

2021-2023



NEGOTIATED AGREEMENT
BETWEEN
THE MANDAN SCHOOL BOARD
AND
THE MANDAN EDUCATION ASSOCIATION
MANDAN, NORTH DAKOTA

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ARTICLE I - PARTIES

Section 1. Parties: This Agreement is entered into between [Mandan Public School District No. 1](#), Mandan, North Dakota, hereinafter referred to as the School District, and the Mandan Education Association (MEA), hereinafter referred to as the Contract Teacher Personnel (CTP).

ARTICLE II - RECOGNITION

Section 1. Recognition: The School District recognizes the Mandan Education Association as the exclusive representative for all CTP employed by the School District except the following: Superintendent; Assistant Superintendent; Curriculum Director; Principals; Assistant Principals; Business Administrator; Activities Director; Transportation Supervisor; classified employees; those persons employed for extracurricular assignments only; and those persons, whether licensed teachers or not, employed as paraprofessionals.

ARTICLE III - DEFINITION OF TERMS

Section 1. Contract Teacher Personnel: “CTP” shall mean all people employed in this school district for which the MEA is the exclusive representative, as defined in the recognition clause of this contract.

Section 2. Shall: “Shall,” for the purpose of this agreement, is synonymous with “must.” “Must” is defined as mandatory.

Section 3. Extra Duty vs. Co—Curricular in the Negotiated Agreement:

- A. Co-Curricular shall be defined as assignments listed in the CTP’s contract.
- B. Extra Duty shall be defined as duties taken on by the CTP that are not in the CTP’s contract.

Section 4. Years of Experience:

- A. “Years of experience” on the salary schedule shall be synonymous with the term “step.”
- B. Years of experience shall equal the allowed years of prior experience plus the years of experience earned in the Mandan School system.

Section 5. Supervisor: For the purpose of interpretation of this negotiated agreement, immediate supervisor means the Administrator to whom the CTP directly reports.

Section 6. School Year: “School year” shall mean the start date through the last day required to report as indicated on the CTP contract. The school year shall consist of no more than 186 contracted days. One half day within the school year may be reserved for open house, orientation, or work day.

ARTICLE IV — NEGOTIATION PROCEDURES

Section 1. NEGOTIATION TEAM: Board and the CTP Teams may each consist of a maximum of three persons.

Section 2. NEGOTIATED ITEMS: The Teams will negotiate terms and conditions of employment, compensation, hours, formulation of an agreement, and interpretation of existing agreement and in accordance with [ND Century Code](#).

Section 3. MEETINGS: Meetings between the Board and the CTP Teams will be held in the Board Room of the Mandan Public School District, located in the Brave Center 901 Division St. NW, unless another location is mutually agreed upon. Meetings will be scheduled at reasonable times upon request of either party. In the event two or more members from one Team cannot attend a regularly scheduled meeting, the meeting will be either cancelled or rescheduled at a time agreeable to both parties.

Section 4. CHAIRPERSON: The position of chairperson will alternate between the Board Team and the CTP Team.

Section 5. DEADLINE FOR PROPOSALS: All proposals, except financial (See Section 6) and language of proposals, will be exchanged in writing at the first meeting following the ground rules meeting. Additional proposals may not be added thereafter without the agreement of both parties, unless additional proposals are prompted by a change in the law occurring after the first meeting.

Section 6. FINANCIAL PROPOSALS: All financial proposals will be presented within three weeks after the ND Legislative Session adjourns. Costing sheets will accompany each proposal.

Section 7. REVENUE ESTIMATION: A Worksheet for Revenue Estimation will be submitted by each Team after DPI creates the new form using the new funding formula approved by the state. Variances in the worksheets will be discussed at the next meeting.

Section 8. INFORMATIONAL HANDOUTS, whenever possible, are to be distributed through the Team chair people two working days prior to the meeting at which the information will be discussed.

Section 9. RECORDER - SECRETARY: The Board and CTP Teams agree to determine whether or not to each keep separate recordings and how payment for written transcriptions (minutes) will be addressed, if keeping only one tape. Minutes will be made available for review within a reasonable time following the meeting and will be distributed to all Team members. Minutes of prior meeting will be approved at the beginning of the next meeting.

Section 10. CAUCUS: The individual Teams shall have the right to caucus, outside of each other's presence, upon the request of either party.

Section 11. AGENDA FOR NEXT MEETING: Before adjourning each meeting, a date and agenda must be prepared for the next meeting. Presentations to be provided by resource people will be added to the agenda at this time, whenever possible.

Section 12. MEDIA RELEASES: Each Team may make comments to the media and may release press statements independently of the other Team. Media representatives may be given an opportunity to ask questions of the spokespersons at the conclusion of each negotiation session.

Section 13. RESOURCE PERSONNEL/SUPERINTENDENT/BUSINESS MANAGER ROLES AND RIGHT TO SPEAK: The superintendent will be in attendance at negotiation meetings whenever possible. The business manager will be in the building and available for questions during negotiation meetings. Upon request based on agenda, the Human Resource Director will be in the building and available for questions. Only the members of the negotiating Teams shall be called to speak during the negotiating process. Any member of these Teams may discuss any negotiation issue (as per Section 5) at any time. Resource personnel, Superintendent, or Business Manager may speak on an issue only when one of the Negotiation Team members has asked that person for a direct input, with permission from the other Team chief negotiator.

Section 14. CONCLUSION OF NEGOTIATIONS: A good faith goal has been set to reach a final agreement one month after the initial financial proposals are presented.

Section 15. AGREEMENT: As agreements are reached between the parties, they shall be reduced to writing and initialed, certifying tentative approval by the chief negotiators of the Board and of the Association. Following completion of negotiations, all agreements shall be subject to the approval of the Board and the Association.

ARTICLE V - GENERAL PROVISIONS

Section 1. Professional Growth:

- A. College Credits and In-service Training Required:
 - 1. CTP on a two- or five-year license must earn the semester hours needed for license renewal as determined by ESPB. Their second and fifth year relicensing cycle shall run concurrently with their professional growth cycle and all [ESPB](#) requirements.
- B. Qualifying Credits: All graduate or undergraduate semester which qualify for [ESPB](#) relicensing purposes, including those taken by CTP during the NDU Instructional Conference or other professional seminar or workshop including those taken on a school day whether on or off school site, shall count in their entirety for professional growth purposes and lane changes upon approval by the Superintendent.
- C. Advanced Education Degree: CTP enters the advanced education degree track upon acceptance to a Master's or Doctorate program approved by the Superintendent. Upon

entering the advanced education degree track, CTP will be paid \$150/credit earned to a maximum of \$4,700 per degree program. CTP who have entered the advanced education degree track will become ineligible for any continuing education payments.

CTP hired after 2008-2009 school year are only eligible for the Advanced Education Degree program.

- D. EDD Salary: CTP with an EDD will receive an additional \$1,000 per school year. If CTP is no longer eligible for a step in the salary schedule, they will receive the additional \$1,000 per school year in addition to the career increment of the MA+45/EDD lane.

Section 2. Elementary Preparation: CTP who function as regular classroom teachers on the elementary level shall not be required to remain with their class while instruction is being conducted by a specialist, hired for such purposes.

Section 3. Duty Free Noon: Each CTP shall be provided with a minimum 30-minute duty-free lunch period each school day. Duty free means no supervision of any student, no telephone duty; no individual CTP shall be required to nurse ill children, or to assist with lunchroom duty which includes monitoring the lunch line. CTP may leave their respective buildings during their lunch time.

