

Wyndmere Public School District Master Contract

(2025 - 2026 & 2026 - 2027)

ARTICLE I GRIEVANCE PROCEDURE

- A. **PURPOSE** - To enable teachers to express a complaint about the administration of the negotiated agreement with the assurance that the complaint will receive prompt attention by the persons who can remedy it if necessary.
- B. **DEFINITION** - Any disagreement regarding the interpretation or inequitable application of a specific provision of the negotiated agreement or board policy.
- C. **PROCEDURE** - Any party to the grievance may be represented during any step of the grievance procedure by a person or agent designated by such party to act in his/her behalf.

Level One

- 1. An informal meeting shall be held between the teacher and the superintendent 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 superintendent within thirty (30) calendar days after the facts upon the grievance is based first occur or first become 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 superintendent shall give a written answer within seven (7) calendar days of the time the grievance was presented to the superintendent in writing.

Level Two

- 1. If the aggrieved person is not satisfied with the superintendent's disposition of the grievance, the grievant may within ten (10) calendar days after receipt of the superintendent's disposition, file the grievance in writing with the Board of Education.
- 2. Within ten (10) calendar days after submission of the written grievance, the grievant may request and be granted a meeting with the Board of Education at the Board's next regular or special meeting. The Board shall

render a decision in writing within ten (10) calendar days after the meeting at which it was heard. The decision of the Board of Education is the last step of the grievance procedure.

- D. Level one of the procedure may be bypassed provided that the superintendent agrees.
- E. The number of days indicated at each level are maximum time limits. A reasonable effort shall be made to expedite the process.
- F. Copies of the grievance proceedings will be filed separately from the personnel files of the participant.

ARTICLE II LEAVE POLICIES

A. LEAVE OF ABSENCE

- 1. A teacher may request a leave of absence for maternity or child rearing. Requests for this leave may not exceed one school year and must be submitted in writing for Board action. If approved by the Board, in its sole discretion, such leave will be without pay or fringe benefits, unless the employee elects to pay for fringe benefits for which the employee is eligible during the duration of the leave.
- 2. Failure of a teacher to accept employment 30 days before the term of the approved leave of absence has expired shall relieve the school district of its obligation to renew the teacher's contract.
- 3. No leave of absence will be granted unless the teacher has completed one calendar year of successful teaching in the Wyndmere Public School system.
- 4. Experience credit will be determined at the time leave is requested.
- 5. Disability because of maternity will be treated like any other sick leave.

B. PERSONAL LEAVE

- 1. Each teacher is granted **four (4) personal leave days** per fiscal year with the option to purchase a fifth personal day at the district's current substitute teacher daily rate. Personal leave is non-transferable and must be approved by administration at least two (2) days in advance, except in cases of emergency.

2. Unused personal leave will be paid out at the district's current substitute teacher daily rate. Upon written request to the Business Manager by June 1, unused days may be transferred to the individual teacher's sick leave savings total and/or **one (1) unused personal day** may be rolled over to the following fiscal year.
 - a. Purchased leave is not eligible for pay out, transfer, or rollover and will be forfeited if unused by the end of the fiscal year.
3. A **maximum of five (5)** personal leave days may be used or held in a single fiscal year, including carried-over or purchased days.
4. A teacher will forfeit one day's salary for each absence exceeding the available leave. The deduction will be based on 180 contract days.

C. FUNERAL LEAVE

1. Three days per death of an immediate family member (spouse, child, parent, sibling). One day per death of other family member or friend. The superintendent may grant additional days depending on individual circumstances.
2. Additional days of funeral leave will be counted as sick leave; with actual days to be determined by the administration depending on individual circumstances.

D. SICK LEAVE

1. Illness of teacher, child, or parent(s), including pre-planned health related appointments.
2. Ten days per year accumulative to 110.
3. If a teacher's spouse, living at home, is unable to perform the normal duties in his/her professional capacity, said teacher shall be entitled to utilize 20 days of his/her accumulated sick leave per year. A physician's statement of incapacity must be presented before such leave will be granted for that specific disability.
4. Teachers who have accumulated 110 days of sick leave prior to the beginning of any school year will be reimbursed \$20 per day for each of the 10 unused days. Payment will be made at the end of each year in the June check.

