

AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT NO. 564

and the

**THIEF RIVER FALLS
PRINCIPALS' ASSOCIATION**

K-12

July 1, 2025 - June 30, 2027

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A. PHILOSOPHY

The Board and the Association have mutual goals: to provide an educational program of excellence to the students of the Independent School District No. 564 Public Schools and to maintain a school operation that is efficient and equitable to the clientele and patrons.

The Board believes that its professional educators have expertise which the Board needs in the formulations and implementation of the policies designed to maintain a program of instructional excellence.

The Association and its members wish to fulfill their administrative and leadership responsibilities in the finest professional manner. Therefore, the Board and the Association have agreed as follows:

B. THE BOARD AND THE ASSOCIATION (DEFINED)

The Board recognizes the Association as the sole and exclusive representatives for certified administrators. The term "administrator", as used in this agreement, shall include all certified principals and assistant principals, and refers to all employees represented by the Association, but excludes all members of any other school district bargaining units.

The Association and its representative shall have the right to the use of the school facilities after personal work schedules for meeting purposes, and the right to use school equipment, provided that the Association will reimburse the School District for any cost items and that such use shall not interfere with the normal use of such facilities and equipment. The Board and the Association shall work together to preserve and further the mutual respect and confidence that is so essential to the professional management of an education program of excellence.

C. PROFESSIONAL RESPONSIBILITIES OF THE ADMINISTRATORS

It shall be the responsibility of all administrators covered by this agreement to discharge their responsibilities to the Board of Education, the Superintendent, the faculty, and the students of the school system according to the job specifications for each administrative position. The performance shall be in a manner which exemplifies the fullest professional concerns for the clientele and educational program of the school district.

It shall be the responsibility of all administrators to be informed on school district affairs so that the Board of Education and the Superintendent shall have the benefit of professional recommendations. To this end, the Superintendent shall keep the administrators informed by supplying them with financial reports indicating budget, expenditures and encumbrance status of their areas of responsibility and the total district, agendas, and minutes of Board of Education meetings and special reports.

The Board of Education shall expect the administrators to make recommendations concerning policies, implementing decisions and problem areas, and shall meet with the administrators to secure these recommendations through the meet/confer requirement.

The Board of Education shall expect the administrators to be up to date on the knowledge and technology of the profession. To facilitate this, the Board of Education will provide the following based upon evaluation and job target: (a) provide professional improvement time based on evaluation and job target as approved by the Board of Education; and (b) administrators who are

selected or elected to serve on Regional, State or National professional association committees, boards, or as officers, shall be granted the necessary time to perform these duties provided the

purpose of the services are to be for the benefits of promoting the School District, it shall be with pay if prior approval by the Superintendent at least one week in advance. If the purpose of the services are organizational, it shall be without pay.

Administrators are responsible for maintaining current certification and knowledge of their present assignment.

Assignment changes requiring a change of certification and the learning of a new body of applicable knowledge shall:

1. Be subsidized by the Board for tuition, books, and materials:
 - a) If a transfer by the Board requires same.
 - b) If required as part of the "Job Target" in evaluation by the Superintendent.
2. Be paid for solely by the administrator:
 - a) If the administrator wishes to upgrade his/her certification.
 - b) If the State Department changes requirements for the position the administrator holds.

D. STRIKES AND WORK STOPPAGES

The administrators covered by this agreement, in the event of a strike or work stoppage by other groups or district employees, shall be on duty for the purpose of carrying out Board policy and directives and insuring the safety of personnel and property. In no event will the compensation for administrators be halted or suspended due to strikes or work stoppages of other district employees if they report for duty.

Additional days worked will not be vouchered but shall be taken off of other work days at a time that is approved by the Superintendent of Schools.

E. VACANCIES

When a vacancy occurs in an administrative position in the district, the position is to be posted for five (5) working days.

F. GRIEVANCES

A grievance is defined as a complaint arising from an alleged misinterpretation or improper application of the terms of this agreement. An administrator who feels a cause to grieve shall first discuss the situation involved with his immediate supervisor in an attempt to reach an informal satisfactory agreement.

