

Master
Agreement



2025-2027

Pine Island Public Schools

**MASTER AGREEMENT
PINE ISLAND SCHOOLS
2025-2027**

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I. PURPOSE

This Agreement entered into this April 13, 2026, between Independent School District No. 255, Pine Island Minnesota, hereinafter referred to as the School District, and the Pine Island Education Association, hereinafter referred to as the Association, pursuant to and in compliance with the Public Employment Labor Relations Act as amended, hereinafter referred to as the P.E.L.R.A., provides the terms and conditions of employment of teachers for the duration of this Agreement.

II. RECOGNITION OF EXCLUSIVE REPRESENTATION

A. RECOGNITION:

In accordance with the P.E.L.R.A., the School District recognizes the Association as the exclusive representative of the teachers employed by the School District, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A., and as described in this Agreement.

B. MEET AND CONFER:

It is the policy of this School District to encourage close cooperation amongst teachers, administration, and School Board by exchanging views and concerns relating to policy, procedure, contract interpretation, and other matters permitted by law.

1. Representation: Teachers will select one (1) or two (2) building representatives from each building annually to represent them for the coming year.
2. Meeting dates: The Meet and Confer meeting will be held one hour prior to the School Board meeting during the months of November, February, and April. Additional meetings may be scheduled upon mutual agreement of both the Association and the School Board.
3. Notification: At least two weeks prior to the Meet and Confer meeting, the building representative will canvass or schedule a meeting in the building to find out if there are any issues to be discussed.

4. Principal meetings: One to two weeks prior to the Meet and Confer meeting, building representatives and any teacher directly involved will meet with their principal to discuss issues.
5. Meetings: Any issues that need to be discussed further will be forwarded to the Superintendent four (4) working days before the scheduled Meet and Confer meeting. The building representatives, the Association president, and (if needed) other teachers directly involved will meet with School Board representatives. If there are no items to be discussed, the meeting may be canceled by mutual agreement.
6. Reporting: Notes will be taken at meetings. Notes of these meetings will be jointly disseminated to interested parties by the teachers' representatives, administration, and School Board.

III. DEFINITIONS

- A. Terms and Conditions of Employment: The term "terms and conditions of employment" means: the hours of employment, the compensation including fringe benefits (except retirement contribution or benefits other than School District payment of, or contributions to, premiums for group insurance coverage for retired teachers or severance pay), and the School District's personnel policies affecting the working conditions of the teachers. The term does not mean educational policies of the School District. "Terms and conditions of employment" is subject to the provisions of the P.E.L.R.A.
- B. Teacher: The word "teacher" shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the State of Minnesota, to include the school nurse but shall not include superintendent, assistant superintendent, principals, assistant principals, special education/Title I coordinator and any other cabinet members not required to have a license who devote more than fifty percent (50%) of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law.
- C. School District: For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative(s).
- D. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

IV. RIGHTS AND OBLIGATIONS

- A. Rights and Obligations of Teachers: Nothing contained in this Agreement shall be construed to limit, impair, or affect the rights of any teacher or their representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or

their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the Association. Discussion of the view, grievance, complaint or opinion identified above, in the classroom, is an interference with the full, faithful, and proper performance of duties.

- B. Rights of the School District: The School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and the selection, direction, and number of personnel.
- C. Reservation of Managerial Rights: All managerial rights and managerial functions not expressly delegated in this Agreement or by law are reserved to the School District.

V. ASSOCIATION SECURITY

- A. Membership Dues: Any teacher who is a member of the Association or who has applied for membership may sign and deliver to the School District an assignment authorizing deduction of membership dues. These dues include the Association, Education Minnesota, the National Education Association, and the American Federation of Teachers. The School District shall deduct ten percent (10%) of such dues from each salary check of the teachers for ten pay periods beginning October 1 and ending February 28 of each year. Deductions for teachers employed after the commencement of the school year shall be appropriately pro-rated to complete payments by the following February 28. The membership chair(s) of the Association is responsible for submitting a list of those teachers participating to the business office by September 15. Should a teacher refuse to certify deductions, they must pay individually.
- B. Membership Opt Out: Teachers choosing to not participate in the association must inform the association membership chair in writing.
- C. Dues Remission: All sums deducted by the School District for membership dues shall be remitted to the treasurer of the Association on the last day of the month for the months of October through February, accompanied by a list of teachers for whom such deductions have been made.
- D. Guarantee: The Association hereby guarantees that it will hold the School District harmless from any and all forms of liability, liquidated or unliquidated, which any person may have or claim to have, in the deduction of dues specified by the exclusive representative as provided in this agreement.
- E. Teacher's Rights: Nothing contained herein shall be construed to deny or restrict rights any teacher may have under the existing law and regulations. The rights

granted to teachers hereunder shall be deemed in addition to those provided by such laws and regulations.

- F. Licensure: All teachers shall have current teaching licenses which legally qualify them for the work to which they are assigned duly recorded with the Superintendent. Failure by the teacher to maintain a current license on record is a violation of this Agreement, and the teacher is subject to suspension without pay until a current license is secured.

- G. Notice of Continuing Contract and Assignments: Notice of non-renewal shall be given in writing not later than May 1st. All teachers shall be given written notice of their assignment for the following school year not later than June 1st. Such notice shall be provided in the form of a master schedule or, if the master schedule is not yet finalized, a draft schedule or written assignment summary identifying the specific courses to be taught and the proposed number of sections. (See NOTICE OF TEACHING ASSIGNMENT FORM EXHIBIT E). In the event that school is not in session, notification will be provided through electronic means.

In the event that changes to such assignments or schedules are proposed, all teachers affected shall be notified before the proposed change and consulted regarding the matter and the extent of the change.

- H. Teachers on Special Assignment: Atypical Teaching Assignments
Philosophy: From time to time, it may become necessary to have a teacher take on all or part of assignments that would not fall under the 'standard' teaching contract.
 - 1. The TOSA may or may not work a standard teaching day.
 - 2. The TOSA may or may not have direct teaching responsibilities.
 - 3. The TOSA will fall under the teachers' contract for representation.
 - 4. The TOSA will qualify for all compensation and benefits as stipulated in the Master Agreement.
 - 5. TOSA positions will be reviewed annually and may or may not be continued beyond one school year.
 - 6. At the end of assignment, a TOSA shall retain the right to return to their original teaching position or one for which they are licensed.

- I. Teachers Shared with Other Districts: A teacher teaching at the School District may actually be employed by another district, alternately, a teacher teaching at the School District may be employed by the District, but spend some of their time at another district. This section does not apply to those teachers teaching part of their time at the School District, but employed by another district.
 - 1. Mileage: A shared teacher will receive a stipend per semester based on miles at the School Board approved rate and number of days agreed at the beginning of the assignment.

2. Preparation Time: Time spent in travel between districts will not be considered preparation time.
 3. Lunch: Shared teachers will have a travel-free, duty-free lunch period.
 4. Individual Teaching Contract: A shared teacher will have an individual teaching contract as per the School District Agreement.
- J. Individual Teaching Contracts: All individual teaching contracts shall be in writing and signed by the chair and clerk of the School Board. The individual teaching contract shall specify the length of the school year and the annual salary. Other provisions of the individual teaching contract will be included as required by the School District. All teachers, when initially employed, will be provided a copy of the current Master Agreement.
- K. Student Teachers: The number and placement of student teachers shall be determined by the respective principals with the approval of the Superintendent of Schools and the district supervising teacher. Any appropriate college stipend will be paid to the teacher or teachers responsible for supervising the student teacher.
- L. Personnel Files: All evaluations and files generated within the School District relating to each individual teacher shall be available during regular School District business hours to that teacher upon their written request. The teacher shall have the right to reproduce the contents of the file at the established copying rate and to submit for inclusion in the files written information in response to any material contained therein. Teachers will be notified in writing of any materials the School District intends to place in the personnel file.
- M. Representation: Teachers will be afforded the opportunity for Association representation/presence at any School District initiated discussion.
- N. Notification: If a student with a documented history of violent behavior is to be placed into a classroom, teachers will be notified and included in developing an action plan to address the situation.
- O. Application: The provisions of this agreement shall be applied equitably to all licensed staff members without regard to race, creed, religion, color, national origin, age, gender, sexual orientation, or marital status.

