

2023-2025
Master Agreement

Between

Independent School District No. 2859
Glencoe-Silver Lake, Minnesota

And

Education Minnesota: Glencoe-Silver Lake

Representing the Teachers of Independent School District No. 2859

July 1, 2023 through June 30, 2025

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ARTICLE I PURPOSE

This Agreement is entered into between Independent School District No. 2859, hereinafter referred to as the School District, and Education Minnesota: Glencoe-Silver Lake, hereinafter referred to as the exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for teachers during the duration of the Agreement.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, the School District recognizes Education Minnesota: Glencoe-Silver Lake as the exclusive representative of teachers employed by the School District. The exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all the teachers of the School District as defined in this Agreement and in the PELRA.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: The term, "terms and conditions of employment," means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School District's personnel policies affecting the working conditions of the employees. In the case of professional employees, the term does not mean educational policies of the School District. "Terms and conditions of employment" is subject to the provisions of the PELRA.

Section 2. Teacher: The term, "teacher," shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the State of Minnesota; but shall not include the Superintendent, assistant superintendent, principals and assistant principals who devote more than fifty percent (50%) of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law. It shall include school counselors, school psychologists, speech language pathologist, school nurse, Early Childhood Special Education (ECSE) teachers, and Early Childhood Family Education/School Readiness (ECFE/SR) teachers.

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

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE IV SCHOOL DISTRICT RIGHTS

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

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

Section 3. Effect of Law, Rules and Regulations: The exclusive representative recognizes that all teachers covered by this Agreement shall perform the teaching and nonteaching services prescribed by the School Board, as agreed in this agreement, and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directions and orders, issued by properly designated officials of the School District. In the case of nonteaching services, teachers will be allowed to volunteer for duties. The building principal will decide if volunteers are suitable for the particular assignment. If the volunteers are not suitable, or if there are not enough volunteers, the principal will have the right to assign the duties consistent with the provisions of Section 3. of ARTICLE XII below. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by this Agreement and all provisions of the Agreement are subject to the laws of the State of Minnesota, Federal laws, and valid rules, regulations and orders of State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

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

ARTICLE V UNION RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the condition or compensations of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative if there be one. M.S. 179A.01 to 179A.25 (PELRA) do not require any teacher to perform labor or services against his/her will.

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

Section 3. Request for Dues Check Off: Teachers shall be allowed dues check off for the teacher organization of their selection, provided that dues check off and the proceeds thereof shall not be allowed any teacher organization that has lost its right to dues check off pursuant to the PELRA. Upon receipt of a properly executed authorization card of the teacher involved, the School District will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the teacher organization during the period provided in said authorization.

The October pay period shall be the first check off date for all returning teachers and the October pay period shall be the first check off date for all new teachers who have signed dues deduction authorization cards. Eighteen (18) equal deductions will be made. The amount deducted will be transmitted to the exclusive representative no later than the last day of the month in which the dues were collected.

The deductions may be revoked by the teacher by filling out a dues deduction revocation form with thirty (30) days notice given to the Superintendent's office.

Section 4. Releases from Agreement: Teachers shall have up to thirty (30) calendar days beyond the signing of the Master Agreement to tender their resignations, with the exception that July 15 will be the deadline for all resignations in contract years. In non-contract years, the deadline for resignations will be April 1.

Section 5. Individual Contract Issuance: The School District will issue individual letters of assignment by the last duty day, subject to modification as the needs of the School District determine. In the event that modifications are made, the teacher will be notified as soon as reasonably possible.

Section 6. Availability of Personnel File: Pursuant to M.S. 122A.40, Subd. 19, all evaluations and files relating to each individual teacher shall be available during regular School District business hours to each individual teacher upon his/her written request. The teacher shall

have the right to reproduce any of the contents of the file at the teacher's expense and to submit for inclusion in the file written information in response to any material contained in it; provided, however, the School District may destroy such files as provided by law. Any teacher who has disciplinary and/or evaluation material added to his/her files shall be informed of such addition and receive a copy of the material added.

Section 7. Discipline and Suspension: No teacher shall be disciplined, reduced in compensation or suspended without just cause. This section shall not apply to terminations or discharges as provided in M.S.122A.40.

Section 8. Staff Development: The School District will address staff development as provided by statute.

Section 9. Professional Staff Performance Review:

Subd. 1. The School District will evaluate members of the collective bargaining unit as provided by statute and School District policy.

Subd. 2. The School District will meet and confer with the exclusive representative regarding the School District policies.

Subd. 3. All performance reviews will be conducted by a licensed administrator.

Subd. 4. The administrator will provide the teacher with a copy of each evaluation on a timely basis.

Section 10. Staff Performance. Staff performance evaluations will follow components as described by state statute.

Section 11. Appointment of Teachers to School District Committees: In the event the School District forms any working committees, it shall have total discretion to determine the number of teachers on such committees. If the School District, in its discretion, determines that teachers shall serve on any committee, the exclusive representative shall have the right to appoint one (1) teacher to the committee, with the School District retaining the sole right and discretion to appoint the remaining teachers.

ARTICLE VI

BASIC SCHEDULES AND RATES OF PAY

Section 1. Basic Compensation:

Subd. 1. 2023-2024 Salary Schedule: The wages and salaries reflected in Salary Schedule A, attached hereto, shall be effective only for the 2023-2024 school year and teachers shall advance one (1) increment on the salary schedule.

Subd. 2. 2024-2025 Salary Schedule: The wages and salaries reflected in Salary Schedule B, attached hereto, shall be effective only for the 2024-2025 school year and teachers shall advance one (1) increment on the salary schedule.

Section 2. Status of the Salary Schedule: The salary schedule is not to be construed as part of the teacher's continuing contract. The School District reserves the right to withhold increment advance, lane changes or any other salary increment for just cause.

Section 3. Placement on Salary Schedule: Each teacher shall be placed on the proper step and lane of the salary schedule in accordance with the following subdivisions of this article:

Subd. 1. Germane: All credits, including credits for online classes, television viewing, correspondence work or self-study courses shall be submitted to the Superintendent for prior approval. Credits to be considered for application on any lane of the salary schedule must be germane to the teaching assignment as determined by the Superintendent.

Subd. 2. Grade and Credits: To apply for advancement on the salary schedule, all credits earned beyond the bachelor's degree should normally be graduate credits. Exceptions may be made to this requirement in the sole discretion of the Superintendent when he/she determines that certain undergraduate level courses may be more beneficial to the teaching assignment than graduate courses. No less than a grade of "B" or higher or a pass in a pass/fail course shall be accepted for advancement on the salary schedule. Starting in the 2019-2020 contract: for advancement beyond BA+75/MA, credits must be taken after completion of a master's degree and placement on the BA+/MA lane.

Subd. 3. Prior Approval: All credits, in order to be considered for application on the salary schedule, must be approved by the Superintendent in writing prior to the taking of the course.

Subd. 4. Effective Date: Individual contracts will be modified to reflect lane changes twice every year in September and January provided a transcript of qualified credits is submitted to the Superintendent's office no later than September 1st and January 1st of each year. The changes will be effective on September 15th and January 15th. Credits submitted by transcript after January 1st, even though otherwise qualifying,

shall not be considered until the following school year. All teachers who have earned seventy-five (75) approved credits beyond the bachelor's degree by June 30, 2011, shall continue on the master lane. Teachers shall not advance beyond the BA+75 or MA lane unless the teacher has a master's degree. Teachers may not advance more than two lanes.

Subd. 5. Prior Experience: A teacher who has experience in another school district shall be placed on the salary schedule on a step and lane that is agreed upon by the teacher and the School District. After initial placement on the salary schedule, a teacher shall not be granted lane changes based on credits earned prior to employment by the School District.

Credit not to exceed four (4) years for military experience and not to exceed two (2) years for Peace Corps, VISTA, or National Teachers Corps work will be given upon initial employment, provided this experience has been within five (5) years of employment in the School District.

Teachers with previous teaching experience in the School District who leave to enter military service, Peace Corps, VISTA, or National Teacher Corps, or are given leave of absence for other reasons, will, upon returning to the School District, receive full credit on the salary schedule for all outside teaching experience, military experience, or other service experience stated in this Master Agreement. Previously accumulated unused leave days will be restored to all teachers returning from military service, Peace Corps, VISTA, or National Teacher Corps who are affected by the terms of the Master Agreement.

Section 4. Salary Payments: Teachers shall be paid their contract salary in 24 monthly installments beginning in September. Request for change in the payment schedule must be made in writing prior to September 10th of each year. Schedule C payments shall be made in one (1) payment upon the completion of the activity. Teachers performing activities on a year-long basis will receive payments in monthly installments. Pay checks will be issued on the 15th and the last business day of each month. If the payday falls on a Saturday, pay checks will be issued on the preceding Friday. If the payday falls on a Sunday, pay checks will be issued on the following Monday. See Schedule D.

ARTICLE VII EXTRA COMPENSATION

Section 1. Extra-Curricular Schedule: The wages and salaries reflected in the Schedule C, attached hereto, shall be part of this Agreement.

Section 2. Status: Extra assignments associated with additional compensation shall not be construed to be part of the continuing contract unless expressly provided as such in the individual contract.

Section 3. Special Assignment Schedule: The wages and salaries reflected in Schedule D, attached hereto, shall be a part of this Agreement.

ARTICLE VIII EARLY CHILDHOOD FAMILY EDUCATION (ECFE) TEACHERS AND SCHOOL READINESS (SR) TEACHERS

Section 1. Application to the Master Agreement: The provisions of this article shall apply to Early Childhood Family Education (ECFE) teachers and School Readiness (SR) teachers who are included by law, which is offered through a community education program, in the bargaining unit. Early Childhood Family Education (ECFE) teachers and School Readiness (SR) teachers who meet the definition of a teacher in ARTICLE III, Section 2., shall be governed by the Master Agreement. In all instances, the provisions of this article shall supersede and have precedence over provisions found in other articles of the Master Agreement. Unless specifically addressed in this article the Master Agreement shall apply.

