

# Central Education Association Master Agreement

2025 – 2026

2026 – 2027

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**ARTICLE I  
PURPOSE**

**Section 1. Parties:** This Agreement is entered into between Independent School District No. 108, Norwood Young America, Minnesota, hereinafter referred to as the District, and the Central Education Association, hereinafter referred to as the C.E.A., pursuant to and in compliance with the Public Employer 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 District recognizes the C.E.A as the exclusive representative of all teachers employed by the District which shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

**ARTICLE III  
DEFINITIONS**

**Section 1. Terms and Conditions of Employment:** The term, "terms and conditions of employment," means the hours of employment, the compensation thereof including fringe benefits except retirement contributions or benefits, other than employer payment of, or contributions to premiums for group insurance coverage of retired employees or severance pay, 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 school district. The term is subject to the provisions of the P.E.L.R.A. regarding the rights of public employers and the scope of negotiations.

**Section 2. Teacher:** The term, "teacher", shall mean any persons employed by the 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 duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law.

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

**Section 4. Days:**

Subd. 1. Duty Day. A duty day is a day upon which a teacher is required by the Master Agreement to perform basic duties.

Subd. 2. Inservice/Workshop Day. An in-service/workshop day is a duty day during which a formal program is presented to the faculty.

Subd. 3. Clerical Day. A clerical day is a duty day during which faculty work on such things as record-keeping, lesson planning and general "housekeeping" items.

Subd. 4 Prevailing Rate: The prevailing rate of the district shall be the base salary of Lane 1, step 1 / 176 days, then divided by 7.5 hours. This is the prevailing hourly rate as set forward in this contract.

**Section 5. Meet and Confer:** Meet and Confer shall consist of C.E.A. members(s) and board members and Superintendent. The Board shall set at least three (3) Meet and Confer dates at their July organizational meeting.

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

**ARTICLE IV  
DISTRICT RIGHTS**

**Section 1. Inherent Managerial Rights:** The C.E.A. recognizes that the 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, direction and number of personnel.

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

**Section 3. Effect of Laws, Rules, and Regulations:** The C.E.A. recognizes that all teachers covered by this Agreement shall perform the teaching and teaching-related services prescribed by the District and shall be governed by the laws of the State of Minnesota, and the District's rules, regulations, directives and orders, issued by properly designated officials of the District. The C.E.A. also recognizes the right, obligation, and duty of the District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time and deemed necessary by the District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders, shall be null and void and without force and effect.

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

**ARTICLE V  
TEACHERS RIGHTS**

**Section 1. Right to View:** Pursuant to the P.E.L.R.A., nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or their 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 teacher 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 rights of the C.E.A.

**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 the terms and conditions of employment for such teachers.

**Section 3. Request For Dues Check Off:**

“When a bargaining unit member has authorized a dues deduction, such authorization shall continue in effect for that year and from year to year, and cannot be canceled except by written notice from the Union President. A member seeking cancellation must provide written notice to the Union President.

Any bargaining unit member, or new hire who has applied for membership in the bargaining unit, authorizes the school district to deduct one twelfth (1/12) of such dues from the regular pay check of the bargaining unit member for each pay period for 14 consecutive pay periods. The deductions will begin the first pay period on or after October 15. For bargaining unit members employed after the commencement of each school year, deductions of dues shall be made by the School District. The dues will be deducted equally between existing pay periods between the date of the bargaining unit members first pay date and May 15.”

**Section 4. Personnel Files:** Pursuant to Minn. Stat. § 122A.40, Subd. 19, all evaluations and files relating to each individual teacher shall be available during regular school business hours to each individual teacher upon the teacher's written request. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion into the file, written information in response to any material contained therein. Teachers shall also have the right to have expunged from the teacher's file any material found to be false or inaccurate as determined through the grievance procedure as provided in Minn. Stat. § 122A.40, Subd. 19. However, the District may destroy such files as provided by law. The official files will be in the Superintendent's office.

**Section 5. Teacher Transfer:**

Subd. 1. All vacancies or new positions will be publicized by the Superintendent via email to the existing District teaching staff as such vacancies may occur.

Subd. 2. If the Superintendent and the building Principal, after meeting with affected staff, determine that a change in assignment needs to be made to better utilize staff and their talent, they shall notify the affected teacher in writing within five (5) days of the reasons for such a change.

**Section 6. Non-Discrimination**

There shall be no discrimination against any present or future employee by reason of race, creed, color, religion, age, disability, marital status, national origin, sexual orientation, Union membership, or any characteristic protected by law.

**ARTICLE VI  
ASSOCIATION RIGHTS**

**Section 1. Release time For C.E.A. Business:** During the period covered in this Agreement, the C.E.A. shall be allowed up to a total of ten (10) days annually, without pay, to be used by teachers who are officers or agents of the C.E.A., such use to be at the discretion of the C.E.A. (time and/or days are total for all members). The C.E.A. agrees to request such leave from the Superintendent in writing no less than three (3) days in advance of the date for intended use of said leave. Such leave shall normally be granted unless it interferes with some particular activity where all staff is required to be in attendance, e.g., parent conference, staff development days, etc.

**Section 2. Use of Facilities:** The C.E.A. shall have the right to the use of school buildings and facilities in accordance with the District's policies, rules and regulations, provided such use shall not interfere with normal school activities or functions. The District reserves the right to assess charges for additional custodial and operational expense beyond normal maintenance costs resulting from such use.

**ARTICLE VII  
BASIC SCHEDULE AND RATE OF PAY**

**Section 1. Basic Compensation:**

Subd. 1. Pay Periods. Teachers shall be paid twice a month for 12 months. If a payday falls on a Saturday, Sunday, or holiday, the pay date shall be the last working day before said Saturday, Sunday or holiday.

**Section 2. Status of Salary Schedule:** The salary schedule shall not be construed as a part of the teacher's continuing contract. In the event 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. A teacher's advancement is subject to the right of the District to withhold increments, lane changes, or other salary increases for good and sufficient grounds. An action withholding a salary increase shall be subject to the grievance procedure. After a new Agreement is signed, pay shall be retroactive to the end of the previous Agreement.

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

Subd. 1. Germane. Credits to be considered for application on any lane of the salary schedule must be germane, as determined by the District, to the teaching assignment or be part of an approved graduate program that is germane to the teaching assignment.

Subd. 2. 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 upon between the District and said teacher.

Subd. 3. Grade and Credits. To apply on the salary schedule all credits beyond the Bachelor's Degree must be graduate credits and carry a grade average of "B" or higher. In required courses where a letter grade cannot be requested, a pass/fail will be acceptable. Only graduate credits taken after the exact date of receiving the Masters Degree will count for the M.A. + block toward a lane change beyond the Masters Degree. Undergraduate credits may

include credit earned for classes taken at a Technical Institute as long as courses are germane to teacher's field. Graduate credits may also include credit allowed for attendance at seminars, workshops, or other in-service institutes as long as credits are offered through an accredited institution. An equivalent of one college semester hour of graduate credit, to a career maximum of ten (10), shall be allowed for each ten (10) hours of successful seminar and/or workshop attendance and completion that have been pre-approved, in writing, and verified by the Building Principal. District credits are not administrative meetings, teacher workdays, committee meetings, or other meetings, which are related to operational function of the District.

Subd. 4. Course Approval. All credits, in order to be considered for application on the salary schedule, must be considered for approval by the Professional Growth Committee in writing no later than 60 calendar days after the completion of the course. This committee will be comprised of one (1) administrator and one (1) C.E.A. representative, named by union.- Teachers shall receive a copy of course approval or disapproval. If the course(s) is (are) disapproved, the teacher will receive a copy of reason(s) for disapproval. Course approval shall be binding for one (1) calendar year. The committee shall meet when necessary. Approval or disapproval of class(es) shall be returned within two (2) days following its meeting. Teachers may be present or may be asked to be present at the meeting to explain class(es) to the committee. Newly hired teachers should present credits which were approved in another district for application on the salary schedule to be determined by the Professional Growth Committee within 60 calendar days after hiring.

Subd. 5. Effective Dates. Individual contracts will be modified subject to Article VII, Section 2, to reflect qualified lane changes twice every year, at the beginning of the school year and the beginning of the second semester, providing proof of course completion of qualified credits is submitted to the Superintendent's office no later than September 15 for the full year or January 15 for one-half year. The District reserves the right to request an official transcript if needed. Credits, including those earned prior to receiving a Master's Degree, submitted for lane changes, must have been earned within the past 6 years.

Subd. 6. Any teacher who has taught a partial year in this system shall be granted an increment or portion thereof according to the following formula:

Less than 50% of the teacher duty days – no increment,

50% - 74% teacher duty days – ½ increment,

75% or more teacher duty days – full increment.

Subd. 7. Part-Time Teachers. Part-time teachers, defined as those teachers employed daily (or equivalent to daily) less than full time, shall be compensated based on their salary schedule placement times the percent of the regular teaching day they work according to the following schedule:

1 hour	-	17%
2 hours	-	34%
3 hours	-	51%
4 hours	-	68%
5 hours	-	85%
6 hours	-	100%

Note: Teachers that are negatively affected by this change during the length of this contract will be held at the old percentage or moved to the current higher rate on this new schedule based on District's managerial rights. Once a teacher has been increased to a higher percentage this becomes null and void for that individual. This part of the agreement is null and void for teachers in the Title I program.

When two teachers share a position, the total percent paid may not equal more than 100%. Community Education or existing ECFE teachers who work less than full time shall be compensated based on their salary schedule placement times the ratio of their work day to an 7.5-hour day and their work year to 176 days.

## ARTICLE VIII EXTRA COMPENSATION

**Section 1. Extra Curricular Schedule:** The wages and salaries reflected in Schedule C, attached hereto, shall be a part of this Agreement for school years 2025-26 and 2026-27. Salaries paid through Community Education are also subject to the provisions of Schedule C. A lump sum payment of salary at conclusion of duties for each assignment will be paid within thirty (30) days. An Employee has the option of payment in two installments and must notify payroll in writing of this choice when duties commence.

