

ST. JOHN SCHOOL DISTRICT #3

MASTER CONTRACT

2025 - 2027

**APPROVED BY
THE ST. JOHN BOARD OF
EDUCATION
April 30, 2025**

A. REPRESENTATION:

1. The Board of Education of St. John Public School District #3, Saint John, North Dakota, and the St. John Teachers' Association do hereby agree that the welfare of the children of St. John Public School District #3 is paramount in the operation of the school and will be promoted by both parties and do hereby agree as follows:

B. CONTRACT NEGOTIATIONS

1. Follow NDCC.

C. SALARY SCHEDULE

1. Rules and regulations are necessary in the application of a salary schedule. The salary schedule and policies listed below have been proposed for the 2025-2027 school years.
 - a. For school year 2025-26 the base shall be **\$51,300.00** and an experience step shall be granted. For school year 2026-2027 the base shall be **\$52,800.00** and an experience step shall be granted. Other benefits offered by the School District are health insurance as listed in 1.e. and free meals. Deductions for the following will be offered by the school: IRS Section 125 Flexible Benefit Plan, a 403(b) plan, and supplemental insurance. Such plans will not require the District to make any employer contributions other than the initial charge for enrolling the District in the plan. Currently, there are three 403(b) vendors approved by the school board. Any new ones must be approved by the school board with an amendment and restatement of the 403(b) Plan. Certified personnel may not have any additional personal deductions withheld from their salary without School Board approval.
 - b. The salary schedule will include six (6) professional lanes with the first five (5) at \$600 each, a +48/Master lane at \$2500 (MASTER'S DEGREE MUST BE IN TEACHER'S FIELD OF EDUCATION), and thirty-two (32) experience steps at the following increments. Steps one through ten receive \$400.00, steps eleven through twenty receive \$550.00, and steps twenty-one through thirty-two receive \$700.00. Please see the attached schedule(s) for school years 2026 and 2027.
 - c. Payroll Deduction of Dues: The School District will provide for payroll deduction of dues for local, state, and National Teachers' Association provided the individual teacher has requested in writing to the School District Business Manager.
 - d. State income tax and social security shall be deducted as required by law. The School District shall pay the full cost of the teacher's share of Teachers' Fund for Retirement (TFFR).

- e. St. John School District #3 will provide a paid single health insurance policy with the District's group insurance. If the employee chooses to enroll in a single plus dependent(s) policy, the school will pay an additional \$2,400 per year towards the policy. If the employee chooses to enroll in a single plus spouse or a family policy, the school will pay an additional \$4,800 per year towards the policy. In either case, the employee's payroll would be deducted for the remaining premium owed each month.
- f. If a teacher chooses not to enroll in the above-stated benefit, they will instead receive a maximum cash payment of \$8,900.00 per year paid over twenty-four pay periods.
- g. Salary and fringe benefits are based on the percentage of time worked by a part-time employee.

2. ADVANCEMENT ON SALARY SCHEDULE:

- a. An educational increment is defined as horizontal movement to the appropriate educational lane of the salary schedule when required credits have been earned: Base salary, + 8 semester hours, + 16 semester hours, +24 semester hours, + 32 semester hours, + 40 semester hours, and a + 48/master's degree. Credits applied toward an educational increment must be earned in major or minor fields. Any other courses shall have prior approval by the School Board. Only credits earned after the attainment of a bachelor's degree will count toward an educational increment. A teacher shall receive \$600.00 each for each lane going across to + 40 credits, and \$2500.00 for the + 48/master's degree lane according to the present contract.
 - b. An experience increment is defined as vertical movement to the next step of the salary schedule gained by successful completion of the school term.
- 3. Credits across may be earned at any time and not confined to the last five years.
 - 4. Credits must be turned in for salary adjustment by the first of September.
 - 5. When hiring a new teacher, the prospective employee may receive credit for no more than his/her actual number of years of teaching experience.
 - 6. Anyone presently in the system will not be increased more than one experience step at a time on the salary schedule.
 - 7. No presently employed teacher will be decreased on his/her experience step because of his/her placement on the salary schedule.

