

Negotiated Agreement

Between

Bottineau School Board

and the

Bottineau Education Association

July 1, 2025 - June 30, 2026

Approved: May 12, 2025

Bottineau Public School Mission Statement

"Educating the whole student for future endeavors."

THE BOTTINEAU SCHOOL BOARD AND THE BOTTINEAU EDUCATION
ASSOCIATION

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THE BOTTINEAU SCHOOL BOARD AND THE BOTTINEAU EDUCATION ASSOCIATION

ARTICLE1 RECOGNITION CLAUSE

The School Board of the Bottineau Public School District No. 1, hereinafter referred to as the "District" or "Board" recognizes the Bottineau Education Association #211, hereinafter referred to as the "BEA" or "Association" do both hereby agree to abide by the North Dakota Century Code chapter 15.1-16 concerning North Dakota teacher-school board negotiations.

ARTICLE2 DURATION

This agreement shall become effective on July 1, 2025, or at the close of this year's negotiation, whichever is later. This agreement shall remain in effect until June 30, 2026.

It may be amended by mutual agreement of the same parties who entered into it originally. It will be renewed automatically for a period of one (1) year from the expiration date unless one of the parties shall have notified the other at least sixty (60) days before the expiration date that it will not accept renewal, in which case it will be renegotiated.

ARTICLE3 TEACHER EMPLOYMENT

1) PHYSICAL EXAMINATION-Repealed May of 2018

2) CONTRACTS

- a) The contract duration shall follow North Dakota Century Code 15.1-06-04, up to a maximum of 182 days. All full-time and part-time teachers shall attend said in-service/workshop/orientation sessions. Said in-service shall count towards the 64 clock hours needed for five-year period that has been established for each teacher.
- b) The Administration and Board shall assign teachers to instruct in those areas for which they are highly qualified.
- c) Compliance of Individual Contract: All individual contracts must be in compliance with the negotiated agreement.

3) EXTRA DUTIES

- a) When teachers are assigned extra duties, as club and class advisors, such duties will be reflected on the individual contracts. Teachers will be the class advisors to the class which contains their (T-A) advisees; the advisors on a shared basis shall supervise homecoming activities and class events.
- b) Ticket selling and taking will be assigned at the beginning of each school year. Season passes will be given to staff members for selling and taking tickets. Event and bus chaperoning will be on a volunteer basis. If there are not enough volunteers, these duties will be assigned by Administration.

4) PROFESSIONAL GROWTH

- a) **Intent for Academic Credits** - A Pre-summer school intent will be submitted to the Superintendent prior to the final ending of the school year if the courses and credits will establish a new pay schedule for the teacher. The completed course and credits must be received by the Superintendent prior to the first day of school.
- b) **Reimbursement** - The District will reimburse teachers up to \$100 per semester hour earned in their teaching field when not reimbursed from another source. Reimbursement is limited to two (2) semester hours, \$200 per fiscal year per teacher. Each college credit must be completed by the first day of school.
- c) **Licensure Requirements** - All teachers must comply with the licensure requirements of the North Dakota Education Standards and Practices Board.

- 5) PREPARATION TIME**- Each teacher will have during the student school day at least one duty free class period, in addition to his/her lunch period. Elementary teachers also have the use of time in which their students are with teaching specialists. Teaching specialist areas include music, physical education, art, library, and computer science classes. Teachers will not be assigned other duties during his/her preparation period unless they so choose.

6) PART-TIME STAFF

- a) Teachers contracted for less than full-time employment will be advanced to the next step on the salary schedule each year in the same manner as a full-time employee.
- b) If part-time employment changes to full-time employment, the employee is placed on the salary step for the accumulated percentage of time worked within the district credited to the nearest whole number.
- c) Repealed May of 2018
- d) Shall receive prep time appropriate to their assignment.

7) TEACHER EXPERIENCE

- a) Teachers with prior teaching experience shall be given full credit for such prior experience and shall be placed on the appropriate step of the salary schedule commensurate with said prior experience. Included in such prior experience credit shall be years of teaching service in the Armed Forces of the United States, in the National Teacher Corps, or time spent on academic scholarships that have been earned as a result of prior teaching experience.

ARTICLE 4
LEAVES

DEFINITIONS:

Immediate Family: Parent, Siblings, Spouse, Domestic Partner, Child(ren), Step-child(ren), adopted child(ren), or Foster child(ren), Biological Grandparent, Biological Grand child (ren), and In-laws (Mother, Father Brother, Sister).

