

THE SAUK RAPIDS-RICE PRINCIPALS' ASSOCIATION

AGREEMENT

WITH
SAUK RAPIDS-RICE
INDEPENDENT SCHOOL DISTRICT NO. 47
Sauk Rapids, Minnesota

July 1, 2017 – June 30, 2019

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A G R E E M E N T

ARTICLE I **PURPOSE**

Section 1: Parties. This Employment Agreement ("Agreement") is entered into by and between the School Board of Independent School District No. 47, Sauk Rapids-Rice ("District") and Sauk Rapids-Rice Principals' Association. In consideration of the mutual promises contained in this Agreement, the District and the Principals agree as follows:

ARTICLE II **EXCLUSIVE REPRESENTATIVE**

Section 1: Recognition. In accordance with the Public Employment Labor Relations Act (PELRA), the District recognizes the Sauk Rapids-Rice Principals' Association as the exclusive representative of Principals employed by the District, which includes Assistant Principals, unless otherwise noted.

Section 2: Appropriate Unit. The exclusive representative shall represent the Principals of the District as defined in this Agreement and in the PELRA. The District shall not meet and negotiate or meet and confer with any Principal or group of Principals who are, at the time, designated as a member or part of an appropriate employee unit, except through the Association.

ARTICLE III **DISTRICT AND THE ASSOCIATION**

Section 1: Inherent Managerial Rights. Matters not specifically covered by those general provisions of this Agreement which do not apply to rates of pay, wages, hours of employment, or other conditions of employment, shall be subject to meet and confer procedures between District and Principals upon request by either party. The parties agree to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively resolving any such matters.

ARTICLE IV DISTRICT RIGHTS

Section 1: Inherent Managerial Rights. The Association recognizes 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 District, its overall budget, utilization of technology, the organizational structure, and selection, direction and number of personnel.

Section 2: Duty to Comply with Laws and Policies. Principals must comply with all applicable federal and state laws. Principals must also comply with all rules, regulations, and policies of the School Board and the State of Minnesota, including those rules, regulations, and policies that currently exist and any that are established or amended during the term of this Agreement.

Section 3: Reservation of Managerial Rights. All managerial rights and functions not expressly delegated in this Agreement are reserved to the District.

ARTICLE V PROFESSIONAL DUTIES AND RESPONSIBILITIES

Section 1: Outside Activities. Principals must obtain written approval from the District's Superintendent before performing any educationally related service or activity for another person, entity, or organization in exchange for compensation. With prior written approval from the Superintendent, a Principal may engage in other compensated activities if such activities do not impede the Principal's ability to perform his/her duties for the District. The Principal may not directly or indirectly use District time, property, or resources for the benefit of another person, entity, or organization.

Section 2: Strike Obligations. In the event of a strike or work stoppage by other groups of District employees, Principals will consider themselves to be on duty for the purpose of carrying out Board policy and ensuring the safety of personnel and property. In no event will the compensation for Principals be halted or suspended due to strikes or work stoppages of other District employees.

Section 3: Right to View. Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any Principal or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment of 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 exclusive representative.

Section 4: Request for Dues Check-Off. Principals shall have the right to request and be allowed dues check-off for the exclusive representative. Upon receipt of a properly executed authorization card of the Principal involved, the School Board shall deduct from the Principal's paycheck the dues that the Principal has agreed to pay to the Principal Organization during the period provided in said authorization. Deductions shall be made monthly and transmitted to the exclusive representative together with a list of names of the Principals from whose pay deductions were made.

Section 5: Personnel Files. Evaluations and files generated within the District relating to each Principal shall be available during regular school business hours upon his/her written request.

ARTICLE VI **DUTY YEAR**

Section 1: Work Year. The Principal's work year will be from July 1 to June 30 and will consist of days identified below, and determined by the District. In addition, Principals shall be on duty during any emergency, natural or unnatural, as determined by the District.