VI. SUBSTITUTE TEACHERS

- A. Per Diem Substitute Teachers: Per diem substitute teachers with rights of bargaining unit representation as required under Minnesota Statute shall have access to the rights of Section II (Recognition of Exclusive Representation) and shall be excluded from all others.
1. Wage: The per diem substitute wage shall be the daily substitute wage as established by the School Board.

2. Full Day: A "full day per diem substitute" shall be defined as a substitute teacher with four (4) hours or more of daily assigned time.
 3. Half Day: A "half-day per diem substitute" shall be defined as a substitute teacher with less than four (4) hours of assigned time.
- B. Long Term Substitute Teachers: A "long-term substitute teacher" shall be defined as a substitute teacher under an individual substitute teaching contract with the School District for services as a replacement for an incumbent teacher on a leave of absence when such leave has been approved by specific action of the School Board.
1. Per Diem Substitute Becoming Long Term: Upon completion of thirty (30) consecutive days of employment as a per diem substitute for one (1) absent teacher, the per diem substitute shall become a long-term substitute.
 2. Responsibilities, Rights and Benefits: A long-term substitute teacher shall have all the responsibilities, rights, and benefits of this Master Agreement excluding only XV (Unrequested Leave of Absence), XVI (Retirement Benefits) and XVII (Duration).
 3. Duration: The duration of a substitutes' long-term employment shall be limited to the terms of the individual's contract and shall be concluded and employment terminated upon due notice from the School District. This contract shall not exceed one (1) year in length.

VII. COMPENSATION

- A. Extended Employment: Compensation for extended employment within and outside the regular school year will be according to the parameters below:
1. Curriculum and Program Development: Teachers will be paid at the rate of twenty-eight (\$28.00) per hour for curriculum/program development work within the School District, if such work is approved by the "School District Staff Development Committee," and occurs either outside the regular school year or outside of the basic day within the school year. In the event committee work takes place during the basic day, teachers will be provided their normal preparation time.
 2. Summer School: Teachers will be paid pro-rata for hours of service to include preparation time.
 3. Extended Assignments: Teachers will be paid pro-rata for teaching assignments beyond their full-time teaching assignment during the school year. All extended assignments will be made upon mutual consent of the

School District and the teacher(s) involved. Extended teaching assignments shall not be construed to be a part of the teacher's continuing contract.

4. Workshop and Training: Upon written approval by the "School District Staff Development Committee," teachers will be paid at a rate of twenty-four (\$24.00) per hour for workshops and training that are germane to their assignment or district goals and will forgo any credit toward lane advancement. To assist with payroll, a certificate of clock hour verification will be required by the Business Office. The "School District Staff Development Committee" has the option to approve workshop/training without pay.
5. Q Compensation Participation: The Pine Island School District has a state approved plan in place. Teachers electing to participate are eligible for compensation based on the following:

Teachers are eligible for a total of \$800 based on the following performance measures:

- a. \$100 will be awarded to each teacher when the annual site goal is met. (Shared staff will be awarded based on the buildings they serve.)
- b. \$100 will be awarded to each teacher when the teacher meets their annual student learning goal.
- c. \$500 will be awarded to each teacher who attains "Proficient" or higher
- d. \$100 will be awarded to each teacher who completes three(tenured) to four(non-tenured) observation cycles with the Q Comp Instructional Coach.

Memorandum of Understanding outlines additional language.

6. College and AP Courses: A teacher will receive a \$500 stipend per semester (½ credit) for courses/sections that are offered for college credit.
7. National Certifications: Teachers who successfully complete the voluntary National Teacher Board Certification process will be paid \$1000 in addition to their regular annual salary. School Social Workers who earn the License for Independent Clinical Social Work (LICSW), Speech and Language Therapists who earn the National Certificate of Clinical Competency (CCC), School Nurses who earn a National School Nurses Certification, ECFE teachers who earn the Certified Family Life Educator from the National Board of Family Educators, School Counselors who earn National Certified Counselor (NCC) and Licensed Marriage Family Therapist status, and Occupational Therapists who earn National Board for Certification in Occupational Therapy (NBCOT) will be paid \$1000 in addition to their regular annual salary. Stipends for part-time employees will be paid on a pro-rata basis. Official national certification evidence must be submitted to the superintendent by September 30. In order to be eligible for additional compensation as outlined above, the district employee is responsible for all fees associated with obtaining certification.

8. Internal Subbing: Teachers may be requested to substitute for another teacher during their prep time. Internal subbing opportunities are limited to two periods per day (one block) and must be a minimum of 15 minutes. Teachers volunteering to teach additional time will be compensated based on their hourly rate on a pro-rata payment. Internal subbing opportunities will be made available through each building office. Requests are expected to be submitted 2 days in advance. Payment will be made in December and following the last school day.

- B. Withholding of Salary Increase: An individual teacher's advancement on the salary schedule is subject to the right of the School District to withhold increments, lane changes, or other salary increases for teachers on an improvement plan who are not making improvement progress. Notification will be provided in writing. An action withholding a salary increase shall be subject to the grievance procedure.

- C. Method of Payment: Teachers will be paid on a twelve (12) month basis semi-monthly on the 15th and the last scheduled school day of the month.

- D. Salary Schedules: The wages and salaries reflected in "Exhibits A and B" shall remain in effect for the 2025-2027 school years.

- E. Status of Salary Schedule: The salary schedule is not to be construed as a part of the continuing contract.

- F. Placement on Salary Schedule: The following rules shall be applicable in determining placement of teachers on the appropriate salary schedule.
 1. General: All graduate and undergraduate credits in the fields of education, educational leadership, content-based courses to qualify for college in the schools, and/or teacher preparation shall apply toward placement on the salary schedule. Lane changes must have prior written approval of the Superintendent and meet the following criteria:
 - Graduate or undergraduate courses may be considered if they are in an area new to the teacher or requested by the School District or are directly related to the School Board goals. Approval by the Superintendent is required.
 - Any costs incurred for the education toward lane advancement is the responsibility of the teacher.
 - All credits must be for a grade, if available.
 - A grade point of 3.0 must be achieved for each course.
 - Advancement beyond the BA/BS+20 lane will only be allowed if the teacher is enrolled in a recognized graduate program.
 - A teacher that already has a Master's degree does not need to be enrolled in an additional Master of Education program in order for graduate level courses to count.

- The Superintendent's approval or disapproval of credits may not be grieved beyond the School Board level.
 - A maximum of 6 credits per lane for all lane advancements may be approved from partner organizations with the remaining required to originate directly from the accredited university or college system.
2. **School Nurse:** The school nurse is eligible to advance lanes without participating in a Masters program. Any costs incurred for the education toward lane advancement is the responsibility of the school nurse. Lane advancement may continue up to and including the BA/BS+30 lane. To be counted for lane advancement, the activity must be approved by the Superintendent prior to registration. Each eighteen (18) clock hours of workshops, conferences and seminars equals one (1) college semester hour credit.
 3. **Effective Date:** Individual teaching contracts will be modified to reflect qualified lane changes upon written request, providing a transcript of qualified credits is submitted to the Superintendent's office according to the table below. Unofficial transcripts will be accepted in lieu of official transcripts. Retroactive pay will be as a lump sum on the first paycheck of the following month.

