

***Medina Public School District #3
& Medina Education Association***

**MASTER
CONTRACT
2025-2027**

Negotiated Agreement Completed - June 13, 2025

Medina Public School District #3

2025-2026 Salary Schedule

Experience	Base	8 Hours	16 Hours	24 Hours	32 Hours	44 Hours	56 Hours	68 Hours	Masters	Masters + 16 hours
0	\$47,250	\$47,775	\$48,300	\$48,825	\$49,350	\$49,875	\$50,400	\$50,925	\$51,450	\$51,975
1	\$47,775	\$48,300	\$48,825	\$49,350	\$49,875	\$50,400	\$50,925	\$51,450	\$51,975	\$52,500
2	\$48,300	\$48,825	\$49,350	\$49,875	\$50,400	\$50,925	\$51,450	\$51,975	\$52,500	\$53,025
3	\$48,825	\$49,350	\$49,875	\$50,400	\$50,925	\$51,450	\$51,975	\$52,500	\$53,025	\$53,550
4	\$49,350	\$49,875	\$50,400	\$50,925	\$51,450	\$51,975	\$52,500	\$53,025	\$53,550	\$54,075
5	\$49,875	\$50,400	\$50,925	\$51,450	\$51,975	\$52,500	\$53,025	\$53,550	\$54,075	\$54,600
6		\$50,925	\$51,450	\$51,975	\$52,500	\$53,025	\$53,550	\$54,075	\$54,600	\$55,125
7		\$51,450	\$51,975	\$52,500	\$53,025	\$53,550	\$54,075	\$54,600	\$55,125	\$55,650
8		\$51,975	\$52,500	\$53,025	\$53,550	\$54,075	\$54,600	\$55,125	\$55,650	\$56,175
9		\$52,500	\$53,025	\$53,550	\$54,075	\$54,600	\$55,125	\$55,650	\$56,175	\$56,700
10			\$53,550	\$54,075	\$54,600	\$55,125	\$55,650	\$56,175	\$56,700	\$57,225
11			\$54,075	\$54,600	\$55,125	\$55,650	\$56,175	\$56,700	\$57,225	\$57,750
12				\$55,125	\$55,650	\$56,175	\$56,700	\$57,225	\$57,750	\$58,275
13				\$55,650	\$56,175	\$56,700	\$57,225	\$57,750	\$58,275	\$58,800
14				\$56,175	\$56,700	\$57,225	\$57,750	\$58,275	\$58,800	\$59,325
15				\$56,700	\$57,225	\$57,750	\$58,275	\$58,800	\$59,325	\$59,850
16					\$57,750	\$58,275	\$58,800	\$59,325	\$59,850	\$60,375
17					\$58,275	\$58,800	\$59,325	\$59,850	\$60,375	\$60,900
18					\$58,800	\$59,325	\$59,850	\$60,375	\$60,900	\$61,425
19					\$59,325	\$59,850	\$60,375	\$60,900	\$61,425	\$61,950
20					\$59,850	\$60,375	\$60,900	\$61,425	\$61,950	\$62,475
21					\$60,375	\$60,900	\$61,425	\$61,950	\$62,475	\$63,000
22					\$60,900	\$61,425	\$61,950	\$62,475	\$63,000	\$63,525
23						\$61,950	\$62,475	\$63,000	\$63,525	\$64,050
24						\$62,475	\$63,000	\$63,525	\$64,050	\$64,575
25						\$63,000	\$63,525	\$64,050	\$64,575	\$65,100
26							\$64,050	\$64,575	\$65,100	\$65,625
27							\$64,575	\$65,100	\$65,625	\$66,150
28							\$65,100	\$65,625	\$66,150	\$66,675
29							\$65,625	\$66,150	\$66,675	\$67,200
30							\$66,150	\$66,675	\$67,200	\$67,725
31							\$66,675	\$67,200	\$67,725	\$68,250
32							\$67,200	\$67,725	\$68,250	\$68,775

This is the 1st year salary schedule of the two year contract.

Increments of \$525 for each year of experience step and \$525 for each education lane.