Serious Illness: As it relates to this section shall have the same meaning as "serious health condition" under the Family Medical Leave Act.

- 1) **SICK LEAVE** - Includes illness of the individual employee and serious illness in the employee's immediate family.
- a) Ten (10) days per year will be allowed accumulative to 120 days,
 - b) **Payment For Unused Sick Leave** - At the beginning of each school year, ten (10) days of sick leave shall be added to each teacher's accumulative total. At the end of the school year, the teacher shall be paid \$50 per day for all days exceeding 120, less deductions as required by law.
 - c) Absences beyond Sick Leave allowances will be carried as a full deduction for all time missed. This may be subject to consideration of the Board in certain cases where it may be felt that this consideration would be fair and reasonable.
 - d) Upon retirement a teacher will be paid \$100.00 per day for any accumulated sick leave days up to a maximum of \$4,000.00, less deductions as required by law.
 - e) Sick leave may be used in lieu of a personal day, for a funeral not covered under Bereavement, up to two (2) days may be granted at the discretion of the Superintendent.

2) **PERSONAL LEAVE**

- a) The District will grant the following number of personal leave days per year for all certified staff (non-accumulative). Years of Service are to include only those years of service taught in the District.

Years of Service	Days of Personal Leave
Bottineau Public School District	Earned per Year
0-4	3
5-9	4
10-14	5
15+	6

- b) Each year, the District will be responsible for the cost of the substitute for the number of days used. At the end of the school year any unused personal days will be reimbursed to the teacher at \$200.00 per day, less deductions as required by law. When a teacher chooses to use personal leave, a request form must be completed. The date is approved by the Principal and then approved by the Superintendent.
- c) Absences beyond Personal Leave allowances will be carried as a full deduction for all time missed. This may be subject to consideration of the Board in certain cases where it may be felt that this consideration would be fair and reasonable.

3) **LEAVE OF ABSENCE**

- a) A teacher who becomes seriously ill or has a legitimate reason for taking a leave of absence may request such a leave without pay. This leave may be granted for a part of one school year or part of two school years, not exceeding the maximum of one calendar year (365 days).

- b) A teacher shall not earn sick leave days while on leave without pay.
 - c) Sick Leave and experience increments will not accumulate during the year's absence.
 - d) The teacher on leave shall notify the superintendent no earlier than February 15th and no later than March 15th whether or not he/she accepts or rejects reemployment. Failure on part of the teacher to accept said offer with such time shall be deemed to be a rejection of the offer.
- 4) **MATERNITY LEAVE** - The beginning date of leave for pregnancy/ childbirth shall be determined by a letter of advice from the teacher's physician determining that she can no longer safely perform the duties of her teaching assignment.
- a) A teacher expecting a new child shall be entitled upon request to a leave of absence. Said teacher shall notify the Superintendent in writing of her desire to take such leave, except in case of emergency, give such notice sixty (60) days prior to the anticipated date of her leave.
 - b) A teacher shall be entitled to use accrued sick leave for the period she is absent from work, due to pregnancy, childbirth or adoption.
 - c) The District will follow the guidelines required by the Family Medical Leave Act (FMLA). The period of leave for pregnancy/ child birth shall not exceed 12 weeks during a 12-month period.
 - d) Upon returning from maternity leave the teacher shall retain all credit for experience that had accrued up to the time of her leave but these benefits shall not accrue during a period of leave without pay.
- 5) **PATERNITY LEAVE** - The beginning date of leave for paternity or adoption shall be determined by the birth or placement of a child.
- a) Leave ends ten (10) working days following the beginning date of said leave.
 - b) A teacher expecting a new child shall be entitled upon request to a leave of absence. Said teacher shall notify the Superintendent in writing of his desire to take such leave, except in case of emergency, give such notice sixty (60) days prior to the anticipated date of his leave.
 - c) A teacher shall be entitled to use accrued sick leave for the period he is absent from work, due to the birth of a child or adoption.
 - d) Upon returning from paternity leave the teacher shall retain all credit for experience that had accrued up to the time of leave but these benefits shall not accrue during a period of leave without pay.
- 6) **BEREAVEMENT LEAVE**
- A teacher shall be granted three (3) days. Additional days may be granted at the discretion of the superintendent.
- 7) **EMERGENCY LEAVE** - May be granted at the discretion of the Superintendent. No salary deduction will be made for emergency leave. Emergencies may be defined as:
- a) A serious illness/injury that may be life threatening
 - b) Inability to reach school because of inclement weather due to no travel advised
 - c) Household emergencies
- 8) **PROFESSIONAL LEAVE** - Teachers of the District may be granted a leave from regular teaching responsibilities for the purpose of participating in an education conference or workshop.
- a) Educational Conferences or Workshops:
 - i) Must be directly related to the teaching field of the teacher or professional association.
 - ii) Procedure to be followed when applying for leave:

