

Mission: *To develop lifelong learners through effective teaching in a safe and caring environment.*
Vision: *Educational excellence for every child – setting the standard others aim for.*

AGENDA
BOARD OF EDUCATION – REGULAR MEETING
Instructional Planning Center/Huron Arena
June 11, 2018
5:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Adoption of the Agenda**
5. **Dates to Remember**
 - June 4 – August 3 Summer Mobile Lunch Program – Monday – Friday (No July 4th or inclement weather).
WHERE: Mobile Lunch Locations and times of serving
Splash Central Water Park.....Located at 9th Street and Illinois SW by the picnic shelter. Lunch serving from 10:55 am to 11:15 am.
Winter Park.....Located at 6th Street and Oregon SE in the park.
Lunch serving from 11:40 am to 12:00 noon.
Prospect Park.....Located at 16th Street and Iowa SE by north picnic shelter. Lunch Serving from 12:25 pm to 12:45 pm.
 - June 4 – August 3 Huron Public Schools will continue to offer hot lunches in the commons at the Huron Middle School. 11:30 a.m. – 12:30 p.m.
 - June 11 – 28 ESL Summer School Program
Monday – Thursday for Kindergarten through 7th Grade – 8:00 a.m. – 1:00 p.m.
Monday – Friday for High School – 8:00 a.m. – 1:00 p.m.
 - June 25 Board of Education Meeting/School Board Goal Setting Session
5:30 p.m. – IPC
6. **Community Input on Items Not on the Agenda**
7. **Conflict Disclosure and Consideration of Waivers** - The School Board will review the disclosures and determine if the transactions or the terms of the contracts are fair, reasonable, and not contrary to the public interest.
 - a)
8. **CONSENT AGENDA**

The superintendent of schools recommends approval of the following:

 - a) **Approval and/or Correction of Minutes of Previous Meetings**
 - b) **Consideration and Approval of Bills**
 - c) **Approval and/or Correction of the Financial Report**
 - d) **Board Approval of New Hires**

As was mentioned previously, classified personnel, substitute teachers/classroom aides, and volunteers must be approved in order to be covered by our workers' compensation plan.

 - 1) Leah Branaugh / Head Boys Soccer Coach / \$4,779 per year
 - 2) Chad Beck / Lead Maintenance Technician / \$39,899 per year
 - 3) Trishtyn Anderson / Volunteer Custodian / HHS

4) Rachel Kary / Head Coach Girls' Tennis / \$4,333 per year

e) **Contracts for Board Approval**

- 1) Sydney Munce / 4th Gr Teacher - Washington 4-5 Center / \$43,354 per year
- 2) Kristie Barber / English/LA Teacher - HHS / \$43,510 per year
- 3) Jessica Rodacker / Family & Consumer Science Teacher - HMS / \$43,634 per year

f) **Resignations for Board Approval**

- 1) Kendra Anderson / SPED Para-Educator - HMS / 1 year

g) **Request for Approval of Open Enrollment Request**

The administration has received open enrollment request #OE-2018-01, #OE-2018-02, #OE-2018-03, and #OE-2018-04 for Board approval.

h) **Request Approval to Hold the School's Surplus Property Auction** - Thursday, July 12th at 5:30 p.m. at the Transportation Building. The auction will be conducted by Ace Realty and Auction.

i) **Accept Gasoline and Diesel Bid for 2018-2019 from M.G. Oil Company dba Corner Pantry**

(The consent agenda may be approved with one motion. However, if a board member wishes to separate an item for discussion, he/she may do so.)

9. **CELEBRATE SUCCESSES IN THE DISTRICT:
CONGRATULATIONS:**



THANK YOU TO:



Dakota Provisions for the generous donation of \$1,000 worth of product from the Wyshbone Market to help feed children this summer on the Summer Mobile Lunch Program.

10. **REPORTS TO THE BOARD**

a) **Donation to the FFA Program**

Representative of the Sabers family will present a financial donation to Mr. Postma and the Huron Public Schools FFA Program.

b) **Business Manager's Report**

c) **Superintendent's Report**

- ❖ GIFT Program
- ❖ Eagle Scout Project

11. **OLD BUSINESS**

a) **Policy on Seclusion and Restraint - 1st Reading - Lori Wehlander**

b) **Ratify Classified Staff Negotiations - 2.6% Increase**

c) **Consider Approval of Branding Package - 1st Reading**

12. **NEW BUSINESS**

a) **Other Hourly Wage Rates for 2018-2019 - Superintendent Recommends Approval**

b) **Handbooks 2018-2019 - Introduction**

c) **Budget Hearing - Public Input on Hearing is Welcome**

- d) **Consider Change in Vision Statement – 1st Reading**
Current Statement: Educational excellence for every child – setting the standard others aim for. Policy AAA
Proposed Statement: RESPECT – PRIDE – EXCELLENCE FOR ALL (This will match the words on the District Logo in the Branding Initiative)

13. RECESS

14. 6:30 P.M. – GOALS REPORT WORK SESSION
No action will be taken

15. ADJOURNMENT

**Huron School District
New Hire Justification**

Date: May 29, 2018

Applicant Information

Applicant Name: Leah Branaugh

Address:

Phone: 605-661-4076

Education:

Experience: Played soccer HS four years; has coached boys in club Soccer in Huron for many years; Asst Girls Soccer for three years.

References: Megan Wilson, Heather Sieh, Gary Kasperson

Reason for New Hire

New Position:

Replacement: Replaces Megan Wilson who resigned

Position Information

Department: Athletics

Position: Head Boys Soccer

Supervisor: Terry Rotert

Responsibilities: Lead boys soccer program

Hours:

Hiring Information

Wages: \$4779 base

Classification:

Wage Justification: School soccer coaching experience – three years.

Start Date: July 30, 2018

Requested by: Terry Rotert

Huron School District
New Hire Justification

Date: June 01, 2018

Applicant Information

Applicant Name: Chad Beck
Address: 1089 33rd St. S.E., Huron, S.D. 57350
Phone: 605-350-3098
Education: Lake Area Vo-Tech
Experience: Diesel mechanic, Apprentice Electrician,
Maintenance worker.
References: T. Chipman, A. Ehrk, S. Klitzke

Reason for New Hire

New Position:
Replacement: XX

Position Information

Department: Buildings and Grounds
Position: Lead Maintenance Worker
Supervisor: Rex Sawvell
Responsibilities: Performance preventative maintenance on
roof-top units, boilers, motors and pumps.
Assist in other areas as needed.
Hours: 7:00 a.m.-3:30 p.m.

