AGREEMENT

Between

INDEPENDENT SCHOOL DISTRICT 12
CENTENNIAL PUBLIC SCHOOLS

And

CENTENNIAL EDUCATION ASSOCIATION

Representing

The Teachers of the
School District

Effective July 1, 2025, through June 30, 2027

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ARTICLE I
PURPOSE

Section 1. Parties: THIS AGREEMENT is entered into between the school district of Independent School District 12 (hereinafter referred to as the School Board or School District) and the Centennial Education Association (hereinafter referred to as the exclusive representative or Association) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as the P.E.L.R.A.) to provide the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the P.E.L.R.A. the School District recognizes the Centennial Education Association as the exclusive representative of teachers employed by the school district of Independent School District 12, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all the teachers of the district as defined in this Agreement and in the P.E.L.R.A.

ARTICLE III
DEFINITIONS

Section 1. Terms and Conditions of Employment: Terms and conditions of employment means the hours of employment, the compensation therefor, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees, the term does not mean educational policies of a school district. The terms in both cases are subject to the provisions of P.E.L.R.A. regarding the rights of public employers and the scope of negotiations.

Section 2. Teacher: The term "teacher" shall mean all persons in the appropriate unit employed by the school district in a position for which licensure is required by the Board of Teaching or the State Board of Education, or in a position of physical therapy or occupational therapy, except superintendent, assistant superintendents, principals and associate principals who divide more than fifty percent (50%) of their time to administrative or supervisory duties, confidential employees, supervisory employees and daily substitute teachers who do not replace the same teacher for more than thirty (30) working days.

Section 3. Other Terms: Terms not defined in this Agreement shall have those meanings as

defined by the P.E.L.R.A.

Section 4. School Board or School District: Any reference to the school board or school district in this Agreement shall mean the School Board or its designated officials or representatives.

ARTICLE IV
SCHOOL BOARD 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 employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The parties recognize the right and obligation of the School District to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district and all management rights and functions not expressly delegated in this Agreement are reserved to the school district.

Section 3. Effect of Laws, Rules and Regulations: The parties recognize that the School Board, teachers and this Agreement are subject to the laws of the State of Minnesota, federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of state and federal governmental agencies.

ARTICLE V
TEACHERS' RIGHTS

Section 1. Rights to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

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.

Section 3. Request for Dues Check Off: Teachers shall have the right to request and be allowed dues check off for the exclusive representative and/or a payroll deduction for the NEA Fund for Children and Public Education. 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 or the payroll deduction the teacher has authorized to be remitted to the NEA Fund for Children and Public Education. Such authorization shall continue effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the Board shall deduct one-sixteenth (1/16) of such dues from each regular salary check of the teacher each month for eight (8) months, beginning in October and ending in May of each year. Deductions for teachers employed after the commencement of the school year shall be appropriately prorated to complete payments by the following June. Deductions shall be made each month and transmitted to the exclusive representative together with a list of names of the teachers from whose pay deductions were made.

Section 4. Personnel Files: Pursuant to M.S. 122A.40, Subd. 9, as amended, all evaluations and files wherever generated relating to each individual teacher shall be available during regular school business hours to each individual teacher upon his/her reasonable written notice to the Director of Human Resources. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion in the file written information in response to any material contained therein, provided, however, the School District may destroy such files as provided by law. The school district will furnish a copy to the teacher of any material related to that teacher's performance placed in the teacher's personnel file. The school district's failure to provide such a copy to the teacher shall not require that the school district remove such material from the teacher's personnel file.

Section 6. Meet and Confer: Upon request, the School District shall meet and confer with the Association pursuant to P.E.L.R.A. concerning policy matters not covered by this Agreement.

ARTICLE VI
LENGTH OF THE SCHOOL YEAR

Section 1. Teacher Duty Days: The length of the school year for 2025-2026 shall consist of 183 duty days for teachers and for 2026-2027 shall consist of 184 duty days for teachers including: student days, orientation and workshop days and in-service training days as set forth on the official calendar as determined by the School Board each year. Teachers shall perform professional teaching services on all teacher duty days, including those legal holidays on which the School Board is authorized to conduct school, and which are designated in the official school calendar.

Section 2. New to the School District Faculty: All new to the School District faculty will be required to participate in a maximum of five (5) days of workshops on dates determined by administration. New faculty will be compensated at the lowest casual substitute teacher rate of pay for each pre-service workshop day attended. If a faculty member attends less than a day, the pay shall be prorated. When planning

the workshop, time devoted to individual preparation will be given a priority.

Section 3. Emergency Closings: In the event of a student day or teacher day lost for any emergency, the teacher shall perform teacher or teaching-related duties on that day or other such day in lieu thereof as the School Board or its designated representative shall determine, if any.

Section 4. Meet and Confer: Prior to setting the calendar or making any changes, the School District shall afford the Association the opportunity to meet and confer on such matters.

ARTICLE VII
HOURS OF SERVICE

Section 1. Basic Day: The basic teacher's day, exclusive of lunch, shall be seven and one-half (7 1/2) hours.

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 after affording opportunity for the Association to meet and confer.

Section 3. Additional Activities: Teachers may be obligated to reasonably participate in school activities beyond the regular building hours as is required by the School District, except participation in additional activities on Sundays shall be voluntary.

Section 4. Lunch Period: All teachers will have a duty free lunch period of approximately thirty (30) minutes.

Section 5. Preparation Time: Within the student day, each licensed teacher engaged full-time in direct instruction shall be provided a minimum of fifty-two (52) minutes of uninterrupted time in no more than two blocks of time. Within the student day, licensed teachers engaged part-time in direct instruction shall have their uninterrupted time prorated in no more than two blocks of time. Preparation time shall include preparation for classroom teaching, grading, or other paperwork, meeting with staff, contacting parents, or other professional related duties. Occasionally, it may be necessary for staff to leave the building during their preparation time for work-related business. In these circumstances, the teachers shall follow building procedures when leaving the building during working hours. Guidelines for the professional use of preparation time are contained in school district personnel policies.

In the event a teacher is required to travel during their preparation time, the teacher shall be paid an hourly rate of pay equivalent to thirty dollars $45.00 for every (60) minutes of time worked. Time worked for less than sixty (60) minutes shall be prorated. Affected faculty must submit a claim form for the pay.

ARTICLE VIII
BASIC SCHEDULES AND RATE OF PAY

Section 1. Rates of Pay: The wages and salaries reflected in Schedule A, attached hereto, shall be part of the Agreement for the 2025-2027 school years. One year of performance increment shall equal a minimum of one hundred thirty-five (135) days on payroll and an annual overall rating of proficient by CACS peer reviewers. All qualified teachers shall be advanced one step from the 2024-2025 salary schedule. The school board reserves the right to withhold salary increases for just cause. A salary increase shall not be withheld unless the teacher is notified of the deficiency in writing and given reasonable opportunity to correct such deficiency. An action withholding a salary increase shall be subject to the grievance procedure.

Section 2. Status of Salary Schedule: The salary schedule shall not be construed to be a part of the teacher's continuing contract. Teachers shall be paid in accordance with the schedules referred to in Section 1, except as otherwise provided in this Agreement.

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

Subd. 1. Germane and Prior Approval: Credits to be considered for application on any lane of the salary schedule must be germane to the teaching assignment. All credits, in order to be considered for application on the salary schedule, must be approved by the Director of Human Resources in writing prior to taking of the course. The teacher will be notified in writing within seven (7) working days as to the approval or disapproval of the request for application of credits on the salary schedule. In the event of course changes, the teacher shall present credits for approval as soon as possible.

Subd. 2. Grade and Credits: To apply on the salary schedule, all credits beyond the bachelor's degree must be graduate credits and carry a grade equivalent of "B" or higher. Credits to apply to lanes beyond a particular degree lane, must be earned subsequent to the earning of the degree. A grade of "pass" in a course offered on a pass/fail basis shall be deemed to be the equivalent of a "B".

Subd. 3. Undergraduate Credits: Undergraduate credits may be approved for advancement on the salary schedule with the written approval of the Director of Human Resources.

Subd. 4. Advanced Degree Program: A teacher shall be paid on the Master's degree lane only if the degree program is germane to the teaching assignment and has the written prior approval of the Director of Human Resources and the college. Thereafter, prior written approval of courses or changes made by the college, in the approved degree

program do not have to be resubmitted for prior approval by the Director.

Subd. 5. Payment of Present Salary: The rules contained herein relating to the application of credits on the salary schedule shall not deprive any teacher of any salary schedule placement already recognized and actually being paid.

Subd. 6. Prior Experience: A teacher who has had experience in other school systems or in other fields of endeavor will be placed on the salary schedule as agreed between the School Board and the teacher.

Subd. 7. New Teachers: Each new teacher shall submit a transcript of his/her college credits with the return of his/her signed contract.

Subd. 8. Earned Credits: In order for consideration for advancement on the salary schedule, course work must be taken by the teacher through an accredited college or university.

Subd. 9. Effective Date: Individual contracts will be modified to reflect qualified lane changes on October 1st retroactive to the first paid workday of the year, and March 1st retroactive to March 1st. An official transcript of qualified credits or other evidence of satisfactory course completion must be submitted to the Human Resources Office by October 1st for courses completed prior to October 1st or the last working day of February for courses completed prior to the last working day of February to be eligible for the lane change. If evidence of satisfactory course completion is furnished because a transcript is not available, an official transcript must be furnished within sixty (60) calendar days of the due date for submitting evidence of courses completion.

Subd. 10. Disputes concerning credit application as provided in this section shall be subject to the grievance procedure.

Section 4. Pay Days: Teachers shall have their annual compensation divided into twenty-four (24) equal payments. Paydays shall be on the business day on or before the 15th and the 30th/31st day of each month. Upon request and with written notice to the Director of Human Resources' office prior to February 1st, a teacher may receive the balance due at the conclusion of the school year in a lump sum payment. Approved lump sum payments shall be made on the business day on or before June 15th.

The pay period for teachers will be updated as necessary to be compliant with the rules as entitled under Internal Revenue Service Code 409A.

Section 5. Part-Time Teachers Including Part-Time Title I Teachers: Part-Time teachers shall be placed on the salary schedule as per Article VIII, Section 3, Subd. 6 and paid prorated to the hours worked. Part-time teachers shall be granted fringe benefits as included in Article X, Section 6.

Section 6. Licensed School Nurses: Licensed school nurses shall be paid on the teachers' salary schedule.

Subd. 1. Placement of school nurses on the salary schedule shall be by language found in section 3 of this article.

Subd. 2. School nurses shall receive other benefits as provided in this contract for part-time teachers when working less than seven and one-half (7 1/2) hours a day. A school nurse contract of seven and one-half (7 1/2) hours a day shall receive benefits as provided to full-time teacher.

Subd. 3. School nurses with contracts of seven and one-half (7 1/2) hours a day who are at least fifty (50) years of age and have completed fifteen (15) years of full-time service in the Centennial School District shall be entitled to remain in the district's group health insurance program. The nurse shall pay the full cost of either single or family coverage as the Nurse may elect. The Nurse must make arrangements to make the premium payment to the district's Business Office on a timely basis in order to continue in the health and hospitalization program.

Section 7. Faculty Substituting for Colleagues:

Subd. 1. Non-Student Contact Time: Faculty who substitute for colleagues during a faculty member's regular non-student contact time shall be paid an hourly rate of pay equivalent to $45 for every sixty (60) minutes of time worked. Time worked for less than sixty (60) minutes shall be prorated. Affected faculty must submit a claim form for the pay.

Subd. 2. Student Contact Time: If a substitute teacher cannot be hired for an absent teacher, and as a result, the absent teacher's class is reassigned to another teacher, the lowest casual daily substitute rate of pay shall be paid to the teacher. If the class is assigned to more than one teacher, the teachers shall equally share the lowest casual daily substitute rate of pay. Affected teachers shall not also be eligible to receive non-student contact time pay. The teacher(s) must complete a claim form to receive the pay.

Section 8. Early Childhood Family Education Teachers

Subd 1. Minnesota licensed early childhood-family education teachers--hereafter referred to as ECFE teachers--employed to regularly teach a minimum of eighteen (18) hours per week for at least one hundred (100) days during the regular school year shall be subjected to the terms of this section unless otherwise stated.

Subd. 2. Qualified ECFE teachers will be considered for employment by the administration when making regular ECFE class assignments. Qualifications shall be determined by the administration.

Subd. 3. ECFE teachers will be allocated time for preparation and setup as necessary and appropriate. Preparation and setup time shall be determined by the administration.

Subd. 4. If a scheduled class session is canceled because of an emergency and not rescheduled, the ECFE teacher shall be paid for the canceled time at their regular hourly rate of pay to a maximum of six (6) paid hours.

Subd. 5. ECFE teachers shall be granted forty-five (45) hours of paid leave for each regular school year worked. Use of leave shall not be limited to any specific reason and may be used for such purposes as employee sick leave, care of a person in the employee's household and personal leave. Unused leave may be accumulated to a maximum of 75 hours. ECFE teachers may not substitute leave for canceled and subsequently rescheduled classes. Approval to utilize leave hours shall be subject to the same policies/procedures/practices as any other teacher covered by the teachers' master agreement. At the time of separation, for any reason, from employment with the district, unused accumulated leave will not be paid to the employee.

Subd. 6. ECFE teachers who regularly work a minimum of twenty-five (25) hours per week during the regular school year for a minimum of one hundred (100) days, may participate in the benefits outlined in Article X of the teachers' master agreement. ECFE teachers will be eligible to the amount outlined in Article X, Sections 2-7. This would include health insurance, dental insurance, LTD and Life Insurance. This does not include eligibility for Sections 8, 9 or 10. The cost of the premium not contributed by the school district shall be borne by the ECFE teacher and paid by payroll deduction.

Subd. 7. An ECFE teacher under the provisions of this agreement shall serve a probationary period of three (3) years of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise

discipline such teacher, and during this probationary period, the teacher shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned.

Subd. 8. ECFE teachers shall be placed on the regular salary schedule as any other regularly employed teacher is placed on the salary schedule. In order to move one step, a teacher must regularly work a minimum of eighteen (18) hours per week for a minimum of one hundred (100) days during the regular school year. Current employees, whose placement on the schedule will result in an hourly loss of pay compared to their current hourly pay, shall be placed on the step of the appropriate lane that equals their current hourly pay.

Subd. 9. Section 1 through Section 9 shall not be subject to the grievance process.

Section 9. Adult Basic Education Teachers

Subd. 1. Minnesota licensed teachers employed to regularly teach in the Adult Basic Education Program – hereafter referred to as ABE teachers – a minimum of eighteen (18) hours per week for at least one hundred (100) days during the regular school year shall be subject to the terms of this section.

Subd. 2. Qualified ABE teachers will be considered for employment by the administration when making regular ABE assignments. Qualifications shall be determined by the administration.

Subd. 3. ABE teachers will be allocated time for preparation as necessary and appropriate as determined by the administration.

