

COLLECTIVE BARGAINING AGREEMENT

Between

CASCADE PUBLIC SCHOOLS
SCHOOL DISTRICT 3&B
CASCADE COUNTY

AND

THE CASCADE EDUCATION ASSOCIATION

2023-2025

TABLE OF CONTENTS

Preamble	Page 3
Recognition	Page 3
Teacher Rights & Responsibilities	Page 3-5
Association Rights & Responsibilities	Page 5-6
Board Rights & Responsibilities	Page 6-7
Grievance Procedure	Page 7-8
Work Day/Work Year	Page 8-9
Leaves	Page 9-13
Health Insurance	Page 13
Professional Compensation	Page 13-15
Effect & Scope of Agreement	Page 15
Duration of Agreement	Page 16
Appendix "A" (Grievance Report)	Page 17-18
Appendix "B" (Salary Schedule) 2023-2024	Page 19
Appendix "B-1" (Salary Schedule) 2024-2025	Page 20
Appendix "C" Attainment Level 2023-2025	Page 21
Appendix "D" Sick Leave Bank Deposit Form	Page 22
Appendix "D-1" Sick Leave Bank Withdrawal Form	Page 23
Appendix "E" Request for Approval of Credits for Salary Advancement	Page 24
Appendix "F" RIF Experience and Qualifications Worksheet	Page 25
Appendix "F-1" RIF Experience and Qualifications Rubric	Page 26
Appendix "G" Cascade Hiring Incentive Form	Page 27
Appendix "H" Cascade Recruitment Incentive Form	Page 28

PREAMBLE

The parties have an obligation pursuant to law to bargain collectively with respect to wages, hours, fringe benefits and other conditions of employment, and the parties have reached certain understandings which they desire to confirm in this Agreement, and in consideration of the foregoing mutual covenant, it is hereby agreed as follows:

ARTICLE 1—RECOGNITION

- 1.1 The Cascade Board of Trustees District #3&B (referred to as the Board) agrees to recognize the Cascade Education Association (referred to as the Association) as the exclusive representative of the teachers for the term of this Agreement.
- 1.2 The exclusive representative shall represent members of the appropriate unit which shall consist of all 3/7th to full-time teachers of the school district who are certified in Class I, II, IV, V, as provided in Section 20-4-106, MCA, and whose positions call for or require such certification but shall exclude the following:
 - A. Superintendents and Principals;
 - B. Substitute teachers;
 - C. Teacher's aides; and,
 - D. Supervisors as defined by the 20-4-106, MCA
- 1.3 Unless otherwise indicated, the term "teacher" when used hereinafter shall refer to all employees in the appropriate unit as above defined.

ARTICLE 2—TEACHER RIGHTS AND RESPONSIBILITIES

- 2.1 Nothing contained herein shall be construed to deny or to restrict any teacher such rights as he/she may have under Montana and federal law.
- 2.2 The Board agrees that individual teachers shall have the rights of association, self-organization, and the designation of representatives of their own choosing in compliance with 39-31-201, RCM.
- 2.3 No teacher shall be disciplined, reprimanded, reduced in rank or compensation without the following steps, A through C, having been implemented sequentially by a school administrator:
 - A. Oral warning
 - B. Formal written warning or reprimand to cover the following:
 - 1. What happened?
 - 2. Reason for warning or reprimand.
 - 3. What changes are expected?
 - 4. Suggestions for improvement with timetable.
 - 5. What will take place if no change is forthcoming or the situation giving rise to the warning or reprimand is repeated?
 - 6. The teacher shall have the right to file a written response to the formal warning and have the response placed in his/her personnel file.
 - C. Disciplinary action, which may include, but is not limited to, suspension, discharge, termination, non-renewal or dismissal of the charges leading to the hearing.
 - D. In cases where the action(s) of the teacher is of such a nature as to seriously and adversely affect the educational process, corrective discipline of the teacher may be brought before the Board of Trustees for a hearing of the issue.

E. No tenured teacher shall be disciplined, reprimanded, reduced in rank or compensation, terminated or discharged without just cause. Discharge and termination do not include nonrenewal without cause under Section 20-4-206, MCA.

2.4 The individual contract of employment between the Board of Trustees and each teacher shall contain the following statement:

"This individual contract is made pursuant to and subject to the terms and conditions of the Agreement between the Association and the Board of Trustees, and to the extent that the provisions of this contract and said Agreement may be inconsistent, the provisions of said Agreement shall be controlling."

Therefore, if individual contracts are issued during negotiations, mediation, or fact finding or before agreement has been reached between the Board and the Association, the provisions of each individual contract shall be adjusted to comply with the terms and conditions of the final agreement once it has been consummated.

2.5 Notice of non-renewal of a non-tenured teacher's contract must be given by June 1.

2.6 Reduction In Force

A. Non-tenured teachers shall be excluded from this Reduction in Force provision.

B. A Reduction in Force and the term "layoff" as used herein shall mean any suspension from employment arising out of a reduction in the teacher work force of the District, and shall be separate and distinct from the terms retirement, resignation, non-renewal, discharge, dismissal, or termination.

C. Grades 7-12 and Grades K1-6 shall be considered as separate units for purposes of this section so that the layoff procedure with respect to one such unit shall not apply to other units.

D. If the layoff affects a particular educational program or unit, layoffs will be confined to personnel employed in such program or unit. However, nothing shall be interpreted or applied so as to prohibit the Board from assigning laid off personnel to positions in other units or programs, for which they are qualified, held by less senior teachers.

E. Definition - Seniority shall be defined as the total length of continuous service, including full credit for service of less than a full duty day or service of less than a full contract year, if a teacher has signed a contract for the ensuing school year with the District. Seniority shall accrue from the date of employment. Seniority will not be broken by approved leaves of absence. Seniority will not be broken by employment by the Board in a position outside the appropriate unit if the Board required certification/license for employment in that position. In the event of identical dates of employment, those holding advanced educational preparation shall have precedent. In the event of both identical dates of employment and advanced preparation, rank shall be determined by lot. This order once established shall not change.

F. Loss of Seniority - A teacher shall lose his/her seniority for any of the following reasons:

1. if teacher is dismissed and not subsequently reinstated,
2. if teacher retires,
3. if teacher resigns,
4. if teacher overstays a leave of absence without obtaining an extension of the leave,
5. if a teacher declines an offer of recall to the previous-held positions or an equivalent position.

G. Seniority List - A seniority list shall be prepared by the Board at least once a year not later than January 1. Needed corrections to this list shall be presented to the Board in writing prior to January 20. All uncontested data will be considered accurate from that point and for subsequent years. Corrections after this date may be made only with the written agreement of the Board. A copy of this list shall be provided to the Association and shall be available in all buildings for review during regular working hours.

H. When a reduction in force takes place, the least senior teacher shall be laid off first, provided that the least senior teacher does not have experience and qualifications that are substantially greater than a more senior teacher. If the less senior teacher has such experience and qualifications, a more senior teacher shall be laid off first. The RIF Experience and

Qualifications Worksheet and Rubric shall determine when a teacher has substantially greater experience and qualifications. See Appendix F.

