

MASTER CONTRACT
INDEPENDENT SCHOOL DISTRICT NO. 477
PRINCETON, MINNESOTA
AND THE
PRINCETON ADMINISTRATIVE TEAM

July 1, 2023 through June 30, 2025

Contract Regulations

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MASTER CONTRACT

ARTICLE I: Purpose

THIS AGREEMENT is entered into between Independent School District #477, Princeton, Minnesota, hereinafter referred to as the School District and the Princeton Administrative Team, hereinafter referred to as exclusive representative pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for principals and assistant principals during the duration of this agreement. The School District and the exclusive representative hereby acknowledge that a principal's right to continued employment with the School District is governed by Minn.Stat§ 122A.40 (2010), as amended.

ARTICLE II: Recognition

Section 1.

The Employer recognizes the Princeton Administrative Team as the exclusive bargaining agent for the principals of this district.

Section 2.

The principals of this district accept all conditions stated in this contract, and shall faithfully perform the duties assigned to each by the District during the extent of this contract.

Section 3.

This agreement constitutes the full and complete agreement between the school board and the Princeton Administrative Team. The provisions herein relate to the conditions of employment, compensation thereof, fringe benefits, and the employer's personnel policies affecting working conditions of employees.

ARTICLE III: Definitions

Section 1. Principal:

The term "principal" shall mean all persons in the appropriate unit employed by the school board in a position for which the person must be certificated by the State Board of Education as a principal or assistant principal who devote more than 50 percent of their time to such administrative and supervisory duties, and others excluded by the PELRA.

Section 2. School District:

For purposes of administering this contract, the term "school district" shall mean the District or its designated representative.

Section 3. Principal:

Reference to principal in this agreement shall mean principals and assistant principals. Reference to principal in this agreement shall mean a member of the appropriate unit.

Section 4. Other Terms:

Terms not defined in this agreement shall have those meanings as defined by the PELRA.

ARTICLE IV: Duties, Rights and Obligations

...of Employees:

BASIC DUTIES:

Each principal shall administer in such places as shall be designated by the employer. Principals shall faithfully perform all administrative services as directed by the employer, and observe all policies, rules and regulations established from time to time by the employer. The employer recognizes the right of the Princeton Administrative Team to meet and confer with the employer with respect to such policies, rules and regulations . . . as may be further clarified herein.

RIGHTS AND OBLIGATIONS:

Section 1.

Nothing contained in the PELRA shall be construed to limit, impair or affect the right of any principal 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 principal 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 exclusive representative; nor shall it be construed to require any principal to perform labor or services against their will.

Section 2.

Principals shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Principals in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment of such unit. All principals who are not members of the exclusive representative may be required by said representative to contribute a fair share fee for services rendered by the exclusive representative; and the school board, upon notification by the exclusive representative of such principal, shall be obligated to check off said fee from the earnings of the principal and transmit the same to the exclusive representative. In no instance shall the required contribution exceed the amount as specified by law of the specific expenses incurred for services rendered by the representative in relationship to negotiations and administration of grievance procedures.

Section 3.

Principals who are professional employees as defined by the PELRA have the right to meet and confer with the District regarding policies and matters not included as negotiable subjects under the PELRA.

Section 4.

Principals, through their certified exclusive representative, have the right and obligation to meet and negotiate in good faith with their employer regarding grievance procedures and the terms and conditions of employment, but such obligation does not compel the exclusive representative to agree to a proposal or require the making of a concession.

... of Employers:

RIGHTS AND OBLIGATIONS:

Section 1.

The District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

Section 2.

The District has the obligation to meet and confer with professional employees to discuss policies and those matters relating to their employment not included in negotiable subjects described in the PELRA.

Section 3.

The District shall not meet and negotiate or meet and confer with any employee group of employees who are at the time designated as a member or part of an appropriate employee unit except through the exclusive representative.

ARTICLE V: Compensation

Section 1. Salary:

The salaries of the principals covered by this agreement are set forth in Appendix A; and Appendix A shall be considered a part of this agreement.

Subd 1 - Additional Salary The Princeton School District shall pay each full-time principal an additional salary of \$3,000 for overseeing/administering the Q-Comp program provided funding for Q-Comp is available.

Subd 2 - The additional compensation shall be paid in a lump sum on June 30 of the completion of each school year.

