

NEGOTIATED AGREEMENT

Between Deubrook Area School District 5-6
& Deubrook Education Association (DEA)

DEA Negotiators: Jennifer Gee, Kayla Sherman, Reuben TenBrink

DEA Observers: DEA Members

Board Negotiators: Carie Knutson, Amy Otten, Darin Rogness

The following provisions were negotiated by and between the Deubrook Area School District 5-6 Board of Education and the Recognized Negotiating Body, the Deubrook Education Association (DEA). Any provisions of this agreement that are not in compliance with South Dakota Codified Law will automatically be negated and will no longer be a part of this negotiated agreement. Said deletions are subject to renegotiations and ratification by both parties at the time of negotiations for the succeeding term, as in accordance with state law.

The period to be covered by this agreement is July 1, 2025 through June 30, 2026. If a new agreement has not been entered into prior to July 1, 2025, the terms of this agreement shall continue in full force retroactive to adoption of a new agreement.

AGREEMENT ACCEPTANCE

Board President	Date	DEA President	Date
Business Manager	Date	DEA Negotiator	Date

The Deubrook Area Schools 5-6 School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disabilities, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX, or Section 504, Affirmative Action, and the Americans with Disabilities Act may be referred to Dr. Kimberly S. Kludt, Superintendent at Deubrook Area School District at 100 School Street, PO Box 346, phone (605) 629-1100, White, SD 57276-0346 or to the Regional Director, Department of Education, Office for Civil Rights, 1244 Spear Blvd, Suite 310, Denver, Colorado 80202-3582.

Article I

A. PARTIES RIGHT AND DUTIES

Each of the respective party's rights, privileges and duties shall be in accordance with the applicable state and federal laws, unless addressed and modified within this agreement. Applicable South Dakota statutes include, but are not limited to, those found in SDCL 3-18, SDCL 5-18, and SDCL 13-43.

B. STATUTORY SAVINGS CLAUSE:

Nothing contained herein shall be construed to deny or restrict the rights afforded any teacher under the laws of South Dakota, any other applicable laws, the Constitution of South Dakota or the Constitution of the United States. The rights, duties and privileges granted to the parties to this agreement shall be deemed in addition to and in conjunction with those provided by law.

C. DEUBROOK GRIEVANCE PROCEDURE:

1. The definition of Grievance is a complaint by a teacher or a group of teachers based upon an alleged violation, misinterpretation, or inequitable application of any existing policies, rules, or regulations of the school district as they apply to conditions of employment or of any of the provisions of this agreement, or that as identified by provision of state law. However, it is expressly noted that the non-renewal of a teaching contract of a probationary teacher pursuant to State Law is not subject to grievance under the local grievance policy.
 2. The teacher will present his/her grievance and requested remedy to the principal in writing within thirty (30) calendar days from the time the teacher knew or should have known of the circumstances causing rise for said grievance.
 3. If the grievance is not satisfactorily resolved at Level 2 within twenty (20) calendar days after the principal has received the grievance, the teacher may present the grievance, in writing to the Superintendent of schools, the same to be done within twenty (20) calendar days from the time the teacher received the response from the principal.
 4. If the grievance is not satisfactorily resolved in twenty (20) calendar days at Level 3, the teacher shall present the grievance in writing to the Board of Education, the same to be done within twenty (20) calendar days from the time the teacher received the response from the Superintendent.
 5. The Board of Education will develop a timeline for review of the complaint at the next regularly scheduled school board meeting. The Superintendent and teacher shall be present at the executive session held relative to said grievance and shall have the right to be represented at said hearing. The Board shall issue its decision, in writing, within fifty (50) calendar days of the meeting.
 6. The teacher may appeal the decision of the Board to the South Dakota Department of Labor within forty-five (45) calendar days of being notified of the decision of the Board should the teacher feel aggrieved by the ruling.
 7. The time limits above may be extended by mutual agreement, in writing, by the aforementioned parties.
 8. No reprisals of any kind shall be taken by any party against any other participant in the grievance procedure by reason of such participation. All parties in interest may be represented at all levels of the formal grievance procedure by persons of their own choosing.
- D. The Association and its representatives shall have the right to transact official Association business on school property and to use school buildings and other property without cost for meetings provided that this should not interfere with or interrupt normal school operations. The principal of the building shall be notified in advance of the time and place of all such meetings. (Followed as written as of July 2019.)
- E. The Association shall have the right to use school facilities and equipment including but not limited to typewriters, computers, other duplicating equipment, calculating machines, and all other types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all material and supplies incident to such use.
- F. All items in this negotiations package would allow the Deubrook Area School District to reach teacher compensation accountability targets. In the event that the average teacher compensation does NOT meet the state accountability targets, the district will evenly divide the additional dollars necessary to meet the

accountability goal. This would be done using the FTE's listed on the personnel record forms for accountability and then distributed to certified staff.

