

# COLLECTIVE BARGAINING AGREEMENT



2021-2024

CONRAD PUBLIC SCHOOLS DISTRICT NO. 10  
BOARD OF TRUSTEES

AND

THE CONRAD EDUCATION ASSOCIATION  
(MFPE)

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## COLLECTIVE BARGAINING AGREEMENT

The term of this Collective Bargaining Agreement entered into this 1<sup>st</sup> day of July, 2021, by and between the Board of Trustees, Elementary School District #10 and High School District #10, Conrad, Montana, referred to herein as the District, and the Conrad Education Association, referred to herein as CEA, representing the instructional staff, shall be for a period of three years, concluding on June 30, 2024.

## RECOGNITION STATEMENT

In accordance with the Montana Public Employee Collective Bargaining Law, (39-3, MCA), the District recognizes the Conrad Education Association as the exclusive representative of teachers employed by the District. The Association will represent all certified employed teachers (20-4-106, MCA) of the District but will exclude the following:

- All supervisory personnel, which includes principals
- Personnel involved in contract services not administered by the District
- Substitutes
- All non-certified personnel positions
- Temporary or seasonal employees
- Aides (including those with teachers' certificates)

## INTRODUCTION AND PURPOSE

This Agreement, entered into between the Board of Trustees of Conrad School District #10 and the Conrad Education Association, has as its purpose the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, fringe benefits, and other conditions of employment.

## ARTICLE I – COLLECTIVE BARGAINING PROCEDURE

- 1.1 The purpose of this article is to establish an orderly process with which to negotiate a collective bargaining agreement.
- 1.2 Representatives will enter into negotiations in recognition of the requirement of “good faith bargaining.” Both the School Board and the membership of the Association must ratify any final agreement.
- 1.3 Savings Separability

If any section, subdivision, paragraph, sentence, clause, phrase, or other part of this Agreement, is determined or declared, by a court of competent jurisdiction, in violation of any state or federal law, such shall be rendered null and void. The remainder of this Agreement shall not be affected or invalidated by such a rendering. Upon such a rendering, the parties mutually agree to renegotiate the affected provision within forty-five (45) days.

## ARTICLE II - PAYROLL REDUCTIONS

- 2.1 Upon personal appearance and with written authorization from the teacher, the clerk or business manager shall deduct from the salary of any teacher and make appropriate remittance for annuities, health insurance, savings plans, and voluntary union dues as may be approved by the Board of Trustees.

## ARTICLE III – TEACHER RIGHTS

- 3.1 The private life of a teacher shall be his/her own and should be respected as long as it does not affect the classroom performance of the teacher.

- 3.2 Appearances Before Employer

No teacher shall be required to appear before the Board of Trustees concerning the investigation of any matter of reprimand which could adversely affect the continuation of that teacher in his/her office, position, employment, or the salary or any increments pertaining thereto, unless he/she has been given prior written notice of the reason for such a meeting or interview.

- 3.3 Nothing contained herein will be construed to deny or restrict to any teacher such rights as he/she may have under Montana School Laws or other applicable laws and regulations.

## ARTICLE IV – POWERS OF THE BOARD

- 4.1 The Board has and shall retain, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by law to establish, maintain or modify school policy of operation. Please refer to § 39-31-303, MCA.
- 4.2 The management of the District and the direction of its employees are vested exclusively in the Board. All matters, not specifically and expressly covered or treated by the language of this Agreement, may be administered by the Board in accordance with such policy or procedure as the Board may determine. Management rights will not be deemed to exclude other management rights not herein specifically enumerated.

## ARTICLE V – RIGHTS OF THE DISTRICT

- 5.1 Effect of laws, Rules, and Regulations: The Conrad Education Association will recognize any agent of the Board selected to represent it in any matter covered by this Agreement. All teachers covered by this Agreement will perform the teaching and teaching-related services prescribed by the District. The parties also recognize the rights, obligations and duties of the Board of Trustees and its duly designated officials to promulgate rules, regulations, directives and orders insofar as such are not inconsistent with the terms of this Agreement. The parties further recognize that the District, all teachers covered by this Agreement and all provisions of the Agreement are subject to the laws of the State of Montana, Federal laws and valid rules, regulations, and orders of other State and Federal agencies.
- 5.2 Release from a Contract
- The District may release a teacher from his/her contract when it receives such request in writing not later than July 1. Employees that request to be released from an employment contract after July 1, may be assessed a fee of \$1,000. Release from a signed employment contract, is at the sole discretion of The Board of Trustees.

## ARTICLE VI – GRIEVANCE PROCEDURE

### 6.1 Policy

A grievance is defined as an allegation by a teacher(s) resulting in a dispute or disagreement between the teacher(s) and the District as to the interpretation or application of specific terms and conditions contained herein. The grievance must be initiated within twenty-eight (28) working days after the event has occurred and has been brought to the attention of the building principal. Grievances that affect an individual will

be filed by the affected teacher. The President of the Conrad Education Association may file a single grievance if the issue affects the majority of all teachers covered by the CBA.

The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problem in as informal and confidential a manner as may be appropriate to any level.

All documents, communications and records related to the grievance, and generated during the processing of the grievance, shall be maintained by the District in a separate employee grievance file for the period provided by law.

Code 39.31.401 shall be referred to when grievances are filed.

## 6.2 Procedure

**Level I:** A teacher with a grievance shall present the grievance in writing and discuss it with his/her principal. Following this meeting, if further clarification is needed, the matter may be presented to the principal by the teacher association's designated representative with the objective of resolving the matter formally. A decision affecting the grievance shall be made within seven (7) working days.

**Level II:** If the aggrieved person is not satisfied with the disposition of the grievance at level one, he/she and/or the Association's representative may present his/her grievance to the Superintendent. This presentation shall be made no more than seven (7) working days after the decision at level one is received or fourteen (14) working days after the first presentation of the grievance was made, whichever is sooner. The Superintendent shall inform the aggrieved person of his decision within fourteen (14) working days.

**Level III:** If the aggrieved person is not satisfied with the Superintendent's decision, he/she and/or the Association's designated representative may present the grievance to the Board of Trustees at the next regularly scheduled board meeting. The Board shall provide the aggrieved person written notice of their decision within seven (7) working days of presentation at a Board meeting.

**Level IV:** **MEDIATION:** The aggrieved person may if he/she is dissatisfied with the decision at level three, request in writing that the President of the Conrad Education Association submit his/her request for mediation within ten working days from the Board of Trustees decision by petitioning the Montana Board of Personnel Appeals.

**Level V:** The aggrieved person may, if he/she is dissatisfied with the decision at

level four, request in writing that the President of the Conrad Education Association submits his/her grievance to arbitration. This request must be made within seven (7) working days of receipt of the Board of Trustees' decision. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within twenty-one (21) working days after receipt of the aggrieved person's request by giving written notice to arbitrate to the Superintendent.

The Board and the Association shall select a mutually acceptable arbitrator within twenty-one (21) working days of the written notice of arbitration and shall obtain a commitment from said arbitrator for service.

