



SAINT PETER PUBLIC SCHOOLS

Agreement

With

PRINCIPAL MASTER CONTRACT

2025-20262023-2024

2026-20272024-2025

PRINCIPAL MASTER CONTRACT **2025-20262023-2024 and 2026-20272024-2025**

ARTICLE I - PURPOSE

SECTION 1. PARTIES: This AGREEMENT is entered into between Independent School District 508, Saint Peter, Minnesota, hereinafter referred to as the School District and the Saint Peter Principals' Association, hereinafter referred to as the exclusive representative pursuant to and in compliance with the Public Employee Labor Relations Act, as amended hereinafter referred to as PELRA, to provide the terms and conditions of employment for principals during the duration of this agreement.

ARTICLE II - RECOGNITION OF EXCLUSIVE REPRESENTATIVE

SECTION 1. RECOGNITION: In accordance with the PELRA the school recognizes Saint Peter Principals' Association as the exclusive representative of principals employed by the school district, which exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in this agreement.

SECTION 2. APPROPRIATE UNIT: The exclusive representative shall represent all the principals of the district as defined in this agreement and in said Act.

ARTICLE III - DEFINITIONS

SECTION 1. TERMS AND CONDITIONS OF EMPLOYMENT: The phrase "terms and conditions of employment" means the hours of employment, the compensation therefore, economic aspects relating to employment, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees the term does not mean educational policies of a school district. The terms in both cases are subject to the provisions of the PELRA, regarding the rights of public employers and the scope of negotiations.

SECTION 2. PRINCIPAL: The term "principal" shall refer to all members in the appropriate unit employed by the school board in a position for which the person must be licensed by the state of Minnesota as a principal and who devotes more than 50 percent of their time to such administrative and supervisory duties, excluding the superintendent, business manager, support services, community education director, accountant, confidential employees, supervisory employees, essential employees, part-time employees whose service does not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employee's bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, and emergency employees.

SECTION 3. SCHOOL DISTRICT: For purposes of administering this agreement, the term "school district" shall mean the school board or its designated representative.

SECTION 4. OTHER TERMS: Terms not defined in this agreement shall have those meanings as defined by the PELRA.

ARTICLE IV - SCHOOL DISTRICT RIGHTS

SECTION 1. INHERENT MANAGERIAL RIGHTS: The exclusive representative recognizes that the school district is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

SECTION 2. MANAGEMENT RESPONSIBILITIES: The exclusive representative recognizes the right and obligation of the school district to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

SECTION 3. EFFECT OF LAWS, RULES, AND REGULATIONS: The exclusive representative recognizes that all employees covered by this agreement shall perform the teaching and non-teaching services prescribed by the school board.

SECTION 4. RESERVATION OF MANAGERIAL RIGHTS: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this agreement are reserved to the school district.

ARTICLE V - PRINCIPAL RIGHTS

SECTION 1. RIGHT TO VIEWS: Pursuant to the PELRA, nothing contained in this agreement shall be construed to limit, impair, or affect the right of any principal or his/her representative to the expression of communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the right of the exclusive representative if there be one; nor shall it be construed to require any employees to perform labor or services against his/her will.

SECTION 2. RIGHT TO JOIN: Principals shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Principals in an appropriate unit shall have the right by secret ballot to

designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees.

SECTION 3. PERSONNEL FILES: Pursuant to MS 125.12, Subd. 14, as amended, all evaluations and files generated relating to each principal shall be available during regular school business hours to each individual employee upon his/her written request. The principal shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion in the file written information in response to any material contained therein. However, the school district may destroy such files as provided by law.

SECTION 4. PROFESSIONAL INVOLVEMENT: The school board shall expect the principals to be up to date on the knowledge and technology of the profession. To facilitate this, the school board will:

SUBD. 1. PROFESSIONAL ASSOCIATION: Provide memberships in the appropriate professional state and national principals' associations for each principal.

SUBD. 2. MEETINGS AND CONFERENCES: Provide time and funds for principals to attend appropriate regional, state, and national meetings and workshops. Attendance at these meetings shall be rotated with the approval of the superintendent to maximize the benefit to the district.

ARTICLE VI - COMPENSATION

SECTION 1. SALARIES: See Appendix A.

