

# **MASTER AGREEMENT**

BOARD OF TRUSTEES

SIDNEY PUBLIC SCHOOLS

SIDNEY EDUCATION ASSOCIATION

2023-2024

2024-2025

2025-2026

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**Article I**  
**Recognition**

- A. The Board hereby recognizes the Association as the exclusive representative for collective bargaining with respect to wages, hours, fringe benefits and other conditions of employment for all employees in the appropriate unit.
- B. Unless otherwise indicated, the term "teacher", when used hereinafter in this Master Agreement, shall refer to all employees in the appropriate unit.
- C. The appropriate unit shall consist of all certified teachers under contract with the Board/District with the exception of the superintendent of schools, building principals, and administrative assistants, if any.

**Article II**  
**Association Rights**

- A. The Association has the right to use school buildings for meetings outside of school time with prior approval of the Administration.
- B. With prior permission from the Administration, Association representatives will be permitted to transact business on school property.
- C. The Board agrees to furnish the Association with information relevant to negotiations as required by law.

**Article III**  
**Management Rights**

MCA Code 39-31-303. Management rights of public employers. Public employees and their representatives shall recognize the prerogatives of public employers to operate and manage their affairs in such areas as, but not limited to:

- 1. direct employees;
- 2. hire, promote, transfer, assign, and retain employees;
- 3. relieve employees from duties because of lack of work or funds or under conditions where continuation of such work be inefficient and nonproductive;
- 4. maintain the efficiency of government operations;
- 5. determine the methods, means, job classifications, and personnel by which government operations are to be conducted;
- 6. take whatever actions may be necessary to carry out the missions of the agency in situations of emergency;
- 7. establish the methods and processes by which work is performed.

The District agrees to exercise its rights in a manner consistent with the terms of the Master Agreement.

**Article IV**  
**Scope of Agreement**

- A. The Parties agree that during the course of bargaining for this Master Agreement, each Party has the unlimited right to offer, discuss, accept or reject proposals on any and all subjects not removed by law from areas of collective bargaining. Therefore, for the term of this Master Agreement, no further collective bargaining shall be required upon any provisions of this Master Agreement except by mutual consent.
- B. If any provision of this Master Agreement, or any application thereof to any teacher(s) is finally held to be contrary to law, then such provision or application shall be deemed invalid, to the extent required by such decision, but all other provisions or

applications shall continue in full force and effect. At the request of either party, negotiations shall immediately begin in order to modify or replace the invalid provisions.

## Article V Grievance Procedure

### A. Definitions

1. A grievance is defined as a claim based upon an event or condition which affects the conditions or circumstances under which a teacher works, allegedly caused by misinterpretation or inequitable application of the terms of this Master Agreement.
2. A grievant is a teacher, or group of teachers or the Association filing a grievance.
3. A party in interest is the person, or the group of persons, making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. Days shall mean teacher work days, except during the summer when days shall mean weekdays. If the stipulated time limits are not met, the grievant shall have the right to appeal the grievance to the next level of the procedure.

### B. Rights of Representation

1. At least one Association representative shall be present for any meeting, hearing, appeals, or other proceeding relating to a grievance which has been presented.
2. If in the judgment of the Association, a grievance affects a group of teachers or the Association, the Association may initiate and submit such grievance in writing to the District Superintendent directly, and the processing of such grievance shall commence at Step 2. The Association may process such grievance through all levels of the procedure, even though there is no individual aggrieved person who wishes to do so. Class grievance involving more than one supervisor and grievances involving the administrator above the building level may be filed by the Association at Step 2.
3. In matters dealing with the alleged violations of Association rights, the grievance shall be initiated at Step 2.
4. The Association on its own may continue and submit to arbitration any grievance filed and later dropped by a grievant, provided that the grievance involves the application or interpretation of the Master Agreement.

### C. Individual Rights

1. Nothing contained herein shall be construed as limiting the right of any teacher having a complaint to discuss the matter via administrative channels and to have the problem adjusted without the intervention of the Association, as long as the Association is in attendance at the discussion and is notified in writing as to the disposition of the matter and such disposition is not inconsistent with the terms of the Master Agreement.
2. A grievant may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by an Association representative selected by the Association. If any aggrieved party is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

### D. Procedure

STEP 1. The parties in interest acknowledge that it is usually most desirable for a teacher and his/her immediately involved supervisor to resolve the problems through free and informal communications.

Option A: Within ten (10) days following knowledge of the act or condition, which is the basis of the complaint, the grievant may present the grievance in writing to the immediately involved supervisor, who will arrange a meeting to take place within five (5) days after receipt of the grievance. The grievant and/or the Association and the supervisor shall be present at the meeting. The supervisor shall provide the aggrieved party and the Association with a written answer to the grievance within two (2) days after the meeting. Such answer shall include the reasons for the decision.

Option B: At the discretion of the complainant, the problem(s) may be taken to the Labor Management Committee (LMC) for possible resolution with a meeting taking place no more than thirty (30) days following a written request from the Association. Such a request will initiate an immediate pause in the ten (10) day requirement in Option A. Following the Labor Management Committee meeting, the complainant shall have whatever days remain of the ten (10) days, when the pause took place, to file a grievance on the problem discussed by the Labor Management Committee. The parties understand that the LMC has no authority to modify the Master Agreement or to take any action or apply any remedy that violates the Master Agreement.

STEP 2. If the grievant is not satisfied with the disposition of his grievance at Step 1, or no decision has been rendered within seven (7) school days after the presentation of the grievance, then the written, detailed grievance may be referred to the District Superintendent or his official designee. The District Superintendent shall arrange for a hearing with the grievant and/or the Association, to take place within five (5) days of his receipt of the appeal. The parties in interest shall have the right to include in the presentation such witnesses and counselors as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearings, the District Superintendent will have five (5) days to provide his written decision, together with the reasons for the decision, to the Association.

STEP 3. If the aggrieved party is not satisfied with the disposition of the grievance at Step 2 or if no disposition has been made in writing within five (5) days of the hearing, the grievance shall be transmitted to the Board by filing a written copy thereof with the clerk of the board. This transmittal of the grievance shall be made within fifteen (15) days of the grievance hearing at Step 2. The Board, no later than its next regular meeting or at a special meeting within two (2) calendar weeks shall meet with the aggrieved party, Association representative, and the parties of interest. The disposition of the grievance shall be indicated in writing to the aggrieved party and the Association no later than five (5) days following the Step 3 hearing.

#### STEP 4. Mediation

The Association has seven (7) days from receipt of the written response of the Board of Trustees to submit to the Board of Personnel Appeals with the request to assign a Mediator to the dispute. The Mediator shall consult with the parties in an attempt to bring resolution to the grievance. The Mediator shall not produce any records or testimony nor make any statement with regard to any mediation conducted by him/her in any forum or proceeding before any court, board, investigatory body, arbitrator or fact finder.

