

**PRINCIPALS AND
ASSOCIATE PRINCIPALS
NEGOTIATED AGREEMENT**

JULY 1, 2019 - JUNE 30, 2021



**Grand Forks School Board
Grand Forks Principals' Association**

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A. SALARY

**GRAND FORKS PRINCIPAL SALARY SCHEDULE
2019-2020**

	H.S. Principal	M.S. Principal	Elem. Principal		Education Factor	
	50 Weeks	46 Weeks	44 Weeks			
Experience					M + 15	\$1,500.00
0	\$112,342	\$101,300	\$95,912		M + 30	\$2,200.00
1	\$115,086	\$103,773	\$98,252		M + 45	\$2,900.00
2	\$117,829	\$106,245	\$100,594		Specialist	\$3,600.00
3	\$120,574	\$108,718	\$102,934		Doctorate	\$5,000.00
4	\$123,318	\$111,190	\$105,275		School Factor*	
5	\$126,062	\$113,664	\$107,615		*GFPA may adjust assigned school factor dollar amount each negotiations year.	
6	\$128,806	\$116,136	\$109,955		Ben Franklin	\$2,000.00
7	\$131,550	\$118,609	\$112,296		Century	\$2,500.00
8	\$134,294	\$121,081	\$114,637		Discovery	\$2,500.00
9	\$137,038	\$123,554	\$116,978		Kelly	\$2,500.00
10	\$139,783	\$126,026	\$119,318		Lake Agassiz	\$2,500.00
11	\$143,049	\$129,022	\$122,182		Lewis & Clark	\$2,000.00
	H.S. Associate	H.S. Associate	M.S. Associate	Elem. Associate	Phoenix	\$2,000.00
	46 Weeks	42 Weeks	42 Weeks	41 Weeks	Viking	\$2,000.00
Experience					West	\$2,000.00
0	\$99,244	\$90,615	\$84,984	\$79,247	Wilder	\$2,000.00
1	\$101,668	\$92,827	\$87,059	\$81,109	Winship	\$2,000.00
2	\$104,091	\$95,040	\$89,132	\$83,015	Schroeder	\$2,500.00
3	\$106,515	\$97,250	\$91,207	\$84,966	South	\$2,500.00
4	\$108,939	\$99,463	\$93,280	\$86,963	Twining	\$2,500.00
5	\$111,363	\$101,675	\$95,355	\$89,007	Valley	\$2,500.00
6	\$113,787	\$103,887	\$97,430	\$91,099	Central	\$4,000.00
7	\$116,210	\$106,099	\$99,503	\$93,240	Red River	\$4,000.00
8	\$118,635	\$108,312	\$101,578	\$95,431	Community	\$2,500.00
9	\$121,058	\$110,523	\$103,652	\$97,674		
10	\$123,483	\$112,736	\$105,726	\$99,969		
11	\$126,428	\$115,470	\$108,323	\$102,318	Travel Factor:	
					Twining	\$1,526.00

Associate principals will receive 50% of the principal's school factor.

ADMINISTRATIVE INTERNS

Administrative Interns (individuals without the requisite degree and certification) will be paid on the teacher salary schedule with weekly pro rata for extended time above 38 weeks plus an annual stipend of \$3,000 to \$6,000 depending on the assignment.

CONTRACT EXTENSION OPTION

Principals may request an extension of their contract by arrangement with their assistant superintendent. The rate of compensation shall be a stipend paid on the administrative salary schedule as pro-rated per day for extended time beyond the contract weeks of the principal's new contract. For any principal changing schools, whether by administrative assignment or voluntary change, there shall be a minimum of five (5) workday's compensation.