- A. Principals have the authority to post a CTP supervisory emergency list. When said CTP is actually called upon to perform supervisory noon duty, compensation will be paid at the rate of \$9.00 in 2021-2022 and \$10.00 in 2022-2023 per day per lunch session.
- B. CTP may choose to work noon duty supervision at a rate of pay of \$9.00 in 2021-2022 and \$10.00 in 2022-2023 per session.

Section 4. Contract Specifics:

- A. Dates shall be stated on the CTP contract in cases where a CTP must report to work before the workshop day.
- B. The School Board agrees to pay all part-time CTP for classroom and prep time based on prorated time employed in the district.
- C. Full time CTP's work day shall be seven and one-half (7.5) consecutive hours per day including lunch time unless otherwise agreed to by the CTP, with the exception of days when early dismissal occurs.

1. At the High School:

- a. No CTP shall be required to teach, supervise, or in any way be assigned more than (7) class periods. Those (7) periods shall be six (6) periods at most in direct student contact, and one (1) in preparation.

2. At the Middle and Elementary Schools:

- a. Each CTP will have a minimum of 250 minutes per week for individual prep time. Individual prep time may include any combination of minutes from time before, during, or after instructional time. Any prep minutes remaining above the 250 minutes of individual prep time may be used for collaborative work (IEP's, PLC's, RTI, Teaming, staff meetings, etc...).
 - b. If a weekly schedule does not provide for at least 250 minutes of individual prep time, the CTP should consult with the principal about the schedule to see what changes could be made to provide for the minimum weekly prep time.
 - c. A Middle School CTP will not be assigned more than 6 periods of instruction unless agreed to by CTP.
- D. Any CTP who incurs unpaid leave shall be deducted 1/7 of their daily pay per period or at prorated equivalency.

Section 5. Traveling Personnel: CTP assigned to more than one school, who are required to use their own vehicle for interschool travel, will be reimbursed for all such travel during the school day, including noon time, at the rate allowable by the State to its employees, and set forth in section [54-06-09](#) of the North Dakota Century Code.

No reimbursement will be made for home to school, or school to home travel, including noon hour. Payments will be made anytime as long as it is above \$5.

Section 6. Outside Employment: CTP shall be permitted to have other gainful employment, providing that that employment does not interfere with their contract duties in the Mandan School system.

Section 7. Grievance Procedure:

- A. Grievance Definition: A "grievance" shall mean a written allegation by a CTP resulting from a dispute or disagreement between the CTP and the school board or its designee as to the interpretation or application of a specified Article, Section and Paragraph(s) of this Negotiated Agreement.
- B. Representatives: Once a grievance is filed, either party may be represented during the following steps of the procedure by any person or agent designated by said party to act in his/her behalf. The CTP must, however, be present at each step in this process.
- C. Other Definitions and Interpretations:
 1. Extension: Time limits specified in the Agreement may be extended by mutual agreement.

2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by State law.
 3. Computation of Time: In computing any period of time prescribed or allowed by procedure herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.
 4. Filing and Postmark: The filing or service of any notice or documents herein shall be timely if it bears a postmark of the United States mail within the time period.
 5. All documents herein shall be dated.
- D. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance is submitted in writing to the building principal, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the event giving rise to the grievance occurred. Failure to file any grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the CTP and the building principal or his/her designee.
- E. Adjustment of Grievance: The parties shall attempt to adjust all grievances which may arise during the course of employment of any CTP within the school district in the following manner:
1. Level I: If the grievance is not resolved through informal discussions, the building principal or his/her designee shall give a written decision on the grievance to the parties involved within ten (10) working days after receipt of the written grievance.
 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within ten (10) working days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within ten (10) working days after receipt of the appeal. Within ten (10) working days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.
 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the school board, provided such appeal is made in writing within ten (10) working days after receipt of the decision in Level II. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within twenty (20) working days after receipt of the appeal. Within ten (20) working

days after the meeting, the school board shall issue its decision in writing to the parties involved.

- F. Denial of Grievance: Failure to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the CTP may appeal it to the next level.
- G. Processing of Grievance: All grievances, whether Levels I or II, shall be heard outside the school day, except when otherwise scheduled at the discretion of the school board's designated representative. In the event the grievance shall be processed during the basic school day, there shall be no loss in wages and this shall involve no more than three persons per grievant, including the grievant's representative, in any grievance whether involving one or more grievant.
- H. School Board Review: The school board reserves the right to review any decision issued under Level I or Level II, provided the school board notifies the party or parties of its intention to review within ten working days after the decision has been rendered. In the event the school board reviews a grievance under this section, the school board reserves the right to reverse or modify such decision.

Section 8. Workforce Safety Compensation: Absence due to injury and/or disability sustained while performing his/her duties shall be charged against the CTP's sick leave days. If Workforce Safety and Insurance provides time-loss compensation to the CTP, the CTP shall be charged the proportionate sick leave days necessary to equal a full day's pay when added to the WSI payment. This will be managed in accordance to the School Board policy EGAA.

Section 9. Standing Committee Representation: CTP will have 3 voting members (preferably 1 elementary, 1 middle school, and 1 high school representatives) on each of the standing committees established by the board. This section will be in effect as long as the Board standing committee structure exists. In the event of a change, the board shall maintain MEA input regarding terms and conditions of employment.

Section 10. Policies in Negotiated Agreement: All school board policies referenced in the negotiated agreement will be posted online.

ARTICLE VI — BASIC RATES OF PAY

Section 1. Basic Salaries: The wages and salaries reflected in Schedule A, attached hereto, shall be a part of the Agreement for the 2021-2023 school years.

Section 2. Salary Installments: All CTP for whom the association serves, as the exclusive representative, will receive their salary on a semi-monthly in 24 equal installments. In accordance with School Board Policy GAO.

Co-curricular assignment salaries will be included in the CTP's semi-monthly installments. All CTP are required to participate in direct deposit for salary earned.

Section 3. Payroll and Deduction of Dues: After presentation of a signed petition, NEA, NDU, and MEA dues will be withheld from the paychecks of those CTP requesting the same, as provided in section [15.1-16-12](#) of the North Dakota Century Code.

- A. Such deductions will be in equal amounts and will coincide with the number of salary installments received by the CTP.
- B. Should a member resign, or be relieved of his/her duties prior to the end of the contract, total dues will be deducted from the final paycheck.
- C. The MEA shall furnish to the Business Office electronic spreadsheet, of CTP requesting payroll deduction of dues, along with totals showing what is due NEA, NDU, and MEA, prior to October 1.

Section 4. Co-Curricular Schedule:

- A. The wages and salaries reflected in Schedule B, attached hereto, as governed by the Co-Curricular Stipulations included therein, shall be a part of the Agreement for the 2021-2023 school years.

Section 5. Miscellaneous Compensation:

- A. CTP who are contracted to work day(s) in excess of the established contract year shall be compensated on a pro-rata basis which is based on their daily rate.
- B. CTP who are contracted to assume additional instructional period(s) will be compensated 1/7 of their daily rate for each of the additional instructional periods they assume.
- C. CTP may volunteer for extra duties that fall outside the CTP's work day. All CTP shall be paid at the district's current extra duty rate as per the miscellaneous pay rate schedule for CTP staff. Elementary CTP who are expected to supervise musical performances will be paid as per the [Miscellaneous Pay Rate Schedule](#).

The current Miscellaneous Pay Rate Schedule shall be posted on the school website.