Hiring Information

Wages: \$39,899.00 annually
Classification: Class I
Wage Justification: 2018-2019 Hiring Schedule
Start Date: June 11, 2018
Requested by: Rex Sawvell

**Huron School District
New Hire Justification**

Date: June 5, 2018

Applicant Information

Applicant Name: Rachel Kary

Address:

Phone: 605-354-2203

Education:

Experience: Played six years of tennis for the Huron Tigers

References: Leah Branaugh

Reason for New Hire

New Position:

Replacement: Replace Leah Branaugh

Position Information

Department: Athletics

Position: Head Girls Tennis

Supervisor: Terry Rotert

Responsibilities: Lead girls tennis program

Hours: after school and weekends

Hiring Information

Wages: \$4,333

Classification:

Wage Justification: \$4248 base plus one-year experience from 2017

Start Date: August 6, 2018

Requested by: Terry Rotert - AD

TEACHER'S CONTRACT
Huron School District No. 2-2, Huron, South Dakota

Sydney Munce

May 31, 2018

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a Teacher in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of \$ 43354 for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning 8/20/2018 and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

Your election is subject to the school laws of the State of South Dakota and to the salary schedule and contractual elements rules and regulations of the Board of Education of the Huron School District No. 2-2, which are hereby by reference, incorporated in and made a part of this contract as though set forth herein at length, subject to the right of said Board to terminate the contract for cause, to be determined upon by the Board.

It is further contracted and agreed that your failure to complete the term of teaching prescribed herein for any cause, including but not limited to dismissal or resignation, constitutes a financial damage to the Huron School District No. 2-2 and that from the nature of the case it might be impractical or difficult to fix the actual damage. THEREFORE, it is understood and agreed that your failure to complete the term provided herein shall result in the following liquidated damages: failures occurring between the date signed and approved by the School Board through June 30 for the ensuing year, damages shall be assessed at \$1,000.00. For breaking a contract July 1 through July 31, damages shall be assessed at \$2,000.00 and breaking of contract August 1 and for the duration of the first semester, damages shall be assessed at \$3,000.00. Damages will be assessed at \$1,500.00 for breaking of a contract anytime during the 2nd semester. The Board reserves the right to request the Department of Education to suspend the employee's certification for one year in lieu of monetary damages in accordance with SDCL 13-42-9. Teachers who are not full-time employees of the District shall be assessed damages at a percentage which matches their percent of employment.

It is further understood and agreed that resignations shall not become effective until approved by the Board of Education at the next meeting following receipt of said resignation. Further, it is hereby agreed that you will pay to the Huron School District No. 2-2, or the Huron School District No. 2-2 will withhold or appropriate from any monies owed by them to you, and you hereby authorize such withholding or appropriation, the appropriate sum herein above set forth as liquidated damages due to your failure to complete said term.

This agreement becomes a binding contract when signed by the teacher and the Board of Education.

BA
Hired 2018-2019 W/BA and no formal teaching experience;

Agreeing to this contract includes the following: Teachers new to the District are expected to work an additional 5 days beginning August 20. During this time, the teacher will receive appropriate training in District programs, and will have time to become adequately prepared for the new school year.

SCHOOL DISTRICT NO. 2-2 OF THE CITY OF
HURON, BEADLE COUNTY, SOUTH DAKOTA

ATTEST:

.....
Business Manager of the School District

By
Chairman of School District Board

TO THE BOARD OF EDUCATION OF THE HURON SCHOOL DISTRICT NO. 2-2
CITY OF HURON, BEADLE COUNTY, SOUTH DAKOTA

I hereby accept the position mentioned in the foregoing contract of hiring in the Public Schools of Huron, South Dakota, at the salary and upon and under the terms and conditions of the above and foregoing contract and have carefully read said contract and am fully informed as to the contents. I agree to attend such pre-school planning days as are scheduled exclusive of the designated number of teaching days. "I clearly understand that it is my responsibility to be fully certified with the State of South Dakota for the duration of this contract. I accept that my pay will cease on October 1, and my employment may be terminated or suspended without pay until such time that I meet the certification requirements of the job."

Witness my hand this 1st day of June 2018

Witness: Dorey Wenzel

Print Name: Sydney Munce

Sign here: Sydney Munce
Teacher

HURON PUBLIC SCHOOLS
Huron, South Dakota
PERSONNEL DATA SUMMARY

1. Name Sydney Munce
Present Address 3900 S Southeastern Ave Apt 110 – Sioux Falls, SD 57103
Position Applied For 4th Grade Teacher – Washington 4-5 Center

2. Preparation and Certification:

	<u>Name of School</u>	<u>Year/Degree</u>
College: BS Degree	<u>University of Sioux Falls</u>	<u>2017/BA – Elementary Ed</u>
MA Degree	_____	_____
Other	_____	_____

3. Teaching Experience - (list the last two positions)

<u>Name of School</u>	<u>How Long/Years</u>	<u>Grades/Subjects</u>
_____	_____	_____
_____	_____	_____

4. **Base Salary:** \$ 43,354 **Teaching Assignment:** 4th Grade Teacher – Washington
Extra Duty: \$ _____ **Ex Duty Assignment** _____
Total Salary: \$ 43,354

TEACHER'S CONTRACT
Huron School District No. 2-2, Huron, South Dakota

Kristie Barber

May 31, 2018

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of \$ **43510** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **8/20/2018** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

Your election is subject to the school laws of the State of South Dakota and to the salary schedule and contractual elements rules and regulations of the Board of Education of the Huron School District No. 2-2, which are hereby by reference, incorporated in and made a part of this contract as though set forth herein at length, subject to the right of said Board to terminate the contract for cause, to be determined upon by the Board.

It is further contracted and agreed that your failure to complete the term of teaching prescribed herein for any cause, including but not limited to dismissal or resignation, constitutes a financial damage to the Huron School District No. 2-2 and that from the nature of the case it might be impractical or difficult to fix the actual damage. **THEREFORE**, it is understood and agreed that your failure to complete the term provided herein shall result in the following liquidated damages: failures occurring between the date signed and approved by the School Board through June 30 for the ensuing year, damages shall be assessed at \$1,000.00. For breaking a contract July 1 through July 31, damages shall be assessed at \$2,000.00 and breaking of contract August 1 and for the duration of the first semester, damages shall be assessed at \$3,000.00. Damages will be assessed at \$1,500.00 for breaking of a contract anytime during the 2nd semester. The Board reserves the right to request the Department of Education to suspend the employee's certification for one year in lieu of monetary damages in accordance with SDCL 13-42-9. Teachers who are not full-time employees of the District shall be assessed damages at a percentage which matches their percent of employment.