I. Recall:

1. When recalling to the former teacher's District assignment, the most senior teacher shall be the first recalled, provided that a less senior teacher does not have experience and qualifications that are substantially greater than the more senior teacher. In such event, the less senior teacher shall be recalled first. Recall rights shall not be based exclusively on seniority.
2. When recalling to a teaching position other than the previous District assignment, the most senior teacher must have experience and qualifications that are substantially greater than all other personnel.
3. The Board shall give written notice of recall from layoffs by sending a registered or certified letter, return receipt requested, to said teacher at the teacher's last known address. The teacher's address as it appears on the Board's record shall be conclusive when used in connection with layoffs, recalls, or other notices to the teacher. It shall be the responsibility of each teacher to notify the Board of any changes of address. If the Board is not able to cause delivery of the notice of recall within fifteen days of the date that such notice was sent, it shall result in forfeiture on the part of the teacher to any further rights to reinstatement.
4. The teacher on recall who signs a contract with another school district shall notify the District within thirty (30) days or shall forfeit all rights to recall. If the District has knowledge that any teacher on recall is under contract with another school district, the District is under no requirement to offer a contract to a teacher on recall unless the District has received notice that the other employer is aware of the possibility of recall to District employment, and the other employer has agreed to release the teacher upon recall by the District.
5. If a teacher declines or does not accept an offer of recall to the previous-held position or an equivalent position within seven days of the notice of recall, it shall result in the forfeiture on the part of the teacher to any future rights of recall under this article.

J. The Board shall be the sole determinant of: the number of teachers employed in each school program(s); the continuation, elimination, or modification of each school program(s); and the quality of each school program(s).

2.7 Teachers will perform all duties faithfully and satisfactorily as directed by the administration and agree to comply with and abide with all pertinent statutes of the state of Montana and rules and regulations promulgated by the Board.

ARTICLE 3-ASSOCIATION RIGHTS AND RESPONSIBILITIES

3.1 The Cascade Education Association, as the exclusive representative of all of the members of the appropriate unit, will represent all such persons fairly and equally. The Cascade Board of Trustees shall assist the CEA in promoting membership in the Association. No one shall be required to join the Association but membership in the Association shall be encouraged and made available to all who apply, consistent with the Association constitution and by-laws. No one shall be denied Association membership because of race, creed, color or sex.

Each teacher who is not an Association member may provide written authorization to the Cascade Board of Trustees to have a representative fee deducted from his/her salary. This fee will be forwarded as directed by the Cascade Education Association.

3.2 Any teacher may become a member of the Association under the procedures specified by the Association.

3.3 The Board of Trustees agrees to furnish to the Association upon written request to the superintendent such information or access to such information as is not confidential, is a matter of public record and directly relates to the grievance process, negotiations, hearings or litigations. Such requests are subject to Association reimbursement to the district for the cost of supplying such information.

3.4 The Association shall have the right to use the interschool mailboxes for distribution of Association materials. The Association's right to the use of the interschool mail boxes shall be considered void in cases of work stoppage or strike.

3.5 Representatives of the Association will be permitted to conduct business on school property, provided the business does not interfere with the educational process. Such rights shall be considered void in cases of work stoppage or strike.

- 3.6 The Association and its representatives shall have the right to use school buildings at times and on dates in which the buildings have been previously scheduled for district or public use. Written notice will be given to the building administrator in sufficient advance time to schedule the building use. Such right shall be considered void in cases of work stoppage or strike.
- 3.7 The Association and its representatives shall have the right to use school office and audiovisual equipment in the school. The Association shall pay the cost of such use and materials and agree to compensate the district for any damages sustained in such use. Such rights shall be considered void in cases of work stoppage or strike.

ARTICLE 4—BOARD RIGHTS AND RESPONSIBILITIES

- 4.1 The matters of negotiations and bargaining for agreement herein shall not include matters of curriculum, policy of operation, selection of teachers and other personnel, or physical plan of schools or other facilities. The Board has authority, duties and responsibilities conferred upon and vested in it by law to establish school policy of operation, including but not limited to the following rights:
- A. to exercise the executive management and administrative control of the school system and its properties, facilities, programs and the contracted activities of its employees,
 - B. to employ and re-employ all personnel, determine their qualifications, conditions of work, and work assignments and further to promote, demote or dismiss such personnel as provided by law; and
 - C. to select textbooks and other teaching materials to be used in all courses of instruction, to establish and supervise curriculum, manner of instruction, class schedules, hours of instruction, days that the school shall be in session, physical plant and other facilities to establish terms and conditions of work, except as hereinafter set forth.
- 4.2 The Association shall recognize any agent of the Board selected to represent it in any matter covered by this Agreement as is evidenced by letter of appointment executed by the Board chairperson or the clerk of the district. The exercise of the foregoing powers and duties by the Board, the adoption of policies, rules and regulations, and furtherance therewith shall be limited only by the specific and express terms of this agreement and applicable laws of the state of Montana and of the United States of America.
- 4.3 The management of the district and the direction of its employees are vested exclusively in the Board. All matters not specifically and expressly covered or treated by the language of this Agreement may be administered by the Board in accordance with such policy or procedure as the Board may determine. Management rights will not be deemed to exclude other management rights not herein specifically enumerated.
- 4.4 The Board agrees to bargain with the exclusive representative as outlined in Montana laws and this Agreement. The Cascade Board of Trustees shall assist the CEA in promoting membership in the Association. No one shall be required to join the Association but membership in the Association shall be encouraged and made available to all teacher candidates in the Cascade School District.
- 4.5 Information regarding positions which are to be available through creation or vacancy shall be publicized to the staff by posting notices on the school website. Qualifications shall be listed on the position announcement.
- 4.6 Teachers in the Cascade School District may apply for any vacancy for which they are certified and qualified. The board will consider the professional background and attainments as well as other relevant factors such as, but not limited to, district goals and objectives in the review of all applicants. If two applicants are of equal standing and one is a teacher in the Cascade School District, said teacher shall have the advantage in selection.
- 4.7 Upon approval and final signatures, this Agreement will be made available within thirty (30) days to all teachers presently employed, hereafter employed or offered employment by the district via the school website.
- 4.8 A hiring incentive may be available for an open teaching position in the District. The hiring incentive will be set in the range of 5-10% of the regular annual contract amount offered to the candidate. As a collective party, the Administration and CEA will decide if an open position is eligible for the hiring incentive and what percentage to set the hiring incentive at by completing and

filing the hiring incentive form in Appendix G. The incentive will be posted with the job advertisement upon approval. The selected candidate for the position may choose one of the following two options:

- A. The candidate may elect to have the incentive payable towards monthly student loan payments for educational studies. The total amount of the incentive will be broken into twenty-four (24) equal payments. The payments will be made directly to the teacher's loan company or financial institution over a period of two (2) years. If the teacher should leave the District before the completion of two years, they shall forfeit the remaining payments.
- B. The candidate may elect to have the incentive payable in a two-part stipend. The total amount of the incentive will be broken into two (2) equal payments. The first payment will be made payable on the first payday after beginning work. The second payment is contingent upon the offer and acceptance of a second-year contract in the District. Upon offer and acceptance, the second payment will be made on the first payday of the second contract year. If the teacher is not offered or does not accept employment for the second contract year, they shall forfeit the remaining payment.

