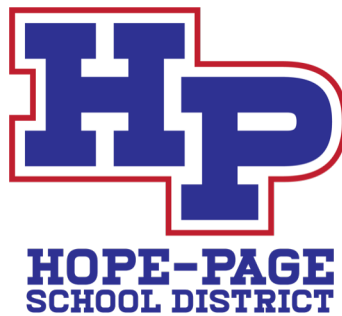


HOPE-PAGE SCHOOL DISTRICT #85

2023-2025

MASTER CONTRACT



Hope-Page Public
School District #85
Master Contract 2023-2025

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ARTICLE I - RECOGNITION

- A. Recognition by the Board
 - 1. The School Boards of Hope-Page School District #85 hereinafter referred to as the Board, recognize that teaching is a profession.
 - 2. The Board recognize the Hope-Page Education Association, hereinafter referred to as the Association, as the exclusive representative of all the certified, contracted personnel, employed or to be employed by the Boards in positions which are not administrative or holders of special vocational licensure, if evidence substantiated that the Association represents a majority of the teachers, per NDCC.
- B. Recognition by the Association
 - 1. The Association recognizes the Board as the elected representatives of the people of Hope-Page School District #85 and as the employer of the certified personnel of the Hope-Page District #85.

ARTICLE II - NEGOTIATION PROCEDURES

- A. Directing Requests for Meetings
 - 1. Requests for meetings from the Association will be made directly to the Board through its Superintendent.
 - 2. Requests from the Superintendent, the Board, or their representatives will be made to the President of the Association.
 - 3. A mutually convenient meeting date shall be set per NDCC.
 - 4. A listing of names of the officers and members of committee assignments of the teacher representative organization shall be given to the school administration as soon as such elections or appointments have been made or no later than November 1, in order to facilitate an official and reliable means of communications.
- B. Meetings
 - 1. Meetings composed of members of the teacher representative organization, the Board Negotiations Committee, and the superintendent shall be called upon written request of any one of the parties.
 - 2. Such meetings shall be held no later than ten (10) days following the requested meeting.
 - 3. Meetings shall not be held during regular school hours and shall be scheduled not to interfere with school activities.
 - 4. Official summary minutes will be kept by a recording secretary appointed by the members of the meeting.
- C. Proposals
 - 1. All proposals submitted for negotiations must be as specific as possible and shall be accompanied by a cost to the district. These proposals will be presented at the first ground rules meeting by the teacher representative organization and at the second meeting by the Board negotiators. Additional proposals may not be added thereafter without the agreement of both parties.
- D. Ratification
 - 1. A copy of the final ratified master contract shall be issued with each teaching contract.

ARTICLE III- GRIEVANCE PROCEDURE

- A. Purpose:
 - 1. To enable teachers to express a complaint about the administration of the Agreement with the assurance that the complaint will receive prompt attention by persons who can remedy it, if necessary.

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B. Definition of Grievance:

1. A grievance is a disagreement regarding the interpretation or inequitable application of a specific provision of this Agreement.

C. Procedural Steps: Grievances shall be processed in accordance with the following procedure:

1. **Action: (Informal)** Within seven (7) days of an event which may result in a grievance, said teacher with a grievance shall first discuss his/her complaint with the principal in an earnest effort to settle the matter informally.
2. **Response:** Within five (5) days, the principal shall communicate his views to the aggrieved teacher orally.
3. **Action: (Formal)** In the event the matter is not resolved informally, the problem, stated in writing, may be submitted, within seven (7) days after completion of Step One, as a grievance, to the principal.
4. **Response:** Within five (5) school days after receiving the grievance, the principal shall state his decision in writing together with the supporting reasons, and shall furnish a copy to the aggrieved teacher.
5. **Action:** Within two (2) school days after receiving the decision of the principal, the written grievance may be submitted to the local Teacher Grievance Committee. The committee will be comprised of the teacher Union President, (in the event the Grievant is the president, the Vice President will take their place on the committee) business manager and a third party to be chosen by the two other members, to judge the merits of the complaint.
6. **Response:** If the Grievance Committee finds merit in the complaint, it shall, within five (5) school days after receiving the complaint, inform the aggrieved teacher and principal, in writing, stating their points concerning merit.
7. **Action:** Within five (5) school days after receiving the Grievance Committee's written statement of points concerning merit, the principal shall again state a decision in writing together with supporting reasons to the aggrieved teacher and to the Grievance Committee.
8. **Response:** If the aggrieved is not satisfied, he may, within two (2) school days after receiving the written decision of the principal, submit, in writing, the grievance to the superintendent. The appeal shall set forth specifically the act and the grounds on which the grievance is based and shall be accompanied by a copy of the decisions at the previous level.
9. **Action:** The superintendent shall meet and confer on the grievance with a view to arriving at a mutually satisfactory adjustment. Participants in this conference shall be those who participated at the previous level. Within five (5) school days after receiving the appeal, the superintendent shall communicate his decision, in writing, together with supporting reasons, to the principal and to the aggrieved teacher.
10. **Response:** If the aggrieved is not satisfied with the superintendent's disposition of his grievance, he may, within five (5) school days after receiving the superintendent's decision, request, in writing, that the grievance be referred to the school Board. The school Board shall, within ten (10) school days, or, if acceptable to both parties, at the next request, examine the complaint, consider the options of all parties concerned, interpret the grievance and submit a written decision to the superintendent, the principal and the aggrieved teacher.

