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CONTRACT

ESTABLISHING THE

TERMS AND CONDITIONS OF EMPLOYMENT

by and between

ANOKA-HENNEPIN  
INDEPENDENT SCHOOL DISTRICT NO. 11

and

ANOKA-HENNEPIN  
ELEMENTARY AND SECONDARY PRINCIPALS' 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 School District No. 11, hereinafter called the District, and the Anoka-Hennepin Elementary and Secondary Principals' Association, hereinafter called the Association, has as its objective the establishment of the terms and conditions of employment for certain management personnel for the period herein established.

## ARTICLE 2

### DEFINITIONS

- 2.1 P.E.L.R.A. of 1971 shall mean the Public Employment Labor Relations Act of 1971, as amended.
- 2.2 Superintendent shall mean the Superintendent of Schools of Independent School District No. 11 or a designated representative.
- 2.3 School Board shall mean the School Board of Independent School District No. 11 or its designated representative.
- 2.4 Principal shall mean management personnel covered by this Agreement.
- 2.5 Association shall mean the Anoka-Hennepin Elementary and Secondary Principals' Association or its designated representative.
- 2.6 Parties shall mean the District and Association.
- 2.7 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 all management personnel included within the bargaining unit certified by the Bureau of Mediation Services (Case No. 75-PR-417-A):

"All employees of Anoka-Hennepin Independent School District No. 11, Anoka, Minnesota, who are certificated by the State Department of Education as Principals or Assistant Principals who are employed for more than 14 hours per week and more than 100 work days per year, and who devote more than 50% of their time to administrative or supervisory duties in the capacity of a Principal or Assistant Principal."

- 3.2 Job Classifications. Job classifications agreed by the District and the Association to be included within the bargaining unit and covered by this Agreement are:

High School Principal  
Middle School Principal  
Elementary Principal  
Assistant High School Principal  
Assistant Middle School Principal  
Assistant Elementary School Principal  
Anoka-Hennepin Regional/Technical High School Principal  
Anoka-Hennepin Regional/Technical High School Assistant Principal  
Compass Programs Principal  
Compass Programs Assistant Principal  
Principal/Assistant Principal-Special Assignment

- 3.3 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 the 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 on campus at all reasonable times, at the discretion of the Superintendent, provided that this shall not interfere with or interrupt normal operations.
- 4.3 Deduction of Dues: Principals 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 Principals, shall be obligated to check off said fee from the earnings of the Principal 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: Principals 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 Position: The District shall notify, in writing, the President of 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 applicable 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 The normal duty year for all 12-month principals and assistant principals shall be considered as 260 days subject to the other provisions of this article. The normal duty year for all 10-month assistant principals shall be considered 225 duty days.
- 6.2 Specific Duty Year: The specific duty days during the calendar period July 1 through June 30 shall be established by individual principals and the appropriate Associate Superintendent, 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. When establishing the ten-month duty day calendar, the Assistant Principal, in collaboration and at the discretion of the building Principal, may designate student contact days as non-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 a Principal 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. Ten-month assistant principals shall be eligible to receive eleven (11) paid holidays. If Juneteenth is observed as School District holiday for employees, it will become a paid holiday for 12 month employees.

6.4 Vacations:

6.41 All full-year principals employed by the District shall earn twenty-five (25) days of annual paid vacation during the contract year prorated on a per pay day basis. This provision is not retroactive.

6.42 Ten-month assistant principals shall be eligible to receive five (5) paid vacation days.

6.43 Vacation Flexibility: Vacation days not used during the contract year will be accumulated to an unlimited amount. The maximum vacation taken during any contract year shall not exceed thirty-five (35) days for full year employees or ten (10) days for 10 month employees.

6.5 Terminal Vacation: Principals/Assistant Principals who retire their position 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. Principals/Assistant Principals who resign their position will receive pay at their daily rate for unused vacation to a maximum of fifty-five (55) days.

For purposes of unrequested leaves of absence, Principals/Assistant Principals who are no longer included in the bargaining unit will be treated the same as Principals/Assistant Principals who resign their position; Principals/Assistant Principals who remain included in the bargaining unit (twelve-month to ten-month positions) shall retain unused vacation for use when he/she returns to a twelve month position.

Principals/Assistant Principals who are terminated during his/her probationary period shall be treated the same as Principals/Assistant Principals who resign their positions. Principals/Assistant Principals terminated for cause shall not be eligible for unused vacation.

6.6 Management Commitment: The District and the Association concur that the management nature of the duties and responsibilities of Principals covered by this Agreement requires a commitment to whatever time is necessary to accomplish such managerial duties and responsibilities.

ARTICLE 7

DUTY DAYS

7.1 Normal Duty Day:

7.11 Principals shall normally be on duty during the period established as the teacher's basic duty day at their building of responsibility.

