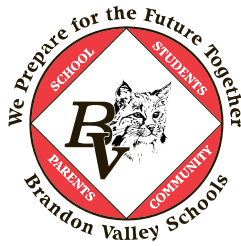


CLASSIFIED PERSONNEL HANDBOOK



2013-14

Brandon Valley School District 49-2
Brandon, South Dakota 57005



Core Operating Principle

Our business is the creation of learning environments that result in success.

Brandon Valley School District Mission Statement

We will prepare our students to be life long learners and productive citizens through a positive learning environment with the cooperation of students, educational staff, parents, guardians, and community.

Belief Statements



We believe in the cooperative efforts of the students, educational staff, parents, guardians, and community for successful education.



We believe in providing a safe, nurturing and stimulating environment, which promotes mutual respect and trust.



We believe in the acceptance of and respect for the unique physical, social, emotional, and intellectual needs of all individuals.



We believe in the continual growth of knowledge, self-respect, life skills, citizenship, and global awareness to promote life long learning.



We believe the school has an obligation to prepare its students to compete globally.



We believe technological literacy is essential for success in a global society.



We believe it is the district's obligation to provide the foundation for all students to achieve their full potential.

GEORGE A. GULSON ADMINISTRATION CENTER

300 S. Splitrock Boulevard, Brandon, SD 57005-1651

Superintendent Office582-2049

Fax Number582-7456

Business Office582-2058

Dave Pappone-Superintendentdavid.pappone@k12.sd.us

Paul Lundberg-Business Manager paul.lundberg@k12.sd.us

Ty Hentschel-Operations Managerty.hentschel@k12.sd.us

BRANDON VALLEY HIGH SCHOOL..... 582-3211

301 S. Splitrock Boulevard, Brandon, SD 57005-1651

Activities Director582-2886

Print Shop582-8047

Kitchen.....582-7286

Fax Number582-2652

Dr. Gregg Talcott-Principalgregg.talcott@k12.sd.us

Mark Schlekeway-Assistant Principal mark.schlekeway@k12.sd.us

Randy Marso-Activities Director randy.marso@k12.sd.us

Marge Hauser-Director of Instructionmarge.hauser@k12.sd.us

BRANDON VALLEY MIDDLE SCHOOL582-3214

700 Holly Boulevard, Brandon, SD 57005-1328

Fax Number582-7206

Kitchen582-7205

Brad Thorson-Principal..... brad.thorson@k12.sd.us

Nick Skibsted-Assistant Principal..... nick.skibsted@k12.sd.us

BRANDON ELEMENTARY GRADES K-5.....582-6315

501 Holly Boulevard, Brandon, SD 57005-1277

Kitchen582-7164

Fax Number582-2709

School Nurse582-3642

Merle Horst-Principalmerle.horst@k12.sd.us

FRED ASSAM ELEMENTARY GRADES K-5582-1500

7700 E Willowood, Sioux Falls, SD 57110

Kitchen.....582-1503

Fax Number332-0947

School Nurse.....582-1502

Susan Foster-Principal..... susan.foster@k12.sd.us

ROBERT BENNIS ELEMENTARY GRADES JrK-5582-8010

2001 Sioux Boulevard, Brandon, SD 57005

Kitchen.....582-8014

Fax Number582-8012

Child Nutrition Director582-3926

Toll Free Number 1-888-201-3972

School Nurse582-8015

Karen Heyden-Principal..... karen.heyden@k12.sd.us

SPECIAL SERVICES (Brandon Elementary).....582-3446

501 Holly Boulevard, Brandon, SD 57005-1277

Fax Number582-3229

Lyn Heidenson - Director..... lyn.heidenson@k12.sd.us

VALLEY SPRINGS ELEMENTARY GRADES K-5 757-6285 or 582-2948

301 Valley Drive, Valley Springs, SD 57068-9336

Kitchen757-6950

Fax Number757-6795

Tanya Palmer-Principal..... tanya.palmer@k12.sd.us

TRANSPORTATION DEPARTMENT582-3514

812 E Redwood, Brandon, SD 57005

Fax Number582-2827

Leslie Erikson-Transportation Director leslie.erikson@k12.sd.us

BUILDINGS & GROUNDS DEPARTMENT582-3516

300 Second Avenue, Brandon, SD 57005

BV PERFORMING ARTS CENTER/COMM ED582-8235

301 S. Splitrock Blvd., Brandon, SD 57005

Kevin Brick-Community Education/Theater Manager kevin.brick@k12.sd.us

GENERAL POLICY STATEMENT

The Brandon Valley Board of Education recognizes that a dynamic and efficient staff, dedicated to education, is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals are:

To recruit, select, and employ the best qualified personnel to staff the school system.

To provide staff compensation and benefit programs sufficient to attract and retain qualified employees.

To provide programs for all employees to improve their performance and the overall rate of retention and promotion of staff.

To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.

To deploy personnel so as to ensure their skills are used as effectively as possible.

To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.

To help all employees realize that the efficient and courteous performance of their assignment has a positive impact on the public support of education in the district.

NONDISCRIMINATION POLICY STATEMENT

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Brandon Valley School District are hereby notified that this school does not discriminate on the basis of race, color national origin, sex, religion, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following persons designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination:

Title VI, Title IX.....David Pappone, Superintendent
Section 504.....Lyn Heidenson, Special Services
ADA.....Ty Hentschel, Operations Manager

Brandon Valley School District 49-2
301 South Splitrock Boulevard, Brandon, SD 57005
605-582-2049

OR

Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
(816)268-0550 Fax (816)823-1404

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the Brandon Valley School District, please contact the superintendent, principal or supervisor. We request that you provide a 48-hour notice so that the proper arrangements may be made.



2013-2014 BRANDON VALLEY SCHOOL DISTRICT CALENDAR

Wed., Aug 21	First Day of School
Mon., Sept 2	Labor Day - No School
Mon., Oct 7	Conference-Elementary/HS
Tues., Oct 8	Conference-MS
Fri., Oct 11	Inservice/Workshop-No School
Mon., Oct 14	Native American Day-No School
Fri., Oct 18	End of First Quarter
Mon., Nov 11	Veteran's Day-No School
Thurs.-Fri., Nov 28-29	Thanksgiving-No School
Fri., Dec 20	End of Second Quarter
Mon.-Wed., Dec 23-Jan 1	Winter Break-No School
Thurs., Jan 2	No School
Fri., Jan 3	No School
Mon., Jan 20	Martin Luther King Day-No School
Mon., Feb 10	Conference-MS
Tues., Feb 11	Conference-Elementary/HS
Fri., Feb 14	No School
Mon., Feb 17	President's Day-No School
Thurs., March 13	End of Third Quarter
Fri., March 14	Teacher Inservice-No School
Fri., March 21	Snow Day-No School if unused
Fri. - Mon., April 18 & 21	Spring Break-No School
Sun., May 18	Graduation
Thurs., May 22	Last Day of School-End 4th Quarter