SECTION 2. CLUB DUES: The school district agrees to pay Saint Peter Area Chamber dues for all principals. In addition, the school district agrees to pay for one local service club dues for all principals.

SECTION 3. WAGES: Wages shall be paid twice monthly and all paychecks shall be deposited directly in a bank account designated by the principal on the 15th and the last banking day of the month.

SECTION 4. BUILDING PRINCIPAL EXPERIENCE FACTOR: Experience factors are granted to each principal according to provisions of the salary schedule.

SECTION 5. MINNESOTA BOARD ADMINISTRATOR FEE: The School District agrees to pay the annual Minnesota Board Administrator Fee for all principals.

SECTION 6. ADDITIONAL VEBA/HEALTH AND HOSPITALIZATION INSURANCE COMPENSATION: Principals will receive an additional annual \$7,500 contribution to

either: (1) the individual VEBA account; or (2) the cost of family health and hospitalization insurance. The option selected for contribution shall be based on a written request of each principal by May 15 of the year preceding the July 1 contract year. The Assistant Principal will receive an additional annual \$2,000 contribution to either: (1) the individual VEBA account; or (2) the cost of family health and hospitalization insurance. The option selected for contribution shall be based on a written request of the Assistant Principal by May 15 of the year preceding the July 1 contract year.

SECTION 7. TAX SHELTERED ANNUITIES: Principals are eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and otherwise provided by law.

SECTION 8. 403B MATCH: Beginning July 1, 2024 Principals are eligible to receive a district match to personal contributions to a retirement investment account (403B). District contributions are not to exceed an annual maximum of \$1,800.

ARTICLE VII - GROUP INSURANCE

SECTION 1. SELECTION. HEALTH AND HOSPITALIZATION INSURANCE: The school district shall pay the entire VEBA plan cost for individual coverage or the same amount applied toward family coverage. For the purpose of this article, the school year shall be deemed to begin on July 1st and end on June 30th.

It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

SECTION 2. INCOME PROTECTION INSURANCE: The school district shall contribute the full amount of the premium for income protection insurance from the selected carrier. The income protection insurance shall provide to the extent of 66 2/3 percent of the gross annual salary, beginning sixty (60) calendar days after the injury or illness and extending to age sixty-five (65).

SECTION 3. LIABILITY INSURANCE: The school district shall obtain a copy of the liability insurance policy from the insurance agent and place it on file in the school business office for examination and review by principals.

SECTION 4. LIFE INSURANCE: The school district shall contribute a sum equal to the premium for a \$200,000 group life insurance policy for each full-time principal of the district.

SECTION 5. DURATION OF COVERAGE: A principal is eligible for school district contribution as provided in Article VII as long as the principal is employed by the school district. Upon termination of employment, all district contributions shall cease unless otherwise provided under Article IX, RETIREMENT.

SECTION 6. DENTAL INSURANCE: The school district agrees to contribute the full premium for family or individual plan dental insurance.

ARTICLE VIII – LEAVES OF ABSENCE

SECTION 1. EARNED SAFE & SICK LEAVE: At the beginning of each school year, all principals in the bargaining unit shall be credited with twelve (12) working days of earned safe & sick leave. In the event that a principal, for any reason, is no longer employed by the district before the end of the school year, the number of allowable earned safe and sick leave days will be days worked over the total combined contract days times twelve (12). Any fraction of a principal workday will be rounded up to the next higher whole day if more than a half-day, and rounded down if less than half a principal workday. A principal, who uses more than his/her allowable earned safe and sick leave, including any accumulated earned safe and sick or sick leave that may have accrued, shall have a deduction from pay for any excess safe and sick or sick leave taken that has not been earned.

SUBD. 1. Unused earned safe & sick and sick leave days may accumulate to a maximum credit of two hundred forty (240) days of sick leave per principal.

SUBD. 2. Earned safe and sick time may be taken as allowed by Minn Stat. 181.9447.

SUBD. 4. The superintendent may require a principal to furnish documentation as evidence of an allowable absence. If such a requirement is made, and the principal is billed, the district shall pay the entire cost of such billing.

SUBD. 5. All sick leave allowed under this article shall be deducted from the accrued earned safe and sick or sick leave days earned by the principal.

SUBD. 6. Earned safe and Sick leave shall be approved only upon submission of a signed request form available at each school office.