- 7.12 Principals, because of their managerial duties and responsibilities, agree to commit whatever time is necessary to accomplish such managerial duties and responsibilities.

## ARTICLE 8

### COMPENSATION

- 8.1 Salary Schedule: The annual salary of Principals employed by individual continuing contract for the 2025-2027 duty years is established by Appendix A, attached hereto, and shall be considered part of this Agreement.
- 8.11 Stipend: High School Principals and Middle School Principals of buildings with over 2000 students as of October 1 of the relevant school year shall receive an additional \$2500 stipend. Elementary Principals of buildings with over 900 students as of October 1 of the relevant school year shall receive an additional \$2000 stipend.
- 8.12 Approval of additional duty days for 10-month Assistant Principals may be granted in advance at the discretion of the Associate Superintendent. The Assistant Principal shall be paid his/her daily rate of pay for each additional day of service.
- 8.13 Professional Development: Upon proof of payment, the District shall reimburse each principal for annual dues in one state and one national principal's association. Upon proof of payment, the District shall reimburse each principal the full amount of the Board of **School Administrators** renewal fee.
- 8.2 Granting of Annual Experience Increment: Principals completing a normal duty year, as defined by Article 6, Sections 6.1 and 6.2, shall be advanced 1 step on the Salary Schedule, subject to the following conditions:
- 8.31 Step advancement on the Salary Schedule shall be effective as of July 1.
- 8.32 Step advancement on the Salary Schedule shall be contingent upon a professional level of performance by a Principal. The School District reserves the right to withhold the annual step increase for good cause. Notice of intent to withhold the step advancement shall be made in writing prior to January 1. Notice of withholding shall be made in writing prior to April 1. The withholding of an annual step increase may be appealed through the grievance procedure established by Article 13.
- 8.3 Annual Salary: Principals employed by an individual continuing contract will be paid an annual salary in accordance with their position and step placement on the Salary Schedule. Principals employed for a duty year less than that established by Article 6, Section 6.1 and 6.2, shall be paid a pro-rated annual salary.
- 8.4 Daily Rate: For the purposes of calculating daily rate, a Principal's annual salary as set forth

in the Appendix A schedule divided by 260 days shall equal the daily rate. Ten-month assistant principals shall be divided by 225 days to determine the daily rate.

- 8.5 Original Employment: Principals 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 Principal and the Superintendent, subject to the approval of the School Board.
- 8.6 Mileage: Principals shall be reimbursed at the Board rate for the use of their personal automobile to conduct authorized and approved travel on the behalf of the District.
- 8.7 Professional Development: Upon recommendation of the Associate Superintendent and at the District's discretion, the District may provide national and/or state conference opportunities for Principals for the purpose of professional development.
- 8.8 Educational Leadership in the Community Activities: Upon recommendation of the Associate Superintendent, and at the District's discretion, the District may authorize and pay for the membership of Principals serving in educational community leadership activities.
- 8.9 Work Stoppage: Principals, 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. A Principal shall be compensated during a strike or work stoppage by other District employees, provided the Principal 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 established by this Article a Principal must be employed by an individual continuing contract between the District and the Principal.
- 9.3 For the 2025-2026 contract year, the School District shall contribute **\$21,636** toward a flexible benefit account; effective September 1, 2026, the District contribution shall be **\$22,076**.
  - 9.31 The principals 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.

## ARTICLE 10

### UNPAID LEAVES OF ABSENCE

- 10.1 Maternity/Parental Leave of Absence: A maternity leave of absence shall be granted Principals in accordance with applicable State and Federal Laws. Earned sick leave may be used for all work days included in an FMLA approved maternity or parental leave.
- 10.2 Military Leave of Absence: An unpaid military leave of absence shall be granted Principals in accordance with applicable State and Federal Laws.
- 10.3 Association Leave of Absence: Principals who are elected or appointed to a full-time position of the Association shall be granted an unpaid leave of absence not to exceed 24 months.
- 10.31 All benefits earned by a Principal shall be "frozen" as of the date of the beginning of the association leave of absence. Upon return to duty at the expiration of the association leave of absence a Principal's "frozen" benefits shall be reinstated.
- 10.32 Principals who fail to return to duty at the expiration of an association leave of absence shall waive all right to reemployment.
- 10.4 Sabbatical Leave: Principals may request a sabbatical leave of absence.
- 10.5 Educational Growth Leave: Principals 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:
- 10.51 The Principal shall have been employed as a principal by the District for at least 2 full duty years.
- 10.52 The Principal 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 March 1.
- 10.53 The Principal shall inform the Superintendent prior to February 1 of the intention to return to duty the following year or the Principal shall be terminated at the end of the school year.
- 10.54 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 March 1.
- 10.6 Conditions During a Leave of Absence: Principals granted an unpaid leave of absence as