It is further understood and agreed that resignations shall not become effective until approved by the Board of Education at the next meeting following receipt of said resignation. Further, it is hereby agreed that you will pay to the Huron School District No. 2-2, or the Huron School District No. 2-2 will withhold or appropriate from any monies owed by them to you, and you hereby authorize such withholding or appropriation, the appropriate sum herein above set forth as liquidated damages due to your failure to complete said term.

This agreement becomes a binding contract when signed by the teacher and the Board of Education.

BA
Hired 2018-2019 W/BA and 2 years of teaching experience. Contract is contingent on attaining SD Teaching Certification by October 2018.;

Agreeing to this contract includes the following: Teachers new to the District are expected to work an additional 5 days beginning August 20. During this time, the teacher will receive appropriate training in District programs, and will have time to become adequately prepared for the new school year.

CONTRACT MUST BE SIGNED & RETURNED TO THE SUPERINTENDENT'S OFFICE BY THURSDAY, JUNE 7, 2018

SCHOOL DISTRICT NO. 2-2 OF THE CITY OF
HURON, BEADLE COUNTY, SOUTH DAKOTA

ATTEST:

.....
Business Manager of the School District

By
Chairman of School District Board

TO THE BOARD OF EDUCATION OF THE HURON SCHOOL DISTRICT NO. 2-2
CITY OF HURON, BEADLE COUNTY, SOUTH DAKOTA

I hereby accept the position mentioned in the foregoing contract of hiring in the Public Schools of Huron, South Dakota, at the salary and upon and under the terms and conditions of the above and foregoing contract and have carefully read said contract and am fully informed as to the contents. I agree to attend such pre-school planning days as are scheduled exclusive of the designated number of teaching days. "I clearly understand that it is my responsibility to be fully certified with the State of South Dakota for the duration of this contract. I accept that my pay will cease on October 1, and my employment may be terminated or suspended without pay until such time that I meet the certification requirements of the job."

Witness my hand this 4th day of June 2018

Witness: Dolly Kenadiles

Print Name: Kristie Barber

Sign here: [Signature]
Teacher

HURON PUBLIC SCHOOLS
Huron, South Dakota
PERSONNEL DATA SUMMARY

1. Name Kristie Barber
Present Address 21818 394th Ave – Alpena, SD 57312
Position Applied For English/LA Teacher - HHS

2. Preparation and Certification:

	<u>Name of School</u>	<u>Year/Degree</u>
College: BS Degree	<u>University of Northern Colorado</u>	<u>1999/BA – English, LA & ESL</u>
MA Degree	_____	_____
Other	_____	_____

3. Teaching Experience - (list the last two positions)

<u>Name of School</u>	<u>How Long/Years</u>	<u>Grades/Subjects</u>
<u>Aims Community College</u>	<u>1 year/2001-2002</u>	<u>At-Risk Student Teacher</u>
<u>Eaton Middle School</u>	<u>1 year/2002-2003</u>	<u>Reading Specialist 5-8</u>

4. **Base Salary:** \$ 43,510 **Teaching Assignment:** English/LA Teacher - HHS
Extra Duty: \$ Ex Duty Assignment _____
Total Salary: \$ 43,510

TEACHER'S CONTRACT
Huron School District No. 2-2, Huron, South Dakota

Jessica Rodacker

May 31, 2018

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of \$ **43634** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **8/20/2018** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

Your election is subject to the school laws of the State of South Dakota and to the salary schedule and contractual elements rules and regulations of the Board of Education of the Huron School District No. 2-2, which are hereby by reference, incorporated in and made a part of this contract as though set forth herein at length, subject to the right of said Board to terminate the contract for cause, to be determined upon by the Board.

It is further contracted and agreed that your failure to complete the term of teaching prescribed herein for any cause, including but not limited to dismissal or resignation, constitutes a financial damage to the Huron School District No. 2-2 and that from the nature of the case it might be impractical or difficult to fix the actual damage. **THEREFORE**, it is understood and agreed that your failure to complete the term provided herein shall result in the following liquidated damages: failures occurring between the date signed and approved by the School Board through **June 30** for the ensuing year, damages shall be assessed at \$1,000.00. For breaking a contract **July 1** through **July 31**, damages shall be assessed at \$2,000.00 and breaking of contract August 1 and for the duration of the first semester, damages shall be assessed at \$3,000.00. Damages will be assessed at \$1,500.00 for breaking of a contract anytime during the 2nd semester. The Board reserves the right to request the Department of Education to suspend the employee's certification for one year in lieu of monetary damages in accordance with SDCL 13-42-9. Teachers who are not full-time employees of the District shall be assessed damages at a percentage which matches their percent of employment.

It is further understood and agreed that resignations shall not become effective until approved by the Board of Education at the next meeting following receipt of said resignation. Further, it is hereby agreed that you will pay to the Huron School District No. 2-2, or the Huron School District No. 2-2 will withhold or appropriate from any monies owed by them to you, and you hereby authorize such withholding or appropriation, the appropriate sum herein above set forth as liquidated damages due to your failure to complete said term.

This agreement becomes a binding contract when signed by the teacher and the Board of Education.

BA
Hired 2018-2019 W/BA and 3 years of teaching experience.;

Agreeing to this contract includes the following: Teachers new to the District are expected to work an additional 5 days beginning August 20. During this time, the teacher will receive appropriate training in District programs, and will have time to become adequately prepared for the new school year.

*****CONTRACT MUST BE SIGNED & RETURNED TO THE SUPERINTENDENT'S OFFICE BY THURSDAY, JUNE 7, 2018*****

SCHOOL DISTRICT NO. 2-2 OF THE CITY OF
HURON, BEADLE COUNTY, SOUTH DAKOTA

ATTEST:

.....
Business Manager of the School District

By
Chairman of School District Board

TO THE BOARD OF EDUCATION OF THE HURON SCHOOL DISTRICT NO. 2-2
CITY OF HURON, BEADLE COUNTY, SOUTH DAKOTA

I hereby accept the position mentioned in the foregoing contract of hiring in the Public Schools of Huron, South Dakota, at the salary and upon and under the terms and conditions of the above and foregoing contract and have carefully read said contract and am fully informed as to the contents. I agree to attend such pre-school planning days as are scheduled exclusive of the designated number of teaching days. "I clearly understand that it is my responsibility to be fully certified with the State of South Dakota for the duration of this contract. I accept that my pay will cease on October 1, and my employment may be terminated or suspended without pay until such time that I meet the certification requirements of the job."