The number of paid days for Principals shall be as follows:

HIGH SCHOOL PRINCIPAL	237
MIDDLE SCHOOL PRINCIPAL	232
ELEMENTARY PRINCIPAL	228
ASSISTANT SECONDARY PRINCIPAL	217
ASSISTANT ELEMENTARY PRINCIPAL	210

For purposes of this Article, a duty day shall mean a day when the Principal shall be available to perform services for the District.

A paid day shall include all duty days and holidays.

Section 2: Holidays. The following will be paid holidays for the Principals: Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Presidents' Day, Good Friday, and Memorial Day.

When a holiday falls upon Saturday or Sunday, the preceding Friday or the following Monday will be considered a holiday for all Principals. If the School Board elects to conduct school on any of the above listed holidays, the Principal affected shall be allowed another day in lieu of the holiday worked.

Section 3: Absence from Duty While School is in Session. Each Principal may, with the approval of the Superintendent, use up to seven (7) days of flexible time while school is in session and students are in attendance. Days used will be made up on non-student contact days.

Section 4: Emergency Closings. In the event a duty day is lost for any emergency other than employee strike, the Principal shall perform duties on such other day in lieu thereof as the School Board or its designated representative shall determine.

ARTICLE VII HOURS OF SERVICE

Section 1: School Day. A Principal's regular work week is expected to be a minimum of forty (40) hours in length, but the Principal is expected to work the number of hours necessary to perform his/her job duties, and to meet the professional expectations of the job.

ARTICLE VIII BASIC COMPENSATION

Section 1: Individual Contract. Principals will be compensated according to the SALARY MATRIX, APPENDIX A of this Agreement.

Section 2: Salary Matrix. The Salary Matrix set forth in Appendix A of this Agreement shall be effective July 1, 2017, and continue through June 30, 2019. Said matrix shall apply to the performance of duties during the basic school year. The District reserves the right to withhold all or part of the next year's salary increment for any Principal provided a statement of unsatisfactory service is on file in the Office of the Superintendent prior to April 1 of the Agreement year.

Section 3: Pay Days and Pay Deductions. A Principal's annual salary shall be paid in twenty-four (24) payments. Principals will be paid on the fifteenth (15) day and the thirtieth (30) day of each month unless said dates fall on a Saturday, Sunday, or holiday in which case, payday shall be the last business office day preceding this occurrence.

Section 4: Placement. Initial placement of all new Principals on the Salary Matrix, Appendix A, shall be mutually agreed between the prospective Principal and the District.

Section 5: Professional Dues. Each year, the District will pay the cost of professional dues for state and national organizations that the Superintendent or his/her designee deems appropriate for the Principal's position.

Annual memberships dues for the Minnesota Board of School Administrators shall be reimbursed to SRRPA members up to a sum of seventy-five dollars and no cents (\$75.00) per individual upon submission of a claim for said reimbursement.

Section 6: Car Allowance/Mileage

In addition, each Principal shall receive a car allowance of one hundred twenty-five dollars and no cents (\$125.00) per month for the use of his/her personal vehicle for school-related business. An additional car allowance of twenty-five dollars and no cents (\$25.00) per month shall be paid to Principals who serve as the District Title I Administrator, District Assessment Coordinator, and/or an Administrator responsible for an additional site as required by the Superintendent or his/her designee (i.e. Early Childhood). This sum shall be in lieu of other mileage reimbursements and may be secured without the submission of mileage claims to the District. District funds, rather than building funds, shall be used for coding purposes for these provisions. An Assistant Principal's personal use of his/her own vehicle for authorized business purposes shall be compensated at the current IRS rate in lieu of a monthly allowance.

Section 7: Use of Wireless Communication Devices and Allowance. Principals are required to use a cell phone and other wireless communication devices in the performance of their job and must be available for emergency situations outside the normal work day. As a result, the District will pay or reimburse Principals a monthly allowance totaling one hundred dollars and no cents (\$100.00) and Assistant Principals, a monthly allowance of fifty dollars and no cents (\$50.00), which is meant to cover the costs of a phone and data plan. This allowance will be taxed in accordance with IRS regulations.

