

MASTER AGREEMENT

**BETWEEN
BOARD OF EDUCATION
AND
CERTIFIED TEACHING ASSOCIATION**

**Minto School District #20
Minto, ND 58261**

**For the school years
2025-2026 AND 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, 2025, or, if negotiations for a successor agreement continue past June 30, 2027, until negotiations for a successor agreement has 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 (90) days prior to the annual anniversary date. Such date shall be in writing. The Board and the Association agree that the terms and conditions set forth in this agreement represent 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. In witness whereof, signatures of the duly authorized representative of the Association and the Board indicate that this Agreement has been ratified by the Certified Teaching Association and the Minto School District School Board.

Dated this 9th day of May, 2025

MINTO SCHOOL BOARD



Board President



Negotiation Representative



Negotiation Representative

CERTIFIED TEACHING ASSOCIATION



Negotiation Representative



Negotiation Representative



Negotiation Representative

SICK LEAVE:

All certified employees subject to this Agreement will be granted ten (10) days of sick leave per year. Sick days may be used for employee, employee's spouse and employee's child (biological, adopted, foster, ward, step). Five (5) days may be used for an illness or medical need of immediate family per school year. The immediate family shall be defined, for purposes of sick leave, to include parent (biological, adopted, foster, step, or in-law), grandchildren (biological, adopted, foster, ward, step, or in-law), sibling (biological, adopted, foster, step, or in-law), and son/daughter in-law. Sick leave may be taken in quarter day increments.

Sick leave is capped at the end of the school year at one hundred twenty (120) days. Continuing employees will be reimbursed at thirty-five dollars (\$35) per day for any unused sick leave above the 120 days.

Any teacher upon retiring, resigning, or dismissal due to reduction in force shall receive thirty-five dollars (\$35) per day for any unused sick leave over fifty (50) days up to one hundred thirty (130) days.

Payment will be made with the issuance of final paycheck.

PREGNANCY CLAUSE:

The Minto Board of Education recognizes that days missed because of pregnancy may be subtracted from accumulated sick leave.

PERSONAL LEAVE:

All certified employees subject to this Agreement will be granted five (5) days of personal leave per year. Employees have the decision to be reimbursed at the substitute teacher pay rate for unused personal leave or may transfer to sick leave (as to not exceed the sick leave cap). It is the responsibility of the employee to notify the business manager of decision, otherwise unused leave will be paid out. Payment will be made with the issuance of the final paycheck.

Personal leave may not be used the last two weeks of school unless granted by the Superintendent. Personal leave may be taken in quarter day increments.

LEAVE WITHOUT PAY:

Leave without pay is available at the discretion of the administration. One contract day of salary will be deducted per day of leave without pay.

BEREAVEMENT:

All certified employees subject to this Agreement will be granted bereavement. Bereavement leave may be up to, but not exceeding five (5) days per school year. The number of days to be used will be determined by the Administration. Bereavement leave may be used only in the event of death in the immediate family. The immediate family shall be defined, for the purpose of bereavement leave, to include spouse, parent (biological, adopted, foster, step, or in-law), grandparent (biological, adopted, foster, step, or in-law), child (biological, adopted, foster, step, or in-law), grandchild (biological, adopted, foster, step, or in-law) and sibling (biological, adopted, foster, step, or in-law).

BEREAVEMENT CONTINUED:

In the event of the death of other relatives or close friends up to one (1) day per year bereavement leave may be granted. This day can be used in one-half (½) day increments.

LENGTH OF SCHOOL YEAR:

During the 2025-2026 and 2026-2027 school years the number of contracted days will be one hundred eighty-four (184). In the event school is canceled for all students in the district due to Acts of God, teachers will not be required to report to work. However, when the number of days canceled exceeds those allowed under Chapter 15.1-06 of the North Dakota Century Code, all teachers will be required to make up, without additional compensation, the days under state law.

LENGTH OF SCHOOL DAY:

The length of the school day is 8:00 a.m. - 3:45 p.m.

BASE SALARY:

The schedule shall have a base salary of \$48,167 for the 2025-2026 school year and \$48,667 for the 2026-2027 school year.

