

***Medina Public School District #3  
& Medina Education Association***

**MASTER  
CONTRACT  
2021-2023**

***Negotiated Agreement Completed - April 26, 2021***

Medina Public School District #3 does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities and provides equal access to the Boys Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:  
Superintendent, Medina Public School, PO Box 547, Medina, ND 58467, 701-486-3121.

**Medina Public School District #3**  
**2021-2022 Salary Schedule**

Experience	Base	8 Hours	16 Hours	24 Hours	32 Hours	44 Hours	56 Hours	68 Hours	Masters	M + 16
0	\$41,000	\$41,500	\$42,000	\$42,500	\$43,000	\$43,500	\$44,000	\$44,500	\$45,000	\$45,500
1	\$41,525	\$42,025	\$42,525	\$43,025	\$43,525	\$44,025	\$44,525	\$45,025	\$45,525	\$46,025
2	\$42,050	\$42,550	\$43,050	\$43,550	\$44,050	\$44,550	\$45,050	\$45,550	\$46,050	\$46,550
3	\$42,575	\$43,075	\$43,575	\$44,075	\$44,575	\$45,075	\$45,575	\$46,075	\$46,575	\$47,075
4	\$43,100	\$43,600	\$44,100	\$44,600	\$45,100	\$45,600	\$46,100	\$46,600	\$47,100	\$47,600
5	\$43,625	\$44,125	\$44,625	\$45,125	\$45,625	\$46,125	\$46,625	\$47,125	\$47,625	\$48,125
6		\$44,650	\$45,150	\$45,650	\$46,150	\$46,650	\$47,150	\$47,650	\$48,150	\$48,650
7		\$45,175	\$45,675	\$46,175	\$46,675	\$47,175	\$47,675	\$48,175	\$48,675	\$49,175
8		\$45,700	\$46,200	\$46,700	\$47,200	\$47,700	\$48,200	\$48,700	\$49,200	\$49,700
9		\$46,225	\$46,725	\$47,225	\$47,725	\$48,225	\$48,725	\$49,225	\$49,725	\$50,225
10			\$47,250	\$47,750	\$48,250	\$48,750	\$49,250	\$49,750	\$50,250	\$50,750
11			\$47,775	\$48,275	\$48,775	\$49,275	\$49,775	\$50,275	\$50,775	\$51,275
12				\$48,800	\$49,300	\$49,800	\$50,300	\$50,800	\$51,300	\$51,800
13				\$49,325	\$49,825	\$50,325	\$50,825	\$51,325	\$51,825	\$52,325
14				\$49,850	\$50,350	\$50,850	\$51,350	\$51,850	\$52,350	\$52,850
15				\$50,375	\$50,875	\$51,375	\$51,875	\$52,375	\$52,875	\$53,375
16					\$51,400	\$51,900	\$52,400	\$52,900	\$53,400	\$53,900
17					\$51,925	\$52,425	\$52,925	\$53,425	\$53,925	\$54,425
18					\$52,450	\$52,950	\$53,450	\$53,950	\$54,450	\$54,950
19					\$52,975	\$53,475	\$53,975	\$54,475	\$54,975	\$55,475
20					\$53,500	\$54,000	\$54,500	\$55,000	\$55,500	\$56,000
21					\$54,025	\$54,525	\$55,025	\$55,525	\$56,025	\$56,525
22					\$54,550	\$55,050	\$55,550	\$56,050	\$56,550	\$57,050
23						\$55,575	\$56,075	\$56,575	\$57,075	\$57,575
24						\$56,100	\$56,600	\$57,100	\$57,600	\$58,100
25						\$56,625	\$57,125	\$57,625	\$58,125	\$58,625
26							\$57,650	\$58,150	\$58,650	\$59,150
27							\$58,175	\$58,675	\$59,175	\$59,675
28							\$58,700	\$59,200	\$59,700	\$60,200
29							\$59,225	\$59,725	\$60,225	\$60,725
30							\$59,750	\$60,250	\$60,750	\$61,250
31							\$60,275	\$60,775	\$61,275	\$61,775
32							\$60,800	\$61,300	\$61,800	\$62,300

*This is the 1st year salary schedule of the two year contract.*

*Increments of \$525 for each year of experience step and \$500 for each education lane.*