SECTION 2: ADDITIONAL SICK LEAVE: Upon completion of five (5), ten (10), fifteen (15), or twenty (20) years of full-time employment in District 508, principals shall be provided with additional sick leave as follows:

1. after five (5) years of full-time employment in District 508, twenty (20) additional days of sick leave will be awarded

2. after ten (10) years of full-time employment in District 508, forty (40) additional days of sick leave will be awarded
3. after fifteen (15) years of full-time employment in District 508, sixty (60) additional days of sick leave will be awarded
4. after twenty (20) years of full-time employment in District 508, seventy-five (75) additional days of sick leave will be awarded.

SECTION 3. BEREAVEMENT LEAVE: A principal may be granted up to six (6) days of non-accumulative bereavement leave annually which may be used for bereavement leave in the immediate family. The immediate family shall include: spouse, father, mother, brother, sister, children, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the employee. Three (3) of the six (6) days may be used for extended family or special friend. In the event of a second or any additional death in the immediate family, (spouse, children, father, mother, brother, sister, grandparents, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, or anyone residing in the household at the time of their death, additional leave will be granted not to exceed five (5) full days per death. Any additional days taken will be taken at a full deduction in pay.

SECTION 4. PERSONAL LEAVE: All principals will be allowed three (3)~~two (2)~~ days per year for personal leave. This leave may accumulate to six ~~five~~ (65) days.

SECTION 5. WORKERS' COMPENSATION:

SUBD. 1. Upon the request of a principal who is absent from work as a result of an injury incurred in the service of the school district, and compensable under the provisions of the Workers' Compensation Act, the school district will pay the difference between the compensation received by the principal, pursuant to the Workers' Compensation Act, and the principal's regular rate of pay, to the extent of the principal's earned accrual of sick leave and/or vacation pay.

SUBD. 2. A deduction shall be made from the principal's accumulated vacation or sick leave accrual time, according to the pro-rate portions of days of sick leave or vacation time which is used to supplement Workers' Compensation.

SUBD. 3. Such payment shall be paid by the school district to the principal only during the period of disability.

SUBD. 4. In no event shall the additional compensation paid to the principal by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

SUBD. 5. A principal who is absent from work as a result of an injury compensable under the Workers' Compensation Act and who elects to receive sick leave or vacation pay pursuant to this policy shall send a copy of the compensation check and said amount of workers' compensation payment during the affected period will be deducted from gross wages on paycheck.

SECTION 6. JURY DUTY: All principals of Independent School District 508 shall continue to receive their regular compensation when called for jury duty. A one-half or full day of jury duty pay will be deducted from the principal's daily salary.

SECTION 7. MILITARY LEAVE: Military leave shall be granted pursuant to applicable law.

SECTION 8. MEDICAL LEAVE:

SUBD. 1. A principal who is unable to perform his/her duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, shall, upon request, be granted a medical leave of absence, without pay, for up to one (1) year. The school district may, in its discretion, renew such a leave.

SUBD. 2. A request for leave of absence or renewal thereof under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the principal is expected to be able to assume his/her normal responsibilities.

SECTION 9. INSURANCE APPLICATION: A principal on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The principal shall pay the total premium for such insurance commencing with the beginning of the leave and shall pay in advance all premiums due to the district.

SECTION 10: CHILD CARE LEAVE:

Subd. 1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child, adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.

Subd. 2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

Subd. 4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute may also be considered by the School Board in the granting of a child care leave or its duration.

Subd. 5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

- (1.) grant any leave more than twelve (12) months in duration;
- (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.

Subd. 6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.

Subd. 7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.

Subd. 8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.

Subd. 9. Use of Sick Leave While on Child Care Leave An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.

Subd. 10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave, shall be without pay.

Subd. 11. The parties further agree that any maternity leave of absence granted under this section shall be a leave without pay.

SECTION 11. SABBATICAL LEAVE: Sabbatical leave of up to one (1) year may be granted at the discretion of the school board. Factors to be considered for such leave would include, but are not limited to:

1. Date of last sabbatical leave
2. Longevity in the district
3. The proposed program of study
4. The needs of the district
5. The benefit to the district

Requests for an extended sabbatical leave must be made to and approved by the Board of Education. The terms of the leave (including but not limited to, pay, benefits, and commitment upon return) would be decided by the board for each individual request.