If the parties cannot agree as to the arbitrator within seven (7) working days from the date of notification that arbitration will be pursued, the Board of Personnel Appeals shall be called upon to submit a list of five names of arbitrators. Within seven (7) working days of the receipt of the list, the parties shall select an arbitrator by striking two names from the list in alternate order, and the name thus remaining shall be forwarded to the Board of Personnel Appeals. The Board of Personnel Appeals shall notify the arbitrator of his/her selection. The date of the arbitration hearing shall be arranged, by the arbitrator, in consultation with the Board and the Association. Within thirty (30) working days of the date the hearing is closed, the arbitrator shall make an award unless other time limits are required of the arbitrator.

Rules of procedure to govern the hearing shall be fixed by the arbitrator, and the award, when signed by the arbitrator and submitted to the Association and the Board within the prescribed time limits, shall be final and binding.

The fees and expenses of the arbitrator shall be shared jointly and equally between the Board and the Association. Neither party shall be required to pay any part of the cost of a stenographic record without its consent, providing that failure of a party to share the cost of such record shall be deemed a waiver of the party's right of access to the record.

### 6.3 Time Limits

The time limits in the foregoing grievance procedure shall be strictly observed but may be extended by mutual consent between the Association and the Board. Reference to days shall refer to calendar working days.

### 6.4 Election of Remedies

The Association/teachers instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this collective bargaining agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this agreement. Upon instituting any proceeding in another forum as outlined herein, the Association/teacher(s) shall waive his/her/their right to initiate a grievance pursuant to this agreement or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived.

## ARTICLE VII – NO STRIKE CLAUSE

- 7.1 The Board and the Association agree that all differences between them shall be resolved by the orderly procedures provided herein, or shall remain unresolved in the event of inability to agree in good faith, and that the school program shall not be interrupted by the Association or the teachers and they will not participate in, encourage, or support any interruption of professional service in whole or in part from the full, faithful and proper performance of the teacher's duties. It is further agreed the Board will not participate in a teacher lockout.

## ARTICLE VIII – TEACHER EVALUATION

- 8.1 All teachers shall be evaluated equitably and fairly and as often as necessary to ensure a thorough assessment of the teacher's skills. The summative evaluation of any teacher shall include at minimum: walkthroughs, informal observations, formal observations, and the summative evaluation. The teacher may request observers view specific lessons. The current instrument for evaluation will be followed (Danielson Model for teacher evaluation labeled EPAS in Montana). Any changes to the EPAS (Danielson Model for teacher evaluation) shall be jointly developed by a committee, three members of which are appointed by the Board and three members appointed by the Association. Such committee shall be appointed upon request by either party during September and shall provide any recommended changes for the following year to the Board of Trustees by March.
- 8.2 Each non-tenured teacher will be *formally* observed and a written observation that includes pre and post conference meetings with the teacher will be made at least twice during each year of service. Additional observations throughout the observation cycle shall include walkthroughs, informal and unannounced observations which all contribute to the teacher's summative evaluation using the District approved teacher evaluation instrument. Initial feedback will be provided within five (5) working days after the formal observation unless the evaluator is absent for five consecutive days due to extenuating



circumstances. The post conference will be held within ten (10) working days after the formal observation.

The evaluation of tenured teachers will be completed annually with at least one formal observation that includes pre and post conferences, walkthroughs, informal and unannounced observations which all contribute to the teacher's summative evaluation using the District approved teacher evaluation instrument.

Formal observations will be conducted on classes for which the teacher is certified by the Montana Accreditation Report, and as specified by the Montana Board of Public Education.

It is recognized by the Association and the Board that one formal observation is insufficient to measure all of the elements on the teacher evaluation instrument and that the use of a variety of tools including, but not limited, to walkthroughs, informal observations, formal observations, evidence reviews as already included in the Danielson model may all be part of the teacher's summative evaluation. The teacher may provide sufficient artifacts to supplement observation feedback on the different elements of the teacher evaluation tool.

- 8.3 All evaluations will be conducted openly and with teacher's full knowledge and awareness. Any district-approved evaluator may conduct observations. Unannounced informal observations and walkthroughs are encouraged.
- 8.4 Teachers retain the right to inspect their personnel files by requesting from the administration a time for such inspection. The teachers shall also have the opportunity to offer written rebuttal to any item(s) contained in their file. By mutual consent between the Superintendent and the teacher any material may be removed from a teacher's permanent file located at district office.

No disciplinary material will be placed in the personnel file of a teacher unless the teacher has the opportunity to read it and the author/supervisor and the teacher sign it. A teacher's refusal to sign will be documented and attached to the material and placed in the personnel file. Any documentation not shown to a teacher within ten (10) working days of an incident, unless the incident is under an investigation that has extended beyond the listed days, will not be placed in the personnel file. Only documented evidence can be used in disciplinary actions.

The review of a personnel file must be done at the District Office during normal business hours. A log of inspection will be kept and an inventory sheet to verify the contents of the personnel file at the time of inspection by said teacher will be completed by the Superintendent or designee. A separate file for processed grievances will be kept apart from the teacher's personnel file.

## ARTICLE IX – EMPLOYMENT STATUS OF TEACHERS

9.1 Notice of non-tenure teacher reelection-acceptance-termination notice shall be in accordance with §20-4-206, MCA.

9.2 Notice of Non-renewal (tenure)

Every tenured teacher being non-renewed shall be entitled to all rights under the law. The tenured teacher may, within the prescribed time limits, either appeal the termination through the grievance procedure or under recourse provided by § 20-4- 204, MCA.

## ARTICLE X – PROMOTIONS, VACANCIES, TRANSFERS, REDUCTIONS IN FORCE, AND RECALL

10.1 Staff members may apply for any vacancy and shall be given first consideration for positions for which they apply using the following criteria: recommendations of the administration, length of service, and the needs of the District as determined by the Board.

10.2 Transfers

In the consideration of transfers, the Board and Administration shall use the following criteria: recommendations of the administration, length of service, and the needs of the District as determined by the Board.

10.3 Reduction in Force

- A. The Board reserves the right to reduce the workforce due to lack of funds or other circumstances where it determines continuation of work in certain areas would be inefficient or nonproductive.
- B. When the Board determines a staff reduction should be carried out, attrition would be the first means used to accomplish the reduction.
- C. If attrition does not accomplish the total reduction necessary, the Board, at its discretion, will lay off non-tenured teachers.
- D. For purposes of a reduction in staff, seniority shall be the primary criterion for layoffs. In no event will the Board be required to employ a teacher in a position for which that teacher does not possess appropriate certification. When two or more teachers have the same years of seniority, the criteria to be considered for tenured teachers if a work force reduction is

necessary, are certification requirements, years of experience with the District in the position in question, years of experience outside the District in the position in question, academic preparation as it relates to the position in question, and evaluations of the individual teachers as reflected by the most recent three years' evaluation.

