

**McLaughlin School District 15-2**

**2024-2025**

**Certified Negotiated  
Agreement**

**FINAL**

## I. GROUND RULES

The McLaughlin School Board has recognized the McLaughlin Education Association (MEA) as the exclusive representative for all certified teaching personnel for the purpose of representation as set forth in SDCL 3-18-3.

1. Negotiations shall be in good faith.
2. Both parties shall agree as to a meeting place and time.
3. Both parties shall have the right to caucus at any time for a period not to exceed 15 minutes. The team calling the caucus shall leave the room.
4. There will be a two-hour limit on each meeting, unless it is mutually agreed upon to extend the time.
5. Negotiations will be closed to the public. Only the McLaughlin Board of Education negotiation team and only the McLaughlin Education Association negotiation team are to attend these meetings.
6. The Board negotiation team and the McLaughlin Education Association negotiation team can only make tentative agreements. Final decisions can be made only by the Board of Education and the McLaughlin Education Association at their respective official meetings. In other words, the McLaughlin Board of Education and the McLaughlin Education Association are not bound by any agreement made at these negotiation meetings.
7. When press releases are made by either party, a copy of such release will be given to the other party at least 24 hours prior to the release. (Superintendent for the Board; MEA spokesperson for MEA)
8. Only items brought to the table the 1<sup>st</sup> meeting shall be negotiated. No additions after 1<sup>st</sup> meeting.

## II. GRIEVANCE PROCEDURE

### Article I

#### Definitions:

1. A grievance is a concern by a person or group of persons having an interest in the operation of McLaughlin School District 15-2 against the school or any employee, that there has been a violation, misinterpretation or inequitable application of any existing policy, rule, contract or regulation of the school board.
2. Included in and covered by this grievance procedure are concerns covering and relating to acts or comments perceived to be based on discrimination on the basis of race, national origin, color, sex, age, physical and or activity for which the McLaughlin School District No. 15-2 is responsible as required by state and federal law.

## Article II

### Purpose:

- a. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise from time to time concerning any of the above stated reasons found in the definition, and to facilitate this purpose these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- b. An informal meeting between the person or group of persons will be set first to secure an equitable solution.
- c. When an informal solution is not possible a written grievance must be filed. The written grievance must be on a Grievance Procedure Report Form - Level I (Attachment A). This means you must, in writing, describe how the McLaughlin School District 15-2 or its employees have harmed you.
- d. The grievance must be filed with the superintendent or should the superintendent be the person named in the grievance, to the school board president, who will act in the superintendent's place.
- e. The grievance must be filed within 30 calendar days after the persons knew, or should have known, of the act or condition on which the grievance is based. If this timetable is not met, the grievance is barred. Grievances must be filed and settled by June 30th annually, unless the June 30th date is extended by the board.
- f. Upon receipt of the grievance, the superintendent shall within ten calendar days have a meeting with all parties unless one of the parties does not want the meeting. The person filing the grievance and the person or persons committing the act upon which the grievance is based must be present. Attorneys or advocates representing the parties can be present. The meeting shall be informal.
- g. At the meeting, the superintendent shall attempt to provide a solution to the problem set forth in the grievance. This means that the superintendent should attempt to offer some options which follow board policy that might be acceptable to both parties. If a solution from the above options is reached, it should be reduced to writing and both parties should sign it. Within ten calendar days after the meeting, the superintendent shall, in writing, provide the parties involved with the superintendent's disposition of the matter.
- h. The superintendent, regardless if a solution is reached, should keep minutes of the meeting and the minutes should reflect the various options that were discussed and the reaction of each party to it, i.e., whether that party accepted or rejected that option and the reason. The minutes should also reflect the hour and say when the meeting is completed.
- i. Within ten calendar days from receipt of the superintendent's disposition, the employee may, if the grievance remains unresolved, appeal in writing to the governing board by serving the superintendent with a Grievance Procedure Report Form - Level II (Attachment B) and a copy sent to the school board president.
- j. The superintendent must notify the parties in writing that a hearing has been set.

1. The written notice must set forth the date, time and place of such hearing.
  2. The hearing must be held within 20 calendar days after the request is filed with the superintendent.
  3. The hearing shall be private with the parties, their representatives, and witnesses, when testifying, in attendance.
  4. The board can implement such rules and procedures as it deems proper to provide for due process.
  5. The decision of the board shall be in writing and be made within 10 calendar days after completion of the hearing.
- k. The board's written decision shall be sent to all parties by certified mail. The decision of the board shall be final unless appealed to a higher level as established by applicable law.
- l. Deadlines may be extended by mutual consent of both parties.
- m. No reprisal of any kind shall be taken by any party against any other participant in the grievance procedure by reason of such participation.
- n. All parties in interest may be represented at all levels of the formal grievance procedure by a person of their own choosing. The employee who is subject to a grievance shall have the right to have the association present at all stages of the proceedings except during board deliberations.
- o. Decisions rendered at all levels of the formal grievance procedure shall be in accordance with the procedures set forth in the attached Grievance Procedure.
- p. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- q. If a grievant initiates an action in a duly constituted court of law, any attempt to use this grievance procedure to resolve the same issue shall be invalidated.

