

For an explanation or interpretation of the contract call your Association or the Labor Relations and Benefits Department.

MASTER AGREEMENT

between

ANOKA-HENNEPIN

INDEPENDENT SCHOOL DISTRICT NO. 11

and

SPECIAL EDUCATION  
**ADMINISTRATORS ASSOCIATION**

July 1, **2025** through June 30, **2027**

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## ARTICLE 1

### PURPOSE

This Agreement entered into by and between the School Board of Anoka-Hennepin Independent District No.11, hereafter called the District, and the Special Education **Administrators** Association, hereafter called the Association, has as its objective the establishment of the following terms and conditions of employment for certain management personnel.

## ARTICLE 2

### DEFINITIONS

- 2.1 Superintendent shall mean the Superintendent of Schools of Independent School District No. 11 or a designated representative.
- 2.2 School Board shall mean the School Board of Independent School District No. 11 or its designated representative.
- 2.3 Association shall mean the District No. 11 Special Education **Administrators**.
- 2.4 Parties shall mean the District and Association.
- 2.5 **Administrators** shall mean individuals employed in Special Education Administrator and Assistant Special Education Administrator positions.
- 2.6 Other Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

## ARTICLE 3

### RECOGNITION

- 3.1 **Appropriate Unit.** In accordance with the P.E.L.R.A., the District recognizes the Association as the exclusive representative of the bargaining unit certified by the Bureau of Mediation Services (Case No. 97-PCE-1071):

All Special Education Administrators and Assistant Special Education Administrators employed by Independent School District No. 11, Anoka-Hennepin, Anoka, Minnesota, who are public employees within the meaning of MN. Stat. 179A.03, subd.14, excluding confidential employees.

- 3.2 **Bargaining Unit Dispute.** In the event of a dispute between the District and the Association as to the inclusion or exclusion within the bargaining unit of a newly created or modified job classification either party may petition the Bureau of Mediation Services in accordance with P.E.L.R.A.

## ARTICLE 4

### ASSOCIATION RIGHTS

- 4.1 Use of Facilities: The Association shall have the right to use District buildings before or after hours for meetings, scheduling such use with the Superintendent, provided that this shall not interfere with or interrupt school operations. Expenses incident to the meeting shall be borne by the Association in accordance with District policy.
- 4.2 Association Representatives: Duly authorized representatives of the Association shall be permitted to discuss matters pertaining to Association business with District personnel at reasonable times, at the discretion of the Superintendent, provided that this shall not interfere with or interrupt normal operations.
- 4.3 Deduction of Dues: **Administrators** who are full members shall have the right to request and shall be allowed dues check off for the Exclusive Representative Organization. The Employer, upon notification by the Exclusive Representative of such **Administrators**, shall be obligated to check off said fee from the earnings of the **Administrator** and transmit the same to the Exclusive Representative each regular pay period. Any dispute as to the validity of a specific deduction shall be solely between the Association and the individual employee. The Association warrants that it will indemnify and hold harmless the Employer and any of its agents from any and all actions which any organization or employee may have, or claim to have, now or in the future, arising out of or by reason of the deduction or lack thereof.
- 4.4 Personnel Files: **Administrators** shall have the right to review their individual personnel file in accordance with applicable Minnesota statutes.
- 4.5 Meet and Confer: The Association has the right on an annual basis to request two meet and confer meetings with the School Board.
- 4.6 Notification of Vacant Positions: The District shall notify, in writing, the Association of a position covered by this agreement that becomes vacant. Said notification shall be made no later than 15 days prior to the time of the position being permanently filled.

## ARTICLE 5

### DISTRICT RIGHTS

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

- 5.2 Reservation of Managerial Rights: The foregoing enumeration of District rights shall not be deemed to exclude other inherent management rights. Any and all management rights and functions not expressly delegated by this Agreement are reserved to the District.
- 5.3 **Laws, Rules and Regulations: The parties agree to abide by all State and Federal Laws, rules established by the State Department of Education, and rules and regulations established by the School Board, provided such rules and regulations are not in conflict with this agreement.**