Subd. 4. ABE teachers shall earn one-half day of personal leave for each month of employment to a maximum of ten (10) non-accumulative days per year (6.5 hrs/day x 10 = 65 hrs). Use of earned personal leave shall not be limited to any specific reason and may be used for such purposes as employee sick leave, care of a person in the employee's household and business which cannot be conducted outside of the normal workday. Approval to utilize earned leave shall be subject to the same policies/procedures/practices as any other teacher covered by the teachers' master agreement.

Subd. 5. ABE teachers who regularly work a minimum of twenty-five (25) hours per week during the regular school year for a minimum of one hundred (100) days, may participate in the benefits outlined in Article X of the teachers' master agreement. ABE teachers will be eligible to the amount outlined in Article X, Sections 2-7. This would include

health insurance, dental insurance, LTD and Life Insurance. This does not include eligibility for Sections 8, 9 or 10. The cost of the premium not contributed by the school district shall be borne by the ECFE teacher and paid by payroll deduction.

Subd. 6. An ABE teacher under the provisions of this agreement shall serve a probationary period of three (3) years of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such teacher, and during this probationary period, the teacher shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned

Subd. 7. ABE teachers' initial hourly rate shall be determined by placing the teacher on the salary schedule as would any other teacher be placed on the salary schedule. Thereafter, ABE teachers' hourly rate of pay shall be increased the same percentage as the total salary schedule improvement in the last teachers' negotiations settlement. There shall be no step movement for ABE teachers.

Section 10. Other Rates of pay:

Teachers who receive the National Board Certification; educational speech language pathologists who hold an American Speech, Language and Hearing Association Certificate of Clinical Competence; physical therapists who receive endorsement from the American Physical Therapy Association for Minnesota Board of Physical Therapy licensure; occupational therapists who hold a certificate from the National Board for Certification in Occupational Therapy: school psychologists who receive the National Certification for School Psychologists; social workers who receive the Licensed Independent Clinical Certification for Social Workers, and CTE License (as determined by district) shall each receive an annual stipend of $1,500 for each year the certification is in effect, payable after submitting a current certificate and a claim form to the Office of Human Resources on or before May 31st for the current year.

Teachers who receive their PHD will receive an annual stipend of $1,500.

Summer School, Extended time compensated at $45.00 per hour and curriculum writing compensated at $45.00 per hour.

Systems Accountability Committee membership compensated at an annual stipend of $900.00. CEU Building Representatives will receive an annual $250 stipend and 1 release day.

ARTICLE IX
EXTRA COMPENSATION

Section 1. Additional Assignments: 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.

Subd. 1. A teacher who agrees to teach an extra class (overage) during their regularly scheduled prep shall be compensated at the rate of .2 of their base salary (for full year), .1 of their base salary (for one semester) and .05 of their base salary (for quarter).

Subd. 2. The Human Resources Director will calculate and offer any overage to teachers.

Section 2. Extra-Curricular or Other Compensated Extra Duties: The wages and salaries reflected in Schedule B, attached hereto, shall be part of this Agreement for the 2025-2026 and 2026-2027 school years.

Section 3. Assignment of Extra-Curricular or Other Compensated Extra Duties: The Superintendent or his/her designee may assign the teacher to extra-curricular assignments or other compensated extra duties, subject to established compensation for such services which exceed the teaching or non-teaching services prescribed in the basic contract. Such assignments shall not be made without the consent of the teacher except on a temporary basis in the case of an actual emergency. Said extra-curricular and co-curricular assignments may or may not appear in the individual contract. Extra assignments associated with additional compensation shall not be construed to be part of the continuing contract unless expressly so provided in the individual contract.

ARTICLE X
GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board. The board will meet and confer with the Association on this matter.

Section 2. Medical-Hospitalization Insurance:

Subd. 1. Single Health Insurance:
The employee must be eligible to enroll in the group insurance plan, employed by the School District, qualified for and enrolled in the group medical-hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. The Cadillac Tax and any or all other taxes associated with the provision of health care will be considered part of the premium.

In the case of an employee with a spouse also employed by the school district where the spouse is identified as the employee's dependent in the school district's family medical insurance plan, the spouse shall not be eligible for the school district contribution to the premium for single health insurance. Instead, the school district shall contribute the amount in the table below. Married couples without any other dependents shall each be eligible to continue to subscribe to a single health insurance plan, or one, but not both, to an employee + one health insurance plan.

		7/1/25-12/31/25	1/1/26-12/31/26	1/1/27-6/30/27
Co Pay	**Single**	$1,082.00	$1,114.00	$1,147.00
Co Pay	**E+1**	$1,958.00	$2,017.00	$2,078.00
Co Pay	**Family**	$2,037.00	$2,098.00	$2,161.00
Co Pay	**Dual**	$2,585.00	$2,663.00	$2,743.00
HSA	**Single**	$1,092.00	$1,136.00	$1,181.00
HSA	**E+1**	$1,978.00	$2,057.00	$2,139.00
HSA	**Family**	$2,057.00	$2,139.00	$2,225.00
HSA	**Dual**	$2,610.00	$2,714.00	$2,823.00

Section 3. Income Protection Plan: The School District will contribute the full benefit amount per month for each eligible teacher employed by the school district toward the purchase of an income protection plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Section 4. Life Insurance: The School District will contribute up to the sum of $9.63 per month toward the premium for a $50,000 term life insurance policy for each eligible teacher employed by the school district. In order to be eligible for this contribution, the employee must be qualified for and enrolled in the group life insurance plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. Employees may purchase additional life insurance coverage at their expense, as permitted by the terms of the insurance policy and as provided by school district policy or practice.

Section 5. Dental Insurance: The school district shall pay the full monthly cost of single dental group insurance or contribute an equivalent monthly amount towards the cost of a family dental group insurance plan. The cost of the premium not contributed by the school district shall be borne by the employee and paid by payroll deduction.

Section 6. Eligibility: Eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the school district pursuant to this article.

Teachers working less than twenty-five (25) hours per week (.67 FTE) shall receive

no School District contributions to insurance. Teachers working twenty-five (25) hours or more per week (.67 FTE) shall be eligible for the full amount of the School District contribution as provided in Article X, Section 2 and Section 5.

Section 7. Claims Against the School District: The parties agree that any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 8. Duration of Insurance Contribution Hired On/Before March 19, 2012: Full-time (1.0 FTE) teachers hired on or before March 19, 2012 and who have retired at full time (1.0 FTE) status from the School District who are at least 55 years of age and who are eligible and enrolled in the School District medical-hospitalization program at the time of retirement, and have completed fifteen (15) full time years of teaching service in the School District while continuously employed, shall be eligible to elect participation in either Section 8, Subd. 1 or Section 8, Subd. 2 below. Medical leave (one year), military leave, family leave (one year) would not be considered a break in 15 years of consecutive service. However, the time the employee is on leave does not count towards the 15 years of consecutive years of service. At the discretion of the (HR Director) Up to 2 years may be granted to employees that take a different leave. The Employee would be notified at the time of the leave if this election affects any long-term benefits.

Employees placed on ULA would not be considered a break in 15 years of consecutive service. If employee was full time (1.0 FTE) and is placed on ULA for a portion of their FTE, up to .33 FTE (.67 still working), the years on ULA will count towards the 15 consecutive years. However, if an employee is placed on ULA for .34 FTE and above, the time on ULA will not be considered a break in the 15 consecutive years but it will not count towards the 15 years of consecutive years of service.

Subd. 1. HRA Post Retirement Contribution

A teacher may elect at any time a one-time contribution to a Health Reimbursement Account (HRA) in the amount of Fifty-Five Thousand, Two Hundred Thirty Dollars ($55,230) for the 2025-2026 contract year and Fifty-Five Thousand, Seven Hundred, Eighty-Two ($55,782) for the 2026-2027 contract year. This lump sum amount will be adjusted annually by dividing the total lump sum by five (5) and multiplying by the percentage increase included in Section 2 Medical – Hospitalization Insurance or five percent (5%), whichever is greater. The election is irrevocable, and the contribution will be paid within thirty (30) days after the effective date of retirement. A teacher who makes this election is also eligible for a School District sick

leave buy back of a maximum of ten (10) days per year effective the school year in which the irrevocable election is made and annually thereafter provided the following requirements are satisfied:

1. The teacher must be fifty (50) years old and must have completed fifteen (15) consecutive years of regular school year service in the School District on or before June 30th in school year for which the buyback is sought.
2. The teacher must have sixty (60) days of unused accumulated sick leave on or before June 30th in the school year for which the buyback is sought. The buyback must not bring the teacher's accumulated sick leave balance below 60 days.
3. The teacher must request a sick leave buy back on or before March 1st in the school year for which the buyback is sought. The request is irrevocable.
4. The value of each day shall be One Hundred Seventy-Five Dollars ($175.00). The amount of the contribution shall be calculated by multiplying the number of buy back days by$175.00, which shall be deposited into the teacher's School District sponsored HRA on or before June 30th of that school year.
5. Teachers who have elected the one-time contribution to a Health Reimbursement Account (HRA), and who are eligible to participate in the sick leave buy back option, can elect to buy back 10 days of sick leave in the year they plan to retire provided the retirement notification is received by the school district prior to February 1st of that year. The teacher must have an accumulated sick leave balance of ten (10) days or more on their last working day of the school year to buyback the 10 days.

Section 9. Duration of Insurance Contribution Hired After March 19, 2012: Full-time (1.0 FTE) teachers hired after March 19, 2012 who have retired from the School District who are at least 55 years of age and who are eligible and enrolled in the School District medical-hospitalization program, and have completed fifteen (15) consecutive years of teaching service in the School District, shall be eligible to receive a School District contribution towards post-employment health care. The contribution shall be deposited into the teacher's School District sponsored Health Reimbursement Account (HRA) within thirty (30) days after the effective date of retirement. The contribution will be calculated as follows: a percentage of the unused accumulated sick leave days up to a maximum of one hundred eighty-four (184) days multiplied by Two Hundred Twenty-Five Dollars ($225.00) per day. The School District contribution shall be eighty percent (80%) of this calculation at 15 years of service and increase by two percent (2%) per year to 100% at 25 years of service.

This section will sunset on June 30, 2020. Those eligible for this benefit will have a one-time irrevocable decision to move from this benefit to the new benefit outlined in Section 10. This decision needs to be made by June 15, 2020.

Section 10. Full time (1.0 FTE) teachers hired after July 1, 2020 and who have completed 15 years of full-time (1.0 FTE) service in Centennial School District, shall be eligible to receive a contribution to the employees HRA. If the employee does not have an HRA, one will be set up for the employee. Contributions will be made annually by June 30 each year. The contribution amounts are:

Years of Completed Service	Contribution Amount
15-20	$750
21-25	$1,000
26 +	$1,250

ARTICLE XI
LEAVES OF ABSENCE

Section 1. Applicability: Leave provisions provided in this Article refer to leaves during the regular school term and are not applicable to summer employment unless otherwise provided herein.

Section 2. Sick Leave:

Subd. 1. All eligible teachers as defined in Section 15 shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the school district. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the teacher's work year.

Subd. 2. A teacher in the school district shall be permitted to utilize his/her annual twelve (12) day accrual for the current year, in advance of accrual, if he/she performed his/her duties for at least ten (10) working days of the current school year. In the event that such sick days are utilized herein prior to the earning thereof, such days will be deducted from future accumulations. In the event that a teacher who has been permitted to utilize sick leave in advance of accrual, under these provisions, should leave the employ of the school district, he/she shall be liable to the school district for any sick leave pay advanced beyond his/her earned accrual.

Subd. 3. Use of sick leave with pay to care for family members who are ill or injured will be granted in accordance with Minn. Stat. § 181.9413 (2013), as amended. Family members covered by Minn. Stat. § 181.9413 (2013) include minor and adult children, a spouse, sibling, parent, grandparent, or stepparent. Leave can be used no more than 160 hours in any 12-month period. Any amendments to the definition

of family members covered by Minn. Stat. § 181.9413 (2013) shall be incorporated into the Master Agreement upon the effective date of the amendment.

Subd. 4. Unused sick leave days may accumulate to a maximum credit equal to the maximum number of teacher duty days in a school year.

Subd. 5. Summer school teachers employed four (4) or more hours per day shall be eligible for one (1) day of sick leave during a summer session, non-accumulative. Full-time teachers that work forty (40) or more days extended time shall accrue sick leave at the rate of twelve (12) days per year.

Subd. 6. Sick leave pay shall be allowed by the School Board whenever a teacher's absence is found to have been due to illness which prevented his/her attendance at school and performance of duties on that day or days. Sick leave is available for the disabilities incident to pregnancy but is not available while a teacher is on a long-term leave as described in Sections 6, 8, 9 or 10 below.

Subd. 7. The School Board or his/her designee may require a teacher to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay.

Subd. 8. In the event that a medical certificate will be required, the teacher will be so advised.

Subd. 9. Sick leave allowed shall be deducted from the accrued sick leave days earned by the teacher.

Subd. 10. Sick leave pay shall be approved only upon submission of a request through the authorized sick leave pay request process.

Subd. 11. When a teacher is injured on the job in the service of the school district and collecting compensation insurance as well as drawing on sick leave and receiving full salary from the school district, his/her salary shall 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 his/her accrued sick leave.

Subd. 12. Subject to the other provisions of this Section, sick leave for regular part-time teachers:

1. All regular part-time teachers shall receive prorated sick leave benefits.
2. Long-term substitutes filling an assignment for more than 60

consecutive calendar days, shall receive sick leave benefits on a pro-rata basis. Sick leave received shall not be accumulative from one year to the next.

3. Unused sick leave days will accumulate for regular part-time teachers. They shall earn prorated sick leave based on twelve (12) sick leave days per year. (Example - A teacher who is paid for three (3) hours per day shall accrue sick leave with one (1) day equaling three (3) hours. Unused sick leave days will accumulate to a maximum of 75 days.

Subd. 13. Upon the written request of a teacher, the Superintendent may grant additional paid sick leave to the teacher. The granting of such additional paid sick leave shall not be subject to review through the grievance procedure.

Subd. 14. Expectant fathers may take up to five (5) days of parental leave which shall be deducted from the teacher's accumulated sick leave at the time of the birth or adoption of a child.

Subd. 15. A leave of absence without pay, for the purpose of adopting a child, shall be granted by the School District for a period of one (1) calendar year from the date of adoption. The exact length of the leave will remain flexible, insofar as practical, to allow the adoption leave beginning and end dates to be set at natural breaks in school activities (school holidays, semester or quarter breaks, etc.) Teachers may use accrued sick leave concurrent with FMLA leave for duty days that occur during the first six (6) weeks of the adoption leave.

Section 3. Funeral Leave:

Subd. 1. Up to but not exceeding five (5) days with full pay shall be allowed for a teacher's absence due to the death of a member of the teacher's immediate family, the teacher's spouse's or domestic partner's immediate family. Upon the prior request of the employee, additional paid immediate family funeral leave may be approved by the Director of Human Resources.