*Each education lane is based on the teacher earning semester hours of graduate work beyond the
B.S. degree in their major or minor field.*

Medina Public School District #3

2026-2027 Salary Schedule

Experience	Base	8 Hours	16 Hours	24 Hours	32 Hours	44 Hours	56 Hours	68 Hours	Masters	Masters + 16 hours
0	\$49,250	\$49,775	\$50,300	\$50,825	\$51,350	\$51,875	\$52,400	\$52,925	\$53,450	\$53,975
1	\$49,775	\$50,300	\$50,825	\$51,350	\$51,875	\$52,400	\$52,925	\$53,450	\$53,975	\$54,500
2	\$50,300	\$50,825	\$51,350	\$51,875	\$52,400	\$52,925	\$53,450	\$53,975	\$54,500	\$55,025
3	\$50,825	\$51,350	\$51,875	\$52,400	\$52,925	\$53,450	\$53,975	\$54,500	\$55,025	\$55,550
4	\$51,350	\$51,875	\$52,400	\$52,925	\$53,450	\$53,975	\$54,500	\$55,025	\$55,550	\$56,075
5	\$51,875	\$52,400	\$52,925	\$53,450	\$53,975	\$54,500	\$55,025	\$55,550	\$56,075	\$56,600
6		\$52,925	\$53,450	\$53,975	\$54,500	\$55,025	\$55,550	\$56,075	\$56,600	\$57,125
7		\$53,450	\$53,975	\$54,500	\$55,025	\$55,550	\$56,075	\$56,600	\$57,125	\$57,650
8		\$53,975	\$54,500	\$55,025	\$55,550	\$56,075	\$56,600	\$57,125	\$57,650	\$58,175
9		\$54,500	\$55,025	\$55,550	\$56,075	\$56,600	\$57,125	\$57,650	\$58,175	\$58,700
10			\$55,550	\$56,075	\$56,600	\$57,125	\$57,650	\$58,175	\$58,700	\$59,225
11			\$56,075	\$56,600	\$57,125	\$57,650	\$58,175	\$58,700	\$59,225	\$59,750
12				\$57,125	\$57,650	\$58,175	\$58,700	\$59,225	\$59,750	\$60,275
13				\$57,650	\$58,175	\$58,700	\$59,225	\$59,750	\$60,275	\$60,800
14				\$58,175	\$58,700	\$59,225	\$59,750	\$60,275	\$60,800	\$61,325
15				\$58,700	\$59,225	\$59,750	\$60,275	\$60,800	\$61,325	\$61,850
16					\$59,750	\$60,275	\$60,800	\$61,325	\$61,850	\$62,375
17					\$60,275	\$60,800	\$61,325	\$61,850	\$62,375	\$62,900
18					\$60,800	\$61,325	\$61,850	\$62,375	\$62,900	\$63,425
19					\$61,325	\$61,850	\$62,375	\$62,900	\$63,425	\$63,950
20					\$61,850	\$62,375	\$62,900	\$63,425	\$63,950	\$64,475
21					\$62,375	\$62,900	\$63,425	\$63,950	\$64,475	\$65,000
22					\$62,900	\$63,425	\$63,950	\$64,475	\$65,000	\$65,525
23						\$63,950	\$64,475	\$65,000	\$65,525	\$66,050
24						\$64,475	\$65,000	\$65,525	\$66,050	\$66,575
25						\$65,000	\$65,525	\$66,050	\$66,575	\$67,100
26							\$66,050	\$66,575	\$67,100	\$67,625
27							\$66,575	\$67,100	\$67,625	\$68,150
28							\$67,100	\$67,625	\$68,150	\$68,675
29							\$67,625	\$68,150	\$68,675	\$69,200
30							\$68,150	\$68,675	\$69,200	\$69,725
31							\$68,675	\$69,200	\$69,725	\$70,250
32							\$69,200	\$69,725	\$70,250	\$70,775

This is the 2nd year salary schedule of a two year contract.

Increments of \$525 for each year of experience step and \$525 for each education lane.

