The School Board of Thompson Public School District No. 61, hereinafter referred to as the Board, and the Thompson Education Association, hereinafter referred to as the Association, hereby agree as follows:

**ARTICLE I. SALARIES**

Salaries for the 2021-2022, 2022-2023 school years instructional staff shall be as the attached two-year salary schedule provides, subject to the following provisions:

A. Horizontal advancement is dependent on semester hours of post-graduate work, related to the instructor’s field of teaching or in the field of education. This is subject to condition E.

B. An official transcript, or grade slip, or its equivalent issued by the institution where the course or courses were taken must be filed in the office of the superintendent or designee where it will be recorded.

C. All credits due for each period must be recorded in the office of the superintendent or designee on or before September 1. If the issuance of summer session grade transcripts is delayed, teachers who supply proof of enrollment shall be given an additional sixty (60) days to record credit(s) reflected in said transcripts.

D. In the event that teachers earn the required number of approved hours for horizontal advancement during the summer months, a new contract will be issued to say teacher(s) providing credit information is recorded in the office of the superintendent or designee in the designated timeline.

E. All post-graduate hours for consideration of horizontal lane change are subject to prior administrative approval. Only college or university credits, which are graduate level credits (numbered 500 or above) or part of an approved graduate program, may be used for horizontal movement on the salary schedule. These credits must be in coursework or subject areas that are directly applicable to the field of education. Credits will be counted on a semester basis.

F. Horizontal lane increments will be semester credits: 10 credits, 20 credits, 30 credits, 40 credits, and 50 credits of post-graduate hours, Master Degree,
For the 2021-2022, 2022-2023 school years, $600.00 will be added to the teacher's salary for each credit lane attained for BS+10, BS+20, BS+30, BS+40, and BS + 50. In addition, $1600.00 will be added to the teacher(s) for the Masters increment and $1100.00 for the MS+15, MS+30, and MS+45 increments. In order to advance to the Master's degree lane, the Master's degree must have prior approval of the superintendent with the consent of the Board. The Master's degree must have a direct impact on teacher effectiveness and/or fulfill a staffing need for the Thompson Public School as determined by the Superintendent.

Existing credits that have been approved for consideration on the salary schedule as of June 30, 2013 will be honored.

G. Any teacher who teaches less than full-time will have their salary and health insurance/cash benefit prorated based on the number of contracted teaching hours as determined by a 184-day year.

H. An experienced teacher shall be able to bring his/her teaching experience into the Thompson Public School system a maximum of (10) years of prior teaching experience. This policy applies to new hires only beginning in the 2012-2013 school year and after.

I. Each certified instructional staff member returning from the previous year will receive a $600 returning bonus on the first day of school. The bonus will be $1500 for the 2021/2022 school year and return back to $600 for the 2022/2023 school year.

J. Certified Instructional staff members will be compensated for $50 for fifteen years of service, $75 for twenty years of service, $125 for twenty-five years of service, and $250 for thirty, thirty-five, and forty years of service.

SECTION 2. SHELTERED RETIREMENT

A. These salaries are sheltered in compliance with 15-39.109 of the North Dakota Century Code. This would mean that the amount of money that each teacher pays into Teacher Retirement would be deducted from their pay before the taxes are calculated. The amount of Teacher Retirement paid by the School District will be nineteen percent (19%) for the 2021-2023 school years. The amount of Teacher Retirement paid by each teacher will be five and one-half percent (5.5%) of the salary for the 2021-2023 school years.

B. The Thompson School will offer enrollment in the Social Security Program using the divided method starting with the 2005-2006 school year. Certified instructional staff may choose to participate in the Social Security Program,
following the Federal Social Security guidelines, rules, and regulations. All new employees will automatically participate.

C. Each Thompson Public School District instructional staff member shall have the option to participate in a tax sheltered annuity program.

SECTION 3. EXTRA DUTY COMPENSATION

A. Relinquishing of Preparation Period or Class: If a teacher is required by an administrator to relinquish their preparation period or class for the purpose of serving as a substitute teacher, he/she will be compensated $15.00 per elementary period and $20.00 per high school period.

