

NEGOTIATED AGREEMENT

between

BOARD OF TRUSTEES
SCHOOL DISTRICT # 1

and

TROY EDUCATION ASSOCIATION

effective

July 1, 2019 to June 30, 2021

TABLE OF CONTENTS

ARTICLE I.	INTRODUCTION	1
Section 1.	Preamble	1
Section 2.	Duration of Agreement.....	1
Section 3.	Agreement All-Inclusive	1
Section 4.	Management Rights.....	2
Section 5.	Association Recognition	2
Section 6.	Grievance Procedure	2
Section 7.	Negotiation of New Contract.....	2
Section 8.	Reopener Clause	2
Section 9.	Scope of Bargaining.....	2
ARTICLE II.	WORKING CONDITIONS	3
Section 1.	Preparation Period.....	3
Section 2.	Class Size	3
Section 3.	Minimum Equipment	3
Section 4.	Leaves.....	3
Section 5.	Rescheduling	8
ARTICLE III.	TEACHER PROTECTION	8
Section 1.	Maintenance of Standards	8
Section 2.	Termination of Non-Tenured Teachers	8
Section 3.	Reduction in Force	9
Section 4.	In-District Transfer.....	9
Section 5.	Evaluation Procedure.....	10
Section 6.	Personnel Files.....	10
ARTICLE IV.	PROFESSIONAL COMPENSATION	11
Section 1.	Base Salary	11
Section 2.	Outside Experience	11
Section 3.	Continuing Education / Transcripts.....	11
Section 4.	Extra Duty Pay.....	12
Section 5.	Master's Degree	12
Section 6.	Health Insurance	12
Section 7.	Deductions Authorized	13
Section 8.	Work Experience for Vocational – Technical Instruction	13
Section 9.	Contract Release.....	13
Section 10.	Social Security	13
Section 11.	Unique Schedules	14
Section 12.	Flexible Benefit Plan.....	14

ARTICLE V.	OTHER AGREEMENTS	14
Section 1.	Speech Therapist	14
Section 2.	Principal / Teacher Counseling.....	14
Section 3.	Contracts	14
Section 4.	School Calendars.....	15
Section 5.	Personal Data	15
Section 6.	Extracurricular Admittance	15
Section 7.	Mileage	15
Section 8.	Retirement.....	15
Section 9.	Retirement Incentive Sunset Clause	16
Section 10.	Change of Assignment	16
Section 11.	Endorsement Retention	16
Section 12.	Mentor Program	16
Section 13.	In-service Presentations.....	16
Section 14.	Running Start Courses.....	17
ARTICLE VI.	PERTINENT INFORMATION.....	17
ARTICLE VII.	TERM OF AGREEMENT	17
APPENDIX A	GRIEVANCE PROCEDURE.....	18
Section 1.	Definitions	18
Section 2.	Individual Rights	18
Section 3.	Procedure	18
Section 4.	Exceptions to Time Limits.....	20
Section 5.	No Reprisals.....	20
Section 6.	Cooperation of The Board and Administration.....	20
Section 7.	Personal Files.....	20
APPENDIX B	SALARY SCHEDULES.....	21
APPENDIX C	SALARY INDEX	23
APPENDIX D	EXTRA DUTY PAY SCHEDULE.....	24
APPENDIX F	EXTRA DUTY PAY INDEX.....	27
APPENDIX G	CLUB STATUS	28
APPENDIX H	EXTENDED CONTRACTS AND PAY	29

PROFESSIONAL NEGOTIATION AGREEMENT

TROY SCHOOL DISTRICT #1 - TROY EDUCATION ASSOCIATION

ARTICLE I. INTRODUCTION

This agreement is entered in this 13th day of May, 2019, by and between the Board of Trustees of School District #1 of Troy, Lincoln County, State of Montana, acting in the name of the District, hereinafter referred to as the "Board" and the Troy Education Association, of Troy, Montana, hereinafter referred to as the "Association."

Section 1. Preamble

The Board of Trustees for School District #1 and the Troy Education Association do hereby agree to enter into this agreement pursuant to Title 39. Chapter 31. M.C.A.

Section 2. Duration of Agreement

Provisions of this agreement shall become effective July 1, 2019, or after ratification by a majority of the bargaining unit and the Board, whichever is later and shall continue in effect until June 30, 2021. It is understood that the Board of Trustees and the Troy Education Association have the right to accept or reject any and all proposals during the negotiation process.

Section 3. Agreement All-Inclusive

The Board and the Association agree that the terms and conditions set forth in this agreement represent the full and complete understanding and commitment between the parties and that said terms and conditions may not be altered, changed, added to, deleted from, or modified without mutual consent of the parties, and such amendments shall be in writing and attached to and made part of this agreement.

This agreement shall not be interpreted or applied to deprive teachers of any professional advantages heretofore enjoyed unless expressly stated in terms of this agreement.

The individual teachers' contract between the Board and the teachers shall be expressly subject to the terms and conditions of this agreement. If any individual contract contains any language inconsistent with this agreement, this agreement for its duration shall be controlling.

Section 4. Management Rights

Public Employees and their representatives shall recognize the prerogatives of public employers to operate and manage their affairs in such areas as, but not limited to:

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

Section 5. Association Recognition

The Board hereby recognizes the Association as the exclusive representative for negotiation on wages, hours, fringe benefits, and other conditions of employment for the certified staff, licensed speech therapist, and school psychologist, provided the speech therapist and psychologist positions are filled from within the non-classified staff of the district.

Section 6. Grievance Procedure

Enforcement of the terms and conditions of this agreement will take place through the Grievance Procedure given in Appendix A.

Section 7. Negotiation of New Contract

Notification of intent to initiate negotiations will be submitted to the Board in writing on or before November 30, 2020.

Section 8. Reopener Clause

In the event of a mill levy failure, negotiations shall be reopened between the Board and Association on salary, extra duty pay, and insurance. These negotiations shall begin within ten (10) days of mill levy failure.

Section 9. Scope of Bargaining

The parties agree that during the course of bargaining for this agreement, each party has the unlimited right to offer, discuss, accept or reject proposals on any and all subjects not removed by law from areas of collective bargaining. Therefore, for the term of this agreement, no further

collective bargaining shall be required upon any provision of this agreement nor on any other subject except by mutual consent.

ARTICLE II. WORKING CONDITIONS

Section 1. Preparation Period

Each classroom teacher shall, if possible, have a minimum of thirty (30) minutes of uninterrupted time during the school day for the purpose of planning and/or preparation.

