

TEACHER NEGOTIATED AGREEMENT

2025 - 2027

(July 1, 2025 – June 30, 2027)

May-Port CG School District # 14

TEACHER CONTRACTUAL AGREEMENTS TABLE OF CONTENTS

PAGE 2

Section I.....	Teacher Contractual Agreement
Section II.....	Insurance and Benefits
Section III.....	Salary Schedule and Explanatory Notes

PAGE 3

Section IV.....	Teachers New to The May-Port CG School District
Section V.....	Hours Required Every Five Years
Section VI.....	Salary Payments

PAGE 4

Section VII.....	Extra Duty and Compensation Policy
------------------	------------------------------------

PAGE 5

Section VIII.....	Curriculum Revitalization Program
Section IX.....	Leave Policy

PAGE 6

Subsection IX. A.....	Sick Leave
Subsection IX. B.....	Personal Leave

PAGE 7

Subsection IX. C.....	Emergency Leave
Subsection IX. D.....	Medical Certificate
Subsection IX. E.....	Charging Leave Time

PAGE 8

Section X.....	Long-Term Leave
----------------	-----------------

PAGE 9

Section XI.....	Other Agreements
-----------------	------------------

PAGE 10

Section XII.....	Travel
Section XIII.....	Effect of Contract
Section XIV.....	Saving Clause
Section XV.....	Individual Contracts
Section XVI.....	Duration
Section XVII.....	Grievance
Section XVIII.....	Reduction In Force
Ratification	
Signatures	

TEACHER CONTRACTUAL AGREEMENTS

I. TEACHER CONTRACTUAL AGREEMENT

School Year	2025-26	2026-27
Base	\$46,550	\$46,550
Vertical	\$850	\$850 (0-9 years)
	\$1,050	\$1,050 (10+ years)
Horizontal	\$2,000	\$2,000
Insurance	Single Policy	Single Policy

BS	=	10 steps	MS	=	19 steps
BS+15	=	12 steps	MS+15	=	19 steps
BS+30	=	13 steps	MS+30	=	23 steps
BS+45	=	19 steps			

- An annual \$1,000 “longevity payment” will be added to a teacher’s contracted salary beginning the year after reaching step 19 for the BS+45 lane or beginning the year after reaching step 23 for the MS+30 lane. This additional compensation will be paid each year and is limited to teachers “frozen” in the BS+45 and MS+30 lanes and is noncumulative.

II. INSURANCE and Benefits

- A. The May-Port CG School District shall provide certified staff members with a single health insurance policy. The MPCG School Board will identify the plan that will be fully funded. Staff members will be given a choice for additional option(s). The district will contribute \$12,000 towards the cost of a single insurance policy. If the cost of the selected plan is less than \$12,000, the district will contribute the difference towards a Health Savings Account / HRA. If the school board desires to change the plan that is provided, it will be brought before the budget and finance committee and MPCGEA will be notified and will be invited to participate in those discussions. Recommendations for changes by the budget and finance committee will be brought to the full board for approval.
- B. The District will provide health insurance benefits to part-time certified employees. The amount of District participation in premium cost will be pro-rated equal to the percent of contract time or other stated limitations.

- C. Health Insurance benefit is optional on the part of the teacher, however, no monetary allowance will be made to those teachers not availing themselves of the health insurance benefit.
- D. The May-Port CG School Board will contribute 8.00% of the member assessment for North Dakota TFFR for the 2025-26 school year and then it will increase to 10%.
- E. 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.

III. SALARY SCHEDULE AND EXPLANATORY NOTES

- A. Horizontal advancement is dependent on semester hours, undergraduate or graduate work, related to the instructor's field of education as approved by the administration.
- B. Vertical advancement is based upon a teacher's years of experience. Only 1 step (vertical advancement) will be allowed annually or when changing lanes. Those already working toward those lane changes will be grandfathered and may advance more than one step based on their actual experience until the end of the 2026-27 school year.
- C. A new contract will be issued to teachers who earn the required graduate or undergraduate hours for horizontal advancement if the required number of hours is presented to the **BUSINESS MANAGER** before the opening of school in the fall. Documentation is due to the **BUSINESS MANAGER** no later than September 1; an unofficial transcript will be accepted.