- E. A teacher with sufficient seniority to remain in the school system, but whose teaching position is no longer available, shall be transferred to an available position for which he is legally certified according to state certification requirements. The conditions and requirements of this article do not apply to non-tenured teachers. Layoff notices to tenured teachers will be issued by June 1st of the school year preceding the effective date of the layoff.

#### 10.4 Recall

When placed on layoff, a tenured teacher shall maintain a current address with the District. If a position becomes available for the teacher on layoff, the School District shall provide written notice by certified mail, return receipt requested. The teacher shall have ten (10) calendar days from the date of the attempted delivery by the post office to accept reemployment. Reemployment must be accepted by certified mail, return receipt requested. Failure on the part of the teacher to accept reemployment within the time specified herein shall constitute forfeiture by the teacher to any further rights to reemployment with the District. Further, the teacher shall forfeit reemployment rights if he/she fails to report to work on the date specified in the recall notice or within twenty (20) days of the attempted delivery of same, whichever is later.

#### 10.5 Reemployment Rights

Reemployment rights shall automatically cease twenty-four months from the effective date of layoff and no further rights to reemployment shall exist. Upon return to work, a recalled, laid off teacher will receive experience credit on the salary schedule for the amount of work performed by the teacher in a certified position while on layoff. Educational preparation earned while on layoff, if such preparation meets the criteria of the District, will be credited to the teacher.

- 10.6 Nothing in this provision shall be construed to limit the authority of the School District to determine the number of employees, the establishment and priority of programs, or the right to reduce the number of position within the District. Therefore, such actions shall not be subject to the grievance procedure contained in this Agreement.

#### 10.7 Seniority

Seniority shall be defined as starting with the teacher's last date of continuous

employment with the District. A Board approved leave of absence will not constitute a break in service.

#### 10.8 Recall

A teacher who is laid off will remain on the recall list for two years after the effective date of the layoff unless the teacher:

- A. Waives recall rights in writing;
- B. Resigns;
- C. Fails to accept recall to a position offered, but it is understood that if the position offered does not provide at least as much work time as the position the teacher held at the time of layoff, the teacher would not waive recall rights during the two-year period; or
- D. Fails to report to work in a position that the teacher has accepted unless the teacher is sick or injured.

### ARTICLE XI – WORKLOAD AND CONDITIONS

#### 11.1 Normal Teacher Load

Normal teacher loads will be determined for classroom teachers. "Standards for accreditation of Montana Schools" shall be used as recommended standards. The Board will make final decisions.

- 11.2 Teachers who are given dual building assignments shall be notified four weeks prior to the commencement of classes. However, in the event of circumstances that could not have reasonably been foreseen by the School District, the four weeks' provision shall be waived. Teachers who are required to travel three blocks or more between dual assignments shall be compensated for transportation at \$200 per year.

#### 11.3 Lunch Period

Lunch Duties will be assigned for each building on an equitable, rotating basis by the building administrator who will make all practical efforts to ensure equitable assignments.

#### 11.4 Adjusted Work Day

Adjusted work days may be negotiated for individual teachers if mutually agreed to by

the District as well as CEA.

- 11.5 If a contracted, certified teacher is asked and agrees to cover during their prep period for another class, they will be compensated by the Curriculum Work payment rate (\$20/hr). This would not be a violation of designated preparatory time.
- 11.6 Two (2) safety committees will be created, one for the grades K-6 and one for grades 7-12. These committees will consist of certified, classified, and administrative representation from each building. They will develop protocols to help address concerns within the building and district safety plans as well as any issues that may arise from concern over safety of students or staff.
- 11.7 Upon approval of the Superintendent and with agreement of the teacher, a Zero Period class may be instituted. Each semester class will have a stipend compensation of 12.5% of the current year extracurricular schedule base. Ninth through twelfth grade classes are to be taught for credit by an accredited and appropriately licensed teacher. Each class will be aligned consistently with the appropriate approved curriculum and credit hours required by the district and Montana Board of Public Education Accreditation Standards. The Zero Period and stipend may also be utilized, upon approval of the Superintendent and with agreement of the teacher, for K-8 classes that would be consistent in semester hours for intervention or enrichment extensions.

## ARTICLE XII – SCHOOL CALENDAR

- 12.1 The CEA and the board will work together to establish the school district calendar. A joint committee made up of designated Trustees and Association members, assigned to the Association's calendar committee, will discuss a proposed calendar and submit a recommendation to the Board of Trustees prior to recess for Christmas break. The final decision on the calendar(s) shall be made by the board. "The calendar for the school years covered by this agreement shall be attached to and made part of this Agreement as Appendix E.
- 12.2 Changes to the adopted school calendar should be kept to a minimum, the parties agree further that changes to the school calendar may be necessitated by circumstances from time to time. On that basis, the parties agree as follows:

The District will follow section 20-1-302, MCA, when proposing to adopt changes to a previously adopted school term, school week or school day.

For all other changes to a previously adopted school calendar, the District may make changes via the following procedure:

- A. Changes to the adopted school calendar will be made by the Board of Trustees,

in their sole discretion, upon recommendation from the District Superintendent.

- B. The Superintendent will notify the CEA President of his/her intent to make such a recommendation at least five working days prior to the meeting when the recommendation will be considered. Such notice will include the proposed calendar changes and any background for such changes.
- C. If requested by the CEA President, The Superintendent and the CEA President will meet to discuss the proposed changes prior to the Board meeting.
- D. The decision of the Board of Trustees on the proposed calendar changes shall be final. The parties agree that the above procedures need not be followed in the case of an emergency.

## ARTICLE XIII - LEAVES

### 13.1 Sick Leave Donations

The Association is responsible for processing requests from teachers for additional sick leave days and shall, upon request of a teacher, communicate with bargaining unit members and ask for volunteers to donate sick leave days. The Association is additionally responsible for informing the District payroll clerk, in writing, of voluntary donation of sick leave days from one teacher to another, including the identity of the teacher making the donation, the identity of the teacher receiving the donation, and the number of sick leave days donated. The donation of sick leave may not result in the teacher making the donation having fewer than 20 accumulated sick leave days remaining after the donation.

### 13.2 Bereavement Leave

Five (5) days annually at full salary will be allowed for each teacher for bereavement.

### 13.3 Leave for Civic Duties

Temporary leave at full salary will be provided to each teacher for jury duty, court appearances as witnesses, selective service examinations, and reserve training. Teachers are required to remit any court wages collected, as a witness or juror, to the District in return for the teacher's salary unless the teacher requests personal leave.

### 13.4 Professional Leave

Temporary leave at full salary may be provided to each teacher for visitation of other schools, workshops, attendance at education conferences, and serving on educational

committees. Professional in-state leave for classroom/curriculum related activities, as determined or assigned by the Building Principal, must be authorized by the Principal prior to departure and may not require an advanced written proposal. Teachers desiring professional leave will submit a proposal for approval to the Superintendent after conferring with the principal. This proposal will include the nature and duration of the leave, and estimated costs and benefits to be derived from said leave.

