



DEFINING EXCELLENCE

MASTER AGREEMENT

INDEPENDENT SCHOOL DISTRICT NO. 273,

EDINA PUBLIC SCHOOLS

AND THE

EDINA ADMINISTRATIVE COUNCIL

JULY 1, 2024 THROUGH JUNE 30, 2026

Approved by the ISD 273 School Board _____.

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1. INTRODUCTION

1.1 Master Agreement

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools ("Employer" or "District") and the Edina Administrative Council ("EAC").

1.2 Definitions

The following definitions are applicable to terms used in this Agreement:

Administrator. Any person who holds a position in the unit for which EAC is the certified exclusive representative and who works more than fourteen (14) hours per week and one hundred (100) workdays per year.

Duty Day. Any workday that an administrator is required to perform duties as established by the Employer.

Terms and Conditions of Employment. The hours of employment, compensation including fringe benefits, except retirement contributions or benefits, and the Employer's personnel policies affecting the working conditions of the administrator. This definition does not include the educational policies of a school district. This definition is subject to Minn. Stat. § 179A.07.

Other Terms. Other terms not specifically defined have the definitions given them under PELRA.

1.3 Recognition

The Employer recognizes EAC as the exclusive representative of all administrators in the positions of Principal, Assistant Principal, and Activities Director for the purpose of negotiating terms and conditions of employment.

1.4 Vacancy Notification

Administrative vacancies are posted on the District's website. Applications for vacancies must be submitted via the internal application to the online application process. Each administrator applying for and who is appropriately licensed and qualified will be granted an interview prior to filling the position.

1.5 Rights and Obligations

1.5.1 Rights of Administrators

Nothing in this Agreement denies or restricts any rights the administrator may have under state or federal law.

1.5.2 Rights of the Employer

State law has vested in the Employer the authority to manage, control and direct the operation of the School District, and to adopt, modify or repeal policies, rules, and regulations for the District. All such authority of the Employer continues unimpaired, except as limited by a specific provision of this Agreement.

2. WORK YEAR

2.1 Duty Weeks and Vacation Days

An administrator will work fifty-two (52) duty weeks each fiscal year.

An administrator assigned to fifty-two (52) weeks will receive thirty (30) days of vacation annually. Any administrator assigned to less than fifty-two (52) weeks will receive a prorated vacation allotment (e.g., administrator whose assignment is one-half of the fiscal year would receive fifteen (15) days. The scheduling of vacation days is by mutual agreement between the supervisor and administrator. A full-time administrator for purposes of Section 2.1 is employed for a full fiscal year for more than thirty (30) hours per week.

When attending conventions or other professional meetings, it may be necessary for administrators to attend meetings or travel to or from the meeting site on weekends. As a professional exempt employee, the administrator may be flexible in their workweek when weekend meetings or travel occur.

Administrators may carry forward up to thirty (30) vacation days into the next fiscal year. In unusual circumstances, the Superintendent may approve additional carryover or up to ten (10) days of paid vacation at the end of the school year.

At the time of separation from the District, the administrator will be paid for any remaining unused vacation days, based upon an accrual at the time of separation.

2.1.1 Year in Position

A year in the position is defined as commencement of position duties prior to January 1.

2.2 Holidays

Administrators have twelve (12) holidays each fiscal year as designated by the Employer.

2.3 Strikes and Emergency Closings

If the school year is extended due to a strike or work stoppage by other employees, administrators who are required by the Employer to perform duties beyond their contracted number of days will receive compensation on a per diem basis for the performance of these duties.

2.4 Calculation of Daily Rate of Pay

To determine an administrator's daily rate of pay, the annual base salary is divided by the number days listed below:

<u>Position</u>	<u>Days</u>
Principal	219 days
Assistant Principal	214 days

3. SALARIES AND COMPENSATION

3.1 Basic Compensation

Administrative salaries are contained in Appendix A.

3.2 Extra Duty Assignment

The Employer may create extra duty administrative assignments and will offer assignment of such positions to administrators. No administrator is required to accept an offer for an extra duty assignment. Contracts for extra duty assignments must include the specific assignment, the duration of the assignment, all required and special provisions pertaining to the assignment, the compensation for the assignment. Compensation is based on the administrator's prorated weekly salary multiplied by the number of weeks agreed to by the Employer and the administrator.

3.3 Tax-Deferred Matching Contribution Plan

An Employer contribution is payable to an administrator's tax-deferred matching contribution plan, subject to the following subsections.

3.3.1 Matching Salary Deduction

The Employer contribution is not payable unless the administrator authorizes a matching salary reduction up to the amount the administrator is eligible to receive under Subsection 3.3.2.