IV. TEACHERS NEW TO THE MAY-PORT CG SCHOOL DISTRICT

- A. Undergraduate credit exceeding the BS Degree cannot be transferred into the system for the purpose of horizontal advancement. Credits must be in the teacher's field of teaching for an approved graduate program.
- B. New Teachers will be compensated for their current level of experience. They will only be credited for a maximum of 8 years of past teaching experience for the Reduction In Force policy.
- C. One day of orientation will be required. (Compensated at the hourly rate established for summer revitalization.)

V. HOURS REQUIRED EVERY FIVE YEARS

- A. All instructional personnel of the May-Port CG School District must meet the Department of Public Instruction's requirements for recertification. All certified staff must maintain a current North Dakota teaching license for consideration of employment.

VI. SALARY PAYMENTS

- A. Pay periods will be on the 20th of the month.
- B. Personnel may request payment of salary on 9, 10, 11, or 12 month basis. Checks 10, 11, and 12 will be paid on the final day of the school term.
- C. Teachers may choose to have monthly checks for extracurricular activities that continue for a full year.

VII. EXTRA DUTY AND COMPENSATION POLICY

- A. Summer pay—a separate contract will be issued for summer pay.
 - 1. Summer pay will be determined by taking 1/18 times the regular nine month contract in the following areas:
 - a. Summer band sessions
 - b. Agricultural Education
 - c. Family and Consumer Science
 - d. Office Education
 - 2. A summer program that is comparable to a normal teaching day will be paid commensurate with the salary schedule.
 - a. Summer Classroom Drivers Education
 - b. Summer Title 1 Reading
 - 3. An hourly wage for behind the wheel Driver's Education will be negotiated separately.
 - 4. Remuneration will be made upon completion of work.
 - 5. The following summer work will be paid at \$20 an

hour. This work will be applied for and approved by the District Curriculum Committee. The maximum number of hours available will be set each year by the May-Port CG School Board, with a limit of twenty five (25) hours per teacher.

- a. Criteria for revitalization hours will be set by the Curriculum and Technology committee annually.
 - b. All new staff members will be required to spend twelve hours with their building principal before school starts.
6. Duties outside the regular school day approved by the administration will be compensated at *twelve and one half dollars (\$12.50)* per hour. The duties in this section will be paid twice yearly (December and May). These duties will include, but not be limited to:
- a. Textbook analysis
 - b. Giving up prep period
 - c. Giving up noon hour (*25 minutes=(\$6.25)*)
 - d. Ticket selling
 - e. Serving on a committee (admin. approved)

VIII. CURRICULUM REVITALIZATION PROGRAM

- A. If the budget allows, this program will be available to contracted staff for the following school year. If that person resigned his position, they will not be eligible for payment.
- B. The teacher will be paid at the rate of \$20/ hour.
- C. The time spent will be subject to administrative supervision.
- D. Time spent in the curriculum development class at a college will be acceptable hours as long as that person is working directly on classroom curriculum.
- E. The hours spent could be taken at any time during the summer, however, it should be done in a block of time and not spread over the entire summer. The administration must be aware of the working schedule.

- F. Each interested teacher will submit an application and have a brief interview with the curriculum committee. This committee will recommend the teachers they select for final school board approval.
- G. Teachers may apply every year for consideration if they so choose.
- H. The application will consist of:
 - 1. The number of hours being applied for.
 - 2. Date of previous involvement with the Curriculum Revitalization Program.
 - 3. Curriculum to be worked on

IX. LEAVE POLICY

The School Board shall grant seventeen (17) days annual for leave, accumulative to ninety (90) days. A teacher with experience, but new to the May-Port CG School District will have accumulated twenty-five (25) days of leave after one year in our system, minus the days he/she uses the first year.

Leave may be used for:

A. SICK LEAVE

- 1. **TEACHER:** Personal illness
- 2. **FAMILY:** A teacher may use their available leave days to care for an immediate family member or as approved by administration in the case of accident or illness. A teacher will pay the District's substitute rate if the above has been expended.
- 3. **Maternity / Paternity LEAVE (Referred to as Parental Leave):**
The teacher must give notice for parental leave at least four weeks prior to delivery. While pregnant, the teacher will continue her teaching responsibilities as long as she and her physician deem it feasible and she is able to adequately perform her duties. A teacher may use their available leave time for their parental leave, up to 30 contract days. Once their available leave time is exhausted, the Teacher's salary will be reduced at a pro-rated amount equivalent to their daily rate, for time away

from work in excess of their available leave time. Requests for additional time due to extenuating medical circumstances, may be granted by the School Board.