Section 2. Class Size

It is agreed that classroom sizes that exceed accreditation standards are a detriment to good education, and that every reasonable attempt will be made, through scheduling of classes and scheduling of individuals in classes, not to exceed the maximum class sizes as recommended in the state accreditation standards.

Section 3. Minimum Equipment

The district shall provide all regular full-time teachers with a desk, a filing cabinet, and a storage cabinet or book shelf for their exclusive use, all to be located in the same room.

Section 4. Leaves

A. ANNUAL LEAVE

Twelve (12) days annual leave will be provided each teacher for personal illness or disability, personal medical appointments, and emergency leave. Maximum cumulative annual leave for each teacher shall be eighty-four (84) days.

Any teacher shall be permitted to utilize the annual twelve (12) days accrual in advance of accrual, but such days will be deducted from future accumulations. In the event that a teacher, who has been permitted to utilize annual leave in advance, should leave the system, he/she shall be liable to the school district for any annual leave pay advanced beyond the earned accrual.

When a teacher who has served the system continuously for at least six (6) years leaves the system, the district will reimburse the teacher for all unused days of annual leave accumulated up to a total of ninety-six (96) days. The rate for such reimbursement shall be \$85.00 per day for the first eighty-four (84) days and \$85.00 per day for those in excess of eighty-four (84), less deductions required by law and shall be payable within 12 months of separation or within 12 months of application for such payment, whichever is first.

One day of annual leave may be utilized for personal business leave after the teacher has twenty years of service in the district.

ANNUAL LEAVE TO INCLUDE:

- **SICK LEAVE:** Sick leave is defined as an absence of a teacher from the classroom as a result of injury, illness, or doctor appointments. Sick leave may be used for illness or injury in the immediate family. "Immediate family" means: spouse, domestic partner, child, parent, brother, sister, grandparent, or grandchild; the relationship may be either affinity or consanguinity. Domestic partner means an adult in a committed relationship with another adult. A committed relationship means one in which the employee and the domestic partner of the employee are each other's sole domestic partner (and are not married to or domestic partners with anyone else), and share responsibility for a significant amount of each other's common welfare and financial obligations. The teacher may be required to present a doctor's excuse for illness if he/she is absent from work three consecutive working days.

ELECTIVE SURGERY:

Elective surgery will not be allowed during the school year. An exception will be made if the teacher's physician indicates the need for the surgery in writing.

- **EMERGENCY LEAVE:** For deaths in the teacher's immediate family (as defined above) or in the event that severe weather, fire, flood, or other natural circumstances or catastrophe beyond the control of the teacher makes it impossible, an extreme hardship, or definite hazard to report to work. Emergency days used are concurrent with FMLA leave.

B. MATERNITY LEAVE

In the event of pregnancy or adoption or the related disability of said pregnancy, the employee shall have the right to take a "reasonable leave of absence." The reasonable leave of absence agreed upon by the parties to this agreement for a pregnancy, adoption, or disability as a result of a pregnancy shall be up to thirty-five (35) working days as permitted by this paragraph. These thirty-five (35) days is concurrent with FMLA leave. During maternity leave, the employee shall draw pay and benefits in accordance with her contract for an initial period of twenty (20) working days and shall not be required to draw upon personal or sick leave days during that time. The amount of leave contained in this agreement may be shortened or extended upon certification from the employee's physician that the employee is able to return to work early or needs more time for medical reasons. If the parent or baby requires additional care, as certified by a physician, the district will continue the teacher's pay and benefits in accordance with the teacher's contract for fifteen (15) additional days for a total of thirty-five (35) days.

C. PATERNITY LEAVE

The beginning date of leave for paternity or adoption shall be determined by the birth or placement of a child. Leave ends ten (10) working days following the beginning date of said leave. If the parent or baby requires additional care, as certified by a physician, the district will continue the teacher's pay and benefits in accordance with the teacher's contract for fifteen (15) additional days for a total of twenty-five (25) days. These twenty-

five (25) days is concurrent with FMLA leave. During paternity leave, the employee shall draw pay and benefits in accordance with his contract for an initial period of ten (10) working days and shall not be required to draw upon personal or sick leave days during that time.

D. CIVIC DUTY

Leave at full pay less any compensation received shall be granted for absences that result from jury duty, being subpoenaed as a witness in any legitimate court proceedings, or being called to National Guard duty as the result of an emergency. In addition, the Board may grant such leave for other civic duties as they see the need.

E. PROFESSIONAL LEAVE

Professional leave shall be granted for administrative approved meetings and conferences at full pay provided the leave is applied for at least two (2) days in advance.

F. ASSOCIATION LEAVE

The Board shall grant leave with pay for the Association delegates (2 delegates, one day each) to attend the M.E.A./M.F.T. Representative delegate assembly. The Board, in addition, shall make leave with pay available to the Association for its business in the amount of no more than three (3) additional days leave to be assigned and used as the Association desires. The Board will pay for substitutes for the delegates to the M.E.A. Delegate Assembly, and the M.E.A. will pay for substitutes for the three (3) Association days. Notification must be made of intent to use this leave at least two (2) days in advance.

G. UNPAID LEAVE OF ABSENCE

1. Extended leave of absence without pay for periods up to a full school year may be provided by the board to the teacher upon application prior to April 1st in the Board's sole discretion for reasons including without limitation to: additional schooling (defined as minimum of 12 quarter hours/8 semester hours per grading period), cultural travel, health consideration, or exchange teaching, provided that the experiences relate to his/her professional responsibilities. Unpaid leave of absence days used for health related issues are concurrent with FMLA leave.
2. This leave shall be granted upon application by majority approval of the Board of Trustees.
3. Teachers granted a leave of absence shall work a minimum of 135 consecutive teaching days during such leave before advancement on the salary schedule is ensured.
4. A teacher returning from an extended leave shall be restored to his/her teaching position or to a position of like nature, status and pay.

5. The teacher during his absence shall be eligible for membership in the district's health insurance program, provided the teacher pay the monthly premium in full.
6. No teacher shall be eligible to apply for an extended leave of absence until he/she has completed five (5) continuous years of teaching in the District.
7. Leaves of absence are contingent upon finding a suitable replacement by May 15th.