**A complaint policy is part of the Board of Education Policy handbook and is available in the main office.**

### III. LEAVE POLICY

***All applicable leave types listed below must be taken in one half-hour increments.***

Each employee shall receive 14 days (112 hours) of (PTO) annually, which, other than the Personal Sick Bank account as stated herein, shall not accumulate from year to year. PTO shall include all time off for any purpose which does not directly benefit the school. Use of PTO is at the discretion of the employee. Other than emergencies, or sudden illness, at least 5 days prior to taking PTO, the employee shall notify his/her principal or superintendent of the employee's intention to take PTO. In the event school is cancelled for any reason, employees who have requested PTO for the day will not be

required to use it. PTO requests may not be honored on scheduled teacher in-service or professional development dates. PTO requests may not be honored immediately prior to/following extended school year breaks, including, but not limited to, Thanksgiving, Christmas, or Spring breaks. PTO taken during these times is at the discretion of the building administrator.

On an annual basis, (at the end of the school year) each employee will place any or all of his/her unused PTO into a Personal Sick Bank which can accumulate to a maximum of 45 days (360 hours). The use of the Employee's Personal Sick Bank account shall be in addition to any unused PTO. The Board will purchase Personal Sick Bank hours in excess of 45 days from each Certified employee at the rate of \$100.00 per 8 hour day, to be paid with the last payroll in June.

For illnesses, the employee's annual allocation of PTO shall be exhausted before the employee may draw from his/her Personal Sick Bank account with the following exceptions: Employees may use their Personal Sick Leave Bank before taking PTO for any illness with a doctor's documentation. Also, employees may use their Personal Sick Leave Bank before taking PTO for Maternity/ Paternity Leave for the birth or adoption of a child and can use as much of their Personal Sick Leave Bank before PTO as they have accumulated. The employee can only draw out of his/her Personal Sick Bank account if he/she has provided the administration with a doctors' documentation. Personal Sick Bank days may be used for family members to include: spouse, child(ren), parents or anyone that the employee has legal guardianship over.

The employee's accumulated Personal Sick Bank account will be paid at the rate of \$100.00 per 8 hours when his/her employment with the district is completed.

When an employee has banked 45 days in his/her Personal Sick Bank, employee's unused PTO shall be paid out at \$100.00 per 8 hours with the last payroll in June.

Finally, employees may donate up to 3 days of their PTO to another certified, including administrators, or classified employees.

## **BEREAVEMENT LEAVE**

Employees will be granted 5 additional days of PTO, per event, as bereavement leave for family members, to include spouse, child(ren), parents, grandchild, grandparent, siblings, or anyone that the employee has legal guardianship over. These 5 days shall not accumulate year to year.

## **LEGAL LEAVE**

If an employee of McLaughlin School District serves on jury duty or is called as a witness as it relates to their employment with the district, the district will guarantee the wage of his/her regular workweek.

Employees who are absent from work due to jury or witness duty will not be dismissed or suspended from employment and shall retain and be entitled the same job status and pay as he/she had prior to performing jury and/or witness duty. Employees who are absent due to jury/witness duty must inform his/her supervisor in advance. Vacation and sick leave benefits shall accrue at the normal rate for eligible employees. Employees that are dismissed from court duty are required to return to work that day if the dismissal is during the normally scheduled work hours.

Employees will not be paid by McLaughlin School District for time taken for court appearances in which they are personally involved, or in which they appear on a voluntary basis. This time may be taken as any of the applicable leaves: vacation leave, personal leave, or unpaid leave.

### **LEAVE LIMITATION**

No more than 10 percent of the teaching staff may be on paid leave, other than sick leave, on any one day without prior approval of the building principals.

### **PROFESSIONAL LEAVE**

Professional leave to attend professional meetings shall be prioritized according to the needs determined by the school board and administration. Granting of requests for professional leave shall be in the sole discretion of the superintendent.

Requests to attend professional meetings shall be in writing to the principal and/or superintendent as soon as possible preceding the event. Requests shall include an estimate of the expenses involved. There will be a breakdown as to transportation, lodging, meals, registration and other cost items. Requests for professional leave shall not be subject to grievance process if the funds for professional leave are depleted. Teachers may pick up request forms from the principals' offices.

If professional leave is at the request of the employee, a professional development stipend will not be paid. If professional development is at the request of the administrator, a professional development stipend as set annually by the Board of Education per non-contracted day will be honored. Non-contracted days, including Fridays (excluding In-Service Fridays), will be paid by half day (\$75) or full day (\$150).

Professional leave does not apply to co-curricular activities unless the person is contractually obligated to participate in the activity and/or meeting.

### **McLaughlin Education Association Leave**

Association Leave up to 10 days of leave shall be provided to the Association to send representatives to local, state or national conferences or to attend to other Association business. These representatives will be excused, without loss of salary or benefits, upon written notification of the Association President to the Superintendent. No more than 5

representatives are to be excused at one time. Such leave shall be at the discretion of the Superintendent, who shall have the right to reasonably withhold any such leave in the event that the district is unable to adequately schedule coverage for such absence.

### **SICK BANK**

Sick bank is as follows:

1. All certified employees t have the option to join the sick bank. The decision must be made by the first day of October. The association will provide the list to the superintendent.
2. All participants will contribute one (1) sick leave days ( 8hours) to the bank every year. In the event the sick bank shall fall below sixty (60) days (480 hours), all members of the sick bank have the option to put all unused sick leave days (after their accumulative 45 days) (360 hours) into the sick bank.
3. Prior to drawing from the sick bank, use of the sick bank by the employee must first be approved by the Certified Sick Bank Committee consisting of certified employees covered under this agreement.
4. No participant may draw more than 480 hours per contract period. Sick Bank may only be used after the employee has used his/her own sick leave.
5. Sick bank days may only be used through a doctor's recommendation for a participant's illness or accident.
6. No employee may draw against the bank for more days than have been contributed by participants.
7. Sick Bank may only be used after Paid Time Off available to the employee has been exhausted.
8. Sick bank may be used for maternity purposes only when there are unusual complications stemming from pregnancy, but not allow the use of sick bank to stay home with a child after birth.
9. The District Sick Bank may be accessed for self, spouse child, parent, and anyone that the employee has legal guardianship over.