3.3.2 Employer Contribution

The amount of the Employer contribution will be up to three (3) percent of the administrator's annual base salary. If a change in training for the administrator is approved after the school year begins, the three (3) percent will be adjusted to include the additional salary. If subsequent agreements are settled after the

school year begins, the three (3) percent will be adjusted to include any additional raise in the administrator's salary.

3.3.3 Administrator and Employer Contribution

The Employer contribution and matching administrator contribution will be made to a district-approved company of the administrator's choice, subject to Subsection 3.3.1. The administrator is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

3.3.4 Special Situations

Administrators on sabbatical leave are eligible to participate in the tax-deferred matching contribution plan. Administrators on other types of leave are not eligible to participate in the tax-deferred matching contribution plan.

3.4 Doctorate Degree Stipend

An administrator, who has earned a doctorate degree, will receive \$2000 annually which will be added to the administrator's annual salary.

4. HEALTH AND WELFARE BENEFITS

The Employer will provide administrators the health and welfare benefits as follows. It is understood that the provisions described are general statements of the coverages provided and that the administrator's eligibility for benefits is governed by the terms of the master insurance contracts in force between the Employer and the insurers providing coverage.

4.1 Life Insurance

4.1.1 Basic Group Life Insurance

An administrator is eligible for basic group term life insurance coverage in an amount equal to twice the administrator's basic annual salary rounded up to the next whole thousand. If insurance coverage exceeds \$250,000, the insurance provider may require proof of insurability. The Employer pays the entire premium for this coverage.

4.1.2 Supplemental Coverage

An administrator may also apply for supplemental coverage in \$10,000 increments up to the administrator's basic annual salary. Premiums for this coverage will be paid by the administrator through payroll deduction. Administrators electing to take the maximum supplemental coverage will receive an additional Employer-paid supplemental coverage in an amount equal to the administrator's base salary rounded up to the next whole thousand.

An administrator may also apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the additional life insurance certificate. Premiums for this coverage will be paid by the administrator through payroll deduction. The Employer responsibility is to facilitate the supplemental group term life process by offering the plan and assisting with enrollment and payroll deductions but does not determine the specific requirements or terms of the insurance coverage. The requirements and terms of the supplemental group term life insurance coverage are established by the life insurance carrier.

4.1.3 Accidental Death and Dismemberment Coverage

An administrator is eligible for accidental death and dismemberment insurance coverage in an amount equal to four times the administrator's basic annual salary rounded up to the next whole thousand. The Employer pays the entire premium for such coverage.

4.2 Income Protection Insurance

An administrator is covered by income protection insurance in the amount of two thirds (2/3) of the administrator's basic annual salary up to a maximum benefit of \$10,000 per month. Payments begin after sixty-five (65) days of continuous absence due to disability and (1) continue to age seventy (70); or (2) if the disabling event occurs after age seventy (70), payments will occur for twelve (12) months; or (3) if the disabling event occurs prior to age seventy (70) but continues after age seventy (70) and the administrator has not received twelve (12) months in benefits, payments will occur for twelve (12) months. The Employer pays the entire premium. An administrator receiving income protection insurance benefits also remains eligible for the Employer contributions for medical insurance.

4.3 Medical Insurance

Participation in the medical insurance programs is voluntary. The Employer will contribute the following amounts toward the monthly premium of each administrator enrolled in the coverages available.

Type of Coverage	Effective 01/01/23	Effective 01/01/25
Single	\$662.58	\$725.00
Single + One	\$1379.54	\$1379.54
Family	\$1800.72	\$1800.72

In the event an administrator selects a medical insurance plan for which the monthly premium is less than the Employer contribution, the Employer will deposit, into an administrator's health savings plan, the difference between the Employer contribution and the amount of the monthly premium.

An administrator will contribute, through payroll deduction, any excess monthly premium remaining after the Employer's contribution toward the type of coverage for which the administrator is enrolled.

When two full-time employees are married and at least one of them is an administrator covered by this Agreement, and both employees are enrolled in a single plus one or family medical insurance plan through the Employer with one employee waiving coverage and covered as a dependent on the other employee's elected plan, then the employee who has elected the medical insurance plan will receive a monthly contribution in an amount equal to the Employer contribution under their work agreement for a single plus one plan (if enrolled in a single plus one plan), or a family plan (if enrolled in a family plan), plus the amount of the Employer's contribution towards a single medical insurance plan under their spouse's work agreement. Any balance remaining after married full-time employees have applied their pooled Employer insurance contributions towards their selected medical insurance plan remains with the Employer.

4.4 Dental Insurance

The Employer will provide a dental insurance program for full-time administrators. Participation in this program is voluntary. The Employer will contribute up to the following amounts toward the monthly premium for each administrator enrolled in the coverages available.

