

**Stanley County School District  
57-1  
Negotiated Agreement  
2025-2026**

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# **NEGOTIATED AGREEMENT**

**2025-2026**

The enclosed agreement represents the items negotiated and agreed upon between the representatives of the Stanley County Education Association and the Stanley County School Board. Upon approval by the members of the Association and subsequently by the Board this agreement shall become the adopted policy of the school district.

## **ITEM I Ground Rules**

These rules cannot be changed unless agreed to by both the District Superintendent and the head of the bargaining unit. If any changes are proposed, the Superintendent will notify the School Board President.

1. Meeting will be held as mutually agreed. All negotiations sessions shall include all representatives from both negotiating teams unless mutually agreed upon. Each negotiating team shall be limited to four people.
2. Decide at each meeting the time and place the next session is to be held.
3. Meetings shall not exceed a two-hour limit unless it is mutually agreed by the parties to extend the time.
4. Resource people may be allowed to speak at negotiation sessions upon agreement of both parties, if arranged at least three days prior to the meeting. Resource people are defined as a person or persons who would be asked to provide information to both negotiating parties.
5. All communication with SCEA's negotiating team outside the official negotiation sessions must be solely with SCEA's chief negotiator. All communication with the district's negotiating team outside the official negotiation sessions must be either with the chief negotiator or the superintendent of schools.
6. It is the responsibility of each negotiations team to keep their own records of negotiations sessions. No electronic recording devices will be allowed. If mutually agreed upon, a recording secretary may be employed with each party paying one-half (1/2) the cost.
7. Both teams have the authority to propose and reach tentative agreements. Agreements are tentative until ratified by SCEA and the Board. Tentative agreements shall be initialed and dated by the spokesperson of each team upon arriving at such agreements.
8. Each team may caucus at any time, but it will not exceed 20 minutes unless both teams agree to a longer period of time. No more than two caucuses during any session per team. During a caucus, only one person from each team will go back and forth between the parties.
9. The terms "certified personnel in area of assignment" and "teacher" may include classroom teachers, librarians, music teachers, counselors, Title One teachers, speech therapists and special education teachers.
10. Observers are welcome; however, all observers must be employees or Board of Education members of the Stanley County system. Each team will be limited to eight (8) observers.

11. By the second negotiations meeting a listing of all topics to be presented for negotiation shall be exchanged. New topics may be presented with mutual consent.
12. In the event that an impasse exists pursuant to SDCL 3-18-8.1, the party declaring the impasse shall inform the other party in writing. If the statutory procedure provided in SDCL 60-10-2 to 60-10-3 has been followed, the parties shall meet within five (5) days of receipt of the fact finder's report and discuss the report.
13. Negotiations for the 2025-2026 school years shall begin no earlier than February 15<sup>th</sup> and not later than March 1<sup>st</sup> unless other dates are mutually agreed to, and negotiations should be completed no later than April 15<sup>th</sup>.
14. Either the Stanley County School District, #57-1, Board and/or the Stanley County Education Association may in good faith request negotiations be reopened by giving written notice to the Superintendent of the Stanley County School District.

## **ITEM II SCHOOL CALENDAR**

### **Calendar Committee**

A calendar committee will be formed by the staff to include: Activities Director, one administrator, one certified teacher from K-5, and one certified teacher from 6-12 for the purpose of helping to develop two options for the upcoming year's calendar which will be voted on by the staff. At least one of the certified teacher representatives will be current SCEA members as SCEA is the recognized bargaining agent between the district and staff. No member's voice will have more weight than the other members. Each member will have equal input into the make-up of the calendar without repercussions from the administration. The Superintendent will have the ability to bring forth non-negotiables to the calendar committee. The Board will determine the start date of each school year and the minimum number of student contact days.



# STANLEY COUNTY

## School Calendar 2025-26



### First Semester

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 Open House

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day  
12 Homecoming  
18 Midterm Q1

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 R/T Conf 1:30 - 7:30  
12 Native American Day  
22 End Qtr 1

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7 Inservice  
11 Veteran's Day  
26 Midterm Q2  
26 Early Dismissal  
27 Thanksgiving

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Elementary Christmas Concert  
25 Christmas Day  
22 Inservice

### Second Semester

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day  
8 End Qtr 2  
9 Inservice  
19 Martin Luther King Jr Day

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

12 Carnival  
12 Midterm Q3  
16 President's Day  
26 R/T Conf 1:30-7:30

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 End Qtr 3  
27 Inservice

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5 Easter  
16 Midterm Q4

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Elementary Spring Concert  
22 Inservice  
25 Memorial Day

### Color Key

	Regular School Day
	School Day & Conferences
	Teacher Inservice Day
	No School

### Important Dates

Open House		Midterm / End of Quarter	
Aug. 20	4:30 - 7:30	Q1 Midterm	Sept. 18, 2025
		Q1 End	Oct. 23, 2025
		Q2 Midterm	Nov. 26, 2025
		Q2 End	Jan. 8, 2026
		Q3 Midterm	Feb. 12, 2026
		Q3 End	March 13, 2026
		Q4 Midterm	April 16, 2026
		Q4 End	May 21, 2026

Homecoming Week  
Sept. 8 - 12

# SCHOOL CALENDAR 2025-2026

August 19	All Staff In-Service (8:00 A.M. - 4:00 P.M.)
August 20	All Staff In-Service (8:00 A.M. - 4:00 P.M.)
August 20	Open House (4:30 P.M. - 7:30 P.M.)
August 21	All Staff In-Service (8:00 A.M. - 4:00 P.M.)
August 25	First Day of Classes
September 1	Labor Day (No School)
September 12	Homecoming
September 18	1 <sup>st</sup> Quarter Midterm
October 2	Early Dismissal
October 2	Parent Teacher Conferences (1:30 P.M. - 7:30 P.M.)
October 13	Native American Day (No School)
October 23	End of First Quarter
November 7	Teacher In-Service (8:00 A.M. - 4:00 P.M.)
November 26	2 <sup>nd</sup> Quarter Midterm
November 26	Early Dismissal
November 27	Thanksgiving (No School)
December	Elementary Christmas Concert
December 22	Teacher In-Service (8:00 A.M. - 4:00 P.M.)
December 23 - January 4	Christmas Vacation
January 5	Classes Resume
January 8	End of Second Quarter
January 9	Teacher In-Service (8:00 A.M. - 4:00 P.M.)
January 19	Martin Luther King Jr. Day (No School)
February 12	3 <sup>rd</sup> Quarter Midterm
February 12	Carnival
February 16	President's Day (No School)
February 26	Early Dismissal
February 26	Parent/Teacher Conferences (1:30 P.M. - 7:30 P.M.)
March 13	End of Third Quarter
March 27	Teacher In-Service (8:00 A.M. - 4:00 P.M.)
April 6	Easter Monday (No School)
April 16	4 <sup>th</sup> Quarter Midterm
May	Elementary Spring Concert
May 21	Last Day of Classes/End of 4 <sup>th</sup> Quarter
May 22	Teacher In-Service (8:00 - 4:00)

## Teachers

151.5 Regular Student Contact Days including  
carnival for MS/HS teachers and 2 Elementary  
Concerts for Elem. Teachers  
2.0 Parent/Teacher Conferences  
.5 Open House  
10.0 Staff Professional Development Days  
164.0 Contract Days

## **Stanley County School District** **2025-2026 Flexible Staff Development Program**

The Stanley County School District would like to expand professional development opportunities for certified staff by offering one flexible staff development day. This day is designed to allow certified staff to choose *when* to complete personalized professional learning outside of the school calendar. All flexible staff development activities must align to one of the following priority areas:

- Stanley County School District Goals
- Building School Improvement Plan Goals
- Charlotte Danielson Components
- Graduate School Programs (1 credit=15 hours)
- Technology Enhancements
- Trauma or Mental Health (Trauma Informed Classroom, ACES, Mental Health First Aid)

### **Activities Eligible for Flexible Staff Development**

- Face-to-Face/Virtual Workshops, Conferences, or Summer Institutes
- Offerings provided by professional organizations
- Professional Book Studies through universities

### **Activities NOT Eligible for Flexible Staff Development**

- Activities that occur during contract hours
- Training related to co-curricular or extra-curricular assignments
- District or school-directed training (i.e. CPI, NFHS courses, SafeSchools, ALICE)
- Podcasts, unless it is a portion of a university course

### **Flexible Staff Development Requirements**

- Available for certified staff members who follow the SCEA Negotiated Agreement
- Eligible flex activities must occur between **May 1, 2025 to April 30, 2026**
- Completion of 8 hours of flex training may be exchanged for one identified flexible staff development day (8 hours= 1 flex day, can take a maximum of two days)
- Activity and summary must be completed prior to flexible staff development leave day
- No additional compensation will be awarded for extra flex activities or hours
- Flex hours cannot be "banked" from past events or for future school years
- Certified staff members not submitting a proposal will be expected to attend all scheduled staff development days or follow negotiated leave requirements
- Upon approval, a professional leave form is filled out and turned in

### **Days Available for Flexible Staff Development**

To be determined by the superintendent prior to the school year.