4.9 The Board will offer a recruitment incentive in the amount of one thousand dollars (\$1,000) to all currently employed certified teachers who successfully recruit other certified teachers to accept full-time teaching jobs in the District. To be eligible for the incentive, the newly hired teachers must complete the contracted year, and the recruiter must provide evidence that they were the ones who referred the candidate by completing and filing the recruitment form in Appendix H. The incentive will be awarded at the end of the school year following the completion of the newly hired teacher's first year of service.

ARTICLE 5—GRIEVANCE PROCEDURE

5.1 A "grievance" shall mean an allegation by a teacher, group of teachers, or the Association resulting in a dispute or disagreement between the teacher and the school district as to the interpretation or application of the terms and conditions contained in this Agreement.

5.2 The teacher, group of teachers, Association, administrator or school district may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

5.3 The following definitions and interpretations pertain:

- A. Extensions: Time limits specified in this agreement may be extended by mutual consent.
- B. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all instructional and PIR days.
- C. Computation of Time: In computing any period of time prescribed or allowed by procedure herein, the date of the act, event or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a nonscheduled Friday, Saturday, Sunday or a legal holiday.
- D. Filing and Postmark: The filing or service of any notice or document herein 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.

5.4 Concerning Time Limitations and Waivers: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee(s) setting forth the facts and the specific provisions of the agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of grievance.

5.5 In the adjustment of grievance, the school district and the teacher(s) shall attempt such adjustments of grievance arising during the course of employment in the following manner: (Use appendix A of this contract)

- A. Level One: If the grievance is not resolved through informal discussions, the school district designee shall give written decision on the grievance to the parties involved within five (5) days following receipt of the written grievance.

- B. Level Two: In the event the grievance is not resolved in Level One, the decision rendered may be appealed to the superintendent of schools provided such appeal is made in writing within ten (10) days after receipt of the decision of Level One. If the grievance is properly appealed to the superintendent, the superintendent shall set a time to meet regarding the grievance within seven (7) days after receipt of the appeal. Within five (5) days following the meeting, the superintendent shall issue in writing, to the parties involved, a decision.
- C. Level Three: In the event the grievance is not resolved in Level Two, the decision rendered may be appealed to the Board of Trustees provided such appeal is made in writing within ten (10) days after receipt of the decision of Level Two. If a grievance is properly appealed to the Board of Trustees, the superintendent shall cause the grievance to be placed on the agenda of the next regularly scheduled Board meeting for hearing of the parties involved. The Board of Trustees within seven (7) days after hearing the grievance will render a decision in writing to the parties involved.
- D. Level Four: If the aggrieved is not satisfied with the disposition of the grievance by the Board, the grievance, only at the option of the exclusive representative, may be submitted before an impartial arbitrator. The exclusive representative shall exercise its right of arbitration by giving the superintendent written notice of its intention to so file within ten (10) days of the receipt of the decision at Level Three.

Within ten (10) days after such written notice of submission to arbitration, the superintendent and the exclusive representative will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment for such arbitrator to serve. If the parties are unable to agree upon an arbitrator or obtain such a commitment in ten (10) days a request for a list of arbitrators will be made to the Board of Personnel Appeals. The arbitrator shall be chosen by each party deleting one name in order (after the flip of a coin) until one name remains.

The arbitrator selected will confer with the representative of the Board and the exclusive representative and hold arbitration session(s) promptly and will issue his/her decision not later than thirty (30) days from the date of hearing. The arbitrator's decision shall be in writing and will set forth decision, reasoning and conclusions. The report will be submitted to the Board and the exclusive representative. The findings shall be binding on both parties.

- E. Step Waiver: Provided both parties agree in writing, any level of this grievance procedure may be bypassed and processed at a higher level.
- F. Costs: Each party shall bear its own costs of arbitration except that the fees and charges of the arbitrator shall be shared equally by the parties.
- G. Jurisdiction of the Arbitrator: The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. The arbitrator's findings shall be based upon the specific provisions of this Agreement. This arbitration provision shall be for grievances only.
- H. Exceptions to Time Limits: The time limits provided in this Article shall be strictly observed unless extended by written agreement of the parties. Notwithstanding the expiration of this Agreement, any claim or grievance arising there under may be processed through this grievance procedure until resolution.

- 5.6 No reprisals of any kind will be taken by the school district or its designee(s) against any teacher nor will the exclusive representative or any teacher(s) take reprisal action against any member of the Board of Trustees or school administration because of their participation in this grievance procedure.

ARTICLE 6—WORK DAY/WORK YEAR

- 6.1 School Day: The teachers' workday shall be determined by the board with the day not exceeding 9 hours (excluding an occasional IEP or staff meeting) on any given student day and 4 hours on any PIR day, with the teachers' individual contract specifying the number of contracted hours for the school year. A teachers' workday will not have morning duty prior to the contracted time. Any hours scheduled outside of the teacher's normal school day (i.e. open house, family night, subject night...) shall be proposed by the calendar committee prior to adoption by the board.
- 6.2 Teachers will be-scheduled to work 1416 instructional and instructional related hours.

- 6.3 Lunchroom, homeroom, and playground duties shall be scheduled by the administration and be rotated equally within the staff as reasonably and as practically as possible.
- A. The Board of Trustees will institute a joint teacher (Association member chosen by the Association), Administration/School Board member committee to review teacher concerns as requested by the Board or Association.
 - B. Each teacher will receive a calendar that includes one period, duty-free prep time per day that is proportional to the other periods of the day spent with students. In the case of part-time teachers teaching 4/7 periods per day or more, the district will provide a percentage of a preparation period based on the instructional assignment agreed to in the teacher's contract. (A part-time teacher teaching 6/7 would receive compensation for a preparation period of 6/7 of one period).
 - C. Two teachers who by rotation are scheduled as junior class or senior class advisors shall receive a stipend, as listed in the Coaches/Sponsors/Advisors/Activities/Athletic Handbook, made payable at the end of each school year. The principal shall establish the expectations of the junior and senior class advisors at the beginning of each school year and will evaluate each advisor yearly upon payment of stipends.
- 6.4 Teachers filling positions which require certification and who are paid on an hourly basis shall be compensated at the following rate effective July 1, 2008 (unless covered by an additional contract).
- A. When teaching students \$18.00 per hour
 - B. When not teaching students \$12.00 per hour
 - C. Assigned Extracurricular Duties: Assigned extracurricular duties shall mean duties for which compensation is not already being received and shall be limited to activities for which the general public will attend. The teachers will sign up for, and complete three of these duties throughout the school year. Any teacher may sign up for more of these duties and will be compensated for those duties, beyond the three, at the rate of \$12 per hour.
- 6.5 The Board of Trustees will institute a joint teacher/administration committee responsible for recommending the school calendar. Two teachers (Association members) and one administrator will comprise the committee. The committee will present the proposed calendar to the Board which will approve the calendar. The school calendar shall be part of the school district policy of operation and shall not be part of this Agreement.
- 6.6 Teaching as a profession, demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world. Teachers shall follow the dress code policy as outlined in the Certified Handbook.

