

**PERSONNEL**

**Certified Personnel - Conditions of Professional Service**

**EMPLOYMENT AGREEMENT**

**Between**

**Independent School District No. 31**

**and**

**Bemidji Principals' Association**

**For the Year**

**Beginning July 1, 2023 through June 30, 2025**

SBR 200-10-50  
ISD #31  
January 22, 2024

## CONTENTS

	<b>PAGE</b>
ARTICLE I. PURPOSE	1
ARTICLE II. RECOGNITION OF EXCLUSIVE REPRESENTATION	
Section 1.    Recognition	1
Section 2.    Appropriate Unit	1
ARTICLE III. DEFINITIONS	
Section 1.    Principal	1
Section 2.    Terms and Conditions of Employment	1
Section 3.    School Board, Board, or District	1
Section 4.    Association	1
Section 5.    Other Terms	1
ARTICLE IV. SCHOOL DISTRICT RIGHTS	
Section 1.    Inherent Managerial Rights	1
Section 2.    Management Responsibilities	1
Section 3.    Effect of Laws, Rules, and Regulations	2
Section 4.    Reservation of Managerial Rights	2
ARTICLE V. PRINCIPAL RIGHTS	
Section 1.    Right to Views	2
Section 2.    Request for Dues Checkoff	2
Section 3.    Access to Files	2
Section 4.    Association Security	2
Section 5.    Severability of Provisions	2
ARTICLE VI. BASIC SCHEDULES AND RATES OF PAY	
Section 1.    Salary Schedule	2
Section 2.    Schedule of Payment	3
Section 3.    Career/Retention Increment	3
ARTICLE VII. CONTRACT YEAR AND HOLIDAYS	
Section 1.    Contract Year	3
Section 2.    Strikes and Work Stoppages	4
Section 3.    Holidays	4
ARTICLE VIII. INSURANCE BENEFITS	
Section 1.    Health and Hospitalization Insurances	4
Section 2.    Retiree Fringe Benefits	4
Section 3.    Life Insurance	5
Section 4.    Long Term Disability Insurance	5
Section 5.    Dental Insurance	5
Section 6.    District's Obligation	6
Section 7.    Availability of Options	6
Section 8.    Continued Participation	6
Section 9.    Insurance Continuation	6
Section 10.   Physicals	6
ARTICLE IX. OTHER BENEFITS	

Section 1.	Automobile Expense Allowance	6
Section 2.	State and National Dues	6
Section 3.	Damage Deductible Reimbursement	6
<b>Section 4.</b>	<b>Board of School Administrators Annual Fee</b>	<b>6</b>
 ARTICLE X. LEAVES		
Section 1.	Sick & Safe Leave	6
Section 2.	Workers Compensation	7
Section 3.	Medical Leave of Absence	7
Section 4.	Adoption	9
Section 5.	Professional Improvement Leave	9
 ARTICLE XI. DEFERRED COMPENSATION MATCHING PLAN		
Section 1.	Deferred Compensation Matching Plan	10
 ARTICLE XII. SENIORITY AND UNREQUESTED LEAVE OF ABSENCE		
Section 1.	Placement	10
Section 2.	Definitions	11
Section 3.	Unrequested Leave of Absence (ULA)	11
Section 4.	Reinstatement	11
Section 5.	Effect	12
Section 6.	Exercise of Seniority	12
Section 7.	Procedure	12
 ARTICLE XIII. GRIEVANCE PROCEDURE		
Section 1.	Grievance Definition	12
Section 2.	Representation	12
Section 3.	Definitions and Interpretations	12
Section 4.	Time Limitation and Waiver	13
Section 5.	Resolution of Grievance	13
Section 6.	Denial of Grievance	13
<b>Section 7.</b>	<b>Grievance Mediation</b>	<b>13</b>
Section 8.	Arbitration Procedures	14
 ARTICLE XIV. DURATION		
Section 1.	Term and Reopening Negotiations	15
Section 2.	Effect	15
Section 3.	Finality	16
Section 4.	Severability	16
 SALARY SCHEDULE		 17
 SIGNATURES		 18

**ARTICLE I  
PURPOSE**

THIS AGREEMENT is entered into between Independent School District No. 31, Bemidji, Minnesota, hereinafter referred to as the "District," and the Bemidji Principals' Association, hereinafter referred to as the "Association" pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as P.E.L.R.A., to provide the terms and conditions of employment for principals during the duration of this Agreement.

**ARTICLE II  
RECOGNITION OF EXCLUSIVE REPRESENTATION**

Section 1. Recognition: In accordance with P.E.L.R.A., the District recognizes the Bemidji Principals' Association as the exclusive representative of those principals employed by the District as determined by the State Bureau of Mediation Services which exclusive representative shall have those rights and duties as prescribed in the provisions of this Agreement and P.E.L.R.A.

