

COLLECTIVE BARGAINING AGREEMENT

Between

CASCADE PUBLIC SCHOOLS
SCHOOL DISTRICT 3&B
CASCADE COUNTY

AND

THE CASCADE EDUCATION ASSOCIATION

2019-2020

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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 K-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.
- 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 The evaluation process will be reviewed annually. Changes to the process or form will be developed by the administration. Recommended changes to the form will be reviewed by a staff committee appointed by the CEA. The administration develops the process, staff committee will approve the form. This evaluation process shall be used by the administration in the evaluation of the teaching staff.~~
- 4.6 Information regarding positions which are to be available through creation or vacancy shall be publicized to the staff by posting notices on staff work area bulletin boards and by providing one copy of the notice to the Association president. Qualifications shall be listed on the position announcement.
- 4.7 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.
- 4.8 The Board joins the Association in the cost of printing copies of this Agreement within thirty (30) days following final signatures. The Board will make copies available to all teachers hereafter employed or offered employment by the district. The association will make copies available to all teachers presently employed in the district.
- 4.9 The Board will decide if a hiring incentive for an open teaching position in the District will be offered, and if approved, will direct the superintendent to post the incentive options with the job advertisement. The CEA-MEA president will be notified as to whether an incentive is being offered.

If approved by the Board, a candidate for an open teaching position may choose one of the following two options:

- A. The Board may provide a match for a newly hired teacher's student monthly loan payments for educational studies up to but not to exceed \$200 per month for participating full-time teachers not to exceed 9 months. Payments are to be made

directly to the teacher's loan company or financial institution: or

- B. A newly hired teacher will be given a one-time only hiring bonus of \$1,800 to be paid upon the Board's final approval of the new hire.

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 weekdays not designated as holidays by state law.
 - 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 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 teacher duty day will begin 25 minutes before class starts at 7:45 am and conclude 25 minutes after classes end at 4:00 pm Monday through Thursday Friday and on PIR Fridays will begin at 8:00 am and conclude at 12:00 pm. Teachers will not have morning duty prior to contracted time.

6.2 Teachers will be required to participate in seven (7) PIR days per year. The requirements are as follows scheduled to work 1432 instructional and instructional related hours:

~~A. 3 School Provided~~

~~B. 2 Technology 1 Provided by the District; 1 of the teachers' choice~~

~~C. 2 Teacher's Choice Must be approved via principal for credit~~

~~Proof of hours must be turned into principal prior to the end of each school year. All PIR trainings must be approved and completed between July 1st and May 25th. For any PIR that is not completed on behalf of the teacher, then said teacher will be docked one day's pay at their daily rate.~~

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 4/8 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 6/8 7 would receive compensation for a preparation period of 6/8 7 of one period).

- C. Two teachers who by rotation are scheduled as junior class or senior class advisors shall receive a stipend of \$250 each to be paid 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 specifically addressed elsewhere in this agreement covered by an additional contract).
 - A. When teaching students \$18.00 per hour
 - B. When not teaching students \$12.00 per hour
- 6.5 The Board of Trustees will institute a joint teacher/administration/Board committee responsible for recommending the school calendar. Two teachers (Association members) and one administrator and up to two (2) Board members 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 Teachers shall adhere to professional attire standard Mondays through Thursdays. Such a standard means that clothing which common sense dictates is not appropriate for classroom, business office or parents' meeting shall not be worn. For example, teachers should not wear inappropriate footwear, blue jeans, spandex, shorts, oversize T-shirts, see-through blouses, or sweat suits. But teachers may adjust their attire when appropriate for field trips, physical education classes, art classes or Vocational Agriculture classes. More casual attire is permissible on Fridays provided that it does not create a distraction to the educational process or set an undesirable example for students. Individual exceptions to this dress code may be made by the Administration for special circumstances such as medical recommendations, etc.