Witness my hand this 4th day of June, 2018

Witness: Terrence D. ...

Print Name: Jessica Rodacker

Sign here: Jessica Rodacker
Teacher

HURON PUBLIC SCHOOLS
Huron, South Dakota
PERSONNEL DATA SUMMARY

1. Name Jessica Rodacker
- Present Address 472 24th St SE #472-1 – Huron, SD 57350
- Position Applied For Family & Consumer Science Teacher – Huron Middle School
2. Preparation and Certification:
- | | <u>Name of School</u> | <u>Year/Degree</u> |
|--------------------|--------------------------------------|-------------------------------|
| College: BS Degree | <u>South Dakota State University</u> | <u>2015/BS – Secondary Ed</u> |
| MA Degree | _____ | _____ |
| Other | _____ | _____ |
3. Teaching Experience - (list the last two positions)
- | <u>Name of School</u> | <u>How Long/Years</u> | <u>Grades/Subjects</u> |
|-------------------------------------|--------------------------|--|
| <u>Webster Area School District</u> | <u>3 years/2015-2018</u> | <u>Family & Consumer Science Teacher</u> |
4. **Base Salary:** \$ 43,634 **Teaching Assignment:** Family & Consumer Science Teacher
- Extra Duty:** \$ _____ Ex Duty Assignment _____
- Total Salary:** \$ 43,634

Resignation

TM Taplett, Mike
Today, 1:08 PM
Katzenberger, Amanda; Wehlander, Lori; Willemssen, Laura L; Venables, Dolly; I

Reply |

To Those Concerned:

I have a hand-written resignation on my desk from Para - DLC: Kendra Anderson

Last day of work will be Thursday, May 31, 2018.

I will copy for my file and send in school mail to Superintendent's Office.

Mike Taplett
Principal
Huron Middle School
"A Great Place To Learn"
1-605-353-6900

Note: This e-mail and any attachments may be privileged and confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of this e-mail and any attachments is strictly prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and deleting it from your computer system. Thank you for your cooperation.

1:05 PM
ml
5-29-18

I wish to resign my current position at Huron Middle School as a para professional. My last day will be May 31, 2018 Kendra Anderson

Huron School District 2-2

150 Fifth St SW – PO Box 949
Huron, South Dakota 57350-0949

Business Office
(605) 353-6995
Fax (605) 353-6994

Kelly Christopherson
Business Manager

Memorandum

Date: June 5, 2018

To: School Board Members
Terry Nebelsick, Superintendent

From: Kelly Christopherson, Business Manager *KC*

RE: 2018-2019 Gas and Diesel Fuel Bids

Gas and diesel bids were opened on June 5.

M.G Oil Company dba Corner Pantry bid a 6 cent discount on E-10 blend gasoline. No other bids were received.

M.G. Oil Company dba Corner Pantry bid a 6 cent per gallon discount on diesel fuel. No other bids were received.

I recommend accepting the bids of M.G Oil Company dba Corner Pantry for both E-10 blend gasoline and diesel fuel for the period of July 1, 2018 through June 30, 2019.

AN ACT

ENTITLED, An Act to require school districts to adopt a policy limiting the use of restraint and seclusion.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

Section 1. That chapter 13-32 be amended by adding a NEW SECTION to read:

The school board of each school district shall adopt or revise a school district policy for school district employees on the use of restraint and seclusion. The policy shall contain the following provisions:

- (1) A procedure for notifying the parent or guardian of the student, unless the student is emancipated, of an incident requiring the use of restraint or seclusion;
- (2) A prohibition on the use of prone restraint, defined as physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when the use is necessary and reasonable in manner and moderate in degree; and
- (3) A prohibition on the use of involuntary confinement of a student locked alone in a room, unless there is a clear and present danger.

An Act to require school districts to adopt a policy limiting the use of restraint and seclusion.

I certify that the attached Act
originated in the

SENATE as Bill No. 46

Secretary of the Senate

President of the Senate

Attest:

Secretary of the Senate

Speaker of the House

Attest:

Chief Clerk

Senate Bill No. 46
File No. _____
Chapter No. _____

Received at this Executive Office
this _____ day of _____,

20____ at _____ M.

By _____
for the Governor

The attached Act is hereby
approved this _____ day of
_____, A.D., 20____

Governor

STATE OF SOUTH DAKOTA,
ss.
Office of the Secretary of State

Filed _____, 20____
at _____ o'clock ___ M.

Secretary of State

By _____
Asst. Secretary of State

I. Policy Rationale and Philosophy:

Reasonable efforts should be made to prevent the use of restraint and the use of seclusion. A non-aversive effective behavioral system should be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

The District believes that the school environment should be one in which the care, safety, security and welfare of all students and staff members are priorities. Efforts to promote positive interactions and solutions to potential conflict should be extensive. In the event that an individual's behavior presents a threat of imminent harm to self or others the use of approved physical intervention or seclusion strategies to maintain a safe environment may be used as a last resort.

II. Definitions:

a. Physical Restraint:

- i. The use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Such term does not include a physical escort, mechanical restraint, or chemical restraint.
- ii. Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:
 1. To break up a fight;
 2. To knock a weapon away from a student's possession;
 3. To calm or comfort;
 4. To assist a student in completing a task/response if the student does not resist the contact;
 5. To prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car).

b. Seclusion:

The involuntary isolation of a student in a room, enclosure or space from which the student is prevented from leaving. It does not include a timeout.

- c. Time Out:
A behavioral intervention in which a student, for a limited or specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior.

III. Requirements for the use of Physical Restraint:

Physical restraint may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. If physical restraint is applied the staff member must:

- a. implement in a manner that is age and developmentally appropriate;
- b. ensure safety of other students and protect the dignity and respect of the student involved. Combine use with other approaches (non-physical interventions are always preferred) that will diminish the need for physical intervention in the future;
- c. use the least amount of force necessary, for the least amount of time necessary;
- d. be appropriately-trained;
- e. continually observe the student in restraint for indications of physical or mental distress;
- f. contact appropriate emergency entities according to district crisis policy if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved;
- g. remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated; following the use of physical restraint, the individual should be assessed for injury or psychological distress and monitored as needed following the incident.