Section 2. Appropriate Unit: The exclusive representative shall represent all principals of the District who are included in Section 1 of this ARTICLE.

**ARTICLE III  
DEFINITIONS**

Section 1. Principal: The term, "principal", shall include all persons in the appropriate unit employed by the District in a position for which the person must be licensed by the State of Minnesota as a principal or assistant principal and who devote more than 50% of their time to administrative and supervisory duties.

Section 2. Terms and Conditions of Employment: "Terms and Conditions of Employment" shall mean the hours of employment, the compensation therefore including fringe benefits, except retirement contributions or benefits other than District payment of, or contributions to, premiums for group insurance coverage of retired principals or severance pay, and the District's personnel policies affecting the working conditions of the principals, but does not mean educational policies of the District and the scope of negotiations. "Terms and conditions of employment" is subject to the provisions of P.E.L.R.A.

Section 3. School Board, Board, or District: For purposes of this Agreement, the terms, "School District" or "School Board," mean the School Board or its designated representative(s).

Section 4. Association: "Association" means the Bemidji Principal's Association.

Section 5. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by P.E.L.R.A.

**ARTICLE IV  
SCHOOL DISTRICT RIGHTS**

Section 1. Inherent Managerial Rights: The Association recognizes that the District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, and organizational structure, and selection and direction and number of personnel.

Section 2. Management Responsibilities: The Association recognizes the right and obligation of the District to officially manage and conduct the operations of the District within its legal limitations and with its primary obligation to provide educational opportunities for the students of the District.

Section 3. Effect of Laws, Rules, and Regulations: The Association recognizes that the principals covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by rules, regulations, directives, and orders, issued by properly designated officials of the District. Any provisions of this Agreement found to be in violation of any such rules, regulations, directives, or orders shall be null and void 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 V PRINCIPAL RIGHTS**

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any principal or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment of their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Request for Dues Checkoff: The principals shall have the right to request and be allowed dues checkoff for the Association. Upon receipt of a properly executed authorization card of the principal involved, which includes a statement of the total amount to be withheld, the District will deduct from the principal's pay check the dues the principal has agreed to pay the Association in equal deductions from each pay check, commencing November 15 and continuing through May 31 and shall forward such dues to the Association within ten days after each deduction. The authorization card, including the statement of the amount of dues to be deducted shall be presented to the District no later than 30 days prior to the date of the first scheduled deduction to each individual principal upon his/her written request.

Section 3. Access to Files: Pursuant to M.S. 122A.40, Subd. 19, all evaluations and files generated relating to each individual principal shall be available during regular District business hours to that principal upon his or her written request. Such principal shall have the right to reproduce any of the contents of the files at the principal's expense and to submit for inclusion in the file written information in response to any material contained therein; provided, however, the District may destroy such files as provided by law.

Section 4. Association Security: The Association shall be permitted the use of District property for Association business at reasonable times that shall not interfere with or interrupt the District's operations, and the Association shall pay costs usually charged by the District for such use. Principals may use the district mail service for official communications to principals.

Section 5. Severability of Provisions: Nothing in this agreement shall constitute a waiver of any statutory right of any principal guaranteed to him/her under applicable state or federal laws.

## **ARTICLE VI BASIC SCHEDULES AND RATES OF PAY**

Section 1. Salary Schedule: The schedules for **2023-2024 and 2024-2025** are included herein and, by this reference, made as part thereof.

Section 2. Schedule of Payment: The annual salary will be paid in 24 equal checks. These checks shall be issued on the last and fifteenth day of each month or on the preceding work day if such day is on a weekend or legal holiday.

Section 3 – CAREER/RETENTION INCREMENT: A career/retention increment shall be added to each principal’s annual salary effective July 1<sup>st</sup> of the fiscal year following completion of the number of years of continuous employment as a principal according to the following schedule:

<u>Years of Employment</u>	<u>2023-2024 Career Increment</u>	<u>2024-2025 Career Increment</u>
4 Years	\$2,400	\$3,000
8 Years	\$3,600	\$4,200
12 Years	\$4,800	\$5,400

Subd. 1. When determining eligibility for a Career/Retention Increment, credit for the first year of employment as a principal shall be given if the date of employment is on or before September 1<sup>st</sup>.

## ARTICLE VII CONTRACT YEAR AND HOLIDAYS

### Section 1. Contract Year:

Subd. 1. Work Year: All principals shall be employed on a twelve-month contract commencing July 1 of each year and ending June 30 of the following year.

