

Selfridge Public School District #8

Selfridge Public Schools
Selfridge, North Dakota

PROFESSIONAL NEGOTIATIONS AGREEMENT (2021-2022) AND (2022-2023)

The SCHOOL BOARD OF SELFRIDGE PUBLIC SCHOOL DISTRICT #8 and the SELFRIDGE EDUCATION ASSOCIATION do recognize that the development and operation of educational programs of the highest quality, for the benefit of THE STUDENTS and the community of SELFRIDGE, is a common responsibility that requires, for its effective discharge, consultation among the SCHOOL BOARD; the SUPERINTENDENT OF SCHOOLS; ADMINISTRATIVE STAFF; and the PROPERLY CERTIFIED members of the TEACHING STAFF speaking through their elected Members, and their Representatives.

Since these GROUPS are to have the SAME ultimate GOAL of providing the BEST POSSIBLE educational opportunity for ALL STUDENTS enrolled in the schools, consistent with available resources, relationships must be established and maintained which are based on the COMMON INTEREST and the concept of education as a public trust and professional calling.

THE SCHOOL BOARD; the SUPERINTENDENT OF SCHOOLS; the ADMINISTRATIVE STAFF; and the MEMBERS of the TEACHING STAFF can best attain their common responsibilities if each utilizes the ability, experience, and judgment of the others in formation of policies and making decisions that involve matters of concern and which affect the QUALITY OF SELFRIDGE'S EDUCATIONAL PROGRAM.

I. GENERAL AGREEMENTS

1. Minutes:

The Negotiating parties will mutually agree on a representative to be the official recorder. The recorder may tape the sessions and his/her job will be to condense the major points into written minutes. These official written minutes will be presented to the Association and Board representatives prior to the next Negotiating Meeting. The tapes will be retained for possible reference until the new Agreement is signed.

Each Negotiating party may also have their own representative present to take minutes on their behalf.

2. Agreements:

When the participants reach agreement, it will be reduced to writing, signed by the representative of the School Board and the SEA and submitted to the School Board and the SEA. Upon approval and acceptance, it shall become effective and made an Official part of the Minutes of the School Board and Minutes of the SEA.

3. \$150 per certified staff member in grades K-12 will be budgeted per school term to be used at the staff's discretion for incidental classroom materials. No bills will exceed \$150. Separate receipts for classroom supplies will be turned in within 10 working days. If you use your entire \$150 budget, you may not borrow from another person's budget.
4. The Superintendent will consult with two SEA representatives to gather input and recommendations to the calendar for the following year. The two representatives will be appointed by the association.
5. Each certified staff member will be reimbursed for expenses incurred for workshops, seminars, conferences, or credit hours taken in their assigned field during the contract period, not to exceed \$400. Such credits shall be appropriate to the teachers' professions and the needs of the district, as determined by the Superintendent.

II. CONFORMITY TO LAW SAVING CLAUSE

Section A.

If any provisions of the Agreement is or shall at any time be contrary to law, then such provision SHALL NOT be applicable, or performed, or enforced, except to the extent permitted by LAW and any subsequent action shall be subject to immediate appropriate consultation and negotiation with the School Board and the local education association.

Section B.

In the event that any provision of the Agreement is, or shall at any time be contrary to Law, all other provisions of the Agreement shall continue in effect.

III. SPECIFIED CONTRACT

1. Each teacher's contract will contain the classroom subject(s), teaching assignment(s), and special duty assignment(s) in detail. The teacher shall be consulted when change(s) of assignment(s) is/are being considered. Contract changes will be made by mutual consent. This Article applies to all those teachers who have been employed for one academic year or more in the SELFRIDGE PUBLIC SCHOOL DISTRICT # 8.

IV. TEACHER LEAVE

1. Each FTE (Full Time Equivalent) certified teacher at SELFRIDGE PUBLIC SCHOOL DISTRICT #8 shall earn a maximum of ten (10) sick days and four (4) personal days per school year. Sick days can be accumulated to ninety (90) days. Personal days can be accumulated to seven (7) days. The number of sick days and personal days shall be prorated according to full or part-time status. Upon resignation from the district, compensation up to 90 accumulated unused sick days will be given to full-time certified teaching personnel in the amount of one-half (1/2) of the current substitute teacher pay per day.