- (1) Request submitted to principal for review. If accepted said request will be submitted to superintendent.
 - (2) Request submitted to superintendent
 - (3) Teacher will be notified of action taken. If denied, a second review will occur at a conference between the teacher and superintendent.
 - iii) Leave will range from one (1) to five (5) days depending on the nature and duration of the conference/ workshop.
 - iv) If a professional activity is approved there will be no loss of salary, and the cost of the substitute will be assumed by the district. Additional expenses will be assumed by the teacher.
 - v) Upon return the teacher must submit proper documentation in order to be reimbursed for any outside expenses.
- b) Extended Educational Training:
- i) Must have a minimum of three (3) years experience with the District
 - ii) Must be directly related to the teaching field of the teacher or professional association.
 - iii) Request must be in written form to include name of institution of higher learning and state this is a leave request without pay, and must be submitted to the superintendent by May 15th
 - iv) Shall be limited to one (1) year
 - v) Procedure to be followed when applying for leave:
 - (1) Request submitted to principal for review. If accepted said request will be submitted to superintendent.
 - (2) Request submitted to superintendent
 - (3) Teacher will be notified of action taken. If denied, a second review will occur at a conference between the teacher and superintendent

ARTICLES

FRINGE BENEFITS

GROUP HEALTH INSURANCE- For the 2025-26 contract year, the District agrees to pay no more than 110% of the amount paid in the 2024-25 school year towards a single policy premium. In the event the increase is greater than 110%, negotiations would be reopened for this item only. To receive this benefit, teachers must elect to receive coverage through the District. Employees employed on a half-time basis are to receive 50% of the benefits of the contract.

ARTICLE6

SOCIAL SECURITY

Federal law mandates that Social Security shall be deducted from gross salary and an equal amount will be matched by the District.

ARTICLE7

TEACHER'S FUND FOR RETIREMENT (TFFR)

The District shall pay its share to TFFR as required by law and shall pay 11.75% for 2025-26 of the teachers TFFR share.

ARTICLES
WORKER'S COMPENSATION

Employees are covered by Worker's Compensation in case of injuries resulting from an accident while on duty. Contact Business Manager for more information.

ARTICLE9
UNEMPLOYMENT COMPENSATION

Repealed at negotiations May of 2018.

ARTICLE10
LIABILITY INSURANCE

The District will provide liability insurance coverage for all employees, while acting in their official capacity as district employees

ARTICLE11
PAYROLL DEDUCTION OF DUES

The District will provide for payroll deduction of dues for the local, state and national teachers associations, provided that a majority of the teachers in the BEA have voted in favor of payroll deduction of dues and that the individual teacher has made a request in writing to the Business Manager.

ARTICLE12
DIRECT DEPOSIT

The District will provide direct deposit of all employee checks. The School Business Manager will arrange for employee checks to be deposited into all employee bank accounts.

ARTICLE13
IN-STAFF SUBSTITUTE PAY

Teachers assigned by the administration to cover the major portion of a class or study hall during their designated preparation period shall be paid at the rate of \$20.00 per period.

ARTICLE14
LIQUIDATED DAMAGES

Once a contract is signed, it is assumed that a teacher will not breach or request a release during the term of the contract. It is mutually acknowledged that termination of a contract by a teacher prior to its completion results in damages to the District. While it is extremely difficult to calculate the actual cost to the District as a result of a release from or breach of contract, the District established the following liquidated damages for board approved release from contract and for breaches of contract. The board has the discretion to waive all or a portion of the liquidated damages.