ARTICLE 7—LEAVES

- 7.1 Any teacher who intends to take leave of any nature will be responsible for entering their leave request into Frontline and ensuring they have approval and coverage prior to taking leave.
- 7.2 Peer Coverage: Teachers needing leave for one (1) hour, and one hour only, and finding a peer teacher to substitute for that hour, will not lose a day of leave or fraction of a day. It is the responsibility of the teacher to (1) secure a fellow teacher to cover for the 1-hour absence; (2) enter leave into Frontline; and (3) ensure approval is granted by the principal. In the case of absence for one hour due to school sponsored activities, school administration may assist the teacher in finding coverage. Teacher can obtain emergency peer coverage from a teacher who is willing to watch their class even if they are watching their own class upon administrative approval. The principal has the final decision as to whether the absence/substitute arrangement upsets the educational setting and will be permitted. In all circumstances, the substituting teacher can earn credit toward a discretionary day (See Article 7.4 F).
- 7.3 Unauthorized Absence: Teachers missing scheduled contract days or portion of days which are not excused by the administration or covered by leave policy will have a proportionate part of their salary deducted. A pay reduction for the time of unauthorized absence will be equal to the teachers' daily rate (daily rate of pay = number of hours absent/number of annual contracted hours).

7.4 Discretionary Leave:

- A. All regularly employed teachers will be granted 10 discretionary leave days. Annual leave shall accrue monthly and is earned on a proportionate basis to the teacher's work year.
- B. A teacher in the District shall be permitted to utilize the annual 10 day accrual, in advance of accrual. In the event that such leave days are utilized herein prior to the earning thereof, such days will be deducted from future accumulations.

The following rules apply:

- 1. Teachers who are absent from school must notify the designated person of their intent to return to school by 3:00 p.m. of their last day of being absent.
 - a. Except when notified to the contrary, the substitute teacher shall be released from duty at the close of the school day on the last school day of the week or before the start of a vacation.
 - b. In the event that the returning teacher has failed to notify the superintendent or principal of the teacher's intent to return to duty, and the substitute and the teacher both appear, the regular teacher will be expected to perform the classroom duties. The substitute shall be compensated for one-half day with the cost to be deducted from the teacher's salary.
- 2. All teachers must inform the designated person as soon as possible, but no later than 7:00 a.m. to arrange for a substitute. Leave must also be entered into Frontline.
- 3. Leave days allowed shall be deducted from the accrued discretionary leave days earned by the teacher. Teachers who are absent 1-4 periods will use a half (1/2) day of discretionary leave; teachers who are absent 5-7 periods will use one (1) full day of discretionary leave.
- 4. Up to three (3) leave days may be used consecutively for any purpose, based on the availability of substitutes. The utilization of more than three (3) consecutive leave days requires prior Superintendent approval.
- 5. Discretionary leave may not be used to extend any vacation period during the school year nor used in the first five (5) or last ten (10) days of the school year unless special permission is given by the superintendent.
- C. Teachers who agree to substitute for a fellow teacher and in so doing lose their preparation time shall earn credit toward a discretionary day. For every seven hours or periods of substitutions, the substituting teacher shall earn one extra discretionary day. (See Article 7.2)
- D. At the end of each school year, if a staff member has remaining discretionary days, they may roll over a maximum of eight (8) days to the individual's sick bank. Any remaining days over the 8, up to a maximum of two (2) days, may be paid out by the District at a certified substitute teacher wage. Teachers who do not use any of their discretionary days will be entered into a \$250 drawing held at the conclusion of the school year.
- E. A maximum of 8 unused discretionary leave days may accumulate each year to a maximum credit of 130 days of sick leave per teacher. Upon accumulating one hundred thirty (130) sick days, each certified staff member may contribute days of sick leave remaining at year-end to a common sick leave bank, as outlined in 7.9. If a teacher leaves the district following fifteen (15) years of continuous teaching service in the Cascade school system, a teacher shall be compensated for twenty-five percent (25%) of his/her unused sick leave days based on salary base per day. If the figure exceeds \$.50, the figure will be rounded to the next highest dollar.
- F. In the event that a teacher who has been permitted to utilize discretionary leave in advance of accrual under this provision should leave the employment of the District, he/she shall be liable to the District for any leave pay advanced beyond his/her earned accrual.
- G. Upon the teacher's request, a teacher injured on the job in the service of the District and collecting Workman's Compensation Insurance, may draw sick leave and receive full salary from the District, his/her salary to be reduced by an amount equal to

the insurance payments for lost salary and only that fraction of the days not covered by insurance will be deducted from his/her accrued sick leave.

H. Paid discretionary leave shall not be granted for illness or disability occurring during the course of military, family, general or sabbatical leave.

7.5 Sabbatical Leave: Sabbatical may be granted to promote staff development and to encourage the professional growth of teachers. When sabbatical leaves are available, a teacher with five (5) years of service in the district is eligible to apply. The following factors will be considered when the Board of Trustees grants a sabbatical.

A. Factors

1. Number of requests submitted (one sabbatical per year may be approved)
2. Cost of sabbatical to district. Cost will include replacement teacher, sick leave, insurance, retirement and all associated costs of teacher replacement.
3. Availability of qualified teacher replacement to fill in for staff member on sabbatical.
4. Value of planned course of study to achievement of district goals.

B. Salary and benefits

1. The teacher will be compensated at (1/3) salary and (1/3) benefits while on sabbatical leave.
2. Tenure will be maintained while on sabbatical.
3. Teacher will provide service to the district for a minimum of two years after completion of sabbatical.

C. Procedure

1. Application for sabbatical must be submitted to the superintendent on or before February 1st.
2. Board approval for sabbatical will be at the regular April meeting.

7.6 Medical Leave: The Cascade School Board will authorize a medical leave of absence from duty for reasons of verified medical disability, provided without salary or fringe benefits in accordance with the statute and Board Policies.

7.7 Maternity Leave: Teachers will be allowed to use discretionary days in order to be paid while on maternity leave. Once discretionary days are exhausted, employees may use their accumulated individual sick leave to continue their leave. For leave beyond accumulated discretionary and sick leave days, refer to Article 7.9.

7.8 Professional Leaves, Meetings, and Conferences:

- A. Association Conference is covered and governed by state statute.
- B. Because visits to other classes and other schools are a valuable means of professional growth, any teacher may, upon written request and approval of the superintendent, be granted a visit, to vary in duration and purpose, to observe another school setting.
- C. Attendance at professional meetings will be granted at the discretion of the Board. The district may defray expenses if the district requests such attendance.

7.9 Sick Bank Policies and Procedures

- A. Purpose: The purpose of the sick leave bank is to provide additional leave only to the individually contracted teachers of Cascade Public School who need extended medical care, rehabilitation, hospitalization or leave as allowed in Article 7.3. Sick bank privileges shall not extend beyond the individual teacher under contract. A teacher must have exhausted all of his or her discretionary and accumulated individual sick bank days and have incurred five days without pay before entitlement.
- B. Participation and Donation: A participating teacher must have donated discretionary days to the bank in order to withdraw from the bank. A participant must contribute a total of (5) days over a (3) year period of time and is eligible to then withdraw ten (10) bank days for every day donated. Therefore, each member can withdraw a lifetime total of 50 days. Nontenured teachers may only donate one day per year, until tenure is reached. After receiving tenure, they

will be required to donate at a rate of not less than two days per year until they have contributed five days. Contributions will be made to the bank on the last day of the school year upon checkout. All donations are irrevocable.

