

Ortonville Public Schools

Board of Education

EMPLOYMENT AGREEMENT

With the

Ortonville Education Association

2015-2016 and 2016 - 2017

Independent School District #2903
Ortonville, Minnesota 56278

An Equal Opportunity Employer

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Purpose

Section 1. Parties: THIS AGREEMENT is entered into between Independent School District No. 2903, Ortonville, Minnesota, hereinafter referred to as the School District and the Ortonville Education Association (O.E.A.), hereinafter referred to as exclusive representative pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for teachers during the duration of this Agreement.

Article II

Recognition of Exclusive Representative

Section 1. Recognition: In accordance with the P.E.L.R.A. the School District recognizes the Ortonville Education Association as the exclusive representative of teachers employed by the School District, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in this Agreement.

Article III

Definitions

Section 1. Terms and Conditions of Employment: The "terms and conditions of employment," means the hours of employment, the compensation including fringe benefits and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees the term does not mean educational policies of a District. The terms of this Agreement and terms not defined in this Agreement are subject to the provisions of P.E.L.R.A.

Section 2. Teacher: The term, "teacher," shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the State of Minnesota; but shall not include superintendent, assistant superintendent, principals and assistant principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law.

Section 3. School District: For purposes of administering this Agreement, the term "School District", District shall mean the School Board or its designated representative(s).

Article IV

School District Rights

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all teachers covered by this Agreement shall perform the teaching and non-teaching services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by the School Board rules, regulations, directives and orders, issued by properly designated officials of the School District.

The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

Article V

Teachers Rights

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the right of the exclusive representative if there be one; nor shall it be construed to require any teacher to perform labor or services against his/her will.

Section 2: Right to Join: Teachers shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and terms and conditions of employment for such teachers with the School District of such unit.

Section 3. Request for Dues Check Off: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off pursuant to the P.E.L.R.A. Upon receipt of a properly executed authorization card of the teacher involved, the School District will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the teacher organization in sixteen (16) equal installments, beginning with the first pay period in October, continuing through May.

Section 4. Fair Share Fee: In accordance with the P.E.L.R.A., as amended, any teacher included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any teacher shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues, and available only to members of the exclusive representative, but in no event shall the fee exceed 85% of the regular membership dues.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Commissioner, the School District, and to each teacher to be assessed the fair share fee.

A challenge by a teacher or a person aggrieved by the assessment shall be filed in writing with the Director, the School District, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The School District shall deduct the fee from the earnings of the teacher and transmit the fee to the exclusive representative within thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deduction for a fair share fee shall be held in escrow by the School District pending a decision by the Bureau of Mediation Services (BMS). Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the School District harmless from any and all actions, suits, claims, damages, judgment and executions or other forms of liability liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

Fair Share Fee will also apply to Long Term Subs working more than 30 consecutive days.

Section 5. Personnel Files: A teacher's personnel file shall contain only materials that are related to his/her employment. Situations which do not result in disciplinary actions shall not be entered into an employee's personnel file.

Whenever information is placed within a teacher's file, a copy of that information shall be provided to the teacher within five (5) working days. The teacher shall be given the opportunity to rebut any information and have that written rebuttal attached to information placed in the teacher's files within five (5) working days.

Pursuant to M.S. 122A.40, Subd. 19, as amended, all evaluations and files relating to each individual teacher shall be available during regular school business hours to each individual teacher or his/her association representative upon the written request of the employee. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense.

Upon written request of the employee, an improvement target worksheet shall be removed after three (3) years. More serious infractions such as withholding a pay increment and/or any suspension shall be retained in the employee's file.

The permanent personnel file may be used as evidence in any disciplinary action or hearing. This does not limit, restrict or prohibit the School District from submitting supportive documentation or testimony, either oral or written, in any disciplinary hearing, nor does it so limit the association.

Section 6. Substitute Teachers: Substitute teachers will be employed whenever possible for absences occurring in all teaching positions. At the teacher's request, the District will secure a substitute.

Section 7. Substitute Teacher Wages: A substitute teacher's wages will be based on the beginning step (BA Degree Step 1) of the salary schedule if duration is MORE than two (2) consecutive weeks (10 days) in the same position. The substitute teacher must hold a valid teacher license.

Section 8. Teacher Evaluation: The primary objective of teacher evaluations shall be for the improvement of instruction.

All teacher evaluations shall be made in writing and shall be conducted openly. Said evaluations shall be conducted by a building principal, assistant principal or other administrator.

Upon completion of an instruction observation, a post observation conference between the supervisor and the teacher will take place within five (5) regular school days. The teacher shall have up to fifteen (15) regular school days after the conference to submit a rebuttal to the formal evaluation. Such remarks shall be attached to the original report and shall contain the signature of the teacher and the person preparing the evaluation report.

If after such evaluations the supervisor finds deficiencies in the teacher's work performance, the District shall provide the teacher with specific and reasonable written recommendations on an improvement target worksheet. At least one additional evaluation shall be held as specified on the improvement target worksheet.

Section 9. Teacher Discipline: Any disciplinary action shall comply with law and regulations and shall be fair and equitable. This discipline procedure shall not supersede state laws regarding immediate dismissal and shall apply to continuing contract teachers only.

The District shall discuss with the teacher any concerns which may lead to a disciplinary action and shall offer constructive suggestions for correction before disciplinary action is initiated.

Disciplinary action shall deal with behavior as categorized by M.S. 122A.40, Subd. 9 and shall follow these steps:

1. Improvement target worksheet
2. Instructional assistance target worksheet
3. Remediation plan and remediation assessment
4. Suspension and/or withholding of scheduled salary increase
5. Discharge

A teacher shall be entitled to have a representative of the association present in the event that any disciplinary action listed above is implemented. If a teacher requests representation, he/she shall have a minimum of 48 hours to arrange association representation before any action shall be taken with respect to the matter.

All information forming the basis for a disciplinary action will be made available in writing to the teacher or upon his/her written request to the association at the time the action is taken.

Immediate Discharge: Actions requiring discharge will follow M.S. 122A.40, Subd. 13. The Superintendent will suspend the teacher pending a hearing by the Board.

Section 10. Teacher Support and Assistance: The District recognizes its responsibility to give support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the District will take all steps as outlined by M.S. 466.07.

Any case of student assault upon a teacher during the teacher day or at school sponsored activities he/she is supervising shall be promptly reported to the School District and the superintendent. The District will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall promptly render assistance to the teacher in connection with handling of the incident by law enforcement or judicial authorities.

Time lost by a teacher in connection with any incident mentioned in this section shall not be charged against the teacher.

Any complaint toward a teacher concerning any incident mentioned in this section shall be reported to the teacher in writing within one (1) working day.