SECTION 12. CREDIT: A principal who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which he/she accrued at the time he/she went on leave. No credit shall accrue for the period of time that a principal was on unpaid leave.

ARTICLE IX – RETIREMENT

SECTION 1: AGE/INSURANCE: A principal who has been employed ten (10) consecutive years by District 508 may retire at the end of the school year in which he or she reaches the age of fifty-six (56). Upon retirement at the end of the year in which the principal reaches the age of fifty-six years (56) and with ten (10) consecutive years of service, the principal may remain in the District's insurance plans as follows:

- With regard to medical insurance the District will provide \$60,000 that may be used for medical insurance related expenses. This money is for continuing medical insurance coverage in any of the District's medical insurance plans, an insurance carrier of the employee's choosing, or any other Medicare supplemental insurance if eligible. After the District's contribution has been depleted, the retiree may remain in the group insurance indefinitely at his/her own expense. If the eligible principal chooses to go on their own plan, the district will contribute eligible funds into a district sponsored retiree Health Reimbursement Arrangement (HRA) on behalf of the employee annually in the amount equal to the lesser of plan chosen by the eligible principal who will

provide documentation to the district of the plans cost or to the cost of the school districts Veba 834 plan. The contribution to be made monthly in the amount of 1/12th of the annual amount until the eligible School District funds have been exhausted. If an eligible principal chooses to go on their own plan they may not return to any of the School District plans. In the event of the employee's death, this benefit ceases.

- With regard to life insurance in effect at the time of retirement, the District will continue to pay life insurance premiums until the principal reaches the age of sixty-five (65) years.
- With regard to dental insurance at the time of retirement, the principal will assume responsibility for payment of all premiums.

This retirement language is in effect for the principal retiring after 6/30/01.

SECTION 2. EARNED SAFE & SICK LEAVE: Upon retirement at age fifty-six (56) or thereafter, or upon retirement or resignation after ten (10) years of full-time employment in District 508, or upon death, a principal, if he or she qualifies under this article, or his or her beneficiary, shall be paid fifty dollars (\$50) per day for each day of accumulated earned safe and sick, and sick leave up to a maximum of two hundred forty (240) days. This pertains to earned safe and sick, and sick leave accrued under Article VIII, Section 1.

SECTION 3. ADDITIONAL SICK LEAVE: Upon retirement or resignation from the district after ten (10) years of fulltime employment with District 508, or upon death, a principal, if he or she qualifies under this Article, or his or her beneficiary, shall be paid full daily salary for sick leave accrued under Article VIII, Section 2 to a maximum of seventy-five (75) days. This pertains to sick leave accrued under Article VIII, Section 2.

Total maximum of Sections 2 and 3 of this Article is three hundred fifteen (315) days with seventy-five (75) days at full daily salary and two hundred forty (240) days at fifty dollars (\$50) per day.

ARTICLE X - DUTY YEAR

SECTION 1. DUTY DAYS:

SUBD. 1. The school district shall establish the calendar and principals' duty days for each school year, and the principals shall perform services on such days as determined by the school district, including those legal holidays on which the school district is

authorized to conduct school, and pursuant to such authority as determined to conduct school.

SUBD. 2. The duty year for principals shall be the specified days as indicated for each assignment.

High School Principal	240 days
Middle School Principal	240 days
Elementary Principals	240 days
Assistant High School Principal	240 days
Alternative Programs	240 days

SUBD. 3. Request to be absent from duty on regularly scheduled school days must have prior approval of the superintendent.

SECTION 2. HOLIDAYS:

SUBD. 1. The following days are recognized as holidays without loss of pay:

Independence Day (July 4)
Labor Day (1st Monday of September)
Thanksgiving Day (3rd Thursday of November)
Day after Thanksgiving (3rd Friday of November)
Christmas Eve Day (December 24)
Christmas Day (December 25)
New Year's Eve Day (December 31)
New Year's Day (January 1)
President's Day (3rd Monday of February)
Good Friday (According to Lunar Calendar)
Martin Luther King Day (third Monday of January) (if school is not in session)
Memorial Day (Last Monday of May)
Juneteenth (June 19)

SUBD. 2. New Year's Day, Memorial Day, Independence Day, and Christmas Day shall be considered major holidays. When any such major holiday falls on a Sunday, the following Monday shall be considered a holiday. Should these fall on Saturday then the preceding Friday shall be honored as a holiday.