<i>Submitted by</i>	<i>Effective date will be</i>
August 15	reflected on initial pay check
September 30	retroactive to the start of the school year
January 31	retroactive to the start of the second semester

4. **Experience Step:** Teachers new to the School District will be placed on the salary schedule as agreed between the School District and the teacher. These teachers may be placed at a step no greater than six (6) steps above the step equivalent to their years of teaching experience. Without negotiated agreement, teachers may move no more than one (1) step per year on the salary schedule.
- G. **Extra Duty Assignments:** The salaries reflected in "Exhibit C" shall be part of this Agreement for the 2025-2026 and 2026-2027 school years. Current or new extra duty assignments shall be made by mutual agreement between the School District and the teacher, and that mutual agreement shall not become a part of the teacher's continuing contract.
1. **Extra Curricular Position Assignments:** It is the intent of the district to assign all extra-curricular (Exhibit C) assignments to members of the bargaining unit. If no qualified licensed teacher is available or interested at the time of the posting, the position will be made available to external candidates or refer to language in article VIII A.

2. Extra Duty Assignment Experience: To qualify for lane changes within the extra duty matrix, experience must be in the same sport/activity performed on an interscholastic basis. Two years as a junior high or assistant coach shall count as one (1) year as applied to the schedule when the coach moves to a head position within the same sport.

VIII. FILLING OF VACANCIES, REASSIGNMENT, AND RESIGNATIONS

- A. Vacancies: Vacant licensed staff positions shall be filled by the School District with the best qualified candidate as determined by the School District. Internal candidates are encouraged to apply. However, the district will make the decision based on the best qualified applicant.
- B. Vacancy Notifications: Notification of open positions will occur at the same time the position is posted for public viewing. Current teachers, who meet the qualifications for the vacant position, may apply. During the summer, notification will be provided to the Association's president and building representatives. A letter of application, resume, and other materials listed by the notice of vacancy will be required. If a current teacher applies for a position and is not selected, rationale for the selection made will be provided upon written request.
- C. Retirements/Resignations: Retirements and resignations shall be effective at the end of the first (1st) semester or at the end of the school year. The School District shall be notified in writing as soon as a retirement or resignation is desired, preferably prior to February 1st.

Late Resignation Reimbursement Clause: A teacher who chooses to leave the School District (resignation) after July 1st of the current school year would be responsible to pay the School District eighteen hundred dollars (\$1,800) for costs related to replacement of the position. If a teacher chooses to leave after August 1st of the current school year, that teacher would be responsible for paying the School District five thousand dollars (\$5,000) for costs related to the replacement of the position. A teacher receiving notification of a reassignment (after June 15th) would have two (2) weeks to resign without penalty until August 15th.

- D. Involuntary Reassignment: Prior to involuntary reassignment, the teacher will be personally informed about the proposed reassignment. Upon written request of the teacher who is involuntarily reassigned, rationale for the reassignment will be provided.
- E. Job-Share Position: A "shared position" is defined as a position in which two (2) properly licensed tenured teachers perform the duties required for one full-time position.
 1. Application: A teacher(s) who is teaching full-time may request to be employed in a shared position. The application for such positions shall be made in writing (application form) to the teacher's immediate supervisor by

February 1st, prior to the school year during which the position is to be shared. The supervisor will forward the request to the Superintendent. Teachers employed in a shared position shall be granted a leave in proportion to their share of the new teaching assignment. This leave will be granted on a yearly basis. Teachers who are presently not teaching full-time may also be considered for a shared position pending written approval by the Superintendent.

If the application is approved, participating teachers shall mutually agree in writing to the dates and conditions of duty, to refrain from applying for unemployment compensation during that year, and to any other necessary conditions that are consistent with the provisions of this section. A copy of this Agreement will be forwarded to the Association.

If the application is denied, the applying teachers may request the application be reviewed by the Superintendent whose decision is final and binding and not subject to the grievance procedure.

2. **Reviewal:** The sharing of a full-time position shall be subject to annual review with the immediate supervisor. The supervisor will submit their recommendations for the continuance or discontinuance of the shared position to the Superintendent. This decision is also final and binding and not subject to the grievance procedure.
3. **Return to Full Time:** Teachers shall retain the right to return to their original teaching position or one for which they are licensed, if eligible by seniority, by giving written notice of their intent to return to full-time employment no later than February 1st prior to the school year in which they intend to return.
4. **Fringe Benefits:** Fringe benefits for shared-position teachers shall be a percent of the coverage paid for full-time teachers equal to the percent of their participation in the shared position. Shared teachers requesting health insurance must meet the eligibility requirements as set forth in IX. Group Insurance, A. Eligibility. At no time will the fringe benefit cost be more than the cost of benefits for a full-time teaching position (i.e. overloads, excess minutes, etc.)
5. **Absences:** Shared-position teachers shall be eligible for paid absences on a pro-rata basis as determined by the percentage of their participation in the shared position.
6. **Leave of Absence:** Shared-position teachers shall be eligible for leaves of absence. Applications for these leaves shall be cause to reevaluate continuation of the shared position.
7. **Non-Student Days:** Shared-position teachers shall attend curriculum days, in-service days, and other non-student days, parent/teacher conferences and

other meetings as required by the building level principal without additional pay.

F. Hiring of Retired Teachers:

1. **Tenure:** Retired teachers hired by the School District must waive all continuing contract rights or claims within the School District.
2. **Paid Time Off (PTO):** Such teachers shall receive ten (10) non-cumulative PTO days and may not participate in the PTO bank.
3. **Association Membership:** Such teachers may join Education Minnesota as active members.
4. **Determination of Seniority:** Such teachers shall be placed and remain below all other teachers on the seniority list.
5. **Benefits:** Such teachers will have access to all collectively bargained benefits except as noted.
6. **Exclusion of Benefits:** Such teachers may not participate in the School District sponsored 403(b) Matching Contribution plan. Such teachers who have or are eligible for health and hospitalization insurance from previous employment shall not be eligible for the health, hospitalization and dental insurance or waiver benefits described in IX. Group Insurance, D, unless mutually agreed upon by the teacher and School District and subject to the insurance carrier's limitations. Such teachers shall not be eligible for the early retirement incentive described in XVI.

IX. GROUP INSURANCE

- A. **Eligibility:** Full benefits provided in this article are designed for full-time teachers as described in XI and XII. Part-time teachers shall be eligible for partial benefits proportional to the extent of their employment and subject to the insurance carrier's limitation.
- B. **Claims Against the School District:** The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.
- C. **Life Insurance:** The School District agrees to purchase a group term life insurance policy for each full-time teacher who qualifies for said policy in the amount of \$75,000 to be paid to the teacher's designated beneficiary. In the event of accidental death, the policy will pay double the specified amount (\$150,000). The carrier selected shall provide conversion privileges for teachers leaving the School District.

- D. Health, Hospitalization, and Dental Insurance: The School District shall contribute the sum reflected below toward the premium for individual and dependent coverage for each eligible teacher employed by the School District who qualifies for and is enrolled in the School District group health/hospital and or dental insurance plans. Any additional costs of the premium shall be paid by payroll deduction.