St. John School District #3
Salary Schedule
2025-2026

Steps		<u>BA/BS</u>	<u>+ 8 Credits</u>	<u>+ 16 Credits</u>	<u>+ 24 Credits</u>	<u>+ 32 Credits</u>	<u>+ 40 Credits</u>	<u>+ 48 or Master</u>
0		51,300	51,900	52,500	53,100	53,700	54,300	56,800
1	+400	51,700	52,300	52,900	53,500	54,100	54,700	57,200
2	+400	52,100	52,700	53,300	53,900	54,500	55,100	57,600
3	+400	52,500	53,100	53,700	54,300	54,900	55,500	58,000
4	+400	52,900	53,500	54,100	54,700	55,300	55,900	58,400
5	+400	53,300	53,900	54,500	55,100	55,700	56,300	58,800
6	+400	53,700	54,300	54,900	55,500	56,100	56,700	59,200
7	+400	54,100	54,700	55,300	55,900	56,500	57,100	59,600
8	+400	54,500	55,100	55,700	56,300	56,900	57,500	60,000
9	+400		55,500	56,100	56,700	57,300	57,900	60,400
10	+400		55,900	56,500	57,100	57,700	58,300	60,800
11	+550		56,450	57,050	57,650	58,250	58,850	61,350
12	+550		57,000	57,600	58,200	58,800	59,400	61,900
13	+550		57,550	58,150	58,750	59,350	59,950	62,450
14	+550		58,100	58,700	59,300	59,900	60,500	63,000
15	+550		58,650	59,250	59,850	60,450	61,050	63,550
16	+550		59,200	59,800	60,400	61,000	61,600	64,100
17	+550			60,350	60,950	61,550	62,150	64,650
18	+550			60,900	61,500	62,100	62,700	65,200
19	+550			61,450	62,050	62,650	63,250	65,750
20	+550				62,600	63,200	63,800	66,300
21	+700				63,300	63,900	64,500	67,000
22	+700				64,000	64,600	65,200	67,700
23	+700					65,300	65,900	68,400
24	+700					66,000	66,600	69,100
25	+700					66,700	67,300	69,800
26	+700						68,000	70,500
27	+700						68,700	71,200
28	+700						69,400	71,900
29	+700							72,600
30	+700							73,300
31	+700							74,000
32	+700							74,700
			+600	+600	+600	+600	+600	+2500

St. John School District #3
Salary Schedule
2026-2027

<u>Steps</u>	<u>-</u>	<u>BA/BS</u>	<u>+ 8 Credits</u>	<u>+ 16 Credits</u>	<u>+ 24 Credits</u>	<u>+ 32 Credits</u>	<u>+ 40 Credits</u>	<u>+ 48 or Master</u>
0		52,800	53,400	54,000	54,600	55,200	55,800	58,300
1	+400	53,200	53,800	54,400	55,000	55,600	56,200	58,700
2	+400	53,600	54,200	54,800	55,400	56,000	56,600	59,100
3	+400	54,000	54,600	55,200	55,800	56,400	57,000	59,500
4	+400	54,400	55,000	55,600	56,200	56,800	57,400	59,900
5	+400	54,800	55,400	56,000	56,600	57,200	57,800	60,300
6	+400	55,200	55,800	56,400	57,000	57,600	58,200	60,700
7	+400	55,600	56,200	56,800	57,400	58,000	58,600	61,100
8	+400	56,000	56,600	57,200	57,800	58,400	59,000	61,500
9	+400		57,000	57,600	58,200	58,800	59,400	61,900
10	+400		57,400	58,000	58,600	59,200	59,800	62,300
11	+550		57,950	58,550	59,150	59,750	60,350	62,850
12	+550		58,500	59,100	59,700	60,300	60,900	63,400
13	+550		59,050	59,650	60,250	60,850	61,450	63,950
14	+550		59,600	60,200	60,800	61,400	62,000	64,500
15	+550		60,150	60,750	61,350	61,950	62,550	65,050
16	+550		60,700	61,300	61,900	62,500	63,100	65,600
17	+550			61,850	62,450	63,050	63,650	66,150
18	+550			62,400	63,000	63,600	64,200	66,700
19	+550			62,950	63,550	64,150	64,750	67,250
20	+550				64,100	64,700	65,300	67,800
21	+700				64,800	65,400	66,000	68,500
22	+700				65,500	66,100	66,700	69,200
23	+700					66,800	67,400	69,900
24	+700					67,500	68,100	70,600
25	+700					68,200	68,800	71,300
26	+700						69,500	72,000
27	+700						70,200	72,700
28	+700						70,900	73,400
29	+700							74,100
30	+700							74,800
31	+700							75,500
32	+700							76,200
			+600	+600	+600	+600	+600	+2500