### **INCLEMENT WEATHER LEAVE**

Absence due to inclement weather:

1. If inclement weather prevents a teacher from attending school, the teacher may use personal leave during that absence.
2. If no personal leave is available to the teacher, the teacher's salary will be deducted one contract day of their annual salary for each day absent.
3. Time make-up is not allowable.

#### IV. INSTRUCTIONAL LOAD

The administration shall make equitable distribution of work among members of the staff.

The standard load for a middle school/high school teacher shall be seven (7) periods of assigned duties and one (1) preparation period. If an employee acts as a substitute for another staff-member during their normal preparation period, they will be compensated at the rate of \$35 per hour. Vouchers must be completed and approved by the principal in order to receive payment in accordance with the pay periods established by the Board.

Elementary teachers will have one hour of prep per day during scheduled student specials. This one hour does not need to be continuous. If they do not receive prep time of one hour, they will be compensated at the rate of \$35/hour. This excludes meetings with administration.

Teachers are expected to serve on committees as necessary. Committee assignments will be made with consideration as to the work involved in each particular assignment, and committee assignments will be distributed among the various members of the teaching staff, insofar as possible.

Extra duty assignments will be made by the employer.

Some members of the staff may receive extra pay for special assignments. Some staff may be assigned to supervise extra-curricular activities. Compensation for extracurricular activities will be according to extra pay schedule attached. The Board reserves the right to deviate from the pay schedule as it deems necessary to obtain qualified and adequate employees.

#### V. SCHOOL DAY

All certified staff will be responsible for working an eight (8) hour day.

#### VI. SUPERVISION OF STUDENTS

Teachers shall be responsible for the supervision of students as assigned. Such assignments, which may be made by the board or administration, shall include, but not be limited to, supervision of students in classroom, other parts of the school building, or on school premises, playground or on premises used for school purposes during classes, recess or lunch period. All teachers shall receive a 25-30 minute duty-free lunch period. Staff that are required to work their 25-30 minute duty free lunch period will be paid \$30.00. Teachers shall be given the opportunity for in-put/suggested improvements in the student handbooks for the McLaughlin School.

After school detention person: School staff will be paid at the rate of \$30.00 per hour for after school detention duty. This will not be a contract position and will be under the authority of the principals. A voucher must be filed with the business manager to receive pay earned. Numbers and students will dictate the staff assigned. Staffing assignments shall be at the discretion of the Administration.



## VII. MEETINGS

The McLaughlin Education Association shall have the right to use school buildings for meetings. The use of meeting rooms must be cleared with the school principal so that conflicts can be avoided. The McLaughlin Education Association shall be allowed use of school equipment. The school must be reimbursed for the use of supplies.

## VIII. PAY DAY

The school budget and procedures are geared to the planned pay periods which shall not be altered. Employees will be paid bi-weekly (every other Friday).

The employee must utilize direct deposit with his/her respective financial institution for all payroll checks. He/she is required to fill out the proper authorization forms before this can take place.

All extra duty checks shall be figured separately.

## IX. IN-SERVICE DAYS/PROFESSIONAL DEVELOPMENT DAYS

Mandatory days of new staff in-service to be determined by the administration. Additional in-service days during the school year to be determined by administration.

Friday teacher in-service will be a 8-hour work day. PTO requests may not be approved for teacher in-service or professional development dates, unless approved by the superintendent, which decision is not subject to a grievance.

## X. STAFF MEETINGS

Staff meetings may be called by the administration. Times of these meetings will be set by the administration. Emergency meetings may be scheduled as a need arises. The meetings shall not exceed one hour. If the meeting exceeds one hour, staff will be paid a \$30 stipend.

## XI. TEACHERS EVALUATIONS

The purpose of evaluations is to improve the quality of education for the pupils of the school district.

Evaluations are to be used by the administration and teachers to improve the quality of instruction and may be used in the determination of advancement, promotion, transfers, assignments, and future employment.

Within two weeks after the beginning of each school year, the principal shall acquaint the staff with the evaluation procedures, standards, and instruments. The

principals shall advise the staff as to who will observe and evaluate teacher performance. No evaluation may be done until such orientation has been completed.

First year teachers will be evaluated a minimum of once each semester each year. Second and third year teachers shall be evaluated a minimum of once each year. Teachers in their fourth year of employment or beyond shall be evaluated a minimum of every other year. The administration shall evaluate teachers more often if it is deemed necessary.

All evaluations shall be done openly and shall be based solely upon first-hand observations made by the evaluator. The administrator shall evaluate each teacher in writing using an observation form and evaluation instrument approved by the board. A formal evaluation shall include at least one in-class observation.

Those teachers who have been evaluated as "needs improvement" or unsatisfactory will have a plan of assistance consisting of goals, steps in achieving the goals, and a timeline for completing of goals.

