MASTER CONTRACT
2021-2022 and 2022-2023

This Contract is made and entered into by and between the School Board of the Parshall Public School District #3 (hereinafter referred to as the “Board”) and the Parshall Education Association (hereinafter referred to as the “Association”).

If any provision of application of this Contract is for any reason held to be illegal, such decision shall not affect the validity of the remaining provisions and applications of this Contract.

The Parshall Education Association and the Parshall School Board approve the attached salary schedule and proposals as listed below. This contract will be in effect from July 1, 2021 through June 30, 2023. In the event a successor contract is not reached before the anniversary date of this Contract, all provisions of this Contract shall remain in full force and effect until a successor Contract is reached.

1) Outside Experience:

Up to fifteen years of experience outside the Parshall School District may be allowed on the salary schedule for a new hire. Years of experience allowed will be determined by the administration. The contract will not be changed in the middle of the year.

2) Leave Policy:
   A. Sick Leave - refers to person employed only.
      a. Ten (10) days per year which will be added to previously accumulated sick leave up to 120 days.
      b. A physician’s certificate, at the employee’s expense, may be required before sick leave is paid, when there is reason to question whether sick leave is applicable.
      c. The Board of Education, at school district expense, may request a physical examination, if excessive absence occurs.
      d. Seven (7) of the ten (10) days per year will be allowed to attend a sick family member, this member is to be immediate family only. "Immediate family" shall include only the following: spouse; biological, adoptive, step, or foster child; and biological, adoptive, step, or foster parent.
         i. In the case of a serious illness or accident of an immediate family member, any remaining unused sick leave from the current calendar year may be used to tend to the sick family member. Personal leave days must be exhausted prior to using sick leave days. This leave is subject to the approval of building principal or superintendent, and the administrator may request a verification from the family member’s physician prior to the approval of the use of sick leave.
      e. Sick leave may be used for doctor’s appointments for the employee. If the employee’s reason for taking sick leave is to attend a doctor’s appointment, the employee must produce a medical appointment slip before the sick leave is paid.
f. Three (3) days of sick leave may be used for family emergencies or family/friend of family funerals that do not qualify under the "immediate family' definition of this Leave Policy.

B. Emergency and Personal Leave
   a. Two (2) days per year of personal and/or emergency leave may be allowed each year accumulating to six (6) days.
   b. One personal leave day may be approved during the first or last week of the school year, in the sole discretion of the Superintendent.
   c. One personal leave day may be approved before or after a holiday, in the sole discretion of the Superintendent.
   d. One-week notice must be given for non-emergency leave. Leave will be granted subject to availability of a qualified substitute teacher.
   e. No personal leave will be granted Parent Teacher Conferences and semester tests, unless emergency in the sole discretion of the Superintendent.

C. Funeral Leave
   a. In the event of the death and burial of a member of immediate family, regularly employed teachers will be allowed 3 to 5 school days under the discretion of the superintendent without deduction of pay to attend the funeral and make final arrangements. Family, as relative to this section, refers to a teacher's or teacher's spouse's grandparents, father, mother, sister, brother, children or grandchildren.
   b. In the event of death within teacher's own family (parents, spouse, children), each regularly employed teacher may be allowed a maximum of 5 to 10 school days under the discretion of the superintendent without deduction to make final arrangements.
   c. Funeral leave to in-town funerals will be granted, without loss of personal pay, if another staff member will cover the classes missed at no expense to the district.

3) Unpaid Leave:
   A. Unpaid leave is only intended for circumstances which are outside the teacher's control (i.e. extended emergency medical care, long term illnesses, etc.), as determined at the sole discretion of the Superintendent. No unpaid leave may be used in conjunction with a personal leave day taken before or after a school vacation day, including comp days for parent-teacher conferences, or during the first or last week of school.

   B. Teachers who are granted leave in excess of the accumulated number of days allowed [under Section 2 Leave Policy] shall be on unpaid leave, exclusive of extra-curricular pay.