## ARTICLE 6

### DUTY YEAR

- 6.1 **Duty Days:** The normal duty year for **Special Education Administrators** shall be 260 days **subject to the other provisions of this article.**
- 6.2 Specific Duty Year: The specific duty days during the calendar period July 1 through June 30 shall be established by individual **Administrators** and Director of Special Education, subject to the approval of the Superintendent. The Superintendent reserves the right to designate specific calendar days during the period July 1 through June 30 as mandatory duty days.
- 6.3 Holiday Observance: Twelve (12) days during the period July 1 through June 30 shall be designated as holidays. A holiday shall be defined as a paid day on which an **Administrator** shall not be scheduled to perform job duties and responsibilities. The calendar days on which the twelve (12) holidays are observed shall be established by the School Board. If Juneteenth is observed as a School District holiday for employees, it will become a paid holiday **for 260 day employees.**
- 6.4 Vacations: **Administrators** shall earn twenty-five (25) days of annual paid vacation for a 260-day duty year contract accrued on a per pay day basis. **Administrators** employed for less than **260 days** shall be pro-rated.
- 6.41 Vacation Flexibility: Vacation days not used during the contract year shall be accumulated to an unlimited amount. Normally, the maximum vacation taken during any contract year shall not exceed thirty-five (35) days; however, additional earned vacation time (annual vacation plus accumulated unused vacation) may be allowed with the approval of the Superintendent.
- 6.42 Effective upon ratification of this Agreement, **Administrators** who retire will receive pay at their daily rate for unused vacation to a maximum of seventy-five (75) days payable to the Anoka-Hennepin Special Pay Plan. **Administrators** who resign will receive pay at their daily rate for unused vacation to a maximum of fifty-five (55) days.

## ARTICLE 7

### DUTY DAY

#### 7.1 Normal Duty Day:

- 7.11 **Administrators** shall normally be on duty during the period established as the teachers' basic duty day at their building/s of responsibility.
- 7.12 **Administrators**, because of their managerial/supervisor duties and responsibilities, agree to commit whatever time is necessary to accomplish such duties and responsibilities.

## ARTICLE 8

### COMPENSATION

- 8.1 Salary Schedule: The annual salary of **Administrators** employed by an individual continuing contract for the **2025-2026** and **2026-2027** duty years is established by Appendix A, and shall be considered part of this agreement.
- 8.2 Relationship of Continuing Contract: The Salary Schedule contained in Schedule A shall not be considered part of the **Administrator's** individual continuing contract.
- 8.3 Granting of Annual Experience Increment: **Administrators** completing a normal duty year, as defined by Article 6, Section 6.1, shall be advanced one step on the salary schedule.
- 8.4 Annual Salary: **Administrators** employed by an individual continuing contract will be paid an annual salary in accordance with their position and step placements on the Salary Schedule. **Administrators** employed for a duty year less than that established by Article 6 shall be paid a pro-rated annual salary.
- 8.5 Daily Rate: For the purposes of calculating the daily rate, an **Administrator's** annual salary, based on the individual's placement within Appendix A, divided by the duty year established by Article 6 shall equal the daily rate.
- 8.6 Original Employment: **Administrators** who are newly employed during the term of this Agreement, shall be placed on an experience step of the Salary Schedule as agreed on by the Special Education Administrator and the Superintendent, subject to the approval of the School Board.
- 8.7 Mileage: **Administrators** shall be reimbursed for the use of their personal automobile to conduct authorized travel, in accordance with the District's policy.

- 8.8 Professional Development: Upon proof of payment, the District shall reimburse each **Administrator** for annual dues in one state and one national professional association or organization as designated and approved by the Superintendent. Upon recommendation of the Director of Special Education the District may provide national and/or state conference opportunities for **Administrators** for the purpose of professional development. Upon proof of payment, the District shall reimburse each **Administrator** for the full amount of the Board of Administration renewal fee.
- 8.9 Work Stoppage: **Administrators**, in the event of a strike or work stoppage by other District employees, shall report for duty to carry out School Board policies and directives. **An Administrator shall be compensated during a strike or work stoppage by other District employees, provided the Administrator reports for duty and performs assigned duties and responsibilities.**

## ARTICLE 9

### GROUP INSURANCE

- 9.1 Carrier Selection: The selection of the insurance carrier or carriers to provide the group insurance programs established by this Article shall remain with the district.
- 9.2 Eligibility: To be eligible for participation and contributions by this Article an **Administrator** must be employed by an individual continuing contract between the District and the **Administrator**.
- 9.3 The District shall contribute **\$22,076** toward a flexible account for the purchase of designated employee benefits.
- 9.31 Any additional cost of the premiums shall be paid by the **Administrator** via payroll deductions.
- 9.32 Effective September 1, 2014, the flexible benefit package shall include \$300,000 of life insurance.
- 9.4 General Liability:
- 9.41 The District shall carry a general liability insurance policy as required by Minnesota Statutes.
- 9.42 The District shall carry "errors and omissions" insurance coverage in an amount not less than that in effect at the time of the signing of this Contract.
- 9.5 Payroll Deductions: The difference between the actual monthly premium cost of the group insurance programs and the District's contributions established by 9.3 of this Article shall be paid by the enrolled **Administrator** through payroll deduction.