- D. Certified special education personnel who cover vacant positions, including case management duties, will be paid a fractional portion of their daily rate for each day equal to the portion of the vacant position they cover. (For example, if CTP covers 50% of the position for 30 days, they will receive an additional 50% of their daily rate for 30 days.)
- E. Elementary music teachers shall be compensated at a rate of \$100.00 per evening for concerts conducted.

Section 6. In-Staff Substitutes:

- A. If a substitute teacher is not available, a CTP may accept a class which causes him/her to forfeit his/her preparation period. The CTP shall then be compensated at the rate of \$20.00 per class period at the Middle/High Schools.
- B. At the elementary school level, a CTP who is required to take his/her class because of the unavailability of a specialist teacher (music, physical education) shall be compensated at the rate of \$13.00 per each 30 minutes.

ARTICLE VII — SCHEDULE PLACEMENT

Section 1. Educational Reciprocity: The Superintendent will determine the salary level of all newly employed CTP. Credit may be given for each year of teaching experience up to but not to exceed 15 years of actual experience earned by the prospective CTP.

The superintendent may also allow credit for years of experience in private enterprise up to but not to exceed 15 years, to the extent deemed appropriate.

Total credit may not exceed 15 years in any combination of teaching and private enterprise experience.

Section 2. Step Placement (Vertical): Each CTP will move vertically one year on the salary schedule upon completion of each year of service. When a CTP reaches the last year of any BA lane, he/she will remain at that year until the required credits have been earned for horizontal movement. CTP will then be placed on the appropriate horizontal lane, but will only move down one vertical year.

Section 3. New Lanes:

- A. The BS+45 lane is only available to employees who were in the BS+30 lane as of January 15, 2016. This lane will sunset when no employees are in, or eligible to move, into the BS+45 lane. These do not have to be new credits. CTP can use or turn in past credits earned.

Section 4. Lane Change (Horizontal): The following rules shall be applicable in determining placement of CTP on the appropriate salary schedule lane and year.

- A. Approval: All credits, in order to be considered for application toward lane change, must be approved in writing by the Superintendent.
- B. Effective Date: Individual contracts will be modified to reflect qualified lane changes on August 31 of the contract year and on January 14 of the contract year providing a transcript is submitted from the college or university registrar, or a letter of verification of successful completion is submitted from the professor who actually taught the course. All completed credits must have a passing grade.

- C. Advancement on Salary Schedule: Upon completion of a year's study, the CTP will move horizontally, but not vertically, on the salary schedule, jumping as many lanes as earned credit allows. If the CTP does not earn sufficient credit to move horizontally, he/she shall retain his experience credits.

Section 5. Experience and Credit: Non-degreed, CTE licensed instructors will be able to advance on the salary schedule from the BA/BS column to the BA/BS+30 column provided prior approval was received in accordance with Article VII, Section 3.

ARTICLE VIII — LEAVES

Section 1. Leave Requests: Request for leave must be completed for any absence. All applicable leave shall be used prior to granting any leave without pay.

Section 2. Sick Leave: Accumulated sick leave with pay shall be allowed by the school district whenever a CTP's absence is found to have been due to medical needs of self, spouse, or children that prevents the CTP from attendance at school for performance of duties on that day or days. The immediate supervisor may require a written doctor's excuse.

In the case of medical emergency or life-threatening event the superintendent or designee may grant sick leave for the following family members of CTP or spouse: parents, step-parents, grandparents, siblings, son-in-laws, daughter-in-laws, and grandchildren; medical certification may be required for approval.

If a CTP has medical Power of Attorney for a family member listed in the preceding paragraph, sick leave may be used by the CTP to take that individual to any medical appointment. CTP will provide the medical Power of Attorney to the Superintendent prior to the first appointment. The Superintendent will keep the Power of Attorney on file for as long as it is in effect. Medical certification for each appointment may be required. CTP may request sick leave for the purpose of grieving (for medical illness or incapacity to function) upon death of spouse or children. The amount of time granted will be at the discretion of the Superintendent or designee.

A. All CTP of the Mandan Public School District #1 shall be allowed sick leave as follows:

1. Nine (9) and ten (10) month contracts 10 FTE days (186-199 contract days)
2. Eleven (11) month contracts 11 FTE days (200-230 contract days)
3. Twelve (12) month contracts 12 FTE days (231-260 contract days)

Allowable sick leave days will be prorated accordingly for CTP employed after the beginning of the school year. Unused sick leave days in any school year will be cumulative from year to year, but not to exceed the number of days in an employee's current contract year, as long as the employee is under contract.

At the beginning of each school year, CTP shall receive their sick leave as allowed in Section 1A above which may cause a CTP to exceed the maximum sick leave days allowed. This shall be acceptable during the school year, but at the end of the school year no CTP shall have sick leave days available in excess of the current contract year. No CTP shall receive more than the current contract year's sick leave days for payout as per Article VIII, Section 11 of this agreement.

- B. CTP who have declined a contract offer are entitled to that part of accumulated sick leave not extending beyond the current contract year.
- C. CTP who resign during the contract year shall have accumulated sick leave terminated on the effective day of resignation.
- D. CTP who have not been offered a contract for the ensuing year shall have accumulated sick leave limited to the days remaining in the contract year from the date formal action was taken by the Board.
- E. There shall be no payment of unused sick leave to an estate.
- F. Accumulated sick leave may be used for child birth. If a father requests sick leave use because of the birth of his child, up to 5 days may be used immediately. In the event of medical disability due to child birth further sick leave may be requested from the Superintendent or designee.
- G. Sick leave allowed shall be deducted from the CTP's available accrued sick leave.

Section 3. Funeral Leave:

- A. The purpose of leave within this section pertains to the necessity to make funeral/ service arrangements and/or other final arrangements relative to the deceased. In the event of a death of a near relative (spouse, parents, parent-in-laws, grandparents, siblings including in-laws, grandchildren, children and their spouse), each CTP is allowed a maximum of (5) five school days to attend the funeral and to make final arrangements.
- B. CTP are allowed funeral leave for one day off from regular scheduled duty with regular pay for any individual not listed as "near relative" in the above paragraph.
 - 1. The CTP may, upon specific approval of the Superintendent or designee, be absent for the purpose of attending a funeral of those not listed. The CTP must document adequate information to explain requested leave (relation to deceased, date/time/location of services, necessary travel, time requested for purpose of funeral/service or other final arrangements).
- C. The Superintendent or designee may grant additional days for funeral leave per occasion and will take into consideration the relationship and travel necessary. Funeral leave days are to be deducted from accumulated sick leave.

Section 4. Child Care Leave:

- A. A CTP may be granted an unpaid child care leave for bonding purposes by the superintendent provided arrangements can be made to cover the employment assignment with a suitable and qualified replacement, suitable and qualified to be determined at the sole discretion of the School District. The district may adjust the proposed beginning and ending period of this leave so that dates may coincide with natural breaks in the school year.
- B. A CTP who returns from child care leave within the provisions of this Section, shall retain privileges and other benefits that were accrued under the provisions of this Agreement at the commencement of the leave. The CTP shall not accrue additional experience credit for pay purposes or leave time during the period of absence for the aforementioned leave.
- C. Based on the guidelines of [FMLA](#) and [COBRA](#), CTP on approved child care leave may participate in the group hospitalization insurance program. [FMLA](#) and [COBRA](#) laws determine insurance premium payment. Payments should be arranged through the district office.

