



Master Contract

2025-2026

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IKM-Manning Community Schools

Agreement with

IKM-Manning Education Association

This agreement is made and entered into by and between the IKM-Manning Community School District and the IKM-Manning Education Association,

TERM OF AGREEMENT

This Agreement shall be effective the 1st day of July 2025 and shall continue in force and effect until the 30th day of June 2030. During the term of this agreement, the parties agree they may bring one language item and agree Salaries shall be open to negotiate base wages for the 2026-27 Master Contract and all following contract years.

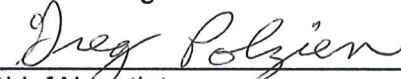
In witness thereof, the parties hereto caused this agreement to be executed by their duly authorized representative April 21, 2025.

IKM-Manning School District



Board President

IKM-Manning Education Association



Chief Negotiator

LABOR MANAGEMENT COMMITTEE

The association representatives from the Labor Management Committee will be on the negotiations committee.

APPLICATION OF MASTER CONTRACT

Except where a specific provision has been collectively bargained governing the employment relationship, all employees of the District shall be governed by this contract, Board Policies, and administrative procedures, rules, and directives. It is the practice of the District to comply with all applicable laws with respect to payment of wages and benefits to employees, and employment, evaluation, discipline, and discharge of employees. The District waives the need for recertification for five (5) years. Language and salary can be negotiated every year.

EMPLOYEE WAGE PAYMENT

Certified employees shall be compensated in the amounts and at the times specified in their contracts of employment. Employees new to the profession may elect to have their first-year salary and benefits paid equally over thirteen (13) months. The employee must notify the Business Manager no later than August 1, 2025, to have their check paid over 13 months.

Components of Total Salary: The total salary for each certified staff member covered under this agreement is comprised of the local general fund portion and any separate state categorical and Teacher Supplemental Salary Funds (TSS)

- A. The local general fund portion represents the amount contributed by the local district to the total salary for a certified staff member. The amount of general fund dollars allocated to teacher salaries is determined annually through collective bargaining.
- B. TSS is a salary supplement provided by the State of Iowa for certified staff members.
A portion of the annual allotment of funds to the District is based on the number of certified staff members. There is also a portion that is allotted based on achieving the state-mandated minimum salaries.
- C. TSS is not negotiable.

Computation of Total Salary:

- A. The salary components and the respective dollar amounts shall be calculated by subtracting TSS funds from the total teaching salary.
- B. The annual contract amount for TSS will be based upon Components of Total Salary (see above). Any laws passed by the legislature in regards to what funds can be a part of TSS may affect this calculation.

EMPLOYEE BENEFITS

The Master Contract will be provided to employees at the time of the contract distribution.

Employees may be provided such benefits as determined by the District.

The Board will make IPERS contributions for all employees as required by law.

The Board will provide Worker's Compensation Insurance for all employees as required by law.

All employees shall be covered by a Board-financed liability insurance program covering job-related performance of duties as determined by the insurance carrier. The insurance company and program shall be selected by the Board.

Upon appropriate authorization from the employee, the District shall deduct from the salary of any eligible certified employee and make appropriate remittance for annuity programs approved by the Board. Any employee participating in the 403(b) plan shall select a provider from the District's state plan and it shall be the employee's sole responsibility to enter complete required authorizations and to assure that the contribution does not exceed any maximum amounts set by federal or state law.

The Board will pay a \$15,000.00 Group Life Insurance policy for each eligible certified employee.

Long Term Disability will be paid by the Board for each eligible certified employee.

Eligible certified employees may participate in a group health insurance plan sponsored by the District. The insurance company and program shall be selected by the Board. The insurance

program shall be for twelve (12) consecutive months beginning July 1 and ending June 30. Employees will select insurance benefits for the upcoming school year prior to the last day of the current school year. Any changes in coverage will be effective July 1st.

For each certified employee meeting carrier eligibility requirements, the Board shall pay the total dollar amount per month of a single group health insurance plan and \$15.00 per month towards the group dental plan. Employees electing additional coverage (employee/child, family, etc.) may purchase that insurance with the amount of the total dollar amount per month of a single group health insurance plan going towards that coverage. The employee would be responsible for paying the difference. A vision plan will also be provided as an option for employees. This option would be at the employee's expense.