Subd. 2. The immediate family is defined as father, mother, sister, brother, spouse, domestic partner, son, daughter, stepchildren, grandparents, grandchildren, aunts, uncles, nieces and nephews. Domestic partner shall mean a person who is neither married nor related by blood or marriage to the employee, lives together with the employee in the same residence and intends to do so indefinitely, and is responsible with the employee for each other's welfare.

Subd. 3. Funeral leave may be used by a full-time summer school teacher

pursuant to this Section.

Subd. 4. Teachers who have exhausted their five (5) days of personal leave may request additional paid leave for deceased people not defined as immediate family. All such requests must have the prior approval of the Director of Human Resources.

Section 4. Personal Leave:

Subd. 1. A teacher that begins regular service on or before December 31st shall be granted up to five (5) days of personal leave per year, non-accumulative. The first three (3) days of personal leave taken by a teacher will be without pay deduction. For each day beyond three (3) taken to a maximum of five (5) days taken, the teacher shall reimburse the school district through payroll deduction at the daily rate currently being paid to casual substitutes. The reimbursement by the teacher shall also include Teacher Retirement Association and FICA required payments.

For a teacher who has been employed in the district for 20 years, starting in their 21st year, they will be granted up to five (5) days of personal leave per year, non-accumulative. The first four (4) days of personal leave taken by a teacher will be without pay deduction. For each day beyond four (4) taken to a maximum of five (5) days taken, the teacher shall reimburse the school district through payroll deduction at the daily rate currently being paid to casual substitutes. The reimbursement by the teacher shall also include Teacher Retirement Association and FICA required payments. For a teacher who has been employed in the district for 25 years, starting in their 26th year, they will be granted up to five (5) days of personal leave per year, non-accumulative. All five (5) days can be taken without pay reduction.

Subd. 2. A teacher who begins regular service on or after January 1st, shall be granted up to three (3) days of personal leave per year, non-accumulative. The first day of personal leave taken by a teacher will be without pay deduction. For each day beyond one day taken – to a maximum of three (3) days taken – the teacher shall reimburse the school district through payroll deduction at the daily rate currently being paid to casual substitutes. The reimbursement by the teacher shall also include Teacher Retirement Association and FICA required payments.

Subd. 3. Personal leave shall be granted by the School District if the following criteria are met:

1. The request is received by the Director of Human Resources

at least three (3) working days in advance of the leave date. Personal leave day requests will be processed in the order in which the requests are received by the human resources office. The three (3) day requirement may be waived by the Director of Human Resources in case of emergency.

2. Ten percent (10%) of a building staff or a maximum of two (2) people (whichever is greater) may be granted personal leave for the same day being requested.
3. Personal leave shall normally not be permitted on the first two weeks or the last ten (10) days of the school year or on workshop days. The Director of Human Resources may grant personal leave to teachers during these periods of time under extenuating circumstances as determined by the director.
4. Personal leave shall not be used for the conduct of or participation in the business of the exclusive representative.
5. Personal leave may not be used for purposes of appearing before a court, grievance arbitrator or any other proceedings in which the petitioner for personal leave is a participant individually or through membership in an organization in any action against the School District.

Subd. 4. As an incentive for not utilizing paid personal leave without a substitute teacher deduct, teachers who have 1 to 3 full personal leave days remaining each year shall receive the lowest, casual substitute teacher daily rate of pay for the day(s) or credit their accumulated sick leave for the day(s). The maximum total number of paid or credited days shall not exceed three (3) days. A teacher can carry over of 1 day paid personal leave day to the next school year, but the total leave remains at 5. Normally, the incentive pay shall be included in the last paycheck of the school year. If the teacher has already received the incentive pay and utilizes any portion of their second or third day, the lowest, casual substitute daily rate of pay shall be automatically deducted from the teacher's next paycheck. Personal leave with substitute teacher deduct cannot be used to extend maternity leaves or Article XI, Section 2, Subd. 14 expectant fathers' leave.

Section 5. Short Term Unpaid Leave:

Subd. 1. A short-term leave of absence, without pay, not to exceed two (2) days per year, non-accumulative, may be granted to a teacher at the discretion of the Superintendent.

Subd. 2. Requests for short-term unpaid leave of absence must be made in writing to the Director of Personnel at least three (3) working days in advance, except in cases of emergency. The request shall state the

reason for the proposed leave. The teacher will receive a written response from the Superintendent within two (2) days after receipt of the written request for leave.

Subd. 3. A short-term unpaid leave normally shall not be granted the first five (5) days and the last five (5) days of the school year.

Section 6. Sabbatical Leave:

Subd. 1. A sabbatical leave may be granted to teachers in the school district for the purpose of professional improvement subject to the conditions established by the School Board and subject pursuant to M.S. 122A.49.

Subd. 2. To be eligible for sabbatical leave an individual must have been employed at least seven (7) years in the school district.

Subd. 3. Sabbatical leave for study shall be limited to an individual centering his/her study in his/her area of employment in the school district and shall not be used for retraining in a new area unless at the request of the school board.

Subd. 4. The proposed program of study must be approved in advance by the Superintendent of Schools and the School Board and such program of study shall be in formal educational course credits.

Subd. 5. Applications for sabbatical leave shall be submitted in writing to the Director of Human Resources at the earliest possible date but in no case shall this be after January 1st of the year preceding the school year in which the leave is sought.

Subd. 6. The number of teachers on sabbatical leave shall be limited to three (3) teachers in any one (1) year. The granting of sabbatical leave, however, is purely within the discretion of the School Board and the School District reserves the right to refuse to grant any and all sabbatical leaves, if, in the judgment of the School Board, such leaves should not be granted.

Subd. 7. The allowance granted to a teacher on sabbatical leave shall be one-half (1/2) of the basic contract salary (not including any extra-curricular pay) of the individual for the school term in which the application for the sabbatical leave is made.

Subd. 8. A teacher who is granted a sabbatical leave must return to teach in the school district for two (2) full years following the termination of the leave. If the teacher's service is discontinued for any reason other than the individual's incapacity determined by the physician or by

discontinuance of position by board action, before the expiration of the two (2) years, he/she shall pay back to the School District in full, the sabbatical allowance which was provided.

Subd. 9. The application for a sabbatical leave shall contain a detailed description of the intended activity and expected benefit to the School District, including, but not limited to, the institution where study will take place, courses and number of credits to be carried, and all other details surrounding the program.

Subd. 10. If, in its discretion, the School Board grants a sabbatical leave it may be contingent upon the ability of the School District to secure a satisfactory substitute.

Subd. 11. The School District reserves the right to rescind a sabbatical leave approval in the event of an emergency.

Subd. 12. Upon satisfactory completion of a sabbatical leave the individual shall be assigned to a position commensurate with the one he/she occupied prior to the leave.

Subd. 13. A teacher on sabbatical leave shall retain such amount of sick leave days and other accrued benefits which he/she had accrued, if any, at the time he/she went on sabbatical leave for use upon his/her return pursuant to the sick leave policy. No additional sick leave shall accrue for the period of time that a teacher is on sabbatical leave.

Subd. 14. A teacher is eligible to continue his/her group insurance benefits, including board contribution pursuant to Article X of this Agreement, providing the teacher makes arrangements to remit to the school district the teacher's share, if any, of any premium on such benefits, as due.

Section 7. Jury Duty: Any teacher who is called to serve on jury duty shall be provided leave with pay for each day of required jury duty service. The teacher shall notify the Director of Human Resources of the dates of pending absence as soon as possible following notice of jury duty service, but in no event later than one (1) week prior to commencing jury duty service. The teacher shall reimburse to the School District any per diem paid to a juror by the court for jury duty service, except that the teacher shall retain any mileage and meal allowance paid by the court.

Section 8. Military Leave: Military leave shall be granted by the School District pursuant to applicable State and Federal laws.

Section 9. Family Leave:

Subd. 1. A family leave shall be granted by the School District subject to the provisions of this Section. Family leave shall be granted because of the need to prepare and/or provide parental care for a child or children including an adoptive child or children for an extended period of time.

Subd. 2. A teacher making application for family leave shall inform the Director of Human Resources in writing of the intention to take the leave at least three (3) calendar months before the beginning of the intended leave, except in emergency situations. The application shall include the beginning date and the tentative return date for the family leave. The Director of Human Resources shall consult with the teacher regarding the ending date of the leave and may make moderate adjustments in the ending date. A moderate adjustment is defined to mean an adjustment of no more than ten (10) working days on either side of the date desired by the teacher. The beginning date may be changed by the teacher in cases of emergency.

Subd. 3. In the situation where the Director of Human Resources chooses to make a moderate adjustment in the tentative return date from family leave, and such adjustment causes a teacher to have less than the required number of days to receive experience credit, the section on experience credit shall be waived and said teacher shall receive a full year of experience credit.

Subd. 4. If the reason for the family leave is occasioned by pregnancy, the teacher shall also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery. Family leave may be taken following the utilization of sick leave and/or long-term disability due to pregnancy, delivery and recovery.

Subd. 5. In approving a family leave of absence, the School District shall not be required to grant a leave in combination with any other paid or unpaid leaves of absence of more than twelve (12) months in duration or permit the teacher to return to his/her employment prior to the date designated in the initial application for the family leave, unless a different date of return is mutually agreed upon by both parties.

Subd. 6. A teacher returning from family leave shall be re-employed in a position which he/she is licensed unless previously discharged or placed on unrequested leave pursuant to M.S. 122A.

Subd. 7. Failure of the teacher to return pursuant to the date determined under this Section may constitute grounds for termination unless the School District and the teacher mutually agree to an extension of the leave.

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

Subd. 9. A teacher who returns from family leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave. The teacher shall not accrue additional experience credit or leave time during the period of absence for family leave.

Subd. 10. Leave under this Section shall be without pay or fringe benefits.

Subd. 11. Expectant fathers may utilize leave pursuant to this section or Article XI, Section 2, Subd. 14.

Section 10. General Leave of Absence:

Subd. 1. Teachers with a minimum of three (3) years of experience in the school district may apply to the Director of Human Resources for an unpaid leave of absence subject to the provisions of this Section. The granting of such leave shall be at the discretion of the School District.

Subd. 2. Such leave may be granted by the School District for exchange teaching, further study, Peace Corp, employee organization activities, public office, or other reasons deemed appropriate by the School District.

Section 11. Medical Leave:

Subd. 1. A continuing contract teacher who is unable to teach because of illness or injury, and has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, shall, upon request, be granted a medical leave of absence, without pay, up to one (1) year. The School District may, in its discretion, renew such a leave and request for renewal shall also be accompanied by a written doctor's statement.

Subd. 2. A request to the Director of Human Resources for leave of absence under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume his/her normal responsibilities.

Section 12. Insurance Application: A teacher on family leave, general leave and medical leave pursuant to this Article is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave. It is the responsibility of the employee to make arrangements with the school business office to pay the School District the monthly premium amounts in advance on such date as determined by the School District. The right to continue participation in such group insurance programs, however, will discontinue upon termination of employment.

Section 13. Accrued Benefits: An employee on family leave, general leave, and/or medical leave, pursuant to this Article, shall retain such amount of sick leave days, experience credit for pay purposes, and other accrued benefits, if any, at the time he/she went on leave for use upon his/her return. No additional sick leave, experience credit for pay purposes, or other benefits shall accrue for the period of time that an employee is on leave except as otherwise provided herein.

Section 14. Seniority: For purposes of seniority standing, a teacher on leave, pursuant to this Article, shall continue to accrue seniority during such leaves of absence.

Section 15. Eligibility: Leave benefits provided in this Article shall apply to regularly contracted teachers who are regularly employed during the regular school year. Part-time teachers shall receive leave benefits on a pro-rated basis.

Section 16. Religious Leave: A teacher may make a request to the Director of Human Resources up to three (3) days for religious leave, non-accumulative, per year. The intent of this leave is to allow teachers to participate in major religious holidays that require their absence from work. Any teacher that utilizes this leave shall reimburse the School District the lowest casual sub rate in effect on the day of the leave.

Section 17. Association Leave: The School District shall allow up to sixty (60) days bi-yearly for Association Leave.

1. All requests must be made in writing to the Director of Human Resources at least three (3) calendar days in advance of the request. The three (3) day requirement may be waived by the Director of Human Resources in case of an emergency.
2. All requests for Association Leave must be made by the Association President or designee.
3. Association Leave shall normally not be granted for the first or last five (5) days of the school year, parent/teacher conference days or workshop days.
4. The School District shall be reimbursed by the Association at the lowest casual sub rate for each day of Association Leave that is used.

Section 18. Compensatory Personal Leave

Subd. 1. A teacher who is requested by a principal to substitute for a colleague during regularly scheduled non-student contact time may: (1) earn compensatory personal leave, or (2) claim form the time for compensation as per the teachers' master agreement.

Subd. 2. The maximum amount of compensatory personal leave time that a teacher may earn for a regular school year is two (2) days. One (1) earned day shall be equal to substituting for a colleague 282 minutes.

Subd. 3. Compensatory personal leave time shall be in addition to any other paid personal leave.

Subd. 4. Utilization of compensatory personal leave time is subject to the same teachers' master agreement provisions and/or school board policies, rules, regulations and procedures as any other personal leave with one exception. Compensatory personal leave time may be carried into the succeeding school year, but it must be used prior to January 1st of the succeeding school year or the time will be lost. Compensatory personal leave time carried into the succeeding school year and not used prior to January 1st may not be claimed for compensation.

Subd. 5. In order to utilize earned compensatory leave time, a teacher must submit a prior approval for leave request form to the site's principal for verification of earned compensatory personal leave time. The teacher must check "Other" leave on the form and list "Compensatory Personal Leave." After verification of the earned compensatory personal leave time, the principal will forward the leave form to the human resources office for processing.

Subd. 6. Personal leave compensatory time earned, but not utilized, shall be paid at the same hourly rate as Article VIII, Section 7 of the teachers' master agreement except as provided in Section 4. The teacher must complete a claim form for the time earned but not utilized in order to be compensated.

Section 19. Donation of Paid Personal or Sick Leave

The District and CEA recognize the stress and strain put on a Teacher and family when a serious illness or injury strikes the employee. A catastrophic illness or injury can result in the loss of time and wages depending on the individual Teacher's situation. In support of the Teacher and in acknowledgement of the value of that staff person to the District, the District and the CEA have developed an emergency sick leave pool where Teachers who have exhausted their leave options may apply for additional days available as part of the pool. The pool will be filled by donations made by members of the CEA employee unit to support colleagues experiencing such circumstances.

Subd. 1. Purpose. The purpose of this section is to provide Teacher the opportunity to voluntarily donate paid personal or sick leave to Teacher that has been diagnosed with a catastrophic illness or injury.

The purpose of the donation process is to help the employee who has exhausted all earned paid leaves of absence including paid personal days, paid personal days with a substitute teacher substitute deduction, and sick leave days until the employee is eligible for Long Term Disability (LTD) Insurance payments.

