

MASTER AGREEMENT
BETWEEN
GRAFTON SCHOOL BOARD
AND
GRAFTON EDUCATION ASSOCIATION

Grafton School District #18
Grafton, ND 58237

FOR the school years
2025/2026 & 2026/2027

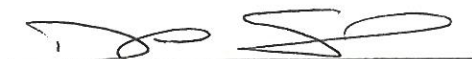
NEGOTIATED AGREEMENT

This agreement shall be effective as of July 1, 2025 and will continue and remain in full force until June 30, 2027, or, if negotiations for a successor agreement continue past June 30, 2027, until negotiations for a successor agreement have been completed. Either party of this agreement may reopen all or any portion of this agreement on its annual anniversary date by giving notice of its desire to reopen the agreement to the other party not less than (160) days prior to the annual anniversary date. Such date shall be in writing.

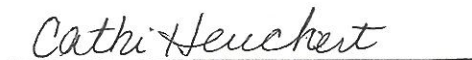
In witness, whereof, signatures of the duly authorized representative of the Association and the Board indicate that this Agreement has been ratified by the Grafton Education Association and the Grafton School District School Board.

Dated this 29th day of May, 2025.

SCHOOL BOARD



President



Business Manager

EDUCATION ASSOCIATION



President



Negotiator

MASTER AGREEMENT
Grafton Public Schools #18
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Preamble

The Board and the Association agree that the terms and conditions set forth in this agreement 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 written consent of the parties in amendment, written and attached and made part of this agreement.

Integration clause: This agreement is the final and complete agreement between the parties and supersedes all previous agreements between the parties.

Management clause: All terms and conditions of employment not covered by this agreement shall continue to be subject to the School Board's exclusive direction and control and shall not be subject to negotiations during the term of this Agreement.

Articles from this Agreement that are not altered in successive negotiation sessions shall automatically be renewed for the successive Agreement. Should any article, section, or clause of this Agreement 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 Agreement 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 this Agreement if not affected by the deleted article, section or clause.

The School Board and the Education Association do hereby agree that the welfare of the children is paramount in the operation of the schools and will be promoted by both parties. The parties do hereby agree as follows:

Article I. Recognition of Exclusive Representative

In accordance with the Teachers Representation and Negotiations Statutes (NDCC 15.1-16-11) the school board recognizes the Grafton Education Association as the representative organization for the teachers employed by the school board of Grafton School District #18. Said representative organization shall have those rights and duties as prescribed by North Dakota Statutes and as described in this contract. (NDCC 15.1-16-13) (NDCC 15.1-16-18)

Article II. Salary Schedule and Contracts

1. **Salary Schedule:** The salary schedule for all teachers shall be set forth in Schedule 1 for 2025-2026 and Schedule 2 for 2026-2027 of the appendix.
2. **Base salary:** The salary schedule shall have a \$48,750 base for 2025-2026 and a \$50,000 base for 2026-2027.
3. **Credit/Horizontal Lanes:** Lane Increments are \$900 except for the Master's Lane Increment is \$1,800, MA+ 16 is \$900.00, MA+32 is \$950.00 and MA+48 is \$1000.00 for the 2025-2026 and 2026-2027 school term.
 - a. A maximum of one (1) lane change is allowed each year on the salary schedule except for the Master's Lane. Transcripts submitted by September 1st will be recognized for the current contract year. Transcripts submitted after the September 1st deadline will be applied the following contract year.

- b. Teachers new to the District and those desiring a change in salary classification must file an official/unofficial transcript of credits in the office of the Superintendent before a change will be considered.
4. **Experience/Vertical Steps:** Experience increments for the 2025-2026 & 2026-2027 is \$550 (Steps 1-5), \$600 (Steps 6-10), \$650 (Steps 11-15), \$850 (Steps 16-20), \$950 (steps 20-25). One teacher will continue to receive 2 career increments steps (\$1,200) off the salary schedule until retirement. A \$1000 career increment will be added for all teachers frozen on step 25 of the current salary schedule for the 2025-2026 and 2026-2027 school year.
5. **Zero-hour contracts:** Separate contracts will be issued for zero hour classes that are beyond the regular teachers' contract. Zero-hour is defined as an additional period to be added on a yearly basis. Contract will be issued based on interest and enrollment in the class.
6. **Summer School:** Summer school classroom teachers shall be paid according to the percentage of hours of classroom instruction taught in the summer compared to the regular school term (150 hours) and that percentage multiplied by one-seventh (1/7) of the teacher's teaching salary. Teachers will be paid no less than \$30.00 per hour for federal and grant funded programs.
7. **Pay Date:** Pay date shall be the 20th of each month, with the following exceptions: if the 20th is on a Saturday or Sunday the pay date shall be the 18th/19th of the month; if the 20th of the month is on a bank holiday the pay date shall be the previous bank business day. Certified staff monthly pay-stubs will include the most recent information regarding a) TFFR b) sick leave c) personal leave.

