NEGOTIATED CONTRACT

2022-2023
2023-2024


Approved by.................................................................
School Board President

Date.................................................................
3-14-22

Approved by.................................................................
Education Association President

Date.................................................................
3-14-22
I. **SALARY AND FRINGE BENEFITS**
   a. Base Salary increase to $41,500.00 for 2022-2023 school year and to $42,700.00 for 2023-2024 year.
   b. Step increase
      i. Amount will be based upon years of experience.
         1. $375 = 1-4 years experience
         2. $385 = 5-9 years experience
         3. $395= 10 or above years experience.
   c. Lane Increase
      i. Increase given for every 6 credits earned.
         1. $350
   d. Lane added (in 2016-17 negotiations)
      i. MA + 15
   e. Health Insurance
      i. The Board will pay for a single policy health insurance for those enrolled in the school insurance group (can apply to family or SPD).
   f. Teachers’ Retirement
      i. Each teacher’s contribution to the Teachers Fund for Retirement shall be tax deferred as provided by HB 1095, adopted by the 1983 Legislature. (Subtract Teachers’ Retirement from the gross salary, then figure withholding and state tax. Social Security is figured on full gross salary.)
   g. Miscellaneous
      i. A teacher advancing from a BS-BA degree to a higher degree shall continue at their experience level. For example, if a teacher was on their seventh step and received their Master’s Degree, they would move across the pay schedule to Master’s Degree, seventh step. They shall not be penalized for having increased their educational degree.
      ii. If necessary for hiring purposes, the Board may pay an incoming teacher above the salary schedule.
      iii. New teachers to the district will be paid for up to 8 years experience according to the salary schedule. (2013-14 change)
   h. Payment
      i. Salaries shall be paid in nine, ten, or twelve installments according to the teacher’s request.
      ii. Payment of salary installments shall be made by direct deposit on the 20th of each month. If the 20th occurs on a weekend, payment shall be made on the Friday prior to the 20th. (2010-2011)
      iii. Auxiliary and extra-curricular checks shall be given to employees no later than ten business days after the regular monthly Board meeting. (2013-14 change)
   i. Substitute Teacher
      i. If a substitute teacher is not available, a regular full-time teacher shall have the right to refuse the assignment to a class or portion of any class other than their own.

II. **EMPLOYEE LEAVE**
   a. Sick Leave
      i. Sick leave shall be 10 days annually, accumulative to 100 days. A maximum of 10 days can be used for family sick leave or bereavement (spouse, child, or parent).
ii. Reimbursement of $75 per day for all sick leave that cannot be accumulated after 100 days. (2013-14 change)

iii. Maternity leave will be five consecutive calendar weeks.

iv. A teacher using more than his/her accumulated sick leave or that granted to him/her as an active participating member of the Strasburg Public School Sick Leave Bank will be allowed to receive his/her regular pay minus the cost of the substitute teacher for a period not to exceed 5 days. (2010-2011)

b. Bereavement Leave

i. Teacher shall receive 5 bereavement days annually. (Spouse, child, parent. Immediate family left to the discretion of administration. (2016-17 change)

c. Personal Leave

i. Teachers shall receive 2 personal days annually, accumulative to 10 days.

ii. Reimbursement of $75 per day for all personal leave that cannot be accumulated after 10 days. (2016-17 change)

iii. A summer school teacher will receive 1 additional personal day per summer, but only 2 unused days per year may be transferred to that teacher’s personal day accumulative total.

iv. If a teacher is out of personal leave, 1 additional day may be taken from sick leave and used as a personal day.

v. Staff members will not be docked personal hours to attend a local funeral for relatives of school personnel or to perform at a local funeral.

d. Professional Leave

i. To improve the quality of education, a teacher shall be entitled to professional leave each school year for purposes of attending workshops, conferences, training sessions, and other professional activities without loss of personal or sick leave pay. Attendance at such activities must be approved in advance by the Superintendent.

e. Termination

i. At termination of employment, teacher shall be paid for ⅔ of the unused sick leave he/she has accumulated based on current substitute pay.

ii. At termination of employment, teacher shall be paid for all their unused personal leave he/she has accumulated based on their regular rate of pay. (NDCC-46-02-07-02-12)-(16-17)

f. Sabbatical Leave

i. Sabbatical leave may, at the discretion of the Board, be granted to a teacher for the following purposes:

