



CAMBRIDGE-ISANTI SCHOOLS
EVERY STUDENT. EVERY DAY.

AGREEMENT BETWEEN

**CAMBRIDGE-ISANTI SCHOOLS,
INDEPENDENT SCHOOL DISTRICT NO. 911**

and

**EDUCATION MINNESOTA CAMBRIDGE-ISANTI
The Exclusive Representative of
CAMBRIDGE-ISANTI CERTIFIED TEACHING
PERSONNEL**

of

**CAMBRIDGE-ISANTI SCHOOLS, ISD NO. 911
Cambridge, MN 55008**

Effective July 1, 2025 through June 30, 2027

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ARTICLE I - PURPOSE

Section 1. Parties: This Agreement is entered into between Independent School District No. 911, Cambridge, Minnesota (hereinafter referred to as the District) and Education Minnesota Cambridge-Isanti (hereinafter referred to as the Association), pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as P.E.L.R.A.) to provide the terms and conditions of employment for the teachers during the duration of this Agreement.

ARTICLE II - RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with P.E.L.R.A, the District recognizes Education Minnesota Cambridge-Isanti as the Exclusive Representative of teachers employed by the District, which Exclusive Representative shall have those rights and duties as prescribed by P.E.L.R.A and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The Exclusive Representative shall represent all the teachers of the District as defined in this Agreement and in said act, including those on leave.

ARTICLE III - DEFINITIONS

Section 1. Terms and Conditions of Employment: Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, other than School District payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School District's personnel policies affecting the working conditions of the teachers. In the case of professional employees, the term does not mean educational policies of the School District. The terms in both cases are subject to the provisions of P.E.L.R.A. regarding the rights of public employers and the scope of negotiations.

Section 2. Teacher: Teacher shall mean all persons in the appropriate unit employed by the District in a position for which the person must be licensed by the State of Minnesota but shall not include Superintendent, Director of Teaching and Learning, Principals and Assistant Principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and other employees excluded by law.

Teacher shall mean all persons employed by the School District in a position for which the person must be licensed or certified by the PELSB, in a position providing instruction to children in a prekindergarten or early learning program pursuant to MN Statutes 179A.03, or are otherwise defined as teachers in MN Statutes 179A.03.

Section 3. District: Any reference to the District in this Agreement shall mean the School Board or its designated officials or representatives.

Section 4. Other Terms: Terms not defined in the Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV - DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The parties recognize that the 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 parties recognize the right and obligation of the School Board to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District, and all management rights and functions not expressly delegated in this Agreement are reserved to the District.

Section 3. Effect of Laws, Rules and Regulations: The parties recognize that all teachers covered by this Agreement shall perform the teaching and non-teaching services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by reasonable District rules, regulations, directives and orders, issued by properly designated officials of the District. The parties also recognize 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 recognize that the District, all teachers covered by this Agreement, and all provisions of 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.

ARTICLE V - TEACHER RIGHTS

Section 1. Right to View: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or his/her representative to the expression or 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 designed to and does not interfere with the full, faithful and proper performance of the duties of employment, or circumvent the rights of the Association if there be one.

Section 2. Right to Join: Teachers shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate the Association for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers with the School Board of such unit.

Section 3. Request for Dues Check Off: Any member of the bargaining unit may authorize the District to deduct from his/her pay the amount of dues charged by the union. This authorization must be in writing and forwarded to the Payroll Office not less than two (2) weeks before the payday when it is to become effective. The District agrees to implement all the terms of dues-checkoff authorizations submitted to the District by the Union and agreed to by the Employee.

The Employer shall adhere to specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted, and all other provisions agreed to by the employee as stated in the authorizations.

Any bargaining unit member, or new hire who has applied for membership in the bargaining unit, authorizes the school district to deduct such dues from the regular pay check of the bargaining unit member in equal installments for each pay period through the end of the school year. The deductions will begin the first pay period after Union leadership has submitted the Union roster for that school year. For bargaining unit members employed after the commencement of each school year, deductions of dues shall be made by the School District.

Section 4. Personnel Files: Pursuant to Minn. Stat. §122A.40, Subd. 19, all evaluations and files generated within the District relating to each individual teacher shall be available during regular District business hours to each individual teacher upon his/her written request. Copies of evaluations and follow-up information and letters of commendation or reprimand shall be given to teachers when such material is placed in the personnel file. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion to the file written information in response to any material contained therein; provided, however, the District may destroy such files as provided by law.

ARTICLE VI - LENGTH OF THE SCHOOL YEAR

Section 1. Teacher Duty Days: Pursuant to Minn. Stat. §120A.40, the District shall, prior to April 1 of each school year, establish the number of school days and teacher duty days for the coming school year, and the teacher shall perform services on those legal holidays on which the District is authorized to conduct school. The length of the school year shall consist of 183 duty days for teachers including: student days, orientation and workshop days and in-service training days as determined by the District. In the event a teacher is assigned to move buildings, the teacher shall receive additional compensation equal to 7.5 hours at the service rate of pay.

Section 2. Emergency Closings:

Subd. 1. In the event of energy shortage, severe weather, or other exigency, the District reserves the right to modify the school calendar, and if school is closed on a normal duty day(s), the teacher shall perform duties on such other day(s) in lieu thereof as the School District shall determine if any. Such days shall not exceed the number of teacher duty days in the school calendar. The School District shall determine if any of the day(s) will be made up by eLearning Day(s), rescheduled into the calendar as student contact and/or staff duty day(s) in accordance with the District's agreed upon eLearning Plan.

Subd. 2. In the event of energy shortage, severe weather, or other exigency, the District further reserves the right to modify the length of the school day, as the District shall determine, but with the understanding that the total number of hours shall not be increased [e.g. a four (4) day work week with increased hours per day but the total weekly hours not more than the regular five (5) day week]. Late start schedules for each building will be posted in the staff handbook by October 15th

Subd. 3. Prior to modifying the scheduled length of the school day or scheduling make-up days due to energy shortage, severe weather or other exigent circumstances, the District shall provide the Association with an opportunity to meet and confer.

ARTICLE VII - HOURS OF SERVICE

Section 1. Teacher's Day: Teaching and classroom assignments shall be designated by the Superintendent or his/her designee. The teacher's day shall be seven and one-half (7.5) hours, exclusive of lunch, except on the last student contact day of the week, when the teacher shall be excused fifteen (15) minutes following the last class period in each building.

Section 2. Building Hours: The specific hours at any individual building may vary according to the needs of the educational program of the District. Building hours will be designated by the District after providing the Association with an opportunity to meet and confer.

Section 3. Additional Activities: Teachers may be required to reasonably participate in school activities beyond the regular building hours as is required by the District.

Section 4. Lunch Period: All teachers will have a duty-free lunch period of no less than thirty (30) minutes duration, except in cases of emergency. Due to the unique nature of working with special education students, in exceptional situations, a special education teacher may be required to perform duty during the duty-free lunch period. In these situations, the special education teacher shall be compensated for such service performed at their contracted hourly rate, prorated up to thirty (30) minutes.

Section 5. Preparation Time: Preparation time shall, unless mutually agreed upon by the district and Union leadership, be assigned during instructional time for each building and shall not include time before or after student contact hours. Within the student day for every 30 minutes of instructional time, a minimum of 5 minutes of preparation time shall be provided to each licensed teacher, but no less than 50 minutes per day. Scheduling may result in variations of the preparation time on a day-to-day basis, but it will not be broken up into more than 2 blocks of time unless mutually agreed upon. Under no circumstances can preparation time be reduced when averaged on a weekly (5 day) basis or other scheduling cycle which may be employed. Preparation time is exclusive of time required for teacher transition.

ARTICLE VIII - RATES OF PAY

Section 1. Schedule: The wages and salaries reflected in Schedule A-1 attached hereto shall be a part of the Agreement for the 2025-2026 school year, subject to the right of the District to withhold increments for just cause. The wages and salaries reflected in Schedule A-2 attached hereto shall be a part of the Agreement for the 2026-2027 school year, subject to the right of the District to withhold increments for just cause. Teachers shall advance on the salary schedule one step subject to the right of the District to withhold increments for just cause. A salary increment shall not be withheld unless the teacher is notified of the deficiency, in writing, and given reasonable opportunity to correct such deficiency. An action withholding an increment shall be subject to the grievance procedure.

Section 2. Status of Salary Schedules: The salary schedules are a part of this Agreement but shall not be construed as a part of a teacher's continuing contract as defined in Minn. Stat. §122A.40. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, a teacher shall be compensated at the previous year's step until such time that a successor Agreement is executed. This provision shall apply to Schedules A, B, D and E.

Section 3. Placement on Salary Schedule: The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule.

Subd. 1. Germane: Credits to be considered for application on any lane of the salary schedule must be germane to the teacher assignments as determined by the Superintendent or his/her designee. Any credits required in an approved, germane degree program will be considered germane. Credits for lane changes shall be computed on the basis of semester credits.

Subd. 2. Grade and Credits: To apply on the salary schedule, all credits beyond the bachelor's degree must be graduate credits and carry a grade equivalent of C or higher. When applying for a lane change, the cumulative GPA for the graded courses submitted for that lane change must be a minimum of 3.00 in order to qualify for the new salary schedule placement. Undergraduate and correspondence credit may be approved at the discretion of the Superintendent or his/her designee. College or university credits to apply to lanes beyond a particular degree lane must be earned subsequent to the earning of the degree and must be taken at an accredited college or university. Video and online courses must also be completed through an accredited institution.

