MASTER AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT #2448

and the

MARTIN COUNTY WEST PRINCIPALS' ASSOCIATION

2026-2027

ARTICLE I
PURPOSE

Parties: This administrative agreement is entered into by the Martin County West Board of Education of School District #2448 hereinafter referred to as "The Board", and the Martin County West Principals' Association hereinafter referred to as "The Association".

ARTICLE II
STATEMENT OF POLICY

The Board and the Association have mutual goals: To provide an educational program of excellence to the children of the Martin County West Public Schools, and to maintain a school operation that is efficient and equitable to the clientele and patrons of the Martin County West Public Schools.

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

The Association and its members wish to fulfill their administrative and leadership responsibilities in the finest professional manner, and therefore must be as free as possible from concerns over personal conditions of employment.

The Board agrees under the Minnesota Public Employment Labor Relations Act to meet and negotiate with the Association as the representative of its administrative personnel to consider hours of employment, and compensation, including fringe benefits affecting the working conditions of the membership of the Association.

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

The Association recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

ARTICLE III
BOARD AND THE ASSOCIATION

Exclusive Representative: The Board recognizes the Association as the sole and exclusive representative for the principals and others performing duties of principals in the school districts identified as "The Board".

ARTICLE IV
PROFESSIONAL RESPONSIBILITIES OF ADMINISTRATORS

It shall be the responsibility of all administrators covered by this agreement to discharge their responsibilities to the Board and the faculty and students according to the job specifications for each administrative position, and in a manner which exemplifies the fullest professional recommendations concerning the decisions that must be made.

The administration will make every effort to be up-to-date on the knowledge and technology of the profession. To facilitate this, the Board of Education will: Contribute towards memberships in the appropriate State and National Administrative Associations for each administrator, as stated in this agreement.

ARTICLE V
MANAGEMENT RESPONSIBILITIES

Section I. The Association recognizes the right and obligation of the Board to efficient operation of the school districts within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section II. Effects of Laws, Rules, Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the teaching and non-teaching services prescribed by this Agreement and shall be governed by the laws of the State of Minnesota, and by the Master Agreement. The exclusive representative also recognizes the right, obligation and duty of the School Districts and its duly designated officers to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Districts insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Districts and all employees covered by this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal governmental agencies. Any provision of the 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.

ARTICLE VI
SALARY SCHEDULE & RATES OF PAY

Section I. The wages and salaries reflected in this agreement on Schedule A shall be part of an agreement for the 2026-2027 school year, commencing on July 1, 2026, and ending June 30, 2027.

Section II. Status of Salaries Scheduled: In the event a successor agreement is not entered into prior to the beginning of school July 1, 2027, an administrator shall be compensated according to the last Association contract executed between the Association and the Board until such time as a new agreement is reached and executed. The successor agreement will be retroactive to the beginning of the contract year.

Section III. Placement of Salary Schedule: The Board and Association agree that the salaries to be affected by this contract are as presented in Schedule B. The Board and Association agree that should a principal(s) be reassigned, the contract will be reopened to negotiate the salary to reflect the new positions and/or responsibilities of all principals.

Section IV. Paychecks: A principal's salary will be paid in twelve equal monthly installments, on or by the 20th of each month, commencing with August 20th and ending July 20th the following year.

ARTICLE VII
STRIKES OR WORK STOPPAGE

In the event of a strike or work stoppage by other groups of district employees, the administrators covered by this agreement will consider themselves to be on duty for the purpose of carrying out board policy and ensuring the safety of personnel and property. In no event will the compensation for administrators be halted or suspended due to strikes or work stoppages of other district employees.

ARTICLE VIII
VACANCIES

Section I. When a vacancy occurs in an administrative position in the district, all district administrators shall be notified and given the opportunity to apply if qualified.

Section II. When a vacancy is filled internally with a current employee of the School District, the following conditions shall apply.

Subdivision I. Sick Leave: An internal transfer shall retain 75% of the sick leave

the employee has accrued during their employment with the School District.

