

Gayville-Volin School
District

#63-1

Master Contract

As negotiated between the parties of:

The Gayville-Volin School Board and
The Gayville-Volin Education Association

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Introduction

The goal of the Board of Education of the Gayville-Volin School District is to provide an educational program of the highest standards possible. Success in attaining this goal is dependent in large measure upon the competency of the professional staff and of those who serve in direct supporting positions to the instructional program of the school.

It shall therefore be the policy of the Board of Education to recruit and retain the highest caliber of professional and supporting personnel.

It shall be the policy of the Board of Education to appoint all personnel only upon the recommendation of the Superintendent of Schools.

ARTICLE 1

This agreement is entered into the 11th day of April 2016 and includes the period of Aug 1, 2016 - July 31, 2019 and between the Gayville-Volin Educational Association hereinafter called the "Association" as the sole and exclusive representative of all teachers in the School District 63-1 of Gayville, South Dakota, and the Board of Education of Gayville-Volin School District 63-1 of Gayville, South Dakota, hereinafter called the "Board". Any item not brought up for review, which is in the agreement, will remain in force.

Each teacher will receive an emailed copy of the negotiated agreement when issued a contract or prior to the start of employment.

ARTICLE 2

This hereby recognizes the Association according to South Dakota law dealing with negotiations: Section 3-18-3, which states Exclusive Representation by Designated Representatives Right to Adjust Grievances Preserved. Representative designated or selected for the purpose of formal representation by the majority of the employees in a unit appropriate for such purposes shall be the exclusive representatives of all the employees of such unit for the purpose of representation in respect to rates of pay, wages, hours of employment, or other conditions of employment; provided that any individual employee, or group of employees, shall have the right at any time to present grievances to their employer and to have such grievances adjusted without the intervention of the formal representative as long as the adjustment is not inconsistent with the terms of any settlement with the formal representative then in effect, and provided that the formal representative has been given opportunity to be present at such an adjustment.

Line and Staff Relations

All personnel employed by the Board shall be responsible to the Board through the Superintendent.

All personnel shall refer areas of concern, or matters requiring direction or action to the administrator immediately in charge. If the concern of matter isn't resolved at this level it is referred to the next administrative level. If it isn't resolved at the superintendent level it then is set up as a formal Board Meeting item for Board review.

All personnel shall have the right to appeal a decision made by an administrator through the administrative chain of command and then to the Board or through the approved grievance procedures as set out in District Policy.

The building principal shall keep the superintendent informed of all their activities by whatever means the superintendent deems appropriate.

Professional Staff Recruiting

The superintendent develops and maintains a continuous recruitment program to attract the best professional personnel to the district's school.

The superintendent, with the assistance of other district administrators, determines the personnel needs of the district and locates suitable candidates to recommend for employment.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the district. As vacancies occur, the superintendent will post notices in the facility rooms. Any present employee of the Board may apply for any position for which he/she is certified to teach.

Selection

Selection of staff personnel shall be based on the following qualifications. These qualifications are not in order of importance.

1. Training and certification
2. Demonstrated professional competency
3. Personality
4. Suitability for position

Certification

Upon initial employment with the Gayville-Volin school District, all certified employees must register their certificates with the State Department of Education. This should be accomplished no later than the opening day of school.

Each administrator, supervisor, teacher, and non-instructional professional shall supply evidence that he/she is a holder of a certificate or statement of professional recognition, which is in force, and valid for the type of position in which he/she is employed.

The Superintendent shall have on file at the beginning of and throughout each school year complete official transcripts of the preparation of all regularly employed members of the instructional professional staff. Also, the superintendent shall maintain a file consisting of copies of all staff member' legal certificates or copies of records made there from showing that they are legally eligible for the position in which they are employed and that these certificates are registered with the State Department of Education.

All professional employees shall be properly certified as required by statutory enhancement and the Department of Education. The responsibility of filing rests solely with the teacher.

GAYVILLE-VOLIN 63-1 NEGOTIATIONS AGREEMENT

2016-2019

The Board of Education of District 63-1, Yankton County, State of South Dakota, hereinafter referred to as the "Board" and the Gayville-Volin Teachers Education Association, hereinafter referred to as the "Association" recognize, that the ultimate aim of the Gayville-Volin Public Schools is to provide the best educational opportunities possible for the children and youth of the district. Attainment of these educational objectives is a joint responsibility of the Board, the Administrative Staff, the Supervisory Staff, the Professional Teaching Personnel, and the School Community.

The Board and Association recognize that the attainment of the educational objectives of the district require mutual understanding and cooperation among the Board, the Administration and Supervisory Staff, the Professional Teaching Personnel, and the School Community. The free and open exchange of view is desirable and necessary.