Section 11. Board Meeting Agenda: The exclusive representative shall be furnished an agenda for the School Board meetings at the same time as said agenda is mailed to the School Board members.

Section 12. Meet and Confer: Teachers shall have the right to meet and confer with the School District regarding policies and matters not included under M.S. 179A.03, Subd. 10.; M.S. 179A.06, Subd. 4.; M.S. 179A.07, Subd. 3.; and, M.S. 179A.08, Subd. 2. Upon request of the exclusive representative, the School District agrees to set meet and confer meetings at the mutual convenience of the parties.

Article VI

Basic Schedules and Rates of Pay

Section 1. Basic Compensation: The wages and salaries reflected in the schedule attached hereto shall be effective for the 2015-2016 and 2016-2017 school years as indicated on the schedule.

Section 2. Status of Salary Schedules: A teacher's advancement is subject to the right of the School District to withhold increments, lane changes, or other salary increases for good and sufficient grounds (see Article V, Section 9).

An action withholding a salary increase shall be subject to the grievance procedure.

If a successor Agreement is not entered into prior to the expiration date of this Agreement, a teacher shall be compensated according to the previous year's compensation until such time that a successor Agreement is executed.

Section 3. Lane Changes: The following will determine appropriate placement on the salary schedule:

Subd. 1. Germane: Credits must be germane to the teaching assignment. Advanced degree programs must have prior approval by the superintendent. Degree programs resulting in a Masters in Administration or a Masters in Counseling will not be approved for teachers assigned to classroom duty.

Subd. 2. Grade and Credits: Up to four (4) of the ten (10) credits required to make a lane change may be under graduate credits. A passing grade must be attained by the college or university attended.

Subd. 3. Prior Approval: All credits to apply on schedule must be previously approved in writing by the Superintendent. If a teacher paid for the credits, they can be used for a lane change. If the School District paid for the credit, they cannot be used for a lane change.

Subd. 4. Effective Date: Credits will be modified on the basis of credits submitted to the Superintendent on an official transcript by October 1 or a February 1 extension will be granted for lane change if the business office is notified by October 1.

Subd. 5. Prior Experience: A teacher who has had experience in other school systems or in other fields of endeavor will be placed on the salary schedule as agreed between the School District and teacher. Only full years of teaching experience shall be counted for placement on the salary schedule. Experienced teachers are generally credited with five years or less of teaching experience consistent with their number of years of experience.

Section 4. Pay Deduction: Whenever pay deduction is made for a teacher's absence, the annual salary divided by the number of teacher duty days shall be deducted for each day's absence. Monthly check stubs or end of year receipts will be issued for all deductions and disbursements to individuals.

Section 5. Payroll Period: The District and the Association agree to provide for bi-monthly payments, beginning with the first period in September. Pay dates will be on or before the 1st and the 15th of each month. If the 1st or the 15th fall on a weekend, payment will be made on the Friday before the pay date or Thursday if that Friday is a banking holiday.

Article VII

Extra Compensation

Section 1. Extra-Curricular Schedule: The wages and salaries reflected in the Schedules attached hereto shall be effective for the 2015-2016 and 2016-2017 school years respectively.

Section 2. Extra Activities: Teachers working at extra activities will be paid at the rates as indicated in the schedule.

In lieu of extra compensation, teachers who sign up to work three activities may elect to receive an activity pass for two people. The District reserves the right to give preference to individuals, including community volunteers, who choose the activity pass.

Activities will include:

1. Selling tickets, collecting tickets, keeping score, timing, announcing, and supervising students at scheduled athletic events,
2. Supervising or announcing at music activities, class plays, musicals, speech activities and any other activity related to the above,
3. Assisting in carrying out scheduled activities in track, field, and cross country,
4. Chaperoning students at any District activity or in transporting them to and from such activities after school hours.

Section 3. Extended Employment (non contracted days):

Subd. 1. The District will pay the daily rate of pay per day to teachers doing staff/curriculum development. Extended Employment Prior Approval forms must be completed and approved by the process identified in the staff development handbook. The District may require a summary report of activities pursued prior to payment.

Subd. 2. In lieu of extra compensation, a teacher may choose to earn internal credits toward a lane change. Up to 6 semester internal credits per lane change on the salary schedule will be given to teachers who are involved in District #2903 sponsored educational activities or committee assignments.

Subd. 3. Eligible activities and committees as well as the number of credits given per activity will be determined by the continuing education committee and must receive prior approval from the School District. A minimum of ten hours of direct seat-time outside of the teacher's regular contract day shall be required for each credit given. Participation in an activity or on a committee will be only by mutual agreement of the teacher and the District.

Section 4. Part-time Teachers:

Compensation for any extra hours or days required by the School District or the Board to be worked shall be based upon a 7 period student day for all teachers. Benefits will be prorated on the same basis and calculated on contracted days only.

Secondary: The pay for part-time secondary teachers shall be calculated upon a 7 period student contact day.

Teachers who are part-time with a contract of 50% or more will be allowed a full planning period. Teachers whose contract is below 50% will be allowed ½ of a planning period.

Elementary: The pay for part-time elementary teachers shall be calculated as follows:

The basic student contact day is 408 minutes of instruction time.

The teacher is allowed 30 minutes duty free lunch.

The teacher is allowed 5 minutes per day for preparation time for each 25 minutes of instruction time per day.

<u>Student contact time</u>	<u>rate of pay</u>
47-50 minutes	1/7th
51-101 minutes	2/7ths
102-151 minutes	3/7ths
152-201 minutes	4/7ths
202-251 minutes	5/7ths
252-300 minutes	6/7 th

Section 5. Retire / Rehire of a teacher:

This is determined based upon the needs of the School District. The conditions of the rehire will be determined between the School District and the teacher.

Section 6. On-line/College Course/Elementary Combined Classes:

Teacher who are assigned an online, college course or combination elementary class will be paid an additional \$500 per class per semester.

Article VIII

GROUP INSURANCE

All benefits will be pro-rated based on contracted days.

Section 1. Health Insurance: All full time teachers employed by the School District are eligible for a district health benefit contribution in the amount of \$5,800 for the 2015-16 school year. Beginning 2016-17

- Increase the board contribution for group health insurance by \$1,483 for a total of \$7,283/year.
- This contribution would only be paid to employees who enroll in the district's group health insurance plan.
- If the employee's group health insurance premium is less than the annual board contribution the difference will be placed in the employee's school sponsored HSA account if the employee has enrolled in the district's HSA compatible group plan. If the employee has not enrolled in the district's HSA compatible group plan the difference will be paid as cash-in-lieu.
- For employees that do not enroll in the district's group health insurance plan, cash-in-lieu payments will remain at \$5,800/year for full-time employees.
- Employees that waive coverage in the district's group health insurance plan must have other health insurance coverage to be eligible for cash-in-lieu benefits.
- New hires will not be given option of receiving cash-in-lieu benefits. To receive the contributions they must participate in the district's group health insurance plan.
- If universal health care is passed by the federal government this part of the contract language is null and void.