Section 5. Personal Leave: Three FTE days of personal leave annually, without explanation, shall be granted with no deduction from salary, subject to the approval of the principal or supervisor in charge.

- A. Unused personal leave shall be accumulative to six days. Once the six (6) day maximum is reached, the leave shall remain at six (6) days until a portion of or all days are used. (Example: If a day is used by CTP, five (5) days will remain. The following year, the five (5) days would return to six (6) days.)
- B. Any CTP who have in excess of three (3) personal days at the end of a school year may opt to receive payment for the excess days. Payment may be for full or proportionate unused days. No payment shall be made when excess leave totals less than 1/7 of a day. Payment of \$100 per day will be made through payroll. The CTP may elect to designate this payment as a contribution to their 403b through salary reduction.
- C. Requests for taking personal leave must be filed three (3) working days in advance except in emergencies where an individual has no control of the situation. Any request for leave under this section is subject to the availability of a qualified substitute.

Section 6. Other Leaves of Absence: Upon request to the Board of Education, a CTP may be granted a leave of absence, in accordance with school board policy GBRH, for a period not exceeding one entire school year. Granting of such a request shall be based on the following requirements:

- A. That a satisfactory replacement candidate is available.
- B. Request becomes necessary because of:

1. Personal illness.
 2. Illness or death in family that requires one's assistance.
 3. Study for advanced degree.
 4. Educational travel.
- C. Leave of absence shall be without compensation or expense allowance from the school district funds. CTP may remain in insurance groups, paying their own premiums, as arranged through the district office. As per [COBRA](#) regulations.
- D. The final decision for granting a leave of absence shall rest with the board. However, written reasons shall be given with any rejections to the CTP requesting the leave of absence.
- E. Upon return from leave of absence, the CTP shall be entitled to re-employment in a similar position and as agreed upon with the Superintendent on the definition of the assignment as it may apply to each individual.
- F. Statutes affecting offer and acceptance of contract on re-employment shall apply. A CTP whose leave of absence extends beyond the current contract year will be offered a new contract at the same time as other CTP. This contract will specify the date on which the CTP will resume his/her employment.
- G. Accumulated Leave: Sick leave and personal leave will not accumulate during leave of absence.
- H. Health and Accident Insurance-Visual Insurance: District contribution for health and accident insurance and vision insurance, if applicable, will be discontinued on the first of the following month if the starting date for the leave of absence is effective the 1st through the 15th of the month. If the leave begins between the 16th through the end of the month, the district contribution will be discontinued effective the 1st of the month following one complete month of the leave of absence. As per [COBRA](#) regulations, CTP will be carried in the group insurance policy providing balance of premium due from first day of leave of absence to the end of leave is paid by CTP. Payment arrangements should be made through the Business Office.

Section 7. Association Leave:

- A. Association leave applies to CTP only. A total of seven (7) teaching days or forty-nine (49) hours of association leave shall be allowed the MEA per year.

This leave is subject to the approval of the Superintendent of Schools, which approval will not be unreasonably withheld, and must be requested at least two working days in advance, except when legislative committee hearings (including Interim Committee Hearings) make

adherence to the two working day provision impossible. All requests must be made directly by the President of the Association.

The MEA will reimburse the district for the cost of the substitutes.

Section 8. Jury and Court Duty:

- A. Leave will be granted to CTP who are asked to serve on jury duty. No deduction in salary will be made, but CTP are required to reimburse the school district for the compensation excluding any reimbursed expenses for jury duty as referenced in Board Policy [GBRIA](#).
- B. If a CTP is subpoenaed as a witness in the action of any court except those initiated by the CTP or his/her association, then the CTP shall not lose any leave or salary provided that the School District shall receive the compensation excluding any reimbursed expenses paid to the CTP by the court.

Section 9. Professional Leave:

One day of professional leave will be allowed each CTP on a non-accumulative basis yearly. Professional leave is defined as leave that is requested by the CTP to attend a conference, workshop, or credit bearing course, related to their professional growth.

Section 10. Authorized Leave: Authorized leave may be granted by the Superintendent or his/her designee at their discretion for the following:

- A. School related co-curricular activities.
- B. School related curricular activities.
- C. Community service or service to the State of North Dakota, can qualify for authorized leave. Community leave is authorized at the discretion of the Superintendent or designee and is typically volunteer or endorsed activities which have primary purpose to benefit and promote the whole of the community.
- D. Military leave will be applied as per School Board Policy [GBRID](#).

Section 11. Payment for Unused Sick Leave:

- A. Compensation for unused sick leave days will be granted to full-time CTP with twenty (20) years or more of continuous service, within the Mandan Public School District, upon resignation from the district.
- B. Compensation for unused sick leave days will be on the following scale:

| | |
|------------------|--|
| 20 - 24 Years | \$74 per day of unused sick leave in the 2021-2022 school year and \$75 per day of unused sick leave in the 2022-2023 school year, not to exceed the number of days in one school year. |
| 25 or more Years | \$99 per day of unused sick leave in the 2021-2022 school year and \$100 per day of unused sick leave in the 2022-2023 school year, not to exceed the number of days in one school year. |

The daily rate of unused sick leave will increase by \$1.00 per day each year as an inflation adjustment.

- C. Authorized leave of absence approved by the School Board will not count as years of service to the School District, but will not interrupt the 20 year period.
- D. Any payment for retirees shall be made by July 15 to a 403b Special Pay Plan and/or a qualifying Voluntary Employee Beneficiary Association (VEBA).
- E. As per plan document, non-retirees with 20+ years of service to the district shall have all payments in excess of \$5000 made to a 403b Special Pay Plan and amounts under \$5000 shall be paid through normal payroll process.

Section 12. Adoption Leave: In the event of an adoption of a child under the age of five (5) years old, a full-time CTP shall be entitled to six (6) weeks (30) days of adoption leave. If the CTP is employed at less than full time, the leave shall be prorated according to his/her contract. All adoption leave days are to be deducted from the employee's sick leave. In the event that accumulated sick leave is less than 30 days, any days used beyond those accumulated will be subject to a salary deduction. Additional unpaid leave may be available through the Family and Medical Leave Act.

ARTICLE IX — FRINGE BENEFITS

Section 1. Health and Hospitalization Insurance:

- A. The following coverages will be available for full-time CTP.
 - 1. Single Coverage:
 - 2. Employee and children:
 - 3. Family Coverage:
 - 4. Employee and Spouse:

Beginning with the 2015-16 school year, the board will pay 72% of insurance costs and CTP will contribute 28%.

CTP who work at least 50%, but less than 100% will receive a district contribution prorated according to the percentage of time employed by the district. Any premium balances due by employees shall be paid thru payroll deduction.

B. Optional Benefits: Health and hospitalization insurance is an optional benefit for which no monetary payment shall be made to any CTP not electing to avail themselves of said benefit.

1. Married Couples Coverage: Married couples employed by the Mandan Public School District will be eligible for further district premium contribution based on their combined FTE.

C. Insurance Committee: Opportunity for input on all decisions concerning health and hospitalization insurance shall be provided to the CTP through an insurance committee established by the board and made up of the following persons: three CTP representatives appointed by the MEA President, three classified staff representatives elected by the classified staff members through an election administered by the MEA, an administrator appointed by the Superintendent, two board members appointed by the president of the board, and the business manager, who shall also serve as the non-voting chairperson of the committee.

Section 2. Long Term Disability: The Mandan Public School District will furnish long term disability insurance. The District will pay the premium, in full, for all CTP working a minimum of 0.5 FTE.