EMPLOYEE ASSIGNMENT

Employees shall perform duties as assigned by the District. Certain assignments beyond the regular employment duties of all employees are essential to the successful operation of a total school program within a comprehensive school system and may be required.

Each certified employee shall be given written tentative notification of his/her grade level assignment and/or subject assignments for the forthcoming year if changes are anticipated no later than July 1. Should an employee's position change, that employee will be notified in writing prior to the change. If the district involuntarily transfers you after July 1 you will receive one paid day to prepare for your assignment between July 1 and the start of the school year.

Certified employees who are on an extended contract shall receive additional compensation at the rate of 1/190th of his/her annual salary per diem. The contract will be negotiated by the contract holder and the superintendent upon Board approval. In the event that an employee on an extended contract has to be "docked", the amount subtracted for such withholding shall be computed at the rate of 1/190th of his/her annual salary per diem.

LEAVES

Each employee must enter their absence through the online absence management tool (Frontline) two (2) weeks in advance and get permission from his/her supervisor prior to leaving whenever possible, with the exception of sick leave. Employees should work directly with their supervisor to make leave arrangements if two weeks advance notice is not possible when faced with an urgent or unexpected situation. Remaining leave balances can be found in Frontline. It is the employee's responsibility to make sure he/she has a positive leave balance available prior to requesting time off. Leaves can be taken, at a minimum, in 15-minute increments. If no leave balance is available, the time off will be without pay. Employees requesting to take unpaid leave must also get prior approval from both his/her supervisor and the superintendent. The supervisor has the right to deny a leave request if the leave would have a negative impact on the work situation or education of students.

Sick Leave

1. New to the district employees may transfer up to fifteen (15) days of unused sick leave from a previous teaching position held immediately prior to employment at IKM-Manning CSD. New employees will be required to provide documentation from their previous employer.
2. Accumulative Benefits – Full-time employees are granted leave of absence for health-related issues with full pay in increments of 15 days per year to an accumulative maximum of 120 days. Part-time employees granted leave of absence for health-related

issues with full pay will be prorated according to their contracted days. **Those employees that have accrued more than 105 days at the start of each school year, will be allowed to accrue MORE THAN 120 days. New sick leave will add to the amount; however, at the end of the year, the employee will not be allowed to carry over more than 120 days.**

3. Any recovery from Worker's Compensation or other insurance paid for in full or in part by the Board shall be offset against said sick leave pay.
4. Sick leave shall be used for medical or dental appointments when necessary, and family illness or injury. Family shall be defined as the following relatives of the teacher or spouse: parent, child, spouse, brother, sister, grandparent, or grandchild, daughter-in-law, son-in-law, brother-in-law, sister-in-law, and anyone residing in the home.
5. The administration may request a statement from a doctor of the employee's choice for absences in excess of three (3) consecutive days.
6. Parents will be allowed up to twelve (12) calendar weeks of parental leave. The twelve (12) weeks begin on the day the child is born or adopted. The contract days missed during the first six (6) weeks of parental leave will be considered sick days and deducted from accumulated sick leave. No sick leave will be deducted for unpaid leave.
7. Notification of Accumulation – Employees shall have live access to leave balances in the district's absence management system.
8. If no sick or personal leave is used during the school year by a certified staff member, that staff member will receive \$200 in the July paycheck. This will not affect cumulative sick leave. Professional Development days are excluded.
9. Sick Leave Buyout: At the time of retirement, the IKM-Manning Community School District will buy back the employee's accumulated sick leave days as a part of the Early Retirement Package and in accordance with Iowa Code 279.46. The cost per day will be thirty (\$30) dollars. 279.46 reads in part: The program is available only to employees between 55-65 years of age who notify the board of directors prior to April 1 of the fiscal year that they intend to retire not later than the following June 30. However, the age at which employees shall be designated eligible for the program, within the age range of fifty-five to sixty-five years of age, shall be at the discretion of the board.