Section 2. Probationary Period: The probationary period of ECFE and SR teachers shall be three (3) school years of continuous service.

Section 3. Layoff and Recall: ECFE/SR teachers shall have seniority only as an ECFE/SR teacher and shall have a separate seniority list consisting only of ECFE/SR teachers. An ECFE/SR teacher shall not have any rights to any other teaching position in the School District. ECFE/SR teachers shall be laid off and recalled within order of seniority with other ECFE/SR teachers. ECFE/SR teachers must have a minimum of 20 hours per week to be considered on the seniority list.

Section 4. Scheduling: Recognizing the unique, changing and variable nature of the ECFE and SR program, hours of service, duty day, duty week, and duty year shall be assigned by mutual agreement between the School District, Coordinator, and ECFE/SR teacher(s) and may be modified from time to time based upon the needs of the programs.

Subd. 1. Planning and Preparation Time: Each ECFE and SR teacher shall have fifteen (15) minutes of prep/planning time for each sixty (60) minutes of direct contact with program participants.

Subd. 2. Set Up, Take Down, and Reorganization Time: Each ECFE and SR teacher assigned to teach a class shall have thirty (30) minutes of set-up time prior to each class period and thirty (30) minutes of take down or reorganization time after each class period. Each teacher shall have an additional sixty (60) minutes of reorganization time following the class period in each series of classes.

Subd. 3. Program Time: ECFE and SR hours shall include but not be limited to sufficient time to conduct home visits, data collection, the women, infants and children (WIC) program, and special events.

Section 5. Assignment: Assignment of classes within the ECFE and SR program is at the discretion of the School District.

Section 6. Staff Development, Workshops and Conferences: ECFE and SR staff shall be included in receiving the staff development funds for teachers and teaching assistants. Attendance required by the School District shall be paid at the same rate as their teaching compensation.

Section 7. Salary:

Subd. 1. Compensation: ECFE/SR teachers shall be compensated as agreed between the teacher and the School District at the time of employment, and the teacher shall not be entitled to compensation on the regular salary schedule. Salary is calculated by Step and Lane Placement divided by 182 teacher contract days divided by 8 hours to determine an hourly wage. The hourly wage is then used to determine salary based on hours worked.

Subd. 2. Pupil Contact Time: Salary for pupil contact time will be at the discretion of the School District based upon available funding for ECFE programs.

Subd. 3. Non-Pupil Contact Time: Salary for duties (such as, but not limited to, census data collection, home visitation, liaison work with outside agencies, curriculum development, newsletter editing, and special events) other than pupil contact time will be at the discretion of the School District based upon available funding for ECFE programs.

Subd. 4. Coordinators or Lead Teachers: ECFE and SR teachers who are assigned as coordinators or lead teachers under the ECFE and/or SR program shall be compensated an additional one-seventh (1/7) of their scheduled salary. A "coordinator or lead teacher" is defined as a person who would not meet six (6) of the ten (10) supervisory duties spelled out in Chapter 179A.03, Definitions, Subd. 17, in the PELRA.

Subd. 5. ECFE/SR Staff: One year experience will be allowed for each 728 hours of ECFE classes taught.

Section 8. Leaves: ECFE and School Readiness teachers will have the accrual and payment of any leave days prorated in relationship to the amount of hours worked. The determination will be based on previous years teaching hours.

ARTICLE IX GROUP INSURANCE AND OTHER BENEFITS

Section 1. Health and Hospitalization:

Subd. 1. Individual Coverage. The School District shall contribute a sum not to exceed five hundred fifty-six dollars (\$556.00) per month toward the premium for individual coverage for all full-time teachers employed by the School District who qualify for and are enrolled in the present School District group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the teacher and paid by payroll deduction.

Subd. 2. Family Coverage. The School District shall contribute a sum not to exceed eleven hundred twelve dollars (\$1,112) per month toward the premium for family coverage for each eligible teacher employed by the School District who qualifies for and is enrolled in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the teacher and paid by payroll deduction.

Subd. 3. Hold Harmless. In the event that the School District's contribution toward dependent insurance contribution is found by a court of competent jurisdiction or a state hearing examiner to be illegally discriminatory, the exclusive representative agrees to hold the School District harmless and to indemnify the School District from any and all actions, suits, claims, damages and judgments against the School District for the School District's contribution toward dependent coverage. The exclusive representative shall provide for the defense of the School District against any such claim or action, except that the School District may additionally provide for its own defense.

Subd. 4. Married Couple Employed by the School District and Insurance: When a married couple are both employed by the School District and are both eligible for health and hospitalization insurance, the School District shall contribute a sum not to exceed one thousand three hundred fifty-eight dollars and fifty cents (\$1,358.50) per month toward the premium for family coverage. Any additional cost of the premium shall be borne by the married couple and paid by payroll deduction.

Section 2. Dental Insurance:

Subd. 1. Individual Coverage. The School District shall contribute a sum not to exceed twenty-seven dollars (\$27.00) per month toward the premium for individual coverage for all full-time teachers employed by the School District in the School District's dental insurance plan. Any additional cost of the premium shall be borne by the teacher and paid by payroll deduction.

Subd. 2. "Employee Plus One" Coverage. The School District shall contribute a sum not to exceed forty-two dollars (\$42.00) per month toward the premium for "employee plus one" coverage for all eligible teachers employed by the School District

in the School District's dental insurance plan. Any additional cost of the premium shall be borne by the teacher and paid by payroll deduction.

Subd. 3. Family Coverage. The School District shall contribute a sum not to exceed sixty-five dollars (\$65.00) per month effective July 1, 2006, toward the premium for family coverage for all eligible teachers employed by the School District in the School District's dental insurance plan. Any additional cost of the premium shall be borne by the teacher and paid by payroll deduction.

Section 3. Life Insurance: The School District shall provide each full-time teacher with group term life insurance in the amount of fifty thousand dollars (\$50,000) in the School District's group term life insurance plan. The School District shall contribute a sum not to exceed eleven dollars (\$11.00) month/individual toward the premium for group term life insurance for each eligible teacher. Any additional cost of the premium shall be borne by the teacher and paid by payroll deduction.

Section 4. Long Term Disability (LTD). The School District shall pay the complete cost of the premium for the School District's LTD insurance for each eligible teacher. The policy shall provide 66 2/3% of a teacher's basic compensation (exclusive of extra duty or extra-curricular assignments) to be paid in the event of disability. Benefits shall become available after ninety (90) calendar days of continuous disability and will provide coverage as per the schedule of the District's long term disabilities benefits plan.

Section 5. Claims Against the School District: The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Health and Hospitalization Insurance for Retired Teachers: A teacher who has retired shall be allowed to continue as a member of the group for health insurance purposes. Beginning with the 2001-2002 school year, the School District will contribute one hundred fifty dollars (\$150.00) per month toward the premium cost of individual health and hospitalization insurance for such retired teacher and shall continue to pay one hundred fifty dollars (\$150.00) per month for ninety-six (96) months and/or Medicare eligible, whichever comes first. The teacher shall pay the difference toward the full premium for any coverage elected. For purposes of this section, a retired teacher shall mean a teacher with not less than ten years of continuous service in the School District and who is eligible for an annuity under the Teacher's Retirement Act.

A teacher who has retired shall be allowed to continue as a member of the group for health insurance purposes. Beginning with the 2024-2025 school year, the School District will contribute two hundred dollars (\$200.00) per month toward the premium cost of individual health and hospitalization insurance for such retired teacher and shall continue to pay two hundred (\$200.00) per month for ninety-six (96) months and/or Medicare eligible, whichever comes first. The teacher shall pay the difference toward the full premium for any coverage elected. For purposes of this section, a retired teacher shall mean a teacher with not less than ten years of continuous service in the School District and who is eligible for an annuity under the Teacher's Retirement Act.

[Note: Effective July 1, 2005] A qualified teacher, who discontinues health and hospitalization insurance coverage with the School District, and obtains other coverage with employer-paid contribution or is covered under spouse's employer contributed family plan, shall furnish proof of insurance, premium cost, and employer contribution amount towards coverage. The employer-paid contribution plus up to the School District's \$150.00 contribution per month is not to exceed the full insurance premium cost. The District's contribution per month is not to exceed the full insurance premium cost. The District's contribution shall be paid to the retired teacher in June and December.

A teacher who retires and is on the School District's health and hospitalization plan shall be allowed to continue as a member of the group for health insurance purposes. Beginning with the 2011-2012 school year, the School District will contribute \$250.00 per month toward premium cost of health and hospitalization for such retired teacher and shall continue to pay for ninety-six (96) months and/or Medicare eligible, whichever comes first. The teacher shall pay the difference toward full premium for any coverage elected. For purposes of this section, a retired teacher shall mean a teacher who has not less than twenty-five (25) years of service with the District (any leave more than one year or other employment does not count as service years with the School District), and has at least thirty-four (34) years of teaching experience, and is eligible for annuity under the Teachers Retirement Act and is continually covered under the District's health insurance, either as an individual or covered under a District-provided family policy. This provision is in effect only if the insurance carrier agrees to continue insurance with the retired employee.

A teacher who retires and is on the School District's health and hospitalization plan shall be allowed to continue as a member of the group for health insurance purposes. Beginning with the 2024-2025 school year, the School District will contribute \$300.00 per month toward premium cost of health and hospitalization for such retired teacher and shall continue to pay for ninety-six (96) months and/or Medicare eligible, whichever comes first. The teacher shall pay the difference toward full premium for any coverage elected. For purposes of this section, a retired teacher shall mean a teacher who has not less than twenty-five (25) years of service with the District (any leave more than one year or other employment does not count as service years with the School District), and has at least thirty-four (34) years of teaching experience, and is eligible for annuity under the Teachers Retirement Act and is continually covered under the District's health insurance, either as an individual or covered under a District-provided family policy. This provision is in effect only if the insurance carrier agrees to continue insurance with the retired employee.

A qualified teacher retiring after June 30, 2012, who discontinues health and hospitalization insurance coverage with the School District but elects other coverage and pays the full premium, shall furnish proof of insurance. The District shall make payment to the retired teacher in June and December.