Catastrophic Illness or Injury Defined: Catastrophic illness or injury is defined according to the current LTD provider.

Subd. 2. Eligibility. In order to be eligible to receive donated paid sick leave, the Teacher must meet all of the following criteria:

1. Diagnosed by a physician with a catastrophic illness or injury (as defined above). The physician must sign and date a statement describing the illness. The statement must accompany a written request to the director of human resources for donated paid personal or sick leave.

2. The employee must have exhausted all earned paid leaves of absence including paid personal days, *(paid personal days with a substitute teacher deduction)*, and sick leave days.

3. Approved by the school district's long-term disability group insurer to receive long-term disability payments (participant in the LTD insurance plan and have applied for benefits).

4. Must have already participated in the sick/personal leave donation process. Participation is defined as already have donated 1-3 days of their own time. Employees need to donate at the time of hire or make an initial donation to be eligible to participate. Once the sick leave bank reaches 500 days, donations are no longer needed until the bank is reduced to 50 days (unless the employee is new and wants to participate in the program). All days donated to the pool are non-returnable.

5. Eligibility for the leave donation ends when the CEA Member becomes eligible for long-term disability or 30 days, whichever is less.

6. Be available to the employee for the employee's own illness.

Subd. 3. Donation Details.

1. Leave Bank: The minimum number of days in the sick leave bank for the unit will be 50 days. When the reserve balance stands at fifty (50) days or fewer, all CEA Members wanting to belong to the reserve must contribute at least one day to the reserve to continue participation.

2. Notification. Upon receipt of an eligible teacher's request for donated sick leave, the Human Resources Director, with two (2) of the unit's representatives, one of whom will be the President or his/her designee, determine eligibility. The decision on approval on individual requests is final and is not subject to the grievance process.

3. Value: The value of a donated day will be equal to the employee's regular daily rate of pay. Donated days will be deducted in whole, not partial days.

4. Status of Donated Days. Once donated time has been transferred to the donation bank, the donor has no rights to that time for any reason and the time will be treated as if the donor utilized the time.

5. Allowance: The maximum number of days that an eligible employee may access the donation bank is 30 days in any 3-year period.

6. Process: Donated days will go directly into the eligible employee's sick leave bank (Aesop) or whatever service is used. The Human Resources Director will be in charge of depositing the approved allotted days into the eligible employee's sick leave bank.

Section 20. Reinstatement from a Leave of Absence: The school board shall not be obligated to reinstate any teacher who is on an extended leave of absence, unless the teacher advises the school board in writing of their intention to return before March 1st in the school year preceding the school year in which the teacher wishes to return, or by March 1st in the calendar year in which the leave is scheduled to terminate.

ARTICLE XII
403B

Section 1. 403B Program:

Subd. 1. 403B Program Eligibility: Full time, 1.0 FTE teachers are eligible for the 403B matching program. A teacher is eligible for the 403B matching program once they have received continuing contract rights.

Subd. 2. The requirements governing the 403B program shall be those listed in this article and in the school district 403B Plan Document.

Subd. 3. If the teacher elects the 403B program, the school district shall make the matching contribution for that year to one (1) of the approved companies which the teacher shall elect for that year.

Subd. 4. Payroll deductions for 403B contributions shall be made each regular payday. The District match amounts are spread out evenly over 24 pay periods and will not be prorated throughout the school year.

Subd. 5. 403B Matching Schedule:

The school district matching schedule for the 2025-2026 shall be as follows:

Years of Service	Amount Each Year
Probationary Teachers	$0
Continuing Contract-8	$1,100
9-13	$1,600
14-16	$1,900
17-23	$2,900
24+	$3,500

Effective July 1, 2026:

Probationary Teachers	$0
Continuing Contract-8	$1,100
9-13	$1,600
14-16	$1,900
17-23	$2,900
24-26	$3,500
27+	$4,000

District career maximum contribution is $60,000.

ABE and ECFE teachers shall be eligible for a school district matching contribution in an amount equal to the teacher's contribution, up to $500 each year effective in their 4th year of service in the school district.

Subd. 6. If a teacher is involuntarily reduced in FTE, they may continue to receive district matching funds as long as they remain employed by the district at the involuntary level.

ARTICLE XIII
CONTRACTS/JOB SHARE

Section 1. Reduced Time Contracts:

Subd. 1. Any teacher that is currently teaching in the Centennial School District and has been employed by the School District for twenty (20) years or more, may request a teaching position for less than full-time, effective the next school year. Such requests shall be made to the Superintendent, in writing, on/or before February 1st of the preceding year and may be granted or denied at the discretion of the Superintendent.

Subd. 2. If the teacher that is on reduced time contract desires to return to a full-time assignment, or the School District desires the teacher to return to a full-time assignment, notification shall be sent no later than February 1st preceding the school year in which the teacher is to resume a full-time assignment. Upon request, the teacher shall be returned to his/her previous full-time assignment or to a similar or comparable assignment.

Subd. 3. Any teacher on reduced time contract shall retain all rights that would otherwise accrue under this contract and shall receive salary and leave benefits pro-rated from the level the teacher would have received in a full-time assignment. Such teacher(s) shall retain their full medical and health benefits as though they were full-time employees.

Subd. 4. Teachers under this Article shall retain for use all accrued sick leave. Additional sick leave shall be accrued on a pro-rated basis according to the number of days of duty.

Subd. 5. Teachers under this Article shall be eligible for the provisions of Article XII, as if the teacher(s) were full-time employees.

Subd. 6. The reduced time contract may or may not be granted at the discretion of the Superintendent. The decision of the Superintendent shall be grievable only to the School Board level, not to include arbitration.

Section 2. Job Shares:

Subd. 1. Any teacher that is currently teaching in the Centennial School District and has been employed by the School district for five (5) years or more, may request a job share teaching position for less than full-time effective for the next school year. Job shares are for two (2) full-time teachers.

Subd. 2. If the teacher that is on a job share reduced time contract desires to return to a full-time assignment, notification shall be sent no later than February 1st preceding the school year in which the teacher is to resume a full-time assignment. Upon request, the teacher shall be returned to his/her previous full-time assignment or to a similar or comparable assignment.

Subd. 3. Any teacher on a job share reduced time contract shall retain all rights that would otherwise accrue under this contract and shall receive salary pro-rated and benefits as stated in Article X.

Subd. 4. Teachers under this Article shall retain for use all accrued sick leave. Additional sick leave shall be accrued on pro-rated basis according to the number of days of duty.

Subd. 5. Teachers under this Article shall be eligible for the provisions of Article XII as if the teacher(s) were full-time employees.

Subd. 6. All job share proposals for the next school year shall be submitted to the principal and superintendent on or before February 1st of the current school year. Job shares are to be renewed annually. The proposal shall address the following items:

1. Parents option to enroll their child by May 15th
2. Monthly written communication with parents
3. Quarterly reviews with Principal
4. Attendance at school activities; i.e., open house, PTA, etc.
5. Parent/teacher conferences
6. Special meetings; i.e., staffing, curriculum, grade level, faculty, fund raisers, building committees, etc.
7. Overlap time
8. Subbing for each other
9. There may be additional concerns that a building principal will want addressed

It is recommended that anyone considering a job share position, discuss this option with the building principal before submitting an application.

Subd. 7. Before any job share requests are implemented, they will first need to be approved by the building principal and superintendent. If denied, the teachers will be given the reasons for denial in writing.

Subd. 8. Job share denials are not subject to the grievance procedure.

ARTICLE XIV
GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by a teacher or a group of teachers resulting from a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

Section 2. Representative: The employee may be represented during any step of this procedure by the Association. The School District may be represented during any step of this procedure by its designated representative. Copies of all correspondence between the School District and the grievant shall be sent to the Chairperson of the Association's Teachers Rights Committee.

Section 3. Definitions and Interpretations:

Subd. 1. The term "teacher", except where otherwise indicated, is considered to apply to all members of the appropriate unit.

Subd. 2. An "aggrieved teacher" or "grievant" is the teacher or teachers making the claim.

Subd. 3. The time limits provided in the grievance procedure shall be strictly observed but may be extended by written agreement of the parties concerned. In the event a grievance is filed after May 1st of any year, and strict adherence to the time limits may result in hardship to any party, the parties shall make reasonable efforts to process such grievance prior to the end of the school year.

Subd. 4. Reference to "days" regarding time periods in this procedure shall refer to calendar days.

Subd. 5. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default from 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 school holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday or school holiday.

Subd. 6. The filing of service of any notice or document herein shall be timely if it is personally served or if it bears a certified post-mark of the United States Postal Service within the time period.

Subd. 7. A form which must be used for filing grievances shall be provided by the School District (Attachment A). Such form shall be readily accessible in all school buildings.

Section 4. Adjustment of Grievance, Time Limitation and Waiver: The parties shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the School District in the following manner: If a teacher believes there has been a grievance, he/she shall discuss the matter with the responsible administrator in an attempt to arrive at a satisfactory solution. If the grievance is not resolved as a result of this meeting, the grievance shall be reduced to writing, setting forth the facts and the specific provisions of the Agreement allegedly violated, and the particular relief sought. An alleged grievance must be presented in writing as promptly as possible and within twenty (20) days of the occurrence of the act or within twenty (20) days after the employee acquired or should, through the use of reasonable diligence, have acquired knowledge of the alleged violation. Failure to file a grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the periods hereafter provided shall also constitute a waiver of the grievance.

Subd. 1. Level I. The written grievance, signed by the teacher involved must be presented to a responsible administrator within the time limits provided in Section 4. The responsible administrator shall meet with the teacher within seven (7) days after receipt of the written grievance and given a written answer to the grievance within five (5) days of the meeting. The teacher has five (5) days in which to either accept the answer or appeal it in writing to the next level.

Subd. 2. Level II. If the grievance has not been resolved in Level I, it may then be processed to Level II by presenting the written grievance to the Superintendent. The Superintendent or his/her designee shall meet within ten (10) days after receipt of the written appeal to discuss the problem with the teacher. Within ten (10) days of the meeting the Superintendent or his/her designee shall submit his/her written answer to the grievant. The teacher has five (5) days in which to either accept the answer or appeal it in writing to the next level. Such appeal shall be served in the Office of the Superintendent.

Subd. 3. Level III. If the grievance has not been resolved at Level II, the grievance may be presented to the School Board for consideration. The School Board reserves the right to review or not to review the grievance but must make that decision within fifteen (15) days after receipt of the written appeal. In the event the School Board chooses to review a grievance, the Board or a committee thereof shall, within fifteen (15) days, meet to hear the grievance. After this meeting, the Board shall have a maximum of fifteen (15) days in which to answer the grievance in writing. If the matter is not resolved at this level, the teacher has five (5) days in which to either accept the answer or appeal it to arbitration by filing such appeal in the Office of the Superintendent. The School Board reserves the right at its own instance to review any decision under Level I or Level II of this

procedure, provided the School Board serves such notice within fifteen (15) days after the decision is issued. In the event the School Board reviews a grievance under this subdivision, the School Board reserves the right to affirm, reverse, or modify such decision.

Subd. 4. Denial of Grievance: Failure by the School District to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the teacher may appeal it to the next level. This shall not negate the obligation of the School District to respond in writing at each level of this procedure.

Subd. 5. Step 3 Waiver: Provided both parties agree in writing, Subd. 3 of this grievance procedures may be by-passed and the grievance taken directly to arbitration.

Section 5. Arbitration:

Subd. 1. Procedure: In the event that the parties are unable to resolve a grievance it may be submitted to arbitration as defined herein.

Subd. 2. Selection of Arbitrator: Upon submission of a grievance to arbitration 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 after five (5) days, either party may request the Minnesota Bureau of Mediation Services to appoint an arbitrator, pursuant to M.S. 179A.21, Subd. 2, provided such request is made within ten (10) days after request for arbitration. The request shall ask that the appointment be made within ten (10) days after receipt of said request. Failure to request an arbitrator from the bureau within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 3. Submission of Grievance Information:

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

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator. The grievant may be represented by Association Representative(s) and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, present witnesses and make oral or written arguments relating to the issues before the arbitrator.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by the Act.

Subd. 6. 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 shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of the transcript shall pay for such copy.

Subd. 7. Restriction on Arbitrator: The arbitrator shall not have the power to add to, subtract from, or to modify the terms of the Agreement.

ARTICLE XV
UNREQUESTED LEAVE OF ABSENCE AND SENIORITY POLICY

Section 1. Purpose: The purpose of this Article is to implement the provisions of M.S. 122A.40, Subd. 10.

Section 2. Consultation: In the event that unrequested leaves of absence are contemplated, the Association shall be consulted in an effort to minimize the impact on the teaching staff and the education program of the School District. In determining the number of teachers to be placed on unrequested leave, the Board shall first ascertain the status of all teachers for the next school year, including teachers on leave of absence and teachers intending to resign or retire.

Section 3. Posting: In the event it becomes necessary to place teachers on unrequested leave of absence, the areas of certification affected shall be posted in each building and a copy will be sent to the Association.

Section 4. Seniority:

Subd. 1. Each teacher shall have seniority based on total experience in the School District from the first day of contracted service. Contract service, including part-time contract service, during the school year shall be counted. Service in summer school, driver training, curriculum work or extra-curricular activities, or adult education shall not be counted. If long-term substitute services were performed immediately preceding contractual service, it shall be counted toward seniority.

Subd. 2. Time spent on approved leaves of absence from which the teacher returns to service in the School District shall be counted when determining seniority.

Subd. 3. A teacher who accepts another licensed position in District 12 outside the bargaining unit shall retain seniority status.

Subd. 4. The seniority status of all teachers shall be maintained within the teacher's area of certification and shall be available to teachers upon request. The list shall be posted on the School District Intranet by February 15 of each year, with a printed copy for posting provided to the CEA president and to each building principal.

Subd. 5. The original seniority date shall be retained by any teacher whose employment was legally terminated at the end of one school year but whose employment was subsequently reinstated by the School District by October 1 of the immediate succeeding school year. Such teachers shall retain any accrued leave benefits they had prior to termination and subsequent rehiring.

Section 5. Provisions: Any non-probationary teacher whose contract is not renewed for the following school year due to discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidation of districts, shall be placed on unrequested leave of absence in the following order from among all teachers in the School District so certified.

1. Teachers with lesser seniority status.
2. In the event of a staff reduction, action affecting teachers whose first date of employment commenced on the same date and have equal seniority, the selection of the teacher for purposes of discontinuance shall be in order of the following criteria:
   a. Previous teaching experience (excluding substitute teacher experience) within or outside of Minnesota while holding a valid teaching license;
   b. Lower file folder number as shown on the teacher's current Minnesota teaching license.
3. Teachers having more than one area of certification who are or are about to be placed on unrequested leave according to the provisions of this Article,

shall have the right to take another position for which they are certified, within the bargaining unit, provided that the teacher's seniority status shall be greater than another teacher in such area and that such position is not more than the greater of the highest level of previous employment or a .7 contract. It is assumed that teachers to be placed on unrequested leave will exercise their right to displace teachers lower on the seniority list who are employed in positions for which both are certified unless such teachers notify the Human Resources Office in writing that they do not intend to exercise their rights.

