

# **2025-2026**

## **PINGREE-BUCHANAN PUBLIC SCHOOLS**

### **MASTER AGREEMENT**

#### **1. In-Service Hours**

Our requirement for continuing education is the same as the State Department's requirements for accreditation.

In-service hours may replace one-half of the eight semester hours required every five years for accreditation at the rate of sixteen (16) hours in-service equals one semester hour.

#### **2. Salary Placement**

Placement on the salary schedule will be determined by credits and degrees earned as of the second week of school of the contract year.

Hours earned to advance on the salary schedule should be in a teacher's minor or major area or for accreditation purposes and approved by the administration.

#### **3. Personal Leave**

Teachers shall be entitled to four personal leave days per year. \$100.00 will be paid to contracted teachers for each personal day not used, or teachers may carry over three (3) unused days to the next year not to exceed six (6) days.

Personal days should not have to be used for school-related activities.

##### **Personal Leave Restrictions:**

1. Administration and secretary should be informed as early as possible.
2. No more than two teachers at a time unless approved by the administration.
3. A school day is eight (8) hours of personal leave. It is preferred that personal leave shall be granted in the amount of one-half day or more to facilitate the hiring of substitute teachers. If satisfactory subs cannot be found, leave may be denied.
4. Extended time off for teachers during the school year is discouraged. Requests for additional time off shall be made before the School Board. Extended time off without pay approved by the school board will result in said employee also being responsible for the pay of a substitute upon the fifth extended day granted by the board. During the first five extended days granted by the board, the district will pay for the substitute.
5. Employees who are not full-time will be granted personal leave based on the % of the time they are employed.
6. Administration is responsible for hiring subs.

#### **4. Professional Leave**

Professional leave of three (3) days per year will be allowed to each certified staff member, subject to advance approval of the administration.

1. Attending conferences, workshops, clinics, or in-services in your major or minor field.
2. Attending conferences, workshops, clinics, or in-services that can be used in your classroom.
3. Visiting other classrooms to enhance professional growth.
4. Attending other colleges or universities for advanced study requirements.

#### **5. Sick Leave**

Sick leave of eleven (11) days per year accumulative to one hundred (100) days is allowed. When a teacher leaves or retires, they will be reimbursed \$20.00 a day for each unused sick day. Sick Leave may be used for dental and doctor appointments.

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1. Sick leave should be limited to one-half days or less if school time has to be used for appointments.
2. The administration has the right to ask for written confirmation of appointments.
3. Sick leave may be used if a parent or immediate family is ill.

**Donation of Sick Leave Days:**

Voluntarily, employees may donate any amount of accumulated sick leave days to an employee of the Pingree-Buchanan School District who has exhausted his or her own personal and sick leave days.

Procedures for donation of sick leave days are as follows:

1. Sick leave days shall be donated on the basis of highest total accumulated sick leave totals being used first; until sick leave days are used, they are not donated; days shall not be banked but shall be donated on an individual basis as needed, i.e., days offered for donation but unused shall revert to the employee.
2. Based on the total accumulated sick leave days available, the total days offered and usable shall be donated by the first individual, then on to the second, third, etc., as needed.
3. Other than on an individual basis and for sick leave absences only and then offering shall only be on an individual basis in writing; sharing of benefits shall not be permitted.
4. Shall be available for Maternity and Paternity leave.

**6. Bereavement/Funeral Leave**

A maximum of four (4) days may be granted for funeral leave as mutually agreed upon by the Superintendent and employee.

With the approval of the superintendent, a maximum of two (2) days of bereavement leave may be granted upon the request of the teacher. Bereavement leave for other than family may be extended for one day for travel. The superintendent will be permitted the discretion of allowing additional time for exceptionally difficult situations.

**7. Emergency Leave**

Emergency leave of three (3) days per staff member for crisis situations. Emergency leave can consist of, but not limited to, family/personal crisis situations, illness of family which requires bedside attendance.

**8. Maternity Leave**

An employee who becomes pregnant shall request a leave of absence which shall become effective at such a reasonable period as may be necessary to secure a qualified substitute by mutual agreement of the superintendent and employee.

Such leave shall be without pay except for that portion which may qualify as sick leave as mutually agreed upon by the superintendent and employee. Staff is able to request donated sick leave.

Sick leave days can be used for maternity leave with a limit of up to 12 weeks. If leave without pay must be taken, the employee will be responsible for the additional costs of insurance or other benefits above the individual insurance plan provided by the school. (Example: if a teacher pays in for a family medical plan, they would be responsible for the additional cost out of pocket).

