

AGREEMENT

BETWEEN

SCHOOL DISTRICT NO. 564

-and-

**THIEF RIVER FALLS
EDUCATION ASSOCIATION**

PreK-12

Effective July 1, 2025 through June 30, 2027

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ARTICLE I. PURPOSE

Section 1. Parties: THIS AGREEMENT is entered into between INDEPENDENT SCHOOL DISTRICT NO. 564, Thief River Falls, Minnesota, hereinafter referred to as the District, and the THIEF RIVER FALLS EDUCATION ASSOCIATION, hereinafter referred to as the Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II. RECOGNITION OF BARGAINING AGENT

Section 1. Exclusive Representative: The District recognizes the Association as the sole and exclusive bargaining representative for all licensed teachers as defined in the P.E.L.R.A., as amended.

Section 2. Negotiations: The District will restrict its negotiations and recognition to the duly authorized, exclusive bargaining agent of the teachers of this District.

Section 3. Definitions:

Subd. 1. "Teacher." The term "teacher", as used in this Agreement, shall refer to all persons so defined under P.E.L.R.A., as amended.

Subd. 2. "School District." The term "School District" shall mean the School Board or its designated representative wherever found in this Agreement.

Subd. 3. Other terms not defined in this Agreement shall have those meanings as defined by P.E.L.R.A.

ARTICLE III. TEACHERS' RIGHTS

Section 1. The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied according to all applicable Federal Statutes which prohibit discrimination and/or denial of a person's human rights or membership in or association with the activities of any employee organization.

Section 2. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association or any other teacher organizations either on or off school premises.

Section 3. Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under Minnesota General School Laws, applicable Civil Service Laws and Regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

Section 4. The District recognizes that every employee of the District covered by this Agreement has the right freely to organize or to form, join, or assist employee organizations and to engage in concerted activities for the purpose of engaging in collective bargaining or negotiations or other activities for mutual aid and protection.

Section 5. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof will be grounds for any disciplinary action or discrimination with respect to the professional employment of such teacher.

Section 6. All evaluations and files relating to each individual teacher shall be available during regular school business hours to each individual teacher upon his/her written request. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion within the file written information in response to any material contained therein; provided, however, the District may destroy such files as provided by law.

Section 7. The private and personal life of any teacher is not within the appropriate concern or attention of the District except where teaching performance or professional standards are involved and except where it may be detrimental to the welfare of the students.

ARTICLE IV. ASSOCIATION RIGHTS

Section 1. Dues Deduction:

Subd. 1. On or before September 20 of each school term, the District shall provide in electronic form to the Association the names, addresses, full-time equivalency (FTE) status, and worksite location of all bargaining unit members employed. The District shall provide subsequent requests of the Association, within ten (10) working days of receipt.

Subd. 2. Within thirty (30) days of the beginning of the school term, or within thirty (30) days of initially join the Association, the teacher may voluntarily sign and deliver to the District an assignment authorizing deduction of membership dues or assessments of the Association. Such authorization shall continue in effect from year to year, unless revoked in writing between September 1 and September 30 of any year. Such sums shall be deducted from the regular salaries of such teachers in equal installments on each payroll of October, November, December, January, February, March, April, and May and be remitted monthly to the Association. The Association shall provide to the District by October 1 of each school term a list of its members who have authorized deductions and the total amounts to be deducted for the full term. For teachers who join the Association after the commencement of the school term, deductions shall be appropriately prorated to complete deductions by the end of May; the Association shall notify the District of such teacher's name and prorated total amount to be deducted within thirty (30) days of receiving the notification of the teacher having joined the Association. The Association agrees to indemnify and hold the District harmless against any and all claims, suits, orders, or judgments brought or issued against the District as a result of the District's compliance with this provision of the Master Agreement.

Subd. 3. If the full amount to be deducted has not been deducted from a member's paychecks by the final payroll of May, a final deduction of the remaining amount will take place in June. The treasurer of the Association will work with the District to facilitate such make up deductions.

Section 2. Meet and Confer: The Meet and Confer Committee shall meet with the School District at least three (3) times during each fiscal year.

Section 3. Bulletin Boards: Bulletin boards shall be made available to the Association in each instructional building in the District. Such bulletin boards shall not be located in areas where they are normally accessible to students or the public.

Section 4. District Financial Information: The District agrees to make available to the Association upon specific written request, all information pertaining to the public employer's budget, both present and proposed, revenues, and other public financial information.

ARTICLE V. SCHOOL DISTRICT RIGHTS AND OBLIGATIONS

Section 1. Inherent Managerial Rights: The District shall not be 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 function and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

Section 2. Management Responsibilities: The Association recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

Section 3. Effect of Laws, Rules, and Regulations: The Association recognizes that all employees covered by this Agreement shall be governed by the laws of the State of Minnesota and by School Board rules, regulations, directives, and orders, issued by properly designated officials of the District. The Association also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the District.

ARTICLE VI. NEGOTIATIONS PROCEDURE

At least sixty (60) days prior to the expiration of this Agreement, the Association or District shall initiate negotiations for the purpose of entering into a successor agreement for the succeeding contract period. Negotiations shall commence by mutual agreement and be held in accordance with the provisions of the P.E.L.R.A., as amended.

ARTICLE VII. GRIEVANCE PROCEDURE

Section 1. Definitions:

Subd. 1. Grievance: "Grievance" means a dispute or disagreement as to the interpretation or application of any term or condition of employment under Minnesota Statutes 179A.03, subdivision 19 contained in this contract.

Subd. 2. Days: "Days" mean calendar days excluding Saturday, Sunday, and legal holidays as defined by Minnesota Statutes. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted.

Subd. 3. Service: "Service" means personal delivery or by certified mail addressed to the individual or organization at its last known mailing address. Service commences upon personal delivery or date of certified delivery as evidenced on return receipt. However, if certified delivery is not confirmed within ten (10) days after deposit with the United States Postal Service as evidenced by a postmark, the service period expires.

Subd. 4. Reduced to Writing: "Reduced to writing" means a concise statement outlining the nature of the grievance, the provisions(s) of the contract in dispute, and the relief requested.

Subd. 5. Answer: "Answer" means a concise response outlining the employer's position on the grievance.

Section 2. Time Limits for Filing Grievances and Appeals:

Subd. 1. Extensions: Time limits specified in this Grievance Procedure may be extended only by mutual written agreement.

Subd. 2. Limitations: A grievance will not be timely unless reduced to writing and submitted to the appropriate School District designee at Level 1 within twenty-five (25) days after the earlier of either:

a) The date of the first occurrence of the event giving rise to the grievance;
or

b) The date the employee, through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance.

The failure to file any grievance within this time period will result in the waiver of the grievance. Further, the failure to appeal a grievance from one level to another within the time provided hereinafter will constitute a forfeiture of the grievance and acquiescence to the School District's decision.

Subd. 3. Automatic Denial: If the representative of the School District fails to issue a decision within the time periods provided herein, then the grievance will be deemed to have been denied and the grievance may be appealed to the next level within the time periods provided.

Section 3. Procedure:

Level 1.

a) Whenever any employee or any small group of employees have a grievance, an informal meeting with the employee's or employees' immediate supervisor will be held in an attempt to resolve the grievance. If the grievance is not resolved by informal meeting, it may be reduced to writing by the Exclusive Representative and served upon the School District's designee within the time limitation specified in Section 2, Subd. 2.

b) The District shall, within **five (5)** days of the receipt of the written grievance, serve an answer upon the Exclusive Representative.

c) If the grievance is not resolved the Exclusive Representative may appeal to Level 2 within **five (5)** days after service of the Level 1 answer of the District.

Level 2.

- a) The Superintendent or designee will meet with the Exclusive Representative in an attempt to mutually resolve the grievance within **seven (7)** days after receipt of the written appeal of the grievance to Level 2.
- b) The Superintendent or designee will serve a written answer on the Exclusive Representative within **fifteen (15)** days after the first Level 2 meeting.
- c) If the grievance is resolved, the terms of the agreement will be attached to the grievance and signed by all parties.
- d) The Exclusive Representative may appeal to Level 3 if:
 - 1) The Superintendent or designee serves a written answer denying the grievance; or
 - 2) No agreement is reached within fifteen (15) days after the first Level 2 meeting.
- e) Appeal to Level 3 requires serving proper notice on the School Board or its designee within **five (5)** days after service of the answer or the automatic denial.

Level 3.

- a) The School Board shall within **ten (10)** days after service of the notice of appeal to Level 3 hear the grievance at a regularly scheduled meeting or designate a committee or representative to hear the appeal at this level and report its findings and recommendations to the School Board.
- b) The School Board, or designee, will serve a written answer on the Exclusive Representative within **ten (10)** days after the Level 3 meeting.
- c) If the grievance is resolved the terms of the agreement will be attached to the grievance and signed by all parties.
- d) If the Exclusive Representative desires to appeal the Level 3 decision, then it must serve written notice of its intention to proceed with arbitration on the School District within **ten (10)** days after service of the Level 3 answer.

Section 4. Arbitration Procedures:

Subd. 1. Prior Procedure Requirement: No grievance will be considered by the arbitrator unless it has first been duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 2. Expenses: Each party will bear its own expenses in connection with the arbitration hearing. A transcript or recording of the hearing will be made upon the request of either party. The parties will share equally the cost of the fees and expenses of the arbitrator, the cost of the court reporter or recording, and any other expenses that the parties mutually agree are necessary for the conduct of the arbitration hearing. If a party orders a copy of a transcript, then the party will pay for such copy. The District shall continue to pay the teacher(s) salary for staff directly involved in the arbitration procedure and the Exclusive Representative is responsible for the cost of the substitute teacher(s).

Section 5. Power of the Arbitrator: The arbitrator will not have the power to add to, subtract from, or modify in any way the terms of the existing contract. The jurisdiction of the arbitrator will not extend to proposed changes in terms and conditions of employment as contained in this Agreement. Nor will the jurisdiction of the arbitrator extend to matters of inherent managerial policy as defined in the P.E.L.R.A. Further, the arbitrator's award must give due consideration to the rights

and obligations of the public and the School District to efficiently manage and conduct its operations.

The decision of the arbitrator will be final and binding on all parties to the dispute unless the decision violates any provision of the laws of Minnesota or rules or regulations promulgated thereunder, or resolutions enacted pursuant thereto, or which causes a penalty to be incurred thereunder.

Section 6. Election of Remedies and Waiver: A grievant or potential grievant who also chooses to either commence a lawsuit against the School District or file a complaint with an administrative agency regarding allegations contained in the grievance or the potential grievance will be deemed to have abandoned or waived the grievance under this Grievance Procedure. The grievance will be deemed abandoned or waived as of the date the lawsuit is commenced or the administrative complaint is filed. Provided, however, that this Section will not apply to either of the following:

- a) Legal actions to compel arbitration or to enforce an award of an arbitrator as provided by Minnesota Statutes; or
- b) Discrimination charges filed with appropriate federal or state agencies, but only if such agencies consider this Section to be illegal.