*Each education lane is based on the teacher earning semester hours of graduate work beyond the B.S. degree in their major or minor field.*

**Medina Public School District #3**  
**2022-2023 Salary Schedule**

Experience	Base	8 Hours	16 Hours	24 Hours	32 Hours	44 Hours	56 Hours	68 Hours	Masters	M + 16
0	\$42,000	\$42,500	\$43,000	\$43,500	\$44,000	\$44,500	\$45,000	\$45,500	\$46,000	\$46,500
1	\$42,525	\$43,025	\$43,525	\$44,025	\$44,525	\$45,025	\$45,525	\$46,025	\$46,525	\$47,025
2	\$43,050	\$43,550	\$44,050	\$44,550	\$45,050	\$45,550	\$46,050	\$46,550	\$47,050	\$47,550
3	\$43,575	\$44,075	\$44,575	\$45,075	\$45,575	\$46,075	\$46,575	\$47,075	\$47,575	\$48,075
4	\$44,100	\$44,600	\$45,100	\$45,600	\$46,100	\$46,600	\$47,100	\$47,600	\$48,100	\$48,600
5	\$44,625	\$45,125	\$45,625	\$46,125	\$46,625	\$47,125	\$47,625	\$48,125	\$48,625	\$49,125
6		\$45,650	\$46,150	\$46,650	\$47,150	\$47,650	\$48,150	\$48,650	\$49,150	\$49,650
7		\$46,175	\$46,675	\$47,175	\$47,675	\$48,175	\$48,675	\$49,175	\$49,675	\$50,175
8		\$46,700	\$47,200	\$47,700	\$48,200	\$48,700	\$49,200	\$49,700	\$50,200	\$50,700
9		\$47,225	\$47,725	\$48,225	\$48,725	\$49,225	\$49,725	\$50,225	\$50,725	\$51,225
10			\$48,250	\$48,750	\$49,250	\$49,750	\$50,250	\$50,750	\$51,250	\$51,750
11			\$48,775	\$49,275	\$49,775	\$50,275	\$50,775	\$51,275	\$51,775	\$52,275
12				\$49,800	\$50,300	\$50,800	\$51,300	\$51,800	\$52,300	\$52,800
13				\$50,325	\$50,825	\$51,325	\$51,825	\$52,325	\$52,825	\$53,325
14				\$50,850	\$51,350	\$51,850	\$52,350	\$52,850	\$53,350	\$53,850
15				\$51,375	\$51,875	\$52,375	\$52,875	\$53,375	\$53,875	\$54,375
16					\$52,400	\$52,900	\$53,400	\$53,900	\$54,400	\$54,900
17					\$52,925	\$53,425	\$53,925	\$54,425	\$54,925	\$55,425
18					\$53,450	\$53,950	\$54,450	\$54,950	\$55,450	\$55,950
19					\$53,975	\$54,475	\$54,975	\$55,475	\$55,975	\$56,475
20					\$54,500	\$55,000	\$55,500	\$56,000	\$56,500	\$57,000
21					\$55,025	\$55,525	\$56,025	\$56,525	\$57,025	\$57,525
22					\$55,550	\$56,050	\$56,550	\$57,050	\$57,550	\$58,050
23						\$56,575	\$57,075	\$57,575	\$58,075	\$58,575
24						\$57,100	\$57,600	\$58,100	\$58,600	\$59,100
25						\$57,625	\$58,125	\$58,625	\$59,125	\$59,625
26							\$58,650	\$59,150	\$59,650	\$60,150
27							\$59,175	\$59,675	\$60,175	\$60,675
28							\$59,700	\$60,200	\$60,700	\$61,200
29							\$60,225	\$60,725	\$61,225	\$61,725
30							\$60,750	\$61,250	\$61,750	\$62,250
31							\$61,275	\$61,775	\$62,275	\$62,775
32							\$61,800	\$62,300	\$62,800	\$63,300

*This is the 2nd year salary schedule of a two year contract.*

*Increments of \$525 for each year of experience step and \$500 for each education lane.*

*Each education lane is based on the teacher earning semester hours of graduate work beyond the B.S. degree in their major or minor field.*