Section 8: Tuition Credit. The District shall reimburse each Principal for required tuition and/or fees, as they apply, up to a sum of one thousand dollars and no cents (\$1000.00) annually provided he/she is enrolled in an approved course of study leading to an advanced degree, germane to his/her current assignment. Furthermore and in order to receive a reimbursement, Principals shall provide evidence of the successful completion of said course and receipts, documenting expenses were paid in full. Successful completion requires a grade of "B" or better. Assistant Principals are not eligible for tuition reimbursement in this section (Section 7, Tuition Credit).

Section 9: Doctorate. A Principal with a Doctorate Degree, germane to his/her current assignment, shall receive an additional one thousand dollars and no cents (\$1000.00).

ARTICLE IX
DEFERRED COMPENSATION

Section 1: Deferred Compensation. The District shall contribute a sum not to exceed three thousand dollars and no cents (\$3000.00) for each Principal and one thousand dollars and no cents (\$1000.00) for each Assistant Principal for the 2017 - 2019 school years, or a lesser sum as restricted by law, toward an approved state deferred compensation program, which shall be matched with a sum of up to the District's contribution or greater by the Principal, or as provided by law.

ARTICLE X
GROUP INSURANCE

Section 1: Selection of Carrier. The District shall make the selection of the insurance carrier and policy. Said policies shall be drawn, whenever possible, from the existing group policies available to other employee groups in the District.

Section 2: Medical-Hospitalization. The District shall pay full family or full single coverage for the cost of the medical hospitalization plan for each Principal.

Section 3: Medical-Hospitalization Co-Pay.

Subd 1. All Principals shall receive a one thousand dollars and no cents (\$1000.00) per year District contribution to an approved health reimbursement arrangement (HRA) as further provided in this Section. This section shall be administered in accordance with the provisions of the applicable tax code.

Subd. 2. Monthly (1/12) contributions shall be made to the Post-Retirement Health Care Savings Plan. Notwithstanding the foregoing, any contributions made to the District's Health Reimbursement Arrangement prior to the 2014 - 2015 school year, shall remain in the employee's account under the Health Reimbursement Arrangement until used for reimbursements or transferred as described in Section 6.

Section. 4: Distribution from the HRA. Reimbursement to the Principal for certain approved medical care expenditures shall occur on at least a quarterly basis from the HRA account of the eligible Principal on at least the following dates: September 30, December 30, March 30, and June 30. Original receipts for approved medical expenses will be required in order to receive reimbursement from the account according to IRS regulations. These original receipts must be turned in to the Business Office by the 10th of each month slated for reimbursement in order to be reimbursed for that quarter.

The Principal shall be reimbursed the lesser of the actual amount of receipts submitted for reimbursement or the balance in the HRA account at the time the reimbursement request is processed. Receipts for approved medical expenses will be required in order to receive reimbursement from the account. For newly hired Principals, only those expenses incurred on or after the official date of hire will be eligible for reimbursement.

Section 5: Carry Forward. Remaining balances in the Principal's account at the end of the HRA year shall carry forward to, and be available for use in, the next HRA year.

Section 6: Continuation Coverage. Where continuation coverage is not otherwise required, under COBRA, the following provisions shall be provided under the HRA. Any HRA account balance remaining at the time of the Principal's termination of employment from the District shall be retained by the District during which time the separated Principal may access the HRA balance in accordance with the HRA provisions. Upon retirement from the District, the District shall retain the HRA balance for a period of one (1) year during which time the separated Principal may access the HRA balance in accordance with the HRA provisions. At the end of the one (1) year period, any remaining balance will be surrendered to the District. The District will then contribute an amount, equal to the surrendered balance, to the Minnesota State Retirement System Health Care Savings Plan (HCSP) on behalf of the retired Principal. If death of the Principal occurs while contributions are owed to the HCSP but are not yet paid, the District will then contribute an amount, equal to the surrendered balance to the deceased Principal's estate as a taxable event in accordance with the provisions of the applicable tax code.