A. Disability Insurance Payment and Sick Leave Benefits. A CTP receiving LTD benefits will be allowed to use their sick leave days at the fractional rate necessary to make a full day's pay when added to the LTD payment. If LTD compensation is paid to the CTP, he/she shall return it to the business office.

Section 3. Life Insurance: The School District shall contribute the premium for the purchase of a \$50,000 term life insurance policy for each CTP working a minimum of 0.5 FTE.

Section 4. Initiation of Benefits: All insurance coverage will be effective on the first of the following month if the first working day is between the 1st and the 15th. If the first working day is between the 16th and the end of the month, the effective date is the first of the month following one complete month of employment.

Section 5. Claims Against District or MEA: No claim shall be made against the school district or the MEA for coverage not requested in writing by the CTP and acknowledged in writing by the appropriate administrator; and no claim shall be made against the school district as a result of denial of insurance benefits by an insurance carrier.

Section 6. Vision Insurance: CTP who work at least 0.50 FTE shall have the option of obtaining a full single vision or full family vision plan with district paying 100% of premium.

Section 7. Additional Coverages: Optional - Additional coverage premiums shall be paid by the CTP through payroll deduction. No new company shall be added unless a minimum of twenty-five (25) district employees are in the group requesting and participating with the new company.

Section 8. Annuities: No new company shall be added unless a minimum of five (5) district employees are in the group requesting and participating with the new company.—The plan document as outlined in “403 (b) Processes and Procedures” (see district website) must be followed.

ARTICLE X — DURATION

Section 1. Terms and Reopening Negotiations: This agreement shall remain in full force and effect for a period commencing July 1, 2021 through June 30, 2023 and until such time as a successor agreement is negotiated. If either party desires to modify or amend this agreement, it shall give written notice of such intent to reopen by no later than April 1, 2023. Unless mutually agreed, the parties shall not commence negotiations prior to February 15, 2023.

Section 2. Effect: This agreement constitutes the full and complete agreement between the school board and the exclusive representative of the CTP of the district. The provisions herein relating to terms, conditions of employment, and specified personnel supersede any and all prior agreements, resolutions, practices, school board policies, rules or regulations concerning terms, conditions of employment and personnel policies inconsistent with these provisions. All terms and conditions of employment not covered by this agreement shall continue to be subject to the School District’s exclusive direction and control and shall not be the subject of negotiations during the term of this agreement.

Section 3. Finality: Any matters relating to this contract’s terms, unless specified in this agreement, shall not be open for negotiations during the term of this Agreement unless mutual agreement recognizes a problem that must be resolved before July 1, 2023 and then only that individual problem will be negotiated.

A. Reopener Clause: If State Foundation Aid for the school years 2021-2023 is reduced below or increased above the anticipated level; or if the school district receives any additional state money not designated for a particular purpose; or if the school district adopts a health insurance policy for 2022-2023 that differs from the health insurance policy in effect for 2021-2022; negotiations may be reopened, at the option of either party hereto, upon ten (10) days written notice to the President of the Mandan School Board or the President of the MEA, as the case may be, for salary and health insurance benefits only. This clause shall expire automatically on July 1, 2023.

B. If the School District, during the term of this agreement, proposes to change its current Board policy on Reduction-in-Force, except to conform the policy to changes in state

law, negotiations may be reopened, at the option of either party hereto upon ten (10) days written notice to the President of the Mandan School Board or the President of the MEA, as the case may be, on the topic of Reduction-in-Force only. Mention of the School District's current Reduction-in-Force policy in this section is not intended to imply that it is in any way a part of this agreement.

Section 4. Successive Agreements: Articles from this agreement that are not included on successive negotiations sessions shall automatically be renewed for the successive agreement.

Section 5. Saving Clause: Should any article, section, or clause of this contract be declared illegal in a court of competent jurisdiction, said article, section, or clause shall be automatically deleted from this contract to the extent that it violates the law; but the remaining articles, sections, or clauses shall remain in full force and effect for the duration of the agreement.

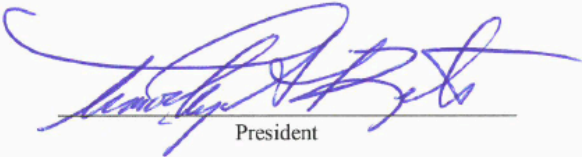
RATIFICATION

The persons whose signatures appear below are authorized representatives of the Mandan Public School Board and the MEA. The signatures indicate that the attached statements relative to conditions and employment of CTP employed by the Mandan Public School District have been ratified by the Board and the MEA and shall remain in effect as set forth in Article X, Section 1 of this Negotiated Agreement.

Dated this 17th day of May, 2021.

School Board

Mandan Education Association



President



President



Head Negotiator



Head Negotiator

Schedule A – Salary Schedule (2021-22)

| Mandan 2021-22 Salary Schedule | | | | | | | | |
|--------------------------------|--------|--------|--------|--------|--------|--------|--------|-----------|
| Step | BA-BS | BA+16 | BA+30 | BA+45 | MA-MS | MA+16 | MA+30 | MA+45/EDD |
| 0 | 48,000 | 48,498 | 48,798 | 49,246 | 49,522 | 52,535 | 53,751 | 54,019 |
| 1 | 48,500 | 48,998 | 49,298 | 49,746 | 50,194 | 53,313 | 54,611 | 54,961 |
| 2 | 49,000 | 49,498 | 49,798 | 50,246 | 50,866 | 54,091 | 55,471 | 55,903 |
| 3 | 49,500 | 49,998 | 50,298 | 50,746 | 51,558 | 54,890 | 56,353 | 56,868 |
| 4 | 49,650 | 50,148 | 50,448 | 50,896 | 51,748 | 55,032 | 56,497 | 57,064 |
| 5 | 49,800 | 50,298 | 50,598 | 51,247 | 51,938 | 55,224 | 56,741 | 57,260 |
| 6 | 49,900 | 50,398 | 50,797 | 51,717 | 52,278 | 55,466 | 56,985 | 57,551 |
| 7 | 50,100 | 50,598 | 51,230 | 52,010 | 52,628 | 55,708 | 57,229 | 58,091 |
| 8 | 50,298 | 50,797 | 51,780 | 53,207 | 54,688 | 56,328 | 57,952 | 59,017 |
| 9 | 50,797 | 51,418 | 54,139 | 54,862 | 55,638 | 57,347 | 59,075 | 60,142 |
| 10 | 51,296 | 52,197 | 55,052 | 55,793 | 56,589 | 58,367 | 60,198 | 61,266 |
| 11 | 52,032 | 54,325 | 55,964 | 56,724 | 57,539 | 59,386 | 61,320 | 62,391 |
| 12 | 52,535 | 55,203 | 56,877 | 57,656 | 58,490 | 60,407 | 62,444 | 63,550 |
| 13 | 54,615 | 56,180 | 57,890 | 58,689 | 59,541 | 61,527 | 63,634 | 64,742 |
| 14 | 55,524 | 57,158 | 58,904 | 59,721 | 60,593 | 62,648 | 64,824 | 65,935 |
| 15 | 56,432 | 58,136 | 59,917 | 60,753 | 61,643 | 63,769 | 66,015 | 67,127 |
| 16 | 57,341 | 59,114 | 60,931 | 61,786 | 62,695 | 64,890 | 67,205 | 68,319 |
| 17 | 58,249 | 60,093 | 61,945 | 62,819 | 63,747 | 66,011 | 68,395 | 69,579 |
| 18 | 59,157 | 61,205 | 63,060 | 63,986 | 64,967 | 67,300 | 69,720 | 70,906 |
| 19 | 60,066 | 62,318 | 64,175 | 65,154 | 66,187 | 68,589 | 71,045 | 72,233 |
| 20 | 61,110 | 63,431 | 65,290 | 66,322 | 67,407 | 69,879 | 72,371 | 73,560 |
| 21 | | 64,544 | 66,405 | 67,489 | 68,627 | 71,168 | 73,696 | 74,887 |
| 22 | | 65,657 | 67,519 | 68,656 | 69,847 | 72,458 | 75,021 | 76,215 |
| 23 | | 66,770 | 68,635 | 69,824 | 71,067 | 73,748 | 76,347 | 77,609 |
| 24 | | | 69,850 | 71,126 | 72,455 | 75,137 | 77,806 | 79,071 |
| 25 | | | 71,066 | 72,428 | 73,844 | 76,578 | 79,266 | 80,533 |
| 26 | | | | | 75,233 | 77,919 | 80,726 | 81,995 |