Cash-in-Lieu: The payment in lieu will be equal to the benefit amount less any **qualifying** flexible benefit elections, and the school district's FICA tax liabilities related to the cash-in-lieu payment. The annual amount paid to an employee as reimbursements through the flexible benefits plan, and/or as cash-in-lieu payments, and the related employer FICA taxes shall not be greater than the total benefit. Cash-in-lieu payments will be added to regular payroll checks. Any tax liability will be the responsibility of the employee.

Duration of Insurance Contribution: An employee is eligible for school district contribution as provided in this Article as long as they are employed by the school district. Upon termination of employment, all district contribution shall cease, unless the individual leaving is eligible under the Early Retirement Incentive Policy. (See Ortonville Public Schools Policy Handbook #411A.)

COBRA: A teacher on unpaid leave is eligible to continue to participate in group insurance programs as required by COBRA, and if permitted under the insurance policy provisions. The teacher shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Claims Against the School District: In all cases the employee will be responsible for obtaining and paying the premium for individual health insurance coverage. The employee shall make no claim against the school district as a result of denial of insurance benefits by an insurance carrier, or failure to pay premiums.

Flexible Benefits Plan (Section 125): The School District will use a third party vendor to manage the Flexible Spending Accounts. The School District will pay the monthly vendor cost for administration. If the employee chooses to access the Benefit Card this would be at the employee expense.

Section 2. Income Protection – Disability Insurance: This plan will be continued in 2015-16 and 2016-17.

Section 3. Group Life Insurance: A group life insurance plan in the amount of \$20,000 for each certified, full-time employee employed by the School District who qualifies for and is enrolled in the School District's group term life insurance plan will be provided with the premium paid by the School District. A provision is also available for eligible teachers to have the option of purchasing an additional \$20,000 life insurance on a payroll deduction basis.

Article IX

Leaves of Absence

Section 1. Sick Leave:

Subd. 1. A full-time teacher shall earn sick leave at the rate of 15 days for each year of service in the employ of the School District. Leave shall accrue monthly as it is earned on a proportionate basis to the teachers work year.

Subd. 2. Unused sick leave may accumulate to a maximum of 120 days of sick leave per teacher.

Subd. 3. Sick leave with pay shall be allowed whenever a teacher's absence is found to have been due to the teacher's, or member of the teacher's immediate family (spouse, children (of all ages), parents, siblings, grandparents, stepparent, or parents-in-law.) M. S. 181.9413 as amended 2013, illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days.

Subd. 4. Bereavement leave shall be granted with the days to be deducted from sick leave. The specific amount of leave allowed is subject to the discretion of the superintendent depending on the circumstances.

Subd. 5. Sick leave allowed shall be deducted from the accrued sick leave days earned by the teacher.

Section 2. Professional - Personal Leave:

Subd. 1. Teachers shall be granted a maximum of 2 days personal leave when pre-arranged with the principal's approval. Teachers may also accumulate two unused personal days from the previous school year. Additional days may be granted at the discretion of the Superintendent, up to a maximum of two additional days. For each additional personal day granted, the teacher will pay the district cost of the substitute. The cost of the substitute will be paid with a personal check from the employee prior to the approved leave day. Anything beyond the two additional days will be taken without pay. Such leave shall allow three (3) teachers to be absent at a given time, with additional teachers to be granted at the discretion of the Superintendent.

It is understood that no personal days can be used during the last 2 weeks of school, unless granted at the discretion of the superintendent.

Subd. 2. Each teacher shall be allowed a minimum of 2 professional leave days to attend professional conferences, etc. Additional days may be granted at the discretion of the Superintendent. This leave shall be paid leave.

Section 3. Reimbursement of Unused Sick and Personal Leave:

Subd. 1. All teachers in the Ortonville Public School District will be reimbursed for unused sick leave and unused personal leave. The sick leave and personal leave benefits will be calculated by payroll based on year-end leave reports. It will be the responsibility of the teacher to verify that those balances are correct prior to leaving at the end of the school year. If a teacher has two personal days or less remaining at the time of calculations, those personal hours will automatically be carried over to the following year. These hours will not be reimbursed unless a written request is turned into the payroll office by June 7th requesting reimbursement for those hours.

Personal hours exceeding two contracted day will automatically be reimbursed up to a maximum of two (2) contracted days.

Subd. 2. Part-time teachers will have unused sick leave or personal leave prorated for sell-back.

Subd. 3. Reimbursement will be calculated for each year separately based on the following schedule:

<i>Sick Days Used Each Year</i>	<i>Sick Days Credited for Reimbursement</i>
0	4
1-4	3
5-8	2

<i>Personal Days Used Each Year</i>	<i>Personal Days Credited for Reimbursement</i>
0	2
1	1

Rate of Reimbursement per year shall be: \$70.00 per day credited.

Subd. 4. Sick days credited for reimbursement will not be deducted from the accumulated sick leave.

Section 4. Child Care/Pregnancy Leave:

Subd. 1. Pregnancy Disability Leave: A teacher may utilize his/her accumulated sick leave through the period of pregnancy-related disabilities, childbirth and recovery with a pregnancy-disability leave. The pregnant teacher shall notify the superintendent in writing of intent to take this leave as soon as possible, preferably three calendar months before commencement of the leave. The notification shall provide notice of the teacher's expected delivery date as determined by her attending physician. A male teacher may utilize his accumulated sick leave through the period of pregnancy-related disabilities, childbirth and recovery with pregnancy - disability leave.

Subd. 2. Pregnancy Leave: If a pregnant teacher chooses to, she may take unpaid leave prior to utilizing sick leave benefits for pregnancy disability leave. She must notify the superintendent in writing of intent to take pregnancy leave as soon as possible, preferably three calendar months before commencement of the leave. The notification shall provide notice of the teacher's expected delivery date as determined by her attending physician. It is advisable, but not mandatory, to apply for pregnancy leave and pregnancy disability leave at the same time.

Subd. 3. Child Care Leave: The District may grant child care leave without pay to any teacher, regardless of marital status, who requests such leave for the purpose of providing parental care to his or her child or children.

Subd. 3a: A teacher may take child care leave of up to 12 months by notifying the superintendent in writing as soon as possible, preferably three calendar months prior to commencement of the leave. The date of return from the leave shall be determined by mutual agreement between the teacher and the district. Any time used for pregnancy leave and/or pregnancy disability leave (see Subd. 1. & 2. above) shall be deducted from the time available for child care leave so that the total time for the three leaves does not exceed 12 months. If a teacher elects to take pregnancy disability and/or pregnancy leave pursuant to Subds. 1. & 2. above, it is advisable, but not mandatory, that she notify the District of her intent to take child care leave at the time of notice of pregnancy disability and/or pregnancy leave.