Credits earned through courses offered by the District, which align with District goals and are approved by the School Board, may also be applied toward a lane change. A maximum of five (5) School Board credits may apply toward each lane change. Courses for School Board credit also require prior approval as stated in Subd. 3. In order to apply to a lane change on the salary schedule, only School Board credits may be earned on District time and/or expense. Unlike credits earned at accredited colleges and universities, a maximum of five (5) School Board credits may be earned prior to earning a master's degree and still apply toward a later lane change. This subdivision shall not apply to sabbatical leaves.

Subd. 3. Prior Approval: All credits, in order to be considered for application on the salary schedule, must be approved by the Superintendent or his/her designee, in writing, prior to the taking of the course whenever possible.

Subd. 4. Effective Date: Individual contracts will be modified to reflect qualified lane changes twice each school year. Upon presentation of a transcript of qualified credits to the Superintendent's office, either before October 1 (effective and retroactive to the start of school year) or before February 1 (effective beginning with March 15th paycheck), the teacher will be placed on his/her new lane. Teacher receiving the midyear lane change will be paid based on 50% of the new salary rate over the remaining twelve pay periods. Lane changes will be affected only on the two above dates each school year.

Subd. 5. Advanced Degree Program: A teacher shall be paid on the master's degree lane only if the degree program is germane to the teaching assignment.

Subd. 6. Prior Experience: A teacher who has had experience in other school systems or in other fields of endeavor will be placed on a lane as determined by the rules of this Section, and on the salary schedule step as agreed between the District and the teacher.

Subd. 7. To receive a year of credit for experience, a teacher must be on duty at least 975 hours during a school year and have performed satisfactorily. A teacher who does not meet the 975 hours requirement in a given school year may advance one step on the salary schedule if he/she works a minimum of 457.5 hours per school year for two consecutive school years and has performed satisfactorily.

Subd. 8. Each new teacher shall submit a transcript of his/her college credits (i.e. undergraduate and graduate inclusive) with the return of his/her signed contract.

Subd. 9. School Board credit will be granted for uncompensated workshop attendance that is germane to the teacher's assignment at the rate of 10 hours = 1 School Board Credit. Credit pre-approval shall be submitted to the Superintendent or his/her designee for consideration.

Subd. 10. Teachers hired with a Tier 1 license will be placed at the first step and lane on Schedule A. At the end of the year all Tier 1 teachers will be non-renewed. If a teacher is hired back as a Tier 1 teacher with the same licensure, the teacher will move up to step 2 (6) on Schedule A, provided the contract is settled. No lanes will be granted to anyone with a Tier 1 license. A teacher can only be granted three years as a Tier 1 teacher. Therefore, a Tier 1 teacher can only move up to step C on Schedule A.

Subd. 11. Tier 2 teachers will be granted their qualifying lane advancement when hired and will receive subsequent lane advancement until they receive their Tier 3 or 4 licensure. If a Tier 2 teacher hasn't moved to a Tier 3 or 4 license by the time the Tier 2 license expires, the teacher will be non-renewed at the end of the year.

Subd. 12. All probationary Out of Field Permission (OFP) teachers will be nonrenewed at the end of the year.

Subd. 13. The decision to rehire will be at the discretion of the district. If the teacher is rehired to the same position, the teacher will be placed on the next step on Schedule A.

Section 4. Severance Pay:

Subd. 1. Full-time teachers who have completed at least ten (10) years of continuous service with the District and who are at least fifty-five (55) years of age shall be eligible for severance pay pursuant to the provisions of this section upon submission of a written resignation accepted by the School Board.

Subd. 2. This section shall apply only to teachers whose service has been full-time, as defined by this Agreement.

Subd. 3. The District will pay severance pay to a teacher upon his/her retirement from teaching. This severance pay will be paid by the District in equal, annual installments over a time period of two (2) years from the effective date of the retirement and shall not be granted to any teacher who is discharged by the District. Severance pay will commence ninety (90) days after retirement. In the event that a teacher dies before all or a portion of the severance pay has been disbursed, the balance shall be paid to a named beneficiary or, lacking same, to the deceased's estate. In no event shall severance pay provided for a teacher exceed an amount equivalent to sixty-eight (68) days of pay.

Subd. 4. In applying these provisions, an unused sick leave day shall be equivalent to a teacher's basic daily rate of pay at the time of retirement, as provided in the basic salary schedule for the basic school year, and shall not include any additional compensation for extracurricular activities, extended employment or other compensation.

Subd. 5. The amount of severance pay will be dependent on the amount of unused sick leave the teacher has accumulated at the time of retirement.

Subd. 6. Teachers retiring on or after July 1, 2002, will receive severance pay equivalent to their total accumulated sick leave at the time of retirement. This severance pay shall not exceed sixty-eight (68) days of unused sick leave.

Subd. 7. Teachers hired after July 1, 1996, and those working less than thirty (30) hours per week will not be eligible for severance pay as described in this Section.

Section 5. 403B/457B Matching Contribution Plan:

Subd. 1. Beginning July 1, 1996, teachers who have completed the required number of years of service with the District as defined in Section 3. Subd. 7. of this Article, shall be eligible to participate in a 403B/457B matching contribution plan pursuant to Minn. Stat. §356.24.

Subd. 2. The District will match eligible annual teacher contributions based on the completion of the following years of teaching experience in the District, as defined in Section 3. Subd. 7. of this Article:

	FY2025-26	FY2026-27
0 years of experience to 3 years of experience	\$ 200	\$ 400
4 years of experience to 9 years of experience	\$ 700	\$ 800
10 years of experience to 14 years of experience	\$ 950	\$1,050
15 years of experience to 19 years of experience	\$1,200	\$1,300
20 or more years of experience	\$1,700	\$1,800

The District shall contribute annually an amount equal to the amount contributed by the teacher. This amount shall not exceed the maximum amount outlined according to the above list. Teachers working less than the 183-day school year may participate in the matching contribution plan on a pro rata basis to the length of their school year. Teachers working thirty (30) hours per week or more are eligible for the full benefit. Teachers working less than thirty (30) hours per week but at least eighteen and three-fourths (18.75) hours per week may participate in the 403B/457B matching contribution plan on a pro rata basis. Teachers working less than eighteen and three-fourths (18.75) hours per week are not eligible for any matching contribution.

Subd. 3. The maximum career matching contribution by the District shall be \$42,000.

Subd. 4. An eligible teacher will be allowed to initiate or change a 403b or 457B salary reduction authorization agreement up to (3) changes per year, with a blackout period of 6/1-9/1. Change requests can still be submitted during that period, but will not go into effect until the 9/15 pay period

Subd. 5. Teachers on unpaid leaves may not participate in the matching program while on leave. Those teachers on sabbatical leaves retain the option of participation at a pro rata one-half (1/2) amount for the duration of their leaves.

Subd. 6. Teachers hired before July 1, 1996, will continue to be covered under the severance pay language of Section 4 of this Article. The District shall, however, subtract any amount paid to the 403B/457B matching contribution plan from the amount a teacher is to receive in severance pay in Section 4 of this Article. The balance of the severance pay, if such an amount exists, shall be paid by the District per Section 4 of this Article.

Teachers hired after July 1, 1996, and those working less than thirty (30) hours per week, will not be eligible for severance pay as described in Section 4 of this Article.

Section 6. Jury Duty Pay: Teachers who are required to serve on jury duty shall be granted pay by the District in the amount of the difference between their regular pay and jury duty pay. Travel allowance amounts received shall be retained by the teachers.

Section 7. Issuance of Individual Contracts: Issuance of individual contracts shall be in accordance with Minn. Stat. §122A.40.

ARTICLE IX - EXTRA COMPENSATION

Section 1. Additional Assignments: Extra assignments associated with additional compensation shall not be construed to be part of the continuing contract unless set forth as such in the individual contract.

Section 2. Extracurricular Compensation: The wages and salaries reflected in Schedules B and C attached hereto shall be a part of this Agreement for the 2025-2027 school years. Upon signature of each contract, coaches and advisors shall select a season-long pay option or a lump sum payment at the end of the season or activity.

Section 3. Placement on Salary Schedule B: The following rules shall be applicable in determining placement of coaches on the appropriate salary schedule.

Subd. 1. Placement on Schedule: Coaches will be placed in the appropriate lane and step on Schedule B for the 2025-2026 and 2026-2027 contract years. Individual contracts will be modified to reflect qualified lane and step changes once every year effective at the beginning of the school year.

Subd. 2. Prior Experience: The following rules shall be applicable in determining placement of a coach on Schedule B:

1. A coach coming into the District who has had experience in other school systems will be placed in a lane as determined by the rules of this section and on the salary schedule step as agreed between the District and the coach.
2. A coach who resigns a District coaching assignment and subsequently is reemployed by the District will be placed in the lane as determined by the rules of this section and on the salary schedule step as agreed between the District and the coach.
3. Any assistant coach presently in the District moving to head coach in the same sport will be given credit for those years of experience as determined by the District.
4. To receive a year of credit for experience in a sport, the coach must have been on duty for at least two-thirds (2/3) of the season in this District.
5. Any coach receiving a coaching position in a sport in which he or she has no experience will be given consideration for placement on the salary schedule due to his/her previous coaching experience as agreed between the coach and the District.

Subd. 3. Licensure: Licensure of coaches, as established by state regulatory agencies, will be adhered to in the assignment of coaches in this District.

Subd. 4. Coaches will be compensated at the rate of \$15.00 per day for any assigned duties involving student contact outside the District approved calendar. This shall not include Saturdays or scheduled vacations. Beginning July 1, 2008, any teacher who is eligible for this compensation will receive the stipend until they no longer provide service specific to that sport. No coaches other than those who qualify for this service provision during the 2007-2008 contract year are eligible to receive this compensation.