### 13.5 Discretionary Leave

Full-time teachers may earn up to thirteen (13) discretionary days each year. Discretionary days will not accumulate from year to year, but unused discretionary days will become sick leave days and will be added to each individual teacher's accrued sick leave at the end of the fiscal year. Requests to use discretionary leave must be made to the teacher's immediate supervisor with sufficient time to allow the supervisor to arrange for a substitute teacher. Discretionary leave will not be granted during the first five (5) contracted days of the school year or the last four (4) contracted days of the school year unless a two-month notice is given and approved by the Superintendent or the teacher is ill. The Board of Trustees may make exceptions. The number of staff members absent from each building at one time will be left to the discretion of the principal. No discretionary leave will be granted for district instructional and professional development days. All discretionary leave must be exhausted before sick bank days can be used.

### 13.6 Absences

Absences Without Pay - Absence without pay may be granted by and at the discretion of the Superintendent. The teacher may appeal the Superintendent's decision to the Board in the event the decision is unfavorable to the teacher.

Extended Leave of Absence - Extended leave of absence without salary may be provided to allow a tenured teacher the advantage of educational opportunities to include full-time study, or work experience, which leads to certification. A teacher requesting such leave will submit an application for Board approval as early as possible and not later than thirty (30) days following the due date of the annual letter of intent. Such leave is contingent upon securing an acceptable replacement teacher for the academic year. The status of teachers on extended leave with regards to salary increments, tenure rights and other factors related to length of service is not to be reduced because of the absence.

### 13.7 Sabbatical Leave

Sabbatical leave of one year for professional study will be available after five years of service in the system with a stipend of one-half current salary to be paid in twelve monthly installments during the year of leave. The teacher agrees to return to the

system for one year or to repay the stipend. A teacher requesting such leave will submit an application for Board approval as early as possible and not later than February 1. The status of a teacher on sabbatical with regard to salary increments, tenure rights and other factors related to length of service is not to be reduced because of the absence. The granting of sabbatical shall be at the complete discretion of the Board.

#### 13.8 MFPE Convention

Teaching personnel will be allowed two (2) days leave with pay for the purpose of attending the MFPE Convention. Additional time may be allowed for attending professional meetings at the discretion of the Board upon recommendation of the Superintendent and principals.

#### 13.9 PIR Activities

Teachers should make every effort to avoid requesting leave during PIR activities. Leave will be granted as outlined in the professional development policy.

#### 13.10 Three (3) days annually at full salary will be allowed for official association business leave. These days are non-cumulative. The CEA President will notify the Superintendent, with as much notice as possible, the details of the leave request.

### ARTICLE XIV – PROFESSIONAL COMPENSATION

#### 14.1 All teachers will be required to furnish a transcript of credits to be evaluated by the Superintendent.

- A. For the purpose of this schedule, a quarter shall consist of either fifteen (15) quarter hours or ten (10) semester hours (or the equivalent combination thereof) of training in the teacher's subject matter field or one that is closely related to it, which would prove beneficial to the teacher. (This provision shall apply to all credits earned after June 1, 1976, and would not apply to credits not on an approved program and earned prior to June 1, 1976). Half Step Credits (i.e. BA+5 = Bachelors and five semester credits) are earned semester credits for which movement on the salary schedule is requested, according to the guidelines for lane changes.
- B. All teachers upon reaching the position on the salary schedule of B.A.+3 or M.A.+3 must then be on an approved program towards a Master's program or Doctoral program in order to move horizontally on the salary schedule. Only credits earned since June 1, 1986 may be used to move from the B.A.+2 and the M.A.+2 columns to the B.A.+3 and M.A.+3 columns.



- C. All teachers who anticipate horizontal movement on the salary schedule must indicate such change on the letter of intent no later than March 1 of the school year prior to the anticipated horizontal movement. Failure to indicate anticipated horizontal movement before March 1 of the school year prior to the anticipated horizontal movement will result in such movement being denied. Documentation in the form of transcripts from an accredited college or university showing satisfactory completion of courses as described in this section must be furnished before October 15th. Failure to provide such documentation before October 15th will result in the denial of horizontal movement. October 15th of each year will be the last day any contract revisions may be made.

14.2 The Salary schedule for the 2021-2022, 2022-2023, and 2023-2024 school years is attached to and made part of this Agreement as Appendix "A." The individual teacher's contract is attached to and made part of the Agreement as Appendix "B".

#### 14.3 Retirement Bonus

If a teacher in the District has completed a minimum of twenty (20) years of continuous service in the District and has entered retirement in the Montana Teachers' Retirement System, he/she shall receive a payment of \$2,500.00.

#### 14.4 Unused Sick Leave Reimbursement

The Board of Trustees of the Conrad Public Schools will provide unused sick leave reimbursements to eligible teacher personnel. The reimbursement is solely for teaching personnel contracted by the Conrad Public School System.

##### 14.4.1 Criteria for Eligibility

- A. Certified personnel who are employed by the District having at least one full year of service in the Conrad School District shall be eligible to participate in the program Service is defined as employment as a certified teacher in the Conrad School System. Experience as a classified aide is not accepted as certified service.
- B. Certified personnel must have terminated their employment with Conrad Public Schools to be reimbursed for unused sick leave.
- C. The maximum reimbursement will be the lesser of the accumulated unused sick leave days OR the maximum days allowed in subsection 14.4.2 below.
- D. All references to an employee in this document shall refer to certified personnel who meet the criteria in subsection 1, 2, and 3 above.

##### 14.4.2 Reimbursement Benefits

The program benefits for eligible employees shall be a one-time total payment. The amount of reimbursement is \$50.00 per day for unused sick leave days capped at the number of days as outlined below. The following schedule will be used:

<u>In-District Years</u>	<u>MAXIMUM REIMBURSEMENT</u>
1 – 4	Capped at up to 20 unused days = \$1000
5 – 9	Capped at up to 30 unused days = \$1500
10 – 14	Capped at up to 60 unused days = \$3000
15 – 19	Capped at up to 90 unused days = \$4500
20+	Capped at up to 125 unused days = \$6250

If a TRS member is terminating their employment and is eligible for a payout of accumulated sick leave days as outlined above. The program described in 14.4.2 will be payable on or before June 30th.

- 14.5 All teachers will receive a \$200.00 salary advance, after the first five (5) contract days of the school year. Teachers may decline this advance by notifying the district clerk, in writing, prior to their first day. This amount is to be pro-rated over the year at the rate of \$20.00 per check to be deducted from the first ten (10) checks.

## ARTICLE XV – ALLOWANCE FOR EXTRA DUTIES

- 15.1 The following extracurricular salary schedule is the minimum for qualified personnel. If positions are combined or for unqualified personnel, the Board reserves the right to negotiate a mutually satisfactory amount.
- 15.2 Extracurricular salaries shall be computed using the percentage of the base salary (BA, Step 1).
- 15.3 In the extra-curricular contract, each activity will be itemized. Each item will include the following: title of position, percentage rate and dollar amount.

See Appendix D for the Extracurricular Schedule

Note: All positions listed in Appendix D are to have job descriptions and evaluations completed each season/year.

