

**MASTER CONTRACT
2015-2016**

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 for the 2015-2016 school year.

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. Four (4) 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.
 - 1. 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. Two (2) 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.

C. **Funeral Leave**

- a. In the event of the death and burial of a member of immediate family, regularly employed teachers will be allowed a maximum of three (3) school days without deduction of pay to attend the funeral and to make final arrangements. Immediate family, as relative to this section, refers to a teacher's or teacher's spouse's grandparents, father, mother, sister, brother, or grandchildren.
- b. In the event of death within teacher's own family (spouse, children), each regularly employed teacher may be allowed a maximum of five (5) school days 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
 - c. The cost of said substitute teacher will also be deducted from the teacher's salary, unless waived by the Superintendent at his/her sole discretion.

4) Personal Leave Reimbursement:

Teachers not using personal leave (2 B) above will be allowed \$90.00 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) **Jury Duty:**

Up to two days of jury duty will be granted with no deduction in pay. On the third day and any days following, the teacher will turn over jury pay to the school district to be used for substitute pay. Jury pay does not include mileage and meals.

7) **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 Vocational Education teachers who attend the fall (August) vocational education conference.

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

College credits (graduate hours) must be in a teacher's field of teaching 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.

9) **Lunch Break:**

All teachers will have a 25-minute duty free lunch break each day.

10) **Health Insurance - Flexible Scheduling (Cafeteria) Plan:**

If at least 70% of the eligible employees participate in the group health insurance offered by the Parshall School District, then the School District will pay:

- A. The actual cost of a single policy premium for Parshall School's Group Plan for the 2015-16 school year, 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 2015-16 school year, for those teachers electing not to

participate in the School's group health insurance 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.

In the event that the 70% participation requirement for this group health insurance program is not met, then all provisions of this Paragraph 10 shall be null and void for each school year in which the participation falls below 70%. In the event the 70% participation requirement for group health insurance is subsequently attained, the actual cost of a single policy premium for the 2015-16 school year would be reinstated on a pro rata basis for the remainder of the school year.

Any proposal which places the "grandfather" provisions of the Affordable Care Act 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 20 payments over the 10 month period commencing in September and ending in June of each school year, 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 June 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 JV 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 according to state law.

Signed Angela M. Miller
PEA Representative

Dated 5-21-15

Signed Michelle Burdick
Board Representative

Dated 5-21-15

2015-16

“The Hiring Line” Schedule:

BS	BS+8	BS+16	BS+24	BS+32	BS+40	BS+48	MS	MS+8	MS+16	MS+24
38,000	38,500	39,000	39,500	40,000	40,250	40,500	41,500	42,000	42,500	43,000

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

Salary increase schedule for educational advancement (continuing education):

BS+8	BS+16	BS+24	BS+32	BS+40	BS+48	MS	MS+8	MS+16	MS+24
\$500	\$500	\$500	\$500	\$250	\$250	\$1000	\$500	\$500	\$500

- 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 2015-2016 across-the-board increase is **\$2,500**.
- 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 **\$38,000** base for 2015-2016.

