# MOUNTAIN VIEW-BIRCH TREE R-III SCHOOL DISTRICT



**Mission:** Our mission is to empower and inspire all students to be successful before and after graduation. We strive to improve the quality of life through rigor, relevance, and relationships.

**Vision:** The Mountain View-Birch Tree School District is two communities working as one to develop caring and responsible citizens.

### SALARY PROTOCOL

Board Approved: June 19, 2025 Board Revised: July 17, 2025 Board Revised: August 14, 2025

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## MOUNTAIN VIEW-BIRCH TREE R-III SCHOOL DISTRICT PROFESSIONAL STAFF SALARY PROTOCOL 2025-2026

- 1. Professional staff members are appointed by the Board of Education on the recommendation of the Superintendent of Schools and he/she may be assigned to any building and/or teaching assignment for which he/she is qualified.
- 2. The schedule applies to all full-time professional staff employed, under contract, by the Mountain View-Birch Tree R-III School District.
- 3. Professional staff accepting employment or contracts agree to accept the assignment of the Superintendent, as approved by the Board of Education. According to MSBA policy GCBA, additional duties such as supervising activities may be assigned without additional compensation.
- 4. Extended days will be applied to all assignments in Schedule A attached to this protocol. Extended day assignments will be made on a separate contract by the Superintendent with the Building Principal's recommendation and Board approval.
- 5. Extra duty stipends are noted in Schedule B attached to this protocol. A stipend may not be received for activities held on regular school time. Extra duty assignments will be made on a separate contract by the Superintendent with the Building Principal's recommendation and Board approval. Payment for extra duties that are seasonal or limited to a specific timeframe may be paid in the month the work was performed.
- 6. All professional staff will be placed on the salary schedule in accordance with his/her full years of teaching/administrative experience and graduate hours or degree earned. All full year teaching experience in public schools in/out of state will be awarded.
- 7. The Board of Education may pay above the salary schedule in fields where there is a critical teacher shortage upon recommendation of the Superintendent.
- 8. Professional staff contracted for 167 days/1419.5 hrs. will receive their salary in twelve (12) monthly payments, beginning September of each school year.

- Checks will be disbursed on the first day of each month if that day falls on a Saturday or Sunday, checks will be disbursed on the preceding Friday
- 9. Deductions for time lost from contracted days shall be determined by dividing the employee's annual salary, excluding extra duty pay, by the number of contracted days and multiplying this quotient by the number of days absent.
- 10. Holidays included in contracted days include: Labor Day, Thanksgiving Day (2 days), Christmas Day, New Year's Day. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.
- 11. Sick/Personal/Grievance leave will be allowed as defined in Section GCBDA of the Board of Education Policy Manual and payments for accumulated sick leave will be made in accordance with the provisions in Section GCBDA.

#### Benefits—Section GCBDA

- a) Sick/Personal Leave Full time professional staff are entitled to ten (10) days of sick/personal leave.
- b) Unused sick/personal days may accumulate to seventy (70) sick days.
- c) Employees will not be allowed to use "personal days" for absences occurring immediately before or after holidays without prior administrative approval.
- d) An absence of over one through four hours shall be counted as a half-day of sick/personal leave.
- e.) Bereavement pay is provided to support employees during times of loss and grief. Employees will receive full pay for up to two days of bereavement leave upon the death of an immediate family member, including parents, grandparents, siblings, spouse, children, and grandchildren. Employees may use this time to attend funeral services, make necessary arrangements, or take personal time to cope with their loss. To request bereavement pay, employees must notify their supervisor as soon as possible. We understand the importance of supporting our employees during difficult times, and bereavement pay is one way we demonstrate our commitment to their well-being.
- e) <u>Employees leaving the system</u> will be paid on a per day basis for unused sick/vacation days according to the following schedule.

Notice by November  $1^{st}$  - \$100 per sick day Max pay 70 days - \$7,000 Notice by December  $1^{st}$  - \$90 per sick day Max pay 70 days - \$6,300 Notice by January  $1^{st}$  - \$75 per sick day Max pay 70 days - \$5,250 Notice by February  $1^{st}$  - \$60 per sick day Max pay 70 days - \$4,200

Notice by March 1<sup>st</sup> - \$50 per sick day

After March 1<sup>st</sup> - \$25 per sick day

Max pay 70 days - \$3,500

Max pay 70 days - \$1,750

- \*Teachers who are retired, working under the retirement provisions of PSRS, and working under a one-year contract will be paid \$100 per sick day for unused sick days.
- f) Returning employees will be paid annually for unused sick days/vacation over seventy (70) at sub pay rate (currently \$100.00 per day).
- g) A teacher who does not use a sick/personal day during a contract year will be paid a \$300.00 attendance incentive. (This incentive does not apply to grievance leave.)
- h) Whenever possible, it is expected that requests for leave will be made in SISFin to the designated administrator at least 48 hours in advance of the time leave is requested.
- i) 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical.
- j) All professional staff employed on a 12-month basis will receive two weeks of vacation per year, and three weeks annually after completing five years of employment with the district.
- k) The district will pay required professional dues for the Superintendent, Assistant Superintendent, district accountant, and the district SLP.
- 12. The Board recognizes that fringe benefits, such as insurance opportunities, are an integral part of the total compensation plan for full-time professional staff members. The superintendent or designee will research and present to the Board fringe benefit opportunities that will assist the district in attracting and retaining quality employees.
  - a) The district will provide, as a benefit to all professional staff, a twelve month premium for health care coverage through a group plan. The extent of coverage for each year will be determined by the insurance carrier's proposal as approved by the Board of Education. Family, spouse, and child coverage in excess of the individual premium will be paid by the employee. The district will pay up to \$500 per month for each employee's health coverage.
  - b) The district will provide, as a benefit to all professional staff, a twelve month premium for life insurance.
  - c) The District Cafeteria Plan will include a non-reimbursable maximum of \$3,300.
  - d) The district offers participation in a 403(b) annuity program in accordance with law. The district has selected and contracted with a third-party company to administer the program. A copy of the district's written plan is available in the central office.