SALARY:

The salary schedule for all teachers shall be set forth in the schedule for the 2025-2026 and 2026-2027 school years. Two (2) lanes were added to the salary schedule for BS+72/MS+8 and BS+80/MS+16. Each step for experience on the schedule and each move across the schedule for increased education for every eight (8) hours earned is as follows:

- 2025-2026 salary schedule: Step \$555 and Lane \$475
- 2026-2027 salary schedule: Step \$555 and Lane \$475

LANE CHANGES:

Only college or university credits, which are graduate level credits, will be used for lane changes. These credits must be in coursework or subject areas that are directly applicable to the field of education.

Lane Change Procedure:

1. Lane change request forms must be submitted to the Business Manager no later than September 1st and January 1st.
2. Transcripts showing credits earned must be submitted with the lane change form.
3. Transcripts will be reviewed by the Superintendent and if approved, a salary adjustment will be made on the September or February paycheck whichever is applicable.
4. Credits for Continuation of Contract

To maintain his/her position, a teacher shall be required to comply with the professional growth requirements of the accreditation standards established by the Education Standards and Practices Board.

- A. All life-certificated teachers will be assigned a 5-year cycle regarding credits (8) for continuation of contract starting September 1 following the teacher's date of hire or the life certificate date of issuance if the teacher is already employed. Starting with life certificates issued after 2015.
- B. Employees covered by this agreement that fail to meet the requirements shown above and/or placed on probationary certification by Education Standards and Practices Board may be subject to nonrenewal or discharge, and at a minimum, will have their salary frozen for the following contract year. The contract year after which their salary is frozen, the teacher will be placed on the salary schedule according to where they would have been placed had their salary not been frozen.

BENEFITS:

For all certified employees subject to this Agreement, the Minto Board of Education agrees to pay 95% of a single health premium of a plan mutually agreed upon by the Board and the Association. For the term of this agreement, if the cost of a single health premium for the 2025-2026 school year exceeds a 3% increase over the 2024-2025 school year Teacher agrees to pay increase. Subsequently, if the cost of a single health premium for the 2026-2027 school year exceeds a 3% increase over the 2025-2026 school year Teacher agrees to pay increase.

The Board shall make payment of insurance premiums for Teachers to provide insurance coverage for a full 12-month period, until employment with Minto Public School ends, commencing on the anniversary date of the policy.

Teachers shall continue to have their benefits sent to the district's health insurance company or they may take the taxable cash option. Teachers electing not to participate in the district's group health insurance plan must submit a satisfactory Waiver of Health Coverage form before receiving the taxable cash option. If the taxable cash option is chosen by an eligible employee, it will be paid by an increase in wages in the same manner as payroll check payment choice as nine (9) or twelve (12) months. The taxable cash option is \$7,820.70.

TEACHERS FUND FOR RETIREMENT:

The Minto School District uses Plan Model 1 with ND Teacher's Fund for Retirement.

METHOD OF SALARY PAYMENTS:

Each teacher has the option of receiving his/her salary on a nine (9) or twelve (12) month basis. A calendar of paydays will be made available to the teacher upon acceptance of the signed contract.

PENALTY CLAUSE – LIQUIDATED DAMAGES:

It is impracticable or extremely difficult to ascertain the actual loss to be incurred if a teacher resigns their position without being released by the School Board during the life of their contract. Therefore, a penalty for breaking a contract after signing it will be:

- 1% of the teacher's gross salary, from one (1) to three (3) days, after signing,
- 3% of the teacher's gross salary, from four (4) to thirty (30) days after signing, and
- 5% of the teacher's gross salary, from more than thirty (30) days after signing.

The penalty is subject to Board approval and may be waived depending on the circumstances.

EXTRA-CURRICULAR ASSIGNMENTS:

The Minto Board of Education agrees extra-curricular assignments to be included on teacher contracts upon consent of the potential coach/advisor, not subject to continuing contract law, payable upon completion of the specified extra-curricular activity.

CURRICULAR SCHEDULE/NOON BREAK:

The Minto Board of Education and Administration will make every effort to grant as much free time as possible during the noon break.