IV. Prohibited Practices for Use of Restraints:

Staff members are not to use any physical restraints for which they have not been trained by the district. Staff members are not to use any unauthorized physical restraints. This includes but is not limited to:

- a. Prone restraint, which is physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when the use is necessary and reasonable in manner and moderate in degree;
- b. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that involves the use of pinning down a student by placing knees to the torso, head, and or neck of the student;
- c. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
- d. Uses pressure point, pain compliance, or joint manipulation techniques;

- e. Corporal punishment;
- f. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
- g. Deprivation of basic needs;
- h. Chemical restraint;
- i. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
- j. Using other students or untrained staff to assist with the hold or restraint;
- k. Securing a student to another student or fixed object;
- l. Aversive behavioral interventions; or
- m. Seclusion in a locked room or area.

V. Requirement for Use of Seclusion:

Given a threat of immediate risk of physical harm to the student or others, the following principles must always be applied:

- a. A room or area used for seclusion must:
 - i. provide for adequate space, lighting, ventilation, clear visibility and the safety of the student; and
 - ii. not be locked.
- b. Staff must:
 - i. implement in a manner that is age and developmentally appropriate;
 - ii. ensure safety of other students and protect the dignity and respect of the student involved;
 - iii. the least amount of time necessary;
 - iv. be appropriately-trained;
- c. staff must continually observe the student for the duration of the seclusion;
- d. if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved, emergency personnel will be contacted;
- e. seclusion ceases when the immediate risk of physical harm to self or others has dissipated;
- f. upon each use of seclusion, the student shall be assessed for injury or psychological distress and monitored as needed following the incident.

VI. Prohibited for Use of Seclusion:

- a. Use of seclusion in any environment that does not meet the above criteria.
- b. Deprivation of basic needs;
- c. Seclusion shall not be used;
 - i. As a form of discipline/punishment
 - ii. As a means to coerce, retaliate or in a manner that endangers a student;

- iii. For the convenience of staff;
- iv. As a substitute for an educational program;
- v. As a substitute for less restrictive alternatives;
- vi. As a substitute for inadequate staff; and/or
- vii. As a substitute for positive behavior supports or another crisis prevention.

VII. Reporting and De-Briefing Requirements after the use of Physical Restraint or Seclusion:

- a. The staff member(s) using physical restraint or seclusion shall complete all district required reports and document staff's observations of the student.
 - i. As soon as possible under the circumstances the staff member(s) using physical restraint or seclusion shall inform the appropriate school administrator/designee of the use of physical restraint or seclusion.
 - ii. The District's Incident Report shall be completed upon occurrences of physical restraint or seclusion.
 - iii. Completion of the form and submission of the Incident Report to the appropriate administrator/designee should be done the same day the staff member(s) used physical restraint or seclusion.
 - iv. An administrator/designee shall attempt to contact the parent/guardian during the same day of incident.
 - v. A copy of the Incident Report should be made available to parent/guardian by the administrator/designee within 24 hours after receipt of the Incident Report.
- b. The administration/designee may conduct a formal debriefing with all involved staff and parents and, if appropriate, the student;
 - i. Debrief utilizing the Districts Debriefing Form.
 - ii. evaluate the trigger for the incident, staff response, and methods to address the students behavioral needs;
 - iii. During the debrief, if the behavior is noted as a pattern of dangerous behavior that leads to the use of restraint and/or seclusion, a Functional Behavior Assessment, and/or a Behavior Intervention Plan may be considered.

VII. Training and professional development:

- a. The district will ensure that an appropriate number of personnel in each building are trained in crisis management and de-escalation techniques.
- b. The school district will maintain written or electronic documentation on training provided and lists of participants in each training.

VIII. District Monitoring:

- a. The administrator/designee shall monitor the implementation of this policy.
- b. This policy shall be accessible on the district's website.

IX. Complaint:

- a. A parent/guardian who feels that a school employee violated this policy

may file a complaint pursuant to Policy KL: Complaint Against School Employee.

- b. If the student is a student with a disability, the parent/guardian of the student with a disability may file a complaint with the South Dakota Department of Education, Office of Special Education instead of filing a complaint pursuant to Policy KL: Complaint Against School Employee.

Associated School Boards of South Dakota

Date Adopted:

Policy Reference

Description

KL

COMPLAINT AGAINST SCHOOL EMPLOYEE

Associated School Boards of South Dakota	NEPN Code: JGB-E(1)
Sample Exhibit	

**RESTRAINT AND SECLUSION
INCIDENT REPORT FORM**

Student Name _____ Date of incident

Does this student have a disability? ___ Yes ___ No

If yes, what is the disability? _____

Student ethnicity: _____ Gender: _____ Age: _____

Teacher/class/grade _____

Staff person(s) initiating restraint; others present/involved:

Staff person(s) initiating seclusion; others present/involved:

Describe the behavior that led to restraint/seclusion, including time, location, activity, others present, other contributing factors:

Procedures used to attempt to de-escalate the student prior to using restraint/seclusion:

Describe the restraint/seclusion:

Duration of time of restraint/seclusion

Staff member submitting report

Submitted to Administration/Designee At _____ Time _____ Date _____

Associated School Boards of South Dakota	NEPN Code: JGB-E(2)
Sample Exhibit	

**RESTRAINT AND SECLUSION
DEBRIEFING FORM**

Student: _____ Date of Incident: _____

Date of Debriefing: _____

Present:

Name	Position	Signature	Has the staff completed restraint training?

1. Give a brief description of the circumstances (antecedents) leading up to this incident.
2. Give a summary of the incident. Including Intervention used and outcomes.
3. From information gained, what changes (if any) should be made?
4. Has a support plan been initiated? Yes No
 If yes, who was contacted?
5. If applicable, how will the support plan affect any of the following:
 - Behavior intervention plan (BIP)
 - 504 plan
 - Individualized Education plan(IEP)
 - Does the team need to reconvene?
6. If yes, name Is this a repeated instance of restraint or seclusion, if so, a Functional Behavioral Assessment (FBA) may be considered. Has an FBA been initiated?
 Yes No completed? Yes No

Additional comments (if any)

JGB

Seclusion and Restraint

1) The Huron School will notify the parent or guardian of the student, unless the student is emancipated, of an incident requiring the use of restraint or seclusion. This will be done within the school day if school is still in session that day.

(2) No employee of the Huron School District will use the method of prone restraint, defined as physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when that use is necessary and reasonable in manner and moderate in degree.

(3) No student will be placed in involuntary confinement in a locked room alone unless there is a clear and present danger.