Subd. 2. Number of Duty Days: Individual principals will be contracted to work for a specified number of duty days each year according to the following schedule:

<u>PRINCIPAL</u>	<u>DUTY DAYS</u>
Elementary	214
Elementary	225
Assistant	214
Alternative Programs	230
Middle School	230
High School	230

Subd. 3. Substitution of Contract Days: In order to facilitate the operation of schools throughout the year, the Superintendent, at his/her discretion, may substitute the contract days of individual principals for non-contract days, and the non-contract days of individual principals for contract days.

Subd. 4. Non-Contract Leave: Principals shall be granted unpaid Non-Contract Leave equal to the difference between the total number of annual work days between July 1 and June 30 [normally 260 or 261 days] and the number of days for which they are contracted. Leave requests must be provided to the Superintendent for approval at least three working days prior to the leave. The Superintendent may waive the three-day notice requirement for good cause.

Non-Contract Leave will not be granted on the first and last student contact days; parent-teacher conference days, and District staff development days.

Subd. 5. Labor-Management Committee: A joint-labor management committee shall be established to discuss issues arising under this section.

Subd. 6. Extended Duty Days: In the event that principals are required to work additional duty days beyond those set forth in Section 1. of this ARTICLE, such principals will be compensated at their annual salary pro-rated to the number of additional duty days required.

Section 2. Strikes and Work Stoppages: In the event of a strike or work stoppage by groups of other District employees, all principals will consider themselves to be on duty for the purpose of carrying out School Board policies, rules, regulations and directives and insuring the safety of personnel and property.

Subd. 1. Compensation During Strikes and Work Stoppages: In no event will the compensation for principals be halted or suspended due to a strike or work stoppage by other groups of District employees.

Section 3. Holidays:

Subd. 1. Allowable Holidays: All principals shall be entitled to the following paid holidays and will not be required to report for work. If school is in session any of these days, an alternate day will be granted:

- |                      |                           |                       |
|----------------------|---------------------------|-----------------------|
| 1. Memorial Day      | 5. Thanksgiving Day       | 9. Presidents' Day    |
| 2. <b>Juneteenth</b> | 6. Day After Thanksgiving | 10. Christmas Eve Day |
| 3. Fourth of July    | 7. Christmas Day          | 11. New Year's Day    |
| 4. Labor Day         | 8. New Year's Eve Day     |                       |

\*The following days will be considered a paid holiday, and principals will not be required to work if school is not in session:

- |                 |                            |
|-----------------|----------------------------|
| 1. Good Friday* | 2. Martin Luther King Day* |
|-----------------|----------------------------|

Subd. 2. Holidays Falling on Weekends: When a holiday falls on Sunday, the following Monday will be observed. When a holiday falls on a Saturday, the Friday before will be observed. If any of the allowable holidays fall on a day when school is in session, an alternate day will be named by the Superintendent or his/her designee.

Subd. 3. Holidays not Within Employment Dates: If any of the named holidays do not occur within the employment dates of the principal's individual employment contract, such holidays shall not be considered for salary purposes.

**ARTICLE VIII  
INSURANCE BENEFITS**

Section 1. Health and Hospitalization Insurances: For all principals employed half-time or more, the District will pay directly to the insurance carrier with which it is contracted for full family coverage. In no event shall the district contribution exceed \$1,760 per month for **2023-2024 and \$1,835 per month for 2024-2025**. Any premium cost in excess of the district contribution shall be paid by the employee through payroll deduction.

Subd. 1. A **married couple** who are both district employees shall be allowed to combine the district's contribution for the purpose of premium payment.

Section 2. Retiree Fringe Benefits: Principals employed on September 1, 2012, or thereafter will be eligible to participate in Subd. 5 only.

Subd. 1. Payment: The District will pay health insurance benefits for retired principals who meet the qualifications of Subd. 2. of this section.

Subd. 2. Qualifications: To be entitled to the benefits of this section, a principal must meet the following requirements:

- a) the principal must retire from employment with the District,
- b) a principal or assistant principal must have been employed by the District for a minimum of six (6) years,
- c) the retired principal will receive this benefit until Medicare eligible.

Subd. 3. Funding:

- a) The maximum amount payable for health insurance on behalf of any retired, qualified principal shall not exceed \$7,750 per fiscal year,
- b) the District's only obligation is to pay the amounts as agreed to herein, and
- c) no claims shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Subd. 4. Spousal Coverage: The benefits under this section payable to a qualified, retired principal shall continue as a benefit to that principal's spouse upon the death of the qualified principal, provided that the spouse otherwise qualifies as a participant in the District's insurance benefit program, and the qualified principal would not have attained Medicare eligibility if **they** had survived. The principal must have had spousal coverage for this subdivision to apply. Under no circumstances will the spouse of a deceased principal be allowed to use the insurance benefit for more years than would have been used had the deceased principal lived or the spouse has attained Medicare eligibility, whichever is earliest.

