

MASTER AGREEMENT

BETWEEN

LEWISTON - ALTURA

INDEPENDENT SCHOOL DISTRICT 857

Lewiston, Minnesota

And

EDUCATION MINNESOTA LEWISTON-ALTURA

Representing

The Teachers Of The

School District

July 1, 1999 Through June 30, 2001

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PREFACE

The Lewiston-Altura School District and Education Minnesota Lewiston-Altura mutually recognize their obligation to the public and that the right of students and residents of the District to the continuous and uninterrupted operation of the school is of paramount importance.

ARTICLE I

PURPOSE

THIS AGREEMENT is entered into between Independent School District No. 857, Lewiston, Minnesota, hereinafter referred to as the School District, and Education Minnesota Lewiston-Altura hereinafter referred to as the Exclusive Representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 and its amendments, hereinafter referred to as the P.E.L.R.A. of 1971, to provide the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section I. Recognition: In accordance with the P.E.L.R.A. of 1971, the School District recognizes Education Minnesota Lewiston-Altura as the Exclusive Representative of all teachers;

whether under contract, on leave or a member of the appropriate unit; employed by the School District. The Exclusive Representative shall have those rights and duties as prescribed by the P.E.L.R.A. of 1971 and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The School District agrees not to negotiate with or recognize any teachers' organization other than Education Minnesota Lewiston-Altura, so long as Education Minnesota Lewiston-Altura is the duly authorized, Exclusive Representative of the teachers of the School District.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: The term, "terms and conditions of employment," means the hours of employment, the compensation therefore 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 the School District. The term is subject to the provisions of Section 179A.01 of P.E.L.R.A. of 1971 regarding the right of public employers and the scope of negotiations.

Section 2. Teacher: The term, "teacher," shall mean any person employed by the School District in a position for which licensure is required by the State of Minnesota, but shall not include superintendent, assistant superintendent, principal and assistant principals who devote more than 50% of time to administrative duties, confidential employees, supervisory employees, essential employees, daily substitute teachers who do not teach for more than 30 working days.

Section 3. Benefits: Benefits will be prorated to a maximum of 1.0 FTE per year. Less than full time teachers will receive benefits on a prorata basis.

Section 4. School District: For the purposes of administering this Agreement, the term, "School District," shall mean the School Board or its designated representative.

Section 5. Shared Teacher: For the terms and conditions of this Agreement, the term, "shared teacher," shall mean any teacher contracted by the School District and assigned duties in another School District.

Section 6. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A. of 1971.

ARTICLE IV SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Exclusive Representative recognizes that the School District has responsibility and authority to manage and direct, on behalf of the public, all operations and activities of the School District to the extent authorized by law, provided that such rights and responsibilities shall be exercised by the School District in conformity with the provisions of this Agreement.

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 School Board rules, regulations, directives, and orders issued by properly designated officials of the School Board. 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. The Exclusive Representative also recognizes that the School Board, all teachers covered by this Agreement, and all provisions of this Agreement are subject to the laws of the

State of Minnesota, Federal laws and valid rules, regulations, and orders of State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of District 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. Request For Dues Check-Off:

Any teacher who is a member of the Exclusive Representative or who has applied for membership may sign and deliver to the School District an assignment authorizing deduction of membership dues in the Exclusive Representative, including Education Minnesota and the National Education Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year.

Pursuant to such authorization, the School District shall deduct one-twentieth of such dues from both regular salary checks of the teacher each month for ten months, beginning in September and ending in June of each year. Deductions for teachers employed after the commencement of the school year shall be appropriately prorated to complete payments by the following June.

Section 2. Fair Share Fee:

Upon written request of the Exclusive Representative, the School District shall deduct a fair share fee, as determined by the Exclusive Representative, from the pay of any teacher who is not a member of the Exclusive Representative in good standing, or who does not make application for membership within thirty (30) days from the date of commencement of teaching duties.

Subd. 1. 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, judgments 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.

Subd. 2. Upon thirty (30) days' notice in writing to the payroll officer of the name of the teacher and amount of the fair share fee certified by the Exclusive Representative, the School District will deduct such fair share fee in the installments from such teacher's pay check each month, and will forward such fees to the Exclusive Representative. The Exclusive Representative agrees to notify the School District promptly whenever any teacher subject to a fair share fee deduction becomes a member of the Exclusive Representative, and no further fair share fee deductions for such teacher will thereafter be made. In no instance shall the required contribution exceed a prorata share of the specific expenses incurred for services rendered by the Exclusive Representative in relationship to negotiations and administration of grievance procedures to a maximum of 85% of the regular membership dues.

Section 3. Remittance: With respect to all sums deducted by the School District whether for membership dues or fair share fee, the School District shall remit to the Exclusive Representative, within ten (10) calendar days, the total amount deducted. The School District shall provide annually a list of teachers for whom such deductions have been made. The Exclusive Representative agrees to advise the School District of all members of the Exclusive Representative in good standing and to furnish all information needed to fulfill the provisions of this Article and not otherwise available to the School District.

Section 4. Unfair Labor Practices: The School District agrees to furnish to the Exclusive Representative upon request, all written information concerning the Unfair Practices Section 179A.13. of P.E.L.R.A. of 1971.

Section 5. Right to Join: Pursuant to the P.E.L.R.A. of 1971, the School District hereby agrees that every teacher employed by the School District shall have the right to freely organize, join, and support the Exclusive Representative for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection.

Section 6: As a duly elected body exercising governmental power under the laws of the State of Minnesota, the School Board agrees that it will not directly or indirectly discourage, deprive or coerce any teacher in the enjoyment of any rights conferred by the PELRA of 1971 or other laws of Minnesota or the Constitutions of Minnesota and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Exclusive Representative or collective negotiations with the School District, or his/her institution of any grievance, complaint, or proceeding under this Agreement, or otherwise with respect to any terms or conditions of employment.

Section 7. Credit Union: Upon receipt of signed authorization from any teacher requesting such service, the District agrees to deduct a fixed amount from each check as payment to the Minnesota Education Association Credit Union.

Section 8. Mutual Funds: Upon receipt of signed authorization, by September 1, and/or January 1, the School District agrees to deduct from a teacher's salary payments to mutual fund investment companies or corporations as designated by the teacher or teachers involved.

Section 9. Fair Practices:

Subd. 1. The teachers shall be entitled to full rights of citizenship. The private and personal life of any teacher is not within the appropriate concern or attention of the School District so long as a teacher does not attempt to subvert the political or moral

values of the students of the School District, nor so long as it does not interfere with performance of teaching duties.

Subd. 2. The teachers shall be guaranteed the right to be active politically except during hours of employment. Political rights shall include: registering, voting, political party participation, political issue discussion, campaigning for issues, and/or serving in elected offices which are not incompatible with current employment.

Subd. 3. The provisions of the Agreement shall be applied equitably to all members of the unit without regard to race, creed, religion, color, national origin, age, sex, marital status, or place of residence.