**ITEM III**  
**School Day, Teacher Assignment**  
**and Part-time Teacher Reimbursement**

The normal school day shall not exceed eight and one-half (8.5) hours except for special assignments, meetings or conferences. The regular workday for certified staff is 7:30 A.M. – 4:00 P.M.

Teachers may leave school on days prior to a holiday and on Thursday or Friday afternoon as soon as the students are dismissed if it is a regular teacher day.

Staff members may leave school during their planning periods without submitting a leave slip but must sign out in the administrative office in their building.

Teachers will be given tentative assignments no later than May 1st. The Board reserves the right to make changes in assignment when the Board deems it necessary. Reassignments or transfers will give the teacher the right to resign without prejudice.

If a teaching assignment is changed after August 1<sup>st</sup> or if a teacher is adding a new class to their schedule and the new curriculum does not arrive prior to August 1<sup>st</sup>, the teacher will be compensated for no more than 20 hours for the time it requires to prepare for the class. Teachers will be compensated at their own hourly rate.

Part-time teachers will be paid at a prorated share of a full-time salary for the contractual time and a prorated share of a preparation period will be offered to the teacher according to the number of duty periods assigned but the teacher must spend the preparation time in school if paid for the time.

The Board will appoint teacher representation on committees, which involve academics.

Whenever a member of the teaching staff is assigned a coaching position, they will be allowed to attend to their coaching duty as soon as class is dismissed.

When substitutes are not available and teachers are required to cover classes, it is important that this extra duty is split amongst everyone available. Teachers will be given the choice to be paid \$30.00/hour of subbing or 1 hour of personal leave.



# ITEM IV

## Supervision, Evaluation and Employment Policy For Certified Teaching Staff

### 1. EMPLOYMENT BASED ON SUPERVISION and EVALUATION

- A. The Board and the teaching staff recognize the importance and value of the procedure for assisting and evaluating the progress and success of both newly employed and experienced teachers for the purpose of improving instruction. Evaluations shall be conducted separately for classroom assignments and extra-curricular assignments. The existing evaluation forms shall be used for both evaluations.
- B. All certified staff evaluations will be completed using the appropriate evaluation tool from Charlotte Danielson Framework for Teaching. For the 2025-2026 school year, the components to be evaluated will be: 1C (Setting Instructional Outcomes), 1E (Designing Coherent Instruction), 2B (Establishing a Culture for Learning), 2D (Managing Student Behavior), 3B (Using Questioning and Discussion Techniques), 3C (Engaging Students in Learning), 3D (Using Assessment in Instruction) and 4A (Reflection on Teaching).
- C. Special education staff will have an additional domain (Domain 5) added to their evaluation.

	Probationary	Experienced	Plan of Improvement
<b>Membership</b>	-Non-continuing Contract Teacher  -Teachers in years 1-3	-Continuing Contract Teacher who is not on a plan of assistance.  -Teachers in years greater than 3  -To occur every other year, or more often at the discretion of the teacher's supervisor.	-Continuing Contract Teacher  -At the discretion of the teacher's supervisor based on objective collected evidence of, but not limited to, continual unsatisfactory performance in one or more of the components of professional practice (Charlotte Danielson).
<b>Components of Assessment</b>	- A minimum of one formal observation per semester (2 per school year)  -teacher's pre and post conference observation reports  - A minimum of two informal observations per semester (4 per school year)	During the year of assessment, the following are completed.  - A minimum of one formal observation per year  -teacher's pre and post conference observation reports  - A minimum of two informal observations per semester (4 per school year)	<u><b>Plan of improvement in writing will include:</b></u>  -Plan will be submitted for each area which is unsatisfactory.  -Each directive must be measurable, objective and achievable within the time frame (SMART Goals).  -This may be written at any time at the discretion of the administrator to enhance professional growth.
<b>Description of Process</b>	<b>Step 1: SLO</b> <ul style="list-style-type: none"> <li>Follow the SLO process guide (included)</li> <li>Will be completed following the corresponding benchmark periods.</li> <li>Deadlines for completion will be set by administration</li> </ul> <b>Step 2: Collection of evidence, through:</b> <ul style="list-style-type: none"> <li>Formal – 30-minute observation               <ol style="list-style-type: none"> <li>Teacher Pre-Observation Report</li> <li>Teacher Post-Observation Report</li> <li>Post-Observation Conference</li> </ol> </li> <li>Informal – minimum of 5-minute observation</li> <li>Artifact Collection</li> </ul> <b>Step 3: Culminating Yearly Evaluation</b> <ul style="list-style-type: none"> <li>Summative Observation Analysis Evaluation Rubric</li> <li>Composite Teacher Evaluation Report</li> </ul>		

### D. Additional requirements of observations and evaluations:

1. Written comments concerning the observation and/or evaluation shall be given to the teacher on forms included in this agreement. During the post-observation and/or evaluation conference, the teacher will have an opportunity to write any comments or reactions to the written summary. Teachers may write additional comments within seven (7) days after the conference.



2. Formal observations will not take place within the 1<sup>st</sup> three (3) weeks of school and not after April 1<sup>st</sup>.
  3. Closed circuit television, public address systems, audio systems or recording devices may not be used unless the use of such equipment is mutually agreed upon.
  4. Evidence for evaluation may be collected during scheduled or unscheduled observations, informal observations (walk-through), or at any other time during the school year
  5. Teachers will be required to turn in lesson plans/pacing guides, and a yearly reflection to show evidence of the components being evaluated in Domain 1 and Domain 4.
  6. Charlotte Danielson's Framework for Teaching Evaluation Tool is evidence based. Evidence collected throughout the school year should be listed on the final evaluation. Evaluators must list on the evaluation at least three pieces of evidence if a teacher or other staff person will be rated as unsatisfactory in any category.
- E. The Teacher Evaluation Form shall provide a basis for common understanding of the evaluation process and as an observation record and reporting form between the evaluator and teacher in both classroom and extra-duty assignments. The checklist for teaching assignments shall, include the following rating: D - Distinguished; P - Proficient; B - Basic and U - Unsatisfactory. The checklist for extra-duty assignments is as follows: 1-strongly disagree; 2-disagree; 3-slightly disagree; 4-agree; 5-strongly agree; NO-no opinion.
- F. Determining overall professional practice rating:

Step 1: Score Component-Level Performance

- a. Point values are assigned to performance for each component evaluated: A distinguished rating is assigned 4 points, a proficient rating is assigned 3 points, a basic rating is assigned 2 points, and an unsatisfactory rating is assigned 1 point.

Step 2: Calculate an Average Score for all Components Evaluated

- a. An average component-level score is calculated by dividing the total of all points earned by the number of components evaluated. The average will range from 1 to 4 and is rounded to the nearest hundredth of a point. All components are given equal weight.

Step 3: Determine the Overall Professional Practice Rating

- a. The average component-level score is used to assign a Professional Practice Rating of Unsatisfactory, Basic, Proficient or Distinguished. Use the chart below to align the score with the rating.

<b>Overall Professional Practice Rating Scoring Ranges</b>				
<b>Score Range</b>	1.00-1.49	1.50-2.49	2.50-3.49	3.5-4.00
<b>Rating</b>	Unsatisfactory	Basic	Proficient	Distinguished

- G. The evaluator will combine the Professional Practice Rating and the Student Growth Rating to form the teacher effectiveness rating. In the four areas in which one rating is very high and another rating is very low (denoted by the □ symbol), individual ratings will be reviewed by the evaluator and the teacher.