<sup>\*</sup>Pay will be given for unused vacation time, up to 40 days, when the employee retires from the district, based on when notice is given. See schedule above.

- e) Benefits provided by the district at employee expense:
  - 1. Vision Insurance
  - 2. Dental Insurance
  - 3. Cancer Insurance
  - 4. Disability Insurance
  - 5. Accident Insurance
  - 6. Critical Illness Insurance
  - 7. Emergent Travel
  - 8. Life Insurance
- f) Employees contribute 14.5% of their gross income/health insurance to Missouri Public School Retirement System. The district matches the amount the employee contributes.
- 13. It is recognized that this <u>Salary Protocol</u> represents the adopted policy of the Board of Education for the school year 2025-2026. The Board of Education has the authority to modify, terminate, or suspend this policy, in accordance with school law, at any time.
- 14. The Mountain View-Birch Tree R-III School Board and all professional staff accepting an employment contract will be bound by the rules and regulations of the Board of Education as approved with the beginning date of the employment contract. A copy of these rules and regulations is available to all staff on our district's website and in the district's central office.
- 15. Substitute Teachers: The district will pay substitute teachers at a rate of \$120.00 per day. Non-certificated substitutes or those employed to teach for a period of time to exceed twelve (12) consecutive work days will be paid at a rate of \$120.00 per day. A certified teacher who is employed as a substitute for a period of time to exceed twelve (12) full consecutive work days will be paid at a daily rate of \$150.00.
  - Teachers who are asked to provide instruction during their planning period for 3 or more consecutive days, at the request of an administrator, will be compensated at a rate of \$25 per planning period.
- 16. <u>Mileage/Meals</u> The district will reimburse for travel for approved school business at the rate of .50 cents per mile. The District will reimburse meals for up to two (2) meals (not snacks) for day trips (\$40) and three (3) meals (not snacks) for an overnight trip (\$60) except when the meal is provided by the club or conference/meeting.
- 17. The district will pay all board approved Summer School staff at the rate of \$25.00 per hour, for a total of \$200.00 per day to work from 7:30 a.m. to 3:30 p.m. during summer school.
- 18. Any teacher earning a second Master's degree in their Certificated field or Doctoral degree will receive an additional 3% added to their base salary.
- 19. Compensation for Career Ladder, if appropriated by the state (DESE), will be paid in a separate (13th) check in the month of June.

## SCHEDULE A: Extended Days 2025-2026

Extended days will be added to the 167 contracted days for the following: (Calculated per item #4, p. 4) *Individual Salary divided by 167, times added days = Extended Pay* 

Vocational Agriculture	93 added days
Band	20 added days
Counselors	20 added days
Counselor (HS) SR/JR (transcripts)	25 added days
Librarians	20 added days
Special Ed Process Coordinator	10 added days

#### **SCHEDULE B: STIPENDS** 2025-2026

#### **Coaches**

#### Coaching Summer Contact Days -

\*Head LMS and LHS Coaches - \$50/day (max. 20 days) \*Assistant LHS Coaches - \$37.50/day (max. 20 days) \*Assistant LMS Coaches - \$25/day (max. 20 days)

\*July/August days will be paid on October 1, 2025

\*May/June days will be paid on June 30, 2026

Head High School Coaches Assistant High School Coaches Head Middle School Coaches Assistant Middle School Coaches High School Track Coaches Middle School Track Coaches Golf (Boys/Girls) Tennis Cross Country Assistant Cross Country Elementary Coach (Volleyball/Basketball) Cheerleaders (High School) Football/Basketball Cheerleaders (Middle School) Football/Basketball	8000.00 4000.00 4000.00 2000.00 4000.00 4000.00 4000.00 2000.00 1000.00 4000.00 2000.00
<u>Music</u>	4750.00
Band Choir	1750.00 1750.00
Elementary Music	1250.00
Acricultura	
FFA Sponsor (2)	2500.00
Vo-Ag (2)	1750.00
Special Education/Federal Programs	
IEP Preparation/504 (Special Ed Teachers)	1000.00
IEP Preparation/504 (Counselors)	625.00
Special Ed Process Coordinator	5000.00
Special Education Director (2)	10,000.00
SLP-A Federal Programs Director	4000.00 5,000.00
i ederari rograma Director	3,000.00

#### Parents as Teachers

PAT Supervisor PAT Screening PAT Visit	rents as Teacners	2,000.00 30.00/student 50.00/per child
Jr. Class Sponsor (2) Sr. Class Sponsor (4) Graduation Coordinator HS Student Council (2) FBLA FTA Pep Club Sponsor (2) FCCLA FACS Alternative Coordinator	High School	437.50 1000.00 500.00 625.00 625.00 1750.00 750.00 625.00 1750.00 2500.00
Activity Supervisor Varsity (per game) Activity Supervisor JV & MS (per game) Game workers * \$10 additional for each game after two	upervisor/Game Workers	25.00 20.00 25.00
After School Detention (Admin. Approved) Homebound Instruction (Admin. Approved) Student Make-up Hours (Admin. Approved) Credit Recovery (Admin. Approved)	Compensated Stipends	20.00/hr 20.00/hr 20.00/hr 20.00/hr
MS Student Council (2)	Middle School	375.00
Secretary to the Board MVE/BTE Morning Duty Safety (HS,MS,MVE,BTE) Crisis Prevention Institute (CPI) training Beginning teacher Professional Developmen * Beginning teachers will participate in throughout the year. After attending	n 8 additional monthly trainings	3,000.00 1000.00 1500.00 150.00 300.00