B. PERSONAL LEAVE

Teachers with 0-9 years of experience shall be granted Four (4) personal days per year, may carry over 1 day into the next year, accumulative to (5). Teachers with 10 or more years of experience shall be granted Five (5) personal days per year, non-accumulative. Four (4) days notice required.

1. If a Teacher does not exhaust their annually allotted leave days during the contract year, the unused days will be accumulated to a Sick Leave Bank up to a maximum of ninety (90) days. If the teacher has not used all of the personal days for that contract year, the Teacher may choose to have two (2) personal days paid out to them at an amount of \$250/day. If any days are paid out, those days will be subtracted from the remaining annually allotted leave days that will be added to the employees Sick Leave Bank.

In order to have unused Personal Days added to their Sick Leave Bank, the Teacher MUST notify the District Business Manager no later than May 1st, of the current contract year. Late requests will not be considered. Unless otherwise requested, teachers will receive payment for a maximum of two (2) unused personal leave days at the above stated rate at the end of the contract year.

2. Personal leave will be granted within the first two weeks and/or the last two weeks of school, only when deemed appropriate by the superintendent.

C. EMERGENCY LEAVE

1. Death in family
2. Death of a close friend
3. Serious illness in family
4. Any emergency deemed appropriate by the superintendent and teacher.

D. MEDICAL CERTIFICATE

1. The School Board or designate may require a qualified physician as evidence of any illness or disability, indicating such absence was due to illness or disability, in order to qualify for sick leave pay. This certificate will be at the Board's expense.

E. **CHARGING LEAVE TIME:** For the purpose of charging leave time, the school day will be divided into fourths (1/4's)

1. A teacher with experience, but new to the May-Port CG School District will have accumulated twenty-five (25) days of leave after one year in our system, minus the days he/she uses the first year.
2. Leave days are granted on the first day of school and are not earned.
3. The Board will establish an emergency sick leave bank of twenty (20) days to be used at teacher request subject to Board approval.
4. A teacher may be allowed to go to workshops for credit, professional meetings, school visitations, and professionally connected activities upon approval of the administration. Attendance at such activities may be initiated by the teacher, administration, or board. When that such absence is a benefit to the school or the teacher professionally, the substitute will be paid by the School District and leave time will not be deducted.
5. In the event of a medical emergency that would require an extended absence, teachers would be allowed to donate up to 5 days of their accumulated sick leave to a teacher who has exhausted his/her sick leave. Employees would need to submit a written request to school administration that describes the specific medical emergency. Employees would be eligible to receive donated leave only after their request has been approved by school administration and all other available paid leave options have been exhausted, including but not limited to the 20-day emergency sick leave as approved by the school board.

X. LONG-TERM LEAVE

- A. The May-Port CG School Board may grant one year of leave under the following conditions:
1. Only to certified teaching staff
 2. Request must be in writing and is due on or before the April School Board meeting
 3. The certified teacher must have five (5) years of teaching experience in the May-Port CG School system
 4. Maximum of one year

5. In any event, the Board shall not be required to permit the teacher to resume his or her employment prior to the date designated in the leave
 6. Leave will be without pay and employee benefits or any other employment privileges
 7. Only one leave per staff member
 8. A maximum of two leaves may be granted per year.
- B. This certified teacher will be assured of a position in the same program area that was previously held or for any other position for which he/she may become qualified by virtue of additional study, under the following conditions:
1. Request to return shall be made in writing on or before May 1 to the office of the Superintendent
 2. Failure to submit written notice of intent to return shall be deemed a voluntary resignation and waiver the right to reemployment
 3. During the leave period, the teacher will be subject to the discharge procedures set forth in NDCC 15-47-38.

XI. OTHER AGREEMENTS

- A. A teacher's work day will be from 8:00am to 4:00pm. Teachers will be available in their classroom setting one-half hour before classes begin in the morning and will be available in the building one-half hour after dismissal. A request for early departure can be arranged with the administration.
1. Elementary staff members will not be required to supervise the playground before or after school
 2. All staff members will get 25 minutes duty-free at noon.
- B. Any certified staff member wishing to be released from his/her contract after once signing it will not be granted release unless a suitable replacement can be secured. If replacement is found a fine of \$500.00 will be assessed.
- C. Any certified staff members that are eligible to receive TFFR benefits, and have been in the May-Port CG School District for a designated number of years, may choose to submit their retirement letter to the superintendent on or before Jan 1st. If the letter is received by January 1st, the retiree will receive a payment from the school district payable at the end of the school year.