#### STEP 5. Binding Arbitration

- a. If the Board of Personnel Appeals refuses to assign a Mediator or if the assigned Mediator determines that the grievance is not likely to be resolved, or thirty (30) days after meeting with the parties, whichever occurs first, the grievant may request in writing that the Association submit his/her grievance to arbitration. If the grievant is not satisfied with the disposition of the grievance at Step 3, or if no decision has been rendered within ten (10) school days after meeting with the Board, the grievant may within five (5) school days after a decision by the Board or fifteen (15) school days after the first meeting with the Board, whichever is sooner, request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance involves the interpretation, meaning or application of any of the provisions of the Agreement, it may, by written notice to the Board, within fifteen (15) school days after the receipt of the request from the aggrieved person, submit the grievance to binding arbitration. If any question arises as to arbitrability, such question will first be ruled upon by the arbitrator elected to hear the dispute.
- b. Within ten (10) days after such written notice of submission to arbitration, the Board and the Association will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such commitment within the ten (10) day period, a request for a list of arbitrators may be made to the Board of Personnel Appeals by either party. Within five (5)

days of receipt of the list, the parties shall select an arbitrator by striking two (2) names from the list in alternate order, and the name so remaining shall be the arbitrator.

- c. Neither party shall be permitted to assert in the arbitration proceedings any evidence which was not submitted to the other party before the completion of Step 3 meetings.
- d. The arbitrator selected will confer with the representative of the Board and the Association and hold a hearing promptly and will issue a decision in a timely manner after the close of the hearings or, if oral hearings have been waived, then from the date the final statements are submitted. The arbitrator's decision will be in writing and will set forth the findings of fact, reasoning and conclusions of the issues submitted. The arbitrator will be without power of authority to make any decision which requires the commission of an act prohibited by law, or which is violative of the terms of this Master Agreement. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties.
- e. The costs of the services of the arbitrator, including per diem expenses, if any, and travel and subsistence expenses and the cost of any hearing room, will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.
- f. Election of Remedy - The aggrieved party or Association may have the grievance or disputed interpretation of the Master Agreement resolved by either final and binding arbitration or by any other available legal method and forum, but not by both.

E. Exceptions of Time Limits

1. When a grievance is submitted on or after June 1, time limits shall consist of all week days so that the matter may be resolved before the closing of the school term or as soon as possible thereafter.
2. Should the time-line of the grievance necessitate that the processing of the grievance enter into the summer months, either party may elect to suspend the process until the first day of school in the fall, whereupon the time-line of the grievance procedure resumes at the point at which it was suspended in the spring.
3. Notwithstanding the expiration of the Master Agreement, any claim or grievance arising thereunder may be processed through this grievance procedure until resolution.
4. A grievance that is not filed in writing within twenty (20) days of the event or condition first giving rise to the grievance shall be considered forever waived.

F. No Reprisals

No reprisals of any kind will be taken by the Board or the school administration against any person because of participation in this grievance procedure.

G. Cooperation of the Employer

The Board and the Administration will cooperate with the Association in its investigation of any grievance, and further will furnish the Association such information as is requested for the processing of any grievance. Should the investigation or processing of any grievance require that a teacher or an Association representative be released from his/her regular assignment, the teacher shall be released without loss of pay or benefits.

H. Personnel Files

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants.

See Appendix B for the Grievance Report Form.



**Article VI**  
**Professional Dues**

A. Deduction of Dues from Employee's Pay

Upon written authorization of any public employee within a bargaining unit, the public employer shall deduct from the pay of the public employee the monthly amount of dues as certified by the secretary of the exclusive representative and shall deliver the dues to the treasurer of the exclusive representative.

**Article VII**  
**Leaves**

A. Sick Leave

1. Certified teachers shall be granted eleven and a half (11.5) days of sick leave with full pay per school year. The eleven and a half (11.5) days allotted per year will be used before utilizing any prior accumulation of sick leave. Teachers contracted for less than 163 days shall be granted sick leave days on a pro-rata basis.
2. A teacher may use sick leave for:
  - a. illness;
  - b. injury;
  - c. medical disability;
  - d. maternity-related disability, including prenatal care, birth, miscarriage, abortion, or other medical care for either teacher or child;
  - e. adoption, including required interviews and court appearances;
  - f. quarantine resulting from exposure to contagious disease;
  - g. medical, dental (including orthodontia) or eye examination or treatment;
  - h. essential care of or attendance to an immediate family member, or at the District's discretion, another relative, for the above reasons until other attendance can reasonably be obtained ("immediate family" means the teacher's spouse and any member of the teacher's household, or any parent, child, brother, sister, grandparent, grandchild or corresponding in-law); and
  - i. death or funeral attendance
3. A teacher requiring leave to address legal matters resulting from the death of an immediate family member as defined in Article VI (A) Section (2) (h), may apply to utilize sick leave under Article VI (D) Extenuating Circumstances Leave. A teacher may access the sick leave bank for this leave. The District Superintendent is authorized to approve the request in an emergency situation when it is not possible to acquire advance Board approval.
4. Sick leave which is unused shall be accumulative from one school year to the next up to a maximum of 156 days. For the purpose of severance pay, the maximum accumulation shall be 156 days.
5. Accumulated sick leave will be kept on file in the office of the District Superintendent. A print-out of accumulated sick leave will be presented to each returning teacher on the first day of school in the fall. Updated sick leave data will be available upon request to all personnel in the office of the District Superintendent. Upon request by the SEA, the District will provide a report to the SEA with the aggregated total number of sick leave days utilized by the teaching staff during the previous school year.
6. Upon termination of employment by teachers covered under this Agreement, a. Severance pay equal to one-fourth (1/4) of unused sick leave to be paid at the rate of current salary at time of severance shall be provided for any teacher with eight (8) years of continuous employment with the Sidney School System and whose resignation is received in the office of the District Superintendent by 5:00 p.m. on the first Thursday following the first Monday in June.
7. A sick leave bank, administered by the District, is available to certified teachers covered by this Master Agreement. Individual teacher participation is mandatory unless the teacher specifies in writing he/she will not join the bank. This will be initiated by an irrevocable one (1) day contribution of sick leave from a teacher's personal account at the

beginning of the school year in which they were hired. Membership is maintained as long as the teacher remains employed by the District. Additional contributions to maintain the bank's minimum level of thirty days are mandatory unless the teacher specifies in writing he/she does not want to remain in the bank. Membership for teachers new to the District is mandatory unless the teacher specifies in writing he/she will not join the bank. The office of the District Superintendent will maintain a list of contributors, non-contributors, and the number of days in the sick leave bank. Upon exhaustion of all personal leave and individual sick leave, a member teacher may apply to the District Superintendent for approval for use of up to twelve (12) days of sick leave from the bank in any one school year. The application for use of sick leave bank days shall be in writing and include an explanation of need.

In case of denial by the Superintendent of a request, the teacher may submit the request to the Board for consideration.

B. Personal Leave

Teachers will be granted a total of four (4) days leave of absence for personal reasons which require the teacher's absence during working hours.

Beginning with the 2018-2019, all unused personal days may carry over into the accumulated sick leave of the teacher or may be bought back from the teacher at the daily certified substitute teacher rate at the end of the school year. The method of choice must be made by September 1 of each year, and the choice is irrevocable.

Two (2) days advance notice of intent to use personal leave will be given to the Administration except during periods of emergency. Each building principal, with approval from the District Superintendent, may allow up to three (3) teachers personal leave prior to or following each school vacation or holiday. These leaves will be granted on a "first come, first serve" basis.

C. Association Leave

Fifteen (15) work days will be authorized for the attendance of Association officers and delegates to Association meetings. During any year, when the Association has not used the fifteen (15) days for that year, they may carry five (5) days over for the subsequent year, not to exceed twenty (20) days in any one year. Sidney Education Association will pay the substitute costs for all Association leave days taken.