1. To work toward a higher level of education.
2. To fulfill a military or governmental obligation.
3. To promote or provide service to the field of education.
4. To hold public office.

ii. Teachers on leave will be assured of a position in the school system at the conclusion of the leave, provided written notice of intent to return is received by the Superintendent of Schools no later than April 15 of the calendar year in which said leave is to be completed. Failure to submit written notice of intent to return on or before April 15 shall be deemed to be voluntary resignation and waiver of right to re-employment.

iii. Teachers returning from a sabbatical leave from which the district derives benefit in terms of having a teacher with an improved education or educational experience shall
return to duty with that period of leave counting for purposes of salary, seniority, and all other purposes.

iv. Those taking sabbatical leave for other than education related reasons will assume an experience position on the salary schedule corresponding to their position at the time the leave commenced.

v. Teachers on leave will forfeit all salary, wages, and benefits while on leave of absence, but shall retain the right to continue participation in health insurance.

g. Public Service Leave
   ii. In the event that a teacher is assigned jury duty from which a release cannot be obtained, the following procedure will be followed:
      1. Teachers subpoenaed as witnesses, in legal actions other than those in which the School District and teacher or the Association are opposing parties and teachers called for jury duty shall be responsible for the organization and coordination of their regular school responsibilities and shall receive regular salary without deduction or interruption. No sick or personal leave day will be lost. Any payment received by the teacher, from the court for serving on a jury, will be turned over to the Strasburg School District with the exception of the allowance for mileage. The Strasburg School District will be solely responsible for the payment of the substitute teacher.

h. Miscellaneous
   i. A teacher will not be granted a leave of absence for different employment.

III. WORKLOAD
   a. It is imperative that a teacher’s workload is scheduled so that the student receives the best possible education. The Board and association recognize that good teaching requires adequate preparation time, proper teacher workroom facility, controlled class size, adequate materials, and class assignment in the teacher’s field.
      i. Teachers shall have a minimum of one preparation period daily or equivalent thereof.
      ii. Assignment to a supervised study period shall be considered a teaching period.
      iii. In order that students receive the maximum benefit, class size should be set at state level.
      iv. A combination class is defined as a class in which students from two adjacent elementary grades which require separate preps are grouped within one classroom under one teacher and that teacher teaches both grades all subjects requiring two separate lesson plans for each subject. There shall be no more than two classes combined in a combination classroom. A teacher with a combination class shall be compensated at the rate of $30.00 per full teaching day. Compensation for a combination classroom that is less than full time will be prorated.
      v. A multi-age classroom is defined as a classroom of 3 grades in one classroom with two highly-qualified teachers. If one of the highly-qualified teachers is absent from the multi-age classroom, and no substitute teacher is hired, the other teacher will be compensated at a rate of $40.00 per full day or $20.00 per half-day instruction. The decision to hire a substitute teacher will be left to administration. If one of the highly-qualified teachers is absent for more than five consecutive work days, a substitute teacher will be hired.
vi. A junior/high school teacher who is asked to teach 7 periods shall be compensated for the extra period same pay as contract per period. (2016-17 change)

vii. Contracted teachers, who at the request of administration gives their prep time or assigned duties to substitute for another teacher shall be compensated at $20.00 per class period or $10 per half class period of substitution. The pay shall be based on a 50-minute period. (20-21 change)

viii. Teachers shall be notified of class scheduling by July 15th, subject to change. (’16-17)

ix. A committee consisting of faculty members, school board and community members shall be formed when major program changes are proposed.

x. Contract days not to exceed those days as mandated by the state. (2013-14)

xi. A teacher can anticipate some additional duties during the school day without extra pay, such as committee work, supervision at lyceums, chaperoning bus trips, etc.
   1. A teacher will be giving 250 minutes of prep time per 5-day work week. Recess, religion education classes, specials, etc. Are all considered prep minutes. If a teacher continuously has more than 250 minutes of prep time in his or her weekly schedule, he or she can anticipate periodic additional assignments during that time with no additional compensation.
   2. Teachers can anticipate providing supervision at occasional evening school functions like Christmas plays, school concerts, etc. when deemed necessary by administration at no additional pay.