   C. With the Superintendent's prior approval, teachers may be granted unpaid leave, exclusive of extra-curricular pay on the following conditions:
a. All leave allowed (under Section 2 Leave Policy) must be first exhausted;
b. A qualified substitute teacher must be available; and

4) **Personal Leave Reimbursement:**

Teachers not using personal leave (2 B) above will be allowed $120.00 for each day not used. Notification has to be given to business manager by May 15th to be allowed reimbursement. Automatic payment will occur if over 6 days have been accumulated.

5) **Teacher Substitutes - Pay:**

Teachers in the elementary and secondary field will be paid $15.00 per 50-minute class period for substitute teaching. Payments will be pro-rated per 50-minute class period. However, teachers who have more than one prep period per day are required to substitute one period per day without additional compensation. Payment will be made at the end of each pay period.

6) **Career and Technology Conference Pay:**

The District will pay room, travel and actual expenses for meals (at State rate) for Career and Technology Education advisors whose student(s) qualify for regional, state or national conventions, and for Career and Technology Education staff members subject to this Contract who attend the fall (August) professional development conference.

7) **Education Lanes - Advancement - Pay:**

College credits (graduate hours) must be in a teacher’s field of teaching, education, or educational leadership (i.e., administration) if the credits are to be used for advancements on the salary schedule. Notification must be given to the administration by May 31st. Anticipated credits other than major or minor field must be approved by the Superintendent and Board before becoming eligible for an increase in salary.

8) **Tuition Reimbursement Benefit:**

The School District shall reimburse teachers for advancing their education degree as follows:

If a teacher is accepted into a master’s program approved by the Superintendent, the teacher shall be reimbursed for courses taken up to a maximum of $3,500 per teacher’s lifetime upon receipt of the approved master’s degree.

Before receiving the reimbursement for advancing their education degree, the teacher must agree in writing to continue employment with the Parshall Public School District for a period of at least three school years after receiving the approved degree or would be required to pay back the funds received.

9) **Lunch Break:**

All teachers will have a 25-minute duty free lunch break each day.
10) **Health Insurance - Flexible Scheduling (Cafeteria) Plan:**

The School District will pay:

A. The actual cost of a single policy premium for Parshall School's Group Plan for the 2021-2022 and 2022-2023 school years, together with a payment not to exceed $200 deductible per policy, if used; OR

B. A contribution, equivalent to the actual cost of a single policy premium, to the cafeteria plan for the 2021-2022 and 2022-2023 school years, for those teachers electing not to participate in the School's group health insurance plan. Teachers electing not to participate in the School's group health insurance plan must submit a satisfactory Waiver of Health Coverage form before receiving any funds under this flexible spending plan. This flexible spending plan may include:

   a. An option to use a Flex card, the cost of which will be paid by each teacher recipient of the card; and
   b. Taxable cash option may be applied to be used at the member's discretion. If used as an investment through cafeteria plan, it is not to exceed two different companies. Payment will be made once taxes have been paid to investments in a one-time payment.

   These provisions must fully comply with the requirements of Section 403(b) of the Internal Revenue Code.

Any proposal which places the "grandfather" provisions of the Affordable Care Act, while in effect, in jeopardy will be deemed null and void and will be deleted from this Master Contract.

11) **Income Protection Insurance:**

A maximum of $120 per teacher will be paid to an income protection insurance carrier for his/her coverage under the Parshall School's Income Protection Plan.

12) **Workshop Reimbursement:**

Teachers attending workshops during the regular school year shall be reimbursed for mileage and lodging at the school approved rate. Only those teachers who have received prior approval from the superintendent shall be reimbursed. Head coaches will be allowed to attend one coach's clinic of their choice. If school transportation is not available, they will be reimbursed for transportation and lodging. Location of clinic will be approved by the administration.