- i. Ex.- A teacher with 109 sick days at the beginning of the year would be granted 1 additional day of sick leave (thus bringing the total to 110) and would be paid for the 9 days that would otherwise be foregone.
5. A teacher may choose to donate sick leave day(s) to another teacher. A teacher choosing to donate sick leave will indicate his/her wishes to donate a day(s) of sick leave by writing a formal letter with signature and date submitted to and approved by the superintendent. The teacher receiving donated sick leave days must expend their own sick and personal leave before receiving a donation. A teacher receiving donated days can accept a maximum of 25 days per school calendar year. Any unused donated days at the end of the school calendar year will be forfeited. A teacher with no sick or personal leave available can request donated time only once per year.

E. PROFESSIONAL LEAVE

1. Workshops and clinics sponsored by the Department of Public Instruction, the North Dakota High School Activities Association or other professional organizations shall be considered by the administration for leave if directly related to faculty members contracted duties.
2. Whenever possible, all requests shall be made to the administration two weeks prior to the date for which the leave is requested.
3. The cost of a substitute teacher shall be born by the district.
4. All costs associated with required workshops or clinics or monitoring students on approved activity shall be born by the district at the rate stated within the guidelines for the state of North Dakota.
5. Financial agreements shall be agreed to at the time at which the leave is granted.

F. WELLNESS LEAVE

1. Wellness Day: After accumulating the 110 maximum sick leave days, a teacher who completes one school year without using any sick days shall be granted one day of paid personal leave. This day shall be used at the teacher's discretion within the next school year. The administration must be given at least five days prior notice and the day cannot be used during the first 5 days of the school term following summer recess, or the last 5 days of the school year.

G. EMERGENCY LEAVE

1. In the case of emergency, where the teacher cannot be at work due to unforeseen circumstances, teachers may utilize up to 3 days per year emergency leave. These days will be deducted from their accrued sick leave days. (Examples: cancelled daycare last minute, weather, flooded basement)

H. PARENTAL LEAVE

The purpose of this leave is to provide parents time and support to bond with their new child while adjusting to their new family situation.

1. To qualify, the teacher must be a full-time teacher at Wyndmere Public school and must have completed one year of employment as of their last working day before this benefit takes effect.
2. A primary caregiver is entitled to **fifteen (15) days** of paid parental leave per birth/adoption event.
3. If both primary caregivers are eligible for leave, they are entitled to a maximum **combined total of twenty (20) days**. Overlapping leave is permitted. A written statement indicating the division of days must be submitted to administration in advance.
4. Parental leave must be used towards the student contact days directly following the birth or adoption of a child(ren) younger than three (3) years. Leave may extend into the subsequent contract year. In special circumstances, and prior to administration approval, days of leave may be taken intermittently. (Examples: mother is on bedrest prior to birth, still-birth of infant, infant is in NICU after birth)
5. At the discretion of administration, parental leave may be granted for the adoption of a child(ren) above the age of three years.
6. Parental leave does not apply to an individual adopting the child(ren) of a spouse/partner or an individual adopting a child(ren) whom they have fostered for more than six months.
7. Notice must be given to administration as early as possible, ideally no less than 30 days in advance, to allow for sufficient planning.
8. Benefits will remain the same while an employee is on parental leave.

I. EXTRACURRICULAR LEAVE

1. Each teacher is required to assist with ticket-taking duties at three (3) school events per calendar year. In return, the teacher will receive two (2) activity passes for the teacher and an immediate family member, along with one (1) day of extracurricular leave.
2. The extracurricular day will be used to attend a WPS academic or athletic event during one (1) contracted work day, pending substitute teacher availability. It must be used within the same school year or it will be forfeited.
3. Teachers may request to use their extracurricular leave prior to fulfilling their ticket-taking responsibilities, subject to administrative approval. If the ticket-taking requirement is not fulfilled by the end of the calendar year, one (1) personal day will be deducted. If no personal days remain, the teacher will be charged at the district's current substitute teacher daily rate.
4. If fewer than three (3) ticket-taking opportunities are available, alternative WPS volunteer duties (ie. refereeing, working the concession stand, etc.) may be substituted to fulfill the requirement as long as it is mutually agreed upon by the teacher and the activities director.
5. Teachers who coach (as listed on the Extracurricular Pay Schedule attached) are exempt from working one (1) ticket-taking opportunity.

ARTICLE III BREACH OF CONTRACT POLICY

- A. Any teacher who signs a contract to teach in the Wyndmere Public Schools and then breaks that contract shall be liable for the following damage payments:
 1. July 1st --July 31st - 2% of gross contract salary
 2. August 1--school starts - 3% of gross contract salary
 3. During the school year - 5% of gross contract salary
- B. The School Board reserves the right to waive the above penalties under special circumstances such as death, permanent injury, or extreme hardship to the teacher involved.