2025-2027	
Insurance	District Contribution
Health/Hospitalization Single Plan	\$900/month
Health/Hospitalization Employee + 1 Plan	\$1300/month
Health/Hospitalization Family Plan	\$1500/month
Single Dental	Up to \$45/month *contribution will not exceed the premium for single insurance. *An employee electing family coverage will have a payroll deduction for the difference between single and family. *Married employee couples will have two single contributions towards a family plan.
VEBA (vision and dental only)	\$1500 annual contribution *any teacher with continuing health coverage outside of Pine Island Schools may elect to participate in a VEBA Plan. Upon doing so, they will annually have \$1,500 deposited in nine (9) equal installments into the designated account with the School District's VEBA Health Plan (Vision/Dental only) established in September 2013. Teachers can opt back into the School District's health and hospitalization plan subject to insurance carrier's provisions (open enrollment or "life" event).
Additional benefits and clarification:	
*Married employee couples will get the family contribution plus the single contribution toward a family policy premium.	
*Married employee couples will get the employee plus one contribution plus the single contribution toward an employee plus one policy premium.	
*In the event that premiums are less than the district contribution, the district will contribute dollars to an HSA to reach the district maximum contribution.	

- E. In the event that insurance premiums increase 40% or more, the district will meet with representatives to review possible options and solutions.
- F. Disability: The School District will purchase a disability plan for all teachers that commences after a twelve (12) month elimination period. This plan will provide coverage up to two-thirds (2/3's) of the teacher's base salary or a maximum of the insurance company's monthly dollar amount, whichever is less.
- G. Selection of Carrier: The selection of the insurance carriers and policies shall be made by the School District as provided by law.

X. 403(b) MATCHING CONTRIBUTION PLAN

- A. Eligibility: Teachers who have obtained continuing contract status (tenured) with the School District shall be eligible to participate in the "403(b) Matching Contribution Plan".
- B. Part-Time Teachers: "Part-time" teachers defined as any teacher employed at least fifty percent (50%) of the time but less than one-hundred percent (100%) shall be eligible for partial benefits proportional to the extent of their employment. Teachers working less than fifty percent (50%) will not be eligible for any benefits under this section.
- C. School District Contribution: The School District will match annual eligible teacher contributions as follows:

Continuing Contract (tenured) \$1104

Teachers will be eligible upon achieving continuing contract status.

The School District shall contribute semi-monthly an amount equal to the amount contributed by the teacher not to exceed the annual maximum amount listed above.

- D. Participation Authorization: The School District shall contribute annually an amount equal to the amount contributed by the teacher not to exceed \$1104. The eligible teacher must submit to the Business Office a signed salary reduction authorization agreement by October 1 in order to participate in the "403(b) Matching Contribution Plan" for that school year.
- E. Unpaid Leave Exclusion: Teachers on unpaid leave may not participate in the "403(b) Matching Plan" while on leave.

XI. PAID TIME OFF (PTO)

A. EARNING AND USE

1. All teachers will be advanced 11 PTO days at the commencement of the school year. PTO may be used at the discretion of the teacher for any reason including absences covered under Earned Safe and Sick Time (ESST) as defined by Minnesota State statute.
2. A PTO day is proportional to the extent of the teacher's employment.
3. PTO may be taken in fifteen-minute increments. Requests for PTO must be made at least three (3) school days in advance, using the district-approved request procedure, except in the event of illness or emergency. Scheduled PTO during staff development events may not be taken without the approval of the superintendent. 90 minutes of each workday are considered staff development.
4. No more than seven percent (7%) of teachers may be absent on any one day using PTO with prior approval, except in the event of illness, emergency, or absence covered by ESST. During the last two (2) weeks of school, scheduled PTO may be used based on the availability of substitute teachers.
5. Teachers may take up to five (5) consecutive scheduled PTO days one time per year.
6. Bereavement leave of up to five (5) days due to the death of a member of the teacher's or spouse's family including parents, siblings, spouse, children, grandparents, grandchildren, in-laws, other relatives, and close friends. If the superintendent deems it necessary, more time may be allowed. Bereavement shall be deducted from the Banked PTO.
7. PTO beyond the annual allocation will come from the teacher's PTO Bank and may only be used under the following circumstances:
 - a. Absence of the teacher due to the illness of the teacher, teacher's spouse, teacher's dependents, parents or parents-in-law.
 - b. Maternity/Paternity leave
 - c. Bereavement leave
 - d. Non-standard cases as outlined in Section XI. 8
8. PTO use for optional absences (non-standard cases) beyond the annual allocation may be granted at the discretion of the superintendent. In the event that a staff member does not have Banked PTO to cover the duration of the absence, the time may be granted without pay.

B. UNUSED PTO DAYS

1. Pay for Unused PTO Day(s):
 - a. Unused PTO days up to a maximum of eleven (11) days per year, may be converted to Banked PTO or paid as calculated on the last day of the school year.
 - b. Unused PTO Days may be converted or paid as follows:

Teachers with less than 90 days of banked PTO must convert all unused PTO to banked PTO.
Teachers with 90-125 days of Banked PTO, may choose to cash out up to five (5) unused PTO days.
Teachers with 126-185 days of Banked PTO, may choose to cash out up to eleven (11) unused PTO days.
Payment for those eligible, will be paid at the daily rate of pay based on the step one of the BS lane and MUST be submitted to the business office prior to the last contract day of the school year. Unused PTO days which have been cashed out are NOT eligible to be converted to Banked PTO.

C. ADDITIONAL PTO GUIDELINES:

1. Medical Certificate: The School District may require a teacher to furnish a medical certificate from a qualified medical provider (physician, nurse practitioner, physician assistant) as evidence of illness greater than 5 days, indicating such absence was due to illness. In the event a medical certificate is required the teacher will be so advised.
2. Worker's Compensation and PTO: Absence due to injury incurred in the course of the teacher's employment shall not be charged against the teacher's PTO days if workers' compensation insurance pays for the days absent.
3. PTO During Leave of Absence: PTO will not apply, nor may it be earned or accumulated during a leave of absence. Accrued PTO will be reconciled at the end of the year for staff on leave during the school year.
4. Unearned Use: In the event of resignation, termination, or discharge of a teacher to whom PTO has been advanced in excess of that accumulated, the teacher is required to refund the amount paid for the period of such excess. Accumulated PTO will be forfeited by the teacher upon resignation, termination, or discharge.

5. PTO Pool: A voluntary PTO pool has been established and is maintained solely by the Association and may only be used by teachers who have elected to participate in the pool.

XII. LEAVES OF ABSENCE

A. Child Care Leave:

1. Provisions: A child care leave may be granted by the School District subject to the provisions of this section. Child care leave may be granted because of the need to prepare and provide parental care for a dependent child or dependent children, natural born or adoptive, of the teacher for an extended period of time.
2. Request Procedure: The teacher shall submit a written application to the Superintendent for a child care leave including a commencement and return date. When a teacher is expecting, an application for leave must be submitted at least three (3) calendar months before commencement of the intended leave. Included in the application, the teacher will provide the expected time frame for their absence.
3. PTO Usage: A teacher may elect to utilize PTO for a child care leave up to the maximum allowable according to FMLA. As defined by the Association, a teacher may be eligible to access the PTO pool.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - i.e., winter vacation, spring vacation, semester break or quarter break, end of the school year or the like.
5. Resolution: The Superintendent shall submit the effective beginning date of such leave and its duration to the School Board for its action. In making its determination the School Board shall not, in any event, be required to grant any leave more than twelve (12) months in duration; or permit the teacher to return to their employment prior to the date designated in the request for child care leave.
6. Reassignment: A teacher returning from child care leave shall retain the right to return to their original teaching position or one for which they are licensed.
7. Failure to Return: Failure of the teacher to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the teacher mutually agree to an extension in the leave.
8. Experience Credit: A teacher who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay

purposes and any unused leave time accumulated under the provisions of this Agreement at the beginning of the leave. The teacher shall not accrue additional experience credit for pay purpose or leave time during the period of absence for childcare leave.