Time of Release (Percentage is based on a base salary)

Date of contract for upcoming school year signed before July 1st - 3%
On or after July 1st - 7%

ARTICLE15
SALARY SCHEDULE

Reference Exhibit A, on page 14

ARTICLE16
ACTIVITIES PAY SCHEDULE

Reference Exhibit B, on page 15

ARTICLE17
GRIEVANCE PROCEDURE

- 1) Purpose - To enable teachers to express a complaint about the administration of the agreement with the assurance that the complaint will receive prompt attention by persons who can remedy it if necessary.
- 2) Definition of Grievance - Any disagreement regarding the interpretation of application of a specific provision of this agreement.
- 3) Procedure - Any party to the grievance may retain and have present counsel at any of the steps. Grievances shall be processed in accordance with the following procedures
 - a) Level One (1)
 - i) An earnest effort shall be made to settle the matter informally between the teacher and his/her principal.
 - ii) If the matter is not resolved, the grievance shall be presented in writing by the teacher to the principal within fifteen (15) calendar days after the facts upon which the grievance is based first occur or first become known. The principal shall give his/her written answer within seven (7) calendar days of the time the grievance was presented to him/ her in writing.
 - b) Level Two (2)
 - i) If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One (1), or if no decision has been rendered within seven (7) calendar days after presentation of the written grievance, he/ she may file the grievance in writing with the superintendent.
 - ii) Within ten (10) calendar days after receipt of the written grievance by the superintendent, the superintendent and/or proper assistant may meet with the aggrieved person in an effort to resolve the grievance. The superintendent and/or proper assistant shall render a decision in writing to the grievor with five (5) calendar days after he/ she has met with the aggrieved person.
 - iii) If the aggrieved person is not satisfied with the superintendent's disposition of his/her grievance, he/she may within ten (10) calendar days after receipt of the superintendent's disposition, file a grievance in writing with the Board.
 - iv) Within ten (10) calendar days after submission of the written grievance, the grievor may request and be granted a meeting with the Board 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. The decision of the Board is the final step of the grievance procedure.
- 4) Level One (1) or Level Two (2) of the procedure may be bypassed provided that the superintendent agrees and the grievance is brought directly to the Board.
- 5) The numbers of days indicated at each level are maximum time limits. A reasonable effort shall be made to expedite the process.

- 6) All documents, communications and records dealing with the processing of a grievance will be filed separately from the personal files of the participants.

ARTICLE18

REDUCTION IN FORCE

When reduction of professionally certified staff becomes necessary because of, but not limited to, declining enrollment and program curtailment, the Board will make every effort to ensure that identified personnel be transferred to other teaching positions.

In the event of staff reductions contracts of separated personnel will be terminated in accordance with current North Dakota Century Code and district procedures established herein.

For purposes of the Reduction-in-Force procedure, seniority is defined as continuous service from the first day of school the year the teacher was hired. Seniority of part-time staff will accrue in the same manner as full-time staff. Sick leaves, professional leaves and other leaves shall not be considered an interruption of service and seniority shall continue. Leaves of absences for a school year such as educational leaves granted by the Board, will not be considered an interruption in service and years of service will remain static during such leaves.

For the purposes of this Reduction-in-Force procedure, certified is defined as having a major, minor, minor equivalency, or special certification such as reading credential or kindergarten certification, in every case except extra-curricular duties. Certified for extra-curricular assignments shall be defined as having experience in coaching or directing the sport or activity; college preparation in the sport or activity; or participation at the collegiate level in the sport or activity.

When Reduction-in-Force is necessary, Steps A through F will be applied in the order listed; however, Step Dis only applied if the determined program area is a secondary 7-12 program area or K-12 Music, Art, Physical Education or Media Services program area. If the determined program area is not a secondary 7-12 program area or K-12 Music, Art, Physical Education, or Media Services, this RIF Procedure moves from Step C to Step E.

- A. The program area(s) to be reduced will be determined. Program areas, for purposes of the RIF procedure, are as follows:
- a. Elementary (K-6, Title 1)
 - b. Special Education PK-12
 - c. Secondary (K-12) Art
 - d. Secondary (7-12) Business Education
 - e. Secondary (7-12) Counselor
 - f. Secondary (7-12) English/Language Arts
 - g. Secondary (7-12) Family and Consumer Science Education
 - h. Secondary (7-12) Foreign Language
 - i. Secondary (7-12) Math
 - j. Secondary (K-12) Media Services
 - k. Secondary (K-12) Music
 - l. Secondary (K-12) Physical Education
 - m. Secondary (7-12) Science
 - n. Secondary (7-12) Social Studies
 - o. Secondary (7-12) Vocational Agriculture
 - p. Secondary (7-12) Vocational Construction Technology