2.34% increase (2.6% x 90%)
 (All Steps Same % Increase)
 (Salaries based on hourly rate * 2080)

Support Staff Hiring Schedules
 Custodial Staff
 2018-2019

GDBA-1 (N)
 June 4, 2018

Step	Custodian	Elementary Custodian	Arena Custodian	MS/HS Custodian Forman	Grounds Personnel	Maintenance Personnel
0	\$35,973	\$36,321	\$37,128	\$37,589	\$37,589	\$39,899
1	\$36,295	\$36,643	\$37,450	\$37,912	\$37,912	\$40,222
2	\$36,617	\$36,965	\$37,772	\$38,234	\$38,234	\$40,544
3	\$36,940	\$37,288	\$38,094	\$38,556	\$38,556	\$40,866
4	\$37,262	\$37,610	\$38,417	\$38,879	\$38,879	\$41,189
5	\$37,584	\$37,932	\$38,739	\$39,201	\$39,201	\$41,511

(Note: The hiring raise for 2018-19 is 2.34%)
 The hiring schedule increased by 90% of the employee raise.

NIGHT DUTY ALLOWANCE - \$80.00 extra for the 9 months school is in session.

All positions shall be a 40-hour a week position.

Hours per day may be varied according to district needs during the regular school term and summer months. Departure from the normal hours, five days per week schedule must be approved by the superintendent's office or supervisor.

The superintendent must approve all hiring and wage requests. All new custodians hired, will enter employment with the Huron School District at the (zero) step, unless granted credit not to exceed five steps. The new custodian may earn steps for experience (responsibility determined to be similar). New custodians will be allowed to earn one additional step per year (after raise has been factored) until they have earned five (\$.15) steps on the hiring schedule. Custodians granted steps at hiring are limited to the same five total steps that can be earned before their salary is "locked in" and becomes only eligible for cost of living raises.

Normal annual increments may be withheld from the employee for unsatisfactory performance upon the recommendation by the immediate supervising administrator and by the superintendent of schools and the board of education. Removal of the unsatisfactory recommendation for the following year shall mean a normal annual increase in salary. However, employee shall not pick up the lost salary.

The hiring schedule shall be advanced each year by no more than 90% of the average annual increment received by employees whose salary is based on this schedule.

2.34% increase (2.6% x 90%)
 (All Steps Same % Increase)
 (Salaries based on hourly rate * 2080)

2018-2019
 Support Staff Hiring Schedules
 Full-Time Personnel
 Staff

GDBA-2 (N)
 June 4, 2018

Step	Division I Office Personnel	Division II Central Delivery	Division I Technical Assistant	Division III Technician
0	\$33,858	\$35,589	\$33,858	\$38,086
1	\$34,180	\$35,912	\$34,180	\$38,409
2	\$34,503	\$36,234	\$34,503	\$38,731
3	\$34,825	\$36,556	\$34,825	\$39,053
4	\$35,147	\$36,879	\$35,147	\$39,376
5	\$35,469	\$37,201	\$35,469	\$39,698

(NOTE: The hiring raise for 2018-19 is 2.34%)
 The hiring schedule increased by 90% of the employee raise.
 Column added for Technical Assistant and Technician

All positions shall be a 40-hour a week position, unless salary above \$47,500 per year.

Hours per day may be varied according to office needs during the regular school term and summer months. Departure from the normal 7:30 a.m. to 4:30 p.m., five days per week schedule must be approved by the superintendent's office or supervisor.

The superintendent must approve all hiring and wage requests. All new (Division I and II) full-time personnel hired, will enter employment with the Huron School District at the (zero) step, unless granted credit not to exceed five steps. The new employee may earn steps for experience (responsibility determined to be similar) and/or education (i.e. AA=1 step, BA=2 steps). Employees will be allowed to earn one additional step per year (after raise has been factored) until they have earned five (\$.15) steps on the hiring schedule. Employees granted steps at hiring are limited to the same five total steps that can be earned before their salary is "locked in" and becomes only eligible for cost of living raises.

Normal annual increments may be withheld from the employee for unsatisfactory performance upon the recommendation by the immediate supervising administrator and by the superintendent of schools and the board of education. Removal of the unsatisfactory recommendation for the following year shall mean a normal annual increase in salary. However, employee shall not pick up the lost salary.

The hiring schedule shall be advanced each year by no more than 90% of the average annual increment received by employees whose salary is based on this schedule.

Step	Licensed SLPA/ PTA/OTA	Class AAA	Class AA	Class A	Class A1	Class B
0	\$20.66	\$14.89	\$14.72	\$13.98	\$13.98	\$13.50
1	\$20.82	\$15.04	\$14.88	\$14.13	\$14.13	\$13.66
2	\$20.97	\$15.20	\$15.03	\$14.29	\$14.29	\$13.81
3	\$21.13	\$15.35	\$15.19	\$14.44	\$14.44	\$13.97
4	\$21.28	\$15.51	\$15.34	\$14.60	\$14.60	\$14.12
5	\$21.44	\$15.66	\$15.50	\$14.75	\$14.75	\$14.28

LICENSED SLPA/PTA/OTA

One who assists licensed therapists with treatment plans in educational settings.

CLASS 'AAA'

One who spends the majority of his/her time working as an office secretary in the elementary or middle school building administrator's office, or in the business office on less than 260-day position.

CLASS 'AA'

One who spends the majority of his/her time working as a secretary in the counselor's office.

CLASS 'A'

One who spends the majority of his/her time working with students in a tutorial process.

CLASS 'A1'

One who spends the majority of his/her time performing library clerical duties and instructing students in library and computer searches.

CLASS 'B'

One who spends the majority of his/her time supervising playground, lunchroom, etc.

The superintendent must approve all hiring and wage requests. All new para educators hired, will enter employment with the Huron School District at the (zero) step, unless granted credit not to exceed five steps. The para educator may earn steps for experience (responsibility determined to be similar). New para educator will be allowed to earn one additional step per year (after raise has been factored) until they have earned five (\$.15) steps on the hiring schedule. Para educators granted steps at hiring are limited to the same five total steps that can be earned before their salary is "locked in" and becomes only eligible for cost of living raises.

Normal annual increments may be withheld from the employee for unsatisfactory performance upon the recommendation by the immediate supervising administrator and by the superintendent of schools and the board of education. Removal of the unsatisfactory recommendation for the following year shall mean a normal annual increase in salary. However, employee shall not pick up the lost salary.

This hiring schedule shall be advanced each year by no more than 90% of the average annual increment received by employees whose salary is based on this schedule.