ARTICLE 7—LEAVES

- 7.1 Any teacher who intends to take leave of any nature will be responsible for lining out their own subs and ensuring they have coverage prior to taking leave by using the automated sub phone line, effective School Year 2017-2018.
- 7.2 Peer Coverage: Teachers needing one (1) hour, and one hour only, for sick, personal, bereavement, school sponsored activities, or professional leave, 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) obtain a Leave Request Form and the proper signatures; and (3) submit the Leave Request Form to 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 personal 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 = 1/187th or 1/length of school year if less than 187 days).
- 7.4 Sick Leave: Ten (10) (the equivalent of two weeks of instruction) days of sick leave per year shall be granted teachers. This leave will accumulate to a maximum of one hundred thirty (130) days. Leave over and above the accumulative total may be granted by the Board. Teachers with longer than a 10-month contract will receive one (1) day of sick leave per month of contract.

Sick leave is granted for personal illness or disability, medical appointments, quarantine, maternity or communicable disease involving the teacher, his/her spouse and/or their children or parents. The administration shall make the final decision whether the illness in the family falls within this category.

The following rules apply:

- A. 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 ill.
 - 1. Except when notified to the contrary, the substitute teacher shall be released from duty at the close of the school day on Friday or on the last school day before the start of a vacation.

2. 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

- B. All teachers must call the designated person by 7:00 a.m. to arrange for a substitute.
- C. A doctor's report may be required of teachers for illness extending beyond three (3) days if a doctor's care is necessary.
- D. Violations of the intended use of sick leave of the provisions of this article will engender disciplinary action.
- E. 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 figure exceeds \$.50, the figure will be rounded to the next highest dollar.
- F. Teachers who are absent 1-4 periods will use a half (1/2) day of sick or personal leave; teachers who are absent 5-8 7 periods will use one (1) full day of sick or personal leave.

7.5 Personal Business Leave: Three (3) days when the district operates on a 5 day instructional week and two (2) days if the district operates on less than a 5 day instructional week of personal business leave without loss of pay or benefits will be allowed each teacher per school year.

- A. Written requests for personal business leave must be submitted no less than three (3) business or school days in advance of the leave to the building principal. A personal leave request may not be approved if adequate substitute coverage cannot be secured.
- B. No more than two (2) teachers may be absent on personal business leave on the same day, unless special permission is given by the Superintendent.
- C. Personal 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.
- D. A teacher has three options with unused personal leave days. 1) Unused personal business leave at a maximum of three (3) days per year may be added to the accumulated total of sick leave days not to exceed the maximum established in Article 7.3. 2) A teacher has the option to roll over one (1), and only one, unused personal leave day to the next school year, creating a maximum of four (4) and only four, personal leave days available in a single school year. 3) A teacher can roll over one (1) day to personal leave for next year (not to exceed four in a given year) and add any remaining unused personal leave to accumulated total of sick leave days, not to exceed the maximum established in Article 7.3.
- E. Personal leave shall be granted in minimum units of half days.
- F. Teachers who agree to substitute for a fellow teacher and in so doing lose their preparation time shall earn credit toward a personal day. For every six hours or periods of substitutions, the substituting teacher shall earn one extra personal day. (See Article 7.1)
- G. Personal days will be bought back at \$50 per day. Teachers who do not use any of their personal days will be entered into a \$250 drawing held at the staff party at the conclusion of the year.

7.6 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.

7.7 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.

7.8 Maternity Leave: Teachers will be allowed to take maternity leave in conjunction as sick leave in order to be paid while on maternity leave. Paid leave will follow regulations of the sick leave as outlined in Article 7.10.

7.9 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.

7.10 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 accumulated sick and personal days and have incurred one day-without pay before entitlement. Sick leave bank benefits may not be used for maternity/paternity leave, or any other non-paid absence or leave.
- B. Participation and Donation: A participating teacher must have donated sick 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. Non-tenured 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. The exception will be with the first-year teacher who will be expected to donate one day within one month of employment in the district. 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 sick 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.

7.11 Professional Development

- A. The District will budget \$3,000.00 per year for teacher development training. Registration fees and travel expenses will 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-district 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.

7.12 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.

7.13 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 new 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—**EXTRA-CURRICULAR PAY**

9.1 The extra-curricular pay as reflected in Appendix "D" hereto attached, and by this reference made a part thereof, shall be in effect for the current contract year. The provisions of this Article do not apply to non-teachers who are employed as coaches or advisors in the District.