- C. Committee: An administrative committee will be maintained to manage the bank and authorize the bank withdrawals. It will consist of one K-8, one 9-12 teacher (annually selected by members of the sick leave bank), and one administrator (appointed annually by the superintendent). For documentation purposes, the committee will work hand in hand with the school clerk. Withdrawal approval will be given on a simple majority vote. The committee will grant or deny each request within 20 days.
- D. Withdrawal Process: A formal written request must be made and submitted to the sick bank committee for approval. This bank may only be used by those teachers who have written verification from a medical doctor, or doctors when requested by the committee. The committee may request written verification from a second doctor. Sick bank days will be allocated in five-day blocks. Additional blocks from the bank will require submitting another request to the committee for approval. Any unused days (from a 5-day block) will be returned to the bank. The committee has the discretion of authorizing less than the ten bank days per day contributed should the bank's balance fall below 60 days.
- E. Maintaining a Minimum Balance: Should the bank's balance fall below 60 days; the committee has the authority to determine the number of additional sick days that must be deposited by each member so as to replenish the bank. Each member will be required to contribute an equal amount. Additional days contributed to the bank for this purpose does not entitle a member to withdraw more than the 50 days allowed (refer to Participation and Donation). Failure of a member to comply with the committee's request to replenish the bank will result in forfeiture of the individual's membership in the sick leave bank.
- F. Repayment of Days Withdrawn: Members who use the sick bank will be required to pay back sick days at the rate of two days per year. If a member ceases employment with Cascade Public Schools and has a balance of un-repaid days from the bank, that person shall have a payroll deduction from their final check to repay the sick leave days. Said deduction shall be figured using their daily rate of pay.
- G. Emergency Sick Leave Bank: In order to help newer teachers who have not been able to accumulate Sick Leave, this portion of the Sick Leave Bank is available to any teacher employed by Cascade Public Schools. A teacher may request no more than 5 days of sick leave without the requirement of paying the days back to the bank. Any unused days (from the 5-day block) will be returned to the bank upon teacher checkout at the end of the school year. This portion of the bank may be used only once (lifetime) by any one teacher. All other requirements of the Sick Leave Bank must be met, e.g. final approval from the committee. Deposits to supply the days used for this Emergency Sick Leave Bank can come from teachers who wish to donate extra, unused discretionary days into this area of the Sick Leave Bank; for example, those who have accumulated 130 days of Sick Leave and want extra days to be available for others to use.

7.10 Professional Development

- A. The District will budget \$3,000.00 per year for teacher development training. Registration fees and travel expenses may be covered for attendance at local, regional or national professional development.
- B. Permission to use the budgeted yearly professional development funding must be granted by each of the following: Superintendent, immediate Supervisor, and the CEA President. Failure to receive approval from each of these will result in non-approval for use of funds.
- C. Any funds not expended for this purpose will become part of the regular school budget.
- D. All monies awarded must be spent during the current fiscal year (prior to July 1).
- E. Final approval for all out-of-state travel must be given by the Board of Trustees.

Teachers may apply at any time to the Superintendent of Schools with specific information about the training or convention and benefit to participants. Continued emphasis will be placed on observing teachers at other schools.

7.11 Jury Duty: Official leave at full salary will be provided to each teacher for Jury Duty. Payment received for “Jury Fee” from the Court system will be remitted by the teacher to the School District Clerk. The teacher is to retain any mileage reimbursement. A copy of original official summons is to be attached to the Leave Request Form when requesting a substitute for Jury Duty.

7.12 Bereavement: Up to five (5) days per year of bereavement leave at full pay for the death of a member of one’s immediate family may be granted. Immediate family will be defined as father, mother, sister, brother, husband, wife, significant other, children, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or other persons related to the teacher. Additional time, if requested by the teacher, shall be deducted from accumulated sick leave.

One (1) day per year of bereavement leave may be used for death of a close friend, relative, or member of the community not covered as defined by immediate family.

Bereavement leave is non-accumulative. Extended bereavement leave shall be granted under special circumstances by the administration.

ARTICLE 8—HEALTH INSURANCE

8.1 The district agrees to pay the base amount of \$1,800.00 and half of the difference between the base and the actual cost of the premium per year. In the event the premium is less than the base amount the board will pay the actual premium cost only.

8.2 It is understood that 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 school district as a result of a denial of insurance benefits by an insurance carrier. The Board and the Association will discuss and review any change in the carrier.

8.3 For those employees hired after 2010-2011 who choose the High Deductible Health Plan, HDHP, with a Health Savings Account, an HSA, as a health insurance benefit through the District’s insurance provider, the District will pay a one-time-only start-up amount, or an incentive, for an HSA. Contributions to the HSA are only by payroll deduction and are electronically deposited into a savings account established by the employee in conjunction with the district clerk. The start-up amount will also be electronically deposited into a savings account.

An employee can participate in the HDHP for the insurance without setting up an HSA. If the employee chooses the HDHP without establishing an account, the incentive described below does not apply.

Just as deductibles and out-of-pocket amounts are proportional (e.g., single deductible is \$1000 while family deductible is \$2000), an incentive amount is also proportional and will be deposited for employees electing the HDHP WITH a savings account, an HSA, as follows:

Single: \$500

Parent-child: \$800

Two-party: \$975

Family: \$1300

This one-time-only start-up incentive will be electronically deposited when the employee shows evidence (account numbers and bank name on file at the district clerk’s office) that a Health Savings Account has been established no later than October 1 of the contract year.

ARTICLE 9—PROFESSIONAL COMPENSATION

9.1 The salaries are reflected in Appendix B & B-1 for the 2023-2025 school years.

A. For the 2023-2024 school year, a 4% increase will be made on the 2021-2023 base (\$31,439) for a new base of \$32,697.

B. For the 2024-2025 school year, a 2% increase will be made on the 2023-2024 base (\$32,697) for a new base of \$33,351.

9.2 Ten (10)-semester lane credits shall be required for lane changes beyond a particular degree lane.

- 9.3 In order to receive credit on the salary schedule for additional college course work, it is understood that such course work shall enhance a teacher's abilities as jointly determined by the district and teacher.
- A. Teacher must complete an application form for course approval. (See Appendix F) including the name and number of the course, the institution, a description or summary of the course content and a statement of how the course meets any one of the following criteria: a. District goals; b. Curriculum targeted goals; c. Pre-targeted goals between the teacher's supervisor and the teacher; and/or d. Effective Schools (High Performance) Team Goals.
 - B. In the event that a disagreement exists, the Board shall have the final determination authority.
 - C. In order for credits to apply on the salary schedule, lane changes must be approved by the Board no later than the April board meeting.
- 9.4 Individual contracts will be modified to reflect qualified educational lane changes once each year, effective at the beginning of the school year provided a transcript of qualified credits is submitted to the superintendent's office no later than September 15 of each year.
- 9.5 If a transcript is not available by September 15, other satisfactory evidence of successful completion of the course will be accepted, pending receipt of the official transcript. Satisfactory evidence will be grade record sent from the school in question. The grade report may be used to satisfy the time deadline but shall not be construed as satisfying the provision for pay purposes.
- 9.6 Teachers will receive their monthly payment of wages on the 1st of each month with the first payment on September 1st (or last working day of August if September 1st falls on a weekend or holiday).
- 9.7 To apply on the salary schedule, all credits beyond the bachelor's degree education lane will be graduate level.
- 9.8 Credits to apply to educational lanes beyond a particular degree must be earned subsequent to the earning of the degree, and must be taken at an accredited college, university or trade school.
- 9.9 A teacher shall move no more than one (1) step or year of experience in any one year provided an additional year of experience is gained.
- 9.10 Teachers new to the system will be granted credit on a 1:1 basis for all previous teaching experience. All teaching shall have been in consecutive years in fully accredited schools. Consideration for non-consecutive years may be made for teachers who left teaching to further their education, i.e. earnings a Masters Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent.
- 9.11 The Board encourages tenured teachers to pursue a deeper understanding about teaching and learning through the National Board Certification process from the National Board for Professional Teaching Standards. A teacher must notify the district superintendent in writing of his/her intent to achieve certification and provide a timeline in which the process may be completed. The teacher is not obligated to complete certification within the submitted timeline, but communicating an anticipated timeline will better allow the district to plan for the financial stipend. The teacher must present evidence of certification before compensation is paid.
- Any tenured teacher who, while an employee of the district and having made proper notification, is a successful candidate and achieves National Board Certification, will be granted one of the following two options:
- A. \$1,000 per year honorarium for five (5) years. Payments will begin in the first school year following the successful achievement of certification and will be made in September of each of the next five (5) school years that the teacher is employed by the District; or
 - B. a one-time stipend of \$3500 to be given to the teacher after successful completion of certification. Payment will be made within sixty (60) days of certification
- 9.12 If at any time during a contracted school year, an elementary teacher is assigned a self-contained, multi-grade classroom, he or she will receive an additional stipend of \$1000 for that school year. The stipend will be incorporated into the monthly paychecks.