Subd. 4. Child care leave may be extended only by mutual agreement between the teacher and the District. Failure of the teacher to return pursuant to the date determined under this section shall constitute grounds for termination.

Subd. 5. Upon return from child care leave the teacher shall be reinstated to his or her former position or to a position which is mutually agreeable to the teacher and the District and for which the teacher is licensed, unless previously discharged or placed on unrequested leave. This provision shall also apply to a teacher returning from pregnancy leave and/or pregnancy disability leave.

Subd. 6. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - i.e. winter vacation, spring vacation, semester break or quarter break, end of a grading period, end of the school year or the like. The availability of a substitute teacher may also be considered by the School District in the granting of a child care leave or the duration thereof.

Subd. 7. In making determination concerning child care leave, the School Board shall not, in any event, be required to: 1. Grant any leave of more than 12 months duration. 2. Permit the teacher to return to his or her employment prior to the date designated in the application for child care leave.

Subd. 8. The parties agree that the applicable periods of probation for teachers as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have opportunity to evaluate a teacher's performance. The parties agree, therefore, that periods of time for which the teacher is on child care leave (pregnancy leave and/or pregnancy disability leave) shall not be counted in determining the completion of the probationary period.

Subd. 9 A teacher who returns from a leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care, pregnancy disability or pregnancy leave.

Subd. 10. A teacher on child care or pregnancy leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the teacher wishes to retain, commencing with the beginning of a child care or pregnancy leave. The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the District pursuant to this section. The premiums for the insurance programs shall be paid in the usual amount for a teacher during a period of pregnancy disability leave.

Section 5. Educational Leave:

Subd. 1. A leave of absence of up to one (1) year shall be granted to any teacher with five years of service, upon application, for the purpose of engaging his/her professional responsibilities: foreign or military teaching programs; the Peace Corps or Job Corps as a full-time participant in such programs; or a cultural or work program related to his professional position. Upon return from such leave, a teacher shall be placed on the appropriate step on the salary schedule (see Section 7. Credit).

Section 6. Extended Leave of Absence: All full-time teachers may request an extended leave of absence of up to five (5) years, as specified in Minnesota Statutes 122A.46.

Subd. 1. A teacher on leave may elect to remain in the Teacher Retirement Association and the School District health insurance plan, if eligible, at his/her own expense.

Subd. 2. Upon completion of the extended leave, the teacher shall be reinstated to his/her original job or a position of like status and pay. A continuing contract shall remain in effect, and the teacher shall retain all seniority and fringe benefits which he/she had accrued prior to taking the leave.

Subd. 3. The teacher on leave shall notify the board of his/her intent to return by February 1, in the calendar year of the year he/she wishes to terminate the leave.

Subd. 4. To be eligible, a teacher will have completed five (5) years of employment in the District and a total of ten (10) in the State of Minnesota.

Subd. 5. The deadline to make application for this type of leave will be March 1 of the year proceeding the year of leave.

Section 7. Credit: A teacher who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which he/she had accrued at the time he/she went on leave. No credit shall accrue for the period of time that a teacher was on unpaid leave.

Section 8. Civic Obligation Leave: Each teacher shall be granted paid leave to attend jury duty. The compensation received for jury duty shall be remitted to the District except for meals and mileage.

Section 9. Intent to Return: Any teacher on leave for a full year or longer shall notify the District of his/her intent to return on or before February 1 of the year in which the leave expires.

Section 10. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 11. Family Medical Leave Act (FMLA)

Subd. 1. Pursuant to the Family and Medical Leave Act, an eligible teacher shall be granted, upon written request, up to a total of twelve (12) weeks of unpaid leave per year in connection with:

- a. the birth and first-year care of a child;
- b. the adoption or foster placement of a child;
- c. the serious health condition of a teacher's spouse, child, or parent, and
- d. the teacher's own serious health condition.

Subd. 2 Such leave shall be unpaid, except an eligible teacher, during such leave, shall be eligible for regular School District group health contributions as provided in this Agreement for the period of the leave, but not to exceed (12) weeks per year, notwithstanding any other provisions of this agreement.

FMLA leaves of absence are tracked on a fiscal basis (July 1 – June 30).

Subd. 3. To be eligible for the benefit of this section and insurance contribution, a teacher must have been employed by the School District for the previous twelve (12) months and must have been employed for at least 1,250 hours during such twelve –month period.

Subd. 4. While FMLA leaves, except for eligible insurance contributions as provided in Subd. 2. hereof, are unpaid, nothing herein shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave(i.e., sick leave, or personal leave, pursuant to the provisions of this Agreement governing such leaves). Moreover, nothing herein, or any other provision of this Agreement, shall be construed to require the School District to combine leaves for period of time that exceeds the leave provided by this section or the period of time for leaves provided in other section of this Agreement.

Subd. 5 The teacher will provide at least thirty (30) days written notice of request for leave when the reason for the leave is foreseeable. The teacher shall further make reasonable efforts to schedule any treatment so as to minimize disruption for the work of the School District.

Article X

Hours of Service

Section 1. Teacher's Day:

Subd. 1. The teacher's day shall be eight (8) hours. The teacher will have the choice of a 7:30-3:30 or an 8:00-4:00 day as long as it is understood that they are required to take part in all mandatory meetings. On Fridays or a day preceding a holiday, or on a day when directly involved in an evening District function, the teacher may leave upon fulfillment of their teaching responsibilities.

Teachers must notify the principal in their area at the beginning of the year as to what their daily schedule will be.

Any staff meeting day as determined by the District's Principal Advisory Council of Teachers, with the approval of the Superintendent and those days designated on the school calendar as "early start" days shall be eight hours from 7:30 A.M. to 3:30 P.M.

Subd. 2. Teachers in grades seven through twelve shall be assigned no more than six (6) supervised periods to include no more than one (1) study hall during the student contact day. The District has the exclusionary right to have a teacher assigned to more than one study hall per quarter if needed.

A teacher may be assigned additional periods as determined by student needs. Compensation for an additional class shall be 1/7 of the daily rate of pay of the teacher. For an additional study hall the rate shall be \$750. Subbing during prep period will be at \$20 per period.

All teachers in the District shall have a half hour duty free lunch period between 11:00 AM and 1:00 PM.

That part of the teacher day during which a teacher does not have assigned classes or other assignments shall be used for preparation time.

Subd. 3. Secondary teachers shall have at least one period per day for preparation. Elementary teachers shall have 50 minutes per day of preparation time. A minimum of one 25 minute block will be provided each day. The remaining minutes will be scheduled through the mutual agreement of the teachers and his/her principal.