ARTICLE VIII. TERMINATION

Section 1. Employment Termination: A teacher termination shall be made in compliance with the Continuing Contract Law (M.S. 122A.40).

ARTICLE IX. STAFF REDUCTION

Section 1. Purpose: The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10, which article, when adopted, shall constitute the required plan for unrequested leave of absence (ULA) because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts.

Section 2. Definitions: For purposes of this article, the terms defined shall have the meanings respectively ascribed to them.

Subd. 1. Teacher: "Teacher" shall mean those members of the unit as defined by PELRA and this Agreement, except the provisions of this article shall not be applicable to any other bargaining unit member who is not a teacher as defined by M.S. 122A.40, Subd.1.

Subd. 2. Qualified: "Qualified" shall mean a teacher who, in addition to the state license, has a major in the subject matter or field taught and, as solely determined by the District, has successfully had teaching experience in such subject matter or field in the District or within the past five (5) years in another district.

- a) A teacher with more than one area of license is required to have twenty (20) clock hours within the licensure renewal period in each specific subject matter or field to retain the "qualified" status for purposes of ULA. Verification of hours is the sole responsibility of the teacher.
- b) Special education teachers shall be considered qualified in all licensed disability areas for purposes of ULA.

Subd. 3. Seniority: “Seniority” applies only to Tier 3 and Tier 4 qualified teachers and commences with the first day of continuous teaching service in the District.

For seniority purposes, experience of teachers employed as district-wide coordinators and/or teachers on special assignment will be considered as the subject matter in area of license. The teacher is required to have twenty (20) clock hours within the licensure renewal period in the specific licensure area to retain the “qualified” status for purposes of ULA.

Section 3. ULA:

Subd. 1. Terms: The School Board may place on ULA such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave of absence shall continue for a period of two (2) years, after which the right to reinstatement shall terminate; provided the teacher’s right to reinstatement shall also terminate if the teacher fails to file with the District Superintendent or designee, by April 1 of each year, a written statement requesting reinstatement. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed upon by the teacher and the School Board.

Subd. 2. Notice: Teachers placed on such leave shall receive notice by July 1 of the school year prior to the commencement of such leave with reasons for said placement.

Subd. 3. Placement: Teachers shall be placed on ULA in inverse order of seniority in the field and subject matter employed with the following exceptions:

- a) The District may determine to place a teacher on ULA even though a qualified teacher employed in the same field and subject matter is on a “Teacher Improvement Plan” as provided for in the “Teacher Evaluation and Peer Review Process” required in M.S. 122A.40, Subd. 8.
- b) No teacher holding a master’s degree or higher in the field and subject matter employed shall be placed on ULA if any other qualified teacher employed in the same field and subject matter holds less than a master’s degree in the field or subject matter employed and placement of the teacher with the master degree ULA would result in the discontinuance of a program for which the master’s degree is required . A graduate degree of master’s or higher will not provide protection from ULA if the degree is not in the subject matter for which the teacher is employed.

Subd. 4. Tie-Breaker: In the event a reduction in number of teachers creates a situation requiring that a choice be made among teachers who have equal seniority, the selection of the teacher(s) for purposes of reduction shall be at the discretion of the District based on criteria including performance, training, experience, skills in special assignments, special or advanced certifications obtained in the teacher’s field and subject matter employed, and other relevant factors.

Subd. 5. Years of Service: Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for unemployment insurance if otherwise eligible for such compensation under that law, and such leave will not result in a loss of credit for years of service in the District earned prior to the commencement of such leave.

Section 4. Realignment: For purposes of placement on ULA or reinstatement from ULA, nothing in this article shall require the District to reassign a senior teacher to a different position for which he/she is not qualified, as defined in Section 2 above, to accommodate the seniority claims of a junior teacher.

Section 5. Dropping of License: A teacher shall not be permitted to exercise seniority to displace another teacher in a different licensure area by dropping the license in the subject matter in which the teacher is currently assigned by the District in order to acquire a different assignment through the ULA process. If a teacher drops the license that qualified the teacher for the teacher's current assignment, the District may place the teacher on ULA, and the teacher shall have no bumping rights nor realignment rights in another licensure area.

Section 6. Reinstatement:

Subd. 1. Process: No new teacher shall be employed by the District while any qualified teacher is on ULA in the same field and subject matter. Teachers placed on ULA shall be reinstated to the positions from which they have been placed on ULA or any other available positions in the District in the fields in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which teachers were placed on ULA.

Subd. 2. Notices: When placed on ULA, a teacher must file his/her name and address, to which any notice of reinstatement or availability of position shall be mailed, with the District personnel office. Proof of service by the person in the District depositing such notice to the teacher at the last known address shall be sufficient. The teacher on ULA shall be responsible to provide an address for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the District if any notice has been mailed as provided in this article.

Subd. 3. Acceptance of Re-employment: If a position becomes available for a qualified teacher on ULA, the District shall mail the notice to such teacher, who shall have ten (10) days from the date of such notice to accept the re-employment. Failure to accept, in writing, within such ten (10)-day period shall constitute a waiver on the part of the teacher to any further rights of employment or reinstatement, and that teacher shall forfeit any future reinstatement or employment rights.

Subd. 4. Reinstatement Rights: Reinstatement rights shall automatically cease two (2) years from the date ULA was commenced, and no further rights to reinstatement shall exist.

Section 7. Establishment of Seniority Lists:

Subd. 1. Preparation: The District shall on or before October 15 of each school year cause a seniority list (by name, date of employment, seniority ranking, and licenses on file) to be prepared from its records. A separate seniority list will be maintained for the Early Childhood Family Education and School Readiness teachers. The District shall post the seniority lists on the Human Resources page of the District's website.

Subd. 2. Request for Change: Any teacher whose name appears on such list and who may disagree with the order of seniority in said list shall have ten (10) days from the date of posting to supply written documentation, proof, and request for seniority change to the Superintendent. Within ten (10) days thereafter, the District shall evaluate any and all such written

communications regarding the order of seniority contained in said list and may make such changes the District deems warranted.

Subd. 3. Final List: A final seniority list shall thereupon be prepared by the District, which list, as revised, shall be binding on the District and any teacher unless an alleged error in the seniority list is grieved, in accordance with the grievance process, within twenty-five (25) calendar days after the date on which the seniority list is posted.

Section 8. Filing of Licenses: In any year in which a reduction of teaching positions is occurring and the School Board is placing teachers on ULA, only those licenses actually received in the Superintendent's office for filing as of January 15 of such year shall be considered for purposes of determining ULA within areas of licensure for the following school year. A license filed after January 15 shall be considered for purposes of reinstatement but not for the current reduction.

Section 9. Effect: This article shall be effective at the beginning date of this Agreement and shall be governed by its duration clause. This article shall govern all teachers, as defined in Section 2, Subd. 1 above, and shall not be construed to limit the rights of any other licensed employee not covered by the Agreement or other Master Agreement affecting such licensed employee.

Section 10. Procedure: Any challenge by a teacher who is proposed for placement on ULA or reinstatement therefrom shall be subject to the hearing and review procedures, as provided in M.S. 122A.40, Subd. 14, and, therefore, shall not be subject to the grievance procedure.

ARTICLE X. EMPLOYMENT RATES AND CONDITIONS

Section 1. Pay Period:

Subd. 1. Pay dates shall be the fifteenth (if such date falls on a non-banking day, the pay date shall be the preceding banking day) and the last banking day of the month. For purposes of this Section, the first pay date of each school year shall be August 31 or the last banking day in August, and the final pay date shall be August 15.

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

Section 2. Experience Credit Allowable on the Salary Schedule: Experience outside the District shall be evaluated by the District and full credit may be allowed whenever the prior service of the teacher is deemed relevant and satisfactory. The term "experience" may also include related work experience at the discretion of the Superintendent.

Section 3. Pay Rates for Calculating Absences: The daily rate for the purpose of calculating deductions shall be determined by dividing the teacher's 185-day base salary by 185 days. All deductions for partial absence(s) will be made on the basis of one-half (1/2) day, with the exception of Early Childhood Family Education teachers, which will be made in two (2) hour increments.

Section 4. Professional Development Pay:

Subd. 1. Job-Related Courses: Whenever the School District requests in writing a teacher take job-related course(s) not applicable to the salary schedule, the District shall reimburse the teacher for tuition, books, and

supplies. An official transcript or grade slip will be required as a basis for reimbursement.

Subd. 2. Attendance at Local, State, Regional, or National Subject-Matter Workshops or Conferences:

- a) The payment of teacher expenses incurred in attendance and salary of substitutes shall be budgeted as in-service training expense.
- b) Written requests to attend professional conferences shall be granted or denied by the District.
- c) Eligibility to attend subject matter workshops or meetings of state, national, or regional organizations shall be based upon professional responsibilities, interest, and leadership.
- d) If attendance is granted, the teacher shall complete a professional development form that includes any recommendations relative to educational implications as the result of attendance at the conference.

Section 5. Holidays: The annual teaching contract shall include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Good Friday and Memorial Day as paid holidays.

Section 6. School Closing: Emergency and/or Inclement Weather: The Superintendent or designee shall announce school closing, school late start, and school early dismissal due to an emergency and/or inclement weather. Teachers are not required to report for work when school is canceled. Teachers will be required to make up days at the discretion of the building administrator. If a teacher chooses to work on a canceled day, such teacher will be on his/her own time. When the start of the student day is delayed, the start of the teacher's work day is delayed by the same amount of time as the student day is delayed. When school is dismissed early, the release of teachers shall be at the discretion of the Superintendent or designee after such time provisions have been made for students. On workdays where students are not in attendance, the Superintendent or designee has the discretion to allow teacher to work remotely.

Section 7. Duty Hours:

Subd. 1. Duty Hours (Excluding Early Childhood Family Education and School Readiness Teachers): The Teacher's Basic Day: The teacher's basic day shall be eight (8) hours, including a one-half (1/2) hour duty-free lunch period and a minimum of five (5) additional minutes for every twenty-five (25) minutes of instructional time within the student day for preparation time. Preparation time shall be divided into no more than two (2) segments during the student day (unless mutually agreed upon by teacher and administrator). At Franklin Middle School, Lincoln High School, and the Northwest Area Learning Center, the amount of preparation time shall be a minimum of fifty-five (55) minutes per day when averaged over the total number of student contact days in the school term. The total number of student contact days shall not include scheduled or unscheduled early dismissal or late start days. The specific hours at any individual building may vary according to the needs of the educational program of the District. Therefore, the specific hours for each building will be designated by the District. Every reasonable effort should be made to schedule and complete meetings so that they do not start before or extend beyond the teacher's basic day.