Article III Benefits/Insurance

1. **Teachers Fund for Retirement:** Model 1 System for payment of Teachers Fund for Retirement is adopted. Employer contribution is 12.75% of a teacher's annual salary and employee contribution is 11.75% of the teacher's annual salary.
2. **Health Insurance:** The district's contribution to health insurance shall be the cost of a single health premium for 2025-2026 and 2026-2027.
3. **Cafeteria Plan:** A Cafeteria Plan (Section 125 of the IRS Code) provides participants an opportunity to receive benefits on a pretax basis. Participants must choose by September 10th a taxable benefit and/or a qualified benefit. The district's contribution to the Section 125 cafeteria plan shall be 70% of the cost of the district's single health insurance contribution. All certified staff that sign a contract for the 2021/2022 school year will be grandfathered into Article III Section 3. Any staff signed to contract for the 2022/2023 school year and beyond will only be allowed to take insurance on a "use it or lose it basis". The employee eligible for the cash option within the cafeteria plan, will be required to enter into an agreement with the district requiring that any costs and expenses associated with the cash option, including but not limited to any and all FICA, or other costs and expenses arising from such cash option will be the obligation of the employee through a salary reduction from either the cash out amount or other payroll deductions.
4. **Employee Assistance Program:** An employee assistance program will be added for all certified staff at no cost to the employee.

Article IV Leave

1. Sick Leave:

- a. All certified employees of Grafton Public School District #18 shall be allowed eleven (11) days of sick leave. Unused sick days in any school year will be accumulative from year to year to a maximum of 100 days.
- b. Unused sick leave over the maximum of 100 days shall be reimbursed at \$30.00 per day at the end of each contract year.
- c. If a teacher is absent due to sickness for four (4) or more consecutive days, a doctor's excuse must be obtained to be presented to the principal.
- d. Sick leave may be used for medical appointments or illness of a teacher's spouse, domestic partner, parents, siblings, child, stepchildren, minors residing in the household or in laws.
- e. If a teacher who meets the rule of 90 or is eligible for TFFR, is leaving the district, sick days 100 and under are paid out at \$75.00/day.

2. Personal Leave: All certified employees will be granted five (5) days of personal leave per year. Personal leave requests received the last two (2) weeks prior to the last day of school will be at the discretion of the superintendent. Employees will be reimbursed at the rate of pay for all personal leave not used. One day of unused personal leave will be automatically carried over. Personal leave is without cost to the teacher.

3. Childbearing/Adoption Placement Leave: A teacher shall be granted a leave of absence for the purpose of childbearing as follows: Childbearing/Adoption Placement leave will be granted in accordance with the Family Medical Leave Act. Said teacher shall notify the superintendent in writing of their desire to take such leave at least sixty days prior to the date on which their leave is to begin. They shall also at this time give an approximate date on which they plan to resume their full-time duties as an instructor, so that the replacement instructor may be advised of the length of their tenure as a substitute instructor. Up to 35 paid days of available sick leave may be used within 10 weeks of delivery or adoption of an infant (i.e. 0-24 months). Complications due to pregnancy would be covered under the sick leave policy. Additional leave beyond the allowable 35 days under FMLA will be unpaid, job-protected leave.

4. Professional Leave: The Board will maintain a professional leave policy which will provide generalized criteria for professional leave requests. Approval of professional leave will remain at the superintendent's discretion.

5. Emergency Leave: One day of Emergency Leave will be granted on a yearly basis. The Superintendent will have the discretion to determine when emergency leave may be used, including when a teacher still has personal days available to them. Emergency Leave will be taken from accrued sick leave.