SUBSTITUTE TEACHERS AND CLASS COVERAGE:

The Minto Board of Education agrees that substitute teachers will be hired if the regular teacher is to be gone one-half day or a full day.

GRIEVANCE PROCEDURE

- A. Purpose** - To enable teachers to express a complaint about the administration of this Agreement with the assurance that the complaint will receive prompt attention by persons who can remedy it if necessary.
- B. Definition of Grievance** - Any disagreement regarding the interpretation or application of a specific provision of this Agreement.
- C. Procedure** - Any party to the grievance may be represented during any step of the grievance procedures by any person or agent designated by such party to act in his/her behalf, at their own expense.

Level One

- 1. An informal meeting shall be held between the teacher and the principal, in an attempt to settle the matter.
- 2. If the matter is not resolved, the grievance shall be presented in writing by the teacher to the principal within forty (40) calendar days after the facts upon which the grievance is based first occurred or first became known. The written grievance shall contain the date the alleged violation took place, a precise statement of the nature of the grievance, the article or provision of the agreement allegedly violated, the remedy requested, and the signature of the aggrieved person.
- 3. The principal shall give a written answer within ten (10) calendar days of the time the grievance was presented to the principal in writing.

Level Two

If the aggrieved person is not satisfied with the disposition of the grievance at Level One, the grievant may file the grievance in writing with the Superintendent. The grievance must be filed within ten (10) calendar days after the receipt of the response from the principal or the time lapses without a response by the principal as outlined in Level One.

Within ten (10) calendar days after receipt of the written grievance by the Superintendent, the Superintendent may meet with the aggrieved person in an effort to resolve the grievance. The

Superintendent shall render a decision in writing to the grievant within ten (10) calendar days after meeting with the aggrieved person.

Level Three

If the aggrieved person is not satisfied with the Superintendent's disposition of the grievance, the grievant may within twenty (20) calendar days after receipt of the Superintendent's disposition, file the grievance in writing with the Minto Board of Education.

Within twenty (20) calendar days after submission of the written grievance, the grievant may request and be granted a meeting with the Board of Education for the purpose of discussing the grievance. The Board shall render a decision in writing within twenty (20) calendar days after submission of the grievance to the Board of Education.

Level Four

If the grievance is not satisfactorily resolved within twenty (20) working days after the grievant filed a grievance at Level three, the grievant may submit the grievance to the Association and request submission to non-binding arbitration. The Association shall within twenty (20) working days submit the grievance to non-binding arbitration at their cost, or return it to the grievant who may submit the grievance to non-binding arbitration at his/her cost.

The arbitrator will be selected from the North Dakota Alternative Dispute Resolution Neutral roster as published by the State Court Administrators Office.

- D.** Grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed at Level Two. The time limits for these grievances will be twenty (20) calendar days for meeting purposes and fifteen (15) calendar days for the written decision.
- E.** Level One and/or Level Two of the procedure may be bypassed provided that the Superintendent agrees, and the grievance brought directly to the next level.
- F.** The number of days indicated at each level are maximum time limits. A reasonable effort shall be made to expedite the process.
- G.** When hearings and conferences under this procedure are held during school hours, at the option of the Board or administration, all employees whose presence is required shall be excused without loss of pay for that purpose.
- H.** All documents, communications, and records dealing with the processing of the grievance will be filed separately from the personnel files of the participants.