| | | | | | | | | |
|-----------------------|--|--|-------|-------|-------|-------|-------|-------|
| CI | | | 1,193 | 1,219 | 1,292 | 1,424 | 1,532 | 1,640 |
| 2021-22 Base Increase | | | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Total CI | | | 2,693 | 2,719 | 2,792 | 2,924 | 3,032 | 3,140 |

The Board Agrees to shelter the TFFR contribution paid in full by the CTP – 11.75% will be deducted from the CTP’s gross salary to fund the tax shelter. The school district’s contribution will be limited to 12.75% of the gross salary.

The Career Increment is the amount paid to CTP in eligible educational lanes who have reached the bottom of the schedule and are not otherwise eligible for a step increase.

Schedule A – Salary Schedule (2022-2023)

| Mandan 2022-23 Salary Schedule | | | | | | | | |
|--------------------------------|--------|--------|--------|--------|--------|--------|--------|-----------|
| Step | BA-BS | BA+16 | BA+30 | BA+45 | MA-MS | MA+16 | MA+30 | MA+45/EDD |
| 0 | 49,400 | 49,898 | 50,198 | 50,646 | 50,922 | 53,935 | 55,151 | 55,419 |
| 1 | 49,900 | 50,398 | 50,698 | 51,146 | 51,594 | 54,713 | 56,011 | 56,361 |
| 2 | 50,400 | 50,898 | 51,198 | 51,646 | 52,266 | 55,491 | 56,871 | 57,303 |
| 3 | 50,900 | 51,398 | 51,698 | 52,146 | 52,958 | 56,290 | 57,753 | 58,268 |
| 4 | 51,050 | 51,548 | 51,848 | 52,296 | 53,148 | 56,432 | 57,897 | 58,464 |
| 5 | 51,200 | 51,698 | 51,998 | 52,647 | 53,338 | 56,624 | 58,141 | 58,660 |
| 6 | 51,300 | 51,798 | 52,197 | 53,117 | 53,678 | 56,866 | 58,385 | 58,951 |
| 7 | 51,500 | 51,998 | 52,630 | 53,410 | 54,028 | 57,108 | 58,629 | 59,491 |
| 8 | 51,698 | 52,197 | 53,180 | 54,607 | 56,088 | 57,728 | 59,352 | 60,417 |
| 9 | 52,197 | 52,818 | 55,539 | 56,262 | 57,038 | 58,747 | 60,475 | 61,542 |
| 10 | 52,696 | 53,597 | 56,452 | 57,193 | 57,989 | 59,767 | 61,598 | 62,666 |
| 11 | 53,432 | 55,725 | 57,364 | 58,124 | 58,939 | 60,786 | 62,720 | 63,791 |
| 12 | 53,935 | 56,603 | 58,277 | 59,056 | 59,890 | 61,807 | 63,844 | 64,950 |
| 13 | 56,015 | 57,580 | 59,290 | 60,089 | 60,941 | 62,927 | 65,034 | 66,142 |
| 14 | 56,924 | 58,558 | 60,304 | 61,121 | 61,993 | 64,048 | 66,224 | 67,335 |
| 15 | 57,832 | 59,536 | 61,317 | 62,153 | 63,043 | 65,169 | 67,415 | 68,527 |
| 16 | 58,741 | 60,514 | 62,331 | 63,186 | 64,095 | 66,290 | 68,605 | 69,719 |
| 17 | 59,649 | 61,493 | 63,345 | 64,219 | 65,147 | 67,411 | 69,795 | 70,979 |
| 18 | 60,557 | 62,605 | 64,460 | 65,386 | 66,367 | 68,700 | 71,120 | 72,306 |
| 19 | 61,466 | 63,718 | 65,575 | 66,554 | 67,587 | 69,989 | 72,445 | 73,633 |
| 20 | 62,510 | 64,831 | 66,690 | 67,722 | 68,807 | 71,279 | 73,771 | 74,960 |
| 21 | | 65,944 | 67,805 | 68,889 | 70,027 | 72,568 | 75,096 | 76,287 |
| 22 | | 67,057 | 68,919 | 70,056 | 71,247 | 73,858 | 76,421 | 77,615 |
| 23 | | 68,170 | 70,035 | 71,224 | 72,467 | 75,148 | 77,747 | 79,009 |
| 24 | | | 71,250 | 72,526 | 73,855 | 76,537 | 79,206 | 80,471 |
| 25 | | | 72,466 | 73,828 | 75,244 | 77,978 | 80,666 | 81,933 |
| 26 | | | | | 76,633 | 79,319 | 82,126 | 83,395 |
| CI | | | 1,193 | 1,219 | 1,292 | 1,424 | 1,532 | 1,640 |
| 2022-23 Base Increase | | | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 |
| Total CI | | | 2,539 | 2,619 | 2,692 | 2,824 | 2,932 | 3,040 |

The Board Agrees to shelter the TFFR contribution paid in full by the CTP – 11.75% will be deducted from the CTP’s gross salary to fund the tax shelter. The school district’s contribution will be limited to 12.75% of the gross salary.

The Career Increment is the amount paid to CTP in eligible educational lanes who have reached the bottom of the schedule and are not otherwise eligible for a step increase.

MANDAN PUBLIC SCHOOL DISTRICT #1

CO-CURRICULAR SCHEDULE

CO-CURRICULAR STIPULATIONS:

1. The co-curricular salaries will be based on the current year's base salary. (Schedule A)
2. An increment increase will be allowed as follows:
 - A. Zero (0) year: Base X Co-curricular percent from schedule B X 90%
 - B. One (1) year: BASE X Co-curricular percent from schedule B X 92.5%
 - C. Two (2) years: BASE X Co-curricular percent from schedule B X 95%
 - D. Three (3) years: BASE X Co-curricular percent from schedule B X 97.5%
 - E. Four (4) or more years: BASE X Co-curricular percent from schedule B X 100%
3. Applies to all co-curricular listed.
4. Non-retroactive, but effective immediately for the current contract year(s).
5. Outside experience will be accepted, as determined by the Superintendent.
6. No carry over between activities.
7. Subject to change by mutual agreement of both parties.
8. A CTP who applies for or who comes into the district with a co-curricular position on their contract may resign his/her co-curricular assignment by giving his/her building principal and the Activities Director notice in writing. In the event that no replacement satisfactory to the building principal and the Activities Director can be found, the CTP shall continue in the co-curricular position, but in no event can the CTP be required to continue longer than two (2) contract years following the year in which notice is given unless the CTP consents to such extension. CTP who volunteer to fill an open position after having signed their initial contract with the district may resign at the end of any year by giving his/her building principal and the Activity Director notice in writing, in no event shall the CTP be required to continue in the co-curricular assignment they volunteered. Resignation from a co-curricular position will have no effect on the CTP's teaching position.