All staff shall have the opportunity for a post-supervisory conference. The entire evaluation will be reviewed at this time. Both parties shall have the opportunity to refute any decisions. A copy of the evaluation will then be given to the certified teacher and one will be filed in the superintendent's office. The evaluation shall be signed by the evaluator and the teacher. The signature reflects the receipt of the evaluation and not necessarily an agreement to what is in the evaluation.

All files on an employee shall be made known to the employee and no material may be placed in the file(s) without the employee's knowledge and the opportunity to have a demurral statement attached. All personnel files shall be strictly confidential and access to the file(s) shall be limited to the superintendent, appropriate principal and administrative staff, and any person designated by the employee. These files are subject to board and school attorney review at a duly authorized meeting, provided this item is on the agenda of the board meeting and such review is done only in executive session. The employee shall have the right to inspect and make copies of any files pertaining to him/her while accompanied by the representative of his/her choice.

## XII. REDUCTION IN FORCE

If the board determines there is a need to reduce staff, the following will be observed:

1. The board will communicate in writing the cause of, the effects of, and plans for such reduction to the McLaughlin Education Association so as to allow the association a reasonable time, not to exceed ten days from the date of communication, to present possible alternatives such as early retirement, normal attrition, part-time employment, contract for substitute teaching and/or other alternatives which accomplish the same goals.
2. In making staff reduction involving certified staff members on continuing contract status, the board will follow:
  1. By April fifteenth, the school board shall notify in writing a teacher who is in or beyond the fourth full consecutive term of employment in a school

district of its intention not to renew the teacher's contract, or the superintendent or school administrator shall notify the teacher of any intention on the superintendent's or school administrator's part to recommend to the board that it not renew the teacher's contract due to a reduction in force. For purposes of this section, an approved leave of absence may not be considered a break in consecutive employment. The board, or if applicable, the superintendent or other administrator, shall, as soon as practicable and upon written request of the teacher, make available to the teacher for review the teacher's personal evaluation file and afford the teacher an informal, private conference before the board, or, if applicable, before the superintendent or other administrator.

2. The board hereby establishes the following criteria (not necessarily in order of priority), any of which may be used in determining which certified staff will be affected by staff reduction: Recommendations of administrative staff, evaluation records, qualification, certification, years of service, educational background, federal and state affirmative action requirements.
3. No certified staff member protected by statutory continuing contract provisions will be non-reemployed due to a reduction in force while qualified and certificated for a position held by a person temporarily or not fully certificated by the State Board of Education.
4. If within 18 months after a staff reduction occurs, an opening occurs in the grade or subject areas in which a teacher who has been non-renewed due to reduction in force has been teaching and is qualified to teach, the teacher who has been non-renewed due to reduction in force shall be notified at their last known address of the opening and shall have reemployment priority which shall be extended to such teacher in reverse order of lay-off. Under this paragraph, a re-hired teacher shall regain previously accumulated benefits and be given credit for intervening experience in other school districts.

### XIII. HIRING SCHEDULE

The purpose of the certified hiring scale is to outline a step and lane guide for hiring new staff. This guide is to be used by administration and the board when hiring new staff.

Implementation of this scale will use all (and only) college credits received after the highest degree.

New certified employees will be allowed up to 15 years of experience in an accredited school system for scale positioning.

Any employee hired to fill a Certified vacancy who has not yet attained a BA/BS degree, and does not possess a current teaching certificate, will not be paid in accordance with the Hiring Schedule. Non-qualified teachers shall be paid an annual salary of \$30,000.00 per year with a limit of two (2) years from the first date of employment to become highly qualified.

The Board reserves the right to deviate from the pay schedule if it deems it necessary to obtain qualified and adequate employees.

The School Nurse salary may be separately agreed to between the board and the employees.

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#### XIV. CONTINUING EDUCATION

McLaughlin School District 15-2 is committed to the development and continuing educational efforts of all staff. This commitment is demonstrated through the McLaughlin School District 15-2's dedication to continuing education.

If the board identifies a need for continuing education and an employee is selected to fill that need, the employee shall develop an education plan to be presented to the Board of Education for approval during the regular meeting in April to allow for budgetary considerations for the following fiscal year, to begin on July 1st each year (an exception will be allowed for the 2016-2017 school year). The cost of the education plan will be paid by the District directly to the college or university at the rate of \$150.00 for each undergraduate credit or \$250.00 for each graduate credit. Approval of the education plan by the Board of Education must occur before college courses begin.

After a planned program of continuing education has been developed for an employee, they must complete each class with at least a 2.0 GPA, or better, or receive a pass if graded under a pass/fail formula in the education plan and must also commit to the McLaughlin School District two (2) additional years with the District after completion of the program. Should the staff member fall below a 2.0 GPA, or should they fail a class, the employee will be required to reimburse the District in full the cost of the course. Should the staff member depart the District prior to completion of the planned program or during the two (2) years following, the staff member will be required to pay back, in full, those funds paid on his/her behalf by the McLaughlin School District.

Employees must provide written notice to the Business Office of credits they will have by August 1<sup>st</sup> and documentation of grades must be provided by the first day of school. An official transcript is not needed immediately. A copy of the transcript or a verification letter from the educational institution (until the official transcript is available) is acceptable.