Each certified teacher at SELFRIDGE PUBLIC SCHOOL DISTRICT #8 shall receive 4 days leave with pay under bereavement policy.

2. A staff member may offer to donate their sick days to a fellow staff member in cases of emergency. The school board determines the final decision.

3. Documentation due to illness for three (3) or more days may be requested by the administration.

V. RELEASE FROM CONTRACT-STIPULATED DAMAGES

Because it is impracticable or extremely difficult to fix the actual cost to be incurred at the time of the Contract Release Request, the parties, hereto, agree that the AMOUNT presumed to be the cost of the Teacher Replacement shall be fixed as follows:

<u>Time of Release Request</u>	<u>Cost of Replacement</u>
From July 15 – July 31	\$750.00
During the month of August 1-31	\$950.00
September 1 – end of contract year	\$1,150.00

The LETTER FROM THE TEACHER, in which the RELEASE is requested, must be accompanied by a Cashiers' Check, Bank Draft, or Certified Check in the proper amount.

Nothing stated herein shall be construed as meaning that the SCHOOL BOARD must release the teacher upon payment of the determined costs. If the SCHOOL BOARD decides not to release the teacher, the cost of the replacement fee paid by the teacher will be returned to the teacher.

The FEE may be WAIVED by the SCHOOL BOARD if the teacher's resignation is due to ill health, military service, or a hardship case, or professional advancement.

VI. AGREEMENT ADDENDUM

1. The hiring BASE SALARY for the 2021-2022 school year will be \$43,800.00 and the BASE SALARY for 2022-2023 will be \$45,050.00.
2. Each full-time teacher employed by the Selfridge Public School District #8 meeting the necessary criteria shall receive their education lane amount, listed on the salary schedule on page 6, plus \$400.00 increment vertically for each year of experience. Certified teachers who are at the bottom of columns BS+30 through Masters will receive a career increment of 50% of the vertical increment based on a full-time contract per year of experience after thirty-three (33).
3. Returning teachers with more than 5 years of previous experience in the Selfridge School District will be granted all previous experience within the

Selfridge School District. They will be placed at a level equal to their Selfridge experience for the first year and will advance 2 years for every year of outside experience following until they reach their actual experience level.

Incoming teachers with experience outside the Selfridge School District are allowed to bring in 13 years of teaching experience. Those with more than thirteen years of experience will be placed on level 13 for the first year and will advance 2 years for every year of experience following until they reach their actual experience level.

4. The SELFRIDGE PUBLIC SCHOOL DISTRICT #8 will pay yearly premiums – Single Health, Single Vision Plan, and Single Dental Benefit plans.
 - a. The DISTRICT PAID health insurance plan shall be prorated according to full or part time status as of July 1, 2021 for newly hired staff.
 - b. If there are two (2) members of the same family, as teachers in the SELFRIDGE SCHOOL system, each will receive that portion of the health insurance benefit necessary to provide a fully paid Single plan, but not to exceed the maximum. NO OTHER payment will be made to the teacher for the difference in the health insurance plan amount allowed.
 - c. If a teacher in the SELFRIDGE SCHOOL system is on another type of health insurance plan, SELFRIDGE SCHOOL DISTRICT will pay an annuity equal to a single health insurance plan or will pay into the PERS Plan for a retired teacher who has returned to teaching.

5. SALARY PAYMENT OPTIONS AND WITHHOLDING ALLOWANCES

Full-year teaching contracts will be paid in twelve (12) or twenty-four (24) bi-monthly payments per personal preference. Part-year teaching contracts will be paid in pro-rated bi-monthly payments.

All paychecks will be Direct Deposit and made on or before the 15th and the last day of the month or the 20th. If the 15th, 20th, or the last day of the month falls on a weekend or holiday, the paychecks will be deposited on the last business day preceding the 15th, 20th, or the last day of the month.