Schedule C: Teacher Salary Schedule 2025-2026

Service       \$2,500         \$2,500       \$2,500         \$2,500       \$2,500         \$40,000       \$42,500       \$45,000         \$2       \$40,280       \$42,840       \$45,360         \$3       \$40,562       \$43,183       \$45,723         \$4       \$40,846       \$43,528       \$46,089         \$5       \$41,132       \$43,876       \$46,457         \$6       \$41,420       \$44,227       \$46,829         \$7       \$41,710       \$44,581       \$47,204         \$8       \$42,002       \$44,938       \$47,581         \$9       \$42,296       \$45,297       \$47,962         \$0       \$42,592       \$45,660       \$48,346         \$11       \$42,890       \$46,025       \$48,732	
1       \$40,000       \$42,500       \$45,000         2       \$40,280       \$42,840       \$45,360         3       \$40,562       \$43,183       \$45,723         4       \$40,846       \$43,528       \$46,089         5       \$41,132       \$43,876       \$46,457         6       \$41,420       \$44,227       \$46,829         7       \$41,710       \$44,581       \$47,204         8       \$42,002       \$44,938       \$47,581         9       \$42,296       \$45,297       \$47,962         10       \$42,592       \$45,660       \$48,346         11       \$42,890       \$46,025       \$48,732	
2       \$40,280       \$42,840       \$45,360         3       \$40,562       \$43,183       \$45,723         4       \$40,846       \$43,528       \$46,089         5       \$41,132       \$43,876       \$46,457         6       \$41,420       \$44,227       \$46,829         7       \$41,710       \$44,581       \$47,204         8       \$42,002       \$44,938       \$47,581         9       \$42,296       \$45,297       \$47,962         10       \$42,592       \$45,660       \$48,346         11       \$42,890       \$46,025       \$48,732	
2       \$40,280       \$42,840       \$45,360         3       \$40,562       \$43,183       \$45,723         4       \$40,846       \$43,528       \$46,089         5       \$41,132       \$43,876       \$46,457         6       \$41,420       \$44,227       \$46,829         7       \$41,710       \$44,581       \$47,204         8       \$42,002       \$44,938       \$47,581         9       \$42,296       \$45,297       \$47,962         10       \$42,592       \$45,660       \$48,346         11       \$42,890       \$46,025       \$48,732	
3       \$40,562       \$43,183       \$45,723         4       \$40,846       \$43,528       \$46,089         5       \$41,132       \$43,876       \$46,457         6       \$41,420       \$44,227       \$46,829         7       \$41,710       \$44,581       \$47,204         8       \$42,002       \$44,938       \$47,581         9       \$42,296       \$45,297       \$47,962         10       \$42,592       \$45,660       \$48,346         11       \$42,890       \$46,025       \$48,732	
4       \$40,846       \$43,528       \$46,089         5       \$41,132       \$43,876       \$46,457         6       \$41,420       \$44,227       \$46,829         7       \$41,710       \$44,581       \$47,204         8       \$42,002       \$44,938       \$47,581         9       \$42,296       \$45,297       \$47,962         10       \$42,592       \$45,660       \$48,346         11       \$42,890       \$46,025       \$48,732	
5       \$41,132       \$43,876       \$46,457         6       \$41,420       \$44,227       \$46,829         7       \$41,710       \$44,581       \$47,204         8       \$42,002       \$44,938       \$47,581         9       \$42,296       \$45,297       \$47,962         10       \$42,592       \$45,660       \$48,346         11       \$42,890       \$46,025       \$48,732	
6       \$41,420       \$44,227       \$46,829         7       \$41,710       \$44,581       \$47,204         8       \$42,002       \$44,938       \$47,581         9       \$42,296       \$45,297       \$47,962         10       \$42,592       \$45,660       \$48,346         11       \$42,890       \$46,025       \$48,732	
7       \$41,710       \$44,581       \$47,204         8       \$42,002       \$44,938       \$47,581         9       \$42,296       \$45,297       \$47,962         10       \$42,592       \$45,660       \$48,346         11       \$42,890       \$46,025       \$48,732	
8       \$42,002       \$44,938       \$47,581         9       \$42,296       \$45,297       \$47,962         10       \$42,592       \$45,660       \$48,346         11       \$42,890       \$46,025       \$48,732	
9       \$42,296       \$45,297       \$47,962         10       \$42,592       \$45,660       \$48,346         11       \$42,890       \$46,025       \$48,732	
10       \$42,592       \$45,660       \$48,346         11       \$42,890       \$46,025       \$48,732	
<b>11</b> \$42,890 \$46,025 \$48,732	
42 400 646 202 640 402	
<b>12</b> \$43,190 \$46,393 \$49,122	
<b>13</b> \$43,492 \$46,764 \$49,515	
<b>14</b> \$43,797 \$47,139 \$49,911	
<b>15</b> \$44,103 \$47,516 \$50,311	
<b>16</b> \$44,412 \$47,896 \$50,713	
<b>17</b> \$44,723 \$48,279 \$51,119	
<b>18</b> \$45,036 \$48,665 \$51,528	
<b>19</b> \$45,351 \$49,054 \$51,940	
<b>20</b> \$45,669 \$49,447 \$52,356	
<b>21</b> \$49,842 \$52,774	
\$50,241 \$53,197	
<b>23</b> \$50,643 \$53,622	
<b>24</b> \$51,048 \$54,051	
<b>25</b> \$51,457 \$54,484	

#### **Administrator Salary Schedule**

Position	Months/Days	Sick/Personal	Vacation	Multiplier
		Leave	Days	
Superintendent	12/260	12	3 weeks	2.1744549
Assistant Superintendent	12/260	12	3 weeks	1.7679319
LMS Principal/Curriculum Director/Assessment Coordinator	12/260	12	3 weeks	1.6305154
Liberty High School Principal	11/240	11	NA	1.7528632
Elementary Principal	12/260	12	3 weeks	1.6561192
Birch Tree Assistant Elementary Principal	10.5/230	10	NA	1.13794875
LMS Assistant School Principal (0.60 FTE)	10.5/230	10	NA	1.1563028
MVE Assistant Principal	10.5/230	10	NA	1.2076022
LHS Assistant Principal/Activities Director	12/260	12	3 weeks	1.4134058

The multiplier is tied directly to the highest increment on the Salary Schedule C (Cross Reference, Schedule D). Multipliers on the schedule do not necessarily reflect years of experience for administrators, with the exception of the Superintendent. The Board will negotiate the initial salary of the Superintendent. Initial salary placement for all other administrators will be determined at the time of hire by the Superintendent. The Superintendent will determine annual increases of administrator salaries.