Certified staff members will earn \$500 for every 12 credits towards a Masters degree on a board approved education plan. Upon completion of a Masters degree, they will earn an additional salary increase of \$2500. Teachers will earn \$500 for every 12 credits beyond a Masters. Lanes will be kept for continuing education

#### XV. INSURANCE

School health insurance shall be 50% of the family plan under which enrolled or 100% of the single plan. When two family members are employed as certified employees with the district, each employee may receive 50% of the district's family insurance plan paid. The board is authorized to deduct the premium cost from the employee's salary.

Insurance benefits to be paid by the district 100% of the single health, dental, and vision plans per year, per employee. Employees with family plans will be capped at 50% of their family health plan, and 100% of a single dental and vision plans per year, per employee.

School dental insurance shall be 100% of a single plan. Employees may choose a family plan, but the school will only pay the dollar amount of a single plan. The remainder of a family plan may be deducted from the employee's salary.

School vision insurance shall 100% of a single plan. Employees may choose a family plan, but the school will only pay the dollar amount of a single plan, the remainder of a family plan may be deducted from the employee's salary.

## XVI. EARLY RETIREMENT POLICY

The Early Retirement Policy is hereby discontinued at the conclusion of the 2016-2017 school year, with the following exceptions:

1. Any early retiree prior to the 2016-2017 school year shall continue to receive early retirement benefits through the District with the same terms as agreed upon at time of early retirement.
2. Any Certified employee with at least 15 years of consecutive employment at the conclusion of the 2016-2017 school year shall remain eligible for early retirement with the District.

Effective at the beginning of the 2017-2018 school year, only those Certified employees with at least 15 years of consecutive employment at the conclusion of the 2016-2017 school year may elect early retirement with the District, with the following terms:

1. A certified employee, who has completed at least twenty (20) years of consecutive employment with this school district as a full time certified employee as of June 30<sup>th</sup> of the year and attained the age of 55 years is eligible for early retirement benefits as defined herein.
2. An employee who is qualified for early retirement and who elects to take early retirement must provide to the Superintendent of Schools a written request on, or prior to, the third Monday of March of the year at the end of which such early retirement would occur and shall provide the Superintendent of Schools with a statement from the Social Security Administration showing the amount of Social Security Benefits the employee would receive as a Social Security benefit at age 66. The Board, at its sole discretion, may excuse lack of timely notice and may allow early retirement so long as the member's early retirement will not cause undue harm or hardship to the district.
3. The employee who is entitled to early retirement benefits shall be paid an amount which bridges the gap from the time of retirement until the employee would qualify for Social Security eligibility at age 66 under the provisions and conditions of 29 USC 623 (L)(1) and 42 USC 401 et seq in the following manner. All employees electing early retirement must enroll in direct deposit.
  1. The benefits shall be a fixed monthly payment to the employee commencing with the first pay period in September of the retirement year and continuing monthly until the employee attains the age of 66 years in an amount which will equal the lesser of the following:
  2. 40% of the BA/BS Base amount salary of the current certified teacher hiring schedule with the option of taking payment in 2 lump sums or the base amount divided by 12 as set forth in the Certified Pay Scale for the year the request for early retirement is made, or

3. the amount the employee would receive as a benefit at age 66 under Title II of the Social Security Act (42 USC 401 et seq)
4. Should the employee, who has been approved for early retirement benefits die after September 1 of the retirement year, and before receiving all such benefits, the benefits shall terminate.
5. Retirement as used herein shall mean voluntary complete severance of employment with the school district.

#### XVII. EXTRA DUTY PAY SCHEDULE

Pay for Extra Duties shall be as set forth on the Appended Schedule. The Board reserves the right to deviate from the pay schedule if it deems it necessary to obtain qualified and adequate employees.

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McLaughlin School Certified Staff Representative