Section 10. Personnel Files:

Subd. 1. Each teacher shall have the right, upon written request, to review the contents of his/her own personnel file. This file will be made available within twenty-four (24) hours, excluding holidays and weekends, of the request. A representative of the Exclusive Representative may, at the teacher's request, accompany the teacher in this review.

Subd. 2. No material may be placed therein without allowing the teacher an opportunity to file his/her response thereto, and said response shall become a part of said file in accordance with the procedure of MS 122A.40, Subd. 19, as amended.

Subd. 3. The teacher shall have the right to request a reproduction of any of the contents of the file at the teacher's expense.

Section 11. Teacher Evaluation:

Subd. 1. All monitoring or observation of the work performance of a teacher will be conducted openly. "Openly" will be defined as the appropriate administrator discussing with the teacher the behavior in question. Teachers will be given a copy of any class visit or evaluation report prepared by their supervisors at least one (1) day before the conference to discuss it. No such report shall be submitted to the central administration,

placed in the teacher's files, or otherwise acted upon without a prior conference with the teacher.

Subd. 2. An appropriate administrator will observe non-tenured teachers at least three (3) times each year. The first observation will be announced at least 24 hours prior to the first observation.

Subd. 3. Each teacher may have additional observations upon written request.

Subd. 4. In the area of special education, one of the three observations may include an open review of files.

Subd. 5. Any evaluation derogatory to a teacher's conduct, service, character, or personality will not be placed in his/her personnel file unless the teacher has had an opportunity to review such materials by affixing his/her signature, and this in no way indicates agreement with the contents thereof. The teacher will also have the right to submit a written answer to such material and his/her answer shall be reviewed by the superintendent and attached to the file copy.

Subd. 6. Before submission to the school board, the appropriate administrator shall present to each teacher his/her complete evaluation. The complete evaluation and the evaluation presented to the school board shall include the report of each individual classroom observation. The teacher may answer in writing any part or parts of the evaluation. This statement will be presented to the school board along with the appropriate administrator's evaluation and shall be added to the teacher's personnel file.

Section 12. Sharing: When the School District enters into an agreement to share a teacher with another district, the teacher shall be covered by the provisions of the Master Agreement of the employing district.

Section 13. Placement on Agenda: The Board shall place on the agenda of each School Board meeting, as an item for consideration under "new business," any matters brought to its attention

by the Exclusive Representative so long as those matters are made known to the Superintendent's Office prior to the printing of the agenda for that subsequent School Board meeting.

Section 14. Use of Buildings: The Exclusive Representative and its representatives shall have the right to use School District buildings for meetings provided that, when special custodial service is required, the School District may make a reasonable charge therefore. No charge shall be made for use of school rooms during the hours between 7:00 a.m. and 8:30 p.m. during the school day.

Section 15. Other Rights: Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the existing laws and regulations. The rights granted to teachers herewith shall be deemed to be in addition to those provided by such laws and regulations.

Section 16. Agreement Copies: There shall be three (3) signed copies of the final Agreement for the purpose of record: one retained by the School District, one by the Exclusive Representative, and one by the Superintendent.

ARTICLE VI

BASIC SCHEDULES AND RATES OF PAY

Section 1. 1999-2000 And 2000-2001 Salary Schedules: The wages and salaries reflected in Appendix A, attached hereto, shall be part of the Agreement.

Section 2. 1999-2000 And 2000-2001 Extra Pay Schedules: The wages and salaries reflected in Appendix B1 and B2, attached hereto, shall be a part of the Agreement.

Section 3. Placement on Salary Schedule: The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule.

Subd. 1. College Credits. College credits used to change lanes on the salary schedule must have been received from an accredited college or university. In order to apply to salary schedule lane changes, credits must meet these criteria:

1. Undergraduate credit must have prior written approval by the Superintendent.

by the Exclusive Representative so long as those matters are made known to the Superintendent's Office prior to the printing of the agenda for that subsequent School Board meeting.

Section 14. Use of Buildings: The Exclusive Representative and its representatives shall have the right to use School District buildings for meetings provided that, when special custodial service is required, the School District may make a reasonable charge therefore. No charge shall be made for use of school rooms during the hours between 7:00 a.m. and 8:30 p.m. during the school day.

Section 15. Other Rights: Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the existing laws and regulations. The rights granted to teachers herewith shall be deemed to be in addition to those provided by such laws and regulations.

Section 16. Agreement Copies: There shall be three (3) signed copies of the final Agreement for the purpose of record: one retained by the School District, one by the Exclusive Representative, and one by the Superintendent.

ARTICLE VI

BASIC SCHEDULES AND RATES OF PAY

Section 1. 1999-2000 Salary And Extra Duty Schedule: The wages and salaries reflected in Appendix A, attached hereto, shall be part of the Agreement for the 1999-2000 school year.

Section 2. 2000-2001 Salary And Extra Duty Schedule: The wages and salaries reflected in Appendix A, attached hereto, shall be a part of the Agreement for the 2000-2001 school year.

Section 3. Placement on Salary Schedule: The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule.

Subd. 1. College Credits. College credits used to change lanes on the salary schedule must have been received from an accredited college or university. In order to apply to salary schedule lane changes, credits must meet these criteria:

1. Undergraduate credit must have prior written approval by the Superintendent.

2. All graduate credit not part of a teacher's Master's degree program must be germane to the teaching assignment or area(s) of certification. Administrative degree credits must be germane to the teaching assignment or area(s) of certification.

3. Acceptability of credits in question will be determined by a review committee made up of 2 teachers (neither of whom is petitioning for acceptance), superintendent, 1 school board member and 1 mutually agreed upon community member.

4. All credits beyond the Master's lane must be graduate credits or have prior administrative approval and be earned subsequent to the earning of the degree.

Subd. 2. Non-college Credit. Non-college credit for teacher training workshops taken outside the normal school day must be germane to the teaching assignment or area(s) of certification. Credits shall be granted at the rate of 1 credit for each 10 hours of workshop participation. Any lane change may not contain more than 6 workshop credits. Teachers who choose to take workshops for credit shall reimburse the School District for all registration fees.

Subd. 3. Effective Date. Requests for changes in salary due to additional credit will require documentation of successful completion of credit and must be submitted prior to January 1, April 1, July 1 and October 1. Approval of lane changes will be considered at the next regularly scheduled School Board meeting after the required evidence of completion of credit with final grade has been received by the Superintendent.

Subd. 4. New Teacher Clause. Previous teaching experience, up to a maximum of five years gained during the last six years before contracting with the School District will be recognized. More years of teaching or related experience may be negotiated with the incoming teacher. A newly graduated teacher will be placed on step A of the salary schedule.

Subd. 5. Substitute Teachers. Rules for placement on the salary schedule shall not apply to substitute teachers. Daily substitute teachers shall be paid at a rate to be determined annually by the School Board. Long term substitute teachers, (those hired in excess of 20 consecutive days to replace the same instructor) shall be paid, on a prorated basis, on step A of the BA lane of the salary schedule.

Section 4. Pay Period: Pay periods shall be twice monthly over ten (10) months. These will be the 15th of the month and the last day of the month except when those days fall on a week-end or holiday, and then the payment will be made on the previous school day.