Sick Leave Bank

1. Creation
 - a. Enrollment – prior to September 15th, or within 20 days of hire date, whichever is first. Once an employee contributes a day, they are considered to be enrolled permanently until the bank becomes depleted and staff have the choice to participate in the plan again.
 - b. Enrollment –joint responsibility between the Board and the IKM-Manning Education Association.
 - c. Management – A committee of 3 (IKM-Manning Education Association President (or designee), Superintendent (or designee), and Board Secretary) will oversee the Bank.
2. Eligibility
 - a. Any Employee not eligible for long-term disability who is a member of the bank and who has depleted their sick leave.
3. Contributions
 - a. Each participating member will contribute one sick leave day.
 - b. When the bank is depleted, members may contribute one (1) day as needed.
 - c. The number of bank days will never exceed the number of participants.
 - d. Donated days will not be returned to the donors.

4. Use

- a. Bank may be used in case of life-threatening, terminal illness, or serious injury requiring hospitalization or long-term care of employee, spouse, or child (after depletion of sick leave).
- b. Use of the bank for parental care is limited to 15 days total.
- c. Serious, long-term illness does not include maternity.
- d. Application must be made to the committee for use of bank days.
- e. Any one individual is not eligible for more than 150 sick leave bank days during any consecutive two-year period.

Bereavement Leave Non-Accumulative

1. A leave of not more than five (5) days with full pay will be granted in each case of death in the family of the teacher or spouse. Family shall be defined as the following relatives of the teacher or spouse: parent, child, spouse, brother, sister, grandparent, grandchild, daughter-in-law, son-in-law, brother-in-law, sister-in-law, and anyone residing in the home.
2. A leave of not more than one (1) day with full pay will be granted in each case of death of a close friend or other relative outside the employee's family as defined above. Personal leave may be used if additional time is needed for travel.
3. Any additional days not covered in the above language may be granted by the administration.
4. In the event of the death of an employee or student in the IKM-Manning School District, the principal or immediate supervisor shall grant an appropriate number of employees sufficient time to attend the funeral.

Personal Leave Non-Accumulative

1. At the beginning of every school year, each full-time employee shall be credited with **five (5) days** of personal leave at full pay. Personal leave days are to be used for the employee's personal business. These days must be approved at least 24 hours in advance by the administration. Part-time employees will be granted personal days that are prorated according to their contracted days. No personal days will be granted during the last two (2) weeks of school. Personal days cannot be used on in-service days or to extend a holiday without authorization from the administration. No more than ten percent (10%) of the teachers in the district may take personal leave on any given day. Requests up to the 10% limit will be granted based on the chronological order of their receipt. Any exceptions will be at the discretion of the superintendent and must be requested in writing.
2. However, personal days may be used at any time to attend any school-related function in which a child of the employee is participating, provided a substitute teacher is available.
3. Any days not used or carried over will be paid at the sub-pay rate on the employee's June check. The Business Office must be notified in writing by May 31 if the employee does not wish to carry over one unused personal day.
4. Personal temporary leaves of absence may be granted without pay at the discretion of the administration.

Professional Leave

1. Requests for professional leave days must be submitted four (4) days in advance of the absence. When professional leave is granted it will be at full pay and the school district will reimburse the employee for expenses covering mileage (if a school vehicle isn't available), registration, lodging, and meals upon submission of proper receipts to the Superintendent.

2. Three (3) days of professional leave will be granted at the beginning of every school year, to be used for the employee's professional leave during each school year. Coaches may use one professional day for a coaching clinic, state tournament, or other activity approved by the administration.

Good Cause – Other temporary leaves of absence with pay or without pay must be requested in writing to the Board or its designee.

Extended Leaves of Absences – Leave of absence, without pay, for up to one (1) year, may be granted at the board's discretion. Upon return from such leave, the employee shall be placed on the proper lane and salary as determined by the master agreement.

ABSENCE WITHOUT PAY

Absences without pay may be authorized for an employee at the superintendent's discretion. The employee shall make a written application at least (3) school days in advance of the date of absence. In emergency situations, shorter notice may be acceptable.

EMPLOYEE WORK YEAR AND HOURS

The school calendar shall be approved by the Board. Staff suggestions on items concerning the school calendar, including professional development training, may be submitted to the superintendent.