**Section 2. Noon and/or Bus Duty:**

Subd. 1. Teachers assigned to noon supervisory duties at the high school will receive \$15.00 per day.

Subd. 2 Elementary teachers who perform bus duty and/or commons duty shall be paid at the prevailing rate. (The District retains the right to assign these duties to other employees not in this unit.)

**Section 3. Additional Employment Pay:** Teachers employed for more than the scheduled teacher duty days shall be paid as follows:

Subd. 1: Extended Employment - (Professional Teaching) Teachers who may be employed in their regular assignment for a number of days or weeks prior to or following the scheduled teacher duty days. This also includes teachers who may be employed beyond the school day or school year to teach an academic subject which they are certified to teach. Teachers in this category shall be paid on a pro-rata basis according to that individual's step and lane placement on the salary schedule.

Subd 2: Before or After School and Summer School - (Professional non-teaching) Teachers who are employed for After School and Summer School. This is paid at the prevailing rate of the District.

Subd. 3: Staff Development, Curriculum or Assessment Work (Professional non-teaching): Teachers who may be requested to attend staff development, training, curriculum writing, or assessment work on a non-teacher duty day shall be paid

a. 25-26: \$36.15 per hour (this number will be updated after settlement with the new prevailing rate, CEA agrees not to back date this pay to the CEA ratification date.)

b. 26-27: \$37.84 per hour (this number will be updated after settlement with the new prevailing rate, CEA agrees not to back date this pay to the CEA ratification date.)

Subd. 4: Professional, Teacher on Special Assignment (TOSA): Teachers may be placed on Special Assignments. These assignments include, but not limited to, Curriculum Leader and Dean of Students.

- a. TOSA positions are paid at the teachers individual's step and lane placement on the salary schedule.
- b. TOSA positions may be required to have additional contract days. The number of days and when they are used will be agreed upon between the District and the teacher. The teacher will be paid at their daily rate for any additional days. To determine the rate, take the teachers annual salary and divide it by the number of total contracted days of 176.
- c. TOSA positions are not supervisor positions as defined by PELRA or administrative positions.
- d. TOSA positions will not conduct performance reviews of other license teachers or similar management duties but may engage in peer coaching in the same manner in which they would be able to do in their regular teaching assignment.
- e. Licensed non-teaching TOSA positions will not be counted in budget calculations related to class size ratios.
- f. The duration of the TOSA positions will be up to three (3) years. TOSA positions will be reopened for internal posting. The District will notify the CEA of postings.
- g. Any TOSA positions will maintain all seniority rights with CEA.

**Section 4. Substitute Pay:**

Subd. 1: Teachers who are currently employed under a regular contract who substitute for another teacher during their preparation time shall be paid at the rate of \$35 per class period. ~~and~~ Elementary teachers who split a class for the full day or interventionist teachers who need to cancel groups will be compensated \$80 each and \$40 each for a half day. A half day is less than 3.5 hours for computation of time in this section of the contract only.

Subd. 2: Teachers on Special Assignment will be compensated \$35 per class period if required to sub more than 100 hours per year due to the flexibility in their schedule based on section 4, subd, 1 in this article.

Subd.3: Substitute teachers: Day-to-day substitute teachers shall be paid at the current rate approved by the Board.

**Section 5. Homebound Instruction:** Those teachers who are employed to teach homebound students shall be paid at the prevailing rate plus mileage.

**Section 6. 403b/Severance Pay:**

Subd. 1.

The District will offer a 403b plan with Education Minnesota to be implemented as follows:

1. Staff members are locked into the severance plan based on the number of years of completed service (measured as a sum of total FTE's) as of July 1, 2002.

Years of Service	Eligible for
1. 0-7	No severance
2. 8-14	\$8,000 severance minus District contributions
3. 15-21	\$20,000 severance minus District contributions

The maximum District contribution to the 403b plan for any employee is \$27,500.

2. Employer contribution will be based on years of employment and must be matched by employee.

Years of Service	Contribution by the District
0-3	\$100
4-8	\$350
9-14	\$750
15-21	\$1,250
22+	\$1,750

Subd. 3. These payments would be based on the full number of FTE's each teacher has accumulated over their years in the District.

Subd. 4. In order to receive these benefits, a teacher must submit his/her written resignation effective at the end of the school year to the District by April 15. A \$1,000 bonus will be paid to teachers HRA who provide notice of retirement by February 1.

Subd. 5. These payments will be paid to a teacher in forty-eight (48) semi-monthly payments beginning on the fifth (5<sup>th</sup>) day of the month following retirement or resignation.

Subd. 6. These payments will not be paid to any teacher that has been discharged by the district.

Subd. 7. If a teacher dies with a portion of this payment unpaid, the full balance will be paid to the teacher's beneficiary, if any, otherwise to the teacher's estate. If the teacher dies while still employed by the District, all payments will be paid to the teacher's beneficiary, if any, otherwise to the teacher's estate.

**ARTICLE IX  
RETIREMENT BENEFITS**

**Section 1. Eligibility.** To be eligible for the benefits of this article, a teacher must have completed ten or more years of full-time service in the School District and be 55 years of age or older. A part-time employee with ten or more years of part-time service in the School District will receive prorata benefits of this article, representing the fractional proportion obtained by dividing the total FTEs of service by the number of years of service.

**Section 2. Health Insurance.**

Subd. 1. Retirees with Spouse or Dependents. An eligible retiree who has spouse or dependents with no health insurance shall receive the family health hospitalization insurance contribution of \$706.06 per month. If such retiree has a spouse or dependent with other health insurance, the retiree shall be provided the contribution for single persons of \$320.12 per month and also receive the difference between \$320.12 and 706.06 per month in monthly installments.

Subd. 2. Single Retirees. An eligible single retiree shall receive the single School District health and hospitalization insurance contribution of \$320.12 per month. The retiree will receive, in monthly installments, the difference between \$320.12 and \$706.06 per month.

Subd. 3. Cash Payment. Cash payments made to employee pursuant to this article shall be taxable.

Subd. 4. Duration of Contributions. Contributions as provided in this Section for eligible employees shall continue until eligible for Medicare or the expiration of ten years, whichever occurs first.

Subd. 5 Sunset. To comply with the requirements for the benefits provided in Minn. Stat. § 126C.41, as amended, the parties agree that a teacher, to be eligible for the benefits of this section, must have been employed by the School District prior to September 1, 2009. Accordingly, teachers first employed by the School District after August 31, 2009, shall not be eligible for the benefits of this section.

**Section 3. Retirement Incentive.**

As an additional early retirement incentive, eligible employees as described in Article IX, Section 1, shall receive one payment following retirement within 60 days into a tax-free, post-employment Health Reimbursement Arrangement (hereinafter referred to as "HRA") by a vendor of the District's choosing according to the following scale:

<b>Total</b>	<b>Amount</b>	<b>Total</b>	<b>Amount</b>
<b>B.A.</b>	<b>\$1,500</b>	<b>M.A.</b>	<b>\$9,000</b>
<b>+10</b>	<b>\$3,000</b>	<b>+10</b>	<b>\$10,500</b>
<b>+20</b>	<b>\$4,500</b>	<b>+20</b>	<b>\$12,000</b>
<b>+30</b>	<b>\$6,000</b>	<b>+30</b>	<b>\$13,500</b>
<b>+40</b>	<b>\$7,500</b>	<b>+40</b>	<b>\$15,000</b>

Article IX, Section 3, Subd. 2: Part-time employees shall receive prorated payments into a tax-free, post-employment Health Reimbursement Arrangement (HRA).

**Section 4. PTO Payout**

Teachers who retire from the District who have more than 30 days (225 hours) in their Professional Leave Bank, shall be paid at a rate of \$125 per each day over 30 days (225 hours) to a Health Reimbursement Arrangement (HRA).

**ARTICLE X  
GROUP INSURANCE  
HEALTH AND HOSPITALIZATION INSURANCE**

**Section 1. Single Coverage:**

Subd. 1. The District shall contribute a sum of \$510 per month for employees enrolled in the District's group Health and Hospitalization plan in 2025-26 and \$550 per month in 2026-27 toward the premium for individual coverage for each eligible teacher employed by the District who qualifies for and is enrolled in the District's group Health and Hospitalization Plan. In the event the District's contribution for single coverage is discriminatory or illegal, the exclusive representative will hold the District harmless and indemnify the District from any and all actions, suits, claims, damages, judgments, and other forms of liability, which any person may have or claim to have arising out of or by reason for the District's contribution toward family coverage as set forth in Article X, Sections 1 and 2.

Subd. 2. The portion of the premium not provided by the School District will be paid by the employee through payroll deduction.

**Section 2. Family Coverage:**

Subd. 1. The District shall contribute a sum not to exceed \$1100 per month for each employee enrolled in the District's group Health and Hospitalization plan in 2025-26 and \$1220 per month in 2026-27 toward the premium health cost for family coverage for each eligible teacher employed by the District and who qualifies for family coverage and who is enrolled in the Districts' Group Health and Hospitalization Plan. If insurance costs are less than the district's insurance contributions, the remaining amount per employee will go towards said VEBA/retirement account. This only applies to employees electing health insurance coverage through the district offered health insurance plan. There will be no cash in lieu of health insurance contributions to any employee.

Subd. 2. The portion of the premium not provided by the School District will be paid by the employee through payroll deduction.

**Section 3. Health and Hospitalization Insurance Eligibility:**

Subd. 1. Teachers employed with a Full-Time Equivalent (F.T.E.) of .75 or greater will be eligible for Health and Hospitalization Insurance benefits as described in Sections 1, 2, and 3 above.

Subd. 2. Teachers employed with a Full-Time Equivalent (F.T.E.) of .50 - .74 will be eligible for pro-rated Health and Hospitalization Insurance benefits in direct proportion to their pro-rated employment.

Subd. 3. Teachers employed less than a Full-Time Equivalent (F.T.E.) of .50 will be eligible for no Health and Hospitalization Insurance benefits.