9.2 Coaches will be paid twice per year. The first payment will be at the halfway period of the season. The final payment will be delivered upon satisfactory completion of the sport/activity after all equipment, supply inventories, necessary reports, and records are filed and checked by the Activities Director.

9.3 Employees who are involved in a full year activity shall be paid a proportionate amount of their annual stipend with the December payroll.

9.4 The position of "Academic Coach" will be added to the list of Extra/Co-curricular positions. It is understood that clubs will operate beyond the regular school day. The basic salary will be \$500 with longevity payments to be computed and paid on the basic position salary.

A. Proposals for student clubs must be submitted and approved a fiscal year in advance (by June 2nd prior to school) and sanctioned by the Board. A proposal, written by the intended advisor, must provide the following:

1. What class(es), curriculum(s) or district goal(s) the club is related to, supportive of, or an extension of that will academically benefit Cascade students;
2. How the club business will be conducted; e.g. regularity of meetings, officers and their roles, how funds will be managed;
3. Description of the by laws and/or constitution that will govern the club's purpose, intent, processes, finances, and requirements for membership; e.g. dues, duties, activities to be conducted, calendar of events;
4. The expected role and responsibilities of the advisor (job description); and
5. The minimum number of student members needed to allow the club to function.

B. When the proposal is approved thereby sanctioning the establishment of the club, the advisor will be issued a contract with the stipend to be paid at the end of the school year. The advisor will be evaluated by the Activities Director or Principal on a yearly basis. An evaluation tool will be developed through a joint committee of the administration (Activities Director and/or Principal) and the CEA (officers).

C. If the club falls below the number of students approved in the original proposal in any given year, it must gain back

students the following year in order to continue. If the club goes two (2) consecutive years below the required number, it must disband.

~~D. When a club is approved and sanctioned by the Board, an Activity Fund account will be established with \$200 startup money. If the club disbands, the account will be dissolved.~~

~~E. Sustaining any club and its activities will be dependent upon the financial condition of the district. The district reserves the right to disband and dissolve any co-curricular club. The superintendent may recommend dissolution to the Board if it is determined that financially supporting the club and its activities are a burden to the district.~~

~~9.5 Extra-Curricular Activities pay scale will allow coaches and advisors to come back with prior years intact.~~

ARTICLE 10—PROFESSIONAL COMPENSATION

- 10.1 The salaries are reflected in Appendix “B” for the 2017-2018 school year and the 2018-2019 school year.
 - A. There will be a 0.00% increase on the salary base for the 2017-2018 school year.
 - B. There will be a 1.00% increase on the salary base for the 2018-2019 school year.
- 10.2 Ten (10)-semester lane credits shall be required for lane changes beyond a particular degree lane.
- 10.3 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.
- 10.4 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.
- 10.5 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.
- 10.6 Teachers will receive their monthly payment of wages on the 1st of each month with payment # 1 on September 1.
- 10.7 To apply on the salary schedule, all credits beyond the bachelor's degree education lane will be graduate level.
- 10.8 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.
- 10.9 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.
- 10.10 Teachers new to the system will be granted credit on a 1:1 basis for all previous teaching experience up to a maximum of six years. 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. earning a Master's Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent.
- 10.11 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
- 10.12 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.
- 10.13 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.

ARTICLE 11—EFFECT AND SCOPE OF AGREEMENT

- 11.1 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.
- 11.2 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.
- 11.3 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 12—DURATION OF AGREEMENT

- 12.1 This Agreement will become effective July 1, 2017 and will remain in force and effect until June 30, 2019.
- 12.2 This Agreement will be renewed and continued in effect past June 30, 2019 unless written notice is given by either party to the other party prior to March 1, 2019.