Article II

TEACHER EMPLOYMENT AND ASSIGNMENT

- A. A teacher will receive contract wages in twelve (12) monthly payments. All payroll deductions shall be spread over and confined to this payment period.
- B. If an employee submits a letter of resignation of his/her contract prior to its termination date, the school district, upon receipt of the appropriate sum as set forth below and a letter of resignation, shall release the teacher from his/her contractual obligation and waive its right to take any action to revoke the teacher's certificate. If the employee submits the letter of resignation and appropriate sum to the district before June 1, the sum of \$400.00 shall accompany the letter of resignation; if the letter of resignation is submitted between June 1 and July 31, inclusive, the sum of \$800.00 shall accompany the letter of resignation; if the letter of resignation is submitted on or after August 1, the sum of \$1,500.00 shall accompany the letter of resignation. (Followed as written as of July 2019.) For employees working less than full time, these dollar amounts will be prorated as per their contracted time. It is hereby agreed that the amounts herein provided are presumed to be the damage for breach of an obligation where it is in impractical or extremely difficult to fix actual damage, pursuant to State Law, and is not meant to be nor construed as a penalty.
- C. Should the request release of a teacher's contractual obligations be due to illness, transfer of spouse's employment, death in the family, or other exceptions left to the Board's discretion requiring the teacher to leave, the Board shall waive the liquidated damages as set forth in B above, and no money need accompany the letter of resignation.
- D. All teachers employed by the system shall be given written notice of material and significant changes in the contract for the ensuing school year.
- E. Teachers will inform the administration of the proficiency of paraprofessionals in a helping area that may be assigned to them.
- F. If any two of the following three people (Superintendent, Principal, or teacher) felt that the student-teacher ratio was too high, the matter would be considered by the Board of Education and a decision on how to best meet the needs of the students would be made.

Article III

TEACHING DAY

- A. Length of Day:
A teacher shall be required to be on duty before and after the start of the school day as designated by the administration. However, this total time shall not exceed 60 minutes unless mutually agreed upon. (For example: If the school day ran from 8:30 to 3:35 the teachers work day could be 7:45 to 3:50 or 8:00 to 4:05, etc. These 60 minutes may be flexible between non-student contact time before and after school as agreed upon with the building principal. On Friday, or days preceding holidays or the vacations, the teachers; day shall end when the pupils are dismissed.
- B. All teachers in the elementary and secondary areas will have a 25-minute duty free lunch period per day to be scheduled by the administration.
- C. A teacher is considered full time when working the entire teacher workday (Refer to Article III Section A). Any time less than a full day will be prorated as to percentage of teacher day actually worked.

Article IV

EMPLOYMENT BASED ON SUPERVISION AND EVALUATION

- A. A school exists for the welfare of students. Supervision and evaluation of certificated staff members shall be oriented toward improving instruction. Employment in the district can only be justified by such evaluation.
- B. The Deubrook Education Association and the Deubrook Area School District agree to use the South Dakota Teacher Effectiveness Model and follow all state requirements as put forth by the South Dakota Codified Law for teacher evaluation.

- C. Following a formal evaluation, the principal shall prepare a written record of evaluation and shall discuss the evaluation with the teacher during a conference. The teacher shall have the opportunity within 14 calendar days of the conference to write any comments or reactions to the evaluation.
- D. Principals may make classroom visits and other observations of teachers during the normal work day which are part of the ongoing evaluation process.
- E. The overall performance of a teacher shall be considered in the evaluation document.
- F. **PLAN OF ASSISTANCE**

If, as a result of informal or formal observation and ensuing conferences, specific guidelines and directives are determined to improve teaching performance, these are to be filed in the same manner as the formal evaluation reports. In no way will this language affect the district's ability to non-renew a probationary teacher with no cause given. Refer to Appendix A – Deubrook Area Schools Plan of Assistance

Criteria/Elements should include:

- 1. A statement of the observed deficiency(ies) with examples given to demonstrate deficiency. This description should also include which domain(s) and component(s) of the Danielson Model are in question.
- 2. Specific directives to address the deficiency(ies)
 - a. Each directive must be measurable.
 - b. Each directive must be achievable in the timeframe given.
 - c. Each directive must be objective.
- 3. A timeline for the plan of assistance to be completed.
- 4. A description of the district's offer of assistance in completing the plan.
- 5. Provision for periodic meetings to ascertain progress.