***This is two year contract for the school years 2021-2022 and 2022-2023.***

**Salary Schedule:** *Increments of \$525 for each experience step and \$500 for each education lane (8 hours or 12 hours). Each education lane is based on the teacher earning 8 or 12 semester hours of graduate work beyond the B.S. degree in their major or minor field. See salary schedule. The board reserves the right to hire above the salary schedule in the event that teachers cannot be obtained in certain areas.*

**Career Increment:** *This will be equal to the salary schedule experience increment paid every year after teacher has reached the bottom of the salary schedule. In order to make a lane change, the teacher shall show proof of earning such credit to the Superintendent by September 15th of the new school year.*

**Teaching Experience:** *A teacher may bring five years of teaching experience into Medina School system from another system.*

**Teachers' Fund For Retirement:** *The school district will pay 2.5% of the required employee retirement contribution under Teachers' Fund for Retirement Model 2 Partial.*

**Health Insurance:** *The district will provide a full single health insurance policy for each teacher. The district contribution will be deposited into the Section 125 Account of each teacher. Teachers shall be involved in the selection of the health insurance policy if changes are made from the current BCBS of ND coverage.*

**Section 125 – Flex Plan:** *In addition to the district contribution, participants are able to make direct contributions through salary redirection. Participants may choose from the following four (4) options: 1) premium conversion; 2) medical spending; 3) dependent care; or 4) cash. If a participant does not elect any salary redirection, such participant shall be deemed to have chosen the cash benefit as his sole benefit option. When the cash option is chosen, 7.65% will be deducted from the cash value to cover FICA taxes for any employee taking the cash option. Any employee who chooses the cash option prior to the 2021-2022 school year will be exempt from having the FICA tax withheld.*

**Sick Leave:** *Twelve days of sick leave per year, accumulated to 72 days. This will include doctor, dentist, and ophthalmologist, when they are for required check ups. The teacher will make an effort to schedule their appointments at a time of day so that only part of the teaching day is lost. The Superintendent may require a doctor's excuse when a teacher misses work from school excessively (excessively is defined as three days in a row or a questionable pattern).*

*Twelve days of the twelve annual sick days granted may be used when the teacher's child, spouse, or parent becomes ill. Additional days beyond these twelve days will require the teacher to use their remaining personal days. Sick days may be granted for other family members but the teacher will need approval by the Superintendent.*

**Sick Leave Reimbursement:** *The district will reimburse the teacher \$25 per day up to a maximum of 12 days at the end of the school year. Teacher must be at the maximum carry over of 60 days and will only be reimbursed for days over 60. Sick days are accumulative to 72 days. When the teacher retires from the district, he/she will be reimbursed their accrued sick leave at \$25/day.*

**Sick Leave Donation:** *The teachers reserve the right to donate sick leave days to any staff member who needs additional days.*

**Maternity Leave:** *Six weeks of sick leave will be allowed to be used for maternity leave. More time will be allowed under doctor's orders. In the event that the accumulated sick leave is less than 30 days, any days used beyond those accumulated will be unpaid. Only one leave option may be taken per child. Additional leave time may be taken without pay at the discretion of the Administration.*



**Adoption Leave:** Two weeks of sick leave may be used following the adoption of a child. In the event that the accumulated sick leave is less than 10 days, any days used beyond those accumulated will be unpaid. Only one leave option may be taken per child. Additional leave time may be taken without pay at the discretion of the Administration.

**Paternity Leave:** One week of sick leave may be used for paternity leave. In the event that the accumulated sick leave is less than 5 days, any days used beyond those accumulated will be unpaid. Only one leave option may be taken per child. Additional leave time may be taken without pay at the discretion of the Administration.

**Professional Leave:** Professional leave may be granted with the consent of the Superintendent. Approval will be based on the benefit to the School District.

**Bereavement Leave:** Eight days of funeral leave will be granted.

**Personal Leave:** Five days of paid personal leave per year will be granted to each faculty member. No teacher shall be granted more than five days of personal paid leave a year. No personal leave will be allowed during the first two weeks or last two weeks of school without the approval of the superintendent.

**Personal Leave Reimbursement:** Faculty members will be reimbursed \$60.00 per day for unused personal days (maximum 5 days per year).

**Emergency Leave:** If a teacher has to take "emergency leave" after all available leave days are exhausted, only substitute pay will be deducted from the teacher's paycheck. This "emergency leave" must be approved by the administration.