D. Disposition: School Board members, administrators, or teachers shall not discriminate against one another because of the exercise of the rights under the grievance procedure.

ARTICLE IV - LEAVES

A. Sick Leave

1. Each teacher under contract for the regular school year shall be granted twelve (12) days sick leave cumulative to one hundred (100) days.
2. At the beginning of the school term a teacher's sick leave may accumulate to 112 days. At the conclusion of the school term any remaining day in excess of one hundred (100) days will be compensated at \$90 per day.
3. A teacher may use sick leave for absences necessitated by illness, injury, doctor ordered maternity care, doctor appointment or dental care.
4. A teacher may use his/her personal sick leave for absences necessitated by illness of spouse, child or parent. Family sick leave may be used for other relatives at the discretion of the building principal.
5. Sick Leave Bank:
 - a. Donations:
 1. A "bank" of personal sick leave days shall be established.
 2. Any teacher may voluntarily donate any portion of their allotted or accumulated personal sick leave.
 3. Donations must be made by written notice to the Business Manager and Association President. Such notice must include the total number of days reflected in the donation.
 4. No teacher shall have the right to rescind a donation.
 - b. Withdrawals:
 1. Any teacher wishing to use the Sick Leave Bank must first exhaust all other leave.
 2. All requests to use the Sick Leave Bank must be in writing to the Association and Superintendent.
 3. Approval to use the donated days in the Sick Leave Bank must be granted by both the Association and Superintendent.

B. Emergency Leave

1. Up to two (2) days of paid time off per year will be allowed for emergencies. An emergency will be define as a crisis over which the individual has no control, and cannot be attended to during non-school hours. Emergency leave includes, but is not limited to, weather-related situations, flooding, accidents, and household emergencies. Emergency leave does not include events that would be covered under sick leave, family illness, or bereavement leaves.

C. Personal Leave

1. Each teacher under contract for the regular school year may be granted four (4) days personal leave, subject to the approval of the administration. Unused personal leave may be paid for submitted for payment at the substitute teacher rate. Such payment must be requested by the teacher on school forms by May 15 of each school year and shall not exceed two (2) days per year. Once payment is requested, the days can no longer be accumulated.

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2. Personal leave shall be accumulative to 6 days.
3. Application for the leave must be filed with the principal two (2) days in advance of contemplated leave, on forms provided by the district.
4. Personal leave shall not be granted for the first or last five (5) days of the school term, or five days before a semester break.
5. Only two (2) teachers per site may request personal days on the same day. This may be waived by the building principal pending the availability of substitute teachers.

D. Professional Leave

1. A teacher under contract for the regular school year may be granted three (3) days professional leave, subject to approval by the administration.
2. Professional leave shall not be accumulative.
3. Teacher may take professional leave to promote self-improvement, by attending seminars, workshops, visiting other schools, etc.
4. It shall not be considered professional leave when a teacher is supervising a group of students at a place other than the school or when a teacher is absent from school at the request of the administration or school board.

E. Bereavement Leave

1. Family
 - a. Family bereavement leave, up to but not exceeding five (5) days per school year, may be granted. This bereavement leave may be used only in the event of death in the immediate or extended family. Where the five (5) days of immediate family bereavement leave are expended, the teacher may request to use Emergency or Personal Leave. Administration must approve any use of Emergency or Personal leave for bereavement.
2. Other
 - a. In the event of the death of a person not defined as immediate or extended family, up to one (1) day per year of bereavement leave will be granted. This day can be used in ½-day increments.