Salary Schedule

Effective 2025-2026

\$555.00 Experience
\$475.00 Increased Education

| Years | BS | BS + 8 | BS + 16 | BS + 24 | BS + 32 | BS + 40 | BS + 48 | BS + 56 | BS+64 or MS | BS+72 or MS+8 | BS+80 or MS+16 |
|-------|---------------|--------|---------|---------|---------|---------|---------|---------|----------------|---------------------|----------------------|
| 0 | 48,167 | 48,642 | 49,117 | 49,592 | 50,067 | 50,542 | 51,017 | 51,492 | 51,967 | 52,442 | 52,917 |
| 1 | 48,722 | 49,197 | 49,672 | 50,147 | 50,622 | 51,097 | 51,572 | 52,047 | 52,522 | 52,997 | 53,472 |
| 2 | 49,277 | 49,752 | 50,227 | 50,702 | 51,177 | 51,652 | 52,127 | 52,602 | 53,077 | 53,552 | 54,027 |
| 3 | 49,832 | 50,307 | 50,782 | 51,257 | 51,732 | 52,207 | 52,682 | 53,157 | 53,632 | 54,107 | 54,582 |
| 4 | 50,387 | 50,862 | 51,337 | 51,812 | 52,287 | 52,762 | 53,237 | 53,712 | 54,187 | 54,662 | 55,137 |
| 5 | 50,942 | 51,417 | 51,892 | 52,367 | 52,842 | 53,317 | 53,792 | 54,267 | 54,742 | 55,217 | 55,692 |
| 6 | 51,497 | 51,972 | 52,447 | 52,922 | 53,397 | 53,872 | 54,347 | 54,822 | 55,297 | 55,772 | 56,247 |
| 7 | 52,052 | 52,527 | 53,002 | 53,477 | 53,952 | 54,427 | 54,902 | 55,377 | 55,852 | 56,327 | 56,802 |
| 8 | 52,607 | 53,082 | 53,557 | 54,032 | 54,507 | 54,982 | 55,457 | 55,932 | 56,407 | 56,882 | 57,357 |
| 9 | 53,162 | 53,637 | 54,112 | 54,587 | 55,062 | 55,537 | 56,012 | 56,487 | 56,962 | 57,437 | 57,912 |
| 10 | 53,717 | 54,192 | 54,667 | 55,142 | 55,617 | 56,092 | 56,567 | 57,042 | 57,517 | 57,992 | 58,467 |
| 11 | 54,272 | 54,747 | 55,222 | 55,697 | 56,172 | 56,647 | 57,122 | 57,597 | 58,072 | 58,547 | 59,022 |
| 12 | 54,827 | 55,302 | 55,777 | 56,252 | 56,727 | 57,202 | 57,677 | 58,152 | 58,627 | 59,102 | 59,577 |
| 13 | 55,382 | 55,857 | 56,332 | 56,807 | 57,282 | 57,757 | 58,232 | 58,707 | 59,182 | 59,657 | 60,132 |
| 14 | 55,937 | 56,412 | 56,887 | 57,362 | 57,837 | 58,312 | 58,787 | 59,262 | 59,737 | 60,212 | 60,687 |
| 15 | 56,492 | 56,967 | 57,442 | 57,917 | 58,392 | 58,867 | 59,342 | 59,817 | 60,292 | 60,767 | 61,242 |