Subd. 5. This Schedule applies only to teachers supervising extracurricular activities and shall not apply to persons not under this Agreement. In the event the District establishes any new position, it shall notify the Association Co-Presidents and Schedule B Committee, established by the 2023-2025 MOU. The Schedule B Committee shall immediately begin discussions to determine the classification of each new position.

Subd. 6. Upon completion of all sports or activities, teachers who advise or coach 2 positions on Schedule B shall receive a 2% stipend on their total Schedule B compensation at the end of the fiscal year. For each additional position, teachers will receive an additional 1 percent. (i.e., 3 positions = 3%, 4 positions = 4%, etc.)

Section 4. Assignment of Extracurricular Duties:

Subd. 1. The District may assign the teacher to extracurricular assignments subject to established compensation for such services which exceed the teaching or non-teaching services prescribed in the basic contract. Said extracurricular and co-curricular assignment may or may not appear in the basic contract. The District or its designated representative may make any additions or amendments to these assignments during the term of the school year as shall be

necessary to relieve emergency conditions, subject to compensation as represented in Schedules B and C.

Subd. 2. The District may assign any teacher to nonteaching or extracurricular duties on an equitable basis when the needs of the District so require.

Subd. 3. The Superintendent is empowered to appoint all supervisors of extracurricular assignments, subject to School Board approval, and they shall be compensated according to the following B and C schedule of pay for such extracurricular assignments.

Subd. 4. A teacher may be relieved of extracurricular responsibilities by giving notice by October 1st of the contract year preceding the contract year in which he/she wishes to be relieved, provided that the District is able to obtain a replacement that meets its criteria. An employee with ten (10) years of teaching experience in the District or with seven (7) years of experience in the extracurricular activity in the District may be assigned to an activity if the parties mutually agree.

Subd 5: The buildings or building in which a teacher teaches should not have bearing or hindrance on their ability to serve in a position represented in Schedule B

Section 5. Staff Substitution/Pay for Regular Teachers: Teachers may, if requested by the building principals, act as substitutes for colleagues. In such cases the teachers shall be paid as provided in Schedule C.

Subd. 1. In the event an elementary (K-5) teacher takes three (3) or more students in the event a substitute teacher is unavailable, he or she will receive the contract substitute daily rate of pay. Pay will be prorated in less than full day situations.

Section 6. Curricular Writing: Teachers shall be compensated in accordance with Schedule C for all assigned curriculum writing or rewriting of curricular assignments and curricular or program presentations that are necessary to be completed outside the school day.

ARTICLE X - GROUP INSURANCE

Section 1. Selection of Carrier: A selection of the insurance carrier shall be made by the District. The terms of the insurance coverage shall be negotiated.

Section 2. Medical Insurance Plan:

Subd. 1 Individual Coverage: The District shall contribute up to \$7,429 for 2025-2026 and \$7,585 for 2026-2027 toward the premium for individual coverage for each eligible teacher employed by the District who qualifies for and is enrolled in the District's group medical insurance plan.

The cost of the premium not contributed by the School District, if any, shall be borne by the teacher and paid by payroll deduction. In no event shall the District contribution exceed the premium amount.

Subd. 2. Dependent Coverage: The District shall contribute up to \$17,666 for 2025-2026 and \$18,037 2026-2027 toward the cost of the premium, for employee + one coverage for each eligible teacher employed by the District who qualifies for and is enrolled in the District's group medical insurance plan for employee + one coverage; and the District shall contribute up to \$24,859 for 2025-2026 and \$25,381 for 2026-2027 toward the cost of the premium for family

coverage for each eligible teacher employed by the District who qualifies for family coverage. The cost of the premium not contributed by the School District, if any, shall be borne by the teacher and paid by payroll deduction. In no event shall the District contribution exceed the premium amount.

For teachers that are working at least 30 hours per week for at least 9 months per year and are married to another District employee working at least 30 hours per week for at least 9 months per year, and elect employee + one coverage, the District will contribute the full premium for either employee + one or family coverage for the teacher, provided the other spouse declines coverage. No additional payment will be made to married teachers when each is covered under a single plan.

The premium increase during the second year of the Agreement will be limited to 10%. If the premium increase exceeds 10%, the plans available will be reevaluated by the insurance committee to stay within that amount.

Subd. 3. Successor Agreement: In the event a successor agreement is not entered into prior to the expiration of this agreement, a teacher shall continue to receive the previous year's dollar contribution amount toward the cost of medical insurance premiums until such time that a successor agreement is executed.

Section 3. Dental Insurance:

Subd. 1. Single Coverage: The District shall contribute 86% of the premium for individual dental coverage for each eligible teacher employed by the District who qualifies for and is enrolled in the District group dental plan.

Subd. 2. Dependent Coverage: The District shall contribute 75% of the premium for dependent dental coverage for each eligible teacher employed by the District who qualifies for and is enrolled in the District group dental plan. The cost of the premium not contributed by the District shall be paid by the teacher by way of payroll deduction.

Subd. 3. During the second year of the Agreement, the premium increase for the dental plan will be limited to no more than 10%. If the increase in premiums would exceed 10% the dental plan must be modified to contain the premium increase to no more than 10%.

Section 4. Long-Term Disability:

Subd. 1. The District shall provide the present long-term disability insurance program and the District will pay one-twelfth (1/12th) of the annual premium per month for each teacher who qualifies for and is enrolled in the District's group long-term disability plan during employment in the District. There is a waiting period for benefits of ninety (90) calendar days.

Subd. 2. Donation of Personal Leave: Teachers may, on a voluntary basis, donate personal leave day(s) to another teacher within the District who has a long-term disability, generally an expected duration of ninety (90) days, and who provides medical documentation to both the District and the Association that he/she is unable to work his/her contracted hours. The recipient must have exhausted all his/her sick and personal leave days. Additionally, the recipient must not yet qualify for long-term disability.

Subd. 3. Benefits: The teacher requesting the leave must notify the District and the Association of his/her intent to apply for donated personal leave days.

Subd. 4. The Association shall develop a procedure and form for soliciting teachers to donate leave and shall notify the District of donated personal leave days.

Subd. 5. The payment of the personal leave day(s) shall be made at the donee's (user's) rate of pay.

Section 5. Life Insurance: The District shall provide a group term life insurance policy covering all full-time teachers who qualify for and are enrolled in the District's group life insurance plan in the amount of two (2) times the annual salary.

Section 6. Duration of Insurance Contribution: A teacher is eligible for District contributions as provided in this article as long as the teacher is employed by the District.

Section 7. Claims Against the District: The parties agree that any description of insurance benefits contained in this article are intended to be informational only and the eligibility of any teacher for benefits shall be governed by the terms of the insurance policy purchased by the District pursuant to this article. It is further understood that the 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 District as a result of denial of insurance benefits by an insurance carrier.

Section 8. Eligibility: It is understood and agreed by the parties that Group Insurance, Article X, is designed for employees regularly employed at least thirty (30) hours per week, and such benefits shall not apply to employees who are regularly employed less than thirty (30) hours per week or casual employees. The leave provisions from Article XI apply pro rata to teachers regularly employed less than thirty (30) hours except for the Sabbatical Leave provision, which does not apply.

ARTICLE XI - LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Ill Teacher. For teachers hired prior to the 1992-93 school year, sick leave pay shall be allowed by the District whenever a teacher's absence is found to have been due to illness which prevented his or her attendance at school and from performance of duties on the day or days. The number of days allowed is subject to the discretion of the District, depending upon the circumstances involved, but in any event such leave shall not exceed one hundred (100) days. Illness or disability shall be limited to fifteen (15) days for any single illness or disability in a single year except when the attending physician certifies physical inability to perform the work.

Subd. 2. Earn Safe and Sick Time (ESST) - ESST law provide paid leave to employees and families according to **Minn. Stat. § 181.9447, subd. 1** and **Minn. Stat. § 181.9445, subd. 7.**

Subd. 3. The District may require a teacher to furnish a medical certificate from a qualified medical practitioner as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of a teacher for sick leave is reserved to the District.

Subd. 4. In the event that a medical certificate will be required, the teacher will be so advised.

Section 1A. Sick Leave: Teachers hired beginning with the 1992-93 school year will be governed by the following sick leave provisions:

Subd. 1. Effective beginning July 1, 2022, a full-time teacher shall earn sick leave at the rate of eighty (80) hours for each year of service of employment in the District in addition to any carryover sick leave hours. At the beginning of each school year, the teacher will be credited with eighty (80) hours sick leave on a proportionate basis to the teacher's work year.

Subd. 2. At the end of the school year, a teacher may carry over a maximum of one hundred forty (140) days of sick leave per teacher.

Subd. 3. Sick leave with pay shall be allowed whenever a teacher's absence is found to have been due to the teacher's illness and/or disability which prevented attendance at school and from performance of duties on that day or days. Illness or disability shall be limited to fifteen (15) days for any single illness and/or disability in a single year except when the attending physician certifies physical inability to perform the work.

Subd. 4 Earn Safe and Sick Time (ESST) - ESST law provide paid leave to employees and families according to **Minn. Stat. § 181.9447, subd. 1** and **Minn. Stat. § 181.9445, subd. 7.**

Subd. 5. The District may require a teacher to furnish a medical certificate from a qualified medical practitioner as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of a teacher for sick leave is reserved to the District. In the event that a medical certificate will be required, the teacher will be so advised. Sick leave will not be granted for elective medical procedures that can be scheduled outside the regular school year.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the teacher.

Section 2. Funeral Leave:

Subd. 1. A teacher may be granted funeral leave for deaths or funerals in the teacher's family pursuant to the rules of this section.