Subd. 1. Substitute teachers will be paid monthly following the regular School Board meeting.

Section 5. Deductions: The School District agrees that all deductions for partial absences will be made on the length of the workday and week. The daily rate, for purposes of calculating deductions would be 1/185th of the annual salary of the teacher.

Section 6. Emergency Duty: In cases when a teacher is asked to substitute, in a study hall or classroom, during his/her preparation period, he/she will be compensated at his/her hourly rate based on his/her annual salary divided by 185 days divided by 7.5 hours.

Section 7. Compensatory Time: Any compensatory time earned prior to July 1, 1999 will be carried over and not be lost.

Subd. 1. Requests for compensatory time (1999-2000 year only) and personal leave must be submitted to an administrator at least three (3) working days in advance of the leave, except in emergencies. Three leaves, inclusive of compensatory time (1999-2000 year only) or personal leave will be allowed each day. More leaves may be granted at the discretion of the Superintendent. A teacher is limited to using five (5) consecutive days of leave or compensatory time (1999-2000 year only) to once every two years.

ARTICLE VII

INSURANCE

Section 1. Health and Hospitalization and Dental Insurance: During the 1999-2000 and 2000-2001 school years, the School District shall contract with an insurance carrier to provide health and dental protection for each teacher and others as designated in this Agreement and their eligible dependents. The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Subd. 1. Insurance. The district will contribute an amount not to exceed \$300.00 per month for health insurance coverage for both years of the Agreement. In the event both husband and wife are employed as teachers by the district, and both are eligible to receive insurance coverage, then the husband and wife may combine and apply the district contributions towards one policy with dependent coverage then the limit for family coverage shall not apply. Husband and wife, both employed in any capacity by the School District prior to July 1, 1999, may continue to apply the district contributions toward one policy for dependent medical insurance. The dollar amount applies to health and hospitalization insurance only.

Subd. 2. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Subd. 3. Less than full time teachers may be eligible to participate in the School District's health insurance plan. The District's contribution will be a pro-rated amount reflecting the ratio of the teacher's assignment compared with a full time teacher.

Participation eligibility is contingent upon acceptance by the insurance carrier.

Section 2. Disability Insurance: The School District shall provide to each full-time teacher long-term disability insurance. Benefits shall be payable upon the 90th consecutive calendar

days of disability. The School District's Long Term Disability Plan will provide coverage up to a salary of \$46,000.

Section 3. Continuation of Benefits: In the event that a teacher is absent because of illness or injury and has exhausted sick leave accrual, the above mentioned fringe benefits shall continue throughout the balance of the school year.

Section 4. Policy Copies: The School District shall distribute copies of all insurance policies to each teacher covered by said insurance.

ARTICLE VIII

EARLY RETIREMENT INCENTIVE (PLAN A) AND TAX-SHELTERED ANNUITY MATCHING PROGRAM (PLAN B)

Section 1: Beginning with the 1999-2001 Master Agreement, the District shall provide an early retirement incentive program (Plan A) and a tax-sheltered annuity-matching program (Plan B) for eligible teachers.

Subd. 1. Eligible teachers hired prior to the beginning of the 1980-1981 school year shall have the option to select participation in either Plan A or Plan B; however, that selection must have been made within 45 days of the ratification of the 1999-2001 Master Agreement. Any eligible teacher having failed to make a determination by that time shall automatically remain in the early retirement incentive option (Plan A). Subsequent to the determination date, employees hired prior to the beginning of the 1980-1981 school year, may convert from Plan A to Plan B if a determination is made during the annual open enrollment period; however, employees may not convert from Plan B to Plan A. All conversions from Plan A to Plan B as provided in this subdivision shall be effective on the October 1st pay period of each year following the open enrollment period.

Subd. 2. The annual open enrollment dates shall occur from May 15 to May 31 of each respective year.

Subd. 3. Eligible teachers hired on or after the beginning of the 1980-1981 school year, may participate in Plan B, but may not participate in Plan A.

Subd. 4. To participate in the Plan B tax-sheltered annuity matching program, new employees must make an election by October 1st of their first year.

Section 2. Early Retirement Plan A: Teachers who are at least 55 years of age before September 1 and have taught a minimum of 15 years in the School District shall be eligible for early retirement pay pursuant to the provisions of this article upon submission of a written resignation accepted by the School Board on or before April 1.

Subd. 1. Beginning July 1, 1989, any teacher who leaves employment based on the terms of Section 2. of this Article will be provided early retirement pay as determined by the following schedule:

<u>Age of Retirement</u>	<u>Early Retirement Pay</u>
55	\$15,000.00
56	\$14,500.00
57	\$13,500.00
58	\$12,500.00
59	\$11,000.00
60	\$10,000.00
61	\$7,000.00
62	\$4,000.00
63	\$1,000.00
64	\$500.00
65	\$0.

Subd. 2. Disbursement. Disbursement of the amount referred to in Section 2. is to be in one lump sum or in two to six equal payments as requested by the individual teacher to commence upon termination date.

Subd. 3. In addition to Subd. 1. unused sick leave days may be converted into paid group health and hospitalization insurance at the following rate: for each 20 days, or that portion thereof, of unused sick leave, the teacher shall be granted one year of paid group health and hospitalization insurance on the same basis (family or single) as of the time of his/her retirement. The School District contribution shall be the same as that provided the Exclusive Representative. Also, in addition to Subd. 1. any unused sick leave days left over after converting into insurance will be reimbursed to the teacher at the rate of \$30.00 per day. Payment of this amount shall be teacher choice in one or two equal payments.

Subd. 4. Teachers who apply for and are granted early retirement shall be eligible to remain in the existing group health and hospitalization insurance program until age 65. Premiums shall be paid under the provisions of Section 2. Subd. 3. or at the teacher's own expense when sick leave days expire. Benefits under this provision shall cease upon death of the teacher except when both husband and wife have been employed by the School District until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will have continued coverage under the provisions of Article VIII. This section is contingent upon the approval and acceptance by the insurance carrier.

Subd. 5. It is the understanding of the School District and the Exclusive Representative that the purpose of Section 2. Subd. 3. shall not be to provide duplicate coverage. In the event that a retiring teacher obtains employment, following retirement, that provides health and hospitalization insurance, then the School District shall no longer be required to provide that coverage.

Subd. 6. Payments. If a teacher dies with a portion of his/her early retirement pay unpaid, the balance due shall be paid to the teacher's beneficiary, if any, otherwise to the teacher's estate.

Section 3. Tax Sheltered Annuity Matching Program (Plan B):

Subd. 1. Eligibility.

Subd. 1a. Eligible teachers having been hired prior to the beginning of the 1980-1981 school year, may elect to participate in this plan if they have made a determination within 45 days of ratification of the 1999-2001 Master Agreement, or if they have made a determination to convert to Plan B in a subsequent open enrollment period as defined in Section 1 of this article. However, an eligible employee cannot participate in both Plans simultaneously.