D. Extenuating Circumstances Leave

Under extenuating circumstances, additional leave days may be extended upon recommendation of the District Superintendent and the approval of the Board. Extenuating circumstances leave may be requested for snowbound teachers when it is "Emergency Travel Only".

### Article VIII

#### Bargaining

A. Beginning Date

The Association will notify the Board of its intent to bargain by no later than February 1<sup>st</sup> of the last year of the contract. The first bargaining session will occur no later than May 1<sup>st</sup>.

### Article IX

#### Professional Compensation

A. Recognition for Experience

2018-2019 is a placement year for all staff. All subsequent years will incur longevity stipend amounts.

All teachers entering the District shall be given credit on the salary schedule set forth in appendix A for all years of certified teaching experience in any school district in the State of Montana or other certified teaching experience in a school accredited

by a recognized accrediting agency. A full year's certified teaching experience shall be defined as teaching full-time not less than one full semester of school in a single school year.

For the year including and following 2019-2020 teachers who are maxed out at BA+3, MA, MA+1, MA+2 will receive longevity pay at the following rates:

- 14-16 years of in district service—\$1000 stipend.
- 17-19 years of in district service—\$1500 stipend.
- 20-24 years of in district service—\$1750 stipend.
- 25 or more years of in district service—\$2000 stipend.

The Sidney School District may, at the sole discretion of the District, place newly hired teachers at step 0, 1 or 2 on the salary schedule. If any new teacher is placed on step #1 or #2, then all teachers in that lane in a step of a lower number than the new teacher will be placed in the same step as the newly hired teacher. If the District hires multiple new teachers in the same education lane and places them in advanced steps 1 or 2, then all new teachers hired that year who have less experience will be placed on the same step in that lane. Should the District hire multiple new teachers with differing levels of education sufficient to cause the new teachers to be placed in separate lanes, then the District will have the discretion of placing the newly hired teachers in different steps.

Any teacher placed in a step beyond step 0 shall remain frozen at that step until he or she receives enough experience to move to the next appropriate step.

*Examples:*

1) *The District hired Mike last year and placed him in the BA lane at step 0. This year the District hires Jane. She is also in the BA column; however, she is placed at step 2. As a result of placing Jane at step 2, Mike automatically gets advanced to step 2.*

2) *The District hires Mike and places him in the BA lane at step 0. The District also hires Jane; however, she has enough credits to be in the BA-15 column. Even though they both have the same amount of experience, the District decides to place Jane on step 2. Mike stays at step 0 and does not get to automatically move since he and Jane are in different columns.*

#### C. Recognition for Additional Preparation

1. Advancement for teachers on the salary schedule from the BA/BS column through the MA column will be based upon:
  - 1.) approval by the Superintendent of all college credits accepted by the Office of Public Instruction for teacher licensure renewal
  - 2.) any enrichment credits approved by the District Superintendent or Board.Advancement from the MA column will be based on all graduate or approved enrichment credits. The fifth year and Master programs are viewed as graduate programs. An additional fifteen (15) quarter/ten (10) semester credits are required to move from one column to the next.
2. To qualify for horizontal lane advancement, the teacher must fill out the Credit Approval Form providing courses that will be taken for approval and indicate whether or not they plan to advance on the salary schedule the following school year. They will need to provide their current status on the salary schedule and where they plan to move on the schedule the following school year. This documentation must be submitted to the office of the District Superintendent by March 1<sup>st</sup> of the school year prior to the anticipated lane advancement. The credit approval/lane advancement form is provided in this agreement as Appendix D.
3. If sufficient to advance the teacher's preparation status, the teacher will submit documentation of this additional preparation to the office of the District Superintendent not later than the 1st day of September. This document may

be in the form of an official transcript, course grade slips or an advisor's letter. However, the official transcript must be presented to the office of the District Superintendent by December 1.

4. All credits that have been earned by current teachers and approved by the District Superintendent between the awarding of a Master's degree and September 1, 1997 may be used for advancement beyond the MA column.

D. Recruitment Incentives

1. In order to attract quality teachers to the Sidney School District, newly hired teachers may be offered a signing bonus following acceptance of a full school year teaching contract. The Board of Trustees will have sole discretion as to whether bonuses will be offered to qualified staff for an upcoming school term, but the amount of any bonus is limited to a total of \$5,000 per newly hired teacher. If a bonus is offered to a newly hired teacher for a specific school term, the Board will be obligated to offer the same bonus to each additional newly hired teacher for that same school term. Signing bonuses are paid in three payments during the school year as follows: The first payment is made upon acceptance of the District's contract offer; the second payment will be issued in January of the school year; the third payment will be made following teacher renewal and contract acceptance for the next year. Teachers will be required to sign a Bonus Repayment Agreement at the time of hire and will be required to repay any monies received as a signing bonus if the teacher chooses not to complete his/her contract year.

E. Mileage Allowance

Teachers required, in the course of their work, to drive personal automobiles from one school building to another shall receive compensation based on the number of miles driven times the current IRS mileage allowance.

F. Continuing Education Grant

1. A continuing education grant of \$100.00 per semester credit hour will be available for five (5) teachers of the Sidney School System, up to a maximum of ten (10) semester credit hours, beginning with fiscal year 2006-2007. The selection of teachers to receive reimbursement for this program will be based on continuing education grant applications received *in the Office of the School District Superintendent by the 2<sup>nd</sup> Monday in May* of the fiscal year in which the grants are to be awarded. The continuing education grants will be awarded upon approval of the Board. In selecting teachers for this program, the Board will use, but not be limited to, the following criteria; recommendations of the administration, recommendations of the department heads, and the needs of the school district as determined by the Board. Applicants are responsible for providing documentation of the college's accrediting body if requested by the Board or District Superintendent. Payment to the teacher under this provision will be made after the office of the District Superintendent receives verification that the continuing education was successfully completed by the second Friday in June of the fiscal year for which it was awarded.
2. If after the District verifies successful completion of the continuing education program and the five grants do not use a total of \$5,000, the difference between the amount awarded and \$5,000 will be paid to other continuing education grant applicants for the same fiscal year. These remaining applications will be ranked and awarded grants on a descending basis until a total of \$5,000 has been awarded. The grants are after-the-fact grants and payment to the teacher(s) will be made after the District receives verification that the continuing education program was successfully completed.

G. Department Heads

High School Department Heads shall be paid the following compensation for the contract year:

One (1) teacher department:	\$250
Two (2) teacher department:	\$300

Three (3) teacher department: \$350

H. Salary Payment Options

Teachers shall select one of the following three options for payment of salary:

1. Ten (Sept.-June) monthly payments
2. Twelve monthly payments as an option for any teacher participating in the Direct Deposit Plan
3. Twelve monthly payments with June/July paychecks on the last day of school and the August paycheck on or before June 20.

Payment option must be selected when signing a contract for the ensuing year.

I. National Board Certification

Teachers who successfully complete and receive National Board Certification through The National Board for Professional Teaching Standards will be paid an annual stipend of \$1000.00 by May 20<sup>th</sup> of each school year they serve in the Sidney School System in a position requiring a State of Montana teaching certificate. Teachers who possess National Board Certification through The National Board for Professional Teaching Standards and work less than 187 days in a position requiring a State of Montana teaching certificate will receive a pro-rated portion of the \$1000.00 stipend.