Please verify dates w/Activities Calendar found online



BRANDON ELEMENTARY
582-6315

Merle Horst	Principal
Sandy Cummings	Secretary
Jodi Ackerman	Music
Kimberly Becker	Grade 1
Ann Beesley	Grade 2
Ashley Bosch	Grade 3
Sarah Darling	Grade 1
Alyssa Duncan	Grade 2
Jeff Duncanson.....	Physical Education
Pam Eitreim	Grade 4
Jill Flint	Grade 3
Julie Forbes.....	Title I
Mary Gile	District Computer
Scott Giles.....	Grade 4
Jesse Gladis	Grade 2
Jennifer Grothe.....	Kindergarten
Del Hubers.....	Vocal Music/Band
Teri Huska.....	Kindergarten
Kayla Jensen	Grade 1
Sherri Jergenson.....	Music
Andy Johnson.....	Grade 3
Pam Klenner.....	Librarian
Abby Klumper.....	Grade 5
Vickie Kolb	Counselor
Brent Kramer.....	Grade 3
Merissa Kringen	Grade 1
Joe Krivarchaka	Grade 4
Kim Kueter	Grade 2
Justin Mashlan.....	Grade 5
Ashley Matzke	Grade 4
Randy Megard	Adaptive Physical Education
Heidi Meier.....	Kindergarten
Lindsey Miller	Grade 5
Patti Nelson.....	Elementary Orchestra
Renae Peyton	Nurse
Jessie Rasmussen	Reading Specialist
Erin Rieff.....	Art
Cheryl Roos.....	Grade 2
Beth Schaffer	Kindergarten
Tonya Smith	Grade 3
Wendy Stoesser	PE/Kindergarten
Nick Stroh	Grade 5
Jeremy VanHeel.....	Grade 4
Jody Woehl	Grade 1
Kyle Babb/Matt Reese	Psychologist
Teresa Brandsrud/Pam Hedman/Jami Ray.....	Speech
Robin Nipp.....	Resource
Lisa Johnson	Early Childhood Coordinator
Megan Sage	Special Education
Sara Stone/Kathy Woodard.....	Resource Room
Allison Rasmussen/Julieann Sandine/Kris Sellers	Early Childhood

FRED ASSAM ELEMENTARY
582-1500

Susan Foster	Principal
Deb Arrowsmith.....	Secretary
Sarah Andera	Deaf and Hard of Hearing
Erin Bisbee.....	Grade 3
Adam Bobzien	Grade 1
Molly Calkins	Speech
Tina Feenstra	Kindergarten
Randy Gibbons	Art
Mary Gile	District Computer
Amy Glammeier.....	Title I
Paula Gordon	Physical Education
Jessica Griebel.....	Deaf and Hard of Hearing
Margie Hanson	Nurse
Ellyn Hays	Speech
Del Hubers	Band
Jessica Hunsaid	Grade 3
Deb Jones.....	Grade 3
Jeri Keenan-Cattnach	Speech/Language
Pamela Klenner	Librarian
Dawn Leenderts	Special Education
Melissa Livingston.....	Grade 2
Mandy Lodmel.....	Special Education
Ardis Moeller	Nurse
Christine Murtha.....	ELL
Shelly Naser.....	Speech/Language
Patti Nelson.....	Orchestra
Jill Nuebel	Kindergarten
Erin O'Neill	Auditory Oral
Megan Osheim	Grade 1
Jon Peters.....	Grade 5
JoAnn Presler	Grade 2
Peggy Reiter.....	Grade 4
Michelle Rist.....	Kindergarten
Elizabeth Rus	Counselor
Tara Scholten	Grade 4
Gina Sershen.....	Grade 5
Kendra Sheets.....	Jr. Kindergarten
Noel Sunne	Grade 5
Megan Vander Haar	Grade 2
Chelsea VanLeur.....	Grade 3
Jennifer Van Dyke.....	Reading Specialist
Lila Van Horn.....	Behavior Specialist
April Verburg	Music
Leah Williamson	Title I



ROBERT BENNIS ELEMENTARY
582-8010

Karen Heyden	Principal
Terri Whipkey	Secretary
Laurie Adams.....	Grade 2
Philip Andela.....	Grade 3
Terri Bastain	SpEd
Larry Beesley.....	Grade 3
Marcel Boscaljon	Kindergarten
Aaron Carroll	Grade 5
Scott Carroll.....	Grade 5
Stacy DeBoer.....	Grade 2
Sue Dekker.....	Grade 1
Jeff Fode	Music
Bill Freking	Grade 4
Randy Gibbons.....	Art
Mary Gile.....	District Computer
Elizabeth Gruis.....	SpEd
Andrea Hatlestad	Kindergarten
Kristin Hofkamp	Grade 1
Paul K. Huber	Kindergarten
Del Hubers	Band
Jesse Johnson.....	Grade 2
Pamela Klenner.....	Librarian
Karen Kluin.....	Reading Specialist
Cody Linneweber	Grade 1
Michelle Lubinus	Grade 5
Coty McGuire.....	Grade 3
Tyson Metzger	Grade 5
Mary Mudder	SpEd
Jacki Myers.....	Speech
Patti Nelson	Orchestra
Tammy Osheim	Counselor
Jill Pederson	Grade 3
Anne Peters.....	Grade 1
Chuck Plummer.....	Physical Education
Andrea Pudwill.....	Grade 4
Kory Scholten	Grade 4
Tim Sylliaasen.....	Grade 4
Cassie Uithoven	Grade 1
Brenda Waterbury.....	Gifted
Sandra Westcott.....	Grade 2



VALLEY SPRINGS ELEMENTARY SCHOOL
757-6285

Tanya Palmer **Reading Specialist/Principal**
Lanette Thompson Secretary

Amber Ernste Kindergarten
Samantha Goedken..... Grade 1
Paula Gordon..... Physical Education
Sara Jarding Special Education
Pamela Klenner Librarian
Katherine Lane Grade 3
Wanda Logan Grade 2
Jesse Miller Band
Patti Nelson Orchestra
Roxie Rauk Title I
Erin Rieff..... Art
Elizabeth Rus..... Counselor
Lindsey Smith..... Grade 4
Jennifer Strand Grade 5
April Verburg Music



**BRANDON VALLEY MIDDLE SCHOOL
582-3214**

Brad Thorson.....	Principal
Nick Skibsted.....	Asst Principal
Nancy Brown.....	Secretary
Ralynn Whitelock.....	Secretary
Dave Anderson.....	Industrial Technology
Laura Baker.....	Band
Shelly Berg.....	General Music/Orchestra
Jason Bisbee.....	History
Dylan Briest.....	Special Education
Suzanne Carroll.....	Physical Education
Brent Deckert.....	Physical Education
Mary Erickson.....	Library
Stacia Ericsson.....	Science
Cindy Feyereisen.....	English/Reading
Jeff Fode.....	General Music
Roxie Geerdes.....	Reading
Todd Geerdes.....	Computer
Marette Grage.....	Title I
Tamara Grieve.....	Reading/Spelling
Terry Gullickson.....	Choir
Paula Hahn.....	English/Foreign Language/Study Skills
Jennifer Hart.....	Science/Counselor
Craig Holbeck.....	Science/Counselor
Anne Jundt.....	Band
Jeri Keenan-Cattnach.....	Speech
Daniel Klumper.....	Social Studies/Spelling
Samuel Kruse.....	Computer/Reading
Jeff Lockner.....	Social Studies/Reading
Becky Mohr.....	Reading Specialist/Spelling/District Assessment Coordinator
Jack Mueller.....	Math
Matt Mueller.....	Math
Dan Murtha.....	Geography
Christine Murtha.....	ELL
Kendra Namanny.....	Math/Spelling
Brady Olson.....	Geography/Spelling
Jenna Oorlog.....	Science
Kristal Perrine.....	SpEd
Katie Price.....	Reading/Spelling/English
Molly Ring.....	Math/Spelling
Val Sayed.....	Adolescent Skills/English
Cynthia Schilf.....	English/Reading
Macy Schultz.....	SpEd
Sharon Schwebach.....	Reading
Martha Sewell.....	Art
Kimberly Skibsted.....	Health/Life Skills
Tracy South.....	English/Reading
Stephanie Sparks.....	SpEd
Wendy Sports.....	SpEd
Troy Sturgeon.....	English/Spelling
Jennifer Ter Wee.....	Reading/Art
Ty Tietjen.....	Math
Brenda Waterbury.....	Gifted
Sara Weber.....	Language Arts/Reading
Michael Weeldreyer.....	Math
Donna Williams.....	Science
Elaine Zell.....	Science/Math
Michael Zerr.....	PE/Science
Mitchell Zerr.....	History & Reading