Subd. 1b. Teachers, employed after the beginning of the 1980-1981 school year, will be eligible to participate in the district's tax sheltered annuity plan based upon the following provisions:

Subd. 2. Participation. The School District will contribute an amount equal to one (1) percent of the teacher's base salary, not to exceed \$350 each year, towards a tax sheltered annuity if this is matched or exceeded by a contribution from the individual employee.

Subd. 3. Compensation Limitations. Any additional earnings from co-curricular activities, extended year salary or other sources of income will be included as eligible income.

Subd. 4. Participating Companies. The employee may select any qualified company pre-approved by the State of Minnesota and also pre-approved by the District.

Subd. 5. Salary Deduction. The salary deduction program will be administered on an evenly distributed formula for each pay period.

Subd. 6. Administration of Plan. The provisions of this section shall be administered in accordance with the District policy for tax sheltered annuities.

Subd. 7. Insurance Options for Retiring Teachers – (Plan B). Teachers, employed after the beginning of the 1980-1981 school year, and are at least 55 years of age before

September 1 and have been granted early retirement shall be eligible to remain in the existing group health and hospitalization insurance program until age 65. Premiums shall be paid under the provisions of Section 3. Subd. 8. or at the teacher's own expense when sick leave days expire. This section is contingent upon the approval and acceptance by the insurance carrier.

Subd. 8. Unused sick leave days may be converted into paid group health and hospitalization insurance at the following rate: for each 30 days, or that portion thereof, of unused sick leave, the teacher shall be granted one year of paid group health and hospitalization insurance on the same basis (family or single) as of the time of his/her retirement. The School District contribution shall be the same as those provided the Exclusive Representative. Also, any unused sick leave days, less those days converted into insurance will be reimbursed to the teacher at the rate of \$30 per day. Payment of this amount shall be teacher's choice in one or two equal payments.

Subd. 9. Benefits under this provision shall cease upon death of the teacher except when both husband and wife have been employed by the School District until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will have continued coverage under the provisions of Article VIII.

Subd. 10. Payments. If a teacher dies with a portion of their unused sick leave unpaid, the balance due shall be paid to the teacher's beneficiary, if any, otherwise to the teacher's estate.

ARTICLE IX
LEAVES OF ABSENCE

Section 1. Sick Leave: Sick leave shall be defined as any absence due to an illness and/or debilitating condition.

Subd. 1. All teachers under contract shall earn ten (10) days of sick leave for each year of employment in the School District. A day will be interpreted to mean the teacher's workday. One additional day shall be earned for each month employed beyond the regular school year.

Subd. 2. Accumulation of unused sick leave days shall be unlimited. Each teacher shall receive a written notice of the total number of accumulated sick leave days in each school year.

Subd. 3. Sick leave with pay shall be allowed by the School District whenever a teacher's absence is found to have been due to illness or debilitating condition which prevented his/her attendance at school and performance of duties on that day or days.

Subd. 4. Sick leave allowed shall be deducted from the accrued sick leave days earned by the teacher.

Subd. 5. Sick leave pay shall be approved only upon submission of a signed authorized sick leave pay request card available at the office.

Subd. 6. A teacher who is absent due to an illness of a family member will be allowed to use his/her personal accumulated sick leave without salary deduction.

Subd. 7. A teacher who is unable to teach because of personal illness or disability and who has exhausted all accumulated paid sick leave available may be granted an additional leave of absence without pay for the duration of such illness or disability, up to one (1) year. A doctor's statement may be required certifying the teacher's ability to return to work.

Subd. 8. The School District may require a teacher to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the teacher will be so advised.

Subd. 9. At the beginning of each school year, the Exclusive Representative will elect a sick leave bank committee. At that time, all non-participating teachers who wish to participate in the established sick leave bank will be assessed one day of sick leave. Participating members of the unit who exhaust their personal accumulated sick leave allowance due to an extended illness shall be allowed reasonable and necessary withdrawals from the common bank. The sick leave committee shall have the power to accept or reject any requests for additional sick leave days. Every teacher requesting aid must wait five (5) days before receiving any days from the bank. If there are insufficient days available in the bank any participating teacher will contribute one (1) more sick leave day at any time during the school year. A participating member of the unit who has utilized sick leave credit from the sick leave bank shall repay those days credited in a one to one ratio. The first year following a withdrawal a member must repay four (4) days. In the following years the indebted member may not accumulate more than ten (10) days until his/her debt to the bank is paid in full.

A teacher may withdraw from the sick leave bank at the beginning of any school year. In case of withdrawal a teacher's contribution of days will remain in the bank.

Subd. 9 (a). An illness, in order to qualify for use of days from the sick leave bank, must meet the following criteria:

1. Be a personal illness - not family illness or bereavement leave.
2. Surgery, in order to qualify, must be of an emergency nature.
3. Repayment of sick leave bank days following voluntary resignations will be determined on a case by case basis by a committee consisting of the sick leave bank chair, the president of the Exclusive Representative and the Superintendent or their representatives.

Subd. 10. Accumulated sick leave may be used by a pregnant teacher for those days determined by the attending physician as days the teacher is disabled. The teacher must furnish a written statement from the attending physician.

Section 2. Workers' Compensation: Pursuant to M.S. Chapter 176, a teacher injured on the job in the employment of the School District and collecting worker's compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 3. Bereavement Leave: Bereavement leave shall be granted to all certified employees without salary deduction. The absence, however, shall be deducted from the employee's accumulated sick leave. The exact number of days will be determined by the Superintendent.

Section 4. Personal Leave:

Subd. 1. Any certified teacher will be granted two days of personal leave per year with one half the substitute's salary to be deducted from the teacher's salary for each day of personal leave. This deduction is not dependent upon the hiring of a substitute. Personal leave time must be done in at least $\frac{1}{4}$ day increments.

Subd. 2. Written requests for compensatory time (1999-2000 year only) and personal leave must be submitted to an administrator at least three (3) working days in advance of the leave, except in emergencies. Three leaves, inclusive of compensatory time (1999-2000 year only) or personal will be allowed each day. More leaves may be granted at the discretion of the Superintendent. A teacher is limited to using five (5) consecutive days of leave or compensatory time (1999-2000 year only) to once every two years.

Subd. 3. If personal leave days are not used by the teacher, he/she may elect to have the day(s) either banked in a personal leave account for up to a total of 5 banked days; or deposited into his/her sick leave at the rate of one day per each unused personal leave day

remaining. Once a teacher has banked days, he/she may take all the days in succession if he/she so chooses with the same conditions as outlined in Subds. 1. & 2.

Section 5. Organization Office Leave: An unpaid leave of absence of up to one (1) year shall be granted to any full-time teacher upon application for the purpose of serving as an officer of the EM or NEA or on its staff. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as he/she had prior to the taking of this leave. By April 1 of the year in which the leave is being taken, the teacher must notify the School Board in writing of his/her intent to return or not to return. Failure to so notify shall constitute automatic termination; however, the Superintendent may extend the April 1 deadline.

Section 6. Public Office Leave: A leave of absence, not to exceed the duration of the office, shall be granted to any full-time teacher, upon application, for the purpose of campaigning for, or serving in, a public office. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as he/she had prior to taking this leave.