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

APPENDIX "A"

Aggrieved Person _____ Date Filed _____

School _____ Teaching Assignment _____

1. Date Grievance Occurred _____

2. Statement of Grievance _____

3. Action requested or relief sought _____

(Attach additional sheet if needed)

LEVEL I

1. Decision of Principal or immediate supervisor _____

Signature of Principal or
Immediate Supervisor

Date

2. Aggrieved Person's Response _____

Signature of Aggrieved

Date

LEVEL II

1. Date received by Superintendent or Designee _____

2. Decision of Superintendent or Designee _____

Signature of Superintendent or Designee

Date

3. Aggrieved person's response _____

Signature of Aggrieved

Date

APPENDIX "B"

**2017-2018
Salary Schedule**

2016-2017 Salary Base: ~~_____~~ \$27,672
 Percent Increase: ~~_____~~ 0.00
 2017-2018 Salary Base: ~~_____~~ \$27,672

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	\$ 27,672	\$ 28,613	\$ 29,581	\$ 30,052	\$ 30,522	\$ 31,491	\$ 32,432
1	\$ 28,779	\$ 29,830	\$ 30,882	\$ 31,408	\$ 31,933	\$ 32,985	\$ 34,037
2	\$ 29,886	\$ 31,048	\$ 32,183	\$ 32,764	\$ 33,345	\$ 34,479	\$ 35,642
3	\$ 30,993	\$ 32,266	\$ 33,483	\$ 34,120	\$ 34,745	\$ 35,974	\$ 37,247
4	\$ 32,099	\$ 33,483	\$ 34,784	\$ 35,475	\$ 36,167	\$ 37,468	\$ 38,851
5	\$ 33,206	\$ 34,701	\$ 36,084	\$ 36,831	\$ 37,579	\$ 38,962	\$ 40,456
6	\$ 34,313	\$ 35,918	\$ 37,385	\$ 38,187	\$ 38,990	\$ 40,456	\$ 42,061
7	\$ 35,420	\$ 37,136	\$ 38,685	\$ 39,543	\$ 40,401	\$ 41,951	\$ 43,666
8	\$ 36,527	\$ 38,353	\$ 39,986	\$ 40,899	\$ 41,812	\$ 43,445	\$ 45,271
9	\$ 37,634	\$ 39,571	\$ 41,287	\$ 42,255	\$ 43,224	\$ 44,939	\$ 46,876
10	\$ 38,741	\$ 40,789	\$ 42,587	\$ 43,611	\$ 44,635	\$ 46,434	\$ 48,481
11	\$ 39,848	\$ 42,006	\$ 43,888	\$ 44,967	\$ 46,046	\$ 47,928	\$ 50,086
12	\$ 40,955	\$ 43,224	\$ 45,188	\$ 46,323	\$ 47,457	\$ 49,422	\$ 51,691
13	\$ 42,061	\$ 44,441	\$ 46,489	\$ 47,679	\$ 48,869	\$ 50,916	\$ 53,296
14	\$ 43,168	\$ 45,659	\$ 47,790	\$ 49,035	\$ 50,280	\$ 52,411	\$ 54,901
15		\$ 46,876	\$ 49,090	\$ 50,391	\$ 51,691	\$ 53,905	\$ 56,506
16			\$ 50,391	\$ 51,747	\$ 53,103	\$ 55,399	\$ 58,111
17			\$ 51,691	\$ 53,103	\$ 54,514	\$ 56,894	\$ 59,716
18				\$ 54,458	\$ 55,925	\$ 58,388	\$ 61,321
19+				\$ 55,814	\$ 57,336		

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 up to a maximum of six years. 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. earning a Master's Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent.

The District may place teachers with less than three years experience as step three (3) of the salary schedule. These teachers will be advanced to step four (4) upon successful completion of their first year and continue to advance each subsequent completed year as it qualifies them under the terms of this agreement. Step six is the maximum step at which a new teacher may enter the District.

**2018-2019
Salary Schedule**

2017-2018 Salary Base: \$27,672
 Percent Increase: 1.00
 2018-2019 Salary Base: \$27,949