After three consecutive years of service to the Sidney School System in a position requiring a State of Montana teaching certificate and following completion and receipt of National Board Certification through The National Board for Professional Teaching Standards, the teacher will receive reimbursement for the candidate fee of up to \$1500.00 or one-half of the candidate fee whichever is less. This reimbursement of the candidate fee is only available to teachers who receive National Board Certification through The National Board for Professional Teaching Standards while simultaneously serving as a teacher in the Sidney School System. Newly hired teachers who already possess national Board Certification upon being hired in the Sidney School System or who have already completed the requirements for National Board Certification are ineligible for reimbursement of the candidate fee.

J. Mentor Compensation

Certified staff members who serve as mentor teachers shall receive compensation for each school year that they serve as a mentor. Mentor teachers shall be compensated a stipend of \$800 per year. Additional compensation is provided at the stipend rate of \$250 per additional protégé. Mentor teachers will be limited to two protégés in any one school year.

Duties of the mentor and protégé are outlined in the mentoring handbooks. Adjustments to the mentoring handbooks will be addressed and ratified in Labor Management.

This language will be in effect on a year by year basis depending on funding. If funding becomes an issue, decisions about the program would go through the Labor Management Committee for a recommendation to the Board. Final funding decisions are made by the Board.

K. Dual Credit Compensation

Compensation and working conditions for members of the SEA who elect to teach dual credit classes through the SPS in conjunction with Dawson Community College (DCC) or another university system are outlined in this article. The purpose of dual credit opportunities is for SPS students to be able to take advanced level high school classes which provide the students the opportunity to earn both high school and college credit.

1. Curriculum and course delivery will be in accordance with the provisions established in the interlocal agreement between a university system offering dual credit and the Sidney School District.

2. The selection and supervision of dual Enrollment Faculty will be in accordance with the provisions established in the interlocal agreement, Board of Regents current policy, and the Sidney School District. Evaluation of dual enrollment instruction for supervisory purposes is a function of the member unit of a university system and is separate from and will not influence those processes identified in Article XIII of the CBA.
3. Dual enrollment faculty providing instructional services through the concurrent enrollment model shall be compensated at the rate per the interlocal agreement established with the post-secondary institution.
4. Additional compensation as required for dual enrollment faculty for approved/required curriculum work, professional development, and/or related requirements would be compensated at the current curriculum stipend rate. Mileage allowance for required travel using personal automobiles shall be based on the current District/IRS mileage allowance reimbursement rates.

**Article X**  
**Posting of Vacancies**

The parties to this Master Agreement adopt, consent to and ratify the posting in each school building of vacancies of positions for certified staff as soon as practical after such vacancies are official.

**Article XI**  
**Extra Duty Pay Schedule**

Refer to Appendix C.

**Article XII**  
**Insurance**

A. Health Insurance

The District will provide a medical/dental program for teachers and their dependents. An insurance committee, a majority of which shall be teachers designated by the SEA, shall meet at least twice yearly, once in January and once in April, to review the insurance policy and usage. The committee shall recommend deductibles, co-insurance levels, the stop-loss limit and other pertinent data to the negotiation committees on an as needed basis.

It is the sole discretion of the teacher to select a single, two-party, parent plus child, or family plan from the benefit plans offered, which may or may not include prescription benefits. Medical insurance for the 2023-2026 school years will be as per recommendation from the insurance committee and as approved by the Board of Trustees.

The District shall pay 100% of the cost of the single health insurance premium at the HDHP of \$3000. The District shall pay this amount and an additional 20% of single health insurance premium at HDHP \$3000 for all other coverages/plans/policies selected by teachers beyond the single high deductible plan. Each teacher through monthly payroll deductions shall pay for any additional monies due for health, dental, and/or vision insurances in excess of this amount.

The District contribution paid July 1st, 2023 shall remain until such time as the parties bargain a different rate.

Premium contributions will be on a pro-rata (proportionate to time contracted multiplied by the District's portion of the insurance premium) basis for teachers contracted for less than full time. This pro-rata provision will apply only to new hires beginning with the 1995-96 contract year. At any time the number of part time teachers exceeds ten percent of the total F.T.E., the District agrees to provide all the part time teachers with full health benefits for as long as the District exceeds the limit.

Teachers retiring from the Sidney Public Schools prior to July 1, 2019, may continue to participate indefinitely upon payment of the premiums. Teachers retiring from the Sidney Public Schools after June 30, 2019 may continue to participate under the District insurance plan until they become eligible to receive insurance from another employer or they become Medicare/Medicaid eligible.

#### Length of Coverage

A teacher is eligible for the District's contribution as long as the teacher is employed by the school. Upon voluntary separation, or dismissal from employment, all District contributions shall cease (District contributions shall continue through June 30 for all teachers completing the school term). It is understood that the District's only obligation is to 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.

A teacher has the option to pay the COBRA insurance amount for July and August if he/she is subject to a Reduction in Force (RIF) and his/her contract is not renewed by the date the monthly insurance premiums are due. If said teacher is issued a contract for the ensuing school year, the District shall reimburse the teacher for the District's portion of the health insurance premiums paid prior to contract reinstatement if said teacher remained on the District's health insurance plan during the RIF period. If the teacher chooses not to remain on the District's health insurance plan during the RIF period, the District has no obligation to pay for said teacher's premiums if the teacher returns to service.

#### B. Long-Term Disability Insurance

The Board will provide a long-term disability insurance plan that will be mutually agreed upon by the Association and the Board. The Board will contribute up to \$11,000.00 dollars per year toward this disability insurance for all individuals within the appropriate unit.

#### C. Life Insurance

Effective from the school year 1983-1984, a life insurance program which provides each permanently employed teacher covered under this Agreement with a \$10,000.00 term life insurance policy. The Board shall have the sole and exclusive right to select the carrier for the life insurance program and the provisions of sub-paragraph "D" of this Article do not apply.

#### D. Mutual Selection of Carriers

Health insurance coverage is a negotiated item. The Board will be responsible for selection of carrier, but will make a selection of a new carrier only after all insurance proposals from insurance bidders are presented to the SEA body. The Board will consider input from the SEA. Final decision for selection of a carrier rests with the Board.

#### E. Continuity of Coverage

All insurance coverage under this article shall remain in force during the life of this Master Agreement.

#### F. Hold Harmless

It is understood that the District's only obligation is to purchase insurance policies and pay such amounts as agreed to herein and no claims shall be made against the District as a result of a denial of insurance benefits by an insurance carrier. This clause does not waive the District's obligation to provide insurance coverage for all teachers as called for in this article.

### **Article XIII** **Teachers' Rights**

A. The Board recognizes the teacher's rights of citizenship. Religious, political and personal activities shall not be grounds for discipline, discrimination or termination provided the teacher's personal life does not affect his/her classroom performance.

- B. The Board shall not discriminate against any teacher for their union activities.
- C. Nothing contained in this contract shall deny teachers' rights afforded by law.

**Article XIV**  
**Evaluations**

The Board agrees to follow a process of evaluation and remediation which is outlined in the Supervision and Evaluation Policy.