4. Only licenses on file with the district Human Resources Office by January 15th shall be considered while implementing unrequested leaves effective the following June.

5. Case law stemming from M.S. 122A.40, Subd. 11, (including any possible requirement that teachers must be involuntarily transferred to facilitate the retention or recall of a senior teacher in the unrequested leave process) shall not apply. Provided, however, a teacher may not be involuntarily transferred to teach in a different area of licensure if such transfer would alter the order of unrequested leave placement of teachers within the next calendar year.

Section 6. Reinstatement:

Subd. 1. Teachers who are placed on unrequested leave shall be reinstated in the inverse seniority order in which they were placed on unrequested leave in other available positions for which they are licensed including long-term substitute positions known in advance to be more than 30 working days. Teachers reinstated under this sub-division will receive regular teaching contracts and full fringe benefits. If a teacher accepts reinstatement to a part-time position of lesser employment status than previously held, and subsequently a position of greater employment status becomes available, the teacher shall be offered such position at any time prior to October 1, and after October 1, the teacher shall be offered such position at semester break, provided that when recalling a teacher from unrequested leave, the District shall not be required to employ the teacher to a greater extent than provided in the greater of a .7 contract or as provided in the greatest of the teacher's prior individual contracts. Teachers recalled to such lesser employment status than previously held shall simultaneously be placed on unpaid leave for the remainder of their employment entitlement for the balance of the school year.

Subd. 2. When placed on unrequested leave, a teacher shall file name and address with the school district Human Resources Office to which any notice of reinstatement or availability of position shall be mailed. It shall be the responsibility of any teacher on unrequested leave to provide for forwarding of mail or for address changes. Any notification to such teachers shall be certified by mail. 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 herein.

Subd. 3. If a position becomes available for a teacher on unrequested leave, the school district shall mail the notice to the five (5) most senior teachers on unrequested leave certified for such position. The teachers will be asked to respond in fifteen (15) days whether or not they will accept such position if the order of seniority makes them eligible for the position. Failure to reply in writing within such fifteen (15) day period shall constitute waiver on the part of such teacher regarding the position offered.

Subd. 4. Reinstatement rights shall automatically cease five (5) years from the date unrequested leave was commenced and no further rights to reinstatement shall exist unless extended by written mutual consent of both parties.

Subd. 5. A teacher reinstated under this Article shall have rights to seniority, fringe benefits, and leaves of absence and placement on the salary schedule restored. Accumulated experience during an unrequested leave of absence will be counted towards salary schedule placement.

Section 7. Continuation of Insurance: The school district shall provide insurance benefits as provided in Article X until the beginning of the following school year to all teachers who are placed on unrequested leave of absence according to the provisions of this Article. While on unrequested leave, teachers may continue any of the insurance programs at their expense as a member of the group.

Section 8. Concurrent Leaves: An unrequested leave of absence may run concurrently with any other leave granted in accordance with this Master Agreement or in accordance with Minnesota law.

ARTICLE XVI
TEACHER TRANSFER AND ASSIGNMENT

Section 1. Notice of Vacancies: Whenever a teaching vacancy arises the School District shall post a notice of vacancy, including a description on the District Intranet. Effective March 1, 2006, the District shall also notify licensed staff and the Association via e-mail that a vacancy has been posted on the Intranet. This shall be done not less than five (5) calendar days prior to the filling of the vacancy during the school year and 7 calendar days in the summer. Teachers wishing to be notified of specific teaching vacancies for which they are qualified throughout the summer shall leave self-addressed, stamped envelopes with the district office for this purpose.

Section 2. Transfers: Teacher transfers from one work site to another work site are controlled

by school board transfer policy 5010, which is attached to this Agreement. The senior high school shall be defined as one work site.

Subd. 1. Voluntary Transfer: Teachers who wish to be considered for other teaching positions in the school district shall notify the Director of Human Resources in writing. Requests for transfer will be considered by the school district subject to established district policy.

Subd. 2. Involuntary Transfer: An involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent, or his/her designee, subject to established district policy. Whenever practicable, notice of involuntary transfers shall be given by June 1.

ARTICLE XVII
PROGRESSIVE EMPLOYEE DISCIPLINE

Section 1. Objective: The School District intends to follow a policy of progressive discipline to provide an orderly means of assisting teachers to grow individually in their professional responsibilities.

Section 2. Sequence: The normal sequence of discipline would be:

1. Conference With The Employee: The first step in resolving most discipline situations is through a teacher/supervisor conference.

2. Verbal Reprimand: When a supervisor issues a verbal reprimand to a teacher, the supervisor shall inform the teacher that the statement is a verbal reprimand; however, failure of a supervisor to inform the teacher that the statement is a verbal reprimand is not subject to Article XIV, Grievance Procedure.

3. Discipline: If after meeting with the teacher the supervisor believes and/or recommends that discipline (i.e. a letter of reprimand, suspension with or without pay, discharge, etc.) may be appropriate, he/she will immediately notify the Superintendent and/or his/her designee.

The supervisor shall reduce to writing all information he/she has relating to the incident(s) and forward it to the Superintendent and/or his designee.
After receiving the information, the Superintendent and/or his/her designee shall review it with the employee's supervisor.

If it is the opinion of the Superintendent and/or his/her designee additional information may be gathered via the supervisor, Superintendent and/or his/her designee.

If at any point the Superintendent and/or his/her designee believes that students may be at risk due to the continued employment of the employee being investigated, the

Superintendent will suspend the employee with pay until a complete investigation of the matter can be completed as in accordance with M.S. 122A.40.

Prior to any discipline action, the Superintendent and/or his/her designee shall confer with the employee. The initial conference shall be for the purpose of informing the teacher that a potentially serious allegation(s) has/have been made against them and at this time the Superintendent and/or his/her designee may or may not impose a suspension with pay. If any disciplinary action is to occur during this conference the teacher shall be informed, prior to the conference, of his/her rights of representation.

Prior to any formal disciplinary action, the Association's Teacher Rights Chair(s) shall be notified that the progressive discipline system is being followed.

The School District will then proceed with all due haste to complete a thorough and complete investigation. Upon completion of the investigation, the Superintendent and/or his/her designee shall confer with the teacher and provide him/her with an opportunity to respond to the information collected.
Based on the teacher response and the information gathered, the Superintendent and/or his/her designee shall administer appropriate discipline. This may include a letter of reprimand, suspension without pay, recommendation for discharge or dropping of charges with a letter of clarification. Before any suspension occurs the teacher and the Association will be notified of this decision at least five (5) days prior to the effective date of the suspension. No teacher will be suspended without pay unless there is just cause.

Section 3. Appeal: The employee may appeal the School District's decision to suspend without pay directly to arbitration. (Section V. of the Grievance Procedure.)

Section 4. Follow-up Conference: A conference shall be held after a reasonable time, but in no event later than one (1) year, to review the circumstances of the written reprimand. If at this conference, the decision is made that the problem has been resolved, a written statement indicating such shall be placed in the teacher's personnel file.

Section 5. Representation: The teacher is entitled to request representation at any meeting with the Superintendent and/or his/her designee when the possibility of a written reprimand notice of deficiency or suspension without pay will be discussed. The Superintendent and/or his/her designee will advise the teacher of this right prior to the start of any meeting.

Section 6. Effective Date: Any suspension under this Article shall be effective upon acquiescence by the employee or completion of the appeal process as indicated in Section 3.

Section 7. Length of Suspension: The Superintendent shall be able to suspend a employee without pay for a maximum of five (5) working days.

ARTICLE XVIII
MISCELLANEOUS

Section 1. Cancellation of Leave Benefits: Upon termination of a teacher's employment, for any reason, all leave benefits, current or cumulative, shall be immediately and automatically canceled.

Section 2. Deduction for Absence: Teachers absent in excess of leave provisions during the school year shall have their salary reduced by the fractional amount of 1/183 of their total annual salary for the 2025-2026 and 1/184 of their total annual salary for the 2026-2027 school years.

Section 3. Health Requirements: A new teacher's commencement of service in the school district may be contingent upon prior medical certification of his/her satisfactory health. Such physical examination shall be at the teacher's expense and shall be reported on appropriate forms provided through the human resources office.

Section 4. Experience Credit: In any case in this Agreement where there is reference to a year of service or experience, a year shall not be considered unless the teacher has completed at least 135 days of service during the regular school year within the school district.

Section 5. Publication of the Agreement: Copies of this Agreement shall be provided electronically to all members of the appropriate unit within thirty (30) teacher working days after the Agreement is executed. Paper copies of this Agreement will be provided to members upon request made the Director of Human Resources.

Section 6. Long-Term Substitute Compensation: A substitute teacher who works more than thirty (30) days in the same assignment shall, commencing the thirty-first (31st) day, be compensated consistent with the school district practice of teacher placement on the salary schedule. If the school district has reasonable knowledge that the long-term substitute teacher will be employed a minimum of one hundred thirty-five days (135) or more in the same assignment, the teacher shall be compensated consistent with the school district practice of teacher placement on the salary schedule commencing day one (1) of the assignment. LTS benefit information will align with ACA. Under the ACA, an employee working 30 or more hours a week is considered full-time. A new employee who is reasonably expected to work full-time (average 30 hours per week) at his or her start date for 90 days or more is considered benefit-eligible based on ACA rules.

Section 7. Retention of License: In order to retain employment, teachers are required to maintain the license(s) in the area(s) in which they are currently teaching.

Section 8. Renewal of License: A teacher must have their license renewal submitted to the appropriate State agency by the last business day in July. Failure to submit by that date may result in up to a one school year suspension without pay. This does not constitute a break in employment.

ARTICLE XIX
DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2025, through June 30, 2027, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 2027, it shall give written notice of such intent no later than May 1, 2027. Unless otherwise mutually agreed, the parties shall not commence negotiations earlier than February 1, 2027.

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

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

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

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

FOR Centennial Education Association
4707 North Road
Circle Pines, MN 55014

Jane Rasmussen
President

Dated this 17 day of November, 2025

FOR Independent School District 12
4707 North Road
Circle Pines, MN 55014

School Board Chairperson

School Board Clerk

Dated this 17 day of November, 2025

Centennial School District 12
2025-2026 Salary Schedule
Schedule A

Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45
1								
2								
3	47,841	48,764	50,203	51,276	52,808	55,122	56,710	58,543
4	50,449	51,525	53,271	54,498	56,185	58,723	60,489	62,517
5	53,057	54,285	56,338	57,718	59,557	62,322	64,265	66,494
6	55,667	57,047	59,409	60,939	62,933	65,921	68,045	70,466
7	60,176	61,569	63,910	65,335	69,177	71,430	73,076	75,350
8	63,290	64,741	67,182	68,667	72,674	75,020	76,739	79,106
9	64,556	66,036	68,525	70,039	74,126	76,522	78,273	80,690
10	65,200	66,697	69,211	70,741	74,868	77,287	79,057	81,495
11								
12	65,528	67,041	69,579	71,534	76,036	79,270	81,091	83,607
13	65,657	67,171	69,710	71,665	76,165	79,402	81,221	83,737
14	65,921	67,449	70,015	72,284	77,292	81,383	83,256	85,850
15	67,263	68,814	71,421	74,087	79,583	84,591	86,533	89,649
16	67,263	68,814	71,421	74,087	82,367	87,554	89,561	92,787
17	68,555	70,106	72,712	75,378	84,498	89,683	91,691	97,251

Unlicensed Preschool Teachers will remain on the 2024-25 salary and will not advance on steps, however, they will get the percentage of schedule increase each year to their salary.

Longevity (will be non-cumulative):

After 10 yrs completed years in district	$1,000
After 15 yrs completed years in district	$1,500
After 20 yrs completed years in district	$3,500
After 25 yrs completed years in district	$4,250
After 30 yrs completed years in district	$5,000

Longevity payments will be issued as part of the total contract for the 2025-2026 contract year.

Centennial School District 12
2026-2027 Salary Schedule
Schedule A

Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45
1								
2								
3								
4	51,710	52,813	54,602	55,860	57,589	60,191	62,001	64,080
5	54,384	55,642	57,746	59,161	61,046	63,880	65,871	68,156
6	57,059	58,474	60,894	62,463	64,507	67,569	69,746	72,228
7	61,680	63,109	65,507	66,968	70,906	73,216	74,903	77,234
8	64,872	66,359	68,861	70,384	74,491	76,896	78,658	81,084
9	66,170	67,687	70,239	71,790	75,979	78,435	80,230	82,707
10	66,830	68,364	70,941	72,510	76,740	79,219	81,033	83,533
11								
12	67,166	68,717	71,319	73,323	77,937	81,252	83,118	85,697
13	67,299	68,850	71,453	73,457	78,069	81,387	83,251	85,831
14	67,569	69,136	71,765	74,091	79,224	83,417	85,338	87,996
15	68,945	70,535	73,207	75,939	81,572	86,706	88,696	91,890
16	68,945	70,535	73,207	75,939	84,426	89,743	91,800	95,107
17	70,269	71,858	74,530	77,263	86,610	91,926	93,983	99,682
18	70,769	72,358	75,030	77,763	87,110	92,426	94,483	100,682

Unlicensed Preschool Teachers will remain on the 2024-25 salary and will not advance on steps, however, they will get the percentage of schedule increase each year to their salary.

Longevity (will be non-cumulative):

After 10 yrs completed years in district	$1,000
After 15 yrs completed years in district	$1,500
After 20 yrs completed years in district	$3,500
After 25 yrs completed years in district	$4,250
After 30 yrs completed years in district	$5,000

Longevity payments will be issued as part of the total contract for the 2026-2027 contract year.

TEACHER PERFORMANCE PAY 2025-2027

The teacher shall be eligible for the total professional pay as described in the Teachers' Master Agreement Memorandum of Understanding "H" as per the following:

Individual Teacher CACS Evaluations:
2025-2027 School Year:
89.8% of eligible pay will be awarded to teachers who are rated by the Teacher Observers using district approved appraisal standards at an overall "proficient" level or higher after 3 observation cycles for tenured (continuing contract) teachers and 1 observation cycle for non-tenured (probationary) teachers. If the teacher is not rated at a "proficient" level or higher, the teacher will not receive any portion of the 89.8%. Tenured (continuing contract) teachers shall be eligible for $3,100 in 2025-2026 and 2026-2027 and non-tenured (probationary) teachers shall be eligible for $1,550 in 2025-2026 and 2026-2027. Payment will be distributed in June of each year of this contract.