9. Insurance: A teacher on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions. During such a leave teachers shall be eligible for regular School District insurance contributions as provided in this Agreement for the period of the leave, but not to exceed twelve (12) weeks per twelve (12) month period. Premiums beyond the 12 weeks will be the full responsibility of the teacher as permissible under the policy provisions.
10. Pay or Fringe Benefits: Leave under this section beyond the extent outlined above, shall be without pay or fringe benefits.

B. Family and Medical Leave:

1. The Family and Medical Leave Act (FMLA) 29 U.S.C. 2601 et. seq., shall be followed as prescribed by the United States Department of Labor. However, FMLA does not supersede any state or local law or Agreement which provides greater family or medical leave rights.
2. Eligibility: To be eligible for FMLA job-protection benefits, a teacher must have been employed by the School District for the previous twelve (12) months and have been employed at least three-quarters' (3/4) time.

C. Court Appearances:

1. Witnesses Representing the School District: A teacher who is called to court on official School District business, including child welfare, shall be granted the day(s) necessary to fulfill this responsibility without any salary deduction or loss of benefits. The teacher must notify the Building Principal and the Superintendent in writing promptly upon receiving the notice to appear in court.
2. Jury Duty: A teacher who is called for jury duty shall be granted the day(s) necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of benefits. The compensation for jury duty service shall be remitted to the School District.

D. Association Office Leave:

1. Local Association Leave: Each year the Association shall be credited ten (10) days non-accumulative leave with pay to be used by teachers who are members of the Association for the purpose of attending to Association

business. Written requests for such leave days shall be made by the president of the Association. The Association agrees to notify the Superintendent no less than forty-eight (48) hours prior to the date of intended use of such days. The Association shall be responsible for securing and paying for the substitute(s) when necessary.

2. Part-time State or National Association Officer Leave: Leave with pay shall be granted to duly elected or appointed officers of the state or national association to conduct the duties and fulfill the responsibilities of said position. The teacher on leave shall reimburse the School District for substitute pay. This leave shall be no more than five (5) days per school year.
3. Full Time State or National Association Officer Leave: A leave of absence without pay may be granted to a teacher for the purpose of serving as a full-time officer of the state or national association. Prior to each election or appointment to an office, the teacher shall submit a written application for this leave (including beginning and ending dates) to the Superintendent and School Board for their approval. A teacher returning from State or National Officer leave shall retain the right to return to their original teaching position or one for which they are licensed. A teacher on this leave will not accrue experience on the salary schedule.

XIII. HOURS OF SERVICE

- A. Basic Day: The full-time teacher's basic day shall be eight (8) hours, inclusive of lunch. A part-time teacher's basic day will be computed as a fraction/percentage of a full-time teacher's basic day.
 1. Teachers may flex the start and end times of their workday as long as they complete an eight-hour workday within the following parameters:
 - Middle School/High School staff: The workday must begin no later than 8:00 AM and end no earlier than 3:30 PM.
 - Elementary School staff: The workday must begin no later than 7:30 AM and end no earlier than 3:00 PM.
 - This flexibility applies only to the daily schedule and does not reduce or eliminate professional responsibilities. In addition to the regular school day, teachers are expected to participate in IEP/504 meetings, committee work, professional development, and monthly staff meetings as required by their position

This flexible scheduling provision will remain in effect through the 2025-2027 contract at which time it will be modified, discontinued, or adopted permanently into the contract.

- B. Lunch: All teachers will have a 30 minute duty-free lunch.

C. Teaching Load:

PreK-Grade 4:	Not to exceed 26 clock hours/week	All teachers will receive a minimum of 60 minutes of prep time during the student contact day. Time may be in 1 or 2 uninterrupted blocks of time. While all teachers will be given the minimum of 60 minutes, exceptions to the 1-2 blocks of time may be made by agreement between the building principal and a teacher.
Grades 5-8:	Six (6) 35-45 minute periods plus 20-35 minute advisory/homeroom/day	
Grades 9-12:	Three (3) 80-90 minute blocks or equivalent skinnies plus 20-35 minute advisory/homeroom/day	

*Student class size will follow the guidelines published in the 2023-2024 board assumptions document.

D. Professional Responsibilities:

1. In addition, a special education teacher or related service provider as indicated by an IEP may flex up to 60 minutes of scheduled conference time each semester with evidence and principal approval. This language will sunset once an MOU is adopted addressing special education paperwork and evaluation time.

E. Online teaching: Online teaching is a unique circumstance in Pine Island Schools. Staff members teaching online have the flexibility to internally sub up to two hours per day; however, when PTO is utilized, the entire absence from the school must be accounted for unless specific arrangements are made with the superintendent.

F. Travel time within the School District: Staff members assigned to teaching responsibilities in multiple buildings will be reimbursed for their travel between buildings at the IRS rate. Staff members will submit travel logs on a monthly basis. Travel time between buildings in the School District will not be taken from prep time or duty-free lunch time. Travel between buildings for meetings and other responsibilities will be considered professional responsibility and mileage will not be compensated.

- G. **Qualify for Salary Increment:** A teacher must teach a minimum of ninety-three (93) days or two (2) full quarters in the current school year to qualify for the next increment in pay.
- H. **Staff Development:** The School District agrees to provide, upon written application by the teachers and approval by the “Staff Development Committee”, the necessary funds, within the financial constraints of the School District, for teachers who desire to attend professional workshops/conferences. Travel, meals, lodging, and registration fees shall be deemed appropriate expenses of the School District, as well as the cost of the substitute teachers needed to relieve participating teachers. Teachers attending such conferences shall be granted sufficient release time to attend without loss of compensation or other employment rights or benefits.
- I. **Emergency Teaching Expectations:** In the event that a government executive order closes schools or requires multiple options for learning platforms, an agreed upon MOU will be put in place between the Association and the Pine Island Board of Education.

XIV. LENGTH OF SCHOOL YEAR

- A. **Teacher Duty Days:** Pursuant to Minnesota Statute 120A.40, the School District shall establish the number of school days and teacher duty days for each of the next two (2) years, and the teacher shall perform services on those days as determined by the School District, including those legal holidays on which the School District is authorized to conduct school and pursuant to such authority, has determined to conduct school. The 2025-2026 and 2026-2027 school years shall consist of 185 teacher duty days.
- B. **Modification of Teacher Duty Days:** The School District may increase the number of teacher duty days because of law and/or educational needs. In this event, the teacher's salary shall be increased (for each day) by dividing the teacher's base salary by the number of teacher duty days to determine daily pay.
- C. **Emergency Closing:** On late start days, due to weather or unforeseen events, teachers shall report 2 hours after their scheduled report time. On early release days, all teachers must stay until dismissed by an administrator. On emergency closing days, due to weather or unforeseen events, teachers shall not be required to report. The first two (2) emergency closing days during the school year neither teachers nor students need to report online. Beyond the first two days, the district may either make them up within the calendar or elect for teachers to instruct online for a maximum of 5 days based on the agreed upon Association/District plan. To qualify for student contact days, the district will submit an annual plan to the state to participate in e-learning that is appropriate by building.