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	\$ 27,949	\$ 28,899	\$ 29,877	\$ 30,352	\$ 30,827	\$ 31,806	\$ 32,756
1	\$ 29,067	\$ 30,129	\$ 31,191	\$ 31,722	\$ 32,253	\$ 33,315	\$ 34,377
2	\$ 30,185	\$ 31,358	\$ 32,504	\$ 33,091	\$ 33,678	\$ 34,824	\$ 35,998
3	\$ 31,303	\$ 32,588	\$ 33,818	\$ 34,461	\$ 35,092	\$ 36,333	\$ 37,619
4	\$ 32,420	\$ 33,818	\$ 35,132	\$ 35,829	\$ 36,529	\$ 37,843	\$ 39,240
5	\$ 33,538	\$ 35,048	\$ 36,445	\$ 37,200	\$ 37,954	\$ 39,352	\$ 40,861
6	\$ 34,656	\$ 36,277	\$ 37,759	\$ 38,569	\$ 39,380	\$ 40,861	\$ 42,482
7	\$ 35,774	\$ 37,507	\$ 39,072	\$ 39,939	\$ 40,805	\$ 42,370	\$ 44,103
8	\$ 36,892	\$ 38,737	\$ 40,386	\$ 41,308	\$ 42,231	\$ 43,879	\$ 45,724
9	\$ 38,010	\$ 39,967	\$ 41,699	\$ 42,678	\$ 43,656	\$ 45,389	\$ 47,345
10	\$ 39,128	\$ 41,196	\$ 43,013	\$ 44,047	\$ 45,081	\$ 46,898	\$ 48,966
11	\$ 40,246	\$ 42,426	\$ 44,327	\$ 45,417	\$ 46,507	\$ 48,407	\$ 50,587
12	\$ 41,364	\$ 43,656	\$ 45,640	\$ 46,786	\$ 47,932	\$ 49,916	\$ 52,208
13	\$ 42,482	\$ 44,886	\$ 46,954	\$ 48,156	\$ 49,357	\$ 51,426	\$ 53,829
14	\$ 43,600	\$ 46,115	\$ 48,267	\$ 49,525	\$ 50,783	\$ 52,935	\$ 55,450
15		\$ 47,345	\$ 49,581	\$ 50,895	\$ 52,208	\$ 54,444	\$ 57,071
16			\$ 50,895	\$ 52,264	\$ 53,634	\$ 55,953	\$ 58,692
17			\$ 52,208	\$ 53,634	\$ 55,059	\$ 57,463	\$ 60,313
18				\$ 55,003	\$ 56,484	\$ 58,972	\$ 61,934
19+				\$ 56,373	\$ 57,910		

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 up to a maximum of six years. 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. earning a Master's Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent.

The District may place teachers with less than three years experience as step three (3) of the salary schedule. These teachers will be advanced to step four (4) upon successful completion of their first year and continue to advance each subsequent completed year as it qualifies them under the terms of this agreement. Step six is the maximum step at which a new teacher may enter the District.

APPENDIX “B”

**2019-2020
Salary Schedule**

2017-2018 Salary Base: \$27,672
 Percent Increase: 0.00
 2019-2020 Salary Base: \$29,067

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	\$ 29,067	\$ 30,055	\$ 31,073	\$ 31,567	\$ 32,061	\$ 33,078	\$ 34,067
1	\$ 30,230	\$ 31,334	\$ 32,439	\$ 32,991	\$ 33,543	\$ 34,648	\$ 35,752
2	\$ 31,392	\$ 32,613	\$ 33,805	\$ 34,415	\$ 35,026	\$ 36,217	\$ 37,438
3	\$ 32,555	\$ 33,892	\$ 35,171	\$ 35,840	\$ 36,497	\$ 37,787	\$ 39,124
4	\$ 33,717	\$ 35,171	\$ 36,537	\$ 37,263	\$ 37,991	\$ 39,357	\$ 40,810
5	\$ 34,880	\$ 36,450	\$ 37,903	\$ 38,688	\$ 39,473	\$ 40,926	\$ 42,496
6	\$ 36,043	\$ 37,729	\$ 39,270	\$ 40,112	\$ 40,955	\$ 42,496	\$ 44,182
7	\$ 37,206	\$ 39,008	\$ 40,636	\$ 41,537	\$ 42,438	\$ 44,066	\$ 45,868
8	\$ 38,368	\$ 40,287	\$ 42,002	\$ 42,961	\$ 43,920	\$ 45,635	\$ 47,554
9	\$ 39,531	\$ 41,566	\$ 43,368	\$ 44,385	\$ 45,403	\$ 47,205	\$ 49,239
10	\$ 40,694	\$ 42,845	\$ 44,734	\$ 45,810	\$ 46,885	\$ 48,774	\$ 50,925
11	\$ 41,856	\$ 44,124	\$ 46,100	\$ 47,234	\$ 48,367	\$ 50,344	\$ 52,611
12	\$ 43,019	\$ 45,403	\$ 47,466	\$ 48,658	\$ 49,850	\$ 51,914	\$ 54,297
13	\$ 44,182	\$ 46,682	\$ 48,833	\$ 50,082	\$ 51,332	\$ 53,483	\$ 55,983
14	\$ 45,345	\$ 47,961	\$ 50,199	\$ 51,507	\$ 52,815	\$ 55,053	\$ 57,669
15		\$ 49,239	\$ 51,565	\$ 52,931	\$ 54,297	\$ 56,623	\$ 59,355
16			\$ 52,931	\$ 54,355	\$ 55,780	\$ 58,192	\$ 61,041
17			\$ 54,297	\$ 55,780	\$ 57,262	\$ 59,762	\$ 62,727
18				\$ 57,204	\$ 58,744	\$ 61,331	\$ 64,412
19+				\$ 58,628	\$ 60,227		