Section 2. School Year:

The school year shall be individually determined by the employer between a minimum of 210 days and a maximum of 240 days. Specific assignments are: High School and Middle School Principals, 230 days; Elementary Principals, 220 days; High School Assistant Principal/Activities Director, 215 days; and Assistant Principals, 210 days.

Section 3. Extended Employment:

Salary shall be determined on a pro-rated basis of regular salary. All extended employment assignments shall be with mutual agreement of the superintendent and principals and may be initiated by either party in advance of days worked. Extended employment will not exceed 10 school days in any one year. Such assignments are not limited to, but may include the following:

- 1) School reform or restructuring projects.
- 2) New school, major remodeling projects or a catastrophic loss.
- 3) Late or excessive vacancies.

Section 4. Vacation / Exchange Days:

Each principal shall be allowed up to ten 10 days of vacation during normal working days. The vacation days shall be divided as follows: 6 days will be paid vacation and 4 days are to be made up by exchanging mutually agreed upon non-working days for the vacation days used. The request for these vacation days shall be submitted in writing and all such requests to be approved by the principal's immediate supervisor and the superintendent. Vacation days shall not be cumulative from school year to school year.

The following five (5) days will be allowed paid holidays and should be subtracted from the total number of duty days required by contract:

·Thanksgiving Day ·Christmas Day ·New Year's Day ·Memorial Day ·Labor Day

Section 5. Legal Holidays and Emergency Closings:

Subd. 1 Each principal shall perform services on those work days designated by the employer, including those legal holidays on which the employer is authorized to conduct school. Each principal shall also perform services on such work days as the employer shall determine in lieu of such normal school days canceled because of emergency school closing.

Subd. 2 Inclement Weather: In the event that school is officially closed due to inclement weather, employees shall report to work or work remotely with approval of the Superintendent. If the employee does not report to work, he or she will be permitted to make up the time by using unused vacation, personal leave or exchange day.

Section 6. Salary Adjustment:

The salary schedules are not to be construed as a part of a principal's continuing contract and the District reserves the right to withhold increments, advancement, or any other salary increases as the District shall determine provided just cause has been shown the principal.

ARTICLE VI: Leaves

Section 1. Enrichment Leave:

Subd. 1. Leave of absence for a maximum of one (1) year may be granted for advanced study, exchange teaching, or such other related reasons as may warrant such leave.

Subd. 2. All such leaves of absence shall be without pay and sick leave benefits shall not accrue while on enrichment leave. However, the employee shall retain their present status, including the position and such privileges as may have been earned prior to such leave.

Subd. 3. Principals shall have the option of retaining their health insurance coverage while on leave; however, premiums for such insurance shall be paid by the principal.

Section 2. Sick Leave:

Subd. 1. All full-time principals shall earn sick leave at the rate of 15 days for each year of service in the employ of the school district. Annual sick leave shall accrue monthly as it is earned on a proportionate basis for the work year.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of 200 days of sick leave per principal.

Subd. 3. Sick leave with pay shall be allowed by the District whenever a principal's absence is found to have been due to illness which prevented their attention at school and performance of duties on that day or days.

Subd. 4. The District may require a principal to furnish a medical certificate from the school health office or from a qualified physician as evidence of illness, indicating such absence was due to illness in order to qualify for sick leave pay.

Subd. 5. In the event that a medical certificate will be required, the principal will be so advised.

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

Subd. 7. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 8. Sick leave HRA (Health Reimbursement Account)

Beginning July 1, 2021, employees who participate in a school district health plan will receive contributions into an HRA for accumulated sick leave days. If qualifications are met, participation is mandatory. The district will contribute the following amounts into an HRA account based off the following accumulated hours of sick leave at the end of each school year.

Number of Accumulated Sick Leave hours (days)	Annual District HRA Contribution amount
480 hours (60 days)	\$700
800 hours (100 days)	\$800
1120 hours (140 days)	\$900
1440 hours (180 days)	\$1000
1600 hours (200 days)	\$1100

If an employee also has an HSA (Health Savings Account) the HRA will only cover approved dental and vision costs. Those restrictions will remain in place until retirement or selection of a different health plan option.

