

Co-Curricular Schedule

2023-2024 Extra Assignment Schedule

Step/ Category	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
1	4,348	3,967	3,470	2,837	2,669	2,562	2,478	1,906	1,830	1,106
2	4,444	4,054	3,549	2,901	2,730	2,621	2,535	1,950	1,872	1,131
3	4,540	4,142	3,628	2,966	2,790	2,679	2,591	1,993	1,913	1,156
4	4,636	4,229	3,706	3,030	2,851	2,737	2,647	2,036	1,955	1,181
5	4,733	4,317	3,785	3,095	2,912	2,795	2,704	2,080	1,997	1,206
6	4,944	4,519	3,864	3,159	2,972	2,853	2,760	2,123	2,038	1,231
7	5,040	4,607	3,943	3,224	3,033	2,912	2,816	2,166	2,080	1,257
8	5,425	4,984	4,022	3,288	3,094	2,970	2,873	2,210	2,121	1,282
9	5,522	5,071	4,101	3,353	3,154	3,028	2,929	2,253	2,163	1,307
10	5,618	5,158	4,179	3,417	3,215	3,086	2,985	2,296	2,205	1,332

2024-2025 Extra Assignment Schedule

Step/ Category	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
1	4,544	4,146	3,626	2,965	2,789	2,678	2,590	1,992	1,913	1,156
2	4,644	4,236	3,708	3,032	2,853	2,738	2,649	2,038	1,956	1,182
3	4,744	4,328	3,791	3,099	2,916	2,799	2,708	2,083	2,000	1,208
4	4,845	4,420	3,873	3,167	2,979	2,860	2,767	2,128	2,043	1,234
5	4,946	4,511	3,956	3,234	3,043	2,921	2,825	2,173	2,086	1,261
6	5,167	4,723	4,038	3,301	3,106	2,982	2,884	2,219	2,130	1,287
7	5,267	4,814	4,120	3,369	3,169	3,043	2,943	2,264	2,173	1,313
8	5,669	5,208	4,203	3,436	3,233	3,104	3,002	2,309	2,217	1,339
9	5,771	5,300	4,285	3,503	3,296	3,164	3,061	2,354	2,260	1,366
10	5,871	5,390	4,367	3,571	3,360	3,225	3,120	2,400	2,304	1,392

Head coaches shall receive \$40 per day and assistant coaches shall receive \$25 per day, for each day their season extends beyond the first possible elimination date for their team

Coaches/Advisors who reach the following steps will receive longevity pay.

	Year 5-9	Year 10
Category 1&2	\$500	\$1,000
Category 3&4	\$400	\$ 800
Category 5&6	\$300	\$ 600
Category 7&8	\$200	\$ 400
Category 9&10	\$100	\$ 200

MOU - Teacher Development Peer Observers

Memorandum of Understanding
Regarding Granting of Semester Graduate Credits for Peer Observers
Between
Holdingford School District ISD 738
And
Education Holdingford

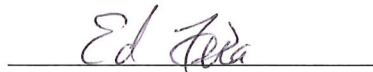
Whereas the State Legislature has mandated each school district develop a teacher development and evaluation plan, and Holdingford's plan calls for Peer Observers, and whereas the District is seeking to compensate those that become Peer Observers,

Be it agreed that:

1. For each year that a teacher is a Peer Observer, the District shall grant them one (1) semester graduate credit that may be used toward a lane change.
2. If Peer Observers are taking graduate level classes that are germane to their duties as an observer and resource, the credits from those classes shall also be granted for lane change following the procedure established in the master agreement with regards to pre-approval by the superintendent.



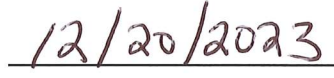
For Education Holdingford, Members Rights Chair



For Holdingford District #738



Date




Date


MOU – Granting Steps and Lanes


Memorandum of Understanding
Regarding Granting of Steps and Lanes
Between
Holdingford School District ISD 738
And
Education Holdingford

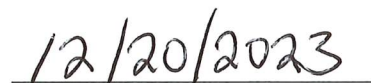
Whereas the union has an interest in having steps and lanes granted automatically
at the start of the new fiscal year, and
whereas the district has an interest in reaching a compromise on the issue;
Therefore, be agreed that:

1. All teachers will be granted automatic step and lane increases for FOUR (4) subsequent contracts with an expiration of June 30, 2027.
2. An exception to the automatic approval of the step and lane increase will occur if the District's SOD calculation drops below 5%. This calculation will be taken from the prior years' final audited data as reflected in the MDE UFARS Compliance Report.