H. SICK LEAVE BANK

It is agreed that the District will establish a sick leave bank with the following provisions:

1. Any teacher may, on a voluntary basis, deposit up to five (5) days of unused sick leave into the bank per year. This deposit will be made on the first Monday in October each year, and on the first Monday in February if, (a) the teacher was hired after the October deposit date or (b) the eligible teacher did not make a deposit the previous October.
2. The maximum total number of days that may be deposited into the bank is one hundred twenty (120) days.
3. Any teacher who has contributed one (1) or more days to the bank may withdraw as prescribed by a physician, up to a maximum of one-quarter of the total days currently in the bank, provided the teacher has used the total individual annual leave and the personal leave he/she has accrued for the current school year.
4. Teachers new to the system can become eligible by donating one (1) day to the sick leave bank or the District. If the bank is full, then the one (1) day will be retained by the District until such time as the bank can accept the day without exceeding the maximum number of days.
5. All requests for use of or withdrawal from the sick leave bank must be approved by a committee consisting of a member of the Association, a member of the Board of Trustees, and the building principal of that teacher. Requests will be granted only by a majority approval of the committee.
6. A teacher whose employment terminates with the school district for any reason other than an approved request for medical leave prior to completion of 135 days shall repay the sick leave withdrawn from the sick leave bank by having an amount equal to the number of days owing the sick leave bank times the current rate of pay per day for substitutes withheld from the final pay warrant issued. The district will reimburse the sick leave bank the number of days withdrawn by the terminated teacher.
7. A teacher terminating employment with the school district at the end of the contract year may deposit accrued sick leave in the sick leave bank, though total deposits in the sick leave bank must not exceed one hundred twenty (120) days.

I. PERSONAL BUSINESS LEAVE

Three (3) days annually at a full salary shall be provided for personal reasons to each teacher. Four (4) days shall be provided annually after five (5) years' service in the Troy

School System. This leave shall not be used to extend a holiday (any extended school breaks) and will be applied for in writing at least two (2) days in advance and will be approved based on administration and if there are enough substitutes. In the event that a leave would extend a holiday or was not applied for two (2) days in advance, a teacher's respective principal may still grant the leave at his/her discretion. This leave is cumulative up to four (4) days. This leave is cumulative to five (5) days after ten (10) years' service in the Troy School System. This leave is cumulative to six (6) days after fifteen (15) years' service in the Troy School System. The district will buy-back any unused personal business leave days at a rate of \$100.00 per day. This payment shall be payable at the end of the school year. Application for the personal leave buy-back shall be no later than June 1 of each school year. Personal leave will not be used during any Pupil Instruction Related (PIR) day unless it is approved by the superintendent in advance. In the event of extenuating circumstances and upon written request from a teacher, the superintendent may allow a teacher to transfer to personal leave from sick leave an additional two thirds of the allotted yearly personal leave days, provided the teacher has sick leave days available.

J. SABBATICAL LEAVE

1. Upon application, a teacher who has been employed by the district for five consecutive years shall be eligible for sabbatical leave for one year for the purpose of full-time study at an accredited four-year university, research, work experience, or other professional activity advantageous to the district.
2. Applications for sabbatical leave shall be made no later than the 10th of January of the preceding year to a five-member approval panel comprised of the district superintendent, the supervising principal, one representative from the board, and two representatives selected by the association. The panel will make a recommendation and the board may approve the sabbatical at its discretion. The board will notify the applicant in writing of its decision by May 1st. In the event more than one teacher applies for sabbatical leave in a given year, the panel's decisions shall be guided by the relative advantages to the district inherent in each teacher's application, and the availability of a suitable replacement teacher. Approval of sabbatical leave will be limited to one teacher per year.
3. During sabbatical leave, teachers are required to participate in those activities set forth in their original application. Teachers attending school full-time are required to submit, to the superintendent, copies of their grades upon completion of each quarter or semester of academic work. Those involved in research, work, or other activities shall report, in writing, to the superintendent twice during the sabbatical year on the nature and progress of their year. A teacher who fails to meet the objectives set forth in their original application may be liable for repayment of salary and benefits received during the sabbatical year. Decisions concerning repayment liability shall be made by the sabbatical leave panel. A teacher found liable for repayment shall be granted two calendar years from the date of notification of non-fulfillment of objectives for such repayment.

4. During sabbatical leave, the teacher shall be considered in the employ of the district and shall be paid, on a monthly basis, one-half of the salary they would have made had they been teaching that year. The teacher will also receive full related benefits, and shall accrue seniority and any resulting salary schedule advancement for the following year.
5. Teachers, upon return from a sabbatical leave, shall be restored to his/her former positions, or one of like status. The teacher will also move horizontally on the salary schedule dependent upon any credits earned. Following sabbatical, teachers must teach two years in the district or repay 50% of the awarded salary for each year (2 max.) not employed by the district while on leave.
6. Once granted sabbatical leave, a teacher shall not be eligible for another sabbatical leave for five years.

Section 5. Rescheduling

In the event that a Pupil Instruction (PI) or Pupil Instruction Related (PIR) day is lost due to cancellation of classes, the teacher shall perform his/her assigned duties on a make-up day scheduled by the school district.

ARTICLE III. TEACHER PROTECTION

Section 1. Maintenance of Standards

All existing district policies involving terms and conditions of employment not specifically referred to in this agreement shall be maintained at not less than the level at the time this agreement was signed, except that an improvement in any term or condition of employment for the benefit of teachers or any change mutually agreeable to the Association and the Trustee shall not be deemed a violation of this agreement.

It is agreed in the event of fire, flood, or other disaster or major emergency affecting the school district or in the event of a mill levy failure that the above paragraph of this section may be suspended in so far as is necessary to maintain the best level of operation possible.

However, it is to be understood that the above Maintenance of Standards Clause, (Teacher Protection, Section 1), does not supersede or in any way diminish the effect of the Management Rights Clause, (Introduction, Section 4), stated earlier in this contract.

Section 2. Termination of Non-Tenured Teachers

The termination of a non-tenured teacher shall be governed by the provisions of MCA 20-4-206.

