GREENWAY LICENSED PRINCIPAL'S CONTRACT

JULY 1, 2026 to JUNE 30, 2028

TERMS AND CONDITIONS OF EMPLOYMENT

COLLECTIVE BARGAINING AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT #316

GREENWAY PUBLIC SCHOOLS

and

GREENWAY LICENSED PRINCIPAL'S ASSOCIATION

TABLE OF CONTENTS

STATEMENT OF POLICY…… Page 2

THE BOARD AND THE ASSOCIATION…….. Page 2

PROFESSIONAL RESPONSIBILITIES OF PRINCIPALS…… Page 2

STRIKES OR WORK STOPPAGES…….. Page 3

PRINCIPAL REVIEW REGARDING EMPLOYEE NEGOTIATIONS…….. Page 3

SALARIES…… Page 3

ADDITIONAL COMPENSATION…….. Page 3

TERM OF EMPLOYMENT…… Page 4

BOARD RIGHTS……. Page 4

PRINCIPAL RIGHTS……. Page 5

PAYROLL DEDUCTIONS……. Page 5

ASSIGNMENTS…….... Page 5

VACANCIES……..... Page 5

TRANSFERS……. Page 6

GRIEVANCES AND ARBITRATION…….. Page 5

GRIEVANCES AND ARBITRATION PROCEDURE…… Page 6

CONTRACT NEGOTIATIONS……. Page 8

APPENDIX A – SALARIES…… Page 9

APPENDIX B – FRINGE BENEFITS……. Page 10

TERMS OF CONTRACT…… Page 12

SIGNATURE BLOCK……. Page 12

This Licensed Principals contract is entered into by the Board of Education of Independent School District 316 Greenway Schools, hereafter referred to as "The Board"; and Independent School District 316 Licensed Principal's Association, hereafter referred to as "The Association."

STATEMENT OF POLICY

The Board and the Association have mutual goals; to provide an educational program of excellence to the children of the Independent School District 316 Public Schools, and to maintain a school operation that is efficient and equitable to the clientele and patrons of Independent School District 316.

The Board believes that its professional educators have expertise which the Board needs, in the formulation and implementation of the policies designed to maintain a program of instructional excellence.

The Association and its members wish to fulfill their administrative and leadership responsibilities in the finest professional manner, and so must be as free as possible from concerns over personal conditions of employment**.**

The Board is obligated under the Minnesota Public Employment Labor Relations Act of 1971 to meet and negotiate with the Association as the representative of its licensed principals to consider hours of employment, the compensation therefore, and economic aspects of employment.

Therefore, the Board and the Association have reached the understanding which is confirmed in this contact, as follows:

THE BOARD AND THE ASSOCIATION

The Board recognizes the Association as the sole and exclusive representative for the Administrators employed now or in the future by the Board.

The term principal as used in this agreement shall include all certified principals except the Superintendent of Schools, and refers to all employees represented by the Association, but excludes all members of any other school district bargaining units.

The Association and its representatives shall have the right to use of the school facilities at reasonable hours for meeting purposes, and the right to use school equipment**,** provided that the Association will reimburse the Board for any cost items, and that such use shall not interfere with the normal use of such facilities and equipment.

The Board and the Association shall work together to preserve and further the mutual respect and confidence that is so essential to the professional operation of an educational program of excellence.

PROFESSIONAL RESPONSIBILITIES OF PRINCIPALS

It shall be the responsibility of all principals covered by this agreement to discharge their responsibilities to the Board, the faculty, and students of the school system according to the job specifications for each position, and in a manner which exemplifies the fullest professional concern for the clientele and educational program of the school district.

It shall be the responsibility of all principals to be informed on school district affairs so that the Board shall have the benefit of professional recommendations concerning the decisions that must be made. To this end, the Board shall keep the principals informed by supplying them with financial reports indicating budget, expenditure, and encumbrance status of their area of responsibility and the total district, agendas and minutes of Board meetings, and special reports.

The Board shall expect the principals to make recommendations concerning policies, implementing decisions and problem areas, and shall meet with the principals to secure these recommendations on a quarterly basis and on such other times as The Board deems necessary.

The Board shall expect the principals to be up-to-date on the knowledge and technology of the profession. To facilitate this, the Board will:

(a) Provide 100% of the cost of membership in regional, state and national professional organizations.
(b) Provide time and funds for Principals to attend the appropriate local, state and national meetings and workshops of their associations and of other agencies and groups, with the approval of the Superintendent.
(c) Provide for a professional improvement leave for no more than one principal per year, for intensive advance study, such leave to be for one academic year at one-half salary. The principal shall be eligible for such leave after serving for five years in the district, and at seven year intervals thereafter. A condition of such leave shall be satisfactory provision for carrying out the normal responsibilities of the principal on such leave. Each principal agrees, in advance, to return to the district for two years service.