Type of Coverage	Monthly District Contribution
Single	\$40
Single + One	\$75
Family	\$121

An administrator enrolled in the program will contribute through payroll deduction, any excess of monthly premium over the Employer contribution toward the type of coverage for which the administrator is enrolled.

5. PROFESSIONAL EXPENSES

5.1 Automobile Travel Reimbursement

Approved mileage for travel outside the district is reimbursed at the current IRS mileage rate established by the Employer. When an administrator or supervisor is requested to represent the district at a meeting or to visit a site beyond the district, the Employer will reimburse the person at the current per mile rate.

5.2 Meetings in Pursuit of District Interests

The Employer will reimburse an administrator for necessary expenses incurred while attending authorized meetings representing the interests of the district.

5.3 Professional Meetings

The Employer will reimburse an administrator for necessary expenses incurred for Employer-approved attendance at local, state, and national conventions, conferences, workshops, seminars, and institutes. See also Section 6.6, Policy on Reimbursable Convention Expenses, and School Board policies.

5.4 Membership in Professional Organizations

An administrator's membership in professional organizations may enhance the administrator's ability to exercise educational leadership within the district. When the Employer requests an administrator to belong to a professional organization, either for a specific school year or on a continuing basis, the Employer will reimburse the administrator for fees associated with the membership. The Superintendent will notify an administrator in writing of eligibility for reimbursement.

The Employer will pay the membership dues for one approved national organization and one approved state organization for each administrator. An approved list of professional organizations will be jointly determined by the administrative committee on policies and procedures.

5.5 Tuition Reimbursement

If the Employer requests that an administrator takes a specific course or courses from an academic institution, the Employer will reimburse the administrator for tuition costs. The Superintendent will notify the administrator in writing of the specific course or courses requested by the Employer for which the administrator will be reimbursed. A request may be initiated by the administrator.

6. BASIC LEAVE ALLOWANCE

An administrator receives a one-time basic leave allowance of thirty-five (35) days in addition to the amount granted below annually. Basic leave allowance is granted each fiscal year according to the following schedule, provided that an administrator has served for a minimum of twenty (20) business days within the fiscal year. If an administrator is hired mid-year or leaves mid-year, the basic leave allowance will be prorated. Leave not used during the fiscal year may accumulate without limit.

Weeks Assigned	Annual Days
52	18

6.1 Basic Leave

An administrator may use one (1) day of accumulated basic leave for each day of personal illness. An administrator who has been absent may be required to present a statement to the Human Resources Department from a

physician verifying an illness and certifying that the administrator has recovered sufficiently to return to the administrator's normal duties. An administrator absent more than five (5) consecutive working days must present this certification. If the Employer requires a certification for an absence of less than six (6) days, the Employer will designate the physician and is responsible for paying the cost of the physician's examination. For certification of absences greater than five (5) consecutive working days, an administrator will be responsible for paying the cost of the physician's examination unless the Employer requires examination by a specified physician, in which instance the Employer will be responsible for paying the cost of the examination.

Basic leave benefits are coordinated with any other benefits received by an administrator from Workers' Compensation or other sources paid for, in whole or in part, by the Employer, so that the total pay received by an administrator from all sources does not exceed the administrator's regular daily rate of pay. The administrator's basic leave will be deducted in the amount necessary to bring the administrator to the administrator's regular daily rate of pay.

If the administrator has exhausted all accumulated basic leave, the administrator is entitled only to the benefits available from sources other than basic leave.

6.2 Emergency Sick Leave Bank (ESLB)

The Employer and EAC have developed an emergency sick leave bank (ESLB) for qualifying administrators who have exhausted all paid leave options including basic leave, workers' compensation (if applicable), and any other state and/or federal paid leave programs. The ESLB also includes eligible members of the Superintendent's Advisory Council (SAC) and employees whose positions are contained in the Non-Affiliated guidebook. Administrators may apply for days from the ESLB when they are experiencing or will experience a medical emergency, or their immediate family member is experiencing or will experience a medical emergency. A "medical emergency" is defined as a medical condition of the administrator (or their immediate family member) that will require the prolonged absence of the administrator from duty (five (5) or more consecutive days) and will result in a substantial loss of income to the administrator because the administrator has or will have exhausted all forms of paid leave. The medical condition must be recognized by the mainstream medical community to be deemed an eligible medical condition for the ESLB program. The ESLB will be filled by donations made by other administrators to support colleagues experiencing such circumstances.

Administrators will be notified of the open enrollment for participation in the ESLB at the beginning of employment. Administrators who wish to participate in the ESLB are required to donate one (1) basic leave day within thirty (30) days of their start date with the Employer. All donations are confidential and nonrefundable. Once a day is donated, an

administrator cannot retract or reclaim the donated basic leave for any reason.