Section 3. Reduction in Force

Reduction in force herein refers to action by the Board reducing the number of teachers in the district due to levy failure, enrollment decreases, reduction in district, county, state and/or federal funding, or other factors in the board's discretion requiring staff reduction will occur in the following manner:

1. The Board will determine which curricular and extra-curricular programs will be maintained at their present level, and which will be reduced or eliminated.
2. Necessary staff reductions will be achieved through the following steps, in the order listed:
 - a. Normal attrition from retirement and resignation.
 - b. If further reductions are required, non-tenured teachers will be retained on the basis of the "best qualified for existing positions". Other non-tenured teachers will be released, as necessary, to meet staff reduction requirements. (Qualifications will be determined by certification, training, and performance as evaluated by appropriate administrators.)
 - c. Any further necessary reductions will be achieved through dismissal of tenured teachers on the basis of seniority as determined by date of Board approval of contract.
 - d. This provision does not restrict legal powers of the Board with regard to retention or dismissal of staff.
3. If a tenured teacher is released under this reduction in force provision and then rehired by the District within one year, the teacher's seniority and continuous service rights will be reinstated. Seniority and continuous service will not include the period of time that the teacher is not an employee of the District. This provision does not apply to non-tenured teachers.

Section 4. In-District Transfer

- A. Announcement of professional vacancies as they occur or as impending vacancies become known and verified during the school year and summer, shall be posted and emailed to employee's district's email address by the district.
- B. Teachers wishing to transfer to another building or position for which they are qualified, shall make their request in writing to the superintendent no later than ten (10) days following notice of the vacancy. A copy of the request shall be given to the building principal of their current assignment.
- C. All interested teachers shall be interviewed by the superintendent and/or the principal for available positions for which they have applied and for which the teacher is certified and endorsed.

- D. Voluntary request for transfer within a building shall be considered over administrative initiated transfers from elsewhere within the District if certification, endorsement, experience, and training are comparable.
- E. If a teacher is not selected for the transfer, he/she will retain his/her original position. Any teacher designated as a finalist may, at his/her choice, terminate their involvement in the process and may also be guaranteed his/her original position.
- F. The District may waive the requirement of this section for any vacancies occurring after June 15th.

Section 5. Evaluation Procedure

The following format will be used with respect to teacher evaluation:

- A. Teachers evaluated will have three working days in which to respond, in writing, to the evaluation. The evaluation instrument will be determined by the Board after administrative and faculty consultation.
- B. In the event that deficiencies are found in a teacher's performance, further actions will be taken in an attempt to remedy the deficiencies. Such actions will include evaluation, observation, written documentation of teacher performance, a written establishment of a plan of improvement, final written notice of intent to recommend non-renewal of contract, and the employment decision.
- C. Evaluation reports to be placed in the teacher's permanent file shall be discussed between the teacher and the evaluator. If the teacher does not sign the document an association representative will sign indicating that the teacher had an opportunity to sign and that the document will be added to the file. The teacher shall receive a copy of the final document.
- D. If the evaluator finds that the teacher has not met the levels of expectation, the reasons therefore shall be specified. Identification of the ways in which the teacher is to improve and direction will be provided.
- E. Non-tenured teachers will be evaluated a minimum of two times each year. Tenured teachers will be evaluated a minimum of every other year. The first three (3) years of continuous service by a teacher shall be considered probationary years. The evaluation procedures used for the assessment of probationary teachers shall not be subject to the grievance procedure.

Section 6. Personnel Files

- A. The District shall maintain a permanent cumulative personnel file in the administrative office for each of its current and former employees. Retention of records of former employees shall be governed by Montana law. The employees' personnel records will be maintained in the District's administrative office. Employees will be given access to their personnel records, in accordance with guidelines developed by the Board of Trustees. All other documents shall be retained and safeguarded by the District for such periods as prescribed by law regardless of an employee's status with the District.

- B. Items determined to be unfair, unreasonable, or inaccurate can be removed by mutual agreement. A personnel file may contain but is not limited to transcripts from colleges or universities, information allowed by statute, a record of previous employment (other than college placement papers for periods beyond active candidacy for a position), evaluations, copies of contracts, copies of letters of recommendation requested by an employee, and documentation of discipline in accordance with this paragraph. All material in the personnel file must be related to the employee's work, position, salary, or employment status in the District. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. Any discipline stemming from a violation of District policy that result in a grievance being filed will only be placed in the personnel file if the discipline is upheld following exhaustion of the grievance procedure.

ARTICLE IV. PROFESSIONAL COMPENSATION

Section 1. Base Salary

The salary schedule will have a "base" of \$30,473 for the 2019-2020 school year and a "base" of \$31,082 (Appendix B) for the 2020-2021 with an adjusted M.E.A. attainment level (Appendix C). Steps of BA; BA + 15; BA + 30; BA + 45; MA; MA + 15 are included.

Note: The abbreviation, BA, shall be interpreted as meaning the time when a teacher is issued his/her teaching certificate.

Section 2. Outside Experience

Placement on the schedule will recognize up to five (5) years of certified teaching experience from outside the system, as well as all years from within the system. Additional years' experience may be granted by the Board of Trustees on a case by case basis.

Section 3. Continuing Education / Transcripts

- A. District approved graduate level and 400 level courses from any recognized regional accredited association four-year university or college will be automatically approved for advancement on the salary schedule provided the courses are in education or in the teacher's area(s) of certification. Written approval of the courses must be submitted in advance to the District Superintendent to verify the university accreditation, ensure that the courses are in the teacher's area of certification, and for budgetary planning. Graduate and 400 level courses that have not been preapproved may at the District's discretion be approved for advancement.
- B. Other credits (from any accredited university or college) 300 level or above, to be used for further steps on the salary schedule must be approved by the superintendent prior to taking the course. Courses not approved for further steps on the salary schedule may be reimbursable to the teacher at a rate of \$120/credit hour on a one-time basis per class

(maximum of 3 credit hours (\$360) per class). A maximum of three (3) credit hours in the area of extra-curricular assignments will be allowed per fifteen (15) credit hours (e.g., one column change) of additional training. Exceptions to the 300 level requirement may be granted by the superintendent in the area of computer/electronic medium technology.

- C. Increase in the salary schedule due to increased training earned after employment shall be no more than one year of experience in the Years of Experience column and no more than one step or fifteen (15) credits in the Training column. An exception to the Training column restriction can be made if a written application is made to the superintendent by January 1 for the ensuing year. A teacher will be able to move in any combination of three steps and/or lanes within the matrix.
- D. In order to facilitate the budget process, teachers will notify the district superintendent by February 1 if he/she plans to move lanes on the pay matrix.
- E. Individual contracts will be modified to reflect qualified educational lane changes once each year effective at the beginning of the school year, providing a transcript of qualified credits is submitted to the superintendent's office no later than October 1, each school year. If a transcript is not available by October 1, other satisfactory evidence of successful completion of the courses will be accepted, pending receipt of the official transcript. Credits or other evidence not submitted on or before October 1, even though otherwise qualifying, shall not be considered until the following school year.
- F. At the superintendent's discretion \$5,000 for tuition will be available to assist teachers in attaining higher degrees or additional certifications. Must be approved by administration and benefit the school district. These credits may be used for salary advancement.