The Board and Association recognized that teaching is a profession requiring specialized educational qualifications and the success of the educational program in the district depends upon the maximum utilization of the abilities of the teachers.

The patrons of the school district provide the resources for the educational environment and the joint responsibilities for providing the educational training lies in the hands of the school board and the professional staff members.

TEACHING DAY

In the months without holidays or any scheduled breaks, there will be one early dismissal.

The early dismissal will be 60 minutes before the normal ending of the school day or regular dismissal time.

This is to be done prior to the issue of the monthly Calendar.

- A. Each high school teacher has been entitled to a preparation period each day.
- B. For elementary teachers, an attempt will be made to provide planning times as the schedule allows.
- C. Each teacher will be given two hours of work time at the end of each quarter to work on grades and reports.

TEACHER EMPLOYMENT AND ASSIGNMENT

- A. Employees of the Gayville-Volin School District shall be appointed upon the recommendation of the Superintendent of Schools.

Should a person nominated by the Superintendent of Schools be rejected by the Board, it shall be the duty of the Superintendent to make another nomination.

It shall be the duty of the Superintendent of Schools to see that person nominated for employment shall meet all qualifications established by law and by the Board of Education for the type of position for which the nomination is made.

Incoming and prospective teachers shall be familiarized with the staff handbook and this Negotiation Agreement.

- B. A year of teaching experience means one half year or more of teaching. One half is determined by semester of teaching, not calendar year.

Teaching experience means actual teaching experience in an approved school system including the college level.

Teachers coming into the school system may be allowed full credit experience outside the system. However, such experience, which has been obtained, shall be within the last seven years to be counted on the salary guide.

Incoming teachers will be placed "On Probation" for a maximum period of three years.

- C. Teachers who will be affected by a change in grade assignment in the elementary school grades and by changes in subject matter assignment in the secondary school will be notified and consulted by their principal as soon as practical and prior to August 1, except as otherwise necessitated by enrollment changes.
- D. Since pupils are entitled to be taught by teachers who are working within their areas of competence, teachers shall not be assigned outside the scope of their teaching certificates in the elementary school or their highly qualified areas of study in the secondary school.

INDIVIDUAL TEACHER'S CONTRACTS

- A. The contract shall specify the number of teaching days not to exceed 178 with no less than 1 day of in-service prior to the start of school for a total of 179. The contract shall specify the starting day of school based on the school calendar approved by the School Board. The contract shall specify the amount of salary. The salary shall be paid bi-monthly.
- B. There shall be an additional 40 hours of professional service to be contributed as outlined and approved by the administration.

Elementary:

- Instructional time to be incorporated into an out of school (summer) program. Time to include preparation and professional development.
- All non-classroom teachers will be assigned to assist a classroom teacher.
- No hours to be required after July 30 of the year.
- All other hours to be approved through the Superintendent with approval of the principal.

Middle / High School:

- Instructional time to be incorporated into an out of school (summer) program. Time to include work included within MCL, Professional Development and classroom work.
- All non-classroom teachers will have hours approved by the principal.
- No hours to be required after July 30 of the year.
- All other hours to be approved through the Superintendent with the approval of the principal.

- C. The School Board with mutual agreement of the teacher and the School Board may release any teacher who wishes to be released from said contract. The payment of penalty fees will be as follows:

Release Between 8/1 and 4/30	\$5000
Release Between 5/1 and 6/30	\$750
Release Between 7/1 and 7/30	\$2000

- D. There shall be one contract issued each year for all teaching assignments and activities assignments.

IN-SERVICE TRAINING

In recognition of the importance of in-service training for the professional staff, the Board and Association agree to the following procedures for in-service training:

The Gayville-Volin Schools shall conduct a teacher's workshop before the beginning of the regular school year.

No teacher shall be excused from these workshops without the consent of the Superintendent.

All teachers who miss the workshop shall be docked one day's pay out of the first month's check.

The teaching staff should consider the workshops as a means of stimulating the professional growth of themselves and the school.

Each teacher shall be required to participate in an in-service when scheduled. Each teacher recognizes attendance as an obligation of their employment. The purpose of the seminar is to provide for in-service training, departmental cooperative planning, curriculum revision and joint staff meetings.

Although the in-service program shall be planned to make maximum use of staff talents, outside consultants may be required. In such cases, the school board agrees to pay a reasonable cost of each consultant.

Members of the professional staff may attend professional meetings at district expense when the school system will benefit. A recommendation will be made to the Superintendent for his/her final judgment.