- 9.6 Duration of Coverage: **Administrators** shall be eligible for District contributions, as established by this Article, through their last duty day of employment. District contributions shall cease as of the date of separation from employment.

## ARTICLE 10

### UNPAID LEAVES OF ABSENCE

- 10.1 Medical Leave of Absence: An unpaid medical leave of absence not to exceed 12 months may be granted **Administrators** in accordance with applicable state and federal laws.
- 10.2 Parental Leave: **Administrators** may request an unpaid parental leave of absence. The granting of an unpaid parental leave shall be discretionary with the School Board in accordance with applicable state and federal laws.
- 10.3 Military Leave of Absence: An unpaid military leave of absence shall be granted **Administrators** in accordance with applicable State and Federal Laws.
- 10.4 Educational Growth Leave: **Administrators** may request an unpaid educational growth leave not to exceed 12 months. The granting of an unpaid educational growth leave shall be granted at the sole discretion of the School Board and subject to the following conditions:
- 10.41 The **Administrators** shall have been employed by the District for at least two full duty years.
- 10.42 The **Administrator** shall submit a program of educational growth to the Superintendent and obtain recommendation prior to February 1 of the school year of the requested leave, which will be granted or denied no later than April 1.
- 10.43 The **Administrator** shall inform the Superintendent prior to April 1 of the intention to return to duty the following year or the **Administrator** shall be terminated at the end of the school year.
- 10.44 Educational Growth Leaves of Absence may be extended for an additional 12 months. Application for this extension must be submitted to the Superintendent by February 1 and this request will be granted or denied no later than April 1.
- 10.5 Conditions During a Leave of Absence: **Administrators** granted an unpaid Leave of Absence as established by Sections 10.1, 10.2, 10.3, and 10.4 shall be subject to the following conditions;
- 10.51 All benefits earned by an **Administrator** shall be frozen as of the date of the beginning of a Leave of Absence. Upon return to duty at the expiration of the Leave of Absence, an **Administrator's** frozen benefits shall be reinstated.

- 10.52 **Administrators** may continue to participate in the group insurance program established by Article 9, Section 9.3, by assuming the full cost of the monthly premiums.
- 10.53 **Administrators** returning from a Leave of Absence shall be offered an equivalent position to that held at the time the leave was granted.
- 10.54 **Administrators** who fail to return to duty at the expiration of the Leave of Absence shall waive all right to reemployment.
- 10.6 Sabbatical Leave: **Administrators** may request a sabbatical leave of absence in accordance with the following conditions:
- 10.61 The granting of a sabbatical leave must have the recommendation of the Superintendent and shall be granted at the sole discretion of the School Board.
- 10.62 A sabbatical leave shall be for professional study only.
- 10.63 The **Administrators** shall have at least 7 years of employment with the District to be eligible to apply.
- 10.64 Requests for such leave shall be submitted in writing to the Superintendent at the earliest possible date, but in no case shall this be after February 1 of the year previous to the year for which the request is made.
- 10.65 The reimbursement for sabbatical leave shall be one-half of the **Administrator's** base salary set forth in Appendix A for the year of leave or, if the **Administrator** chooses, three-fourths salary for the year of the leave and three-fourths salary for the year following the leave. This reimbursement shall be paid on the condition that the **Administrator** returns to duty, in an Association unit position or other Special Education administrative position as designated by the District, for a minimum of one (1) year immediately following the year of leave. If the **Administrator** does not return to duty for the minimum of one (1) year after the sabbatical leave, the **Administrator** shall be personally obligated to refund all compensation received and insurance contributions made by the District during the sabbatical leave.
- 10.66 Sabbatical leaves may be granted by the School Board for a period of less than 1 year.
- 10.67 The following conditions shall apply to an **Administrator** on sabbatical leave:
- 10.671 Retirement: deductions from salary shall be made for T.R.A. and social security purposes. The T.R.A. deduction shall be made from the total salary, not the one-half sabbatical leave pay. The social security deduction shall be based on actual salary paid.