Subd. 2. Duty Hours – Early Childhood Family Education and School Readiness Teachers: Recognizing the unique, changing and irregular

nature of the Early Childhood Family Education and School Readiness programs, hours of service, duty day, duty week and duty year shall be as assigned by the District and modified from time to time based on the needs of the program. School closings, late starts, early dismissals and teacher responsibilities in such situations will be administered consistent with District policy. Early Childhood Family Education teachers will not have a specified amount of preparation time, but the program director will work closely with the teachers to make sure that the appropriate time is allowed. School Readiness teachers will receive a minimum of five (5) additional minutes for every twenty-five (25) minutes of instructional time within the student week for preparation time.

Subd. 3. Authorized Absences: A teacher may request to leave the building during the duty day to conduct business that cannot be attended to at another time or on occasion after the instructional day, provided all professional responsibilities have been met and such teacher has received the approval of the administrator.

Subd. 4. Special Education Due Process Responsibilities Time: All special education staff members including, but not limited to, teachers, speech-language clinicians, and Early Childhood Special Education teachers, may request a substitute teacher to provide coverage in order to allow an amount of uninterrupted due process responsibility time.

Section 8. Insurance:

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. School District employees, or their family, are responsible for the initial application of claim processing.

Subd. 1. Health Insurance

For the purpose of this subdivision, a High Deductible Health Plan (HDHP) must meet the IRS requirements for a HSA (Health Saving Account) compatible plan.

Item 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the District as provided by law.

Item 2. Selection of School District's Group Health and

Hospitalization Plan: The parties agree no teacher shall select a group health and hospitalization plan that causes or will cause penalties, fees, or fines to be assessed against the District. Any fines or penalties incurred due to the District's selection of insurance carrier and policy will not be the responsibility of the employee and be the responsibility of the District.

Item 3. Full-Time & Part-Time: For the purposes of eligibility in this Subd. 1, full-time and part-time teachers are defined as follows: teachers who are employed as full-time are defined as a regular teacher hired for the teacher's basic day of eight (8) hours; part-time is defined as a regular teacher hired for a minimum of twenty (20) hours per week.

Item 4. Health and Hospitalization Insurance – Coverage: The District shall contribute a sum not to exceed \$800 per month towards a single plan or \$1100 per month towards a family plan for each full-time eligible teacher employed by the District who qualifies for and is

enrolled in single or family coverage in the District's group health and hospitalization insurance plan. Eligible part-time teachers will have this benefit prorated in proportion to the time of their full-time equivalent. Any additional cost of the premium shall be borne by the teacher and paid by payroll deduction.

Item 5. HRA (Health Reimbursement Arrangement/HSA account(s)):

- a) The District, the Association, and the teachers covered under this Agreement assent to and ratify the appointment of the trustee and plan administrator in place on the adoption date of July 1, 2015. It is intended that this arrangement constitute a voluntary employee's beneficiary association under Section 501(c)(9) of the Internal Revenue Code.
- b) **Benefit Provided Through the HRA/HSA:** The District will provide the following welfare benefit arrangement through the HRA/HSA Plan: The Health Reimbursement Arrangement for Active Teachers.
- c) **Payment of Administrative Fee:** Administrative fees allocable to individual accounts of active teachers shall be paid from the individual account. Administrative fees allocable to the individual accounts of former teachers, including retirees, shall be paid from individual accounts. Administrative fees shall be paid from individual accounts of all participants in the event the HRA /HSA is terminated.
- d) **Group Health Plan:** The District will make a high deductible health plan (HDHP) available to all eligible teachers and eligible retirees who elect to participate in the plan. An eligible teacher may annually choose to elect this plan as an HSA or an HRA. Each eligible teacher is responsible for understanding the rules and regulations for participating in each of the plans. An eligible HDHP deductible amount will be indexed every year according to law.
- e) **Contributions to the Active Teachers Who Participate in HDHP:** For each eligible full-time teacher who selects the HDHP, the District will make a monthly contribution to the teacher's individual HRA/HSA account if the current school year monthly District contribution amount exceeds the current school year monthly premium amount of the plan that the teacher 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. Eligible part-time teachers will have this benefit prorated in proportion to the time of their full time equivalent.

Item 6. Combined Single Coverage: Teachers jointly qualifying for family coverage and eligible for a District contribution toward the premium of its group health and hospitalization insurance plan may combine the District's contributions toward one family premium if allowed by the insurance carrier. Additionally, a teacher and a District employee not covered by this Agreement and who is eligible for a District contribution toward group health insurance, who jointly qualify for family coverage, may combine the District's contributions

toward one family premium if allowed by the insurance carrier. Premiums in excess of combined benefits shall be borne by the teacher(s) or other District employee involved and paid by payroll deduction.

Item 7. Claims Against the School District: The District's only obligations are to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the District as a result of a denial of insurance benefits by the insurance carrier.

Item 8. Duration of Insurance Contributions: A teacher is eligible for District contributions as provided in this Subd. 1 as long as the teacher is employed by the District, is on paid status, and is enrolled in the District's group health and hospitalization insurance plan. Upon termination of employment (except as provided in Item 9 of this Subd. 1), all District contributions shall cease except that a teacher who has completed the school year shall be eligible for contributions through the month of August.

Item 9. Retiree Health Insurance: When a teacher retires after ten (10) years of continuous service within the District and is at least fifty-five (55) years of age, the District agrees to make the contributions as specified in the existing Agreement at the date of retirement, subject to Minnesota Statutes 179A.20, Subd. 2a, toward participation in the District's health plan at a rate equal to the average of the teacher's FTE status for the proceeding ten (10) years. This average shall not exceed 100%. This contribution will continue for ten (10) years or until the teacher becomes eligible for Medicare, whichever occurs first. Eligibility and duration of insurance contribution is applicable only to a limited and rigidly defined group of employees employed by the District and performing teaching duties, without a break in service, on or before December 31, 2013, as identified on attached contract Addendum A. Addendum A will continue to be attached to successor agreements until the last eligible employee has retired or otherwise ended service with the School District. The District is not obligated to make any post-retirement health insurance contributions for employees who began performing teaching duties for the District on or after January 1, 2014.

Subd. 2. Long-Term Disability: The District will provide, as a fringe benefit, a long-term disability policy for each teacher working a minimum of sixteen (16) hours per week with payments to begin sixty (60) calendar days after 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 teacher's regular school year contract. Actual coverage shall be subject to conditions as defined by the group insurance policy.

Subd. 3. Group Life: The District will provide a group term life insurance policy in the amount of \$20,000 for each teacher working a minimum of fifteen (15) hours per week. Life insurance benefits decrease by 50% for employees reaching age seventy (70). If permitted by the insurance carrier, a teacher may obtain additional group term life insurance benefits in the amount of \$30,000 at the sole expense of the teacher, with the

premium payment made by payroll deduction through the District. Actual coverage shall be subject to conditions as defined by the group insurance policy.

Subd. 4. Workers' Compensation: Pursuant to M.S. 176, employees injured on the job in the service of the District and collecting workers' compensation insurance may use partial paid leave by submitting a copy of the workers' compensation check to payroll immediately upon receipt, and this amount will be deducted from the next paycheck. The employee shall be credited back with the amount of paid leave the check can buy back. Units credited shall be in no less than one-half (1/2) day increments.

Subd. 5. Dental Insurance: The District will make a plan available to all eligible teachers. There will be no employer contribution toward the dental insurance plan. Total cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 6. Vision Insurance: The District will make a plan available to all eligible teachers. There will be no employer contribution toward the vision insurance plan. Total cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 9. Pay Rates for Substitute Duties: An effort to obtain a substitute teacher is to be made whenever a teacher is unable to be present. In situations in which a substitute cannot be obtained, teachers shall be expected to fulfill reasonable administrative requests to fill in during absences of other teachers. Emergency assignments within a school are to be shared among teachers on an equitable or rotating basis.

Subd. 1. In the event teachers are assigned by their supervising principal to fill in during his/her preparation time, the pay shall be prorated among the teachers to whom the responsibilities of the absent teacher are assigned.

- a) The rate of pay to be prorated shall be that of the teacher doing the substituting.
- b) The rate of teachers substituting for an instructional hour is based on one-fifth (1/5) daily rate.

Subd. 2. Any time a teacher is assigned by their supervising principal to teach and/or supervise the class of another teacher at the same time they have a class of their own, the teacher shall be compensated for each instructional hour at the rate of one-fifth (1/5) daily rate at the BA entrance rate.

Subd. 3. Teachers substituting shall be given the option of receiving the hourly rate established or accumulating substitute time saved up to five (5) hours. Once a teacher has accumulated five (5) hours of substitute duty, the teacher shall earn one (1) day of leave with pay. That day shall not be deducted from any other leave. A teacher may at any time receive pay for the total hours accumulated. The teacher shall use the accumulated time or receive payment for such duties by the end of the current school year.

Section 10. Lane Placement on Salary Schedule: The following shall be applicable in determining the placement of a teacher on the salary schedule:

Subd. 1. Germane: Credits to be considered for application on any lane of the salary schedule must be:

- a) Germane, as determined by the District, to the teaching assignment of the teacher.
- b) Necessary for certification in a new teaching field that meets a need in the District.

Subd. 2. Grade and Credits:

- a) Credits to be considered for lane change must be graduate credits and carry a grade equivalent of "B" or higher. If under an extraordinary circumstance a teacher earns a grade lower than a "B" such teacher may request evaluation by the Superintendent. Requests shall be evaluated on a case-by-case basis with resolution at the sole discretion of the District.
- b) Credit for undergraduate courses will not be granted, unless the course has been reviewed and pre-approved on an individual basis at the discretion of the Superintendent.

Subd. 3. Prior, Written Approval: Credits to be considered for lane change must be pre-approved in writing by the Administrator and Superintendent prior to beginning the course.

Subd. 4. Effective Date: A salary adjustment for lane change shall be made on a biannual basis (September 1 - 100% of lane change value and February 1 - 50% of lane change value).

An official transcript or a grade slip of qualified credits must be submitted to the Human Resource Office prior to the lane change effective date to be applicable. Credits submitted after effective date, even though otherwise qualifying, shall not be considered until the subsequent salary adjustment date.

Subd. 5. Advanced Degree Program:

- a) A teacher shall advance to the master's degree lane only if the degree program is preapproved in writing by the Superintendent and the program is germane to his/her teaching assignment, as determined by the District.
- b) Credits to be applied to lanes beyond master's degree must be earned subsequent to the earning of the degree.

Section 11. Pay Rate for Use of Personal Car: Authorized mileage incurred by a teacher using her/his personal auto in performance of official District business and approved by the District shall be reimbursed according to the District Travel Policy. In case of gas rationing by operation of State or Federal statutes, the use of a personal gas allotment of a teacher shall not be required in the performance of official District business.

Section 12. 403(b) Match:

Subd. 1. School District Matching Contribution: The School District's matching contribution to full-time teachers participating in the 403(b) matching program shall be as follows:

Years of Service as of November 1 in the District	Annual Maximum Matching Contribution
Non-Tenured	\$400
Continuing Contract status through 10 th year of service in the District	\$1200
Beginning 11 th year of service in the District and beyond	\$1850

The District will make the foregoing matching contribution to a teacher's 403(b) annuity only if the teacher's annual contribution is \$200 or more. The 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 individual teachers may contribute to their 403(b) annuity shall be governed by the applicable sections on the Internal Revenue Code and the regulations promulgated thereunder.