The opportunity to attend at district expense will be rotated so as to promote professional development throughout the staff.

Upon approval by the Superintendent and with advance budgeting the following expenses will be paid by the district:

- Mileage--State Rate or upon Superintendent's approval
- Lodging--State Rate
- Meals--State Rate or prior approval from the Superintendent
- Registration Fees

Such attendance shall be particularly desirable when important information can be required effectively only by attending. Staff members may not attend at district expense those meetings, which are held:

1. By organizations outside the staff members own field.
2. By organizations outside the profession of

education.

3. For the purpose of conducting the internal business of professional organizations.
4. For the purpose of promoting personal welfare of the staff members.

PROFESSIONAL DUES AND PAYROLL DEDUCTION

The Board agrees to deduct from the teachers' salaries the balance of insurance premiums, organization dues for GVEA, SDEA or the NEA exclusively or any combination of these organizations as the teachers individually and voluntarily authorize the Business Manager to deduct and to transmit the amount deducted to such recipients as may be authorized by the above respective organizations.

Teachers will submit written authorization forms for their individual deductions.

The Board agrees to pay up to a maximum of \$25 per certified staff members for memberships of his or her professional organization. (GVEA, SDEA, NEA dues excluded)

Special Education teachers and Guidance personnel dues to their state professional organizations are to be paid in full by the board.

SICK LEAVE

- A. At the beginning of each school year, each teacher shall be granted a 10-day sick leave allowance to be used in whole or part at any time for absence caused by illness of the teacher or in the immediate family. Any unused sick leave may be allowed accumulation up to 75 days.
- B. The administration shall furnish to each teacher a written statement at the beginning of each year, setting forth the total sick leave granted and used.
- C. Any illness longer than three successive days will require a written verification from a doctor.
- D. Any excessive use of sick leave will be brought to the attention of the GVEA President and the Superintendent, wherein both parties shall look at the matter.
- E. Teachers who have used all of their sick leave and need additional sick leave will be docked one day's pay from their paycheck. The formula for the pay dock is: Yearly salary divided by number of teaching days.
- F. There is an established Voluntary Sick Leave Assistance Program.

Voluntary Sick Leave Assistance

1. Voluntary sick leave assistance plan means the contribution of a specific number of accumulated sick leave days to a plan which allows the use of contributed sick leave days by a teacher who has exhausted his/her said allowance.
2. Any teacher may become a member of the voluntary sick leave assistance plan by notifying the business manager and filing an application form prior to the first day of the school term.
3. Teachers may withdraw from the plan by notifying the business manager in writing prior to the start of the school term. Once terminated, teachers may not re-enter the sick leave bank.
4. Teachers will contribute one day of their sick leave to the plan on initially joining the plan and one day at the beginning of each school year thereafter.
5. As demands are placed on the plan, each participating teacher agrees to contribute the necessary days in uniform, equal installments not to exceed three (3) days per year per teacher.
6. Participants who are not drawing sick leave assistance from the plan and are unable to contribute the necessary days when called for must contribute the days when they become available.
7. In the event a teacher exhausts sick leave accumulation, the teacher may request assistance from the sick leave plan by making written application to the Superintendent of schools.
8. Application for sick leave assistance shall be reviewed by the sick leave plan committee composed of three teachers appointed by the Superintendent. The committee will make recommendations to the school board who shall have the final authority for granting sick leave assistance.
9. No assistance shall exceed a total of one hundred (100) days for any one disability during two consecutive years.
10. Applicant teachers shall not draw from the plan until their sick leave has been expired for a period of ten (10) school days.

11. An applicant shall be considered totally disabled when under the regular care of a licensed physician and completely unable to fulfill his/her assignment and contract. The physician must provide the sick leave plan committee with a written statement prior to the committee's decision on assistance certifying that the applicant is totally disabled.
12. The sick leave assistance bank can be utilized in case of serious illness or disability for personal leave for an immediate family member. Immediate family is defined as spouse or child.
13. Days contributed to the plan cannot be withdrawn when a teacher terminates membership.
14. No teacher shall draw from the plan while eligible to draw payments from the South Dakota Retirement System disability plan.
15. The teacher shall receive compensation based upon one hundred percent of his/her daily base salary while drawing from the plan.
16. Teachers who are drawing from the plan when a new contract term begins shall not qualify for the annual ten days sick leave until they return to work on a full time basis.

Staff members will receive \$15 per day for unused-used sick leave that is over 75 days at the end of the school year. If a staff member uses more than two sick days, they forfeit the unused-used sick leave pay. Staff members' maximum payment is \$150 and minimum is \$120.