**GRAND FORKS PRINCIPAL SALARY SCHEDULE
2020-2021**

	H.S. Principal 50 Weeks	M.S. Principal 46 Weeks	Elem. Principal 44 Weeks	Education Factor		
Experience				M + 15	\$1,500.00	
0	\$114,027	\$102,820	\$97,351	M + 30	\$2,200.00	
1	\$116,812	\$105,330	\$99,726	M + 45	\$2,900.00	
2	\$119,596	\$107,839	\$102,103	Specialist	\$3,600.00	
3	\$122,383	\$110,349	\$104,478	Doctorate	\$5,000.00	
4	\$125,168	\$112,858	\$106,854	School Factor*		
5	\$127,953	\$115,369	\$109,229	*GFPA may adjust assigned school factor dollar amount each negotiations year.		
6	\$130,738	\$117,878	\$111,604	Ben Franklin	\$2,000.00	
7	\$133,523	\$120,388	\$113,980	Century	\$2,500.00	
8	\$136,308	\$122,897	\$116,357	Discovery	\$2,500.00	
9	\$139,094	\$125,407	\$118,733	Kelly	\$2,500.00	
10	\$141,880	\$127,916	\$121,108	Lake Agassiz	\$2,500.00	
11	\$145,195	\$130,957	\$124,015	Lewis & Clark	\$2,000.00	
	H.S. Associate 46 Weeks	H.S. Associate 42 Weeks	M.S. Associate 42 Weeks	Elem. Associate 41 Weeks	Phoenix	\$2,000.00
Experience					Viking	\$2,000.00
0	\$100,733	\$91,974	\$86,259	\$80,436	West	\$2,000.00
1	\$103,193	\$94,219	\$88,365	\$82,326	Wilder	\$2,000.00
2	\$105,652	\$96,466	\$90,469	\$84,260	Winship	\$2,000.00
3	\$108,113	\$98,709	\$92,575	\$86,240	Schroeder	\$2,500.00
4	\$110,573	\$100,955	\$94,679	\$88,267	South	\$2,500.00
5	\$113,033	\$103,200	\$96,785	\$90,342	Twining	\$2,500.00
6	\$115,494	\$105,445	\$98,891	\$92,465	Valley	\$2,500.00
7	\$117,953	\$107,690	\$100,996	\$94,639	Central	\$4,000.00
8	\$120,415	\$109,937	\$103,102	\$96,862	Red River	\$4,000.00
9	\$122,874	\$112,181	\$105,207	\$99,139	Community	\$2,500.00
10	\$125,335	\$114,427	\$107,312	\$101,469	Travel Factor:	
11	\$128,324	\$117,202	\$109,948	\$103,853	Twining	\$1,549.00

Associate principals will receive 50% of the principal's school factor.

ADMINISTRATIVE INTERNS

Administrative Interns (individuals without the requisite degree and certification) will be paid on the teacher salary schedule with weekly pro rata for extended time above 38 weeks plus an annual stipend of \$3,000 to \$6,000 depending on the assignment.

CONTRACT EXTENSION OPTION

Principals may request an extension of their contract by arrangement with their assistant superintendent. The rate of compensation shall be a stipend paid on the administrative salary schedule as pro-rated per day for extended time beyond the contract weeks of the principal's new contract. For any principal changing schools, whether by administrative assignment or voluntary change, there shall be a minimum of five (5) workday's compensation.

B. EXPERIENCE CREDITS

The Superintendent and Board will be responsible for determining the number of years, if any, that shall be granted a new employee. Administrators previously employed in the District who are re-employed may be granted the same number of years of experience credit on the salary schedule as allowed the last year they were an administrator in this district.

C. BENEFITS

1. **Health Insurance:** The District will provide the same contribution level and policy as provided to the teaching staff.
2. **Life Insurance:** The District will purchase \$50,000 of term life insurance for each principal or associate principal. Each principal may purchase, at their own expense, an additional \$50,000.
3. **Sick Leave:** Principals will receive twenty (20) days of sick leave upon commencement of initial employment in the District. Accumulation of additional sick leave shall be as set forth in the Sick Leave Accumulation Chart below. Each year's accumulation will begin at the start of the contract year. Principals with less than six (6) years experience are participants in the income protection plan; however, a period without coverage would exist in those instances where "65 days of sick leave" had not been achieved.

Sick Leave Accumulation Chart	
Previous Teaching Experience in the Grand Forks District	Sick Leave Available
0 years	20 days
1 year	20 days less days used previous year(s)*
2 years	30 days less days used previous year(s)*
3 years	40 days less days used previous year(s)*
4 years	50 days less days used previous year(s)*
5 years	60 days less days used previous year(s)*
6 years	65 days sick leave disability protection

*Beginning balance of available sick leave will not be less than 10 days.

4. **Family Illness Leave:** In case of illness of a member of the individual's immediate family, six (6) days leave of absence with full pay may be granted per school year. The immediate family shall be defined as including spouse/partner, parents of both, son, daughter, sister, brother, step-parents, step-brother, step-sister, step-children or custodial grandchildren.

This illness provision may include a father's leave for the birth of a child. The individual must discuss this leave with their supervisor as soon as the need for the leave becomes apparent.

5. **Bereavement Leave:**
 - i. **Immediate Family**
Bereavement leave, up to but not exceeding five (5) days, may be granted. Bereavement Leave may be used only in the event of death in the immediate family. The immediate family shall be defined to include spouse/partner, parents of both, children, grandparents of both, grandchildren, sisters, brothers, sisters-in-law, brothers-in-law, uncles, aunts, nieces or nephews.

ii. **Other Relatives and Close Friends**

In the event of the death of other relatives or close friends, up to one (1) day per year bereavement leave will be granted. This day may be used in ½-day increments.