Subd. 2. Part-Time Teachers: A teacher must be employed at least half-time (half-time being four (4) or more hours per day) to be eligible for participation in the District's 403(b) annuity matching program. A teacher employed at least half-time, but less than full-time, will receive a pro-rata contribution of that provided for a full-time teacher.

Subd. 3. Approved Plans: The District will make matching contributions only to approved annuity companies pursuant to District policy.

Section 13. Health Care Savings Plan (HCSP): Only employees hired January 1, 2014, or thereafter will be eligible to participate in the Minnesota Post-Employment Health Care Savings Plan (HCSP) as established under Minnesota Statutes, Section 352.98 and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on the behalf of the employee will be deposited into the employee's post-employment health care savings account.

Subd. 1. The District shall contribute an annual payment in the amount of \$200 to all eligible full-time teachers who are actively employed by the District. The annual payment shall be deposited in the teacher's HCSP account in equal amounts over each pay period. Eligible part-time teachers to have this benefit prorated.

Subd. 2. All eligible employees shall contribute one percent (1%) of their gross pay through regular payroll deduction.

Section 14. Pay for Supervision of Student Teacher: The supervising teacher of a student teacher, intern teacher, or junior college intern shall receive pay for supervision in the full amount being paid by the college for this service. The District shall approve the assignment of said student teacher or intern.

Section 15. Extended Contracts: PreK-12 teachers employed for more than 185 days shall be paid at 1/185 of their 185-day salary for each additional day.

Section 16. Working Schedule: Pursuant to M.S. Section 120A.40 to 120A.42, annually the School District will adopt a school calendar including teacher duty days. Teachers will perform services on those days including those legal holidays on which the School District is authorized to conduct school, and pursuant to such authority, has determined to conduct school. The school year shall consist of a total of 185 teacher days, which includes six (6) paid holidays (Labor Day, Thanksgiving, Christmas Day, New Year's Day, Good Friday and Memorial Day), and not more than 171 student days.

Section 17. Step Advancement: Teachers who are actively employed by the District for at least 120 full time days of teaching service during a school year will earn one increment on the salary schedule. The District shall maintain records of the amount of full-time equivalent earned for teachers working less than 120 days. These teachers shall earn an increment at the beginning of the school term or on February 1 when their days of teaching service equals or exceeds 120 full time

equivalent days. Upon earning the increment, the teacher begins at zero (0) days towards the next increment step.

ARTICLE XI. LEAVES OF ABSENCE

Section 1. Sick Leave:

- Subd. 1.** For a regularly-contracted full-time teacher, an allowance of twelve (12) days shall be permitted for illness or any other purpose allowed by law, to be available at any time during the school year. Regularly-contracted part-time teachers shall be allowed pro-rata sick leave for illness.
- Subd. 2.** Earned but unused sick leave may accumulate up to the equivalent of 156 days.
- Subd. 3.** The teacher may be required to furnish a certificate from a designated physician or qualified medical doctor at the District's expense certifying that the teacher was unable to perform duties during the period of absence for which compensation is requested.
- Subd. 4.** A teacher who is unable to teach because of personal illness or disability and who has exhausted all accumulated paid sick leave shall be granted an additional leave of absence without pay up to one (1) year, provided the teacher presents a written request to the District.
- Subd. 5.** A teacher may carry over up to 144 days unused sick leave and may accumulate up to 156 days of sick leave. At the end of each school year, the District will automatically pay full-time teachers at the rate of \$100.00 per day for each day of unused sick leave in excess of 144 days. The amount of the payment will be prorated for part-time teachers. To receive automatic payment, teachers must ensure that all Employee Absence forms have been submitted to payroll on or before the last teacher workday set by the district calendar. Automatic payments for accumulated sick leave in excess of 144 days will be payable on the June 30 paycheck.

Section 2. Bereavement Leave, Care of Relatives Leave, and Personal Emergency Leave:

Subd. 1. Definitions:

- a) The term “**immediate family**,” as used in this section, shall mean the teacher’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 stepchild.
- b) The term “**personal emergency**” means an urgent, sudden, or unexpected occurrence or combination of occurrences demanding the prompt and urgent action of the teacher during duty hours.

Subd. 2. Bereavement Leave: Teachers 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 of 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.

Subd. 3. Personal Emergency Leave: Teachers who are eligible for sick leave, and have no personal leave days remaining, may utilize up to five (5) days

of their annual sick leave allotment as a personal emergency leave. Leave usage must be approved by the building administrator and shall be deducted from the teacher's annual allotment of sick leave. The teacher shall notify the building administrator as soon as possible of the specific nature of the personal emergency. The teacher shall make every effort to return to the classroom as soon as possible. A staff member must use all accumulated personal leave prior to being eligible for this provision.

Section 3. Personal Leave:

Subd. 1. At the beginning of every school year, each teacher shall be allowed three (3) days that may be used for personal business. Personal leave shall not be deducted from sick leave. Reasons for such leave need not be stated.

Subd. 2. No more than ten (10) percent of any building faculty may take personal leave on any one day. Notification for personal leave shall be made in writing to the building principal at least twenty-four (24) hours before taking such leave (except in the case of an emergency). Any exception to this must be in writing with good reason and approved by the building administrator and Superintendent. In cases of uneven numbers, the mathematical principle of rounding shall be applied. (Example: A building faculty of 35 shall allow 4 persons to take personal leave on any one day). Leave for building staff attending District activities/meetings/school-sponsored events as scheduled on the building leave calendar shall have first priority for securing a substitute. If a substitute is not available, personal leave will be denied.

Subd. 3. Requests for personal leave in May and June must be submitted no later than April 15 or they will be denied. Any exception to the above must be in writing with good reason, a substitute available, and approved by the building administrator and Superintendent.

Subd. 4. Only under an unusual condition may a personal leave day be granted for the day preceding or following holidays or vacations and the first and last days of the school year. Such requests are to be approved by the Superintendent.

Subd. 5. A teacher may carry over no more than three (3) unused personal leave days for a maximum accumulation of six (6) days or compensation for any unused personal leave days at the end of the school year will be automatically paid to that teacher at the current substitute teacher daily pay rate. To receive automatic payment, teachers must ensure that all Employee Absence forms have been submitted to payroll on or before the last teacher workday set by the District calendar. Automatic payments for excess unused personal leave days as outlined above will be payable on the June 30 paycheck.

Section 4. Professional Association Released Time: The District agrees to grant the Association twenty (20) teacher days of released time for attendance at Regional, State, and National Association activities.

Section 5. Association Activities: Teachers who are officers of the Association or its parent organizations or are appointed to their staff shall, upon proper written application, be given leave of absence without pay for the purpose of performing duties for such organizations. Teachers given leaves of absence without pay shall receive all insurance benefits to be paid by the District for a maximum of thirty (30) days and shall continue to accrue seniority for salary increments and all

other purposes as though they were in regular service for a maximum of two (2) years. Teachers on such leave of absence shall be permitted to pay regular contributions to all plans requiring such contributions. The District agrees to recommend to the Teacher's Retirement Association that the time spent on leave of absence pursuant to this section be granted as service credit for retirement purposes.

Section 6. Legal Obligations: Leave of absence with pay not chargeable against the teacher's allowance shall be granted when a teacher is called for jury duty or for any properly issued and served subpoena. The teacher shall turn over to the District any jury duty salary paid.

Section 7. Military Leave: Military leave shall be granted pursuant to applicable law, Minnesota Statute 192.261 and amendments.

Section 8. Child Care/Adoption Leave:

Subd. 1. A child care/adoption leave for the care of a child by either parent of such child may be granted by the District for a period of time not to exceed twelve (12) months in duration, all without pay or fringe benefits.

Subd 2. A teacher shall apply for child care/adoption leave on a form provided by the District at least three (3) calendar months before the intended date for the commencement of the leave. Such proposed beginning or ending date of the child care/adoption leave may be mutually agreed upon by the District and the teacher 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 grading period, end of the school year, or end of a coaching season. The leave may be extended beyond twelve (12) months if mutually agreed upon between the teacher and the School District.

Subd. 3. If the request for the child care leave is occasioned by pregnancy, the pregnant teacher will be eligible to use sick leave benefits pursuant to Article XI, Section 1 for any period of time during which the teacher is disabled. The pregnant teacher will provide a statement from her physician indicating the expected date of delivery and the disability period. After the period of disability, the remainder of the leave would be unpaid. Adoption leave will start with the date of adoption and may include up to ten (10) days to be deducted from sick leave.

Subd. 4. A teacher may elect for a portion of the child care leave to be family or medical leave pursuant to the Family Medical Leave Act. (Eligible employees are entitled to up to a total of 12 workweeks per fiscal year of family and/or medical leave. Any family or medical leave taken is counted against this total.) If the teacher so elects, the teacher is eligible for continuation of District contributions toward health insurance during the period of the family or medical leave. In the event a teacher does not return to the District from a family or medical leave, the District may recover the amounts paid toward such premiums during the unpaid period of the leave. This repayment applies unless the employee is unable to return to work for reasons beyond their control or because of the employee's own serious health condition or serious health condition of a spouse, parent, or child. Any disability leave as set forth in Subd. 3 runs concurrently with the beginning of the family or medical leave.

Subd. 5. A teacher on a child care/adoption leave of absence may be eligible to participate in group insurance programs if so permitted under the

provisions of the District's insurance policies, but any premium for such programs shall be borne solely by the teacher who elects to participate. In the event that a teacher on a child care/adoption leave of absence does not return to the District, the right to continue participation in such group insurance programs will be pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Subd. 6. A teacher returning from child care/adoption leave shall be reemployed in a position for which the teacher is licensed unless previously discharged, or placed on an unrequested leave of absence, or otherwise terminated under M.S. 125.12. Because the applicable periods of probationary employment for teachers 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 teacher is on a child care/adoption 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/adoption leave shall be retained by a teacher and eligible for use upon the teacher's return from the child care/adoption leave. If a teacher works more than 120 duty days specified in the school calendar, they will be credited for a whole year of service for a step advancement. While on the leave, however, the teacher shall not accrue additional credit for longevity or leave time.

Subd. 7. Paternity Leave: In the event of the birth of his child, a teacher may utilize family illness/paternity leave up to but not to exceed ten (10) days to be deducted from sick leave.

Section 9. Sabbatical Leave:

Subd. 1. The written request is to be addressed to the Superintendent and a copy sent to the immediate supervisor. The Superintendent will notify all department supervisors concerned with the request. The Superintendent will determine the applicant's eligibility, established on the basis of provisions of the school laws governing sabbatical leave. The Superintendent will make a recommendation to the School Board based upon eligibility, existing circumstances, possible conditions resulting from granting the sabbatical leave, and other factors that bear upon the applicant and/or the District.