13) **Pay for Unused Sick Leave:**

Unused accumulated sick leave over 110 days shall be paid yearly in the amount of $40 per day. Teachers leaving the Parshall School District voluntarily will be reimbursed for unused sick leave as follows: 0-11 years of service to the district - no reimbursement; 12-24 years - $20 per day; 25 years or more - $40 per day. Payment will occur at the end of the school year and be paid in a separate check.
14) **Driver’s Education Pay:**

Driver’s Education behind-the-wheel salary will be $25.00 per hour.

15) **Payment Schedule:**

Teachers will receive their annual salary, with deductions accordingly, in 24 payments with their first payment on Sept 5th, payable on the 5th and 20th days of each month, or the last day preceding the 5th day or the 20th day if either of those days is not a working day. Payments will be made using direct deposit. Teacher will receive their last paycheck on August 20th, or upon the completion of a year-end checklist, whichever comes later.

Salary for extracurricular activities will be paid on the next payday following completion of the extracurricular activity, by separate check.

All sports officials who also teach in the Parshall School District (grade school through varsity) will be paid on the next school day after the event officiated, not in the next payroll.

16) **Coaching Salary - Additional Pay:**

If one person is hired for a head and IV coaching position in the sports of basketball, football, or volleyball, they shall receive 1.5 times their head coaching salary, based on years of experience. If one person is hired for track, they shall receive 1.25 times their head coaching salary, based on years of experience.

17) **Annual Review of Contract:**

The Master Contract will be reviewed annually by the negotiations team, beginning with the 2023-2024 school year, according to state law.

Signed __________________________ Dated 4/14/2021

PEA Representative

Signed __________________________ Dated 4/14/21

Board Representative
"The Hiring Line" Schedule:

<table>
<thead>
<tr>
<th></th>
<th>BS</th>
<th>BS+8</th>
<th>BS+16</th>
<th>BS+24</th>
<th>BS+32</th>
<th>BS+40</th>
<th>BS+48</th>
<th>MS</th>
<th>MS+8</th>
<th>MS+16</th>
<th>MS+24</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022-2023</td>
<td>44,500</td>
<td>45,000</td>
<td>45,500</td>
<td>46,000</td>
<td>46,500</td>
<td>46,750</td>
<td>47,000</td>
<td>48,000</td>
<td>48,500</td>
<td>49,000</td>
<td>49,500</td>
<td>50,500</td>
</tr>
</tbody>
</table>

Years outside teaching experience granted: Up to 15
Addition to annual salary per year of experience: $500

"The Returning Teacher" Schedule:

Guaranteed annual salary increase for BS: $550
Guaranteed annual salary increase for MS: $750
Guaranteed annual salary increase for PhD: $1,000

Salary increase schedule for educational advancement (continuing education):

<table>
<thead>
<tr>
<th></th>
<th>BS+8</th>
<th>BS+16</th>
<th>BS+24</th>
<th>BS+32</th>
<th>BS+40</th>
<th>BS+48</th>
<th>MS</th>
<th>MS+8</th>
<th>MS+16</th>
<th>MS+24</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$250</td>
<td>$250</td>
<td>$1000</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$1000</td>
</tr>
</tbody>
</table>

A. An additional increase of $500 will be added to each full-time teacher’s annual salary as a loyalty incentive during the 6th, 11th, 16th and 21st year of employment with the Parshall School District.

B. An additional annual increase of $1,000 will be added to each full-time teacher’s annual salary beginning with the 24th year of employment with the Parshall School District.

C. Additional across-the-board salary increases may be negotiated on a year-to-year basis. The 2021-2022 across-the-board increase is $750. The 2022-2023 across the board increase is $950.

D. No new teacher will be paid more than a returning teacher similarly situated and no returning teacher will be paid less than the hiring line BS salary. "Similarly situated" means the same education lane and the same or more years of experience.

E. Part-time contracted teachers will receive a proportional increase (5/7 contracted teacher will receive 5/7 of negotiated increases).

F. The extra-curricular schedule will use a $43,550 base for 2021-2022 and $44,500 base for 2022-2023.