Section 7. Maternity Leave: The School District shall grant a maternity leave up to one year to any pregnant teacher who makes a written application for such leave. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as she had prior to taking this leave.

Section 8. Child Care Leave:

Subd. 1. An unpaid child care leave may be granted by the School District, subject to the provisions of this section, to one (1) parent of a child, provided such parent is caring for the child on a full-time basis.

Subd. 2. A teacher making application for child care leave shall inform the Superintendent in writing of intention to take the leave as soon as possible before commencement of the intended leave.

Subd. 3. If the reason for child care leave is occasioned by pregnancy, a teacher may utilize sick leave pursuant to the sick leave provisions of the Agreement during a period of physical disability. However, a teacher shall not be eligible for sick leave during a period of time covered by a child care leave.

Subd. 4. 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 the closest 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.

Subd. 5. In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave more than (12) months in duration.
2. Permit the teacher to return to employment prior to the date designated in the request for child care leave.

Subd. 6. A teacher returning from child care leave shall be assigned to a position in which he/she left if he/she returns during the school year in which the leave was granted. Otherwise, the teacher shall be assigned to a position for which he/she is licensed.

Subd. 7. Failure of the teacher to indicate his/her intent to return pursuant to the date determined under this section shall constitute grounds for termination. The School District and the teacher may mutually agree to an extension in the leave.

Subd. 8. A teacher who returns from child care 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 leave.

Subd. 9. A teacher who takes leave under this section for the reason of caring for a newborn child and that leave exceeds six weeks shall reimburse the School District for the insurance premiums retroactive to the beginning of the child care leave.

Section 9. Adoption Leave: The School District shall grant an adoption leave up to one year to any teacher who makes a written application for such leave. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as he/she had prior to taking this leave.

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

Section 11. Sabbatical Leave: A sabbatical leave of absence for a year or part of a year may be granted, subject to Board approval, to teachers who are presently teaching full time for the purpose of professional advancement or travel, subject to the following conditions:

Subd. 1. In order to be eligible for sabbatical leave, an individual must have taught in the School District for at least six (6) full years.

Subd. 2. If sabbatical leave is granted for the purpose of study at the master's degree level, the teacher must complete twelve (12) credit hours of work during each semester or quarter for which the leave is granted. Work beyond the master's degree requires nine (9) credit hours each semester or quarter. The institution and courses must be approved as a part of the advanced program.

Subd. 3. If the sabbatical leave is granted for purpose of travel, the itinerary must be approved in writing by the School District before the leave is granted.

Subd. 4. Application for sabbatical leave must be submitted on or before February 1 for leave taking effect during the next school year. The Board will render a decision concerning the request for sabbatical leave on or before the regularly scheduled March Board meeting. The applicant will receive written confirmation of the Board's decision within three (3) working days of that decision.

Subd. 5. The number of teachers on sabbatical leave shall be limited to one.

Subd. 6. The allowance granted to a teacher on sabbatical leave shall be one-half the rate of pay, which would have, been received by the individual had he/she remained in his/her position.

Subd. 7. In order that all applicants be given equal consideration and in case the number of requests exceeds the limitations, the School District agrees to use the following criteria in selecting the candidates for sabbatical leave:

- A. The merit of the objectives as they relate to improving the instructional program.
- B. Years of teaching experience in the School District.
- C. Previous leaves.
- D. Reasonable distribution of applicants by schools.
- E. Evidence of acceptance of the teacher's program or project by the institution offering the advance study, research, or itinerary.

Subd. 8. A teacher who is granted sabbatical leave must pledge himself/herself to return to his/her former position with the School District for a period of two years following termination of the leave. If the teacher's service is discontinued for any reason other than the individual's incapacity to teach before the expiration of the two years, he/she shall pay back to the School District a pro-rata of the allowance.

Subd. 9. A teacher, upon return from a sabbatical leave, shall be restored to his/her former position of like nature and status, and shall be continued at the same position on the salary schedule as if he/she had taught in the School District during such period. He/she shall maintain tenure, and insurance benefits, accumulated sick leave and all other accrued benefits provided in this Agreement. Sick leave shall be restored to the position it was prior to taking the leave.

Section 12. Exclusive Representative Leave: The Exclusive Representative shall be credited with six (6) days during the 2-year Agreement term, with no more than five (5) days to be used in any one year. The number of days shall not accumulate from one 2-year Agreement term to another. The teachers who are officers or agents of the Exclusive Representative may use these days, with pay. Written request for such leave days shall be made through the president of the Exclusive Representative. The Exclusive Representative agrees to notify the superintendent no less than forty-eight (48) hours prior to the date of intended use of such days.

Section 13. Study Leaves: An unpaid leave of absence of up to one (1) year shall be granted to any full-time teacher who has at least 5 years service in the School District, upon written application for the purpose of engaging in study reasonably related to his/her professional responsibilities at an accredited college or university. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as he/she had prior to taking this leave.

Section 14. Retirement Leave: Any teacher who has attained the age of seventy (70) as of June 30 of any year shall be automatically retired as of that date.

Section 15. Jury Duty: Any teacher who is called to serve jury duty for a municipal, county, state, or federal court shall be provided leave with pay for each day of required jury duty service. The teacher shall notify the School District of the dates of pending absence as soon as possible following notice of jury duty, but in no event later than one week prior to commencing jury duty service. The teacher shall reimburse to the School District any per diem paid by the court for jury duty service during days of actual employment, except that the teacher shall retain any mileage and meal allowance paid by the court.

ARTICLE X HOURS OF SERVICE

Section 1. Building Hours: Teachers shall be required to be in their designated workplace 30 minutes before the opening of the pupil's school day and shall be permitted to leave 15 minutes after the close of the pupil's school day except on days when faculty meetings are called. On Fridays or on days preceding holidays or vacations, the teacher's day shall close at the end of the pupil's day. Teachers will be available to students during these hours.

Section 2. Lunch Period: All teachers shall be entitled to a duty free lunch period of 30 minutes.

Section 3. Overtime: Part-time teachers whose required attendance exceeds their contracted employment shall be compensated for the extra time at their contracted rate of pay.

Section 4. Additional Activities: In addition to the basic school day teachers shall be required to participate to a reasonable degree, in school activities beyond the basic teacher's day, as is required by the School District. The normal duties for teachers include a reasonable share of extra-curricular, co-curricular, and supervisory activities, as determined by the School District.

ARTICLE XI

LENGTH OF THE SCHOOL YEAR

The School District and Exclusive Representative agree that the school term for the 1999-2001 school years shall be 185 days. The site teams will be involved in the calendar development and any modifications that may emerge during the school year.

ARTICLE XII

GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean any allegation by the Exclusive Representative or a teacher that there has been a violation, misinterpretation, or misapplication of the terms and conditions of employment insofar as such matters are contained in the Agreement.

Section 2. Representation: Any person or agent designated by such party to act in the party's behalf may represent the teacher, administrator, or School Board during any step of the procedure.