ARTICLE IV EDUCATIONAL ADVANCEMENT

- A. Each teacher should secure additional training according to the recommendations of the Department of Public Instruction.
- B. Teachers not in a graduate program at a college or university must have the approval of the Wyndmere superintendent of school before the course is taken in order for it to apply to the salary schedule.
- C. If a teacher is working towards a minor in an outside field, that teacher's past courses may apply to the salary schedule when and if that teacher is contracted in that minor field. Prior approval of courses may be obtained from the superintendent.
- D. Teachers in a graduate program at a college or university must have their program on file with the Wyndmere superintendent of schools. The program must be relevant to the teacher's teaching position at the Wyndmere Public School in order for it to apply to the salary schedule.
- E. To move from one column to another all work must be completed before September 1st of the school year.

ARTICLE V SALARY SCHEDULE

- A. The salary schedule, extra-curricular schedule, and benefit schedule is attached to, and part of this agreement (copy attached). The salary schedules that are attached to this agreement include an annual 3% career increment that will be paid at the bottom of the MS+50, BS+80 column. Teachers who have an administratively approved Master's degree will receive an additional \$3000 above the listed salary based on his/her lane and step.

ARTICLE VI TEACHER WORKLOAD

- A. Teachers will be contracted for 180 days per fiscal year.
- B. The work day is from 8:00 a.m. to 4:00 p.m. As a professional courtesy, teachers may leave at 3:35 p.m. on a day directly preceding a non-student contact day.
 - 1. All leave requests must be based on an 8-hour work day.
- C. A typical teaching load in the junior/senior high school will be 25 teaching periods per week, plus 5 periods of supervised study hall. Teachers required to

teach an extra class over and above the typical load will receive 1/7 of the teacher's base salary.

ARTICLE VII DURATION CLAUSE

- A. This agreement will automatically be renewed and will continue in force for additional periods of one year unless either party gives notice to the other party of its desire to modify this agreement at least 160 days prior to the anniversary date (July 1) of this agreement. 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 until a mutual agreement has been reached.
- B. All salaries, benefits, and working conditions agreed upon in the successor agreement will be retroactive to the anniversary date of this agreement.

ARTICLE VIII SAVINGS CLAUSE

- A. Should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, shall be automatically deleted from the agreement to the extent that it violates the law. The remaining articles, sections or clauses shall remain in full force and in effect for the duration of the agreement. Either party may make a written request within 20 days of the declaration to open negotiations to alter any articles, sections, or clauses that may have been declared illegal. A request for a special meeting shall include specific reasons for the request and shall be limited to the article(s), section(s), or clause(s) that was (were) declared illegal. Negotiations will begin within 30 days of the written request.

VERIFICATION

This contract is made and entered into this 12th day of May, 2025 by and between the Wyndmere Board of Education and the Wyndmere Education Association for the 2025 - 2026 & 2026 - 2027 school years.

Signed by:


Wyndmere Education Association, President



FRINGE BENEFITS SCHEDULE

A. HEALTH INSURANCE

1. The Board agrees to pay \$10,500.00 for 2025 - 2026 & \$11,000.00 for 2026 – 2027 per full-time teacher towards health insurance coverage through the Wyndmere Employees Group Policy.
2. Health insurance coverage shall extend from October 1st of one year to September 30th of the next year. Those teachers wishing to drop their health insurance coverage before the September 30th date must make the request in writing at least one month in advance.
3. Those teachers electing not to join the Wyndmere Employees Group Health Insurance Policy shall have the Board deposit \$10,500.00 (2025-26) & \$11,000.00 (2026-27) per teacher in 12 equal installments in one of the following options: a tax-deferred annuity through Edward Jones or Horace Mann, the Horace Mann for Section 125 flex spending with teachers paying any fees for their service, or cash equivalency.
5. Only regularly contracted teachers will be eligible to join the Wyndmere School group unless he/she is the spouse of a regularly contracted teacher. All payments in this section will be prorated according to full-time equivalency of the teacher. (Ex: half time teacher = 50% of the allotted health insurance amount).