| 16 | 57,047 | 57,522 | 57,997 | 58,472 | 58,947 | 59,422 | 59,897 | 60,372 | 60,847 | 61,322 | 61,797 |
| 17 | | 58,077 | 58,552 | 59,027 | 59,502 | 59,977 | 60,452 | 60,927 | 61,402 | 61,877 | 62,352 |
| 18 | | | 59,107 | 59,582 | 60,057 | 60,532 | 61,007 | 61,482 | 61,957 | 62,432 | 62,907 |
| 19 | | | 59,662 | 60,137 | 60,612 | 61,087 | 61,562 | 62,037 | 62,512 | 62,987 | 63,462 |
| 20 | | | | 60,692 | 61,167 | 61,642 | 62,117 | 62,592 | 63,067 | 63,542 | 64,017 |
| 21 | | | | 61,247 | 61,722 | 62,197 | 62,672 | 63,147 | 63,622 | 64,097 | 64,572 |
| 22 | | | | | 62,277 | 62,752 | 63,227 | 63,702 | 64,177 | 64,652 | 65,127 |
| 23 | | | | | 62,832 | 63,307 | 63,782 | 64,257 | 64,732 | 65,207 | 65,682 |
| 24 | | | | | | 63,862 | 64,337 | 64,812 | 65,287 | 65,762 | 66,237 |
| 25 | | | | | | 64,417 | 64,892 | 65,367 | 65,842 | 66,317 | 66,792 |
| 26 | | | | | | | 65,447 | 65,922 | 66,397 | 66,872 | 67,347 |
| 27 | | | | | | | 66,002 | 66,477 | 66,952 | 67,427 | 67,902 |
| 28 | | | | | | | 66,557 | 67,032 | 67,507 | 67,982 | 68,457 |
| 29 | | | | | | | | 67,587 | 68,062 | 68,537 | 69,012 |
| 30 | | | | | | | | 68,142 | 68,617 | 69,092 | 69,567 |
| 31 | | | | | | | | 68,697 | 69,172 | 69,647 | 70,122 |
| 32 | | | | | | | | 69,252 | 69,727 | 70,202 | 70,677 |
| 33 | | | | | | | | 69,807 | 70,282 | 70,757 | 71,232 |
| 34 | | | | | | | | 70,362 | 70,837 | 71,312 | 71,787 |
| 35 | | | | | | | | 70,917 | 71,392 | 71,867 | 72,342 |
| 36 | | | | | | | | 71,472 | 71,947 | 72,422 | 72,897 |
| 37 | | | | | | | | 72,027 | 72,502 | 72,977 | 73,452 |
| 38 | | | | | | | | 72,582 | 73,057 | 73,532 | 74,007 |
| 39 | | | | | | | | 73,137 | 73,612 | 74,087 | 74,562 |
| 40 | | | | | | | | 73,692 | 74,167 | 74,642 | 75,117 |
| 41 | | | | | | | | 74,247 | 74,722 | 75,197 | 75,672 |
| 42 | | | | | | | | 74,802 | 75,277 | 75,752 | 76,227 |
| 43 | | | | | | | | 75,357 | 75,832 | 76,307 | 76,782 |
| 44 | | | | | | | | 75,912 | 76,387 | 76,862 | 77,337 |
| 45 | | | | | | | | 76,467 | 76,942 | 77,417 | 77,892 |