STRIKES OR WORK STOPPAGES

The principals covered by this agreement, in the event of a strike or work- stoppage by other groups of district employees, will consider themselves to be on duty for the purpose of carrying out board policy and insuring the safety of personnel and property. Duties will not include classroom instruction replacing a teacher since this action would destroy the rapport between the teacher and principal developed over the years.

In no event will the compensation for principals be halted or suspended due to strikes or work stoppages of other employees. Days worked during a strike or work stoppage are considered duty days and counted as completion of requirements of the principal's contract. If make up days are assigned, these days would be considered "additional compensation" days, figured on a per diem basis based on the principal's daily rate of pay. Days off may not be assigned in lieu of additional compensation days unless mutually agreed upon.

PRINCIPALS REVIEW IN EMPLOYEE GROUP NEGOTIATIONS

All principals have legitimate concerns, expertise, and perspective in the areas covered by the demands presented in the negotiations process with other groups of employees. These concerns, expertise, and perspectives are essential input to the Board in the decision-making process of negotiations.

Therefore, the Board shall instruct its negotiator(s) to meet with the principal's organization with sufficient frequency to receive this input and shall keep the Association informed on a current basis of all demands presented and action taken thereon.

SALARIES

The salaries of the principals covered by this agreement are set forth in Appendix A and shall be considered part of this agreement. Base salaries and additional compensation stipends shall be paid semi-monthly.

ADDITIONAL COMPENSATION

All principals covered by this agreement shall receive compensation over and above their individually contracted salary for additional duties not specified in their job description, such as duty on fact-finding committees, development of special or writing applications for federal or state grants or duties assigned during principal's vacation time. Such compensation shall be based on a flat rate for the project agreed to in advance by the Principal and the Board and shall meet Teacher Retirement Association requirements for Principals. Approval for payment must be received by the Superintendent. Duties to be assigned by District

VACATION

Any principal covered by this agreement shall earn twenty (22) days of annual vacation each contract year. A principal is allowed to bank only up to 10 days of vacation per contract year. He/she shall be allowed to accumulate vacation days to a limit of forty (40) and he/she shall receive one payment in full for his/her accumulated vacation days when requested upon leaving the district. 100% of the payment will be deposited into the Health Care Savings Plan. These employees shall receive paid no-work holidays according to Appendix B, which are part of their 260 day work year as described in above assignment.

For those weeks when school is not in session, each principal shall set up a work and vacation schedule, which is satisfactory to the superintendent and the principal.

If, during the school year, any are forced to leave the job for an extended period of time for personal reasons, (sickness, etc., excluded) this time off, if approved, will be charged against vacation time.

All absences must receive prior approval from the Superintendent's office. Absences taken without the Superintendent's approval are subject to the district's Employee Discipline policy.

BOARD RIGHTS

Effect of laws, rules and regulations: The exclusive representative recognizes that all employees covered by this agreement shall perform the services prescribed by the school board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the school board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the school board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this agreement and recognizes that the school board and all employees covered by this agreement are subject to the laws of the State of Minnesota, Federal Laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal governmental agencies. Any provisions of this agreement found to be in violation of such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

PRINCIPAL RIGHTS

Fair share fee: In accordance with M.S. 179.65, Subd. 2, as amended, any principal included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any principal shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85% of the fair share fee.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Superintendent, the school district, and to each principal to be assessed the fair share fee.

A challenge by a principal or a person aggrieved by the assessment shall be filed in writing with the Superintendent, the school district, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The school district shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for fair share fee shall be held in escrow by the school district pending a decision by the Superintendent, BMS or Court. Any fair share challenge shall not be subject to the grievance

procedure.

An exclusive representative hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or un-liquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein, unless an error or negligence is made by the business office exclusively.

PAYROLL DEDUCTIONS

Any changes in tax-sheltered annuities or the number of withholding tax exemptions will be made only once a year unless approved through the business office and superintendent. The business office must be notified of such changes before April first of each year, unless approved through the business office and superintendent.

ASSIGNMENTS

Each principal covered by this agreement shall be assigned to the positions carrying the job description that she/he was contracted to carry out. Changes in the job description shall be negotiated by the Association and the Board.

VACANCIES

When a vacancy occurs in a principal position in the district, all district principals shall be notified and given the opportunity to apply for the position.

