

**FESSENDEN-BOWDON SCHOOL DISTRICT 25
MASTER CONTRACT 2017-2019**

A. LEAVES

Sabbatical: Establish sabbatical leave of absence for educational training under the following conditions:

1. The teacher must have a minimum of three years of experience in the Fessenden-Bowdon School System in order to apply.
2. Sabbatical leave is limited for or to a period of one (1) year.
3. Sabbatical leave shall be subject to the approval of the school board.
4. Teacher on sabbatical will be assured of a position in the school at the conclusion of the leave. Should the Fessenden-Bowdon District need to eliminate positions through reduction-in-force non-renewals, the teacher on sabbatical will be provided no more assurance of employment than any other faculty member.
5. A teacher who has been granted leave must inform the district superintendent by certified mail of their intent to return to their position. Notification must be given by the last day of April during the year of leave. Failure to provide the specified notice will exclude the teacher from continuing contract rights and the non-renewal hearing rights.

Personal Leave: Each teacher shall be granted two (2) days of personal leave per year accumulative to five (5) days with no written excuse needed with the following stipulations:

1. No more than three (3) teachers absent on the same day.
2. Advance notification is suggested at five (5) days with administration approval for shorter notification in case of emergency.
3. Teachers are reimbursed at the rate of substitute teacher's pay for unused personal leave days above three (3) days at the end of each school year.

Transfer of Personal Leave: Teachers may donate their personal leave to another teacher who has exceeded his/her contractual leave days. Written intent to donate a day or days must be submitted to the superintendent for approval.

Sick Leave: Ten (10) days per year until 60 days have accumulated. Five (5) days per year being accumulated over 60 days up to 75 days. A doctor's certification is required after five (5) consecutive days being used for sick leave. A second doctor's certification may be requested if the administration feels it is necessary. Up to fifteen (15) days teacher sick leave may be used for sickness of teacher's parents, spouse, or children with the approval of the Administration. After use of those days, any other day used for sickness of teacher's parents, spouse, or children will be treated as personal leave days. After accumulated personal leave days are used, the teacher will be subject to loss of pay (See Unpaid Teacher Leave). No payments for unused sick leave will be paid to a faculty member at retirement or termination of employment.

Sick Leave Bank: A Sick Leave Bank shall be available to all Fessenden-Bowdon School District administrators and teachers. The purpose of this bank shall be to compensate employees in the event their regular sick leave days are exhausted due to catastrophic illness and/or injury. The Sick Leave Bank may also be used for catastrophic illness of a teacher's parents, spouse, or children after the use of the fifteen (15) days allowed in the sick leave policy plus the use of all personal leave. Up to five (5) days of the Sick Leave Bank may be used for maternity/paternity leave. Each

participating employee shall invest one sick leave day in the bank at the beginning of the school year. When the balance gets above 150 days, no days will be taken from their sick leave. When the balance falls below 150 days, each member shall be assessed a day the following school year to restore a minimum 150 day balance. If it takes more than one year to get it back over 150, then members continue to invest days until the minimum 150 day balance is met.

- A. Application. Any participating member may apply to the Sick Leave Bank Executive Committee for consideration if they have used their own accumulated sick leave and personal days by notification to the School Administration and the President of the Fessenden-Bowdon Education Association. Sick leave days drawn from the sick leave bank bear the same burden of proof with the Administration as personal sick days.
- B. Executive Committee. The Purpose of the Sick Leave Bank Executive Committee shall be to oversee the use of the Bank, review all applications, accept or reject the applications, maintain proper balance and provide reasonable assurance that the Sick Leave Bank is not abused. The committee shall be composed of three members (the FBEA president, the School Board president, and either the elementary or high school principal, depending upon the staff member requesting days).
- C. Limitations. Any participating member of the Sick Leave Bank, upon approval of the Sick Leave Bank Executive Committee, may draw from the Sick Leave Bank up to 50% of the days in the bank. These need not be consecutive days.
- D. Accounting. The record of the days in the bank and each participating member's accumulated sick leave days will be kept on active file by the business manager.