D. EXTRACURRICULAR SALARY SCHEDULE

- Salary schedule will be figured on the base salary as negotiated each negotiations period at the following percentages:

<u>Activity</u>	<u>Percentage of Base</u>	<u>2026 Amount</u>	<u>2027 Amount</u>
Athletic Director	32%	\$16,416	\$16,896
Head Coach	12%	\$6,156	\$6,336
Assistant Coach Trap/Air Rifle Coach	9%	\$4,617	\$4,752
Music Director	Paid as listed in number 5.		
Speech & Drama Coach FCCLA Advisor FFA Advisor eGames Coach (each season) Cheer Coach (each sport) Drone Racing Coach	6%	\$3,078	\$3,168
Annual Advisor 5 th – 8 th Grade Coach C Squad Coach Senior Banquet, Prom, and After-Prom Advisor	5%	\$2,565	\$2,640
Science Olympiad Advisor (Regional & State participation)	3%	\$1,539	\$1,584
Science Olympiad Advisor (Regional participation)	1.5%	\$ 770	\$ 792
Drivers Education Instructor	Weekly rate @ 40 hours		

- All extracurricular payments will be paid in conjunction with the professional salary and will be part of the teachers' contract. An exception to this is for the Music Director position which is explained in number 5.
- Extracurricular assignments shall be at the discretion of the Superintendent and School Board.
- The Junior-Senior Banquet, Prom, and After Prom Advisor shall supervise and organize the stated activities.
- Each Music Director shall be paid based on the event performed and the rate of each event. Pep Band Performance: \$150; Contest or Special Event: \$300; and Concert Night or Graduation: \$500. Payment will be made in the following payroll after the performance(s) are completed.
- Payment Options
 Option 1
 Pay for extracurricular duties will occur after the season is complete and all expectations are met. All new teachers and new coaching/advisor hires will be paid under this option. The Athletic Director will sign off on the payment approval. A formal process (Coaching On-boarding Document) will define expectations.

Option 2

Teachers who are currently hired as extracurricular coaches/advisors will have the choice to be paid under option 1 or 2. Option 2 allows for teachers to be “Grandfathered” in where they may be paid over a 12-month period as is currently done. If a teacher decides to be paid in accordance with Option 1, they cannot revert back to this option.

E. PAYDAY AND PAYCHECK SCHEDULE:

1. Payday shall be the fifth and the twentieth of each month beginning July 5, 2025 and ending June 20, 2026. If payday falls on a weekend or bank holiday, payday shall be the last preceding week day.
2. June paychecks will not be issued until rooms are checked by administration and the teacher has checked out as all work being completed for the school year.

F. EDUCATIONAL LEAVE POLICY:

1. **MEDICAL LEAVE:** Teachers earn eighty (80) hours of medical leave per year, accumulative to four hundred (400) hours, to be used for the absence of the teacher due to illness or disability. This time is earned in full at the beginning of each year to be used throughout the year as needed. Medical leave includes illness or funerals in the immediate family. The School District will buy back medical leave for any time accumulated after four hundred (400) hours at a rate of \$10 per hour payable at the end of the school term. When a teacher leaves the school’s employment any unused medical days will be bought back at a rate of \$2.50 per hour. Teachers with more than four hundred (400) medical hours may trade sixteen (16) medical hours for eight (8) hours of personal leave once per fiscal year.
2. **PERSONAL LEAVE:** Each teacher shall be allowed twenty-four (24) hours of personal leave annually. The teacher shall provide two school days’ notice of said leave unless an emergency exists. No more than two teachers shall be granted personal leave on the same day. Leave will be granted in order of request. Personal leave will accumulate from year to year. Accumulated personal leave greater than thirty (32) hours at the end of the school year will be bought back by the School District at the regular rate of pay. Upon teacher termination, all personal days will be paid out by the School District at the regular rate of pay.
3. **PROFESSIONAL LEAVE:** To be made available to the faculty members for workshops or professional endeavors at the administration’s discretion.
4. School District will pay substitute pay for all approved sick leave, personal leave, and professional leave.