- 15.4 All extracurricular pay will be dispersed at the end of the season provided a successful check out has occurred with the Building Principal and Activities/or Athletic Director. Those activities that are yearlong activities will be compensated at the contracted amount, ½ in November and ½ the contracted amount in May.

## 15.5 Teaching/Extracurricular Assignments

The following teaching assignments include the required responsibilities:

- A. The High School Vo-Ag Teacher is required to sign and fulfill the FFA contract listed under section 15.3.
- B. The High School Family and Consumer Science Teacher is required to sign and fulfill the FCCLA contract listed under section 15.3.
- C. The High School Music Teacher is required to sign and fulfill the Music/Pep Band contract listed under section 15.3 unless the Board divides the position up into smaller assignments. The sum of the smaller assignment percentages must agree to the negotiated total percentage amount.
- D. The Middle School Music Teacher(s) are required to sign and fulfill the Music contract(s) listed under section 15.3 unless the Board divides the position up into smaller assignments. The sum of the smaller assignment percentages must agree to the negotiated total percentage amount.
- E. The Business Teacher is required to sign and fulfill the BPA contract listed under section 15.3 unless the board divides the position up into smaller assignments. The sum of the smaller assignment percentages must agree to the negotiated total percentage amount.

## ARTICLE XVI – FRINGE BENEFITS

### 16.1 Health

Teachers are entitled to participate in the District's health insurance pool in accordance with this Article, with premiums being paid as follows:

- A. The District shall contribute the first \$700.00 (21-22), \$730 (22-23), \$760 (23-24) towards a participating full-time teacher's monthly health insurance package premium. Teachers with a part-time contract will receive a proportionate amount of health insurance paid by the district.
- B. In the event that a teacher's individual monthly health insurance premium exceeds \$700.00 (21-22), \$730 (22-23), \$760 (23-24), further contributions towards monthly premiums shall be shared equally between the teacher and the District, up to a maximum contribution by the teacher of \$100.00. The teacher's contribution will be withheld from the teacher's wages with the teacher's written consent.

- C. In the event that a teacher's monthly health insurance premium exceeds \$900.00 (21-22), \$930 (22-23), \$960 (23-24), and provided that the teacher has consented in writing to the withholding from the teacher's paycheck of the teacher's \$100.00 contribution, the District shall be responsible for payment of that portion of monthly health insurance premiums in excess of \$900.00 (21-22), \$930 (22-23), \$960 (23-24).

#### 16.2 Carrier

When considering a change in companies, one member of the Conrad Education Association will be a spokesperson for the teacher's input as for the proposed change.

#### 16.3 Obligation

It is understood that the School District's only obligation under this article is to purchase insurance policies or trust(s) and pay such premiums as agreed to herein and no claims shall be made against the School District as a result of the denial of insurance claims. A teacher is eligible for the monthly School District's contributions as provided in this article as long as the teacher is employed by the School District and has worked for the School District sometime during the past four (4) calendar months. Upon termination of employment during a school year, all School District participation and contributions shall cease effective on the last day of work.

- 16.4 Each teacher shall be offered a family activity pass free of charge that covers home regular season athletic events.

### ARTICLE XVII – EFFECT OF AGREEMENT

#### 17.1 Changes in Agreement

During its term, this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in writing and signed amendment to the Agreement.

#### 17.2 Duplications and Distribution

Copies of this Agreement shall be printed within thirty (30) days after the Agreement is signed. Copies shall be made available to all teachers now employed, hereafter employed, or offered employment by the Board. The Association shall be provided five (5) copies of this Agreement.

## ARTICLE XVIII – SCOPE OF AGREEMENT

The Agreement constitutes the entire agreement between the parties and no verbal statements or past practice shall supersede any of its provisions. Any amendment supplemental hereto shall not be binding upon either party unless executed by the parties hereto. The parties further acknowledge that during the course of collective bargaining each party has had the unlimited right to offer, discuss, accept or reject proposals. Therefore, for the term of the Agreement, no further collective bargaining shall be had upon any provisions of the Agreement, nor upon any subject of collective bargaining, unless by mutual consent of the parties hereto.

## ARTICLE XIX – DURATION OF AGREEMENT

### 19.1 Effective Period

This Agreement shall be effective as of July 1, 2021 or the date of Association ratification once it has been ratified by the Board of Trustees, whichever is later, and shall continue in full force and effect until June 30, 2024. However, if the individual teacher insurance premium increases more than seven percent (7%), during any twelve-month period at the Board's option, this agreement shall be reopened with salaries and conditions at the time of the reopening remaining in effect representing the "status quo".

19.2 Said Agreement will automatically be renewed and will continue in force and effect for additional periods of one year unless the Association or the Board gives notice to the other not later than April 1 prior to the aforesaid expiration date or any anniversary thereof, of its desire to re-open certain provisions of the Agreement and/or additions to this Agreement, and to negotiate over the terms of these provisions. The notice to reopen shall name these provisions.

### 19.3 Dates and Signatures

This Agreement is signed this 7<sup>th</sup> day of May, 2021.

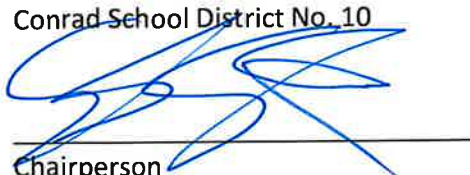
#### IN WITNESS WHERE OF

Conrad Education Association

  
President

  
Secretary

Conrad School District No. 10

  
Chairperson

  
District Clerk

# Appendices

# APPENDIX A

## Salary Schedules

2021-2022 Salary Schedule												
Step	BA	BA+05	BA+10	BA+15	BA+20	BA+30	MA	MA+05	MA+10	MA+20	MA+25	MA+30
1	*33,850	34,265	35,030	35,795	36,560	37,325	38,325	39,325	40,325	41,325	42,325	43,325
2	34,265	35,030	35,795	36,560	37,325	38,090	39,325	40,325	41,325	42,325	43,325	44,325
3	35,030	35,795	36,560	37,325	38,090	38,855	40,325	41,325	42,325	43,325	44,325	45,325
4	36,295	37,060	37,825	38,590	39,355	40,120	41,825	42,825	43,825	44,825	45,825	46,825
5	37,060	37,825	38,590	39,355	40,120	40,885	42,825	43,825	44,825	45,825	46,825	47,825
6	37,825	38,590	39,355	40,120	40,885	41,650	43,825	44,825	45,825	46,825	47,825	48,825
7	38,590	39,355	40,120	40,885	41,650	42,415	44,825	45,825	46,825	47,825	48,825	49,825
8	39,355	40,120	40,885	41,650	42,415	43,180	45,825	46,825	47,825	48,825	49,825	50,825
9	40,720	41,485	42,250	43,015	43,780	44,545	47,425	48,425	49,425	50,425	51,425	52,425
10	41,485	42,250	43,015	43,780	44,545	45,310	48,425	49,425	50,425	51,425	52,425	53,425
11			43,780	44,545	45,310	46,075	49,425	50,425	51,425	52,425	53,425	54,425
12					46,075	46,840	50,425	51,425	52,425	53,425	54,425	55,425
13					46,840	47,605	51,425	52,425	53,425	54,425	55,425	56,425
14						48,370	52,425	53,425	54,425	55,425	56,425	57,425
15	42,950	43,715	45,245	46,010	48,305	49,835	54,125	55,125	56,125	57,125	58,125	59,125
16									57,125	58,125	59,125	60,125
17										59,125	60,125	61,125
18											61,125	62,125
19												63,125
20			46,710	47,475	49,770	51,300	55,825	56,825	58,825	60,825	62,825	64,825