Subdivision II. 403(b) Contribution: An internal transfer shall retain the current level of Board contribution to a 403(b) account if that contribution is greater than the contribution stated in Article XVIII of this agreement. The contribution will remain the same until such time as the amount in Article XVIII of this agreement is greater.

ARTICLE IX
SENIORITY LIST

Members of the Association shall be included in the MCW seniority list of certified employees through their probationary period after which they shall be included in the MCW principal seniority list only.

ARTICLE X
GRIEVANCES

A grievance is defined as a complaint arising from an alleged misinterpretation or improper application of the terms of this agreement. The grievance procedure as set for by the district will be followed.

ARTICLE XI
TRAVEL ALLOWANCE

Travel allowance for school employees shall be at the rate according to school policy when using their own vehicle for school business that is required and approved by the Superintendent of Schools of Martin County West.

ARTICLE XII
INSURANCE

Section I. Health and Hospitalization:

Subdivision I. Single Coverage: The Board shall contribute up to the following amounts for each full-time administrator employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan.

Effective August 1, 2026, the Board shall contribute up to $12,500.

Subdivision II. Family Coverage: The Board shall contribute up to the following amounts for each full-time administrator employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization

coverage and who qualifies for the family plan, except that if both husband and wife are employed by the School District, they may not be enrolled in the family plan twice, nor may one be enrolled in the single coverage and one in the family plan coverage at the same time.

Effective August 1, 2026, the Board shall contribute up to $22,500.

Section II. Long Term Disability: The Board shall pay full premium for LTD insurance for all eligible administrators or those performing principal duties.

Section III. Term Life: The Board shall pay the premium of a term life insurance policy with a $100,000 death benefit for all eligible principals or those performing principal duties.

Section IV. Insurance Continuation: A former employee and the employee's dependents will be allowed to continue to participate in the Health & Hospitalization coverage until the former employee reaches age 65.

Former employees age 65 and over will be allowed to stay in the group indefinitely but the premium rates will not have to be pooled with active employee rates and coverage does not have to be identical to active coverage.

Dependent coverage can only be continued after retirement if the employee carried dependent coverage prior to retirement.

The former employee must pay the entire premium for continuation coverage under this section, except as otherwise provided in the agreement.

ARTICLE XIII
PAID TIME OFF

Section 1. Definition. At the beginning of each school year employees shall be credited with one hundred forty-five (145) hours of PTO to be used as the individual chooses as long as the request meets the guidelines set forth in this article. All 145 hours of PTO must be used before accumulated leave can be accessed. The maximum accumulated leave is one hundred thirty-five (135) days. Accumulated leave may only be used pursuant to M.S. 181.940 et. Seq.

Subd. 1. Employees who experience an illness, injury or family medical leave that results in an absence for more than three (3) consecutive contract days may be requested to present documentation pursuant to M.S. 181.9447, Subd. 3.

Section 2. Application. PTO shall be approved only upon submission of a request entered into the School District's electronic leave system with final approval by the superintendent. PTO requests are to be made prior to the requested day but not before August 1 of each fiscal year, except in case of an emergency.

Section 3. Increments of Use. Employees may request to use PTO in increments of one (1) hour. Actual time absent from work during a single contract day shall be rounded up to the nearest hour.

Section 4. Use of Accumulated Leave. Use of accumulated leave shall be allowed by the School District when an employee's absence is for reasons described in M.S. 181.940 et. Seq., and the employee has already used 145 hours of PTO in the fiscal year. The School District may require an employee to complete and return the Family and Medical Leave Act application and return to work forms from a healthcare care provider when applicable. If applicable, the School District will require an employee on FMLA to use accumulated leave concurrently.

Section 5. Unused Leave and Accumulated Leave Over 135 Days. Unused PTO hours shall be credited to the employee's accumulated leave. The total number of accumulated leave days shall not be more than 135 days at the beginning of a new fiscal year.

Section 6. Discouraged Uses. The use of PTO is at the discretion of the employee. However, employees are discouraged from using PTO during fall workshop days, parent-teacher conference days, the first week or last week of student contact in the school year except in an unavoidable emergency or for a situation pre-approved by the superintendent.