6. Leave without Pay: Leave without pay is available at the discretion of the Superintendent. One contract day of salary will be deducted per day of leave without pay. Benefits will be deducted per day for all leave without pay not covered by FMLA. Taking leave without approval is a breach of contract and can result in dismissal and/or suspension of one's license. Leave without pay beyond 7.75 hours will be subject to board approval and require in addition to the electronic submission, a written request submitted to the Superintendent's office at least 30 days prior to the said request. Any immediate needs will be considered by the Superintendent if the board has not convened or will not be convened

in the requested time. Extended leave without pay for sickness will follow Article IV section 1.

Article V Conditions of Employment

1. **Length of School Year:** The number of contracted days in a school year will be one hundred and eighty-seven (187) for staff new to the district and one hundred eighty-six (186) for all returning staff. One contracted workday will be included in contracted professional development days.
2. **Contracted Professional Development Days:** The district values professional development. Teachers are expected to attend professional development days that are included in the contracted days of the calendar. If not attending a day, leave policies must be followed as stated in Article IV.
3. **Contracted Time:** The length of the school day is 8:00 am - 3:45pm for all certified staff. Work outside the defined school day such as Parent Teacher Conferences, is covered by the compensation set forth in the salary schedule. All other duties outside the defined day will be compensated in the activity's salary schedule.
4. **Advancement on the Salary Schedule – Continuing Education Requirements:** To maintain his/her position on the salary schedule, a teacher shall be required to complete six (6) semester hours of continuing education every five (5) years; only college or university credits, may be used for advancement on the salary schedule.
 - a. Credit earned shall be in the teacher's licensed field or approved by the superintendent.
 1. An official/unofficial transcript issued by the institution where the course, or courses, was taken must be filed in the office of the superintendent or designate.
 2. For an advancement on the salary schedule to be effective for the current contract year all earned credits must be recorded in the office of the superintendent or designate on or before September 1.
 - b. The "five-year period" referenced above shall correspond to the five-year term of the teacher's teaching license issued by the North Dakota Education and Practice Board.
 - c. It is the obligation of the teacher to secure approval as specified in the foregoing regulations and furthermore to record the credits in the office of the superintendent or designate on or before September 1.
 - d. Failure to meet these requirements shall result in forfeiture of raise on salary base and regular increment on salary schedules.
 - e. Teachers holding a lifetime certificate are not required to obtain credits to maintain their position on the salary schedule.

Article VI Other Agreements

1. **Activity Passes:** All teachers will receive an Activity Pass.
2. **Ticket Taking:** Staff members will be assigned to take tickets for one night of activity and be compensated at a flat rate of \$30.00 + \$15.00 for each additional hour after three hours.
3. **Extracurricular/Extra Duties:** Extracurricular activities or extra duty assignments will not be assigned. Separate extracurricular and extra duty assignments will be issued. The district shall have the option of offering or not offering extracurricular activities and extra duties from year to year. The number and type of extracurricular activities and extra duties assignments shall be the sole responsibility of the district. Extracurricular assignments are not subject to continuing contract rights or any of the requirements of the NDCC chapter 15.1-15. The extracurricular salary schedule only applies to positions held by teachers subject to the agreement.
4. **Resignation Penalty:** Release from contract and release fee is to be determined by the school board. Once a teacher signs their contract, it is assumed that the teacher will provide the contracted teaching services and will not breach or request a release during the term of the contract. It is mutually acknowledged that termination of a contract by a teacher prior to its completion results in damages to the District. While it is extremely difficult to calculate the actual cost to the District as a result of a release from or breach of contract, the District has established the following liquidated damages to be paid by the teacher in the event a teacher requests to be released from or breaches their contract during the contract term. The damages amount is expressed in percentage and is based on the time of release/breach:
 - From date contract is signed through July 1st: 3% of base salary
 - After July 1st: 7% of base salaryThe board has the discretion to waive all or a portion of the liquidated damages in a given situation.
5. **Mediation & Fact-Finding:** A mediator(s) may upon mutual agreement of the parties be used to assist in the resolution of issues before impasse is declared. The selection of the mediator(s) will be by mutual agreement. Cost of this phase of mediation will be borne equally by both parties.