- D. E-learning Days: In the event the district elects to utilize an e-learning day, the format will follow the active e-learning MOU.
- E. Teacher Workdays: There will be five teacher workdays per school year, which count as five of the teacher duty days, out of the 185 teacher duty days; one each at the conclusion of each grading quarter and one additional day scheduled during the school year. A work day is a day of individual preparation, planning, working on grades and similar activities. The administration shall have the discretion to schedule up to 90 minutes on each work day for meetings. Outside of the 90 minutes, teachers may choose to work off-site.
- F. In the event that more staff development time is necessary for the implementation of the strategic plan, an agreed upon MOU will be put in place between the Association and the Pine Island Board of Education to pilot a new staff development schedule for the 2026-2027 school year.

XV. GRIEVANCE PROCEDURE

- A. Grievance: "Grievance" means a dispute or disagreement as to the interpretation or application of any term or condition of employment found in this Agreement.
- B. Representative: The teacher or School District may be represented during any step of this procedure by any person or agent designated by such party to act on the party's behalf.
- C. Definitions and Interpretations:
 - 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.
 - 2. Days: Reference to "day" as time periods in this procedure shall refer to working days. A "working day" is defined as any day not designated as a holiday by state law and Saturdays and Sundays.
 - 3. Computation of Time: In computing any period of time prescribed or allowed by procedures in this Agreement, the date of the act, event or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall not be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or legal holiday.
 - 4. Filing and Postmark: The filing or service of any notice or documents required by this Agreement shall be timely if it bears a postmark of the United States mail within the time period.
 - 5. Informal Discussion: A documented meeting concerning the grievance issue between the teacher(s) and the appropriate administrator shall constitute an informal discussion.

- D. **Time Limitation and Waiver:** A grievance shall not be valid for consideration unless the grievance is submitted in writing to the building principal or the School District designee, setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the knowledge of the event. The form to accomplish this submission is "Exhibit E". A grievance shall not be considered valid if knowledge of the event occurs more than one year after the event. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to resolve an alleged grievance informally between the teacher and the School District designee.
- E. **Resolution of Grievance:** The School District and the teacher shall attempt to resolve all grievances which may arise during the course of employment in the following manner: each grievance must begin at Level I, or in matters that do not pertain to the building principal, proceed to an informal discussion with the Superintendent and then Level II.
1. **Level I:** If the grievance is not resolved through informal discussions, the building principal shall give a written decision regarding the grievance to the parties involved within ten (10) days after receipt of the grievance.
 2. **Level 2:** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent provided such appeal is made in writing within ten (10) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or their signee shall set a time to meet regarding the grievance within ten (10) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent shall issue a decision in writing to the parties involved.
 3. **Level 3:** In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten (10) days after receipt of the decision in level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within ten (10) days after receipt of the appeal. Within ten (10) days after the meeting, the School Board shall issue its decision in writing to the parties involved.
- F. **Failure to Issue a Decision:** Failure of the School District or its representative to issue a decision within the time periods provided in this article shall constitute a resolution of the grievance in favor of the teacher.
- G. **Arbitration Procedure:** In the event that the teacher and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined in this article:

1. **Submission:** A submission of grievance to arbitration must be in writing signed by the aggrieved party, and such notice must be filed in the office of the Superintendent by certified mail within ten (10) days following receipt of the decision in Level III.
2. **Selection of Arbitrator:** Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator can be reached, either party may request the Minnesota Bureau of Mediation Services (BMS) to appoint an arbitrator, pursuant to the P.E.L.R.A. providing such a request is made within twenty (20) days after request for arbitration.
3. **Submission of Grievance Information:** Upon appointment of the arbitrator, the appealing party shall, within ten (10) days after notice of appointment, forward to the arbitrator the submission of the grievance which shall include the following:
 - the issues involved
 - statement of the facts
 - position of the grievant
 - the written documents relating to the grievance procedure.
4. **Hearing:** The grievance shall be heard by a single arbitrator and both parties may be represented by such person(s) as they may choose and designate, and the parties shall have the right to a hearing, at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator.
5. **Decision:** The decision of the arbitrator shall be submitted after the close of the hearing. Decisions by the arbitrator in cases properly before them shall be final and binding upon the parties as provided in the P.E.L.R.A.
6. **Expenses:** Each party shall bear its own expenses in connection with arbitration according to the P.E.L.R.A.
7. **Extension:** Notwithstanding the expiration of this Agreement, any claim or grievance arising under it may be processed through the grievance procedure until resolution.

XVI. UNREQUESTED LEAVE OF ABSENCE (ULA)

- A. **Purpose:** The School Board may place on ULA without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, declining enrollment, financial limitations, or merger of classes caused by consolidation of school districts. The ULA shall be effective at the close of the school year. In placing teachers on ULA, the School Board shall be governed by the following provisions:

- Teachers who have acquired continuing contract rights shall be placed on ULA in the field in which they are teaching in the inverse order of employment.
- All layoffs become effective on the last day of the school year.
- Teachers who have acquired continuing contract rights must not be placed on unrequested leave of absence (ULA) while Tier 1, 2, or 3 are retained in positions for which the teacher who has acquired continuing contract rights is licensed.

B. Determination of Seniority:

1. Seniority is determined on the basis of a teacher's continuous employment from the first day of employment in the School District. To resolve conflict among teachers with identical seniority the School Board will use the following criteria:
 - The teacher with the highest lane placement at the time of employment will be the most senior.
 - If a tie still exists, the teacher with the greatest number of years teaching in both public and private schools will be the most senior.
 - Seniority will not be lost through approved leave of absence.
2. Seniority List: The School District will post a current seniority list on or before January 15 of each school year. Neither the individual teacher nor the Association should be held solely responsible for the accuracy of the list. A teacher may not add an area of certification after January 15 of each year for the purpose of bumping another teacher.
3. Forfeiture: Any break in service not covered by the Master Agreement shall constitute a forfeiture of seniority.

C. Bumping Rights: Teachers may bump only the lowest teacher (on a seniority list) in fields in which they are licensed. Teachers who choose to exercise their bumping rights shall do so by written notice to the Superintendent within ten (10) duty days from the date of receipt of notice of layoff. Teachers displaced by bumping shall be placed on ULA and shall be notified of such leave in accordance with the procedure set forth in Section D below.

D. Procedures for Staff Reduction:

1. Resolution: If the School District needs to reduce the number of teachers, it will inform the teachers at the earliest possible time.
 - The School Board will adopt a resolution requiring the Superintendent to make recommendations for reductions in programs and discontinuance of positions.
 - The School Board will then act upon the Superintendent's report of the administration and adopt a resolution reducing specific

programs and discontinuing positions without reference to named teachers. The School Board may then propose to place teachers on ULA.

- The School Board may also adopt a resolution of non-renewal of probationary teachers and ULA of continuing contract teachers.
2. Hearing: The notice of proposed placement on ULA will either be hand delivered or mailed by certified mail with return receipt requested.
 - Continuing contract teachers have fourteen (14) calendar days after receipt of notice to request a hearing.
 - If a hearing is requested by a continuing contract teacher, it will be conducted and completed prior to the date established by state law (currently July 1). A court reporter shall record all proceedings at a hearing. Each party will have the opportunity to present oral and written evidence to support its position. Each party will also have the opportunity to cross-examine the other party.
 - After the hearing is concluded, the School District will, no later than the date established by state law (currently July 1), render its written decision based on findings and facts as presented at the hearing. The School District may uphold its earlier decision or reverse its entire decision. In either case the teacher shall be informed by certified mail no later than the date established by state law (currently July 1).
 3. Reinstatement of Teachers: No new teacher shall be hired while a teacher on ULA, who is properly certified and has taught in that academic area, is available unless the teacher fails to accept the position within thirty (30) days of notice. No full-time teacher shall be required to accept recall to less than a full-time position. Once recalled at a half-time position or less from a full-time position, that teacher will be allowed to maintain full-time rights.
 4. Termination of Rights: A teacher's recall rights under ULA shall terminate upon the following conditions: resignation; retirement-voluntary; discharge under Minnesota Statute 122A.40; the expiration of two (2) years from the commencement date of ULA; or expiration or revocation of a valid teaching certificate.