Section 4. Extra Duty Pay

Payment for extra-duty assignments will be made at the completion of the activity. Final payment for extra-duty assignments will be made only after the activities director has certified that the equipment/supplies used in the activity have been returned and accounted for. Extra-duty pay for the Activities Director and Music Director will be made throughout the fiscal year.

Section 5. Master's Degree

All Master's Degrees must be in either the specialty field of the teacher, or a Master of Education. The exception shall be if a teacher is assigned a position outside his/her Master Degree area by the administration.

Section 6. Health Insurance

The Board agrees to pay up to \$782.00 per teacher per month toward health and accident insurance coverage. Selection of the policy will be done by the Association. Teachers who opt for insurance coverage which has a premium which is lower than the District's contribution may invest the difference into a Health Savings Plan and or into a Flex Benefit Plan.

It is understood that the school district's only obligation is to pay such amounts as agreed to herein and no claims shall be made against the school district as the result of a denial of insurance benefits by an insurance carrier.

A teacher is eligible for health and accident insurance as provided for in this section as long as the teacher is employed by the Troy School District. Upon termination with cause or dismissal with cause, all district contributions shall cease effective on the teacher's last working day. Those teachers terminated due to decreased enrollment or reduction in funds shall have their health insurance premiums paid by the District through the last day of August of the school year just completed; however, coverage shall cease if the teacher in question obtains employment with any agency offering health and accident insurance for their employees, cancellation effective the date of acceptance to the health insurance plan offered by the subsequent employer.

Section 7. Deductions Authorized

The Board of Trustees agrees to deduct from the salaries of all teachers of the Association such moneys for membership in the National Education Association, the Montana Federation of Public Employees, and the Troy Education Association as said person individually authorizes the Board in writing to deduct as provided by law.

The Board of Trustees also agrees to deduct from the salaries of all teachers of the District such moneys for health insurance that exceed the District contribution as the Association authorizes the Board to deduct. All payroll deductions by teachers must be finalized by the 15th of October of each year.

Section 8. Work Experience for Vocational – Technical Instruction

One year of experience will be granted for 2,000 hours of additional training required for state O.P.I. certification for endorsement to teach vocational reimbursed programs offered by the school.

Only one additional step up may be granted in any contract year.

Section 9. Contract Release

Each teacher will be guaranteed a release from a signed contract or letter of intent until June 1, at no additional cost to the teacher. The release is guaranteed from June 1 through July 20, provided the teacher pays \$750.00 to cover the cost of expenses for searching for a replacement. After July 20th, a teacher will be granted a release if a suitable replacement can be found. If the release is eventually granted, the teacher must reimburse the Board \$1,500 to cover the cost of the search.

Section 10. Social Security

Social Security coverage will be provided for all teachers and specialists.

Section 11. Unique Schedules

Part-time Teachers will be allowed one full step for each year of experience. Jr. High and High School teachers' salaries will be prorated with respect to a five and a half (5.5) period workday.

Part-time Teachers or teachers with unique schedules will receive as pay for the school year:

- placement on matrix x (times) periods taught / (divided by) 5.5.

If the total number of instructional periods for the year is an odd number, the teacher will be paid an average of the first and second semesters. In the event of termination of the contract prior to its term, any under or over payment will be reconciled in a timely manner.

Section 12. Flexible Benefit Plan

The Board of Trustees for School District #1 agrees to match the initial deposit up to \$500 for a "flexible benefit" and health savings plan for district employees. Participation by district personnel shall be voluntary.

ARTICLE V. OTHER AGREEMENTS

Section 1. Speech Therapist

If the minimum O.P.I. contact hours for the speech therapist are not met, the district is not obligated to compensate such therapist the balance between the state's contribution to his/her salary and the actual negotiated salary. The district will continue to issue the speech therapist an employment contract entitled "Agreement Between School trustees and the Speech Therapist" and will evaluate such therapist's performance with the district's Classified Employee Evaluation Form. Both parties agree that tenure will not be awarded to the speech therapist.

Section 2. Principal / Teacher Counseling

Principals shall have the right to counsel with teachers after the close of the regular teacher's day when it is deemed by either party that such individual consultation is in the best interest of the teacher and the school system.

Section 3. Contracts

The Board shall provide written notice by June 1 to all teachers who have been reelected. Any teacher who does not receive notice of reelection or termination is automatically reelected for the ensuing school fiscal year.

The Board shall provide written notice by June 1 to each non-tenured teacher employed by the District regarding whether the non-tenured teacher has been reelected for the ensuing school fiscal year. A teacher who does not receive written notice of reelection or termination is automatically reelected for the ensuing school fiscal year.

Section 4. School Calendars

The faculty will be consulted about the next year's calendar and their recommendations presented to the Board of Trustees for their consideration prior to the adoption of the school calendar.

Section 5. Personal Data

A copy of the salary schedule, a copy of insurance coverage, a statement of accumulated sick leave to date and a copy of Board Policy as it pertains to teachers shall accompany each teacher's contract annually.

Section 6. Extracurricular Admittance

Teachers receive free admittance to all extracurricular activities.

Section 7. Mileage

Mileage will be paid at a rate equal to the mileage allotment allowed by the United States Internal Revenue Service for the preceding year. Gas may be furnished at the discretion of the administration for personal use of auto for those miles traveled in performance of official school business.

Section 8. Retirement

Any full-time teacher retiring from the Troy School District who has at least twenty (20) years of teaching experience in the district, the last five of which must be continuous, shall have the retirement incentives available as outlined below. The retiring employee member must notify the Board of Trustees by the February School Board meeting in writing. A minimum of three retirement incentives are available each year to the most senior eligible employees.