SUBD. 3. Days, during the school year when school is not in session, shall be deemed regular working days unless otherwise directed by the superintendent.

ARTICLE XI - GRIEVANCE PROCEDURE

SECTION 1. GRIEVANCE DEFINITION: A "grievance" shall mean an allegation by a principal resulting in a dispute or disagreement between the principal and the school district as to the interpretation or application of terms and conditions contained in this agreement.

SECTION 2. REPRESENTATIVE: The principal or school board may be represented during any step of the procedure by any person or agent designated by such party to act on his/her behalf.

SECTION 3. DEFINITIONS AND INTERPRETATIONS:

SUBD. 1. EXTENSION: Time limits specified in this agreement may be extended by mutual agreement.

SUBD. 2. DAYS: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

SUBD. 3. COMPUTATION 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.

SUBD. 4. FILING AND POSTMARK: The filing or service of any notice or document herein shall be timely, if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

SECTION 4. TIME LIMITATION AND WAIVER: A Grievance shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the first event giving rise to the grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the principal and the school district's designee.

SECTION 5. ADJUSTMENT OF GRIEVANCE: The school district and the principal shall attempt to adjust all grievances which may arise during the course of employment of any principal within the school district in the following manner:

SUBD. 1. LEVEL I. If the grievance is not resolved through informal discussions, the superintendent or his designee shall give a written decision on the grievance to the parties involved within five (5) days after receipt of the written grievance.

SUBD. 2. LEVEL II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the school board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within ten (10) days after receipt of the appeal. Within five (5) days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

SECTION 6. SCHOOL BOARD REVIEW: The school board reserves the right to review any decision issued under Level I of this procedure provided the school board or its representative notify the parties of its intentions to review within ten (10) days after the decision has been rendered. In the event the school board reviews a grievance under this section, the school board reserves the right to reserve or modify such decision.

SECTION 7. DENIAL OF GRIEVANCE: Failure by the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the principal may appeal it to the next level.

SECTION 8. ARBITRATION PROCEDURES: In the event that the principal and the school board are unable to resolve any grievance, any grievance may be submitted to arbitration as defined herein:

SUBD. 1. REQUEST: A request to submit a grievance to arbitration may be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level II of the grievance procedure.

SUBD. 2. PRIOR PROCEDURE REQUIRED: No grievance shall be considered by the arbitrator who has not been first duly processed in accordance with the grievance procedure and appeal provisions.

SUBD. 3. SELECTION OF ARBITRATOR: The principal and the school district shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the principal and the school district are unable to agree on an arbitrator within five (5)

days, they shall request from the PERB, state of Minnesota, a list of five (5) qualified arbitrators. The parties shall alternately strike names from the list of five (5) arbitrators until only one name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on whom shall strike the first name, the question shall be decided by the flip of a coin.

SUBD. 4. SUBMISSION OF GRIEVANCE INFORMATION:

- a. Upon appointment of the arbitrator, the appealing party shall, within five (5) days after notice of appointment, forward to the arbitrator, with a copy to the superintendent, the submission of the grievance which shall include the following:
 1. The issues involved
 2. Statement of the facts
 3. Position of the grievant
 4. The written documents relating to Article XI, Section 5, of the grievance procedure
- b. The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

SUBD. 5. HEARING: The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing *de novo*.

SUBD. 6. DECISION: Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA. The arbitrator shall issue a written decision and order including findings of fact that shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

SUBD. 7. EXPENSES: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party, the parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording, if requested by either or both parties, and any other expenses which the parties mutually agree, are necessary for the conduct of the arbitration.

SUBD. 8. JURISDICTION: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligation of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE XII - PUBLIC OBLIGATION

SECTION 1. STRIKE/UNFAIR LABOR PRACTICE: The exclusive representative agrees, that during the term of this contract, neither the exclusive representative nor an individual employee shall engage in any strike or unfair labor practice as defined by PELRA. The parties agree that procedures affecting this article are provided by PELRA and, therefore, shall not be subject to the grievance or arbitration procedure.