BA Step or Lane Change: \$765  
MA Step or Lane Change: \$1,000

Step 4 - Retention Bonus: \$500  
Step 9 - Retention Bonus: \$600  
Step 15 - Retention Bonus: \$700  
Step 20 - Retention Bonus: \$700

\*Base pay can be adjusted by the District in order to qualify for reimbursement as outlined in HB 15 and HB 143.  
Any increases to the base pay salary shall not be construed to require corresponding increases to any other teacher of the district.

# APPENDIX A

## Salary Schedules Continued

2022-2023 Salary Schedule												
Step	BA	BA+05	BA+10	BA+15	BA+20	BA+30	MA	MA+05	MA+10	MA+20	MA+25	MA+30
1	*34,720	34,765	35,530	36,295	37,060	37,825	38,825	39,825	40,825	41,825	42,825	43,825
2	34,765	35,530	36,295	37,060	37,825	38,590	39,825	40,825	41,825	42,825	43,825	44,825
3	35,530	36,295	37,060	37,825	38,590	39,355	40,825	41,825	42,825	43,825	44,825	45,825
4	36,795	37,560	38,325	39,090	39,855	40,620	42,325	43,325	44,325	45,325	46,325	47,325
5	37,560	38,325	39,090	39,855	40,620	41,385	43,325	44,325	45,325	46,325	47,325	48,325
6	38,325	39,090	39,855	40,620	41,385	42,150	44,325	45,325	46,325	47,325	48,325	49,325
7	39,090	39,855	40,620	41,385	42,150	42,915	45,325	46,325	47,325	48,325	49,325	50,325
8	39,855	40,620	41,385	42,150	42,915	43,680	46,325	47,325	48,325	49,325	50,325	51,325
9	41,220	41,985	42,750	43,515	44,280	45,045	47,925	48,925	49,925	50,925	51,925	52,925
10	41,985	42,750	43,515	44,280	45,045	45,810	48,925	49,925	50,925	51,925	52,925	53,925
11			44,280	45,045	45,810	46,575	49,925	50,925	51,925	52,925	53,925	54,925
12					46,575	47,340	50,925	51,925	52,925	53,925	54,925	55,925
13					47,340	48,105	51,925	52,925	53,925	54,925	55,925	56,925
14						48,870	52,925	53,925	54,925	55,925	56,925	57,925
15	43,450	44,215	45,745	46,510	48,805	50,335	54,625	55,625	56,625	57,625	58,625	59,625
16									57,625	58,625	59,625	60,625
17										59,625	60,625	61,625
18											61,625	62,625
19												63,625
20			47,210	47,975	50,270	51,800	56,325	57,325	59,325	61,325	63,325	65,325

BA Step or Lane Change: \$765  
MA Step or Lane Change: \$1,000

Step 4 - Retention Bonus: \$500  
Step 9 - Retention Bonus: \$600  
Step 15 - Retention Bonus: \$700  
Step 20 - Retention Bonus: \$700

\*Base pay can be adjusted by the District in order to qualify for reimbursement as outlined in HB 15 and HB 143.  
Any increases to the base pay salary shall not be construed to require corresponding increases to any other teacher of the district.



# APPENDIX A

## Salary Schedules Continued

2023-2024 Salary Schedule												
Step	BA	BA+05	BA+10	BA+15	BA+20	BA+30	MA	MA+05	MA+10	MA+20	MA+25	MA+30
1	*34,500	35,265	36,030	36,795	37,560	38,325	39,325	40,325	41,325	42,325	43,325	44,325
2	35,265	36,030	36,795	37,560	38,325	39,090	40,325	41,325	42,325	43,325	44,325	45,325
3	36,030	36,795	37,560	38,325	39,090	39,855	41,325	42,325	43,325	44,325	45,325	46,325
4	37,295	38,060	38,825	39,590	40,355	41,120	42,825	43,825	44,825	45,825	46,825	47,825
5	38,060	38,825	39,590	40,355	41,120	41,885	43,825	44,825	45,825	46,825	47,825	48,825
6	38,825	39,590	40,355	41,120	41,885	42,650	44,825	45,825	46,825	47,825	48,825	49,825
7	39,590	40,355	41,120	41,885	42,650	43,415	45,825	46,825	47,825	48,825	49,825	50,825
8	40,355	41,120	41,885	42,650	43,415	44,180	46,825	47,825	48,825	49,825	50,825	51,825
9	41,720	42,485	43,250	44,015	44,780	45,545	48,425	49,425	50,425	51,425	52,425	53,425
10	42,485	43,250	44,015	44,780	45,545	46,310	49,425	50,425	51,425	52,425	53,425	54,425
11			44,780	45,545	46,310	47,075	50,425	51,425	52,425	53,425	54,425	55,425
12						47,075	51,425	52,425	53,425	54,425	55,425	56,425
13						47,840	52,425	53,425	54,425	55,425	56,425	57,425
14						-	53,425	54,425	55,425	56,425	57,425	58,425
15	43,950	44,715	46,245	47,010	49,305	50,835	55,125	56,125	57,125	58,125	59,125	60,125
16									58,125	59,125	60,125	61,125
17										60,125	61,125	62,125
18											62,125	63,125
19												64,125
20			47,710	48,475	50,770	52,300	56,825	57,825	59,825	61,825	63,825	65,825

BA Step or Lane Change: \$765  
MA Step or Lane Change: \$1,000

Step 4 - Retention Bonus: \$500  
Step 9 - Retention Bonus: \$600  
Step 15 - Retention Bonus: \$700  
Step 20 - Retention Bonus: \$700

\*Base pay can be adjusted by the District in order to qualify for reimbursement as outlined in HB 15 and HB 143.  
Any increases to the base pay salary shall not be construed to require corresponding increases to any other teacher of the district.