Subd. 5. Health Care Savings Plan: Members of the Principal's Association are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, Section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents.

The district shall contribute \$325 per pay period for **2023-2024 and \$350 per pay period for 2024-2025** to the Minnesota State Retirement System (MSRS) Health Care Saving Plan (HCSP) account of each principal.

Section 3. Life Insurance: The District shall provide a \$300,000 group term life insurance policy for each principal, including accidental death and dismemberment protection.

Section 4. Long Term Disability Insurance: For all principals employed half-time or more, the District will pay directly to the company selected by the District, the premium for a long-term disability insurance policy that pays a \$5,000 maximum monthly benefit following the 90th day of disability.

Section 5. Dental Insurance: For all principals employed half-time or more, the District will pay directly to the District's dental insurance carrier an amount for full family coverage.



Section 6. District's Obligation: The District's only obligation is to purchase insurance policies and pay such amounts as agreed to herein, and no claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 7. Availability of Options: The availability of insurance options identified above is dependent upon sufficient enrollments to insure bids by insurance carriers, and that the District will exercise sole discretion in the selection of the insurance carrier(s).

Section 8. Continued Participation: A principal on unpaid leave of absence under this Agreement is eligible to participate in group insurance programs, if permitted under insurance policy provisions, but shall pay the entire premium for such programs as they wish to retain, commencing with the beginning of the leave. It is the responsibility of the principal to make arrangements with the District.

Section 9. Insurance Continuation: Principals shall be eligible to participate in the District-sponsored hospital, medical, and dental insurance group that the principal participated in immediately before retirement according to Minnesota Statute 471.61, Subd. 2b.

Section 10. Physicals: The school district shall reimburse the principal, up to a maximum of \$500 every two years, for routine physical examination expenses not paid for by the district's health hospitalization insurance plan and reasonable travel expenses, as defined by the district's staff travel policy. Leave for physical examination shall not be charged to sick leave or other accumulated leave.

## **ARTICLE IX OTHER BENEFITS**

Section 1. Automobile Expense Allowance: Any principal or assistant principal assigned to more than one school or geographic location shall be reimbursed, at the established District rate, for actual mileage incurred solely for travel between assigned schools/locations upon submission of monthly travel reports.

Section 2. State and National Dues: The District hereby agrees to provide for the expense of membership in the State and National Secondary or Elementary Principal Association for each principal.

Section 3. Damage Deductible Reimbursement: Verified claims for property damage as a result of vandalism related to the Principal's employment with the District will be reimbursed at the applicable property/auto insurance deductible not to exceed the deductible amount of the insurance policy or \$500, whichever is less. The District shall require proof of the property damage related to the Principal's employment with Bemidji Area Schools and the applicable insurance deductible. Reimbursement for any Principal shall not exceed \$1,000 annually.

**Section 4. Board of School Administrators Annual Fee: Each principal required by Minnesota Statute §122A.14 to pay an annual fee to the Board of School Administrators (BOSA) shall be reimbursed upon submission of a paid receipt for such fee or paid directly to BOSA upon receipt of a valid invoice.**

## **ARTICLE X LEAVES**

Section 1. Sick & Safe Leave:

Subd. 1. Amount and Accumulation: Each principal shall earn twelve (12) days of sick leave each year with unused annual sick leave accumulating to a maximum of 200 days. Sick leave may also be used for serious illness in the immediate family. For the purpose of this subdivision,

(a) "serious illness" is defined as an illness of such a nature that a physician's attention is required; (b) "immediate family" is defined as spouse, parent, child (includes adult child), stepchild, sibling, grandparent, grandchild, or any member of the principal's household or as defined by applicable state or federal law.

Subd. 2. Bereavement: In the event of death in the immediate family, up to five (5) consecutive days of leave may be used for bereavement. For the purposes of this subdivision, "immediate family" is defined as spouse, child, parent, stepchild, sibling, son-in-law, mother-in-law, father-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, grandparent, spouse's grandparent or grandchild, or any member of the principal's household.

Subd. 3. Extended Bereavement: The Superintendent has the discretion to extend bereavement leave for the funeral of a person with whom the principal had a close, personal relationship, but who was not a member of the principal's immediate family. The Superintendent's decision is not subject to the grievance procedure and will not be considered as precedent in other cases.