Schedule B

**2021-22 CO-CURRICULAR
PERCENTAGE/PAYMENT SCHEDULE**

| BASE | Step 0 | Step 1 | Step 2 | Step 3 | Step 4 |
|-------------|---------------|---------------|---------------|---------------|---------------|
| 48,000 | 90.00% | 92.50% | 95.00% | 97.50% | 100.00% |

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| 18% | 7,776 | 7,992 | 8,208 | 8,424 | 8,640 |
| 17% | 7,344 | 7,548 | 7,752 | 7,956 | 8,160 |
| 15% | 6,480 | 6,660 | 6,840 | 7,020 | 7,200 |
| 12% | 5,184 | 5,328 | 5,472 | 5,616 | 5,760 |
| 11% | 4,752 | 4,884 | 5,016 | 5,148 | 5,280 |
| 10.50% | 4,536 | 4,662 | 4,788 | 4,914 | 5,040 |
| 10% | 4,320 | 4,440 | 4,560 | 4,680 | 4,800 |
| 9.50% | 4,104 | 4,218 | 4,332 | 4,446 | 4,560 |
| 9% | 3,888 | 3,996 | 4,104 | 4,212 | 4,320 |
| 8% | 3,456 | 3,552 | 3,648 | 3,744 | 3,840 |
| 7.50% | 3,240 | 3,330 | 3,420 | 3,510 | 3,600 |
| 7% | 3,024 | 3,108 | 3,192 | 3,276 | 3,360 |
| 6% | 2,592 | 2,664 | 2,736 | 2,808 | 2,880 |
| 5% | 2,160 | 2,220 | 2,280 | 2,340 | 2,400 |
| 4% | 1,728 | 1,776 | 1,824 | 1,872 | 1,920 |
| 3.25% | 1,404 | 1,443 | 1,482 | 1,521 | 1,560 |
| 3% | 1,296 | 1,332 | 1,368 | 1,404 | 1,440 |
| 2.50% | 1,080 | 1,110 | 1,140 | 1,170 | 1,200 |
| 2% | 864 | 888 | 912 | 936 | 960 |
| 1.50% | 648 | 666 | 684 | 702 | 720 |
| 1% | 432 | 444 | 456 | 468 | 480 |
| 0.75% | 324 | 333 | 342 | 351 | 360 |

** Step values are determined by current year salary schedule base amount.

Using the percentages shown on the Co-Curricular Schedule, the above amounts will be paid for co-curricular assignments.

Schedule B

**2022-23 CO-CURRICULAR
PERCENTAGE/PAYMENT SCHEDULE**

| BASE | Step 0 | Step 1 | Step 2 | Step 3 | Step 4 |
|---------------|---------------|---------------|---------------|---------------|---------------|
| 49,400 | 90.00% | 92.50% | 95.00% | 97.50% | 100.00% |
| 18% | 8,003 | 8,225 | 8,447 | 8,670 | 8,892 |
| 17% | 7,558 | 7,768 | 7,978 | 8,188 | 8,398 |
| 15% | 6,669 | 6,854 | 7,040 | 7,225 | 7,410 |
| 12% | 5,335 | 5,483 | 5,632 | 5,780 | 5,928 |
| 11% | 4,891 | 5,026 | 5,162 | 5,298 | 5,434 |
| 10.50% | 4,668 | 4,798 | 4,928 | 5,057 | 5,187 |
| 10% | 4,446 | 4,570 | 4,693 | 4,817 | 4,940 |
| 9.50% | 4,224 | 4,341 | 4,458 | 4,576 | 4,693 |
| 9% | 4,001 | 4,113 | 4,224 | 4,335 | 4,446 |
| 8% | 3,557 | 3,656 | 3,754 | 3,853 | 3,952 |
| 7.50% | 3,335 | 3,427 | 3,520 | 3,612 | 3,705 |
| 7% | 3,112 | 3,199 | 3,285 | 3,372 | 3,458 |
| 6% | 2,668 | 2,742 | 2,816 | 2,890 | 2,964 |
| 5% | 2,223 | 2,285 | 2,347 | 2,408 | 2,470 |
| 4% | 1,778 | 1,828 | 1,877 | 1,927 | 1,976 |
| 3.25% | 1,445 | 1,485 | 1,525 | 1,565 | 1,606 |
| 3% | 1,334 | 1,371 | 1,408 | 1,445 | 1,482 |
| 2.50% | 1,112 | 1,142 | 1,173 | 1,204 | 1,235 |
| 2% | 889 | 914 | 939 | 963 | 988 |
| 1.50% | 667 | 685 | 704 | 722 | 741 |
| 1% | 445 | 457 | 469 | 482 | 494 |
| 0.75% | 333 | 343 | 352 | 361 | 371 |

** Step values are determined by current year salary schedule base amount.

Using the percentages shown on the Co-Curricular Schedule, the above amounts will be paid for co-curricular assignments.

MANDAN PUBLIC SCHOOLS DISTRICT #1 CO-CURRICULAR SCHEDULE

| ACTIVITY | POSITION | BASE SALARY |
|--------------------------|-------------------|-------------|
| ATHLETICS | | |
| ASS'T ATHLETIC DIRECTOR | MMS | 11 |
| BASEBALL-BOYS | HEAD | 15 |
| BASEBALL-BOYS | ASS'T | 10 |
| BASKETBALL-BOYS/GIRLS | HEAD | 17 |
| BASKETBALL-BOYS/GIRLS | ASS'T | 11 |
| BASKETBALL-BOYS/GIRLS | SOPHOMORE | 11 |
| BASKETBALL-BOYS/GIRLS | 9TH GRADE HEAD | 11 |
| BASKETBALL-BOYS/GIRLS | 9TH GRADE ASS'T | 10 |
| BASKETBALL-BOYS/GIRLS | MMS HEAD | 9.5 |
| BASKETBALL-BOYS/GIRLS | MMS ASS'T | 8 |
| CHEERLEADING/PEP CLUB | HEAD | 8/8 |
| CHEERLEADING/PEP CLUB | ASS'T-FALL WINTER | 5/5 |
| CHEERLEADING/PEP CLUB | MMS-FALL WINTER | 3/3 |
| CROSS COUNTRY-BOYS/GIRLS | HEAD | 17 |
| CROSS COUNTRY-BOYS/GIRLS | ASS'T | 11 |
| CROSS COUNTRY-BOYS/GIRLS | MMS HEAD | 9.5 |
| DANCE/DRILL | HEAD | 15 |
| DANCE/DRILL | ASS'T | 11 |
| DANCE/DRILL | MMS HEAD | 9.5 |
| DANCE/DRILL | MMS ASS'T | 8 |
| FOOTBALL | HEAD | 17 |
| FOOTBALL | ASS'T | 11 |
| FOOTBALL | SOPHOMORE | 11 |
| FOOTBALL | 9TH GRADE HEAD | 11 |
| FOOTBALL | 9TH GRADE ASS'T | 10 |
| FOOTBALL | MMS HEAD | 9.5 |
| FOOTBALL | MMS ASS'T | 8 |
| GOLF-BOYS/GIRLS | HEAD | 12 |
| GOLF-BOYS/GIRLS | ASS'T | 8 |
| GOLF-BOYS/GIRLS | MMS HEAD | 8 |
| GOLF-BOYS/GIRLS | MMS ASS'T | 7 |
| GYMNASTICS | HEAD | 15 |
| GYMNASTICS | ASS'T | 10 |
| HOCKEY-BOYS/GIRLS | HEAD | 17 |
| HOCKEY-BOYS/GIRLS | ASS'T | 11 |
| SOCCER-BOYS/GIRLS | HEAD | 15 |
| SOCCER-BOYS/GIRLS | ASS'T | 10 |
| SOCCER-BOYS/GIRLS | MMS HEAD | 9.5 |
| SOCCER-BOYS/GIRLS | MMS ASS'T | 8 |
| SOFTBALL | HEAD | 15 |
| SOFTBALL | ASS'T | 10 |
| SWIMMING-BOYS/GIRLS | HEAD | 17 |
| SWIMMING-BOYS/GIRLS | ASS'T | 11 |
| TENNIS-BOYS/GIRLS | HEAD | 11 |
| TENNIS-BOYS/GIRLS | ASS'T | 7 |
| TENNIS-BOYS/GIRLS | MMS | 5 |
| TRACK-BOYS/GIRLS | HEAD | 17 |
| TRACK-BOYS/GIRLS | ASS'T | 11 |