If a settlement is not reached either party may notify the fact-finding commission for assistance as provided in Chapter 15.1-16 of the North Dakota Century Code. Cost and expenses which may be occurred in securing and utilizing the services of the state fact-finding commission shall be shared equally by the district and the Association.
6. **Noon Duty:** All teaching staff will receive a 25-minute duty-free noon.
7. **In-staff substitution:** A teacher may accept a class which causes him/her to forfeit his/her preparation period. Teachers in grades PK-12 will be compensated at \$15.00 for 20-minute increments and a maximum of sixty (60) minutes. If students are integrated into other classrooms in grades PK-4, then the teachers will be compensated at \$45.00/day.

Schedule 1	Salary Schedule 2025-2026
Schedule 2	Salary Schedule 2026-2027
Schedule 3	Extracurricular Schedule: 2025-2026, 2026-2027

GRAFTON PUBLIC SCHOOL

	0- 5	6 - 10	11- 15	16- 20	21- 25				
Step	550	600	650	850	950				
Base		48750	Lane	900		1800	900	950	1000

Salary Schedule 2025-2026

	1	2	3	4	5	6	7	8
Step	BA	BA+16	BA+32	BS+48	MA	MA+16	MA+32	MA+48
0	48,750	49,650	50,550	51,450	53,250	54,150	55,100	56,100
1	49,300	50,200	51,100	52,000	53,800	54,700	55,650	56,650
2	49,850	50,750	51,650	52,550	54,350	55,250	56,200	57,200
3	50,400	51,300	52,200	53,100	54,900	55,800	56,750	57,750
4	50,950	51,850	52,750	53,650	55,450	56,350	57,300	58,300
5	51,500	52,400	53,300	54,200	56,000	56,900	57,850	58,850
6	52,100	53,000	53,900	54,800	56,600	57,500	58,450	59,450
7	52,700	53,600	54,500	55,400	57,200	58,100	59,050	60,050
8	53,300	54,200	55,100	56,000	57,800	58,700	59,650	60,650
9	53,900	54,800	55,700	56,600	58,400	59,300	60,250	61,250
10	54,500	55,400	56,300	57,200	59,000	59,900	60,850	61,850
11	55,150	56,050	56,950	57,850	59,650	60,550	61,500	62,500
12	55,800	56,700	57,600	58,500	60,300	61,200	62,150	63,150
13	56,450	57,350	58,250	59,150	60,950	61,850	62,800	63,800
14	57,100	58,000	58,900	59,800	61,600	62,500	63,450	64,450
15	57,750	58,650	59,550	60,450	62,250	63,150	64,100	65,100
16			60,400	61,300	63,100	64,000	64,950	65,950
17			61,250	62,150	63,950	64,850	65,800	66,800
18			62,100	63,000	64,800	65,700	66,650	67,650
19			62,950	63,850	65,650	66,550	67,500	68,500
20			63,800	64,700	66,500	67,400	68,350	69,350
21			64,750	65,650	67,450	68,350	69,300	70,300
22			65,700	66,600	68,400	69,300	70,250	71,250
23			66,650	67,550	69,350	70,250	71,200	72,200
24			67,600	68,500	70,300	71,200	72,150	73,150
25			68,550	69,450	71,250	72,150	73,100	74,100
	BA	BA+16	BA+32	BA+48	MA	MA+16	MA+32	MA+48

GRAFTON PUBLIC SCHOOL

	0- 5	6 - 10	11- 15	16- 20	21- 25				
Step	550	600	650	850	950				
Base		50,000	Lane	900	1800	900	950	1000	