**BRANDON VALLEY HIGH SCHOOL
582-3211**

Dr. Gregg Talcott	Principal
Mark Schlekeway	Asst Principal
Randy Marso	Activities Director
Lynn Bartscher	Secretary
Jeanie Bruggeman	Secretary
Jessica Henson	Secretary
Kent Anderson	Social Studies
Tammy Bailey	Math
Shelly Berg	Orchestra
Steve Boint	Science
Kevin Brick	Senior Internship
Dan Canfield	English
Emily Carroll	Math
Matt Christensen	English
Patrick Donelan	Ind Tech
Carolyn Ebright	Social Studies
Kelly Eichelberg	Special Education
Mary Erickson	Library
Amy Frantzen	Special Education
Lisa Fuccello	Science
Chad Garrow	Math
Mark Griebel	Science
Gary Griesse	Voc Ag
Tom Grode	Social Studies
Terry Gullickson	Vocal Music
Allen Hogie	Math
Kathy Hunt	Physical Education
Melissa Johnson	Computer
Anne Jundt	Instrumental Music
Katie Jurgensen	Special Education
Deb Kresak	English/Spanish
Leah Lockner	Spanish
Justin Lovrien	Science
Amy Lupkes	Counselor
Lana Main	Business
Nicholas Massman	Special Education
Randy Megard	PE
Sonja Merrigan	Counselor
Jesse Miller	Band
Christine Murtha	District ELL
Chad Nelson	Art
Louisa Otto	Science
Derek Outland	Social Studies
Dean Pierson	Math
Naome Poppe	Family Consumer Science
Kraig Presler	Math
Gina Reif	English
Jeremy Risty	Social Studies/Physical Education
Deb Rothenberger	English/Yearbook/Journalism
Taya Sazama	English
Martha Sewell	Art
Jacob Shoup	Math
Ann Sittig	English
Melanie Sittig	English
Mark Stadem	Science
Michelle Stenwedel	Counselor
Diane Sturgeon	English
Deb Swanson	English/German
Diann Terpstra	Social Studies
Jeffrey Trout	Science
Dian Versteeg	Computer
Bethany Waysman	Spanish
Melinda Winter	American Sign Language
Angie Wrightsman	NOVANet
Maggie Youngberg	SpEd

BOARD/ADMINISTRATION/SUPPORT STAFF

BRANDON VALLEY BOARD OF EDUCATION

Renee Ullom President
Sue Hegland Vice President
Sandra Klatt Member
Gregg Ode..... Member
Cary Schroeder Member

CENTRAL OFFICE ADMINISTRATION

David Pappone..... Superintendent
Paul Lundberg Business Manager
Jim Schobert Asst Business Manager
Ty Hentschel..... Operations Manager

SCHOOL ADMINISTRATORS

Dr. Gregg Talcott..... BVHS-Principal
Mark Schlekeway BVHS-Asst Principal
Randy Marso BVHS-Activities Director
Marge Hauser BVHS-Director of Instruction
Becky Mohr District-Assessment Coordinator
Morgan Bobzien..... District-Instructional Technology Integrationist
Brad Thorson..... BVMS-Principal
Nick Skibsted..... BVMS-Asst Principal
Lyn Heidenson Brandon Elementary-Special Services Director
Merle Horst Brandon Elementary-Principal
Susan Foster..... Fred Assam Elementary-Principal
Karen Heyden..... Robert Bennis Elementary-Principal
Tanya Palmer..... Valley Springs Elementary-Principal

ADMINISTRATIVE ASSISTANT AND SECRETARIES

Jodi Arneson..... Transportation
Debbie Arrowsmith..... Fred Assam Elementary
Lynn Bartscher..... Brandon Valley High School
Merry Bauer Administration Center-Business Office
Nancy Brown Brandon Valley Middle School
Mary Jo Button Brandon Valley High School-District Print Shop
Jeanie Bruggeman Brandon Valley High School
Sandy Cummings Brandon Elementary
Amanda Henning Brandon Elementary-Special Services
Jessica Henson Brandon Valley High School-Community Education
Sharon Madsen..... Administration Center-Superintendent's Office
Jennifer Swenson..... RBE Child Nutrition Office
Lanette Thompson Valley Springs Elementary
Teri Whipkey..... Robert Bennis Elementary
Ralynn Whitelock Brandon Valley Middle School

SCHOOL NURSES

Wendy Bunker BVMS
Melissa Garrow VSE/RBE
Margaret Hanson FAE/BVHS
Ardis Moeller FAE/SpEd
Renae Peyton BE

DISTRICT COMPUTER COORDINATOR

Curt Vlaminck District Technology Coordinator-BVMS
Paul Berndt Asst Technolgy Coordinator-BVHS
Chuck Henson Asst Technolgy Coordinator-RBE

COMMUNITY EDUCATION/THEATER

Kevin Brick HS-Community Ed/Theater Manager

DISTRICT LIAISON OFFICER

Wade Else District-wide

BRANDON VALLEY SPECIAL SERVICES/EDUCATION ASSISTANTS

SPECIAL SERVICES DIRECTOR

Phone Number582-3446
 Lyn Heidenson Director
 Amanda Henning Administrative Assistant

SCHOOL PSYCHOLOGISTS

Kyle Babb District-wide
 Matt Reese District-wide

DISTRICT STAFF

Terri Jensen Autism Specialist
 Terri Bastian District Evaluator
 Randy Megard Adaptive PE
 Dianne Mork Physical Therapist
 Christine Murtha ELL Teacher
 Amy Mutschelknaus Occupational Therapist
 Anlee Ralston Occupational Therapist
 Mali Teller Speech Language Pathology Asst.
 Lorelei Thompson Physical Therapist

BRANDON ELEMENTARY

Teresa Brandsrud Speech
 Julie Forbes Title I
 Pamela Hedman Speech ECH
 Lisa Johnson ECH Coordinator
 Leah Jorgenson Title I
 Jody Lambert Title I
 Robin Nipp SpEd
 Allison Rasmussen ECH
 Jami Ray Speech
 Megan Sage SpEd
 Julieann Sandine ECH
 Kris Sellers ECH
 Sara Stone SpEd
 Kathy Woodard SpEd

ROBERT BENNIS ELEMENTARY

Elizabeth Gruis SpEd
 Jacki Myers Speech
 Mary Mudder SpEd

FRED ASSAM ELEMENTARY

Sarah Andera SpEd
 Molly Calkins Speech
 Jeri Keenan-Cattnach Speech
 Amy Glammeier Title I
 Jessica Griebel Teacher for Deaf/HH
 Dawn Leenderts SpEd
 Mandy Lodmel SpEd
 Erin O'Neill Teacher for Deaf/HH
 Leah Williamson Title I

VALLEY SPRINGS ELEMENTARY

Jeri Keenan-Cattnach Speech
 Sara Schroeder SpEd
 Roxie Rauk Title I

BRANDON VALLEY MIDDLE SCHOOL

Dylan Brist SpEd
 Marette Grage Title I
 Kristal Perrine SpEd
 Macy Schultz Speech
 Stephanie Sparks SpEd
 Wendy Sports SpEd

BRANDON VALLEY HIGH SCHOOL

Teresa Brandsrud Speech
 Kelly Eichelberg SpEd
 Amy Frantzen SpEd
 Katie Jurgensen SpEd
 Nick Massmann SpEd
 Maggie Youngberg SpEd

EDUCATIONAL ASSISTANTS

Brandon Elementary

Anne Anderson SpEd EA
 Christine Beck SpEd EA
 Misti Becker Braille Instructor
 Nicole Durlinger SpEd EA
 Susan Fritz SpEd EA
 Jolene Knigge SpEd EA
 Joan Krueger EA
 Sheri McNamara EA
 Cindy Murphy EA
 Ruth Meyer EA
 Susan Nifong SpEd EA
 Melissa Olivier SpEd EA
 Barbara Sperlich EA
 Terri VandenTop SpEd EA

Robert Bennis Elementary

Kerri Christensen SpEd EA
 Christine Deters EA
 Terri Martin SpEd EA
 Heidi McNamara SpEd EA
 Sue Olson EA
 Joan Peterson EA
 Judith Tschetter EA