B. DISABILITY PROTECTION

1. The Board agrees to pay up to an average of \$20 per month per teacher towards the disability insurance policy as provided by a mutually acceptable insurance company. Those teachers wanting additional coverage under this policy shall notify the clerk and the additional premium will be withheld from their salaries.
2. Coverage shall be from the beginning of the school year until the end of the month that the teacher's contract is terminated, either by discharge, nonrenewal, or resignation.
3. The premium amount in item #1 will be paid for all teachers employed one-half time or more. It will not be paid for those teaching less than one-half time.

C. TEACHERS' RETIREMENT

1. The Board shall pay 12.75% of the employer's portion of TFFR and 11.75% of the teacher's portion of TFFR.

WYNDMERE PUBLIC SCHOOL 2025-2026

<div>BASE PAY</div> <div>44000</div> <div>INCREASE</div> <div>500</div>		<div>INCRMT #1</div> <div>450</div>	<div>INCRMT #2-9</div> <div>500</div>	<div>LANE PAY</div> <div>500</div>	<div>MASTERS ADDITIONAL</div> <div>3000</div>					<div>%TFFR PD</div> <div>24</div> <div>Increase</div> <div>1.14</div>
YEARS EXP	BS	BS+10 SEM	BS+20 SEM	MASTERS BS+30 SEM	MS+ 10 SEM BS+40 SEM	MS+ 20 SEM BS+50 SEM	MS+30 SEM BS+60 SEM	MS+ 40 SEM BS+70 SEM	MS+ 50 SEM BS+80 SEM	
0	44000	44500	45000	45500	46000	46500	47000	47500	48000	
1	44450	45000	45500	46000	46500	47000	47500	48000	48500	
2	44900	45500	46000	46500	47000	47500	48000	48500	49000	
3	45350	46000	46500	47000	47500	48000	48500	49000	49500	
4	45800	46500	47000	47500	48000	48500	49000	49500	50000	
5	46250	47000	47500	48000	48500	49000	49500	50000	50500	
6	46700	47500	48000	48500	49000	49500	50000	50500	51000	
7	47150	48000	48500	49000	49500	50000	50500	51000	51500	
8	47600	48500	49000	49500	50000	50500	51000	51500	52000	
9	48050	49000	49500	50000	50500	51000	51500	52000	52500	
10		49500	50000	50500	51000	51500	52000	52500	53000	
11		50000	50500	51000	51500	52000	52500	53000	53500	
12		50500	51000	51500	52000	52500	53000	53500	54000	
13			51500	52000	52500	53000	53500	54000	54500	
14			52000	52500	53000	53500	54000	54500	55000	
15			52500	53000	53500	54000	54500	55000	55500	
16				53500	54000	54500	55000	55500	56000	
17				54000	54500	55000	55500	56000	56500	
18				54500	55000	55500	56000	56500	57000	
19					55500	56000	56500	57000	57500	
20					56000	56500	57000	57500	58000	
21					56500	57000	57500	58000	58500	
22						57500	58000	58500	59000	
23						58000	58500	59000	59500	
24						58500	59000	59500	60000	
25							59500	60000	60500	
26							60000	60500	61000	
27							60500	61000	61500	