### Summative Teacher Effectiveness Chart

		PROFESSIONAL PRACTICE RATING (CHARLOTTE DANIELSON)			
		UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
STUDENT GROWTH RATING (SLO)	HIGH	<input type="checkbox"/>	<input type="checkbox"/>		
	EXPECTED				
	LOW			<input type="checkbox"/>	<input type="checkbox"/>
SUMMATIVE EFFECTIVENESS RATING CATEGORIES					
			EXCEEDS EXPECTATIONS		
			MEETS EXPECTATIONS		
			BELOW EXPECTATIONS		
<input type="checkbox"/>			PROFESSIONAL JUDGEMENT		

- H. The immediate supervisor shall discuss any substantive complaint made against a teacher as soon after said complaint as practical. Nothing shall be placed in the teacher's personnel files of the school district unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall have the right to submit a written answer to such material which shall be reviewed and signed by the Superintendent of Schools or his/her designee and attached to the file copy.
- I. Prior to the regular school board meeting in April, each evaluator will submit to the superintendent a Composite Teacher Evaluation report for each teacher under his or her supervision. This report will recommend the teacher for reemployment, reemployment with qualifications or non-reemployment. Extra duty evaluations shall not be considered exclusively in the rehiring process. A copy of the composite evaluation will be given to the teacher after the Board's review has been completed.
- J. Before a teacher under continuing contract is given a composite evaluation stating, "not recommended for reemployment," the principal will have completed one (1) evaluation and had a minimum of two (2) conferences with the teacher relative to the areas of weakness.
- K. The final district authority in cases of non-employment is the Board of Education.
- L. The procedure for non-reemployment is contained in SDCL 13-43-6.1 through SDCL 13-43-6.6. These procedures will be followed by the board in cases of non-reemployment affecting continuing contract certificated staff members.
- M. The School Board shall submit written contracts of employment for the ensuing school year to all bargaining unit employees not notified of non-renewal on or before April 15 of the current school year. Each employee shall be given a minimum of fifteen days to sign such contract(s).
- N. Any teacher shall have the right to review the contents of his/her personnel evaluation file at any reasonable time upon giving written request to the principal. Any document and/or other materials in a teacher's file pertaining to classroom assignments which are more than ten (10) years old may be removed if the principal

and teacher mutually agree that the material is obsolete or no longer appropriate. Any document and/or other materials in a teacher's file pertaining to extra duty assignments which are more than five (5) years old may be removed if the principal and teacher mutually agree that the material is obsolete or no longer appropriate.

- O. As a part of a self-evaluation process, an administrator may ask the staff under his/her supervision to provide him/her with an evaluation of his/her performance. Said evaluation shall be confidential and given only to the administrator evaluated to be used to assist his/her in improving performance and staff relations.
- P. When hiring new staff members, the Superintendent and/or Principal shall attempt to include an appropriate staff member to meet with and visit with an applicant and to respond to the Superintendent and/or Principal. This does not include a review of credentials or other confidential materials. Any information gathered in such a process shall be regarded as privileged information.
- Q. Whenever a new certified evaluation program is needed, the negotiations committee will review it to ensure it is compatible with our negotiated agreement.

### **SLO Requirements**

- Only educators that are being formally evaluated are required to define and measure an SLO.
- Teachers in a tested grade and or tested content area must have their SLO aligned with appropriate grade and content to the State Standardized Test.
- All educators may choose a standard in their content area to guide the SLO.
- A grade band *may* choose to collaborate by defining the same SLO and assessment instrument.
- SLO's will be completed following the corresponding benchmarking periods. Deadline for SLO documents to be set by administration.
  - Developing SLO and SLO Approval: following Fall Benchmark
  - Ongoing Communication for the SLO: following Winter Benchmark
  - Preparing for Summative Review: following Spring Benchmark

### **Process:**

#### Developing an SLO

1. **Determine the nature of the content.** For secondary teachers and teachers of non-tested subject this will be obvious, but you still may want to narrow part of the content to arrive at a goal. Middle and elementary teachers will need to choose an area of focus.
2. **Collect some baseline data on what students already know.** You need a starting line to determine progress toward a goal.
3. **Select or develop an assessment that will give you pre and post data.** Your SLO needs to be measurable.
4. **Write a reasonable growth goal that makes explicit what you want your students to achieve.** This should be written as a SMART goal – specific, measurable, appropriate, realistic & rigorous, and time bound.

#### SLO Approval

1. The building administrator will schedule with teachers to review the SLO using the SLO Checklist. The educator and administrator will mutually agree on the details of the SLO. The administrator will grant approval.
2. Educators will administer pre-assessment such as DIBELS, Stars, or NWEA.

#### Ongoing Communication for the SLO

1. The administrator will formally or informally visit with each educator to check in about student progress toward the goal.
2. If necessary, changes will be made and documented.

#### Prepare for Summative Review

1. The educator will administer the post-assessment and determine a growth rating.

Determining Growth Rating:

CATEGORY	DESCRIPTION
Low	Less than 65% goal attainment
Expected	65% to 85% goal attainment
High	86% to 100% percent attainment

- Sample SLO: At the end of the term, all students will show measurable progress in HS Chemistry as shown by the American Chemical Society National High School Final Exam. 80% of all students will obtain a score of 26 or better on the exam. (26 is considered average).

Low	Less than 65% goal attainment (.80 x .65 = Less than 52%)
Expected	65% to 85% goal attainment (.80 x .65 = 53%) (.80 x .85 = 68%)
High	86% to 100% percent attainment (.80 x .86 = 69%) (.80 x 100 = 80%)

2. Administrators will schedule with educators to review growth ratings.
3. The growth rating will be combined with the professional practices rating to determine an overall teacher effectiveness category.



# Stanley County Schools

## Classroom Walk-Through Feedback

Teacher: \_\_\_\_\_

Principal: \_\_\_\_\_

Time: \_\_\_\_\_

Class: \_\_\_\_\_

**Learning Objective**

☐

Evident

☐

Not Evident

☐

Unable to determine

**In class today**

**The students were:**

- On task in challenging/engaging work
- Actively discussing and/or questioning
- Writing or creating original work
- Taking a test or quiz
- Revising or editing work
- Completing an assignment on their own
- Completing an assignment in groups
- Completing worksheets
- Reading
- Using technology
- Listening to the teacher
- Answering knowledge level questions
- Answering higher order questions
- Initiating higher order questions
- Correcting homework assignment
- Working in groups
- Speaking in front of or presenting to class
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**The teacher was:**

- Specifying expectations & desired behavior
- Lecturing or assigning to whole group
- Facilitating small groups
- Providing direct instruction
- Reading to students
- Asking knowledge level questions
- Asking higher order questions
- Using ample wait time
- Modeling or demonstrating a task
- Modeling or assisting with technology
- Circulating about the classroom
- Transitioning students between activities
- Checking papers or homework
- Sitting or standing behind desk
- Giving appropriate feedback
- Disciplining students
- Setting up a lab activity
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**Danielson Look-Fors**

**Domain 2: Classroom Environment**

- Good rapport with students
- Good student behavior
- Students interact with each other
- Lesson essential questions
- Helping and guiding students in learning
- Students show pride in work
- K-U-D evidence
- Instruction at grade level
- Students know expectations
- Smooth transitions
- Materials and resources managed well

**Domain 3: Instruction**

- Directions and procedures clear
- Questioning used appropriately
- Student discussion evident
- Critical writing evident
- Students engaged in the learning environment
- Students verbally summarize their learning
- Frequent purposeful small group work
- Checking for understanding
- Instruction adjusted if needed
- Student work posted
- Assessments evident

Comments: \_\_\_\_\_



## PRE-OBSERVATION CONFERENCE

Name of Teacher:		Conference Date:	
Name of Observer:		Grade Level:	
Observer's Position:		Subject:	
School:		Observation Type:	

### Questions for Discussion

1. Briefly describe the students in the class, including those with special needs.
2. What are your goals for this lesson? What do you want the students to learn?
3. To which of your curriculum content standards do these goals relate?
4. How does this learning "fit" into the sequence of learning for this class?
5. How will you engage the students in learning? What will you do? What will the students do? Will the students work in groups, individually, or as a large group?
6. What materials or resources will you use in this lesson?
7. How and when will you know whether the students have learned what you intend?