**Section 4. Income Protection Insurance:** The District shall provide the full premium for a long term disability insurance policy for each full time teacher who qualifies for and is enrolled in the District's Long Term Disability Plan. Benefits shall be payable upon ninety (90) calendar days after the day of disability at two-thirds (66 2/3%) of the annual contractual salary. Benefit payments shall continue until termination of the disability. The coverage shall include coverage for mental and emotional disturbance.

**Section 5. Claims Against the School District:** It is understood that the 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 District as a result of a denial of insurance benefits by an insurance carrier.

**Section 6. Duration of Insurance Contributions:** All teachers who have completed the school year shall receive their benefits through August 31 of that year. A teacher is eligible for District contributions as provided in this Article as long as the teacher is employed by the District. For teachers terminated during the school year, all District contributions shall cease effective on the

last working day. Teachers who retire from the District shall be eligible to remain in the District's insurance plan (according to insurance company policies and/or regulations) or until a different policy is obtained providing the teacher pays the full premium. Any teacher leaving the District shall be eligible to elect to pay the full premium not to exceed one (1) year coverage effective the date of termination or resignation.

**Section 7. Group Term Life Insurance:** The District shall provide the full premium for each full-time employee for a \$50,000 policy. Said contributions cease at employee separation from the district for any reason.

**Section 8. Dental Insurance:** The District shall pay up to \$20.20 per month toward the individual plan for full-time teachers in the Delta Dental Plan. This benefit continues until cessation of health insurance benefits.

**Section 9. Section 125 – Flexible Benefit Plan:** : A flexible benefit plan, as authorized by Section 125, shall be available for voluntary participation by teachers. Teachers have the option to elect their pre-tax dollars. Teachers can elect to take out Accident Advantage Coverage, Cancer Protection Coverage, Hospital Protection, Short Term Disability. Teachers requesting information should contact the CEA president or the District office. CEA, with the district, will choose up to two vendors in odd years, prior to July 1.

## ARTICLE XI PROFESSIONAL LEAVE

### Section 1. Professional Leave

Subd. 1. Definition. Professional Leave under this contract includes Sections 1 through Section 3 under this Article.

At the beginning of each school year a teacher shall be credited with 12 days of Professional Leave to be used as the individual chooses as long as the request meets the guidelines as set forth in this article. Any new employee to the district shall also be credited with 10 days (75 hours) into their Professional Leave Bank. All twelve professional leave days must be used before the Leave Bank days can be accessed, unless days have already been pre-approved. Leave Bank days may only be used for illness, injury or disability pursuant to M.S. 181.9413. Please refer to Subd. 4 for use of these days.

- a) Teachers who experience an illness, injury or a maternity leave that results in an absence for more than five (5) consecutive contract days will access their leave bank on the sixth (6<sup>th</sup>) consecutive day and beyond. The teacher must present a doctor's certification to invoke this clause. This subdivision includes follow-ups due to rehab or medical appointments per occurrence.
- b) At the discretion of the Superintendent, teachers who have already used their 12 days who have a death in the family may apply for consideration of bereavement leave. (Article XI Section 3). If the teacher has no banked time accrued, the Superintendent may approve up to three (3) days without pay. The decision of the Superintendent in either of these conditions is final and not open to the grievance process.

Subd. 2. Computation. Teacher's Professional Leave shall be computed as follows: by multiplying the number of months (9 months full time) the teacher has worked in the School District for this school year (multiply 9 months by 1.33). Any fraction resulting shall be rounded off to the closest whole number. Unused Professional Leave may accumulate to a maximum of one hundred twenty (120) days (900 hours) per teacher. If a teacher works part time, those days are recorded based on their part-time status. If, at some point, the teacher becomes full-time, Leave Bank banked days need to be adjusted accordingly.

Subd. 3. Application. Professional Leave shall be approved only upon submission of a Professional Leave request setting out the dates claimed for Professional Leave into Frontline Absence Management System with final approval by the Superintendent or his/her Designee. Professional Leave request are to be made prior to the requested day but not before July 15 of each fiscal year, as directed by the District, except in case of an emergency. In cases where Professional Leave is used because of a personal or family illness, the leave request shall be entered into Frontline Education by the teacher as a matter of responsibility immediately so the absence can be filled through the sub calling process

Teachers may request increments of one (1/2) hour of Professional Leave. Actual time absence from work during a single contract day shall be rounded up to the nearest increment as listed above.

Subd. 4. Use of Leave Bank Time. Use of Leave Bank is leave with pay which shall be allowed by the School Board whenever a teacher's absence on teacher duty days is found to have been due to illness, injury, or disability which prevents the teacher's attendance at school, and the teacher has already used all of his/her professional leave or in accordance with Section 1, Subd 1, a, Use of this leave includes illness, or disability caused or contributed to by pregnancy or childbirth, and may also be used for any illness or injury of an employee's child as defined in Minnesota Statute 181.940 and 181.9413. Accumulated banked time may be used by the employee for the serious injury or illness of an adult child, children, spouse,

sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. The School District may require a teacher to furnish satisfactory evidence that absence was by reason of illness or injury or disability, which prevented his or her attendance at school and performance of duties on that day or days. A certificate from a qualified physician stating that the teacher's absence was due to illness or disability may be required as seen necessary by the School District. The district will reimburse to the employee the out of pocket expenses for this required medical certificate that is not covered by the health plan of the employee. All applicants must complete and return the Professional Leave form when appropriate. Any period of professional leave taken under this provision must be used simultaneously with any period of leave for which the teacher is eligible under the Family Medical Leave Act.

Subd. 5. Leave Donation. In the event of medical emergency of the employee or a member of their immediate family the employee may request additional days be donated from other staff members. The immediate family shall include spouse or children. In order to access this leave, staff members must have exhausted all of their Professional Leave and Leave Bank days, and provide medical documentation from the doctor indicating the employee's or their immediate family member's significant medical condition. This process can only be used for emergency type medical conditions and cannot be accessed for normal medical procedures such as maternity leave, routine surgery, normal recovery from routine medical procedures, etc. Donated days from/to a teacher will follow current IRS tax law at the time of donation. Teachers can donate up to 3 days per year. Donated days will come from the donor's Leave Bank untaxed. Teachers receiving the donation will pay their typical payroll taxes and benefits.

- a) Process. If a staff member has a situation that meets the above criteria, they will submit a written request with documentation of the medical need from a licensed physician. The CEA president will meet with the Superintendent to review the request. Upon approval of the request, the CEA president will send out a request to CEA members requesting Leave Bank donations. Once donated, the days will be transferred to the member requesting the days.

Subd. 6. Borrowing Ahead. A teacher may borrow ahead from future professional leave for an extenuating health or bereavement circumstance, including family leave. A maximum of one year of professional leave may be borrowed. This time will be borrowed from the upcoming year upon approval from the Superintendent. If the teacher leaves the district, any borrowed leave remaining will be repaid to the district at the teacher's average daily rate of pay.

Subd. 7. Days Used in Excess of Allowance. A teacher shall be credited with twelve (12) days Professional Leave at the beginning of each school year. If not used during the school year, this leave will be added to their accumulated leave bank. At the end of a school year a maximum of 120 days (900 hours) of Leave Bank days can be used. For each additional Professional Leave day, the teacher shall have one day's pay deducted from salary by the School District.

Subd. 8. Additional Day: Teachers who are beginning their 15<sup>th</sup> or more year of employment in the School District will be granted a 13<sup>th</sup> day of Professional Leave. If the 13<sup>th</sup> Professional Leave day is not used in the year in which it is earned, the teacher will forfeit the 13<sup>th</sup> day of Professional Leave but the district will pay \$125 or no lower than the sub rate of pay to the teacher's Health Care Savings/Retirement Plan or cash pay-out.

Subd. 9. Wellness Bonus: Teachers will receive a wellness bonus when 15 hours of sick leave or less is deducted from a teacher's account per year. Coaching Days and Donated Days will not be counted against subd. 9. The bonus will be paid in the following amounts:

0 hours to 7.5 hours	\$250
7.51 hours to 15 hours	\$125

Subd. 10. Unused Leave and Banked Time Over 120 Days (900 hours). Unused Professional Leave days shall be credited to the teacher's Leave Bank. If the teacher's Leave Bank at the end of the school year is in excess of 120 days, teachers shall be compensated at \$125 or no lower than the sub rate of pay. This payment shall be made prior to the end of the year to a Health Reimbursement Arrangement (HRA). The total number of days in the Leave Bank shall not be more than 120 days (900 hours) going into the new school year.

Subd. 11 Limit. The number of teachers on pre-approved Professional Leave at any time shall not exceed 3 per building in elementary, middle school, or high school. Teachers who are taking Maternity Leave shall not be counted. Professional Leave shall be granted on a first-come, first served, basis.

Subd. 12. Prohibitions.

- a) The use of Professional Leave is at the discretion of the teacher; provided, however, Professional Leave shall not be used on parent-teacher conference days, the first week or last week of student contact days of the school year, unless the school board has changed such days from those originally set in the school calendar to make up days lost by reason of inclement weather or other good cause. CEA recognizes that it is the teacher's professional responsibility to be present in the classroom on these days. The Superintendent may grant leave upon written request by the teacher. The Superintendent shall designate each leave as:

- a. Approved - Approved leave will be deducted from teachers Professional leave.
  - b. Conference Nights - employees may be granted time off without pay with superintendent approval and conferences will not be made up.
  - c. The district will strive not to schedule co-curricular events on high/middle/elementary school conferences. If the activity must occur on conference nights, the teacher is allowed to make up their conferences at a later date and time.
- b) Teachers may take up to five (5) days of scheduled Professional Leave consecutively. Teachers may make a written request to the Superintendent for permission to use in excess of five days of consecutive Professional Leave. A leave of six (6) to ten (10) consecutive days may be granted to each teacher once every 3 years. Final approval is subject to the Superintendent's approval. Each request shall stand on its own merit and shall not establish past practice.

Subd. 13. eLearning Day. In the event a teacher has requested professional leave and an eLearning event occurs, a teacher will be credited back with the professional leave day if the following is provided within one week to the superintendent. The first snow day will credited back to the teacher.