The Principals Association shall be given the opportunity to make recommendations concerning personnel specifications, administrative re-alignment, etc., at the time the vacancy occurs.

TRANSFERS

Transfers of principals should be on a voluntary basis whenever possible.

Should an involuntary transfer become necessary, the principal and his/her association shall be notified and given the reason for such a transfer. Should there be an objection to the transfer, the grievance procedure will be followed.

No loss of salary or rank shall be suffered by a principal as a result of an involuntary transfer to another administrative position.

All dismissals or demotions of a principal shall be handled in accordance with the procedures established by Minnesota statutes.

GRIEVANCES AND ARBITRATION

A grievance is defined as a complaint arising from an alleged misinterpretation or improper application of the terms of this agreement. An administrator who feels a cause to grieve shall first discuss the situation involved with his/her immediate superior, in an attempt to reach an informal satisfactory settlement.

Should this fail, the administrator within ten days of said informal meeting shall file with his immediate superior a statement of his grievance and cite the section of the agreement allegedly violated.

The immediate superior shall give a decision in writing within seven days of' receipt of the written statement of grievance. If the grievance is not resolved at this level, the grievance may be appealed by the administrator to the superintendent of schools within seven days after the receipt of the written decision of such immediate superior. The Superintendent or his designee shall then set a time to hear the grievance to be held ten days after the receipt of the appeal. The administrator originating the grievance may be represented by the Association and/or counsel at this hearing. The Board shall render its decision in writing within fifteen days after the hearing.

GRIEVANCE AND ARBITRATION PROCEDURE

A. Definitions and Interpretations:

1. Grievance. A grievance shall be a complaint by a party that there has been a violation, misinterpretation, or misapplication of the provisions of the Agreement, or of established practice there under or a violation of existing law, rule or regulation.
2. Extension: Time limits specified in this Agreement may be extended by mutual agreement.
3. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by Federal law.
4. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.
5. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period or if it is personally served and certified.
6. Parties: Parties may be a Principal, the Principal's Association, the Superintendent or the Board.

B. Procedure:

Either the Board or an employee of the Principals Association may raise a grievance within thirty (30) days of the alleged violation, and if raised by the Principal, the Principals Association may associate itself therewith or disassociate itself there from at any time except as hereinafter otherwise provided. If raised by the Principals Association, the Principal may not thereafter raise the grievance himself/herself, and if raised by the Principal, he/she may not thereafter cause the Principals Association to raise the same grievance independently. The Principals Association may establish a grievance committee to initiate and process a grievance. If the Principals Association disassociates itself from the grievance, the grievance committee shall, at that point, cease the processing of the grievance, and the grieving employee may continue processing the grievance independently.

Step 1: A discussion between the Principal and the Superintendent with the objective of resolving the dispute expeditiously and informally. At the Principal's option, a representative of the Principals Association or any other school employee selected by the aggrieved employee who is not an officer, or representative of another Principal organization, may be present at such discussion. The immediate superior, administration, or the Board may also have a designee present.

Step 2: If the dispute is not resolved satisfactorily to all parties at Step 1 within seven (7) days, then the grievance shall be reduced to writing on a form made available by the Superintendent and shall be submitted to the Superintendent, within an additional seven (7) days. The Superintendent, or a designee, shall meet with the grievant and/or his/her representative or designee within ten (10) days of submission of the grievance to the Superintendent, he/she shall render a decision thereon in writing and deliver said decision to the parties involved.

Step 3: If a party is dissatisfied with the Superintendent's decision, then within ten (10) days of the rendition, said party may appeal in writing to the Chairman of the Board of Education. The chairman shall schedule and hold a hearing thereof within fifteen (15) days after the appeal is submitted, and the Board shall render its decision in writing within ten (10) days of such hearing. The Board at this step may

act through a duly constituted committee composed of members of the Board.
Step 4: If the Principals Association or Principal is dissatisfied with the decision of the Board, the grievance may be submitted to arbitration provided that arbitration is not to extend to matters not deemed arbitral under the existing Public Employment Labor Relations Act.

(a) The request for arbitration must be in writing, addressed to the chairman, Board of Education, and must be made within ten (10) days after the rendition of the decision in Step 3.
(b) The question in dispute shall then be referred to an agreed upon single arbitrator and if such agreement cannot be reached within ten (10) days, a single arbitrator shall be selected by the parties from a panel or panels submitted by the Bureau of Mediation Services (BMS).
(c) The arbitrator shall be bound by and must comply with all of the terms of this Agreement. He/she shall have no power to delete or modify the provisions of this Agreement. He/she shall have the power to make appropriate awards. The arbitrator shall render a decision in writing within the statutory time limits. The decision of the arbitrator shall be binding upon both parties and all Principals during the life of the Agreement. Fees and expenses of the arbitrator shall be borne equally by both parties.