## POST OBSERVATION CONFERENCE

<b>Name of Teacher:</b>		<b>Conference Date:</b>	
<b>Name of Observer:</b>		<b>Grade Level:</b>	
<b>Observer's Position:</b>		<b>Subject:</b>	
<b>School:</b>		<b>Observation Type:</b>	

### QUESTIONS FOR DISCUSSION

1. What went well? What did not go so well? What would you change?
2. Did you get the learning outcomes you expected from the lesson based on your standards? Explain.
3. Could you have done anything differently to boost student engagement or improve classroom management throughout the lesson?
4. What opportunities did you give students to extend their thinking beyond the classroom with this lesson?
5. How did you assess student learning as you went through this lesson? What did this tell you? Is there anything that you need to spend some additional time based on feedback received from these assessments?

## Composite Teacher Evaluation Report

Teacher's Name:

Current Year Teaching Assignment:

Current Year Extra Duty Assignment:

On the basis of supervision and evaluation as outlined in official school board policy, I recommend the above named teacher as follows:

\_\_\_\_\_ Recommend for reemployment

\_\_\_\_\_ Recommend for reemployment with the following qualifications:

\_\_\_\_\_ Not recommended for reemployment

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

## Plan of Improvement

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

Grade: \_\_\_\_\_ Subject: \_\_\_\_\_

The evaluation and staff member will collaboratively develop strategies to enable the individual to address concerns and regain competencies. Collaboratively, the evaluator and staff member will develop an action plan to remedy the problem/situation.

The time for the action plan to be completed will be determined by the administration and the teacher.

Time for Completion: \_\_\_\_\_

Domain to be Addressed: \_\_\_\_\_

Identification of Improvement Needs (cite components, issues and evidence):

Plan for Improvement:

Principal Responsibilities:

Teacher Responsibilities:

Indicators of Success:

Schedule for Administration Feedback (must include at least one formal observation and could include walkthroughs and/or informal observations):

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

Administrator/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

(check one)

\_\_\_\_\_ Plan successfully completed. (Initial and Date)

\_\_\_\_\_ Plan revised (Initial and Date)

\_\_\_\_\_ \*Reason for revision: \_\_\_\_\_

\_\_\_\_\_ Plan not successful. (Initial and Date)

## EXTRA DUTIES OBSERVATION FORM

<b>Name</b>	<b>Date</b>		<b>Time</b>	<b>Activity</b>
Supervisor Name:				
Participant Activity Observed:				

Observed	
	Creating an environment of respect and rapport
	Establishing a culture for learning
	Managing participant's behavior
	Managing physical space
	Demonstrating safety procedures
	Communicating clearly and accurately
	Engaging participants in learning
	Providing feedback to participants
	Demonstrating flexibility and responsiveness

COMMENTS:

\_\_\_\_\_  
Activities Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Date



## Assistant Coach Evaluation

(to be submitted mid-season)

SUBVARSITY/ASSISTANT COACH EVALUATION (By Head Coach) Coach

Name \_\_\_\_\_

Sport \_\_\_\_\_

Level \_\_\_\_\_

Acceptable Suggested Recommendation:

please answer with a yes or no on the line

1. Loyalty to head coach \_\_\_\_\_
2. Care of equipment (issuing, collection, storage, and inventory) \_\_\_\_\_
3. Knowledge of sport \_\_\_\_\_
4. Teaching ability \_\_\_\_\_
5. Ability to work with athletes (motivates, communicate, discipline) \_\_\_\_\_
6. Intensity of interest in coaching \_\_\_\_\_
7. Supervision of players and locker room \_\_\_\_\_
8. Rapport with other coaches \_\_\_\_\_
9. Willingness to assume extra duties \_\_\_\_\_
10. Professional advancement \_\_\_\_\_
11. General knowledge of first aid and safety \_\_\_\_\_
12. Passed Concussion training \_\_\_\_\_

COMMENTS:

Head Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Coach/Director/Advisor Evaluation

Activity:

Coach:

School Year:

**Rubric for each of the following statements is:**

1 = strongly disagree    2 = disagree    3 = Neutral    4 = agree    5 = strongly agree

NA = not applicable

### COMMUNICATION

- |  |   |   |   |   |   |    |
|--|---|---|---|---|---|----|
| 1. Provides rules and expectations to team members and parents                 | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Provides opportunities for student-coach dialogue                           | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Provides expectations & responsibilities for the assistant coaches          | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Keeps AD advised of all unusual events within the activity                  | 1 | 2 | 3 | 4 | 5 | NA |
| 5. Individual roles are communicated   | 1 | 2 | 3 | 4 | 5 | NA |
| 6. Provides opportunities for constructive dialogue among students and coaches | 1 | 2 | 3 | 4 | 5 | NA |
| 7. Gives constructive feedback appropriately                                   | 1 | 2 | 3 | 4 | 5 | NA |
| 8. Communicates ideas and directions clearly                                   | 1 | 2 | 3 | 4 | 5 | NA |
| 9. Discusses and expects good sportsmanship                                    | 1 | 2 | 3 | 4 | 5 | NA |

**Comments:**

### GENERAL INSTRUCTION/COACHING PERFORMANCE

- |   |   |   |   |   |   |    |
|---|---|---|---|---|---|----|
| 1. Is well-versed and knowledgeable in matters pertaining to the activity     | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Is fair, understanding, and patient with team members                      | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Students' skills improved over the course of the season                    | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Provides for individual as well as group instruction                       | 1 | 2 | 3 | 4 | 5 | NA |
| 5. Has individual and team discipline   | 1 | 2 | 3 | 4 | 5 | NA |
| 6. Prepares for daily practices with staff so maximum instruction is utilized | 1 | 2 | 3 | 4 | 5 | NA |

- |  |              |
|--|--------------|
| 7. Participates in clinics and workshops to improve knowledge and skills                     | 1 2 3 4 5 NA |
| 8. Uses innovative ideas and techniques as well as sound, already proven methods of coaching | 1 2 3 4 5 NA |
| 9. Conduct at events toward students, opponents, officials, and other workers is positive    | 1 2 3 4 5 NA |

**Comments:**

**OTHER AREAS**

- |  |              |
|--|--------------|
| 1. Cares for, issues and collects, and properly stores equipment   | 1 2 3 4 5 NA |
| 2. Cooperative in sharing facilities   | 1 2 3 4 5 NA |
| 3. Cooperative in preparing facilities for games or practices  | 1 2 3 4 5 NA |
| 4. Is prompt in completing the end of the season procedure   | 1 2 3 4 5 NA |
| 5. Provides students with off-season programs  | 1 2 3 4 5 NA |
| 6. Supervision and administration of locker and training room  | 1 2 3 4 5 NA |
| 7. Submits forms, physicals, rosters, inventories, budget requests, etc.   | 1 2 3 4 5 NA |
| 8. Encourages students to participate in other activities  | 1 2 3 4 5 NA |
| 9. Shows an interest in off-season activities and classroom efforts of team members as well as lower-level teams | 1 2 3 4 5 NA |

**Comments:**

---

**Coach Signature and Date**

---

**Activities Director Signature and Date**

**ITEM V**  
**Leave Policy for Certified Personnel**

1. SICK LEAVE

Sick Leave will be granted at a rate of 85 hours per year. Unused sick leave may be accumulated to no more than 680 hours. Sick leave is for the actual sickness or disability of the teacher and/or immediate family, defined as: *wife, husband, daughter, daughter-in-law, son, son-in-law, mother, mother-in-law, father, father-in-law, sister, brother, grandmother, grandfather, granddaughter, grandson, stepbrothers, step sisters, step children, foster children and step parents*, so that his/her presence in school is not possible or advised. *Sick leave will also be granted if the employee has been declared to have power of attorney for an individual.* All accumulated sick leave is lost or forfeited if the contract is not completed.