- a. A summary of email communication between the teacher and students or parents.
- b. A copy of the communication posted to Google Classroom or Infinite Campus and/or other learning platforms.
- c. Phone or email log with student and parent name(s), time, and content of conversation(s).
- d. Log and evidence of work completed.
- e. Other items of evidence as requested by the Superintendent.

If information submitted is found to be inaccurate, disciplinary action will be taken, and the day will not be credited back.

## Section 2. Application for Long Term Disability Insurance Benefits.

Subd. 1. Application. Teachers on disability leave who have met the requirements of the qualifying period for benefits under the long-term disability insurance coverage carried by the School District shall make prompt application for such benefits.

Subd. 2. Qualifications. On qualifying for disability insurance benefits and notifications thereof, the teacher shall be placed on an unpaid medical leave of absence.

Subd. 3. Retention of Unused Leave. A teacher on unpaid medical leave shall retain his or her unused accumulated professional leave and may continue the insurance fringe benefits with use of Professional Leave and Banked Professional Leave to cover the difference between the teacher's regular salary and the workers compensation insurance payments. Neither Professional Leave nor Banked Professional Leave may be used in a manner that results in the teacher receiving more than the teacher's regular salary.

Subd. 4. Notification. The School District shall notify the insurance carrier of any teacher who is on leave of absence due to personal illness or disability for more than sixty (60) days.

Section 3. Worker's Compensation: If a teacher is receiving workers' compensation insurance payments for an injury that occurred while performing job duties for the District, the teacher may use Professional Leave and Banked Professional Leave to cover the difference between the teacher's regular salary and the workers compensation insurance payments. Neither Professional Leave nor Banked Professional Leave may be used in a manner that results in the teacher receiving more than the teacher's regular salary.

Section 4. Bereavement. Leave for bereavement reasons is limited to spouse, child, parents, parents-in-law, grandparents, grandchildren, sibling, and sibling-in-law of the employee. One day per year shall be allowed for the death of a relative or close personal friend not included elsewhere in this bereavement leave.

- a) The request to access Bereavement Leave will be presented to the Superintendent for his/her approval in writing.
- b) The first one (1) day of bereavement leave used will not be deducted from Professional Leave. Teachers must access their annual Professional Leave after the first day, and before accessing Bereavement Leave per this article.
- c) Teachers requesting bereavement leave resulting in an absence for more than five (5) consecutive contract days will access their Leave Bank on the sixth (6<sup>th</sup>) consecutive day and beyond. A maximum of eleven Professional Leave and Leave Bank days may be used. Additional days may be granted at the superintendent's discretion; and the Superintendent's decision is not subject to the grievance procedure and shall not constitute past practice.

Section 5. Child Care, Maternity, Paternity and/or Adoption Leave: The Board shall grant a child care leave to any teacher who makes a written application for such leave regardless of marital status provided the teacher is the legal guardian caring for the child on a full-time basis.

Subd. 1. A teacher making application for child care leave shall inform the superintendent in writing of intention to take leave at least three calendar months before commencement of the intended leave whenever possible. A pregnant teacher will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery.

1. An employee may use Leave Bank days for a time period of 50 working contract days from the date of birth or adoption of a child, if the employee has the days in their Leave Bank. Employees may use up to 12 weeks of leave for this purpose under FMLA, however some of it may be unpaid.

Subd. 2. 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, quarter break. (Adoption leave will commence at the date of home placement).

Subd. 3. In making a determination concerning the commencement and duration of a child care leave, the School District shall not, in any event, be required to:

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

Subd. 4. A teacher returning from child care leave shall be reinstated to the teacher's original job or to a position of like status and pay. The continuing contract shall remain in effect, and the teacher shall retain all seniority, salary and fringe benefits which the teacher had accrued prior to taking child care leave.

Subd. 5. Teachers completing less than one-half year of teaching prior to taking the leave herein contemplated, on returning to teaching shall be placed on the same step of the salary schedule which they previously occupied. Teachers who have completed one-half or more of the teaching year at the time of taking the leave herein contemplated shall advance one step on the salary schedule on their return to employment. Teachers taking this leave shall retain all seniority and all fringe benefits including such leave which they had accrued prior to taking the leave. Any teacher wishing to continue participation in the health insurance program of the School District while on leave shall pay the cost of the insurance premium until they return from the leave. The benefits of this section shall accrue to both married and unmarried personnel.

#### Section 6. Sabbatical Leave:

Subd. 1. A sabbatical leave of absence, without pay, of up to one year may be granted at the district's discretion to no more than two full time teachers, upon application for the purpose of engaging in study at the accredited college, university, or in a field reasonably related to the teacher's professional responsibilities, or in a foreign or military teaching program. Upon returning from such a leave, a teacher shall be reinstated to the teacher's original job or to a position of like status, and shall retain all seniority and fringe benefits as would have been accrued had the teacher taught in the Central School District during such period. The School District may grant a sabbatical leave to any teacher, as defined in this contract, who has been employed at least three (3) consecutive years and who has not had a sabbatical leave during the seven years immediately preceding.

Subd. 2. This sabbatical may be extended a total of two years upon a six-month notification to the School District prior to the anniversary date of said sabbatical.

Subd. 3. Teachers completing less than one-half year of teaching prior to taking the leave herein contemplated, on returning to teaching shall be placed on the same step of the salary schedule which they previously occupied. Teachers who have completed one-half or more of the teaching year at the time of taking the leave herein contemplated shall advance one step on the salary schedule on their return to employment. Teachers taking this leave shall retain all seniority and all fringe benefits including such leave which they had accrued prior to taking the leave. Any teacher wishing to continue participation in the health insurance program of the School District while on leave shall pay the cost of the insurance premium until they return from the leave. The benefits of this section shall accrue to both married and unmarried personnel.

#### Section 7. Professional Visitation Leave:

- d) Subd. 1. Upon approval by the principal, teachers may be allowed one (1) day of release time per teacher for classroom visitation and school observation. This policy is directed toward local area visits only and is not intended to conflict with the policy relating to attendance at state, regional and national conferences and conventions. Such visitations may be used to examine new or innovative types of programs in operation in one of the district schools or in other schools in the local area. Professional Visitation Leave may be granted at the superintendent's discretion; and the Superintendent's decision is not subject to the grievance procedure and shall not constitute past practice.

#### Section 8. Professional Growth Leave:

Subd. 1. This leave shall encompass seminars, workshops, national convention, and short courses not covered elsewhere in this article. Professional Growth Leave may be initiated by the teacher, coach, supervisor or advisor directly to the School District, may be requested by the teacher and through the administrator or may be directed by the school district.

Subd. 2. The School District shall reserve the right to grant each request on an individual basis. Application may be made for reimbursement of fees, mileage, and meals.

Subd. 3. The School District shall reserve the right to determine reimbursement on an individual basis with the following exception: if the Professional Growth Leave is directed by the school district, the teacher will receive full pay and the district will pay the substitute teacher.

Section 9. Jury Service: A teacher who serves on jury duty or witness obligation shall be granted the day, or days, necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty shall be remitted to the school district.

Section 10 Short Term Emergency Leave: Such leave shall be granted pertaining to emergencies involving the teacher and/or immediate family that are not covered elsewhere in this article. Such leave shall be granted only when no control by the teacher can be exercised over the event. Time will be deducted from their accumulated Leave Bank.

Section 11. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 12. Unpaid Emergency Leave: Any teacher who has been granted an unpaid leave of absence shall maintain all fringe benefits accrued prior to the teachers leave. To the extent permitted by law, any cost(s) of maintaining fringe benefits while on unpaid leave over three (3) days per school year shall be paid by the teacher if he/she decides to participate and the insurance carrier allows continued participation. This provision does not include approved FMLA.

### Section 13. Coaching Day

Subd. 1. Head coaches may use one (1) day to attend a coaching clinic or state level tournament. This benefit is limited to one day per activity for the following activities: football, cross country, volleyball, wrestling, boys' basketball, girls' basketball, track, baseball, softball, golf, speech, dance team, FFA, and drama director.

Request for a Coaching Day must be made in writing three (3) days in advance. The district is responsible for substitute teachers. All other cost are the responsibility of the coach requesting leave.

Subd. 2. Leave granted under this section shall be separate from Professional Leave, Professional Leave Bank.

Subd. 3. The District shall pay for Head Coaches membership to their designated local sport's Coaches Association. Coaching membership allows coaches to nominate students for academic team and individual awards and postseason all-state honors.

## **ARTICLE XII**

### **Unrequested Leave of Absence**

Section 1. Unrequested leave of absence. The board may place on unrequested leave of absence, without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts. The unrequested leave is effective at the close of the school year. In placing teachers on unrequested leave, the board is governed by the following provisions:

Subd. 1. Continuing contract teachers: A teacher who has acquired continuing contract rights must not be placed on unrequested leave of absence (ULA) while Tier 1-licensed, Tier 2- licensed, or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed. Tier 3 and 4 continuing contract teachers shall be placed on unrequested leave of absence in inverse order of seniority, as calculated by initial date of hire as a licensed teacher.

Subd. 2. Exceptions for licensure: Notwithstanding the provisions above, a teacher is not entitled to exercise any seniority when that exercise results in that teacher being retained by the district in a field for which the teacher holds only a provisional license, as defined by the board of teaching, unless that exercise of seniority results in the placement on unrequested leave of absence of another teacher who also holds a provisional license in the same field.

Section 2. Notice to teachers. Following school board action on discontinued positions and school board action proposing placement of teachers on unrequested leave of absence, each individual teacher proposed for placement on unrequested leave of absence shall receive notice of the proposed placement that:

- a) states the applicable grounds for the proposed placement;
- b) provides notice to the teacher of their right to request a hearing on the proposed placement within 14 days from the receipt of the notice; and
- c) provides notice to the teacher that failure to request a hearing will be deemed acquiescence to the school board's proposed placement action.

Section 3. Right to a hearing and decision: If the teacher requests a hearing, teachers proposed for placement on unrequested leave of absence pursuant to school board action shall be entitled to a hearing and challenge the proposed placement pursuant to the grievance procedure as provided in this agreement commencing at the arbitration level.