Technology Director's salary is calculated from annual placement on Professional Salary Schedule C  $\times$  1.39602957.

#### SUPPORT STAFF SALARY PROTOCOL 2025-2026

The following is the policy of the terms and conditions of employment for all support staff personnel for the 2025-2026 school year. A complete policy statement can be found in the District Policy Manual Section GDA-GDPE.

#### I. GENERAL TERMS AND CONDITIONS

A. All terms and conditions of employment are administered under the District Policy Manual.

#### B. Employment

- 1. Support staff employees will be employed with Board approval.
- 2. Employees will terminate employment by giving written notice two weeks prior to the last day of employment.
- 3. New Hires:
  - a) A new hire is a person hired after the beginning of the fiscal/school year.
  - b) A new hire will receive his/her first paycheck in the month following initial employment by the Board of Education and the amount will be equal to the monthly rate as defined in part C.1.
  - c) Subsequent monthly pay amounts will be as described in Part C, 2.
  - d) New hire Board paid insurance will begin on the 1<sup>st</sup> of the month following employment by the Board of Education.

#### C. <u>Compensation and Benefits</u>

#### 1. <u>Monthly Rate for Current Employees</u>

Total annual salary divided 12 monthly pay periods equals the monthly pay. For new hires the annual salary is divided by number of days in the position, multiplied by the number of days remaining in the position, divided by number of months remaining in fiscal/school year.

#### 2. <u>Pay Periods</u>

The number of months remaining in a fiscal year.

- 3. Non-Completion of Employment Period
  When a support staff employee quits or is terminated <u>before the</u>
  ending date of his/her employment period, the pay calculations will be as follows:
  - a) Year-to-date paid minus overtime or extra duty (taken from last check stub), compared to
  - b) amount earned (daily rate x days worked),
  - c) less personal/sick days used over the allowable.

**Amount Earned** 

- Year to date paid
- Payments made outside of the base pay (if any)
- Excessive days missed (if any)
- = Pay Due
- d) any pay due will be paid after the next monthly Board meeting.
- 4. The Board recognizes that fringe benefits, such as insurance opportunities, are an integral part of the total compensation plan for full-time professional staff members. The superintendent or designee will research and present to the Board fringe benefit opportunities that will assist the district in attracting and retaining quality employees.
  - a) The district will provide, as a benefit to all support staff, a twelve month premium for health care coverage through a group plan. The extent of coverage for each year will be determined by the insurance carrier's proposal as approved by the Board of Education. Family, spouse, and child coverage in excess of the individual premium will be paid by the employee. The district will pay up to \$500 per month for each employee's health coverage.
  - b) The district will provide, as a benefit to all professional staff, a twelve month premium for life insurance.
  - c) The District Cafeteria Plan will include a non-reimbursable maximum of \$3,300.
  - d) Benefits provided by the district at employee expense:
    - 1. Vision Insurance
    - 2. Dental Insurance
    - 3. Cancer Insurance
    - 4. Disability Insurance
    - 5. Accident Insurance
    - 6. Critical Illness Insurance
    - 7. Emergent Travel Insurance
    - 8. Life Insurance

- e) Employees contribute 6.86% of their gross income/health insurance to Missouri PEERS for employees working 20 or more hours per week. The district matches the amount the employee contributes.
- f) Bereavement pay is provided to support employees during times of loss and grief. Employees will receive full pay for up to two days of bereavement leave upon the death of an immediate family member, including parents, grandparents, siblings, spouse, children, and grandchildren. Employees may use this time to attend funeral services, make necessary arrangements, or take personal time to cope with their loss. To request bereavement pay, employees must notify their supervisor as soon as possible. We understand the importance of supporting our employees during difficult times, and bereavement pay is one way we demonstrate our commitment to their well-being.
- 5. <u>Mileage/Meals</u> The district will reimburse for travel for approved school business at the rate of .50 cents per mile. The District will reimburse meals for up to two (2) meals (not snacks) for day trips (\$40) and three (3) meals (not snacks) for an overnight trip (\$60) except when the meal is provided by the club or conference/meeting.
- 6. All comp hours must be used in the school year in which it is accrued. Comp hours are accrued after a 40 hour work week and must be pre-approved by an administrator.
- 7. Vacation allowance will be a benefit for twelve (12) month employees. Vacation allowance will be granted in accordance with Board Policy, Section GDBDA. Holidays will be observed for Memorial Day, Labor Day, Thanksgiving (2 days), Christmas (2 days), New Year's Day, and the Fourth of July.

#### D. Monthly Pay Information

1. Current Staff will have 12 equal monthly pay periods beginning with the first day following a regular monthly Board meeting or the 15<sup>th</sup> of the month, whatever comes first.

#### E. Absence from Work

- 1. Sick leave shall be granted as follows:
  - a) Employees working on a 9-month employment period will receive annually (7) sick/personal days. Unused sick/personal days will be accumulated as sick days up to (40) days. The district will pay for unused sick days up to (40) days for any employee leaving the district at the end of the employment period, or up to (40) days for any employee leaving before the end of the employment period at the rate of \$25 per day.
  - \*\*b) Employees working on a 12-month employment period will receive annually (10) sick/personal days. Unused sick/personal days will be accumulated as sick days up to (40) days. The district will pay for unused sick/vacation days up to (45) days for any employee leaving the district at the end of the employment period, or up to (40) days for any employee leaving before the end of the employment period at the rate of \$25 per day.
    - c) \*\*Employees leaving the system, at the end of the school year, will be paid on a per day basis for unused sick/vacation days according to when notice is given.

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Notice by November 1<sup>st</sup> - $100 per sick day Max pay 40 days - $4,000 Notice by December 1<sup>st</sup> - $90 per sick day
Notice by January 1<sup>st</sup> - $75 per sick day
Notice by February 1<sup>st</sup> - $60 per sick day
Notice by March 1<sup>st</sup> - $50 per sick day
After March 1<sup>st</sup> - $25 per sick day
Max pay 40 days - $2,000
Max pay 40 days - $2,000
Max pay 40 days - $1,000
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\*Pay will be given for unused vacation time, up to 40 days, when employee retires from the district, based on when notice is given. See schedule above.