Subd. 2. In order to be eligible for a sabbatical leave, the teacher must have completed five (5) years of full-time continuous service as a teacher in the District. The teacher must agree to return to the District for two (2) years immediately following the leave.

Subd. 3. Teachers shall be notified in writing the reasons for denial.

Subd. 4. Not more than one (1) teacher per year may be granted sabbatical leave. The teacher shall be paid 50 percent salary with 50 percent related fringe benefits. If the teacher does not return for two (2) years immediately following the leave, the teacher shall refund all payments made by the District to the teacher during the sabbatical leave.

Subd. 5. During the period of sabbatical leave, the teacher may engage in remunerative employment and may accept grants or fellowships.

Subd. 6. The deadline for sabbatical leave applications shall be February 1. Applicants will be notified of acceptance or denial prior to March 1.

Subd. 7. The District may, for good reasons, reject all applicants for Sabbatical leave.

Section 10. School Conference and Activities Leave: The District shall grant a teacher leave of up to a total of sixteen (16) hours during any school year to attend school conferences or school-related activities related to the teacher's child, provided the conferences or school-related activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the teacher must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the District. Eligible employees may utilize their personal leave allotment, otherwise the leave will be without pay.

ARTICLE XII. OTHER PAYMENT PROVISIONS

Section 1. Elementary through Secondary Homebound Instruction: The pay for homebound instruction shall be one-fifth (1/5) of the teacher's daily rate of pay per hour of homebound instruction. Homebound instruction is to be conducted prior to 7:45 a.m. or after 3:45 p.m. Mileage shall be paid at the negotiated rate.

Section 2. Early Childhood Special Education Home-Based Instruction: The pay for Early Childhood Special Education home-based instruction shall be one-eighth (1/8) of the teacher's daily rate of pay per hour of home-based instruction. The teacher shall only be paid for home-based instruction which occurs prior to 7:45 a.m. or after 3:45 p.m., and upon pre-approval from the Special Education Director. Mileage shall be paid at the negotiated rate.

Section 3. Curriculum Development: The pay for curriculum committee and curriculum development work shall be thirty dollars (\$30.00) per hour for time outside the school day.

Section 4. Overload Pay:

Subd. 1. It is intended that a teacher's daily assignment will be structured as follows, subject to the preparation time provisions in Article X, Section 7, Subd. 1:

- a) At Challenger Elementary School, up to 300 minutes of direct instruction time and at least 60 minutes of preparation time.
- b) At Franklin Middle School, 5 direct instruction periods, 1 period of non-instructional assigned duty, and 1 preparation period.
- c) At Lincoln High School and the Northwest Area Learning Center, 6 direct instruction periods, 1 period of non-instructional assigned duty, and 1 preparation period.

Subd. 2. An overload would occur when a teacher and the administration mutually agree that a classroom instructor will teach an extra instructional period for an extended time over the instructor's period of non-instructional assigned duty or the instructor's preparation period.

Subd. 3. Pay for overload duties shall be at the rate of one-sixth (1/6) of the teacher's daily rate for each hour of overload assignment, with overload pay not applying to ECFE or School Readiness teachers.

Section 5. Sign On Bonus: Due to the concern about a shortage of teachers in the roles of occupational therapist, speech language pathologist, and school psychologist (further referred to as qualifying teacher for purposes of this section) and the lack of availability to fulfill and maintain these specific teaching roles, and the need to serve

students on an equitable, legal and practical basis, a qualifying teacher may be eligible to a sign on bonus as outlined:

- a) The sign on bonus applies to all newly hired qualifying teachers hired on or after the effective date of this agreement or rehired qualifying teachers rehired on or after the effective date of this agreement. A rehired qualifying teacher is someone who has not worked for the school district for at least two years prior to being rehired and has not previously received a sign on bonus.
- b) A \$5,000.00 sign on bonus shall be paid to all full-time qualifying teachers.
- c) Payment shall be made in the form of two equal lump sum installments of \$2,500 with the first paid on the first pay period in October after being hired. The second payment of \$2,500 shall be paid upon returning to the same role the next school year on the first pay period in October.
- d) The qualifying teacher must be continuously employed and actively working to receive this bonus. This bonus will be pro-rated for part-time teachers.

Section 6. Retention Stipend: Due to the concern about a shortage of teachers in the roles of occupational therapist, speech language pathologist, and school psychologist (further referred to as qualifying teacher for purposes of this section) and the lack of availability to fulfill and maintain these specific teaching roles, and the need to serve students on an equitable, legal, and practical basis, a qualifying teacher may be eligible to a retention stipend as outlined:

- a) Any qualifying teacher that is eligible for the sign on bonus will receive an annual lump sum retention stipend in the amount of \$1000 at the completion of each school year to be paid on the last pay period in June each year.
- b) Any currently employed qualifying teacher that is not eligible for the sign on bonus will receive a lump sum stipend of \$3500 at the end of the 2025-2026 school year to be paid on the last pay period in June. They will receive a lump sum stipend of \$3500 at the end of the 2026-2027 school year to be paid on the last pay period in June. In the 2027-2028 school year and beyond, they will receive a lump sum stipend of \$1000 to be paid on the last pay period in June.
- c) The qualifying teacher must be continuously employed and actively working to receive this bonus. This bonus will be pro-rated for part-time teachers

ARTICLE XIII. OTHER INSTRUCTIONAL PERSONNEL

Section 1. Part-Time Teachers: Part-time teachers, except those who are contracted for less than thirty (30) continuous days and fourteen (14) or less hours per week, shall be eligible for all fringe benefits as mentioned in this Agreement in proportion to the time they teach. Years of experience for step advancement shall be computed as follows:

$$\begin{array}{l} \text{Percent of full} \\ \text{contract for} \\ \text{calculation of pay} \\ \text{and benefits} \end{array} = \frac{\text{AMT. of student contact time x days worked}}{\text{AMT. of normal student contract time per FTE}} \text{ in that subject area}$$

Years of experience will be computed as specified in Article X, Section 17. The hours of workday in every instance shall be continuous. The part-time teacher will share a proportionate amount of duty responsibilities expected of full-time teachers.

Section 2. Long-Term Substitute: The compensation and fringe benefit package for substitute teachers shall be determined according to District policy.

ARTICLE XIV. TRANSFER PROCEDURE

Section 1. Transfer: It is the intention of the District to provide an orderly and equitable means of making transfers within the district. Transfer shall mean a change in assignment within the building or within the District.

Subd. 1. It shall be the responsibility of the District, when possible, to effect transfers in full cooperation with all parties affected.

Subd. 2. All vacancies shall be posted at the Office of the Superintendent for a minimum of seven (7) working days and emailed out to all staff.

Subd. 3. Written applications for transfer shall be considered in accordance with the following procedure:

- a) Teachers presently teaching in the District who wish to be considered for a transfer shall so indicate in writing to the Personnel Office prior to the closing date indicated on the posting.
- b) The District may simultaneously advertise for applicants from outside the District and may consider any such applicants along with transfer requests of current staff.
- c) Internal applicants shall be granted an interview with the final decision to be made by the District.
- d) A teacher whose position is being transferred but who prefers not to transfer shall have the right to be considered for any vacancy for which he/she is qualified in the building in which he/she is now teaching.

Subd. 4. All decisions about transfers shall be made and announced in writing to the individual affected.

Section 2. Administrative Procedure:

Subd. 1. If a position is not filled by the procedure described, a teacher may be required to transfer. Priority in this decision will be child and program needs. Seniority is to be a factor in determining which teacher is to be a required transfer.

Subd. 2. Any teacher who shall be transferred to a supervisory or administrative position and shall later return to a teacher status shall be entitled to retain such rights as he/she may have had prior to such transfer to supervisory or administrative status.

Section 3. Exchange of Positions:

Subd. 1. A teacher who would voluntarily like to transfer to another position that is not currently open may submit a written request to the Office of the Superintendent no later than March 1 preceding the school year in which that teacher would transfer to that new position. This request would include the teacher's current assignment as well as the position(s) into which he/she would like to transfer. These requests will be kept in strict confidence with only the Superintendent's Office and an Association representative having access to these requests. In the event a match does not occur, all teachers will be notified by letter or phone conversation prior to March 15. When a match does occur, each of the teachers involved would be notified. This notification would take place no later than June 1 preceding the school year in which these teachers would exchange

positions. In the event that two different teachers have a match, the transfer would be granted to the applicant with the earliest date on the request form. In the event no other teacher makes a compatible request, the District shall not be obligated to comply with the transfer request. The building principal shall have final approval. In the event that the exchange occurs between buildings, the final approval shall be mutually agreeable to both building principals.

Subd. 2. The exchange of positions as described in Subd. 1 above shall continue for the entire school year. The transfer into a new position is final unless the teacher requests another transfer for the subsequent school year. Provided that such a match can again be made, a teacher could be moved back into their previous teaching assignment.

ARTICLE XV. SALARY SCHEDULE

Effective July 1, 2013 BA steps 11-14 and BA/10 steps 13-15 are frozen. Staff currently on these steps are not eligible for a step increment until qualify for lane change and move out of the zone. New teachers cap at step 10 for BA and step 12 for BA/10.

2025-2026 SALARY SCHEDULE

EXP	BA	BA/10	BA/20	BA/30	BA/40	BA/50				
						MA	MA/10	MA/20	MA/30	MA/40
1	44,804	46,538	48,272	50,006	51,740	53,474	55,208	56,942	58,676	60,410
2	46,028	47,762	49,496	51,230	52,964	54,698	56,432	58,166	59,900	61,634
3	47,252	48,986	50,720	52,454	54,188	55,922	57,656	59,390	61,124	62,858
4	48,476	50,210	51,944	53,678	55,412	57,146	58,880	60,614	62,348	64,082
5	49,700	51,434	53,168	54,902	56,636	58,370	60,104	61,838	63,572	65,306
6	50,924	52,658	54,392	56,126	57,860	59,594	61,328	63,062	64,796	66,530
7	52,148	53,882	55,616	57,350	59,084	60,818	62,552	64,286	66,020	67,754
8	53,372	55,106	56,840	58,574	60,308	62,042	63,776	65,510	67,244	68,978
9	54,596	56,330	58,064	59,798	61,532	63,266	65,000	66,734	68,468	70,202
10	55,820	57,554	59,288	61,022	62,756	64,490	66,224	67,958	69,692	71,426
11	57,044	58,778	60,512	62,246	63,980	65,714	67,448	69,182	70,916	72,650
12	58,268	60,002	61,736	63,470	65,204	66,938	68,672	70,406	72,140	73,874
13	59,492	61,226	62,960	64,694	66,428	68,162	69,896	71,630	73,364	75,098
14	60,716	62,450	64,184	65,918	67,652	69,386	71,120	72,854	74,588	76,322
15		63,674	65,408	67,142	68,876	70,610	72,344	74,078	75,812	77,546
16			66,632	68,366	70,100	71,834	73,568	75,302	77,036	78,770
17				69,590	71,324	73,058	74,792	76,526	78,260	79,994