6. **Annual Work Schedules**: Principal contracts vary in length from 42-50 weeks. Annual work schedules for the next year will be provided for all principals by their supervisor(s) no later than June 1.

The following days have been negotiated as paid days off for principals.

Labor Day
NDCEL Conference Days
Veterans Day
Friday after Thanksgiving
December 26
January 2 (if not a regular school day)
Martin Luther King, Jr. Day (if not a district-wide assigned workday)
Good Friday
Easter Monday (if not a regular school day)
Memorial Day (if not a regular school day)

All other legal holidays and parent/teacher conference trade days and other days indicated as both non-school days for students and non-work days for teachers during the academic year will be non-working days.

In addition, principals shall have access to days away from work by utilizing multiple options, which include:

- i. **Personal Days**: Principals with contracts of less than 48 weeks will be granted five (5) personal days per year. Up to two (2) unused personal days may be carried over into the next year. Personal days must be approved by the principal's supervisor.
- ii. **Trade Days**: Principals may request trading up to four (4) days of scheduled work for day(s) not scheduled for work. Trade Day requests will be presented to the principal's supervisor for their consideration and determination.
- EX: The principal is scheduled to work October 5 and desires to be part of a church group activity that day. The principal may request to be on leave October 5 in exchange for working on June 20, a day not scheduled for work on the principal's contract.
- iii. **Emergency Leave**: Principals may request emergency leave beyond personal days or trade days in the event of unusual or unique situations. Emergency Leave requests will be presented to the principal's supervisor and superintendent for consideration. All other applicable leave must be used before Emergency Leave is granted.
7. **Reinstatement of Leave**: If school is canceled on the same day as a leave that has been approved, the following leaves shall have their balances restored: Family Illness, Bereavement, Personal, Emergency, and Sick.
8. **Income Protection Policy**: The District provides cumulative sick leave and an income protection policy as follows:

Principals who have been employed for six (6) years in the District will have sixty-five (65) days sick leave per disability. The District provides compensation up to the first sixty-five (65)

consecutive working days (90 calendar days) of illness, at which time the income benefit plan takes effect.

The cost of this plan is provided by the District. Briefly, this protection provides two-thirds (2/3) of a principal's basic salary when unable to work due to injury or illness, with the exception of the exclusions listed in the master policy. The benefits begin sixty-five (65) consecutive working days (90 calendar days) after the date of the illness or injury and may continue until age seventy (70). The maximum benefit is \$3,000 per month and is integrated with Social Security.

From and after the expiration of nine (9) months from the date on which the income protection plan begins to provide compensation to an individual or upon the expiration of the current contract year, whichever is later, all other benefits provided by the District shall terminate.

9. **Travel Allowance:** Principal will be required to track and report their actual in-District business miles, which will be reimbursed at the same rate as is established for all state officials and employees.
10. **Professional Dues:** The District will contribute to principals' dues for such professional organizations as NDAESP, NAESP, NDASSP, NASSP, NDCSA, and/or ASCD, up to a maximum of \$1,000 for each principal and associate principal. Additionally, principals may use their Principal Professional Travel account to cover additional professional membership dues if necessary.
11. **Social Security:** The District will contribute the required percentage of the principal's salary to the maximum mandated by law to the Social Security contribution fund.
12. **Retirement:** The principal will contribute 11.75% of their salary to the North Dakota Teachers' Fund for Retirement (TFFR). The District matches with a 12.75% contribution to TFFR.

D. BOARD'S RESPONSIBILITIES TO THE PRINCIPAL

1. **Evaluation of the Principal:** The superintendent or their designee will provide an annual written evaluation, or more as required by law, of the principal's job performance. If additional evaluations are needed, the principal shall be informed of the reason(s). The evaluation instrument and the procedure shall be developed by the principals, the superintendent, and the board; but the board shall have the final right of approval of such instrument. The evaluation instrument and process shall be related to the position description of the principal and the goals and objectives of the board.

Before any such evaluation is placed in the personnel file of the principal, the superintendent or his designee shall discuss the evaluation with the principal. The principal may attach a statement to the evaluation that will be considered a part of the evaluation and is to be included in the principal's personnel file. A copy of the written evaluation shall be provided to the principal. In the event the principal is unsatisfactory in any respect, he/she shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation shall include recommendation as to how improvements can be made.

2. **Referral of Complaints:** The board, individually and collectively, will promptly refer to the principal's supervisor for study all criticism, complaints, and suggestions concerning the principal's performance of duties called to the attention of the board members.
3. **Requirements for Principals' Professional Development/Travel:** The principals shall attend appropriate professional meetings at local, area, state, and national levels whenever possible. The travel and subsistence expenses of said attendance are to be incurred by the district up to a maximum of \$1,500 per principal per year. The principals may bring their balance to the next

fiscal year. The balance in a principal's account shall not exceed \$6,000. The principal shall continue professional development and participate in job related learning experiences approved by the principal's supervisor. These dollars may also be used for personal certification requirements.