- 2. An absence of over one through four hours shall be counted as a half-day of sick/personal leave.
- 3. <u>Returning employees</u> will be paid annually for unused sick days over the accumulated amount (40) at a the sub pay rate (currently \$100 per day).

- 4. Support staff employed on a 12-month, full-time, 8 hours per day, 260 days per year basis, will be allowed vacation based on earned 5 days after the first year of employment, 10 days earned after 2 years of employment and 15 days earned after 10 years of employment
  - a) All vacation days for custodial staff must be arranged through the supervisor. No more than (2) vacation days will be allowed during the November firearms deer season.
  - b) Pay will be given for unused vacation time, up to 40 days, when employee retires from the district.
- 5. Absences from work which are not allowed by Board policy will be grounds for dismissal upon supervisory recommendation to the Superintendent.

#### F. Over-Time

- 1. Over-time is work time more than 40 hours per work week. In order for the district to keep track of hours worked all support staff will clock in and out on district provided time cards. Employees shall not clock in any earlier than 5 minutes prior to start time, or clock out any later than 5 minutes past quit time. All support staff personnel shall clock in and out to take a 30 minute lunch daily.
- 2. Support staff employees in all classifications, except for those on the supervisory support staff schedule, are eligible for overtime pay.
- 3. Over-time will be paid at a rate of one-and-one-half (1.5) times the employees regular hourly rate. Comp time may be taken in lieu of pay with prior approval from the Superintendent.
- 4. Authorization of overtime must be given in writing by the immediate supervisor, the building principal, and the Superintendent.
- 5. Over-time requests must be approved prior to the performance of over-time work.
- 6. Over-time work shall be performed on school premises unless otherwise authorized in writing by the Superintendent.
- 7. All overtime must be recorded on the time card or approved time log.

#### II. TERMS AND CONDITIONS FOR SPECIFIC SUPPORT STAFF POSITIONS

#### A. <u>Bus Drivers</u>

- 1. This is a 160-day contract position.
- 2. The district will pay for the initial CDL Licensing/school bus operator's permit, physical exam, and all drug testing required by Statute. If for uncontrollable reasons, the driver cannot get their physical exam done by the school contracted facility, the district will reimburse up to \$60.00 for each physical exam not covered by employee insurance.
- 3. Route assignments will be made by the transportation supervisor.
- 4. Extra trip assignments will be made by the transportation supervisor on a rotational schedule.
- 5. Extra trip pay rate will be \$15.00 per hour. We will not pay 8-hour sleep time for "overnight trips".
- 6. Bus drivers will be eligible for an Employment Referral Incentive. Any driver who refers an individual for employment as a bus driver will, upon the completion of the newly hired bus driver's 40th regularly scheduled work day, receive a \$200 payment, which will be applied to the next regular payroll. Newly hired drivers who have been referred by the current driver shall also receive a \$200 incentive upon the completion of their 40th regularly scheduled work day. This Employment Referral Incentive shall not apply if the individual referred for employment currently works for the District in a different employment position or if the individual referred for employment has worked for the District as a bus driver within the 365 days prior to the date of the referral.
- 7. Bus Drivers will be eligible for an Attendance and Safety incentive each school quarter. Bus Drivers who have one hundred percent attendance for all required work days in a school quarter and who have no safety violations during the school quarter will receive a two hundred dollar incentive payment on the payroll date immediately following the end of the applicable school quarter. Drivers who elect to utilize available leave provided pursuant to Board Policy GDBDA for bereavement purposes, in the event of the death of a spouse, child, grandchild, or parent, will not have those absences counted against the attendance requirement set forth

herein so long as no more than two leave days are taken during the applicable quarter.

\* "Safety violation" shall be defined as: Any moving or non-moving violation that results in a ticket; any collision; any incident, which after an investigation by the District, is determined to have placed a student, staff member, or member of the public at risk of injury or harm due to the Driver's actions.

#### B. Aides/Para-professions/Nurses (Additional Requirements)

- 1. This is a 155 day (9 month) position.
- 2. Paraprofessionals engaged in any instructional support activities must have sixty (60) college hours, or an Associate Degree, completed the 20 hour DESE substitute certificate course, or have passed the State approved paraprofessional assessment with an established minimum.
- 3. Paraprofessionals assigned to buildings not designated as Title I School-wide (Building) Projects engaged solely in activities of personal assistance (i.e. feeding, mobility, toileting, etc.) must have a High School Diploma or GED.
- 4. A Special Education paraprofessional will be assigned to a Special Education teacher to perform duties as assigned by the teacher.
- 5. School nurses must be Registered Nurses (RN) or Licensed Practical Nurses (LPN). LPNs must be under the supervision of a RN.

#### C. Substitute Staff

Substitute employees will be compensated \$15/hour (\$120/full day) for all positions, except bus driver positions. (See bus driver salary schedule.)