Student Achievement Growth Goal:
2025-2027 School Year:
8.7% of eligible pay will be awarded to teachers reflecting student achievement in locally selected assessments and/or standardized assessments. If the teacher does not attain the expected level of achievement, the teacher will not receive any portion of the 8.7%. Tenured (continuing contract) teachers shall be eligible each year for $300 and non-tenured (probationary) teachers shall be eligible for $150. Payment will be distributed in June of each year of this contract.

Site Achievement Target:
2025-2027 School Year:
1.4% of eligible pay will be awarded to all teachers at a site reflecting site achievement in locally selected assessments and/or standardized assessments. If the site does not attain the expected level of achievement, none of the site's teachers will receive any portion of the 1.4%. Tenured (continuing contract) teachers shall be eligible each year for $50 and non-tenured (probationary) teachers shall be eligible for $25.

TEACHER PERFORMANCE PAY 2025-2027

The teacher shall be eligible for the total professional pay as described in the Teachers' Master Agreement Memorandum of Understanding "I" as per the following:

A lump sum payment will be awarded to teachers who are rated by the Teacher Observers using district approved appraisal standards at an overall "proficient" level or higher after 3 observation cycles. Payment will be distributed in June of each year of this contract. This payment will be $250.00, pro-rated to $125.00 for part-time teachers (up to .66 FTE) and non-tenured (probationary) teachers. This will be for both 2025-2026 and 2026-2027.

SCHEDULE B

EXTRA-CURRICULAR SALARY SCHEDULE

2025-2027

POSITIONS	WEEKS	2025-2026 $477.69	2026-2027 $489.63
Adaptive Soccer Head Coach	13	$3,415	$3,501
Adaptive Soccer Assistant Coach	13	$2,562	$2,626
Adaptive Soccer Assistant Coach	13	$2,562	$2,626
Cross Country - Varsity Head Coach	14	$6,688	$6,855
Cross Country - Varsity Assistant Coach	12	$4,299	$4,407
Cross Country - Varsity Assistant Coach	12	$4,299	$4,407
Dance Team Fall Head	7	$3,344	$3,427
Football - Varsity Head Coach	15	$7,165	$7,344
Football - Varsity Assistant Coach	15	$5,374	$5,508
Football - Varsity Assistant Coach	15	$5,374	$5,508
Football - Varsity Assistant Coach	15	$5,374	$5,508
Football - Varsity Assistant Coach	15	$5,374	$5,508
Football - Varsity Assistant Coach	15	$5,374	$5,508
Football - Varsity Assistant Coach	15	$5,374	$5,508
Football - 9th Grade Head Coach	15	$5,374	$5,508
Football - 9th Grade Assistant Coach	15	$4,031	$4,131
Football - 8th Grade Head Coach	15	$2,687	$2,754
Football - 8th Grade Assistant Coach	15	$2,015	$2,066
Football - 7th Grade Head Coach	15	$2,687	$2,754
Football - 7th Grade Assistant Coach	15	$2,015	$2,066
Soccer - Girls' Varsity Head Coach	12	$5,732	$5,876
Soccer - Girls' Varsity Assistant Coach	12	$4,299	$4,407
Soccer - Girls' Varsity Assistant Coach	12	$4,299	$4,407
Soccer - Girls' Varsity Assistant Coach	12	$4,299	$4,407
Soccer- Girls' 9th Grade Head Coach	12	$4,299	$4,407
Soccer - Boys' Varsity Head Coach	12	$5,732	$5,876
Soccer - Boys' Varsity Assistant Coach	12	$4,299	$4,407
Soccer - Boys' Varsity Assistant Coach	12	$4,299	$4,407
Soccer - Boys' Varsity Assistant Coach	12	$4,299	$4,407
Soccer- Boys' 9th Grade Head Coach	12	$4,299	$4,407
Swimming - Girls' Varsity Head Coach	15	$7,165	$7,344
Swimming - Girls' Varsity Assistant Coach	15	$5,374	$5,508
Swimming - Girls' Varsity Assistant Diving Coach	15	$5,374	$5,508
Tennis - Girls' Varsity Head Coach	11	$5,255	$5,386
Tennis - Girls' Varsity Assistant Coach	11	$3,941	$4,039
Tennis - Girls' Assistant Coach	11	$2,956	$3,030
Volleyball - Varsity Head Coach	13	$6,210	$6,365
Volleyball - Girls Varsity Assistant Coach	13	$4,657	$4,774
Volleyball - Girls Varsity Assistant Coach	13	$4,657	$4,774
Volleyball - Girls 9th Grade Head Coach	13	$4,657	$4,774
Volleyball - Girls 9th Grade Assistant Coach	13	$3,493	$3,580
Volleyball - Girls 8th Grade Head Coach	13	$2,329	$2,387
Volleyball - Girls 8th Grade Assistant Coach	13	$1,747	$1,790

Volleyball - Girls 7th Grade Head Coach	13	$2,329	$2,387
Volleyball - Girls 7th Grade Assistant Coach	13	$1,747	$1,790
Weight Room Coordinator- Fall	9	$3,224	$3,305
Adaptive Floor Hockey Head Coach	17	$4,466	$4,578
Adaptive Floor Hockey Assistant Coach	17	$3,350	$3,434
Adaptive Floor Hockey Assistant Coach	17	$3,350	$3,434
Basketball - Girls' Varsity Head Coach	15	$7,165	$7,344
Basketball - Girls' Varsity Assistant Coach	15	$5,374	$5,508
Basketball - Girls' Varsity Assistant Coach	15	$5,374	$5,508
Basketball - Girls' 9th Grade Head Coach	15	$5,374	$5,508
Basketball - Girls' 9th Grade Assistant Coach	15	$4,031	$4,131
Basketball - Girls' 8th Grade Head Coach	15	$2,687	$2,754
Basketball - Girls' 8th Grade Assistant Coach	15	$2,015	$2,066
Basketball - Girls' 7th Grade Head Coach	15	$2,687	$2,754
Basketball - Girls' 7th Grade Assistant Coach	15	$2,015	$2,066
Basketball - Boys' Varsity Head Coach	15	$7,165	$7,344
Basketball - Boys' Varsity Assistant Coach	15	$5,374	$5,508
Basketball - Boys' Varsity Assistant Coach	15	$5,374	$5,508
Basketball - Boys' 9th Grade Head Coach	15	$5,374	$5,508
Basketball - Boys' 9th Grade Assistant Coach	15	$4,031	$4,131
Basketball - Boys' 8th Grade Head Coach	15	$2,687	$2,754
Basketball - Boys' 8th Grade Assistant Coach	15	$2,015	$2,066
Basketball - Boys' 7th Grade Head Coach	15	$2,687	$2,754
Basketball - Boys' 7th Grade Assistant Coach	15	$2,015	$2,066
Dance Team Winter Head	15	$7,165	$7,344
Dance Team Winter Assistant	15	$5,374	$5,508
Dance Team Winter Assistant	15	$5,374	$5,508
Gymnastics - Varsity Head Coach	15	$7,165	$7,344
Gymnastics - Varsity Assistant Coach Spotter	15	$6,091	$6,243
Gymnastics - Varsity Assistant Coach	15	$5,374	$5,508
Gymnastics - Middle School Head Coach	15	$2,687	$2,754
Gymnastics - Middle School Assistant Coach	15	$2,015	$2,066
Hockey - Boys' Varsity Head Coach	15	$7,165	$7,344
Hockey - Boys' Varsity Assistant Coach	15	$5,374	$5,508
Hockey - Boys' Varsity Assistant Coach	15	$5,374	$5,508
Hockey - Girls' Varsity Head Coach	15	$7,165	$7,344
Hockey - Girls' Varsity Assistant Coach	15	$5,374	$5,508
Hockey - Girls' Varsity Assistant Coach	15	$5,374	$5,508
Skiing - Varsity Head Coach	15	$7,165	$7,344
Skiing - Varsity Assistant Coach	14	$5,016	$5,141
Swimming - Boys' Varsity Head Coach	15	$7,165	$7,344
Swimming - Boys' Varsity Assistant Coach	15	$5,374	$5,508
Swimming - Boys' Varsity Assistant Diving Coach	15	$5,374	$5,508
Weight Room Coordinator- Winter	14	$5,016	$5,141
Wrestling - Varsity Head Coach	15	$7,165	$7,344
Wrestling - Varsity Assistant Coach	15	$5,374	$5,508
Wrestling - Varsity Assistant Coach	15	$5,374	$5,508
Wrestling - Varsity Assistant Coach	15	$5,374	$5,508

Wrestling - Middle School Head Coach	15	$2,687	$2,754
Wrestling - Middle School Assistant Coach	15	$2,015	$2,066
Adaptive Softball Head Coach	13	$3,415	$3,501
Adaptive Softball Assistant Coach	13	$2,562	$2,626
Adaptive Softball Assistant Coach	13	$2,562	$2,626
Baseball - Varsity Head Coach	13	$6,210	$6,365
Baseball - Varsity Assistant Coach	13	$4,657	$4,774
Baseball - Varsity Assistant Coach	13	$4,657	$4,774
Baseball - Varsity Assistant Coach	13	$4,657	$4,774
Baseball - 9th Grade Head Coach	13	$4,657	$4,774
Baseball - Special Assistant	13	$3,493	$3,580
Clay Target Head Coach (Spring)	13	$2,484	$2,546
Clay Target Assistant Coach (Spring)	13	$1,863	$1,910
Golf - Boys' Varsity Head Coach	13	$6,210	$6,365
Golf - Girls' Varsity Head Coach	13	$6,210	$6,365
Golf - Boys' Varsity Assistant Coach	13	$4,657	$4,774
Golf - Girls' Varsity Assistant Coach	13	$4,657	$4,774
Lacrosse Boys Head Varsity Coach	11	$5,255	$5,386
Lacrosse Boys Assistant Varsity Coach	11	$3,941	$4,039
Lacrosse Boys Assistant Varsity Coach	11	$3,941	$4,039
Lacrosse Boys Assistant Varsity Coach	11	$3,941	$4,039
Lacrosse Girls Head Varsity Coach	11	$5,255	$5,386
Lacrosse Girls Assistant Varsity Coach	11	$3,941	$4,039
Lacrosse Girls Assistant Varsity Coach	11	$3,941	$4,039
Lacrosse Girls Assistant Varsity Coach	11	$3,941	$4,039
Softball - Varsity Head Coach	13	$6,210	$6,365
Softball - Varsity Assistant Coach	13	$4,657	$4,774
Softball - Varsity Assistant Coach	13	$4,657	$4,774
Softball - Varsity Assistant Coach	13	$4,657	$4,774
Softball - 9th Grade Head Coach	13	$4,657	$4,774
Softball - Special Assistant	13	$3,493	$3,580
Tennis - Boys' Varsity Head Coach	11	$5,255	$5,386
Tennis - Boys' Varsity Assistant Coach	11	$3,941	$4,039
Tennis - Boys' Assistant Coach	11	$2,956	$3,030
Track & Field - Varsity Head Coach	15	$7,165	$7,344
Track & Field - Varsity Assistant Coach	13	$4,657	$4,774
Track & Field - Varsity Assistant Coach	13	$4,657	$4,774
Track & Field - Varsity Assistant Coach	13	$4,657	$4,774
Track & Field - Varsity Assistant Coach	13	$4,657	$4,774
Track & Field - Varsity Assistant Coach	13	$4,657	$4,774
Track & Field - Boys' Middle School Head Coach	13	$2,687	$2,754
Track & Field - Boys' Middle School Assistant Coach	13	$2,015	$2,066
Track & Field - Girls' Middle School Head Coach	13	$2,687	$2,754
Track & Field - Girls' Middle School Assistant Coach	13	$2,015	$2,066
Volleyball - Boys Varsity Head Coach	13	$6,210	$6,365
Volleyball - Boys Varsity Assistant Coach	13	$4,657	$4,774
Volleyball - Boys Varsity Assistant Coach	13	$4,657	$4,774
Volleyball - Boys 9th Grade Head Coach	13	$4,657	$4,774

Volleyball -Boys 9th Grade Assistant Coach	13	$3,493	$3,580
Weight Room Coordinator- Spring	11	$3,941	$4,039
Advisor Senior Class High School	5	$2,388	$2,448
Advisor Junior Class High School	4	$1,911	$1,959
Advisor Sophomore Class High School	3	$1,433	$1,469
Advisor 9th Grade Class High School	3	$1,433	$1,469
A.F.S. Advisor - High School	2	$955	$979
Band Activities - High School	15	$7,165	$7,344
Band Activities Assistant - High School	15	$5,374	$5,508
Cheerleading Advisor - High School	15	$7,165	$7,344
Cheerleading Assistant - High School	15	$5,374	$5,508
DECA Advisor High School	6	$2,866	$2,938
Department Chairs High School (14 X 3.2 Weeks)	41.6	$19,872	$20,369
Drama - 1 Act Director and Technical Director - High School	6	$2,580	$2,644
Equipment Manager - High School	13	$6,210	$6,365
FCCLA Advisor - High School	2	$955	$979
Speech Coach - High School	15	$7,165	$7,344
Speech Assistant Coach - High School	13	$5,016	$5,141
Speech Assistant Coach - High School	13	$5,016	$5,141
Knowledge Bowl Director - High School	6	$2,866	$2,938
Knowledge Bowl Assistant Director - High School	6	$2,150	$2,203
Mock Trial Advisor - High School	5	$2,388	$2,448
Musical Director - High School	10	$4,777	$4,896
Musical Vocal Director - High School	10	$2,962	$3,036
Musical Instrumental Director - High School	10	$2,962	$3,036
Musical Technical Director -High School	10	$2,962	$3,036
Musical Set/Prop Director- High School	10	$2,962	$3,036
Musical Costume Director High School	10	$2,962	$3,036
Musical Choreography Director High School	10	$1,529	$1,567
National Honor Society - High School	8	$3,822	$3,917
Newspaper--High School	5	$2,388	$2,448
Overseas Band Trip Coordinator High School	12	$4,299	$4,407
Play Director - High School	10	$4,777	$4,896
Play Technical Director - High School	10	$2,962	$3,036
Play Set/Prop Director- High School	10	$2,962	$3,036
Play- Costume Director- High School	10	$2,962	$3,036
Robotics Advisor High School	8.24	$3,936	$4,035
Student Council - High School	8	$3,822	$3,917
Vocal Activities - High School	8	$3,822	$3,917
Vocal Activities - High School	8	$2,866	$2,938
World Culture Club High School	2.99	$1,428	$1,464
Yearbook - High School	13	$6,210	$6,365
Band Activities - Middle School	3	$1,344	$1,377
Band Activities - Middle School	3	$1,344	$1,377
Band Activities - Middle School	3	$1,344	$1,377
Musical Director - Middle School	10	$4,777	$4,896
Musical Set/Prop Director - Middle School	10	$1,481	$1,518