B. Curriculum Review/Development: If through a school board or administrative directive, a teacher is required to perform services in curriculum review/development, after designated school day or year, he/she will be compensated at the rate of $25.00 per hour. The committee (number and personnel) and the number of hours allowed on the project will be determined by the administrative team with teacher input.

C. Sixth Period of Classroom Instruction: At the secondary level, (grades 7-12) a standard teaching day consists of five (5) instructional periods, one (1) preparation period, and one (1) study hall. If a sixth period of classroom instruction is assigned to a secondary teacher, the teacher shall be compensated the rate of $1,000.00 per semester plus his/her contract salary. A teacher initiated request for the sixth period of classroom instruction shall not qualify said teacher for additional compensation.

D. Teacher of Homebound Students: Teachers of homebound students shall be compensated at the rate of $13.00 per hour provided instruction is after the designated school day.

E. Teacher of Combination Classroom: Teachers of combination classrooms shall be compensated $2,000.00 per year plus his/her contract salary.

F. All certified staff members will be given the opportunity to eat lunch provided by the Hot Lunch program at no cost. This benefit is due to the supervision provided during recess, breaks and over the noon hour. This benefit will sunset at the end of the 2022/2023 school year. At this time, the Board and TEA will both need to agree to leave this Hot Lunch benefit in place, or it will expire.

SECTION 4. PAYMENT OF SALARY
Salaries will be paid in 10 or 12 equal installments depending on the election of the teacher at the beginning of the school term. Payments will be made by the end of the working day on the 15th of the month. Teachers have the option of getting $500.00 of their September check on August 30. Teachers attending convention will receive that paycheck by the time the administration has allowed them to leave. If the 15th of the month is not a teaching day (Saturday, Sunday, holiday, in-service, or convention), payment will be made the closest school day prior to the 15th. The June payment will be put in the teacher mailbox by 1:00 PM on June 1. If the check has not been picked up by 4:30 PM, it will be mailed on that day.

The personal leave payment will be June 1 of each year. Payments will be placed in the teacher mailboxes by 3:00 PM on the designated day. If the check has not been picked up by June 15 at 4:30 PM, it will be mailed that day.

SECTION 5. LONGEVITY PAY

Teachers attaining years of service greater than Step 35 and with BS+50 or MS+45 will receive a longevity payment of $400 in addition to their scheduled salary which will not be subject to any scheduled increase. No lanes and steps other than the BS+50 and MS+45 will be considered for a longevity payment.

ARTICLE II. EXPENSE REIMBURSEMENT

SECTION 1. EXPENSES

The Board may reimburse expenses which may include cost of fees, books, meals, lodging, transportation, and other reasonable expenses incurred by a teacher in connection with a workshop, seminar, conference, or in-service training session related to the teacher’s professional responsibilities. The request must be in writing and pre-approved by the Administration.

SECTION 2. TRAVEL

Staff members, on prior approval by Administration, shall receive a travel allowance of the state rate per mile for use of personal car on school related usage.

SECTION 3. REGIONAL/NATIONAL CONFERENCE

The Board will reimburse 75% the cost of the coach class airfare, the hotel room rate, and conference registration up to $2,000.00 for attending a regional/national conference in his/her teaching area. If a teacher chooses to utilize auto transportation, he/she will receive reimbursement of 75% of the mileage costs at

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the North Dakota state mileage rate. All expense reimbursements are subject to the following conditions:

A. Must have prior approval by the principals.
B. No more than two (2) teachers will be allowed to go per year.
C. Must have a current contract with Thompson Public School.
D. Must have completed five (5) years of employment in the Thompson Public School.
E. Each teacher is only eligible once every five (5) years.
F. Reimbursement would be made upon completion of the conference.

ARTICLE III. PREPARATION PERIOD

ELEMENTARY – For classroom teachers, a minimum of 250 minutes per week during teacher-student contact time with daily allotments recommended. Subject to limitations of emergency situations. For specialty teachers, a minimum of 175 minutes per week during teacher-student contact time with daily allotments recommended. Subject to limitations of emergency situations.

SECONDARY – Non-assigned instructional or supervisory time. (Minimum of one class period per day.)