Section 4. Final board action. Final school board action to place a teacher on unrequested leave of absence must take place prior to July 1. Final school board action must not occur before notice to the teacher as required above and acquiescence, or notice to the teacher as required above and the arbitrator decision.

Section 5. Reinstatement: A teacher placed on unrequested leave of absence shall have rights to reinstatement for a period of five years or until the teacher is fully reinstated, after which the right to reinstatement shall terminate. Teachers placed on unrequested leave of absence must be reinstated to the positions from which they have been given leaves of absence or, if not available, to other available positions in the school district in fields in which they are licensed. Reinstatement must be in the inverse order of placement on leave of absence. A teacher on unrequested leave does not forfeit right to reinstatement when accepting a position for less than the full position they were placed on leave from, or when they refuse an offered position.

Section 6. Vacancies and notification: No teacher shall be hired by the School District while any qualified teacher is on unrequested leave of absence in that field of licensure unless the teacher fails to advise the school board of their desire to accept the position within 30 days of the date of notification that a position is available to that teacher on unrequested leave. The district will not apply for a tier 1 or tier 2 teaching license for any individual while a teacher who has acquired continuing contract rights is on unrequested leave of absence unless the position has been offered to and rejected by the teacher on ULA.

Section 7. Seniority: Seniority for purposes of ULA means initial date of service with the school district in a position requiring a license.

Section 8. Seniority tiebreakers: In the case of equal seniority, the following steps will be followed in order until the tie is broken.

- Step A. Years of service in teaching to the district
- Step B. Total credits beyond a bachelor's degree
- Step C. Total graduate level credits beyond a bachelor's degree

Section 9. Benefits while on leave. Teachers placed on unrequested leave of absence shall remain eligible for participation in the school district's group insurance programs at their own expense for the duration of their reinstatement period.

Section 10. Employment rights during leave: A teacher placed on unrequested leave of absence may engage in teaching or any other occupation during the period of this leave.

Section 11. Continuing contract rights and service credits: The unrequested leave of absence must not impair the continuing contract rights of a teacher or result in a loss of credit for previous years of service. A teacher's continuing contract must remain in full force and effect, except as modified by mutual consent of the board and the teacher. Any agreement to mutually modify continuing contract rights must be in writing and can only occur after the teacher is provided with an explanation of their rights under the continuing contract statute and an opportunity to consult with the exclusive representative. The School District agrees to provide notice to the exclusive representative of all mutual modifications of continuing contracts prior to the modifications being finalized.

Section 12. Unemployment benefits while on ULA: Nothing in this subdivision shall be construed to impair the rights of teachers placed on unrequested leave of absence to receive unemployment benefits if otherwise eligible.

Section 13. Terminations: The same provisions applicable to terminations of probationary or continuing contracts in Minnesota Statutes 122A.40 subdivisions 5 and 7 must apply to placement on unrequested leave of absence.

Section 14. Filing Licenses and Preparation of Seniority Lists

- Subd.1. Filing of licenses: In any year in which the School District is placing teachers on unrequested leave of absence, only those teaching licenses actually received by the Superintendent's office as of January 1 of that year are

considered for purposes of determining layoff within areas of licensure. A licensed filed after January 1 will be considered for purposes of recall, but not for layoff.

Subd. 2. Preparation and posting of seniority and licensure lists: By January 15 of each school year, the School District shall create and post a seniority and licensure list. The list will include the name of every teacher, their seniority date, continuing contract or probationary status, and licensure area by tier. The list will be posted at all school buildings in the district and email notification will be provided to teachers when the list is initially posted.

Subd. 3. Request for change: Any teacher with a correction or omission with the seniority and licensure list shall have twenty business days from the date of posting to provide a written request for a change to the seniority and licensure list.

Subd. 4. Final list: Within ten business days after the request for change period has ended, the School District will prepare and post a final seniority and licensure list. The list will be posted at all school buildings in the district and email notification will be provided to teachers. The final seniority and licensure list shall be binding on the School District and any teacher, subject to the grievance procedure.

#### Section 15. Dropping of a License:

Subd. 1. A teacher shall not be permitted to exercise seniority to displace another teacher in a different licensure area by dropping the license in the subject matter in which the teacher is currently assigned by the School District in order to acquire a different assignment through the ULA process. If a teacher drops the license which qualified the teacher for the teacher's current assignment, the School District may place the teacher on ULA, and the teacher shall have neither bumping rights nor realignment rights to another licensure area.

Subd. 2. Anytime a teacher wishes to drop a license outside of the ULA process, they must receive prior approval from the CEA License Renewal Committee.

Section 16. Vacancies: Whenever a teaching or extra-curricular position becomes available for assignment, the District shall notify, internally -for a minimum of one week, notice of that available position unless after June 1.

### Article XIII HOURS OF SERVICE

**Section 1. Basic Duty**: The teacher's day, exclusive of lunch, shall be seven and one-half hours.

**Section 2. Building Hours**: The specific hours at any individual building may vary according to the needs of the educational program of the District. Therefore, the specific hours for each building will be designated by the District. On days when teachers are involved in evening school activities, teachers may leave the building after the buses have left.

**Section 3. Professional Duties**: The normal work load shall include a reasonable amount of staff, departmental and curriculum meetings in order to properly carry out one's professional duties and responsibilities.

**Section 4. Teaching Assignment**: The normal teaching and classroom assignments for each teacher in the school system will be designated by the District as soon as possible after June 15 and no later than August 15 unless an emergency develops. Secondary teachers carrying more than a 25 period/hour class load excluding study hall per week shall be paid an additional salary of 1/7 of prob 1 base for each added class unless said teacher takes a 6th class in preference to a study hall. Secondary teachers shall have the option to decline such a sixth class assignment unless no other certified teacher in a given field wishes the assignment. In such case, the District shall have the right of involuntary assignment.

**Section 5. Preparation Time**: The part of the basic duty day during which the teacher does not have assigned classes or other assignments shall be used for preparation time. During this preparation time, the teacher shall be available to students for individual help. Secondary teachers shall have one (1) class period/hour per student day of preparation time, and elementary teachers shall have 260 minutes per week of preparation time in time blocks of no less than 20 minutes within the student day.

**Section 6. Special Education Due Process Days**: To remain in compliance and complete all necessary due process work in a time period not to unreasonably extend the teacher duty day, special education teachers shall be granted three (3) due process

days each school year. Teachers can divide these days into partial day increments such that all partial days do not add up to more than 3 days (22.5 hours) in a given school year. The teacher will work in any building in the district on their due process day(s).

Subd. 1 Due process days must be requested one week (5 school days) prior to the date to their Principal, stating the intended outcomes(s).

Subd. 2 The Principal must approve or deny the due process day request a minimum of three (3) school days prior to the requested date.

Subd. 3 No more than one (1) teacher may be absent at one time from each building due to use of due process days.

Subd. 4 Work is to be completed in the district.

## ARTICLE XIV DEDUCTIONS

All deductions for partial absences will be made on the basis of the formula 1/number of teacher duty days for a full day and on a pro-rata basis for less than a full day.

## ARTICLE XV LENGTH OF THE SCHOOL YEAR

### **Section 1. Teacher Duty Days:**

Subd. 1.- The School Board and C.E.A. shall, prior to May 1 of each school year, establish the number of school days and teacher duty days for the next school year, and the teacher shall perform services on those days as determined by the District, including those legal holidays on which the District is authorized to conduct school, and pursuant to such authority has determined to conduct school. The duty year shall consist of 176 duty days.

Subd. 2. The additional student contact days mandated by the legislators will be accommodated on current workshop days without adding to the current duty days. The particular days shall be determined by the District, but may be discussed in Meet and Confer with the Association. If the law is rescinded, workshop days would remain as is. If funding is provided, the workshop days converted to student contact days will be added back into the schedule and teachers will be compensated for each day on a pro rata basis.

### **Section 2. Modification in Calendar, Length of School Day:**

Subd. 1. In the event of energy shortage, severe weather, or other urgent need, the District reserve the right to modify the school calendar, and, if school is closed on a normal duty day(s) the teacher shall perform duties on such other day(s) in lieu thereof. The District may modify the duty day or week, but with the understanding that the total number of hours shall not be increased hours i.e., a four (4) day week with increased hours per day but the total weekly hours not more than the regular five (5) day week.

Subd. 2 Closures due to snow and /or cold weather will be made up as follows:

1. The first snow day will not be made up.
2. Days 2-6 will be made up through e-learning from staff to students with expectations communicated to staff per Minnesota statute 120A.414
3. In the event there is more than 6 snow/cold weather days, additional days will be made up as student contact days, staff development days or teacher workdays at the Districts discretion. If the days are staff development or workdays, the district will strive to provide teachers with as much time in their classrooms as possible.
4. The district will make every attempt possible to assign those days in conjunction with already scheduled staff days. For example, adding them onto the end of the year or adding them to the beginning of the following year.
5. The District will inform a C.E.A. representative at least 3 weeks ahead of time when scheduling these days.
6. In the event a teacher has requested personal leave and an eLearning event occurs, a teacher will be credited back with the personal leave day if at least two of following is provided within one week to the superintendent.
  - a. A summary of the email communication between the teacher and students or parents.
  - b. A copy of the communication posted to the Learning Management System (google classroom) and/or other learning platforms.

- c. Phone log with student and parent name(s), time, and content of conversation(s).
- d. Log and evidence of work completed.
- e. Other items of evidence as requested by the Superintendent.  
If information submitted is found to be inaccurate, disciplinary action may be taken, and the day will not be credited back.

**Section 3. Meet and Confer:** Prior to adjusting the calendar, duty day, or duty week in Section 3 hereof, the District shall afford the exclusive representative the opportunity to meet and confer on such matters.

## **ARTICLE XVI GRIEVANCE PROCEDURE**

**Section 1. Grievance Definition:** A "grievance" shall mean an allegation by a teacher resulting in a dispute or disagreement between the teacher and the District as to the interpretation or application of terms and conditions contained in this Agreement.

**Section 2. Representative:** The teacher, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on his/her behalf.

### **Section 3. Definition and Interpretation:**

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

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

Subd. 3. Computation of Time. 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.