Subd. 2. Up to five (5) days per separate occurrence may be allowed if the death or funeral involves the teacher's, or teacher's spouse's father, mother, sister, brother, husband, wife, son or daughter or up to three (3) days for the teacher's, or teacher's spouse's grandparents or grandchildren, and one (1) day for aunts, uncles, nieces, or nephews.

Subd. 3. The specific amount of the leave allowed under this section shall be within the discretion of the District, and more or less funeral leave may be allowed than provided for in this section, depending upon the particular circumstances surrounding each case.

Subd. 4. The amount of funeral leave allowed for part-time teachers shall be pro-rated consistent with the teacher's contracted full-time equivalent (FTE).

Section 3. Personal Leave:

Subd. 1. At the beginning of every school year, each teacher shall be credited with four (4) days of personal leave in addition to any carryover personal leave hours. A personal leave day may be used for any purpose at the discretion of the teacher. Requests for personal leave must be made in writing to the Superintendent or designee in advance whenever possible.

At the end of the year, a teacher may carry over a maximum of ten days (seventy-five hours) unused personal leave days. At the teacher's discretion and upon request, he/she may instead;

1. Elect to be paid at the substitute teacher daily rate of pay for unused personal days;
2. Elect to move unused personal days to the employee's sick leave pool, or;
3. Elect to donate unused personal days to the EMC-I union pool in accordance to Article XI Sect. 3 Subd. 3

All requests will need to be made in writing to the Superintendent or designee by June 15th. Teachers who fail to meet the June 15th deadline forgo all options listed above and forfeit the number of days in excess to the ten days allowable for carryover.

Subd. 2. The number of teachers absent on any given day pursuant to this section shall not exceed more than five (5) percent of the total teaching staff at a particular site. However, the building administrator has the discretion to exceed this number. The District is not required to grant, but may grant, personal leave during: the first five (5) student contact days of the school year, the last five (5) student contact days of the school year and scheduled parent/teacher conferences.

Subd. 3. In the event of extreme hardship due to a death or illness, a teacher may be eligible for use of personal leave days donated from fellow colleagues. To be eligible for any donated personal leave days, a teacher must have exhausted all of his/her own personal leave days and applicable sick leave and funeral leave. Teachers may, at any time, donate personal days that will be pooled and used as needed by teachers who are eligible to draw days from the pool. The use of the pooled days will be on a first come, first serve basis for eligible teachers. At the end of each fiscal year, any remaining days will carry over to the next year's pool. The Association will be responsible for administering the donation of personal leave days addressed in this subdivision.

Section 4. Sabbatical Leave:

Subd. 1. A sabbatical leave may be granted to teachers in the District for the purpose of professional improvement, subject to the conditions established by the written policy of the District and pursuant to Minn. Stat. §122A.49.

Subd. 2. To be eligible for sabbatical leave, a teacher must have been continuously employed at least seven (7) years in the District.

Subd. 3. The procedure of applying for sabbatical leave and determining the distribution of such leave shall be established by the Superintendent.

Subd. 4. Sabbatical leave for study shall be limited to a teacher centering his/her study in his/her area of employment in the District and shall not be used for retraining in a new area unless at the request of the District.

Subd. 5. The proposed program of study must be approved in advance by the Superintendent and the School Board.

Subd. 6. Applications for sabbatical leave shall be submitted in writing to the Superintendent between September 15th and February 1st of the preceding year. Applicants shall receive written notification on or before March 15th following application for sabbatical leave.

Subd. 7. The number of teachers on sabbatical leave shall be limited to one (1) teacher per hundred members of the faculty or major fraction thereof in any one year.

Subd. 8. The allowance granted to a teacher on sabbatical leave shall be one-half (1/2) of the basic contract salary, not including any extracurricular pay, of the teacher for the school term

in which the application for sabbatical leave is made. A teacher is eligible to continue his/her group insurance benefits if permitted by the terms of the policy, including the District contribution pursuant to Article X of this Agreement, providing the teacher make arrangements to remit to the District the teacher's share, if any, of any premiums on such benefits, as due.

Subd. 9. A teacher receiving a sabbatical leave of absence must agree in writing to return to the District for at least two (2) years of service after completion of the sabbatical leave. A teacher who has received a sabbatical leave and fails to complete two (2) years of service with the District, for any reason other than the teacher's incapacity to teach, shall refund those moneys received from the District for sabbatical leave, and said moneys shall be due and payable to the District forthwith upon the cessation of employment in the District.

Subd. 10. The application for a sabbatical leave shall contain a detailed description of the intended activity and expected benefit to the District, including, but not limited to, the institution where study will take place, courses and number of credits to be carried, and all other details surrounding the program.

Subd. 11. Sabbatical leave shall not exceed one (1) contract year and shall be awarded not more than once to any teacher in the District.

Subd. 12. The District reserves the right to rescind a sabbatical leave approval prior to its commencement, in the event of an emergency.

Subd. 13. Upon satisfactory completion of a sabbatical leave, the individual shall be assigned to a position commensurate with the one he/she occupied prior to the leave.

Subd. 14. If the number of requests for sabbatical leave exceeds the number to be granted by the School Board, the School Board shall have sole authority, in its discretion, to determine which teachers will be selected for sabbatical leave. In exercising its discretion, however, the School Board will give its consideration to length of service of teacher, his/her contribution to the District, and the overall needs of the educational program as determined by the District.

Section 5. Child Care Leave:

Subd. 1. A child care leave may be granted by the District subject to the provisions of this section. Child care leave may be granted because of the need to prepare and provide parental care for a child or children of the teacher for an extended period of time. If the reason for the child care leave is occasioned by pregnancy, a teacher may utilize sick leave pursuant to the sick leave provisions of this Agreement during the period of physical disability. However, a teacher shall not be eligible for sick leave during the period of time covered by child care leave. A pregnant teacher will also provide at the time of the leave application a statement from her physician indicating the expected date of delivery.

Subd. 2. A teacher making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three (3) calendar months before commencement of the intended leave, if the leave is proposed to start at the beginning of the next school year, notice is preferred to be provided prior to February 1st. In the event of an emergency (i.e. not limited to but to include adoption, court ordered foster care placement, etc.), the District has the right to waive or adjust the prior notification requirement.

Subd. 3. The District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, (e.g. winter vacation, spring vacation, semester break or quarter break, ending of a grading period, end of the school year, or the like).

Subd. 4. 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 teacher to return to his/her employment prior to the date designated in the request for child care leave.

Subd. 5. A teacher returning from child care leave shall be reemployed in a position for which he or she is licensed, unless previously discharged or placed on unrequested leave. The District will retain the authority for placement; however, an effort will be made to place the returning teacher in a position comparable to the assignment prior to the child care leave.

Subd. 6. Failure of the teacher to return pursuant to the date determined under this section shall constitute grounds for termination unless the District and the teacher mutually agree to an extension in the leave.

Subd. 7. A teacher who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave.

Subd. 8. A teacher on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the teacher wishes to retain, commencing with the beginning of the child care leave. If a teacher does not return to the District pursuant to this section, he/she may continue participation in group insurance programs pursuant to the provisions of the Consolidated Omnibus Budget Reconciliation Act (C.O.B.R.A.).

Subd. 9. Child care leave under this section shall be without pay.

Section 6. Adoption Leave:

Subd. 1. Teachers may, for the purpose of adopting a child or children, use a maximum of four (4) consecutive weeks of sick leave beginning in the days immediately before or immediately after the date of parental custody. If the adopting parents are both teachers employed by District, the total benefit provided for in this subdivision shall not exceed the benefit of one individual teacher. Written application for such leave must be submitted at least three (3) calendar months prior to the date of commencement of the leave.

Subd. 2. A leave of absence without pay for the purpose of adopting a child will be granted by the School Board for a period commencing as of the date of placement, and continuing for a period of up to twelve (12) months. Written application for such leave must be submitted at least three (3) calendar months prior to the date of commencement of the leave. Other provisions are the same as for child care leave except that, in no event, shall two members of the same family teaching in the District be granted such leave at the same time.

Section 7. Resignation Date: A teacher on leave who wishes to resign shall comply with the time lines and dates established by Minn. Stat. §122A.40.

Section 8. Probationary Teacher: If a probationary teacher is on a leave of absence for an entire school year, that school year shall not be included in fulfilling the teacher's probationary period.

Section 9. Retirement Notice: If a teacher submits a written letter of intent to retire to the District by the February 1st prior to the retirement date, the teacher will receive a retirement bonus of \$3,000

upon approval of the retirement by the School Board. The District intends to issue bonus payments on May 30th.

Section 10. Association Leave: At the beginning of every school year, the Association shall be credited with ten (10) days of Association leave, with pay, to be used only by teachers who are officers or agents of the Association for activities which may include:

- a) Lobbying
- b) Contract administration
- c) Professional growth
- d) Community ambassadorship
- e) Representation at state or national meetings

Leave for activities not listed above may be approved at the discretion of the Superintendent. The District and the Association will alternately pay for the cost of the substitute. The District shall pay for day one. The Association shall notify the District at least two (2) working days prior to the dates for intended use of such leave. Any Association member who holds a state or national office cannot access the above days for any of his/her duties. Under extenuating circumstances, the number of days could be increased at the discretion of the Superintendent. The substitute cost for any additional days will be paid by the Association. Any of the unused 10 days may carry over and accumulate up to a maximum of 25 days.

Section 11. Statutory Leave: A teacher making application for a 3-5 year leave pursuant to Minn. Stat. §122A.46, must make the request in writing to the Superintendent prior to February 1.

Section 12. All Approved Leaves: The School Board shall not be obligated to reinstate a teacher who takes a full-time or part-time position as a teacher in another Minnesota school district while on a leave of absence or medical leave. This provision does not apply to Unrequested Leaves of Absence under Article XII below.