For Education Holdingford


For Holdingford District #738


Date


Date

MOU – Tuition Reimbursement for College Courses

Memorandum of Understanding
Regarding Tuition Reimbursement for College Courses

Between

Holdingsford School District ISD 738

And

Education Holdingsford

Whereas, Education Holdingsford (the Union) is the exclusive representative for the teachers employed by Independent School District Number 738, Holdingsford (District), and

Whereas, the District does not pay any portion of College Tuition for credits that are also used for a lane change, and

Whereas, in certain circumstances, the District has a vested interest in teachers obtaining a specific licensure or accreditation status that will allow the District to offer certain courses, and

Whereas, the District and the Union agree that offering certain courses that are desired by students and parents is in the best interests of the school and community;

Now, therefore, be it agreed that;

1. When the District and a teacher mutually agree, a teacher who has earned an M.A., but is not qualified to teach a college in the schools class, may earn the minimum number of new credits needed to allow them to teach the college in the schools classes with the district reimbursing up to 50% of the cost of tuition, books, and supplies. Receipts for these shall be supplied to the District by the teacher.
2. In addition, after the teacher has successfully taught the specific District requested course(s) for two (2) full years with the District, then the teacher may also apply those specific credits toward a lane change.
3. If the teacher does not obtain the specific license/accreditation, or, does not teach the requested course(s) for the district within the timelines specified in the agreement addressed in Section 4 below, then the teacher will reimburse the district all costs that the district reimbursed to that teacher. The teacher will reimburse the district within sixty (60) days of being notified by the district that the costs are due. Alternatively, the teacher and district may agree that the costs will be reimbursed by payroll deduction over an agreed upon period of time. If the teacher does not teach the requested class, through no fault of their own, the District will not seek repayment of tuition.
4. Each event where this type of agreement between a teacher and the district is used, will require an additional signed agreement between the district and the teacher outlining the specific courses, projected costs and timeline for completion of the licensure or accreditation program and instruction of the related courses, and projected timeline that the teacher will begin teaching the course(s).
5. A teacher who agrees to receive the payments provided by this Memorandum of Agreement must also agree to teach in the College in the Schools program for the School District for a minimum of five years after the teacher becomes qualified. In addition, the teacher and Superintendent shall agree to the date by which the teacher will become qualified. If a teacher teaches fewer than five

years he/she shall repay to the School District the amounts paid by the School District under the terms of this Memorandum of Agreement. The amount of the repayment shall be pro-rated. For example, a teacher who teaches two years in the program shall repay the District 60% of the amount paid by the School District under the terms of this Memorandum of Agreement. At the time the teacher receives prior approval from the Superintendent, he/she shall sign an agreement stating that he/she agrees to teach in the program for at least five years after earning the correct licensure for the School District or will be personally liable for the repayment required by Paragraph 2 of this Memorandum of Agreement.

6. This Memorandum of Agreement shall become effective immediately upon its signing by the Union and School District and shall continue in effect until June 30, 2025; provided, however, that a teacher's obligation to continue to teach in the College in the Schools program or repay the School District shall survive the expiration of this Memorandum of Agreement. In addition, the School District's obligation to pay for the credits for a Teacher whose participation in this program has been approved shall survive the expiration of this Memorandum of Agreement.

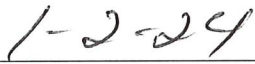
By signing below, each party represents and acknowledges reading, understanding, and agreeing to be bound by the terms of this Memorandum of Understanding.



For Education Holdingford



For Holdingford District #738



Date



Date

MOU – Lane Change Credits for Vocational Instructors

Memorandum of Understanding

Regarding Honoring Lane Change Credits for Vocational Instructors

Between

Holdingsford School District ISD 738

And

Education Holdingsford


Whereas the union has an interest in recognizing additional credits earned through non-traditional avenues for vocational instructors;


Therefore, be agreed that:

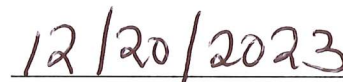
Vocational teachers may earn an additional credit towards lane changes by attending professional workshops, conferences, seminars, industrial schools, and manufacturer’s institutes in accordance with the following:

1. To be counted for lane advancement, the activity must be preapproved by the Superintendent prior to registration or participation.
2. Workshops must be taken outside of contract days.
3. No reimbursement for expenses by the school district.
4. Workshops must be germane to the licensure area and/or assignments of the teacher.
5. If a grade is given, the teacher must earn a grade equivalent of a “B” or higher.
6. Each twelve (12) clock hours of workshops, conferences, seminars, industrial schools, and manufacturer’s institutes equals one (1) college semester hour credit.
7. Vocational teachers that have acquired clock hours to be used toward college semester hour credits, may earn one lane change per career.