Article V

A. CALENDAR

The school Board, with the assistance of the administration, shall establish the school calendar, including days for in-service, parent/teacher conferences, etc. The teacher's association may give recommendations relative thereto to the administration.

B. IN-SERVICE PROFESSIONAL DEVELOPMENT OPPORTUNITIES

In-service Professional development opportunity is to be planned to meet state requirements with teachers having input as to the content of the in-service days.

C. STAFF HIRING COMMITTEE

In the event of hiring a new staff member, administration will make all reasonable efforts to include the appropriate three (3) current teachers (similar content area, grade level, etc. in the spirit of collaboration) to be involved in the interviews of candidates. Staff members will be invited to provide their input regarding the strengths of each candidate to the administrator who will ultimately make a recommendation to the Board for hire.

D. ADMINISTRATOR FEEDBACK

Each administrator (superintendent, building principals) will seek written feedback from teachers by utilizing a form developed by the administration. The form will address areas of strength and areas for improvement. The results are the individual administrator's.

E. HANDBOOK INPUT

When adopting or updating staff and student handbooks, administration will give teachers opportunity for input before the official adoption. The administration and school board will ultimately determine the final handbook.

Article VI

EMPLOYMENT STATUS

A. SUSPENSION AND DISMISSAL

The Board recognizes the inadequacies of “crisis reaction” and the importance of expert legal counsel in the area of suspension and dismissal for any employee. In the event of an emergency situation, requiring an investigation as to just cause for dismissal or other discipline, the employee will be suspended by the Board of Education, with pay, from his/her responsibilities, pending a hearing in executive session before the Board. The Board hearing will be held within fourteen (14) calendar days of the notice of suspension being received by the employee. At the Board hearing, the Board shall receive such evidence as may be presented by the Superintendent and teacher. Both parties shall have the right to representation at said hearing. Based on the evidence at the hearing, the employee may be reinstated, disciplined, or the contract of the employee may be terminated. Should an employee be suspended with pay, it is done for the purpose of maintaining a proper learning environment for students. The notice of suspension shall include the reason for suspension. The date, time and location of the Board hearing relative thereto shall be mutually agreed upon.

B. NON-RENEWAL OF TEACHING CONTRACT

Procedures for non-renewal of contracts of certified staff employees are those set forth in South Dakota Codified Law.

C. STAFF REDUCTION

In the event the Deubrook Area Schools District Board of Education determines that a staff reduction is necessary, the following procedures will be observed in the order listed.

1. An effort shall be made to effect the reduction through normal attrition.
2. Before the Board puts into effect any reduction in employees covered under this contract, it will first notify in writing and discuss with the staff member (including his/her representatives upon request).
3. In the event that a teacher’s position is terminated due to staff reduction, the Board of Education will determine which teacher or teachers are to be released using the following criteria, if applicable.

The criteria is not necessarily in order of importance.

- a. Student Needs
 - b. Community Priority of Programs
 - c. Accreditation Standards (State, Federal And NCA)
 - d. Certification & Endorsements
 - e. Professional Preparation & Educational Development
 - f. Experience in This or Similar Positions
 - g. First Hired Last Reduced Subject to Certification
 - h. Program Elimination
 - i. Evaluations
 - j. Administrative Recommendations
 - k. Professional Employment History
 - l. Continuous Length of Employment within the District
 - m. Federal & State Requirements
2. When requested, the Superintendent shall provide the association a list of names of all teachers employed by the district, such list to include the date each teacher was initially employed by the district and each teacher’s total years of service to the district.

D. RECALL

Teachers who have their contract non-renewed as a result of the reduction in force being implemented may be offered a contract within the district for any vacant position for which they are qualified for the next school term following the date of the reduction in force.