Section 13. Universal Notification Date: February 1st is the universal notification date for providing written notice to the District of retirements, resignations and requests to take a leave or return from leave. This provision does not apply to Unrequested Leaves of Absence under Article XII below. See also specific leave requirements for child care leave.

Section 14. MN Paid Family and Medical Leave (PFML): The District will comply with all provisions of Minnesota's Paid Family and Medical Leave (PFML) law as set forth in Minnesota Statutes Chapter 268B. Eligible employees may apply for PFML benefits through the State of Minnesota beginning January 1, 2026, subject to the terms, conditions, and eligibility requirements outlined in the statute.

Questions regarding PFML eligibility, benefit amounts, and application procedures should be directed to the Minnesota Department of Employment and Economic Development (DEED).

Nothing in this section shall be construed to diminish any leave benefits otherwise provided under this Agreement or District policy.

ARTICLE XII - UNREQUESTED LEAVE OF ABSENCE AND SENIORITY

Section 1. Purpose: The purpose of this language is to implement the provisions of Minn. Stat. §122A.40, Subd. 10, which language, when adopted, shall constitute a plan for unrequested leave because of discontinuance of position, lack of pupils, financial limitations or merger of classes by consolidation of districts.

Section 2. Definitions:

Subd. 1. For the purpose of this article, a full-time teacher shall be defined as 1.0 full time equivalent (FTE) licensed employee who has obtained continuing contract rights within the district.

Subd. 2. "Qualified" shall mean a teacher who holds a non-probationary tier 3 or tier 4 teaching license in the subject matter category.

Subd. 3. "Subject Matter" shall mean such categories as are determined by the State of Minnesota for licensure purposes.

Subd. 4. In determining seniority, such term shall mean the number of days of continuous service of the regular school year (excluding summer sessions, extended employment, etc.) by a continuing contract teacher, commencing with the time stamping of the initial contract in the District and shall exclude probationary teachers and those teachers who are acting incumbents for teachers on authorized military or other similar leave of absence.

In determining the length of seniority, a teacher whose employment has been legally terminated by resignation, or termination pursuant to Minn. Stat. §122A.40, but whose employment was subsequently reinstated by action of the School Board and the teacher, without interruption of regular service, shall retain his/her original seniority date.

Section 3. Unrequested Leave of Absence:

Subd. 1. The District may place on unrequested leave of absence for a period not exceeding two (2) calendar years from the time such leave is commenced, without pay or fringe benefits, such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed between the teacher and the District.

Subd. 2. Teachers placed on such leave shall receive notice pursuant to Minn. Stat. §122A.40.

Subd. 3. Teachers placed on unrequested leave shall be done in inverse order of seniority in the field and subject matter employed in positions covered by this Agreement. No teacher shall be placed on unrequested leave if there is any other qualified teacher with less seniority in the same field and subject matter employed.

Subd. 4. The provision herein shall not apply if it will result in any violation of the District's affirmative action program, which shall include ethnic, race, color or sex; and any teacher employed in an affirmative action program may be retained in the seniority unit in the same field or subject matter of a teacher with greater seniority if it is necessary to effectuate the purposes of such affirmative action program.

Subd. 5. Seniority List: The District shall prepare from its records a seniority list, in order of seniority date, which shall contain the seniority date, name and area(s) of licensure for each teacher. Teachers with identical seniority dates prior to October 1, 1975, will be listed on the basis of which teacher has the lowest teaching certificate file folder number, with greatest seniority given to the teacher with the lowest file folder number. Effective October 1, 1975, all signed individual contracts will be time stamped upon receipt by the District, and teachers with identical seniority dates subsequent to September 30, 1975, will be listed on the seniority list in order in which their signed contracts were received.

Subd. 6. If, after a complete review of qualified personnel, teacher reduction based on seniority would result in the total discontinuance of any curricular or extracurricular program, the teacher employed therein shall not be placed on leave, and the next senior teacher shall be placed on such leave.

Subd. 7. Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for unemployment compensation if otherwise eligible under the law for such compensation, and such leave will not result in a loss of credit for years of service in the District earned prior to the commencement of such leave.

Subd. 8. Any teacher placed on unrequested leave of absence shall remain eligible for group insurance benefits at the teacher's expense for the duration of the leave. A teacher electing to continue group insurance benefits must arrange for the repayment of premiums through the District Office on a quarterly, semi-annual or annual basis.

Section 4. Reinstatement:

Subd. 1. No new teacher shall be employed by the District while any qualified teacher is on unrequested leave of absence in the same field and subject matter in positions covered by this Agreement. Teachers placed on unrequested leave of absence shall be reinstated to the position from which they have been given leave, or any other available position covered by this Agreement, in the fields in which they are qualified, as such positions become available. The order of reinstatement shall be in inverse order in which teachers were placed on requested leave.

Subd. 2. When placed on unrequested leave, a teacher shall file his/her name and address with the District Office to which any notice of reinstatement or availability of position shall be mailed by registered mail. Proof of service by the person in the District depositing such notice to the teacher at the last known address shall be sufficient, and it shall be the responsibility of any teacher on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the District if any notice has been mailed as provided herein.

Notice of available positions and reinstatement will also be provided to the local Association at the same time the notice is given to the teachers on unrequested leave.

Subd. 3. If a position becomes available for a qualified teacher on unrequested leave, the District shall notify by registered mail such teacher, who shall have fourteen (14) days from the date of such notice to accept the reemployment. Notwithstanding the fourteen (14) calendar days' notice provided herein, it is understood and agreed by the parties that a teacher shall respond by registered notice within five (5) days of actual receipt of notice of the availability of a position, excluding weekends and regular holidays. Failure to reply in writing within such time periods shall constitute waiver on the part of any teacher to any further rights of employment or reinstatement, and that teacher shall forfeit any future reinstatement or employment rights.

Subd. 4. Reinstatement rights shall automatically cease three (3) years from the date unrequested leave was commenced, and no further rights of employment or reinstatement shall exist unless extended by written mutual consent with an individual qualified teacher.

Section 5. Establishment of Seniority List:

Subd. 1. The District shall cause seniority lists to be prepared from its records according to Section 3., Subd. 5. It shall thereupon post such list in an official place in each school building of the District and provide a list to the Association by January 25th of each school year.

Subd. 2. Any person whose name appears on such list and who may disagree with the findings of the School Board and the order of seniority in said list shall have ten (10) working days from the date of posting to supply written documentation proof and request for seniority change to the District.

Subd. 3. Termination of Rights: A teacher's seniority rights, unrequested leave of absence, and recall rights, if any, shall terminate upon the earliest of the following events:

- a) Resignation
- b) Retirement
- c) Discharge or termination of contract
- d) Failure to give written notification to the District accepting recall within fourteen (14) calendar days after the date of mailing of notice of recall
- e) Failure to return at the expiration of leave of absence
- f) The expiration of three (3) years from the effective date of an unrequested leave of absence without recall.

Subd. 4. A teacher who once had seniority rights to a full-time position shall retain such rights when going to a part-time position, unless the parties have agreed otherwise in writing.

Section 6. Realignment: Nothing in this article shall require the District to reassign a senior teacher to a different subject matter category to accommodate the seniority claims of a junior teacher, nor shall it require the District to assign a senior teacher to a substantially different grade level assignment to accommodate the seniority claims of a junior teacher.

Section 7. Effect: This article shall be effective at the beginning of this Master Agreement and shall be governed by its duration clause. This article shall govern all teachers as defined therein and shall not be construed to limit the rights of any other certified employee not covered by the Master Agreement affecting such certified employee.

ARTICLE XIII - GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by a teacher resulting in a dispute or disagreement between the teacher and the District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative: The teacher, administrator or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on the party's behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Master Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to calendar days, excluding Saturdays, Sundays and legal holidays.

Subd. 3. 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.

Subd. 4. 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.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board'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 the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a 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 teacher and the School Board's designee.

Section 5. Adjustment of Grievance: The District and the teacher shall attempt to adjust all grievances which shall arise during the course of employment of any teacher within the District in the following manner:

Subd. 1, Level I: If the grievance is not resolved through informal discussions, the School Board designee shall give a written decision on the grievance to the parties involved within seven (7) 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 Superintendent, provided such appeal is made in writing within seven (7) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall meet regarding the grievance within ten (10) days after receipt of the appeal. Within seven (7) days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 3, Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within seven (7) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall hear the grievance within twenty (20) days after receipt of the appeal. Within ten (10) 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 School Board may be designated by the School 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 or Level II of this procedure, provided the School Board or its representative notifies the parties of its intention 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 affirm, reverse or modify such decision. Time limits for hearing and decision shall be the same as provided in Section 5. Subd. 3. of this article, and an appeal can be taken directly to arbitration within the same time limits as provided in Section 8. Subd. 1 of this article.

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 teacher may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the teacher and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must 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 III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services (B.M.S.) to appoint an arbitrator, pursuant to P.E.L.R.A., providing such request is made within fifteen (15) days after request for arbitration. The request shall ask that the appointment be made within twenty (20) days after the receipt of said request. Failure to agree upon an arbitrator from the B.M.S. within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

- a) Upon appointment of the arbitrator, the appealing party shall, within seven (7) days after notice of appointment, forward to the arbitrator, with a copy to the School Board, the submission of the grievance, which shall include the following:
 - (1) The issues involved
 - (2) Statement of facts
 - (3) Position of the grievant
 - (4) The written documents relating to Article XIII. Section 5. of the grievance procedure.
- b) The School Board 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: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. 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 by in the P.E.L.R.A.