Section 3. Definitions and Interpretations:

Subd. 1. Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by

state law. Once a grievance is initiated, it shall be continued until resolved. No grievance shall be initiated after the last day of school.

Subd. 3. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the teacher and the School District designee.

Section 5. Procedure: The School Board and Exclusive Representative acknowledge that it is usually most desirable for a teacher and his/her supervisor to resolve problems through free and informal communications. When requested by either party, the building grievance representative may intervene to assist in this resolution. However, should such informal processes fail to satisfy the supervisor and the teacher, then a grievance may be processed as follows:

Subd. 1. Level 1. If the complaint is not resolved in the informal meeting, the teacher or the Exclusive Representative must present the grievance in writing, within five (5) days, to the building principal who will arrange a meeting within five (5) days. The Exclusive Representative or teacher and the building principal shall be present for the meeting. The principal must provide the aggrieved teacher and/or the Exclusive Representative with a written answer on the grievance within five (5) days.

Subd. 2. Level 2. If the grievance is not resolved in the Level 1., the teacher and/or the Exclusive Representative must present the grievance in writing, within five (5) days, to the Superintendent who will arrange a meeting within five (5) days. The teacher and/or the Exclusive Representative and the Superintendent shall be present at the meeting. The Superintendent must provide the aggrieved teacher with a written answer on the grievance within five (5) days.

Subd. 3. Level 3. If the grievance is not resolved in Level 2., then the Exclusive Representative and/or teacher shall refer the grievance to the School Board within five (5) days. A meeting shall be arranged, by the Superintendent, for a meeting between the Exclusive Representative and/or teacher and the School Board, or its representative to take place within fifteen (15) days of the 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 School Board will have five (5) days in which to provide its written decision to the aggrieved.

Subd. 4. Level 4. If either party is not satisfied with the disposition of the grievance at Level 3., or the Level 3. time limits expire without the issuance of the School Board's written answer, then the Exclusive Representative and/or teacher may submit the grievance to final and binding arbitration under the rules of the P.E.L.R.A. of 1971. The arbitrator shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the School Board's Level 3 reply, then the grievance will be deemed withdrawn. Neither the School Board nor the Exclusive Representative will be permitted to assert any grounds or evidence before the arbitrator, which was not previously disclosed to the other party. Both parties agree to be bound by the award of the arbitrator and agree that the judgment thereon may be entered in any court of competent jurisdiction.

Subd. 5. Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 6. The time limits provided in this article shall be strictly observed but may be extended by written mutual agreement of the School Board and the Exclusive Representative.

Subd. 7. No reprisals of any kind will be taken by the School District against any teacher because of this participation in the grievance procedure. Neither shall any reprisals be taken by the School Board.

Subd. 8. All documents, communication and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under the informal process of Level 1. and Level 2. of this procedure provided the School Board or its representative notify the parties of the intention to review within ten days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

ARTICLE XIII

UNREQUESTED LEAVE OF ABSENCE, SENIORITY AND SEVERANCE

Section 1. Unification: This Agreement shall be binding upon the School District and its successor personnel and upon any School District into which or with which this district shall be merged or combined.

Section 2. Unrequested Leave of Absence: Placement on unrequested leave of absence of tenured teachers required by reduction in student enrollment, merger, financial condition, discontinuance of position, consolidation, or annexation shall take place only in accordance with the applicable provisions of the Minnesota Continuing Contract Law (M.S. 122A.40).

Section 3. Assignability: In the event a teacher's assignment or responsibilities are to be changed or eliminated, every effort will be made to place that teacher in another position for which he/she is qualified, within the School District. Reductions in teaching staff will be made on the basis of seniority in the School District, provided the teacher is certified for the position. Rehiring will be based on a reversal of the above procedure; i.e., the last dismissed will be the first rehired.

Section 4. Seniority List: The School District will furnish a seniority list of all tenured staff to the Exclusive Representative on or before the first of January of each school year. The seniority list will then be the order in which tenured teachers are placed on unrequested leave of absence. In the case of ties the following criteria will be used.

1. Number of years teaching in the School District.
2. Full time senior over part time.
3. Number of areas of certification.
4. Total continuous teaching time.
5. Number of extra duties.
6. School District evaluation.

Section 5. Severance: Tenured teachers upon termination due to staff reduction because of declining enrollments, budget reductions, and/or discontinuance of programs will be provided severance pay as determined by the amount of unused sick leave with a maximum not to exceed 100 days.

Subd. 1. Qualification. Severance pay for termination due to staff reduction referred to in Section 1. of this article will be paid to any tenured teacher not employed by the School District by the opening day of the teachers' work year the following fall.

Subd. 2. Computation. Payment for each unused sick day will be based upon 1/185th of the teacher's annual salary per day of qualifying sick leave.

Subd. 3. Disbursement. Disbursement of the amount referred to in Section 1. is to be in one lump sum or in two to six equal payments as requested by the individual teacher to commence upon the termination date.

Subd. 4. Payments. If a teacher dies with a portion of his/her severance pay unpaid, the balance due shall be paid to the teacher's beneficiary, if any, otherwise to the teacher's estate.

ARTICLE XIV

PROFESSIONAL VISITATION

The School District and Exclusive Representative agree that upon written request and approval by the administration, teachers shall be allowed up to two days of release time for classroom visitation and school observation. This policy is directed toward the examination of special types of programs in operation. Upon written request, teachers shall be reimbursed for expenses. Substitutes, when necessary, shall be provided by the School District.

ARTICLE XV

DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing July 1, 1999, through June 30, 2001, and thereafter until modifications are made pursuant to the P.E.L.R.A. of 1971. If either party desires to modify or amend conditions of the Agreement commencing on July 1, 2001, it shall give written notice of

such intent no later than May 1, 2001. 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 District and the Exclusive Representative representing the teachers of the School 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 matter relating to the current Agreement term, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement unless both parties mutually agree to such a reopening.

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 thereof.

APPENDIX A

1999-2000 Salary Schedule

		M.A. M.A. + 15 M.A. + 30 M.A. + 45 M.A. + 60								
		B.A.	B.A. + 15	B.A. + 30	B.A. + 45	B.A. + 60	B.A. + 75	B.A. + 90		
1	A	26,825	27,235	27,645	28,055	28,465	28,875	29,285	29,695	30,105
2	B	27,325	27,735	28,145	28,555	28,965	29,375	29,785	30,195	30,605
3	C	27,825	28,235	28,645	29,055	29,465	29,875	30,285	30,695	31,105
4	D	28,325	28,735	29,145	29,555	29,965	30,375	30,785	31,195	31,605
5	E	28,825	29,235	29,645	30,055	30,465	30,875	31,285	31,695	32,105
6	F	30,535	31,095	31,505	31,915	32,740	33,150	33,560	33,970	34,380
7	G	31,397	31,987	32,397	32,807	33,715	34,125	34,535	34,945	35,355
8	H	32,259	32,879	33,289	33,699	34,690	35,100	35,510	35,920	36,330
9	I	33,121	33,771	34,181	34,591	35,665	36,075	36,485	36,895	37,305
10	J	33,983	34,663	35,073	35,483	36,640	37,050	37,460	37,870	38,280
11	K	34,845	35,555	35,965	36,375	37,615	38,025	38,435	38,845	39,255
12	L		36,447	36,857	37,267	38,590	39,000	39,410	39,820	40,230
13	M				38,159	39,565	39,975	40,385	40,795	41,205
14	N					40,540	40,950	41,360	41,770	42,180
15	O					41,515	41,925	42,335	42,745	43,155
16	P						42,900	43,310	43,720	44,130
17										
18										
19										
20		35,345	36,947	37,357	38,659	42,015	43,400	43,810	44,220	44,630

Teachers who have taught 20 years in the District, and are at the top of their lane, are eligible for longevity step 20 the following year.