Fred Assam Elementary

Amy Baier EA
 Sheila Fabian EA
 Sherri Garner EA
 Nancy Gonseth ELL EA
 Jennifer Kranz SpEd EA
 Tracie Ode EA
 Cassie Paulsen SpEd EA
 Sherri Pickthorn SpEd EA
 Stacey Smith SpEd EA
 Alison Stetema SpEd EA

Valley Springs Elementary

Gail Bauer SpEd EA
 Lilian Keough EA
 Nita Madetzke SpEd EA
 Jolene Roosenboom EA
 Eileen Vielmette EA

Middle School

Marette Grage EA
 Wilma Kirkeby EA
 Kama Kwiecinski SpEd EA
 Stacie Long EA
 Conni Mayo SpEd EA
 Cathy Olson SpEd EA
 Anita Pederson SpEd EA
 Sarah Rief SpEd EA
 Jocelyn Sperlich SpEd EA

High School

Stacy Fiegen SpEd EA
 Emily Janssen SpEd EA
 Kama Kwiecinski SpEd EA
 Micki Leesch SpEd EA
 Amanda Nielsen SpEd EA
 Karin Reich SpEd EA

CHILD NUTRITION DEPARTMENT

Child Nutrition582-3926
Gay Anderson-Director
 Toll Free 1-888-201-3972
Jennifer Swenson Clerical (PT)

Brandon Elementary582-7164
Kristi Gregersen-Manager
 Jolene Benson
 Sandy Breitzman (PT)
 Dennie Klutman
 Laurie Love
 Mary Mallett
 Patsy Terveer

Robert Bennis Elementary582-8014
Lynette Holm -Manager
 Joanne Bennis
 Lori Daniels
 Lynette Holm
 Anita Hume
 Linde McKay
 Lavonne Schrader
 Lori VanEde

Fred Assam Elementary.....582-1503
Heather Schreiber-Manager
 Jane Boenschans
 Lori Crumb (PT)
 Ann Erickson
 Gail Grace
 Kayla Lubbers

Valley Springs Elementary757-6950
Julie Kirby-Manager
 Sheri Scholtman
 Colleen Taylor

Brandon Valley Middle School582-7205
Eugene Calmus-Manager
 Susan Cavanaugh
 Lori Christenson
 Mona Decker
 Chris Erickson
 Karen Lenz
 Nanci Loney
 Ginger Nelson
 Sonja Schmeling

Brandon Valley High School582-7286
Vicky Kirby-Manager
 Angel Dunham
 Francena Eagle
 Cheryl Hartog
 Julie Nelson
 Debra Polzine
 Karen Reisch
 Melissa Symington
 Michelle Thue (Mary)
 Cally Viereck

MAINTENANCE DEPARTMENT

Adam Huisman-Director 366-3263

CUSTODIANS

Tony Thoreson-Director 366-3264

GROUNDS

Mike Langner-Groundskeeper 212-6372

Jim Wenzlaff-Groundskeeper

Brandon Elementary

Joel Keyman-Supervisor 582-6315

Loralie Aljets (BE/Transportation)

Jeffrey Brink

Gerald Schettler

Robert Bennis Elementary

William Beck-Supervisor 582-8010

Greg Clemetson

Britton Feltman

Shon Sundem

Fred Assam Elementary

Barb Langner-Supervisor 582-1500

Taylor Wegner

Jeff Wilkes

Valley Springs Elementary

Cliff Goemmel-Supervisor 757-6285

Dave Sneller

Brandon Valley Middle School

Bob McNamara-Supervisor 582-3214

Curt Blackburn

Georgia Carlson

Scott Carlson

Vernon Dandurand

Brandon Valley High School

Merlyn Bosch-Supervisor 582-3211

Gerald Bills

Michele Dandurand

Carol Egert

Evan Hackett

Tony Kuck

Matthew Lentz

Adam Olson

LeeAnn Vermeer

TRANSPORTATION BUS/VAN DRIVERS

Leslie Erikson-Director 582-3514

Wayne Hansen-Mechanic

Jodi Arneson-Clerical

Jeanne Angelo (v)

Scott Benson

Merlyn Bosch (s)

Terry Bose

Lori Buthe (s)

Mike Buthe

Jon Button (s)

Trista Christiaansen

Bernard Citta

Dan Eastman

Leslie Erikson

Brooke Finn (v)

Harold Geist (v)

David Hanson (v)

Rosetta Helseth

Jerry Hinzman

Dianna Hood

Jim Houg

Adam Huisman

Brent Jackson

Dirk Johnson

Samuel Johnson

Norman Jordan

Gerry Karpen

Mike Langner

Debra Marco

Ann Miller

Bill Miller

Lyn Nielson

Dave Osheim

Victoria Oye (v)

Patrick Roberts

Keith Scholten

Dave Schutz

Robert Shuck (v)

Steve Skalland

Brenda Small (v)

Gwen Smith (s)

Gene Standish (v)

Ashlie Thompson (v)

Tony Thoreson

Gerald Thorson (v)

JoAnn Vanderburg

Twyla Voldseth

Darcie Watcher (v)

Gerry Wachter

Jim Wenzlaff

Phil Youngdale

(s)=Substitute Driver

(v)=Van Driver

BRANDON VALLEY ATHLETICS/ACTIVITIES

ACTIVITIES DIRECTOR'S OFFICE-582-2886

Randy Marso..... Director
Chad UrbanTrainer
Adam Bobzien..... Strength and Conditioning

THEATER MANAGER/COMMUNITY EDUCATION

Kevin Brick..... Director

FOOTBALL

Chad Garrow..... **Head**
Matt ChristensenAssistant
Bill Freking.....Assistant
Kent Anderson JV
Tim Sylliaasen..... JV
Jason Bisbee..... 10th
Dylan Briest 10th
Mark Stadem Volunteer
Jeremy Risty Volunteer
Justin Mashlan9th Grade Head
Mike Zerr 9th Grade Assistant
Matt Mueller 9th Grade Assistant
Dan Klumper.....8th Grade Head
Jeff Trout..... 8th Grade Assistant
Troy Sturgeon7th Grade Head
Matt Reese 7th Grade Assistant

GIRLS BASKETBALL

Mark Stadem **Varsity Head**
Jill Flint.....**Assistant (JV)**
Taya Sazama.....Assistant (JV)
Jeff Lockner..... 10th Grade
Maggie Youngberg..... 9th Grade
Suzanne Carroll8th Grade Head
Scott Giles 8th Grade Assistant
Matt Christensen7th Grade Head
Taya Sazama..... 7th Grade Assistant

BOYS BASKETBALL

Brent Deckert..... **Head**
Bill Freking.....Assistant (JV)
Tim Sylliaasen..... 10th Grade
Tom Grode..... 9th Grade
Jason Bisbee.....8th Grade Head
Aaron Carroll..... 8th GradeAssistant
TBA.....7th Grade Head
Matt Reese 7th Grade Assistant

WRESTLING

Kraig Presler..... **Varsity Head**
Derek Outland.....Assistant (JV)
Jack Mueller.....Head MS
Michael Weeldreyer Assistant MS

SOCCER-GIRLS

Marlon Mollet..... **Head**
Mike NitzAsst. (JV)

SOCCER-BOYS

Chris Limmer **Head**

GOLF

Scott Carroll..... **Head** (Boys)
Todd Geerdes.....Assistant Boys
Todd Geerdes..... **Head** (Girls)
Jeff Lockner Assistant Girls

TENNIS

Jesse Gladis..... **Head** (Girls)
Katie PriceAssistant (Girls)
Mike ZerrHead (Boys)
Jacob ShoupAssistant (Boys)

VOLLEYBALL

Lindsey Smith **Varsity Head**
Marette Grage.....Assistant
Melissa Johnson 10th Grade
Misti Becker 9th Grade
Roxie Geerdes..... 8th Grade Head
Coty McGuire 8th Grade Assistant
Sandra Weber 7th Grade Head
Aaron Carroll..... 7th Grade Assistant