ARTICLE IV. LEAVE

SECTION 1. SICK LEAVE

A. A teacher shall be granted ten (10) sick days (80 hours) at the beginning of the school year.

B. Unused sick leave days may accumulate to a maximum credit of ninety (90) days of sick leave per teacher. If the ten sick days granted at the beginning of the school year extends the staff member’s sick leave beyond the ninety (90) maximum credit allowed, he or she may use those ten sick days during that school year before any of the ninety (90) sick days accumulated are used.

C. Sick leave with pay, including pregnancy, maternity, disability leave, shall be allowed whenever an employee’s absence is found to have been due to illness and/or disability which prevented his/her attendance of duties on that day or days. The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness or disability, indicating such absence was due to illness or disability, in order to qualify for sick leave pay.
Paid sick leave for pregnancy, maternity, disability purposes shall be limited only by the number of accumulated sick leave days a qualified physician has certified the person with the disability needs. When accumulated sick leave days are not sufficient to recuperate from the disability, the teacher shall be allowed unpaid leave to the extent necessary.

D. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

E. A sick leave bank is available to all employees of the Thompson Public School who are eligible for the accumulative sick leave benefit. The purpose of the bank shall be to compensate employees in the event their regular accumulated sick leave days are exhausted due to unexpected or catastrophic illness and/or injury. Refer to the Sick Leave Bank board policy.

F. A wellness incentive will be provided. Retiring or resigning teachers with 20 or more years of service to Thompson Public School District will be reimbursed $20 for each unused accumulated sick leave day. Retiring or resigning teachers will also be reimbursed $20 for each of the unused sick leave days (10) that were granted at the beginning of the year in which they are retiring or resigning.

SECTION 2. EMERGENCY LEAVE

A teacher may be granted a leave at the discretion of the Superintendent or Principal, with the days to be deducted from accumulated sick leave, for situations that arise requiring the teacher’s emergency attention which cannot be attended to when school is not in session.

SECTION 3. PERSONAL LEAVE

A teacher shall be entitled to five (5) days of personal leave (40 hours) per year, subject to the following conditions:

A. No more than one (1) person from the elementary and no more than one (1) high school person will be granted personal leave for a given day unless waived by the administration.

B. Application for leave must be filed with the principal three (3) days in advance of contemplated leave on forms provided by the district. Principals may waive the three day provision in emergency situations.
C. Unless waived by the Superintendent, personal leave shall not be granted for the following days:
   1. The first five (5) days of the school year.
   2. The last five (5) days of the school year.
   3. A work day immediately preceding or following a vacation or holiday period.

D. The District will compensate teachers $150.00 per day for each unused personal leave day. No personal leave days will be permitted to be carried over to the upcoming school year.

SECTION 4. JURY DUTY AND SUBPOENAS

Teachers called for jury duty shall be responsible for the organization and coordination of their regular school responsibilities and shall receive regular salary payment during the time of their service; and witness fees or compensation for jury duty shall be paid in addition to their regular salary.

Teachers subpoenaed by the school district in legal actions shall receive regular salary payment during the time of their service.

This shall be subject to, and in compliance with North Dakota Century Code.

SECTION 5A. EDUCATIONAL LEAVE

A teacher may be granted a long-term (one year) leave of absence to continue his/her education. Educational leave will be limited to one Elementary and/or Secondary teacher per year. A teacher on leave will be assured a position in the school system at the conclusion of the leave. A teacher returning from the leave will not lose prior years of experience within the district regarding salary.

A request for the educational leave must be submitted in writing to the Administration by April 1 and the request for re-employment must be submitted in writing by April 1 of the following year. Failure to request re-employment by April 1 would result in loss of re-employment rights.

SECTION 5B. CAREER EXPLORATION LEAVE

A. This leave is time taken off work to explore other opportunities. To request this leave, the teacher must have a minimum of five (5) years of experience within the Thompson School system.

B. Career exploration leave shall be for a minimum of one (1) year and shall not exceed two (2) years in duration. The length of the leave shall be stated in the teacher’s request.
C. Board shall not be required to permit an early return.