Should this fail, the administrator within 10 working days of said informal meetings shall file with his immediate supervisor a statement of his/her grievance and cite the section of the agreement allegedly violated on the appropriate forms.

The immediate supervisor shall give a decision in writing within 7 working days of receipt of the written statement of grievance. If the grievance is not resolved at this level, the grievance may be appealed by the administrator to the Superintendent of Schools within 7 working days after receipt of the written decision of such immediate supervisor. The Superintendent or designee shall then set a time to hear the grievance within 10 working days after receipt of the appeal. The administrator

originating the grievance may be represented by the Association. The Superintendent shall render his decision in writing within 10 working days after completion of the hearing.

In the event that the grievance is not resolved at this level, the administrator originating the grievance may appeal the decision of the Superintendent to the Board, provided that such appeal is made within 15 working days after receipt of the Superintendent's decision. The Board shall hear the grievances within 15 working days after receipt of the appeal. The administrator originating the grievance may be represented by the Association and/or counsel at this hearing. The Board shall refer its decision in writing within 15 working days after the hearing.

G. PROFESSIONAL LIABILITY INSURANCE

The school district shall provide an errors and omissions liability insurance policy covering the administrator in the amount of the present policy. A claim, if work related, may be submitted to the Board for damage to personal property not covered by liability or homeowners policy.

H. TERMS OF CONTRACT

1. Duty Year:

The basic duty year for the following positions shall be 260 days:

- High School Principal
- Middle School Principal
- Elementary School Principal

The basic duty year for the following positions shall be 220 days:

- Elementary Assistant Principal
- Middle School Assistant Principal
- High School Assistant Principal

The Board reserves the right in establishing new positions to determine whether they should be 220 or 260 days positions.

The duty year for all administrators shall be based on the teachers contract year with an appropriate number of work days to be scheduled immediately preceding and directly following, as determined by the Superintendent. The Superintendent must preapprove any extended contract time.

An Administrator shall provide a thirty (30) calendar day written notice of retirement unless otherwise mutually agreed upon the School Board and Administrator. Failure to do so will result in loss of post-retirement benefits.

2. Vacation:

260-day employees shall receive 25 vacation days. 220-day employees shall receive 13 vacation days.

Vacation days may be taken during the school calendar year after the school year in which vacation accumulated.

Any administrator terminating employment before June 30 of any contract year must use all vacation days earned before June 30 of that year or forfeit them.

Any administrator terminating employment after June 30 of any contract year who has carryover vacation days shall forfeit those unused days. Unused days shall not be vouchered.

I. UNREQUESTED LEAVE OF ABSENCE (ULA)

1. Principal

For purposes of this Article, the term “principal” refers to a licensed principal or a licensed assistant principal at the elementary, middle, or high school level.

2. Seniority Date

For ULA purposes, a principal’s seniority will be the principal’s first day of service in the bargaining unit. Only service as a member of the principals’ bargaining unit counts in determining seniority for ULA purposes, including the exercise of any bumping rights. Principals retain all other rights under Minnesota Statutes 122A.40.

3. Break in Seniority

For ULA purposes, an approved leave of absence will not result in break in seniority. A break in seniority will occur if:

A. the principal retires, resigns, or takes any other action to voluntarily end his or her service to the District as a principal;

B. the principal is not renewed, unless the principal is subsequently rehired without any interruption of service, in which case the principal will retain his or her original seniority date; or

C. the principal is absent without leave for more than three duty days in a school year.

4. Ties

The following criteria will be used to break seniority ties:

A. Initial date of service in the District as a licensed professional as defined by Professional Educator Licensing and Standards Board (PELSB);

B. Earliest/lowest PELSB file folder number.

5. Placement on Unrequested Leave of Absence

Subd. 1. The District may place principals on ULA, without pay or fringe benefits, as the District deems necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts. The District agrees to consult with the Association regarding proposed alternatives to ULA situations, provided such consultation does not result in delay.