CROSS COUNTRY

Larry Beesley **Head**
Tony ThoresonAssistant

TRACK

Troy Sturgeon **Head**
Tony ThoresonAssistant
Chad Garrow.....Assistant
Justin MashlanAssistant
Kory Scholten.....Assistant
Jeff Trout.....Assistant
Dylan BriestMS Head
Noel Sunne.....Assistant
Craig Holbeck.....Assistant
Randy Megard.....Assistant
Jessica Hunsaid.....Assistant
Tyson Metzger.....Assistant
Matt Mueller Volunteer

CHEERLEADERS

Katee Lane Fall Cheer Coach
Katee Lane Winter Cheer Coaches
Katee Lane Competitive Team Coach

DANCE TEAM

Tracy Kuhn **Head**

SOFTBALL

Suzanne Carroll..... **Head**
Roxie Geerdes.....Assistant

BOWLING

TBA

BASEBALL

Grant Hieb **Head**

EXTRACURRICULAR ACTIVITIES

BAND

Jesse MillerHS/VSE
 Del Hubers.....BE
 Laura BakerHS/MS

ORCHESTRA

Shelly Berg Orchestra

CHORUS

Terry Gullickson.....HS/MS

YEARBOOK

Debra Rothenberger HS Lynxonian
 Sam Kruse MS

SCHOOL PAPER

Deb Rothenberger HS ECHO

HIGH SCHOOL PLAYS

Melanie SittigDirector (Fall)
 Mark Griebel Assistant (Fall)
 Kevin Brick.....Director (Musical)
 Terry Gullickson..... Assistant (Musical)
 Melanie SittigDirector (one act)
 Mark Griebel Assistant (one act)

MIDDLE SCHOOL PLAY

Brady OlsonHead
 Kendra Namanny..... Asst

ORAL INTERP

Gina KoehnHead
 Lisa Smith.....Assistant

DRAMA CLUB

Melanie Sittig HS

FFA ADVISOR

Gary Griesse HS

SENIOR HIGH ART SHOW

Chad Nelson.....Coordinator

SPECIAL OLYMPICS

Scott Carroll

STUDENT COUNCIL

Amy Lupkes HS
 Mark Schlekeway..... HS

QUIZ BOWL

Jessica Simmons District

NATIONAL HONOR SOCIETY

Kent Anderson HS
 Al Hogie HS

PEER HELPERS

Michelle Stemwedel..... HS
 Amy Lupkes HS

DRIVER'S EDUCATION

Kevin Brick.....Community Education

FCA - Fellowship of Christian Athletes

Randy Marso..... HS

ART CLUB

Chad Nelson HS

DESTINATION IMAGINATION

Jessica Simmons District

CONCESSIONS

Angie WrightsmanHS

PROM

Carolyn EbrightHS

**BRANDON VALLEY SCHOOL DISTRICT 49-2
CLASSIFIED PERSONNEL HIRING SCHEDULE
Effective July 1, 2013**

SECRETARIAL HIRING SCHEDULE

Administrative Assistant	\$12.50/hr
All Building Principals Secretaries	
Secretary to the Special Services Director	
Business Office Secretaries	\$12.50/hr
Print Shop Operator	\$12.50/hr
Part-Time Secretaries	\$12.50/hr

EDUCATIONAL ASSISTANT HIRING SCHEDULE

Educational Assistants - Full Time	\$11.75/hr
Educational Assistant - Part Time	\$11.75/hr

CUSTODIAL HIRING SCHEDULE

Building Supervisor Custodian	\$13.25/hr
Grounds Supervisor	\$13.25/hr
Custodian	\$12.25/hr

All "night" personnel will receive a \$.50/hr. night differential pay.

FOOD SERVICE HIRING SCHEDULE

Supervisors Full Time	\$13.25/hr
Head Cooks Full Time.....	\$11.15/hr
Clerks, Servers Full Time	\$10.90/hr
Dishwashers Full Time.....	\$10.90/hr
Part-Time Workers	\$10.90/hr

NURSE HIRING SCHEDULE

Step Base.....	\$31,000
Step 1	\$31,290
Step 2	\$31,600
Step 3	\$31,900
Step 4	\$32,250
Step 5	\$32,600

Experience for school nurse will be granted ONLY for years of employment within a school district (similar to teachers). Hours of employment are 7:45 a.m. to 3:45 p.m. for 180 days per school year.

All other classified positions are hired at the Base Wage level regardless of previous experience in other organizations. Longevity pay will be awarded at the rate of \$.05/year of consecutive, FULL TIME employment at Brandon Valley School District #49-2. Full time is defined as an employee who is on duty 20 or more hours per week.

BUS DRIVERS

Regular Route.....	\$40.55/Trip
Kindergarten Routes.....	\$41.55/Trip
Special Ed/Van Routes	\$40.55/Trip
Activity Trips - 1st Hour	\$21.00
Additional Hours	\$13.50

TERMS, DEFINITIONS AND PROVISIONS

1. Classified employees include custodians, child nutrition workers, educational assistants, nurses, and secretaries and other non-certified staff.
2. Classified employees and bus drivers are at-will employees of the district. Nothing in this handbook is meant to imply any contractual rights.
3. Substitutes will be paid **\$10.00** per hour. After 15 consecutive days in the same position, substitutes will receive \$.25 per hour increase in pay. Summer and student employees will be paid at the following rates: **\$10.00** per hour (no experience), **\$10.50** per hour (1 year experience), **\$11.00** per hour (2 or more years experience). Temporary bus mechanic assistants will be paid **\$10.00** per hour. Substitute nurses will be paid **\$110** per day.
4. Non-exempt employees will receive an overtime pay of time and a half on hours worked over 40 hours per week. All overtime of classified staff members will need pre-authorization in the following manner:
 - a. Overtime must be justified and approved with the appropriate Administrator or Supervisor before it occurs except in emergency cases.
 - b. After being approved by the appropriate Administrator or Supervisor, the overtime shall then be approved with the Business Manager/Superintendent.
5. Any overtime hours that do not follow the above procedures will be considered unauthorized and may result in disciplinary action, including termination for repeat violations.
6. Bus drivers are not eligible for any benefits.
7. The Board of Education reserves the right to change any or all of the factors involved in this schedule when considering any position. The Board may consider the merits of special training of any classified personnel any time it feels it is for the best interest of the school district. The interpretation of the schedule and its application to individual cases will rest with the Board of Education.
8. Payroll deductions are available for employees who wish to use this means for payment of group insurance (health, dental, cancer, intensive care, etc.), tax sheltered annuities (403b's). Payroll deductions also include retirement, social security and federal income tax. Direct deposit is required of all new hires.
9. All employees shall be paid on the 25th of each month.
10. Time Schedules - Employees are expected to be at their work areas at their scheduled starting time.
11. A fifteen (15) minute paid break is allowed for each four (4) hours worked. The break is non-accumulative.
12. A thirty (30) minute duty free unpaid lunch/dinner break is required for all Classified Staff working six or more hours per day. The break is non-accumulative.

Policies of the Brandon Valley Board of Education

ACTIVITY AND GAME PASSES

All classified employees and their spouses will receive a Brandon Valley School Activity Pass which will allow you to attend all **home** athletic activities and school play at no charge to you. (This does not include tournaments & spring musical.)

All employees/spouses must show their employee/spouse pass at the door for every game that they attend. Children of employees must enter with a parent or they will be charged the admission fee.

Only children of employees in grades K-12 may enter on the employee pass. Older children must pay admission fees. Only children of that family may enter with the employee.

ADVERTISING

Agents are not allowed to solicit or otherwise interfere with employees in or about the school buildings at any time. Agents wishing to speak to an employee or discuss a product are to check with the District Business Office for clearance or actual purchasing approval.