Each education lane is based on the teacher earning semester hours of graduate work beyond the

B.S. degree in their major or minor field.

This is two year contract for the school years 2023-2024 and 2024-2025.

Salary Schedule: Increments of \$525 for each experience step and \$525 for each education lane (8 hours or 12 hours). Each education lane is based on the teacher earning 8 or 12 semester hours of graduate work beyond the B.S. degree in their major or minor field. See salary schedule. The board reserves the right to hire above the salary schedule in the event that teachers cannot be obtained in certain areas.

Career Increment: This will be equal to the salary schedule experience increment paid every year after teacher has reached the bottom of the salary schedule. In order to make a lane change, the teacher shall show proof of earning such credit to the Superintendent by September 15th of the new school year.

Teaching Experience: A teacher may bring five years of teaching experience into Medina School system from another system.

Teachers' Fund For Retirement: The school district will pay 3% of the required employee retirement contribution under Teachers' Fund for Retirement Model 2 Partial.

Health Insurance: The district will provide a full single health insurance policy for each teacher. The district contribution will be deposited into the Section 125 Account of each teacher. Teachers shall be involved in the selection of the health insurance policy if changes are made from the current BCBS of ND coverage.

Section 125 – Flex Plan: In addition to the district contribution, participants are able to make direct contributions through salary redirection. Participants may choose from the following four (4) options: 1) premium conversion; 2) medical spending; 3) dependent care; or 4) \$2,500 cash (employees hired before the 2023-2024 school year will be grandfathered at the 100% cash option). If a participant does not elect any salary redirection, such participant shall be deemed to have chosen the cash benefit as his/her sole benefit option. When the cash option is chosen, 7.65% will be deducted from the cash value to cover FICA taxes for any employee taking the cash option. Any employee who chooses the cash option prior to the 2021-2022 school year will be exempt from having the FICA tax withheld.

Sick Leave: Twelve days of sick leave per year, accumulated to 72 days. This will include doctor, dentist, and ophthalmologist, when they are for medical appointments. The teacher will make an effort to schedule their appointments at a time of day so that only part of the teaching day is lost. The Superintendent may require a doctor's excuse when a teacher misses work from school excessively (excessively is defined as three days in a row or a questionable pattern).

Sick leave may be used when the teacher's family member becomes ill. Family is defined as spouse, child(ren), parents, grandparents, grandchildren, or anyone of like relationship by marriage, or persons standing in loco parentis, or other family member when the employee is the sole caregiver. Verification of need may be required.

Sick Leave Reimbursement: The district will reimburse the teacher \$38 per day up to a maximum of 12 days at the end of the school year. Teacher must be at the maximum carry over of 60 days and will only be reimbursed for days over 60. Sick days are accumulative to 72 days. When the teacher retires from the district, he/she will be reimbursed their accrued sick leave at \$38/day if retirement is announced on or before April 1st.

Sick Leave Donation: The teachers reserve the right to donate sick leave days to any staff member who needs additional days. All sick and personal leave must be exhausted before an employee may request a sick leave donation.

Parental Leave: Eight weeks of sick leave will be allowed to be used by an employee who has given birth, has adopted a preschool age child, and/or is a single parent. Additional time will be allowed under doctor's orders. In the event that the accumulated sick leave is less than 40 days, additional days will be unpaid. Only one leave option may be taken per child. Additional leave time may be taken without pay at the discretion of the Administration.

Adoption Leave: Two weeks of sick leave may be used following the adoption of a school-aged child. In the event that the accumulated sick leave is less than 10 days, additional days will be unpaid. Only one leave option may be taken per child. Additional leave time may be taken without pay at the discretion of the Administration.

Paternity Leave: One week of sick leave may be used by an employee whose spouse or partner has given birth to a child. In the event that the accumulated sick leave is less than 5 days, additional days will be unpaid. Only one leave option may be taken per child. Additional leave time may be taken without pay at the discretion of the Administration.

Professional Leave: Professional leave may be granted with the consent of the Superintendent. Approval will be based on the benefit to the School District.

Bereavement Leave: Eight days of paid funeral leave will be granted.