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.

ARTICLE XIV - EARLY CHILDHOOD FAMILY EDUCATION AND ADULT BASIC EDUCATION TEACHERS

Section 1. Definition and Eligibility: This article shall apply to all Early Childhood Family Education (ECFE) and Adult Basic Education (ABE) teachers who meet the definition of a teacher provided for in Article III. Section 2. of this Agreement.

Section 2. Statutory Considerations: Pursuant to Minn. Stat. §122A.26, an ECFE teacher who teaches in an early childhood and family education program, which is offered through a community education program which qualifies for community education aid or ECFE aid, must meet licensure requirements as a teacher.

Section 3. Salary: The salaries reflected in Schedule D-1 attached hereto shall be a part of the Agreement for the FY 2025-2026 contract year. The salaries reflected in Schedule D-2 attached hereto shall be a part of the Agreement for the FY 2026-2027 contract year. Schedule D-1 and Schedule D-2 are for ABE/ECFE instructors and coordinators for which a license is required. ECFE and ABE teachers shall not be entitled to compensation on the A, or C salary schedule as they relate to ABE or ECFE teaching positions.

Subd. 1. To receive a year of credit for experience an ABE/ECFE teacher must be on duty at least 975 hours and have performed satisfactorily. An ABE/ECFE teacher who does not meet the 975 annual hour requirement may advance one (1) step on Salary Schedule D upon accumulation of 975 hours in consecutive years. The step change will begin at the beginning of the subsequent fiscal year after the criterion is met.

Section 4. Probationary Period: The probationary period of ECFE and ABE teachers shall be three (3) school years of continuous service. During the probationary period, the District may non-renew the contract of any ECFE teacher as it sees fit, and the teacher shall not have access to the grievance procedure to challenge said non-renewal.

Section 5. Seniority: Separate seniority lists for all ECFE and ABE teachers shall be established. ABE and ECFE teachers shall earn seniority in the District from their original date of employment in an adult basic education or early childhood position. For the purposes of layoff and recall, seniority rights may only be exercised within the particular categories, namely ECFE teachers and ABE teachers. A teacher in one of these two categories shall have no seniority rights in the other category.

Section 6. Applicable Articles and Sections of the Master Agreement: ECFE and ABE teachers shall be covered by the following sections of the Master Agreement:

- Article I, Purpose
- Article II, Recognition of Exclusive Representation
- Article III, Definitions
- Article IV, District Rights
- Article V, Teacher Rights
- Article VI, Length of School Year, Section 2

Article VIII, Rates of Pay, Sections 2, 3
Article IX, Extra Compensation, Sections 1-4
Article X, Group Insurance
Article XI, Leaves of Absence
Article XIII, Grievance Procedures
Article XV, Miscellaneous
Article XVI, Duration.

Section 7. Articles and Sections of the Master Agreement Not Applicable: ECFE and ABE teachers shall not be eligible for the following articles of the Master Agreement, which apply only to regularly licensed continuing contract teachers:

Article VI, Length of the School Year, Section 1
Article VII, Hours of Service
Article VIII, Rates of Pay, Sections 1
Article IX, Extra Compensation, Sections 5 & 6
Article XII, Unrequested Leave of Absence and Seniority Agreement.

Section 8. Hours of Service, Duty Day, Duty Week and Duty Year: Recognizing the unique, changing and irregular nature of the ECFE and ABE program, hours of service, duty day, duty week and duty year shall be as assigned by the District and modified from time to time based upon the needs of the program as recommended by the Community Education Advisory Council.

ARTICLE XV - MISCELLANEOUS

Section 1. Physical or Mental Health: Any teacher whose condition of physical or mental health is thought to be inimical to the welfare of pupils or other employees may be required to undergo a health examination by a licensed physician at the expense of the District pursuant to Minn. Stat. §122A.40, Subd. 12.

Section 2. Payroll Deduction: Whenever payroll deduction is necessary for absence without leave, 1/183 of the annual salary shall be deducted for each day's absence for the 2025-2026 and 2026-2027 school year.

Section 3. Communicasting and Distance Learning: Assignment to teach classes utilizing two-way interactive cable television shall be mutually agreed upon between the teacher and the District for the 2025-2026 and 2026-2027 school years. The supervision and evaluation of teachers who teach through communicasting and distance learning shall be done by the home site district. Ultimate responsibility for student discipline at the remote site(s) shall be the responsibility of that district.

Section 4. Deductions for Federal Political Action Committee (NEA): Upon receipt of a properly executed authorization card of the member involved, the school district will deduct from the member's paycheck the amount the member has agreed to contribute to The NEA Fund for Children and Public Education. The school district is responsible to transmit contributions, along with a roster of contributors, on a monthly basis to Education Minnesota.

Section 5. Reimbursement for Personal Items Damaged in the Course of Employment: Upon receipt of proper documentation, the School District will reimburse employees for expenses incurred in repairing personal items broken during the normal work day by students; i.e. glasses, hearing aids and dentures, if said damage was not caused by the negligence of the employee.

Section 6. Special Education Due Process Time: Special Education teachers will be granted an additional 4 days earned on a prorated basis. of due process time paid at the teacher's daily rate of

pay, which will be paid out as a lump sum no later than June 30th. Special Education teachers will also receive 1 optional due process day after August 1st prior to the first day of student contact, which will be paid at the teacher's daily rate of pay upon completion of payroll form submission through the building principal or Director of Student Services

Section 7. Tuition Reimbursement for College in the School Teachers: Teachers who are at the MA+40 lane under the parties' collective bargaining agreement and desire to pursue College in the Schools Credentials and/or CTE certification and gain district approval may be reimbursed the tuition cost upon the teacher's successful completion of such course(s) of study. Teachers must provide a transcript evidencing the completed coursework and the award of credit for such completed course(s). Reimbursement will be granted up to \$500/credit.

Section 8. Pay for Courses Offered for College Credit. A teacher who is teaching a course offered for College Credit will be paid a stipend per college credits indicated on Schedule C. Teachers will be paid upon completion and submission of payroll form through the building principal or supervisor. Payroll forms must be submitted prior to May 1st of the school year in which the class was taught.

Section 9. Memorandums of Understanding. The Union and the District will work together to research and potentially create a Memorandum of Understanding initiating a pilot program that incentivizes attendance, and alleviates the need for substitutes. If it is determined a Memorandum of Understanding is needed, it will be created by March 20, 2026.

Section 10. Workplace Safety: Policies and procedures are put in place to provide a safe working environment for employees. A teacher injured at work should reference the Safety and Workplace Injuries section of the District Employee Handbook.

ARTICLE XVI – DURATION

Section 1. Terms and Reopening Negotiations: The Agreement shall remain in full force and effect for a period commencing on July 1, 2025 through June 30, 2027 and thereafter as provided by P.E.L.R.A.

Section 2. Effect: The Agreement constitutes the full and complete Agreement between the District and the Association representing the teachers of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior Master Agreements, resolutions, practices, 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 Agreement, shall not be open for negotiation during the term of this Agreement unless mutually agreed to by the parties. However, teacher compensation and fringe benefits shall not be negotiated during the term of this Agreement in accordance with Minn. Stat. § 179A.20, Subd. 3.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any provision under any circumstances is held invalid, it shall not affect any other provisions of this Master Agreement or the application of any provision thereof.

ARTICLE XVII - ONLINE LEARNING

Section 1. Definition: This article shall apply to all teachers who are assigned to teach distance learning classes (such as CIO) on a part or full time basis.

Section 2. Licensure and Supervision: Teachers teaching or facilitating through CIO will only teach courses for which they are licensed by PELSB. All online courses shall be administered by Cambridge-Isanti teachers. The parties recognize the need for the district to contract out online courses for grades K-8 due to enrollment numbers. Acknowledgment of this shall not constitute a precedent and the parties agree this is bargaining unit work and shall be offered to district employees whenever possible. The District will designate a supervisor for all online teachers.

Section 3. Duty Day: Teachers shall follow the in-person calendar and shall be assigned the same number of sections and preparation time as an in-person teacher in their respective building. An overload will be defined the same for online and in-person teachers.

Subd. 1. Sections: A section shall constitute a singular course with the number of students comparable to the in-person class size

Subd. 2. Student Contact Hours: Online learning teachers shall have the same expectations and number of hours of availability as their in-person counterparts.

Section 4. Duties:

Subd. 1. Models of Instruction: The District will provide clear expectations before classes begin about how online instruction shall be delivered. A teacher will not be required to teach in-person and online simultaneously during the same class period, unless mutually agreed upon by the District and the Association.

Subd. 2. Location: Teachers working in-building, will be provided with adequate office space. Teachers may apply to teach remotely in a professional and secure environment.

Subd. 3. Resources: The District will provide all necessary technological components for a teacher to provide high quality instruction, including hardware and software in the building. The District will provide online teachers with all necessary support from Student Services to ensure a fair and equitable educational experience.

Subd. 4. Workload: Online learning teachers shall have the same expectations and number of courses/subjects as their in-person counterparts in comparable grade level and department. Any assignment that exceeds a comparable workload shall be agreed upon by the exclusive representative and the superintendent or their designee. If multiple sections of an online course are offered, every effort shall be made to balance the number of students in each section.

Subd. 5. Curriculum Adaptation: Employees who are directed to convert existing curriculum so it is accessible online shall be paid at the curriculum rate for the amount of hours necessary to convert the online curriculum.

Subd. 6. Miscellaneous: The Association and the District will use the Online Learning Provider Committee to meet annually as needed to assess the online program and the duties of employees. Any recommendations that would result in changes to the terms and conditions shall be mutually agreed upon by association leadership and superintendent or designee.