If at any point the ESLB is not self-sustaining, the Employer and EAC may request additional donations. Administrators that did not donate at the beginning of their employment may choose to participate at that time by donating one (1) basic leave day within the open enrollment period. Open enrollment may be allowed at other times with the mutual agreement of the Employer and EAC.

Recipient Eligibility. Membership will be open to all regularly contracted administrators. An administrator who has exhausted all forms of paid leave may apply for leave from the ESLB for a medical emergency, as defined above, by submitting a written application and a medical certification from the administrator or immediate family member's treating physician to the Human Resources Department. Administrators may not begin to use sick leave from the ESLB until the Employer has approved the written application. No application will be approved if the ESLB does not contain donated days of leave. The Employer will inform the EAC when an application for sick leave from the ESLB has been approved.

No administrator may withdraw more than sixty-five (65) days from the ESLB during their career with the Employer unless the Employer and the EAC agree to a greater number of days for a life-threatening medical emergency. No administrator may withdraw days from the ESLB for use on non-contract days.

Administrators will immediately become ineligible for the ESLB if they become eligible to receive long-term disability benefits, workers' compensation, state and/or federal paid leave benefits, or other pay or other benefits in place of any part of their salary.

6.3 Family Illness or Bereavement Leave

An administrator may use accumulated basic leave for absences due to an illness or injury to the administrator's dependent child for reasonable periods as the administrator's attendance with the child may be necessary, on the same terms the administrator is able to use accumulated basic leave for the administrator's own illness or injury.

For absence because of illness in the family, an administrator may deduct a reasonable number of days per incident from accumulated basic leave at no salary deduction. The family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, any relative or non-relative living in the household of the administrator, or others as required by state law. When a physician certifies that in-home care is essential because of illness or injury of an administrator's spouse, the administrator may deduct up to fifteen (15) days from accumulated basic leave with no salary deduction.

For absence because of death in the family or of friends, an administrator may deduct a reasonable number of days per incident from accumulated leave at no salary deduction.

6.4 Personal Business Leave

For absence required for the transaction of personal business that cannot be completed outside business hours, up to two (2) days during any fiscal year may be deducted from accumulated basic leave at no salary deduction.

Requests for personal business leave must be submitted to the administrator's immediate supervisor in writing at least three (3) duty days in advance of the requested personal leave day, except in cases of extreme emergency, and must be approved by the Superintendent or authorized representative.

6.5 Religious Observance Leave

Up to three (3) days leave are available to an administrator for religious observance. These days must be recognized as religious holidays and are not permitted for circumstances where personal alternative attendance options exist. These days will be deducted from an administrator's accumulated basic leave. Notification must be submitted to the Superintendent, via the District's electronic leave system, at least three (3) days prior to such absence.

6.6 Professional Leave

Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance at professional meetings, subject matter conferences, professional visitation of an approved school system or institution of higher learning, or the carrying out of other professional duties. This professional leave must be approved in advance by the Superintendent or their authorized representative. See also Section 5.3.

6.7 Superintendent's Discretionary Leave

Any circumstance that arises necessitating the absence of an administrator not specifically included in any of the sections above may be granted as discretionary leave. This leave must be approved in advance by the Superintendent or authorized representative.

6.8 Judicial Leave

An administrator who is subpoenaed or called for jury duty will be compensated for the difference between regular pay and pay received for the performance of such obligation.

7. LONG-TERM LEAVES

7.1 Sabbatical Leave

Sabbatical leave for study or professional improvement may be approved for an administrator who has been continuously employed in the district for six (6) or more full school years, of which at least three (3) years must be in an administrative position. Applicants with a Master's Degree or training beyond the Master's Degree must submit for prior approval a detailed summary of plans for study, research, and/or travel. Applications must be submitted between September 15 and December 15 for a sabbatical leave for the next fiscal year.

The Employer may post a request for sabbatical applications relating to School District initiatives. The Employer will seek qualified applicants with an interest in the topic to consider applying for the sabbatical opportunity. This interest may coincide with an administrator's graduate course work and/or final projects.

7.1.1 Full-Time Sabbatical Leave

A full-time sabbatical leave will be for one (1) contract year and compensated for in the following manner:

Years of Service in the District*	Percentage of Base Salary Paid by the Employer
7th year	50%
8th year	60%
9th year	65%
10th year	70%
11th year	75%

*Years of service or the number of years since the expiration of an administrator's last sabbatical leave.

The percent of base salary paid by the Employer is based on the full-time salary the administrator would receive if not on sabbatical leave. An administrator's compensation from grants, aids, and Employer payment while on sabbatical is limited to the administrator's base salary but for the sabbatical.

If an administrator's compensation from grants, aids, G.I. Bill, and Employer payment while on sabbatical is in excess of the administrator's base salary but for the sabbatical, then the Employer's payment will be reduced by the amount in excess of the administrator's base annual salary. Salary received by the administrator for services performed while on sabbatical leave, such as assistantships, is not included under an administrator's compensation as described above.