5. ABSENCES BEYOND MEDICAL LEAVE or PERSONAL LEAVE:

Absences beyond these allowances will be subject to approval by administration and the teacher must use all their personal or medical leave before utilizing this section of the Master Contract. Upon approval of extra medical leave, the teacher will pay the school for those additional days at the substitute rate of pay. Upon approval of extra personal leave, the teacher will pay the school for those additional days at \$31.25 per hour. If the teacher fails to pay the school for additional medical or personal leave taken, a full reduction (1/183 of salary per day) shall be deducted from the teacher's salary for all time missed. No more than forty (40) hours per school year, beyond stated leave, will be granted.

6. LEAVE OF ABSENCE: A leave of absence must be requested by the time contracts are due. No credit will be given on an experience step if leave is taken. If returning to school, an educational lane change will be granted if enough credits are earned. A written application must be submitted explaining why leave is wanted. No more than one leave will be granted per year. If there is more than one request for leave, the St. John Teachers' Association is to decide who is to get the leave. A leave of absence must be approved by the School Board.

- The leave of absence request must have specific dates as to when the staff member will be on leave and when their expected return is scheduled. The employee will also be required to put in writing their intent to return to their position 30 days before the leave expires. If the employee does not provide this, it will be at the discretion of the superintendent to bring this to the Board as a resignation. In addition, the employee may not return to their duty at an earlier time if a substitute was hired to replace the teacher. In the event there is not a hired substitute for the teacher, it will be at the discretion of the superintendent to allow the teacher to return at an earlier date than approved.

7. MEDICAL LEAVE POOL: Individual teachers may choose to contribute to a medical leave pool governed by the following provisions:

- o Teachers, not currently enrolled, will have the option to enroll at the beginning of each school year at the fall workshop. A form will be provided for the teacher to sign.
- o Any teacher joining will contribute sixteen (16) hours of medical leave initially from their individual account to the pool. These are the property of the pool and do not revert back to the individual.
- o Medical leave used from the pool must be used for major illness, accident, pregnancy, or actual hospitalization of the individual, spouse, or child. Any request to use medical leave pool time must be approved by the Superintendent.
- o A teacher who has contributed to the pool can use a maximum of eighty (80) hours per school year from the pool when and if their medical leave and personal leave have been used up.

- Days drawn must be repaid at a minimum of sixteen (16) hours per year and may never have more than a total of eighty (80) hours drawn from the pool at any one time.
- An individual who owes medical leave to the pool will pay the substitute rate per day to the school district upon leaving the system. The reimbursed time will be put back into the medical leave pool.

G. WORKDAY:

1. Employees shall be in their classrooms no later than 8:00 am and shall be permitted to leave at 3:45 pm.
2. On two workdays per month, the Superintendent may require the professional staff to come to work one hour earlier or stay one hour later for teacher meetings, teacher in-service, and/or staff development.
3. The workday may be extended for staff in-service up to three (3) hours for special in-service, three times a year.
4. At least two times per year all professional staff shall volunteer to work at two sporting events outside the regular school day hours.

H. INDIVIDUAL CONTRACTS:

Any individual agreement between the employer and an employee heretofore or thereafter executed shall be subject to and consistent with the terms and conditions of this agreement. If an individual agreement contains any language inconsistent with this agreement, this agreement shall be controlling.