2026-27 TEACHER SALARY SCHEDULE

EXP	BA	BA/10	BA/20	BA/30	BA/40	BA/50				
						MA	MA/10	MA/20	MA/30	MA/40
1	45,700	47,468	49,237	51,006	52,774	54,543	56,312	58,080	59,849	61,618
2	46,948	48,717	50,485	52,254	54,023	55,791	57,560	59,329	61,097	62,866
3	48,197	49,965	51,734	53,503	55,271	57,040	58,809	60,577	62,346	64,115
4	49,445	51,214	52,982	54,751	56,520	58,288	60,057	61,826	63,594	65,363
5	50,693	52,462	54,231	56,000	57,768	59,537	61,306	63,074	64,843	66,612
6	51,942	53,711	55,479	57,248	59,017	60,785	62,554	64,323	66,091	67,860
7	53,190	54,959	56,728	58,496	60,265	62,034	63,803	65,571	67,340	69,109
8	54,439	56,208	57,976	59,745	61,514	63,282	65,051	66,820	68,588	70,357
9	55,687	57,456	59,225	60,993	62,762	64,531	66,299	68,068	69,837	71,606
10	56,936	58,705	60,473	62,242	64,011	65,779	67,548	69,317	71,085	72,854
11	58,184	59,953	61,722	63,490	65,259	67,028	68,796	70,565	72,334	74,102
12	59,433	61,202	62,970	64,739	66,508	68,276	70,045	71,814	73,582	75,351
13	60,681	62,450	64,219	65,987	67,756	69,525	71,293	73,062	74,831	76,599
14	61,930	63,698	65,467	67,236	69,005	70,773	72,542	74,311	76,079	77,848
15		64,947	66,716	68,484	70,253	72,022	73,790	75,559	77,328	79,096
16			67,964	69,733	71,501	73,270	75,039	76,808	78,576	80,345
17				70,981	72,750	74,519	76,287	78,056	79,825	81,593

Any teacher who has at least eighteen (18) years of service in the Association shall receive an annual longevity increment according to the following schedule:

Teacher has completed 18-24 years	\$1,250
Teacher has completed 25 years or more	\$2,000

The longevity payment will be made on the June 30 paycheck following the completion of full contract years of service.

As of July 1, 2021 any teacher who received the longevity increment in 2019-2020 and/or 2020-2021 based on years of service in the District versus years of service in the Association will continue to receive a longevity increment based on years of service in the District. For purposes of longevity increments, a year of service is considered a year of service regardless of the teacher's full time equivalency.

ARTICLE XVI. EXTRACURRICULAR SALARIES

A sincere and determined effort is to be made for initial agreement between the teacher and the administration concerning extracurricular assignments. If duties inherent in the extracurricular assignments are substantially changed, the Association and District shall concur before implementation of pay procedures.

Section 1. Salaries/Experience: Extracurricular salaries shall be paid according to the following schedule, and credit for coaching/advising experience shall be given at the following rate:

<u>Experience Level</u>	<u>Percentage Of</u>
0-3 Years	BA Step 3
4-6 Years	BA Step 4
7-9 Years	BA Step 5
10 & Over Years	BA Step 6

Each coach/advisor is allowed to bring in up to 6 (six) years of school affiliated out-of-district experience. This practice shall begin with the 1995-96 contracts and will not be retroactive.

Section 2. Bonus: An additional \$200 bonus shall be paid annually to each activity coach/advisor that has served fifteen (15) or more years as a coach/advisor in the District. Payment shall be made at the completion of the first contract in the fifteenth year.

Section 3. Post-Season Compensation: Compensation shall be provided for a coach/advisor whose duties continue as teams/individuals succeed beyond the end of the regular season as noted on the extracurricular assignment form. The definition of a week in this section shall mean a one (1) to seven (7) day period (Sunday through Saturday) regardless of number of practices or events within this time period. Compensation is not applicable beyond state-level competition.

Subd. 1. Team Sport or Activity: Head and assistant coaches/advisors will be compensated at a rate of two percent (2%) of the individual coach's/advisor's contract season pay per extended (7 day) week.

Subd. 2. Individual Sport or Activity: The head coach/advisor and the coach/advisor who works directly in that area of the sport or activity will be compensated at a rate of one percent (1%) of the individual

coach's/advisor's contract season pay per extended (seven-day) week. All contract end dates shall be the first playoff game.

Subd. 3. Pep Band: The advisor will be compensated at a rate of two percent (2%) of the individual advisor's contract pay per extended (seven-day) week of activity in which there is at least one performance.

SPORTS

BASEBALL

H.S. HEAD COACH	11.48%
H.S. JV COACH	7.62%
9TH GRADE COACH	7.62%
8TH GRADE COACH	5.22%
7TH GRADE COACH	5.22%

BASKETBALL

H.S. HEAD COACH	15.45%
H.S. ASST. COACH	9.50%
H.S. JV. COACH	9.50%
9TH HEAD COACH	7.62%
8TH HEAD COACH	5.22%
7TH HEAD COACH	5.22%

CROSS COUNTRY

H.S. HEAD COACH	9.50%
H.S. ASST. COACH	5.76%
M.S. HEAD COACH	5.22%

FOOTBALL

H.S. HEAD COACH	15.45%
H.S. ASST. COACH	9.50%
H.S. JV/C COACH	7.62%
H.S. 9TH GRADE COACH	7.62%
M.S. 8TH GRADE COACH	5.22%
M.S. 7TH GRADE COACH	5.22%
M.S. 6TH GRADE COACH	4.30%

GOLF

H.S. HEAD COACH	9.50%
H.S. JV COACH	5.76%
M.S. HEAD COACH	5.22%

HOCKEY

H.S. HEAD COACH	15.45%
H.S. ASST. COACH	9.50%
H.S. JV. COACH	9.50%

SOFTBALL

H.S. HEAD COACH	11.48%
H.S. JV COACH	7.62%
9TH GRADE COACH	7.62%

8TH GRADE COACH	5.22%
7TH GRADE COACH	5.22%

SWIMMING

HEAD COACH	12.96%
ASST. COACH	8.03%

TENNIS

H.S. HEAD COACH	9.50%
H.S. JV COACH	5.76%
M.S. HEAD COACH	5.22%

TRACK

H.S. HEAD COACH	12.96%
H.S. ASST. COACH	8.03%
M.S. HEAD COACH	5.22%
M.S. ASST. COACH	4.30%

VOLLEYBALL

H.S. HEAD COACH	12.96%
H.S. JV COACH	8.03%
H.S. C SQUAD COACH	7.62%
H.S. 9TH GRADE COACH	7.62%
M.S. 8TH GRADE COACH	5.22%
M.S. 7TH GRADE COACH	5.22%
M.S. 6TH GRADE COACH	4.30%

WRESTLING

H.S. HEAD COACH	15.45%
H.S. ASST. COACH (LEVEL 2)	9.50%
H.S. ASST. COACH (LEVEL 1)	7.62%
M.S. HEAD COACH	5.22%

M.S. ACTIVITIES SUPERVISOR

FALL	7.10%
WINTER	7.10%
SPRING	7.10%

WEIGHT ROOM SUPERVISOR LHS

FALL	5.22%
WINTER	5.22%
SPRING	5.22%
SUMMER	12.96%

WEIGHT ROOM SUPERVISOR M.S.

FALL 60%	5.22%
WINTER 60%	5.22%
SPRING 60%	5.22%
SUMMER 60%	12.96%

ASST. COACH/ADVISOR (#'s BASED) 4.3%

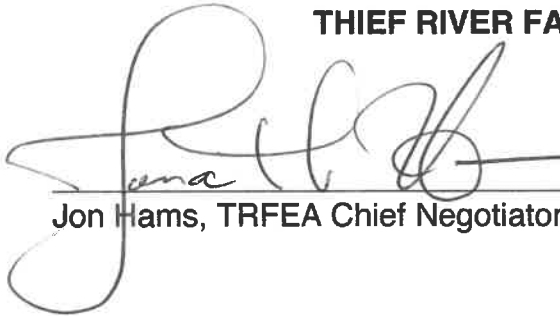
ACTIVITIES

H.S. 9TH GRADE ADVISOR	3.23%
H.S. 10TH GRADE ADVISOR	3.23%
H.S. 11TH GRADE ADVISOR	3.23%
H.S. 12TH GRADE ADVISOR	4.30%
PROM ADVISOR	2.71%
H.S. ONE ACT PLAY	4.30%
H.S. FALL PLAY	5.22%
H.S. SPRING PLAY	5.22%
H.S. MUSICAL/CONCERT TOUR	9.50%
H.S. STAGE MANAGER	9.20%
H.S. PEP BAND	9.20%
H.S. SUMMER ACADEMIC TOUR	4.50%
H.S. STAGE BAND	4.30%
H.S. ASST. MUSICAL	4.30%
H.S. CHAMBER ORCHESTRA	4.30%
M.S. STARLIGHT STRINGS	4.30%
H.S. SWINGSATIONS	4.30%
M.S. JAZZ BAND	4.30%
M.S. SWING CHOIR	4.30%
H.S. MARCHING BAND	2.71%
H.S. FFA	9.50%
H.S. STUDENT SENATE	3.23%
M.S. STUDENT COUNSEL	4.30%
H.S. HEAD ROBOTICS	9.50%
H.S. ASST. ROBOTICS	7.62%
M.S. ROBOTICS	5.22%
ELEM. ROBOTICS	3.23%
H.S. YEARBOOK	9.50%
M.S. YEARBOOK	4.30%
HEAD SPEECH	6.44%
ASST. SPEECH	3.23%
H.S. NAT'L HONOR SOCIETY	3.23%
H.S. BUSINESS CLUB	2.71%
H.S. & M.S. KNOWLEDGE BOWL	2.71%
SCIENCE FAIR	5.22%
H.S. ENVIROTHON	2.71%
H.S. MATH LEAGUE	4.30%
M.S. MATH LEAGUE	4.30%
H.S. PHOTO CLUB	2.71%
H.S. CONCESSIONS	9.2%
M.S. STORE	2.71%
KEY CLUB	6.44%
SPELLING BEE	1.69%
COEXIST	2.71%

ARTICLE XVII. PARTIES TO THE AGREEMENT


This Agreement made effective the first day of July, 2025 by and between Independent School District No. 564, Thief River Falls, Minnesota, Party of the First Part, and the Thief River Falls Education Association, affiliate of Education Minnesota, the National Education Association, and the American Federation of Teachers, the exclusive bargaining agent for the teachers of said District, Party of the Second Part.