Personal Leave: Five days of paid personal leave per year will be granted to each faculty member. No teacher shall be granted more than five days of personal paid leave a year. No personal leave will be allowed during the first two weeks or last two weeks of school without the approval of the superintendent.

Personal Leave Reimbursement: Faculty members will be reimbursed current sub pay per day for unused personal days (maximum 5 days per year).

Emergency Leave: If a teacher has to take "emergency leave" after all available leave days are exhausted, only substitute pay will be deducted from the teacher's paycheck. This "emergency leave" must be approved by the administration.

Unpaid Leave: Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the board. Unpaid leave for teachers must be authorized by the superintendent. Any unused Personal Leave days must be applied to such absences rather than including them as Unpaid Leave. Salary will be withheld using the daily rate of the teacher's contract, calculated using the number of contract days in the Master Contract. If unpaid leave is taken while enrolled in the Flex Plan, the cost of benefits will be deducted while on unpaid leave.

The superintendent shall have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent shall consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination. Whenever possible, teachers shall make a written request for unpaid leave thirty (30) days prior to the beginning date of the requested leave.

Leave of Absence: A leave of absence without pay may be granted to certified/licensed staff with the assurance of a position with the District the following year under the following conditions:

- A. A written request must be submitted to the Superintendent or designee by March 15 of the school year preceding the requested leave of absence. In the event of extenuating circumstances, the Superintendent may waive the deadline date.
- B. Experience will not accrue during the time of such leave but said teacher will retain all previous years of experience credited under the provisions of this agreement.
- C. All teachers on a leave of absence will be subject to the school's R.I.F. plan under the same conditions as any other teacher in the district.
- D. Teachers with less than 4 years of teaching experience in the Medina Public School District will not be granted a leave of absence. Special circumstances would be reviewed by the board and administration.
- E. Anyone granted a leave of absence must provide written notice either delivered in person or by certified mail to the school district of his/her intention to return or he/she is considered to have tendered his/her resignation. This notice must be received by the superintendent or designee prior to March 15 of the year of leave.

Staff Development: Each teacher shall earn the appropriate number of semester hours to maintain their N.D. Educator's Professional License each renewal period, as determined by ESPB. Teachers are encouraged to attend conferences, orientations, and visitations deemed helpful to the school district.

Professional Growth: All certified staff will receive \$250 towards professional development and/or towards the cost of a credit (excluding mileage, hotel, and association dues).

Noon Duty: All teachers who are required to perform any type of noon supervision and/or assisting during lunch hour will receive a free school lunch.

Contract Release: The board reserves the right to accept or reject any contract release request. In the event of an extenuating circumstance, the teacher may be released from their contract upon board approval. If the board grants a contract release due to extenuating circumstances, the contract release fee will be waived.

Number of Days Before School	30	40	50	60	70	80	90	100 or more
Amount Assessed	\$2,000	\$1,800	\$1,600	\$1,400	\$1,200	\$1,000	\$800	\$600

CPR/First Aid: Teachers without adequate knowledge of first aid are encouraged to attend a first aid course. The class will be offered with equal amount of time during and after school hours. Teachers in the Medina Public School will be trained in CPR and must keep their card current. The district will provide the instruction and recertification and will allow one semester hour of graduate credit work for the initial training. Renewal of CPR cards will not be allowed for advancement on the education lane. Teachers will receive training for a refresher course and new teachers must become certified if not already certified.

Chaperoning: Teachers will chaperone activity buses for the activities they are in charge of (including non-bus activities). Teachers will be encouraged to assist in supervision of student clubs, social activities, and presentations.

Extra Classes: When arranged through the office, certified staff will be paid 1/7 of substitute pay per class period when substituting during their prep hour. In the event a teacher is asked to take extra classes and extra student(s) an excessive number of times, it will be immediately brought to the attention of the Superintendent.

Personal Car: Each teacher will be compensated at the rate set by state regulations when using their car for school related purposes approved by the Superintendent.