I. RESIGNATION:

Should a teacher request to be released from obligation under contract, the teacher shall compensate the Board monetary consideration for the cost incurred to replace said teacher. No penalty will be assessed against a teacher through May 31st for a contract signed for the upcoming school year. A sum of five hundred dollars (\$500.00) may be charged June 1 through June 30 of any school year. As of July 1st, a penalty of one thousand five hundred (\$1,500.00) may be charged to be released from a teaching contract. There will not be a fine assessed if a suitable replacement as determined by administration has been hired.

J. TEACHER TRANSFER:

When teaching positions in the St. John School system open, teachers in the system who are certified in that field will be considered for the position.

K. SUBSTITUTE TEACHERS:

Teachers will receive comp time for covering classes, during their prep periods or as deemed necessary by administration. Comp time can be used in place of personal leave throughout the year. Any unused comp time can be converted to personal leave up to 32 hours (per personnel leave section above). Any remaining comp time will be paid out at the end of the school year at a rate of \$10 per hour. Comp time will be used first before the use of personal leave.

L. MAINTENANCE OF STANDARDS

All conditions of employment, including teaching hours, extracurricular compensation for duties outside regular teaching hours, relief periods, leaves, and general personal practices shall be maintained at not less than the highest minimum standards in effect at the time this agreement is signed, provided that such conditions shall be improved for the benefit of employees as required by the express provisions of this agreement. The agreement shall not be interpreted or applied to deprive employees of professional advantages heretofore enjoyed or expressly stated herein.

M. INTEGRATION CLAUSE

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 the terms and conditions may not be added to or modified without the consent of the parties, as evidenced by a written amendment attached and made a part of this Agreement.

N. SEPARABILITY

If any provision of the agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provisions of application shall not be deemed valid and subsisting, except to the extent permitted by full force and effect.

It is further agreed that within ten (10) days of receipt of notification of the court's actions, negotiations shall commence, during which a new agreement on such matter shall be reached.

In the event agreement is not reached within twenty (20) days after negotiations have begun, the matter shall be referred to local arbitration.

All understanding and agreements reached under this procedure shall be reduced to writing, signed by each party, and made a part of the collective bargaining agreement.

O. MANAGEMENT RIGHT CLAUSE

All terms and conditions of employment not covered by this agreement are subject to the Board's exclusive direction and control and may not be the subject of negotiations during the term of this agreement.

P. 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.

Q. TERMS OF AGREEMENT

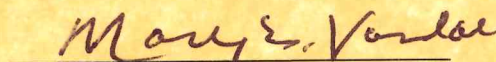
This Agreement, except as otherwise provided, is effective as of July 1, 2025, to June 30, 2027, at which time it shall automatically renew itself for additional periods of one year, unless written notification to the contrary is made by either party no later than 160 days before contract anniversary date. If such notification occurs, the entire Agreement must be renegotiated. Changes may be made at any time by mutual consent.

In witness whereof, the Association has caused this agreement to be signed by its President and Secretary and the employer has caused this agreement to be signed by its President, attested to by its Business Manager, on this 30th day of April, 2025.

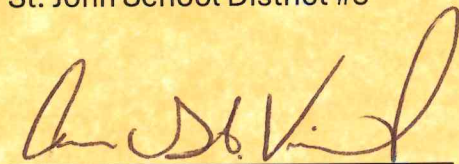
SIGNATURES:



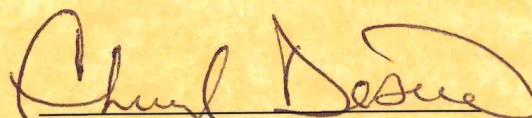
Russell Cain, President
St. John School District #3



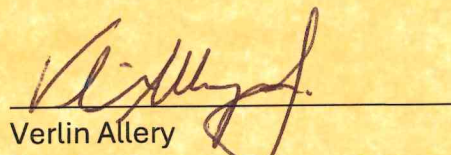
Mary Vandal, Business Manager
St. John School District #3




Arren St. Vincent, President
St. John Education Association



Cheryl Disrud, Secretary
St. John Education Association



Verlin Allery
St. John Education Association



Gena Grant
St. John Education Association