Salary Schedule

Effective 2026-2027

\$555.00 Experience

\$475.00 Increased Education

| Years | BS | BS + 8 | BS + 16 | BS + 24 | BS + 32 | BS + 40 | BS + 48 | BS + 56 | BS+64 or MS | BS+72 or MS+8 | BS+80 or MS+16 |
|-------|--------|--------|---------|---------|---------|---------|---------|---------|----------------|---------------------|----------------------|
| 0 | 48,667 | 49,142 | 49,617 | 50,092 | 50,567 | 51,042 | 51,517 | 51,992 | 52,467 | 52,942 | 53,417 |
| 1 | 49,222 | 49,697 | 50,172 | 50,647 | 51,122 | 51,597 | 52,072 | 52,547 | 53,022 | 53,497 | 53,972 |
| 2 | 49,777 | 50,252 | 50,727 | 51,202 | 51,677 | 52,152 | 52,627 | 53,102 | 53,577 | 54,052 | 54,527 |
| 3 | 50,332 | 50,807 | 51,282 | 51,757 | 52,232 | 52,707 | 53,182 | 53,657 | 54,132 | 54,607 | 55,082 |
| 4 | 50,887 | 51,362 | 51,837 | 52,312 | 52,787 | 53,262 | 53,737 | 54,212 | 54,687 | 55,162 | 55,637 |
| 5 | 51,442 | 51,917 | 52,392 | 52,867 | 53,342 | 53,817 | 54,292 | 54,767 | 55,242 | 55,717 | 56,192 |
| 6 | 51,997 | 52,472 | 52,947 | 53,422 | 53,897 | 54,372 | 54,847 | 55,322 | 55,797 | 56,272 | 56,747 |
| 7 | 52,552 | 53,027 | 53,502 | 53,977 | 54,452 | 54,927 | 55,402 | 55,877 | 56,352 | 56,827 | 57,302 |
| 8 | 53,107 | 53,582 | 54,057 | 54,532 | 55,007 | 55,482 | 55,957 | 56,432 | 56,907 | 57,382 | 57,857 |
| 9 | 53,662 | 54,137 | 54,612 | 55,087 | 55,562 | 56,037 | 56,512 | 56,987 | 57,462 | 57,937 | 58,412 |
| 10 | 54,217 | 54,692 | 55,167 | 55,642 | 56,117 | 56,592 | 57,067 | 57,542 | 58,017 | 58,492 | 58,967 |
| 11 | 54,772 | 55,247 | 55,722 | 56,197 | 56,672 | 57,147 | 57,622 | 58,097 | 58,572 | 59,047 | 59,522 |
| 12 | 55,327 | 55,802 | 56,277 | 56,752 | 57,227 | 57,702 | 58,177 | 58,652 | 59,127 | 59,602 | 60,077 |
| 13 | 55,882 | 56,357 | 56,832 | 57,307 | 57,782 | 58,257 | 58,732 | 59,207 | 59,682 | 60,157 | 60,632 |
| 14 | 56,437 | 56,912 | 57,387 | 57,862 | 58,337 | 58,812 | 59,287 | 59,762 | 60,237 | 60,712 | 61,187 |
| 15 | 56,992 | 57,467 | 57,942 | 58,417 | 58,892 | 59,367 | 59,842 | 60,317 | 60,792 | 61,267 | 61,742 |
| 16 | 57,547 | 58,022 | 58,497 | 58,972 | 59,447 | 59,922 | 60,397 | 60,872 | 61,347 | 61,822 | 62,297 |
| 17 | | 58,577 | 59,052 | 59,527 | 60,002 | 60,477 | 60,952 | 61,427 | 61,902 | 62,377 | 62,852 |
| 18 | | | 59,607 | 60,082 | 60,557 | 61,032 | 61,507 | 61,982 | 62,457 | 62,932 | 63,407 |
| 19 | | | 60,162 | 60,637 | 61,112 | 61,587 | 62,062 | 62,537 | 63,012 | 63,487 | 63,962 |
| 20 | | | | 61,192 | 61,667 | 62,142 | 62,617 | 63,092 | 63,567 | 64,042 | 64,517 |
| 21 | | | | 61,747 | 62,222 | 62,697 | 63,172 | 63,647 | 64,122 | 64,597 | 65,072 |
| 22 | | | | | 62,777 | 63,252 | 63,727 | 64,202 | 64,677 | 65,152 | 65,627 |
| 23 | | | | | 63,332 | 63,807 | 64,282 | 64,757 | 65,232 | 65,707 | 66,182 |
| 24 | | | | | | 64,362 | 64,837 | 65,312 | 65,787 | 66,262 | 66,737 |
| 25 | | | | | | 64,917 | 65,392 | 65,867 | 66,342 | 66,817 | 67,292 |
| 26 | | | | | | | 65,947 | 66,422 | 66,897 | 67,372 | 67,847 |
| 27 | | | | | | | 66,502 | 66,977 | 67,452 | 67,927 | 68,402 |
| 28 | | | | | | | 67,057 | 67,532 | 68,007 | 68,482 | 68,957 |
| 29 | | | | | | | | 68,087 | 68,562 | 69,037 | 69,512 |
| 30 | | | | | | | | 68,642 | 69,117 | 69,592 | 70,067 |
| 31 | | | | | | | | 69,197 | 69,672 | 70,147 | 70,622 |
| 32 | | | | | | | | 69,752 | 70,227 | 70,702 | 71,177 |
| 33 | | | | | | | | 70,307 | 70,782 | 71,257 | 71,732 |
| 34 | | | | | | | | 70,862 | 71,337 | 71,812 | 72,287 |
| 35 | | | | | | | | 71,417 | 71,892 | 72,367 | 72,842 |
| 36 | | | | | | | | 71,972 | 72,447 | 72,922 | 73,397 |
| 37 | | | | | | | | 72,527 | 73,002 | 73,477 | 73,952 |
| 38 | | | | | | | | 73,082 | 73,557 | 74,032 | 74,507 |
| 39 | | | | | | | | 73,637 | 74,112 | 74,587 | 75,062 |
| 40 | | | | | | | | 74,192 | 74,667 | 75,142 | 75,617 |
| 41 | | | | | | | | 74,747 | 75,222 | 75,697 | 76,172 |
| 42 | | | | | | | | 75,302 | 75,777 | 76,252 | 76,727 |
| 43 | | | | | | | | 75,857 | 76,332 | 76,807 | 77,282 |
| 44 | | | | | | | | 76,412 | 76,887 | 77,362 | 77,837 |
| 45 | | | | | | | | 76,967 | 77,442 | 77,917 | 78,392 |