Section 3. Emergency Leave:

Subd 1. An employee may be granted a paid leave of no more than five (5) days per year, noncumulative, in the event of a death or serious illness of someone in the employee's immediate family, at the discretion of the superintendent.

Subd 2

"Immediate family" is defined as an employee's spouse/domestic partner, parent, step-parent, mother-in-law, father-in-law, child, ward, custody child, foster child, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, great-grandparent, grandchild, or great-grandchild.

An employee may use personal leave, contingent upon department level approval, to attend the funeral of other relatives or non-family members.

ARTICLE VII: Fringe Benefits

Section 1. Tax Sheltered Annuities:

Subd. 1. All certified personnel are eligible to participate in a Tax Deferred Annuity Program established by the employer. Each applicant will be allowed to select their carrier as previously approved by the District. All federal and state regulations are to be followed as advocated in tax sheltered programs.

Subd. 2. Applications must be received and processed within the district's designated time, October 1, in order to become effective during that given school year.

Subd. 3. Any principal new to the bargaining unit may join the tax sheltered annuity of their choice within 60 days of employment.

Section 2. Income Protection (LTD):

Subd. 1. The employer will pay the total premium for each eligible principal for long-term disability insurance (LTD). Coverage shall be based on 66 2/3 percent of the principal's basic salary (excluding extended year contracts, etc.). Benefits are to begin after 90 calendar days of total disability.

Section 3. Severance Pay:

Subd. 1. Employees hired on or after January 1, 2006, shall not be eligible for severance pay. Full-time principals, hired before January 1, 2006 shall be eligible for severance pay upon submission of a written resignation for retirement accepted by the District. The amount of pay is based on the years of continuous full-time service to the Princeton Public School system as a principal. (Medical leaves will not be considered a break in employment.) Principals must have a minimum of 5 years of continuous service to qualify for the severance payment. The formula for calculating severance payment is as follows: Principals shall earn 8 days per year for each full year of continuous service. The maximum amount of accumulated days is 80.

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

Subd. 3. The school district will pay severance pay to principals upon retirement from service. This severance pay will be paid by the school district in equal annual installments over a time period not to exceed three (3) years from the effective date of the retirement and shall not be granted to any principal who is discharged by the school district. Severance pay will commence 90 days after retirement. In the event that a principal dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary or, lacking the same, to the deceased's estate.

Subd. 4. In applying these provisions, a principal's daily rate of pay shall be the basic daily rate at the time of retirement as provided in the basic salary schedule for the basic school year and shall not include any additional compensation for extra-curricular activities, extended employment or other compensation. If a principal is on medical leave of absence immediately prior to the resignation, the last annual contract shall be used to determine the daily rate of pay.

Subd. 5. Tax Deferral of Severance Pay: The School District will contribute an amount equal to the value of the employee's severance pay pursuant to Article VII directly into the retiree's 403(b) account. The retiree will not receive any direct payment from the School District for severance pay.

Subd. 6. The School District will only make contributions to investment vendors who have hold harmless agreements on file with them. For purposes of calculating the maximum deferral limit, the School District will provide the retiree with the contribution information for the previous twelve (12) months. The retiree will then submit the calculation of maximum deferral from the vendor.

Section 4. Expense Reimbursement:

Subd. 1. Outside the District: The employer shall pay each of its principals at the district rate per mile for travel outside the district involved in the discharge of official duties which requires use of a principal's personal automobile. Each principal shall be paid upon submission of a properly detailed voucher approved by the district office, in accordance with established school district policies.

Subd. 2. Inside the District: Payment will be made for directly submitted expenses.

Section 5. National Conventions:

Each principal will be allowed to attend a National Convention a minimum of once every 2 years. Reasonable allowable expenses will be allowed for travel, food and lodging, in accordance with established school district policies. All convention requests are to be cleared and authorized by the superintendent.

Section 6. Life Insurance:

The employer shall provide group term life insurance for each principal in the amount of \$150,000 for the 2023-2025 contract upon approval of the life insurance carrier.

Section 7. Professional Dues:

The Principals are encouraged to belong to and participate in appropriate professional and civic organizations where such membership will serve the best interests of the school district. Accordingly, the School District will pay such membership dues for organizations as are required, directed, or permitted by the District and must be approved by the Superintendent. Each principal shall request payment upon forms provided by the district office.