For Education Holdingsford


For Holdingsford District #738


Date


Date

MOU- Situational Certified Substitute Teacher Pay 2023-2024 and 2024-2025 School Year

Memorandum of Understanding

Regarding situational substitute teaching for the 2023-2024 and 2024-2025 school year

Between

Holdingsford School District ISD 738

And

Education Holdingsford

Whereas, the union and administration has a joint interest in ensuring teacher coverage and fair compensation for doing so, and whereas, the administration of ISD738 has proposed the following situational substitute teacher pay for the 2023-2024 and 2024-2025 school year as being in the best interest of administration, teachers, and whereas, both parties wish to reach agreement on this issue;

Therefore, be agreed that:

1. The district will continue to explore ways to increase the sub pool. (Competitive Sub Pay, Full-time Sub, etc.)
2. In the event a substitute teacher can not be found for an elementary general education or specialists classroom, the students in the classroom will be divided between the other three grade level classrooms for the day. The teachers of those classrooms will then receive compensation for the day. Each teacher will divide their students into three groups (green, white, and black) to make assignments of those students easier. The following will be the compensation rate for such a situation..
 - a. The hourly sub rate for splitting of classrooms in the elementary will be determined by dividing the retired daily sub rate by 3. That rate will then be divided by 7 to determine the hourly rate.
 - b. 2 or less hours: Teacher will be paid for a minimum of two hours of the split classroom
 - c. 2+ to less than 4: Teacher will be paid at the split classroom hourly rate
 - d. 4 or more hours: Teacher will be paid at the full day split classroom pay rate (proportion of the retired teacher sub rate)
 - e. Prep time should not be included in the calculation.
3. Any teacher who elects to sub during a prep period shall receive either 1 hour of flex time or 1 hour at the professional rate of pay.
4. In the event a 7-12 staff member is asked to cover a joint classroom during prep time and the number of students exceeds 35 students, the hourly rate of pay will be \$40 for subbing.
5. If a certified staff member is pulled from their assignment and is assigned to cover for another educator for the day, they are entitled to \$50 for the day. If they are pulled for a half a day or less, they are entitled to \$25. If the half a day or less includes a loss of prep time, the staff member will receive \$50.
6. HS Special Education teachers will receive \$15/block to take on additional SPED students during non-prep time. Elem Special Education teachers will follow the compensation rates listed above in #2 and calculate the total for the day.
7. Teachers will receive \$12 to take another teacher's harvest time students in addition to their own.
8. JH/HS teachers may be asked to supervise a classroom during assigned duty time.
9. Full time substitute teachers will receive prorated compensation as compared to Full Time staff based on student contact days.. Daily subs will not receive additional compensation.

**Staff/teachers should always put down the hours they had part of a split classroom on a blue in house sub sheet, date, and for whom. The business office will pay based on the previously mentioned time frames. All calculations are based on the current rate for a retired teacher.

D. Joy

For Education Holdingford

1-2-24

Date

Ed Fu

For Holdingford District #738

12/20/2023

Date

**APPENDIX 1 - LETTER OF ASSIGNMENT AND NOTIFICATION OF SALARY
INDEPENDENT SCHOOL DISTRICT 738**

Dear

This notice of teacher assignment and salary for the _____ school year is given subject to the provisions of the Master Agreement between Independent School District No. 738 and the Holdingford Education Association.

_____ Teaching Assignment: _____

Teacher's Lane and Step Placement: Lane _____ Step _____

Career Increment \$ _____

Salary for Teaching Duties: \$ _____

This notice is for the _____ School Year.

Date: _____

Signature of Board Clerk:
(or facsimile) _____

APPENDIX 2 - PLACEMENT ON COACHING SALARY SCHEDULE

Step placement on the Coaching Salary Schedule will be determined by the following criteria:

1. A head coach who accepts an assistant position in the same sport shall accrue full credit for each year's experience to the new position.
2. A head coach who accepts an assistant position in a different sport will receive one half credit for each year's experience to apply to the new position.
3. Any assistant coach who accepts a head position in that same sport will receive full credit for each year's experience to apply to the new position.
4. Any assistant coach who accepts a head position in another sport will receive one half credit for each year's experience to apply to the new position.
5. Any head coach who accepts a head coaching position in another sport will receive one half credit for each year's experience to apply to the new position.
6. Any assistant coach who accepts an assistant position in another sport will receive one half credit for each year's experience to apply to the new position.