XVII. RETIREMENT BENEFITS

- A. Early Retirement: Teachers who have completed at least fifteen (15) years of service with the School District and who are at least fifty-five (55) years old shall be eligible for medical benefits pursuant to the provisions of this article upon submission of a written resignation accepted by the School Board.
 1. Early Retirement Medical: A retired teacher, who started employment with the School District prior to July 1, 2010, will receive the School District's

contribution towards the adopted single health and hospitalization insurance plan until age sixty-five (65), (medicare eligibility in 2015). Those teachers wanting family insurance must pay the additional premium costs. Teachers must have been eligible to participate in the health and hospitalization insurance plan during the last year of employment.

2. Waiver: A retired teacher, who started employment with the School District prior to July 1, 2010 and has continuing health coverage outside of Pine Island Schools, may elect to participate in a VEBA Plan. Upon doing so, they will annually have \$1,500 deposited in nine (9) equal installments into a designated account with the School District's VEBA Plan (Vision/Dental only) established in September 2013. Retired teachers can opt back into the School District's health and hospitalization plan when necessary subject to insurance carrier provisions (open enrollment or "life" event).

B. Retirement:

Accumulation of Banked PTO: Banked PTO days may accumulate to a maximum of 185 days. Teachers who have completed at least fifteen (15) years of service with the School District and who are at least fifty-five (55) years old shall be eligible to cash out 20% of their banked PTO x 90% of their daily rate of pay at the time of retirement. District added language: The accumulated PTO benefit language at retirement is limited to four retiring individuals per year. Notice may be given in writing to the superintendent as early as the first day of the contract year (July 1), but no later than February 1.

XVIII. DURATION

- A. Term and Reopening Negotiations: This agreement shall remain in full force and effect for a period commencing on the date of its execution through June 30, 2027, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on March 1, 2027, it shall give written notice of such intent no later than March 1, 2027. Between April 10 of each odd numbered year and the following July 10, the parties shall negotiate for the purpose of entering into a successor Agreement for the succeeding two (2) year period. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representative of the other party. The School District and Association mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions, make tentative agreements in the course of negotiations. Three (3) signed copies of the final Agreement shall be retained for the purpose of record- one retained by the School District, one by the Association and one by the Superintendent. One electronic copy, with all attachments, will be sent to the Association President.
- B. Effect: This Agreement constitutes the full and complete Agreement between the School District and the Association. The provisions relating to terms and

conditions of employment supersede any and all prior Agreements, resolutions, practices, and School District policies, rules, or regulations concerning terms and conditions of employment not consistent with these provisions.

- C. Finality: All matters relating to the current Agreement term whether or not referred to in this Agreement, shall not be open for negotiations during the term of the Agreement.
- D. Severability: The provisions of the Agreement shall be severable, and if any such provisions or the application of any such provisions under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any such provision.

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



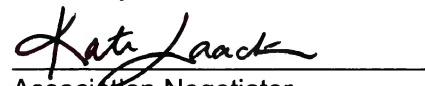
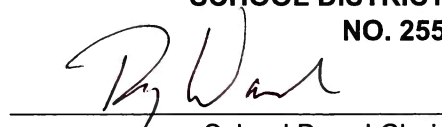
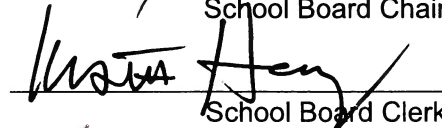

<p>ASSOCIATION</p> <p> _____ President</p> <p> _____ Secretary</p> <p> _____ Association Negotiator</p> <p><u>4/13/26</u> _____ Date</p>	<p>SCHOOL DISTRICT NO. 255</p> <p> _____ School Board Chair</p> <p> _____ School Board Clerk</p> <p> _____ School Board Negotiator</p> <p><u>4/13/26</u> _____ Date</p>
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Exhibit "A"
2025-2026 Salary Grid

STEP	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30
1	47,469	49,054	50,774	52,726	54,817	56,907	59,132	61,202
2	48,478	50,098	51,850	53,873	56,031	58,188	60,483	62,598
3	49,465	51,191	52,950	55,021	57,244	59,470	61,828	63,993
4	50,474	52,307	54,072	56,165	58,458	60,750	63,180	65,391
5	51,504	53,448	55,219	57,312	59,671	62,033	64,526	66,785
6	52,554	54,614	56,390	58,458	60,884	63,312	65,877	68,182
7	53,627	55,805	57,585	59,603	62,100	64,595	67,225	69,578
8	54,720	57,022	58,806	60,750	63,312	65,877	68,573	70,972
9	55,836	58,265	60,054	61,897	64,526	67,157	69,921	72,367
10	56,975	59,536	61,326	63,174	65,801	68,431	71,196	73,688
11	58,138	60,835	62,628	64,447	67,073	69,705	72,469	75,005
12	59,324	62,162	63,956	65,718	68,348	70,978	73,744	76,321
13	60,535	63,517	65,313	67,034	69,715	72,399	75,216	77,848
14	61,769	64,903	66,698	68,377	71,108	73,848	76,718	79,407
15	63,030	66,318	68,112	69,747	72,530	75,325	78,250	80,996

Longevity Pay - staff who enter into their second year on step 15 qualify for longevity pay as follows. Longevity pay is considered part of the annual salary for those who qualify and is paid out evenly over the 24 pay periods each year.

Completed Years in Pine Island School District	Longevity Pay
1-10 years	\$1,500
11-20 years	\$2,000
21-30 years	\$2,500
31+ years	\$3,000

*All lanes are calculated and approved as semester units.

Exhibit "B"
2026-2027 Salary Grid

STEP	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	
1	50,317	51,997	53,820	55,890	58,106	60,321	62,680	64,874	** No steps will given for the 26-27 school year.
2	51,387	53,104	54,961	57,105	59,393	61,679	64,112	66,354	
3	52,433	54,262	56,127	58,322	60,679	63,038	65,538	67,833	
4	53,502	55,445	57,316	59,535	61,965	64,395	66,971	69,314	
5	54,594	56,655	58,532	60,751	63,251	65,755	68,398	70,792	
6	55,707	57,891	59,773	61,965	64,537	67,111	69,830	72,273	
7	56,845	59,153	61,040	63,179	65,826	68,471	71,259	73,753	
8	58,003	60,443	62,334	64,395	67,111	69,830	72,687	75,230	
9	59,186	61,761	63,657	65,611	68,398	71,186	74,116	76,709	
10	60,394	63,108	65,006	66,964	69,749	72,537	75,488	78,109	
11	61,626	64,485	66,386	68,314	71,097	73,887	76,817	79,505	
12	62,883	65,892	67,793	69,661	72,449	75,237	78,169	80,900	
13	64,167	67,328	69,232	71,056	73,898	76,743	79,729	82,519	
14	65,475	68,797	70,700	72,480	75,374	78,279	81,321	84,171	
15	66,812	70,297	72,199	73,932	76,882	79,845	82,945	85,856	

*Movement on longevity pay is paused for the 2026-2027 school year as there are no step advancements.