Section 8. Insurance Coverage for Early Retirees

Subd. 1 Employees hired on or after January 1, 2006, must complete at least (10) full-time years of continuous service with the school district to be eligible for early retiree insurance coverage. The school district will contribute the same amount toward health insurance provided in the current collective bargaining agreement for principals retiring at age fifty-five (55) or thereafter until such principal attains eligibility for Medicare or dies prior thereto.

Subd. 2 If an early retiree obtains employment with an employer other than the school district and such early retiree is covered by a group medical/hospital insurance plan or HMO provided by the new employer, such coverage shall be considered primary.

Subd. 3 If an early retiree is entitled or would be entitled if enrolled to have any part of the cost of eligible services or supplies paid by Medicare Parts A or B (even though the early retiree does not enroll in Medicare or waives or fails to claim medical benefits), the district's insurance carrier will reduce the amount furnished under this contract so that the total amount paid under this contract and Medicare or what could be paid under Medicare does not exceed the total charges for covered benefits.

Subd. 4 A principal or their surviving spouse upon attaining eligibility for Medicare may elect to remain with the group medical/hospital plan, making payment of the entire premium cost.

Subd. 5 The retiree health insurance provisions shall apply to principals hired prior to January 1, 2020. Thereafter, no health insurance contribution by the school district shall be applicable to retiring principals.

Section 9. Health Insurance:

The school district shall contribute the cost of providing health insurance for each full time principal up to \$2300 for the 2023-2024 school year and \$2530 for the 2024-2025 school year. Administrators that are enrolled in a High Deductible Plan with a Health Savings Account will receive the difference in premium contribution, if any, to the administrator's H.S.A. The employee through a payroll deduction shall pay any premium costs in excess of the school district contribution.

Section 10. Dental Insurance:

Effective July 1, 2022, the School District shall contribute a sum not to exceed \$100 per month towards group dental coverage for employees who are working 30 hours per week or more and who are enrolled in the School District’s group dental plan.

Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 11. Tax-Deferred Matching Plan:

Subd. 1 The school district will match eligible employee contributions up to \$4500 for the 2023-2025 school years for each eligible full-time principal who participates in the school district’s matching 403(b) tax deferred compensation plan.

Subd. 2 The eligible employee must complete a salary reduction authorization agreement no later than June 1 of each year. Full-time principals employed less than 200 days shall be permitted to participate on a pro rata basis. In determining minimum qualifications for the maximum contribution, a principal must be employed at least 200 days in any contract year.

ARTICLE VIII: Unrequested Leave of Absence and Seniority

Section 1. Seniority Date:

Subd. 1 The seniority dates for new principals shall be July 1 unless hired after that date, then would be the first day of service to the district in a licensed position.

Subd 2. Principals retain all other rights under Minnesota Statutes 122A.40.

Subd. 3 Ties: The following criteria shall be used to break seniority ties in the placement of principals:

- 1) Initial date of service in the District as a licensed teacher or other licensed professional.
- 2) Earliest/lowest Professional Educator Licensing and Standards Board (PELSB) file folder number.

Section 2. Placement on Unrequested Leave of Absence

Subd. 1. General. The District may place principals and/or assistant principals on unrequested leave of absence, without pay or fringe benefits at the close of the school year. The District agrees to consult with the Association regarding proposed alternatives to unrequested leave of absence situations, provided such consultation does not result in delay.

Subd. 2. Method. Principals and Assistant Principals shall be placed on unrequested leave of absence in reverse order of their hiring by the district.

Nothing in this section limits the rights of a Principal placed on unrequested leave of absence to assert statutory rights into a licensed teaching position.

Section 3. Reinstatement

Subd. 1. Recall. Principals will be recalled from an unrequested leave of absence to available positions for which they are licensed. The principal with the highest seniority date will be reinstated first.

Subd. 2. No appointment of a new principal will be made while there is available, on unrequested leave, a principal who is properly licensed to fill such vacancy.

Subd. 3. Notification will be by certified mail to the principal's last known address and to the principal's email address. In the event a principal declines a principal position or fails to notify the District in writing of the principal's intentions within fifteen (15) days of the date of notification, the principal is removed from the recall list. A principal on unrequested leave of absence will provide the district with appropriate contact information annually for purposes of notification in this section.