Carissa Aberle

Carissa Aberle

5-9-24

Printed Name

Signature

Date

McLaughlin School Board of Education President

Jonathan Sam

Jonathan Sam

5/8/24

Printed Name

Signature

Date



**McLaughlin School District 15-2**  
**Certified Teacher Hiring Scale 2024-2025**

<u>Step</u>	<u>Lane</u> <u>Degree</u>	A BA/BS	B BA+12	C BA+24	D BA+36	E MA	F MA+12	G MA+24	H MA+36
BASE		\$51,754.50	\$52,254.50	\$52,754.50	\$53,254.50	\$55,754.50	\$56,254.50	\$56,754.50	\$57,254.50
1		\$52,104.50	\$52,604.50	\$53,104.50	\$53,604.50	\$56,104.50	\$56,604.50	\$57,104.50	\$57,604.50
2		\$52,454.50	\$52,954.50	\$53,454.50	\$53,954.50	\$56,454.50	\$56,954.50	\$57,454.50	\$57,954.50
3		\$52,804.50	\$53,304.50	\$53,804.50	\$54,304.50	\$56,804.50	\$57,304.50	\$57,804.50	\$58,304.50
4		\$53,154.50	\$53,654.50	\$54,154.50	\$54,654.50	\$57,154.50	\$57,654.50	\$58,154.50	\$58,654.50
5		\$53,504.50	\$54,004.50	\$54,504.50	\$55,004.50	\$57,504.50	\$58,004.50	\$58,504.50	\$59,004.50
6		\$53,854.50	\$54,354.50	\$54,854.50	\$55,354.50	\$57,854.50	\$58,354.50	\$58,854.50	\$59,354.50
7		\$54,204.50	\$54,704.50	\$55,204.50	\$55,704.50	\$58,204.50	\$58,704.50	\$59,204.50	\$59,704.50
8		\$54,554.50	\$55,054.50	\$55,554.50	\$56,054.50	\$58,554.50	\$59,054.50	\$59,554.50	\$60,054.50
9		\$54,904.50	\$55,404.50	\$55,904.50	\$56,404.50	\$58,904.50	\$59,404.50	\$59,904.50	\$60,404.50
10		\$55,254.50	\$55,754.50	\$56,254.50	\$56,754.50	\$59,254.50	\$59,754.50	\$60,254.50	\$60,754.50
11		\$55,604.50	\$56,104.50	\$56,604.50	\$57,104.50	\$59,604.50	\$60,104.50	\$60,604.50	\$61,104.50
12		\$55,954.50	\$56,454.50	\$56,954.50	\$57,454.50	\$59,954.50	\$60,454.50	\$60,954.50	\$61,454.50
13		\$56,304.50	\$56,804.50	\$57,304.50	\$57,804.50	\$60,304.50	\$60,804.50	\$61,304.50	\$61,804.50
14		\$56,654.50	\$57,154.50	\$57,654.50	\$58,154.50	\$60,654.50	\$61,154.50	\$61,654.50	\$62,154.50
15			\$57,504.50	\$58,004.50	\$58,504.50	\$61,004.50	\$61,504.50	\$62,004.50	\$62,504.50
16			\$57,854.50	\$58,354.50	\$58,854.50	\$61,354.50	\$61,854.50	\$62,354.50	\$62,854.50
17			\$58,204.50	\$58,704.50	\$59,204.50	\$61,704.50	\$62,204.50	\$62,704.50	\$63,204.50
18			\$58,554.50	\$59,054.50	\$59,554.50	\$62,054.50	\$62,554.50	\$63,054.50	\$63,554.50
19			\$58,904.50	\$59,404.50	\$59,904.50	\$62,404.50	\$62,904.50	\$63,404.50	\$63,904.50
20			\$59,254.50	\$59,754.50	\$60,254.50	\$62,754.50	\$63,254.50	\$63,754.50	\$64,254.50
21				\$60,104.50	\$60,604.50	\$63,104.50	\$63,604.50	\$64,104.50	\$64,604.50
22				\$60,454.50	\$60,954.50	\$63,454.50	\$63,954.50	\$64,454.50	\$64,954.50
23				\$60,804.50	\$61,304.50	\$63,804.50	\$64,304.50	\$64,804.50	\$65,304.50
24				\$61,154.50	\$61,654.50	\$64,154.50	\$64,654.50	\$65,154.50	\$65,654.50
25				\$61,504.50	\$62,004.50	\$64,504.50	\$65,004.50	\$65,504.50	\$66,004.50
26					\$62,354.50	\$64,854.50	\$65,354.50	\$65,854.50	\$66,354.50
27					\$62,704.50	\$65,204.50	\$65,704.50	\$66,204.50	\$66,704.50
28					\$63,054.50	\$65,554.50	\$66,054.50	\$66,554.50	\$67,054.50
29					\$63,404.50	\$65,904.50	\$66,404.50	\$66,904.50	\$67,404.50
30					\$63,754.50	\$66,254.50	\$66,754.50	\$67,254.50	\$67,754.50
31								\$67,604.50	\$68,104.50
32								\$67,954.50	\$68,454.50
33								\$68,304.50	\$68,804.50
34								\$68,654.50	\$69,154.50
35								\$69,004.50	\$69,504.50