# APPENDIX B

## Sample Returning Teacher Contract CONRAD SCHOOL DISTRICT 2021-22, 2022-23, 2023-24 Returning Teacher Contract

Document: Certified Contract-Return

Issued By: CONRAD SCHOOL DISTRICT on \_\_\_\_\_

THIS AGREEMENT made and entered into the \_\_\_\_ day of \_\_\_\_\_, between above employee, party of the first part, and the Board of Trustees of School District Number Ten, Pondera County, Montana, party of the second part, WITNESSETH:

That the said party of the first part who holds a legal Montana Teacher's Certificate, hereby agrees for the consideration hereinafter named, to comply with and carry out all rules and regulations prescribed by the Superintendent and said Board of Trustees and the laws of the State of Montana, with reference to the conduct of the public schools, and the party of the second part hereby agrees to pay the party of the first part the sum of:

Job Title: TEACHER

Hire Date:

---

### Position Information

Position:

Start Date:

End Date:

Amount:

Days:

FTE:

Type:

Daily Rate:

Salary Sch:

---

Total Amount:

for the school term of not less than one hundred eighty-one (181) teaching days. Payment of salary will be made monthly in ten (10) or twelve (12) installments, at the option of the party of the first part, for the time actually taught. If the teacher terminates his/her employment during the term of contract he/she will not be compensated for time not worked.

The School District agrees to employ said teacher to perform services as assigned for the school year \_\_\_\_\_ event of circumstances, which could not have reasonably been foreseen at the time of this assignment, the School District has the right to alter this agreement.

IT IS FURTHER MUTUALLY AGREED that if, for unforeseen reasons, the school shall be closed by order of the Board of Trustees, this contract shall continue in force until the completion of not less than 180 teaching days, provided that the completion of such contract does not extend the school term in any school year beyond the thirtieth (30th) day of June.

The individual contract is subject to the terms and conditions of the collective bargaining agreement between the Association and the Board of Trustees, and to the extent that the provisions of this contract and said agreement may be inconsistent, the provisions of said agreement shall be controlling.

The said party of the first part shall notify the Board of Trustees in writing within twenty (20) calendar days after the notice of re-election of his/her acceptance of the position tenured him/her for another year and failure to notify the Board of Trustees shall be regarded as conclusive evidence of his non-acceptance of the position.

Upon request, a teacher may be released from a teaching contract by the school board, at the sole discretion of the Board of Trustees. The District may assess a fee of \$1000 for any approved requests to be released from a contract after July 1. Addendum contracts will be issued as needed upon completion of negotiations.

IN WITNESS WHEREOF, the said parties have hereunto set their hand and seals in duplicate on the date hereinbefore mentioned.

BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 10  
Conrad, Montana

Payment of Salary  
(Please check one)

By \_\_\_\_\_, Chair

10 Payments \_\_\_\_\_

By \_\_\_\_\_, Clerk

or

By \_\_\_\_\_, Teacher

12 Payments \_\_\_\_\_

# of Teaching Years Completed in District \_\_\_\_\_

\_\_\_\_\_ Check if you DO NOT wish to receive the \$200 salary advance

# APPENDIX C

For Those Who Plan to Obtain Additional Education for Pay Purposes (due March 1<sup>st</sup>)

## ARTICLE XIV – PROFESSIONAL COMPENSATION

14.1 All teachers will be required to furnish a transcript of credits to be evaluated by the Superintendent.

- A. For the purpose of this schedule, a quarter shall consist of either fifteen (15) quarter hours or ten (10) semester hours (or the equivalent combination thereof) of training in the teacher's subject matter field or one that is closely related to it, which would prove beneficial to the teacher. (This provision shall apply to all credits earned after June 1, 1976, and would not apply to credits not on an approved program and earned prior to June 1, 1976). Half Step Credits (i.e. BA+5 = Bachelors and five semester credits) are earned semester credits for which movement on the salary schedule is requested, according to the guidelines for lane changes.
- B. All teachers upon reaching the position on the salary schedule of B.A.+3 or M.A.+3 must then be on an approved program towards a Master's program or Doctoral program in order to move horizontally on the salary schedule. Only credits earned since June 1, 1986 may be used to move from the B.A.+2 and the M.A.+2 columns to the B.A.+3 and M.A.+3 columns.
- C. All teachers who anticipate horizontal movement on the salary schedule must indicate such change on the letter of intent no later than March 1 of the school year prior to the anticipated horizontal movement. Failure to indicate anticipated horizontal movement before March 1 of the school year prior to the anticipated horizontal movement will result in such movement being denied. Documentation in the form of transcripts from an accredited college or university showing satisfactory completion of courses as described in this section must be furnished before October 15th. Failure to provide such documentation before October 15th will result in the denial of horizontal movement. October 15th of each year will be the last day any contract revisions may be made.

\_\_\_\_\_ I plan to attain additional credit increasing my level to: \_\_\_\_\_  
(BA+05, BA+10, BA+15, BA+20, BA+30, MA, MA+-5, MA+10, MA+20, MA+25, MA+30)

\_\_\_\_\_  
Printed Name of Teacher

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

# APPENDIX D

Base Salary for Appendix D Positions:

2021-22: \$33,500

2022-23: \$34,000

2023-24: \$34,500

High School Extracurricular Activities

POSITION	Location	% of Base	(21-22)	(22-23)	(23-24)
<b>BASKETBALL</b>					
Head Coach	HS	12.50%	\$4,188	\$4,250	\$4,313
Assistant Coach	HS	8.333%	\$2,792	\$2,833	\$2,875
<b>CHEER</b>	HS	12.50%	\$4,188	\$4,250	\$4,313
<b>CONCESSIONS</b>	MS/HS	13.30%	\$4,456	\$4,522	\$4,589
<b>FOOTBALL</b>					
Head Coach	HS	12.50%	\$4,188	\$4,250	\$4,313
Assistant Coach	HS	8.333%	\$2,792	\$2,833	\$2,875
Assistant Coach	HS	8.333%	\$2,792	\$2,833	\$2,875
Assistant Coach	HS	8.333%	\$2,792	\$2,833	\$2,875
<b>GOLF</b>					
Head Coach	HS	12.50%	\$4,188	\$4,250	\$4,313
Assistant Coach	HS	8.333%	\$2,792	\$2,833	\$2,875
<b>SOFTBALL</b>					
Head Coach	HS	12.50%	\$4,188	\$4,250	\$4,313
Assistant Coach	HS	8.333%	\$2,792	\$2,833	\$2,875
<b>TENNIS</b>					
Head Coach	HS	12.50%	\$4,188	\$4,250	\$4,313
Assistant Coach	HS	8.333%	\$2,792	\$2,833	\$2,875
<b>TRACK</b>					
Head Coach	HS	12.50%	\$4,188	\$4,250	\$4,313
Assistant Coach	HS	8.333%	\$2,792	\$2,833	\$2,875
<b>VOLLEYBALL</b>					
Head Coach	HS	12.50%	\$4,188	\$4,250	\$4,313
Assistant Coach	HS	8.333%	\$2,792	\$2,833	\$2,875
<b>WRESTLING</b>					
Head Coach	HS	12.50%	\$4,188	\$4,250	\$4,313
Assistant Coach	HS	8.333%	\$2,792	\$2,833	\$2,875

Seasons that are extended beyond the first postseason competition (e.g. District Basketball) will compensate coaches at a rate of \$250.00 per week.