Subd. 4. Filing and Postmark. The filing or services of any notice or document herein shall be timely if it is personally served and the copies countersigned by each party and dated or if it bears a certified postmark of the United States Postal Service within the time period.

**Section 4. Time Limitation and Waiver:** A grievance shall not be valid for consideration unless the grievance is submitted in writing to the District's principal or designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty days after the date of the first 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 District's designee.

**Section 5. Adjustment of Grievance:** The District and the teacher shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the District in the following manner:

Subd. 1. Level I. If the grievance is not resolved through informal discussions, the District Principal or designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within five (5) days after receipt of the decision on Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III. In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five days (5) after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within the twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved.

**Section 6. School Board Review:** The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representatives notify the parties of its intentions to review within ten (10) 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 reserve or modify such decision.

**Section 7. Denial of Grievances:** Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the teacher may appeal to the next level.

**Section 8. Arbitration Procedures:** In the event that the teacher and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request. A request to submit a grievance to arbitration must be in writing, signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and the provisions.

Subd. 3. Selection of the Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner of the Bureau of Mediation Services to submit a panel of seven arbitrators to the parties, pursuant to the P.E.L.R.A., provided such request is made within twenty (20) days after request for arbitration. The request shall ask that the panel be submitted within ten (10) days after the receipt of said request. Within ten (10) days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information.

- a) Upon the appointment of the arbitrator, the appealing party shall, within five (5) days after notice of appointment, forward to the arbitrator, with a copy to the Superintendent, the submission of the grievance which shall include the following:
  - 1) The issues involved.
  - 2) Statement of the facts
  - 3) Position of the grievant.
  - 4) The written documents relating to Article XV, Section 5, of the grievance procedure.
- b) The District may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing. The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision. The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by the P.E.L.R.A.

Subd. 7. Expenses. 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 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 both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, if one party orders a copy of such transcript that party shall pay for such copy.

Subd. 8. Jurisdiction. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but not be limited to such areas of discretion or policy as the functions and programs of the District, its overall budget, use of technology, the organizational structure, and selection and direction and number of personnel. In consideration of any issue in dispute, the decision of the arbitrator shall give due consideration to the statutory right and obligation of the public School District to efficiently manage and conduct its operation within legal limitations surrounding the financing of such operations.

Subd. 9. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

## **ARTICLE XVII TEACHER EVALUATION**

**Section 1:** The parties recognize the importance and value of developing a procedure for assisting and evaluating the progress and success of both newly-employed and experienced teachers. Therefore, the following procedure has been agreed to.

Subd. 1. The performance of all teachers shall be evaluated in writing by the building principal, building Q-Comp leader, and/or director of special education if applicable. The evaluator shall use the Charlotte Danielson model for formal observations and Student Engagement for non-formal observations.

Full-time probationary teachers shall be evaluated formally three times by the building principal during the school year, two evaluations in the first semester and another in the second semester. Part time probationary teachers shall be evaluated on a pro rata basis.

Tenured teachers shall be evaluated by the following: Year 1 – 1 formal observation by Q-Comp building leader and 1 student engagement walkthrough by building principal. Year 2 – 1 student engagement walkthrough by Q-Comp building leader and 1 student engagement walk through by building principal. Year 3 – 1 student engagement walkthrough by Q-Comp building leader and 1 formal observation by building principal. Upon conclusion of year 3, the tenured teacher and principal will review all formal and student engagement walkthroughs.

A supervisor can observe any employee outside of the above schedule when there is a concern and has had a meeting with the employee to discuss the concerns.

Subd. 2. Two (2) copies of the written formal evaluation shall be submitted to the teacher within ten (10) days thereafter: one to be signed and returned to the administration, the other to be retained by the teacher.

**Section 2:** Teacher Improvement Process: During the evaluation process, the Employer shall be allowed to take steps to provide assistance when performance is judged to be below the district standard.

Subd. 1. Level 1. Awareness. Level 1 applies to any employee who has received an average formative evaluation score under 2.6 in domains 1-4 or if the employee has scored under a 2 on any sub-domain on the Charlotte Danielson Model. Level 1 also applies to any employee who has received an average Student Engagement score under 4 or under a 3 on any subdomain.

a. The employee and supervisor/principal will engage in a conversation around professional practice concerns that have been brought to the supervisor's/principal's attention.

b. At this meeting, individual growth goals will be determined collaboratively with the employee. This phase is neither remedial nor disciplinary but provides the teacher an opportunity to assess and improve their performance in the context of the district's performance standards.

c. The employee will propose a draft of specific growth goals to the principal at a goal setting meeting. Goals will be mutually agreed upon between the employee and the supervisor.

d. The supervisor/principal will reevaluate the employee after an agreed upon timeline for these individual growth goals. If goals are met, the employee will be moved off of level 1 awareness. If goals are not meeting district standards, he/she may be recommended for continuation on Level 1 or recommended for level two.

Subd. 2. Level 2. Peer Coaching and Assistance. Level 2 applies to any employee who has not met Level 1 or the supervisor/principal deems the employee needs level 2 peer coaching then:

a. The employee and supervisor/principal will engage in a conversation of steps to achieve district performance goals and objectives. These objectives may include peer coaching in the current year and/or following year, additional workshops or classes, or other additional steps in order for the teacher to improve the professional practice to district standards. If any of these steps involve a direct cost to the member such as additional workshops or classes, the cost shall be born by the district.

b. The principal/supervisor will determine the growth goals for the following year that will be implemented by the individual. Level two shall consist of one year or when the teacher has met the goals to the supervisor's satisfaction. If the person does not reach an acceptable level of performance by the end of the year, they shall be moved to level three. Level two of this process will be used as an intervention, not as a part of progressive discipline.

Subd. 3. Level 3. Progressive Discipline / Directed Improvement. If the performance level two continues to be judged below the district standards, the following steps will be taken:

a. The conversations and observations in subd. 1 and subd. 2 in this section will satisfy the requirements for a verbal warning to the employee.

b. A written reprimand will be issued at the onset of level 3 outlining the specific areas in which the teacher is not performing to district standards.

c. A time frame and goals from level 2 will be established for the teacher to demonstrate performance at standard.

d. At the conclusion of this process a summative meeting will be scheduled to determine if performance is at the district standard. If performance is at the standard, the teacher will be removed from the improvement process and back into the normal evaluation cycle. If it has been determined that the teacher is not meeting the district standard, he/she may be recommended for continuation of level three, moved to level two, or be recommended for termination.

e. A teacher will be informed of their right to have an CEA representative present at each meeting discussing performance at this level of assistance.

**Section 3:** Continued participation in the Q-Comp program shall be subject to a ratification vote of CEA members or Executive board every two years, along with the School Board approval for continued participation. The next Q-comp 2 year process is fall 2026 – Spring 2028.

**Section 4:** Teachers in the Q-Comp program can receive up to \$2,700. To qualify for this pay, teachers must conduct the following in the school year:

1. 90% PLC attendance, not counting absences for school functions, approved extended leaves (maternity, medical, etc.) or other circumstances (approved by the Q-comp committee)

2. With - Unsatisfactory = 1, Basic = 2, Proficient = 3, and Exemplary = 4, achieve an average score of 2.6 or higher on one formal evaluation or a 4 on the student engagement evaluation

3. In order to move up the career ladder, a teacher may not be on Level 3: Progressive Discipline / Directed Improvement on the last day of the school year.

**ARTICLE XVIII  
STAFF TRAVEL**

**Section 1. Between School Travel:** Teachers required to travel between Central Elementary School and Central High School shall be reimbursed at the rate of 25 cents per one way trip. Employees eligible to receive this reimbursement must make written application to the Superintendent for approval.

**Section 2. Other Travel:** Teachers required to travel for school approved activities will be reimbursed at a rate established by the District in its yearly re-organizational meeting. Teachers eligible to receive this reimbursement must have prior written approval from the Superintendent or designee.

**ARTICLE XIX  
EARLY CHILDHOOD FAMILY EDUCATION TEACHERS**

**Section 1. Statutory Considerations:** Pursuant to Minn. Stat. 122A.26, an Early Childhood Family Education (ECFE) teacher who teaches in an early childhood and family education program, which is offered through a community education program which qualifies for community education aid or ECFE aid, must meet licensure requirements as a teacher. However, Minn. Stat. 122A.26 specifically provides that such licensure shall not be construed to bring such an ECFE teacher within the definition of a teacher for purposes of Minn. Stat. 122A.40 .

**Section 2. Application of Agreement:** The parties recognize that the employment of ECFE teachers is a unique and market driven, and accordingly requires particular consideration in the contract because of this unique relationship. ECFE Teachers will not be required to reapply for their position if their working hours increase/decrease.

**Section 3. Probationary Period:** The probationary period of ECFE teachers shall be three school years of continuous service. During the probationary period the District shall have the unqualified right to suspend, discharge or otherwise discipline an employee, and the employee shall have no recourse to the grievance procedure. Upon completion of the probationary period, an employee may be suspended or discharged only for just cause and such employee shall have access to the grievance procedure.

**Section 4. Placement on Salary Schedule:** An ECFE teacher who has experience in another school system or in other fields of endeavor will be placed on Schedule E as agreed upon between the District and said teacher.

**ARTICLE XX  
PRESCHOOL, SCHOOL READINESS, SCHOOL READINESS PLUS, AND PREKINDERGARTEN INSTRUCTORS**

**Section 1. Statutory Considerations:** Pursuant to Minnesota Statutes, those creating and delivering instruction to children in a Preschool, School Readiness, School Readiness Plus or Pre-Kindergarten program, shall be included in the term "teacher." Any employee in this bargaining unit certified before January 1, 2023, or employed as a Pre-K Teacher by the District on July 1, 2023, may remain in a bargaining unit, regardless of their current licensure status as governed by State Law.