A qualified teacher retiring after June 30, 2012, who discontinues health and hospitalization insurance coverage with the School District and obtains other coverage with employer paid contributions or is covered under spouse's employer contributed family plan shall furnish proof of insurance, premium cost and employer contribution amount towards coverage. The other employer-paid contribution plus up to the School

District's \$250.00 contribution per month is not to exceed the full insurance premium cost. The District's contribution shall be paid to the retired teacher in June and December.

Section 7. Retire/Rehire Plan:

Subd. 1. Licensure: Retired teachers who are retired/rehired by the School District must be appropriately licensed in the subject matter that they will be hired to teach.

Subd. 2. Probationary Period: The probationary period of retired School District teachers who are rehired and who have had a break in service of at least two (2) months since retiring from the School District shall be a minimum of one (1) year of continuous service. During the probationary period, the School District shall have the unqualified right to suspend, with or without pay, discharge, or otherwise discipline a previously retired teacher.

Subd. 3. Eligibility: Teachers who meet the requirements of M.S. 354.444, Subd. 2., who have at least ten (10) years of consecutive service as full-time teachers in the School District will be eligible to participate in the "Retire/Rehire Plan." However, final approval of eligibility is up to the School Board.

Subd. 4. Procedural Requirements: An eligible teacher must: (a) submit a written notification of the teacher's intent to enter into the "Retire/Rehire Plan" no later than May 31 of current school year unless an alternative date is agreed upon by the parties; and (b) submit written notification of intent to retire from School District employment on last day of school during current year, under the provisions of M.S. 354.444.

Subd. 5. Layoff and Recall: Retired teachers who are retired/rehired by the School District shall have no seniority or bumping rights, nor rights to continuing contract status.

Subd. 6. Compensation: Retired teachers who are retired/rehired by the School District shall be compensated based on their placement on the salary schedule at the time for their retirement or as the parties may agree. The salary paid shall be in accordance with M.S. 354.444 Subd 5.

Subd. 7. Duration of Participation: The individual teaching contracts of teachers participating in the "Retire/Rehire Plan" will be for one-year periods but may be renewed on a year-to-year basis.

Subd. 8. Benefits: All retired teachers who are retired/rehired by the School District shall negotiate as a group the terms of sick leave, personal leave, bereavement leave, wellness leave, and extra duties as the parties may agree. The hours of service under the retired/rehired plan shall be mutually agreed upon by the school district and the eligible teacher.

Section 8. Eligibility: Eligibility for the full insurance contributions as provided in this article shall apply only to full-time teachers who are employed for the regular duty day and the regular duty year as described in ARTICLE XII and ARTICLE XIII. Part-time teachers employed during the regular duty year shall be eligible for a proportionate benefit or premium contribution. Substitute teachers shall not be eligible for the benefits of this article.

ARTICLE X TAX SHELTERED BENEFITS

Section 1. Tax Sheltered Annuities: The School District shall permit teachers to establish tax sheltered annuities under applicable limits as provided by law.

Subd. 1. Teachers may request changes in non-matching annuities anytime. Such request shall be in writing.

Subd. 2. Teachers may select no more than two (2) annuity companies.

Section 2. Flexible Benefits: The School District shall provide a payroll-system flexible benefits plan (to include IRS 105 and IRS 125 plans) from a flexible benefits plan vendor mutually agreed upon by the School District and the Union. Such vendor shall have substantial experience with school districts, shall take legal responsibility for the plan, shall give the employees tax advice with respect to their participation in the plan, shall have comprehensive orientation services for teachers including 24-hour per day consultation for teachers to have their questions about the plan answered.

Section 3. 403 (b) Matched Plan: All "full-time teachers" (which, for the purposes of this section, are defined as having an eighty percent (80%) contract or more (384 minutes per day)), upon acquiring continuing contract status in the School District, are eligible to participate in a 403(b) matching program as allowed under M.S. 356.24.

Subd. 1 Teacher Match: Eligible teachers must elect to participate in the 403(b) annuity matching program pursuant to the annuity plan requirements at the beginning of the plan year. The School District's matching contribution to teachers participating in the 403(b) annuity matching program shall be as follows:

Continuing Contract Status

to 10th Year	up to \$650.00.
11-15	up to \$800.00.
16-20	up to \$1,200.00.
21 +	up to \$1,800.00.

- a. All teachers are eligible to contribute to their 403b before the time of the district match.
- b. Maximum career School District contribution for an individual teacher is forty thousand dollars (\$40,000).

- c. The School District will make the foregoing matching contribution to a teacher's 403(b) annuity account only if the teacher's annual contribution is two hundred dollars (\$200.00) or more. The School District's matching contribution will be dollar-for-dollar as required under M.S. 356.24 up to the annual maximum match set forth above, subject to the maximum career School District contribution as set out above. The annual limit individual teachers may contribute to his/her 403(b) annuity account shall be governed by the applicable sections of the Internal Revenue Code and the regulations promulgated thereunder.

Subd. 2. Approved Plans: The School District will make matching contributions only to annuity plans that have complied with the 403(b) regulations and have signed a universal vendor agreement (UVA) with the third party administrator.

Subd. 3. Contribution Deductions: Equal deduction of contributions shall be made from each salary payment. Contributions will be mailed to accounts within five (5) business days of the pay period.

Subd. 4. Election: Eligible teachers must make application for participation in the 403(b) annuity matching program by September 1 for that school year. Once an eligible teacher elects to participate in the 403(b) annuity matching program, said election is irrevocable for that school year and will continue each subsequent year unless modified by the teacher.

- a. Once the election to participate is made, the eligible teacher must participate in the 403(b) annuity matching program at the same rate of contribution for the entire school year. An eligible teacher may change his/her rate of contribution by notifying the School District Business Office by September 1 of the school year in which the change is to be effective.
- b. In the event that a participating teacher's assignment is reduced from full-time to part-time during the school year, the teacher must continue participating in the matching program at the same rate of contribution for the remainder of the school year. Thereafter, unless and until the teacher's assignment is increased to full-time, he/she will not be eligible to participate in the 403(b) annuity matching program.

Subd. 5. Teachers on Leave: Eligible teachers on unpaid leave may not participate in the 403(b) annuity matching program while on leave. Eligible teachers may elect to reenter the 403(b) annuity matching program upon their return. Eligible teachers on paid leave, including a sabbatical leave, may participate in the 403(b) annuity matching program during their period of leave, on a pro-rata basis. In any event, notification of election must be given to the School District Business Office by September 1 for that school year. During the period of a leave, the School District will make a pro-rata matching contribution. Should a teacher fail to return to employment with the School District after the termination of a sabbatical leave, the exclusive

representative shall reimburse the School District for any matching contribution made during said leave, except in the event of discontinuance of the teacher's position as provided in ARTICLE XI, Section 12., Subd. 4.

Subd. 6. Death of Teacher Participant: If a teacher participant dies before retirement, the teacher's 403(b) annuity account shall be given to his/her designated beneficiary, if any, otherwise to his/her estate.

Subd. 7. Applicable Laws: The 403(b) annuity matching program of the School District, and/or its successor, is subject to the laws of the State of Minnesota, M.S. 356.24, and the Internal Revenue Code, 26 U.S.C. SS 403(b).

ARTICLE XI LEAVES OF ABSENCE

Section 1. Personal Leave:

Subd. 1. Teachers will be allowed two (2) days for good personal, legal, family or good cause matters which require absence during school hours. Notification shall be made to the Superintendent for personal leave at least two days before taking such leave (except in the case of an emergency). Teachers may be reimbursed \$150.00 at the end of the school year for up to two (2) personal days if not used during the current year.

Subd. 2. Personal leave days can be used immediately prior to or after a holiday or break in the school year. Personal leave days may be granted in conjunction with workshop and in-service days with the approval of the Superintendent of Schools. No more than five percent (5%), but at least two (2) individuals, of a building's teachers may be on personal leave at the same time. If more than the allocated number of teachers applies for any given day, the leave shall be granted in the order that the requests are received. Personal Days will not be granted during parent teacher conferences unless approved by the Superintendent.

Subd. 3. Teachers may accumulate up to five (5) days of personal leave. Personal leave may be used on one-half (1/2) or full day increments or may be used to hourly increments. Up to five (5) personal leave days may be used on consecutive days.

Section 2. Wellness Leave: A teacher who has not used sick leave in the preceding year shall receive one (1) day of wellness leave to a maximum accumulation of three (3) days. Such leave is available at the discretion of the teacher, except during the first and last week of the school year. A teacher may elect to receive payment in the amount of the teacher's basic daily salary up to three hundred dollars (\$300.00) in lieu of taking wellness leave pursuant to this section. However, this election must be taken at the end of the preceding year and then only for the day earned during that preceding year.

Section 3. Funeral Leave: Each teacher shall be given up to five (5) days leave to attend a funeral for members of the immediate family, which includes the following: spouse, children, parents, grandparents, brothers, sisters, father-in-law and mother-in-law. Up to two (2) days of leave shall be granted for aunt, uncle, cousin of the employee, grandparents of spouse and close personal friends. Funeral leave for any other individual with whom a close relationship existed may be granted upon approval of the Superintendent. Personal leave shall not be required to be used as part of the funeral leave but may be elected to be used with funeral leave granted.

Section 4. Professional Leave:

Subd. 1. Personal Professional Development Leave: Each teacher may be given leave to attend conferences and conventions of state and national organizations, make school visitations or attend conferences and workshops which have been determined to have a beneficial educational purpose to the School District. All requests to attend at School District expense shall be presented to the Superintendent for approval. All costs related to such leave, including the payment of the substitute teacher's salary, shall be paid out of and subject to the limitation of available staff development funds.

Subd. 2. Professional Responsibilities Leave: A teacher may be given a leave for the purpose of participating in activities directly related to his/her professional responsibilities such as adjudicating (judging) Minnesota State High School League activities, sitting as a member of the Minnesota Department of Education or Minnesota State High School League advisory committees, or activities directly related to his or her teaching assignment or extra duty assignment. The teacher will be paid full salary for any time lost except that any honorariums received for service during the duty day while school is in session shall be turned over to the School District. All written requests for such leaves shall be presented to the Superintendent for approval.