Article XI

Length of School Year

Section 1. School Calendar: The calendar for the 2015-2016 school year is included in the appendix for information purposes only. It is not to be construed as part of the employment Agreement and, therefore, the calendar is not grievable.

Section 2. School Year:

Subd. 1. The length of the school year shall be determined by the School pursuant to Minnesota Statute 120A.40.

Subd. 2. In event of any proposed change in the prescribed school year, the exclusive representative shall be informed of the changes.

Section 3. Teacher Duty Days: Pursuant to M.S. 120A.40 the School Board shall, prior to April 1 of each school year, establish the school days and teacher duty days for the next school year and the teacher shall perform services on those days as determined by the School District, including those legal holidays on which the School District is authorized to conduct school and pursuant to such authority has determined to conduct school. The length of the teacher contract year shall be 182 days.

Section 4. Emergency Closings: In the event that make-up days are scheduled as a result of emergency closings, the dates to use will be mutually agreed upon by the District and the exclusive representative.

Article XII Grievance

Grievance Procedure:

Section 1. Definition: A grievance shall mean, any claim by a teacher and/or a teacher organization that there has been a violation of the terms and conditions of employment insofar as such matters are contained in the master contract.

Section 2. Time Limits: All time limits herein shall consist of school days, except that when a grievance is submitted by May 15th, time limits shall consist of all calendar days so that the matter may be resolved before the close of the school term. Such time limitations may be extended only by mutual consent. The initiation of a grievance must begin within 90 days of the occurrence. Notice bearing a post mark of the U.S. Postal System will be considered as meeting the time line provisions of this article.

Section 3. Teacher Representation: The School District shall recognize the individual teacher or a Teacher's Grievance Committee of five (5) members to be appointed by the exclusive representative, or a representative chosen by the association to represent the teacher or the association in grievances.

Section 4. School District Representation: The School District may be represented during any step of procedure by any person or agent designated by such party to act in the School District's behalf.

Section 5. Procedure: The parties acknowledge that it is usually most desirable for a teacher and his/her supervisor to resolve problems through free and informal communications; however, should such informal processes fail to satisfy the teacher, then a grievance may be processed as follows:

Step I: If the complaint is not resolved in the initial meeting between the grievant and his/her supervisor, the grievant or the Teacher's Grievance Committee must present the grievance in writing within five (5) days to the principal or director who will arrange a meeting within five (5) days. The Teacher's Grievance Committee's representative, the principal, and the aggrieved teacher shall be present for the meeting. The principal or director must provide the aggrieved teacher and the Teacher's Grievance Committee with written answer on the grievance within five (5) days.

Step II: If the grievance is not resolved in Step I, then the Teacher's Grievance Committee or the individual teacher, if they so desire, shall refer the grievance to the Superintendent or his designated representative within five (5) days of the receipt of the Principal's written decision. He/She shall arrange for a meeting between the Teacher's Grievance Committee, or the individual teacher, and the Superintendent to take place within five (5) days of his/her receipt of the appeal. Each party shall have the right to include in its representation appropriate witnesses and counselor's to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have five (5) days in which to provide his/her written decision to the Teacher's Grievance Committee, or the individual teacher, if they so desire.

Step III: If the grievance is not resolved in Step I and/or Step II, then the Teachers Grievance Committee, or the individual teacher, if so desired, shall refer the grievance to the School Board within five (5) days. The Board shall arrange for a meeting between the Teachers Grievance Committee, or the individual teacher, if they so desire, and the Board to take place within ten (10) days of its receipt of the appeal. Each party shall have the right to include in its representation appropriate witnesses and counselors to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Board will have five (5) days in which to provide its written decision to the Teachers Grievance Committee, or the individual teacher, if they so desire.

Step IV: If the Grievance Committee, or the individual teacher, is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within five (5) calendar days from the notification date that the arbitration will be pursued, the Board of Mediation Services shall be empowered to select an arbitrator in accordance with its rules which shall likewise govern the arbitration proceeding. The Board and the Grievance Committee, or the individual teacher, if so desired, shall not be permitted to assert in such arbitration preceding any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction. The fees and expenses of the arbitrator shall be shared equally by both parties.

Section 6. Summary Details:

Subd. 1. The Board acknowledges the right of the Teacher's Grievance Committee representatives or the individual teacher, if so desired, to participate in the processing of a grievance at any level.

Subd. 2. Provided the parties agree, Step I and/or Step II of the Grievance Procedure may be bypassed and the grievance brought directly to the next step.

Article XIII

Unrequested Leave

We agree to abide by the P.E.L.R.A. regulating the tenure of teachers and granting seniority rights; M.S. 122A.40, Subd. 11 and M.S. 122A.40, Subd. 6.

In the event two or more teachers are hired in the same year the first tie-breaker would be the date of the signed contract. The teacher whose contract was signed first would have seniority. The second tie-breaker would be a full-time teacher would have priority over a part-time teacher. The third tie-breaker would be the teacher's credits. For example; B.A. plus 15 has priority over a B.A.

Article XIV

Inter District Cooperation

Section 1. Procedure: Before the District or its representative enters into an inter-district cooperation, consolidation, annexation, reorganization, merger, alternative school or any other action that might in any way result in a change in entering into joint power, telecommunications, secondary education agreements or an education district, the District shall discuss with the association the manner and effect of each action. If the District votes to enter into such an agreement, the District shall negotiate the terms and conditions for affected teachers with the association.

Section 2. Sharing:

Subd. 1. Definition: A person holding a license and contract to teach in a Minnesota Public School and assigned by the District to teach elsewhere is an exchange teacher.

Subd. 2. Teacher Assignment: Teachers shall be assigned to teach in other districts as exchange teachers. Teachers affected shall be notified prior to proposed changes and consulted about the matter and extent of change.

Subd. 3. Mileage: Exchange teachers shall be paid mileage for the round trip between districts at the current rate.

Subd. 4. Preparation Time: No teacher shall be deprived of his/her normal preparation time during the regular school day as a result of an exchange assignment. Time spent in required travel between districts shall not be considered as preparation time.

Subd. 5. Lunch Period: Exchange teachers will have a travel-free lunch period of a length equal to the lunch period of the District unless mutually agreed otherwise.

Subd. 6. Calendar Variation: In the event that a teacher on an exchange assignment is required to work additional days over his/her normal teaching assignment under the school calendar of another district, the teacher shall be paid a full per diem of the teacher's base salary for each day he/she is required to work.

Article XV

Peer Review

Peer review for teacher, M.S. 122A.40, Subd. 6 and 8.

A School Board and exclusive representative must develop a peer review process for probationary and continuing contract tenured teachers through joint agreement. (Statute does not define "peer review"). Implementation date of September 10, 2000.