C. General Provisions:

1. If the dispute involves a matter of general application, the initial step shall be Step 2 as outlined above. The initial step shall also be Step 2 in any case where a grievance has arisen from the action of an official other than an immediate superior or someone under his/her control. The initial step may also be Step 2 whenever so agreed by the parties.
2. No matter shall be entertained as a grievance hereunder unless it is raised with the other party within thirty (30) days of the occurrence giving rise to the alleged grievance.
3. If the Principals Association is not a party to any proceeding under this article, then the disposition of the dispute shall not be a precedent with respect to the Principals Association.
4. Step 1 and Step 2 meetings shall not be made public unless all parties and representatives agree in advance. Step 3 hearings and arbitration hearings shall be public, unless the parties and representatives agree to the contrary, or unless there is other statutory entitlement to a closed hearing.
5. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of any grieving Principal. The fact that a grievance is raised by an employee, regardless of its ultimate disposition, shall not be used against said Principal in any consideration for promotion or recommendation for job placement; and no Principal shall be subjected to discipline or reprisal for having followed this grievance procedure.
6. Any hearing provided for in this article shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. If such hearings are held during school hours, all Principals who are required to be present at the hearing shall be excused without loss of pay.
7. All parties shall have the right to representation and/or stenographic assistance provided at their own expense.
8. No recording device shall be utilized and no person shall be present at a hearing for the purpose of recording unless by prior agreement between all parties and representatives, or unless such recording is ordered or requested by the arbitrator.

Final decision on any grievance will be in the hands of an arbitrator pursuant to Minnesota statute 179.70. The time period specified in this grievance procedure refers to calendar days and not school or working days.

CONTRACT NEGOTIATIONS

On or before 120 calendar days prior to the expiration of this Licensed Principal's Contract, the Board and the Association shall begin to meet and confer for the purpose of up-dating and improving the contract.

The Board and the Association shall meet and confer at regularly scheduled intervals**,** during this period, at times and places cooperatively arranged. The Board and the Association will have as a mutual goal that of

agreeing to the terms of the new contract on or before the expiration date.

The Board and the Association may each be represented by parties of their own choice, who may be selected from within or outside the school district.

APPENDIX A – SALARIES

Greenway Licensed Principals Association

Salary Ranges (For hiring purposes)

K-12 Principal	$95,000-$125,000 DOQ
260 Contract Days	
Assistant Principal	$90,000-$110,000 DOQ
260 Contract Days	

DOQ means "Depending on Qualifications"

TERM OF EMPLOYMENT

K-12 MN Licensed Principal - Contract Days 260

Assistant Principal MN Licensed K-12 – Contract Days 260

CURRENT SALARIES

K-12 Secondary Principal - $120,510
K-12 Elementary Principal $110,500
Assistant Principal/Activities Director $106,500

In the year 2026-2027 there will be a 2% increase on the salary.
In the year 2027-2028 there will be a 2% increase on the salary.

APPENDIX B – FRINGE BENEFITS

A. **Hospital and Medical Insurance.** The School District shall pay eighty percent (80%) of the premium for group hospital and medical insurance, and the employee shall pay twenty percent (20%) of the premium of the Health Plan in effect. VEBA/HSA deductible will be paid at 80% by the district.

B. **Dental Insurance.** The Board shall provide and pay eighty percent (80%) of the entire premium for the Delta Dental Plan; the employee shall pay twenty percent (20%) of the premium for the Delta Dental Plan.

C. **Group Life Insurance.** The School District shall pay the entire premium for the present group life insurance in the amount of two times the salary amount for each eligible principal of School District 316. Accidental death and dismemberment benefit is included.

D. Income Protection Insurance. The School District shall pay the entire premium for the present group long term disability insurance policy for all eligible principals. NOTE: The Board agrees to allow current principals additional sick leave in the event not enough sick leave has accumulated to bridge the 60 day elimination period.

E. **Sick Leave.** Twelve days sick leave per year cumulative to 90 days. Each principal will be able to use sick leave for serious family illness, accident or injury. Family is defined under The Death in Family section.