An administrator on sabbatical leave remains eligible, upon request, for participation in all insurance programs available under this Agreement. The Employer contribution toward insurance coverage is prorated by the same percentage as the percentage of the administrator's base salary paid by the Employer while on sabbatical, as noted in the above table. An administrator electing to continue insurance coverage while on sabbatical leave will contribute, through payroll deduction, any excess premium over the Employer's contribution.

7.1.2 Half-Time Sabbatical Leave

Full-time administrators may apply for a half-time sabbatical leave. This type of leave is granted on a half-time basis at full pay for the contract year. Half-time service is defined as equivalent to half the number of weeks in the regular contract. The minimum length of service in the School District to qualify is the same as that for a full-time sabbatical.

7.1.3 Sabbatical Leave Candidate Selection

The following factors should be considered in determining which qualified applicants should receive sabbatical leave if there are more applicants than leaves available:

The primary objective should be to improve an administrator's competence in the administrator's present positions or to achieve proficiency in an area where the District has determined a need exists for a specific competency.

An administrator who is subject to reassignment due to reduction or discontinuation of positions may benefit from a sabbatical leave to retrain themselves to better serve the District in subsequent years.

It should be reasonably possible to provide a replacement for the year that the administrator is on sabbatical leave.

An administrator who has previously been granted a sabbatical as an administrator, or is applying for a travel leave without a plan of graduate study, will not be considered for selection unless there are no other qualified applicants.

After the above factors have been considered, if two (2) or more candidates are considered equal, leave will be granted on the basis of seniority in the District.

Selection for sabbatical leave is on the condition that the administrator returns to the School District for a period of at least one (1) school year following the sabbatical leave. The final recommendation for approval of sabbatical leave is made by the Superintendent.

7.1.4 Number of Leaves

One (1) sabbatical leave for administrators may be approved each contract year.

An approved sabbatical leave may be rescheduled for good cause to another mutually agreeable time period.

7.2 Long-Term Leaves of Absence Without Pay

A long-term leave of absence without pay may be requested. The granting or denial of such requests is at the discretion of the Employer. In order to be eligible for such leave, an administrator must have completed three (3) fiscal years of service with the Employer.

All long-term leaves of absence, except for health reasons, must be requested prior to March 1, and if approved by the Employer, will be for a period of one (1) fiscal year, except that a leave of absence for health reasons will be for an initial period of the remainder of the fiscal year in which the leave begins. An administrator on a long-term leave must notify the Superintendent by March 1 of each fiscal year that (1) the administrator intends to return at the beginning of the next fiscal year, or (2) request a renewal of the long-term leave without pay. Failure of the administrator on long-term leave of absence without pay to notify of the intent to return or renew is considered a resignation by the administrator. Each renewal of a long-term leave of absence will be for a period of one (1) year. No long-term leave may be renewed more than twice.

An administrator granted a long-term leave of absence will be returned to employment at the end of the leave of absence to a position for which the administrator is licensed. In the event the administrator's leave is renewed, the administrator will be returned to employment at the end of the leave provided there is a vacant position for which the administrator is licensed and qualified. Failure to return upon expiration of leave of absence will result in termination of employment.

An administrator on a long-term leave of absence remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the insurance coverage. Premium payments must be received by the Employer's insurance administrator at least one (1) month in advance.

No administrator will be granted experience credit while on a long-term leave of absence.

7.3 Parenting Leave

An administrator is granted a leave of absence without pay for a period of up to twelve (12) months for the purpose of providing full-time care for a newborn or newly-adopted child or children. Whenever possible, written

application for the leave will be submitted to the human resources department at least four (4) months prior to the expected commencement of the leave.

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an administrator, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has started, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

Additionally, in the case of adoptions, by mutual agreement between the Employer and the administrator, an administrator may use up to and including twenty-five (25) days of accumulated basic leave prior to the adoption to fulfill requirements of the adoption. These days may include, but are not limited to, pre-adoption consultation, legal counsel, legal proceedings, and naturalization proceedings. These days need not be consecutive.

An administrator may use up to and including five (5) days of accumulated basic leave after the birth of a child or after an adoption.

An administrator may return to work prior to the date designated in the approved parenting leave only if approved by the Employer in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the Employer.

An administrator returning from parenting leave will be returned to the position held when placed on leave, or if not available, to any other position for which such administrator is licensed and qualified, subject to approval of physician certifying the return and to the discontinuance of position provisions incorporated in this Agreement. Following return to duty, the administrator will be credited with the amount of their unused basic leave.

An administrator on parenting leave remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the insurance coverage. Premium payments must be received by the District's insurance administrator at least one (1) month in advance.