**9. Paternity Leave**

Male employees will be allowed two-week paternity leave. Sick days can be used. If no sick days are available, employees will take leave without pay. Staff is able to request donated sick leave.

**10. Pay Period**

Payday shall be on the 5<sup>th</sup> day and 20<sup>th</sup> day of each month. Teachers may be paid on a twenty (10-month contract salary) or twenty-four (12-month contract salary) bi-month basis. June, July, and/or August paychecks will not be issued until all necessary reports are completed for the year.

**11. Activities Conducted During School Hours**

Any activity conducted during school hours is not considered an extracurricular activity.

**12. Teacher's Fund for Retirement (TFFR)**

The district will pay the employers portion of TFFR and 2% of the teacher's portion teachers will pay the remaining employee portion of TFFR for certified staff, based on their annual salary.

**13. Contract Days**

There are 184 teacher contract days. If any teacher is required to work beyond the normal contract year, he or she will be compensated at the teacher's daily rate of pay. The contract day is 8:00am to 4:00pm unless otherwise approved by the Superintendent. This does not include extracurricular activities.

**14. Teacher Prep Time**

All teachers will be provided with prep time during student hours (8:30-3:30) without official duties. Teachers will not be required to supervise recess or lunch in order to meet this requirement.

**15. Sub Teaching**

Elementary and High School Teachers who cover another class shall be paid \$20.00 per class period or per hour, when using their own preparation period to substitute.

**16. Mileage**

Mileage will be paid at the state rate for the use of a personal car if used for approved school activities.

**17. Health, Vision, and Dental Insurance**

Single policies of health, dental and vision insurance are available for teachers at a minimum of 50% time.

**18. Parent-Teacher Conferences Compensation Days**

Comp days for conferences should not be taken away for storm days or any other reasons.

**19. Savings Clause**

If any provision of this Agreement or any application thereof to any teacher is finally held to be contrary to law, then such provision or application shall be deemed invalid to the extent required by such decision, but all other provisions or applications shall continue in full force and effect. If such provisions exist which are so held the request of either party negotiations shall immediately commence to alter said section(s) providing he benefit(s) according to the intent of the parties.

**20. Room Fund**

Room fund will be \$200 per teacher, with approval of purchases.

**21. Ticket Takers**

Teachers shall be compensated \$40.00 to take tickets at games with two teachers at each game.

**22. Duration Clause**

This Agreement shall be effective on July 1, 2025 and shall automatically be renewed and will continue in force for additional period of one year unless either party gives notice to the other party, not later than 20 prior to the anniversary date, of its desire to reopen certain provisions of this Agreement and/or additions to this Agreement, and to negotiate over terms of these provisions. In the event a successor agreement is not agreed upon before the anniversary date of this Agreement, all provisions of this Agreement shall remain in full force and effect until a mutual agreement is reached. All salaries, benefits, and working conditions agreed upon in the successor agreement will be retroactive to the anniversary date of this agreement.

**23. Tuition Reimbursement**

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Teachers will be reimbursed up to \$200 per school year for college-level courses taken in their field of study, with prior approval from the superintendent and upon proof of transcripts.

**24. License Renewal**

Teachers will be reimbursed for their 5-year license renewal fee, after working in the district for at least 3 years.

This agreement is signed this 9 day of July 2025.

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25. **Extra-Curricular Activities Pay Scales**

**Pingree-Buchanan Salary Schedule  
2025-2026 Master Agreement**

<b>Base For Each Activity</b>	
Annual Advisor	\$ 1,000
4th, 5th, 6th Grade Basketball	(See MPB Salary Schedule)
School Newspaper Advisor	\$ 500
Prom Advisor	\$ 500
Mathcounts	\$ 200
Dual Credit Class (pd per class)	\$ 250
Acalympics	\$ 200
Science Olympiad	\$ 100
Speech	\$ 1,200
Class Play	\$ 300
Jr & Sr Class Advisors	\$ 500
Soph Class Advisor	\$ 150
Freshmen Class Advisor	\$ 100
All other class advisors	\$ 50
Elementary Danceline (per group & only experience once)	\$ 300
Elementary Cheerleader Advisor	\$ 100
Student Council	\$ 350
Archery	\$ 1,900
Archery Assistant	\$ 780
Web Master	\$ 1,000

(No credit for prior years' experience for a person coming into the system.)