The retiring teacher shall be allowed to remain a participant in the School District health insurance program set forth in Article 3, Professional Compensation of the Negotiated Agreement, with the School District continuing to pay the retiring teacher's health insurance premium at a dollar amount equal to the School District's contribution toward such coverage during the last school year in which the resigning or retiring teacher taught full-time. The School District shall continue payment of this premium amount for a period of two (2) years. The retired teacher shall be responsible for any increase cost in the premium over the base amount established at retirement, and must pay the cost to the district by the 10th of each month of coverage. The district shall not be obligated to make a less than full premium contribution to the insurance carrier and continued eligibility for coverage by the retired teacher shall be governed by the terms of the insurance policy then in effect. This retirement incentive shall not affect the right of the School District and the exclusive representative to alter coverage or benefits provided under the policy; it being the intent of this plan to allow a retired teacher to maintain health insurance coverage under the group health insurance plan in effect within the School District for covered full-time teachers as it may exist from time to time. The two-year paid health

insurance option will transfer from the teacher/subscriber to the spouse in the event of the death of the subscriber, if the spouse is eligible for continued coverage under the current plan.

A retiring teacher eligible to receive this health insurance incentive will have the option to waive the insurance package, and instead opt for a cash buy-out of \$11,260. This cash buy-out will be paid in equal annual installments over the first three years after retirement. The paid health insurance benefit will commence immediately upon retirement.

Section 9. Retirement Incentive Sunset Clause

Any full-time teacher retiring from the Troy School District who has at least fifteen (15) years of teaching experience in the district at the end of the 2013-2014 school year, the last five of which must be continuous, shall have the retirement incentives available as outlined in the 2017-2019 Negotiated Agreement (Jones, K. Palmer, Randall are the remaining employed certified staff members eligible for this retirement incentive sunset clause).

Section 10. Change of Assignment

Teachers are to be notified when a change of assignment is definite.

Section 11. Endorsement Retention

Area(s) of endorsement possessed by a teacher at the time of, or subsequent since the time of hire with School District #1 must be maintained throughout a teacher's employment with the district. Individual teachers may appeal to the Board for certification endorsement removal.

Section 12. Mentor Program

In order to best help in the transition of a new teacher into Troy Public Schools a mentor may be assigned to the incoming teacher. Mentors will be assigned on a one to one basis and will be the main contact person for the new teacher and help in various areas that the new teacher is in need of which may include the following: classroom management, instructional techniques, curriculum development, etc. Mentors will receive a onetime stipend of \$500 for their one year of mentoring assistance. To receive the stipend, mentors must keep a journal of discussions they have had with their mentee. The total hours spent by the mentor must be in excess of twenty (20).

Section 13. In-service Presentations

Teachers are often asked by administration to present for professional development or in-service in front of his/her peers. Presenting teachers will receive a one-time stipend of \$100 for each one-hour presentation made to his/her colleagues.

Section 14. Running Start Courses

When Running Start courses are taught during the regular school day, teachers will be paid a stipend of \$1,100 for a 2 credit class, \$1,600 for a 3 credit class, \$2,200 for a 4 credit class, or \$3,200 for a 5 credit class.

ARTICLE VI. PERTINENT INFORMATION

The Board agrees to furnish to the Association within reasonable time in response to request all information concerning the financial resources of the district, including but not limited to: annual financial reports, register of certified personnel, including education level and experience, locally adopted budgets, agenda and minutes of Board meetings, names, addresses, and phone numbers of all teachers, and such other public access information as the Association may find necessary and as permitted by state and federal law.

ARTICLE VII. TERM OF AGREEMENT

This Agreement constitutes the full and complete Agreement between the parties and the provisions contained herein supersede any and all prior agreements and understandings, oral or written, express or implied, practices and other terms and conditions of employment.

IN WITNESS WHEREOF, the Chairperson and the Secretary of the Board, by authority vested in them pursuant to Resolution passed by a majority of the Board, have on behalf of the Board subscribed their names and affixed the seal of the Board, and the President and Secretary of the Association, by authority vested in them by Resolution passed by majority of the membership of the Association, on the day and year first above written.

TROY SCHOOL DISTRICT #1

TROY EDUCATION ASSOCIATION
ASSOCIATION

Chairman, Board of Trustees

President, Troy Education Association

Secretary, Troy Education Association

APPENDIX A GRIEVANCE PROCEDURE

Section 1. Definitions

1. A grievance is a claim based upon an event or condition which affects the conditions or circumstances under which a teacher works, allegedly caused by misinterpretation or inequitable application of established terms of this agreement.
2. A grievant is a teacher or group of teachers.
3. Days shall mean teacher employment days, except as otherwise indicated. If the stipulated time limits are not met at any level, the grievant shall have the right to appeal the grievance to the next level of procedure.

Section 2. Individual Rights

1. Nothing contained herein shall be construed as limiting the right of any teacher having a complaint to discuss the matter via administrative channels and to have the problem adjusted without the intervention of the Association, as long as the Association is notified at the conclusion of step two the Association will be notified of the disposition of the grievance after Step 2, if the grievance refers directly to some item in the "Professional Negotiations Agreement."
2. A grievant may be represented through the first three steps of the grievance procedure by himself/herself, or at his/her option, by an Association representative or representatives selected by the Association.

Section 3. Procedure

1. Step No. 1

The parties acknowledge that it is usually most desirable for an employee and his/her immediately involved supervisor to resolve problems through free and informal communications. Within a reasonable amount of time following knowledge of the act or condition which is the basis of the complaint, the grievant may present the grievance, in writing, to the immediately involved supervisor, who will arrange for a meeting to take place within four (4) days after the receipt of the grievance. The grievant and/or the Association, if requested by the grievant, shall be present for the meeting.

The supervisor shall provide the grievant and/or the Association, if involved, with an answer to the grievance, in writing, within two (2) days after the meeting. The answer shall include the reasons upon which the decision was based, and such answer shall be made in writing if requested by the grievant or his/her Association representative(s).

2. Step No. 2

If the grievant is not satisfied with the disposition of his/her grievance at Step No.1, then the grievance may be referred, in writing, to the superintendent within ten (10) business days (weekdays not including holidays). The superintendent shall arrange for a hearing with the grievant and/or the Association representative(s), if requested by the grievant, to take place within four (4) days of his/her receipt of appeal. The parties shall have the right to include in the presentation such witnesses and counselors as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the superintendent will have four (4) days to provide his written decision, together with the reasons for the decision, to the grievant and the Association.

3. Step No. 3

If the grievant is not satisfied with the disposition of his/her grievance at Step No.2, the grievant may within five (5) days after a decision by the superintendent or fifteen (15) days after he/she has first met with the superintendent, whichever is sooner, submit his/her grievance, in writing, to the Board of Trustees. No later than fifteen (15) days after receiving the appeal, the Board shall hold a hearing on the grievance at a regular or special meeting. Notice of such hearing shall be sent to the Association.