- B. Teachers in the determined program area(s) not holding a regular North Dakota certificate will be identified for RIF first, provided there are certified teachers to replace and perform all of the assigned duties of the teacher identified for RIF.
- C. The teacher(s) in the determined program area with the least seniority in the Bottineau School System will be identified for RIF, provided there are certified teachers to replace and perform all of the assigned duties of the teacher identified for RIF. Teacher assignment will be used in determining teacher program areas. Should a teacher have more than one assignment, the program area will be determined by the portion of the teacher's assignment in which he/ she spends the larger percentage of his/her time. If percentages in program areas taught by a teacher are equal, the teacher will designate his/her program area. A teacher who has been transferred by the administration, or been asked to transfer, will choose either the program area he/she was in or the one that he/ she has been transferred to.
- D. Within the secondary 7-12, K-12 Music, Art, Physical Education, or Media Services program areas only, if the person identified for RIF has a major in another secondary 7-12, K-12 Music, Art, Physical Education, or Media Services program, and has more seniority than another teacher in that other program area, he/ she will be transferred to that program area. Then the least senior teacher in that program area will be identified for RIF, provided there are certified teachers to replace and perform all the assigned duties of the teacher identified for RIF. Or if the person identified for a RIF has a minor in another secondary 7-12, K-12 Music, Art, Physical Education, or Media Services program and has more seniority than another teacher in that other program area who only has a minor, he/ she will be transferred to that program area and the least senior teacher in that program area will be identified for a RIF, provided there are certified teachers to replace and perform all the assigned duties of the teacher identified for RIF. Application of this RIF procedure then commences with step B.
- E. If seniority is equal, degrees of education will be the determining factor. The teacher with the lesser degree will be identified for RIF.
- F. If degrees are equal, hours beyond the degree will be the determining factor. The teacher with the fewest hours beyond the degree will be identified for RIF.
- G. Separated personnel will be notified of all vacancies as they occur, for a period of two years after the last day of the school year in which the RIF occurred, provided an address is given.

ARTICLE19
USE OF BUILDING

The BEA is welcome to use the school facilities for their meeting prior to 8:15 a.m. or after 3:45 p.m.

ARTICLE20
ISSUANCE OF CONTRACTS

Reference ND Century Code 15.1-15-04

ARTICLE21
SAVINGS CLAUSE

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section or clause.

ARTICLE22
RATIFICATION

The provisions of this negotiated agreement relative to conditions and employment of certified teacher personnel employed by the Bottineau School District will be effective as of July 1, 2025 and will continue and remain in full force and effect until June 30, 2026.

In witness thereof, duly authorized representatives of the Association and the Board hereunto set their hand and seals this 12 day of May, 2025.

BOTTINEAU PUBLIC SCHOOL DISTRICT NO. 1

By: [Signature] 5-12-2025

Chuck Newsee 5-12-25

BOTTINEAU EDUCATION ASSOCIATION

By: Haithin Walker 5-13-25

Leah Brooker 5-13-25

EXHIBIT A - 2025-2026 SALARY SCHEDULE

Yrs. Of Exp.	B.A.	B.A.+16	B.A.+32	B.A.+48	Masters	Masters+16	Masters+32
0	47200	47935	48670	49405	50210	51015	51820
1	47800	48535	49270	50005	50810	51615	52420
2	48400	49135	49870	50605	51410	52215	53020
3	49000	49735	50470	51205	52010	52815	53620
4	49600	50335	51070	51805	52610	53415	54220
5	50250	50985	51720	52455	53260	54065	54870
6	50900	51635	52370	53105	53910	54715	55520
7	51550	52285	53020	53755	54560	55365	56170
8	52200	52935	53670	54405	55210	56015	56820
9	52850	53585	54320	55055	55860	56665	57470
10	53500	54235	54970	55705	56510	57315	58120
11	54215	54950	55685	56420	57225	58030	58835
12		55665	56400	57135	57940	58745	59550
13		56380	57115	57850	58655	59460	60265
14		57095	57830	58565	59370	60175	60980
15		57810	58615	59350	60155	60960	61765
16			59400	60135	60940	61745	62550
17			60185	60920	61725	62530	63335
18			60970	61705	62510	63315	64120
19				62490	63295	64100	64905
20							65690

2025-2026 Salary Schedule for TFFR Reporting Purposes Only

(not part of master contract - for informational purposes only)