Funeral Leave: Funeral leave will be based on the closeness of relation and will be as follows:

One (1) day could be used in the event of teacher's or spouse's grandparent, aunt, uncle, or close personal relative's funeral.

Five (5) days could be used in the event of a death of a mother, father, brother, or sister of a teacher or teacher's spouse.

Two (2) days per incident can be allowed for the death of a son-in-law or daughter-in-law

One (1) day per incident can be allowed for the death of a niece or nephew.

Ten (10) days could be used in the event of the death of a teacher's spouse or child.

Two (2) additional days may be granted at the discretion of the Superintendent and/or School Board.

One (1) day may be granted for non-relative's funeral at discretion of Superintendent and/or School Board.

Maternal and Paternal Leave: A teacher shall be able to teach until the teacher and doctor agree to a date to terminate her duties and upon a doctor's approval shall be permitted to resume duties. In the event a doctor recommends the father to be home for the care of the mother and child, he shall be granted the same leave with the above stipulations. The absence of either case shall be treated as sick leave.

Adoption Leave: Adoption of infants - five (5) days and additional days as recommended by the adoption agency and discretion of the board. Other than infants - at the discretion of the board. Infants being defined as newborn through four (4) years of age. Days used will be deducted from accumulated sick leave.

Unpaid Teacher's Leave: Teachers taking days leave over contract authorized leave shall be deducted substitute cost for the first unpaid day annually. Subsequent days leave over contract authorized leave shall be deducted from salary and determined by dividing contracted salary (minus extra-curricular) by contracted days.

B. MISCELLANEOUS

Substitute Teachers: Substitute teachers shall be hired for elementary music and physical education classes when these teachers are absent, if at all possible. Notification of absence shall be by 7:30 A.M. of that day. Pay for teachers employed by the school will be \$17.00 for loss of preparation time.

Substitute Teacher's Pay: A certified substitute teacher hired by the school system shall be paid \$120.00 per day and \$60.00 for one-half day.

Overloaded Schedule: Each teacher shall be guaranteed the equivalent of five (5) prep periods per week. Compensation for an overloaded schedule will be one-seventh (1/7) times the daily salary times the number of days this occurs. This considers a seven period day.

Non-Contracted Pay: A teacher will be compensated for meetings requested by administration, that are not on contracted time, at the same rate of loss of preparation time indicated under Substitute Teachers.

Personal Vehicle Use: Mileage reimbursement will be paid for personal vehicle use to all employees required to travel for contracted responsibilities. The mileage rate will be the State rate.

Released Assessment: In the event that a teacher breaks his contract, the release assessment will be as follows:

<u>Date</u>	<u>Amount</u>
June 1-30	\$300.00
After June 30	\$1200.00

The assessment fee (pro-rated for part-time contracts) must accompany the request in order for the release to be considered.

Health Insurance: The school district shall pay up to \$8,400 for the 2017-2018 contracts and the percent increase implemented by BC/BS for the 2018-2019 contracts, or shall pay the sum equal to the single plan for full-time teachers toward the premium on one group health and major medical insurance policy as selected by the Fessenden-Bowdon School Board. Part-time teachers shall be prorated accordingly. No payments in lieu of premiums shall be made by the school district.

Dental & Vision Insurance: The school district shall pay the sum equal to a single dental plan and a single vision plan for full-time teachers as selected by the Fessenden-Bowdon School Board. Part-time teachers shall be prorated accordingly. No payments in lieu of

premiums shall be made by the school district.

Teachers' Fund for Retirement: For the years 2017-2019, the School Board will pay the 11.75% of the members' assessments.

Experience: When determining placement on the salary schedule, the School Board reserves sole discretion in determining the years of experience a teacher new to the system may bring in to Fessenden-Bowdon School, not to ever exceed actual experience.