CHILD ABUSE, REPORTING

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to the building principal or superintendent. The principal or superintendent should immediately report this information to the state's attorney; or the department of social services; or the county sheriff; or the city police. If the principal or superintendent does not confirm to the teacher or other employee within 24 hours that action has been initiated, the employee will report this information directly to the proper authorities.

The report will contain the following information: name, address, and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; and any other information that might help establish the cause of injuries or condition.

School employees, including administrators, will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, but only to report suspicion of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting, or from any result in judicial proceeding, even if the suspicion is proved to be unfounded.

For more information see Brandon Valley School Policy #JHG, adopted 2/28/83.

CELLULAR PHONES, USE OF (See TELEPHONE)

CHURCH

Wednesday night is designated as church night and no school activities are scheduled after 6:15 p.m.

DANGEROUS WEAPONS IN THE SCHOOL

Schools should be an example of what is taught regarding the observance and respect of law. Schools also must be highly conscious of the health and welfare of students, staff and the public.

Board policy forbids the bringing of dangerous and/or illegal weapons to school or school sponsored activities. Dangerous weapons taken from pupils shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary and/or legal action shall be pursued by the building principal.

A dangerous and/or deadly weapon is defined as any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events.

FIRE DRILLS AND TORNADO DRILLS

All district buildings have a fire alarm system. The alarm may be activated manually by operating a manual pull station located by exits. Fire alarm drills will be practiced a minimum of four times each year as per state regulations.

Tornado drills will be practiced twice each year in advance of the tornado and severe weather season. Each path of egress due to fire will be determined in accordance with safety and the quickest way out of the building. Tornado safe haven locations have been determined. All students and staff will quickly move to their predetermined safe haven during tornado drills.

All exits will be identified with a lighted EXIT sign. All rooms will have an exit path for fire and tornado evacuation and relocation posted next to the main door of the room.

GRIEVANCE PROCEDURE POLICY

STAFF COMPLAINTS AND GRIEVANCES

Grievance Procedure for Employees Not Represented by a Bargaining Unit Recognized by the Board

A. Definitions

1. An "employee" shall mean an employee of the Brandon Valley School District who is not represented by a bargaining unit recognized by the Board of Education.
2. A "reviewable issue" shall mean a claim by an employee that a dispute or disagreement of any kind exists involving interpretation or application of a policy of the Board of Education or a rule or practice of the administration or that an employee has been treated inequitably or that there exists a condition which jeopardizes employee health or safety. The term "reviewable issue" shall not apply to any matter for which the method of review is prescribed by law and shall not apply to any subject over which the Board of Education has no authority to act.
3. The term "days" when used in this article shall mean weekdays; thus, weekends or holidays are excluded.

B. Purpose

As problems arise, good morale is maintained by sincere efforts of all persons concerned to work toward constructive solutions in an atmosphere of good will, mutual respect, and candor. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise. These proceedings will be kept as informal and confidential as shall be appropriate at any level of the procedure.

C. Procedure

1. Level I

- a. An employee with a reviewable issue will first discuss it with the employee's immediate supervisor with the objective of resolving the matter informally.
- b. If the employee is not satisfied with the disposition of his/her claim, he/she may file a written request with the immediate supervisor within five days after the informal discussion. The written request for review shall state the particular policy, practice, rule, or unsafe conditions which form the basis of the request for review. The immediate supervisor shall hold a hearing with the parties in interest within five days after receipt of the written request for review and shall provide a written answer to the issue within five days after the hearing. The answer shall include the reason(s) upon which the decision was based.
- c. If the employee is not satisfied with the disposition of the complaint the employee may within five days of receipt of the written decision a written request that the matter be reviewed by the next supervisor in the chain of command. (This step in the process is skipped if the Superintendent is the supervisor next in the chain of command.) The supervisor shall review the material concerning the dispute and may arrange for a hearing with the employee and/or the appropriate supervisor to obtain additional information or for investigation as required. Upon completion of the investigation, or hearing, the supervisor shall have ten days to provide a written decision. The decision shall state the reason(s) upon which it is based.

2. Level II

If the employee is not satisfied with the disposition of his/her complaint at Level I, he/she may within ten days of receipt of the written decision request that the matter be reviewed by the Superintendent of Schools or, at the discretion of the Superintendent, his/her official designee. The Superintendent, or designee, shall review this material concerning the dispute and may arrange for a hearing with the employee and/or the appropriate supervisor to obtain additional information or for investigation as required. Upon completion of the investigation, or hearing, the Superintendent or designee shall have ten days to provide a written decision. The decision shall state the reason(s) upon which it is based.

3. Level III

If the employee is not satisfied with the disposition of his/her claim at Level II, he/she may within ten days of receipt of the written decision file a written request for review by the Board of Education. Such request must be made through the Superintendent at least ten days prior to the regularly scheduled Board of Education meeting at which the reviewable issue is to be considered. The Board of Education shall have the sole authority to determine whether further review is required and shall take one of the following actions at the next regular meeting of the Board following receipt of the employee's request for review: (1) Affirm or overrule the decision of the Superintendent of Schools, or designee, upon the information gathered during the previous proceedings. (2) Submit the matter for further hearing before the Superintendent or another officer designated by the Board of Education with the request for specific findings, conclusions, and recommendations within 45 days. Such findings, conclusions, and recommendations will be advisory only to the Board of Education. (3) Schedule a hearing before the Board of Education at a time to be determined by the Board. Following such a hearing, the Board of Education shall enter its findings, conclusions, and decisions within 45 days.

D. General Provisions

1. At all hearings provided for in this regulation, the employee shall have the right to question any witnesses presenting material relative to the matter at issue and shall have the right to present such witnesses as the employee may deem necessary to develop the facts pertinent to the matter. All documentary materials pertinent to the issue shall be made available to the employee. The employee may be accompanied at any of the hearings or fact-finding investigations by any advisor the employee deems to be appropriate or necessary.
2. No issue shall be recognized by the administration or Board of Education unless it shall have been raised at the first level within 60 days after knowledge of the facts which form the basis for the complaint; failure to do this will cause the right to appeal to be forfeited.
3. All the timelines specified above may be extended in writing by mutual agreement of the parties.

HARASSMENT POLICY

The school district is committed to providing a learning and working environment free from unlawful harassment. See Board Policy ACAA for further information.

Report incidents of harassment immediately so appropriate steps can be taken by the administration.

TITLE IX GRIEVANCE PROCEDURE

Coordinator, Superintendent David Pappone

TITLE IX of the 1972 EDUCATION AMENDMENT prohibits discrimination on the basis of sex. It requires that:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

If an individual has a complaint of possible sex discrimination which has taken place in the Brandon Valley School District the following procedure has been adopted by the School Board to resolve all complaints at the lowest possible levels.

- Step 1:** The Title IX coordinator shall be responsible for explaining the entire grievance procedure to the complainant.
- Step 2:** The aggrieved person may file a written complaint containing information about the alleged discrimination on the basis of sex, the time that it occurred, the person apparently responsible for the discrimination, and whether or not it is a continuing form of discrimination. This written complaint shall be filed within 30 calendar days of a specific incident of discrimination on the basis of sex. The complaint shall be filed with the Title IX coordinator for the Brandon Valley School District.
- Step 3:** The Title IX coordinator shall attempt to conciliate the complaint with the immediate supervisor or other person apparently responsible for discrimination on the basis of sex. This shall be concluded within 30 days of the filing of the complaint. The Title IX coordinator shall keep a written record of investigations, attempts at conciliation and final disposition.
- Step 4:** If the complaint has not been resolved at Step 3, the aggrieved person may request a decision by the Title IX coordinator.
- Step 5:** If the attempt to conciliate has failed or the aggrieved person is not satisfied with the decision at Step 4, the aggrieved person may ask for a hearing with the Board of Education for a final disposition of the complaint.

HEALTH EXAMINATIONS

At the discretion of the Superintendent, a doctor's certificate of health may be required from an employee. Such certificate of health shall be at district expense up to a maximum of local clinic charges per incident.