The District shall maintain a uniform evaluation instrument for all teachers. The evaluation tool will be specific to the curricular area of the teacher, but all evaluation tools will be based on the same educational framework. An example of the general teaching evaluation form is provided in this agreement as Appendix E. Curriculum specific evaluations will be provided at the request of the certified staff member. The supervisor or supervisors who will do the evaluating will in-service those staff members to be evaluated on the procedure and instrument to be used prior to any evaluation. This in-service may be given to the entire group or on an individual basis. Tenured teachers will be evaluated at least one (1) time per year. Non-tenured teachers will be evaluated at least two (2) times per semester with one summative evaluation per semester. Informal evaluations and other observations may occur at the discretion of the supervisor and may be included with the formal evaluation or a separate evaluation or district action. Upon completion of the formal evaluation, a teacher-supervisor conference should be held within ten (10) school days, and signed by teacher and supervisor. The teacher's signature shall signify only that he/she has read the evaluation, and not that he/she necessarily agrees with the contents of said evaluation. A teacher receiving an unsatisfactory on any item of the formal evaluation will be informed of the specific inadequacy(ies) in writing.

In case of teacher inadequacies:

1. The teacher and supervisor shall attempt to establish a joint plan for improving said teacher's performance. If a joint plan for improvement cannot be agreed upon, the supervisor and the teacher will submit their plans to the superintendent who will choose to adopt one of the plans or write a new plan of improvement. That plan will become the final plan for [teacher] improvement. It is understood that improvement in teaching is the responsibility of the teacher with monitoring and assistance as requested from the supervisor.
2. If a follow-up evaluation is to occur, it shall occur within thirty (30) working days.
3. The follow-up evaluation reports shall be signed by both the teacher and the principal/supervisor in a manner consistent with the provisions of above subsections.

Access to a teacher's personnel file shall be limited to the Board or its agents, the Administration, and to that teacher and accompanying agent. Teachers shall have the right to review the contents of their personnel files (except for confidential placement papers) upon request. Such request shall be honored within no more than two (2) working days after notice. An Association representative, at the teacher's request, may be present during the review. Copies of written materials subject to the teacher's review will be made available to the teacher at cost. Teachers shall be informed of and have access to all duplicate personnel files which are kept. The content of teachers' evaluations, given by the Administration, is not subject to the review of an arbitrator. The general teacher evaluation tool can be found as Appendix E in this agreement.

**Article XV**  
**Reduction in Staff**

The Board will determine the number of teaching positions in the school district. In the event the Board determines that a reduction in teaching positions is necessary, the Board will decide how many positions and in what areas reductions will be made. Affected teachers must be notified in writing by deadline proscribed by state statutes.



1. Nontenured teachers in the affected area will be laid off first provided there are tenured teachers endorsed to replace them.
2. Tenured teachers in the affected area will be laid off second. Layoffs of tenured teachers will be based on the following criteria:
  - Seniority teaching measured from the most recent date of hire. Seniority shall be determined by the number of days which means the number of full-time teacher work days of continuous service during the regular school year (excluding summer session and extended employment), commencing with the first day of actual service with the District including authorized leave of absences allowed by the District pursuant to this Master Agreement. Each full-time, full year teacher shall receive no more than 187 seniority days for each year of full-time, full year service. Those teachers contracted for less than full day or full-time shall accrue seniority on a proportional basis, i.e., a teacher contracted to work half-time would receive 93.5 seniority days.
  - Education as determined by placement on the salary schedule.
  - Total teaching experience either inside or outside of the District. Experience will be calculated using the following formula:

$$\text{Experience} = \text{FTE} \times (\text{days under contract}/187)$$

FTE is defined as full-time equivalent as indicated by salary on the individual contract.

Tenured teachers who are laid off will be carried on a recall list up to three (3) years. Individual teachers are responsible for notifying the office of the District Superintendent of their current addresses. Teachers will be recalled in reverse order of lay-off to fill openings as they arise if the teacher is endorsed in and has teaching experience in the District in that endorsement area. The teacher shall have twenty-one (21) calendar days in which to accept a position after receiving notice by certified mail. One rejection of a position removes a teacher from the recall list.

Tenured teachers reentering service to the district after having been recalled shall have:

1. Tenure intact.
2. Placement on the salary schedule no less than the level last executed with the district.
3. Uncompensated sick leave days will be reinstated for teachers not receiving severance pay at the time of layoff.
4. The option to buy back compensated sick leave before actual teaching has resumed after the recall.
5. Maintain seniority calculated from the most recent date of hire before the layoff.

### **Article XVI** **School Calendar**

A calendar committee consisting of SEA representatives will work with the Superintendent for the purpose of developing the calendar for the next school year. The SEA Calendar Committee will:

1. Receive staff input on calendar to be developed by the SEA Calendar Committee and Superintendent as per recommended guidelines to minimally include:
  - Major school events—athletics, academic, other
  - Major holidays and when they fall in the calendar
  - Curriculum release days
  - Flex days
  - Three day start to the school year—staff wants this to organize and regroup
  - ½ day before Thanksgiving, End of Year, and at other times dependent on when a holiday falls (i.e., Christmas) and location of MEA event location (i.e., Missoula vs Billings)
  - Try to keep 1<sup>st</sup> and 2<sup>nd</sup> semesters balanced--+/- 2 days

2. Meet with the Superintendent prior to the end of first semester of the current school year to consider input that will impact preparation of the calendar and develop a calendar for the next school year.
3. Meet with the Board during third quarter at one of the monthly Board committee meetings to explain reasons/rationale for the recommended calendar and to discuss any other issues that may impact the calendar determination.

The Board will remain the final authority in adopting the school calendar.

**Article XVII**  
**Teacher Work Load and Conditions**

A. Preparation Time

Beginning with the 2021-2022 school year, each teacher shall have at least forty (40) minutes of scheduled uninterrupted preparation time during any regular school day. During this preparation period, the teacher will not have direct responsibility for students.

B. Noon Duty Provision

1. Teachers assigned to West Side and/or Central immediately prior to, during and following the lunch period will have a duty free lunch period. When inclement weather prevents outside recess, the student lunch period will be shortened to the necessary and adequate time in the lunchroom. The teachers' duty free lunch period will correspond to the length of the student lunch period.
2. K-5 teachers who are assigned to or volunteer for noon duty will be compensated at a rate of \$7.50/shift for each completed noon duty; a shift will consist of a grade-level lunch period. They will only be paid for one lunch duty per day.
3. All teachers who provide noon duty service will receive a free school lunch provided by the district. Free lunch must be used by the employee the same day as the duty is performed.
4. The Board retains the right to adjust the length of the school day to facilitate the noon duty provision.

C. Duty Assignments for Traveling Teachers

Teachers whose work day includes regularly scheduled transitions between schools as a part of their teaching assignments will not be assigned a full duty schedule. Administrators will coordinate duties of traveling teachers to minimize disruption of teacher prep time and student contact time. Other issues related to traveling teachers should be sent to the Labor Management sub-committee.

C. Teacher Compensation For Covering Class/Classes

In the event the district is unable to find a substitute teacher to cover a classroom they will ask other teachers to assist in covering that classroom. Classroom coverage will be voluntary, however, in the event no teachers volunteer to cover the classroom, the building principal will have the ability to assign teachers in the unfilled position to ensure coverage of the classroom. The principal may only assign a teacher to cover a classroom 1 time per week.

Teacher that cover a class in the event the district is unable to find a substitute teacher for coverage will be compensated as follows:

- \$50 per hour for 1-2 hours
- \$125 for 3-4 hours

\$150 for anything over 4 hours

If a class is split and two or more teachers are asked to disburse students into their classrooms, each teacher will receive an equal portion of the corresponding rate of pay. (If two teachers split the classroom for 1 hour, they will each receive \$25. If two teachers split the coverage of a room for a full day, they will each receive \$75.)