If a teacher has reached the maximum accumulated sick leave (680 hours), and uses sick leave during the school year, their hours will be reimbursed, not to exceed the 85 hours allotted per year. At the end of the school year, staff who have reached the maximum sick leave hours (680), may donate any hours to the sick leave bank that may otherwise be lost.

When sick leave extends beyond 34 consecutive hours for personal illness or injury, the superintendent may request a doctor's statement or a second opinion on the disability.

Family Medical Leave Act (FMLA) applies with regards to adoption of child.

When a teacher leaves the employment of the Stanley County School District after five consecutive years of employment the teacher shall be paid for unused accumulated sick leave at the rate of \$5.00 per hour for all accumulated sick leave. When a teacher leaves the employment of the Stanley County School District as a result of breaking a contract or being released from a signed and approved contract, the teacher shall not be paid for the unused accumulated sick leave.

2. Sick Leave Bank – K—12 Certified Employees (Adopted 12/09/02)

- A. Participation in the Sick Leave Bank is mandatory and available to all SC certified staff members, librarian, technology coordinator, and half-time teachers. Participants may use the Sick Leave Bank for his/her own personal illness or disability but may also apply to the bank if an immediate family member\* has an illness or injury.

Staff members must contribute eight and one-half (8.5) hours each year to the bank. If there is a need for the Sick Leave Bank in any given year the Business Office will then withdraw one day (8.5 hours) of sick leave from each employee to establish the sick bank.

Staff members may donate up to 17 additional hours to the sick bank each year.

- B. Sick Leave Bank members may draw up to 255 hours from the bank during a fiscal school year provided all accumulated personal and sick leave days have been utilized. Half-time staff will receive one-half of the hours that a full-time staff member will receive. If needed, after using the initial 255 hours from the Sick

Leave Bank, a member may reapply for additional days up to a maximum of 127.5 hours from the Sick Leave Bank for the fiscal year.

- C. A five-member committee shall administer the Sick Leave Bank. The committee will be comprised of five people: four Stanley County Education Association members – preferably, two elementary teachers, one middle school teacher, one high school teacher, and one administrator.
- D. Requests for Sick Leave Bank use will be submitted in writing to the Superintendent and supported by a physician's statement.
- E. The Sick Leave Bank committee shall meet after all leave has been depleted. The requesting member will receive a reply to his/her request from the committee.
- F. Written notification will be given to the Superintendent upon committee approval to include the requesting staff member's name, and dates of leave. The document will specify the days are granted on an as need basis with a "cap" determined by the committee. This notification will be signed by the chairperson of the committee.

The Business Office through submitted leave slips will track the need and deduct from the sick bank and give to the employee on an as need basis keeping the "cap" set by the committee as the control mechanism. No sick bank hours will be distributed to the employee without leave slips.

- G. Days in the Sick Leave Bank shall be withdrawn on a first-come, first-serve basis. Staff members must contribute one additional day per year if the Sick Leave Bank is depleted to five days or less during the fiscal year. If the sick bank requires more days and an employee is out, they will be granted one less day than the committee allows.
- H. Days used from the SC Sick Leave Bank will not be deducted from future sick leave days earned while in service to the district.
- I. Any hours left in the sick bank at end of fiscal year will remain and carry forward to the next fiscal year. The business office will determine if there is a need to again draw one day from each employee to build the sick bank back to a designated cap determined by the committee.

*\*Immediate family defined: wife, husband, daughter, daughter-in-law, son, son-in-law, mother, mother-in-law, father, father-in-law, sister, brother, grandmother, grandfather, granddaughter, grandson, stepbrothers, step sisters, step children, foster children, step parents and those that have been declared as power of attorney for an individual.*



### 3. ADDITIONAL LEAVE

- A. Bereavement Leave will be granted upon recommendation of the principal and approval of the superintendent. Bereavement leave will be deducted from sick leave.
- B. Twenty-five and one-half (25.5) hours of personal leave shall be granted. Personal leave requests must be applied for on forms available in the principal's office and shall be granted upon approval of the supervisor. Advance notice of not less than forty-eight (48) hours shall be given.

No personal leave will be granted on the day before or the day following a day or days of vacation or holidays unless approved by the superintendent.

If a certified employee has not used their 25.5 hours of personal leave, they may choose to have 8.5 hours roll over into their personal leave for the next school year. All remaining unused personal leave will be added to their sick leave balance. Substitute pay shall be deducted from the employee's salary for any personal leave used beyond the first 25.5 hours. An employee may not have more than 34 hours of personal leave accumulated in any given year.

Personal time taken from an assigned duty outside of the regular school day will not be deducted if another staff member, approved by the administration, fills in, e.g. supervision of students at a school concert.

### 4. JURY LEAVE

When employees of the school district are summoned to serve on a jury, they shall be entitled to receive their regular salary from the school district while so absent without the loss of any other leave credits.

### 5. OFFICER LEAVE

The President of the Stanley County Education Association or designee shall each year be entitled to up to six (6) days absence for duties related to the Association. Absences for such duty as may be required of the President or designee in executing the duties of the office shall be arranged with the building principal, allowing sufficient time to secure a substitute for such absence.

### 6. LEAVE OF ABSENCE.

A teacher may request leave of absence without pay for a period of up to one (1) school year. Such requests must be submitted in writing to the Superintendent for presentation to the school board. All such requests will be reviewed on an individual basis. A teacher who is returned to active employment from a leave of absence shall retain his/her accumulated benefits and be placed on the same step and lane of the salary schedule to which he/she was entitled at the time the leave commenced.

### 7. PROFESSIONAL LEAVE

Professional leave will be granted upon recommendations of the principal and approval by the Superintendent for attendance at professional conferences, workshops, seminars

and other meetings. When professional leave is denied, the teacher may discuss the reason for denial with the Superintendent.

8. WEATHER RELATED ABSENCES

When staff does not arrive and/or leave at the designated time due to weather conditions, personal leave and/or leave without pay will be required to be taken for time missed.

9. DAYCARE/START TIME CONFLICT (ADJUSTED WORK HOURS)

Employees may need to have adjusted work hours at the beginning or end of the workday for transporting children to or from childcare. If that is the case, the employee will inform the supervisor of the situation. The employee must be in their classroom prior to the start of class. The supervisor will arrange the work hours of the employee to compensate for the missing time without penalty.

10. LIQUIDATED DAMAGES

Failure to complete the terms of a teaching contract constitutes financial damage to the school district. A teacher's contract may be terminated by mutual consent of the contracting parties or by the statutory provisions of the laws of South Dakota. If no mutual consent as to termination exists and if the teacher initiates the termination of the contract prior to its termination date, the school district may withhold any monies due the teacher or collect from the teacher the sum of One Thousand Dollars (\$1000.00) as liquidated damages if such termination occurs during the month of May, Fifteen Hundred Dollars (\$1500.00) as liquidated damages if such termination occurs during the month of June, the sum of Two Thousand Dollars (\$2000.00) if such termination occurs during the month of July, and the sum of Three Thousand Dollars (\$3,000.00) if such termination occurs after July 31. It is hereby agreed that the amounts herein specified are fair and reasonable costs as provided in SDCL 53-9-5. It is further agreed that if there is no mutual consent to the termination of the contract, the assessment of liquidated damages shall not waive the provision of SDCL 13-42-9.

## **ITEM VI Grievance Procedure**

### **Article I**

#### **Definitions:**

- A. A grievance is a complaint by a person or group of persons employed by the STANLEY COUNTY SCHOOL DISTRICT #57-1, made either individually or by a duly authorized and recognized employee association through its representative, that there has been a violation, misinterpretation or inequitable application of any existing agreement, contract, policy, rule, practice or procedure of the School Board. Negotiations for, or a disagreement over, a non-existing agreement, contract, policy, rule, practice or procedure is not a "grievance."
- B. An "aggrieved person" is the person or group of persons making the claim.
- C. "Board" means the School Board of the district.
- D. "Days" shall mean calendar days unless otherwise specified.
- E. "Board's Designee" means selected Board Representative.

### **Article II**

#### **Purpose:**

- A. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise between employees and the District to facilitate this purpose. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- B. Nothing herein contained shall be construed as limiting the rights of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without the intervention of the employee association, provided the adjustment is not inconsistent with the terms of any settlement with the employee association then in effect. The employee or the administrator involved in the grievance may be represented by a representative at such an informal discussion only by the mutual consent of the employee and the appropriate member of the administration.