Minimum Years	Payment
15	\$2,500
20	\$5,000
25	\$6,500
30	\$7,500

If retirement notification has been submitted on or before January 1st and the retiree has a sick leave bank of 73 days or more upon their last date of employment, the retirement notification payout will be increased by \$2,000.

- D. Teacher workshops and in-services will be planned by the administration and teachers. Once plans are finalized they will be presented to the School Board for approval.

E. *Contract Days*

183 Contract Days:

175---Student contact days

3---Paid Holidays (Labor Day, Veterans' Day & Thanksgiving)

2---Parent/teacher conference days

3---Professional development days

XII. TRAVEL

Any staff member traveling at Board request will be paid at the rate set by the school board annually.

XIII. EFFECT OF CONTRACT

The Board and the Association agree that the terms and conditions set forth in this 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 a part of this Contract.

XIV. 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.

XV. INDIVIDUAL CONTRACTS

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

XVI. DURATION

The provisions of this agreement shall remain in full force and effect until such time as they are changed by mutual agreement of the parties.

Modifications to this agreement will take effect on July 1 of each year.

XVII. Grievance Procedure

The May-Port CG Grievance Policy DGAA shall be adopted and maintained by the May-Port CG School Board. The grievance procedures will not be changed without notification and input from MPCGEA.

XVIII. Reduction In Force

When reduction of professionally certified teaching staff becomes necessary because of, but not limited to, declining enrollment, program curtailments, uncertainty of funds, or other reasons of necessity, the Board will have the sole right to determine the scope of the reduction. This determination will not be arbitrary or capricious. If a decision is made to reduce the teaching staff, any teacher affected thereby will be given such notice as may be required by law.

1. In the event of reduction in force (RIF), the contract(s) of RIFFED personnel will be terminated in accordance with present statutes, fair dismissal procedures (1 5-47- 38), and district procedures established herein.
2. The Board will determine the amount of money to be cut from the budget by staff reductions. The program areas and/or FTES to be eliminated by reduction in staff will be determined by the RIF committee.
3. Present and future staffing and educational needs of the District at the time of the reduction in the force will be of paramount consideration as the RIF committee identifies these specific positions for the Board. The Selection of the teacher(s) to be RIFFED will be in accordance with the following criteria:
 - A. Attrition, including retirements, incentive early retirements, and resignations will be relied on to the greatest extent possible.
 - B. When attrition is not sufficient to alleviate the necessity for reduction in force, then the policy of the District will be to retain those

teachers with the greatest number of "professional points". (Professional points will be accumulated according to the criteria listed in RIF Appendix 1.) A teacher is eligible to be placed in any position that they are "highly qualified" to teach in.

4. RECALL

A. Any teacher who is RIFFED under the provisions of this policy will be rehired if any vacant position occurs in the program area from which the staff member was RIFFED. If an opening occurs in another program area and there is no one on the recall list from that area, the RIFFED teacher will be placed on the recall list if they have had experience within the last six years.

B. Any teacher RIFFED will remain on the recall list/lists for a period of *five* school years after the non-renewal decision.

C. In the event that there are more teachers on the recall list than there are positions available, the District will offer those positions to the teachers in order of highest professional points at the time of termination. It is the responsibility of the RIFFED teacher to keep the Board informed of his/her current address.

D. Re-employment offers will be sent by certified mail, return receipt requested, to the RIFFED teacher. Acceptance or refusal of the offer must be given within ten (10) days of the date of receipt of said letter.

E. The District will not employ any new teachers until all teachers on the recall list, certified to hold the position, have been given a written offer of re-employment and have refused said offer.

F. Rejections of any offer will forfeit re-employment rights except in the following instances:

1. A teacher on the recall list may reject an offer that is less time in term of contract load from the one RIFFED without forfeiting re-employment rights.

2. A teacher on the recall list may reject an offer that does not have a majority of the contract load in

the RIFFED program area without forfeiting re-employment rights.

G. A teacher on the recall list who replaces a teacher on the leave of absence will not forfeit further re-employment rights.