F. Parental Leave

1. Up to 5 days of parental leave will be granted for birth or adoption of a child per contracted school year.
Leave is not cumulative

G. Leave Report

1. After any absence in the leave categories a teacher shall be given a signed form indicating the date, type and amount of leave taken. All leave must be communicated with building principals.
2. The Business Manager shall inform teachers of leave balances prior to September 1.

ARTICLE V - SALARY SCHEDULE

A. Basic Salary - Regular School Year

1. The basic salaries of teachers covered by this Agreement are set forth in Appendices A-1 and A-2 as attached and incorporated in this Agreement. Appendix A-1 shall be the salary schedule in effect during the 2023-2024 contract year. Appendix A-2 shall be the salary schedule in effect during the 2024-2025 contract year

B. Lane Changes

1. Only college or university credits, which are graduate level credits (numbered 400 or above) or part of an approved graduate program, may be used for horizontal movement on the salary schedule. These credits must be in coursework or subject areas that are directly applicable to the field of education. Credits will be counted on a semester basis. Quarter credits will be converted to semester credits as follows: 1 quarter credit = 2/3 semester credit.
2. Lane change procedure:
 - a. Lane change request forms must be submitted to the Business Manager no later than September
 - b. Official transcripts showing credits earned must be submitted with the lane change request. Transcripts will be reviewed by the Business Manager and if approved, a revised contract will be issued and a salary adjustment will be made on the September 15 paycheck. If the issuance of summer session grade transcripts is delayed or the course has not yet been recorded on a transcript by September 1, the teacher must still submit the lane change form by September 1 and official transcripts must be received in the Business Manager Office by October.
3. In this case, the salary adjustment will be made on the October 15 paycheck retroactive to the start of the contract year.
4. Staff members who are "locked" out of any increase because they are at the maximum step in either BA/BS +40 or MA/MS +30 lanes shall not receive less than the amount they received in the last year of the most recent contract. This provision extends only to those teachers meeting the requirement at the time of the ratification of the 2021-2023 Master Contract and is valid only for the term of that contract.

ARTICLE-VI - PAYROLL PROCEDURES

A. Salary Matters Not Included in Salary Schedule

1. *Checks will be payable on the fifth and twentieth of each month or the school day immediately preceding a weekend or vacation of which these dates are included. Each teacher shall have the option to be paid in 18 or 24 calendar checks with the final check to be paid after approval of final checkout. If a substitute cannot be hired as a replacement a member of the staff agreeing to take on extra teaching duties will be compensated at the rate of \$25.00 per teaching period or any portion thereof.*
2. *Teachers shall be compensated at the state rate for mileage while conducting school business with their personal vehicle upon approval of the administration.*

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3. *Teachers under contract for the regular school year shall be compensated the substitute teacher rate for district wide professional development outside of the adopted school calendar for the 2023-2024 and 2024-2025 school year. This provision shall not extend to those teaching under the terms of this agreement with contracted days beyond the adopted school calendar.*
4. *Teachers new to the district shall be placed on the salary schedule at the discretion of the superintendent but in no case shall the placement exceed verifiable full time equivalent teaching experience or education level.*
5. *The Athletic Cooperative pay schedule will be used to determine the rate of compensation for those activities identified in the cooperative athletic agreement.*
6. *All staff that eats in the lunchroom will be consider "on duty" and receive free lunch.*

7. *Summer Work*

The salary for teachers employed by the district for summer work shall be paid according to the following schedule:

<u>Years of Experience*</u>	<u>Teachers with BA</u>	<u>Teachers with MA</u>
0-5	\$2200	\$2400
6-10+	\$2750	\$2950

** Verifiable years of experience teaching summer programming NOT overall experience in the district*

8. *Sub Rate Pay*

The salary for substitute teachers will be \$120/day plus free lunch. The rate for a long-term sub (after 10 consecutive days) will be at the daily rate (1/182) of the base salary.