D. Approval of any leave of absence for career exploration is at the discretion of the School Board, and when granted, shall be without pay and any fringe benefit.

E. A teacher on leave may remain under the school group health insurance at his/her own expense within the limitations of the current health insurance carrier.

F. The request must be made no later than April 1 and the teacher must notify intent to return by April 1 correlating with the years of request. This deadline could be waived by the Board under extenuating circumstances.

G. A teacher who returns from career exploration leave shall retain all previous experience and credit for pay purposes.

SECTION 5C. CHILD CARE LEAVE/PARENTAL LEAVE

A. A teacher may request a child care/parental leave of absence, whether as a natural or adoptive parent, for a determined period of time.

B. A teacher making an application for the child care/parental leave shall inform the School Board in writing of intention to take the leave at least three calendar months before the commencement of the intended leave, subject to the Board’s right to waive the three-month provision in emergency situations.

C. The grant or denial of this leave shall be at the discretion of the School Board and, when granted, shall be without pay or any fringe benefit.

D. A teacher on leave may remain under the school group health insurance at his/her own expense within the limitations of the current health insurance carrier.

E. A teacher who returns from child care leave/parental leave shall retain all previous experience and credit for pay purposes.

F. Paid sick leave as parental leave for the purpose of caring for a child (natural or adopted) may be taken by a parent or domestic partner for up to five (5) days. This leave must be used within 7 days of the birth or adoption of the child. This leave would be taken from the teachers’ accumulated sick leave.
SECTION 6. BEREAVEMENT LEAVE

A. Basic bereavement leave with pay will be granted for the day of the funeral and for reasonable transportation time as determined by the superintendent. Additional bereavement leave, if granted with pay, must have prior approval of the superintendent. Total bereavement leave shall not exceed five days per death unless granted by the superintendent. Bereavement leave may be used only in the event of death in the immediate family. The immediate family shall be defined to include spouse/domestic partner, parents of both, children, grandparents of both, grandchildren, sisters, brothers, sisters-in-law, brothers-in-law, aunts, uncles, nieces, or nephews.

B. A teacher may be granted additional days of leave for the death of an immediate family member (spouse/domestic partner, child/stepchild/foster child, parent). The additional bereavement days will be taken out of the teacher’s accumulated sick leave.

In the event all sick leave has been exhausted, the superintendent can grant/use article IV section 7. Leave without Pay (granting the teacher to have his/her personal salary reduced by the amount equal to the rate of substitute teacher pay.)

During this exceptionally difficult emergency, additional leave time may be granted at the discretion of the superintendent.

SECTION 7. LEAVE WITHOUT PAY

A. A teacher granted leave without pay by approval of the superintendent shall have his/her personal salary reduced by the amount equal to the rate of substitute teacher pay and prorated for the length of the absence from work.

ARTICLE V. HEALTH INSURANCE

SECTION 1.

The Thompson School District shall provide each instructional staff member with a health insurance benefit toward a single policy not to exceed $7500.00 for the 2021-2022, 2022-2023 school years.

SECTION 2.
The Thompson School District shall provide each instructional staff member electing to participate in the dental insurance program, an amount not to exceed $600.00 per person for the 2021-2022, 2022-2023 school years.

The Thompson School District shall provide each instructional staff member electing to participate in the vision insurance program, an amount not to exceed $200.00 for the 2021-2022, 2022-2023 school years.

SECTION 3.

Each instructional staff member may elect to receive a cash payment of $1,989.00 rather than the above health insurance benefit, in which case the cash payment will be treated as additional salary. All new staff hired after May 21, 2005 will not be eligible for the cash benefit option. Non-inclusive of Dental and Vision Insurance.

SECTION 4.

The Board-designated health, dental, and vision carrier will be in effect for the length of this contract (2 years).

SECTION 5.

The Thompson School District shall provide Long-Term Disability Insurance for each full-time instructional staff member.

**ARTICLE VI. YEARS OF SERVICE CREDIT**

A teacher must teach at least three-fourths (3/4) time to be considered full-time. Anyone who teaches less than three-fourths (3/4) time would be considered part-time as defined by a 184-day year for the 2021-2022, 2022-2023 school years. A teacher who teaches less than three-fourths (3/4) time would receive one-half (1/2) year of credit.