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 up to a maximum of six years. 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. earning a Master’s Degree. Subject to the preceding limitations, placement on the salary schedule and years credited will be at the discretion of the superintendent.

The District may place teachers with less than three years experience as step three (3) of the salary schedule. These teachers will be advanced to step four (4) upon successful completion of their first year and continue to advance each subsequent completed year as it qualifies them under the terms of this agreement. Step six is the maximum step at which a new teacher may enter the District.

APPENDIX “C”

2013-2019

Attainment
Level

Lane	1.000	1.034	1.069	1.086	1.103	1.138	1.172
Step Increase	0.040	0.044	0.047	0.049	0.051	0.054	0.058
Yrs Exp	B.A.	B.A.+10	B.A.+20	B.A.+30	M.A. *[B.A.+40]	M.A.+10	M.A.+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		1.694	1.774	1.821	1.868	1.948	2.042
16			1.821	1.870	1.919	2.002	2.100
17			1.868	1.919	1.970	2.056	2.158
18				1.968	2.021	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.

APPENDIX "D"

Extra and Co-Curricular Compensation

Longevity payments will be paid in addition to and computed on the **basic position salary** of the current year. Longevity for purposes of eligibility to receive the longevity payment is defined as the number of years of continuous experience in the district for a particular activity (gender is not important). In the event that the individual moves to a position of lesser responsibility within the same activity, that individual shall retain their longevity. The following scale applies to extra and co-curricular positions.

Years of continuous district experience	0-3	4-8	9-13	14-18	19+
Longevity percentage	1.0	1.05	1.10	1.15	1.20

Extra/Co-Curricular Compensation	2013-2015
Head High School Varsity Coach FB, BB, VB, Wrestling, Track	\$2897
1st Assist	\$2130
2 nd Asst. Coaches ("C" Squad)	\$1675
Head Coach Girls' Cross Country	\$2707
JH Head Coach	\$1414
Assistant JH Coach	\$ 958
Annual	\$1065
BPA	\$2897
Band	\$2897
Choir	\$1374
Drivers' Ed	\$20.00/hr
FFA	\$2897
School Newspaper	\$1065
Pep Club Advisor	\$ 572
HS Science Fair	\$2897
JH Science Fair	\$2130
Academic Coach	\$ 519

Coaches will be reimbursed for clinics attended to improve coaching skills. School administration, principal or superintendent approval must be obtained prior to attendance at any clinic.

If attendance is approved coaches will be reimbursed for necessary expenses.

The school district will not encourage coaches or any other activity sponsor to drive students home and will not pay for any driving expenses incurred.

Teachers performing assigned, required support extra-curricular activities will be paid for their service on a case-by-case basis. Assignments will be authorized and approved by school principal or superintendent.

This appendix is not intended to prevent non-certified personnel from performing any extra-curricular activity. Non-certified salary will not exceed the salary listed in this appendix.

APPENDIX "E"

**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 _____

Signature - School Superintendent

Date _____

APPENDIX "E-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 "F"

Cascade Public School District 3&B
Teacher Request for Approval of Credits for Salary Advancement
Note: 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.