Teacher Licensure Requirement: Faculty contracted with the Fessenden-Bowdon School District must be appropriately licensed to teach within the State of North Dakota and highly qualified by dates specified by the Education Standards and Practices Board (ESPB). School administrators and/or office personnel will verify license prior to issuing a contract and provide safeguards against a license expiration that may occur during a school year. However, it is the ultimate responsibility of the professional faculty member to obtain and maintain a valid license. Neither the district nor any other school personnel are financially liable for any fines or penalties imposed on a faculty member due to the faculty member's license expiration. The faculty member is solely responsible for payment of all fines and other penalties.

Continuing Education: The number of semester hours of continued education that is required of each teacher in the Fessenden-Bowdon School shall have the following guidelines:

1. Teachers having a B.S. degree must complete 4 semester hours each five years.
2. The teacher shall have five (5) years in the Fessenden-Bowdon system to gain such required hours.
3. If a teacher does not gain the required hours, he shall be frozen on the same step. The teacher will remain frozen on the same step until the number of hours are gained at which time he may advance an additional step.
4. Refusal to meet requirements of continuing education could result in dismissal of that teacher.
5. In order to advance to the MS step, the degree or hours earned must be in the area that the teacher is teaching.

Dual Credit: Instructors teaching a dual credit course will receive an additional payment of \$ 400.00 per semester.

Combined Classrooms: If grades are combined, the instructor will receive \$2,500.00 above the negotiated contract salary (pro-rated for percentage of time spent in the combination classroom). Salary is to be paid monthly along with regular contract salary.

Lunch Duty: Beginning the 2018-19 school year, free lunch will be provided to teachers serving recess duty, hall duty and lunchroom duty.

EXTRA-CURRICULAR SALARIES

<i>Position</i>	<i>Salary</i>
FFA	\$ 4,875
Junior Class Advisor	\$ 1,300
National Honor Society	\$ 375
AdvancEd Committee Chair(s)	\$ 1,000
Sophomore Class Advisor	\$ 625
Freshman Class Advisor	\$ 625
Student Council Advisor	\$ 375
Vocal & Instrumental Music	\$ 1,500
Yearbook	\$ 3,250
Academic Pursuit (per contest)	\$ 40
FCCLA	\$ 2,900
Close-Up Advisor	\$ 875
LEGO Robotics Advisor	\$ 1,550
5th & 6th Grade Basketball	\$ 1,350
5th & 6th Grade Volleyball	\$ 1,000

Any position with more than one advisor will split salary accordingly. All duties must be completed before extra-curricular salaries are paid which will be determined by the Superintendent.

The provisions of this agreement will be effective as of July 1, 2017 for new contracts, and will continue and remain in full force and effect until June 30, 2019.