# APPENDIX D Continued

## Middle School Extracurricular Activities

POSITION	Location	% of Base	(21-22)	(22-23)	(23-24)
<b>BASKETBALL</b>					
8th Grade	JH	4.67%	\$1,564	\$1,587	\$1,611
6th & 7th Grade	JH/US	4.00%	\$1,340	\$1,360	\$1,380
<b>FOOTBALL</b>					
Head Coach	JH	4.67%	\$1,564	\$1,587	\$1,611
Assistant Coach	JH	4.00%	\$1,340	\$1,360	\$1,380
Assistant Coach	JH	4.00%	\$1,340	\$1,360	\$1,380
<b>TENNIS</b>					
Head Coach	JH/US	4.67%	\$1,564	\$1,587	\$1,611
Assistant Coach	JH/US	4.00%	\$1,340	\$1,360	\$1,380
<b>TRACK</b>					
Head Coach	JH/US	4.67%	\$1,564	\$1,587	\$1,611
Assistant Coach	JH/US	4.00%	\$1,340	\$1,360	\$1,380
<b>VOLLEYBALL</b>					
Head Coach	JH/US	4.67%	\$1,564	\$1,587	\$1,611
Assistant Coach	JH/US	4.00%	\$1,340	\$1,360	\$1,380
<b>WRESTLING</b>					
Head Coach	JH/US	4.67%	\$1,564	\$1,587	\$1,611
Assistant Coach	JH/US	4.00%	\$1,340	\$1,360	\$1,380
<b>INTRAMURALS</b>	US/JH	3.00%	\$1,005	\$1,020	\$1,035

\*The School Board reserves the right to add assistant coach positions due to higher than anticipated numbers that would warrant an additional team.

# APPENDIX D Continued

## CO-CURRICULAR ACTIVITIES

POSITION	Location	% of Base	(21-22)	(22-23)	(23-24)
<b>HIGH SCHOOL</b>					
FFA	HS	8.0%	\$2,680	\$2,720	\$2,760
BPA*	HS	6.0%	\$2,010	\$2,040	\$2,070
FCCLA*	HS	6.0%	\$2,010	\$2,040	\$2,070
SKILLS USA	HS	6.0%	\$2,010	\$2,040	\$2,070
JMG	HS	6.0%	\$2,010	\$2,040	\$2,070
STUDENT COUNCIL	HS	6.0%	\$2,010	\$2,040	\$2,070
NHS	HS	3.0%	\$1,005	\$1,020	\$1,035
CLASS 9 SPONSOR	HS	2.0%	\$670	\$680	\$690
CLASS 10 SPONSOR	HS	2.0%	\$670	\$680	\$690
CLASS 11 SPONSOR	HS	2.5%	\$838	\$850	\$863
CLASS 12 SPONSOR	HS	2.5%	\$838	\$850	\$863
<b>CLUBS</b>					
Art	HS	2.0%	\$670	\$680	\$690
Science	HS	2.0%	\$670	\$680	\$690
Speech & Debate Coach	HS	12.50%	\$4,188	\$4,250	\$4,313
Speech & Debate Assistant	HS	8.333%	\$2,792	\$2,833	\$2,875
Theatre Director	HS	6.0%	\$2,010	\$2,040	\$2,070
Theatre Director Assistant	HS	4.0%	\$1,340	\$1,360	\$1,380
Yearbook	HS	8.0%	\$2,680	\$2,720	\$2,760
Spirit Club	HS	1.67%	\$560	\$568	\$577
Band Director (Pep/Other)	HS	12.50%	\$4,188	\$4,250	\$4,313
<b>MIDDLE SCHOOL</b>					
Student Leadership	JH/US	3.0%	\$1,005	\$1,020	\$1,035
Yearbook	JH/US	4.25%	\$1,424	\$1,445	\$1,467
JHNHS	JH/US	1.0%	\$335	\$340	\$345
Science Fair	JH/US	2.0%	\$670	\$680	\$690
EL K-8 Music Perform.**	JH/US	2.0%	\$670	\$680	\$690
Choice Clubs	JH/HS	Max 4	\$500	\$500	\$500

\*Postseason pay (\$250) will be provided to FCCLA or BPA advisors upon club member qualification and participation in National Competitions. An additional stipend of \$250 will be issued when an advisor sponsors a state officer.

\*\*The K-8 music performance stipend is only for performances outside regular school hours.

## APPENDIX D Continued

### PROFESSIONAL DUTIES

Driver's Education	\$22/hour
AM/PM Extended Teaching	\$20/hour
Professional Development Instruction	\$25/hour
Curriculum Work (required by Supt.)	\$20/hour
21 <sup>st</sup> Century Grant Certified Teaching	\$20/hour
Personalized Learning Course Development	\$850/course from scratch \$400/course modification
New Teacher Mentor	\$500/mentor
Elementary MBL Leader (per school)	2% E.C. Base

# APPENDIX E

## Calendar

Conrad Public Schools																																																							
2021-2022 School Calendar																																																							
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I, \_\_\_\_\_

**Conrad Professional Development Form**

certify, under penalty or perjury under the laws of the State of Montana that the foregoing is true and correct. The intentional misrepresentation of a material fact in This form subjects the teacher to disciplinary action Which could include terminations pursuant to 20-4 204, 20-4 206 or 20-4 207;M.C.A.

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The intent of this agreement between certified staff and the Conrad School District is to allow teachers to "trade" days they have participated in outside the contracted time and have paid for themselves with MEA in-service days.

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I have participated in the following during summer break.  
(Check those that apply)

- ☐ Conrad School District Initiative in-service (6 hours)
- ☐ Conrad School District Initiative in-service (12 hours)
- ☐ MBI unpaid (one day = 6 hours)
- ☐ MBI unpaid (one day = 12 hours)
- ☐ Golden Triangle Cooperative in-service (one day = 6 hours) Name of in-service \_\_\_\_\_
- ☐ Golden Triangle Cooperative in-service (two days = 12 hours) Name of in-service \_\_\_\_\_
- ☐ Coaches Clinic (one day = 6 hours)
- ☐ Coaches Clinic (two days = 12 hours)
- ☐ Other (one day = 6 hours) \_\_\_\_\_
- ☐ Other (two days = 12 hours) \_\_\_\_\_
- ☐ (Pre-approved)Presenter/instructor at any of the above

I will attend MFPE convention at

\_\_\_\_\_  
(check those that apply)

- ☐ One day = 6 hours
- ☐ Two days = 12 hours

I understand the following circumstances will nullify the ability to replace days/hours for the MFPE in-service days:

- 1) I was reimbursed for the hours/days by Conrad School District.
- 2) I was paid for attendance by Conrad School District.
- 3) I was paid for mileage by the Conrad School District.
- 4) I used hours/days during contracted paid time.
- 5) This form must be turned in before October 1.

\*\*\*You are accountable for documentation for all hours you claim. You can:

- 1) Attach a copy of proof of attendance (renewal units, college credits, etc.)
- 2) Have all documentation on hand in the event you are audited by the Conrad School District

**THIS IS THE  
CBA IN ITS  
ENTIRETY**