**Section 2. Probationary Period:** The probationary period of Preschool, School Readiness, School Readiness Plus, or Pre-Kindergarten instructors shall be three school years of continuous service. If the teacher taught for three (3) years at Central or another school district or charter school in MN or another state, then the probationary period shall be one (1) year, which for Pre-K and ABE teachers currently employed with Central shall commence to accrue as of July 1, 2023, or upon employment with Central thereafter. During the probationary time, the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline the instructor. During this probationary period, the instructor shall have no recourse to the grievance procedure as far as suspension, discharge for cause, or other discipline is concerned. However, a probationary instructor shall have the right to bring a grievance regarding any other provisions of the Master Agreement alleged to have been violated.

At the end of the probationary period, the teacher shall be tenured as an "Early Childhood Programs Teacher" and placed on the seniority list created and maintained by the district effective July 1, 2024. This list shall be separate from the Elementary, Middle, and High School seniority list. Tie breakers for order on the seniority list shall be listed by the teacher's hired date with the

Central School District.

**Section 3. Lay Off:** The parties recognize that the employment of Preschool, School Readiness, School Readiness Plus, and Pre-Kindergarten instructors are a unique and market driven, thus assignments maybe given no later than August 1st of the upcoming year. Teachers will not be required to reapply for their position if their working hours increase or decrease.

**Section 4. Hours of Service:** A Preschool, School Readiness, School Readiness Plus, and Pre-Kindergarten instructors school day shall be 7.5 hours a day for a 176 days a school year. A teacher's preparation time shall include 260 minutes per week of preparation time, in time blocks of no less than 20 minutes within the student day.

**Section 5. Compensation:** Preschool, School Readiness, School Readiness Plus, and Pre-Kindergarten instructors shall be compensated pursuant to the specific Preschool, School Readiness, School Readiness Plus, and Pre-Kindergarten salary schedule, Schedule F, and shall not be entitled to compensation on the regular teacher salary schedule.

## ARTICLE XXI TIER 1 AND TIER 2 LICENSED TEACHERS

**Section 1. Statutory Considerations:** Pursuant to Minnesota Statutes, sections 122A.181 and 122A.182, a Tier 1 or Tier 2 licensed teacher may be a teacher of record in a Minnesota public school system.

**Section 2. Probationary Period:** Time spent as a Tier 1 licensed teacher does not count toward the teacher's probationary period pursuant to Minnesota Statutes, section 122A.40, subdivision 5. Time spent as a Tier 1 or Tier 2 licensed teacher will be credited toward the teacher's probationary period and tenured status based on their hire date as a Tier 3 or Tier 4 licensed teacher as provided in Minnesota Statutes, section 122A.182.

**Section 3. Lay Off:** Tier 1 and Tier 2 licensed teachers will be laid off prior to any qualified Tier 3 or Tier 4 licensed teachers being placed on unrequested leave of absence (ULA).

**Section 4. Compensation:** Tier 1 and Tier 2 licensed teachers will be compensated as provided for in ARTICLE VII.

**Section 5. Applicable Sections of the Master Agreement:** Tier 1 and Tier 2 licensed teachers shall be covered under the master agreement set forth in this document, besides the sections marked in this article.

## ARTICLE XXII DURATION

**Section 1. Terms and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing upon the date of its execution through June 30, 2027, and thereafter until modifications are made pursuant to the P.E.L.R.A. If the exclusive representative desires to modify or amend this Agreement commencing on July 1, 2027, it shall give written notice of such intent no later than April 1, 2027. If notice is not timely served, the District shall not be required to negotiate any terms of employment for the following school year. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

**Section 2. Effect:** The Agreement constitutes the full and complete Agreement between the District and the C.E.A. representing the teachers of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with those provisions. Nothing in this Agreement shall be construed to obligate the District to continue or discontinue existing or past practices, or prohibit the District from exercising all management rights and prerogatives, except insofar as this would be in express violation of any terms of the Agreement.

**Section 3. Finality:** Any matters 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.

**Section 4. Severability:** The provisions of the Agreement shall be severable, and if any provisions 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.

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

For Central Education Association

For School District No. 108

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Chairperson)

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Clerk)

\_\_\_\_\_  
(CEA Negotiator)

\_\_\_\_\_  
(Chief District Negotiator)

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

**Schedule A 2025-26**  
Credits are based on semester credits

STEP	BA	BA10	BA20	BA30	BA40	BA50/MA	MA10	MA20	MA30	MA40
Career 1	47,726	48,546	49,467	50,657	51,852	53,044	54,239	55,428	56,623	57,809
Career 2	48,732	49,733	50,793	52,116	53,440	54,769	56,090	57,422	58,744	60,069
Career 3	49,738	50,917	52,116	53,572	55,033	56,489	57,946	59,400	60,859	62,318
Career 4	50,746	52,102	53,440	55,033	56,623	58,211	59,802	61,393	63,178	64,572
Career 5	51,750	53,285	54,769	56,489	58,211	59,929	61,659	63,381	65,099	66,827
Career 6	52,754	54,471	56,090	57,946	59,802	61,659	63,512	65,366	67,216	69,081
Career 7	53,760	55,653	57,422	59,400	61,393	63,381	65,366	67,353	69,339	71,328
Career 8	54,823	56,839	58,744	60,859	62,980	65,099	67,216	69,339	71,461	73,584
Career 9	55,831	58,024	60,069	62,318	64,572	66,827	69,081	71,328	73,584	75,836
Career 10	56,834	59,209	61,393	63,776	66,161	68,549	70,931	73,314	75,697	78,088
Career 11	58,462	60,392	62,718	65,234	67,748	70,271	72,782	75,308	77,820	80,333
Career 12	58,462	62,016	64,042	66,689	69,339	71,991	74,637	77,291	79,939	82,587
Career 13	58,462	62,016	65,982	68,753	71,529	74,301	77,070	79,843	82,613	85,389
Career 14	59,077	62,631	66,597	69,368	72,144	75,659	78,456	81,256	84,054	86,857
Career 15	59,436	62,989	66,956	69,727	72,502	76,390	79,585	82,413	85,239	88,070

**Schedule B 2026-27**  
Credits are based on semester credits

STEP	BA	BA10	BA20	BA30	BA40	BA50/MA	MA10	MA20	MA30	MA40
Career 1	49,950	50,976	52,063	53,419	54,776	56,138	57,492	58,857	60,212	61,571
Career 2	50,982	52,190	53,419	54,911	56,409	57,901	59,395	60,885	62,381	63,876
Career 3	52,014	53,404	54,776	56,409	58,039	59,666	61,297	62,928	64,757	66,186
Career 4	53,044	54,617	56,138	57,901	59,666	61,427	63,200	64,965	66,726	68,498
Career 5	54,073	55,832	57,492	59,395	61,297	63,200	65,100	67,000	68,897	70,808
Career 6	55,104	57,045	58,857	60,885	62,928	64,965	67,000	69,037	71,073	73,111
Career 7	56,194	58,260	60,212	62,381	64,555	66,726	68,897	71,073	73,247	75,423
Career 8	57,226	59,475	61,571	63,876	66,186	68,498	70,808	73,111	75,423	77,732
Career 9	58,255	60,689	62,928	65,370	67,815	70,263	72,704	75,147	77,590	80,040
Career 10	59,923	61,902	64,286	66,865	69,442	72,028	74,602	77,190	79,766	82,342
Career 11	59,923	63,566	65,643	68,356	71,073	73,791	76,503	79,223	81,937	84,652
Career 12	59,923	63,566	67,632	70,472	73,317	76,159	78,996	81,839	84,678	87,523
Career 13	60,554	64,196	68,262	71,102	73,947	77,551	80,417	83,287	86,155	89,029
Career 14	60,922	64,564	68,630	71,470	74,315	78,300	81,575	84,473	87,370	90,272

**SCHEDULE C-** For  
coaches/advisors hired prior to June 30, 2025

**Group I (12, 14, 16)**

Head Boys Basketball  
Head Wrestling  
Head Football  
Head Girls Basketball  
Head Volleyball  
Head Track

**Group II (9, 10.5, 12)**

Head Cross Country  
Senior High Band  
Asst. Volleyball  
Asst. Girls Basketball  
Head Baseball  
Asst. Boys Basketball  
Asst. Football  
Head Softball  
Asst. Wrestling  
School Annual  
Cheerleading Advisor  
Dance Team Coach

**Group III (7, 8, 9)**

Head Speech  
Director of Musical  
\*9<sup>th</sup> Gr. Football  
7<sup>th</sup> & 8<sup>th</sup> Girls Basketball (full)  
9<sup>th</sup> Volleyball  
7<sup>th</sup> & 8<sup>th</sup> Volleyball  
Asst. Cross Country  
Asst. Softball  
Asst. Baseball  
Asst. Track  
7<sup>th</sup> & 8<sup>th</sup> Boys Basketball (full)  
\*\*7<sup>th</sup> & 8<sup>th</sup> Football  
9<sup>th</sup> Boys Basketball  
9<sup>th</sup> Girls Basketball  
M.S. Wrestling  
Technovation  
Robotics  
\*\* 6.5, 7.5, 8.5%  
\*7.5, 8.5, 9.5%

**Group IV (5, 6, 7)**

9<sup>th</sup> Gr. Baseball  
9<sup>th</sup> Gr. Softball  
Head Golf  
Asst. Speech  
^ AAA Program  
FFA Advisor  
3 Act Play Director  
Music Director of  
Musical  
Asst. Dance Team Coach

**Group V (4, 5, 6)**

^ HS Student Council  
Advisor  
Staff Accompanist for Musical  
One Act Play  
Elementary/M.S./ Band  
NHS Advisor  
M.S. Track - Girls & Boys  
7<sup>th</sup> & 8<sup>th</sup> Softball  
7<sup>th</sup> & 8<sup>th</sup> Gr. Baseball  
Assistant Golf  
Assistant FFA Advisor  
7<sup>th</sup> & 8<sup>th</sup> Boys Basketball (ss)  
7<sup>th</sup> & 8<sup>th</sup> Girls Basketball (ss)

**Group VI (3, 4, 5)**

Prom Advisor  
Coronation Advisor  
^ Staff Accompanist  
Vocal High School  
^ M.S. Student Council

**Group VII (1, 1.5, 2)**

Vocal Grade School  
M.S. Yearbook  
\*Science Fair  
FCCLA Advisor  
\*M.S. Choir Director