- a. Any hearing held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend. Each party shall be responsible for the payment of their own representative and witnesses involved in the grievance meeting.
- b. Within ten (10) days after the hearing, the Board of Trustees shall give written reasons to the grievant and the Association.

4. Step No. 4

If the association is not satisfied with the disposition of the grievance by the Board or if no disposition has been made within the period above provided, the grievance, only at the option of the Exclusive Representative (TEA) 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 arbitrate within twenty days of the rendering of decision at Level 3.

- a. Within ten 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 from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the seven-day period, a request for a list of seven potential arbitrators may be made to the Montana Board of Personnel Appeals. Each party shall alternately strike names from the list, and the name remaining shall be the arbitrator.
- b. The arbitrator selected will confer with the representatives of the Board and the Association and hold hearings promptly and will issue his/her decision not later than thirty days from the date of the submission of the final statements. The arbitrator's decision will be in writing and will set forth findings of fact, reasoning and conclusions

on the issues submitted. The decision of the arbitrator will be submitted to the Board and Association and will be final and binding upon the parties.

- c. 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.

Section 4. Exceptions to Time Limits

When a grievance is submitted on or after June 1, time limits shall consist of all week days, so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

Skipping Steps: In the event that the grievance is a result of action or lack of action by the superintendent, the grievant may begin processing the grievance at Step No. 2.

In the event that the grievance is a result of action or lack of action by the Board of Trustees, the grievant may begin processing the grievance at Step No. 3.

Section 5. No Reprisals

No reprisals of any kind will be taken by the Board or the school administration against any teacher because of his/her participation in the grievance procedure.

Section 6. Cooperation of The Board and Administration

The Board and the Administration will cooperate with the Association in its investigation of any grievance. Where the Association is representing a grievant in a grievance, the board and the Administration will furnish the Association with any relevant information as is requested for the Association's representative of such grievance.

Section 7. Personal Files

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

APPENDIX B SALARY SCHEDULES

Troy Public Schools - Certified Salary Schedule 2019-2020

Base: \$30,473

EXP	STEP	BA	BA+15 QTR; BA+10 SEM.	BA+30 QTR; BA+20 SEM.	BA+45 QTR; BA+30 SEM.	MA	MA+15 QTR; MA+10 SEM.
0, 1	1				34360	38250	39540
2	2	31470	32840	34210	35580	39700	41070
3	3	32460	33910	35350	36800	41140	42590
4	4	33450	34970	36500	38020	42590	44110
5	5	34440	36040	37640	39240	44040	45640
6	6	35430	37110	38780	40460	45490	47160
7	7	36420	38170	39920	41680	46930	48690
8	8	37410	39240	41070	42900	48380	50210
9	9	38400	40310	42210	44110	49830	51730
10	10	0	41370	43350	45330	51280	53260
11	11	0	0	44500	46550	52720	54780
12	12	0	0	0	47770	54170	56300
13	13	0	0	0	48990	55620	57830
14	14	0	0	0	0	57070	59350
15	15	0	0	0	0	58510	60870
16	16	0	0	0	0	59960	62400

Troy Public Schools - Certified Salary Schedule 2020-2021

Base: \$31,082

EXP	STEP	BA	BA+15 QTR; BA+10 SEM.	BA+30 QTR; BA+20 SEM.	BA+45 QTR; BA+30 SEM.	MA	MA+15 QTR; MA+10 SEM.
0, 1	1				35050	39010	40330
2	2	32100	33500	34890	36290	40490	41890
3	3	33110	34580	36060	37540	41970	43440
4	4	34120	35670	37230	38780	43440	45000
5	5	35130	36670	38390	40020	44920	46550
6	6	36140	37850	39560	41270	46390	48100
7	7	37150	38940	40720	42510	47870	49660
8	8	38160	40020	41890	43750	49350	51210
9	9	39170	41110	43050	45000	50820	52770
10	10	0	42200	44220	46240	52300	54320
11	11	0	0	45380	47480	53780	55870
12	12	0	0	0	48730	55250	57430
13	13	0	0	0	49970	56730	58980
14	14	0	0	0	0	58210	60540
15	15	0	0	0	0	59680	62090
16	16	0	0	0	0	61160	63650

Notes:

A teacher who receives a master's degree approved by administration or receives National Board Certification will receive a \$2,000 bonus.

Those in the BA+60 or BA+75 columns will receive the same increases as everyone else and will continue to move to the bottom of the lane as outlined in the 2014-2016 Negotiated Agreement.

APPENDIX C SALARY INDEX

Troy Public Schools - Salary Index 2019-2021

EXP	STEP	BA	BA+15	BA+30	BA+45	MA	MA+15
0, 1	1	1.0000	1.0425	1.0850	1.1275	1.2550	1.2975
	2	1.0325	1.0775	1.1225	1.1675	1.3025	1.3475
	3	1.0650	1.1125	1.1600	1.2075	1.3500	1.3975
	4	1.0975	1.1475	1.1975	1.2475	1.3975	1.4475
	5	1.1300	1.1825	1.2350	1.2875	1.4450	1.4975
	6	1.1625	1.2175	1.2725	1.3275	1.4925	1.5475
	7	1.1950	1.2525	1.3100	1.3675	1.5400	1.5975
	8	1.2275	1.2875	1.3475	1.4075	1.5875	1.6475
	9	1.2600	1.3225	1.3850	1.4475	1.6350	1.6975
	10	0	1.3575	1.4225	1.4875	1.6825	1.7475
	11	0	0	1.4600	1.5275	1.7300	1.7975
	12	0	0	0	1.5675	1.7775	1.8475
	13	0	0	0	1.6075	1.8250	1.8975
	14	0	0	0	0	1.8725	1.9475
	15	0	0	0	0	1.9200	1.9975
	16	0	0	0	0	1.9675	2.0475

APPENDIX DEXTRA DUTY PAY SCHEDULE

Troy Public Schools, Certified Salaries - Extra Duty Schedule, 2019-2021

The following pay rates are the minimum for persons filling these positions and will be based on the current salary schedule cell BA+0 with 0 years' experience, which is referenced above:

CLASS	POSITION	PERCENT
I	H.S. – Head: Football, Basketball, Volleyball, Student Council	13
II	H.S. – Head: Track, Softball, Tennis, Close-Up, H.S. – Music (Pep Band), Yearbook Advisor	10
III	H.S. – 1st Asst.: Football, Basketball, Volleyball, Softball, Head: Drama, Cheerleading (pay split between fall and winter seasons)	9
IV	H.S. – Frosh: Football, Basketball, Volleyball 1st Asst: Track, Tennis	8
V	H.S. - Assistant Drama	7
VI	H.S. – NHS, Club Status I J.H. – Student Council Advisor, NJHS	7
VII	J.H. – Football, Basketball, Volleyball, Track	6
VIII	H.S. – Club Status II ELEM. – Basketball, Football, Track, Volleyball	5