**McLaughlin School District 15-2**  
**Degreed Non-Instructional Hiring Scale 2024-2025**

Step	A	B	C	D	E	F	G	H
BASE	\$ 48,677.02	\$ 49,177.02	\$ 49,677.02	\$ 50,177.02	\$ 50,677.02	\$ 51,177.02	\$ 51,677.02	\$ 52,177.02
1	\$ 49,027.02	\$ 49,527.02	\$ 50,027.02	\$ 50,527.02	\$ 51,027.02	\$ 51,527.02	\$ 52,027.02	\$ 52,527.02
2	\$ 49,377.02	\$ 49,877.02	\$ 50,377.02	\$ 50,877.02	\$ 51,377.02	\$ 51,877.02	\$ 52,377.02	\$ 52,877.02
3	\$ 49,727.02	\$ 50,227.02	\$ 50,727.02	\$ 51,227.02	\$ 51,727.02	\$ 52,227.02	\$ 52,727.02	\$ 53,227.02
4	\$ 50,077.02	\$ 50,577.02	\$ 51,077.02	\$ 51,577.02	\$ 52,077.02	\$ 52,577.02	\$ 53,077.02	\$ 53,577.02
5	\$ 50,427.02	\$ 50,927.02	\$ 51,427.02	\$ 51,927.02	\$ 52,427.02	\$ 52,927.02	\$ 53,427.02	\$ 53,927.02
6	\$ 50,777.02	\$ 51,277.02	\$ 51,777.02	\$ 52,277.02	\$ 52,777.02	\$ 53,277.02	\$ 53,777.02	\$ 54,277.02
7	\$ 51,127.02	\$ 51,627.02	\$ 52,127.02	\$ 52,627.02	\$ 53,127.02	\$ 53,627.02	\$ 54,127.02	\$ 54,627.02
8	\$ 51,477.02	\$ 51,977.02	\$ 52,477.02	\$ 52,977.02	\$ 53,477.02	\$ 53,977.02	\$ 54,477.02	\$ 54,977.02
9	\$ 51,827.02	\$ 52,327.02	\$ 52,827.02	\$ 53,327.02	\$ 53,827.02	\$ 54,327.02	\$ 54,827.02	\$ 55,327.02
10	\$ 52,177.02	\$ 52,677.02	\$ 53,177.02	\$ 53,677.02	\$ 54,177.02	\$ 54,677.02	\$ 55,177.02	\$ 55,677.02
11	\$ 52,527.02	\$ 53,027.02	\$ 53,527.02	\$ 54,027.02	\$ 54,527.02	\$ 55,027.02	\$ 55,527.02	\$ 56,027.02
12	\$ 52,877.02	\$ 53,377.02	\$ 53,877.02	\$ 54,377.02	\$ 54,877.02	\$ 55,377.02	\$ 55,877.02	\$ 56,377.02
13	\$ 53,227.02	\$ 53,727.02	\$ 54,227.02	\$ 54,727.02	\$ 55,227.02	\$ 55,727.02	\$ 56,227.02	\$ 56,727.02
14	\$ 53,577.02	\$ 54,077.02	\$ 54,577.02	\$ 55,077.02	\$ 55,577.02	\$ 56,077.02	\$ 56,577.02	\$ 57,077.02
15	\$ 54,427.02	\$ 54,927.02	\$ 55,427.02	\$ 55,927.02	\$ 56,427.02	\$ 56,927.02	\$ 57,427.02	\$ 57,927.02
16	\$ 54,777.02	\$ 55,277.02	\$ 55,777.02	\$ 56,277.02	\$ 56,777.02	\$ 57,277.02	\$ 57,777.02	\$ 58,277.02
17	\$ 55,127.02	\$ 55,627.02	\$ 56,127.02	\$ 56,627.02	\$ 57,127.02	\$ 57,627.02	\$ 58,127.02	\$ 58,627.02
18	\$ 55,477.02	\$ 55,977.02	\$ 56,477.02	\$ 56,977.02	\$ 57,477.02	\$ 57,977.02	\$ 58,477.02	\$ 58,977.02
19	\$ 55,827.02	\$ 56,327.02	\$ 56,827.02	\$ 57,327.02	\$ 57,827.02	\$ 58,327.02	\$ 58,827.02	\$ 59,327.02
20	\$ 56,177.02	\$ 56,677.02	\$ 57,177.02	\$ 57,677.02	\$ 58,177.02	\$ 58,677.02	\$ 59,177.02	\$ 59,677.02
21	\$ 57,027.02	\$ 57,527.02	\$ 58,027.02	\$ 58,527.02	\$ 59,027.02	\$ 59,527.02	\$ 60,027.02	\$ 60,527.02
22	\$ 57,377.02	\$ 57,877.02	\$ 58,377.02	\$ 58,877.02	\$ 59,377.02	\$ 59,877.02	\$ 60,377.02	\$ 60,877.02
23	\$ 57,727.02	\$ 58,227.02	\$ 58,727.02	\$ 59,227.02	\$ 59,727.02	\$ 60,227.02	\$ 60,727.02	\$ 61,227.02
24	\$ 58,077.02	\$ 58,577.02	\$ 59,077.02	\$ 59,577.02	\$ 60,077.02	\$ 60,577.02	\$ 61,077.02	\$ 61,577.02
25	\$ 58,427.02	\$ 58,927.02	\$ 59,427.02	\$ 59,927.02	\$ 60,427.02	\$ 60,927.02	\$ 61,427.02	\$ 61,927.02
26		\$ 59,277.02	\$ 59,777.02	\$ 60,277.02	\$ 60,777.02	\$ 61,277.02	\$ 61,777.02	\$ 62,277.02
27		\$ 59,627.02	\$ 60,127.02	\$ 60,627.02	\$ 61,127.02	\$ 61,627.02	\$ 62,127.02	\$ 62,627.02
28		\$ 59,977.02	\$ 60,477.02	\$ 60,977.02	\$ 61,477.02	\$ 61,977.02	\$ 62,477.02	\$ 62,977.02
29		\$ 60,327.02	\$ 60,827.02	\$ 61,327.02	\$ 61,827.02	\$ 62,327.02	\$ 62,827.02	\$ 63,327.02
30		\$ 60,677.02	\$ 61,177.02	\$ 61,677.02	\$ 62,177.02	\$ 62,677.02	\$ 63,177.02	\$ 63,677.02
31					\$ 62,527.02	\$ 63,027.02	\$ 63,527.02	\$ 64,027.02
32					\$ 62,877.02	\$ 63,377.02	\$ 63,877.02	\$ 64,377.02
33					\$ 63,227.02	\$ 63,727.02	\$ 64,227.02	\$ 64,727.02
34					\$ 63,577.02	\$ 64,077.02	\$ 64,577.02	\$ 65,077.02
35					\$ 63,927.02	\$ 64,427.02	\$ 64,927.02	\$ 65,427.02

"Degreed Non-Instructional" shall mean all persons employed by the McLaughlin School District who meet all of the following conditions: 1. must have an appropriate college degree to be employed by the district; 2. are not required to hold State Department of Education Certification to be employed by the district; 3. are under a written contract with the district; 4. are supervised by a director or building principal but are not part of the administrative team. 5. Inclusive of benefits and salary increases established through negotiations with the McLaughlin Education Association.