APPENDIX 3 - EXTRA ASSIGNMENT SCHEDULE

ASSIGNMENT	POSITION	CATEGORY
Yearbook	Advisor	6
Newspaper	Advisor	
Sr. Student Council	Advisor	9
Middle School Leadership	Advisor	10
Inventors Fair	Advisor	10
NHS	Advisor	10
Prom	Advisor	10
Sr. Class	Advisor	10
Jr. Class	Advisor	10
HAATS	Advisor	9
Math Masters	Advisor	10
Elem Spirit Club	Advisor	10
FFA	Advisor	6
FFA	Assistant Advisor	7
FCCLA	Advisor	9
FEC	Advisor	10
Business Club	Advisor	10
Elem Art Club	Advisor	10
H.S. Art Club	Advisor	10
Peer Mediator	Advisor	10
Sr. High Knowledge Bowl	Advisor	7
Jr. High Knowledge Bowl	Advisor	10
Elementary Knowledge Bowl	Advisor	10
MathCounts	Advisor	10
Math Counts/League	Advisor	10
Project 4 Teens	Advisor	10
Think Quest	Advisor	10
Chemical Health	Officer	10
DECA Advisor	Advisor	10
Continuing Education	Chair/Recorder	10
Trap Shooting	Advisor	9
ACADEMIC DEPARTMENT HEADS		
Secondary (English, Social, Health/PE, Science, Math. Spec. Ed.)		10
Elementary (Lang. Arts, Social, Health, Reading, Science, Math, Spec. Ed.)		10
SPEECH		
Sr. Meet Judge	\$100	
Jr. Meet Judge	\$ 65	
MUSIC		
Concert Directors	\$100	
Pep Band Perf.	\$ 35	
Chamber Singer Director	\$500	
Professional Rate	\$30.00	

The head coach for any team/activity shall, upon achieving participation at State activities, receive a \$100.00 bonus, payable on the second pay period after completion of that activity.

EXTRA ASSIGNMENT SCHEDULE (CONTINUED)

ACTIVITY	POSITION	CATEGORY
Football	Head	1
	Varsity Asst.	4
	9th Grade	4
	Jr. High	7
	Asst. Jr. High	7
Cross Country	Head	2
	Varsity Asst.	4
Swimming	Head	1
	Varsity Asst.	4
Volleyball	Head	1
	Varsity Asst.	4
	C Squad	4
	Jr. High	7
Boys Basketball	Head	1
	Varsity Asst.	3
	C Squad	3
	Jr. High	7
Girls Basketball	Head	1
	Varsity Asst.	3
	C Squad	3
	Jr.High	7
Wrestling	Head	1
	Varsity Asst	3
	Jr. High	7
Girls Track	Head	2
	Varsity Asst.	4
	Jr. High	7
Boys Track	Head	2
	Varsity Asst.	4
	Jr.High	7
Baseball	Head	1
	Varsity Asst.	4
	C Squad	4
	Jr. High	7
Softball	Head	1
	Varsity Asst.	4
	9th Grade	4
	Jr. High	7
Strength/Conditioning	Head	1
	Assistant (2)	9
Sr. High Speech	Advisor	4

Jr. High Speech	Advisor	7
Dance	Head	2
	Assistant	7
Cheer	Head (Winter)	9
	Head (Fall)	10
Trap Shooting	Advisor	9
Sr. High 1 Act Play	Advisor	4
Jr. High 1 Act Play	Advisor	7
3 Act Play	Advisor	4
Musical	Advisor	3

APPENDIX 4 – Matching Annuity

**MATCHING ANNUITY PROGRAM
INTENT TO PARTICIPATE FORM
DISTRICT #738**

School Year (_____)

I, _____ acknowledge receipt of and have reviewed the Matching Annuity Program document detailing Program participation requirements. I am making the following choice:

I am electing to participate in the Matching Annuity Program _____

If yes, complete the following:

ISD #738 contribution level to which I am entitled _____ (District Office will verify)

Personal contribution to be deducted from my payroll this year _____ (Note that deductions will be on the same schedule as payroll has been elected.

Company to which contributions will be directed: (A signed company form will be required as well.)

Name of Agent _____ Phone Number _____

Company _____

Address _____

City _____ State _____ Zip _____

I am electing NOT to participate in the Matching Annuity Program _____

Employees are not to construe this form or the district contributions to the Program or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the school district.

The management of both the individual and school district contributions shall be solely the responsibility of the employee in whose name the contributions have been made. Each employee should consult his/her own attorney, accountant, and investment advisor as to legal, tax, and investment issues relating to contributions in the Program.

The school district has neither reviewed nor approved any investments which can be obtained by way of contributions under the Matching Annuity Program.

The undersigned agrees to indemnify and hold harmless the Holdingford School District from any adverse investment experiences arising from or connected with contributions to the Matching Annuity Program.

I have read and understand the implications of the above language. If I have agreed to participate in the Matching Annuity Program this year, I understand that my signature on the form authorizes the business office for the district to begin payroll deductions of my personal contributions to the Program.

Signature

Date

** Return this form and required company forms to the Business Office no later than _____. The Intent to Participate form must be resubmitted on an annual basis.