The in-school work year for employees contracted on a ten (10) month basis shall not exceed one hundred ninety days of in-service/workdays and paid holidays. They will include but are not limited to three full days of in-service/work time at the beginning of the year, and a workday(s) at the end of the fourth quarter. The holidays of Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day are paid holidays.

The normal workday (**7:45 a.m. - 3:45 p.m. which is what it currently is—however, that is subject to change based on scheduling needs**) for full-time certified employees shall consist of eight (8) clock hours. The normal workday shall end at the close of the students' day on a) Fridays with the exception of scheduled teacher work time, b) days preceding holidays and vacations, c) days where employees perform certain non-compensated assignments beyond the aforementioned workday (parent/teacher conferences, elementary programs) provided the employee has completed all assigned duties.

Certified employees will be granted a twenty-five (25) minute duty-free lunch period, not to include travel or other school responsibilities. Employees may make individual agreements with administrators regarding lunch period supervisory duty. During each school day, there will be available for teachers an average of one duty-free planning period or the equivalent of 40 minutes per day in a 5-day cycle.

Regular staff meetings will be limited to one (1) meeting per week outside of school hours.

The building principal or his/her designee shall have the flexibility to release a certified employee during the employee's workday.

Any certified employee who covers another certified employee's class will be compensated \$25 per period.

TRANSFER OF EMPLOYEES

Employees may be transferred to other positions within the District, Board policy 405.7.

Teacher and extracurricular vacancies shall be publicized to the staff by emailing a written notice as soon as possible, but not less than ten (10) days prior to the date of filling the vacancy. Vacancies occurring after the closure of the schools in the spring and before they reopen in the fall will be filled any time an appropriate candidate becomes available, without regard to a time limitation. Teacher requests for transfer to another position within the District shall be in writing to the superintendent. If certified staff request an in-house transfer within the area of qualification, then they will be granted an initial interview. Where qualifications are substantially equal in the sole and exclusive judgment of the administration, preference shall be given to qualified personnel currently employed by the Board. Transfers may be granted as long as the teacher is qualified and meets the best educational needs of the District.

In the event that the Superintendent or designee determines that an involuntary transfer is necessary, the Superintendent shall give written notice to the affected employee as soon as practicable. An involuntary transfer assignment shall be made after a meeting between the employee involved and the Superintendent or designee, at which time the employee shall be advised of the reasons for the transfer. Certifications/endorsements, skill, ability, successful teaching experience, and professional preparation will be considered when determining what employee(s) shall be subject to transfer.

The teacher to be transferred and all those who applied shall be notified prior to the vacancy being filled. The teacher may confer with the principal, with Association representation if desired, and be allowed to express his/her views on said transfer.

EVALUATION OF EMPLOYEES

All employees shall be subject to ongoing evaluation of their job performance in accordance with board policy.

REDUCTION AND REALIGNMENT OF EMPLOYEES, BOARD POLICY 407.05

When in the sole, exclusive and final judgment of the Board, declining enrollment, reduction of programs, financial constraints, or any other reason requires reduction in staff, the administration shall attempt to accomplish the same by attrition. In the event necessary reduction in staff cannot be adequately accomplished by attrition given the necessity to hire and/or maintain the most competent and qualified staff available in the interests of perpetuating the highest quality education program possible, the administration shall base its decision as to resulting contract renewal on the following criteria:

- Job performance and relevant work experience, skills, and abilities
- Current job assignment and certifications/endorsements or other relevant authorizations
- Years of continuous employment in the District
- Other factors deemed relevant by the Board

Unless necessary to maintain an existing program, employees with emergency or temporary certification shall be released first.

The employment contracts of certified employees may be terminated as provided by Iowa Code Chapter 279. Any certified employee who resigns or is terminated pursuant to the terms of this procedure shall have recall rights to any future vacancy in the District, provided said individual holds appropriate certifications/endorsements for all components of the vacant position which may include an extracurricular component, for one (1) calendar year from the effective date of his/her termination. Employees shall be recalled in inverse order of the layoff. The acceptance

by an employee of subsequent employment on a full-time or regular part-time basis with another school district will terminate that employee's recall rights under this article. Notice of recall shall be given by certified mail addressed to the last known address on file with the District. Failure to respond to said notice within ten (10) calendar days after the date of mailing said notice shall result in the loss of recall rights. Any employee re-employed by exercising his/her recall right shall be given full placement on the salary schedule, related benefits, and experience as if continuously employed with the District.