- Recognized Clubs include: H.S. – NHS, Art, Mentoring, J.H. Student Council, Outdoor, Travel.
- Annual Advisor is a Class V position if offered as an Extra Duty Position.
- Additional High School Coaches will be at the Frosh level for that sport.
- Two positions will be offered for each J.H. sport. If one person assumes both positions, pay will be 120% of the listed salary.
- Pay rates for Head Drama and Asst. Drama are based on two drama productions; otherwise, to be prorated by the Superintendent.
- Additional positions may be added to the Extra Duty Schedule at the discretion of the Board.
- A club must be recognized by the Board before the advisor may receive pay.

Longevity Pay

Class I rates will be increased at the rate of 0.5% of the base per year for up to 8 years' experience acquired within the District at the same position (same sport, same level).

Class II through V rates will be increased at the rate of 0.33% of the base per year for up to 9 years' experience acquired within the District at the same position (same activity, same level).

Out of District experience will be evaluated and assigned by the Superintendent and Athletic Director (A. D.).

When a person moves up in Class in the same activity, his pay rate will be the greater of 1) the entry level for the new Class, or 2) his pay at the former level. He would then continue to accrue his longevity pay at that point.

2019-2020 Longevity Pay Matrix

EXP	I	II	III	IV	V
0	3962	3048	2743	2438	2134
1	4114	3148	2844	2539	2234
2	4267	3249	2944	2639	2335
3	4419	3349	3045	2740	2435
4	4571	3450	3145	2841	2536
5	4724	3551	3246	2941	2636
6	4876	3651	3346	3042	2737
7	5029	3752	3447	3142	2838
8	5181	3852	3548	3243	2938
9	5181	3953	3648	3343	3039
10	5181	3953	3648	3343	3039

2020-2021 Longevity Pay Matrix

EXP	I	II	III	IV	V
0	4041	3109	2798	2487	2176
1	4197	3211	2900	2590	2279
2	4352	3314	3003	2692	2381
3	4507	3416	3106	2795	2484
4	4663	3519	3208	2897	2587
5	4818	3622	3311	3000	2689
6	4974	3724	3413	3102	2792
7	5129	3827	3516	3205	2894
8	5284	3929	3618	3308	2997
9	5284	4032	3721	3410	3099
10	5284	4032	3721	3410	3099

APPENDIX F EXTRA DUTY PAY INDEX

Troy Public Schools, Certified Salaries - Extra Duty Pay Index

EXP	I	II	III	IV	V
0	13.00%	10.00%	9.00%	8.00%	7.00%
1	13.50%	10.33%	9.33%	8.33%	7.33%
2	14.00%	10.66%	9.66%	8.66%	7.66%
3	14.50%	10.99%	9.99%	8.99%	7.99%
4	15.00%	11.32%	10.32%	9.32%	8.32%
5	15.50%	11.65%	10.65%	9.65%	8.65%
6	16.00%	11.98%	10.98%	9.98%	8.98%
7	16.50%	12.31%	11.31%	10.31%	9.31%
8	17.00%	12.64%	11.64%	10.64%	9.64%
9		12.97%	11.97%	10.97%	9.97%

APPENDIX G CLUB STATUS

Status and classification of clubs will be determined in the spring by the record of scheduled meetings and activities completed during the year. Status and classification of clubs will be determined by administrative review of records for both established and newly formed clubs. New clubs must have board approval to be recognized and paid.

Types of Clubs

- I. STATUS I, requirements at class VI. (The following criteria have been met:)
 - A. The club has current officers and operational by-laws (copies provided to the principal).
 - B. The club has at least ten active members.
 1. 70% attendance at meetings and activities is required to be considered an active member.
 2. Club membership as stated in by-laws.
 - C. Advisor has turned in a record of meetings and attendance to verify membership and schedule (copies provided to the principal).
 - D. The club meets at least once a month or holds ten meetings which are not during school instructional time.
 - E. The club conducts field trips or activities outside of school instructional time.
 - F. The club must conduct service activities each year for the Troy community. The total number of aggregate service hours for the club must be at least forty (40).
- II. Status II, requirements at class VIII. (The following criteria have been met:)
 - A. The club has current officers and operational by-laws (copies provided to the principal).
 - B. The club has at least five active members.
 1. 60% attendance at meetings and activities is required to be considered an active member.
 2. Club membership as stated in by-laws.
 - C. Advisor has turned in a record of meetings and attendance to verify membership and schedule (copies provided to the principal).
 - D. The club meets at least once a month or holds ten meetings which are not during school instructional time.
 - E. The club conducts field trips or activities outside of school instructional time.

- F. The club must conduct service activities each year for the Troy community. The total number of aggregate service hours for the club must be at least twenty (20).

APPENDIX H EXTENDED CONTRACTS AND PAY

Extended contracts are optional, as needed, and assigned by the superintendent:

1. Department Chairs, stipend of \$1,000, if offered,
2. GEAR UP liaison, if offered, daily rate up to 10 days
3. Intervention coordinator, if offered, daily rate up to 10 days
4. School Guidance Counselor daily rate up to 10 days.
5. Title I Coordinator daily rate up to 17 days.
6. SPED coordinator, if offered, daily rate up to 12 days.
7. SPED teacher \$20/hour, if offered, up to 5 days.
8. Librarian \$20/hour, if offered, up to 5 days.
9. Summer School Teachers \$20/hour, if offered, up to 15 days.
10. Tutoring by certified teacher \$20/hour, if offered.
11. The driver's education teacher's rate of pay is \$25/hour.
12. The superintendent may offer \$300 for mentees to participate in the activities of the mentoring program.
13. The superintendent may offer \$100/day for district approved professional development.
14. The superintendent may offer \$500 for comprehensive annual curriculum development.
15. The superintendent may offer new teachers new to the district \$100/day up to three days to prepare their classroom and review curriculum.
16. Teachers new to the district may opt to attend three administrative approved teacher's training days (paid for by the district) during the first three years in Troy. The new teacher will be compensated at the daily rate of \$150 and be allowed to use the district car or be reimbursed for mileage.