9. *Elementary teachers will receive a \$25.00 stipend for classroom supervision for each music concert night.*

ARTICLE VII - BENEFITS

A. Health Insurance

1. The Board will pay the full single (individual) health insurance premium or 50% of the premium of a family health insurance plan for each full-time teacher. The Board will determine the insurance carrier.
2. If a teacher provides evidence of health insurance coverage elsewhere, the teacher can elect out of district's health insurance program. A full-time teacher will receive \$2,750 to be used towards Section 125 (FSA) option identified in this agreement, 403b retirement account or a cash payout of the same amount. (If cash option is chosen it will be paid in the final paycheck of the fiscal year). This option will not be allowed if total group enrollment falls below the required amount for group coverage in the district.
3. The District will provide a Section 125, Flexible Spending Account (FSA) for flexing of medical insurance premiums, medical deductibles, dental, eye care and other approved costs.
The school district agrees to pay the employee a portion of the Teachers Retirement on the contracted salary up to an assessment rate of 11.75%.

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4. The District agree to pay \$30.00 per day for all unused sick leave for any retiring teacher who has been in the system for at least 15 years. Payment will be made will be paid in the final paycheck of fiscal year.

B. Tuition Reimbursement Program

1. A teacher may apply in writing for one-time payment maximum payment of up to \$3,500.00 tuition reimbursement.
2. To be eligible for reimbursement, the teacher must:
 - a. Apply for participation in the tuition reimbursement program and receive approval from the superintendent prior to July 1 of the year for which reimbursement is desired.
 - b. Be enrolled in a graduate level program directly related to the field of education that results in obtaining an advanced degree.
 - c. Earn a letter grade of "B" or better in each course for which reimbursement is requested.
 - d. Remain enrolled at least part time in the advanced degree program during participation in the tuition reimbursement program.
 - e. Submit official transcripts and a request for reimbursement to the Business Manager prior to June 30 of each year for which reimbursement is desired.
3. When the advanced degree is conferred, the teacher will receive a one-time \$500 stipend.
4. Additional Conditions
 - a. The teacher agrees to remain employed as a teacher for the Board during the course of participation in the Tuition Reimbursement Program and for a period of not less than three years after the advanced degree is conferred.
 - b. If the teacher chooses to voluntarily leave the employ of the Board during participation in the Tuition Reimbursement Program or prior to satisfying the three-year service requirement; the total reimbursement paid to the teacher must be repaid by to the District by the teacher within 1 calendar year.
 - a. In the event the teacher leaves the employ of the Board due to non-renewal pursuant to NDCC, a reduction in force, full disability or circumstances beyond the control or intent of the teacher, the requirement to repay reimbursement will be waived.

ARTICLE VIII TEACHER WORKING CONDITIONS

A. School Year

1. The length of a full school year contract shall be 182 days in accordance with the official school calendar.
2. Holidays included in the contract shall include Labor Day, Veteran's Day, and Thanksgiving Day and shall be paid. All other holidays during the school year are not considered as part of the contract and shall not be paid.

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3. In the event that school begins late or is dismissed for reasons of inclement weather, scheduled teacher in-service activities, or for other reasons that school is not in session during the normal school hours, the contracted school year or school day will be extended hour-for-hour according to the provisions of NDCC.

B. Daily Schedule

1. The total in-school workday shall consist of 8 hours.
2. In rare situations, the administration may schedule meetings prior to or after the contracted day Attendance at any meeting called by administration shall be considered mandatory.
3. The designation of a normal workday should not be construed as the expected maximum. The maximum length of the work day for all employees is determined by the professional requirements of the job.

C. Class Load

1. The normal teaching load in the elementary school will include all subject areas with the exception of music and physical education. These will be taught by specialized teachers outside the classroom. Classroom teachers will be allowed to use this time as duty-free lesson planning preparation time.
2. Full-time K-12 teachers will be guaranteed 225 minutes of duty-free teacher preparation time per week during the instructional day. Every effort will be made by the administration to allocate a portion of this time on a daily basis.
3. The maximum number of instructional classes assigned to full-time teachers of grades 7-12 shall be limited to six (6) per day. If a teacher is assigned more than (5) different subject preparations during a day, compensation will be paid above the contracted salary amount at a rate of \$0.142 x base pay listed on the salary schedule in this document for the contracted year.
4. The administration will attempt to limit study halls for grades 7-12 to 30 students. Study halls may be assigned at the discretion of the administration. However, class subjects to be taught shall have preference over study hall assignments and shall be determined by the administration according to student need and scheduling requirements. Efforts should be made by the administration to equalize teacher workload in grades K-12.
5. With prior approval from administration, each teacher shall have budget allocation for \$500 for classroom supplies and \$100 reimbursement towards a professional development course.