BUS DRIVER SALARY SCHEDULE 2025-2026 School Year

Years of Service	Hourly Rate	3.5 Hr/Day Annual	3.75 Hr/Day Annual	4 Hr/Day Annual	4.25 Hr/Day Annual	Stipend (Annual	17.5 Hrs of Training	Total Annual (3.5 Hr/Day)	Total Annual (3.75 Hr/Day)	Total Annual (4 Hr/Day)	Total Annual (4.25 Hr/Day)
0-3	\$26.00	\$14,105	\$15,113	\$16,120	\$17,128	\$0	\$455	\$14,560.00	\$15,567.50	\$16,575	\$17,583
4-6	\$26.75	\$14,512	\$15,548	\$16,585	\$17,622	\$100	\$468	\$15,080.00	\$16,116.56	\$17,153	\$18,190
7-9	\$27.75	\$15,054	\$16,130	\$17,205	\$18,280	\$150	\$486	\$15,690.00	\$16,765.31	\$17,841	\$18,916
10-12	\$28.50	\$15,461	\$16,566	\$17,670	\$18,774	\$200	\$499	\$16,160.00	\$17,264.38	\$18,369	\$19,473
13-15	\$29.25	\$15,868	\$17,002	\$18,135	\$19,268	\$300	\$512	\$16,680.00	\$17,813.44	\$18,947	\$20,080
16-18	\$30.25	\$16,411	\$17,583	\$18,755	\$19,927	\$500	\$529	\$17,440.00	\$18,612.19	\$19,784	\$20,95
19-21	\$31.25	\$16,953	\$18,164	\$19,375	\$20,586	\$700	\$547	\$18,200.00	\$19,410.94	\$20,622	\$21,833
22-24	\$31.75	\$17,224	\$18,455	\$19,685	\$20,915	\$900	\$556	\$18,680.00	\$19,910.31	\$21,141	\$22,37
25-27	\$32.75	\$17,767	\$19,036	\$20,305	\$21,574	\$1,100	\$573	\$19,440.00	\$20,709.06	\$21,978	\$23,24
28-30	\$33.75	\$18,309	\$19,617	\$20,925	\$22,233	\$1,300	\$591	\$20,200.00	\$21,507.81	\$22,816	\$24,123

Coach/Sponsor \$75 per trip
Non-certified Sut \$75 per day

\*MVBT Employel \$93.75 per day

Trip Pay All Staff \$15 per hour

+Route Certified 1.25

VO-TECH

\$9,437

\*Must be currently employed as a certified staff member of MVBT School Dist.

	PAR	APROFES	SIONAL/A	IDE SAL	ARY SCI	HEDULE		
		15	55 DAYS @	2) 8HRS/	DAY			
			Yearly with 60		Yearly with 2yr		Yearly with 4yr	
Step	Yearly	Hourly	credits	Hourly	degree	Hourly	degree	Hourly
1	\$18,600	\$15.00	\$19,100	\$15.40	\$19,600	\$15.81	\$20,600	\$16.6
2	\$18,947	\$15.28	\$19,447	\$15.68	\$19,947	\$16.09	\$20,947	\$16.8
3	\$19,307	\$15.57	\$19,807	\$15.97	\$20,307	\$16.38	\$21,307	\$17.1
4	\$19,666	\$15.86	\$20,166	\$16.26	\$20,666	\$16.67	\$21,666	\$17.4
5	\$20,014	\$16.14	\$20,514	\$16.54	\$21,014	\$16.95	\$22,014	\$17.7
6	\$20,373	\$16.43	\$20,873	\$16.83	\$21,373	\$17.24	\$22,373	\$18.0
7	\$20,720	\$16.71	\$21,220	\$17.11	\$21,720	\$17.52	\$22,720	\$18.3
8	\$21,080	\$17.00	\$21,580	\$17.40	\$22,080	\$17.81	\$23,080	\$18.6
9	\$21,427	\$17.28	\$21,927	\$17.68	\$22,427	\$18.09	\$23,427	\$18.8
10	\$21,787	\$17.57	\$22,287	\$17.97	\$22,787	\$18.38	\$23,787	\$19.1
11	\$22,134	\$17.85	\$22,634	\$18.25	\$23,134	\$18.66	\$24,134	\$19.4
12	\$22,494	\$18.14	\$22,994	\$18.54	\$23,494	\$18.95	\$24,494	\$19.7
13	\$22,841	\$18.42	\$23,341	\$18.82	\$23,841	\$19.23	\$24,841	\$20.0
14	\$23,200	\$18.71	\$23,700	\$19.11	\$24,200	\$19.52	\$25,200	\$20.3
15	\$23,548	\$18.99	\$24,048	\$19.39	\$24,548	\$19.80	\$25,548	\$20.6
16	\$23,907	\$19.28	\$24,407	\$19.68	\$24,907	\$20.09	\$25,907	\$20.8
17	\$24,254	\$19.56	\$24,754	\$19.96	\$25,254	\$20.37	\$26,254	\$21.1
18	\$24,614	\$19.85	\$25,114	\$20.25	\$25,614	\$20.66	\$26,614	\$21.4
19	\$24,961	\$20.13	\$25,461	\$20.53	\$25,961	\$20.94	\$26,961	\$21.7
20	\$25,321	\$20.42	\$25,821	\$20.82	\$26,321	\$21.23	\$27,321	\$22.0
21	\$25,668	\$20.70	\$26,168	\$21.10	\$26,668	\$21.51	\$27,668	\$22.3
22	\$26,028	\$20.99	\$26,528	\$21.39	\$27,028	\$21.80	\$28,028	\$22.6
23	\$26,375	\$21.27	\$26,875	\$21.67	\$27,375	\$22.08	\$28,375	\$22.8
24	\$26,734	\$21.56	\$27,234	\$21.96	\$27,734	\$22.37	\$28,734	\$23.1
25	\$27,082	\$21.84	\$27,582	\$22.24	\$28,082	\$22.65	\$29,082	\$23.4
26	\$27,441	\$22.13	\$27,941	\$22.53	\$28,441	\$22.94	\$29,441	\$23.7
27	\$27,788	\$22.41	\$28,288	\$22.81	\$28,788	\$23.22	\$29,788	\$24.0
28	\$28,148	\$22.70	\$28,648	\$23.10	\$29,148	\$23.51	\$30,148	\$24.3

260	Days @ 8 hours/day	/
Ston	Voorby	Hours
Step	Yearly	Hourly
1	\$31,200	\$15.00
2	\$31,450	\$15.12
3	\$31,700	\$15.24
4	\$31,950	\$15.36
5	\$32,200	\$15.48
6	\$32,450	\$15.60
7	\$32,700	\$15.72
8	\$32,950	\$15.84
9	\$33,200	\$15.96
10	\$33,450	\$16.08
11	\$33,700	\$16.20
12	\$33,950	\$16.32
13	\$34,200	\$16.44
14	\$34,450	\$16.56
15	\$34,700	\$16.68
16	\$34,950	\$16.80
17	\$35,200	\$16.92
18	\$35,450	\$17.04
19	\$35,700	\$17.16
20	\$35,950	\$17.28
21	\$36,200	\$17.40
22	\$36,450	\$17.52
23	\$36,700	\$17.64
24	\$36,950	\$17.76
25	\$37,200	\$17.88
26	\$37,450	\$18.00
27	\$37,700	\$18.13
28	\$37,950	\$18.25