Article XVI

Duration

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on *July 1, 2015* through *June 30, 2017* and thereafter until modifications are made pursuant to the P.E.L.R.A. unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the teachers of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

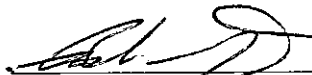
Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision there.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS AGREEMENT AS FOLLOWS:

Dated this 18th Day of February 2016

For Ortonville Education Association

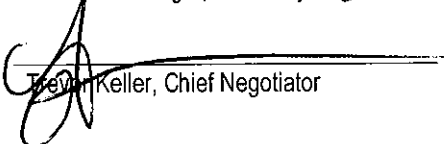
For Independent School Dist. #2903


Bob Foley, President


Kathi Thymian, Chairperson


Sara Wollschlager, Secretary


Jay Ross, Clerk


Trevor Keller, Chief Negotiator


Kathi Thymian, Chief Board Negotiator

MEMORANDUM OF UNDERSTANDING

The School District and the Association agree that the District's policy providing retirement benefits that was in effect on June 30, 2015 will remain in effect until June 30, 2017.

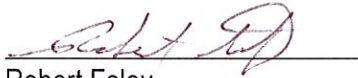
This Memorandum of Understanding will be attached to the 2015-2016 and 2016 -2017 contract, and will expire on June 30, 2017.

Board Chairperson


Kathi Thymian

2/18/16
Date

Association President


Robert Foley

2-8-16
Date

(Original signatures on file at District Office)

INDEPENDENT SCHOOL DISTRICT #2903 - Ortonville, MN
PHYSICIAN'S VERIFICATION OF DISABILITY
FOR SICK LEAVE PURPOSES

TO PHYSICIAN:

Your patient _____, a teacher of the School District has
claimed sick leave from the School District for the period of _____
_____.

Verification of the disability is required to make this payment. Would you please respond to the following
questions in reference to the sick leave claim by your patient.

Nature of Disability (Describe with particularity): _____

On what dates did you examine the teacher: _____

Can you verify the teacher was disabled on the dates claimed: _____

Has the teacher recovered: _____

In the event the teacher remains disabled, what is your estimation as to when the teacher will be able to
return to work: _____

When do you anticipate examining the teacher again? _____

Other relevant information to this matter: _____

Signature of Physician Date

INDEPENDENT SCHOOL DISTRICT #2903 - Ortonville, MN

MATERNITY ABSENCE NOTICE

I, _____, hereby provide notice to the School District pursuant to Article _____, Section _____, Subd. _____ of the Master Agreement of my pregnant condition.

Pursuant to Article _____, Section, _____, Subd. _____, I hereby:

Request maternity leave for the period commencing

_____ (date) ____ (yr.) through _____ (date) ____ (yr.) _____

OR

I intend to claim sick leave for the period of actual disability pursuant to

Article _____, Section _____, Subd. _____.

The estimated date of delivery is _____ (date) _____ (yr.)

INFORMATION:

1. A request for maternity leave is subject to all of the provisions of Article IX, Section 4, including the obligation of the teacher to provide a physician's statement indicating the estimated date of delivery of the child.
2. If the request is for utilization of available sick leave, and the request is for more than ten (10) working days, medical verification must be submitted on the standard physician's verification of disability form.

Date

Signature of Teacher

ORTONVILLE PUBLIC SCHOOLS
STAFF/CURRICULUM DEVELOPMENT
Prior Approval Form

Article VII, Section 3. The School District will pay the individual teacher's daily rate of pay per day to teachers doing staff/curriculum development.

The District may require a written report of activities pursued prior to payment.

Name: _____

Grade Level of Department _____

Proposed Activity: _____

Starting Date: _____

Ending Date: _____

Total Days Worked: _____ x daily rate of pay = _____

Date Paid: _____ Code: _____

By: _____

Prior Approval Date: _____ Completion Date: _____

Principal: _____ Principal: _____

Superintendent: _____ Superintendent: _____

Please use reverse side for summary report. Attach additional pages as necessary.

FIRST QUARTER - 45 Days

	S	M	T	W	TH	F	SA
Aug	23	24	25	26	27	28	29
Sep	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
Oct	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
Nov	1	2	3	4	5	6	7

Aug 24-26 - Faculty Workshop
 Aug 31 - First Day of School
 Sep 4 - (No School)
 Sep 7 - Labor Day (No School)
 Sep 8 - Open House (5-8 PM)
 Sep 30 - Early Out (1:30 Dismissal)
 Oct 15-16 - MEA (No School)
 Oct 28 - Early Out (1:30 Dismissal)
 Nov 5 - 1st Qtr Ends
 Nov 6 - Faculty Workshop (No School)

SECOND QUARTER - 40 Days

	S	M	T	W	TH	F	SA
Nov	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
Dec	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
Jan	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16

Nov 9 - 2nd Qtr Begins
 Nov 19 - K-12 Conferences - Evening
 Nov 24 - K-12 Conferences - Evening
 Nov 25 - Early Out (1:30 Dismissal)
 Nov 26-27 - Thanksgiving (No School)
 Dec 16 - Early Out (1:30 Dismissal)
 Dec 23 - Winter Break Begins
 Jan. 4 - School Resumes
 Jan 15 - 2nd Qtr Ends

THIRD QUARTER - 44 Days

	S	M	T	W	TH	F	SA
Jan	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
Feb	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
Mar	28	29	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26

Jan 18 - In-Service (No School)
 Jan 19 - Faculty Workshop (No School)
 Jan 20 - 3rd Qtr Begins
 Feb 12 - (No School) - Unless Make-up Day
 Feb 15 - President's Day (No School)
 Feb 24 - Early Out (1:30 Dismissal)
 Mar 16 - Early Out (1:30 Dismissal)
 Mar 23 - 3rd Qtr Ends
 Mar 24 - Faculty Workshop (No School)
 Mar 25 - Spring/Easter Break

FOURTH QUARTER - 43 Days

	S	M	T	W	TH	F	SA
Mar	27	28	29	30	31	1	2
Apr	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
May	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
Jun	29	30	31	1	2	3	4

Mar 28 - (No School) - Unless Make-up Day
 Mar 29 - 4th Qtr Begins
 Apr 7 - K-12 Conferences - Evening
 Apr 13 - Early Out (1:30 Dismissal)
 May 11 - Early Out (1:30 Dismissal)
 May 26 - Last Student Day
 May 27 - Faculty Workshop (No School)
 May 29 - Graduation

MAKE UP DAYS


1st Make-up Day: Feb 12th
 2nd Make-up Day: Mar 28th
 Remaining Days will be made up at the end of the school year.