### **Article III**

#### **Procedure:**

- A. It is important that grievances be processed as rapidly as possible. The number of calendar days indicated at each level should be considered a maximum and every effort should be made to expedite the process.
- B. If appropriate action is not taken then the employee can take it to the next level. The time limits specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the Article.

- C. If an employee does not file a grievance in writing with the principal or other supervisor within twenty-one (21) calendar days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
- D. A supply of the grievance forms shall be on file with the building principal, and/or the immediate supervisor.

#### Article IV

##### Informal Procedures:

- A. If an employee feels he/she has a grievance, he/she shall first discuss the matter with his supervisor, principal or other administrator, to whom he is directly responsible in an effort to resolve the problem.
- B. If, after such discussion with the supervisor, principal, or other administrator, the employee is not satisfied with the disposition of the matter, he shall have the right to present the matter to and discuss it with the Superintendent.

#### Article V

##### Formal Procedures:

##### LEVEL ONE - School Principal, Immediate Supervisor or Other Administrator

- A. If an aggrieved person is not satisfied with the disposition of his problem through informal procedures, he shall submit his claim in writing.
- B. Three (3) copies of this written grievance shall be prepared by the employee and he shall send one (1) copy to each of the following: Supervisor, Principal or other administrator, and the Superintendent of Schools.
- C. An employee who is not directly responsible to a building principal may submit his formal written grievance claim to the administrator or supervisor to whom he is directly responsible and such administrator shall carry out the aforementioned responsibilities the same as a principal. The administrator, within five (5) calendar days, shall render his decision in writing to the aggrieved person.

##### LEVEL TWO - Superintendent of Schools

- A. If an aggrieved person is not satisfied with the decision concerning his alleged grievance at Level One, or if no written decision has been rendered within five (5) calendar days, he may, within three (3) calendar days after the decision is rendered, or within eight (8) calendar days after his formal presentation, file his/her alleged grievance with the Superintendent of Schools.
- B. The Superintendent of Schools, or his/her designee, within five (5) calendar days from the receipt of the written grievance shall meet with the aggrieved person for the purpose of resolving the grievance. The principal or appropriate administrator who was involved at Level One shall be notified and shall have the option of attending the meeting. Arguments and documentation of all parties shall be made in writing at the Level Two hearing and copies thereof shall be given to the Superintendent and the grievant. The Superintendent shall, within five (5) calendar days after this meeting, render his decision in writing to the aggrieved person, the supervisor and the principal or other administrator.

### LEVEL THREE - Board of Education

- A. If the aggrieved is not satisfied with the disposition of the grievance at Level Two, or if no written decision has been rendered within five (5) calendar days, he/she shall within five (5) calendar days thereafter transmit it by letter to the Superintendent with a statement of reasons why it is being appealed.
- B. At the next regular meeting or a special meeting, the board (or its designated agent) shall consider the grievance and have a hearing to be held in executive session. The Board shall make a final decision thereon at that regular or special meeting, if possible. The aggrieved party shall be provided with a written decision within ten (10) calendar days of such a hearing.

### LEVEL FOUR

If the aggrieved person is not satisfied with the disposition of the grievance at level Three or if no written decision has been rendered within the time period set forth in the preceding paragraph, he or she may, within twenty-one (21) calendar days after receipt of the written decision of the Board, or within twenty-one (21) calendar days of the date when the decision is due, whichever is earlier, appeal to the Department of Labor, pursuant to SDCL 3-18-15.2. The inclusion of this paragraph in this Grievance Procedure shall not constitute a waiver of either party of its rights to dispute the authority of the Department of Labor to hear the appeal and/or render any particular decision.

### LEVEL FIVE

All provisions as provided in SDCL 3-18-15.2.

### Article VI

#### Miscellaneous:

- A. If, in the course of investigation of any grievance by representatives of the complainant, such investigation requires their presence in a school building: they shall report immediately to the principal of such building being visited and state the purpose of the visit.
- B. Interruption of regularly assigned classes or activities shall be prohibited and students shall not be included in any phase of the grievance procedure except with the mutual consent of both parties. This prohibition does not waive nor diminish rights of either party to include student testimony beyond Level Four.
- C. Any party or parties in interest shall appear and may be represented at formal Levels I and II of the grievance procedure by one representative. When the representative is not a member of the employee association the employee association shall have the right to have one spokesperson present and to have that spokesperson state its views at the formal Levels I and II of the grievance procedure except when the aggrieved person specifically requests the exclusion of all but the parties in interest and their respective representatives, provided that the formal representative has been given opportunity to be present at such adjustment. At Level III a maximum of three (3) representatives, one of who will be the spokesperson, may represent the aggrieved person or persons involved in a grievance.



- D. If, in the judgment of the employee association, a grievance affects a group or class of employees, the association may submit such grievance in writing to the Superintendent directly and the processing of such a grievance shall be commenced at Level II. The employee association shall designate not more than two spokespersons for the association in processing such a grievance through the remaining levels of the grievance procedure. Provided, however, that the employee association shall not be permitted to file or process a grievance with respect to an incident or occurrence on which an employee or group has already initiated a grievance.
- E. Meetings and hearings under this procedure shall not be conducted in public and shall include such parties and only such parties in interest and their designated or selected representatives heretofore referred to in this Grievance Procedure. The vote on the Board's decision on Level III grievance shall be made in open session but the name of the aggrieved party shall not be disclosed.
- F. When it is necessary for a party or parties in interest to attend a Board meeting or a hearing called during the working day, the Superintendent's Office shall so notify the party or parties in interest, principals or immediate supervisor, and the party or parties in interest shall be released without loss of pay for such time as their attendance is required at such meeting or hearings.
- G. At all hearings conducted under this procedure, the aggrieved person and the administrative representative may call witnesses and present evidence that is relevant to the matter being considered. The Board may request that other witnesses be called for questioning by the parties.

## Request for Settlement of Grievance

## LEVEL ONE

(To be completed by Aggrieved Person)

Date of Presentation to Principal: \_\_\_\_\_

Name of Aggrieved Person: Home Address: \_\_\_\_\_

School: \_\_\_\_\_

Principal: \_\_\_\_\_

NATURE OF GRIEVANCE: \_\_\_\_\_

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SETTLEMENT REQUESTED: \_\_\_\_\_

[illegible]

Signed: \_\_\_\_\_  
(Aggrieved Person)



### Reply to LEVEL ONE Grievance

Date Reply sent to Aggrieved Person:

Name of Aggrieved Person: Home Address:

School: \_\_\_\_\_

Date of Presentation of grievance to Principal:

Reply of Principal with Rationale: \_\_\_\_\_

[illegible]

Signed: \_\_\_\_\_  
(Principal)

## Request for Settlement of Grievance

## LEVEL TWO

Copies of Request for Settlement of Grievance LEVEL ONE and Reply **must be attached.**

Date of Presentation to Superintendent: \_\_\_\_\_

Name of Aggrieved Person; Home Address: \_\_\_\_\_

School: \_\_\_\_\_

Date of Reply to LEVEL ONE Grievance: \_\_\_\_\_

State reason for submission of grievance to LEVEL TWO:\_\_\_\_\_

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Settlement Requested: \_\_\_\_\_

[illegible]

Signed: \_\_\_\_\_  
(Aggrieved Person)

## Reply to LEVEL TWO Grievance

Copies of Request for Settlement of Grievance LEVEL ONE and Reply **must be attached.**

Date Reply sent to Aggrieved Person: \_\_\_\_\_

Name of Aggrieved Person: Home Address: \_\_\_\_\_

School: \_\_\_\_\_

Date of Submission of Grievance to Superintendent: \_\_\_\_\_

Decision of Superintendent with Rationale: \_\_\_\_\_

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Signed: \_\_\_\_\_  
(Superintendent)

## Request for Settlement of Grievance

Copies of all previous Request for Settlement and Replies **must be attached.**

Date of submission to Superintendent: \_\_\_\_\_

Name of Aggrieved Person; Home Address: \_\_\_\_\_

School: \_\_\_\_\_

Date of Reply of Superintendent to LEVEL TWO Grievance: \_\_\_\_\_

State Reason for submission of Grievance to LEVEL THREE:\_\_\_\_\_

Settlement Requested: \_\_\_\_\_

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Signed: \_\_\_\_\_  
(Aggrieved Person)

### LEVEL THREE

Decision of the School Board with Rationale: \_\_\_\_\_

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## Withdrawal of Grievance

Date of Withdrawal: \_\_\_\_\_

Name of Aggrieved Person: Home Address: \_\_\_\_\_

School: \_\_\_\_\_

Present Level of Grievance (Check One)

\_\_\_\_\_ LEVEL ONE

\_\_\_\_\_ LEVEL TWO

\_\_\_\_\_ LEVEL THREE

Date on which Grievance was submitted at this Level: \_\_\_\_\_

Brief description of nature of Grievance: \_\_\_\_\_

[illegible]

## REQUEST FOR WITHDRAWAL

I hereby request that the above grievance be withdrawn from further consideration without prejudice or record. I acknowledge that I may not reopen this grievance.