Where continuation coverage is otherwise required under COBRA, the following provisions shall be offered by the District in lieu of the otherwise available COBRA coverage. If the alternative in lieu of COBRA is not chosen by the Principal, the normal COBRA rules apply including, but not limited to, limited duration and contribution by the Principal of the applicable premiums.

Section 7: Terms and Conditions. Both parties agree that all provisions of this section shall be subject to the terms and conditions of the HRA. In addition, the parties agree to negotiate changes necessary to assure compliance with any and all applicable IRS rules and regulations, along with applicable State laws.

Section 8: Group Income Protection. The District shall pay a sum not to exceed five hundred dollars and no cents (\$500.00) each year toward the cost of group income protection insurance according to the stipulations of the carrier.

Section 9: Group Life Insurance. The District shall pay a sum not to exceed six hundred dollars and no cents (\$600.00) each year toward the purchase of a two hundred thousand dollars and no cents (\$200,000.00) policy drawn through the District's group life insurance according to the stipulations of the carrier.

Section 10: Self Insured Dental Program. The District shall pay a sum not to exceed five hundred dollars and no cents (\$500.00) each year toward the purchase of a single or family program of dental insurance, which shall be purchased by the Principal on his/her own behalf.

Section 11: Claims Against the School 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 Principal for benefits shall be covered by the terms of the insurance policy purchased by the District pursuant to this Article. 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 a denial of insurance benefits by an insurance carrier. In the event the insurance carrier is unable to provide insurance coverage, the District shall pay an amount equivalent to the cost of individual premium provided to other members of the bargaining unit.

Section 12: Duration of Insurance Contribution. A Principal is eligible for District contributions as provided in this Article as long as the District employs the Principal. Upon termination of employment, all District participation and contribution shall cease, effective the last contract day, June 30 except according to provisions of this contract, which explicitly state that continuation at District expense is stipulated.

Section 13: Insurance While on Leave of Absence. A Principal on unpaid leave of absence under this Agreement 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 he/she wishes to retain, commencing with the beginning of the leave. It is the responsibility of the Principal to make arrangements with the Business Office to pay to the District the monthly premium amounts in advance and on such date as determined by the District.

Section 14: Highly Compensated Employee. In the event this Agreement will cause or does cause penalties, fees, or fines to be assessed against the District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the District. The amount of any reduction in the District's contribution toward the Principal's healthcare benefits as a result of addressing the "highly compensated employee" component of the ACA will be placed into another School District provided benefit(s) (i.e., a retirement HRA, salary, etc.) as agreed upon between the parties.

ARTICLE XI LEAVES

Section 1: Sick Leave.

Subd 1. All full-time Principals shall earn sick leave at the rate of fifteen (15) days for each year of service in the District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the Principal's work year. A regularly employed, part-time Principal will earn sick leave on a basis proportionate to the extent of his/her employment if he/she is regularly employed at least half time.

Subd 2. Sick leave may be accumulated to a maximum of one hundred and seventy-five (175) days. Absence on sick leave or other approved absence will be charged first to the annual allowance of any Principal until it is fully utilized and thereafter charged to the accumulated leave.

Subd 3. Sick leave pay shall be allowed by the District whenever a Principal's absence is found, during the regular school year, to have been due to illness or injury which prevented his/her attendance at school and performance of duties on that day or days.

Subd 4. The District may require a Principal to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the Principal will be so advised prior to her/his healthy return when possible.

Subd 5. If requested by the District, absences for personal illness of five (5) or more consecutive working days shall be certified by the attending physician along with notice of Principal's being in good health and able to resume his/her duties upon return.

Subd 6. Upon termination of a Principal's employment for any reason, all sick leave, current or cumulative, shall be immediately and automatically canceled.

Subd 7. The following absences shall be considered to be sick leave:

1. Absence because of personal illness, physical disability, or exposure to a contagious disease requiring quarantine.
2. Attendance upon a seriously ill member of the immediate family.