DISCIPLINE AND DISCHARGE

All employees shall perform their assigned duties cooperatively and competently and in accordance with District policies, rules, regulations, and directives. All employees are also expected to obey the laws, to adhere to professional ethics and to abstain from behavior that adversely affects their job performance or the performance of others.

Employees may be subject to disciplinary sanctions for circumstances which include, but are not limited to, failure to meet performance expectations, neglect of duties, breach of expected behavior, insubordination, and/or other failure to comply with Board policy and rules or applicable laws. Disciplinary sanctions that may be imposed include, but are not limited to, verbal or written warnings or reprimands, disciplinary probation, disciplinary reassignment, disciplinary suspensions, and/or discharge from employment. The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense and any extenuating or exacerbating circumstances.

The employment contracts of certified employees may be terminated as provided by Iowa Code Chapter 279.

HEALTH AND SAFETY

Employees may be required to submit to a post-offer, pre-employment medical examination, and such other examinations required or authorized by law, at the cost of the District. The District may discharge an employee determined to be unfit to perform the duties assigned in accordance with law.

The District shall make reasonable provisions for the health and safety of employees while performing services related to employment. Employees are encouraged to be alert for unsafe conditions/practices and to report them immediately to the appropriate supervisor or principal. Employees shall abide by and help enforce District health and safety rules. Employees will be held responsible for the reasonable use and care of materials, equipment, and devices provided to them.

An employee who, within the scope of his/her employment, is injured by the actions of a student shall immediately report the injury to the supervisor or principal. The District shall reimburse employees for the reasonable cost of personal items (i.e. watch, glasses, or articles of clothing) damaged or destroyed in an assault of the employee.

EMPLOYEE GRIEVANCES

Employees shall follow the complaint procedures set forth below.

First Step: An attempt shall be made to resolve any grievance by an informal verbal discussion between the complainant and his or her principal.

Second Step: If the grievance cannot be resolved informally, the aggrieved employee shall file a grievance in writing, and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract alleged violated, and shall state the remedy requested. The filing of the formal, written grievance at the second step shall be within ten (10) school days from the date of the occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the employee and the superintendent within ten (10) school days after receipt of the grievance.

Third Step: In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the superintendent. Within five (5) school days after such written grievance is filed, the aggrieved and the superintendent or his/her designee shall meet to resolve the grievance. The superintendent or his/her designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the employee and the principal. The decision of the superintendent or his/her designee shall be final.

Fourth Step: If said grievance involves the superintendent, the School Board will have the final decision.

Whenever a grievance has been filed at such a time that it cannot be processed through all the steps of the procedure herein so as to be resolved by the end of the school year or occurs during the summer, all grievance procedure timelines referring to school days will revert to calendar days excluding Saturdays, Sundays, and holidays until the grievance is fully processed or school commences.

2025-2026 SALARY BASE/TSS INCREASE

BA	BA+10	BA+20	MA	MA+10	MA+20
\$1,500.00	\$1,575.00	\$1,650.00	\$1725.00	\$1,800.00	\$1,875.00

Increases are based on 2024-2025 salary and corresponding lane base.

Note: \$1,000 is added to TSS and \$500 is added to base.

Longevity is figured on years in the IKM-Manning School District as follows and the corresponding amount will be in addition to the base increase

Ba Lane	Beginning Year 11	Extra \$175
BA+10 Lane	Beginning Year 13	Extra \$275
BA+20 Lane	Beginning Year 17	Extra \$425
MA Lane	Beginning Year 18	Extra \$475
MA+10 Lane	Beginning Year 19	Extra \$525
MA+20 Lane	Beginning Year 20	Extra \$575

SUPPLEMENTAL PAY

Rate of Pay For Extra Curricular Activities

Employees contracted for extra-curricular activities, which extend beyond the regularly scheduled in-school days, shall be compensated according to the rate of pay stipulated in the Supplemental Pay Schedule.