The following positions will be considered and approved for classification under the category of Non-Instructional Professional Staff. If required by the job description all certifications and endorsements must remain current and on file within the Human Resource Office. Positions covered under this employee classification:

1. School Nurse
2. Family Engagement Coordinator
3. Dean of Students
4. Social Worker
5. Counselor

Prior to the addition of any position being considered for inclusion within this category, the McLaughlin School Board shall review and approve a submitted job description.

**GRIEVANCE PROCEDURE REPORT FORM  
ATTACHMENT A**

**LEVEL I - With Superintendent, or alternate**

Date: \_\_\_\_\_

Name(s) of person(s) filing this grievance: \_\_\_\_\_

Nature of Grievance (Describe how you have been harmed, who harmed you, and the date the harm occurred):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed remedy or solution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of person(s) filing grievance: \_\_\_\_\_

-----

Date received in Superintendent's office: \_\_\_\_\_

Solution of Superintendent and response of parties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Date disposition notice mailed: \_\_\_\_\_

## Page 20 of 21

# McLaughlin School District 15-2

## Extra Duty Pay Scale 2024-2025

Extra Duty Position	Salary		Percentage	Certified Non-Teacher Base Salary
Head Varsity Football Coach	\$ 6,026.68	per year	13%	\$ 46,359.07
Assistant Varsity Football Coach	\$ 4,635.91	per year	10%	
Head Middle School Football Coach	\$ 2,781.54	per year	6%	Head Tenure Bonus Eligible
Assistant Middle School Football Coach	\$ 1,390.77	per year	3%	1 year \$ 200.00
Head Varsity Volleyball Coach	\$ 6,026.68	per year	13%	2 year \$ 200.00
Assistant Varsity Volleyball Coach	\$ 4,635.91	per year	10%	3 year \$ 200.00
Head Middle School Volleyball Coach	\$ 2,781.54	per year	6%	4 year \$ 200.00
Assistant Middle School Volleyball Coach	\$ 1,390.77	per year	3%	5 year \$ 200.00
Head Varsity Boy's Basketball Coach	\$ 6,026.68	per year	13%	
Assistant Varsity Boy's Basketball Coach	\$ 4,635.91	per year	10%	
C-Team Boy's Basketball Coach	\$ 2,781.54	per year	6%	
Head Middle School Boy's Basketball Coach	\$ 2,781.54	per year	6%	Assistant Tenure Bonus Eligible
Assistant Middle School Boy's Basketball Coach	\$ 1,390.77	per year	3%	1 year \$ 100.00
Head Elementary School Boy's Basketball Coach	\$ 2,781.54	per year	6%	2 year \$ 100.00
Assistant Elementary School Boy's Basketball Coach	\$ 1,390.77	per year	3%	3 year \$ 100.00
Head Varsity Girl's Basketball Coach	\$ 6,026.68	per year	13%	4 year \$ 100.00
Assistant Varsity Girl's Basketball Coach	\$ 4,635.91	per year	10%	5 year \$ 100.00
C-Team Girl's Basketball Coach	\$ 2,781.54	per year	6%	
Head Middle School Girl's Basketball Coach	\$ 2,781.54	per year	6%	*Only Head & Assistant coaches of varsity extra-curriculars eligible
Assistant Middle School Girl's Basketball Coach	\$ 1,390.77	per year	3%	
Head Elementary School Girl's Basketball Coach	\$ 2,781.54	per year	6%	*Must be consecutive including Assistant promotion to Head
Assistant Elementary School Girl's Basketball Coach	\$ 1,390.77	per year	3%	
Head Varsity Wrestling Coach	\$ 6,026.68	per year	13%	*May not exceed 5 years; Year 1 = most recent completed year
Assistant Varsity Wrestling Coach	\$ 4,635.91	per year	10%	
Head Football Cheer Coach	\$ 6,026.68	per year	13%	*Added to base salary; included on contract
Head Basketball Cheer Coach	\$ 6,026.68	per year	13%	
Head Varsity Track Coach	\$ 6,026.68	per year	13%	
Assistant Varsity Track Coach	\$ 4,635.91	per year	10%	
Head Middle School Track Coach	\$ 2,781.54	per year	6%	
Head Varsity Cross Country Coach	\$ 6,026.68	per year	13%	
Head Varsity Oral Interpretation Coach	\$ 4,635.91	per year	10%	
Head Dance Coach	\$ 2,781.54	per year	6%	
Head Theater Coach	\$ 2,781.54	per year	6%	
Assistant Theater Coach	\$ 1,390.77	per year	3%	
Children's Theater Coach	\$ 1,390.77	per year	3%	
Head E-gaming Coach	\$ 2,781.54	per year	6%	
Assistant E-gaming Coach	\$ 1,390.77	per year	3%	
High School Student Council Advisor	\$ 2,781.54	per year	6%	
Middle School Student Council Advisor	\$ 2,781.54	per year	6%	
Senior Class Advisor	\$ 4,172.32	per year	9%	
Junior Class Advisor Concessions	\$ 4,172.32	per year	9%	
Sophomore Class Advisor	\$ 4,172.32	per year	9%	
Freshman Class Advisor	\$ 4,172.32	per year	9%	
National Honor Society Advisor	\$ 4,172.32	per year	9%	
Parent & Family Engagement Coordinator	\$ 1,390.77	per year	3%	
Wacipi Coordinator	\$ 1,390.77	per year	3%	
Lakota Language Club Advisor	\$ 2,781.54	per year	6%	
Elementary Reading Instruction Coach	\$ 4,172.32	per year	9%	
Elementary Math Instruction Coach	\$ 4,172.32	per year	9%	