Any period of parenting leave taken under this provision is used simultaneously with any period of leave for which the administrator is eligible under state and federal leave laws.

8. RETIREMENT

8.1 Insurance Benefits

8.1.1 A full-time administrator and their dependents may continue to participate in the Employer's medical and dental group insurance plans that the administrator and their dependents participated in immediately before the administrator's retirement if the administrator meets the requirements for insurance continuation under state law and pays the full amount of the insurance premiums for such coverage.

8.1.2 Retiree Insurance Subsidy (Hired Prior to July 1, 2010)

A full-time administrator hired on or after July 1, 2010 is not eligible for the benefits described in this Subsection 8.1.2, unless the newly hired administrator was a District employee prior to July 1, 2010 under a Master Agreement or guidebook that contained post-retirement benefits continuation language and had no break in employment with the Employer.

A full-time administrator retiring after age fifty-five (55) with a minimum of ten (10) full years of service is eligible for the Employer premium contributions toward group medical and dental insurance coverage at the same rate as active administrators. However, the Employer premium contribution for a retired administrator will be limited to the contribution rate for single coverage unless the retired administrator participated in single plus one or family coverage immediately preceding retirement. The Employer premium contribution will also be limited to the contribution rate for single coverage upon the death of the retired administrator's spouse, unless the retired administrator participated in family coverage immediately preceding retirement. Single and family coverage will continue despite the death of a retired administrator's spouse. All Employer premium contributions will cease on the earliest of the following events: (1) the death of the retired administrator, or (2) the expiration of eight (8) years from the effective date of the administrator's retirement.

If the retired administrator becomes eligible for Medicare benefits and the expiration of eight (8) years from the effective date of the administrator's retirement has not occurred, then the Employer will reimburse the retired administrator for Medicare insurance and a Medicare supplement for both the retired administrator and spouse not to exceed the single, single plus one, or family contribution rate for an active administrator as eligibility for these contributions is defined in the above paragraph. When the retired administrator or spouse is eligible for Medicare benefits, the non-eligible retired administrator or spouse may remain on the Employer health insurance plan until the administrator becomes eligible for Medicare benefits. At no time can the Employer contribution exceed

the single, single plus one, or family contribution rate for an active administrator with respect to the retired administrator's election on the effective date of retirement.

8.1.3 Minnesota State Retirement System (MSRS) Health Care Savings Plan (Hired on or after July 1, 2010)

Only a full-time administrator hired on or after July 1, 2010 is eligible for the benefits provided in this Subsection 8.1.3. A new administrator, who is eligible to qualify for benefits under Subsection 8.1.2, does not receive the contribution in Subsection 8.1.3.

The Employer will contribute \$2000 per year to a Minnesota State Retirement System Health Care Savings Plan after an administrator has received non-probationary continuing contract status as an administrator covered by the Master Agreement between EAC and the Employer.

Year	Contribution
2024-2025	\$2000
2025-2026	\$2000

If the administrator leaves employment with the Employer, this administrator's Health Care Savings Plan remains the property of the administrator.

8.1.4 Retiree Life Insurance

An administrator who retires after age fifty-five (55) and has worked at least twenty (20) years as an employee in an accredited institution of education, or for other governmental employers, may continue any life insurance coverage in force until age seventy (70) by continuing to pay the full premium.

8.2 Early Retirement Payments

Provided that all other conditions of eligibility are met, the following administrators are eligible for the early retirement payments described in this Section 8.2 and detailed in Subsections 8.2.1, 8.2.2, 8.2.3, 8.2.4, and 8.2.5: Tami Jo Cook, Mark DeYoung, Christopher Holden, Jennifer Johnson, Troy Stein, and Michael Pretasky. No other administrators are eligible for early retirement payments pursuant to this Section or its Subsections. This Section and its Subsections will automatically expire upon the final retirement of the administrators listed above.

8.2.1 Eligibility

To be eligible for the early retirement payments described below, an administrator must be listed as an eligible administrator in Section 8.2 above.

8.2.2 Deadline for Application

Application for the early retirement payments for retirement at the end of the school year must be submitted to the Human Resources Office by February 1. The Employer, in its sole discretion, may approve a retirement request effective at a date prior to the end of the fiscal year. Application for this consideration for "mid-year" retirement must be submitted by the end of the previous fiscal year.

8.2.3 Distribution of Early Retirement Payments

An administrator eligible for the early retirement payments will receive payment in two (2) installments. The first payment will be on the last day of the month the administrator retires in an amount equal to two-thirds (2/3) of the early retirement incentive payment amount. The remaining one-third (1/3) will be paid the following January 15.

If an administrator applied for mid-year retirement, as defined above, the amount of early retirement payments is based on the last full fiscal year of employment.