- 9.13 The District will cover the cost of a single serving adult lunch or the cost of a la carte items or beverages for teachers on the day when assigned a lunch duty in the duty. The District will not pay for extra servings of entrees or beverages.
- 9.14 The District shall conduct an annual review and reconciliation of teacher base pay and teacher average pay for all staff whose salaries are covered under the terms of this agreement in order to ensure that teacher base pay in the District is:
1. not less than 10 times the quality educator payment amount identified in 20-9-306(16), MCA, for the fiscal year in question; and
 2. not less than 70% of the teacher average pay in such fiscal year.

In the event that teacher base pay does not meet these standards, teacher base pay will be increased to meet these standards, and the salary for each teacher whose pay is less than either of the amounts referenced above shall be increased to ensure the teacher's salary for the fiscal year in question is at least 10 times the quality educator payment and at least 70% of the teacher average pay, as computed with the increased salary of such teacher included in the average. Any increases in salary for teachers under the circumstances set forth herein shall not be construed to require corresponding increases to any other teacher of the district whose salary is already at least 10 times the quality educator payment and at least 70% of the teacher average pay.

However, to the extent that the district receives an incentive payment in any fiscal year from the state that is in excess of the cost to the district of reconciling teacher pay as referenced herein, any amount of the incentive that is above the costs of reconciliation shall be made available to bargain other increases in compensation for teachers whose employment is covered under the terms of this agreement. Any such increases shall be negotiated in a manner that does not cause any teacher's salary to fall below 10X the quality educator payment or at least 70% of the teacher average pay.

For purposes of this section, the following definitions apply:

1. "Teacher base pay" means the lowest salary for a beginning teacher incorporated in this agreement, not including bonuses, stipends, or extended duty contracts.
2. "Teacher average pay" means the total salaries paid to all of its teachers covered under the terms of this agreement, not including bonuses, stipends, or extended duty contracts, divided by the total full-time equivalent teachers (187 days = 1 FTE) employed in the district, with full-time equivalence rounded to the nearest tenth.

ARTICLE 10—EFFECT AND SCOPE OF AGREEMENT

- 10.1 During its term, this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the Board and the Association in written and signed amendment to this agreement.
- 10.2 If any provision of this Agreement or any application thereof to any teacher is finally held to be contrary to law by a court of competent jurisdiction, 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. If such provisions exist which are so held, at the request of either the Board or the Association, negotiations will provide the benefit(s) according to the intent of the rulings.
- 10.3 This Agreement constitutes the entire Agreement between the parties and no verbal statements or past practices shall supersede any of its provisions. Any amendment supplemental hereto shall not be binding upon either party unless executed by the parties hereto. The parties further acknowledge that, during the course of collective bargaining, each party has had the unlimited right to offer, discuss, accept or reject proposals. Therefore, for the term of this Agreement, no further collective bargaining shall be had upon any provisions of this agreement, nor upon any subject of collective bargaining, unless by mutual consent of the parties hereto.

ARTICLE 11—DURATION OF AGREEMENT

- 11.1 This Agreement will become effective July 1, 2023 and will remain in force and effect until June 30, 2025.
- 11.2 This Agreement will be renewed and continued in effect past June 30, 2025, unless written notice is given by either party to the other party prior to March 1, 2025.

IN WITNESS WHEREOF, we have hereunto set our hands on this day and year indicated below.

FOR CASCADE SCHOOL DISTRICT 3 & B

FOR CASCADE EDUCATION ASSOCIATION

Chairperson, Board of Trustees

President

Clerk

Secretary

LEVEL III

1. Date submitted to Board of Trustees _____

2. Decision, award and disposition of the Board of Trustees _____

Signature Chairman, Board of Trustees

Date

3. Aggrieved Person's Response _____

Signature of Aggrieved

Date

LEVEL IV

1. Date submitted to arbitration _____

2. Disposition and award of the arbitrator _____

Signature of Arbitrator

Date

APPENDIX “B”

2023-2024
Salary Schedule

2021-2023 Salary Base: \$31,439
 Percent Increase: 4.00%
 2023-2024 Salary Base: \$32,697

1.000	1.034	1.069	1.086	1.103	1.138	1.172
0.040	1.044	0.470	0.049	0.051	0.054	0.058

EXP	BA	BA+10	BA+20	BA+30	BA+40, MA	BA+50, MA 10	MA+20
0	\$ 32,697	\$ 33,808	\$ 34,953	\$ 35,508	\$ 36,064	\$ 37,209	\$ 38,320
1	\$ 34,004	\$ 35,247	\$ 36,489	\$ 37,111	\$ 37,732	\$ 38,974	\$ 40,217
2	\$ 35,312	\$ 36,686	\$ 38,026	\$ 38,713	\$ 39,399	\$ 40,740	\$ 42,113
3	\$ 36,620	\$ 38,124	\$ 39,563	\$ 40,315	\$ 41,054	\$ 42,506	\$ 44,010
4	\$ 37,927	\$ 39,563	\$ 41,100	\$ 41,916	\$ 42,734	\$ 44,271	\$ 45,906
5	\$ 39,236	\$ 41,001	\$ 42,636	\$ 43,519	\$ 44,402	\$ 46,037	\$ 47,802
6	\$ 40,544	\$ 42,440	\$ 44,173	\$ 45,121	\$ 46,069	\$ 47,802	\$ 49,699
7	\$ 41,852	\$ 43,879	\$ 45,710	\$ 46,723	\$ 47,737	\$ 49,568	\$ 51,595
8	\$ 43,159	\$ 45,317	\$ 47,247	\$ 48,326	\$ 49,405	\$ 51,334	\$ 53,492
9	\$ 44,467	\$ 46,756	\$ 48,783	\$ 49,928	\$ 51,072	\$ 53,099	\$ 55,388
10	\$ 45,775	\$ 48,195	\$ 50,320	\$ 51,530	\$ 52,740	\$ 54,865	\$ 57,284
11	\$ 47,083	\$ 49,633	\$ 51,857	\$ 53,132	\$ 54,407	\$ 56,630	\$ 59,181
12	\$ 48,391	\$ 51,072	\$ 53,393	\$ 54,734	\$ 56,075	\$ 58,396	\$ 61,077
13	\$ 49,699	\$ 52,511	\$ 54,930	\$ 56,336	\$ 57,742	\$ 60,162	\$ 62,974
14	\$ 51,007	\$ 53,949	\$ 56,467	\$ 57,938	\$ 59,410	\$ 61,927	\$ 64,870
15		\$ 55,388	\$ 58,004	\$ 59,540	\$ 61,077	\$ 63,693	\$ 66,766
16			\$ 59,540	\$ 61,143	\$ 62,745	\$ 65,459	\$ 68,663
17			\$ 61,077	\$ 62,745	\$ 64,412	\$ 67,224	\$ 70,559
18				\$ 64,347	\$ 66,080	\$ 68,990	\$ 72,456
19+				\$ 65,949	\$ 67,747		