Parshall School District #3

Activity Salary Schedule 2015-16

ACTIVITY	BASE	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Years Experience	38,000	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
Athletic Director	9.50%	3610	3660	3710	3760	3810	3860	3910	3960	4010	4060	4110	4160	4210	4260	4310	4360	4410	4460	4510	4560	4610	4660
Head Football	9.50%	3610	3660	3710	3760	3810	3860	3910	3960	4010	4060	4110	4160	4210	4260	4310	4360	4410	4460	4510	4560	4610	4660
Head Girls BB	9.50%	3610	3660	3710	3760	3810	3860	3910	3960	4010	4060	4110	4160	4210	4260	4310	4360	4410	4460	4510	4560	4610	4660
Head Boys BB	9.50%	3610	3660	3710	3760	3810	3860	3910	3960	4010	4060	4110	4160	4210	4260	4310	4360	4410	4460	4510	4560	4610	4660
Head Boys Track	9.50%	3610	3660	3710	3760	3810	3860	3910	3960	4010	4060	4110	4160	4210	4260	4310	4360	4410	4460	4510	4560	4610	4660
Head Girls Track	9.50%	3610	3660	3710	3760	3810	3860	3910	3960	4010	4060	4110	4160	4210	4260	4310	4360	4410	4460	4510	4560	4610	4660
Head Volleyball	9.50%	3610	3660	3710	3760	3810	3860	3910	3960	4010	4060	4110	4160	4210	4260	4310	4360	4410	4460	4510	4560	4610	4660
Head Baseball	9.50%	3610	3660	3710	3760	3810	3860	3910	3960	4010	4060	4110	4160	4210	4260	4310	4360	4410	4460	4510	4560	4610	4660
Cross Country	9.50%	3610	3660	3710	3760	3810	3860	3910	3960	4010	4060	4110	4160	4210	4260	4310	4360	4410	4460	4510	4560	4610	4660
Music	9.50%	3610	3660	3710	3760	3810	3860	3910	3960	4010	4060	4110	4160	4210	4260	4310	4360	4410	4460	4510	4560	4610	4660
Asst. Football	6.10%	2318	2368	2418	2468	2518	2568	2618	2668	2718	2768	2818	2868	2918	2968	3018	3068	3118	3168	3218	3268	3318	3368
Asst. Girls BB	6.10%	2318	2368	2418	2468	2518	2568	2618	2668	2718	2768	2818	2868	2918	2968	3018	3068	3118	3168	3218	3268	3318	3368
Asst. Boys BB	6.10%	2318	2368	2418	2468	2518	2568	2618	2668	2718	2768	2818	2868	2918	2968	3018	3068	3118	3168	3218	3268	3318	3368
Asst. Track	6.10%	2318	2368	2418	2468	2518	2568	2618	2668	2718	2768	2818	2868	2918	2968	3018	3068	3118	3168	3218	3268	3318	3368
Asst. Golf	6.10%	2318	2368	2418	2468	2518	2568	2618	2668	2718	2768	2818	2868	2918	2968	3018	3068	3118	3168	3218	3268	3318	3368
Asst. Volleyball	6.10%	2318	2368	2418	2468	2518	2568	2618	2668	2718	2768	2818	2868	2918	2968	3018	3068	3118	3168	3218	3268	3318	3368
Asst. Baseball	6.10%	2318	2368	2418	2468	2518	2568	2618	2668	2718	2768	2818	2868	2918	2968	3018	3068	3118	3168	3218	3268	3318	3368
JH Football	3.80%	1444	1494	1544	1594	1644	1694	1744	1794	1844	1894	1944	1994	2044	2094	2144	2194	2244	2294	2344	2394	2444	2494
JH Girls BB	3.80%	1444	1494	1544	1594	1644	1694	1744	1794	1844	1894	1944	1994	2044	2094	2144	2194	2244	2294	2344	2394	2444	2494
JH Boys BB	3.80%	1444	1494	1544	1594	1644	1694	1744	1794	1844	1894	1944	1994	2044	2094	2144	2194	2244	2294	2344	2394	2444	2494
JH Volleyball	3.80%	1444	1494	1544	1594	1644	1694	1744	1794	1844	1894	1944	1994	2044	2094	2144	2194	2244	2294	2344	2394	2444	2494
Grade BB	4.70%	1786	1836	1886	1936	1986	2036	2086	2136	2186	2236	2286	2336	2386	2436	2486	2536	2586	2636	2686	2736	2786	2836
Cheerleader Advisor	4.70%	1786	1836	1886	1936	1986	2036	2086	2136	2186	2236	2286	2336	2386	2436	2486	2536	2586	2636	2686	2736	2786	2836
JH Cheer Advisor	4.30%	1634	1684	1734	1784	1834	1884	1934	1984	2034	2084	2134	2184	2234	2284	2334	2384	2434	2484	2534	2584	2634	2684
Yearbook Advisor	4.30%	1634	1684	1734	1784	1834	1884	1934	1984	2034	2084	2134	2184	2234	2284	2334	2384	2434	2484	2534	2584	2634	2684
Drama: 3 Act Play	4.30%	1634	1684	1734	1784	1834	1884	1934	1984	2034	2084	2134	2184	2234	2284	2334	2384	2434	2484	2534	2584	2634	2684
Honor Society	4.30%	1634	1684	1734	1784	1834	1884	1934	1984	2034	2084	2134	2184	2234	2284	2334	2384	2434	2484	2534	2584	2634	2684
FCCLA	4.30%	1634	1684	1734	1784	1834	1884	1934	1984	2034	2084	2134	2184	2234	2284	2334	2384	2434	2484	2534	2584	2634	2684
FFA	4.30%	1634	1684	1734	1784	1834	1884	1934	1984	2034	2084	2134	2184	2234	2284	2334	2384	2434	2484	2534	2584	2634	2684
Prom Advisor	1.40%	532	582	632	682	732	782	832	882	932	982	1032	1082	1132	1182	1232	1282	1332	1382	1432	1482	1532	1582
Sr. Class Advisor	1.40%	532	582	632	682	732	782	832	882	932	982	1032	1082	1132	1182	1232	1282	1332	1382	1432	1482	1532	1582
Jr. Class Advisor	1.40%	532	582	632	682	732	782	832	882	932	982	1032	1082	1132	1182	1232	1282	1332	1382	1432	1482	1532	1582
Freshman Advisor	7.00%	2660	2710	2760	2810	2860	2910	2960	3010	3060	3110	3160	3210	3260	3310	3360	3410	3460	3510	3560	3610	3660	3710
Sophomore Advisor	1.40%	532	582	632	682	732	782	832	882	932	982	1032	1082	1132	1182	1232	1282	1332	1382	1432	1482	1532	1582
8th Grade Advisor	1.40%	532	582	632	682	732	782	832	882	932	982	1032	1082	1132	1182	1232	1282	1332	1382	1432	1482	1532	1582
7th Grade Advisor	1.40%	532	582	632	682	732	782	832	882	932	982	1032	1082	1132	1182	1232	1282	1332	1382	1432	1482	1532	1582
Web Master	4.00%	1520	1570	1620	1670	1720	1770	1820	1870	1920	1970	2020	2070	2120	2170	2220	2270	2320	2370	2420	2470	2520	2570
Student Council Advisor	1.40%	532	582	632	682	732	782	832	882	932	982	1032	1082	1132	1182	1232	1282	1332	1382	1432	1482	1532	1582
Chess Club Advisor	1.40%	532	582	632	682	732	782	832	882	932	982	1032	1082	1132	1182	1232	1282	1332	1382	1432	1482	1532	1582

The head and assistant coaches for any sport may request to share the responsibilities of head and assistant coaches, whereby the two would be referred to as co-coaches for that sport. The two coaches will still be classified as one head and one assistant, but if the two request to be co-coaches they will split their two salaries equally. The two coaches' years of experience will be calculated as if they remained as one head and one assistant.