F. **Parental Leave:** The Board shall grant an unpaid leave to any employee requesting such leave for the purpose of birth or adoption regardless of the employee's marital status. The employee and his/her supervisor shall mutually agree on a reasonable choice of when the parental leave starts. The effective beginning date of such leave and its duration shall be submitted, in writing to the Superintendent with such reasonable advance notice as is available to the employee. In making a determination concerning the commencement and duration of parental leave, the Board shall not be required to: (1) Grant parental leave which is more than six (6) months in duration and (2) Permit the employee to return to employment prior to the return date designated in the request for parental leave. When on parental leave, the Board pursuant to this policy shall notify the Principal of the Board's actions in writing. For the duration of the parental leave, the Board shall provide and pay for health coverage under the group health insurance plan.

G. **Maternity Leave:** If the reason for leave is occasioned by pregnancy, the employee shall have the option to utilize sick leave and/or income protection insurance, as permitted by the insurance carrier, for disabilities related to pregnancy or childbirth and the recovery there from. Maternity leave of absence shall be granted to employees on probationary or permanent status when requested, provided however, the Board may require that the employee provide a doctor's certificate as evidence of an inability to work. Following childbirth, and upon the employee's signifying her intent to return to work, the Board may require that the employee produce medical certification releasing said employee for a return to work duty. An employee returning from parental leave or maternity leave, within the provisions of this Section, shall retain all accrued per-leave benefits, all previous seniority credit for pay purposes, and any unused leave time accumulated at the commencement of the leave and any unused sick leave time remaining after a maternity leave. Further, such employee shall be reemployed in the same position the employee held prior to such leave. In the event said position is no longer available due to a reduction in hours or the elimination of the position, the employee shall be reemployed the date determined under this Section shall constitute grounds for termination, unless the Board and employee agree to an extension of the leave.

H. **Family Sick Leave:** The District will implement the Federal Medical Leave Act to the maximum extent permissible when requested by the employee.

I. **Death in Family:** Absence of three days or more if needed, without loss of pay shall be allowed a principal

in the case of death in the immediate family. Immediate family shall be defined as a brother, sister, son, daughter, father, mother, guardian, foster parent, wife, husband, father-in-law, mother-in-law, son-in law, daughter-in-law, grandchildren, and grandparents of either the principal or his/her spouse, or others with prior approval of the Superintendent.

J. **Military Service.** Credit for military service shall be granted for a maximum of two years.

K. Holidays. The following days shall be considered as paid no work holidays.

1. Labor Day
2. Thanksgiving Day and the Friday following Thanksgiving Day.
3. New Year's Eve and New Year's Day,
4. President's Day. (When school is not in session)
5. Friday of MEA
6. Good Friday and Easter Monday. (When school is not in session)
7. Memorial Day
8. Juneteenth
9. Independence Day
10. Christmas Day and Christmas Eve

L. **Personal Injury/Property Damage.** All claims by Principals for damage as a result of their employment with the school district will be reimbursed the cost of personal injury/property deductibility. It is further understood that any additional costs that may arise due to these types of claims will be discussed and be resolved by both parties of this contract.

M. **Mileage:** Mileage will be reimbursed at the IRS approved rate.

N. Health Care Savings Plan:
Principals will be provided a District contribution to a Health Care Savings Plan in the following manner: The district will contribute the specified amount per individual as noted, annually (pro-rated to 1.0 FTE) to the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP) account. This contribution will continue as specified, annually, for the duration of active employment as an ISD 316 Principal. Principals shall have $4,000.00 per year placed in the Health Care Savings Plan for the 2026-2028 contract period. The $4000.00 will be paid in 24 pay periods each fiscal year. In the event of the employees death, all contributions cease and the balance of the benefit will become that of that defined beneficiaries or the estate of the deceased.

O. Deferred Compensation Plan:
The School District agrees to provide up to a $~~4,500~~ $5,000 403b match annually for each Principal covered in this agreement for 2026-2028.

P. **Career Increments**
Career Increments will be added to each Principal's annual salary who has served in the District as a Principal or teacher for at least the number of years designated according to the following schedule effective starting July 1, 2022. Career Increment Pay is effective after completion of 11,14,17 and 20 years respectively.

11 years $1,000, 14 years $1,500, 17 years $2,000, 20 years $2,500

Q. All terms of this contract are retroactive to July 1, 2026.

TERMS OF CONTRACT

This administrative contract shall be in effect from July 1, 2026, to June 30, 2028.

In the event that a new contract has not been ratified by both the Board and the Association at the end of this contract year, the existing contract shall remain in effect until a replacement contract is ratified.

_____Date

_____
Chair or Vice-Chair, Board of Directors

_____
Clerk, Board of Directors

_____Date

_____
K-12 Principal
Greenway Principal's Association

_____
K-12 Principal
Greenway Principal's Association

_____
Assistant Principal
Greenway Principal's Association