Staff members who have been employed in the district at least 15 years and at the point of retirement have accumulated 50 days of sick leave or more are eligible to receive compensation of \$15 a day for everyday in the employee's sick leave bank. This benefit is not to exceed 50 days. \$750 is the maximum and minimum amount paid for this benefit. Neg. 03

TEMPORARY LEAVE OF ABSENCE

At the beginning of the school year teachers shall be entitled to the following no accumulative leave of absence with full pay. Leaves taken in article shall be in addition to any sick leave to which the teacher is entitled except where noted.

- A. Three days personal leave-one day will come off sick leave-will be granted each year, which is non-accumulative. Personal leave must be arranged with the principal of the building and Superintendent of Schools as far in advance as possible when leave is requested. The reason shall be stated and kept in strict confidence. Staff will be compensated \$25.00 for unused personal days and staff who does not use any of the three personal days will receive \$150.00 at the end of the school term. This will be pro-rated for part-time employees. *Staff may choose to roll unused personal leave day into their accumulated sick leave bank. These days not to exceed the maximum. Staff may not benefit monetarily and by rolling over days. Neg. 03*
- B. Five days shall be allowed in case of death in the teacher's family. The first two days shall not be taken from the teacher's accumulated leave, but the remaining three, if taken, shall be from the accumulated leave. Teacher's family to be defined as: Parent, child, wife, husband, brother, sister, parent-in-law, grandchild, grandparent, or any member of the teacher's household and other discretionary exceptions with the approval of the Superintendent.
- C. A total of one day shall be granted to attend funerals of others outside the family.

GAYVILLE-VOLIN SCHOOL DISTRICT 63-1

Voluntary Sick Leave Assistance Form

As provided by the Negotiated Master Contract between the Gayville-Volin School District and the Gayville-Volin Education Association, I have read and understand the terms and provisions of the Voluntary Sick Leave Agreement and have made the following decision:

(Indicate your choice)

_____ I agree to contribute the necessary days in uniform equal installments as demands are placed upon the fund, not to exceed three days per year.

_____ I choose not to participate in the Voluntary Sick Leave Program for the current year. I understand that I may choose to participate during the next school year by making the necessary applications prior to the start of the next school year.

Teacher _____

Date _____

Business Manager _____

DOCUMENT AUTHORIZATION

In witness whereof the parties hereto caused this agreement to be signed by their respective presidents and attested to their respective secretaries all on the day and year written.

Gayville-Volin Education Association

By [Signature] President

By [Signature] Secretary

Gayville-Volin Board of Education

By [Signature] President

By [Signature] Secretary

Health Insurance

- A. **Health Insurance** - The Board will pay 100 percent of the employee's premium for individual coverage. The Board will determine the insurance plan based upon the current version of the Affordable Care Act. Neg. 16-19 Staff will have insurance coverage for any increases between years 2016-2018. If insurance amounts are in excess of \$620 / month - the employee will be required to pay the difference. The board reserves the right to also pick up the increase in 2018-2019, but is not required.
- B. **Dental Insurance** - In addition, there was established a dental plan for the employees of Gayville-Volin School. The Board will contribute a single premium each month for all enrolled.
- C. Employees will notify the business office of their choice of insurance coverage status before July 1 of the contract year. Changes in coverage status can only occur on July 1 of each contract year. Any exceptions to this will be dealt with on an individual basis with Board approval. Possible exceptions would be change in marital status, family additions, or death in the family. COBRA guidelines will be followed for all insurance benefits.
- D. The Board's contribution to insurance for staff members that are one-half (1/2) time or more will be based on percentage of position time.
- E. The Board will pay the remaining premium towards an employee's spouse's insurance if, and only if, the spouse's insurance is the same company the Gayville-Volin School District uses and if the financial amount is beneficial to the Gayville-Volin School District.

Lane Change

To be eligible for a lane change salary increase, the following steps must be completed or the request will be denied for the current contract year:

- The teacher must notify the business office of the anticipated lane change before July 1.
- The teacher must provide verification of completed hours resulting in the lane change to the office before September 20th of the current contract year.

A lane change is an additional \$1200 per change. Approved changes are BA, MA, MA+15, and MA+30.

The degree must be earned prior to receiving the plus hour's credit. Credits earned prior to the degree completion do not count toward the plus lane.

Salary Guide 2016-2019

The base salary for a teacher with no prior experience in year
2016-2017 = \$37,500
2017-2018 = \$37,688
2018-2019 = \$37,876

The base salary for a teacher with no prior experience with a
master's degree in year

2016-2017 = \$38,700
2017-2018 = \$38,888
2018-2019 = \$39,076.