Subd. 2. The District will place principals on ULA in the inverse order of seniority. In the event that the District finds it necessary to place one or more principals on ULA, the District will afford bumping rights based on seniority and licensure before identifying the principal(s) to be placed on ULA. Nothing in this language allows or gives a principal the right to receive a promotion through the ULA process. A principal may not bump into a promotion, demand to be recalled to a position that would be a promotion, or otherwise assert a seniority right in a manner that would result in the principal receiving a promotion.

Subd. 3. The District is not required to realign any positions when placing principals on ULA or when recalling principals from ULA.

Subd. 4. Nothing in this section limits any statutory right that a principal would otherwise have to bump into a licensed teaching position after being placed on ULA from his or her position as a principal.

6. Reinstatement

Subd. 1. Principals who have been placed on ULA will be eligible for recall for a period of three school years. During this three-year period, the District will recall principals and reinstate them to available positions for which they are licensed in the inverse order in which they were placed on ULA.

Subd. 2. The District will not hire or appoint a new principal to fill a vacant principal position if a properly licensed principal is on ULA and is available and willing to accept the vacant position.

Subd. 3. The District will use certified mail and email to notify principals that they are being recalled to an available position. The District will use the principal's last known mailing address and the principal's last known email address. A principal will be removed from the recall list permanently if the principal declines an available principal position or fails to notify the District in writing, within fifteen (15) days of the date of notification, that he or she is accepting the position. A principal on ULA is responsible for ensuring that the District has the principal's current contact information.

J. SALARIES

1. The salaries of the administrators covered by the agreement are set forth in Appendix A and shall be considered a part of this agreement. For purposes of salary schedule placement, years of experience within the Association will be applied to all positions within the Association.

The terms and conditions of each individual contract shall be subject to the term and conditions of these General Provisions.

K. Pay Periods

Subd. 1. Administrators shall be paid twenty-four (24) equal payments throughout the year with pay dates being on the fifteenth and the last day of each month (if such date falls on a non-banking day, the pay date shall be the preceding banking day).

Subd. 2. In case of any prepayment of salary and/or benefits, unearned portions must be repaid to the District. The District will make every attempt to arrange a reasonable repayment plan with the administrator.

L. RETIREMENT

1. 403(b) MATCH

Subd. 1. MATCHED PLAN. School District implemented a matching program to a 403(b) tax-sheltered annuity plan as allowed under Minnesota Statutes Section 356.24.

Subd. 2. SCHOOL DISTRICT MATCHING CONTRIBUTION: The School District's matching contribution to administrators participating in the 403(b) matching program shall be as follows:

<u>Years of Service Completed In The District</u>	<u>Annual Maximum Matching Contribution</u>
0-3 years	\$2700
Beginning 4-6	\$3700
Beginning 7-10	\$4700
Beginning 11 +	\$5700

The School District will make the foregoing matching contribution to an administrator's 403(b) annuity only if the administrator's annual contribution is \$200 or more. The School District's matching contribution will be dollar-for-dollar as required under Minnesota Statutes Section 356.24 up to the annual and total maximum match set forth above. The annual limit on the amount an individual administrator may contribute to his/her 403(b) annuity shall be governed by the applicable sections on the Internal Revenue Code and the regulations promulgated thereunder.

Subd. 3. APPROVED PLANS. The School District will make matching contributions only to annuity companies pursuant to School District policy.

2. LONGEVITY PAYMENT AT RETIREMENT:

An administrator that has worked as an administrator for the District for at least ten (10) consecutive years, is employed as an administrator at the time of separation and separates service with the District in good standing through a retirement, will be entitled to a longevity payment. The longevity payment shall be calculated as follows: five hundred dollars (\$500) per year of consecutive employment as an administrator completed in this District. The maximum amount of the longevity payment shall not exceed ten thousand dollars (\$10,000) per administrator. The administrator shall have the option for the payment to be deposited to a pre-tax account of their choosing (in accordance with law and regulation) or to receive the payment as a lump-sum "cash" payment.

M. FRINGE BENEFITS

Claims against the School District: The only obligation of the School District is to purchase insurance policies, the terms of which will define the scope of coverage, as provided by law and pay such amounts as agreed to herein. No claims shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier. An administrator, or his/her family, is responsible for the initial application of claim processing.