Additional compensation added to salary above:

Assistant Maintenance	\$1,000
Night Custodian Director	\$5,000

			155 Da	ys @ 8 ho	urs/day			
Step	Yearly	Hourly	Yearly With 2yr Degree	Hourly	Yearly With 4yr Degree	Hourly	Yearly With RN	Hourly
1	\$20,948	\$16.89	\$21,948	\$17.70	\$22,948	\$18.51	\$25,948	\$20.93
2	\$21,356	\$17.22	\$22,356	\$18.03	\$23,356	\$18.84	\$26,356	\$21.25
3	\$21,764	\$17.55	\$22,764	\$18.36	\$23,764	\$19.16	\$26,764	\$21.58
4	\$22,172	\$17.88	\$23,172	\$18.69	\$24,172	\$19.49	\$27,172	\$21.91
5	\$22,580	\$18.21	\$23,580	\$19.02	\$24,580	\$19.82	\$27,580	\$22.24
6	\$22,988	\$18.54	\$23,988	\$19.34	\$24,988	\$20.15	\$27,988	\$22.57
7	\$23,396	\$18.87	\$24,396	\$19.67	\$25,396	\$20.48	\$28,396	\$22.90
8	\$23,804	\$19.20	\$24,804	\$20.00	\$25,804	\$20.81	\$28,804	\$23.23
9	\$24,212	\$19.53	\$25,212	\$20.33	\$26,212	\$21.14	\$29,212	\$23.56
10	\$24,620	\$19.85	\$25,620	\$20.66	\$26,620	\$21.47	\$29,620	\$23.89
11	\$25,028	\$20.18	\$26,028	\$20.99	\$27,028	\$21.80	\$30,028	\$24.22
12	\$25,436	\$20.51	\$26,436	\$21.32	\$27,436	\$22.13	\$30,436	\$24.54
13	\$25,844	\$20.84	\$26,844	\$21.65	\$27,844	\$22.45	\$30,844	\$24.87
14	\$26,252	\$21.17	\$27,252	\$21.98	\$28,252	\$22.78	\$31,252	\$25.20
15	\$26,660	\$21.50	\$27,660	\$22.31	\$28,660	\$23.11	\$31,660	\$25.53
16	\$27,068	\$21.83	\$28,068	\$22.64	\$29,068	\$23.44	\$32,068	\$25.86
17	\$27,476	\$22.16	\$28,476	\$22.96	\$29,476	\$23.77	\$32,476	\$26.19
18	\$27,884	\$22.49	\$28,884	\$23.29	\$29,884	\$24.10	\$32,884	\$26.52
19	\$28,292	\$22.82	\$29,292	\$23.62	\$30,292	\$24.43	\$33,292	\$26.85
20	\$28,700	\$23.14	\$29,700	\$23.95	\$30,700	\$24.76	\$33,700	\$27.18
21	\$29,108	\$23.47	\$30,108	\$24.28	\$31,108	\$25.09	\$34,108	\$27.51
22	\$29,516	\$23.80	\$30,516	\$24.61	\$31,516	\$25.42	\$34,516	\$27.84
23	\$29,924	\$24.13	\$30,924	\$24.94	\$31,924	\$25.74	\$34,924	\$28.16
24	\$30,332	\$24.46	\$31,332	\$25.27	\$32,332	\$26.07	\$35,332	\$28.49
25	\$30,740	\$24.79	\$31,740	\$25.60	\$32,740	\$26.40	\$35,740	\$28.82
26	\$31,148	\$25.12	\$32,148	\$25.93	\$33,148	\$26.73	\$36,148	\$29.15
27	\$31,556	\$25.45	\$32,556	\$26.25	\$33,556	\$27.06	\$36,556	\$29.48
28	\$31,964	\$25.78	\$32,964	\$26.58	\$33,964	\$27.39	\$36,964	\$29.81
29	\$32,372	\$26.11	\$33,372	\$26.91	\$34,372	\$27.72	\$37,372	\$30.14

#### INFORMATIONAL TECHNOLOGY TECHNICIAN SALARY SCHEDULE

177 Days @ 8 hours/day

		SOMEONION DEC	T T		T	,
Step	Yearly	Hourly	Yearly With 2yr Degree	Hourly	Yearly With 4yr Degree	Hourly
1	\$32,625	\$23.04	\$33,625	\$23.75	\$34,625	\$24.45
2	\$33,278	\$26.84	\$34,278	\$24.21	\$35,278	\$24.91
3	\$33,943	\$27.37	\$34,943	\$24.68	\$35,943	\$25.38
4	\$34,622	\$27.92	\$35,622	\$25.16	\$36,622	\$25.86
5	\$35,314	\$28.48	\$36,314	\$25.65	\$37,314	\$26.35
6	\$36,021	\$29.05	\$37,021	\$26.14	\$38,021	\$26.85
7	\$36,741	\$29.63	\$37,741	\$26.65	\$38,741	\$27.36
8	\$37,476	\$30.22	\$38,476	\$27.17	\$39,476	\$27.88
9	\$38,225	\$30.83	\$39,225	\$27.70	\$40,225	\$28.41
10	\$38,990	\$31.44	\$39,990	\$28.24	\$40,990	\$28.95
11	\$39,770	\$32.07	\$40,770	\$28.79	\$41,770	\$29.50
12	\$40,565	\$32.71	\$41,565	\$29.35	\$42,565	\$30.06
13	\$41,376	\$33.37	\$42,376	\$29.93	\$43,376	\$30.63
14	\$42,204	\$34.04	\$43,204	\$30.51	\$44,204	\$31.22
15	\$43,048	\$34.72	\$44,048	\$31.11	\$45,048	\$31.81
16	\$43,909	\$35.41	\$44,909	\$31.72	\$45,909	\$32.42
17	\$44,787	\$36.12	\$45,787	\$32.34	\$46,787	\$33.04
18	\$45,683	\$36.84	\$46,683	\$32.97	\$47,683	\$33.67
19	\$46,597	\$37.58	\$47,597	\$33.61	\$48,597	\$34.32
20	\$47,528	\$38.33	\$48,528	\$34.27	\$49,528	\$34.98
21	\$48,479	\$39.10	\$49,479	\$34.94	\$50,479	\$35.65
22	\$49,449	\$39.88	\$50,449	\$35.63	\$51,449	\$36.33
23	\$50,438	\$40.68	\$51,438	\$36.33	\$52,438	\$37.03
24	\$51,446	\$41.49	\$52,446	\$37.04	\$53,446	\$37.74
25	\$52,475	\$42.32	\$53,475	\$37.77	\$54,475	\$38.47
26	\$53,525	\$43.17	\$54,525	\$38.51	\$55,525	\$39.21
27	\$54,595	\$44.03	\$55,595	\$39.26	\$56,595	\$39.97
28	\$55,687	\$44.91	\$56,687	\$40.03	\$57,687	\$40.74
29	\$56,801	\$45.81	\$57,801	\$40.82	\$58,801	\$41.53