<b>Experience</b>	
0	Listed Above
1	Base + 25
2	Base + 50
3	Base + 75
4	Base + 100
5	Base + 125
6	Base + 150
7	Base + 175

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Base + 200

## MPB Salary Schedule

Board Approved 3-24-22. Effective beginning 2022-2023 school year.

### Head Coach

Exp	Per Week	14	12	11
0	270	3,780	3,240	2,970
1	280	3,920	3,360	3,080
2	290	4,060	3,480	3,190
3	300	4,200	3,600	3,300
4	310	4,340	3,720	3,410
5	320	4,480	3,840	3,520
6	330	4,620	3,960	3,630
7	340	4,760	4,080	3,740
8	350	4,900	4,200	3,850
9	360	5,040	4,320	3,960
10	370	5,180	4,440	4,070
11	380	5,320	4,560	4,180
12	390	5,460	4,680	4,290
13	400	5,600	4,800	4,400
14	410	5,740	4,920	4,510
15	420	5,880	5,040	4,620
16	430	6,020	5,160	4,730
17	440	6,160	5,280	4,840
18	450	6,300	5,400	4,950
19	460	6,440	5,520	5,060
20	470	6,580	5,640	5,170

### Assistant Coach

Exp	Per Week	14	12	11
0	202.50	2,835	2,430	2,228
1	210.00	2,940	2,520	2,310
2	217.50	3,045	2,610	2,393
3	225.00	3,150	2,700	2,475
4	232.50	3,255	2,790	2,558
5	240.00	3,360	2,880	2,640
6	247.50	3,465	2,970	2,723
7	255.00	3,570	3,060	2,805
8	262.50	3,675	3,150	2,888
9	270.00	3,780	3,240	2,970
10	277.50	3,885	3,330	3,053
11	285.00	3,990	3,420	3,135
12	292.50	4,095	3,510	3,218
13	300.00	4,200	3,600	3,300
14	307.50	4,305	3,690	3,383
15	315.00	4,410	3,780	3,465
16	322.50	4,515	3,870	3,548
17	330.00	4,620	3,960	3,630
18	337.50	4,725	4,050	3,713
19	345.00	4,830	4,140	3,795
20	352.50	4,935	4,230	3,878

### JH/Elementary Coach

Exp	Per Week	8	7	6	5	4
0	185.00	1,480	1,295	1,110	925	740
1	190.00	1,520	1,330	1,140	950	760
2	195.00	1,560	1,365	1,170	975	780
3	200.00	1,600	1,400	1,200	1,000	800
4	205.00	1,640	1,435	1,230	1,025	820
5	210.00	1,680	1,470	1,260	1,050	840
6	215.00	1,720	1,290	1,290	1,075	860
7	220.00	1,760	1,540	1,320	1,100	880
8	225.00	1,800	1,575	1,350	1,125	900
9	230.00	1,840	1,610	1,380	1,150	920
10	235.00	1,880	1,645	1,410	1,175	940
11	240.00	1,920	1,680	1,440	1,200	960
12	245.00	1,960	1,715	1,470	1,225	980
13	250.00	2,000	1,750	1,500	1,250	1,000
14	255.00	2,040	1,785	1,530	1,275	1,020
15	260.00	2,080	1,820	1,560	1,300	1,040
16	265.00	2,120	1,855	1,590	1,325	1,060
17	270.00	2,160	1,890	1,620	1,350	1,080
18	275.00	2,200	1,925	1,650	1,375	1,100
19	280.00	2,240	1,960	1,680	1,400	1,120
20	285.00	2,280	1,995	1,710	1,425	1,140

If their team qualifies for the post season, the coaches will be paid for additional weeks.

Volleyball & Basketball Postseason: Regionals and State

Baseball Postseason: State

	<u>Sport/Weeks</u>
Head/Asst	Basketball/14
Head/Asst	Track/12
Head/Asst	Volleyball/12
Head/Asst	Baseball/11
Head	Cross Country/12

	<u>Sport/Weeks</u>
JH	Basketball/8
JH	Volleyball/8
Elem.	Basketball/7

Articles from this agreement that are not included in future negotiation sessions shall automatically be renewed for the successive agreement.

Representatives of both parties attest their agreement by the signing of this document.

\_\_\_\_\_  
Meggan Smith  
P-B Teacher Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeremy Sorenson  
P-B Board President

\_\_\_\_\_  
Date