Subd. 4 The unrequested leave of absence of a principal who is not reinstated shall continue for a period of three years from the date the principal's unrequested leave of absence began or until the principal fails to respond within fifteen (15) days of the date of notification or until the principal submits in writing a request to be removed from the recall list, whichever occurs first. The three year reinstatement period ends on the first-day teachers return to duty for the commencement of the third school year following the principal's placement on unrequested leave.

Subd. 5. Principals proposed for unrequested leave shall be assigned to available teaching positions for which they are licensed.

ARTICLE IX: Grievance Procedure

GRIEVANCE DEFINITION:

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

Step 1 - Whenever any aggrieved employee or small group of aggrieved employees have a grievance, they shall meet on an informal basis with the employee's immediate supervisor in an attempt to resolve the matter within twenty (20) days after becoming aware of the incident giving rise to the grievance. If the parties are unable to resolve the dispute, the grievance shall be reduced to writing by the exclusive representative and submitted to the employer's designate (See Step 2) within seven (7) days following the Step 1 meeting.

If the grievance involves a matter, which substantially affects a larger number of employees, the grievance shall be reduced to writing by the exclusive representative and submitted to the employer's designee (See Step 2) within twenty (20) days after becoming aware of the grievance.

Step 2 - The employer representative shall meet with the exclusive representative within seven (7) days after receipt of the written grievance and attempt to mutually resolve the dispute. The parties shall be required to meet and negotiate in good faith at reasonable times in an attempt to resolve the grievance. The terms of the resolution shall be written on the grievance and signed by both parties. If no agreement is reached, the employer representative shall within five (5) days submit to the exclusive representative the employer's written answer. The exclusive representative must submit the unresolved grievance to the Step 2 employer designate within five (5) days after receipt of the employer's answer in writing.

Step 3 - The employer, its chief administrator, or its designate shall meet with the designated official of the exclusive representative within ten (10) days after receipt of the grievance to attempt to resolve the dispute. Upon resolution both parties shall sign a memorandum setting out the disposition of the grievance. If the parties are unable to reach agreement within ten (10) days after the meeting, either party may request by written notice to the other party that the grievance be submitted to final and binding arbitration.

Step 4 - **Arbitration:**

The employer and the employee representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the employer and the employee organizations are unable to agree on an arbitrator, they shall request a list of five names from the Commissioner of the Bureau of Mediation Services, State of Minnesota. The list maintained by the Commissioner of the Bureau of Mediation Services shall be made up of qualified arbitrators who have submitted an application to the Bureau. The parties shall alternately strike names from the list of five arbitrators until only one name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the questions shall be decided by a flip of the coin. Each party shall be responsible for equally compensating the arbitrator for fees and necessary expenses.

The arbitrator shall not have the power to add, to subtract from, or to modify in any way the

SCHEDULE A
PRINCIPAL SALARY

2023-2024

Step	HS Principal	MS Principal	Elem. Principal	HS Assistant Principal/AD	Assistant Principal
1	\$134,345	\$129,965	\$122,663	\$112,441	\$108,060
2	\$137,265	\$132,885	\$125,583	\$113,902	\$109,520
3	\$140,187	\$135,805	\$128,504	\$115,362	\$110,980
4	\$143,107	\$138,726	\$131,425	\$116,822	\$113,902
5	\$146,027	\$141,647	\$134,345	\$119,742	\$116,822

2024-2025

Step	HS Principal	MS Principal	Elem. Principal	HS Assistant Principal/AD	Assistant Principal
1	\$139,719	\$135,163	\$127,569	\$116,938	\$112,383
2	\$142,756	\$138,200	\$130,606	\$118,458	\$113,901
3	\$145,794	\$141,237	\$133,645	\$119,976	\$115,420
4	\$148,831	\$144,275	\$136,682	\$121,495	\$118,458
5	\$151,869	\$147,313	\$139,719	\$124,532	\$121,495

Longevity after 15 years of service (non-consecutive) \$2,500.00

Site Supervision Pay for Activities: \$75.00/weekdays and \$100.00/Weekends (Administrator Only)

New or Additional Principals: Newly hired principal salaries will be subject to negotiations with the Superintendent and the final approval by the School Board. The Board retains the right to negotiate the salary for newly hired principals. Reassignment within the district will be subject to negotiations with the Superintendent and final approval by the School Board.