| ACTIVITY | POSITION | BASE SALARY |
|------------------|-----------------|-------------|
| ATHLETICS | | |
| TRACK-BOYS/GIRLS | 9TH GRADE | 11 |
| TRACK-BOYS/GIRLS | MMS HEAD | 9.5 |
| TRACK-BOYS/GIRLS | MMS ASS'T | 8 |
| VOLLEYBALL | HEAD | 17 |
| VOLLEYBALL | ASS'T | 11 |
| VOLLEYBALL | SOPHOMORE | 11 |
| VOLLEYBALL | 9TH GRADE HEAD | 11 |
| VOLLEYBALL | 9TH GRADE ASS'T | 10 |
| VOLLEYBALL | MMS HEAD | 9.5 |
| VOLLEYBALL | MMS ASS'T | 8 |
| WEIGHTLIFTING | SCHOOL YEAR | 10 |
| WEIGHTLIFTING | SUMMER | 8 |
| WRESTLING | HEAD | 17 |
| WRESTLING | ASS'T | 11 |
| WRESTLING | 9TH GRADE | 10 |
| WRESTLING | MMS HEAD | 9.5 |
| WRESTLING | MMS ASS'T | 8 |

HIGH SCHOOL ACTIVITIES

| | | |
|-------------------------|--------------|-----|
| ART CLUB | ADVISOR | 2.5 |
| CHESS CLUB | ADVISOR | 1 |
| CHIEFTAIN | ADVISOR | 18 |
| COURIER | ADVISOR | 9 |
| DEBATE | HEAD | 6 |
| DEBATE | ASS'T | 4 |
| DECA | HEAD | 3 |
| DECA | ASS'T | 2 |
| DRAMA-CONTEST PLAY | DIRECTOR | 7 |
| DRAMA-MUSICAL | DIRECTOR | 14 |
| DRAMA-MUSICAL | ASS'T | 6 |
| DRAMA-MUSICAL | ASS'T TECH | 6 |
| DRAMA-MUSICAL | PIANIST | 2 |
| DRAMA-MUSICAL | INSTRUMENTAL | 2 |
| DRAMA-MUSICAL | VOCAL | 3 |
| DRAMA-NON-MUSICAL | DIRECTOR | 10 |
| DRAMA-NON-MUSICAL | ASS'T | 4 |
| DRAMA-NON-MUSICAL | ASS'T TECH | 2 |
| FBLA | ADVISOR | 3 |
| FBLA | ASS'T | 2 |
| FCCLA | ADVISOR | 3 |
| FCCLA | ASS'T | 2 |
| FFA | HEAD | 6 |
| FFA | ASS'T | 4 |
| FINE ARTS | HEAD | 15 |
| HALF-TIME ENTERTAINMENT | HEAD | 1.5 |
| HISTORY CLUB | ADVISOR | 2.5 |

MANDAN PUBLIC SCHOOLS DISTRICT #1 CO-CURRICULAR SCHEDULE

| ACTIVITY | POSITION | BASE SALARY |
|---|-----------------|--------------------|
| HIGH SCHOOL ACTIVITIES CONTINUED | | |
| JR CLASS-W/O CONCESSIONS | HEAD | 2.5/SEM |
| JR CLASS-W/O CONCESSIONS | ASS'T | 1.5/SEM |
| LANGUAGE-FRENCH | ADVISOR | 1 |
| LANGUAGE-GERMAN | ADVISOR | 1 |
| LANGUAGE-LATIN | ADVISOR | 1 |
| LANGUAGE-SPANISH | ADVISOR | 1 |
| MEDIA EQUIPMENT | HEAD | 5 |
| MUSIC-BAND JAZZ | HEAD | 4 |
| MUSIC-BAND JAZZ | ASS'T | 4 |
| MUSIC-MARCHING BAND | HEAD | 15 |
| MUSIC-MARCHING BAND | ASS'T | 10 |
| MUSIC-PEP/SOLO/EVENTS | HEAD | 7 |
| MUSIC-PEP/SOLO/EVENTS | ASS'T | 6 |
| MUSIC-SWING CHOIR | HEAD | 3 |
| MUSIC-VOCAL MUSIC | HEAD | 7 |
| NATIONAL HONOR SOCIETY | ADVISOR | 1.5 |
| PHOTOGRAPHY CLUB | ADVISOR | 3 |
| SCIENCE CLUB | ADVISOR | 8 |
| SKILLS USA | HEAD | 3 |
| SKILLS USA | ASS'T | 2 |
| SPEECH | HEAD | 12 |
| SPEECH | ASS'T | 5 |
| SR CLASS | HEAD | 2.5 |
| SR CLASS | ASS'T | 1.5 |
| STUDENT CONGRESS | HEAD | 4 |
| STUDENT CONGRESS | ASS'T | 3 |
| STUDENT COUNCIL | HEAD | 3/SEM |
| STUDENT COUNCIL | ASS'T | 2/SEM |
| TSA | HEAD | 3 |
| TSA | ASS'T | 2 |

| ACTIVITY | POSITION | BASE SALARY |
|---------------------------------|-----------------|--------------------|
| MIDDLE SCHOOL ACTIVITIES | | |
| ANNUAL | ADVISOR | 7.5 |
| ART CLUB | ADVISOR | 2.5 |
| DRAMA | HEAD | 5 |
| MUSIC-BAND | HEAD | 7 |
| MUSIC-JAZZ BAND | HEAD | 3 |
| MUSIC-SWING CHOIR | HEAD | 3 |
| MUSIC-VOCAL | HEAD | 4 |
| NEWSPAPER | ADVISOR | 1.5 |
| SCIENCE CLUB | ADVISOR | 8 |
| SOCIAL STUDIES CLUB | ADVISOR | 2.5 |
| STUDENT COUNCIL | HEAD | 1.5 |

DISTRICT WIDE

| | | |
|------------------------|--|---|
| TECHNOLOGY FACILITATOR | | 3 |
| NCA SCHOOL CO-CHAIRS | | 2 |
| TAT COMMITTEE MEMBERS | | 2 |