5. Upon return to employment from the recall list, teachers will have their accumulated benefits reinstated and will be placed in the salary position commensurate with their experience and school policy.

APPENDIX I TERMS AND DEFINITIONS

1. **RIF---** Reduction in Force
2. **Professional Points---** Points accumulated to determine staff reduction list.
3. **RIF Committee---** will consist of Superintendent, High School Principal, Elementary Principal, one staff representative from teachers of the following: Grades 1-5, 6-8, 9-12, and supportive staff.

APPENDIX II

A teacher's rank within a given program area is determined by the following professional points criteria. When necessary, changes in the professional points list will be made by December 15. **Staff evaluation points will be added on or before March 15.**

CRITERIA

1. **EXPERIENCE-**

Each full year of teaching experience in Mayville- Portland and/or Clifford- Galesburg and May-Port CG (Fractional years and FTES will be prorated)	10 per year
Up to 8 full year of teaching experience outside of May-Port CG (maximum of 40 points)	5 per year
2. **ACADEMIC TRAINING BEYOND BS: maximum of 25 points**

BS + 15 semester hours	3
BS + 30 semester hours	6
BS + 45 semester hours	9
Master's Degree	15
MS + 15 semester hours	18
MS + 30 semester hours	21
Extra Majors	2 each
Special Certificates	1 each

(Examples: reading, drivers education)

3. PERFORMANCE- maximum of 50 points
Administrative Evaluation


4. ADDITIONAL ASSIGNMENTS: maximum of 30 points

	Per Year/Per Activity
Head Coaches/Advisors	3 points
Assistant Coaches/ Advisors	1 point
Middle School Coaches	1 point

RATIFICATION

IN WITNESS THEREOF, signatures of the duly authorized representatives of the Association and the Board indicate that this Contract has been ratified by the May-Port CG Education Association and the May-Port CG School Board.

May-Port CG School Board

By: 
School Board President

May-Port CG Education
Association

By: 
MPCGEA President

2025-2026								base salary	46,550
	BS	BS+15	BS+30	BS+45	MS	MS+15	MS+30		
0	46550	48550	50550	52550	54550	56550	58550		
1	47400	49400	51400	53400	55400	57400	59400		
2	48250	50250	52250	54250	56250	58250	60250		
3	49100	51100	53100	55100	57100	59100	61100		
4	49950	51950	53950	55950	57950	59950	61950		
5	50800	52800	54800	56800	58800	60800	62800		
6	51650	53650	55650	57650	59650	61650	63650		
7	52500	54500	56500	58500	60500	62500	64500		
8	53350	55350	57350	59350	61350	63350	65350		
9	54200	56200	58200	60200	62200	64200	66200		
10	55250	57250	59250	61250	63250	65250	67250		
11		58300	60300	62300	64300	66300	68300		
12		59350	61350	63350	65350	67350	69350		
13			62400	64400	66400	68400	70400		
14				65450	67450	69450	71450		
15				66500	68500	70500	72500		
16				67550	69550	71550	73550		
17				68600	70600	72600	74600		
18				69650	71650	73650	75650		
19				70700	72700	74700	76700		
20							77750		
21							78800		
22							79850		
23							80900		

2026-2027								base salary	46,550
	BS	BS+15	BS+30	BS+45	MS	MS+15	MS+30		
0	46550	48550	50550	52550	54550	56550	58550		
1	47400	49400	51400	53400	55400	57400	59400		
2	48250	50250	52250	54250	56250	58250	60250		
3	49100	51100	53100	55100	57100	59100	61100		
4	49950	51950	53950	55950	57950	59950	61950		
5	50800	52800	54800	56800	58800	60800	62800		
6	51650	53650	55650	57650	59650	61650	63650		
7	52500	54500	56500	58500	60500	62500	64500		
8	53350	55350	57350	59350	61350	63350	65350		
9	54200	56200	58200	60200	62200	64200	66200		
10	55250	57250	59250	61250	63250	65250	67250		
11		58300	60300	62300	64300	66300	68300		
12		59350	61350	63350	65350	67350	69350		
13			62400	64400	66400	68400	70400		
14				65450	67450	69450	71450		
15				66500	68500	70500	72500		
16				67550	69550	71550	73550		
17				68600	70600	72600	74600		
18				69650	71650	73650	75650		
19				70700	72700	74700	76700		
20							77750		
21							78800		
22							79850		
23							80900		