Signed: \_\_\_\_\_  
(Aggrieved Person)

## **ITEM VII**

### **Policy for Staff Reduction**

- A. Pursuant to SDCL 13-43-6.4: Whenever in the judgment of the Board, it is advisable to reduce staff in the District, the Board will communicate the situation confronting the District to the staff ten (10) days prior to said reduction. This notice will allow the staff an opportunity to present possible alternatives such as early retirement, normal attrition, part-time contracts, substitute teaching and/or other alternatives which could accomplish the same goals.
- B. In making reductions, the Board may consider the following, not necessarily in order of priority, any of which may be used in determining which staff member will be non-employed: recommendations of administrative staff, evaluation records, competency, qualifications, certification, longevity, educational background, continuing contract status and federal mandates.
- C. During the fiscal year subsequent to the time a teacher is laid off because of reduction in force that teacher's application will be given consideration for his/her reemployment and regain accumulated benefits if a position in which the teacher has been previously employed in the district or qualified for becomes available.

### **TEACHER TRANSFERS**

When a teacher is transferred, and the previous position reopens or a position opens for which a teacher is qualified the Board when requested to do so will give consideration to that teacher when filling the position.

## **ITEM VIII**

### **Salary Schedule and Health Insurance**

2025-2026

For the negotiating year 2025-2026, the following has been agreed upon: \$585 raise to the base.

Each full-time certified teacher shall receive a retention bonus if funds are available with the amount established by the board.

For new hires, the salary will be based on years of experience. For teachers who are continuing employment in the district, the sum of \$325.00 will be added each year to their contract.

If the insurance comes in less than the current rate, negotiations will be reopened for the purpose of meeting state accountability requirements.

The salary for teachers new to the Stanley County School District will be based on years of experience. The base salary plus \$325.00 per year for each full year of experience in an accredited school not to exceed fifteen (15) years will be the initial salary.

The raise in the base in any one year may not exceed the amount of the per teacher raise for that year, however, no teacher new to the system may receive more base salary than a teacher who has the same number of years' experience and is already on the staff.

#### For Employees New to the District

Chart 1: Hiring Base Salary

	BA	BA + 16	BA + 32	BA + 48	MA	MA + 16	MA + 32	MA + 48
2025-2026	47,385	48,645	49,395	51,395	52,845	54,345	55,895	57,495

#### To Calculate Salary for New Hires

Determine placement on hiring base Chart 1	
Multiply years of experience (up to 15 years) by \$325	
Starting Salary to SC	

**Example:** A new employee has BA+48 and 10 years of experience in another district.

#### To Calculate Salary for New Hires (Example)

Determine placement on hiring base Chart	51,395
Multiply years of experience (up to 15 years) by \$325	\$3,250
Starting Salary to SC	\$54,645

#### For Returning Employees

#### To Calculate Salary

Begin with Current Salary	
Add year of experience (\$325.00) [IF APPLICABLE]	\$325
Add change to base	
Add lane change [IF APPLICABLE]	
New Salary	

**Example:** A current employee has a MA and has worked in the district for 5 years. Their current salary is \$40,560. It has been decided that the base will increase \$300 for the next calendar year.

#### To Calculate Salary (Example)

Begin with Current Salary	\$40,560
Add year of experience (\$325.00) [IF APPLICABLE]	\$325
Add change to base	\$300
Add lane change [IF APPLICABLE]	
New Salary	\$41,185

## For Returning Employees who are asking for Lane Changes

Chart 3: Increase to Current Salary when Lane Change Occurs

	BA	BA + 16	BA + 32	BA + 48	MA	MA + 16	MA + 32	MA + 48
2022-2023	0	\$1,300	\$1,350	\$1,400	\$1,450	\$1,500	\$1,550	\$1,600

Dollar amounts are cumulative (i.e. BA +16 to BA + 48 means add 1350 + 1400 to current salary).

### To Calculate Salary

Begin with Current Salary	
Add additional experience (for each year of teaching experience) <b>[IF APPLICABLE]</b>	\$325
Add change to base	\$1500
Add lane change <b>[IF APPLICABLE]</b>	
New Salary	

**Example:** A current employee has a MA and has worked in the district for 5 years. Their current salary is \$50,460. It has been decided that the base will increase \$300 for the next calendar year. The employee has also turned in enough credits to move to the MA+16 lane for the next calendar year.

### To Calculate Salary (Example)

Begin with Current Salary	\$50,460
Add year of experience (\$325) <b>[IF APPLICABLE]</b>	\$325
Add change to base	\$300
Add lane change using chart 3 <b>[IF APPLICABLE]</b>	\$1,500
New Salary	\$52,585

A BA + 16 salary lane placement shall be granted to any teacher who completes sixteen (16) semester hours of either graduate or undergraduate college credit after having earned a BA or BS degree. The BA + 32 lane placement shall be granted to any teacher who completes thirty-two (32) semester hours of either graduate or undergraduate credit after having earned a BA or BS degree. A BA + 48 lane placement shall be granted to any teacher who completes 48 semester hours of either graduate or undergraduate credit after having earned a BA or BS degree. A MA + 16 salary lane placement shall be granted to any teacher who completes sixteen (16) semester hours of graduate college credit after having earned a MA or MS degree. A MA + 32 lane placement shall be granted to any teacher who completes thirty-two (32) semester hours of graduate college credit after having earned a MA or MS degree. A MA + 48 lane shall be granted to any teacher who completes 48 semester hours of graduate college credit after having earned a MA or MS degree. Semester hours for lane changes must meet South Dakota Division of Education Certificate renewal guidelines. Notification and transcripts entitling a teacher to a lane change must be submitted to the business manager no later than September 10. In the years following the lane change, staff will receive \$200 per lane for educational experience.

The District will pay up to \$600 to the District's health insurance provider for health insurance for an employee. Part-time employees who are employed 75% of full-time or more shall receive the full allowance for single coverage health insurance. Those employees whose employment is less than 75% of full-time shall receive a prorated health insurance allowance in direct relationship to the time employed.

In the event that the insurance increase exceeds the increase to the salary, negotiations will be reopened for the purpose of discussing insurance and compensation.



A voluntary employee-funded Group Optical and Dental Insurance is available to Stanley County School District staff at the cost to the employee. The District will provide accounting services to facilitate payroll deduction.

A staff member shall be extended the opportunity to participate in the existing conversion health insurance program at his/her total expense and providing such notice of intent to convert to the conversion policy is submitted to the group underwriter within sixty (60) days. Such conversion will provide coverage to age sixty-five (65) or until eligible for Medicare.

Whenever a teacher is required either by the school board or increased state board rules to have more credits in a teaching area or the board approves a teacher earning more credits in an assigned teaching area, the board will pay 75% of the tuition costs for those credits. Tuition for renewal credits will generally not qualify for reimbursement; however, if the credits earned are approved by the board under the above criteria those credits may be also used for renewal purposes. Coaches will be able to submit for reimbursement of training for two courses up to \$40 per year for each course as long as the courses are pre-approved by the AD prior to attending.

The School District reserves the right to waive the provisions of the established schedule and to pay above or below salary schedule in unusual circumstances in order to insure the timely delivery of educational services to its students. Such waiver shall occur after conferring with the recognized bargaining agent for the teachers.