PAID HOLIDAYS – LICENSED SLPA/PTA/OTA - Class II (9-month classified employees) – Veterans' Day, Thanksgiving, Christmas Day, New Year's Day, Presidents Day, Good Friday

PAID HOLIDAYS/Class II/AAA (10-month) – Labor Day, Veterans' Day, Thanksgiving, Christmas Day, New Year's Day, Presidents' Day, and Good Friday.

SUPPORT STAFF SALARY SCHEDULE
Huron School District #2-2
Bus Driver Hiring Schedule
2018-2019

BUSES

25 miles or less per day	90.23
26 to 50 miles per day	92.44
51 to 80 miles per day	99.99
81 to 85 miles per day	101.23
86 to 90 miles per day	102.60
91 to 95 miles per day	103.98
96 to 100 miles per day	105.16
101 to 105 miles per day	106.08
106 to 110 miles per day	109.02
111 to 115 miles per day	111.64
116 to 120 miles per day	114.07
121 to 125 miles per day	116.88
126 to 130 miles per day	119.68
131 to 135 miles per day	122.53
136 to 140 miles per day	125.53
141 to 145 miles per day	128.35
146 to 150 miles per day	131.16
151 to 155 miles per day	133.97

EXPERIENCE RATING

After 1 full year driving	\$.95 a day extra
After 2 full years driving	\$ 1.20 a day extra
After 3 full years driving	\$ 1.60 a day extra
After 4 full years driving	\$ 2.00 a day extra
After 5 full years driving	\$ 2.30 a day extra
After 10 full years driving	\$ 2.75 a day extra

Wages will be paid according to the above scale after daily mileage has been established for each route, which will normally be prior to the first pay period. In case of a question regarding mileage, route will be run by bus supervisor and mileage arrived at will be judged correct mileage for route. Any route changes made by the school administration will be charged according to scale.

Wages are to be paid only for days driven. We do not pay for vacation periods or days when school is not in session

Wages will be paid according to the above scale after daily mileage has been established for each route, which will normally be prior to the first pay period. In case of a question regarding mileage, route will be run by bus supervisor and mileage arrived at will be judged correct mileage for route. Any route changes made by the school administration will be charged according to scale.

Wages are to be paid only for days driven. We do not pay for vacation periods or days when school is not in session.

Pay scale is a daily rate so we will not pay extra for minor breakdown, bad weather, or other delays.

Extra pay will be allowed if driver is required by the school administration to make an extra run during the day, such as for conferences.

Rates of pay will be established each year based on the mileage for each established route. We have no salary guarantees from one year to the next. Experience rating is the only carryover.

Drivers for activity trips will be chosen from those who volunteer for such service and who we feel are fully qualified for this duty. Pay will be on an hourly basis of \$25.00 per hour.

Substitute drivers will be paid \$25.00 per hour or the applicable daily rate of pay from the route salary schedule if traveling in the country.

If buses or vans are stored at a driver's residence, we will allow the following for electrical tank heaters:

- \$ 75.00 per year for 1000 watt heaters
- \$100.00 per year for 1500 watt heaters
- \$125.00 per year for 2500 watt heaters

This allowance will be paid in February.

Hiring Bonuses – Authorized Beginning August 18, 2014

A \$1,000 signing bonus will be paid to route drivers with \$500 being paid when they start and \$500 being paid at the end of the school year if they work the entire year.

A \$500 signing bonus will be paid to substitute drivers with \$250 being paid when they start and \$250 being paid at the end of the school year if they work the entire year.

Revised 8-18-2014
Board approved for 2018-19 on June 11, 2018

2.34% increase (2.6% x 90%)
(All Steps Same % Increase)

Support Staff Hiring Schedules
Food Service
2018-2019

GDBA-5 (N)
June 4, 2018

STEP	LEVEL I	LEVEL II	LEVEL III A	LEVEL III B	LEVEL IV A	LEVEL IV B
0	\$13.19	\$13.45	\$13.96	\$14.22	\$14.68	\$15.03
1	\$13.35	\$13.61	\$14.11	\$14.37	\$14.83	\$15.19
2	\$13.50	\$13.76	\$14.27	\$14.52	\$14.99	\$15.34
3	\$13.66	\$13.92	\$14.42	\$14.68	\$15.14	\$15.50
4	\$13.81	\$14.07	\$14.58	\$14.83	\$15.30	\$15.65
5	\$13.97	\$14.23	\$14.73	\$14.99	\$15.45	\$15.81

The superintendent must approve all hiring and wage requests. All new Food Service Personnel hired, will enter employment with the Huron School District at the (zero) step, unless granted credit not to exceed five steps. The new Food Service employee may earn steps for experience (responsibility determined to be similar). New Food Service Personnel will be allowed to earn one additional step per year (after raise has been factored) until they have earned five (\$.15) steps on the hiring schedule. Food Service Personnel granted steps at hiring are limited to the same five total steps that can be earned before their salary is "locked in" and becomes only eligible for cost of living raises.

Those food service employees who have been nationally certified and kept their national certification for a period of three years or more will be given a \$.15 per hour salary increase. If an employee fails to keep up his/her national certification, he/she will lose the increment and will have to complete another three years to earn it back.

Normal annual increments may be withheld from the employee for unsatisfactory performance upon the recommendation by the immediate supervising administrator and by the superintendent of schools and the board of education. Removal of the unsatisfactory recommendation for the following year shall mean a normal annual increase in salary. However, employee shall not pick up the lost salary.

The hiring schedule shall be advanced each year by no more than 90% of the average annual increment received by employees whose salary is based on this schedule.

PAID HOLIDAYS:

CLASS II (9-month classified employees) Veterans' Day, Thanksgiving, Christmas Day, New Year's Day, Presidents Day, Good Friday

SUPPORT STAFF FRINGE BENEFITS

Health Insurance - Class I

The Board of Education participates in a group insurance plan covering hospital, surgical, and medical costs. For each Class I employee, the school district will pay \$653.40 per month (90%) for a single premium and the employee will pay \$72.60 per month (10%). The school district will pay \$870.60 per month (60%) for an employee + spouse premium and the employee will pay \$580.40 per month (40%). The school district will pay \$1,087.80 per month (60%) for a family premium and the employee will pay \$725.20 per month (40%). The school district will pay \$787.80 per month (60%) for an employee + dependents premium and the employee will pay \$525.20 per month (40%).

Health Insurance - Class II

➤ 6-8 Hours Per Day

The Board of Education participates in a group insurance plan covering hospital, surgical, and medical costs. For each Class II employee who is employed for at least 6-8 hours per day, the school district will pay \$580.80 per month (80%) for a single premium and the employee will pay \$145.20 per month (20%). The school district will pay \$740.01 per month (51%) for an employee + spouse premium and the employee will pay \$710.99 per month (49%). The school district will pay \$669.63 per month (51%) for an employee + dependents premium and the employee will pay \$643.37 per month (49%). The school district will pay \$924.63 per month (51%) for a family premium and the employee will pay \$888.37 per month (49%).