Section 5 Compensation Table – Schedule C outlines compensation for online courses taught outside the contract day based on number of students enrolled on the 20th day of the trimester or last day of trimester, whichever has the greater student count. See Schedule C for compensation amounts.

ARTICLE XVIII - Preschool Teachers

Section 1. Definition and Eligibility: This article shall apply to all **Preschool Teachers** who meet the definition of a teacher provided for in Article III. Section 2. of this Agreement.

Section 2. Salary: The salaries reflected in Schedule E-1 attached hereto shall be a part of the Agreement for the FY 2025-2026 contract year. The salaries reflected in Schedule E-2 attached hereto shall be a part of the Agreement for the FY 2026-2027 contract year. Preschool teachers shall not be entitled to compensation on the A, but may receive compensation on the C Salary schedule in other capacities by mutual agreement of the District and Exclusive Representative.

Subd. 1. To receive a year of credit for experience an Preschool teacher must be on duty at least 975 hours and have performed satisfactorily. An Preschool teacher who does not meet the 975 annual hour requirement may advance one (1) step on Salary Schedule D upon accumulation of 975 hours in consecutive years. The step change will begin at the beginning of the subsequent fiscal year after the criterion is met.

Section 3. Probationary Period: The probationary period of Preschool teachers shall be three (3) school years of continuous service. During the probationary period, the District may non-renew the contract of any Preschool teacher as it sees fit, and the teacher shall not have access to the grievance procedure to challenge said non-renewal.

Section 4. Seniority: Separate seniority lists for all Preschool teachers shall be established. Preschool teachers shall earn seniority in the District from their original date of employment in an Preschool teaching position. For the purposes of layoff and recall, seniority rights may only be exercised within the particular categories, namely Preschool teachers.

Section 5. Applicable Articles and Sections of the Master Agreement: Preschool teachers shall be covered by the following sections of the Master Agreement:

- Article I, Purpose
- Article II, Recognition of Exclusive Representation
- Article III, Definitions
- Article IV, District Rights
- Article V, Teacher Rights
- Article VI, Length of the School Year
- Article VIII, Rates of Pay, Sections 2
- Article IX, Extra Compensation, Sections 1-4
- Article X, Group Insurance
- Article XI, Leaves of Absence
- Article XIII, Grievance Procedures
- Article XV, Miscellaneous
- Article XVI, Duration.

Section 6. Articles and Sections of the Master Agreement Not Applicable: Preschool teachers shall not be eligible for the following articles of the Master Agreement, which apply only to regularly licensed continuing contract teachers:

Article VII, Hours of Service

Article VIII, Rates of Pay, Sections 1 & 3

Article IX, Extra Compensation, Sections 5 & 6

Article XII, Unrequested Leave of Absence and Seniority Agreement.

Section 7. Hours of Service, Duty Day, Duty Week and Duty Year: Recognizing the unique, changing and irregular nature of the Preschool program, hours of service, prep time, duty day, duty week and duty year shall be as assigned by the District and modified from time to time based upon the needs of the program as recommended by the Community Education Advisory Council.

Signature Page

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

FOR: Education Minnesota Cambridge-Isanti
P.O. Box 288
Cambridge, Minnesota 55008

FOR: Independent School District No. 911
625A Main St N
Cambridge, Minnesota 55008

Co-President

Chair

Co-President

Clerk

Lead Teacher Negotiator

Lead Board Negotiator

Dated this _____ day of

Dated this _____ day of

_____, 2025

_____, 2025

Notices should be sent to
the address listed above.

Notices should be sent to
the address listed above.

SALARY SCHEDULE A-1

2025-2026

STEP	STEP	BA	BA+10	BA+20	BA+30	BA+40	MA	MA+10	MA+20	MA+30	MA+40
1	A	46,540	49,171	50,821	52,503	54,211	54,211	55,947	57,712	59,509	61,889
2	B	48,130	50,879	52,627	54,408	56,214	56,214	58,060	59,939	61,851	64,325
3	C	49,896	52,614	54,461	56,345	58,268	58,268	60,225	62,224	64,259	66,829
4	D	51,691	54,497	56,333	58,329	60,360	60,360	62,443	64,567	66,736	69,405
5	E	54,154	57,080	58,923	61,054	63,235	63,235	65,469	67,755	70,094	72,898
6	F	55,989	59,067	60,906	63,158	65,468	65,468	67,841	70,269	72,762	75,673
7	G	57,828	61,037	62,907	65,289	67,735	67,735	70,250	72,838	75,488	78,507
8	H	59,415	62,624	64,494	66,876	69,322	69,322	71,837	74,425	77,075	80,158
9	I	62,918	66,277	68,178	70,694	73,289	73,289	75,956	78,695	81,525	84,786
10	J	62,918	66,277	68,178	70,694	73,289	73,289	75,956	78,695	81,525	84,786
11	K	62,918	66,277	68,178	70,694	73,289	73,289	75,956	78,695	81,525	84,786
12	L	62,918	66,277	68,178	70,694	73,289	73,289	75,956	78,695	81,525	84,786
13	M	62,918	66,277	68,178	70,694	73,289	73,289	75,956	78,695	81,525	84,786
14	N	66,064	69,421	71,325	73,842	76,433	76,433	79,101	81,845	84,673	88,060
15	O	66,064	69,421	71,325	73,842	76,433	76,433	79,101	81,845	84,673	88,060
16	P	66,064	69,421	71,325	73,842	76,433	76,433	79,101	81,845	84,673	88,060
17	Q	66,064	69,421	71,325	73,842	76,433	76,433	79,101	81,845	84,673	88,060
18	R	66,064	69,421	71,325	73,842	76,433	76,433	79,101	81,845	84,673	88,060
19	S	69,575	72,934	74,838	77,355	79,949	79,949	82,614	85,358	88,186	91,713
20	T	69,575	72,934	74,838	77,355	79,949	79,949	82,614	85,358	88,186	91,713
21	U	69,575	72,934	74,838	77,355	79,949	79,949	82,614	85,358	88,186	91,713
22	V	69,575	72,934	74,838	77,355	79,949	79,949	82,614	85,358	88,186	91,713
23	W	69,575	72,934	74,838	77,355	79,949	79,949	82,614	85,358	88,186	91,713
24	X	72,118	75,478	77,381	79,899	82,492	82,492	85,157	87,901	90,729	94,256

**Credits referenced above are Semester Credits.
1 Semester credit – 1.5 quarter credits**

SALARY SCHEDULE A-2

2026-2027

STEP	STEP	BA	BA+10	BA+20	BA+30	BA+40	MA	MA+10	MA+20	MA+30	MA+40
1	A	48,384	51,077	52,765	54,487	56,235	56,235	58,012	59,818	61,657	64,093
2	B	49,261	52,075	53,864	55,687	57,535	57,535	59,424	61,348	63,304	65,837
3	C	51,069	53,850	55,741	57,669	59,637	59,637	61,640	63,686	65,769	68,399
4	D	52,906	55,778	57,657	59,700	61,778	61,778	63,910	66,084	68,304	71,036
5	E	55,427	58,421	60,308	62,489	64,721	64,721	67,008	69,347	71,741	74,611
6	F	57,305	60,455	62,337	64,642	67,006	67,006	69,435	71,920	74,472	77,451
7	G	59,187	62,471	64,385	66,823	69,327	69,327	71,901	74,550	77,262	80,352
8	H	60,811	64,096	66,010	68,448	70,951	70,951	73,525	76,174	78,886	82,042
9	I	64,397	67,835	69,780	72,355	75,011	75,011	77,741	80,544	83,441	86,778
10	J	64,397	67,835	69,780	72,355	75,011	75,011	77,741	80,544	83,441	86,778
11	K	64,397	67,835	69,780	72,355	75,011	75,011	77,741	80,544	83,441	86,778
12	L	64,397	67,835	69,780	72,355	75,011	75,011	77,741	80,544	83,441	86,778
13	M	64,397	67,835	69,780	72,355	75,011	75,011	77,741	80,544	83,441	86,778
14	N	67,617	71,052	73,001	75,577	78,229	78,229	80,960	83,768	86,663	90,129
15	O	67,617	71,052	73,001	75,577	78,229	78,229	80,960	83,768	86,663	90,129
16	P	67,617	71,052	73,001	75,577	78,229	78,229	80,960	83,768	86,663	90,129
17	Q	67,617	71,052	73,001	75,577	78,229	78,229	80,960	83,768	86,663	90,129
18	R	67,617	71,052	73,001	75,577	78,229	78,229	80,960	83,768	86,663	90,129
19	S	71,210	74,648	76,597	79,173	81,828	81,828	84,555	87,364	90,258	93,868
20	T	71,210	74,648	76,597	79,173	81,828	81,828	84,555	87,364	90,258	93,868
21	U	71,210	74,648	76,597	79,173	81,828	81,828	84,555	87,364	90,258	93,868
22	V	71,210	74,648	76,597	79,173	81,828	81,828	84,555	87,364	90,258	93,868
23	W	71,210	74,648	76,597	79,173	81,828	81,828	84,555	87,364	90,258	93,868
24	X	73,813	77,252	79,199	81,777	84,431	84,431	87,158	89,967	92,861	96,471

Credits referenced above are Semester Credits.
1 Semester credit – 1.5 quarter credits