Hiring Guide 2016-2019

All other new employee's salary will be figured based upon finding a current staff member(s) with similar education and experience and an offer of equivalency will be made. If no such member exists, the closest two will be used and an average taken.

The base salary for a returning teacher within the district for year 2016-2017 is found by taking the teachers base salary for 2015-2016 and multiplying by 1.217 and then adding 600.

The base salary for a returning teacher within the district for year 2017-2018 is found by taking the teachers base salary for 2016-2017 and multiplying by 1.005.

The base salary for a returning teacher within the district for year 2018-2019 is found by taking the teachers base salary for 2017-2018 and multiplying by 1.005.

	2015- 2016	2016- 2017	2017-2018	2018-2019
Athletic Director	\$3,367.10	\$3,468.11	\$3,485.45	\$3,502.88
Head Football	\$3,061.00	\$3,152.83	\$3,168.59	\$3,184.44
Football Asst.	\$2,448.80	\$2,522.26	\$2,534.88	\$2,547.55
Head Basketball Boys'	\$3,061.00	\$3,152.83	\$3,168.59	\$3,184.44
Girls' Head Basketball	\$3,061.00	\$3,152.83	\$3,168.59	\$3,184.44
Girls' Asst. Basketball	\$2,448.80	\$2,522.26	\$2,534.88	\$2,547.55
Boys' Asst. Basketball	\$2,448.80	\$2,522.26	\$2,534.88	\$2,547.55
Head Volleyball	\$3,061.00	\$3,152.83	\$3,168.59	\$3,184.44
Asst. Volleyball	\$2,448.80	\$2,522.26	\$2,534.88	\$2,547.55
Head Track	\$2,448.80	\$2,522.26	\$2,534.88	\$2,547.55
Combined Track	\$3,061.00	\$3,152.83	\$3,168.59	\$3,184.44
Asst. Track	\$1,836.60	\$1,891.70	\$1,901.16	\$1,910.66
Boys' Head Golf	\$2,142.70	\$2,206.98	\$2,218.02	\$2,229.11
Girls' Head Golf	\$2,142.70	\$2,206.98	\$2,218.02	\$2,229.11
Girls' Jr. High Basketball	\$1,530.50	\$1,576.42	\$1,584.30	\$1,592.22
Boys' Jr. High Basketball	\$1,530.50	\$1,576.42	\$1,584.30	\$1,592.22
Jr. High Volleyball	\$1,530.50	\$1,576.42	\$1,584.30	\$1,592.22
Annual	\$1,530.50	\$1,576.42	\$1,584.30	\$1,592.22
3 Act Play	\$1,530.50	\$1,576.42	\$1,584.30	\$1,592.22
Declam	\$1,530.50	\$1,576.42	\$1,584.30	\$1,592.22
Elementary Coach	\$918.30	\$945.85	\$950.58	\$955.33
Pep-Band Contest	\$1,530.50	\$1,576.42	\$1,584.30	\$1,592.22
Cheerleading	\$1,530.50	\$1,576.42	\$1,584.30	\$1,592.22
Newspaper	\$918.30	\$945.85	\$950.58	\$955.33
Junior Class Advisor	\$1,224.40	\$1,261.13	\$1,267.44	\$1,273.77
Concession Stand Sup.	\$826.00	\$850.78	\$855.03	\$859.31
Quiz Bowl Advisor	\$918.30	\$945.85	\$950.58	\$955.33
NCA Team Chair	\$612.20	\$630.57	\$633.72	\$636.89
Destination Imagination/Science Olympiad	\$2,142.70	\$2,206.98	\$2,218.02	\$2,229.11
Cross Country	\$2,448.80	\$2,522.26	\$2,534.88	\$2,547.55

There will be created the positions of:

Volleyball

Clock	\$200
Scorebook	\$200
Line Judge	\$200 x 2

Basketball

Clock	\$300
Scorebook	\$300

Football

Public Address	\$100
Clock	\$100
Chain Worker	\$100

The Athletic Director will hire and manage these positions.

Incentive Plan

For all competition: per each level of competition
Coaches are not entitled to the incentive if at their level of competition, they do not have to compete to be eligible.

Head Coach	125.00	Per step
Assistant	100.00	Per Step
Declam	75.00	Per Step
Regional/Other	75.00	Per Step

Timers	15.00	Per Event
Scorekeepers	15.00	Per Event

The Extra-Curricular positions will be entitled to a longevity bonus. The bonus is based upon years in the position and will be paid at \$50 per year to a maximum of \$1000 for twenty years. The longevity is retroactive to employment in the position before this agreement goes into effect.