District transportation employees are required by State Law to take a physical examination every other year. The physicals will be administered by McGreevy or Sanford Clinic in Brandon, SD. New driver candidates, upon successful completion of CDL licensing and background check, will be reimbursed for physical charges.

The school district shall adhere to federal law and regulations requiring a school bus driver drug and alcohol testing program. An employee who refuses to test shall be terminated from employment.

HOLIDAYS

Pay for national holidays falling during non-exempt employees term of employment are as follows: New Year's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day & Christmas. All non-exempt classified personnel will be paid for Good Friday.

LEAVES AND ABSENCES

A. PERSONAL DAY AND LEAVE WITHOUT PAY

Two (2) days of approved absence with pay shall be allowed per year. These days are non-accumulative and will not be deducted from sick leave. Application shall be made to the department supervisor or principal five (5) days in advance, except in an emergency. Approved absence with pay will be granted under the following conditions:

- 1. Only two (2) days of leave will be granted per department per building on any one given day.
- 2. Personal leave will not apply for the first or last day of the school year. The last day of the school year is defined as the last day with students present.
- 3. Leave without pay for up to four (4) days (either consecutive or non-consecutive) may be granted by the department supervisor upon written request by a classified employee. Leave without pay for five (5) or more days may be granted by the Board of Education upon written request by the employee. Unpaid days will only be granted once all allotted personal days have been exhausted.
- 4. Leave will be taken in full day increments.
- 5. Employees who do not use their personal day(s) will be paid \$20.00 above the cost of a substitute employee.

B. BEREAVEMENT LEAVE

Up to seven (7) consecutive work days bereavement leave with pay, per incident, non-deductible, and non-accumulative, shall be allowed each employee for the death of employees spouse or children. One day of bereavement leave will be available to be used at a later date for estate purposes (Will Executor).

Up to five (5) consecutive work days bereavement leave with pay, per incident, non-deductible, and non-accumulative shall be allowed each employee for the death of their parent, parent-in-law, or sibling. One day of bereavement leave will be available to be used at a later date for estate purposes (Will Executor).

Up to three (3) consecutive work days bereavement leave with pay, per incident, non-deductible and non-accumulative, shall be allowed each employee for death in other immediate family; family as defined in illness leave and children-in-law, brother-in-law, sister-in-law, grandparents, spouses grandparents, aunts, uncles, nieces, nephews, grandchildren and others living in the home of the employee.

Up to two (2) consecutive work days bereavement leave with pay, deductible from sick leave and non-accumulative, shall be allowed each employee for death of a friend with the Superintendent's approval.

C. SICK LEAVE

Commencing with the first day of employment, each qualified classified employee shall receive one day leave with pay for illness or other disability and shall accrue one additional day for each month worked. The employee may not borrow from days not yet earned. Such leave, including the initial day, if unused, may accumulate to not more than thirteen (13) days for any school year and not more than 90 days during the total term of employment. Employees shall earn cumulative sick leave on a pro-rata basis related to their hours of employment. Sick leave may not be taken for less than a half (1/2) day. Paid leave under this provision taken due to the seriousness of the condition of the employee as defined in Board Policy GCBDA (Family and Medical Leave) shall be applied toward the FLMA leave to which the employee is entitled pursuant to policy GCBDA.

For purposes of the article, the mother's normal recovery period for child birth under this section is six (6) calendar weeks from the date of birth without medical certification. Sick leave may be used for all work days occurring within the six (6) week period. Any additional use of sick leave beyond the six (6) weeks will require a doctor's certification of the medical necessity for the leave.

A Sick Leave Assistance Fund shall be established which contains those unused days contributed to the Fund by participating employees. Any first year employee who has contributed at least one (1) day of sick leave to the fund prior to any absence, which directly results in exhausting their sick leave, will be eligible to request an additional 10 days of sick leave from the fund. Any second year employee who has contributed at least one (1) day of sick leave for two (2) consecutive years to the fund prior to any absence, which directly results in exhausting their sick leave, will be eligible to request an additional 20 days of sick leave from the fund. Any employee hired in the 2004-05 school year that contributed to the fund in 2004-05 will be eligible for up to 30 days from the bank in their second year of employment. Additional days up to five (5) days per year may be contributed by an employee at any time. To remain eligible for assistance from the Fund, an employee must contribute at least one (1) day of sick leave per year until the employee has been a participant in the Fund for a period of five (5) consecutive years. At that point, the participating employee becomes vested in the Fund and is no longer required to forfeit a day per year in order to remain eligible for the benefits of the fund. Appropriate contribution forms are to be prepared and distributed to all employees through building administrators by the Business Office. On the form, to be completed in triplicate, the contributor is to sign their name and indicate the number of days contributed. The completed forms are to be returned to the Business Office no later than November 1st. The fund can build to a maximum of 500 days.

In the event of a prolonged illness of an employee who exhausts their sick leave, the employee may request additional sick leave days from the Fund. Any personal day(s) need to be used prior to consideration of an application to the Sick Leave Bank or it will be subtracted from the Sick Leave Bank Request. Such additional sick leave days shall not be deducted from the recipient's future accumulated sick leave. No assignment shall exceed a total of thirty (30) days per school year, and no employee shall be the recipient of such additional sick leave more than once for any school year.

Applications for additional sick leave shall be reviewed by the Sick Leave Assistance fund committee composed of two members appointed by the Classified Committee and two members appointed by the Superintendent. The committee shall render a decision for implementation by the Superintendent.

The application is to be prepared in triplicate. The original copy is to be given to the Superintendent's office. The second copy is to be given to the Classified Council. The third copy is to be retained by the applicant. Once the committee has reached a decision on the request, the personnel office is to prepare additional copies of the decision for distribution to the appropriate parties including the applicant, appropriate building administrator, business office, and the Classified Council.

At the end of each contracted school year, the full-time employee who has an accumulated sick leave in excess of 80 days shall have the option of receiving \$50.00 per day for each unused day of sick

leave accumulated in that year in excess of the 80-day accumulation (part time employees will receive a pro-rata share of this payment). Sick leave for which payment is received shall not be counted toward the 90-day accumulation and no payment may be taken for sick leave accumulated in prior years.

Payment received by an employee for Worker's Compensation shall be subtracted from sick leave payments. It shall be the duty of the employee to report all payments received from Worker's Compensation to the Superintendent of Schools.

Employees using sick leave for illness in the immediate family shall, upon request of their supervisor, furnish a doctor's certificate stating the necessity of their presence. The immediate family is defined as spouse, children, parents, grandparents, brothers, sisters, grandchildren, and others living in the house of the employee. Paid leave under this provision due to the "Serious Health Condition" of the employees' spouse, son, daughter, or parent, as "Serious Health Condition" and those family members are defined in Board Policy GCBDA (Family and Medical Leave Act) shall be applied to the FMLA leave to which an employee is entitled.

Substitute employees will be hired by the supervisors, not the employee.

ABSENCE NOTIFICATION

Department Directors – Notify District Operations Manager.
Business Office Staff – Notify Business Manager.
Building Secretaries – Notify your Building Principal.
Food Service Unit Managers – Notify Child Nutrition Director.
Food Service Workers – Notify your Unit Manager.
Bus Drivers – Notify the Transportation Director.
Grounds Workers – Notify Maintenance Director.
Custodian Workers – Notify Building Supervisor.

D. JURY DUTY

Any employee called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours in a matter in which the employee is not a named party, shall be granted leave with pay for the days or parts of days such absence is required. Any per diem received for jury duty or the designated subpoena absence shall be deducted from the regular salary or turned over to the Business Office. Such employee shall notify the supervisor at least 48 hours in advance of the necessity for taking jury leave.