3. Absences, up to five (5) days per year, occurring when a member of the immediate household requires attention due to an illness. Routine health examinations, dental appointments, and surgical procedures, which might appropriately be scheduled during vacation periods, shall not be covered. Absences exceeding five (5) days per year may be granted solely at the discretion of the Superintendent or designee.
4. The term "immediate family" is interpreted to mean spouse of Principal, child of Principal, parent of Principal, parent of spouse, brother or sister of Principal, or dependent living in the immediate household. The term "immediate household" is interpreted as those who dwell under the same roof and comprise a family or domestic establishment.

Section 2: Bereavement Leave.

Subd 1. All regularly employed personnel under full-time assignment may be granted up to three (3) days of leave without deduction for absence related to death in the immediate family or household; Two (2) additional days may be taken with deduction from accumulated sick leave with Superintendent approval.

Subd 2. Under special circumstances, the District may, in its discretion, grant additional leave under this section.

Subd 3. For purposes of this subdivision, the immediate family shall include spouse, children, parent, grandparent, grandchild, brother, sister, brother or sister-in-law, father or mother-in-law, son or daughter-in-law, aunt, uncle, cousin, and niece and nephew. The family household shall be interpreted to include any member of the household currently making his/her home with the family.

Section 3: Worker's Compensation. In case of absence due to injury incurred in the course of employment, the Principal shall be paid the difference between salary and benefits received under the Worker's Compensation Act with such absence to be charged, proportionately to percent of salary paid, to sick leave.

Section 4: Sabbatical Leave.

Subd 1. Qualified, full-time Principals are to be eligible for sabbatical leave for post-graduate study or travel, upon approval by the District. In order to be eligible for sabbatical leave, a Principal must have completed at least six (6) full basic school years of employment as a Principal by the District since the latter of such Principal's initial date of employment as a Principal by the District or the expiration of such Principal's last previous sabbatical leave. The number of leaves, which can be granted in any one year, will not exceed one per year. Each leave will normally be for the full basic school year and with compensation to be determined by the District. If the Principal is requested by the District to take sabbatical leave, full basic salary will be paid with the understanding that said Principal will return for a period of two years with the school District. Failure to fulfill the two-year obligation shall result in the refunding of a prorated portion of the sabbatical leave pay.

Subd 2. All applications will be reviewed and approved by the District with the recommendation of the Superintendent to be taken into consideration.

Section 5: Discretionary Leave. Any Principal with five (5) years of service to the District, at the discretion of the Superintendent and with Board approval, will be eligible for a leave of absence without pay in accordance with Minnesota statutes. While on a discretionary leave of absence, the Principal shall be eligible to participate, in the District's insurance plans at her/his own expense.

Section 6: Personal Leave. Five (5) days of personal leave will be allowed per year at the discretion of the Principal. These days will be used when no other described leave will accommodate a personal situation and will be subtracted from sick leave. The Superintendent will be notified one (1) working day in advance when taking such leave. Unused personal leave days shall be reimbursed at a prorated base pay.

Assistant Principals are not eligible for personal leave described in this section (Section 6: Personal Leave).

Section 7: Released Time. When negotiations, mediation, and/or arbitration sessions are scheduled during school hours, up to three (3) members of the administrators' negotiating team will be released from their regular administrative responsibilities for this purpose without loss of pay.

Section 8: Jury Duty. If a Principal serves on jury duty while this Agreement is in effect, he/she will receive full pay from the District, provided that he/she submits to the District any compensation he/she received from being called to sit as a juror.

Section 9: Other Leave Rules. No leave will be granted with or without pay unless specifically authorized by the District.

ARTICLE XII **RETIREMENT**

Section 1: Policy on Early Retirement. The retired Principal shall have the option of purchasing single or family insurance coverage at her/his own expense at group rates, provided the insurance carrier will underwrite the coverage. The retired Principal may apply the benefits, which accrue under Section 2 of this Article to the purchase of health insurance in accordance with the provisions of the carrier.