- a. All salary payments will have appropriate state and federal withholding taxes withheld from the gross payment. Individuals may review and update their federal and state income tax withholding allowance. Teacher's Retirement (TFFR) will be fully paid by the Selfridge Public School District # 8.
 - b. Completed TRANSCRIPTS OF CREDITS earned will be presented by September 30th or January 30th of each year to qualify advancing horizontally on the pay scale. The new salary amount will be paid in the following month's payroll in which the TRANSCRIPT is presented and approved by the Superintendent and/or the School Board.
 - c. Sub pay time sheets need to be in by the 15th of the month to get paid by the 20th. Anything submitted after the 15th will be paid on the 20th of the following month.
6. Each teacher shall be present during school hours: 8:00 AM – 3:30 PM CT, except after the buses leave on the last working day of the week. A full-time teaching contract is for 183 working days in 2021-2022 or 2022-2023. Part-time teaching contracts will be prorated.
 7. Teachers will be compensated \$1,500.00 per year for teaching in a combination classroom. A combination classroom is defined as a K-6 classroom in which 2 or more grade levels are present at the same time with the teachers being responsible for the instruction of both grade levels.

VII. SALARY PROGRAM STANDARDS

1. Each teacher will at all times hold a fully qualified NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION Professional Teaching Certificate and any other necessary Qualifying Credential.
2. Courses must be related to the teacher's major or minor areas currently being utilized by the SELFRIDGE PUBLIC SCHOOL DISTRICT by that teacher, or a Masters program in their related field.
3. Each teacher will be fully prepared in the Major-Minor fields of preparation and will have their teaching assignments made in their Major-Minor fields of preparation.
4. Each teacher will satisfy all Accreditation Standards established by the NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION.

5. If a substitute teacher cannot be found, the other classroom teachers may cover the period and be paid \$20.00 for one period.
6. The performance of ALL teachers shall be evaluated, in writing, each school year. Evaluation will be accomplished by the Principal(s) and may also be by the Superintendent of Schools.
7. Evaluation frequency will be determined by the Superintendent and/or the School Board.
8. The evaluation instrument is the Danielson which has been mutually agreed upon. The agreed upon evaluation form is located in the policy manual.
9. Each evaluation will be followed by a Conference, within five (5) working days, between the evaluator and the teacher to REVIEW the evaluation. Such conference shall be used to indicate to the teacher that strengths and weaknesses of the teacher, found by the evaluator, and specific suggestions as to measures, which the teacher should take to improve performance. The written Evaluation Report shall be shown to the teacher prior to being put in his or her personnel file, and, if the teacher disagrees with it, the teacher shall have the right to write a rebuttal, which shall be attached to the evaluator's report and placed in the personnel file.
10. Evaluations shall be conducted with the knowledge of the teacher.

VIII. GRIEVANCE PROCEDURE

1. The proper procedure to be followed with any grievance against any member of the staff, faculty, or administration, shall be stated in the policy manual. This policy was mutually agreed upon by the administration and staff present at the time of its origin.
2. Any complaint made against a staff member will follow a proper procedure, which shall be stated in the policy manual. This policy was mutually agreed upon by the administration and staff present at the time of its origin.