**Group VII (continued)**

H.S. Knowledge Bowl Advisor  
M.S. Knowledge Bowl Advisor  
^ Elementary Student Council  
Advisor  
HS Math Team Advisor  
MS Math Team Advisor

**Group VIII**

Math Masters &  
Math Counts  
\$100/grade  
Spelling Bee- \$300 (3)  
Senior Class Advisor-  
\$125 (2)  
Junior Class Advisor -  
\$125 (2)  
Soph. Class Advisor -  
\$125  
Freshman Class Advisor-  
\$100  
International Club Advisor -  
\$150  
Elementary Overnight Camp-  
\$250 per teacher  
Elementary Yearbook-\$250  
  
AD 19% (of base pay)  
Special Ed Lead Teacher 1/7 of  
base pay  
  
Base for 2024-25 is \$43,870  
\*\*Final base calculation for  
Schedule C\*\*

The three different figures in parentheses refer to the percentage of the base salary, based on “years” of experience, the first number being 1 to 3 years experience, the second being 4 to 6 years, and the third being 7 or more years experience. Experience compensation shall be paid at the conclusion of the assignment. Therefore experience shall accrue at the conclusion of the assignment. Prior years experience in an activity may be considered for placement on this schedule. Positions assigned that are on the extra curricular schedule shall be paid according to that schedule.  
^ Where responsibilities are shared, the dollar amounts will also be shared as determined by those involved. Take the person with the most years (divided) by the number of people.  
The district will Meet and Confer with the C.E.A. regarding placement of new positions on Schedule C during the term of this contract.

**Schedule D 2025-27**  
**For coaches and advisors hired July 1, 2025**

Schedule "D" Athletics	Year 1-3	Year 4-6	Year 7-9	Schedule "D" Activities	Year 1-3	Year 4-6	Year 7-9
<b>Head Football</b>	\$5,010	\$5,663	\$6,315	<b>Head Speech</b>	\$3,669	\$4,229	\$4,788
JV/Assistant Football	\$3,758	\$4,247	\$4,736	Assistant Speech	\$2,752	\$3,171	\$3,591
C Team Football	\$3,006	\$3,398	\$3,789	<b>H.S. Knowledge Bowl</b>	\$2,246	\$2,734	\$3,221
8th Grade Football	\$2,255	\$2,548	\$2,842	7th/8th Knowledge Bowl	\$1,011	\$1,230	\$1,449
7th Grade Football	\$2,255	\$2,548	\$2,842	<b>FFA Head</b>	\$3,733	\$4,076	\$4,419
<b>Head Volleyball</b>	\$5,010	\$5,663	\$6,315	FFA Assistant	\$2,800	\$3,057	\$3,314
JV/Assistant Volleyball	\$3,758	\$4,247	\$4,736	Director of Musical	\$4,122	\$4,638	\$5,154
C Team Volleyball	\$3,006	\$3,398	\$3,789	Play Director (any)	\$2,520	\$3,097	\$3,673
8th Grade Volleyball	\$2,255	\$2,548	\$2,842	Musical Director of Musical	\$1,995	\$2,487	\$2,979
7th Grade Volleyball	\$2,255	\$2,548	\$2,842	Technovation	\$1,995	\$2,487	\$2,979
<b>Head Cross Country</b>	\$5,010	\$5,663	\$6,315	Robotics	\$2,708	\$3,098	\$3,487
JV/Assistant Cross Country	\$3,758	\$4,247	\$4,736	AAA Program	\$2,194	\$2,633	\$3,071
<b>Head Soccer</b>	\$5,010	\$5,663	\$6,315	NHS Advisor	\$1,353	\$1,534	\$1,715
JV/Assistant Soccer	\$3,758	\$4,247	\$4,736	HS Student Council	\$1,781	\$2,014	\$2,247
<b>Head Boys Basketball</b>	\$5,726	\$6,426	\$7,125	MS Student Council	\$1,069	\$1,208	\$1,348
JV/Assistant Boys Basketball	\$4,295	\$4,820	\$5,344	Elementary Student Council	\$801	\$906	\$1,011
C Team Boys Basketball	\$3,436	\$3,856	\$4,275	HS Yearbook	\$1,646	\$2,195	\$2,743
8th Boys Basketball (full)	\$2,577	\$2,892	\$3,206	MS Yearbook	\$988	\$1,317	\$1,646
7th Boys Basketball (full)	\$2,577	\$2,892	\$3,206	Elementary Yearbook	\$741	\$988	\$1,234
8th Boys Basketball (SS)	\$2,004	\$2,249	\$2,494	Elementary Science	\$801	\$906	\$1,011
7th Boys Basketball (SS)	\$2,004	\$2,249	\$2,494	eSports	\$1,353	\$1,534	\$1,715
<b>Head Girls Basketball</b>	\$5,726	\$6,426	\$7,125	Choir performances 13 evenings per year as developed by principal and director. Only one event can happen each day.	\$152 per event	\$177 per event	\$200 per event
JVAssistant Girls Basketball	\$4,295	\$4,820	\$5,344	Band performances 26 evenings per year as developed by principal and director. Only one event can happen each day.	\$152 per event	\$177 per event	\$200 per event
C Team Girls Basketball	\$3,436	\$3,856	\$4,275				
8th Girls Basketball (full)	\$2,577	\$2,892	\$3,206				
7th Girls Basketball (full)	\$2,577	\$2,892	\$3,206				
8th Girls Basketball (SS)	\$2,004	\$2,249	\$2,494				
7th Girls Basketball (SS)	\$2,004	\$2,249	\$2,494				
<b>Head Wrestling</b>	\$5,726	\$6,426	\$7,125				

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Schedule "D" Athletics	Year 1-3	Year 4-6	Year 7-9	Schedule "D" Activities	Year 1-3	Year 4-6	Year 7-9
Jv/Assistant Wrestling	\$4,295	\$4,820	\$5,344	All Accompanist	Prevailing rate number of hours agreed upon by the director and principal		
7 & 8 Wrestling	\$2,577	\$2,892	\$3,206		Prom Advisor	\$1,300	\$1,400
<b>Head Dance Team Coach</b>	\$5,010	\$5,663	\$6,315	Coronation Advisor	\$1,000	\$1,100	\$1,200
JV/Assistant Dance Team	\$3,758	\$4,247	\$4,736	Senior Class Advisor	\$300 (2)		
<b>Head Baseball</b>	\$5,010	\$5,663	\$6,315	Junior Class Advisor	\$125 (2)		
JV/Assistant Baseball	\$3,758	\$4,247	\$4,736	Softomore Class Advisor	\$125 (2)		
C Team Baseball	\$3,006	\$3,398	\$3,789	Freshman Class Advisor	\$100		
8th Baseball	\$2,255	\$2,548	\$2,842	Elem overnight Trip	\$300 (4)		
7th Baseball	\$2,255	\$2,548	\$2,842				
<b>Head Softball</b>	\$5,010	\$5,663	\$6,315	<b>Athletic Director</b>	\$8,335.30		
JV/Assistant Softball	\$3,758	\$4,247	\$4,736				
C Team Softball	\$3,006	\$3,398	\$3,789				
8th Softball	\$2,255	\$2,548	\$2,842				
7th Softball	\$2,255	\$2,548	\$2,842				
<b>Head Track</b>	\$5,010	\$5,663	\$6,315				
JV/Assistant Track	\$3,758	\$4,247	\$4,736				
C-Team Track	\$3,006	\$3,398	\$3,789				
8th Track	\$2,255	\$2,548	\$2,842				
7th Track	\$2,255	\$2,548	\$2,842				
<b>Head Golf</b>	\$5,010	\$5,663	\$6,315				
JV/Assistant Golf	\$3,758	\$4,247	\$4,736				

Experience compensation shall be paid at the conclusion of the assignment. Therefore, experience shall accrue at the conclusion of the assignment. Prior years' experience in an activity may be considered for placement on the schedule. Positions assigned that are on the extra-curricular schedule shall be paid according to that schedule. Where responsibilities are shared, the dollar amount will be also shared and determined by those involved by taking the person with the most years (divided) by the number of people. Staff eligible for both schedule C or D will get the highest amount. The District will meet and confer with the CEA regarding placement of new positions on schedule D during the term of this contract.

## SCHEDULE E

### Career Increments

Career Increments will be paid to any teacher with 20 years' service in the district. The payments will commence on the beginning of the 20<sup>th</sup> year as follows:

Years of Service	BA	BA10	BA20	BA30	BA40	BA50/MA	MA10	MA20	MA30	MA40
20	500	500	500	500	500	500	500	500	500	600
24	500	500	500	500	500	500	500	500	500	600
28	400	400	400	400	400	400	400	400	400	400
32	400	400	400	400	400	400	400	400	400	400

The dollar amounts will be paid each year. Example: A payment of \$500 will be paid at the beginning of the 20<sup>th</sup> year to a teacher in the BA +60 lane. The teacher will receive that \$500 payment during the 21<sup>st</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup> year. An additional \$500 will be paid for the 24<sup>th</sup> and succeeding years until the 32<sup>nd</sup> year when an additional \$400 will be paid for that year and succeeding years.

SCHEDULE F  
E.C.F.E., Pre-K TEACHER SALARY

2025-26

Years of Service	Amount
1	41,000
2	42,538
3	44,075
4	45,613
5	47,150
6	48,687
7	50,225
8	51,763
9	53,300
10	54,837

2026-27

Years of Service	Amount
1	42,025
2	43,601
3	45,176
4	46,753
5	48,329
6	49,904
7	51,481
8	53,057
9	54,633
10	56,208

## **Memorandum of Understanding (MOU)**

Central Public Schools (herein referred to as the “District”) and Central Education Association (herein referred to as “CEA”) agree to the following:

Be it resolved that:

The District and CEA agree to review Retirement Benefits and Class Sizes to better understand the complexities of the issues.

Two work groups will be developed by the superintendent which must include administration, a school board member, and at least 3 teachers. One elementary, one secondary and one CEA Executive Board Member.

Work must begin no later than December 2025 for both workgroups.