The early retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the administrator's 403(b) account to the maximum extent allowed by the 403(b) administrator and any remainder of the payment will be deposited into the administrator's account with Minnesota State Retirement System's Health Care Savings Plan.

8.2.4 Calculation of Early Retirement Incentive Payment

An eligible administrator will receive an early retirement incentive payment in an amount described below. An administrator's daily rate of pay is calculated from the last year of full-time service.

Number of Assigned Weeks	Number of Days
All administrators	120 days

8.2.5 Calculation of Basic Leave Conversion Payment

In addition to the Early Retirement Incentive Payment, an eligible administrator will receive a basic leave conversion for unused basic leave days, in an amount described below. The payment equals the number of accumulated unused basic leave days, not to exceed the maximum number of days in the table below, multiplied by the daily rate of pay for the administrator. The number of duty weeks and the daily rate of pay are calculated from the last year of full-time service.

Number of Assigned Weeks	Maximum Number of Days
All eligible administrators	83 days

A combined total of early retirement incentive payment, basic leave conversion payment, and the Employer contribution to the Health Care Savings Plan provided in Section 8.3 must not exceed the administrator's last full year salary.

8.3 Employer Contribution to the Health Care Savings Plan

A full-time administrator retiring after age fifty (50) with a minimum of ten (10) full years of service is eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the administrator's accumulated unused basic leave days in excess of one-hundred forty (140) days as of the date of retirement.

9. REDUCTION OR DISCONTINUANCE OF POSITIONS

Any reduction in force will be made on the basis of the least total administrative experience in this District. For administrators with identical total administrative experience in this District, reductions will be made on the basis of the least total licensed experience in this District. In every case, however, an impacted administrator's licensure and qualifications as determined by the Employer must be acceptable to perform the responsibilities of the remaining positions. Reductions will be made among elementary administrative positions as a group, and among secondary administrative positions as a group, with no cross-over or bumping between elementary and secondary administrators.

If an administrator is reassigned under the terms of reduction or discontinuance of positions, the administrator will be assigned to a position (administrative or teaching) at no reduction of weekly salary or the Employer's monthly medical contribution. Seniority as a teacher will be as provided by law.

10. PROFESSIONAL DEVELOPMENT AND TECHNOLOGY ALLOWANCE

Administrators will be eligible for up to four hundred (\$400.00) dollars per administrator for professional development/technology allowance per year. In order to receive the allowance of four hundred (\$400.00) dollars or a portion thereof, the administrator must apply and receive prior approval from their supervisor. The administrator may carry over this allowance, up to two thousand (\$2000) dollars.

Use of funds may include:

1. Conventions, seminars, workshops (registration, travel, meals, and accommodations);
2. Tuition and materials for training or graduate courses;
3. Hardware/software for professional use that will mutually benefit the District and administrator; or
4. Dues for professional education organizations not presently paid by the District.

The allowance will not be distributed in salary or payout to any current or past administrator.

11. GRIEVANCE PROCEDURE

11.1 Definition

A grievance is defined as a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

11.2 Procedure

Step I

The parties to this Agreement shall make reasonable efforts to meet and resolve grievances informally. Notwithstanding this, a grievance must be submitted in writing to the Executive Director of Human Resources within twenty (20) days after the administrator knew or should have known of the facts giving rise to the grievance. The parties shall meet within five (5) working days of the submission of the grievance. The Executive Director of Human Resources shall issue a written decision on the grievance within five (5) working days of the meeting.

Step II

Administrator may appeal the decision of the Executive Director of Human Resources to the Superintendent. This appeal shall be made in writing to the Superintendent within ten (10) days of the decision of the Executive Director of Human Resources. The Superintendent shall issue a decision on the appeal within five (5) working days of receipt of the appeal and shall forward the decision to the administrator and the President of the EAC.

Step III

An administrator and the EAC may submit the matter to arbitration within ten (10) working days of receipt of the Superintendent's decision issued in step II.

Step IV - Arbitration

The Employer and EAC will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Employer and EAC are unable to agree on an arbitrator, they will request from the Bureau of Mediation Services, State of Minnesota, a list of five (5) names of qualified arbitrators. The parties will alternately strike names from the list of five (5) arbitrators until only one (1) name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name, the question will be decided by a flip of the coin.

Each party will be responsible for equally compensating the arbitrator for their fee and necessary expenses. The arbitrator does not have the power to add, to subtract from, or to modify in any way the terms of the existing Agreement.

The decision of the arbitrator will be final and binding upon the parties. The decision will be issued to the parties by the arbitrator and a copy will be filed with the Bureau of Mediation Services, State of Minnesota.

The processing of all grievances will be during the regularly scheduled working hours and an administrator will not lose wages due to necessary participation.