SECTION 2. STRIKES OR WORK STOPPAGES: The administrators covered by this agreement, in the event of a strike or work stoppage by other groups of district employees, will be on duty in their respective building or in the district administrative office, as directed by the superintendent, if physically possible, for the purpose of carrying out board policy and ensuring the safety of personnel and property.

ARTICLE XIII - DURATION

SECTION 1. DATES: This contract shall be effective as of July 1, 2023, and shall continue in effect until June 30, 2025. If a new and substitute contract has not been duly entered into prior to June 30, 2025, the terms of this contract shall continue in full force and effect until such substitute contract is adopted, which shall be fully retroactive to July 1, 2025.

SECTION 2. EFFECT: This master contract constitutes the full and complete master contract between the school district and the exclusive representative representing the principals of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior contracts, resolutions, practices, school district

policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

SECTION 3. FINALITY: Any matters relating to the current contract term, whether or not referred to in this master contract, shall not be open for negotiation during the term of this master contract, except by mutual agreement.

SECTION 4. CONFORMITY OF LAW: If any provision of this contract or any application of the contract to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

SECTION 5. SEVERABILITY: The provisions of this master contract shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this master contract or the application of any provision thereof.

IN TESTIMONY WHEREOF, the parties have executed this Master Contract this _____, 20264.

SAINT PETER PRINCIPALS' ASSOCIATION

BY _____
President SPPA

INDEPENDENT SCHOOL DISTRICT NO.

508

BY _____
Board Chair

BY _____
Secretary SPPA

BY _____
Board Clerk

APPENDIX A

SAINT PETER PRINCIPALS' ASSOCIATION 20253-20275 SALARY SCHEDULE

1. Base Salary

	20253-20264	20264-20275
High School	<u>\$126,600</u> <u>119,333</u>	<u>\$130,398</u> <u>122,913</u>
Middle School	<u>\$125,124</u> <u>117,942</u>	<u>\$128,878</u> <u>121,480</u>
Elementary North	<u>\$123,649</u> <u>116,552</u>	<u>\$127,359</u> <u>120,048</u>
Elementary South	<u>\$123,649</u> <u>116,552</u>	<u>\$127,359</u> <u>120,048</u>
<u>Principal on Special Assignment (POSA)</u>	<u>\$113,798</u>	<u>\$117,211.94</u>
High School Assistant	<u>\$108,040</u> <u>101,838</u>	<u>\$111,281</u> <u>104,893</u>
Alternative Programs*	<u>\$108,040</u> <u>101,838</u>	<u>\$111,281</u> <u>104,893</u>

2. Additional Salary Factors:

a. Administrative Educational Level

- i. Specialist Degree \$1,500
- ii. Current Minnesota Superintendent License \$2,000
- iii. EdD/PhD \$4,000

b. Experience Factor as Principal:

- i. 0-1 year \$0
- ii. 2 years \$2,000
- iii. 3 years \$2,500
- iv. 4-5 years \$3,000
- v. 6 years \$4,000
- vi. 7-9 years \$5,000
- vii. 10 years \$6,000

3. Additional Compensation

- i. Staff Development Director \$2,750
- ii. District Assessment Director \$2,750
- iii. WBWF/CACR Coordinator \$2,750
- iv. Curriculum Coordinator \$5,000
- v. Multi-site Principal \$2,500
- vi. Career Leader District Level \$7,500
- vii. Q-Comp Advisory Committee \$1,200

APPENDIX B

SAINT PETER PRINCIPALS' ASSOCIATION PROFESSIONAL DEVELOPMENT REIMBURSEMENT PLAN

In addition to the salary/benefit package contained in the Master Contract, a building principal may be reimbursed for approved coursework related to earning a Doctor of Philosophy or Educational Doctorate degree. All reimbursable expenses must be for a doctoral program at an accredited college or university and shall have received prior approval from the Superintendent of Schools. Expense verification will be required and will be limited to \$4,800 for 2025-2027~~23-2025~~. This plan shall expire on June 30, 2027~~5~~, and shall have no force or effect thereafter.

In the event that a principal (1) leaves the employment of Independent School District #508 on his/her own volition prior to June 30, 2027~~5~~; or (2) withdraws from active pursuit of a doctoral degree, he/she will be obligated to return to the district 100 percent of the money reimbursed as a part of this plan. The withdrawal from program provision will be waived should the principal earn a doctoral degree prior to June 30, 2027~~5~~.