THIEF RIVER FALLS EDUCATION ASSOCIATION

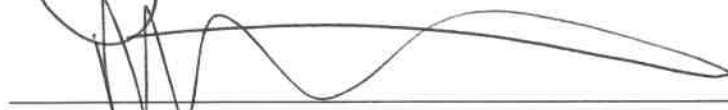


Jon Hams, TRFEA Chief Negotiator 11-11-25
Date

INDEPENDENT SCHOOL DISTRICT NO. 564



Ryan Waiseth, School Board Chairperson 11/10/25
Date



Michelle Westerman, School Board Director and Chief Negotiator 11/10/25
Date

Addendum A

District # 0564

Thief River Falls Public Schools

Seniority by Adj Hire Date w/ Lic

As Of: 10/01/2025

Num	Name	Adjusted Hire Date				
1	Brandt Amy S	08/26/1991				
	File Folder Number 0325406					
	License Code 1 Description					Expiration Date
	080450 COACHING		7-12	Tier 4		06/30/2028
	110000 MATHEMATICS		7-12	Tier 4		06/30/2028
2	Olson Julie K	08/26/1991				
	File Folder Number 0327116					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION		1-6	Tier 4		06/30/2028
3	Semanko Lisa A	08/31/1992				
	File Folder Number 0331763					
	License Code 1 Description					Expiration Date
	050000 ENGLISH/LANGUAGE ARTS		7-12	Tier 4		06/30/2029
4	Fisher Leslie A	08/31/1992				
	File Folder Number 0336161					
	License Code 1 Description					Expiration Date
	050000 ENGLISH/LANGUAGE ARTS		7-12	Tier 4		06/30/2029
	941000 LIBRARY MEDIA SPECIALIST		K-12	Tier 4		06/30/2029
5	Paulson Bridget R	08/31/1992				
	File Folder Number 0336354					
	License Code 1 Description					Expiration Date
	110000 MATHEMATICS		7-12	Tier 4		06/30/2030
6	Kasprick Brenda R	08/30/1993				
	File Folder Number 0339089					
	License Code 1 Description					Expiration Date
	080450 COACHING		7-12	Tier 4		06/30/2030
	110000 MATHEMATICS		7-12	Tier 4		06/30/2030
7	Groven Rosaline A	08/28/1995				
	File Folder Number 0356055					
	License Code 1 Description					Expiration Date
	050000 ENGLISH/LANGUAGE ARTS		7-12	Tier 4		06/30/2028
	050100 COMMUNICATION ARTS/LITERATURE		5-12	Tier 4		06/30/2028
8	Druse Derek A	08/28/1995				
	File Folder Number 0359304					
	License Code 1 Description					Expiration Date
	120400 VOCAL AND CLASSROOM MUSIC		K-12	Tier 4		06/30/2029
	120500 INSTR(BAND/ORCH) AND CLASSROOM MUSIC		K-12	Tier 4		06/30/2029

Num	Name	Adjusted Hire Date				
9	Olson Julie D	10/13/1995				
	File Folder Number 0315165					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION		K-6	Tier 4		06/30/2030
10	Rantanen Lora A	08/26/1996				
	File Folder Number 0354954					
	License Code 1 Description					Expiration Date
	130200 LIFE SCIENCES		7-12	Tier 4		06/30/2028
11	Quick Elizabeth A	09/17/1996				
	File Folder Number 0350135					
	License Code 1 Description					Expiration Date
	050196 READING		K-12	Tier 4		06/30/2030
	180100 ELEMENTARY EDUCATION		1-6	Tier 4		06/30/2030
12	Wiener Michael J	08/26/1997				
	File Folder Number 0366324					
	License Code 1 Description					Expiration Date
	130500 SCIENCE 5-9		5-9	Tier 4		06/30/2030
	933000 PRINCIPAL K-12		District	Professional Admin		06/30/2030
13	Norlin Kartyn A	08/26/1998				
	File Folder Number 0315442					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION		1-6	Tier 4		06/30/2026
14	Leier Brenda J	08/26/1998				
	File Folder Number 0326861					
	License Code 1 Description					Expiration Date
	080450 COACHING		7-12	Tier 4		06/30/2028
	110000 MATHEMATICS		7-12	Tier 4		06/30/2028
	180100 ELEMENTARY EDUCATION		1-6	Tier 4		06/30/2028
15	Magnusson Timothy S	08/26/1998				
	File Folder Number 0354264					
	License Code 1 Description					Expiration Date
	080450 COACHING		7-12	Tier 4		06/30/2028
	150000 SOCIAL STUDIES -ALL-		7-12	Tier 4		06/30/2028
16	Praska Paula C	08/26/1998				
	File Folder Number 0361169					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION		K-6	Tier 4		06/30/2029

District # 0564

Thief River Falls Public Schools
Seniority by Adj Hire Date w/ Lic
As Of: 10/01/2026

Num	Name	Adjusted Hire Date			
17	Leake Stacey J	08/26/1998			
	File Folder Number 0367463				
	License Code 1 Description				Expiration Date
	180100 ELEMENTARY EDUCATION	1-6	Tier 4		06/30/2030
	300000 COMMUNICATIONS TECHNOLOGY CAREERS	7-12	Provisional Admin		06/30/2026
18	Olson Sara L	08/26/1998			
	File Folder Number 0367649				
	License Code 1 Description				Expiration Date
	180100 ELEMENTARY EDUCATION	1-6	Tier 4		06/30/2030
	933000 PRINCIPAL K-12	District	Professional Admin		06/30/2026
19	Powers Thomas C	08/26/1998			
	File Folder Number 0370722				
	License Code 1 Description				Expiration Date
	110000 MATHEMATICS	7-12	Tier 4		06/30/2026
20	Reynolds Kurt L	08/26/1998			
	File Folder Number 0371965				
	License Code 1 Description				Expiration Date
	050000 ENGLISH/LANGUAGE ARTS	7-12	Tier 4		06/30/2026
21	Prickett Todd R	08/26/1998			
	File Folder Number 0373914				
	License Code 1 Description				Expiration Date
	080300 PHYSICAL EDUCATION	K-12	Tier 4		06/30/2027
	180100 ELEMENTARY EDUCATION	1-6	Tier 4		06/30/2027
22	Helling Marcyln D	08/24/1999			
	File Folder Number 0296352				
	License Code 1 Description				Expiration Date
	180100 ELEMENTARY EDUCATION	1-6	Tier 4		06/30/2028
23	Hegge Darla M	08/24/1999			
	File Folder Number 0368589				
	License Code 1 Description				Expiration Date
	180100 ELEMENTARY EDUCATION	1-6	Tier 4		06/30/2030
24	Kautzman Melissa A	08/24/1999			
	File Folder Number 0371568				
	License Code 1 Description				Expiration Date
	190200 EMOTIONAL BEHAVIOR DISORDERS	K-12	Tier 4		06/30/2026
	190500 EARLY CHILDHOOD SPECIAL EDUCATION	B-Ags 6	Tier 4		06/30/2026
	199802 MODERATE TO SEVERE MENTALLY HDPC	K-12	Tier 4		06/30/2026

District # 0564

Thief River Falls Public Schools

Seniority by Adj Hire Date w/ Lic

As Of: 10/01/2025

Num	Name	Adjusted Hire Date				Expiration Date
25	Rogalla Carter J	08/24/1999				
	File Folder Number 0374717					
	License Code 1	Description				Expiration Date
	140000	BUSINESS EDUCATION -ALL-	7-12	Tier 4		06/30/2028
	140050	BUSINESS	5-12	Provisional		06/30/2026
26	Mattson Rebecca L	08/24/1999				
	File Folder Number 0378024					
	License Code 1	Description				Expiration Date
	050000	ENGLISH/LANGUAGE ARTS	7-12	Tier 4		06/30/2027
27	Marolt Patrick D	08/15/2000				
	File Folder Number 0349784					
	License Code 1	Description				Expiration Date
	180100	ELEMENTARY EDUCATION	1-6	Tier 4		06/30/2027
	933000	PRINCIPAL K-12	District	Professional Admin		06/30/2027
28	Leake Loren W	08/28/2000				
	File Folder Number 0356403					
	License Code 1	Description				Expiration Date
	080450	COACHING	7-12	Tier 4		06/30/2029
	150000	SOCIAL STUDIES -ALL-	7-12	Tier 4		06/30/2029
	190200	EMOTIONAL BEHAVIOR DISORDERS	K-12	Tier 4		06/30/2029
	190201	LEARNING DISABILITIES	K-12	Tier 4		06/30/2029
29	Bakken Karen L	08/28/2000				
	File Folder Number 0370217					
	License Code 1	Description				Expiration Date
	160000	TEACHER/COORDINATOR WORK BASED LRN	9-12	Tier 4		06/30/2029
	180100	ELEMENTARY EDUCATION	1-6	Tier 4		06/30/2029
	190200	EMOTIONAL BEHAVIOR DISORDERS	K-12	Tier 4		06/30/2029
	190201	LEARNING DISABILITIES	K-12	Tier 4		06/30/2029
	199800	DEVELOPMENTAL DISABILITIES	K-12	Tier 4		06/30/2029
	199801	MILD TO MODERATE MENTALLY HDCP	K-12	Tier 4		06/30/2029
30	Warne Lori A	08/27/2001				
	File Folder Number 0355800					
	License Code 1	Description				Expiration Date
	940600	SCHOOL PSYCHOLOGIST	Pre K-12	Tier 4		06/30/2026
31	Bakken Jamie L	08/27/2001				
	File Folder Number 0395567					
	License Code 1	Description				Expiration Date
	180100	ELEMENTARY EDUCATION	1-6	Tier 4		06/30/2027
	933000	PRINCIPAL K-12	District	Professional Admin		06/30/2027
	941000	LIBRARY MEDIA SPECIALIST	K-12	Tier 4		06/30/2027

District # 0564

Thief River Falls Public Schools
Seniority by Adj Hire Date w/ Lic
As Of: 10/01/2025

Num	Name	Adjusted Hire Date				
32	Looker Amy J	08/26/2002				
	File Folder Number 0351234					
	License Code 1	Description				Expiration Date
	190200	EMOTIONAL BEHAVIOR DISORDERS	K-12	Tier 4		06/30/2029
	190201	LEARNING DISABILITIES	K-12	Tier 4		06/30/2029
	199800	DEVELOPMENTAL DISABILITIES	K-12	Tier 4		06/30/2029
	199801	MILD TO MODERATE MENTALLY HDCP	K-12	Tier 4		06/30/2029
33	Johnson Richard D	08/26/2002				
	File Folder Number 0374565					
	License Code 1	Description				Expiration Date
	100100	TECHNOLOGY	5-12	Tier 4		06/30/2027
	130200	LIFE SCIENCES	Middle Sch	Tier 4		06/30/2027
	130300	PHYSICAL SCIENCES (PHYSICS & CHEM)	Middle Sch	Tier 4		06/30/2027
	130400	EARTH AND SPACE SCIENCE	Middle Sch	Tier 4		06/30/2027
	150000	SOCIAL STUDIES -ALL-	Middle Sch	Tier 4		06/30/2027
	180100	ELEMENTARY EDUCATION	1-6	Tier 4		06/30/2027
	210000	DRIVER EDUCATION	9-12	Tier 4		06/30/2027
34	Geiser Kenny L	08/26/2002				
	File Folder Number 0389897					
	License Code 1	Description				Expiration Date
	150000	SOCIAL STUDIES -ALL-	7-12	Tier 4		06/30/2028
35	Skjerven Courtney D	08/26/2002				
	File Folder Number 0403803					
	License Code 1	Description				Expiration Date
	110000	MATHEMATICS	5-8	Tier 4		06/30/2028
	180100	ELEMENTARY EDUCATION	K-6	Tier 4		06/30/2028
36	Bjomstad Christine A	08/25/2003				
	File Folder Number 0385176					
	License Code 1	Description				Expiration Date
	130200	LIFE SCIENCES	7-12	Tier 4		06/30/2027
	130500	SCIENCE 5-9	5-9	Tier 4		06/30/2027
37	Anderson Kate E	08/24/2005				
	File Folder Number 0403237					
	License Code 1	Description				Expiration Date
	050100	COMMUNICATION ARTS/LITERATURE	5-8	Tier 4		06/30/2028
	080206	ENGLISH AS A SECOND LANGUAGE	K-12	Tier 4		06/30/2028
	180100	ELEMENTARY EDUCATION	K-6	Tier 4		06/30/2028