Salary Schedule 2026-2027

	1	2	3	4	5	6	7	8
Step	BA	BA+16	BA+32	BS+48	MA	MA+16	MA+32	MA+48
0	50,000	50,900	51,800	52,700	54,500	55,400	56,350	57,350
1	50,550	51,450	52,350	53,250	55,050	55,950	56,900	57,900
2	51,100	52,000	52,900	53,800	55,600	56,500	57,450	58,450
3	51,650	52,550	53,450	54,350	56,150	57,050	58,000	59,000
4	52,200	53,100	54,000	54,900	56,700	57,600	58,550	59,550
5	52,750	53,650	54,550	55,450	57,250	58,150	59,100	60,100
6	53,350	54,250	55,150	56,050	57,850	58,750	59,700	60,700
7	53,950	54,850	55,750	56,650	58,450	59,350	60,300	61,300
8	54,550	55,450	56,350	57,250	59,050	59,950	60,900	61,900
9	55,150	56,050	56,950	57,850	59,650	60,550	61,500	62,500
10	55,750	56,650	57,550	58,450	60,250	61,150	62,100	63,100
11	56,400	57,300	58,200	59,100	60,900	61,800	62,750	63,750
12	57,050	57,950	58,850	59,750	61,550	62,450	63,400	64,400
13	57,700	58,600	59,500	60,400	62,200	63,100	64,050	65,050
14	58,350	59,250	60,150	61,050	62,850	63,750	64,700	65,700
15	59,000	59,900	60,800	61,700	63,500	64,400	65,350	66,350
16			61,650	62,550	64,350	65,250	66,200	67,200
17			62,500	63,400	65,200	66,100	67,050	68,050
18			63,350	64,250	66,050	66,950	67,900	68,900
19			64,200	65,100	66,900	67,800	68,750	69,750
20			65,050	65,950	67,750	68,650	69,600	70,600
21			66,000	66,900	68,700	69,600	70,550	71,550
22			66,950	67,850	69,650	70,550	71,500	72,500
23			67,900	68,800	70,600	71,500	72,450	73,450
24			68,850	69,750	71,550	72,450	73,400	74,400
25			69,800	70,700	72,500	73,400	74,350	75,350
	BA	BA+16	BA+32	BA+48	MA	MA+16	MA+32	MA+48

2025-2026	Extra-Curricular Salary Schedule								
	Salary Schedule								
Base	\$48,750								
	COACHES		0.80	0.85	0.90	0.95	1.00		
			1-3 years	4-6 years	7-9 years	10-12 years	13-15 years		
15.0%	HEAD: BBB, GBB, FB, HK, WR, VB		5,850.00	6,215.63	6,581.25	6,946.88	7,312.50		
12.5%	HEAD: BB, XC, SB, WT Sum, TR		4,875.00	5,179.69	5,484.38	5,789.06	6,093.75		
12.5%	Asst Varsity: BBB, GBB, FB, HK, WR, VB		4,875.00	5,179.69	5,484.38	5,789.06	6,093.75		
10.0%	Asst Varsity: BB, XC, SB, TR		3,900.00	4,143.75	4,387.50	4,631.25	4,875.00		
10.0%	JR. Varsity: BBB, GBB, FB, HK, WR, VB		3,900.00	4,143.75	4,387.50	4,631.25	4,875.00		
8.5%	HEAD: BG, GG		3,315.00	3,522.19	3,729.38	3,936.56	4,143.75		
7.0%	7 & 8 HEAD: FB, BBB, GBB, VB, BB, SB, WT Sum		2,730.00	2,900.63	3,071.25	3,241.88	3,412.50		
7.0%	7 & 8 ASST: FB, Varsity FB Cheer Coach		2,730.00	2,900.63	3,071.25	3,241.88	3,412.50		
4.0%	5 & 6: FB, BBB, GBB, (CHEER - FB, BBB, HK)		1,560.00	1,657.50	1,755.00	1,852.50	1,950.00		
	ADVISORS								
12.5%	HEAD: SPEECH, ANNUAL, MUSICAL, DRAMA, CONCESS		4,875.00	5,179.69	5,484.38	5,789.06	6,093.75		
9.5%	ASST: SPEECH, MUSICAL, DRAMA		3,705.00	3,936.56	4,168.13	4,399.69	4,631.25		
7.5%	HEAD: FCCLA, VEX, (1) E-SPORTS (1)		2,925.00	3,107.81	3,290.63	3,473.44	3,656.25		
4.0%	V&B ENSEMBLES, PROM, MUSICAL/TECH COORD. JH Musical		1,560.00	1,657.50	1,755.00	1,852.50	1,950.00		
2.5%	ACCOMPANIST, SH & JH STUDENT COUN/2nd Asst. JH Musical		975.00	1,035.94	1,096.88	1,157.81	1,218.75		
2.0%	HOME COMING		780.00	828.75	877.50	926.25	975.00		
1.0%	MATH COUNTS, SPELLING BEE		390.00	414.38	438.75	463.13	487.50		
0.0015	PEP BAND (each performance)		58.50	62.16	65.81	69.47	73.13		
1.50%	CLASS ADVISORS		585.00						
0.04%	Extended Seasons								
	Years of Experience are Sport/Advisor specific								
	Asst Golf is 70% of head salary								
	Academic olympics HS-1.6% (2020-2021)								
	Academic olympics MS-1.5% (2020-2021)								
	HS/JH VEX 1.5 of salary (2020-2021)								
Class Advisors 1.5% of salary. Grade 9, 10 & 11 - two advisors; Senior Class - 4 advisors - NO years of experience for Advisors									
	Senior Class advisors - 4 allowed they chose to have 5- divided salary of 4 by 5								