## Section 2. Workers' Compensation:

Subd. 1. Payment: Upon the written request of a principal who is absent from work as a result of compensable injury incurred in the service of the District under the provisions of the Workers' Compensation Act, the District will pay the difference between the compensation received by the principal pursuant to the Workers Compensation Act and the principal's regular rate of pay to the extent of the principal's earned accrual of sick leave.

Subd. 2. Formula: A deduction shall be made from the principal's sick leave accrual time according to the pro-rated portions of days of sick leave which are used to supplement workers' compensation, as follows:

$$\begin{array}{l} \text{i.e. Fraction of sick leave deducted} \\ \text{per day of absence} \end{array} = \frac{\text{Principal daily wage -} \\ \text{Daily workers' compensation} \\ \text{received by a principal}}{\text{The principal's daily wage.}}$$

Subd. 3. Duration: Such payment shall be paid by the District only during the period of disability.

Subd. 4. Ceiling: In no event shall the additional compensation paid to the principal by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the principal.

## Section 3. Medical Leave of Absence:

Subd. 1. Request: A principal, upon written request to the Superintendent, shall be granted an unpaid medical leave of absence for the period of time during which that principal is unable to perform their regular duties due to sickness. The principal will, at their option and written request, be paid full salary for any contract days missed during the period of such absence up to the number of sick days accumulated by the principal on the date such leave commences. The number of days of such absence for which the principal elects to receive salary shall be charged against the number of unused sick leave days with which he or she is so credited.

Subd. 2. Notification: As soon as a principal knows that they will need a medical leave of absence, they shall notify the Superintendent in writing of the nature of the disability and the

approximate date they expect to begin and end the leave. The Superintendent may refuse to grant a leave of absence (or withhold from the final paycheck a sum sufficient to cover additional expenses caused by untimely notice) to any principal who fails to provide timely notice of the need for such leave. Such notice shall be provided within ten (10) working days of the time the principal knows of the need for such leave.

Sub. 3. Statement of Disability: Upon commencing a medical leave of absence, the principal must sign a written statement indicating that, they are unable to perform regular duties because of sickness and that as soon as they are again able to perform regular duties, they intend to return to work. Upon commencing a medical leave of absence, the principal must also provide a statement signed by a doctor indicating that the principal is unable to perform regular duties due to sickness and the approximate date the doctor believes the principal should again be able to perform those duties. During the course of a principal's medical leave of absence, the district may request, at reasonable intervals, a similar statement from the principal's doctor.

Subd. 4. Medical Examination: The District reserves the right to require any principal on medical leave of absence to be examined by a medical doctor of the District's choosing for the purpose of obtaining that doctor's opinion as to whether the principal is able or unable to perform regular duties. Such examination shall not be required of any principal more than once every other month and shall be at the sole cost of the District. The principal shall be provided with a copy of the doctor's written report. In the event that the examining doctor under this subdivision and the principal's treating physician disagree on the principal's ability to perform **their** regular duties, a third medical opinion by a physician mutually acceptable to the principal and the Superintendent shall be obtained by the parties as soon thereafter as practicable. If the parties fail to agree on a third examining physician within ten (10) calendar days, the two doctors already involved in the evaluation will select the third examining physician. The cost of obtaining the third opinion shall be split equally between the District and the principal. The opinion of the majority of the medical doctors will be decisive.

Subd. 5. Failure to Return: In the event that a principal fails to return to work within three (3) working days after they are medically certified to be able to perform their duties, the principal shall be deemed to have resigned their position with the District as of the date of their failure to return to work. The three (3) working days' requirement may be extended upon written application to the Superintendent when an extension appears to the Superintendent, upon consideration of surrounding circumstances, to be reasonably necessary to fulfill the purpose of this section.

Subd. 6. Childbearing and Childrearing: A leave of absence without pay shall be granted to a tenured principal for the purpose of childbearing and/or childrearing on the following conditions:

- a) The principal shall be entitled, upon written request, to a leave of absence, not to exceed one year's duration, during the period of time between conception and one year after the child's birth date, when the principal is unable to perform her teaching duties for medical causes. Determination of such inability to perform duties shall be made by the principal and her physician. Said principal shall notify the Superintendent in writing of her inability to perform her duties at least thirty calendar days prior to the date on which her leave is to begin. Said principal shall include with such notice a physician's statement certifying the principal's inability to perform her duties. A principal who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is able to perform her duties.

b) The principal shall notify the Superintendent of her ability to perform her duties at least sixty calendar days prior to the date she intends to return to active employment from leave. At the end of the sixty day period, said principal shall be assigned the same position which she held at the time the leave commenced or, if such position is no longer in existence and the principal has not been terminated or placed on unrequested leave of absence, to a substantially equivalent one. These reemployment rights shall be afforded to the principal for one full year from the date of the commencement of the initial leave of absence.

c) The provisions of Subdivision 1 of this section shall also be applicable to leaves granted for childbearing and childrearing.