172.00 Student School Days

1.50 Conferences (Evenings)

8.00 Workshop/In-Service Days


0.5 Open House - Evening (4 Hrs)

182.00 TOTAL DAYS
 Workshop/In-service Days (No School for Students)

 Vacation Days (No School)

 First/Last Day of School

 Conferences and Open House (Evenings)

 Early Out for Staff Development

2015-16 SALARY SCHEDULE

500 Negotiated Salary Increase

			1200	1200	1200	1200	1600	1600
	Step	BA+0	BA+10	BA+20	BA+30	MA+0	MA+10	MA+20
	1	35,660	36,860	38,060	39,260	40,460	42,060	43,660
700	2	36,360	37,560	38,760	39,960	41,160	42,760	44,360
700	3	37,060	38,260	39,460	40,660	41,860	43,460	45,060
700	4	37,760	38,960	40,160	41,360	42,560	44,160	45,760
700	5	38,460	39,660	40,860	42,060	43,260	44,860	46,460
1000	6	39,460	40,660	41,860	43,060	44,260	45,860	47,460
1000	7	40,460	41,660	42,860	44,060	45,260	46,860	48,460
1000	8	41,460	42,660	43,860	45,060	46,260	47,860	49,460
1000	9	42,460	43,660	44,860	46,060	47,260	48,860	50,460
1000	10	43,460	44,660	45,860	47,060	48,260	49,860	51,460
2000	11	45,460	46,660	47,860	49,060	50,260	51,860	53,460
5500	12	50,960	52,160	53,360	54,560	55,760	57,360	58,960
1000	20	51,960	53,160	54,360	55,560	56,760	58,360	59,960

2016-17 SALARY SCHEDULE

1000 Negotiated Salary Increase

			1,200	1,200	1,200	1,200	1,600	1,600
	Step	BA+0	BA+10	BA+20	BA+30	MA+0	MA+10	MA+20
	1	36,660	37,860	39,060	40,260	41,460	43,060	44,660
700	2	37,360	38,560	39,760	40,960	42,160	43,760	45,360
700	3	38,060	39,260	40,460	41,660	42,860	44,460	46,060
700	4	38,760	39,960	41,160	42,360	43,560	45,160	46,760
700	5	39,460	40,660	41,860	43,060	44,260	45,860	47,460
1000	6	40,460	41,660	42,860	44,060	45,260	46,860	48,460
1000	7	41,460	42,660	43,860	45,060	46,260	47,860	49,460
1000	8	42,460	43,660	44,860	46,060	47,260	48,860	50,460
1000	9	43,460	44,660	45,860	47,060	48,260	49,860	51,460
1000	10	44,460	45,660	46,860	48,060	49,260	50,860	52,460
2000	11	46,460	47,660	48,860	50,060	51,260	52,860	54,460
5500	12	51,960	53,160	54,360	55,560	56,760	58,360	59,960
1000	20	52,960	54,160	55,360	56,560	57,760	59,360	60,960

Instructors entering their 20th year of service at Ortonville Public School will be assigned Step 20

Lane Change from BA+30 to MA to be approved only if the movement will result in a Masters Degree.

Instructors with BA+40 prior to March 20, 2002 will be assigned the MA lane and are considered Grandfathered.

Extra Curricular Schedule 2015-16

	Lane/Step	BA/3	BA/5	BA/7	BA/9
14-15 Schedule		38,022	39,478	41,558	43,638
15-16 Schedule	Value X 1.04	38,542	39,998	42,078	44,158
Athletic Dir.	% Increase				0.01

Activity	Position	% of Step	Step 1	Step 2	Step 3	Step 4
Baseball	Head	0.087	3,353	3,480	3,661	3,842
Baseball	Assistant	0.054	2,081	2,160	2,272	2,385
Baseball	Junior High	0.033	1,272	1,320	1,389	1,457

Basketball	Head	0.11	4,240	4,400	4,629	4,857
Basketball	"B"	0.068	2,621	2,720	2,861	3,003
Basketball	9th	0.05	1,927	2,000	2,104	2,208
Basketball	Junior High	0.033	1,272	1,320	1,389	1,457

Cross Country	Head	0.087	3,353	3,480	3,661	3,842
Cross Country	Assistant	0.054	2,081	2,160	2,272	2,385

Football	Head	0.11	4,240	4,400	4,629	4,857
Football	Co-Head	0.091	3,507	3,640	3,829	4,018
Football	Assistant	0.068	2,621	2,720	2,861	3,003
Football	"B"	0.057	2,197	2,280	2,398	2,517
Football	9th	0.05	1,927	2,000	2,104	2,208
Football	Junior High	0.033	1,272	1,320	1,389	1,457

Golf	Head	0.081	3,122	3,240	3,408	3,577
Golf	Assistant	0.04	1,542	1,600	1,683	1,766
Golf	Junior High	0.033	1,272	1,320	1,389	1,457

Gymnastics	Head	0.092	3,546	3,680	3,871	4,063
Gymnastics	Assistant	0.054	2,081	2,160	2,272	2,385

Softball	Head	0.087	3,353	3,480	3,661	3,842
Softball	Assistant	0.054	2,081	2,160	2,272	2,385
Softball	Junior High	0.033	1,272	1,320	1,389	1,457

Track	Head	0.087	3,353	3,480	3,661	3,842
Track	Assistant	0.054	2,081	2,160	2,272	2,385
Track	Junior High	0.033	1,272	1,320	1,389	1,457

Volleyball	Head	0.087	3,353	3,480	3,661	3,842
Volleyball	Assistant	0.054	2,081	2,160	2,272	2,385
Volleyball	9th	0.039	1,503	1,560	1,641	1,722
Volleyball	Junior High	0.033	1,272	1,320	1,389	1,457

Activity	Position	% of Step	Step 1	Step 2	Step 3	Step 4
Wrestling	Head	0.11	4,240	4,400	4,629	4,857
Wrestling	Assistant	0.068	2,621	2,720	2,861	3,003
Wrestling	Junior High	0.033	1,272	1,320	1,389	1,457

Awards	Coordinator	0.012	463	480	505	530
Cheerleading	Advisor	0.028	1,079	1,120	1,178	1,236
Knowledge Bowl	Advisor	0.03	1,156	1,200	1,262	1,325
Music - Band	Advisor	0.081	3,122	3,240	3,408	3,577
Music - Vocal	Advisor	0.042	1,619	1,680	1,767	1,855
Play - Fall	Director	0.065	2,505	2,600	2,735	2,870
Play - Fall	Asst. Director	0.04	1,542	1,600	1,683	1,766
Play - Spring	Director	0.065	2,505	2,600	2,735	2,870
Play - Spring	Asst. Director	0.04	1,542	1,600	1,683	1,766
Prom	Coordinator	0.04	1,542	1,600	1,683	1,766
School Patrol	Advisor	0.023	886	920	968	1,016
Student Council	Advisor	0.045	1,734	1,800	1,894	1,987
Robotics	Advisor	0.03	1,156	1,200	1,262	1,325
Robotics	Assistant	0.0225	867	900	947	994
Vocational Org.	Advisor	0.041	1,580	1,640	1,725	1,810