Article VII

LEAVE POLICIES

A. SICK LEAVE

1. Commencing with the first day of school for each school year, each full time teacher shall receive ten (10) days leave with full compensation for illness or other disability. Sick leave may be taken in 15-minute increments.
2. A teacher shall be permitted to use sick leave for sickness and funerals of the immediate family or severe illness or funerals of family members. Such leave will be allowed upon a notice to the principal or other administrator. Request for sick leave for individuals outside of family members should be made in writing and will be considered by Administration in a timely manner.
3. A teacher desiring sick leave shall notify the Principal by 7:00 a.m.
4. The teacher can accumulate 70 days of sick leave. The teacher will be paid for up to ten (10) unused sick leave days over 70 per year at \$70.00 per day the same paid in June. The teacher may also exchange three (3) unused sick leave days for one (1) personal leave day.
5. **SICK LEAVE BANK:** To be eligible for the sick leave bank each employee shall contribute one day of sick leave to the sick leave bank. New employees shall automatically contribute during the first year of employment. Returning employees need not contribute additional days to the sick leave bank; however they may voluntarily contribute up to five (5) days annually at the beginning of each school year. Any retiring employee who did not donate during his/her last year of employment may donate up to ten (10) days at the end of his/her contract. Any employee that made withdrawals must automatically contribute one day for each ten days used from next year's allocation.
 - a. Employees may make withdrawals from the sick leave bank provided there are sufficient days in the bank and the days are approved by the committee.
 - b. Each employee may be granted a number of days from the sick leave bank equal to the number of sick leave days to that teacher's credit on the first day of each school year minus any sick days exchanged for personal leave. The committee will act upon a request after the following three conditions are met:
 - i. Employees who have exhausted all other forms of leave.
 - ii. A written request to the superintendent stating the need for the days requested before the committee will act upon the request.
 - iii. A written physician's statement stating the need for the days requested will accompany the letter.
 - c. The reviewing committee shall consist of two (2) Deubrook Education Association members, the Principal of the building involved, and the Superintendent.
 - d. At any time requested by the Association, the Superintendent shall send a report to the Association indicating the status of the sick leave bank.

B. PERSONAL LEAVE

1. Three days of personal leave will be granted each year. Requests for personal leave will be granted unless a substitute or alternative arrangements cannot be made.
2. The teacher can accumulate six (6) days of personal leave. The teacher will be paid for up to three (3) unused personal leave days over six (6) for any school year at the daily sub pay rate for that school year. If a teacher leaves the district, any remaining unused personal days (up to six (6)) will be paid at a rate of ½ the current paid rate for unused personal days.

C. PROFESSIONAL LEAVE

1. One (1) day of professional leave may be granted each year at the teacher's discretion. This day needs to be a workshop or other valid educational opportunity. It must be scheduled at least five (5) days in advance.
2. The Administration may grant other professional leave days at its discretion.

D. BUSINESS LEAVE

The district, upon an employee having no personnel leave left, may grant additional business leave, up to a maximum of one day, upon receiving a written request for the same by the teacher, with the business reason stated thereon. (i.e. banking-insurance-legal) Should the Board grant the request, the employee shall have his/her paycheck reduced by the amount paid by the district for the substitute teacher (certified).

E. SABBATICAL LEAVE

1. Sabbatical leave may be granted without compensation upon request by a teacher for one or two semesters if a suitable substitute teacher can be found. The teacher must have been in the school system six full years prior to the request. No leave will be longer than one school term. The teacher must be a student. The courses taken must be approved by the administration. Requests must be made prior to March 1st of the previous year.
2. Upon return from sabbatical leave, all accumulated sick days and personal days will be reinstated.
3. Sabbatical leave will be restricted to a maximum of one Elementary K-6 teacher per year and one Jr./Sr. High, 7-12 teacher per year.
4. If the teacher chooses not to return to the teacher's previous teaching position, the teacher shall notify the Superintendent in writing not later than March 1 prior to the end of the year the teacher is on leave pursuant to this policy.
5. Sabbatical leave may be granted only once every seven years.

H. LEAVE OF ABSENCE

The Board may grant leave of absence without compensation for personal health purposes of the employee, spouse or child, or for individuals defined by FMLA as family upon application by the teacher, once said teacher has exhausted all other forms of leave accrued and FMLA leave. Leaves shall not be longer than one (1) year nor less than one (1) quarter unless special permission is granted by the Board. Upon completion of the leave the Board will make every reasonable effort to return the teacher to that position which the teacher held prior to the leave. Teachers may elect to retain medical insurance, cancer care, term life insurance, and/or other fringe benefits for the duration of such leave. Such benefits shall be made available with the consent of the offering company. Coverage shall be made available upon the teacher's request and the cost borne by the teacher.

If the teacher chooses not to return to the teacher's previous teaching position, the teacher shall notify the Superintendent in writing not later than March 1 prior to the end of the year the teacher is on leave pursuant to this policy.