Teachers who attained BA+40 prior to 2007-2008 were placed in the BA+40/MA column. Only teachers who earn a Master’s degree may be placed in the BA+40/MA column or the subsequent columns of MA+10 and MA+20.

A teacher shall move no more than one (1) step or year of experience in any one year provided an additional year of experience is gained.

Teachers new to the system will be granted credit on a 1:1 basis for all previous teaching experience. All teaching shall have been in consecutive years in fully accredited schools. Consideration for non-consecutive years may be made for teachers who left teaching to further their education, i.e. earnings a Masters Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent.

APPENDIX “B-1”

2024-2025
Salary Schedule

2023-2024 Salary Base: \$32,697
 Percent Increase: 2.00%
 2024-2025 Salary Base: \$33,351

1.000	1.034	1.069	1.086	1.103	1.138	1.172
0.040	1.044	0.470	0.049	0.051	0.054	0.058

EXP	BA	BA+10	BA+20	BA+30	BA+40, MA	BA+50, MA 10	MA+20
0	\$ 33,351	\$ 34,485	\$ 35,652	\$ 36,219	\$ 36,786	\$ 37,953	\$ 39,087
1	\$ 34,685	\$ 35,952	\$ 37,220	\$ 37,853	\$ 38,487	\$ 39,754	\$ 41,022
2	\$ 36,019	\$ 37,420	\$ 38,787	\$ 39,488	\$ 40,188	\$ 41,555	\$ 42,956
3	\$ 37,353	\$ 38,887	\$ 40,355	\$ 41,122	\$ 41,875	\$ 43,356	\$ 44,890
4	\$ 38,686	\$ 40,355	\$ 41,922	\$ 42,755	\$ 43,590	\$ 45,157	\$ 46,825
5	\$ 40,021	\$ 41,822	\$ 43,490	\$ 44,390	\$ 45,291	\$ 46,958	\$ 48,759
6	\$ 41,355	\$ 43,290	\$ 45,057	\$ 46,024	\$ 46,991	\$ 48,759	\$ 50,693
7	\$ 42,689	\$ 44,757	\$ 46,625	\$ 47,658	\$ 48,692	\$ 50,560	\$ 52,628
8	\$ 44,023	\$ 46,224	\$ 48,192	\$ 49,293	\$ 50,393	\$ 52,361	\$ 54,562
9	\$ 45,357	\$ 47,692	\$ 49,760	\$ 50,927	\$ 52,094	\$ 54,162	\$ 56,496
10	\$ 46,691	\$ 49,159	\$ 51,327	\$ 52,561	\$ 53,795	\$ 55,963	\$ 58,431
11	\$ 48,025	\$ 50,627	\$ 52,895	\$ 54,195	\$ 55,496	\$ 57,764	\$ 60,365
12	\$ 49,359	\$ 52,094	\$ 54,462	\$ 55,829	\$ 57,197	\$ 59,565	\$ 62,300
13	\$ 50,693	\$ 53,562	\$ 56,030	\$ 57,464	\$ 58,898	\$ 61,366	\$ 64,234
14	\$ 52,027	\$ 55,029	\$ 57,597	\$ 59,098	\$ 60,599	\$ 63,167	\$ 66,168
15		\$ 56,496	\$ 59,165	\$ 60,732	\$ 62,300	\$ 64,968	\$ 68,103
16			\$ 60,732	\$ 62,366	\$ 64,000	\$ 66,769	\$ 70,037
17			\$ 62,300	\$ 64,000	\$ 65,701	\$ 68,570	\$ 71,971
18				\$ 65,635	\$ 67,402	\$ 70,370	\$ 73,906
19+				\$ 67,269	\$ 69,103		

Teachers who attained BA+40 prior to 2007-2008 were placed in the BA+40/MA column. Only teachers who earn a Master’s degree may be placed in the BA+40/MA column or the subsequent columns of MA+10 and MA+20.

A teacher shall move no more than one (1) step or year of experience in any one year provided an additional year of experience is gained.

Teachers new to the system will be granted credit on a 1:1 basis for all previous teaching experience. All teaching shall have been in consecutive years in fully accredited schools. Consideration for non-consecutive years may be made for teachers who left teaching to further their education, i.e. earnings a Masters Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent.

APPENDIX “C”
Attainment Level
2023-2025

1.000	1.034	1.069	1.086	1.103	1.138	1.172
0.040	1.044	0.470	0.049	0.051	0.054	0.058

EXP	BA	BA+10	BA+20	BA+30	BA+40, MA	BA+50, MA 10	MA+20
0	1.000	1.034	1.069	1.086	1.103	1.138	1.172
1	1.040	1.078	1.116	1.135	1.154	1.192	1.230
2	1.080	1.122	1.163	1.184	1.205	1.246	1.288
3	1.120	1.166	1.210	1.233	1.256	1.300	1.346
4	1.160	1.210	1.257	1.282	1.307	1.354	1.404
5	1.200	1.254	1.304	1.331	1.358	1.408	1.462
6	1.240	1.298	1.351	1.380	1.409	1.462	1.520
7	1.280	1.342	1.398	1.429	1.460	1.516	1.578
8	1.320	1.386	1.445	1.478	1.511	1.570	1.636
9	1.360	1.430	1.492	1.527	1.562	1.624	1.694
10	1.400	1.474	1.539	1.576	1.613	1.678	1.752
11	1.440	1.518	1.586	1.625	1.664	1.732	1.810
12	1.480	1.562	1.633	1.674	1.715	1.786	1.868
13	1.520	1.606	1.680	1.723	1.766	1.840	1.926
14	1.560	1.650	1.727	1.772	1.817	1.894	1.984
15	1.560	1.694	1.774	1.821	1.868	1.948	2.042
16	1.560	1.694	1.821	1.870	1.919	2.002	2.100
17	1.560	1.694	1.868	1.919	1.970	2.056	2.158
18	1.560	1.694	1.868	1.968	2.021	2.110	2.216
19+	1.560	1.694	1.868	2.017	2.072	2.110	2.216

Teachers who attained BA+40 prior to 2007-2008 were placed in the BA+40/MA column. Only teachers who earn a Master’s degree may be placed in the BA+40/MA column or the subsequent columns of MA+10 and MA+20.