Section 2: Retirement Insurance. The District shall make an annual contribution in the amount of five thousand dollars and no cents (\$5000.00) on behalf of each eligible member to the Minnesota State Retirement System (MSRS) through the term of this contract. Said contributions to the MSRS shall be remitted to the MSRS on a monthly basis subject to the restrictions of that agency.

ARTICLE XIII **GRIEVANCES**

Section 1: Definitions.

Section 1.1: Grievance. "Grievance" means a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

Section 1.2: Days. "Days" means calendar days excluding Saturday, Sunday, and legal holidays as defined in Minnesota Statutes.

Section 1.3: Service. "Service" means personal service or by certified mail.

Section 1.4: Reduced to Writing. "Reduced to Writing," means a concise statement outlining the nature of the grievance, the provisions of the contract in dispute, and the relief requested.

Section 1.5: Answer. "Answer" means a concise response outlining the District's position on the grievance.

Section 2: Procedure.

Step 1. A Principal claiming a violation concerning the interpretation or application of this Agreement shall present such grievance in writing to the Superintendent within twenty (20) calendar days of alleged violation. The Superintendent will discuss the grievance with the individual who submitted the grievance and respond in writing within ten (10) calendar days. The bargaining representative may appeal a grievance not resolved in Step 1 within ten (10) calendar days. Any grievance not appealed in writing by the bargaining representative within ten (10) calendar days shall be considered waived.

Step 2. If a grievance is unresolved in Step 1 and appealed to Step 2, the written grievance shall be submitted by the bargaining representative to the District's designated representative. The District's answer shall be presented in writing to the bargaining representative within ten (10) calendar days after receipt of such Step 2 grievance. The bargaining representative may appeal a grievance not resolved in Step 2 within ten (10) calendar days to Step 3. Any grievance not appealed in writing to Step 3 by the bargaining representative within ten (10) calendar days shall be considered waived.

Section 3: Arbitrator's Authority.

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and considerations of this agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the District and the bargaining representative, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decision contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the District and the bargaining representative and shall be based solely on the arbitrator's interpretation or application of the express terms of this agreement and to the facts of the grievance presented.

- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the District and the bargaining representative provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section 4: Waiver. The parties by mutual agreement may waive any step and/or extend any time limits in this grievance procedure. Because the bargaining representative is the moving party, any grievance not filed within the specified time limit will be waived, and failure to appeal within the procedure as outlined will be considered settled on the basis of the last answer. Because the Superintendent and the Board of Education are the answering parties, failure to answer a grievance at Step 1 or Step 2 may be construed as a denied response by the bargaining representative who may appeal the grievance to the next step.

Section 5: Processing. Processing of all grievances shall be during the normal work day whenever possible.

ARTICLE XIV PROFESSIONAL DEVELOPMENT

Section 1: Professional Development. The District will provide, upon application by a Principal, reimbursement of travel, lodging, and related expenses for job relevant conferences and/or meetings approved by the District (See reimbursement schedule below). Attendance at such conferences will be paid time and Principals shall be entitled to attend at least one national job-relevant professional conference every other year and one job-relevant state professional conference every year with the approval of the Superintendent. Assistant Principals are not eligible to attend national, job-relevant professional conferences every other year.

(SCHEDULE OF EXPENSE REIMBURSEMENT FOR STATE AND NATIONAL CONFERENCES)

Section 1.1: Travel, Lodging, and Registration Fees. The District will provide a sum not to exceed the package price offered by the Minnesota Elementary School Principals' Association (MESPA) or the Minnesota Association of Secondary School Principals (MASSP).

Section 1.2: Meals. Reimbursement shall be provided at rates established in District policy.

Section 1.3: National Conferences. Each Principal, using paid time, may attend national conferences on the "off" year. The District will pay the cost of registration and meals. The administrator will pay all other conference expenses (i.e. such as travel and lodging).

Section 2: Professional Positions. Principals who are selected or elected to serve on regional, state, or national professional association committees, boards, or as officers, shall be granted the necessary time to perform these duties at the discretion of the Superintendent.

ARTICLE XV **ADMINISTRATIVE POSITIONS**

Section 1: Assignments.