Musical Technical Director - Middle School	10	$1,481	$1,518
Musical Vocal Director - Middle School	10	$1,481	$1,518
Musical Costume Director- Middle School	10	$1,481	$1,518
Musical Choreography Director- Middle School	10	$764	$783
Play Director - Middle School	10	$4,777	$4,896
Play Technical Director - Middle School	10	$1,481	$1,518
Play Set/Prop Director- Middle School	10	$1,481	$1,518
Play- Costume Director- Middle School	10	$1,481	$1,518
Promise Fellows Coach	2.7	$1,290	$1,322
Student Council Co-Advisor - Middle School	5	$1,911	$1,959
Student Council Co-Advisor - Middle School	5	$1,911	$1,959
Vocal Music Activities - Middle School	2	$955	$979
Vocal Music Activities - Middle School	2	$955	$979
Vocal Music Activities - Middle School	2	$955	$979
Yearbook - Middle School	9	$3,726	$3,819
Teacher Continuing Education Coordinator	4	$1,911	$1,959
Districtwide Music Leader Elementary	2.7	$1,290	$1,322
Districtwide Physical Education Leader Elementary	2.7	$1,290	$1,322
Districtwide Cybrarian Leader Elementary	2.7	$1,290	$1,322
4th Grade Music Program Elementary	1.005	$480	$492
Math Corps Instructional Coach Elementary	2.7	$1,290	$1,322
Reading Corps Instructional Coach Elementary	2.7	$1,290	$1,322
School Patrol Advisor Elementary	2.7	$1,290	$1,322
Student Council Advisor Elementary	2.7	$1,290	$1,322

LEGEND FOR WEEKLY PAY METHOD

Varsity Head Coach = Weekly Rate X Total Weeks
Varsity Assistant Coach and 9th Grade Head Coach = 75% of Total Varsity Head Coach's Total Salary

9th Grade Assistant Coach = 75% of the 9th Grade Head Coach's Total Salary

7th/8th Grade Head Coach = 50% of the Highest Paid Schedule B Varsity Assistant Coach's Total Salary

7th/8th Grade Assistant Coach = 75% of the 8th Grade Head Coach's Total Salary

All Other Positions = Weekly Rate X Total Weeks

ATTACHMENT A

GRIEVANCE REPORT FORM
Centennial Public Schools

Name:_____ Building: _____

Date Grievance Occurred:_____

Statement of Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought:

Dated:_____ _____
Signature of Grievant

Copies to: Superintendent
Director of Human Resources
Principal
Association

ATTACHMENT B

SCHOOL TRANSFERS AND TEACHING ASSIGNMENTS

ATTACHMENT TO THE 2025-2027 AGREEMENT
BETWEEN
CENTENNIAL SCHOOL DISTRICT 12
AND
CENTENNIAL EDUCATION ASSOCIATION

Rules and Procedures

VOLUNTARY TRANSFERS BETWEEN BUILDINGS

STEP #1

On/or before April 1st each year, the principals will recommend to the Director of Human Resources the voluntary transfer of teachers currently on the principal's teaching staff to different teaching positions on the same staff. Requests for such voluntary transfers must be made in writing to the principal on/or before March 15th for the succeeding year. The principal will respond in writing to each voluntary request on/or before April 1st. Since the decision for the transfer of special education staff is shared by the principals and directors of instruction and human resources, special education staff requesting voluntary transfers must complete Step #3 of these procedures.

STEP #2

On/or about April 1st each year, the Director of Human Resources will post all known teaching positions. "Teaching positions" shall include Teacher on Special Assignment (TOSA) positions. The posted positions will include all known new teaching positions, positions which have been vacated in writing for the succeeding school year and the school location of the positions. The posting will exclude positions voluntarily transferred by principals within their own buildings – refer to Step #1. If positions will be eliminated or reduced at a school, the principal at the location will ensure that the impact of the eliminated or reduced positions will be communicated to the teaching staff on or about April 1st each year.

STEP #3

On/or about May 1st each year, all qualified current staff who responded in writing to the April 1st posting will be interviewed. *Qualified* shall mean that the teacher will be appropriately licensed. This step must be completed by teachers who are requesting a transfer to another building or by special education staff requesting a non-special education assignment within or between buildings. Selection of teachers by the administration for transfer will be based on, but not limited to, the following criteria: multiple licensure, post-graduate training, teaching experience, specialized

training/development, classroom teaching style, adult relationships, leadership experience and teaching evaluations.

ATTACHMENT B
SCHOOL TRANSFERS AND TEACHING ASSIGNMENTS (CONT.)

STEP #4

For the positions posted on/or about April 1st, all current employed qualified teachers requesting a transfer to another school, shall be interviewed by the principal of the school to which the teacher is requesting transfer. The principal shall inform the teacher of the principal's decision to recommend or not recommend transfer prior to the interviewing of applicants for the same position who are not currently employed by the school district.

INVOLUNTARY TRANSFERS BETWEEN BUILDINGS

STEP #1

The Human Resource Office will internally post the affected position.

STEP #2

If no teacher applies for the position or the administration does not select any teacher who applied for the position, a teacher may be involuntarily transferred to fill the position.

STEP #3

An administrator will meet with the teacher who the administration intends to involuntarily transfer before the teacher is reassigned to discuss the transfer.

STEP #4

Once the decision is made by the administration to involuntarily transfer a teacher, the affected teacher shall be afforded an opportunity to share any concerns with the administrator of the school to which the administration is transferring the teacher or with the Superintendent prior to the reassignment. The Superintendent will furnish the teacher with the reasons in writing if the teacher requests the reason in writing.

TEACHING ASSIGNMENT

On or before the last working day of the current school year, the principal at each school shall inform teachers of their tentative assignment for the next school year.

A – TEACHERS ON SPECIAL ASSIGNMENT (TOSA)
MEMORANDUM OF UNDERSTANDING
Between
Centennial School District 12
And
Centennial Education Association
Effective July 1, 2025- June 30, 2027

WHEREAS, Independent School District 12, Centennial ("District" hereinafter) is creating Teachers on Special Assignment positions, the parties mutually agree that the Teachers on Special Assignment are part of the teacher bargaining unit; and

WHEREAS, The Teachers on Special Assignment are requested to work beyond the normal 2025-2026 work years of 183 days each; and 184 days in 2026-2027

WHEREAS, The District must enter into negotiations over all changes in terms and conditions of employment with the Centennial Education Association ("Association" hereinafter);

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. Teachers on Special Assignment will have the ability to make reasonable adjustments to their work schedules to compensate for hours worked beyond the normal workday upon mutual agreement with the building principal;

2. Teachers on Special Assignment will have the ability to arrange their work year as mutually agreed between the teacher and the building principal;

3. Teachers on Special Assignment will be compensated on a pro rata basis of their daily rate of pay for any days beyond 183 in 2025-2026 and 184 in 2026-2027, however, no more than ten (10) days beyond the normal work year shall be required.

4. The Association agrees to take no further action with regard to the length of year issue for the Teachers on Special Assignment during the life of this agreement as long as the terms of this agreement are implemented;

5. The District agrees that it must bargain over all terms and conditions of employment with the Association and cannot unilaterally implement any changes to those terms;

6. This agreement shall not bind either party to any of the above agreements beyond June 30, 2027, nor shall it establish a precedent which applies to any other positions either currently existing or newly created.

7. Extra days for other teachers' positions are below. These extra days are up to the amount listed below and are determined annually by the district.

Counselors- 6 days. *Up to an additional 3 days may be requested each year for high school counselors only. The High School Principal and Executive Director of HR need to approve the time prior to working the extra days.*
School Psychologists- 5 days;
Lead Teachers- 10 days

IN WITNESS THEREOF, the parties have executed this memorandum of understanding as follows:

FOR Centennial Education Association
Circle Pines, MN

President

Dated this 17 day of November, 2025

FOR Independent School District 12
Circle Pines, MN

School Board Chairperson

School Board Clerk

Dated this 17 day of November, 2025

B– GROUP INSURANCE BENEFITS (HEALTH, DENTAL, LTD AND LIFE)

MEMORANDUM OF UNDERSTANDING
Between
Centennial School District 12
And
Centennial Education Association

This memorandum shall be effective upon the approval of the 2025-2027 master agreement by the school board and shall expire on June 30,2027.

Section 1. The school district recognizes that employees must actively participate in the management of the group insurance benefits and costs of the School District. The School District shall establish a districtwide group insurance benefits committee to provide a mechanism for the formal input of employees into the selection of group insurance providers, group insurance benefits and the cost of benefits. The purpose of the committee shall be to make recommendations to the Quality Steering Committee.

Section 2. The group insurance benefits committee shall be composed of representatives from the following organized employee groups: principals, teachers, secretaries and clerks, custodians, paraprofessionals and food service. Each of the foregoing groups may appoint a maximum of one (1) member to the health benefits committee, and the teachers may appoint a maximum of six (6) members to the committee. The insurance coordinator shall represent the confidential employees.

Section 3. The executive director of business services and a teacher leader shall co-chair the committee meetings, send summaries of the committee meetings to the members and facilitate the drafting of any recommendations to the Quality Steering Committee. Recommendations shall be reached through consensus and not by majority rule.

Section 4. The committee shall make any recommendations to the Quality Steering Committee for any changes on or before October 1st.

Term. This memorandum of agreement shall expire on June 30, 2027.

IN WITNESS THEREOF, the parties have executed this memorandum of understanding as follows:

FOR Centennial Education Association
Circle Pines, MN

Shane Rasmussen
President

Dated this 17 day of
November, 2025

FOR Independent School District 12
Circle Pines, MN

School Board Chairperson

School Board Clerk

Dated this 17 day of
November, 2025

C – MARKING PERIOD DAYS

MEMORANDUM OF UNDERSTANDING
Between
Centennial School District 12
And
Centennial Education Association

This memorandum shall be effective upon the approval of the 2025-2027 master agreement by the school board and for the duration of the 2025-2027 agreement.

The parties hereby agree that the teaching staff needs to spend additional time at the end of quarters and/or semesters to determine grades, organize new course content and contact parents. Therefore, the school district will provide one (1) day at the end of each quarter (or as outlined in MOU I) of non-pupil contact time that shall be utilized by the teaching staff for the before mentioned purpose. Teachers may work on or off site but if teacher's grades are incomplete by the due date, future rights may be revoked.

IN WITNESS THEREOF, the parties have executed this memorandum of understanding as follows:

FOR Centennial Education Association
Circle Pines, MN

President

Dated this 17 day of November, 2025

FOR Independent School District 12
Circle Pines, MN

School Board Chairperson

School Board Clerk

Dated this 17 day of November, 2025

D – CALENDAR DEVELOPMENT

MEMORANDUM OF UNDERSTANDING
Between
Centennial School District 12
And
Centennial Education Association
Effective July 1, 2025- June 30, 2027

The parties hereby agree that the School Board shall establish the following parameters for calendar development for the 2026-2027 and 2027-2028 school calendars:

1. Teacher contract days for the 2025-2026 school calendar will equal 183 days and for the 2026-2027 school calendar will equal 184 days. Student contact days will equal 172 days.
2. The equivalent of two (2) administrative directed days, which may include staff development and the equivalent of one and one half (1.50) workdays as an uninterrupted teacher preparation workday will be scheduled prior to the first student contact day.

2026-2027 – Added 1 additional teacher workday.

- Extend current ½ PD Day in February to be full day (addition of ½ day).
- Other ½ PD Day will be Asynchronous (MLK Day will be place holder for PD Day and conference exchange).
- The district will direct and plan this day for staff.

Student Contact Days	172	
Workshop Days	6.5	1.5 days exchanged for conferences
Grading/Parent Communication Days	3.5	.5 days exchanged for conferences
Conference Days	2	Exchange Dates: August 28, 2026, January 18, 2027 (1/2 day), June 3, 2026 (1/2 day)
TOTAL	184	

IN WITNESS THEREOF, the parties have executed this memorandum of understanding as follows:

FOR Centennial Education Association
Circle Pines, MN
Shana Rasmussen
President

Dated this 17 day of
November, 2025

FOR Independent School District 12
Circle Pines, MN
School Board Chairperson

School Board Clerk

Dated this 17 day of
November, 2025

E – CEA PRESIDENT ASSOCIATION LEAVE

MEMORANDUM OF UNDERSTANDING
Between
Centennial School District 12
And
Centennial Education Association

The parties hereby agree that the CEA Association shall have the ability to purchase up to a .50 FTE for the CEA Association President's leave of absence during the 2025-2027 school years only, subject to the School District's ability to find a suitable replacement. The School District shall use its best efforts to find a suitable replacement for the portion of FTE that is created by the release time.

The cost to the CEA shall be fifty percent (50%) of the BA+0 lane, step 1 cell of the salary schedule plus fifty percent (50%) of the benefits of an average 1.00 FTE teacher for the current year with the exception of health-hospitalization; the equivalent of single, $20 co-pay for the current year shall be used. Actual TRA and FICA costs shall also be used in costing benefits.

This memorandum of agreement shall be in effect from July 1, 2025 through June 30,2027.

FOR Centennial Education Association

President

Dated this 17 day of November, 2025

FOR Independent School District 12

School Board Chairperson

School Board Clerk

Dated this 17 day of November, 2025

F – CAREER ADVANCEMENT COMPENSATION SYSTEM (CACS)

MEMORANDUM OF UNDERSTANDING
Between
Centennial School District 12
And
Centennial Education Association
Effective July 1,2025– June 30, 2027

WHEREAS, Independent School District 12 and the Centennial Education Association, agree to collaboratively develop, plan and implement a career advancement compensation system which ensures opportunities for student and career growth as well as qualify for Q Comp funding by the Minnesota Department of Education; and

WHEREAS, Independent School District 12 and the Centennial Education Association must enter into negotiations over all changes in terms and conditions of employment;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. If Q Comp aid from the Minnesota Department of Education is eliminated, all CACS compensation to teachers shall cease effective June 30th of the fiscal year preceding cessation of Q Comp aid and the School District shall not have an obligation to fund CACS compensation from other school district funding resources.
2. If Q Comp aid from the Minnesota Department of Education is reduced, the School District and Association shall re-negotiate CACS compensation levels for the purpose of containing costs within the total amount of available Q Comp aid.
3. An Oversight Committee shall be formed which will consist of four (4) teacher representatives appointed by the CEA and four (4) representatives appointed by the District. Responsibilities consist of continuous oversight of the teacher compensation system (CACS). This involves monitoring individual teacher career ladder progression, assuring the quality of district sponsored professional development activities, involved in dispute resolution and designing processes to get feedback from teachers regarding the value and effectiveness of the program.
4. The process for disputes arising out of the CACS, shall be as follows:

   Section 1. Limitations:

   Subd. 1. Scope: The dispute resolution mechanism of this Agreement extends only to disputes regarding a teacher's compliance with the standards of the CACS. A teacher placed on a Building or District Performance Improvement Plan retains any rights under the Grievance Procedure of the Master Contract.

   Subd. 2. Exclusive Remedy: The dispute resolution mechanism of this Agreement is the exclusive remedy for resolving disputes regarding a teacher's compliance with the standards of the CACS.