FESSENDEN-BOWDON SCHOOL DISTRICT 25
PROFESSIONAL STAFF

2017-18

BASE	\$35,750.00
STEP	\$600.00
LANE	\$350.00
BS TO MS	\$1,150.00

<u>STEP</u>	<u>BS</u>	<u>BS+8</u>	<u>BS+16</u>	<u>BS+24</u>	<u>BS+32</u>	<u>BS+40</u>	<u>MS</u>	<u>MS+16</u>
0	\$35,750	\$36,100	\$36,450	\$36,800	\$37,150	\$37,500	\$38,650	\$39,000
1	\$36,350	\$36,700	\$37,050	\$37,400	\$37,750	\$38,100	\$39,250	\$39,600
2	\$36,950	\$37,300	\$37,650	\$38,000	\$38,350	\$38,700	\$39,850	\$40,200
3	\$37,550	\$37,900	\$38,250	\$38,600	\$38,950	\$39,300	\$40,450	\$40,800
4	\$38,150	\$38,500	\$38,850	\$39,200	\$39,550	\$39,900	\$41,050	\$41,400
5	\$38,750	\$39,100	\$39,450	\$39,800	\$40,150	\$40,500	\$41,650	\$42,000
6	\$39,350	\$39,700	\$40,050	\$40,400	\$40,750	\$41,100	\$42,250	\$42,600
7	\$39,950	\$40,300	\$40,650	\$41,000	\$41,350	\$41,700	\$42,850	\$43,200
8	\$40,550	\$40,900	\$41,250	\$41,600	\$41,950	\$42,300	\$43,450	\$43,800
9	\$41,150	\$41,500	\$41,850	\$42,200	\$42,550	\$42,900	\$44,050	\$44,400
10	\$41,750	\$42,100	\$42,450	\$42,800	\$43,150	\$43,500	\$44,650	\$45,000
11	\$42,350	\$42,700	\$43,050	\$43,400	\$43,750	\$44,100	\$45,250	\$45,600
12	\$42,950	\$43,300	\$43,650	\$44,000	\$44,350	\$44,700	\$45,850	\$46,200
13			\$43,650	\$44,600	\$44,950	\$45,300	\$46,450	\$46,800
14			\$43,650	\$45,200	\$45,550	\$45,900	\$47,050	\$47,400
15				\$45,800	\$46,150	\$46,500	\$47,650	\$48,000
16				\$46,400	\$46,750	\$47,100	\$48,250	\$48,600
17						\$47,700	\$48,850	\$49,200
18						\$48,300	\$49,450	\$49,800

**FESSENDEN-BOWDON SCHOOL DISTRICT 25
PROFESSIONAL STAFF**

2018-19

BASE	\$36,500
STEP	\$600.00
LANE	\$350.00
BS TO MS	\$1,150.00

<u>STEP</u>	<u>BS</u>	<u>BS+8</u>	<u>BS+16</u>	<u>BS+24</u>	<u>BS+32</u>	<u>BS+40</u>	<u>MS</u>	<u>MS+16</u>
0	\$36,500	\$36,850	\$37,200	\$37,550	\$37,900	\$38,250	\$39,400	\$39,750
1	\$37,100	\$37,450	\$37,800	\$38,150	\$38,500	\$38,850	\$40,000	\$40,350
2	\$37,700	\$38,050	\$38,400	\$38,750	\$39,100	\$39,450	\$40,600	\$40,950
3	\$38,300	\$38,650	\$39,000	\$39,350	\$39,700	\$40,050	\$41,200	\$41,550
4	\$38,900	\$39,250	\$39,600	\$39,950	\$40,300	\$40,650	\$41,800	\$42,150
5	\$39,500	\$39,850	\$40,200	\$40,550	\$40,900	\$41,250	\$42,400	\$42,750
6	\$40,100	\$40,450	\$40,800	\$41,150	\$41,500	\$41,850	\$43,000	\$43,350
7	\$40,700	\$41,050	\$41,400	\$41,750	\$42,100	\$42,450	\$43,600	\$43,950
8	\$41,300	\$41,650	\$42,000	\$42,350	\$42,700	\$43,050	\$44,200	\$44,550
9	\$41,900	\$42,250	\$42,600	\$42,950	\$43,300	\$43,650	\$44,800	\$45,150
10	\$42,500	\$42,850	\$43,200	\$43,550	\$43,900	\$44,250	\$45,400	\$45,750
11	\$43,100	\$43,450	\$43,800	\$44,150	\$44,500	\$44,850	\$46,000	\$46,350
12	\$43,700	\$44,050	\$44,400	\$44,750	\$45,100	\$45,450	\$46,600	\$46,950
13			\$45,000	\$45,350	\$45,700	\$46,050	\$47,200	\$47,550
14			\$45,600	\$45,950	\$46,300	\$46,650	\$47,800	\$48,150
15				\$46,550	\$46,900	\$47,250	\$48,400	\$48,750
16				\$47,150	\$47,500	\$47,850	\$49,000	\$49,350
17						\$48,450	\$49,600	\$49,950
18						\$49,050	\$50,200	\$50,550