IV. MILEAGE
   a. All mileage will be at the going rate up to 600 miles for approved workshops, and does not include summer school mileage.
   b. The rate paid to teachers will be the same as paid by the District for other business.
   c. Mileage Rate shall be the new rate mandated by the state. (2013-14)
   d. Coaches shall be paid mileage for scouting ball games.
      i. The mileage is to be deducted for the extra-curricular salary allowed for the sport, if coaches will accept payment for sport at end of season.

V. TRAVEL
   a. Meals will be paid for teachers who chaperone students on field trips and other away from home school activities, up to $10 per meal, at a maximum cost of $20 per day.
      i. Receipts must be turned in to get reimbursed for meals.
      ii. If attending a Federal conference, the Board will allow federal rate reimbursements with receipts. (2015-2016)

VI. EDUCATION
   a. A certified staff member in the district may accumulate additional hours of training – 20 semester hours over a 5-year period.
   b. The district will reimburse the certified staff member for the receipt amount up to $175 per semester hour and $50.00 for registration.
   c. When proof of attendance and receipt of payment is presented in September to the Administrative office, reimbursement can then be requested at the regular October School Board meeting or later. (2013-14 changes)
   d. No reimbursement for the credit hour if it is already covered by grant money or it didn’t cost the participant any money.
e. Anyone making a schedule jump must verify to the office by September 10 or no lane change will occur for that school year.

f. Bachelor’s track can be undergraduate, graduate, or continuing education semester hours. If a person wishes to attain the Master’s track, work will be performed in the graduate area.

g. Place on the schedule must be verified by actual transcripts. All hours presently accrued will count on this schedule. From here on the type of track desired will be up to the individual – graduate or undergraduate credit.

h. Work in the track above is to be in the teachers teaching areas, possible new teaching area, related workshops, etc. – to be approved through the school office.

VII. **SICK LEAVE BANK (2013-14 change)**

a. Certified staff have the right to participate in the Sick Leave Bank.

b. Certified staff will make up the Sick Leave Bank Committee and will consist of two elementary teachers and two high school teachers.

c. The Sick Leave Bank Committee will oversee the Sick Leave Bank by keeping all records.

d. The Sick Leave Bank Committee will let the business manager know who is participating in the Sick Leave Bank as well as who has donated to the bank.

e. Within two business days of reaching a decision to give days from the Sick Leave Bank, the Sick Leave Bank Committee will let the business manager know the number of days that are to be given from the Sick Leave Bank and to whom the days are to be given.

VIII. **EXTRA-CURRICULAR**

a. Contracts
   
i. Extra-curricular contracts shall be issued when class scheduling is assigned but no later than July 15th. Extra-curricular contracts shall be returned within 14 days.

b. Salary
   
i. Salary for extra-curricular activities will follow the schedule on the following page.
   
ii. If there is no Assistant Coach, the Head Coach will receive the Head Coach pay plus 75% of the Assistant Coach’s pay.

c. Payment
   
i. Extra-curricular salaries will be paid at the conclusion of the season/activity/year.

d. Post-Season Pay
   
i. Head Coach
      
      1. The Head Coach will receive $100 per week for advancement in post-season play according to the rules listed below.
   
   ii. Assistant Coach
      
      1. The Assistant Coach will receive $75 per week for advancement in post-season play according to the rules listed below.
   
   iii. Rules
      
      1. Volleyball and Basketball
         
         a. After District Tournament.
      
      2. Music, Track, Golf, Science, Speech, and Drama
         
         a. After Regional Competition.
         
         b. Max of $100/year.
      
      3. Football
         
         a. After regular season.
   
   e. Ticket-taking
i. In order to receive free admission to ball games, teachers will be required to take tickets at ball games or obtain an adult substitute.

ii. Pay

1. $10.00/hour – nearest quarter hour. (2016-17)

f. Clock or book-keeping

i. Pay

1. $12.50/game for elementary/JH contests-(BB, VB, Jr.High, FB, BB, VB)
2. $15/game for sub-varsity and varsity contests-(BB, VB)
3. $25.00/ varsity football game (2016-17)
4. $20.00/ junior varsity football game (2016-17)
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*Strasburg School*