No contracts for these areas in recent years

Annual	Advisor	0.07	2,698	2,800	2,945	3,091
Art Project	For Plays	0.011	424	440	463	486
Athletic Director increase = % of change on Step 4 from last schedule to new schedule						8,218
Audio	Coordinator	0.06	2,313	2,401	2,525	2,650
Basketball	Grade School	0.021	809	840	884	927
Camera	For Annual	0.041	1,580	1,640	1,725	1,810
Debate	Advisor	0.038	1,465	1,520	1,599	1,678
Football	Grade School	0.021	809	840	884	927
FTA	Advisor	0.012	463	481	505	530
Gymnastics	Grade School	0.021	809	840	884	927
Intramural	Advisor	0.012	463	481	505	530
Newspaper	Advisor	0.023	886	920	968	1,016
Speech	Advisor	0.032	1,233	1,280	1,347	1,413
Staging	For Plays	0.018	694	720	757	795
Volleyball	Grade School	0.021	809	840	884	927
Wrestling	Grade School	0.021	809	840	884	927

Extra Activities:

Junior Advisors Concessions Total: \$2000

Work Assignments: \$35/Session

Homebound Instruction: Per hour salary of teacher

Driver's Education: \$20/hour

Teacher - Give up prep: \$20/period

On-line Course/College Level Course/Elementary Combined Class: \$500/class/semester

Extra Curricular Schedule 2016-17

	Lane/Step	BA/3	BA/5	BA/7	BA/9
	15-16 Schedule	38,542	39,998	42,078	44,158
	16-17 Schedule Value X 1.0	39,582	41,038	43,118	45,198
Athletic Dir.	% Increase				0.023551578

Activity	Position	% of Step	Step 1	Step 2	Step 3	Step 4
Baseball	Head	0.087	3,444	3,570	3,751	3,932
Baseball	Assistant	0.054	2,137	2,216	2,328	2,441
Baseball	Junior High	0.033	1,306	1,354	1,423	1,492

Basketball	Head	0.11	4,354	4,514	4,743	4,972
Basketball	"B"	0.068	2,692	2,791	2,932	3,073
Basketball	9th	0.05	1,979	2,052	2,156	2,260
Basketball	Junior High	0.033	1,306	1,354	1,423	1,492

Cross Country	Head	0.087	3,444	3,570	3,751	3,932
Cross Country	Assistant	0.054	2,137	2,216	2,328	2,441

Football	Head	0.11	4,354	4,514	4,743	4,972
Football	Co-Head	0.091	3,602	3,734	3,924	4,113
Football	Assistant	0.068	2,692	2,791	2,932	3,073
Football	"B"	0.057	2,256	2,339	2,458	2,576
Football	9th	0.05	1,979	2,052	2,156	2,260
Football	Junior High	0.033	1,306	1,354	1,423	1,492

Golf	Head	0.081	3,206	3,324	3,493	3,661
Golf	Assistant	0.04	1,583	1,642	1,725	1,808
Golf	Junior High	0.033	1,306	1,354	1,423	1,492

Gymnastics	Head	0.092	3,642	3,776	3,967	4,158
Gymnastics	Assistant	0.054	2,137	2,216	2,328	2,441

Softball	Head	0.087	3,444	3,570	3,751	3,932
Softball	Assistant	0.054	2,137	2,216	2,328	2,441
Softball	Junior High	0.033	1,306	1,354	1,423	1,492

Track	Head	0.087	3,444	3,570	3,751	3,932
Track	Assistant	0.054	2,137	2,216	2,328	2,441
Track	Junior High	0.033	1,306	1,354	1,423	1,492

Volleyball	Head	0.087	3,444	3,570	3,751	3,932
Volleyball	Assistant	0.054	2,137	2,216	2,328	2,441
Volleyball	9th	0.039	1,544	1,600	1,682	1,763
Volleyball	Junior High	0.033	1,306	1,354	1,423	1,492

Activity	Position	% of Step	Step 1	Step 2	Step 3	Step 4
Wrestling	Head	0.11	4,354	4,514	4,743	4,972
Wrestling	Assistant	0.068	2,692	2,791	2,932	3,073
Wrestling	Junior High	0.033	1,306	1,354	1,423	1,492

Awards	Coordinator	0.012	475	492	517	542
Cheerleading	Advisor	0.028	1,108	1,149	1,207	1,266
Knowledge Bowl	Advisor	0.03	1,187	1,231	1,294	1,356
Music - Band	Advisor	0.081	3,206	3,324	3,493	3,661
Music - Vocal	Advisor	0.042	1,662	1,724	1,811	1,898
Play - Fall	Director	0.065	2,573	2,667	2,803	2,938
Play - Fall	Asst. Director	0.04	1,583	1,642	1,725	1,808
Play - Spring	Director	0.065	2,573	2,667	2,803	2,938
Play - Spring	Asst. Director	0.04	1,583	1,642	1,725	1,808
Prom	Coordinator	0.04	1,583	1,642	1,725	1,808
School Patrol	Advisor	0.023	910	944	992	1,040
Student Council	Advisor	0.045	1,781	1,847	1,940	2,034
Robotics	Advisor	0.03	1,187	1,231	1,294	1,356
Robotics	Assistant	0.0225	891	923	970	1,017
Vocational Org.	Advisor	0.041	1,623	1,683	1,768	1,853

No contracts for these areas in recent years

Annual	Advisor	0.07	2,771	2,873	3,018	3,164
Art Project	For Plays	0.011	435	451	474	497
Athletic Director increase = % of change on Step 4 from last schedule to new schedule						8,411
Audio	Coordinator	0.06	2,375	2,462	2,587	2,712
Basketball	Grade School	0.021	831	862	905	949
Camera	For Annual	0.041	1,623	1,683	1,768	1,853
Debate	Advisor	0.038	1,504	1,559	1,638	1,718
Football	Grade School	0.021	831	862	905	949
FTA	Advisor	0.012	475	492	517	542
Gymnastics	Grade School	0.021	831	862	905	949
Intramural	Advisor	0.012	475	492	517	542
Newspaper	Advisor	0.023	910	944	992	1,040
Speech	Advisor	0.032	1,267	1,313	1,380	1,446
Staging	For Plays	0.018	712	739	776	814
Volleyball	Grade School	0.021	831	862	905	949
Wrestling	Grade School	0.021	831	862	905	949

Extra Activities:

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