- I. Staff members wishing to retire must notify the Superintendent of retirement and have it approved by February 15th in order to receive payment for unused sick leave days.

Article VIII

SALARY, SUPPLEMENTAL PAY AND FRINGE BENEFITS

A. SALARY SCHEDULE:

BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45
\$45,600	+\$500.00	+\$500.00	+\$500.00	\$1500.00	+\$500.00	+\$500.00	+\$500.00
Adjustments may alternate between a flat dollar amount and a percentage increase.							
2025-2026 Adjustment from 2024-2025							
Flat Dollar Increase: \$0			Percentage Increase: 2.5%		Total Modification: \$2.5% \$600 added onto base		

- B. Base salary for a teacher entering the system with a Bachelor's degree is \$45,000.00.
- C. The BA + 15, BA + 30, BA +45 and MA pay schedule will be granted to anyone receiving State approved credits in their teaching area, education, counseling or support area in which they work for the Deubrook School District. Up to nine (9) hours of undergraduate hours may be allowed, providing they meet the State requirements for re-certification. The MA + 15, MA + 30, and MA +45 pay schedule

will be granted to anyone receiving 15/30 graduate hours in his/her teaching area, education, counseling or support area in which he/she works for the Deubrook School District. The Board will attempt to be as fair as possible but teachers are advised to talk to the Superintendent before taking classes that might be open to question as to application within the salary schedule.

There are currently six lanes on the negotiated salary schedule BA, BA+15, BA+30, MA, MA+15 and MA + 30. In order to be placed on a different lane for the contracted school year the teacher will need to follow these guidelines:

1. Need one official transcript showing classes taken that would constitute a lane change.
2. All information will have to be given to the Superintendent and/or Business Manager prior to the beginning of the contracted school year.
3. All classes taken on a pass/fail basis will be accepted only if they are accepted by the Department of Education in Pierre as renewal credit
4. Only nine (9) undergraduate credits will be accepted only for a lane change to a BA(15). All other credits used toward a lane change must be graduate credits. (prior to May 30, 1992, nine (9) hours total undergraduate hours may be used for BA+15 or BA+30).
5. All credits must be earned before the start of the contracted school year.
6. MA lane change must be accompanied by a University granted master's degree prior to the beginning of the contracted school year.

D. INSURANCE

1. The Deubrook Area Schools District will pay a maximum of \$800.00 per month, the benefit to begin in July when health care premium increases for all certified teachers for health, vision and/or dental benefits provided through the district for insurance purposes only.
 2. Deubrook School has a Flex Benefits Plan available for any employee that wishes to use it.
 3. Deubrook School has a Health Savings Account Benefit available for any full-time employee who chooses a "High Deductible Plan." Any portion of the \$800.00 per month not spent on health, dental, or vision, up to \$100.00 per month, may be deposited into the HSA.
- E. Teachers may receive reimbursement for incidental and pre-approved classroom expenses by the voucher method up to \$50.00 per year per teacher. Administration will provide any teacher the most current balance of his/her budget at any point the request is made.
- F. Teachers may be reimbursed up to \$50.00 upon receipt of proof of payment to a professional organization that is related to their current teaching assignment and/or any assigned extra-curricular duties. (Followed as written as of July 2019.) Reimbursement is subject to final approval by the Superintendent.
- G. Mileage shall be the state rate.
- H. Teachers working less than full time will be compensated at a pro-rated scale for school day activities above their contracted load.
- I. There will be two (2) contract days before school for staff-only orientation days; and one (1) day for staff only in-service professional development day for each approved School Calendar. These three (3) days in addition with the approved 175 days of the school calendar will make a total of 178 contract days for the teaching staff for each approved School Calendar. (See Policy IC) If at any time the state provides funding for preschool in-service, the monies to pay the teachers for the days comes from State Aid as a line item and will be paid on the last day of preschool in-service by the voucher system, with teachers receiving an amount based on FTE's for the current year.
- J. Teachers may be assigned by the administration to take tickets at school activities. Each teacher shall contribute time for one (1) activity. Should the need arise, administrators may ask a teacher additional times for taking tickets; however, if teachers work additional times, anything past the first activity will be compensated \$15.00 per event.
- K. In the event a teacher is eligible for Worker Compensation Disability benefits to compensate for lost wages, the teacher shall, at his/her option, choose to receive either sick leave pay or worker compensation pay. Should the teacher choose to receive sick leave benefits, sick leave days shall be deducted during the period of absence, and the amount of worker compensation salary benefits received

by the employee shall be deducted from the employee's salary. Should the teacher elect to receive worker compensation pay, the teacher shall retain all worker compensation benefits and sick leave days, and the absence will be deemed as an unpaid absence for the period of the teacher's absence with the Board paying for the substitute. It is the purpose of this provision to provide the teacher with the benefits of worker compensation without the teacher receiving worker's compensation salaried benefits in addition to normal salary benefits pursuant to the sick leave policy.