**Article XVIII**  
**Agreement**

A. **Parties to Agreement**

This agreement has been entered into this 6th day of July, 2023, by and between the Board of Trustees of Elementary School District Number 5 and High School District Number 1, Sidney, Montana, hereinafter called the "Board" and the Sidney Education Association, hereinafter called the "Association".

B. **Effective Period**

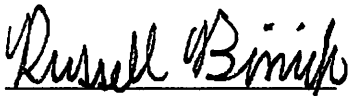
This agreement shall be effective July 1, 2023 through June 30, 2026.

C. **Date and Signatures**

Dated Signed: \_\_\_\_\_

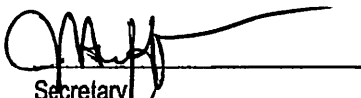
IN WITNESS THEREOF:

For the Sidney  
Education Association

  
\_\_\_\_\_  
President

For the Board of Trustees  
School District Number 5 and  
School District Number 1

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Clerk

**APPENDIX A**

<b>SIDNEY PUBLIC SCHOOLS</b>		<b>SALARY SCHEDULE</b>					<b>2023-2024</b>
<b>Steps</b>	<b>BA</b>	<b>BA +1</b>	<b>BA +2</b>	<b>BA +3</b>	<b>MA</b>	<b>MA +1</b>	<b>MA +2</b>
<b>0</b>	41817	42652	43517	44442	45467	46517	47592
<b>1</b>	42867	43692	44567	45492	46517	47567	48652
<b>2</b>	43917	44742	45617	46542	47567	48617	49692
<b>3</b>	44967	45792	46667	47592	48617	49667	50742
<b>4</b>	46017	46842	47717	48642	49667	50717	51792
<b>5</b>	47067	47892	48767	49692	50717	51767	52842
<b>6</b>	48117	48942	49817	50917	51942	52992	54067
<b>7</b>	49167	49992	50867	52142	53167	54217	55292
<b>8</b>	50217	51042	51917	53367	54392	55442	56517
<b>9</b>		52092	52967	54592	55617	56667	57742
<b>10</b>			54017	55817	56842	57892	58967
<b>11</b>				57267	58292	59342	60417
<b>12</b>				58717	59742	60792	61867
<b>13</b>				60167	61192	62242	63317
<b>14</b>					64092	65142	66217
<b>15</b>					64092	65142	66217
<b>16</b>						66592	67667
<b>17</b>						68072	69117
<b>18</b>							70567
<b>19</b>							72017

**APPENDIX A**

<b>SIDNEY PUBLIC SCHOOLS</b>		<b>SALARY SCHEDULE</b>					<b>2024-2025</b>
<b>Steps</b>	<b>BA</b>	<b>BA +1</b>	<b>BA +2</b>	<b>BA +3</b>	<b>MA</b>	<b>MA +1</b>	<b>MA +2</b>
<b>0</b>	43490	44315	45190	46115	47140	48190	49265
<b>1</b>	44540	45365	46240	47165	48190	49240	50315
<b>2</b>	45590	46415	47290	48215	49240	50290	51340
<b>3</b>	46640	47465	48340	49265	50290	51340	52415
<b>4</b>	47690	48515	49390	50315	51340	52390	53465
<b>5</b>	48740	49565	50440	51365	52390	53440	54515
<b>6</b>	49790	50615	51490	52590	53615	54665	55740
<b>7</b>	50840	51665	52540	53815	54840	55890	56965
<b>8</b>	51890	52715	53590	55040	56065	57115	58190
<b>9</b>		53765	54640	56265	57290	58340	59415
<b>10</b>			55690	57490	58515	59565	60640
<b>11</b>				58940	59965	61015	62090
<b>12</b>				60390	61415	62465	63540
<b>13</b>				61840	62865	63915	64990
<b>14</b>					64315	65365	66440
<b>15</b>					65765	66815	67890
<b>16</b>						68265	69340
<b>17</b>						69715	70790
<b>18</b>							72240
<b>19</b>							73690

**APPENDIX A**

<b>SIDNEY PUBLIC SCHOOLS</b>		<b>SALARY SCHEDULE</b>					<b>2025-2026</b>
<b>Steps</b>	<b>BA</b>	<b>BA +1</b>	<b>BA +2</b>	<b>BA +3</b>	<b>MA</b>	<b>MA +1</b>	<b>MA +2</b>
<b>0</b>	45230	46055	46930	47855	48880	49930	51005
<b>1</b>	46280	47105	47980	48905	49930	50980	52055
<b>2</b>	47330	48155	49030	49955	50980	52030	53105
<b>3</b>	48380	49205	50080	51005	52030	53080	54155
<b>4</b>	49430	50255	51130	52055	53080	54130	55205
<b>5</b>	50480	51305	52180	53105	54130	55180	56255
<b>6</b>	51530	52355	53230	54330	55355	56405	57480
<b>7</b>	52580	53405	54280	55555	56580	57630	58705
<b>8</b>	53630	54455	55330	56780	57805	58855	59930
<b>9</b>		55505	56380	58005	59030	60080	61155
<b>10</b>			57430	59230	60255	61305	61280
<b>11</b>				60680	61705	62755	63830
<b>12</b>				62130	63155	64205	65280
<b>13</b>				63580	64605	65655	66730
<b>14</b>					66055	67105	68180
<b>15</b>					67505	68555	69630
<b>16</b>						70005	71080
<b>17</b>						71455	72530
<b>18</b>							73980
<b>19</b>							75430

Steps	BA	BA +1	BA +2	BA +3	MA	MA +1	MA +2
	1	2	3	4	5	6	7
0	=ROUND(I1+(I1*0.04),0)	=B6+825	=C6+875	=D6+925	=E6+1025	=F6+1050	=G6+1075
1	=(B6+1050)	=(C6+1050)	=(D6+1050)	=(E6+1050)	=(F6+1050)	=(G6+1050)	=G7+1075
2	=(B7+1050)	=(C7+1050)	=(D7+1050)	=(E7+1050)	=(F7+1050)	=(G7+1050)	=G8+1075
3	=(B8+1050)	=(C8+1050)	=(D8+1050)	=(E8+1050)	=(F8+1050)	=(G8+1050)	=G9+1075
4	=(B9+1050)	=(C9+1050)	=(D9+1050)	=(E9+1050)	=(F9+1050)	=(G9+1050)	=G10+1075
5	=(B10+1050)	=(C10+1050)	=(D10+1050)	=(E10+1050)	=(F10+1050)	=(G10+1050)	=G11+1075
6	=(B11+1050)	=(C11+1050)	=(D11+1050)	=(E11+1225)	=(F11+1225)	=(G11+1225)	=G12+1075
7	=(B12+1050)	=(C12+1050)	=(D12+1050)	=(E12+1225)	=(F12+1225)	=(G12+1225)	=G13+1075
8	=(B13+1050)	=(C13+1050)	=(D13+1050)	=(E13+1225)	=(F13+1225)	=(G13+1225)	=G14+1075
9		=(C14+1050)	=(D14+1050)	=(E14+1225)	=(F14+1225)	=(G14+1225)	=G15+1075
10			=(D15+1050)	=(E15+1225)	=(F15+1225)	=(G15+1225)	=G16+1075
11				=(E16+1450)	=(F16+1450)	=(G16+1450)	=G17+1075
12				=(E17+1450)	=(F17+1450)	=(G17+1450)	=G18+1075
13				=(E18+1450)	=(F18+1450)	=(G18+1450)	=G19+1075
14					=(F19+1450)	=(G19+1450)	=G20+1075
15					=(F20+1450)	=(G20+1450)	=G21+1075
16						=(G21+1450)	=G22+1075
17						=(G22+1450)	=G23+1075
18							=H23+1450
19							=H24+1450

**APPENDIX B**

**GRIEVANCE REPORT FORM**

Aggrieved Person \_\_\_\_\_ Date Filed \_\_\_\_\_

School \_\_\_\_\_ Subject Area/Grade \_\_\_\_\_

1. Date Grievance Occurred \_\_\_\_\_

2. State of Grievance:

3. Action Requested or Relief Sought: *(Attach Additional Sheet if Needed)*

\_\_\_\_\_  
**Signature of Aggrieved**

\_\_\_\_\_  
**Date**

**STEP 1.**

1. Decision of Principal or Immediate Supervisor: *(Attach Additional Sheet if Needed)*

\_\_\_\_\_  
**Signature of Principal or Immediate Supervisor**

\_\_\_\_\_  
**Date**

2. Aggrieved Person's Response:

\_\_\_\_\_ I accept the above decision.