Subd. 7. Duration: Notwithstanding any of the provisions above, the total medical leave provided for in this section shall not exceed a period of twelve months.

Section 4. Adoption: A principal adopting a child shall be entitled to a leave of absence without pay for not more than six months.

The leave shall commence thirty days after the principal furnishes the Superintendent with a written request for the leave or at such other time as mutually agreed to by the principal and Superintendent.

In the event that both adoptive parents are employees of the District, the leave provided for herein shall be granted to only one of the parents.

During such leave, the principal shall not commence any course of study in furtherance of his or her formal education, nor shall he or she engage in any employment, occupation, or profession.

Section 5. Professional Improvement Leave: Upon the recommendation of the Superintendent and approval by the School Board, principals who have rendered satisfactory service in this District for not less than seven (7) consecutive years may be granted a leave of absence for study and research for a semester or a full year, subject to the following provisions.

Subd. 1. Purpose: Professional Improvement Leave shall be granted as a privilege to principals who demonstrate a high degree of promise for the purpose of improving instruction in the District. Any Professional Improvement Leave that is granted must be consistent with this purpose.

Subd. 2. Application: Written requests for this leave will be submitted to the Superintendent during the month of March for consideration for the following school year and are subject to the approval of the Superintendent and the School Board.

Subd. 3. Benefits: Insurance benefits provided in this Agreement shall be maintained during said leave.

Subd. 4. Sick Leave: Sick leave shall not be earned during the leave. Sick leave accumulated prior to the leave shall be restored at the time of reemployment.

Subd. 5. Compensation: Compensation for a principal on Professional Improvement Leave shall be at a rate of 50% of the current principal's salary not to exceed \$40,000. This amount will be paid in equal, monthly installments during the leave period and will be subject to retirement and tax deductions.

Subd. 6. Agreement: A principal granted a Professional Improvement Leave shall agree, in writing, to return to the District for a period of two years immediately following the leave and shall sign a promissory note in an amount equal to the stipend granted. Upon return to regular employment, the note will be forgiven at a rate of one-half (1/2) of the total amount of the original note per year.

Subd. 7. Return to District: The principal on leave shall indicate his/her intent to return to the District by notifying the Superintendent's office in writing during the month of February of the year the leave, or the balance of the salary allowance for the leave of absence shall be canceled, and the principal shall be liable to the District for any salary received while on Professional Improvement Leave.

Subd. 8. Tuition Reimbursement: Principals on Professional Improvement Leave shall not be eligible for tuition reimbursement.

Subd. 9. Income Ceiling: Receipt of a scholarship, fellowship, or other grant is acceptable. However, if the combined income from financial aid and the Professional Improvement salary exceeds the salary for which the principal normally would be eligible, the Professional Improvement salary will be reduced proportionately. An affidavit identifying the amount of any financial aid received must be filed with the Superintendent.

Subd. 10. Interruption of Study: If the approved study is interrupted or canceled without fault of the principal, all payments and benefits under this section will cease, and the principal shall return to work for the District as soon thereafter as possible. If the principal causes the approved study to be interrupted or canceled, all payments and benefits under this section will cease. The principal shall return to work for the District as soon thereafter as possible, and the Superintendent may require the principal to reimburse the District for payments and benefits received under this section.

## **ARTICLE XI DEFERRED COMPENSATION MATCHING PLAN**

Deferred Compensation Matching Plan. Any principal employed with the District shall be entitled to participate in a contribution match plan subject to Minn. Stat. §356.24 and §352.96. Principals may participate in the State 457 plan or with a District approved 403(b) plan. After the initial election of this option and ratification of amount, such participation shall continue from year to year at the specified amount unless the principal notifies the district, in writing, by June 1 in the format prescribed by the District. The maximum amount of annual contributions matched by the District is \$5,700 for **2023-2024** and \$6,000 for **2024-2025**.

Under no circumstances will the District's lifetime match for any one principal exceed 75% of the principal's annual base salary. Part-time principals will have the maximum annual District match prorated.

## **ARTICLE XII SENIORITY AND UNREQUESTED LEAVE OF ABSENCE (ULA)**

Section 1. Placement: Pursuant to this article, the school board may place as many principals as may be necessary on unrequested leave of absence because of discontinuance of positions, 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. Principal: “Principal” shall mean those members of the unit as defined by PELRA and this agreement.