- L. Any teacher under contract with the District may substitute for an absent teacher if requested by the administration. Teachers would receive pay prorated at the current sub pay during their prep period.
- M. DDN or Dual Credit Compensation - Any teacher who teaches a dual credit college course or a course over the Digital Dakota Network shall receive an additional compensation for each course. Courses need to be approved by the Superintendent. The compensation will be \$600 per course.
- N. PROFESSIONAL DEVELOPMENT
 - 1. In the event the State provides money to the school for professional development/salary compensation beyond the negotiated agreement, the administration will provide the rules and regulations to the staff regarding the utilization of these funds.
 - 2. If the monies are designated for professional development activities, it may be used for stipends, college credit, travel, and registration fees. Emphasis for such professional development activities should be directed towards enhancing teacher development to improve student achievement.
- O. Extra duties assigned shall be reimbursed as detailed on the extra-curricular schedule. Extra duties may vary somewhat due to activity offerings, number of students involved; the Board reserves the right to negotiate with the individual teacher for variable extra-curricular programs.
- P. The board reserves the right to withhold pay for any activity that is not offered or that is cancelled for any reason by the SDHSAA. If a partial season, a stipend will be prorated according to number of days per season if partial season.
- Q. Placement in columns will be determined by the chart below the salary schedule.
- R. Increase for extra-curricular pay would be negotiated.

EXTRA-CURRICULAR SALARY SCHEDULE

	Col. #1	Col. #2	Col. #3	Col. #4	Col. #5	Col. #6	Col. #7	Col. #8
Base	\$374	\$747	\$1,120	\$1,492	\$1,866	\$2,238	\$2,612	\$2,984
2025-2026 Adjustment from 2024-2025								
			Percentage Increase: 2.5%					

Head Football	Col 8	Head Volleyball	Col 8	Head Basketball	Col 8
Head Cross Country	Col 6	Head Track	Col 6	Head Golf	Col 6
Competition Cheer	Col 4	FB Cheer	Col 2	BB Cheer	Col 4
One Act Play	Col 2	All School Play	Col 3	**All School Musical Director	Col 2
Oral Interpretation	Col 2	Student Council	Col 2	FFA	Col 5
Yearbook	Col 4	NHS	Col 1	Web Page Designer	Col 4
JH / HS Band Conducting	Col 6	JH / HS Vocal Conducting	Col 3	Elementary Conducting	Col 1
Concessions Manager	Col 2	Concessions Supervision HS (starting at 5:00pm)	\$50/event	Jr. Class/Prom***	Col 2

Assistants receive 70% of amount on schedule; Jr. High receives 50% of amount on schedule.
Double header concessions pay will be \$75 per event.
Advisors of any school-sponsored groups or outside entities (except prom/junior class advisors) running concessions will not be paid as a concessions supervisor for the first two times they supervise concessions. Beyond two times, they will be paid as a supervisor of concessions.
There will be only one supervisor of concessions per event except during double header events.
**If a school musical is planned, it must have BOE approval by April 15th of the previous year.
*** If there is one junior class advisor/prom advisor the pay will be column #2. If there are two junior class advisor/prom advisors, the pay will be column #1 for each.

Appendix A
DEUBROOK PLAN OF ASSISTANCE

Date: _____

Background Information:

Teacher's Name: _____

Teaching Assignment: _____

School: _____

1. Statement of Deficiency (include Danielson Components): _____
2. General Statement for Plan of Assistance: _____
3. Program to be Followed (provide timeline): _____
4. Assistance to be Offered: _____
5. Monitoring the System: _____

The following staff will participate in the Plan of Assistance and may be furnished copies of this plan.

Name / Title

Name / Title

I have read and received a copy of the Plan of Assistance and have held a conference with the Principal to discuss the contents of the plan.

Staff Member

Date

Principal

Date

Distribution: Original - Personnel File
Copy - Staff Member
Copy - Evaluator