**ARTICLE VII. SCHOOL HOURS**

The school day for teachers will be from 7:45 AM – 3:45 PM.

All teachers shall have a duty-free 25 minute lunch period.

**ARTICLE VIII. CONTRACTS ISSUED**
SECTION 1.

Contracts shall be considered issued for non-negotiating years on March 15. A fourteen (14) day period shall exist following this date during which contract may be signed.

SECTION 2. TEACHING ASSIGNMENT

The administration will make teaching assignments prior to the end of the existing school year. If any changes need to be made, the administration shall notify affected teachers as soon as these changes are found to be necessary.

ARTICLE IX. MISCELLANEOUS PROVISIONS

SECTION 1. EFFECT OF CONTRACT

The Board and the Association agree that the terms and conditions set forth in the Contract represent the full and complete understanding and commitment between the parties and that said terms and conditions may not be altered, changed, added to, deleted from, or modified without the mutual consent of the parties in amendment, written and attached and made as part of the Contract.

SECTION 2. SAVING CLAUSE

Should any article, section, or clause of this Contract be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from this Contract to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of the Contract if not affected by the deleted article, section or clause.

SECTION 3. INDIVIDUAL CONTRACTS

Individual contracts shall not be inconsistent with the terms and conditions of this Contract.

SECTION 4. AMENDMENTS

Amendments hereto may be made upon thirty (30) days written notice by the party proposing such amendment and upon agreement reached under the procedures set forth herein.

SECTION 5. DURATION
Except as otherwise provided above the provisions of each Article attached hereto shall be effective as of July 1, 2021, and shall continue in effect until June 30, 2023 at which time this Contract shall automatically renew itself unless written notification to the contrary is made by either party at least sixty (60) days prior to the anniversary date of this agreement. If such notification occurs, the Contract shall be renegotiated. Changes may be made at any time by mutual consent.

ARTICLE X. PROFESSIONAL CONCERNS COMMITTEE

In the event of a concern raised by a certified instructional staff member as defined by the Grievance Policy for certified instructional staff, the staff member will follow the process in the Grievance Policy for certified instructional staff. The Grievance Policy established by the Thompson School Board and the Association will not be altered by the Board of Directors unless the Association is notified in writing prior to the review of the policy and will collaborate with the Association on new language.

ARTICLE XI. PROFESSIONAL DEVELOPMENT COMMITTEE

This committee, formerly referred to as the In-service Committee, will consist of one elementary teacher, one secondary teacher, one special services teacher, the elementary principal, and the secondary principal.

The elementary and secondary principals will chair this committee and initiate the planning process. The planning process is to begin by September 15. The proposal will be presented to the Superintendent for consideration and implementation. If the Superintendent doesn’t agree with the proposal, the proposal goes back to the Professional Development Committee.

ARTICLE XII. CONTRACT DAYS

The 2021-2022 and 2022-2023 school years will not exceed 184 days to include 173 contact days and six (6) professional development days, three (3) holidays, and two (2) parent-teacher conferences for a total of 16 hours. The professional development committee will work with administration to develop the professional development days. The professional development days will equal the 8-hour school day.

In the event school is canceled for all students in the district due to acts of God, as defined in Section 15.1-06-04 of the North Dakota Century Code, teachers will
not be required to report to work. However, when the number of days canceled exceeds those allowed under Section 15.1-06-04 of the North Dakota Century Code, all teachers will be required to make up, without additional compensation, the days necessary to ensure a minimum of 184 foundation days for the 2021-2022 school year and 184 foundation days for the 2022-2023 school year.

IN WITNESS WHEREOF, signatures of the duly authorized representatives of the Association and the Board indicate that this Contract has been ratified by the Thompson Education Association and the Thompson School Board, in accordance that mutual agreement entered into on July 1, 2021.

THOMPSON SCHOOL BOARD         THOMPSON EDUCATION ASSOCIATION

BY_____________________________         BY_____________________________

   Its Representative               Its Representative
### 2021/2022

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