   Section 2. Procedures:

   Subd. 1. Disputes regarding the interpretation or application of the CACS must be submitted first to the Oversight Committee within ten

(10) calendar days from the first date of the event giving rise to the dispute. A hearing must be conducted within twenty (20) calendar days and a decision issued within five (5) workdays of the conclusion of the hearing.

Subd. 2. The failure to timely file a dispute under the CACS constitutes a waiver of the claim and acquiescence to the original event unless the parties mutually agree to waive the timelines requirements.

Subd. 3. An adverse determination may be appealed directly to the Arbitration Level of the Grievance Procedure under the Master Contract within ten (10) calendar days from the date of the determination of the Oversight Committee. The failure to timely appeal constitutes a waiver of the claim and acquiescence to the decision of the Oversight Committee.

5. The CEA President and District Superintendent or his/her designee will periodically meet and review regarding the budget and expenditures for CACS.
6. This agreement has been negotiated pursuant to and in compliance with the provisions of Minn. Stat. §122A.414, §122A.4144 and §179A.01 et seq. The statutory authority specifically includes an exception to PELRA in the form of an optional right to re-open negotiations regarding only the CACS.
7. The CACS teacher leadership positions' compensation shall be as listed on page 11 of the September 2006 Q Comp approved application in the section titled, "Career Ladder/Career Advancement Options" unless otherwise mutually agreed to by the Association and the School District.
8. Two positions (elementary and secondary) will be added with $10,000 annual stipend and 4 annual release days paid for by the CACS budget with the approval of the HR Director. These positions will be a three-year commitment.
9. The parties agree that $500 will be allocated to mentor pay annually.

FOR Centennial Education Association

President

Dated this 17 day of November, 2025

FOR Independent School District 12

School Board Chairperson

School Board Clerk

Dated this 17 day of November, 2025

G --QUALITY STEERING COMMITTEE
MEMORANDUM OF UNDERSTANDING
Between
Centennial School District 12
And
Centennial Education Association
Effective July 1,2025– June 30, 2027

WHEREAS, the Centennial School District and Centennial Education Association have agreed to initiate a cooperative endeavor to provide a forum for communications and discussion of the education process based on the concept of continuous improvement;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. A Quality Steering Committee shall be formed and consist of the following membership:
    a. School Board Member Appointed by the School Board Chairperson
    b. Superintendent of Schools
    c. Superintendent's Cabinet Staff
    d. President, Centennial Education Association
    e. 2-3 Principal Representatives Appointed by the Principals' Association
    f. 3-5 Teacher Representatives Appointed by the Centennial Education Association

Meetings of the Quality Steering Committee shall be held during regular working hours and necessary teacher substitute costs paid by the School District.

2. The goals of the Quality Steering Committee shall be as follows:
    a. Improve labor-management communications.
    b. Increase organizational understanding of the continuous improvement process.

3. The Quality Steering Committee shall form, charge and dissolve standing committees as it deems necessary to meet the goals of the Quality Steering Committee. The standing committees shall be referred to as Quality Leadership Teams (Examples May Include: Calendar, Insurance and Parent Communications).

4. A Quality Leadership Team's chairperson, members, terms of membership and charge shall be made by the Quality Steering Committee.

IN WITNESS THEREOF, the parties have executed this memorandum of understanding as follows:

FOR Centennial Education Association
Circle Pines, Minnesota
Shane Rasmussen
President

Dated this 17 day of November, 2025

FOR Independent School District 12
Circle Pines, Minnesota

School Board Chairperson

School Board Clerk

Dated this 17 day of November, 2025

H --INVOLUNTARY TRANSFER OF CLASSROOMS BETWEEN BUILDING SITES

MEMORANDUM OF UNDERSTANDING
Between
Centennial School District 12
And
Centennial Education Association

Whereas, the School District and Association agree that the involuntary transfer of a teacher's classroom from one building site to another building site requires additional effort by the affected teacher to facilitate the move; and

Whereas, the School District and Association agree that the additional effort should be recognized through a one-time payment for each such move;

Be it Therefore Resolved that the School District and Association agree to set the recognition payment at two-hundred fifty dollars ($250) for each such move.

This memorandum of agreement shall be in effect from July 1, 2025, through June 30, 2027.

IN WITNESS THEREOF, the parties have executed this memorandum of understanding as follows:

FOR Centennial Education Association
Circle Pines, MN

President

Dated this 17 day of November, 20 25

FOR Independent School District 12
Circle Pines, MN

School Board Chairperson

School Board Clerk

Dated this 17 day of November, 20 25

I – PARENT COMMUNICATIONS
MEMORANDUM OF UNDERSTANDING
Between
Centennial School District 12
And
Centennial Education Association
Effective
July 1,2025– June 30, 2027

Independent School District 12 and the Centennial Education Association, agree parent communications is an important component related to student achievement. In order to effectively communicate with parents, both parties agree:

Parent portal will be used in all grades K-12; grades K-3 will be more informational, grades 4-12 will report grades. The information in parent portal will be updated at a minimum of every two weeks. Courses that use standard based grading may be reported in other methods to parents other than a standard grade in Parent Portal or other district grading portal.

- We recognize staff will use some of the professional time allocated each day and the non-student contract day at the end of each quarter to contact parents.

- Parent/Teacher Conferences will be structured as follows for the 2025-2026 and 2026-2027 School Years:
    - Teachers will conference with parents for 16 hours of common time. Eight hours will be done in the fall of 2025 and 2026 and 8 hours will be done in the spring of 2026-2027. Teachers should schedule themselves a 15-minute break every 4 hour increment of conferences.
    - Both parties agree that is converted from 8 hours of staff development to 8 hours in two blocks of 4 hours of common fall conference nights.
    - Both parties agree that 1 day on Friday, August 28 (previously designated for staff development) and ½ day on MLK Day and Thursday, June 3 (previously designated for grading), is converted to 8 hours in two blocks of 4 hours of common spring conference nights.
    - The same concept of days converted will be in effect for 2026-2027.
    - All staff is required to be present for the entire conference time that is scheduled for the site.
    - Conferences for part time teachers will be pro-rated according to their FTE (example: a .5 teacher will need to conference for 8 hours- 4 hours in the fall and 4 hours in the spring).
    - Conferences need to be scheduled in a minimum of 2 hour blocks and not to exceed 4 hours per night.

- Additional conferences that are needed outside of these 8 hours of common conference time will be paid at the rate of $15 per conference.

- Up to 16 hours of paid time for Special Education Teacher Due Process and/or 3rd Party Billing time outside of the regular school day with the pre-approval of the teacher's administrator (principal) and Director of Student Services. This will be paid at the rate of $45/hr.

Student Contact Days	172	
Workshop Days	6.5	1.5 days exchanged for conferences
Grading/Parent Communication Days	3.5	.5 days exchanged for conferences
Conference Days	2	Exchange Dates: August 28, 2026, January 18, 2027 (1/2 day), June 3, 2026 (1/2 day)
TOTAL	184	

IN WITNESS THEREOF, the parties have executed this memorandum of understanding as follows:

FOR Centennial Education Association
Circle Pines, MN

President

Dated this 17 day of November, 2025

FOR Independent School District 12
Circle Pines, MN

School Board Chairperson

School Board Clerk

Dated this 17 day of November, 2025

J --ADDITIONAL ACTIVITIES

MEMORANDUM OF UNDERSTANDING
Between
Centennial School District 12
And
Centennial Education Association
Effective July 1, 2025– June 30, 2027

WHEREAS, Independent School District 12 and the Centennial Education Association, agree that teachers in order to be effective contribute a significant amount of time outside of the contract day in activities such as planning for direct instruction, preparing materials and equipment for use in the classroom, grading papers, entering information on portal, attending professional development activities, and communicating through newsletters and website; and

WHEREAS, Independent School District 12 and the Centennial Education Association must enter into negotiations over all changes in terms and conditions of employment; and

WHEREAS, Independent School District 12 and the Centennial Education Association desire to bring clarity to Article VII, Hours of Service, Section 3, Additional Activities;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

The School District expects teachers to attend a Parent Information Night in the fall at the high school, middle school, alternative programs and elementary schools. It is anticipated that the secondary programs will last approximately three (3) hours and the elementary programs will last approximately one (1) hour. The elementary schools will also hold an open house night for approximately two (2) hours.

IN WITNESS THEREOF, the parties have executed this memorandum of understanding as follows:

FOR Centennial Education Association
Circle Pines, MN

Shane Rasmussen
President

Dated this 17 day of
November, 20 25

FOR Independent School District 12
Circle Pines, MN

School Board Chairperson

School Board Clerk

Dated this 17 day of
November, 20 25

K- ONLINE TEACHING EXPECTATIONS

MEMORANDUM OF UNDERSTANDING
Between

Centennial School District 12

And

Centennial Education Association

This memorandum shall be effective upon the approval of the 2025-2027 master agreement by the school board and shall expire on June 30, 2027.

The Quality Steering Committee will form a subcommittee for the purpose of the following:

- To research, discuss and draft online teaching expectations and parameters.
- The committee will gather and look at what surrounding districts have for contract language in regard to online instruction and what components would best fit an online Centennial model.
- A draft proposal will be presented to QSC and to the School Board for future bargaining purposes.

The subcommittee will recommend to the Quality Steering Committee the final product to be presented to the School Board, the CEA and District Administration for final approval.

IN WITNESS THEREOF, the parties have executed this memorandum of understanding as follows:

FOR Centennial Education Association
Circle Pines, MN

President

Dated this 17 day of November, 20 25

FOR Independent School District 12
Circle Pines, MN

School Board Chairperson

School Board Clerk

Dated this 17 day of November, 20 25

L- READ ACT TRAINING

MEMORANDUM OF UNDERSTANDING
BETWEEN
Independent School District #12 (hereinafter referred to as "District")
AND
Centennial Education Association (hereinafter referred to as "Union")

WHEREAS the District and Union are parties to a collective bargaining agreement (CBA) for the period from July 1, 2025, through June 30, 2027; and,

WHEREAS the District and Union desire to address the time commitment, compensation, schedule, location of training, and deadlines for teachers required to complete the state of Minnesota mandated READ Act training; and,

WHEREAS the District and Union have agreed that teachers will participate in OL&LA for K-12 Teachers or LETRS for Pre-K Teachers and,

WHEREAS the total anticipated number of hours of Asynchronous training required for OL&LA is 50 hours and LETRS is 25 hours, in-person required for OL&LA is 4 hours and for LETRS is 13;

NOW THEREFORE, be it resolved that the parties agree to the following:

1. Eligibility
   The Union and District will establish a list of eligible teachers, who must:
   a. Hold a license issued by the Professional Educator Licensing and Standards Board; and,
   b. Be employed by the District between July 1, 2025, and June 30, 2027; and,
   c. Be required by the District to complete approved training described under Minn. Stat. § 120B.123, subdivision 5.

2. Compensation earned for READ Act training
   TOTAL Paid Hours:

PROGRAM	PAY/HR	TOTAL HOURS	MODULES/SESSIONS	COMPLETED BY	PAYMENT DATE
OL&LA (K-12)	$2,250 (45/hr)	50	All Modules- Asynchronous	May 15	JUNE 15
OL&LA (K-12)	$180 (45/hr)	4- In-person	Module 3, Module 6, Module 9 and kick-off Meeting	May 15	JUNE 15
LETRS (Pre K)	$1,125(45/hr)	25	All Modules- Asynchronous	May 15	June 15
LETRS (Pre K)	$585 ($45/hr)	13- in-person	Kick-off meeting and 12 hours in-person	May 15	JUNE 15

OLLA: 54 hours= $2,430
LETRS: 38 hours= $ 1,710

3. Credit Recognition

   Requests for graduate credits to apply toward a lane change may be made according to Article VIII, Section 3.

4. Proof of completion and payment timeline
   Completion of modules/sessions will be reviewed and verified by the Executive Director of Teaching and Learning

5. Failure to comply with the READ Act
   Compliance with the Minnesota READ Act (Minn. Stat. § 120B.123) is mandatory for both the District and eligible teachers. Failure by the District to comply with these requirements may result in action taken by the Minnesota Department of Education. Failure by an eligible teacher to comply with the training requirements may result in a teacher being out of compliance with READ Act requirements related to reading instruction in accordance with state statute and could result in discipline pursuant to Article XVII of the CBA.

6. Effective Date and Duration
   This MOU shall continue in effect until June 30, 2027.

NOW THEREFORE, be it further resolved that the parties agree to the following:

Impact on Precedent. Nothing in this MOU may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. Neither the District nor the Union may refer to this MOU or submit it in any proceeding or case as evidence of a precedent or practice.

Entire Agreement. This MOU constitutes the entire agreement between the parties related to compensation for teachers for completing READ Act training. Neither party has relied on any statements, promises, or representations that are not stated in this MOU. The terms of this MOU constitute the entire agreement between the parties and supersede any prior written or oral, or other agreement, statement, or practice between the parties relating to the subject matter of this MOU. No changes to this MOU will be valid unless they are in writing and signed by both parties. A copy of this MOU will have the same legal effect as the original.

IN WITNESS WHEREOF, the parties have voluntarily entered into this MOU on the dates shown by their signatures. This MOU will not become effective unless and until it is approved by the District's School Board and is signed by both parties.

For the District:

School Board Chair

School Board Clerk

Dated: 11/17/25

For the Union:

Dated: 11/17/25

Appendix 1 – Training Programs

Which training program will Centennial Public Schools be using?

- Centennial Public Schools will be training K-12 teachers in OL&LA, Pre-K teachers will be training in LETRS for Early Childhood Educators.

Appendix 2 – List of eligible teachers

Employment Period: July 1, 2025-June 30, 2027

Who is required to complete one of the approved professional development programs and by when?

New Teachers in the positions outlined below.

- PreK Classroom Educators* (See Early Childhood Professional Development Options Question)
- K–3 Classroom Educator (including ESL instructors who are responsible for reading instruction)
- Grades K–12 Reading Intervention Educators
- Grades PreK–12 Special Education Educators responsible for reading instruction
- Grades PreK–5 Curriculum Directors
- Grades PreK–5 Instructional support staff who provide reading support
- Employees who select literacy instructional materials for grades PreK–5
- Grades PreK–12 Educators who work with English learners
- 4th and 5th grade (6th grade depending on the structure of your elementary school) classroom educators may be included in Phase 1, as literacy data indicates the need for foundational reading skill instruction in these grades.

** PreK Classroom Educators – PreK educators include Voluntary Pre-Kindergarten/School Readiness Plus, Early Childhood Special Education (Part B/619) responsible for early literacy/reading instruction and School Readiness*

Professional Development Phase 2: Required staff to be completed by July 1, 2027

- Grades 6–12 Classroom Educators responsible for reading instruction
- Grades K– Age 21 Educators who work with students who qualify for the graduation incentives program under section 124D.68
- Grades 6–12 Instructional support staff who provide reading support
- Grades 6–12 Curriculum Directors
- Employees who select literacy instructional materials for Grades 6–12