ARTICLE IX - MISCELLANEOUS PROVISIONS

A. Renewal of Agreement

The provisions of each article of this agreement shall be effective as of July 1, 2023, and shall continue in full force and effect through June 30, 2025. This agreement will automatically renew and continue in full force and effect for additional one year periods unless either the Board or any negotiating unit representing the teachers give written notice to the other to re-open this agreement and to negotiate the terms of a successor agreement. Such written request by either party to this agreement shall be sent to the other prior to the regular March school Board meeting of the last school year covered by this agreement.

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B. Affected Parties

This agreement is for the Hope-Page School District #85 Board of Education and Certified Staff.

C. Savings Clause

If any portion of this contract is determined to be invalid or unenforceable, the remainder of the contract shall not be affected and shall remain in force.

WITNESS AND WRITTEN MUTUAL AGREEMENT

As duly authorized representatives of the Hope-Page School District #85 Board of Education and Hope-Page Contracted Teachers we mutually agree to the terms of this agreement and hereunto place our signatures.

Hannah Erickson- HPEA Date

John Ihry - HP 85 Date

Angel Lindseth - HPEA Date

Jeri Anne Larck - HP 85 Date

Brandon Benth- HPEA Date

Lucas Juliuson- HP 85 Date

Karlee Benth- HPEA Date

Alli Roller- Business Manager Date

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Appendix A-1

A. Salary Schedule 2023-2024

Step	BA/BS	10	20	30	40	MA/MS	10	20	30
0	43,068	43,930	44,808	45,704	46,389	50,274	51,781	53,336	54,938
1	43,715	44,589	45,480	46,389	47,074	51,028	52,561	54,137	55,761
2	44,361	45,248	46,152	47,074	47,763	51,781	53,336	54,938	56,583
3	45,222	45,907	46,824	47,763	48,448	52,539	54,116	55,735	57,410
4	45,653	46,566	47,496	48,448	49,098	53,293	54,891	56,536	58,233
5	46,299	47,225	48,168	49,098	49,959	54,047	55,666	57,337	59,055
6	46,945	48,047	49,008	49,959	50,847	54,990	56,639	58,336	60,089
7	47,806	48,874	49,847	50,847	51,704	55,933	57,608	59,335	61,118
8	48,667	49,697	50,692	51,704	52,561	56,872	58,582	60,339	62,148
9	49,529	50,519	51,531	52,561	53,418	57,815	59,551	61,338	63,177
10	50,175	51,342	52,371	53,418	54,266	58,758	60,520	62,337	64,206
11	51,600	52,634	53,685	54,266	55,128	60,236	62,044	63,905	65,822
12	52,867	53,926	55,003	55,128	56,850	61,713	63,565	65,473	67,437
13	54,133	55,214	56,321	56,850	58,142	63,190	65,085	67,036	69,047
14		56,506	57,634	58,142	59,435		66,605	68,604	70,662
15			58,952	59,435	61,532			70,171	72,278
16				61,532	62,019				73,957
17				61,588	62,880				75,370
18					64,172				77,523
Step	BA/BS	10	20	30	40	MA/MS	10	20	30
0	1	1.02	1.0404	1.0612	1.0771	1.1673	1.2023	1.2384	1.2756
1	1.015	1.0353	1.056	1.0771	1.093	1.1848	1.2204	1.257	1.2947
2	1.03	1.0506	1.0716	1.093	1.109	1.2023	1.2384	1.2756	1.3138
3	1.05	1.0659	1.0872	1.109	1.1249	1.2199	1.2565	1.2941	1.333
4	1.06	1.0812	1.1028	1.1249	1.14	1.2374	1.2745	1.3127	1.3521
5	1.075	1.0965	1.1184	1.14	1.16	1.2549	1.2925	1.3313	1.3712
6	1.09	1.1156	1.1379	1.16	1.1806	1.2768	1.3151	1.3545	1.3952
7	1.11	1.1348	1.1574	1.1806	1.2005	1.2987	1.3376	1.3777	1.4191
8	1.13	1.1539	1.177	1.2005	1.2204	1.3205	1.3602	1.401	1.443
9	1.15	1.173	1.1965	1.2204	1.2403	1.3424	1.3827	1.4242	1.4669
10	1.165	1.1921	1.216	1.2403	1.26	1.3643	1.4052	1.4474	1.4908
11	1.1981	1.2221	1.2465	1.26	1.28	1.3986	1.4406	1.4838	1.5283
12	1.2275	1.2521	1.2771	1.28	1.32	1.4329	1.4759	1.5202	1.5658
13	1.2569	1.282	1.3077	1.32	1.35	1.4672	1.5112	1.5565	1.6032
14		1.312	1.3382	1.35	1.38		1.5465	1.5929	1.6407
15			1.3688	1.38	1.4287			1.6293	1.6782
16				1.4287	1.44				1.7172
17				1.43	1.46				1.75
18					1.49				1.8