\_\_\_\_\_ I hereby refer the above decision to next step of the grievance procedure.

\_\_\_\_\_  
**Signature of Aggrieved**

\_\_\_\_\_  
**Date**



**STEP 2.**

1. Date Received by Superintendent or Designee: \_\_\_\_\_
2. Decision of Superintendent or Designee:

\_\_\_\_\_  
**Signature of Superintendent or Designee**

\_\_\_\_\_  
**Date**

3. Aggrieved Person's Response:

\_\_\_\_\_ I accept the above decision.

\_\_\_\_\_ I hereby refer the above decision to next step of the grievance procedure.

\_\_\_\_\_  
**Signature of Aggrieved**

\_\_\_\_\_  
**Date**

**STEP 3.**

- 1. Date received by Board of Trustees: \_\_\_\_\_
- 2. Decision of Board of Trustees:

\_\_\_\_\_  
**Signature of Chairman**

\_\_\_\_\_  
**Date**

- 3. Aggrieved Person's response:

\_\_\_\_\_ I accept the above decision.

\_\_\_\_\_ I hereby refer the above decision to the next step of the grievance procedure.

\_\_\_\_\_  
**Signature of Aggrieved**

\_\_\_\_\_  
**Date**

**STEP 4.**

1. Date Submitted to Mediation: \_\_\_\_\_

Mediator: \_\_\_\_\_

2. Disposition and Award of the Mediator:

\_\_\_\_\_  
**Signature of Mediator**

\_\_\_\_\_  
**Date**

.....

***TO BE FILED IN SEPARATE GRIEVANCE FILE SEPARATE FROM PERSONNEL FILE OF AGGRIEVED.***

**STEP 5.**

1. Date Submitted to Arbitration: \_\_\_\_\_

Arbitrator: \_\_\_\_\_

2. Disposition and Award of the Arbitrator:

\_\_\_\_\_  
Signature of Arbitrator

\_\_\_\_\_  
Date

.....

***TO BE FILED IN SEPARATE GRIEVANCE FILE SEPARATE FROM PERSONNEL FILE OF AGGRIEVED.***

**APPENDIX C**

<b>ACTIVITY</b>	<b>MULTI-PLIER</b>	<b>23-24</b>	<b>24-25</b>	<b>25-26</b>	<b>ACTIVITY</b>	<b>MULTI-PLIER</b>	<b>23-24</b>	<b>25-25</b>	<b>25-26</b>
BASE AMOUNT		<b>\$41,817.00</b>	<b>\$43,490.00</b>	<b>\$45,230.00</b>			<b>\$41,817.00</b>	<b>\$43,490.00</b>	<b>\$45,230.00</b>
<b>BASKETBALL</b>					<b>SPEECH &amp; DRAMA</b>				
Head Coach	0.1308	\$ 5,469.66	\$ 5,688.49	\$ 5,916.08	Head Coach	0.0989	\$ 4,135.70	\$ 4,301.16	\$ 4,473.25
Ass't Coach	0.0851	\$ 3,558.63	\$ 3,701.00	\$ 3,849.07	Ass't Coach	0.0643	\$ 2,688.83	\$ 2,796.41	\$ 2,908.29
Grades 7 & 8	0.0597	\$ 2,496.47	\$ 2,596.35	\$ 2,700.23	<b>CHEER/DANCE</b>				
Grades 5 & 6	0.0478	\$ 1,998.85	\$ 2,078.82	\$ 2,161.99	Head Coach	0.1004	\$ 4,198.43	\$ 4,366.40	\$ 4,541.09
<b>FOOTBALL</b>					Ass't Coach	0.0653	\$ 2,730.65	\$ 2,839.90	\$ 2,953.52
Head Coach	0.1269	\$ 5,306.58	\$ 5,518.88	\$ 5,739.69	MS CHEER	0.0317	\$ 1,325.60	\$ 1,378.63	\$ 1,433.79
Ass't Coach	0.0825	\$ 3,449.90	\$ 3,587.93	\$ 3,731.48	<b>HS BAND</b>				
7 & 8 Head	0.0599	\$ 2,504.84	\$ 2,605.05	\$ 2,709.28	MS BAND	0.0669	\$ 2,797.56	\$ 2,909.48	\$ 3,025.89
7 & 8 Asstnt	0.0478	\$ 1,998.85	\$ 2,078.82	\$ 2,161.99	HS CHORAL	0.0735	\$ 3,073.55	\$ 3,196.52	\$ 3,324.41
<b>TRACK</b>					MS CHORAL	0.0554	\$ 2,316.66	\$ 2,409.35	\$ 2,505.74
Head Coach	0.1269	\$ 5,306.58	\$ 5,518.88	\$ 5,739.69	MUSIC GR 5	0.0237	\$ 991.06	\$ 1,030.71	\$ 1,071.95
Ass't Coach	0.0825	\$ 3,449.90	\$ 3,587.93	\$ 3,731.48	<b>INTRAMURAL</b>				
Grades 7 & 8	0.0554	\$ 2,316.66	\$ 2,409.35	\$ 2,505.74	PLAY ADVISOR	0.0277	\$ 1,158.33	\$ 1,204.67	\$ 1,252.87
<b>WRESTLING</b>					NEWSPAPER	0.0237	\$ 991.06	\$ 1,030.71	\$ 1,071.95
Head Coach	0.1269	\$ 5,306.58	\$ 5,518.88	\$ 5,739.69	SCIENCE CLUB	0.0329	\$ 1,375.78	\$ 1,430.82	\$ 1,488.07
Ass't Coach	0.0825	\$ 3,449.90	\$ 3,587.93	\$ 3,731.48	TALON	0.0831	\$ 3,474.99	\$ 3,614.02	\$ 3,758.61
Grades 7 & 8	0.0597	\$ 2,496.47	\$ 2,596.35	\$ 2,700.23	<b>FOREIGN EX-CHANGE</b>				
<b>GOLF</b>					FOREIGN EX-CHANGE	0.0237	\$ 991.06	\$ 1,030.71	\$ 1,071.95
Head Coach	0.0949	\$ 3,968.43	\$ 4,127.20	\$ 4,292.33	HS ACADEMICS	0.026	\$ 1,087.24	\$ 1,130.74	\$ 1,175.98
Ass't Coach	0.0617	\$ 2,580.11	\$ 2,683.33	\$ 2,790.69	MS ACADEMICS	0.026	\$ 1,087.24	\$ 1,130.74	\$ 1,175.98
<b>VOLLEYBALL</b>					MS STUCO ADVISOR	0.0255	\$ 1,066.33	\$ 1,109.00	\$ 1,153.37
Head Coach	0.1269	\$ 5,306.58	\$ 5,518.88	\$ 5,739.69	<b>FFA</b>				
Ass't Coach	0.0825	\$ 3,449.90	\$ 3,587.93	\$ 3,731.48	FFA	0.0758	\$ 3,169.73	\$ 3,296.54	\$ 3,428.43
Grades 7 & 8	0.0557	\$ 2,329.21	\$ 2,422.39	\$ 2,519.31	FCCLA	0.0758	\$ 3,169.73	\$ 3,296.54	\$ 3,428.43
Grade 6	0.0557	\$ 2,329.21	\$ 2,422.39	\$ 2,519.31	BPA	0.0758	\$ 3,169.73	\$ 3,296.54	\$ 3,428.43
<b>SOFTBALL</b>					SKILLS USA	0.0494	\$ 2,065.76	\$ 2,148.41	\$ 2,234.36
Head Coach	0.1032	\$ 4,315.51	\$ 4,488.17	\$ 4,667.74	<b>HS CLASS SPONSOR</b>				
Ass't Coach	0.0671	\$ 2,805.92	\$ 2,918.18	\$ 3,034.93	GRADES 9-10	0.0073	\$ 305.26	\$ 317.48	\$ 330.18
<b>BASEBALL</b>					GRADE 11	0.0102	\$ 426.53	\$ 443.60	\$ 461.35
Head Coach	0.1032	\$ 4,315.51	\$ 4,488.17	\$ 4,667.74	GRADE 12	0.0131	\$ 547.80	\$ 569.72	\$ 592.51
Ass't Coach	0.0671	\$ 2,805.92	\$ 2,918.18	\$ 3,034.93					
<b>CROSS COUNTRY</b>									
Head Coach	0.0900	\$ 3,763.53	\$ 3,914.10	\$ 4,070.70					
Ass't Coach	0.0585	\$ 2,446.29	\$ 2,544.17	\$ 2,645.96					
Grades 7 & 8	0.0419	\$ 1,752.13	\$ 1,822.23	\$ 1,895.14					