Section 5. Sick Leave:

Subd. 1. Each teacher shall be given fifteen (15) days of sick leave each year. These days will be credited to each teacher at the start of each school year. Such sick leave shall be cumulative to 120 days. Sick leave may be used for illness, physical disability, or diagnostic tests for the teacher. Sick leave may also be used in the case of illness of teachers' children; but, in the event both father and mother are employed by the School District, only one (1) individual can use such leave unless an emergency exists. Five (5) days per year of sick leave may also be used in cases of illness of immediate family. Additional sick leave days for immediate family emergency may be granted by the Superintendent. The School District may require a doctor's certificate to verify illness after three (3) sick leave days in any single school year have been used by an individual teacher.

Subd. 2. Any teacher may voluntarily donate and transfer a portion of his or her accumulated Personal Day(s) and/or Wellness Day. Final review and approval will be made by the School District.

Subd. 3. Any teacher who has completed less than five (5) years in the School District and is accepted for LTD benefits by the carrier shall be granted additional days of sick leave up to the number necessary to permit LTD benefits to become effective. Teachers with a sufficient number of accumulated days of sick leave will apply for LTD benefits and accept those benefits as soon as eligible, reserving unused accumulated days of sick leave.

Section 6. Long-Term Substitute Sick Leave: Long-term substitutes employed thirty (30) days for a single teacher shall receive sick leave on the same basis as a regular teacher. If the long-term substitute is employed for less than a semester, then the sick leave will be on a pro-rata basis for the amount of time employed.

Section 7. Child Care Leave: The School District may grant a child care leave to a teacher for purposes of preparing or providing parental care to a child or children.

Subd. 1. Application and Notification: The teacher, upon applying for adoption or learning of pregnancy, shall notify the Superintendent of the anticipated period of adoption or anticipated date of delivery, but in no event shall the application in writing be delivered less than three (3) months prior to the anticipated date of adoption or delivery.

Subd. 2. Statement from Attending Physician: If the reason for the child care leave is occasioned by pregnancy, the teacher shall provide, at the time of the leave application, a statement from the physician indicating the expected date of delivery.

Subd. 3. Commencement of Leave: The teacher and the School District shall discuss the appropriate time for commencing a child care leave considering natural breaks, availability of substitutes, the duration of the leave and other matters as may be pertinent to the leave. In any case, such child care leave shall be no longer than twelve (12) months. Such leave shall commence as granted by the School District and shall be without pay or fringe benefits. A teacher electing child care leave under this article shall be entitled to continue as a member of the group for all insurance purposes (if the carrier permits). The teacher shall pay the full premium for any coverage elected.

Subd. 4. Use of Sick Leave: Teachers who elect a child care leave for reasons of pregnancy may elect to use sick leave pursuant to the provisions of Section 5. above to cover the disability incident to the pregnancy. During the disability incident due to pregnancy and/or delivery the teacher is entitled to continue insurance coverage with the School District continuing to pay their portion of the insurance contribution. In the event that child care leave is elected, the period of child care leave without pay follows the use of such sick leave. Such period of disability shall be determined by a statement from the teacher's physician.

Subd 5. Adoption: Teachers who elect a child care leave for reasons of adoption shall also be granted up to 15 (fifteen) days of paid leave in preparation for adoption.

These paid days may be used prior to or during the child care leave and will be deducted from his/her sick leave.

Subd. 6. Return from Leave: The teacher shall be eligible to return to his/her original position or a position which requires similar licensure at the close of the child care leave provided that, in the case of a person on child care leave due to pregnancy, she has a physician's statement indicating that the teacher is physically able to fulfill the teaching duties. In the event that a teacher fails to return pursuant to the date determined for the end of the leave, such failure to return shall constitute cause under Minnesota Statutes, unless the School District and the teacher mutually agree to an extension of the leave.

Subd. 7. Probation: The parties recognize that the period of probation for teachers set forth in Minnesota Statutes are to be periods of actual service which enable the School District to evaluate the teacher's performance. The period of child care leave shall not be counted in determining the completion of the probationary period.

Subd. 8. Retention of Accrued Benefits: During the period of child care leave, the teacher shall retain all seniority, salary and fringe benefits which had been accrued prior to the taking of such leave. In order to advance a year on the salary schedule, the teacher must have taught at least ninety (90) consecutive days or one (1) semester during the year in which he/she is taking the leave.

Section 8. Jury Duty: A teacher called for jury duty shall be compensated according to the salary schedule. He/she shall make per diem payments received payable to the School District but shall retain mileage payments received for such duty.

Section 9. Exclusive Representative Leave: The School District will afford reasonable time off to elected officers or appointed representatives of the exclusive representative for the purpose of conducting the duties of the exclusive representative. This leave will be granted without loss of pay to conduct exclusive representative business with the School District.

Section 10. Public Office Leave: A teacher will be granted subject to term of office, leave of absence for assuming an elected or appointed public office. The leave is also available to teachers elected to an office of the exclusive representative (excluding any staff positions of the exclusive representative). Leave of absence will be without pay. Teachers with previous teaching experience in the School District will, upon return from leave, have previous unused leave days restored and shall be granted the same fringe benefits as other teachers at that time. On return from this leave, the teacher shall be restored to the same lane and step on the salary schedule that had been earned at the time of the beginning of the leave. This leave shall commence after election or appointment to office.

Section 11. Military Leave: Military leave shall be granted to a teacher pursuant to Minnesota Statutes and other applicable law.

Section 12. Sabbatical Leave:

Subd. 1. Minimum Requirement: The teacher must have a minimum of six (6) years of teaching experience in the School District and must have given evidence of having attempted to improve his/her professional status through further academic training or other forms of work study at his/her own expense, prior to his/her application for sabbatical leave.

Subd. 2. Purpose of Leave: Sabbatical leave may be granted for the purpose of acquiring further academic training toward an advanced degree in a subject matter field and/or advanced work pertinent to the position he/she holds in the School District or for specialized training to fill a position newly created in the School District or other forms of work study directly related to his/her position.

Subd. 3. Application and Selection: Selection will be made from a written application stating teacher goals and/or School District benefits. All applications must be made to the School District Office no later than February 15 preceding the school year during which leave is requested. The Superintendent will recommend to the School Board for approval or disapproval the names of the applicants to be considered. All applicants will be notified of acceptance or rejection on or before March 15. The decision of the School Board is final and binding and shall not be subject to the grievance procedure.

Subd. 4. Salary: The salary granted to a teacher on sabbatical leave shall be based on the following schedule which is based on years of experience in the School District:

6 years	50%	of schedule.
7 years	55%	of schedule.
8 years	60%	of schedule.
9 years	65%	of schedule.
10 years	70%	of schedule.
11 years or more	75%	of schedule.

The teacher must agree to teach in his/her former position in the School District for at least two (2) years after the sabbatical leave or repay to the School District the sabbatical salary received. If the teacher's position is discontinued, and the teacher is released by the School District, he/she will not have to repay the sabbatical salary.

The teacher who is on sabbatical leave may accept grants, scholarships, fellowships, or other sources of income. If the sum of the salary paid by the School District plus any grant, scholarship or fellowship exceed the amount that the teacher would receive if teaching in the School District, the amount of sabbatical leave salary paid by the School District will be reduced to make the amount equal to the salary paid the teacher on the salary schedule.

Subd. 5. Experience: A year of sabbatical leave shall be counted as a year of experience on the salary schedule.

Subd. 6. Group Insurance: Teachers on sabbatical leave will be covered by such group insurance as granted full-time teachers.

Section 13. Workers' Compensation: Pursuant to M.S. Chapter 176, a teacher injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 14. Other Short Term Leaves: A short term leave of up to ten (10) working days may be granted with full deduction of pay upon written application to the Superintendent stating the reason for leave. A short term leave shall normally have the same restrictions as personal leave. Application shall be made at least five (5) working days in advance of the leave. The granting of such leaves will be solely in the discretion of the School District.

Section 15. Extended Leave. A teacher may apply for an extended leave of absence, subject to the provisions of M.S. 122A.46, and related statutory provisions.

Section 16. General Leaves of Absence:

Subd. 1. Application: Teachers with a minimum of three (3) years of experience in the School District may apply in writing for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the School District.

Subd. 2. Purpose: Such leave may be granted by the School District for overseas teaching, participation in the Peace Corps, Vista, and/or the National Teacher Corps, extended illness of the teacher, extended illness of the teacher's family, civic activities, alternative occupational experiences, teacher organization activity, service in public office, or other reasons deemed appropriate by the School District.

Subd. 3. Notification: A teacher on such leave shall notify the School District in writing no later than April 1 of the final leave year of the teacher's intention to return at the conclusion of the leave or to request an extension of the leave. The granting of an extension shall be at the sole discretion of the School District. The School District may also, at its sole discretion, waive the April 1 notice date if the School District determines there are special circumstances involved.

Section 17. Termination Leave: A teacher who has had a full-time position reduced or who is placed on unrequested leave of absence will be granted one (1) day of leave to seek a full-time position.

Section 18. Restoration of Leave Days: Previously accumulated unused leave days will be restored to all teachers returning from military service, Peace Corps, VISTA, or National Teacher Corps affected by the terms of the Master Agreement.

Section 19. Insurance Application: A teacher on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The teacher shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance, except as otherwise provided in this article. In the event the teacher is on paid leave from the School District under Section 5. above or on leave supplemented by sick leave pursuant to Section 13., above, the School District will continue insurance contributions as provided in this article until sick leave is exhausted. Thereafter, the teacher must pay the entire premium for any insurance retained after the exhaustion of sick leave. Contributions toward group insurance programs will also cease at such time that the teacher becomes eligible for LTD pursuant to ARTICLE IX, Section 4.

Section 20. Credit: A teacher who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the time the leave began. No credit shall accrue for the period of time that a teacher was on unpaid leave.