1. Health Insurance:

A. Effective July 1, 2023, the District will contribute up to \$800 per month towards a single plan and \$1100 per month towards a family on behalf of each administrator employed by the School District who qualifies for and is enrolled in the health insurance plan. Actual coverage subject to conditions as defined by the group insurance policy.

B. Any cost of the premium for the School District's health insurance plan in excess of the School District's contribution shall be borne by the administrator and paid by payroll deduction.

C. When an administrator retires after 10 years of consecutive service within the district and is at least 55 years of age, the district agrees to make a contribution of \$950 per month subject to Minnesota Statute 179A.20, Subd. 2a, toward participation in the district's health plan. This

contribution will continue until the administrator is 65 years of age. This provision is not applicable for an administrator hired after July 1, 2013 and shall terminate when the last eligible administrator has retired or otherwise severed employment in the District.

Any administrator hired from within the District who was previously eligible for the Retiree Health Insurance as described in ARTICLE X, Section 8, Item 9 of the TRF Education Association contract shall be allowed to carry over this benefit. This clause seeks to protect a benefit that was already anticipated by the District, and it allows promotion of teachers to administrators within the District without the penalty of losing this benefit.

D. Contributions to the active administrators who participate in a high deductible health plan (HDHP): For each eligible full-time administrator who selects the HDHP, the District will make a monthly contribution to the administrator's individual health retirement account/health savings account (HRA/HSA) if the current school year monthly District contribution amount exceeds the current school year monthly premium amount of the plan that the administrator selects. The total contribution to the health and hospitalization premium and the amount contributed into the actual HRA/HSA account will equal the current school year monthly District contribution amount.

2. Life Insurance: The District will provide a group term life insurance policy in the amount of two (2) times annual salary for each administrator working a minimum of 15 hours per week. Life insurance benefits decrease by 50% for employees reaching age 70. If permitted by the insurance carrier, an administrator may obtain additional group term life insurance benefits in the amount of up to an additional two (2) times the annual salary with a policy maximum of \$250,000 at the sole expense of the administrator with the premium payment made by payroll deduction.

3. Long-Term Disability: The District shall provide a long-term disability policy for each administrator working a minimum of 16 hours per week with payment to begin sixty (60) calendar days after the disability commences. Disabilities are subject to the approval of the insurance carrier. Disability payments make up the difference in lost salary up to 66 and two-thirds percent of the administrator's regular annual contract. Actual coverage subject to conditions as defined by the group insurance policy.

4. Professional Dues: The District shall pay for full membership dues/fees in one state professional organization and its national parent organization as requested by the administrator. The Superintendent will preapprove all applications for membership. Memberships not relevant to the individual administrator's professional duties will be denied.

5. Minnesota Board of School Administrator Fee: The District shall pay for each administrator licensed by the Board of School Administrators the annual fee, as determined by the Board of School Administrators. Each administrator is responsible to submit fee request form to the District for payment.

N. LEAVES

Definition: The term, "immediate family," as used in these sections shall mean the administrator's spouse, domestic partner living within the home, child, parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, and step child.

1. Sick Leave:

For administrators hired as an administrator prior to November 1, 2023 sick leave not used may accumulate to:

260 day contract - accumulation of 260 days – maximum carry-over 244 days
220 day contract - accumulation of 220 days – maximum carry-over 206 days

For administrators hired as an administrator on or after November 1, 2023 sick leave not used may accumulate to:

260 day contract - accumulation of 156 days – maximum carry-over 140 days
220 day contract - accumulation of 156 days – maximum carry-over 142 days

An annual allowance of 16 days for 260-day contract and 14 days for 220-day contract shall be permitted for illness of the administrator, to be available at any time during the school year.

Administrator may be required to furnish a certificate from a designated physician or qualified medical doctor certifying the administrator was unable to perform duties during the period of absence for which compensation is required to be paid if requested by the District.

Prior accumulated sick leave days within the district shall be transferable into the individual's sick leave bank subject to prior accumulated limits.