SELFRIIDGE SCHOOL DISTRICT #8
Salary Schedule 2021-2022

Base 43,800		400.00	450.00	500.00	550.00	750.00	1200.00	1300.00	Vertical Increment
Yrs Exp	BS	BS+10	BS+20	BS+30	BS+40	BS+50	MS	MS+10	400
0	43,800	44,200	44,650	45,150	45,700	46,450	47,650	48,950	
1	44,200	44,600	45,050	45,550	46,100	46,850	48,050	49,350	
2	44,600	45,000	45,450	45,950	46,500	47,250	48,450	49,750	
3	45,000	45,400	45,850	46,350	46,900	47,650	48,850	50,150	
4	45,400	45,800	46,250	46,750	47,300	48,050	49,250	50,550	
5	45,800	46,200	46,650	47,150	47,700	48,450	49,650	50,950	
6	46,200	46,600	47,050	47,550	48,100	48,850	50,050	51,350	
7	46,600	47,000	47,450	47,950	48,500	49,250	50,450	51,750	
8	47,000	47,400	47,850	48,350	48,900	49,650	50,850	52,150	
9	47,400	47,800	48,250	48,750	49,300	50,050	51,250	52,550	
10	47,800	48,200	48,650	49,150	49,700	50,450	51,650	52,950	
11	48,200	48,600	49,050	49,550	50,100	50,850	52,050	53,350	
12		49,000	49,450	49,950	50,500	51,250	52,450	53,750	
13		49,400	49,850	50,350	50,900	51,650	52,850	54,150	
14		49,800	50,250	50,750	51,300	52,050	53,250	54,550	
15		50,200	50,650	51,150	51,700	52,450	53,650	54,950	
16		50,600	51,050	51,550	52,100	52,850	54,050	55,350	
17		51,000	51,450	51,950	52,500	53,250	54,450	55,750	
18		51,400	51,850	52,350	52,900	53,650	54,850	56,150	
19			52,250	52,750	53,300	54,050	55,250	56,550	
20			52,650	53,150	53,700	54,450	55,650	56,950	
21			53,050	53,550	54,100	54,850	56,050	57,350	
22			53,450	53,950	54,500	55,250	56,450	57,750	
23			53,850	54,350	54,900	55,650	56,850	58,150	
24			54,250	54,750	55,300	56,050	57,250	58,550	
25			54,650	55,150	55,700	56,450	57,650	58,950	
26				55,550	56,100	56,850	58,050	59,350	
27				55,950	56,500	57,250	58,450	59,750	
28				56,350	56,900	57,650	58,850	60,150	
29				56,750	57,300	58,050	59,250	60,550	
30				57,150	57,700	58,450	59,650	60,950	
31				57,550	58,100	58,850	60,050	61,350	
32				57,950	58,500	59,250	60,450	61,750	
33				58,350	58,900	59,650	60,850	62,150	

SELFRIDGE SCHOOL DISTRICT #8
Salary Schedule 2022-2023

Base 45,050		400.00	450.00	500.00	550.00	750.00	1200.00	1300.00	Vertical Incremen
Yrs Exp	BS	BS+10	BS+20	BS+30	BS+40	BS+50	MS	MS+10	400
0	45,050	45,450	45,900	46,400	46,950	47,700	48,900	50,200	
1	45,450	45,850	46,300	46,800	47,350	48,100	49,300	50,600	
2	45,850	46,250	46,700	47,250	47,750	48,500	49,700	51,000	
3	46,250	46,650	47,100	47,600	48,150	48,900	50,100	51,400	
4	46,650	47,050	47,500	48,000	48,550	49,300	50,500	51,800	
5	47,050	47,450	47,900	48,400	48,950	49,700	50,900	52,200	
6	47,450	47,850	48,300	48,800	49,350	50,100	51,300	52,600	
7	47,850	48,250	48,700	49,200	49,750	50,500	51,700	53,000	
8	48,250	48,650	49,100	49,600	50,150	50,900	52,100	53,400	
9	48,650	49,050	49,500	50,000	50,550	51,300	52,500	53,800	
10	49,050	49,450	49,900	50,400	50,950	51,700	52,900	54,200	
11	49,450	49,850	50,300	50,800	51,350	52,100	53,300	54,600	
12		50,250	50,700	51,200	51,750	52,500	53,700	55,000	
13		50,650	51,100	51,600	52,150	52,900	54,100	55,400	
14		51,050	51,500	52,000	52,550	53,300	54,500	55,800	
15		51,450	51,900	52,400	52,950	53,700	54,900	56,200	
16		51,850	52,300	52,800	53,350	54,100	55,300	56,600	
17		52,250	52,700	53,200	53,750	54,500	55,700	57,000	
18		52,650	53,100	53,600	54,150	54,900	56,100	57,400	
19			53,500	54,000	54,550	55,300	56,500	57,800	
20			53,900	54,400	54,950	55,700	56,900	58,200	
21			54,300	54,800	55,350	56,100	57,300	58,600	
22			54,700	55,200	55,750	56,500	57,700	59,000	
23			55,100	55,600	56,150	56,900	58,100	59,400	
24			55,500	56,000	56,550	57,300	58,500	59,800	
25			55,900	56,400	56,950	57,700	58,900	60,200	
26				56,800	57,350	58,100	59,300	60,600	
27				57,200	57,750	58,500	59,700	61,000	
28				57,600	58,150	58,900	60,100	61,400	
29				58,000	58,550	59,300	60,500	61,800	
30				58,400	58,950	59,700	60,900	62,200	
31				58,800	59,350	60,100	61,300	62,600	
32				59,200	59,750	60,500	61,700	63,000	
33				59,600	60,150	60,900	62,100	63,400	