Teachers may elect to receive their salary in nine (9) or twelve (12) monthly payments. For those who are paid on the nine (9) month basis, deductions to be made for insurance or annuities will be prorated over the nine (9) months.

Employees who are paid over nine (9) months must submit any anticipated leave in May to the business office by the normal date time sheets are due in May. Any unanticipated leave must be submitted by June 1. If the employee does not have enough leave accrued, he/she will be required to reimburse the district for the time used by June 1.



# **ITEM IX** **Extra Duty Pay Schedule**

**Pay will be based on the base salary of \$45,900 for the 2024-2025 school year.**

<b>ACTIVITY</b>	<b>BASE SALARY</b>	<b>YEARLY EXPERIENCE INCREMENTS (In Same Area of Assignment) (20 years max)</b>
<b>BOYS BASKETBALL</b>		
Head Coach 9-12	12%	\$50
Assistant Coach	9%	\$35
6-8 Coach	7%	\$35
If participation numbers warrant; an additional coach may be hired (maximum 4)		
<b>GIRLS BASKETBALL</b>		
Head Coach 9-12	12%	\$50
Assistant Coach	9%	\$35
6-8 Coach	7%	\$35
If participation numbers warrant; an additional coach may be hired (maximum 4)		
<b>CHEERLEADING(FOOTBALL)</b>	3.5%	
<ul style="list-style-type: none"> <li>Includes all football games, coronation, and pep rallies.</li> <li>Cheerleaders may not ride the bus with the team. The coach or another school employee must drive the cheerleaders to away games.</li> </ul>		
<b>CHEERLEADING(BASKETBALL)</b>	3.5%	
<ul style="list-style-type: none"> <li>Includes all basketball home games and any post-season games</li> </ul>		
<b>CROSS-COUNTRY</b>	12%	\$50
<b>FOOTBALL</b>		
Head Coach 9-12	12%	\$50
Assistant Coach 9-12	9%	\$35
Assistant Coach 9-12	9%	\$35
6-8 Coach	7%	\$35
6-8 Coach	7%	\$35
If participation numbers warrant: up to two additional coaches may be hired. (Maximum of 7 Coaches)		
<b>BOYS AND GIRLS GOLF</b>		
1 Head Coach	12%	\$50
Assistant Coach	9%	\$35
<b>WOMEN'S SOFTBALL</b>		
Head Coach 6-12	12%	\$50
Assistant Coach 6-12	9%	\$35
<b>STRENGTH AND CONDITIONING COACH</b>	20%	

**BOYS AND GIRLS TRACK**

2 Head Coaches 6-12	8.5%	\$42.50
1 Head Coach 6-12	12%	\$50
Assistant Coach 6-12	9%	\$35

If participation numbers warrant: an additional Assistant Coach may be hired.  
(Maximum of 5 Coaches)

**VOLLEYBALL**

Head Coach 9-12	12%	\$50
Assistant Coach 9-12	9%	\$35
6-8 Coach	7%	\$35
6-8 Coach	7%	\$35

**WRESTLING**

Men's Head Coach 9-12	12%	\$50
Women's Head Coach 6-12	12%	\$50
Assistant Coach	9%	\$35
6-8 Coach	7%	\$35

**504 CORDINATOR**

2%	\$35
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**\*ANNUAL/YEARBOOK**

3.5%	\$50
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Will include spring and fall pictures and senior composites

**BAND**

13%	\$60
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**CAMPUS ENTRY AND DATA REPORTING**

2%
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**THEATER**Director:

Fall Play	7%	\$50
Spring Play	7%	\$50
One-Act Play	6%	\$50

Assistant:

Fall Play	4%	\$35
Spring Play	4%	\$35
One-Act Play	3%	\$35

**FUTURE FARMERS OF AMERICA (FFA)**

8%	\$50
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**\*NATIONAL HONOR SOCIETY**

2%	\$50
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**ORAL INTERP 7 - 12**

5%	\$50
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**\*POLICY COMMITTEE**

2%
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(maximum of 2)

**\*PROM SUPERVISOR (3)**

1% each or 1.5% for one and  
.75% for the other two

3%
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**SAT TEAM CASE MANAGER**

-- Elementary	2%
-- Secondary	2%

**SENIOR CLASS ADVISORS**

2%
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<b>SPECIAL EDUCATION TEACHER</b>	8%	
<b>STUDENT MENTORING COORDINATOR</b>	2%	\$35
<b>TEACHER MENTOR</b> (One at K-5 and one at 6-12 levels)	3% each	
<b>TEAMMATES CORDINATOR</b>	2%	
<b>K-12 ASSESSMENT COORDINATOR</b>	7%	
• Includes Smarter Balanced, NWEA MAP, and DSTEP Science Assessments)		
<b>STUDENT COUNCIL</b>	3%	\$50
• Includes homecoming and carnival		
<b>VOCAL MUSIC</b> 6 –12	6%	\$50
<b>SCHOOL IMPROVEMENT COMMITTEE</b> (5 maximum certified staff)	2%	
<b>VETERAN'S DAY PROGRAM COMMITTEE</b> (2 people maximum)	1%	

#### **OTHER EXTRA DUTY PAY SCHEDULE**

<b>*7- 8 CONCESSIONS</b>	Minimum Wage	
<b>*9-12 CONCESSIONS</b>	Minimum Wage	
(Negotiations may be reopened to discuss concession stand pay)		
<b>*FCCLA SUPERVISOR</b>	5%	\$25
<b>*ACCELERATED MATH, ACCELERATED READER</b>	2%	
<b>ART CLUB</b>	1%	

Coaches that are not staff members of Stanley County School District will be paid monthly during the length of their season.

Coaches that are classified staff members of Stanley County School District will be paid in three (3) equal installments during the course of their season or activity. Classified staff members who are absent due to coaching Stanley County activities will be given their hourly rate of pay as if they were not absent.

Extra duty assignment observations shall be conducted at least once per season using the form provided in the negotiated agreement. Evaluations shall occur at least one time per season. The AD shall evaluate all coaches of all activities that fall under the umbrella of the South Dakota High School Activities Association. All other extra duties will not be evaluated.

The head coach of both middle school and high school in each activity will be evaluated using the Coach/Director/Advisor Evaluation form found within the negotiated agreement.

Head coaches at both the middle school and high school levels will fill out the Assistant Coach Checklist midway through the season and turn it in to the AD. If there are 9 or more items rated

as "no" on the checklist, the AD will then complete a formal observation of said assistant coach. At the end of the season, the AD will use the checklist provided mid-season as well as any observations to complete the Coach/Director/Advisor Evaluation of the assistant coaches.

Two free individual activity tickets will be issued at the beginning of the school year to teachers.

Mileage for use of personal vehicles will be at the prevailing state rate.

Activity sponsors serving a full school year shall be paid in twelve (12) or nine (9) equal payments as the activities are part of the teaching contract.

Each certified staff member will be required to supervise or take tickets at one (1) home sporting event (excluding conference and regional games) for a maximum of 3 hours throughout the school year as part of their regular contracted duties. Any additional time will be compensated at minimum wage.

The Board will attempt to fill extracurricular assignments with volunteers that the board considers able to adequately fulfill the assignment. In instances where practical and allowable, assignments will be rotated if the board does not consider such rotation harmful to the program or activity.

Teacher Contracts will include a dollar amount for extra-curricular activities.

## ITEM X

### Items Negotiated and Agreed Upon, Savings Clause and Acknowledgements

The terms and conditions set forth in this agreement represents the full and complete understanding between the parties on all items negotiated.

If any item, section or clause of this agreement is held to be invalid by operation of the law or by any tribunal of competent jurisdiction, or if complying with or enforcement of an Item or part should be restrained by such tribunal, the remainder of the agreement shall remain in full force and effect from the effective date of July 1, 2025, until and through June 30, 2026, at which time they shall expire.

Signatures attest that this agreement is an accurate account of items negotiated and agreed upon.

Dated the 9<sup>TH</sup> day of April, 2025.

STANLEY COUNTY EDUCATION  
ASSOCIATION



Jennifer Milliken, President

STANLEY COUNTY SCHOOL DISTRICT  
57-1, BOARD OF EDUCATION



Chris Fosheim, President