Section 7. Eligibility. To be eligible for the benefits of this article, an employee must be employed at least eighty (80) hours per year. Employees employed less than 80 hours per year are not eligible for the benefits of this section. Part-time employees will receive PTO hours proportional to their regular working schedule but no less than eighty (80) hours of leave per year.

Section 8. Buyback: Upon reaching the 135 day maximum accumulation of leave permitted according to this Agreement, each principal will be eligible for buyback of accumulated unused leave to a maximum of five (5) days per year. Pay shall be at the rate of $300 per day and prorated based upon the principal's FTE status for the school year. If the principal's FTE status is modified by agreement during the school year, pay

shall be based on the principal's average FTE status during the school year. Buyback pay shall be provided only if the principal completes a full year of service. Payment for unused leave days will be calculated effective on the last day of the school year and payment will be made on the June 20th paycheck of that calendar year for the previous school year.

ARTICLE XIV
PROFESSIONAL AND CIVIC DUES

The Board shall pay the full amount of dues required of the administrator to belong to his/her Principals Association at the state and national level.

The Board shall pay the full amount of dues required of the administrator to belong to a civic organization of his/her local community.

ARTICLE XV
STATE/NATIONAL CONVENTIONS

Administrators will be allowed to attend their State Principal's Convention every year. The cost of registration, lodging, meals, and mileage will be paid by the Board.

Administrators will be allowed to attend their National Principal's Convention or comparable convention with the approval of the Superintendent every third year. The cost of registration, lodging, meals, and transportation will be compensated to the administrator by the Board.

ARTICLE XVI
PROCEDURE FOR ADJUSTMENT OF CONTRACT

On or before 90 calendar days prior to the expiration of this Administrative agreement, The Board and Association shall meet to begin improving and updating this agreement.

ARTICLE XVII
403(b) MATCH PLAN

Section 1. Conversion to 403 (b) Match Plan: Effective July 1, 2008, all administrators employed by the District are eligible to participate in a 403(b) match tax-sheltered annuity plan as allowed under Minnesota Statute 356.24.

> Subdivision. I. A part-time administrator must meet the following criteria to be eligible for a prorated 403(b) match. The administrators must have worked at least 3 years in the District and be employed at least .50 FTEs the year they become eligible. Part-time administrator's 403(b) match will be based on percent

of contract.

Subdivision. II. Administrator Match: Administrators must elect to participate in the 403(b) annuity-matching program pursuant to the plan of his/her choice at the beginning of the plan year, August 7. The Board's matching contribution to administrators participating in the plan shall be as follows: $3,000 per year.

Maximum school district contribution for an individual administrator is capped at $40,000.

ARTICLE XIX
UNREQUESTED LEAVE OF ABSENCE (ULA) AND SENIORITY AGREEMENT

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

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

Subdivision. I. Principal: "Principal" shall mean those members of the unit as defined by PELRA and this Agreement. This includes Principals and Assistant Principals.

Subdivision. II. Qualified: "Qualified" shall mean a principal who, in addition to the state license, has, as solely determined by the School District, successfully had experience as a principal in such position and grade level assignment within the past five (5) years.

Subdivision. III. Seniority: For purposes of this article, "seniority" commences with the first day of continuous administrative service as a principal in the School District.

Section III. ULA:

Subdivision. I. Terms: The School Board may place on ULA such principals as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave of absence may continue for a period of five (5) years, after that the right to reinstatement shall terminate; provided the principal's right to reinstatement shall also terminate if the principal fails to file with the School District, by April 15 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 principal and the School Board.

Subdivision. II. Notice: Principals placed on such leave shall receive notice by May 1st of the school year prior to the commencement of such leave with reasons for said placement.

Subdivision. III. Placement: Principals shall be placed on ULA in inverse order of seniority in the position and grade level assignment employed with the following exception: no principal shall be placed on ULA if any other qualified principal employed in the same position and grade level assignment is on a "Principal Improvement Plan" as provided for in M.S. 123B. 147.