4. **Hold Harmless:** The District shall defend, hold harmless, and indemnify the principal from any and all demands, claims, suits, actions, and legal proceedings brought against the principal in the principal's official capacity as agent and employee of the board, provided the incident arose while the principal was acting within the scope of the principal's employment.
5. **Job Description:** A written and comprehensive job description, outlining the general responsibilities of the principal, shall be mutually developed by the principal and the superintendent utilizing the guidance provided in Board policy.
6. **Professional Leave:** Upon the recommendation of the superintendent, and approval by the board, principals who have rendered satisfactory service in the District for not less than three (3) consecutive years may be granted a leave of absence for one year for the purpose of continuing their education. Such leave, if approved, shall be without pay. If the leave is granted, the principal on leave will be responsible for the payment of all fringe benefits in which they wish to participate. No experience will be granted for the year in which the principal is on leave. The returning principal will assume a position that is equal to their position when the leave was granted. Notice of intent to return must be received prior to March 7 of the calendar year in which the leave is to be completed.

Leave may be granted to principals requesting half time professional leave for the purpose of fulfilling their residence requirement of a doctoral program. Upon completion of the residency requirement, a principal would begin a position equal to their position when the leave was granted. The returning principal will receive credit on the salary schedule for their year of employment. Notice of intent to return must be received prior to March 7 of the calendar year in which the leave is to be completed.

A maximum of two principals may be granted professional leave during a school term.

7. **Doctoral Cohort Program:** Those principals seeking entrance to a doctoral cohort program may be permitted, with approval by the superintendent, release from work days as required by the program for university classes held during regularly scheduled school days and the principal work schedule. Principals approved for this program will be expected to use personal days prior to other days being approved.

E. PRINCIPAL'S RESPONSIBILITIES TO THE BOARD

1. The principal shall furnish a valid and appropriate administrative certificate to serve as a principal in the State of North Dakota.
2. The principal hereby agrees to devote full time, skill, labor, and attention to said employment during the term of this contract, except that with the approval of either the board or the superintendent, the principal may accept compensation for speaking engagements, writing for publications, acting as a consultant for various agencies, and other professionally related assignments.
3. The principal, under the supervision of the superintendent and pursuant to the rules and policies of the board, shall be responsible for the administration and operation of the school attendance area to which he/she is assigned.

4. The principal, with the approval of the appropriate supervisor and pursuant to the policies adopted by the board, shall be responsible for planning, management, operation, and evaluation of the educational program at the school attendance area to which they are assigned.
5. The superintendent or his designee, after consulting with the principal, will determine the appointment, assignment, promotion, transfer, and dismissal of all personnel assigned to the school attendance area.
6. The principal shall perform such other duties as may be assigned by the superintendent or his designee that are consistent with the rules and policies of the board.

F. MANAGEMENT TEAM RESPONSIBILITIES

The principal shall be considered as an integral part of the administrative and management team of the district. The principal will be provided with appropriate financial reports, special reports, agenda, and minutes of board meetings.

The principal will be expected to make recommendations concerning policies and practices in the district. Principals will serve as advisors to the administration and the board during the collective bargaining process.

G. SAVING CLAUSE

If, during the term of this contract, it is found that a specific clause of the contract is declared illegal in federal or state law, the remainder of the contract, not affected by such a ruling, shall remain in force.

H. TERM

The provision of each article attached hereto, except as otherwise specifically provided, shall be effective as of July 1, 2019 to June 30, 2021. The parties hereto have entered into this contract with the clear understanding that said contract shall be a continuing contract that automatically renews for a one-year term on July 1 of each year and continues in full force and effect for the subsequent year, except as modified or terminated by mutual agreement or as terminated in accordance with the provisions specified in the North Dakota Century Code. This contract may be terminated by the principal by tendering a signed resignation letter to the board, subject to board approval.

RATIFICATION

IN WITNESS THEREOF, signatures of duly authorized representatives of the Association and the Board indicate that this Agreement has been ratified by the Grand Forks Principals' Association and the Grand Forks School Board.

Dated at Grand Forks, North Dakota this _____ of _____, 20_____.

GRAND FORKS SCHOOL BOARD

GRAND FORKS PRINCIPALS ASSOCIATION

Doug Carpenter

Terry Bohan

Jackie Hoffarth

Dr. Gabe Dahl

Eric Lunn

Kevin Ohnstad

Ali Parkinson

Todd Selk