## ADVANCEMENT CREDIT APPROVAL FORM

»please attach course description/s«

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Endorsements: \_\_\_\_\_

Do you plan on moving over on the pay scale for the next school year?      Yes       No

*(Notification deadline is March 1<sup>st</sup>)*

If you answered *No* above you may skip this section. If you answered *Yes*, please enter where you currently are on the pay scale and where you plan to be.

Placement on pay scale: \_\_\_\_\_  
*(current placement)*

Placement on pay scale: \_\_\_\_\_  
*(Placement once credits are completed)*

### **COURSE/S FOR ADVANCEMENT:**

	COURSE NAME AND #	INSTITUTION	DATES
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

### **PRINCIPAL'S RECOMMENDATION:**

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

\_\_\_\_\_  
DATE

### **SUPERINTENDENT APPROVAL:**

APPROVAL  DISAPPROVAL

\_\_\_\_\_  
SUPERINTENDENT'S SIGNATURE

\_\_\_\_\_  
DATE

# Sidney Public Schools

Name:

Location:

Position/Title:

Date:

Start Date:

End Date:

## Scoring Rubric

4 - Distinguished

3 - Proficient

2 - Growth Needed

1 - Plan of Improvement

## Planning and Organization (Domain 1)

- 1 The teacher uses content and student knowledge, data and adopted curricula to: 1 2 3 4
- 1-a Develop clear, logical, lesson plans aligned to MT standards & curriculum guides
  - 1-b Select learning strategies
  - 1-c Design coherent instructional plans
  - 1-d Accommodate individual learning needs
  - 1-e Maximize use of curriculum materials/resources
  - 1-f Student performance expectations are identified
  - 1-g Address short- and long-range planning
  - 1-h Design student assessments

## Teaching Methods & Techniques-Instructional Delivery (Domain 1 and 3):

- 2 The teacher promotes student learning by addressing individual learning differences and by using effective instructional strategies to: 1 2 3 4
- 2-a Effectively use a variety of teaching methods, strategies, and resources
  - 2-b Communicate clear expectations and directions for student learning.
  - 2-c Actively engage students in learning
  - 2-d Assess instruction and provides feedback.
  - 2-e Expand student use of technology.
  - 2-f Develop essential knowledge, critical thinking, and problem solving.
  - 2-g Adjust lessons & respond to student needs.

## Academic Knowledge (Domain 1, 3 and 4):

- 3 The teacher demonstrates content knowledge and pedagogy to: 1 2 3 4
- 3-a Implement district curricular goals and objectives in the classroom
  - 3-b Properly sequence (scaffold) and balance instruction
  - 3-c Effectively adapt instruction based on formal/informal test data
  - 3-d Present subject matter which is accurate and reflective of students' development, abilities and interests
  - 3-e Enhance and update personal academic knowledge and methodology on a regular basis

**Classroom Environment (Domain 2):**

- 4 The teacher provides a well-managed, safe student-centered environment that: 1 2 3 4
- 4-a Creates a climate of trust and respect
  - 4-b Establishes a culture for learning
  - 4-c Promotes classroom procedures
  - 4-d Establishes rapport between students and the teacher
  - 4-e Promotes positive student behavior
  - 4-f Places high expectations on learning & achievement
  - 4-g Maximizes the physical space/resources for learning

**Student Support (Domain 1 and 3):**

- 5 The teacher provides a well-managed learning student support system to: 1 2 3 4
- 5-a Encourage student leadership and responsibility
  - 5-b Advance individual learning through teacher understanding of each students knowledge, skills, and proficiencies
  - 5-c Provide extended opportunities for learning
  - 5-d Promote self-confidence and self-esteem
  - 5-e Help students learn to manage their own behaviors
  - 5-f Remediate learning deficits or gaps

**Professional Ethics and Responsibilities (Domain 4):**

- 6 The teacher maintains a professional demeanor, participates in professional growth opportunities, adheres to ethical standards for the purposes of: 1 2 3 4
- 6-a Reflecting on teaching/student learning
  - 6-b Upholding Confidentiality
  - 6-c Compliance with school duties, policies, and procedures
  - 6-d Serving as a role model for peers and students
  - 6-e Maintaining accurate records and reporting
  - 6-f Growing professionally
  - 6-g Serving the school community—communications and activity service

**School Community Rapport (Domain 4):**

- 7 The teacher maintains and builds positive school-community rapport to: 1 2 3 4
- 7-a Promote respect for cultural and individual diversity
  - 7-b Build positive relationships with parents and the community
  - 7-c Communicate and build support for school programs and goals

**Extra-Curricular Activities (Domain 4):**

- 8 The teacher's participation results in: 1 2 3 4
- 8-a Works to improve the quality of education afforded students – curriculum committees, state committees, building-level teams
  - 8-b Service to the community



8-c Support for student programs through service as an advisor/coach

8-d Leadership development for students, beginning teachers, peers

9 Strengths: 1 2 3 4

10 Areas Needing Improvement: 1 2 3 4

The following signatures indicate this document has been read and discussed.

Supervisor's Signature	Date	Employee's Signature	Date
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*Note: The employee may submit a written rebuttal as per board policy or master contract.*