At the end of each school year, the District will pay administrators \$125.00 per day for each day of unused sick days in excess of the maximum carry-over. To receive automatic payment, administrators must ensure that all Employee Absence Forms have been submitted prior to June 15. Automatic payments for accumulated sick leave in excess of 260 or 220 days (depending on contract length of the administrator) will be payable on the June 30 paycheck.

2. Bereavement Leave: Administrators eligible for sick leave may utilize up to five (5) days per occurrence as bereavement leave in the event of a death in the immediate family and such leave shall be deducted from the annual allotment of sick leave. Extension to the five (5) day limit for bereavement leave or leave for the death of a non-immediate family member may be granted at the sole discretion of the Superintendent. Such leave shall be deducted from the employee's accumulated sick leave.

3. Family Illness: Administrators eligible for sick leave may utilize their annual sick leave allotment as family illness leave as provided for in Minnesota Statue including the District's right to limitation. Such leave shall be deducted from the annual allotment of sick leave. Leave for the illness of a non-immediate family member may be granted at the sole discretion of the Superintendent. Such leave shall be deducted from the employee's accumulated sick leave.

4. Sick Child Care Leave: An administrator may use sick leave for absences due to an illness of the administrator's child for such reasonable periods as the administrator's attendance with the child may be necessary, on the same terms the administrator is able to use sick leave benefits for the his/her own illness.

5. Child Care Leave:

Subd. 1. A child care leave for the full-time care of an infant child by the parent of such child may be granted by the school district for a period of time not to exceed twelve (12) months in duration, all without pay or fringe benefits.

Subd. 2. An administrator may apply for child care leave on a form provided by the school district at least three calendar months before the intended date for the commencement of the leave. Such proposed beginning or ending date of the child care leave may be adjusted by the

school district so that the dates of the leave coincide with some natural break in the school year, i.e. winter vacation, spring vacation, semester or quarter break, end of a grade period, end of the school year, or end of a coaching season. The granting of a child care leave or the adjustment of the proposed dates for the leave may depend upon the availability of a qualified substitute administrator. In any event, however, the school district shall not be required to grant a leave of more than twelve (12) months in duration, nor permit the administrator to return to employment prior to the date designated in the request for child care leave.

Subd. 3. If the reason for the request for the child care leave is occasioned by pregnancy, the pregnant administrator will also provide a statement from her physician indicating the expected date of delivery at the time that the child care leave application is filed. Any period of physical disability resulting from the pregnancy that occurs prior to the effective date of the child care leave shall be processed in accordance with the sick leave provisions of this agreement.

Subd. 4. An administrator returning from child care leave shall be reemployed in a position for which the administrator is licensed unless previously discharged or placed on an unrequested leave of absence. Because the applicable periods of probationary employment for administrators are intended to be periods of actual service subject to performance evaluation, the parties specifically agree that any periods of time during which a probationary administrator is on a child care leave shall not count in determining the completion of the probationary period. All credit for longevity used to determine step placement and any unused and accumulated leave time earned prior to the beginning of a child care leave shall be retained by an administrator and eligible for use upon the administrator's return from the child care leave. While on the leave, however, the administrator shall not accrue additional credit for longevity or leave time.

Subd. 5. If an administrator fails to return pursuant to the date determined under this leave, shall constitute grounds for termination unless the school district and the administrator mutually agree to an extension in the leave.

Subd. 6. An administrator on a child care leave of absence may be eligible to participate in group insurance programs if so permitted under the provisions of the school district's insurance policies, but any premium for such programs shall be borne solely by the administrator who elects to participate commencing with the beginning of the child care leave. In the event that an administrator on a child care leave of absence does not return to the district, the right to continue participation in such group insurance programs will terminate.

6. Paternity Leave: In the event of the birth of his child, an administrator may utilize family illness/paternity leave up to but not to exceed ten (10) days to be deducted from sick leave.

7. Adoption Leave: The School Board may grant an adoption leave without pay to an administrator that makes written application.

Subd. 1. When the date of adoption is learned, the administrator shall submit a written application for leave to the School District.