2025-2027

WYNDMERE PUBLIC SCHOOL EXTRACURRICULAR SCHEDULE

		2025-2026	Multiplier	# of Weeks	Weekly Wage	2026-2027	Multiplier	# of Weeks	Weekly Wage
BASE PAY									
2025-26	Head Football Coach	\$ 5,280.00	12%	12	\$ 440.00	\$ 5,400.00	12%	12	\$ 450.00
\$ 44,000.00	Asst Football Coach	\$ 3,960.00	9%	12	\$ 330.00	\$ 4,050.00	9%	12	\$ 337.50
2026-27	Jr High Football Coach	\$ 2,640.00	6%			\$ 2,700.00	6%		
\$ 45,000.00									
	Head Volleyball Coach	\$ 5,280.00	12%	12	\$ 440.00	\$ 5,400.00	12%	12	\$ 450.00
	Asst Volleyball Coach	\$ 3,960.00	9%	12	\$ 330.00	\$ 4,050.00	9%	12	\$ 337.50
	Jr High Volleyball Coach	\$ 2,640.00	6%			\$ 2,700.00	6%		
	Head Girls' Basketball Coach	\$ 5,280.00	12%	12	\$ 440.00	\$ 5,400.00	12%	12	\$ 450.00
	Asst Girls' Basketball Coach	\$ 3,960.00	9%	12	\$ 330.00	\$ 4,050.00	9%	12	\$ 337.50
	Jr High Girls' Basketball Coach	\$ 2,640.00	6%			\$ 2,700.00	6%		
	Elem Girls' Basketball Coach	\$ 1,320.00	3%			\$ 1,350.00	3%		
	Head Boys' Basketball Coach	\$ 5,280.00	12%	12	\$ 440.00	\$ 5,400.00	12%	12	\$ 450.00
	Asst Boys' Basketball Coach	\$ 3,960.00	9%	12	\$ 330.00	\$ 4,050.00	9%	12	\$ 337.50
	Jr High Boys' Basketball Coach	\$ 2,640.00	6%			\$ 2,700.00	6%		
	Elem Boys' Basketball Coach	\$ 1,320.00	3%			\$ 1,350.00	3%		
	Head Track Coach	\$ 5,280.00	12%	12	\$ 440.00	\$ 5,400.00	12%	12	\$ 450.00
	Asst Track Coach	\$ 3,960.00	9%	12	\$ 330.00	\$ 4,050.00	9%	12	\$ 337.50
	Jr High Track Coach	\$ 2,640.00	6%			\$ 2,700.00	6%		
	Speech Coach	\$ 3,960.00	9%	12	\$ 330.00	\$ 4,050.00	9%	12	\$ 337.50
	Choral Music Coach	\$ 3,960.00	9%			\$ 4,050.00	9%		
	Instrumental Music Coach	\$ 3,960.00	9%			\$ 4,050.00	9%		
	Drama Coach	\$ 1,320.00	3%			\$ 1,350.00	3%		
	Prom Advisor	\$ 1,100.00	2.50%			\$ 1,125.00	2.50%		
	Prom Banquet Advisor	\$ 440.00	1%			\$ 450.00	1%		
	Honor Society Advisor	\$ 880.00	2%			\$ 900.00	2%		
	Student Council Advisor	\$ 880.00	2%			\$ 900.00	2%		
	Yearbook Advisor	\$ 880.00	2%			\$ 900.00	2%		
	Cheerleading Football Coach	\$ 660.00	1.50%			\$ 675.00	1.50%		
	Cheerleading Basketball Coach	\$ 1,100.00	2.50%			\$ 1,125.00	2.50%		
	Danceline Coach	\$ 660.00	1.50%			\$ 675.00	1.50%		
	Newspaper Advisor	\$ 880.00	2%			\$ 900.00	2%		

WYNDMERE PUBLIC SCHOOL 2026-2027

BASE PAY 45000 INCREASE 1000	INCRMT #1 450	INCRMT #2-9 500	LANE PAY 500	MASTERS ADDITIONAL 3000						% TFFR PD 24 Increase 2.22
YEARS EXP	BS	BS+10 SEM	BS+20 SEM	MASTERS BS+30 SEM	MS+ 10 SEM BS+40 SEM	MS+ 20 SEM BS+50 SEM	MS+30 SEM BS+60 SEM	MS+ 40 SEM BS+70 SEM	MS+ 50 SEM BS+80 SEM	
0	45000	45500	46000	46500	47000	47500	48000	48500	49000	
1	45450	46000	46500	47000	47500	48000	48500	49000	49500	
2	45900	46500	47000	47500	48000	48500	49000	49500	50000	
3	46350	47000	47500	48000	48500	49000	49500	50000	50500	
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6	47700	48500	49000	49500	50000	50500	51000	51500	52000	
7	48150	49000	49500	50000	50500	51000	51500	52000	52500	
8	48600	49500	50000	50500	51000	51500	52000	52500	53000	
9	49050	50000	50500	51000	51500	52000	52500	53000	53500	
10		50500	51000	51500	52000	52500	53000	53500	54000	
11		51000	51500	52000	52500	53000	53500	54000	54500	
12		51500	52000	52500	53000	53500	54000	54500	55000	
13			52500	53000	53500	54000	54500	55000	55500	
14			53000	53500	54000	54500	55000	55500	56000	
15			53500	54000	54500	55000	55500	56000	56500	
16				54500	55000	55500	56000	56500	57000	
17				55000	55500	56000	56500	57000	57500	
18				55500	56000	56500	57000	57500	58000	
19					56500	57000	57500	58000	58500	
20					57000	57500	58000	58500	59000	
21					57500	58000	58500	59000	59500	
22						58500	59000	59500	60000	
23						59000	59500	60000	60500	
24						59500	60000	60500	61000	
25							60500	61000	61500	
26							61000	61500	62000	
27							61500	62000	62500	