Section 21. Eligibility. Full benefits provided in this article shall apply only to full-time teachers as described in ARTICLE XI and ARTICLE XIII. Teachers employed less than full-time but at least fifteen (15) hours per week and for the regular school year shall be eligible for leave benefits proportionate to the extent of their employment. Teachers employed less than fifteen (15) hours per week or less than the regular school year shall not be eligible for the benefits of this article.

ARTICLE XII HOURS OF SERVICE

Section 1. Basic Day: The teacher's day shall be eight (8) hours inclusive of lunch. Each teacher shall have the right to a duty-free lunch period of at least thirty (30) minutes. On Fridays and the days preceding holidays, teachers will be permitted to leave as soon as the buses leave their building. Elementary teachers will be relieved two (2) days per year, or their equivalent, to conduct parent-teacher conferences.

Section 2. Building Hours: The specific hours at any individual building may vary according to the needs of the educational program of the School District. The specific hours for each building will be designated by the School Board.

Section 3. Additional Activities: In addition to the basic school day, teachers may be asked to volunteer for a reasonable number of school activities beyond the basic teachers' day. Volunteers for these activities shall be sought before any teachers are assigned. If there is an insufficient number of volunteers, teachers may be assigned by the School District but shall be given at least ten (10) days prior notice of the assignment except in the case of an emergency. An emergency, for purposes of this provision, shall mean the unavailability of any volunteers to cover an activity that needs to be covered in less than ten (10) days.

Section 4. Preparation Time: Elementary teachers, school counselors, school psychologists, and teachers will be provided preparation time comparable to secondary preparation time in blocks of no less than twenty-five (25) minutes each during the student contact day.

Section 5. Teacher Absence: A teacher assigned to cover a class during his/her normal preparation period when a substitute is not available will be compensated at the rate of thirty-five dollars (\$35.00) per class period. The School District will make reasonable efforts to acquire substitutes prior to assigning teachers pursuant to this section.

Section 6. Normal Teaching Assignments at Secondary Level:

Subd. 1. The regular teaching assignment for secondary (grades 7-12) teachers in a seven-hour day is five (5) assigned classes, one (1) study or supervisory and one (1) preparation period. Any teacher, who voluntarily accepts a sixth (6th) period class assignment in lieu of a supervisory period, will be reimbursed at the rate of one seventh (1/7th) of that teacher's placement on the salary schedule. The School District may assign an extracurricular activity in lieu of a supervision period and only with the mutual agreement of the teacher. Any additional time required beyond the activity period will be compensated time per the Extra-curricular Schedule. Payment of the overload assignment will be made upon completion of the overload assignment at the end of the trimester.

Subd. 2 Nothing in this Agreement shall preclude the School District from modifying the period structure with not less than four (4) months of notice to the exclusive representative, but any such restructuring shall not diminish minimum

preparation time for teachers as provided in M.S. 122A.50; namely, five (5) minutes of preparation time for each twenty-five (25) minutes of instructional time.

Subd. 3 Six Period Day. Any teacher who voluntarily accepts a sixth (6th) period class assignment in lieu preparation period shall be compensated an additional one-sixth (1/6) of his/her scheduled salary.

Subd. 4 Advisor/Advisee. An Advisor/Advisee period may be added to the regular school day, no longer than 20 minutes per day No extra compensation will be given.

Section 7. Lunchroom. A teacher assigned to permanent duty in the lunch room as a supervisor shall be provided a free lunch on days when so assigned.

Section 8. Multi-Class Teaching Assignment. Any teacher who is assigned a multi-class assignment in grades K-6 will be compensated at the rate of eight-sevenths (8/7ths) of that teacher's placement on the salary schedule.

Section 9. Additional K-6 Students in the Regular Education Classroom. Certified elementary K-6 classroom teachers, who are required to take additional students in the regular education classroom created by a teacher absence, shall be compensated \$40.00 for a full day and \$20.00 for a half day. No additional compensation is paid for lunch, prep, and/or supervision duties. Payment will be submitted to the District Office by the building administrator.

Section 10. Power Hour. A 60 minute period may be added to the Jr/Sr. High School schedule for certified staff. The 60 minutes will include a 30 minute duty free lunch and a 30 minute unstructured period. The unstructured time may include building supervision by staff on a rotational basis. This time is also meant for group, activity, and organizational meetings. District may also use this time to have advisor/advisee meetings one day a week.

ARTICLE XIII LENGTH OF THE SCHOOL YEAR

Section 1. Teacher Duty Days: The School Board shall, prior to April 1 of each school year, establish the number of school days and teacher duty days for each of the next two (2) school years, and the teacher shall perform services on these days as determined by the School Board, including those legal holidays on which the School Board is authorized to conduct school and, pursuant to such authority, has determined to conduct school. The number of duty days shall be 182 days.

Section 2. Emergency Closing: In the event of a student day or teacher duty day that has to be made up for any emergency, the teacher shall perform duties on that day or any other such day in lieu thereof, as the School District shall determine after consultation with the exclusive representative.

ARTICLE XIV VACANCIES AND TRANSFERS

Section 1. Posting: In the event a teaching vacancy occurs due to resignation or termination or a new position is created by the School District, the School District shall post a notice of the vacancy indicating the nature of the vacancy, the qualifications necessary, and the closing date for applications.

Section 2. Applications: Teachers within the School District who wish to apply must deliver a completed application to the Superintendent's office prior to the close of normal business hours on or before the closing date.

Section 3. Notification. The successful candidate, and all candidates interviewed, will be notified of the outcome by the School District.

Section 4. Transfers. When an involuntary transfer or reassignment is necessary, the School District will consider the availability of qualified volunteers, if any. Thereafter, the School District shall make the transfer assignment and notify the teacher. Prior to making an involuntary transfer or reassignment, the Superintendent or designee shall meet with the affected teacher.

Section 5. Selection of Personnel. In the event of a teaching vacancy, all qualified teachers currently employed within the School District shall have the right to submit application, and all who apply must be interviewed for the position.

ARTICLE XV
UNREQUESTED LEAVE OF ABSENCE (ULA) AND SENIORITY AGREEMENT

Section 1. Implementation of ULA and Seniority Agreement: The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10, which shall constitute a plan for ULA for all district teachers with the exception of ECFE/SR teachers because of discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidation of school districts. Alternative Learning Program (ALP) teachers shall have a separate seniority list consisting only of ALP teachers. No seniority rights shall exist between the two (2) separate lists.

Section 2. Seniority Tie Breaker: Each School District must be considered to have started school on the same date each school year. If a tie in seniority should occur between two or more teachers, the following criteria shall be used sequentially to determine the order of placement on ULA or recall:

Subd. 1. In the event of a tie in seniority, a full-time teacher for the school year as defined in the Master Agreement shall have seniority over other part-time teachers to the degree of their assignments (i.e. three-fourths over half-time).

Subd. 2. In the event of a tie in contract time, the teacher having the higher lane placement on the salary schedule as of October 31 shall be more senior.

Subd. 3. In the event of a tie in lane placement, the teacher having the higher current step placement on the salary schedule shall be more senior.

Subd. 4. In the event of a tie in step placement, the teacher with the most teaching experience at an accredited public K-12 school (which includes being a long-term substitute (and being a LTS in district to hold priority)) or college in the United States, as provided in the teacher's original employment application on file in the teacher's personnel file, shall be more senior.

Subd. 5. In the event a tie still remains, the teacher with the most academic areas of licensure shall be more senior.

Subd. 6. In the event a tie still remains and with State Implement Tier levels: Tier 4 is considered a certified teacher and therefore has seniority over Tier 3, 2, and 1.

Subd. 7. In the event a tie still remains, selection shall be at the discretion of the School District based upon criteria including: performance, training experience, skills in special assignments and other relevant factors.

Section 3. ULA:

Subd. 1. Terms: The School Board may place on ULA such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or

merger of classes. Such leave of absence shall continue for a period of five (5) years, after which the right to reinstatement shall terminate; provided the teacher's right to reinstatement shall also terminate if the teacher fails to file with the School Board, by April 1st of each year, a written statement requesting reinstatement. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed between the teacher and the School Board.

Subd. 2. Notice: Teachers placed on such leave shall receive notice by July 1st of the school year prior to the commencement of such leave with reasons therefor.

Subd. 3. Placement: Teachers shall be placed on ULA in inverse order of seniority in the field and subject matter employed. No teacher shall be placed on ULA if any other qualified teacher with less seniority is employed in the same field and subject matter.

Subd. 4. Affirmative Action Program: This provision shall not apply if it will result in any violation of the School District's affirmative action program which shall include ethnic, race, color, or sex; and any teacher employed in an affirmative action program may be retained in the same field or subject matter of a teacher with greater seniority if such retention is necessary to effectuate the purposes of such affirmative action program.

Subd. 5. Years of Service: Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for re-employment insurance if otherwise eligible for such insurance under that law, and such leave will not result in a loss of credit for years of service in the School District earned prior to the commencement of such leave.

Section 4. Dropping of License: A teacher shall not be permitted to exercise seniority to displace another teacher in a different licensure area by initiating the dropping of 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 initiates the dropping of 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 no bumping rights nor realignment rights in another licensure area.

Section 5. Reinstatement: No new teacher shall be employed by the School District while any qualified teacher is on ULA in the same field and subject matter. Teachers placed on ULA shall be reinstated to the position from which they have been given leave or any other available position in the School District in the fields in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which teachers were placed on ULA.

Section 6. Reinstatement: Notification:

Subd. 1. When placed on ULA, a teacher shall file his/her name and address with the School District Office to which any notice of reinstatement or availability of

position shall be mailed. Proof of service by the person in the School District depositing such notice to the teacher at the last known address shall be sufficient, and the teacher on ULA shall be responsible to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided in this section.

Subd. 2 If a position becomes available for a qualified teacher on ULA, the School District shall mail the notice by registered mail to all qualified teachers on the unrequested leave list. These teachers shall have twenty (20) days from the date of such notice to indicate in writing their acceptance of the position. The School District shall then issue a contract to the senior teacher who has indicated his/her acceptance of the position. Failure to reply in writing within such twenty (20) day period shall constitute waiver on the part of any teacher to any further rights of employment or reinstatement, and such teacher shall forfeit any future reinstatement or employment rights.