2026-2027	Extra-Curricular Salary Schedule								
	Salary Schedule								
Base	\$50,000								
	COACHES	0.80	0.85	0.90	0.95	1.00			
		1-3 years	4-6 years	7-9 years	10-12 years	13-15 years			
15.0%	HEAD: BBB, GBB, FB, HK, WR, VB	6,000.00	6,375.00	6,750.00	7,125.00	7,500.00			
12.5%	HEAD: BB, XC, SB, WT Sum, TR	5,000.00	5,312.50	5,625.00	5,937.50	6,250.00			
12.5%	Asst Varsity: BBB, GBB, FB, HK, WR, VB	5,000.00	5,312.50	5,625.00	5,937.50	6,250.00			
10.0%	Asst Varsity: BB, XC, SB, TR	4,000.00	4,250.00	4,500.00	4,750.00	5,000.00			
10.0%	JR. Varsity: BBB, GBB, FB, HK, WR, VB	4,000.00	4,250.00	4,500.00	4,750.00	5,000.00			
8.5%	HEAD: BG, GG	3,400.00	3,612.50	3,825.00	4,037.50	4,250.00			
7.0%	7 & 8 HEAD: FB, BBB, GBB, VB, BB, SB, WT Sum	2,800.00	2,975.00	3,150.00	3,325.00	3,500.00			
7.0%	7 & 8 ASST: FB, Varsity FB Cheer Coach	2,800.00	2,975.00	3,150.00	3,325.00	3,500.00			
4.0%	5 & 6: FB, BBB, GBB, (CHEER - FB, BBB, HK)	1,600.00	1,700.00	1,800.00	1,900.00	2,000.00			
	ADVISORS								
12.5%	HEAD: SPEECH, ANNUAL, MUSICAL, DRAMA, CONCESS	5,000.00	5,312.50	5,625.00	5,937.50	6,250.00			
9.5%	ASST: SPEECH, MUSICAL, DRAMA	3,800.00	4,037.50	4,275.00	4,512.50	4,750.00			
7.5%	HEAD: FCCLA, VEX, (1) E-SPORTS (1)	3,000.00	3,187.50	3,375.00	3,562.50	3,750.00			
4.0%	V&B ENSEMBLES, PROM, MUSICAL/TECH COORD. JH Musical	1,600.00	1,700.00	1,800.00	1,900.00	2,000.00			
2.5%	ACCOMPANIST, SH & JH STUDENT COUN/2nd Asst. JH Musical	1,000.00	1,062.50	1,125.00	1,187.50	1,250.00			
2.0%	HOME COMING	800.00	850.00	900.00	950.00	1,000.00			
1.0%	MATH COUNTS, SPELLING BEE	400.00	425.00	450.00	475.00	500.00			
0.0015	PEP BAND (each performance)	60.00	63.75	67.50	71.25	75.00			
1.50%	CLASS ADVISORS	600.00							
0.04%	Extended Seasons								
	Years of Experience are Sport/Advisor specific								
	Asst Golf is 70% of head salary								
	Academic olympics HS-1.6% (2020-2021)								
	Academic olympics MS-1.5% (2020-2021)								
	HS/JH VEX 1.5 of salary (2020-2021)								
Class Advisors 1.5% of salary. Grade 9, 10 & 11 - two advisors; Senior Class - 4 advisors - NO years of experience for Advisors									
	Senior Class advisors - 4 allowed they chose to have 5- divided salary of 4 by 5								