Num	Name	Adjusted Hire Date			
38	Olson Jennifer J	10/13/2005			
	File Folder Number 0317064				
	License Code 1	Description			Expiration Date
	190106	SPEECH-LANGUAGE PATHOLOGIST	Pre K-12	Tier 4	06/30/2026
39	Poole Corey M	08/28/2006			
	File Folder Number 0372997				
	License Code 1	Description			Expiration Date
	080100	HEALTH EDUCATION	5-12	Tier 4	06/30/2026
	080300	PHYSICAL EDUCATION	K-12	Tier 4	06/30/2026
	080450	COACHING	7-12	Tier 4	06/30/2026
40	Schuster Mandy L	08/28/2006			
	File Folder Number 0393626				
	License Code 1	Description			Expiration Date
	050000	ENGLISH/LANGUAGE ARTS	7-12	Tier 4	06/30/2026
41	Schuster Jason R	08/28/2006			
	File Folder Number 0394769				
	License Code 1	Description			Expiration Date
	150000	SOCIAL STUDIES -ALL-	5-8	Tier 4	06/30/2030
	180100	ELEMENTARY EDUCATION	1-6	Tier 4	06/30/2030
	190200	EMOTIONAL BEHAVIOR DISORDERS	K-12	Tier 4	06/30/2030
	190201	LEARNING DISABILITIES	K-12	Tier 4	06/30/2030
	199800	DEVELOPMENTAL DISABILITIES	K-12	Tier 4	06/30/2030
	933000	PRINCIPAL K-12	District	Professional Admin	06/30/2027
42	Froiland Reid B	08/28/2006			
	File Folder Number 0395455				
	License Code 1	Description			Expiration Date
	110000	MATHEMATICS	7-12	Tier 4	06/30/2027
43	McGlynn Matthew C	08/28/2006			
	File Folder Number 0402741				
	License Code 1	Description			Expiration Date
	100100	TECHNOLOGY	5-12	Tier 4	06/30/2028
	300200	MANUFACTURING CAREERS	7-12	Provisional	06/23/2026
	300700	TRANSPORTATION CAREERS	7-12	Tier 4	06/30/2028
44	Heikkila Elizabeth D	08/28/2006			
	File Folder Number 0410315				
	License Code 1	Description			Expiration Date
	120500	INSTR(BAND/ORCH) AND CLASSROOM MUSIC K-12		Tier 4	06/30/2029

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Num	Name	Adjusted Hire Date				
45	Norland Tyler C	08/28/2006				
	File Folder Number 0422211					
	License Code 1 Description					Expiration Date
	110000 MATHEMATICS	5-8	Tier 4			06/30/2026
	180100 ELEMENTARY EDUCATION	K-6	Tier 4			06/30/2026
46	Wienen Nicole L	08/28/2006				
	File Folder Number 0431744					
	License Code 1 Description					Expiration Date
	940800 PUBLIC SCHOOL NURSE	Pre K-12	Tier 4			06/30/2027
47	Johnson Jill A	10/23/2006				
	File Folder Number 0326662					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION	1-6	Tier 4			06/30/2030
	180105 PRE-PRIMARY	AGE 3 - K	Tier 4			06/30/2030
	940310 SCHOOL COUNSELOR	K-12	Tier 4			06/30/2030
48	Motteberg Erica L	03/16/2007				
	File Folder Number 0407598					
	License Code 1 Description					Expiration Date
	050100 COMMUNICATION ARTS/LITERATURE	5-8	Tier 4			06/30/2029
	180100 ELEMENTARY EDUCATION	K-6	Tier 4			06/30/2029
	190201 LEARNING DISABILITIES	K-12	Tier 4			06/30/2029
49	Johnson Rhonda M	08/27/2007				
	File Folder Number 0374597					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION	1-6	Tier 4			06/30/2027
50	Geiser Darci M	08/27/2007				
	File Folder Number 0423286					
	License Code 1 Description					Expiration Date
	050100 COMMUNICATION ARTS/LITERATURE	5-8	Tier 4			06/30/2030
	150000 SOCIAL STUDIES -ALL-	5-8	Tier 4			06/30/2030
	180100 ELEMENTARY EDUCATION	K-6	Tier 4			06/30/2030
51	Dalager Darcie K F	10/26/2007				
	File Folder Number 0358183					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION	K-6	Tier 4			06/30/2028

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Num	Name	Adjusted Hire Date				
52	Shaw Katie J	08/25/2008				
	File Folder Number 0434609					
	License Code 1 Description					Expiration Date
	010100 AGRICULTURAL EDUCATION	5-12	Tier 4			06/30/2028
	160000 TEACHER/COORDINATOR WORK BASED LRN	9-12	Tier 4			06/30/2028
53	Finger Susan R	08/31/2009				
	File Folder Number 0315380					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION	1-6	Tier 4			06/30/2030
54	Marolt Tamara A	08/31/2009				
	File Folder Number 0400386					
	License Code 1 Description					Expiration Date
	190201 LEARNING DISABILITIES	K-12	Tier 4			06/30/2027
55	Numedahl Kristi L	08/31/2009				
	File Folder Number 0429384					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION	K-6	Tier 4			06/30/2027
56	Jansen Kirsten L	08/31/2009				
	File Folder Number 0435628					
	License Code 1 Description					Expiration Date
	050100 COMMUNICATION ARTS/LITERATURE	5-8	Tier 4			06/30/2028
	060219 SPANISH	K-12	Tier 4			06/30/2028
	180100 ELEMENTARY EDUCATION	K-6	Tier 4			06/30/2028
57	Christensen Daniel K	08/31/2009				
	File Folder Number 0447738					
	License Code 1 Description					Expiration Date
	110000 MATHEMATICS	5-8	Tier 4			06/30/2030
	180100 ELEMENTARY EDUCATION	K-6	Tier 4			06/30/2030
58	Bakken Deonne D	08/30/2010				
	File Folder Number 0359152					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION	K-6	Tier 4			06/30/2028
	180102 PRE-KINDERGARTEN	Pre K	Tier 4			06/30/2028
	190200 EMOTIONAL BEHAVIOR DISORDERS	K-12	Tier 4			06/30/2028
	190201 LEARNING DISABILITIES	K-12	Tier 4			06/30/2028

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Num	Name	Adjusted Hire Date				
59	Schantz Danielle M	08/30/2010				
	File Folder Number 0432541					
	License Code 1 Description					Expiration Date
	110000 MATHEMATICS	5-8	Tier 4			06/30/2027
	180100 ELEMENTARY EDUCATION	K-6	Tier 4			06/30/2027
	933000 PRINCIPAL K-12	District	Professional Admin			06/30/2026
60	Fay Laura M	08/30/2010				
	File Folder Number 0453072					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION	K-6	Tier 4			06/30/2026
	180105 PRE-PRIMARY	AGE 3 - K	Tier 4			06/30/2026
61	Haugen Jade C	09/13/2010				
	File Folder Number 0451939					
	License Code 1 Description					Expiration Date
	080206 ENGLISH AS A SECOND LANGUAGE	K-12	Tier 4			06/30/2026
	150000 SOCIAL STUDIES -ALL-	5-12	Tier 4			06/30/2026
62	Brouse Kari J	02/03/2011				
	File Folder Number 0450785					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION	1-6	Tier 4			06/30/2026
63	Skjarven Justin M	08/29/2011				
	File Folder Number 0433154					
	License Code 1 Description					Expiration Date
	080100 HEALTH EDUCATION	5-12	Tier 4			06/30/2028
	080300 PHYSICAL EDUCATION	K-12	Tier 4			06/30/2028
64	Loe Tanya L	08/27/2012				
	File Folder Number 0383915					
	License Code 1 Description					Expiration Date
	180100 ELEMENTARY EDUCATION	K-6	Tier 4			06/30/2028
	180105 PRE-PRIMARY	AGE 3 - K	Tier 4			06/30/2028
65	Olsonawski Natasha Hj	08/26/2013				
	File Folder Number 0418614					
	License Code 1 Description					Expiration Date
	140050 BUSINESS	5-12	Tier 4			06/30/2027
	160000 TEACHER/COORDINATOR WORK BASED LRN	9-12	Tier 4			06/30/2027
66	Rystad Dale M	08/26/2013				
	File Folder Number 0474346					
	License Code 1 Description					Expiration Date
	150000 SOCIAL STUDIES -ALL-	5-12	Tier 4			06/30/2029

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Num	Name	Adjusted Hire Date			
67	Largis Megan C	09/03/2013			
	File Folder Number 0471136				
	License Code 1 Description				Expiration Date
	180100 ELEMENTARY EDUCATION		K-6	Tier 4	06/30/2029
68	Strand Tevia Q	09/03/2013			
	File Folder Number 0474967				
	License Code 1 Description				Expiration Date
	180100 ELEMENTARY EDUCATION		K-6	Tier 4	06/30/2027
69	Yonke Denise R	12/02/2013			
	File Folder Number 0355395				
	License Code 1 Description				Expiration Date
	160000 TEACHER/COORDINATOR WORK BASED LRN 9-12			Tier 4	06/30/2026
	180100 ELEMENTARY EDUCATION		1-6	Tier 4	06/30/2026
	199800 DEVELOPMENTAL DISABILITIES		K-12	Tier 4	06/30/2026
	960300 DIRECTOR OF SPECIAL EDUCATION		District	Professional Admin	06/30/2026

Num	Name	Adjusted Hire Date			
1	Hinrichs Lisa M	08/11/2009			
	File Folder Number 0375230				
	License Code 1 Description				Expiration Date
	180102 PRE-KINDERGARTEN		Pre K	Tier 4	06/30/2029
	180401 PARENT AND FAMILY EDUCATION		Adult	Tier 4	06/30/2029