Section 7. Establishment of Seniority List:

Subd. 1. The School District will prepare separate seniority lists (by name, date of employment, (which includes LTS (long term sub)) and area or subject matter taught in current year) annually. It shall thereupon post such lists on or before November 1st in an official place in each school building of the School District and email it to each teacher.

Subd. 2. Any teacher whose name appears on the lists and who may disagree with the lists as presented annually shall have twenty (20) calendar days from the date of posting to supply written documentation, proof, and request for seniority change to the School District.

Subd. 3. Within ten (10) calendar days thereafter, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said lists and may take such changes the School District deems warranted. Final seniority lists shall thereupon be prepared by the School District, which lists as revised shall be binding on the School District and any teacher. Each year thereafter the School Board shall cause such seniority lists to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, or the cessation of services, or new employees. Such yearly revised lists shall govern the application of the ULA procedure until thereafter revised.

Section 8. Effect: This article shall be effective at the beginning date of this Master Agreement and shall be governed by its duration clause. This article shall govern all teachers as defined in it and shall not be construed to limit the rights of any other licensed employee not covered by the Master Agreement or other Master Agreement affecting such licensed employee.

Section 9. Procedure. Any challenge by a teacher who is proposed for ULA shall be subject to the hearing and review procedures as provided in M.S. 122A.40 and, therefore, shall not be subject to the grievance procedure.

ARTICLE XVI GRIEVANCE PROCEDURE

Section 1. Grievance Definition: “Grievance” means a dispute or disagreement as to the interpretation or application of any term or terms of this Master Agreement.

Section 2. Representatives: The teacher(s), administrator(s), or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party’s behalf. The School Board acknowledges the right of the exclusive representative’s grievance committee and/or the employee(s) designated representative to participate in the processing of the grievance at any level. The School District will cooperate with the grievance committee in its investigation of any grievance.

Section 3. Definitions and Interpretations:

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 week days not designated as holidays by state law. After June 1st, and until school commences again, a “day” will mean six week days instead of just work days.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures in this article, that 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 service of any notice or document required by this article shall be timely if it bears a dated postmark of the United States mail within the time period.

Subd. 5. Teacher: “Teacher” shall herein be referred to as employee.

Subd. 6. Exclusive Representative: “Exclusive representative” shall herein be referred to as employees.

Subd. 7. Date of the Event: “Date of the event” as referred to in this article shall mean the date the event giving rise to the grievance occurred or the date which through the use of reasonable diligence, the employee(s) should have had knowledge of the occurrence that gave rise to the grievance.

Section 4. Processing: The processing of all grievances shall occur after the close of the student contact portion of the teacher's workday whenever possible. If this is not possible, teachers shall not lose wages during their necessary participation in the grievance proceeding on the following basis:

1. the number of teachers participating may equal the number of representatives participating in the grievance proceeding on behalf of the School District; or
2. if the number of representatives participating on behalf of the School District is less than three (3), three (3) teachers may participate in the proceedings without loss of wages.

Section 5. Time Limitation and Waiver: The employee(s) involved shall send a copy of the grievance to the exclusive representative's grievance committee chairperson within ten (10) days after the date of the event. After conferring with the grievance committee representative(s), the employee(s) must submit the grievance in writing to the School Board's designee and to the School Board chair setting forth the facts of the alleged grievance and the particular relief sought within fifteen (15) days after the date of the event. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided, shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the teacher and the School District. Provided both sides agree, Levels I and/or II may be bypassed and the grievance brought directly to the next level.

Section 6. Adjustment of Grievance: The School District and the employee(s) shall attempt to adjust all grievances which may arise during the course of employment of any employee(s) within the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the School District's designee shall give a written decision of the grievance to the parties involved within five (5) days after the 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 provided such appeal is made in writing within five (5) days after receipt of the decision of Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall meet regarding the grievance within five (5) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or the Superintendent's 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 (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall hear the grievance within ten (10) days after receipt of the appeal. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report the findings and recommendations to the School Board. Within ten (10) days after the meeting, the School Board shall issue its decision in writing to the parties involved.

Section 7. School Board Review: The School Board reserves the right to reverse or modify any decision made in Level I or II. Its decision must be made within the time limits established in those two levels.

Section 8. Denial of Grievance: Failure by the School Board or its representative(s) to issue a decision within the time periods provided in this article shall constitute a denial of the grievance, and the teacher may appeal it to the next level.

Section 9. 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 in this article.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing, signed by the aggrieved party(ies), 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 appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within five (5) 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 (BMS) to submit a panel of seven (7) arbitrators to the parties, pursuant to PELRA, provided such request is made within fifteen (15) days after request for arbitration. The request shall ask that the panel be submitted within fifteen (15) 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. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time periods provided shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

a. Upon appointment of the arbitrator, both the teacher and School Board shall follow arbitrator guidelines 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 this article, Section 5. of the grievance procedure.

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.

Subd. 6. Decision: 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 for in the PELRA.

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 presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The cost of the transcript or recording shall be paid by the requesting party. The parties shall share equally fees and expenses of the arbitrator and any other expense which the parties mutually agree is necessary for the conduct of the arbitration.

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 in this 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 in this article, nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in his/her order, the arbitrator shall give due consideration to the statutory rights and obligations of the School District to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Subd. 9. Rights: No reprisals of any kind will be taken by the School District against any teacher because of his/her participation in this grievance procedure. A similar respect for the confidential nature of such a matter will be expected of the teacher as pertains to School Board members and School District administrators.

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

Section 10. Election of Remedies and Waiver. A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined in this Agreement, the teacher shall waive the right to initiate a grievance pursuant to this article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in the Agreement or to enforce the award of an arbitrator.

ARTICLE XVII SEVERANCE PAY

Section 1. Eligibility. Full-time teachers who have completed at least twenty (20) years of service with the school district or who are at least fifty-five (55) years of age shall be eligible for early retirement pursuant to the provisions of this section upon submission of a written resignation by the teacher 75 calendar days prior to the date of the teacher's last day of employment in the district and acceptance by the school board. The date may be waived by mutual agreement between the teacher and the district due to extenuating circumstances.

Section 2. Limitation. This article shall apply only to teachers whose service has been full-time, as defined by this article, and who were employed before September 1, 1995.

Section 3. Accrual. Full-time teachers shall accumulate five days of credit for each full year of actual teaching in the School District up to a maximum of 100 days.

Section 4. Calculation. In applying these provisions, a teacher's daily rate of pay shall be the basic daily rate at the time of retirement or resignation, as provided in the basic salary schedule for the basic school year, and shall not include any additional compensation for extra-curricular activities, extended employment or other extra compensation.

Section 5. Payment. Severance pay shall be paid by the School District, minus the total amount of the School District's matching contribution to the teacher's 403(b) annuity account pursuant to ARTICLE X hereof, to the post-retirement health care savings plan, in one (1) lump sum, in the year in which the teacher retires. The retiree will not receive any direct payment from the School District.

Section 6. Death of Teacher. If a teacher dies subsequent to the last teacher duty day prior to receiving his/her severance pay, such payment shall be made to his/her designated beneficiary, if any, otherwise to his/her estate.

Section. 7. Exclusion. Severance pay shall not be granted to a teacher whose employment is terminated pursuant to M.S. 122A.40.

Section 8. Part-time Teachers: A part-time teacher may accumulate eligibility for severance pay. However, part-time teachers shall receive fifty percent (50%) or 2.5 days per year of the normal accumulation rate up to a maximum of one hundred (100) days. In the event a part-time teacher moves to a full-time status, only the actual accumulation may carry forward.

ARTICLE XVIII PUBLICATION OF AGREEMENT

Copies of this Agreement shall be published on the GSL Webpage.

ARTICLE XIX MEET AND CONFER

The exclusive representative shall select a representative to meet and confer with a representative or committee of the School Board on matters not specified under section 179A.03, subd. 19 relating to the services being provided to the public. The School Board shall provide the facilities and set the time for these conferences to take place. The parties shall meet per statute unless agreed upon by School District and the exclusive representative.

ARTICLE XX DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing July 1, 2023, through June 30, 2025, and thereafter pursuant to the PELRA. If either party desires to modify or amend this Agreement commencing on July 1, 2019, it shall give written notice of such intent to the other party no later than May 1, 2020.

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


Section 3. Finality: Any matters relating to terms and conditions of employment whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement. Any matters which remain in the educational policy book after all policies which are included in the Master Agreement have been removed will be subject to the meet and confer provisions of PELRA.

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

EDUCATION MINNESOTA:
GLENCO-SILVER LAKE


INDEPENDENT SCHOOL DISTRICT
NO. 2859, GLENCOE-SILVER LAKE
MINNESOTA



Chief Negotiator



Chair



President



Clerk

8-14-2023

Dated

8-14-23

Dated

SALARY SCHEDULE A

2023-2024

STEP	BA	BA+15 10	BA+30 20	BA+45 30	BA+60 40	BA+75/ 60/MA	MA+15 10	MA+30 20	MA+45 30	MA+60 40
1	41,455	42,986	44,561	46,134	47,706	49,281	50,853	52,424	53,998	55,573
2	42,868	44,438	46,015	47,585	49,159	50,734	52,305	53,878	55,449	57,027
3	44,320	45,889	47,466	49,037	50,584	52,187	53,757	55,327	56,903	58,480
4	45,772	47,343	48,917	50,488	52,062	53,637	55,206	56,782	58,353	59,931
5	47,225	48,795	50,369	51,942	53,514	55,090	56,658	58,234	59,806	61,383
6	48,676	50,248	51,822	53,395	54,968	56,540	58,112	59,686	61,258	62,836
7	50,131	51,697	53,275	54,845	56,418	57,994	59,564	61,137	62,712	64,290
8	51,581	53,152	54,726	56,296	57,869	59,445	61,015	62,589	64,166	65,740
9	53,034	54,604	56,180	57,748	59,322	60,897	62,467	64,042	65,615	67,192
10	54,486	56,055	57,630	59,203	60,773	62,349	63,920	65,493	67,066	68,643
11	55,937	57,508	59,084	60,655	62,227	63,803	65,372	66,946	68,519	70,097
12	55,937	58,958	60,535	62,107	63,679	65,255	66,826	68,398	69,972	71,549
13	55,937	60,412	61,990	63,558	65,132	66,709	68,276	69,853	71,421	73,000
14	55,937	61,864	63,388	65,010	66,583	68,158	69,729	71,302	72,875	74,453
15	55,937	61,864	64,100	66,466	68,036	69,611	71,181	72,754	74,327	75,903
16	55,937	61,864	64,100	67,915	69,488	71,063	72,634	74,206	75,780	77,330
17-19	55,937	63,500	65,744	70,176	71,753	73,334	74,908	76,496	78,063	79,617
20-22				72,234	73,811	75,392	76,966	78,544	80,122	81,675
23-25					75,869	77,450	79,024	80,602	82,180	83,734
26-28					77,927	79,508	81,083	82,660	84,238	85,793
29+					79,380	80,961	82,535	84,113	85,691	87,246