Subd. 2. Qualified: “Qualified” shall mean a principal who, in addition to the state license, has had experience as a principal in such salary schedule position within the past five (5) years.

Subd. 3. Seniority: For purposes of this article, “seniority” commences with the first day of continuous service as a principal in the School District.

Subd. 4. Salary Schedule Position: “Salary Schedule Position” shall mean high school principal, middle school principal, alternative programs principal, elementary principal and assistant principal

Section 3. Unrequested Leave of Absence (ULA):

Subd. 1. Terms: The School Board may place a principal on ULA without pay and benefits for a period of three (3) years, after that the right to reinstatement shall terminate. 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.

Subd. 2. Notice: Principals placed on such leave shall receive notice by June 30<sup>th</sup> of the school year prior to commencement of such leave.

Subd. 3. Placement: Principals shall be placed on ULA in inverse order of seniority in the position and salary schedule position employed.

Subd. 4. Tie-Breaker: In the event of 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 District based on criteria including performance, training, experience, skills in special assignments, and other relevant factors.

Subd. 5. Years of Service: Any principal placed on such leave may engage in administrative work or any other occupation during such period 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. Reinstatement:

Subd. 1. Process: No new principal shall be employed by the District while any qualified principal is on ULA. Principals placed on ULA shall be reinstated to the positions from which they have been placed on ULA or any other available position in the District in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which principals are placed on ULA.

Subd. 2. 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 human resources office. Proof of service by the person in the 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 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 principal on ULA, the District shall mail the notice to such principal as provided above. The principal shall have ten (10) days from the date of such notice to accept 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.

Subd. 4. Reinstatement Rights: Reinstatement rights shall automatically cease three (3) years from the date ULA was commenced, and no further rights to reinstatement or other benefits under this agreement shall exist.

Section 5. Effect: This article shall be effective at the beginning date of this Agreement and shall govern all ULAs until a new agreement is officially signed and ratified. 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 licensed employee not covered by the agreement or other agreement affecting such licensed employee.

Section 6. Exercise of Seniority: Nothing in this article shall allow a principal to receive a promotion during the ULA process. Principals may not assert a seniority right into a position that is promotional.

Section 7. Procedure: Any challenge by a 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. 122A.40, Subd. 14., and, therefore, shall not be subject to the grievance procedure.

### **ARTICLE XIII GRIEVANCE PROCEDURE**

Section 1. Grievance Definition: A "grievance" shall mean a **written** allegation by a principal **that the principal has been injured as a result of** a dispute or disagreement between the principal and the District as to the interpretation or application of **specific** terms and conditions of employment as contained in this Agreement.

Section 2. Representation: The principal or District may be represented during any step of the procedure by **any person or agent** designated by such party to act **on** the party's behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Grievant: **"Grievant" shall mean an individual principal who files a grievance as defined in Section 1.**

Subd. 2. Extension: Time limits specified in the Agreement may be extended by mutual **written** agreement.

Subd. 3. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

Subd. 4. Computation of Time: 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.

Subd. 5. Filing and Postmark: The filing or service of any notice or document required by this agreement shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: **A grievance shall not be valid for consideration unless the grievance is submitted to the District's designee in writing, signed by the grievant, and setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver of that grievance. Failure to appeal a grievance from one level to another within the time periods provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the principal and the District's designee.**

Section 5. Resolution of Grievance: The District and the principal shall attempt to **resolve** all grievances which may arise during the course of employment in the following manner.

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the discussion rendered may be appealed to the Superintendent, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render the decision.

Section 6. Denial of Grievance: Failure by the School Board or its representative(s) to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the principal may appeal it to the next level.

Section 7. Grievance Mediation: **In the event that the grievant and the District are unable to resolve any grievance, the parties may jointly agree to participate in mediation for the purpose of settling or resolving the grievance.**

Subd. 1. Request: **A request to submit a grievance to mediation must be made in writing, signed by the grievant or the District's designee, and delivered to the designee of the other party. The other party shall respond within five (5) working days to accept or deny the submission of a grievance to mediation.**

Subd. 2. Selection of Mediator: **A joint request for mediation shall be submitted to the Commissioner of the Minnesota Bureau of Mediation Services for assignment of a mediator.**



**Subd. 3. Mediation:** The assigned mediator shall schedule one (1) or more mediation sessions. The mediation shall be conducted in conformance with Bureau of Mediation Services Policies and Procedures regarding grievance mediation. The mediator does not have the authority to order discovery.

**Subd. 4. Costs of Mediation:** The costs of mediation shall be borne equally by both parties. Each party shall bear its own costs related to representation during the mediation process.