➤ 4-6 Hours Per Day

The Board of Education participates in a group insurance plan covering hospital, surgical, and medical costs. For each Class II employee who is employed for at least 4-6 hours per day, the school district will pay \$399.30 per month (55%) for a single premium and the employee will pay \$326.70 per month (45%). The school district will pay \$570.82 per month (39.34%) for an employee + spouse premium and the employee will pay \$880.18 per month (60.66%). The school district will pay \$516.53 per month (39.34%) for an employee + dependents premium and the employee will pay \$796.47 per month (60.66%). The school district will pay \$713.23 per month (39.34%) for a family premium and the employee will pay \$1,099.77 per month (60.66%).

For Class I and Class II employees, if the district employs both spouses and both spouses qualify for the district's health insurance benefit, the school district will pay up to the qualifying contribution for family insurance for each spouse. Each spouse will pay 50% of the remaining premium balance or \$72.60 per month (10%), whichever is higher.

Health Insurance - Class III & IV

Do not qualify according to the master insurance policy.

Dental Insurance – Class I

The school district will pay the cost of a single premium on a group insurance plan covering dental costs for all Class I employees. The Class I employees are eligible to purchase family or two-party dental insurance at the employee's expense.

Term Life Insurance - Class I (Full-time Personnel)

The school district will pay the cost of a single premium or family premium on a term life insurance policy. The beneficiary amount of the policy shall be \$15,000 plus double indemnity coverage.

Term Life Insurance – Class II

The school district will pay the cost of a single premium or family premium on a term life insurance policy for those Class II employees who work 20 hours per week, 9 months per year.

There shall be an Employee Insurance Group Committee composed of five (5) teachers, one board member, one administrator, one secretary, and one custodian which shall make recommendations to the board of education relative to the group insurance carrier and coverage. Under no circumstances

shall recommendations be made to the board of education to change group insurance carriers without competitive quotes having been made utilizing the school business manager's normal advertising procedure.

PART-TIME/SUBSTITUTE SUPPORT STAFF EMPLOYMENT

Substitute Pay for Class I & Class II

Any employee who substitutes for another for an extended length of time, after the first five consecutive working days of the extended length of time, shall receive an increased rate of pay for the remainder of the absence, as defined by the guidelines set forth in the substitute wage letter. (See attached.)

Substitute para-educators will be paid on Experience Step 0 of the Para-Educator “hiring” schedule. The hourly rate of pay is as follows:

Licensed SLPA/PTA/OTA	\$20.66
Class AAA	\$14.89
Class AA	\$14.72
Class A	\$13.98
Class A1	\$13.98
Class B	\$13.50

Substitutes for food service workers will be hired on the Level II Experience Step 0 of the Food Service ‘hiring’ schedule. The hourly rate of pay is \$13.45 per hour for the 2018-2019 school year. Substitutes will receive the same wage increase as regular food service employees in subsequent years of employment.

Substitute full-time personnel working in place of full-time personnel covered under the negotiated policy will be placed on Step 0 of the Full-Time Personnel “hiring” schedule. The hourly rate of pay is as follows:

Division I/Office Personnel	\$16.28
Division II/Central Delivery	\$17.11

All non-supervisory substitute custodians will be paid \$15.00 per hour.

Supervisory substitute custodians will be paid \$15.50 per hour.

Any classified personnel who currently works for the district and who substitutes for more than five consecutive days in another classified position in a higher pay category will receive a lateral move to the higher hourly pay category of the two, beginning on the sixth day.

**Other Hourly Wage Rates for 2018-2019
Board Meeting June 11, 2018**

	2017-2018	2018-2019	
Summer help - Grounds	\$13.65	\$14.00	
Student Custodian	\$11.25	\$11.54	
Summer Computer Help	\$10.91	\$11.19	
Student worker	\$11.25	\$11.54	School Board meetings and other High School Light and Sound Operations.
Interpreter	\$19.66	\$20.17	
Student Interpreter	\$13.49	\$13.84	
Bus Driver Hourly	\$25.00	\$25.00	
Substitute Bus Driver	\$25.00	\$25.00	
Buildings/Grounds/Bus Maintenance	\$15.26	\$15.66	
Bus Ride Rate	\$14.68	\$15.06	
High School Gift Program Teachers	\$23.87	\$24.49	
High School Gift Program Coordinator	\$33.70	\$34.58	
21st Century Grant - Program Coordinator	\$31.60	\$32.42	Up to 400 hours total for the year.
21st Century Grant - Site Coordinators - Teachers in District	\$31.29	\$32.02	Site Coordinators will be teachers. (Base teacher pay \$43,354 / 180.5 days / 7.5 hours per day)
21st Century Grant - Site Coordinators - NOT Teachers in District	\$27.82	\$28.54	Site Coordinators will be teachers.
21st Century Grant - Leaders	\$17.20	\$17.65	
21st Century Grant Tutor	\$17.20	\$17.65	
Concessions Manager	\$15.19	\$15.58	
Concessions Workers - Beginner	\$11.30	\$11.59	
Concessions Workers - With Experience	\$11.59	\$11.89	
Concessions Student Workers - Beginner	\$10.69	\$10.97	
Concessions Student Workers - With Experience	\$10.74	\$11.02	
Graduation Coach - Certified Teacher	\$31.33	\$32.14	
Graduation Coach - Not a Certified Teacher	\$20.21	\$20.74	

The Rates Below are Set or Updated Through Negotiations and or Policy

Certified Tutor	\$20.00	Based on Negotiated Substitute Teacher Rate of \$120 per day for a 6 hour day.
Non-certified Tutor	\$13.66	Based on Step 0 of Class A Para-Educator Hiring Schedule
Driver's Education Instructors	\$27.69	To begin May 2019 (Negotiated)
Curriculum Development	\$17.14	Negotiated - Policy IF
Staff Development	\$20.00	Negotiated - Policy GCL
Substitute Custodian	\$15.00	This is policy GDE
Substitute Supervisory Custodian	\$15.50	This is policy GDE

School District Philosophy

The Huron School District Philosophy is based on the following four components:

Mission Statement

Lifelong learners will be inspired and developed through effective teaching in a safe and caring environment.

Vision Statement

Educational excellence for every child -- setting the standard others aim for.