Subd 1. Each Principal covered by this Agreement shall be assigned to the position carrying the job description that he/she was contracted to carry out.

Subd 2. If there are any proposed changes in the duties of any existing position, the Association shall be notified regarding possible modifications of the job description and of the salary of such a position.

Section 2: Vacancies.

Subd 1. When a vacancy occurs in an administrative position in the District, all District Principals shall be notified and given the opportunity to apply for the position. The Association shall be given the opportunity to make recommendations concerning personnel specifications, administrative realignment, etc., at the time the vacancy occurs.

Section 3: Transfer and Discontinuance of Position.

Subd 1. It is agreed that each Principal within the District shall be employed in accordance with the Minnesota Continuing Contract Law. In the event that a position is discontinued (i.e. school closing), the Principal having the least seniority in the school District shall assume a teaching position for which he/she is qualified.

Subd 2. In the event of an involuntary or voluntary change of position, the affected Principal shall receive full salary credit for years of service and full salary credit, as provided on the teachers' salary schedule, for all approved educational credits earned up to the time of position change.

ARTICLE XVI
DURATION

Section 1: Choice of Law and Severability. The laws of the State of Minnesota govern this Agreement. If any part of this Agreement is construed to be unenforceable or in violation of any applicable law, the remaining portions of the Agreement will remain in full force and effect.


Section 2: Entire Agreement. This Agreement constitutes the entire agreement between the Principals and the District. No party has relied upon any statements or promises that are not set forth in this Agreement. The terms of this Agreement are contractual and supersede any and all prior agreements between the parties and any inconsistent provisions in any employee handbooks or policies. The Principals understand and agree that any handbooks or policies adopted by the District do not create an express or implied contract. No waiver or modification of any provision of this Agreement is valid unless it is in writing and signed by both parties.


Section 3: Copies of this Agreement. The District shall make this Agreement available to each Principal.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates shown above their signatures. This Agreement will not become effective unless and until it is approved by the District's Board of Education and is signed by both parties.

PRINCIPAL

I have subscribed my signature
this 20 day of June, 2016.



Principal


Principal

ISD 47, SAUK RAPIDS-RICE

I have subscribed my signature
this 20 day of June,
2016.



School Board Chair

I have subscribed my signature
this 20 day of June,
2016



School Board Clerk

APPENDIX A

2017 - 2019 SALARY MATRIX AND CAREER INCREMENT

SALARY MATRIX

The matrix shall be calculated with the following index for the 2017 - 2019 contract years. **1325**. Compute the current salary by identifying the position and the appropriate step. The weeks worked, the step multiple, and the index for the year shall be multiplied to establish the base salary. The following example is given to determine the salary of a high school Principal that might be at Step 2 for the 2017 2018 year.

$$47.4 \text{ (weeks worked)} \times 1.57 \text{ (Step 5 placement)} \times 1325 \text{ (index)} = \$98,603.85 \text{ (base salary)}$$

Principals who are required by the Board to work for more than or less than the number of duty days shown in Article VI shall have their salaries adjusted accordingly on a pro rata basis.

Position=	High School	Middle School	Elementary	Secondary Asst	Elementary Asst
Weeks=	47.4	46.4	45.6	43.4	42
Steps 0	1.36	1.31	1.25	1.18	1.18
1	1.40	1.35	1.30	1.22	1.22
2	1.44	1.39	1.34	1.26	1.26
3	1.48	1.43	1.38	1.30	1.30
4	1.52	1.47	1.42	1.34	1.34
5	1.57	1.52	1.47	1.38	1.38
6	1.61	1.56	1.51	1.42	1.42
7	1.65	1.60	1.55	1.45	1.45
8	1.69	1.64	1.59	1.48	1.48
9	1.73	1.68	1.63	1.51	1.51
10	1.78	1.73	1.67	1.55	1.55
11	1.83	1.79	1.72	1.59	1.59
12	1.88	1.83	1.76	1.64	1.64
13	1.93	1.88	1.81	1.68	1.68
14	1.98	1.93	1.86	1.72	1.72
15	2.03	1.98	1.91	1.76	1.76
16	2.08	2.03	1.96	1.80	1.80