**Subd. 5. Recommendation:** The recommendations of the mediator, if any, shall be advisory only and shall not be binding to either party. No reference to the mediation or any recommendation therefrom may be used in any subsequent proceeding.

**Section 8. Arbitration Procedure:** In the event that the grievant and the District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

**Subd. 1. Request:** A request to submit a grievance to arbitration must be made in writing, and signed by the grievant. Such request must be filed in the office of the Superintendent within ten (10) days following denial of the grievance at Level III of the grievance procedure.

**Subd. 2. Prior Procedure Required:** No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**Subd. 3. Selection of Arbitrator:** Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request to the Commissioner of the Bureau of Mediation Services for a panel of seven (7) arbitrators to the parties, pursuant to P.E.L.R.A., providing such request is made within twenty (20) days after request for arbitration. The request shall ask that the panel be submitted within ten (10) days after the receipt of said request. **Within ten (10) days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time period as provided in this article shall constitute a waiver of the grievance.**

**Subd. 4. Submission of Grievance Information:** Upon appointment of the arbitrator, both parties shall, within five days after notice of appointment, forward to the arbitrator, with a copy to the other party, the submission of the grievance which shall include the following:

- a) The issues involved.
- b) Statement of the facts.
- c) Position of the grievant.
- d) The written documents relating to Section 5. above.

**Subd. 5. Hearing:** The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: Decisions by the arbitrator in cases properly before **them** shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in P.E.L.R.A. **The arbitrator shall issue a written decision and order including findings of fact that shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.**

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript for recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment contained in this Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein, nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issues in dispute, **the arbitrator's order** shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**Subd. 9. Election of Remedies and Waiver:** A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined in this Agreement, the principal shall waive the right to initiate a grievance pursuant to this article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

#### **ARTICLE XIV DURATION**

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing July 1, 2023, through June 30, 2025, and thereafter until modifications are made pursuant to P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 2025, it shall give written notice of such intent no later than May 1, 2025. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the District and the Association. The provisions herein relating to terms and conditions of employment supersede any and

all prior Agreements, resolutions, practices, District policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the current Agreement term, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.

## SALARY SCHEDULE

### 2023-2024 Salary Schedule

<b>POSITION</b>	<b>DUTY DAYS</b>	<b>ENTRY RATE</b>	<b>2ND YEAR</b>
Elementary Principal	214	\$124,592	\$127,592
Elementary Principal*	225	\$130,959	\$133,959
Assistant Principal	214	\$123,021	\$126,021
Alternative Programs Principal	230	\$135,380	\$138,380
Middle School Principal	230	\$135,780	\$138,780
High School Principal	230	\$138,426	\$141,426

NOTE: Reflects an increase of 3%

### 2024-2025 Salary Schedule

<b>POSITION</b>	<b>DUTY DAYS</b>	<b>ENTRY RATE</b>	<b>2ND YEAR</b>
Elementary Principal	214	\$128,420	\$131,420
Elementary Principal*	225	\$134,978	\$137,978
Assistant Principal	214	\$126,801	\$129,801
Alternative Programs Principal	230	\$139,532	\$142,532
Middle School Principal	230	\$139,943	\$142,943
High School Principal	230	\$142,669	\$145,669

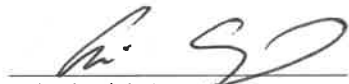
NOTE: Reflects an increase of 3%

1. Salaries in the second year for newly hired principals will be adjusted to be commensurate with other principals in the same job classification.

WITNESS WHEREOF, the parties have executed this Agreement as follows:

FOR


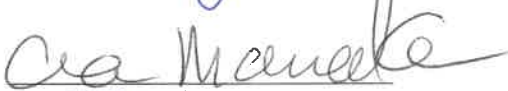
Bemidji Principals' Association  
Bemidji, Minnesota  
56601

  
\_\_\_\_\_  
President  
\_\_\_\_\_  
Secretary  
\_\_\_\_\_  
Principals' Negotiator

Dated this 24<sup>th</sup> day of  
January 2024

FOR

Bemidji Area Schools  
Independent School District #31  
Bemidji, Minnesota 56601

  
\_\_\_\_\_  
Chairperson  
\_\_\_\_\_  
Secretary/Clerk  
\_\_\_\_\_  
Chief District Negotiator

Dated this 22 day of  
JAN 2024

Address to which notices are to be sent: Address to which notices are to be sent:

Mr. Drew Hildenbrand, President  
Bemidji Principals' Association  
Independent School District No. 31  
Bemidji, Minnesota 56601

Dr. Jeremy Olson, Superintendent  
Independent School District No. 31  
Bemidji, Minnesota 56601