**Unpaid Leave:** Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the board. Unpaid leave for teachers must be authorized by the superintendent. Any unused Personal Leave days must be applied to such absences rather than including them as Unpaid Leave.

The superintendent shall have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent shall consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination. Whenever possible, teachers shall make a written request for unpaid leave thirty (30) days prior to the beginning date of the requested leave.

### **Leave of Absence**

A leave of absence without pay may be granted to certified/licensed staff with the assurance of a position with the District the following year under the following conditions:

- A. A written request must be submitted to the Superintendent or designee by March 15 of the school year preceding the requested leave of absence. In the event of extenuating circumstances, the Superintendent may waive the deadline date.
- B. Experience will not accrue during the time of such leave but said teacher will retain all previous years of experience credited under the provisions of this agreement.
- C. All teachers on a leave of absence will be subject to the school's R.I.F. plan under the same conditions as any other teacher in the district.
- D. Teachers with less than 4 years of teaching experience in the Medina Public School District will not be granted a leave of absence. Special circumstances would be reviewed by the board and administration.

E. *Anyone granted a leave of absence must provide written notice either delivered in person or by certified mail to the school district of his/her intention to return or he/she is considered to have tendered his/her resignation. This notice must be received by the superintendent or designee prior to March 15 of the year of leave.*

**Staff Development:** *Each teacher shall earn the appropriate number of semester hours to maintain their N.D. Educator’s Professional License each renewal period, as determined by ESPB. Teachers are encouraged to attend conferences, orientations, and visitations deemed helpful to the school district.*

**Noon Duty:** *If Elementary teachers are required to do noon duty, they will receive 60 compensated lunches. If High School teachers are required to do noon duty and/or detention, they will receive 60 compensated lunches.*

**Contract Release:** *The board reserves the right to accept or reject any contract release request. In the event of an extenuating circumstance, the teacher may be released from their contract upon board approval. If the board grants a contract release due to extenuating circumstances, the contract release fee will be waived.*

<b>Number of Days Before School</b>	30	40	50	60	70	80	90	100 or more
<b>Amount Assessed</b>	\$1,000	\$900	\$800	\$700	\$600	\$500	\$400	\$300

**CPR/First Aid:** *Teachers without adequate knowledge of first aid are encouraged to attend a first aid course. The class will be offered with equal amount of time during and after school hours. Teachers in the Medina Public School will be trained in CPR and must keep their card current. The district will provide the instruction and recertification and will allow one semester hour of graduate credit work for the initial training. Renewal of CPR cards will not be allowed for advancement on the education lane. Teachers will receive training for a refresher course and new teachers must become certified if not already certified.*

**Chaperoning:** *Teachers will chaperone activity buses for the activities they are in charge of (including non-bus activities). Teachers will be encouraged to assist in supervision of student clubs, social activities, and presentations.*

**Extra Classes:** *When arranged through the office, certified staff will be paid \$10.00 per class period when substituting during their prep hour. In the event a teacher is asked to take extra classes an excessive number of times, it will be immediately brought to the attention of the Superintendent.*

**Personal Car:** *Each teacher will be compensated at the rate set by state regulations when using their car for school related purposes approved by the Superintendent.*

**Negotiations:** *The Medina Education Association must submit to the Medina School Board recognition for negotiations by April 1st. All proposals will be exchanged in writing by the second negotiations meeting. The timetable for negotiations can be changed if agreed upon by both parties.*

**Pay Day:** *Teachers will be paid on the last working day of the month and the fifteenth of the month. (If the 15<sup>th</sup> falls on Saturday, pay day will be Friday. If the 15<sup>th</sup> falls on Sunday, pay day will be Monday).*

**Teacher Input:** *Teachers will have input in the final interview and selection process of administrators with Board having final approval.*

**Technology Coordinator:** A qualified technology coordinator will be paid \$3,000 to maintain or troubleshoot the school's computers and iPads with additional time in the summer contracted for \$25 per hour.

**In-service/PD:** Three days of in-service/PD per year will be attended by all teachers.

**Committees:** Any teacher serving on the School Improvement Committee will receive \$50 per meeting. The Building Principal will be responsible for keeping track of meetings and turning the information in to the Business Manager on a quarterly basis.