X. SELFRIDGE PUBLIC SCHOOL DISTRICT #8 DUTIES SCHEDULE

Payments for DUTIES SCHEDULE Assignments shall be made on the adopted PERCENTAGE BASIS of the prevailing BASE SALARY of SELFRIDGE PUBLIC SCHOOL DISTRICT #8.

Extra Curricular Activities (2021-2022)

Basketball Coach (to include grades 4-12, min. 6 games)	6.3% of base	\$2759.00
School Paper Advisor (6 papers)	3.4% of base	\$1489.00
Yearbook (upon completion)	3.4% of base	\$1489.00
7 th Grade Class Advisor		\$ 50.00
8 th Grade Class Advisor		\$ 100.00
Freshman Class Advisor		\$ 50.00
Sophomore Class Advisor		\$ 50.00
Junior Class Advisor		\$ 150.00
Senior Class Advisor		\$ 200.00
Student Council Advisor		\$ 200.00
Play Advisor	3.4% of base	\$1489.00
Speech Advisor	3.4% of base	\$1489.00
Ticket Takers	per night	\$ 10.00
Official Timers	per night	\$ 10.00
Official Bookkeepers	per night	\$ 10.00

All Duties Schedule Assignment payments will have appropriate state, federal and social security taxes withheld from the gross payment. If duties are shared, extra-curricular salaries will be shared.

Payment will be made upon completion of each extra-curricular activity duty.

Extra Curricular Activities (2022-2023)

Basketball Coach (to include grades 4-12, min. 6 games)	6.3% of base	\$2838.00
School Paper Advisor (6 papers)	3.4% of base	\$1532.00
Yearbook (upon completion)	3.4% of base	\$1532.00
7 th Grade Class Advisor		\$ 50.00
8 th Grade Class Advisor		\$ 100.00
Freshman Class Advisor		\$ 50.00
Sophomore Class Advisor		\$ 50.00
Junior Class Advisor		\$ 150.00
Senior Class Advisor		\$ 200.00
Student Council Advisor		\$ 200.00
Play Advisor	3.4% of base	\$1532.00
Speech Advisor	3.4% of base	\$1532.00
Ticket Takers	per night	\$ 10.00
Official Timers	per night	\$ 10.00
Official Bookkeepers	per night	\$ 10.00

All Duties Schedule Assignment payments will have appropriate state, federal and social security taxes withheld from the gross payment. If duties are shared, extra-curricular salaries will be shared.

Payment will be made upon completion of each extra-curricular activity duty.

XI.

The Agreement shall be effective on 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, not later than 90 days prior to the anniversary date of its desire to reopen certain provisions of this Agreement and/or additions to this Agreement, and to negotiate over terms of these provisions. In the event a successor agreement is not agreed upon before the anniversary date of this Agreement, all provisions of this Agreement shall remain in full force and effect until negotiations are completed. All salaries, benefits, and working conditions agreed upon in the successor agreement will be retroactive to the anniversary date of this Agreement.

This agreement is signed this 22nd day of April, 2021.

In witness thereof:

**For the Selfridge Education Assn.
of Selfridge**



President

**For the Board of Education
of Selfridge**



President


Head Negotiator