SALARY SCHEDULE B

2024-2025

STEP	BA	BA+15 10	BA+30 20	BA+45 30	BA+60 40	BA+75/ 60/MA	MA+15 10	MA+30 20	MA+45 30	MA+60 40
1	42,367	43,932	45,541	47,149	48,755	50,366	51,972	53,578	55,186	56,796
2	43,811	45,416	47,027	48,632	50,240	51,850	53,455	55,064	56,669	58,282
3	45,295	46,899	48,510	50,116	51,696	53,335	54,939	56,544	58,154	59,767
4	46,779	48,384	49,994	51,599	53,208	54,817	56,421	58,031	59,637	61,250
5	48,264	49,868	51,477	53,084	54,692	56,302	57,905	59,515	61,122	62,733
6	49,747	51,353	52,962	54,569	56,177	57,783	59,391	60,999	62,606	64,218
7	51,234	52,835	54,447	56,052	57,659	59,269	60,874	62,482	64,092	65,704
8	52,716	54,322	55,930	57,535	59,142	60,753	62,357	63,966	65,578	67,187
9	54,201	55,805	57,416	59,019	60,627	62,237	63,841	65,451	67,058	68,671
10	55,684	57,288	58,897	60,506	62,110	63,721	65,327	66,934	68,542	70,153
11	57,168	58,773	60,384	61,989	63,596	65,207	66,811	68,419	70,027	71,639
12	57,168	60,255	61,867	63,473	65,080	66,690	68,296	69,902	71,512	73,123
13	57,168	61,741	63,354	64,956	66,565	68,176	69,778	71,389	72,992	74,606
14	57,168	63,225	64,783	66,441	68,048	69,658	71,263	72,871	74,478	76,091
15	57,168	63,225	65,511	67,929	69,533	71,143	72,747	74,355	75,962	77,573
16	57,168	63,225	65,511	69,409	71,016	72,627	74,232	75,839	77,447	79,032
17-19	57,168	64,897	67,190	71,720	73,331	74,947	76,556	78,179	79,781	81,369
20-22				73,823	75,435	77,050	78,659	80,272	81,884	83,472
23-25					77,538	79,154	80,763	82,375	83,988	85,576
26-28					79,642	81,257	82,866	84,479	86,091	87,680
29+					81,126	82,742	84,351	85,964	87,576	89,165

**Glencoe-Silver Lake Extra Activity Schedule
2023-2024**

2024-2025

GROUP	0-3 Exp.	4-9 Exp.	10+ Exp.	0-3 Exp.	4-9 Exp.	10+ Exp.
IA – HEAD COACHES						
Asst. Activities Dir (Year)	\$5,979	\$6,344	\$6,742	\$6,218	\$6,598	\$7,012
Basketball - Head Boys'	\$5,979	\$6,344	\$6,742	\$6,218	\$6,598	\$7,012
Basketball - Head Girls'	\$5,979	\$6,344	\$6,742	\$6,218	\$6,598	\$7,012
Extra Band Activities	\$5,979	\$6,344	\$6,742	\$6,218	\$6,598	\$7,012
Football - Head	\$5,979	\$6,344	\$6,742	\$6,218	\$6,598	\$7,012
Gymnastics - Head Girls' (7-12)	\$5,979	\$6,344	\$6,742	\$6,218	\$6,598	\$7,012
Volleyball - Head	\$5,979	\$6,344	\$6,742	\$6,218	\$6,598	\$7,012
Wrestling - Head	\$5,979	\$6,344	\$6,742	\$6,218	\$6,598	\$7,012
Yearbook Advisor	\$5,979	\$6,344	\$6,742	\$6,218	\$6,598	\$7,012
IB – HEAD COACHES						
Baseball - Head	\$4,870	\$4,988	\$5,398	\$5,065	\$5,187	\$5,614
Cheerleading (All Seasons)	\$4,870	\$4,988	\$5,398	\$5,065	\$5,187	\$5,614
Cross Country - Head (Boys/Girls)	\$4,870	\$4,988	\$5,398	\$5,065	\$5,187	\$5,614
Golf - Head Girls' (7-12)	\$4,870	\$4,988	\$5,398	\$5,065	\$5,187	\$5,614
Golf- Head Boys' (7-12)	\$4,870	\$4,988	\$5,398	\$5,065	\$5,187	\$5,614
Soccer - Head	\$4,870	\$4,988	\$5,398	\$5,065	\$5,187	\$5,614
Softball - Head	\$4,870	\$4,988	\$5,398	\$5,065	\$5,187	\$5,614
Tennis - Head Boys'	\$4,870	\$4,988	\$5,398	\$5,065	\$5,187	\$5,614
Tennis - Head Girls'	\$4,870	\$4,988	\$5,398	\$5,065	\$5,187	\$5,614
Track - Head Girls'	\$4,870	\$4,988	\$5,398	\$5,065	\$5,187	\$5,614
Track - Head Boys'	\$4,870	\$4,988	\$5,398	\$5,065	\$5,187	\$5,614
IIA						
Basketball Asst. - Boys'	\$4,527	\$4,960	\$5,173	\$4,708	\$5,158	\$5,380
Basketball Asst. - Girls'	\$4,527	\$4,960	\$5,173	\$4,708	\$5,158	\$5,380
Dance Team - Head	\$4,527	\$4,960	\$5,173	\$4,708	\$5,158	\$5,380
Football - Asst.	\$4,527	\$4,960	\$5,173	\$4,708	\$5,158	\$5,380
Gymnastics - Asst. (7-12)	\$4,527	\$4,960	\$5,173	\$4,708	\$5,158	\$5,380
Musical - Head	\$4,527	\$4,960	\$5,173	\$4,708	\$5,158	\$5,380

Speech - Head	\$4,527	\$4,960	\$5,173	\$4,708	\$5,158	\$5,380
Volleyball - Asst.	\$4,527	\$4,960	\$5,173	\$4,708	\$5,158	\$5,380
Wrestling - Asst.	\$4,527	\$4,960	\$5,173	\$4,708	\$5,158	\$5,380
Yearbook Advisor ****	\$4,527	\$4,960	\$5,173	\$4,708	\$5,158	\$5,380

IIB

Baseball - Asst.	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Baseball - 9th Grade	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Basketball - JV Boys'	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Basketball - 9th Grade Boys'	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Basketball - JV Girls'	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Basketball - 9th Grade Girls'	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Cross Country - Asst.	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Football - 9th Grade	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Golf - Asst.	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Knowledge Bowl (7-12)	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Soccer - Asst.	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Soccer - JV	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Softball - Asst.	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Softball - 9th Grade	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Tennis - Asst. Girls'	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Track - Asst. Boys'	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Track - Asst. Girls'	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Volleyball - JV	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936
Volleyball - 9th Grade	\$3,313	\$3,588	\$3,785	\$3,446	\$3,732	\$3,936

III

Assistant Varsity Baseball	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
Assistant Varsity Softball	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
Cheerleading, 9th Gr Assistant (Fall/Winter)	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
FCCLA Advisor	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
FFA Advisor	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
High School Vocal Music/Ex-Aet Ex Choir Duties	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
Musical - Asst.	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
One-Act Play	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
Robotics	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
Speech - Asst.	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966

Spring Play	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
Strength and Conditioning Coach (Paid each season - Fall, Winter, Spring, Summer)	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
Student Council	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966
Supermileage	\$2,556	\$2,772	\$2,852	\$2,659	\$2,882	\$2,966

IV

Business Professional Advisor	\$1,641	\$1,785	\$1,912	\$1,707	\$1,856	\$1,988
FFA Asst. Advisor	\$1,641	\$1,785	\$1,912	\$1,707	\$1,856	\$1,988
Junior Class Advisor (Prom)	\$1,641	\$1,785	\$1,912	\$1,707	\$1,856	\$1,988
Mock Trial	\$1,641	\$1,785	\$1,912	\$1,707	\$1,856	\$1,988
Senior Class Advisor	\$1,641	\$1,785	\$1,912	\$1,707	\$1,856	\$1,988
Trap Shooting	\$1,641	\$1,785	\$1,912	\$1,707	\$1,856	\$1,988

V

Art Club	\$1,117	\$1,307	\$1,427	\$1,162	\$1,360	\$1,484
Danceline	\$1,117	\$1,307	\$1,427	\$1,162	\$1,360	\$1,484
Freshman Class Advisor	\$1,117	\$1,307	\$1,427	\$1,162	\$1,360	\$1,484
History Club/Government Advisor	\$1,117	\$1,307	\$1,427	\$1,162	\$1,360	\$1,484
Math League (Math Counts)	\$1,117	\$1,307	\$1,427	\$1,162	\$1,360	\$1,484
National Honor Society	\$1,117	\$1,307	\$1,427	\$1,162	\$1,360	\$1,484
Science Fair	\$1,117	\$1,307	\$1,427	\$1,162	\$1,360	\$1,484
Soph. Class Adv. (Fund Raising)	\$1,117	\$1,307	\$1,427	\$1,162	\$1,360	\$1,484

Mentor Teacher**

**School District will assign number of mentors

\$400.00

Mentor Coordinators (2)

\$750.00

Greenhouse Manager - (Effective FY25)

\$500.00

Department Head***

\$50

\$50

\$50

***Department Head will be given \$50 for each person in the department.

Departments will be determined by the School District

****Yearbook Advisor shall be paid IA if it is not part of an elected class.

If it is part of an elected class, yearbook shall be paid at IIA.