Subd. 2. Adoption leave will start with date of adoption and may be for a period of up to six (6) months, which may include up to ten (10) days to be deducted from sick leave.

Subd. 3. Upon signifying his/her intent to return to work within the six (6) month period, the administrator shall be reinstated to his/her original position. The administrator shall retain all seniority, salary and fringe benefits which he/she had accrued prior to taking an adoption leave.

8. Leave of Absence Without Pay: The School Board may grant a leave of absence without pay and benefits not to exceed one year to a tenured administrator upon Superintendent's recommendation and Board's approval providing the leave is not for the purpose of accepting other employment.

9. Sabbatical Leave:

Subd. 1. After five (5) years in this district an administrator is eligible for a sabbatical leave which would include 50% of his/her annual salary and 50% related fringe benefits with a two-year obligation to the school district or financial reimbursement if the obligation is not met. No more than one administrator is to be on sabbatical leave granted per year. If the administrator does not return to the district for the two (2) year service, he/she shall be held liable for all funds paid him/her while on said sabbatical leave.

Subd. 2. During the period of sabbatical leave, the administrator may engage in remunerative employment and may accept grants or fellowships.

Subd. 3. The deadline for sabbatical leave applications shall be February 1. Applicants will be notified of their acceptance or nonacceptance prior to March 1.

Subd. 4. The District may, for good reasons, reject all applicants for Sabbatical leave.

10. Legal Obligations: Leave of absence with pay not chargeable against the administrator's allowance shall be granted when an administrator is called for jury duty or for any properly issued and served subpoena. The administrator shall turn over to the district any jury duty salary paid.

11. Military Leave: Military leave shall be granted pursuant to applicable law, Minnesota Statute 192.261 and amendments.

O. PAID HOLIDAYS

260-day administrators shall receive 10 paid holidays on an annual basis including July 4, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Good Friday, Memorial Day, and Juneteenth (June 19).

220-day administrators shall receive 7 paid holidays including Labor Day, Thanksgiving Day, Christmas Day, New Years Eve Day, New Years Day, Good Friday, and Memorial Day.

P. LENGTH OF CONTRACT

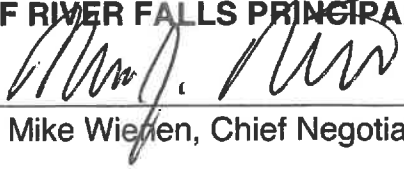
This administrative contract shall be effective for a period from July 1, 2025, to and including June 30, 2027.

Q. MANAGEMENT RIGHTS

1. The exclusive representative recognizes that the School Board is the policy making body of the school district and accepts the responsibility of being informed on school district affairs so that the Board of Education and the Superintendent shall have the benefit of their professional recommendations when making policy decisions.

2. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders of the State of Minnesota, Department of Education, shall be null and void and without force and effect.

THIEF RIVER FALLS PRINCIPALS' ASSOCIATION

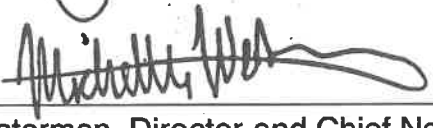
By: 
Mike Wiene, Chief Negotiator

6/23/25
Date

INDEPENDENT SCHOOL DISTRICT NO. 564

By: 
Ryan Walseth, Chairperson

6/23/25
Date

By: 
Michelle Westerman, Director and Chief Negotiator

6/23/25
Date

APPENDIX A
- Salary
Schedule

2025-26

	Years of Experience					
	1	2	3	4	5	6
Assistant Principals						
220 day contract	103,590	106,139	108,688	111,238	113,787	116,336
Principals						
260 day contract	122,433	125,452	128,471	131,491	134,509	137,531

2026-27

	Years of Experience					
	1	2	3	4	5	6
Assistant Principals						
220 day contract	105,662	108,262	110,862	113,463	116,063	118,663
Principals						
260 day contract	124,881	127,961	131,040	134,121	137,200	140,281

***Entrance level to be negotiated commensurate with qualifications and experience.**