CAREER INCREMENT

Principals who meet the following criteria are eligible for an annual career increment to be incorporated with the teacher's annual pay. Eligibility criteria are:

1. Must have completed two years on Step 16 of the salary matrix; the Principal then becomes eligible for the career increment during the next and succeeding years.
2. Must have served as Principal in the District for more than 10 years.
3. The following career increment level shall be in place:
 - a. Principals working at Step16 for three (3) or more years shall receive \$2,250.

Assistant Principals are not eligible for the career increment described in this Appendix (Appendix A).

AMENDED Memorandum of Understanding

Between

Sauk Rapids-Rice Principals' Association (SRRPA)

And

Independent School District 47, Sauk Rapids-Rice Public Schools (District)

WHEREAS, The District and the SRRPA are parties to a collective bargaining agreement, and

WHEREAS the Agreement captures terms and conditions of employment for the SRRPA, and

WHEREAS the District and the SRRPA wish to reinstate one Assistant Principal position at the Sauk Rapids-Rice Middle School and two Assistant Principal positions at the Sauk Rapids-Rice High School effective January 1, 2015 in order to comply with Minnesota Statute Sections 122A.40 and 122A.41 (teacher evaluation) and to complete required tasks, and

WHEREAS the three individuals currently serving as Administrative Deans, which include Robert Danneker, Jessica Messerich, and Tanya Peterson wish to serve as Assistant Principals, and

WHEREAS the District and the SRRPA wish to employ the above-named individuals as Assistant Principals effective January 1, 2015.

NOW, THEREFORE, IT IS HEREBY AGREED:

The District and SRRPA will recognize the transition as of January 1, 2015. The above named Assistant Principals will receive prorated salary and benefits based on the Sauk Rapids-Rice Principals' Agreement January 1, 2015 - June 30, 2015 for the first transition year, using a January 1, 2015 entry date into the unit.

Named Assistant Principals will be placed on Step 5 of the Principal Salary Matrix as of January 1, 2015 and remain on Step 5 for the 2015 - 2016 and 2016 - 2017 school years.

NOW, THEREFORE, IT IS HEREBY AMENDED:

Assistant Principals Jessica Messerich, and Tanya Peterson will be provided a step increase to Step 6 and Karl Nohner, replacement for Robert Danneker, will be provided a step increase to Step 3 for the 2016 - 2017 school year. Additional step increases will continue annually as earned, going forward.

Agreed to on this 20th day of June, 2016.

For the District:



ISD 47 Superintendent


For the SRRPA:



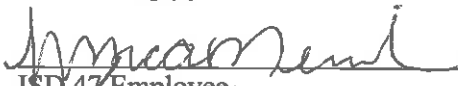
SRRPA President




ISD 47 School Board Chair



ISD 47 Employee



ISD 47 Employee



ISD 47 Employee

Memorandum of Understanding

Between

Sauk Rapids-Rice Principals' Association (SRRPA)

And

Independent School District 47, Sauk Rapids-Rice Public Schools (District)

WHEREAS, The District and the SRRPA are parties to a collective bargaining agreement, and

WHEREAS the Agreement captures terms and conditions of employment for the SRRPA, and

WHEREAS the District and the SRRPA wish to amend a current principal's salary placement to better reflect a reasonable average daily rate of pay compared to other district positions.

NOW, THEREFORE, IT IS HEREBY AGREED:

Principal Abigail Froiland will be provided an additional step increase for the 2016 - 2017 school year. Principal Froiland will be increased from placement on Step 5 in 2015 - 2016 to Step 7 for the 2016 - 2017 school year. This is a one-time adjustment and going forward annual step increases will resume.

Agreed to on this 20th day of June, 2016.

For the District:



ISD 47 Superintendent



ISD 47 School Board Chair

For the SRRPA:


SRRPA President



ISD 47 Employee