Subdivision. IV. Tie-Breaker: In the event a reduction in number of principals creates a situation requiring that a choice be made among principals who have equal seniority, the selection of the principal(s) for purposes of reduction shall be at the discretion of the School District based on criteria including performance, training, experience, skills in special assignments, and other relevant factors.

Subdivision. V. Years of Service: Any principal placed on such leave may engage in administrative work or any other occupation during such period and may be eligible for re-employment 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 School District earned prior to the commencement of such leave.

Section IV. Realignment: For purposes of placement on ULA or reinstatement from ULA, nothing in this article shall require the School District to reassign a senior principal to a different position for which the principal is not qualified, as defined in Section II. Above, to accommodate the seniority claims of a junior principal.

Section V. Reinstatement:

Subdivision. I. Process: No new principal shall be employed by the School District while any qualified principal is on ULA. Principals placed on ULA shall be reinstated to the positions from which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which principals were placed on ULA.

Subdivision. II. Notices: When placed on ULA, a principal must file his/her name and address, to which any notice of reinstatement or availability of position shall be mailed, with the School District personnel office. Proof of service by the person in the School District depositing such notice to the principal at the last

known address shall be sufficient. The principal on ULA shall be responsible to provide an address for forwarding of mail or for address changes. Failure of a notice to reach a principal shall not be the responsibility of the School District if any notice has been mailed as provided in this article.

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

Subdivision. IV. Reinstatement Rights: Reinstatement rights shall automatically cease five (5) years from the date ULA was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent of the School Board and the qualified principal.

Section VI. Establishment of Seniority List:

Subdivision. I. Preparation: The School Board shall annually cause a seniority list (by name, date of employment, qualification, position, and grade level assignment) to be prepared from its records.

Subdivision. II. Request for Change: Any principal 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.

Subdivision. III. Within twenty (20) days from the date of posting, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the School District deems warranted. A final seniority list shall then be prepared by the School District, which list, as revised, shall be binding on the School District and any principal.

Section VII. Filing of Licenses: In any year that a reduction of principal positions is occurring and the School Board is placing principals on ULA, only those licenses actually received in the Superintendent's office for filing as of January 15th 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 15th shall be considered for

purposes of reinstatement but not for the current reduction.

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

Section IX. Procedure: Any challenge by principal who is proposed for placement on ULA or reinstatement therefrom shall be subject to the hearing and review procedures, as provided in M.S. 1224.40, Subd. 14., and therefore, shall not be subject to the grievance procedure.

ARTICLE XIX
CALENDAR AND DUTIES

Section I. School Calendar: The school calendar shall be the same as the one used by the teachers and set by the Board.

Section II. Duty Days: The duty days for the principals shall be the same as those for teachers plus 35 days not to exceed 215 days.

Section III. Extenuating circumstances may allow for additional paid days if pre-approved by the Superintendent of Schools and/or the School Board.

Martin County West Schools
Sherburn, MN 56171

Martin County West Principals' Association#2448
Sherburn, MN 56171

Board Representative

Association Representative

9-21-26
Date

9-25-26
Date

SCHEDULE A

Year 1	Type	Base Salary Years 1-5	Addition to Base Years 6-10	Addition to Base Years 11-15	Addition to Base Years 16-20	Addition to Base Years 20+
Principal	Elementary Secondary	$92,076 $93,636	+$1,500	+$3,000	+$4,500	+$5,000

Year 2	Type	Base Salary Years 1-5	Addition to Base Years 6-10	Addition to Base Years 11-15	Addition to Base Years 16-20	Addition to Base Years 20+
Principal	Elementary Secondary	$93,918 $95,509	+$1,500	+$3,000	+$4,500	+$5,000

In the event that a principal's position on the salary schedule above would be less than his/her current salary, the principal's salary will increase by 1.5% rounded up to the nearest $10.

SCHEDULE B

Name	2026-2027 Salary
Michele Baker	$106,647
Nickole Bowie (0.5 FTE)	$47,898
Autumn Welcome	$97,419