11.3 Other Provisions

The parties by mutual written agreement may waive any step and extend any time limits in the grievance procedures; however, failure by an administrator or EAC to adhere to the timelines without mutual agreement to waive the timelines will result in a forfeit of the grievance. Failure of the Employer to act within the timelines specified without mutual agreement to waive such limits will constitute a denial of the grievance and will permit the grievant to proceed to the next step.

11.3.2 "All notices, appeals and other documents may be submitted electronically by the parties."

11.3.3 "Unless otherwise designated, days shall be defined as calendar days."

12. DURATION AND RENEGOTIATION OF AGREEMENT

12.1 Term of Agreement

This Agreement will become effective July 1, 2024, and will continue in full force and effect to and including June 30, 2026, and thereafter until modifications are made pursuant to PELRA. In the event a successor agreement is not entered into prior to July 1, 2026, an administrator will be compensated according to the previous contract executed between EAC and the Employer until such time that a successor agreement is adopted.

12.2 Effect of Agreement

Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

13. DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have signed this Agreement this 4th day of November 2024.

FOR
EDINA ADMINISTRATIVE COUNCIL

FOR
INDEPENDENT SCHOOL DISTRICT 273

Edina Administrative
Council President

Erica Allenburg, Board Chair

Edina Administrative
Council Representative

Dan Arom, Board Clerk

Edina Administrative
Council Representative

Edina Administrative
Council Representative

APPENDIX A**Edina Administrative Council (EAC)**
Salary Schedules

2024-2025						
Step	High School Principal	Middle School Principal	Elementary School Principal	High School Assistant Principal	Middle School Assistant Principal	Elementary School Assistant Principal
1	188,687	173,479	165,999	146,576	142,716	131,693
2	191,596	176,154	168,558	148,836	144,917	133,723
3	194,637	178,950	171,233	151,198	147,217	135,846
4	197,677	181,745	173,908	153,560	149,517	137,968
5	200,587	184,420	176,468	155,820	151,717	139,998
6	203,626	187,215	179,142	158,181	154,016	142,120
7	207,835	191,084	182,844	161,451	157,199	145,057
8	208,904	192,067	183,785	162,281	158,008	151,698

2025-2026						
Step	High School Principal	Middle School Principal	Elementary School Principal	High School Assistant Principal	Middle School Assistant Principal	Elementary School Assistant Principal
1	192,461	176,949	169,319	149,508	145,570	134,327
2	195,428	179,677	171,929	151,813	147,815	136,397
3	198,530	182,529	174,658	154,222	150,161	138,563
4	201,631	185,380	177,386	156,631	152,507	140,727
5	204,599	188,108	179,997	158,936	154,751	142,798
6	207,699	190,959	182,725	161,345	157,096	144,962
7	211,992	194,906	186,501	164,680	160,343	147,958
8	213,082	195,908	187,461	165,527	161,168	154,732

**Memorandum of Understanding
Between Edina Public Schools and Edina Administrative Council
Regarding Benefits for Active Principals who are Annuitants of the
Teachers Retirement Association**

This Memorandum of Understanding ("MOU") is made by and between Independent School District No. 273, Edina Public Schools ("Employer" or "District") and the Edina Administrative Council ("EAC").

WHEREAS, the EAC is the exclusive representative of principals employed by the District;

WHEREAS, the Master Agreement ("Agreement") governs the principals' terms and conditions of employment between the District and EAC for the 2024-2025 and 2025-2026 school years; and

WHEREAS, the District and EAC agree that hiring experienced principals who are annuitants of the Teachers Retirement Association (TRA) can be beneficial to the students and staff of Edina Public Schools;

THEREFORE, the District and EAC agree as follows:

1. An active principal covered by the Agreement who is also an annuitant of the Teachers Retirement Association ("TRA") will receive as compensation a monetary amount equal to the contribution the Employer would have paid to TRA on behalf of such principal had the principal not been an annuitant.
2. Such monetary amount will be paid to the annuitant principal as salary addition. The monetary amount will be calculated based on the annuitant principal's placement on the salary schedule.
3. If an annuitant principal is receiving full health insurance coverage as a retirement benefit from a former school district, then the District will not make any contributions towards health insurance for such principal and the annuitant principal will receive an amount equal to the District's monthly contribution towards a single health insurance plan as salary addition.
4. Nothing in this MOU may be deemed to establish a precedent, a practice, or to alter any established interpretation, precedent, or practice arising out of or relating to the Agreement between the District and EAC.
5. This MOU does not alter any managerial rights that the District has in absence of this MOU.
6. Unless extended in writing by both parties, this MOU automatically expires on June 30, 2026.

The District and EAC agree with the above language as evidenced by their representatives' signatures below.

Edina Administrative Council (EAC)

ISD 273, Edina Public Schools

EAC President

Erica Allenburg, Board Chair