A teacher shall move no more than one (1) step or year of experience in any one year provided an additional year of experience is gained.

Teachers new to the system will be granted credit on a 1:1 basis for all previous teaching experience. All teaching shall have been in consecutive years in fully accredited schools. Consideration for non-consecutive years may be made for teachers who left teaching to further their education, i.e. earnings a Masters Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent.

**Cascade Education Association
Sick Leave Bank Deposit Form**

Section 1: To be completed by the employee.

I wish to contribute _____ days of my personal sick leave to the Cascade School Sick Leave Bank. I have read and I understand the district policies relative to the administration of that bank and agree to abide by the regulations governing those policies. I understand that all contributions are irrevocable.

Signed _____ Date _____

Section 2: To be completed by the Sick Leave Bank Committee.

I have inspected the above application for contribution of days to the Cascade School Sick Leave Bank and verify that the application complies with all district policies.

Signed _____ Date _____

Section 2: To be completed by Cascade School Administration.

Signature - School Clerk

Date _____

Superintendent Signature

Date _____

APPENDIX "D-I"

**Cascade Education Association
Sick Leave Bank Withdrawal Request**

In accordance with Cascade School District Sick Bank guidelines, I hereby request an allowance of ___days from the sick leave bank. I am also submitting a statement from an attending physician that will justify the medical need for this request. I further understand that in order to qualify to withdraw days from the bank, I must have exhausted my personal allotment of sick leave and personal days and must have incurred five (5) days absence without pay.

Printed Name _____ Number of days requested _____
Signed _____ Date _____

In the event that the employee is unable to sign the request, the employee's agent will briefly explain the reasons surrounding that inability and sign below.

Agent's Statement: _____

Agent's Printed Name _____ Title _____
Signature of Agent _____ Date _____

(Note: This request must be immediately forwarded to the C.E.A. President or a member of the sick bank committee.)

Sick bank committee use only:

Request received on _____ (Date) by _____ (Name)

Verification of sick leave and personal day exhaustion _____ (yes/no).

Attending physician's statement attached _____ (yes/no).

Committee Decision: ___ **Approved** ___ **Denied** ___ **Number of days**

Reason for denial:

Committee Chair Signature _____ Date _____

School Clerk Signature _____ Date _____

Superintendent Signature _____ Date _____

APPENDIX "E"

Cascade Public School District 3&B

Teacher Request for Approval of Credits for Salary Advancement

Note: Due to Administration by April 1st. Incomplete request forms will be returned.

Form approved 2008 Collective Bargaining Agreement

Employee Information:

Name _____ Date of Request _____

Current Teaching Assignment _____

Number of Years in District _____ Date hired _____

Current Placement (Steps and Lanes) _____

Class or Workshop Information:

Class or Workshop Title _____

Class or Workshop Number _____ Start Date _____ End Date _____

Class Dates _____ Class Times _____

Instructor Name _____ College or University _____

Number of Semester Credits requested _____

How is this class designed to enhance your ability to plan and implement your curriculum to fit the needs of the district? (please explain on reverse or attach) _____

Type of Approval Requested:

College Credit for movement on salary schedule: This credit, if approved, will apply towards my movement

From _____ To _____

Is there any special circumstance in this request? _____ Yes _____ No (please explain on reverse or attach)

Are additional information sheets attached or materials on reverse side? ___ Yes ___ No

Teacher signature verifying the above and attached materials are correct.

Signature _____ Date _____

Administrative Determination:

Superintendent's Determination. Check if additional comments or materials are attached _____ yes

Comments: _____

Signature _____ Date _____

This application will be processed no more than three (3) working days from the date of request.

APPENDIX "F"
Cascade RIF Experience and Qualifications Worksheet

Teacher Name: _____

Current Position: _____

Name of "Particular Educational Program" being considered: _____

Licensure and Endorsement Information: _____

In-District Experience (# of years): _____

Out-of-District Experience (# of years): _____

Other related work experiences and years: _____

Formal Improvement Plan: No Yes, dates: _____

Summary rating from EPAS* Scales (take all EPAS scales in personnel files; assign Exemplary=4, Proficient=2, Developing=1, Unsatisfactory=0: add together and divide by the total number of evaluations.

Related professional experiences: _____

Relevant (to the "Particular Educational Program") PIR courses taken: _____

Relevant (to the "Particular Educational Program") college courses taken: _____

Relevant (to the "Particular Education Program") certificates, apprenticeships, other licensures: _____

Organizational Commitment-Current supervisor ranks this employee on a scale from 1 to 3 with 3 being the highest level of organizational commitment:

Appendix “F-1”

RIF Experience and Qualifications Rubric

Experience or Qualification Factor	Point Description	Points Allotted
Hold proper licensure for the considered “Particular Education Program”	If no, this person is not eligible for this position. If yes, no points awarded. Completed the remainder of the rubric	
Other endorsements that could lead to future flexibility	1 point for each	
In-district teaching experience	1 point for each year	
Out-of-District teaching experience	1 point for each year	
Other related experience	1 point for each year	
EPAS Scale Average	Insert points assigned	
Improvement Plan	Subtract 5 points for each separate improvement plan	
Related professional experiences	1 point for each	
Related PIR courses	1 point for each	
Related college courses	1 point for each	
Related certificates, apprenticeships; other licenses	1 point for each	
Organizational commitment	Insert points assigned	
Total		

APPENDIX "G"
Cascade Hiring Incentive Form

Vacant Position Information:

School Year: _____

Position: _____

Grade Level: _____

Reason for Vacancy: _____

Hiring Incentive Consideration:

Reasons for Consideration:

- Difficulty in finding qualified candidates
- Low demand for position
- High turnover rate for position
- Unique skills required for position
- Competitive job market
- Insufficient compensation
- Housing difficulties
- Other: _____

Shall a hiring incentive be approved for this position? Yes No

If yes, what percentage (range of 5-10% of annual contract) shall the incentive be set at? _____

Cascade School CEA & Administration:

Signature: _____ Date: _____
CEA President

Signature: _____ Date: _____
Superintendent

Signature: _____ Date: _____
District Clerk

**a new hiring incentive form must be filled out, reviewed, and approved each time the position is vacated.*

APPENDIX "H"
Cascade Recruitment Incentive Form

Newly Hired Teacher Information:

Teacher Name: _____

Teaching Position: _____

School Year Hired: _____

Agreement: I, _____ hereby confirm that the below teacher recruited me to apply for employment as a certified teacher at Cascade School District.

Signature: _____ Date: _____

Recruiting Teacher Information:

Teacher Name: _____

Teaching Position: _____

Relationship to Recruitment: _____

Agreement: I, _____ hereby confirm that the above recruit was made by me and that I believe the referral to be suitable for employment at Cascade Schools. I understand that if the referral is hired and successfully completes the contracted year, I will be entitled to the recruitment incentive amount of \$1,000 as written in Article 4.9 of the Collective Bargaining Agreement.

Signature: _____ Date: _____

Cascade School CEA & Administration:

Upon review of the above information, the Cascade School CEA & Administration:

- Approve the recruitment incentive
- Deny the recruitment incentive

Signature: _____ Date: _____

CEA President

Signature: _____ Date: _____

Superintendent

Signature: _____ Date: _____

District Clerk