2000-2001 Salary Schedule

		M.A. M.A. + 15 M.A. + 30 M.A. + 45 M.A. + 60								
		B.A.	B.A. + 15	B.A. + 30	B.A. + 45	B.A. + 60	B.A. + 75	B.A. + 90		
1	A	27,725	28,135	28,545	28,955	29,365	29,775	30,185	30,595	31,005
2	B	28,225	28,635	29,045	29,455	29,865	30,275	30,685	31,095	31,505
3	C	28,725	29,135	29,545	29,955	30,365	30,775	31,185	31,595	32,005
4	D	29,225	29,635	30,045	30,455	30,865	31,275	31,685	32,095	32,505
5	E	29,725	30,135	30,545	30,955	31,365	31,775	32,185	32,595	33,005
6	F	31,435	31,995	32,405	32,815	33,640	34,050	34,460	34,870	35,280
7	G	32,297	32,887	33,297	33,707	34,615	35,025	35,435	35,845	36,255
8	H	33,159	33,779	34,189	34,599	35,590	36,000	36,410	36,820	37,230
9	I	34,021	34,671	35,081	35,491	36,565	36,975	37,385	37,795	38,205
10	J	34,883	35,563	35,973	36,383	37,540	37,950	38,360	38,770	39,180
11	K	35,745	36,455	36,865	37,275	38,515	38,925	39,335	39,745	40,155
12	L		37,347	37,757	38,167	39,490	39,900	40,310	40,720	41,130
13	M				39,059	40,465	40,875	41,285	41,695	42,105
14	N					41,440	41,850	42,260	42,670	43,080
15	O					42,415	42,825	43,235	43,645	44,055
16	P						43,800	44,210	44,620	45,030
17										
18										
19										
20		36,245	37,847	38,257	39,559	42,915	44,300	44,710	45,120	45,530

Teachers who have taught 20 years in the District, and are at the top of their lane, are eligible for longevity step 20 the following year.

APPENDIX B1

EXTRA PAY SCHEDULE 1999-2000	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
A. Play Director 9-12	1,109	1,216	1,323	1,430	1,537
School Yearbook Advisor	1,109	1,216	1,323	1,430	1,537
Cheer leading Advisor	1,109	1,216	1,323	1,430	1,537
B. Junior High Play Director 7-8	912	993	1,075	1,157	1,238
One Act Play Director	912	993	1,075	1,157	1,238
Speech Director	912	993	1,075	1,157	1,238
Future Leaders of America	912	993	1,075	1,157	1,238
C. Head Coach	2,546	2,706	2,866	3,026	3,186
Football	2,546	2,706	2,866	3,026	3,186
Volleyball	2,546	2,706	2,866	3,026	3,186
Basketball, Girl's and Boy's	2,546	2,706	2,866	3,026	3,186
Wrestling	2,546	2,706	2,866	3,026	3,186
D. Assistant Coach, Varsity, B Squad, 9th	1,517	1,672	1,827	1,982	2,137
Football	1,517	1,672	1,827	1,982	2,137
Volleyball	1,517	1,672	1,827	1,982	2,137
Basketball, Girl's and Boy's	1,517	1,672	1,827	1,982	2,137
Wrestling	1,517	1,672	1,827	1,982	2,137
E. Junior High Coach 7/8 Grades, Pre 7/1/1999	1,109	1,216	1,323	1,424	1,529
Football	1,109	1,216	1,323	1,424	1,529
Volleyball	1,109	1,216	1,323	1,424	1,529
Basketball, Girl's and Boy's	1,109	1,216	1,323	1,424	1,529
Wrestling	1,109	1,216	1,323	1,424	1,529
F. Junior High Coach 7-8	886	978	1,070	1,159	1,249
Football	886	978	1,070	1,159	1,249
Volleyball	886	978	1,070	1,159	1,249
Basketball, Girl's and Boy's	886	978	1,070	1,159	1,249
Wrestling	886	978	1,070	1,159	1,249
G. Head Coach *	2,342	2,497	2,652	2,807	2,962
Cross Country	2,342	2,497	2,652	2,807	2,962
Baseball	2,342	2,497	2,652	2,807	2,962
Boy's Golf	2,342	2,497	2,652	2,807	2,962
Girl's Golf	2,342	2,497	2,652	2,807	2,962
Boy's Track	2,342	2,497	2,652	2,807	2,962
Girl's Track	2,342	2,497	2,652	2,807	2,962
Softball	2,342	2,497	2,652	2,807	2,962

* In the case of combined boys and girls teams the head coach will be paid as a fall head coach (C).

EXTRA PAY SCHEDULE 1999-2000

	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
H. Assistant Coach	1,440	1,595	1,750	1,905	2,060
Cross Country	1,440	1,595	1,750	1,905	2,060
Baseball	1,440	1,595	1,750	1,905	2,060
Boy's Golf	1,440	1,595	1,750	1,905	2,060
Girl's Golf	1,440	1,595	1,750	1,905	2,060
Boy's Track	1,440	1,595	1,750	1,905	2,060
Girl's Track	1,440	1,595	1,750	1,905	2,060
Softball	1,440	1,595	1,750	1,905	2,060
I. Junior High Coach 7-8, Pre 7/1/1999	1,032	1,139	1,246	1,354	1,461
Cross Country	1,032	1,139	1,246	1,354	1,461
Baseball	1,032	1,139	1,246	1,354	1,461
Boy's Golf	1,032	1,139	1,246	1,354	1,461
Girl's Golf	1,032	1,139	1,246	1,354	1,461
Boy's Track	1,032	1,139	1,246	1,354	1,461
Girl's Track	1,032	1,139	1,246	1,354	1,461
Softball	1,032	1,139	1,246	1,354	1,461
J. Knowledge Bowl	848	940	1,031	1,124	1,217
Junior High Coach 7-8	848	940	1,031	1,124	1,217
Cross Country	848	940	1,031	1,124	1,217
Baseball	848	940	1,031	1,124	1,217
Boy's Golf	848	940	1,031	1,124	1,217
Girl's Golf	848	940	1,031	1,124	1,217
Boy's Track	848	940	1,031	1,124	1,217
Girl's Track	848	940	1,031	1,124	1,217
Softball	848	940	1,031	1,124	1,217
Per Event Fees					
Band Activity Events	34	39	44	49	54
Ticket Selling	15.80	Per Event			
Supervision/bus Chaperones	25.50	Per Event			
Time Keeping	25.50	Per Event			
(Varsity and B Squad equal one event.)					
Officiating Single Event	20.50				
Officiating 2nd Event	15.80				
Officiating 3rd Event	10.80				
Hourly Rates					
Summer School Instruction	25.00				
Home Bound Instruction	25.00				
Curriculum Development	15.50				
Academic Competitions	12.75				
(i.e. Math Master, Academic Triathlon)					
Senior Class Advisors	500	to be divided among advisors.			
Prom Advisors	500	to be divided among advisors.			
Student Council Advisor	500	to be divided among advisors.			
National Honor Society Advisor	500	to be divided among advisors.			