Pay Day: Teachers will be paid on the first working day of the month and the fifteenth of the month. (If the 15th falls on Saturday, pay day will be Friday. If the 15th falls on Sunday, pay day will be Monday).

Teacher Input: Teachers will have input in the final interview and selection process of administrators with Board having final approval.

Technology Coordinator: A qualified technology coordinator will be paid \$3,000 to maintain or troubleshoot the school's electronic devices. The tech coordinator will receive one period of tech time per day. Additional time in the summer contracted for at the rate of \$25 per hour.

In-service/PD: Three days of in-service/PD per year will be attended by all teachers.

Committees: Any teacher serving on the School Improvement Committee will receive \$50 per meeting. The Building Principal will be responsible for keeping track of meetings and turning the information in to the Business Manager on a quarterly basis.

504 Coordinator: Any teacher serving as 504 coordinator will be paid on a sliding scale as follows:

Number of cases	1-10	11-15	15-20	21-25	26-30	31-35	36-40	41-46	46-50
Amount	\$500	\$750	\$1,000	\$1,250	\$1,500	\$1,750	\$2,000	\$2,250	\$2,500

EL Coordinator: Any teacher serving as the EL coordinator/teacher, in addition to classroom duties, will be paid a base payment of \$250 to maintain credentials. They will also be paid \$3,000 per EL student, on top of the base payment. This payment will be paid out at the end of the year.

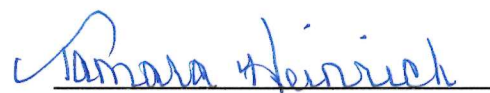
Contract Days: There are 182 teacher contract days. If any teacher is required to work beyond the normal contract year, he/she will be compensated at that teacher's daily rate of pay.

Savings Clause: If any article, section, or clause of this Agreement is found to be in conflict with law or declared illegal by a court of competent jurisdiction, the article, section, or clause, as the case may be, is automatically deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses must remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section or clause.

The negotiated agreement shall be put in place for the 2025-2026 and 2026-2027 school years and shall automatically be renewed and will continue in force for additional periods of one year unless either party gives notice to the other party. Either the board of a school district or the representative organization may modify or terminate the contract on its annual anniversary date by giving notice of its desire to modify or terminate the contract to the other party not less than 60 days before the annual anniversary date (as per NDCC 15.1-16-13). All salaries, benefits, and working conditions agreed upon in the successor agreement will be retroactive to the anniversary date of the agreement.

This agreement is signed this 13th day of June, 2025.


Rory Hoffmann, Chairman


Tamara Heinrich, MEA President

MEDINA PUBLIC SCHOOL

2025-2027 EXTRA-CURRICULAR SALARY SCHEDULE

Extra Curricular Positions	Base Salary
Music	\$2,000.00
Annual/Yearbook	\$600.00
Jr. Class Advisor/Concessions	\$2,250.00
Prom Advisor	\$1,000.00
Science Olympiad Advisor	\$600.00
Sr/Jr Class Play	\$1,480.00
Student Council Advisor	\$800.00
Acalympics Advisor	\$400.00
Elementary Dance Coach	\$600.00
Elementary Cross Country Coach	\$600.00
Athletic Director	\$5,000.00
Archery Coach (2 Co-Coach positions)	\$840.00
DC Trip Advisor	\$1,000.00
Music Trip Advisor	\$1,000.00

- *With every year of experience, there will be a 5% increase on the current extra curricular salary.*
- *All previous years of experience will carry over to this pay scale.*
- *If the music trip/DC trip is planned without the use of an agency, an additional \$500 will be added to their pay. Intent to not use an agency must be declared to administration by a date TBD.*
- *Any coach/advisor driving bus for activities will be paid based on the bus driver pay scale.*
- *The Board reserves the right to negotiate positions not under contract. Coop sports salaries must be approved by both schools involved.*
- *From 2017-2019: Eliminated all sports covered by co-op agreement (VB, GBB, BBB, Track, CC, Baseball). In the event that we withdraw/opt out of our current co-op, we will adopt the current co-op extra curricular salary schedule and place it in the Medina Public School extra curricular salary schedule.*