Schedule C-2

	2023-2024			2024-2025		
	0-3 Exp.	4-9 Exp.	10+ Exp.	0-3 Exp.	4-9 Exp.	10+ Exp.
7th and 8th Grade Activities						
Level I						
Basketball- Boys'	\$2,390	\$2,519	\$2,630	\$2,486	\$2,620	\$2,735
Basketball - Girls'	\$2,390	\$2,519	\$2,630	\$2,486	\$2,620	\$2,735
Gymnastics	\$2,390	\$2,519	\$2,630	\$2,486	\$2,620	\$2,735
Wrestling	\$2,390	\$2,519	\$2,630	\$2,486	\$2,620	\$2,735
Level II						
Cheerleading	\$2,111	\$2,278	\$2,399	\$2,196	\$2,369	\$2,495
Cross Country	\$2,111	\$2,278	\$2,399	\$2,196	\$2,369	\$2,495
Dance Team	\$2,111	\$2,278	\$2,399	\$2,196	\$2,369	\$2,495
Football	\$2,111	\$2,278	\$2,399	\$2,196	\$2,369	\$2,495
Soccer	\$2,111	\$2,278	\$2,399	\$2,196	\$2,369	\$2,495
Speech	\$2,111	\$2,278	\$2,399	\$2,196	\$2,369	\$2,495
Tennis - Boys'	\$2,111	\$2,278	\$2,399	\$2,196	\$2,369	\$2,495
Tennis - Girls'	\$2,111	\$2,278	\$2,399	\$2,196	\$2,369	\$2,495
Volleyball	\$2,111	\$2,278	\$2,399	\$2,196	\$2,369	\$2,495
Level III						
Baseball	\$1,706	\$1,824	\$1,903	\$1,774	\$1,897	\$1,979
Golf	\$1,706	\$1,824	\$1,903	\$1,774	\$1,897	\$1,979
Knowledge Bowl	\$1,706	\$1,824	\$1,903	\$1,774	\$1,897	\$1,979
Musical	\$1,706	\$1,824	\$1,903	\$1,774	\$1,897	\$1,979
Play (Fall or Spring)	\$1,706	\$1,824	\$1,903	\$1,774	\$1,897	\$1,979
Softball	\$1,706	\$1,824	\$1,903	\$1,774	\$1,897	\$1,979
Student Council	\$1,706	\$1,824	\$1,903	\$1,774	\$1,897	\$1,979
Track	\$1,706	\$1,824	\$1,903	\$1,774	\$1,897	\$1,979
Level IV						
FCCLA	\$1,107	\$1,227	\$1,266	\$1,151	\$1,276	\$1,316
Math League (Math Counts)	\$1,107	\$1,227	\$1,266	\$1,151	\$1,276	\$1,316
Memory Book Advisor (Year)	\$1,107	\$1,227	\$1,266	\$1,151	\$1,276	\$1,316
Science Fair (Per Building)	\$1,107	\$1,227	\$1,266	\$1,151	\$1,276	\$1,316

Geography Bee Coord.	\$219	\$228
Spelling Bee Coord.	\$219	\$228
Cultural Liaison	\$1,169	\$1,216

Elementary Activities

Math League (Olympiads) (Elem)	\$1,107	\$1,227	\$1,267	\$1,151	\$1,276	\$1,317
Science Fair (Per Building)	\$1,107	\$1,227	\$1,267	\$1,151	\$1,276	\$1,317

* denotes that this is per event

Panther Pals Coordinator	\$595	\$619
K-6 Chess Club	\$541	\$562
K-6 Fund Raising Coord	\$883	\$918
K-6 Memory Book	\$883	\$918
Lakeside Geography Bee Coord	\$219	\$228
Lakeside Spelling Bee Coord	\$219	\$228
Lakeside Student Council	\$1,178	\$1,225

Notes:

1. Coaches and supervisors will receive a letter of assignment for extra duty assignments prior to June 1 for fall sports and all others on or by September 1 of each year.
2. No person will receive less than he/she is currently receiving in salary.
3. Payment will be made at the end of each season upon completion of the activity at the local level. Completion will include inventory of equipment and uniforms.
4. If the School District determines co-coaches will be assigned, the head coach salary and assistant coach salary are added together and divided equally between the two (2) co-coaches.

Extra-Activity Advisor Schedule Placement

Section 1: No Experience: Advisors with no previous extra-curricular experience will start at step zero on the extra-curricular salary schedule.

Section 2: Past Experience:

- a. New advisors from within the School District having past experience in the same extra-curricular activity will receive full credit for their years of experience.
- b. New teachers having past experience in the same extra-curricular activity will receive credit for past experience in the other school district as agreed upon by the School District.

Section 3: Level Changes:

- a. Coaches who move to a lower position in the same sport will retain all previous years of experience for placement purposes.
- b. Coaches who move to a higher position in the same sport will receive one-half ($1/2$) of their years of previous coaching experience (any half (.5) years equals one (1)).

Section 4: Activity Changes:

- a. Coaches will be considered as moving within the same sport when switching from boys' to girls' or vice-versa in basketball, track, and baseball-/softball.
- b. Coaches who switch from one sport to another unrelated sport or add an unrelated sport will receive one-half ($1/2$) of their years of previous coaching experience (any half (.5) years equals one (1)).
- c. Non-coaches who switch or take on added activities other than in related areas will start at step zero on the salary schedule.

SPECIAL ASSIGNMENT SCHEDULE

1. **Compensatory Time for Teachers in Lieu of Monetary Compensation:**

- A. Teachers will be allowed to accumulate compensatory leave time on an hourly basis in lieu of monetary compensation when substituting for another teacher, when the principal or Superintendent approves the substitution.
- B. Teachers who are required to attend open houses and concerts shall receive compensatory leave time not to exceed two (2) hours per event.
- C. Classroom teachers required to participate in a mandatory meeting, parent conference or other required activity outside of the regular duty day shall be provided compensatory time equal to the amount of the conference, meeting time or other required activity, but not less than one (1) hour per event.
- D. Up to sixteen (16) hours of compensatory time may be accumulated at any time. If the teacher uses compensatory leave, reducing the maximum of sixteen (16) hours, the teacher may accumulate additional time to reach the maximum of sixteen (16) hours of accumulated leave. Compensatory time may be taken at any time, on an hour-for-hour basis, as mutually agreed to by the teacher and the supervisor, provided that:
 - The teacher gives two (2) days written notice to the District;
 - The leave is not taken during workshops, the first week of classes or the last week of classes. No more than five percent (5%) but at least two (2) individuals, of a building's teachers may be on compensatory leave at the same time. If more than the allocated number of teachers apply for any given day, the leave shall be granted in the order that the requests are received.
- E. Provided the teacher has no responsibilities, teachers may be given an early release on subsequent duty days equal to the meeting time or other required activity in lieu of compensatory leave time. The teacher must consult with his/her supervisor, and they must mutually agree on the early release.
- F. Upon accumulating one (1) hour of compensatory leave, the teacher may choose, by informing the School District Office in writing, to take the hourly rate of thirty-five dollars (\$35.00) per hour in lieu of the compensatory leave.

2. **Pay Scale for Extended Employment:**
 - A. Teachers working on contract extended beyond the normal school year shall be paid as follows for 2023-2025 at a daily rate of 1/182nd of their placement on the salary schedule.
3. **Pay 7 - 12 Non-instructional Supervision Pay not Covered by the Extra-Activities Schedule:** All 7 - 12 non-instructional supervisory duties and related activity officials shall be paid at a rate established by the high school principal and the School District activities director at the beginning of each school year based on their respective budgets and charged to those budgets.
4. **Curriculum Development:** The School District will determine the need for any curriculum writing projects or consider any requests from teachers for curriculum writing projects. Remuneration will be pro-rata up to a maximum of thirty-five dollars (\$35.00) per hour. Before reimbursement is made for curriculum or like project the final product must be accepted by the School Board.

When a staff member creates units of study, writes study guides, and/or writes assessments using standards as a guide, this is considered curriculum writing. This process will be approved by the building administrator, according to contract language.
5. **Mileage for Travel:** Teachers, who from time to time use their personal vehicles on School District business, shall be reimbursed at the rate established. Teachers who regularly use their personal vehicles for inter-school travel within the School District shall be reimbursed at the rate allowed by the IRS per mile.
6. **Grant Writing:** The School District will determine the need for any grant writing projects or consider any requests from teachers to write a grant. Remuneration will be pro-rata up to a maximum of thirty-five dollars (\$35.00) per hour. To be considered for reimbursement:
 - A. The teacher must submit a request to the appropriate building principal outlining the grant, its purpose, amount of money awarded, and benefits to be received by the School District.
 - B. If the appropriate building principal concurs with the need for such a grant, the request will be forwarded to the Superintendent for review and approval.
 - C. The Superintendent may determine the maximum hours for which the teacher will be reimbursed for writing the grant. The number of hours granted will depend upon the size and nature of the grant.
 - D. The Superintendent may grant an additional remuneration if the grant is successful and sizable.
 - E. If the request is a reapplication for a grant that has been received and needs to be renewed for an extension or new time frame, the Superintendent may

determine the maximum hours for which the teacher will be reimbursed for writing the grant.

F. Licensed staff members who participate in grant-funded programs will be paid thirty-five dollars (\$35.00) per hour.

7. **Staff Participation in Programs under Staff Development:** Licensed staff members who participate in staff development programs will be paid thirty-five dollars (\$35.00) per hour when outside time is after hours on a contractual day. Total number of hours will be determined by the School District. Staff development programs outside contracted days shall be paid at \$100.00 for half day and \$200.00 for full day, with a minimum payment being \$100.00.