2025-2026 Supplemental Pay Schedule			
Activity	1-4 Years	5-9 Years	10+ Years
High School Head Coach			
B & G Basketball	5,397.64	5,996.04	6,115.72
Football	5,397.64	5,996.04	6,115.72
Baseball	5,397.64	5,996.04	6,115.72
Softball	5,397.64	5,996.04	6,115.72
B & G Track	5,397.64	5,996.04	6,115.72
Volleyball	5,397.64	5,996.04	6,115.72
Cross Country	5,397.64	5,996.04	6,115.72
B & G Golf	4,211.92	4,647.12	4,734.16
High School Assistant Coach			
B & G Basketball	4,211.92	4,647.12	4,734.16
Football	4,211.92	4,647.12	4,734.16
Baseball	4,211.92	4,647.12	4,734.16
Softball	4,211.92	4,647.12	4,734.16
B & G Track	4,211.92	4,647.12	4,734.16
Volleyball	4,211.92	4,647.12	4,734.16
Cross Country	4,211.92	4,647.12	4,734.16
Junior High Head Coach			
B & G Basketball	3,026.20	3,298.20	3,352.60
Football	3,026.20	3,298.20	3,352.60
B & G Track	3,026.20	3,298.20	3,352.60
Volleyball	3,026.20	3,298.20	3,352.60

2025-2026 Supplemental Pay Schedule			
Activity	1-4 Years	5-9 Years	10+ Years
Junior High Assistant Coach			
B & G Basketball	2,630.96	2,848.56	2,892.08
Football	2,630.96	2,848.56	2,892.08
B & G Track	2,630.96	2,848.56	2,892.08
Volleyball	2,630.96	2,848.56	2,892.08
Activities Director	7,373.84	8,244.24	8,418.32
Cheerleading Sponsor			
Dance Team	2,235.72	2,398.92	2,431.56
Cheerleading - Football	2,235.72	2,398.92	2,431.56
Cheerleading - Basketball	2,235.72	2,398.92	2,431.56
Summer Weight Room Supervision	2,630.96	2,848.56	2,892.08
Concession Stand Sponsor	3,816.68	4,197.48	4,273.64
Fine Arts			
Instrumental-Secondary	5,397.64	5,996.04	6,115.72
Vocal-Secondary	5,397.64	5,996.04	6,115.72
Music Activities-Middle School	3,026.20	3,298.20	3,352.60
Music Activities-Elementary	2,630.96	2,848.56	2,892.08
High School Musical	3,026.20	3,298.20	3,352.60
Assistant High School Musical	2,235.72	2,398.92	2,431.56
High School Play	3,026.20	3,298.20	3,352.60
Assistant High School Play	2,235.72	2,398.92	2,431.56
Head Large Group Speech	2,235.72	2,398.92	2,431.56
Assistant Large Group Speech	1,840.48	1,949.28	1,971.04
Individual Speech	2,235.72	2,398.92	2,431.56
Assistant Individual Speech	1,840.48	1,949.28	1,971.04
Color Guard Sponsor	1,840.48	1,949.28	1,971.04
STEM (Robotics Supervisor)	1,840.48	1,949.28	1,971.04
High School Yearbook	2,235.72	2,398.92	2,431.56
Prom Sponsor	2,235.72	2,398.92	2,431.56
High School Student Council Sponsor (per sponsor)	2,630.96	2,848.56	2,892.08
Junior High Student Council Sponsor	1,445.24	1,499.64	1,510.52
High School National Honor Society			1,971.04
Quiz Bowl	1,840.48	1,949.28	1,971.04
FFA	5,397.64	5,996.04	6,115.72
FBLA	1,840.48	1,949.28	1,971.04
FCCLA	1,840.48	1,949.28	1,971.04
Special Olympics	1,840.48	1,949.28	1,971.04
Driving of Extra-Curricular Activity Bus (per trip)			50.00
All other duties assigned by administration (per duty - limit 5/year)			25.00
Supervision of Elementary Students at Music Programs (per duty)			25.00
Girls Chaperone (if no female director/coach) – One game/night			25.00
Piano Accompanists for Regular Performances (per hour)			20.00
Baseball Field Prep (Stipend/Season)			500.00
Softball Field Prep (Stipend/Season)			500.00