Completed Years in Pine Island School District	Longevity pay
1-10 years	\$1500.00
11-20 years	\$2000.00
21-30 years	\$2500.00
31+ years	\$3000.00

*All lanes are calculated and approved as semester units.

Exhibit "C"
2025-2027 Extra Duty Assignments

BASE	\$4,801									
			Ratio	Year 1		Ratio	Years 2-3		Ratio	Years 4+
Athletics										
Head Coach			0.95	\$4,561		1.05	\$5,041		1.15	\$5,521
Asst. Coach			0.6	\$2,881		0.7	\$3,361		0.8	\$3,841
Jr. High Coach			0.4	\$1,920		0.45	\$2,160		0.5	\$2,401
Overload Coach			0.32	\$1,536		0.36	\$1,728		0.4	\$1,920
Adaptive Bowling Coach			0.4	\$1,920		0.45	\$2,160		0.5	\$2,401
Clay Target Head Coach - Spring			0.4	\$1,920		0.5	\$2,401		0.6	\$2,881
Clay Target Assistant - Spring			0.3	\$1,440		0.35	\$1,680		0.4	\$1,920
Clay Target Head Coach - Fall			0.2	\$960		0.25	\$1,200		0.3	\$1,440
Clay Target Assistant - Fall			0.15	\$720		0.175	\$840		0.2	\$960
Weight Training										
Cert. Coach			0.4	\$1,920		0.45	\$2,160		0.5	\$2,401
Supervisor			0.25	\$1,200		0.25	\$1,200		0.25	\$1,200
Speech										
Head Coach			0.4	\$1,920		0.5	\$2,401		0.6	\$2,881
Asst. Coach			0.2	\$960		0.3	\$1,440		0.4	\$1,920
Debate										
Head Coach			0.4	\$1,920		0.5	\$2,401		0.6	\$2,881
Plays										
1-Act			0.2	\$960		0.3	\$1,440		0.4	\$1,920
All School Play Director			0.4	\$1,920		0.5	\$2,401		0.6	\$2,881
Musical Play Director			0.6	\$2,881		0.7	\$3,361		0.8	\$3,841
Orchestra Pit			0.3	\$1,440		0.35	\$1,680		0.4	\$1,920
Art/Set Director			0.2	\$960		0.3	\$1,440		0.4	\$1,920
Music Acc.			0.15	\$720						
Music										
Music Extra-Curric.			0.6	\$2,881		0.7	\$3,361		0.8	\$3,841

Special Music				\$24/hour						
Postseason Pep Band				\$75/event						
Academic										
MS Math League			0.2	\$960		0.25	\$1,200		0.3	\$1,440
HS Math League			0.4	\$1,920		0.5	\$2,401		0.6	\$2,881
Math Masters			0.08	\$384		0.09	\$432		0.1	\$480
MS Knowledge Bowl			0.2	\$960		0.25	\$1,200		0.3	\$1,440
HS Knowledge Bowl			0.4	\$1,920		0.5	\$2,401		0.6	\$2,881
Lego Robotics			0.2	\$960		0.25	\$1,200		0.3	\$1,440
Technovation			0.25	\$1,200		0.3	\$1,440		0.35	\$1,680
Academic Triathlon			0.2	\$960		0.25	\$1,200		0.3	\$1,440
Other				\$0			\$0			\$0
Jr. Class Adv./Prom			0.3	\$1,440		0.35	\$1,680		0.4	\$1,920
Sr. Class Adv.			0.1	\$480		0.125	\$600		0.15	\$720
DECA			0.6	\$2,881		0.7	\$3,361		0.8	\$3,841
FCCLA MS			0.5	\$2,401		0.6	\$2,881		0.7	\$3,361
FCCLA HS			0.7	\$3,361		0.8	\$3,841		0.9	\$4,321
FFA			0.9	\$4,321		1	\$4,801		1.1	\$5,281
MHS			0.08	\$384		0.09	\$432		0.1	\$480
Dept. Club Adv.			0.25	\$1,200		0.3	\$1,440		0.35	\$1,680
	Strategy Club									
	Roots and Shoots									
	Culture Club									
	Art Scream									
	Spirit Club									
	GSA									
	Aspiring Educators									
	Ecoliteracy School									
Elem. Year Book			0.3	\$1,440		0.4	\$1,920		0.5	\$2,401
MS Year Book			0.3	\$1,440		0.4	\$1,920		0.5	\$2,401
HS Year Book Only if not embedded in class			0.3	\$1,440		0.4	\$1,920		0.5	\$2,401
MS Student Council			0.2	\$960		0.25	\$1,200		0.3	\$1,440
HS Student			0.4	\$1,920		0.45	\$2,160		0.5	\$2,401

Council										
Panther Crew Adv.			0.2	\$960		0.22	\$1,056		0.25	\$1,200
School Patrol			0.3	\$1,440		0.35	\$1,680		0.4	\$1,920
TZD Adv.			0.1	\$480		0.15	\$720		0.2	\$960
Special Events/Activities			0.08	\$384						
	Spelling Bee									
	Science/Innovation Fair									
	Traveling Art Show									
Lunch Duty	Pro-Rata									
HIRING COMM.	\$50									
Curriculum Writing and Program Development	\$28/hour									
Workshop and Training	\$24/hour									

Non-athletic assistants and new assignments to be determined by the superintendent.
 *New Proposed Clubs will operate as a "pilot" until teacher negotiations. At that time, the club may be put on schedule c in an aligned position to the number of events, contests, etc... Clubs must demonstrate success as a club for a minimum of two years before MSHSL consideration. Club advisors will be paid at the department club advisor rate during the pilot timeframe. The overall rate will be consistent regardless of the number of advisors during the "pilot" timeframe.

EXHIBIT "D"

GRIEVANCE REPORT FORM

Grievance # _____ Date of informal meeting _____

Name of Grievant Building Assignment Date Filed

Yes No Additional materials enclosed

STEP I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Contract Provision Violated _____

3. Relief Sought _____

Signature Date

Disposition by Principal _____

Signature Date

Position of Grievant and/or Association _____

Signature Date

STEP II

A. Date Received by Superintendent or Designee _____

If additional space is needed in reporting Sections B1 and B2 of STEP I, attach an additional sheet.

Principal Notified of Position

B. Disposition of Superintendent or Designee _____

Signature of Superintendent Date
Or Designee

C. Position of Grievant and/or Association _____

Signature Date

STEP III

Superintendent Notified of Decision Principal Notified of Decision

A. Date Received by Board of Education or Designee _____

B. Disposition by Board _____

Signature Date

C. Position of Grievant and/or Association _____

Signature Date

STEP IV

A. Date Submitted to Arbitration _____

B. Name of Arbitrator Selected _____

C. Date of Arbitration Hearing _____

D. Receipt of Arbitration Award/Attached Hereto: _____

Grievance Completed _____
Teachers Rights Chair _____ Date _____

EXHIBIT "E"

NOTICE OF TEACHING ASSIGNMENT FORM
(Due on or before June 1)

SCHOOL YEAR:

TEACHER:

FTE:

SUPERVISOR:

GRADE LEVEL (S):

SUBJECT AREA:

CLASSES TO BE TAUGHT:

FIRST DAY OF SCHOOL YEAR

LAST DAY OF SCHOOL YEAR

Prior to any change in this assignment, teachers will be notified and consulted about the matter and extent of the changes to this assignment.