Yrs.Of Exp.	B.A.	B.A.+16	B.A.+32	B.A.+48	Masters	Masters+16	Masters+32
0	53484	54317	55150	55983	56895	57807	58720
1	54164	54997	55830	56663	57575	58487	59399
2	54844	55677	56510	57343	58255	59167	60079
3	55524	56357	57190	58023	58935	59847	60759
4	56204	57037	57870	58703	59615	60527	61439
5	56941	57773	58606	59439	60351	61263	62176
6	57677	58510	59343	60176	61088	62000	62912
7	58414	59246	60079	60912	61824	62737	63649
8	59150	59983	60816	61649	62561	63473	64385
9	59887	60720	61552	62385	63297	64210	65122
10	60623	61456	62289	63122	64034	64946	65858
11	61433	62266	63099	63932	64844	65756	66669
12		63076	63909	64742	65654	66567	67479
13		63887	64720	65552	66465	67377	68289
14		64697	65530	66363	67275	68187	69099
15		65507	66419	67252	68164	69076	69989
16			67309	68142	69054	69966	70878
17			68198	69031	69943	70856	71768
18			69088	69921	70833	71745	72657
19				70810	71722	72635	73547
20							74436

II. EXHIBIT B: ACTIVITIES PAYSCHEDULE (2025-2026)			
		% of Base (42,600)	Salary (25-26)
Football:	Varsity	15.970%	6803
	Assistants	11.666%	4970
	Junior High	5.455%	2324
Girls' Basketball:	Varsity	15.970%	6803
	1st Assistant	11.666%	4970
	H.S. Assistant	10.316%	4395
	Junior High	5.455%	2324
	Grade	4.727%	2014
Boys' Basketball:	Varsity	15.970%	6803
	1st Assistant	11.666%	4970
	H.S. Assistant	10.316%	4395
	Junior High	5.455%	2324
	Grade	4.727%	2014
Hockey:	Varsity	15.970%	6803
	1st Assistant	11.666%	4970
Cross-Country	Varsity	14.121%	6016
	1st Assistant	10.425%	4441
Volleyball:	Varsity	15.970%	6803
	1st Assistant	11.666%	4970
	Junior High	5.455%	2324
Track:	Varsity	14.121%	6016
	1st Assistant	10.425%	4441
	Junior High	4.727%	2014
Baseball:	Varsity	14.121%	6016
	1st Assistant	10.425%	4441
Softball:	Varsity	14.121%	6016
	1st Assistant	10.425%	4441
	Junior High	4.727%	2014
Golf:	Varsity	11.060%	4712
	1st Assistant	8.303%	3537
	Junior High	4.171%	1777
Cheerteam:	Fall Varsity	7.985%	3402
	Winter Varsity	7.985%	3402
	Assistant	3.520%	1500
	Jr. High	2.920%	1244
Others:	Annual	11.655%	4965
	Play	8.000%	3408
	FFA	16.565%	7057
	FCCLA	4.140%	1764
	Pep Club	5.714%	2434
	Band	16.565%	7057
	Choir	16.565%	7057
	Elem Music Specialist	3.000%	1278
	Chippewa	4.140%	1764
	DECA	4.140%	1764
	VICA	4.140%	1764
	Student Council	4.140%	1764
	Science Club	3.070%	1308
	Math Club	3.070%	1308
	Stand for Silent	3.070%	1308
	FBLA	6.140%	2616
	Prom/Banquet	4.140%	1764
	Concessions	18.490%	7877
	Honor Society	3.070%	1308
Senior High	Spanish Club	6.140%	2616
Junior High	Speech Advisor	7.692%	3277
	Weight Room	6.930%	2952
	Science Olympiad	6.140%	2616
	Science Olympiad	6.140%	2616
	Bus Chaperone		23
Activities scale payout for 2025-2026 based on the 2022-2023 base pay			

Extra-curricular Activities Requirements

1. A set of Goals for your organization, we are looking for a Mission Statement that defines what the organizations purpose is that can or should evolve over time.
2. Membership Role
 - a. Minimum of 5 **active** members (more is better)
 - b. List of Elected Officers
3. Quarterly Meetings (*at a minimum*)
 - a. Provide an Agenda
 - b. Minutes of each meeting (signed by Advisor and President)
4. Checklist(s) - Develop this as you go, this should define what you are doing as the year goes on. This should be developed so that once you leave your advisor position the person who steps into it can take over and know how the organization runs or has been run.
 - a. Events
 - b. Fund-raisers
 - c. Etc.
5. Submissions
 - a. Place all required documents into a 1" binder and turn this into Mr. Palmer before you leave for Christmas vacation. They will be returned to you when you return in January.
 - b. Submit your completed binder to Mr. Palmer at the end of the year
6. Pay
 - a. During Negotiations It was determined that all dub advisors will be paid at the end of the year, the committee that met decided to go away from this and has determined that pay should be done two times per year. So, you will get a ½ when you return from Christmas Break and ¼ at the end of the year.