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Appendix A-2

A. Salary Schedule 2024-2025

Step	BA/BS	10	20	30	40	MA/MS	10	20	30
0	45,007	45,907	46,825	47,761	48,477	52,536	54,111	55,736	57,410
1	45,682	46,595	47,527	48,477	49,192	53,324	54,926	56,573	58,270
2	46,357	47,284	48,229	49,192	49,912	54,111	55,736	57,410	59,130
3	47,257	47,972	48,931	49,912	50,628	54,904	56,551	58,243	59,994
4	47,707	48,661	49,633	50,628	51,307	55,691	57,361	59,080	60,853
5	48,382	49,350	50,335	51,307	52,208	56,479	58,171	59,917	61,713
6	49,057	50,209	51,213	52,208	53,135	57,464	59,188	60,961	62,793
7	49,957	51,073	52,091	53,135	54,030	58,450	60,201	62,006	63,869
8	50,857	51,933	52,973	54,030	54,926	59,431	61,218	63,054	64,944
9	51,758	52,793	53,850	54,926	55,822	60,417	62,231	64,098	66,020
10	52,433	53,652	54,728	55,822	56,708	61,402	63,243	65,142	67,096
11	53,922	55,003	56,101	56,708	57,608	62,946	64,836	66,781	68,784
12	55,246	56,353	57,478	57,608	59,409	64,490	66,425	68,419	70,471
13	56,569	57,698	58,855	59,409	60,759	66,034	68,014	70,053	72,155
14		59,049	60,228	60,759	62,109		69,603	71,691	73,842
15			61,605	62,109	64,301			73,329	75,530
16				64,301	64,809				77,285
17				64,359	65,710				78,761
18					67,060				81,012
Step	BA/BS	10	20	30	40	MA/MS	10	20	30
0	1	1.02	1.0404	1.0612	1.0771	1.1673	1.2023	1.2384	1.2756
1	1.015	1.0353	1.056	1.0771	1.093	1.1848	1.2204	1.257	1.2947
2	1.03	1.0506	1.0716	1.093	1.109	1.2023	1.2384	1.2756	1.3138
3	1.05	1.0659	1.0872	1.109	1.1249	1.2199	1.2565	1.2941	1.333
4	1.06	1.0812	1.1028	1.1249	1.14	1.2374	1.2745	1.3127	1.3521
5	1.075	1.0965	1.1184	1.14	1.16	1.2549	1.2925	1.3313	1.3712
6	1.09	1.1156	1.1379	1.16	1.1806	1.2768	1.3151	1.3545	1.3952
7	1.11	1.1348	1.1574	1.1806	1.2005	1.2987	1.3376	1.3777	1.4191
8	1.13	1.1539	1.177	1.2005	1.2204	1.3205	1.3602	1.401	1.443
9	1.15	1.173	1.1965	1.2204	1.2403	1.3424	1.3827	1.4242	1.4669
10	1.165	1.1921	1.216	1.2403	1.26	1.3643	1.4052	1.4474	1.4908
11	1.1981	1.2221	1.2465	1.26	1.28	1.3986	1.4406	1.4838	1.5283
12	1.2275	1.2521	1.2771	1.28	1.32	1.4329	1.4759	1.5202	1.5658
13	1.2569	1.282	1.3077	1.32	1.35	1.4672	1.5112	1.5565	1.6032
14		1.312	1.3382	1.35	1.38		1.5465	1.5929	1.6407
15			1.3688	1.38	1.4287			1.6293	1.6782
16				1.4287	1.44				1.7172
17				1.43	1.46				1.75
18					1.49				1.8