This schedule is for the following:
 B Squad Football 7th & 8th FB
 7th, 8th & 9th Grade Basketball
 7th, 8th & 9th Grade Volleyball
 Line Judge B and A Volleyball

Extended employment when contracted ahead of time will be prorated based on nine month salary.

APPENDIX B2

EXTRA PAY SCHEDULE 2000-2001	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
A. Play Director 9-12	1,153	1,258	1,363	1,468	1,573
School Yearbook Advisor	1,153	1,258	1,363	1,468	1,573
Cheer leading Advisor	1,153	1,258	1,363	1,468	1,573
B. Junior High Play Director 7-8	948	1,028	1,108	1,188	1,268
One Act Play Director	948	1,028	1,108	1,188	1,268
Speech Director	948	1,028	1,108	1,188	1,268
Future Leaders of America	948	1,028	1,108	1,188	1,268
C. Head Coach	2,648	2,808	2,968	3,128	3,288
Football	2,648	2,808	2,968	3,128	3,288
Volleyball	2,648	2,808	2,968	3,128	3,288
Basketball, Girl's and Boy's	2,648	2,808	2,968	3,128	3,288
Wrestling	2,648	2,808	2,968	3,128	3,288
D. Assistant Coach, Varsity, B Squad, 9th	1,577	1,732	1,887	2,042	2,197
Football	1,577	1,732	1,887	2,042	2,197
Volleyball	1,577	1,732	1,887	2,042	2,197
Basketball, Girl's and Boy's	1,577	1,732	1,887	2,042	2,197
Wrestling	1,577	1,732	1,887	2,042	2,197
E. Junior High Coach 7/8 Grades, Pre 7/1/1999	1,153	1,258	1,363	1,468	1,573
Football	1,153	1,258	1,363	1,468	1,573
Volleyball	1,153	1,258	1,363	1,468	1,573
Basketball, Girl's and Boy's	1,153	1,258	1,363	1,468	1,573
Wrestling	1,153	1,258	1,363	1,468	1,573
F. Junior High Coach 7-8	922	1,012	1,102	1,192	1,282
Football	922	1,012	1,102	1,192	1,282
Volleyball	922	1,012	1,102	1,192	1,282
Basketball, Girl's and Boy's	922	1,012	1,102	1,192	1,282
Wrestling	922	1,012	1,102	1,192	1,282
G. Head Coach *	2,436	2,591	2,746	2,901	3,056
Cross Country	2,436	2,591	2,746	2,901	3,056
Baseball	2,436	2,591	2,746	2,901	3,056
Boy's Golf	2,436	2,591	2,746	2,901	3,056
Girl's Golf	2,436	2,591	2,746	2,901	3,056
Boy's Track	2,436	2,591	2,746	2,901	3,056
Girl's Track	2,436	2,591	2,746	2,901	3,056
Softball	2,436	2,591	2,746	2,901	3,056

* In the case of combined boys and girls teams the head coach will be paid as a fall head coach (C).

EXTRA PAY SCHEDULE 2000-2001

	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
H. Assistant Coach	1,498	1,653	1,808	1,963	2,118
Cross Country	1,498	1,653	1,808	1,963	2,118
Baseball	1,498	1,653	1,808	1,963	2,118
Boy's Golf	1,498	1,653	1,808	1,963	2,118
Girl's Golf	1,498	1,653	1,808	1,963	2,118
Boy's Track	1,498	1,653	1,808	1,963	2,118
Girl's Track	1,498	1,653	1,808	1,963	2,118
Softball	1,498	1,653	1,808	1,963	2,118
I. Junior High Coach 7-8, Pre 7/1/1999	1,074	1,179	1,284	1,389	1,494
Cross Country	1,074	1,179	1,284	1,389	1,494
Baseball	1,074	1,179	1,284	1,389	1,494
Boy's Golf	1,074	1,179	1,284	1,389	1,494
Girl's Golf	1,074	1,179	1,284	1,389	1,494
Boy's Track	1,074	1,179	1,284	1,389	1,494
Girl's Track	1,074	1,179	1,284	1,389	1,494
Softball	1,074	1,179	1,284	1,389	1,494
J. Knowledge Bowl	882	972	1,062	1,152	1,242
Junior High Coach 7-8	882	972	1,062	1,152	1,242
Cross Country	882	972	1,062	1,152	1,242
Baseball	882	972	1,062	1,152	1,242
Boy's Golf	882	972	1,062	1,152	1,242
Girl's Golf	882	972	1,062	1,152	1,242
Boy's Track	882	972	1,062	1,152	1,242
Girl's Track	882	972	1,062	1,152	1,242
Softball	882	972	1,062	1,152	1,242
Per Event Fees					
Band Activity Events	35	40	45	50	55
Ticket Selling	16.40	Per Event			
Supervision/bus Chaperones	26.50	Per Event			
Time Keeping	26.50	Per Event			
(Varsity and B Squad equal one event.)					
Officiating Single Event	20.80				
Officiating 2nd Event	16.40				
Officiating 3rd Event	11.25				
Hourly Rates					
Summer School Instruction	25.00				
Home Bound Instruction	25.00				
Curriculum Development	16.10				
Academic Competitions	13.25				
(i.e. Math Master, Academic Triathlon)					
Senior Class Advisors	500	to be divided among advisors.			
Prom Advisors	500	to be divided among advisors.			
Student Council Advisor	500	to be divided among advisors.			
National Honor Society Advisor	500	to be divided among advisors.			

This schedule is for the following:
 B Squad Football 7th & 8th FB
 7th, 8th & 9th Grade Basketball
 7th, 8th & 9th Grade Volleyball
 Line Judge B and A Volleyball

Extended employment when contracted ahead of time will be prorated based on nine month salary.

AUTHORIZATION

IN WITNESS WHEREOF, The parties have executed this Agreement as follows:

FOR: Education Minnesota Lewiston-Altura

Ann Smith, Robert Stiles
President

Carol M. Koetter
Secretary

Juba S. Oben
Chief Teacher Negotiator

Dated this 10th day of Sept., 1999

FOR: Independent School District #857

Karen Ann Hanser
Chairperson

Sheryl Kaye Kramer
Clerk

Karen Ann Hanser
Chief Board Negotiator

Dated this 10 day of Sept, 1999