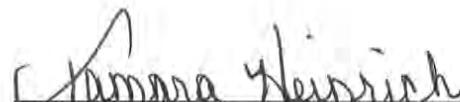
**504 Coordinator:** Any teacher serving as 504 coordinator will receive \$500 per school year.

**Contract Days:** There are 182 teacher contract days. If any teacher is required to work beyond the normal contract year, he/she will be compensated at that teacher's daily rate of pay.

The negotiated agreement shall be effective July 1, 2021 and shall automatically be renewed and will continue in force for additional periods of one year unless either party gives notice to the other party. Either the board of a school district or the representative organization may modify or terminate the contract on its annual anniversary date by giving notice of its desire to modify or terminate the contract to the other party not less than 60 days before the annual anniversary date (as per NDCC 15.1-16-13). All salaries, benefits, and working conditions agreed upon in the successor agreement will be retroactive to the anniversary date of the agreement.

This agreement is signed this 29th day of April, 2021.

  
Rory Hoffmann, Chairman  
Medina School Board

  
Tamara Heinrich, MEA President

**Extra Curricular / Activity Salary Schedule follows on the next page.**

	0 Years Exp. Rate	0 Years Salary	1 Years Exp. Rate	1 Years Salary	2 Years Exp. Rate	2 Years Salary	3 Years Exp. Rate	3 Years Salary	4 Years Exp. Rate	4 Years Salary	5 Years Exp. Rate	5 Years Salary	6 Years exp. Rating	6 years salary	7 years exp. Rating	7 years salary	8 years exp. Rating	8 years salary	
<b>\$3,000.00</b> Base Salary																			
Music	52%	\$1,560	54%	\$1,620	56%	\$1,680	58%	\$1,740	60%	\$1,800	62%	\$1,860	64%	\$1,920	66%	\$1,980	68%	\$2,040	
Annual/Yearbook	16%	\$480	17%	\$510	18%	\$540	19%	\$570	20%	\$600	21%	\$630	22%	\$660	23%	\$690	24%	\$720	
Jr. Class Advisor/Concessions	46%	\$1,380	48%	\$1,440	50%	\$1,500	52%	\$1,560	54%	\$1,620	56%	\$1,680	58%	\$1,740	60%	\$1,800	62%	\$1,860	
Science Olympiad Advisor	16%	\$480	17%	\$510	18%	\$540	19%	\$570	20%	\$600	21%	\$630	22%	\$660	23%	\$690	24%	\$720	
Sr/Jr Class Play	16%	\$480	17%	\$510	18%	\$540	19%	\$570	20%	\$600	21%	\$630	22%	\$660	23%	\$690	24%	\$720	
Student Council Advisor	21%	\$630	22%	\$660	23%	\$690	24%	\$720	25%	\$750	26%	\$780	27%	\$810	28%	\$840	29%	\$870	
Acalympics Advisor	9%	\$270	9.5%	\$285	10%	\$300	10.5%	\$315	11%	\$330	11.5%	\$345	12%	\$360	12.5%	\$375	13.0%	\$390	
Elementary Dance Coach	16%	\$480	17%	\$510	18%	\$540	19%	\$570	20%	\$600	21%	\$630	22%	\$660	23%	\$690	24%	\$720	
Elementary Cross Country Coach	16%	\$480	17%	\$510	18%	\$540	19%	\$570	20%	\$600	21%	\$630	22%	\$660	23%	\$690	24%	\$720	
Athletic Director	167%	\$5,000																	
Archery Coach (2 Co-Coach positions)	21%	\$630	22%	\$660	23%	\$690	24%	\$720	25%	\$750	26%	\$780	28%	\$840	30%	\$900	32%	\$960	

The Board reserves the right to negotiate positions not under contract. Coop sports salaries must be approved by both schools involved.

Any coach/advisor driving bus for activities for which they are responsible will be paid minimum wage for hours actually driving.

\*2009-2011 — eliminated the 5 year experience cap.

\*2017-2019 - — eliminated all sports covered by co-op agreement (VB, GBB, BBB, Track, CC, Baseball). In the event that we withdraw/opt out of our current co-op, we will adopt the current co-op extra curricular salary schedule and place it in the Medina Public School extra curricular salary schedule.

\*2021-2023 -- added Elementary Dance Coach and Elementary Cross Country Coach positions beginning at 16%.