E. LONG TERM LEAVE

1. Applications for long term leave must be submitted to the Superintendent of Schools for Board approval five (5) days prior to the date of the regularly scheduled Board meeting.
2. Leave for less than one school term – A request is to be made by the applicant with a suggested beginning and ending date of the leave. Action will be taken by the Board in accordance with terms above.
3. When an employee returns from a leave, they will be offered a position for which they are qualified.
4. Fringe benefits shall be continued for thirty (30) days beginning the first day of suchleave; coverage past thirty (30) days may be extended by the employee if allowed by the carrier, at the employee's expense.
5. All leave requests and notices must be in writing.
6. An employee returning from long term leave status shall retain prior accumulated sick leave and be placed on the appropriate salary schedule step commensurate with experience granted by the Brandon Valley School District

F. MILITARY LEAVE

Any employee that leaves his/her job either by enlisting or being drafted is entitled to the reemployment rights for veterans discharged from military service. Public Law 87-391 approved October 4, 1961 is on file in superintendent's office. Employees will be granted up to two (2) days of paid leave for military deployment of a spouse or child with the Superintendent's approval. These days are non-accumulative and will not be deducted from sick leave.

G. RELIGIOUS LEAVE

One additional day of paid personal leave may be granted for a religious holiday upon request in writing to the department manager or principal.

H. VACATIONS

For full-time (12 month) employees the following vacation schedule is in effect: two (2) weeks per year for first five years of employment; three (3) weeks per year for six to fifteen years of employment; four (4) weeks per year for sixteen years of employment and over.

All partial years of employment will be prorated with vacation time. Employees with three (3) weeks of vacation may elect to take one (1) week paid vacation as cash-in-lieu of the time off at their regular rate of pay. Employees with four (4) weeks of vacation may elect to take two (2) weeks paid as cash-in-lieu of the time off at their regular rate of pay.

Vacation may be used in half day increments.

I. UNUSED VACATION DAYS FOR 12 MONTH EMPLOYEES

Employees are required to use their vacation days by January 1st following the end of the school fiscal year in which these vacation days were earned or the days will be lost.

If an employee in this category obtains approval from the Board of Education for a resignation or retirement from employment with the Brandon Valley School District before all earned days are used or the deadline date of January 1 is reached, the unused vacation days will be reimbursed at the daily salary rate in force when the unused days were earned.

INSURANCE

A. Supplemental Insurance - AFLAC

Supplemental Insurances (Cancer, Intensive Care, Short Term Disability, etc) are available with American Family Life Assurance, with the full premium paid by the employee. The premiums are subject to change by the insurance company or companies involved.

B. Dental Insurance Plan for Full-Time Employees

The District agrees to purchase an individual dental plan for each employee of the district.

Additional family coverage may be purchased at the employee's expense. Coverage begins on the first day of the month following employment.

C. Group Health and Life for Full-Time Employees

The district pays 100 percent of the employee's premium for health insurance. The plan is with Wellmark Blue Cross Blue Shield of SD. Coverage begins the first day of the month following employment date and ends concurrent with the last scheduled payroll to the employee. The district will also pay one-half of the employee's share of two-party and family premiums if elected.

The life insurance is a term life policy is for \$25,000. Additional term life insurance may be purchased for the employee and family at the employee's sole expense. This must be elected at the start of the employee's employment with the District.

D. Workmen's Compensation - Accidents

By law, employees are protected against accidents occurring in connection with their employment. The coverage includes doctor and hospital bills plus loss of time. **All accidents must be reported to supervisors immediately so proper reports may be made within the specified timelines.**

Failure to promptly report work-related injuries may result in loss of benefits.

E. Long Term Disability

The district pays 100% of the premium for long term disability insurance. Coverage begins on the first day of the month following employment.

LOAN OF SCHOOL PROPERTY – SEE FACILITY USE POLICY

LUNCHES

The school district cafeteria facilities are for students, employees, and guests of the district. Meal prices are set each year by the Board of Education.

PAYROLL

Payroll is paid once a month on the 25th of each month. All employees will be required to be on Direct Deposit.

RETIREMENT

Employees of the Brandon Valley School District working twenty hours or more per week for at least 100 days per year receive retirement benefits under South Dakota Retirement System.

SECURITY

Reminder to all employees – be sure work stations are locked when you leave. Remove all temptations and causes of theft. Keep your own valuable belongings out of sight and your school keys safely out of reach. It is your responsibility to see that outside doors are locked upon leaving the building.

SNOW DAYS

Educational assistants and food service workers will not be expected to work on days when school has been called off for weather related purposes. All other classified employees are expected to be at work, weather permitting.

SOCIAL SECURITY

South Dakota employees have been covered by this part of the Social Security System since 1951. Salary deductions are made for this purpose, according to law. The school district as employer makes a like contribution which is also compulsory. The amount of salary withholding (and that of the employer's contribution) for this purpose changes from time to time.

TELEPHONE/CELLULAR PHONES, USE OF

No long distance telephone calls may be made using school district phones unless a personal calling card is used. All personal calls made/received shall be kept to a minimum. Any abuses will be handled by the employee's supervisor on a case by case basis.

Cellular phones, including hands free phone devices, shall not be used by school bus drivers while transporting children. Bus drivers shall be allowed the use of such phones in an emergency, when parked safely off a road or when there are no passengers.

Cellular phones and district telephones used for personal use are restricted to scheduled break times, including coffee and lunch/dinner break.

TIME CARDS

Employees on an hourly basis are to turn in their time cards to their supervisors on the 2nd Friday of each month. The supervisors will review and approve cards prior to sending them to the ADMINISTRATION CENTER for processing. Time cards are required to be completed on a daily basis.

TRAVEL

Travel at district expense is to be requested on a special form available from the Administration Center and to be turned in to their supervisor five (5) days prior to the travel.

TRAVEL REIMBURSEMENT

There is no reimbursement for meals when the employee returns home on the same day. For overnight travel, costs shall be reimbursed at the prevailing South Dakota rates:

<u>In State</u>	<u>Out-of-State</u>	<u>Mileage Rate</u>
\$ 5.00 - Breakfast	\$ 8.00 - Breakfast	.42 per mile
9.00 - Lunch	11.00 - Lunch	
12.00 - Dinner	17.00 - Dinner	

No meal receipts are needed if approval has been given for attendance at a multi-day event.

USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES

The school board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs. Any employee who violates this policy will be subject to disciplinary action which may include dismissal, and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute conviction for any alcohol and/or other drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction.

Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the district will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

Annually, all employees will attend a district alcohol and/or drug-free awareness program at which employees will be informed about the dangers of alcohol and/or other drug use/abuse, this policy of maintaining an alcohol and/or other drug-free environment, available alcohol and/or other drug counseling, rehabilitation, and employee assistance programs, and the disciplinary sanctions that may be imposed upon employees for alcohol and/or other drug use/abuse violations. The information will be disseminated to each employee via written and oral communication.

The school board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.

When a staff member has consumed alcohol and/or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions, as for possession or consumption on school property.

The school board hereby commits itself to a continuing good faith effort to maintain a drug-free environment

VALUABLES

Remove all temptations and causes of theft. Keep your own valuable belongings out of sight and your school keys safely out of reach. All theft occurrences shall be reported immediately to the city police or county sheriff's office.

VEHICLE USAGE POLICY

The Maintenance/Custodial Manager, Transportation Director and Transportation Mechanic are "On Call" in their non-scheduled hours. The district may provide the employee with a vehicle. The employee will operate the vehicle according to the following guidelines:

- * Vehicle will be for official use only.
- * Gasoline for the vehicle will be provided by the district.
- * Vehicle maintenance will be provided by the Transportation Department.
- * Day-to-day preventive maintenance will be performed by the individual driver.
This includes keeping accurate records of normal usage.
- * The vehicle and its equipment/tools will be safeguarded at all times.
- * Drivers and passengers of the vehicle will be district employees, with the exception that vehicle operators may find it necessary to transport a family member. This will be permitted as long as the employee is on their way to or from an official need.
- * Full coverage insurance is provided for the vehicle under the district's Comprehensive Automobile Liability Policy.

VOUCHERS

All vouchers to be submitted for payment must be in the business office at the end of each calendar month.

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