SCHEDULE B

2025-2027

Schedule B: 2025-2026												
Step	Sch A	Sch A	A1	A	B	C	D	E	F	G	H	I
%	Step @	Step #	12.0%	11.4%	8.8%	7.0%	6.4%	5.4%	5.0%	4.3%	3.4%	2.3%
1	A	1	5,585	5,306	4,096	3,258	2,979	2,513	2,327	2,001	1,582	1,070
2	B	2	5,776	5,487	4,235	3,369	3,080	2,599	2,407	2,070	1,636	1,107
3	C	3	5,988	5,688	4,391	3,493	3,193	2,694	2,495	2,146	1,696	1,148
4	D	4	6,203	5,893	4,549	3,618	3,308	2,791	2,585	2,223	1,757	1,189
5	E	5	6,498	6,174	4,766	3,791	3,466	2,924	2,708	2,329	1,841	1,246
6	F	6	6,719	6,383	4,927	3,919	3,583	3,023	2,799	2,408	1,904	1,288
7	G	7	6,939	6,592	5,089	4,048	3,701	3,123	2,891	2,487	1,966	1,330
8	H	8	7,130	6,773	5,229	4,159	3,803	3,208	2,971	2,555	2,020	1,367
9	I	9	7,550	7,173	5,537	4,404	4,027	3,398	3,146	2,705	2,139	1,447
10	S	19	8,349	7,932	6,123	4,870	4,453	3,757	3,479	2,992	2,366	1,600
Schedule B: 2026-2027												
Step	Sch A	Sch A	A1	A	B	C	D	E	F	G	H	I
%	Step @	Step #	12.0%	11.4%	8.8%	7.0%	6.4%	5.4%	5.0%	4.3%	3.4%	2.3%
1	A	1	5,806	5,516	4,258	3,387	3,097	2,613	2,419	2,081	1,645	1,113
2	B	2	5,911	5,616	4,335	3,448	3,153	2,660	2,463	2,118	1,675	1,133
3	C	3	6,128	5,822	4,494	3,575	3,268	2,758	2,553	2,196	1,736	1,175
4	D	4	6,349	6,031	4,656	3,703	3,386	2,857	2,645	2,275	1,799	1,217
5	E	5	6,651	6,319	4,878	3,880	3,547	2,993	2,771	2,383	1,885	1,275
6	F	6	6,877	6,533	5,043	4,011	3,668	3,094	2,865	2,464	1,948	1,318
7	G	7	7,102	6,747	5,208	4,143	3,788	3,196	2,959	2,545	2,012	1,361
8	H	8	7,297	6,932	5,351	4,257	3,892	3,284	3,041	2,615	2,068	1,399
9	I	9	7,728	7,341	5,667	4,508	4,121	3,477	3,220	2,769	2,189	1,481
10	S	19	8,545	8,118	6,266	4,985	4,557	3,845	3,561	3,062	2,421	1,638

Schedule B Matrix

A1	A	B	C	D	E	F	G	H	I
12.0%	11.4%	8.9%	7.0%	6.4%	5.4%	5.0%	4.3%	3.4%	2.3%
<u>Head Coach</u>	<u>Head Coach</u>	<u>Assistant Coach</u>	<u>Advisor</u>	<u>Assistant Coach</u>	<u>Advisor</u>	<u>Assistant Coach</u>	<u>Advisor</u>	<u>Advisor</u>	<u>Advisor</u>
Basketball	Baseball	Basketball	Bowsprit Newspaper	Baseball	AFS	Robotics	HS Math League	10th Grade Class	Grade 6
Football	Cross Country	Football	Speech	Cross Country	FCCLA	Speech	National Honor Society	Model UN	Grade 7
Gymnastics	Golf	Gymnastics		Golf	Skills USA			Middle School Math	Grade 8
Hockey	Soccer	Hockey	<u>Director</u>	Soccer	BPA	<u>Advisor</u>	<u>MS Coach</u>	Economics Team	Grade 9
Wrestling	Softball	Swim/Dive	Jazz Ensemble	Tennis	DECA	11th Grade Class	Baseball	<u>Head Coach</u>	
	Swim/Dive	Wrestling	Jazz Choir	Track and Field	HOSA		Golf	Clay Target/ Trap	<u>Assistant Coach</u>
<u>Director</u>	Tennis		Pep Band	Volleyball	PROStart/ Culinary Advisor	<u>MS Coach</u>	Soccer		Clay Target/ Trap
Marching Band	Track and Field			Softball	Mock Trial	Basketball	Softball	<u>Director</u>	<u>Assistant Advisor</u>
	Volleyball	<u>Director</u>	<u>Assistant Advisor</u>				Swim/Dive	HS Variety Show	Prostart
<u>Head Advisor</u>		Musical-Music	Link Crew	<u>Head Coach</u>	<u>Assistant Advisor</u>	Football	Tennis	Safety Patrol	
Yearbook		Musical-Tech		Robotics	Yearbook		Track and Field		
	<u>Director</u>						Volleyball		
	Musical-Head	<u>Head Advisor</u>		<u>Advisor</u>			Wrestling		
		Link Crew		HS Student Council					
				12th Grade Class			<u>Assistant Advisor</u>		
							Marching Band		
			<u>Head Advisor</u>	<u>Director</u>					
			Dance Team	Three-Act Play	<u>MS Advisor</u>		<u>Assistant Director</u>		
					Student Council		One-Act Play		
					Web Leader				
					Yearbook				
					<u>Head Coach</u>				
					One-Act Play				

ADDITIONAL PROFESSIONAL TEACHING & LEARNING PAY SCHEDULE
-- SCHEDULE C
2025-2027

<u>Annual Positions</u>	<u>Annual Rate</u>	
	<u>2025-2026</u>	<u>2026-2027</u>
Department/Grade Level Facilitator	2,048	2,130
Extra Class in lieu of Prep	8,455	8,793
Extra Class in lieu of Study Hall	4,907	5,103
Extra Study Hall in lieu of Prep	5,903	6,139
Teacher Mentor	607	631
Building Instructional Leadership Team (BILT)	598	622
District Instructional Leadership Team (DILT)	2,427	3,324
Technology Instructional Leadership Team (TILT)	897	933
Tuition Reimbursement for College in the School Teachers	250	250

<u>Hourly Positions</u>	<u>Hourly Rate</u>	
	<u>2025-2026</u>	<u>2026-2027</u>
Driver Education, Behind the Wheel	38.86	40.41
Driver Education, Classroom	39.45	41.03
Homebound Instruction	39.45	41.03
Summer School/Extended School Year/Intersession	39.45	41.03
Substitute during Prep Period	49.16	51.13
Service Rate *	36.48	37.94
Music Concert Director (per event)	234.36	243.73

*The service rate is applicable for various professional services including: Staff training, curriculum development and other miscellaneous service. This replaces former curriculum rate.

Schedule C Definitions:

1. District committees paid under an hourly service rate include, but are not limited to, recertification committee, District leadership and writing and grant writing. The service rate will be paid when District committees meet in the summer, evenings or weekends.
2. A task force includes a charge, a purpose and a time line and is established to meet up to one year for the purpose of solving problems that are issues of concern for the District. Task force participation is voluntary and not compensated.
3. District Advisory Councils and Committees involving parents, community members, teachers and administrators will be considered a voluntary professional service, (e.g., District System Accountability, Gifted Education Advisory Council).
4. All committees and assignments at the building level will be voluntary and uncompensated. An honest attempt will be made to meet the commitments within the contract day.

Online Course Compensation Table		
	2025-2026	2026-2027
# of Students	Stipend per course	Stipend per course
1	310.00	322.40
2	620.00	644.80
3	930.00	967.20
4	1,240.00	1,289.60
5	1,550.00	1,612.00
6	1,660.00	1,726.40
7	1,770.00	1,840.80
8	1,880.00	1,955.20
9	1,990.00	2,069.60
10	2,100.00	2,184.00
11	2,210.00	2,298.40
12	2,320.00	2,412.80
13+	Course in Lieu of Prep Stipend	Course in Lieu of Prep Stipend

ADULT BASIC EDUCATION/EARLY CHILDHOOD FAMILY EDUCATION TEACHERS

SCHEDULE D-1 - 2025-2026

Step	BA	MA
1	29.67	33.84
2	30.48	35.24
3	31.58	36.60
4	32.72	38.01
5	33.85	39.44
6	34.98	40.91
7	36.28	42.38
8	37.58	43.93
9	40.58	47.88
10	43.84	52.19

SCHEDULE D-2 - 2025-2027

Step	BA	MA
1	30.37	34.64
2	31.20	36.07
3	32.32	37.46
4	33.49	38.90
5	34.65	40.37
6	35.80	41.87
7	37.13	43.38
8	38.46	44.96
9	41.53	49.01
10	44.87	53.42

PRESCHOOL TEACHERS

SCHEDULE E-1 - 2025-2026

Step	Amount
1	29.57
2	30.14
3	30.70
4	31.84

SCHEDULE E-2 - 2026-2027

Step	Amount
1	30.26
2	30.85
3	31.42
4	32.59

GRIEVANCE REPORT FORM

Step 1

Name of Grievant_____

Position held_____

Work Location_____

Date of Grievable Event_____

Statement of Grievance

Why is this a grievance? What specific provision(s) of the agreement were allegedly violated

What resolution or relief is sought?

Additional comments.

Grievant Signature_____

Date_____

Disposition of Principal

Principal Signature _____

Date_____

Position of grievant and/or Association

Association/Grievant Signature_____

Date_____

Step 2

Date received by Superintendent or Designee _____

Disposition of Superintendent or Designee

Superintendent or Designee Signature _____

Date _____

Position of grievant and/or Association

Association/Grievant Signature _____

Date _____

Step 3

Date received by School Board or Designee _____

Disposition of School Board

Signature _____

Date _____

Position of grievant and/or Association

Association/Grievant Signature _____

Date _____

Step 4

Date Submitted to Arbitration

Signature of Arbitrator _____

Date _____

Date of Decision _____