<sup>\*</sup>This position may require additional work days during the school year/summer months that will be paid out at the technician's daily rate. Extra days will occur at the discretion of the IT director or Superintendent.

CUSTODI	AN SALARY SCH	EDULE		
260 Days @ 8 hours/day				
Step	Yearly	Hourly		
1	\$31,200	\$15.00		
2	\$31,450	\$15.12		
3	\$31,700	\$15.24		
4	\$31,950	\$15.36		
5	\$32,200	\$15.48		
6	\$32,450	\$15.60		
7	\$32,700	\$15.72		
8	\$32,950	\$15.84		
9	\$33,200	\$15.96		
10	\$33,450	\$16.08		
11	\$33,700	\$16.20		
12	\$33,950	\$16.32		
13	\$34,200	\$16.44		
14	\$34,450	\$16.56		
15	\$34,700	\$16.68		
16	\$34,950	\$16.80		
17	\$35,200	\$16.92		
18	\$35,450	\$17.04		
19	\$35,700	\$17.16		
20	\$35,950	\$17.28		
21	\$36,200	\$17.40		
22	\$36,450	\$17.52		
23	\$36,700	\$17.64		
24	\$36,950	\$17.76		
25	\$37,200	\$17.88		
26	\$37,450	\$18.00		
27	\$37,700	\$18.13		
28	\$37,950	\$18.25		

#### SUPERVISORY SUPPORT STAFF SCHEDULE

Steps	District Accountant (260)	District Bookkeeper/Secretar y to the Board (260)	Secretary to the Superintendent /MOSIS/ Core Data (260)	District Mechanic (260)/Bus Driver
1	\$47,500	\$31,500	\$31,500	\$57,400
2	\$48,450	\$32,130	\$32,130	\$58,548
3	\$49,419	\$32,773	\$32,773	\$59,719
4	\$50,407	\$33,428	\$33,428	\$60,913
5	\$51,416	\$34,097	\$34,097	\$62,132
6	\$52,444	\$34,779	\$34,779	\$63,374
7	\$53,493	\$35,474	\$35,474	\$64,642
8	\$54,563	\$36,184	\$36,184	\$65,935
9	\$55,654	\$36,907	\$36,907	
10	\$56,767	\$37,645	\$37,645	
11	\$57,902	\$38,398	\$38,398	
12	\$59,060	\$39,166	\$39,166	
13	\$60,241	\$39,950	\$39,950	
14	\$61,446	\$40,749	\$40,749	
15	\$62,675	\$41,564	\$41,564	
16	\$63,929	\$42,395	\$42,395	
17	\$65,207	\$43,243	\$43,243	
18	\$66,511	\$44,108	\$44,108	
19	\$67,842	\$44,990	\$44,990	
20	\$69,199	\$45,890	\$45,890	
21	\$70,583	\$46,807	\$46,807	
22	\$71,994	\$47,743	\$47,743	
23	\$73,434	\$48,698	\$48,698	
24	\$74,903	\$49,672	\$49,672	
25	\$76,401	\$50,666	\$50,666	
26	\$77,929	\$51,679	\$51,679	
27	\$79,487	\$52,713	\$52,713	
28	\$81,077	\$53,767	\$53,767	
29	\$82,699	\$54,842	\$54,842	

#### SECRETARY SALARY SCHEDULE 175 Days @ 8 hours/day Yearly Yearly with 60 Yearly with with 4yr credits 2yr degree Step Yearly Hourly Hourly Hourly degree Hourly \$22,000 \$16.43 \$21,000 \$15.00 \$21,500 \$15.36 \$15.71 \$23,000 2 \$21,500 \$15.36 \$22,000 \$15.71 \$22,500 \$16.07 \$23,500 \$16.79 3 \$22,000 \$15.71 \$22,500 \$16.07 \$23,000 \$16.43 \$24,000 \$17.14 4 \$23,000 \$23,500 \$24,500 \$22,500 \$16.07 \$16.43 \$16.79 \$17.50 5 \$23,000 \$16.43 \$23,500 \$16.79 \$24,000 \$17.14 \$25,000 \$17.86 6 \$23,500 \$16.79 \$24,000 \$17.14 \$24,500 \$17.50 \$25,500 \$18.21 \$17.14 \$24,500 \$25,000 7 \$24,000 \$17.50 \$17.86 \$26,000 \$18.57 8 \$17.50 \$17.86 \$24,500 \$25,000 \$25,500 \$18.21 \$26,500 \$18.93 9 \$25,000 \$17.86 \$25,500 \$18.21 \$26,000 \$18.57 \$27,000 \$19.29 10 \$25,500 \$18.21 \$26,000 \$18.57 \$26,500 \$18.93 \$27,500 \$19.64 11 \$26,000 \$18.57 \$26,500 \$18.93 \$27,000 \$19.29 \$28,000 \$20.00 12 \$26,500 \$18.93 \$27,000 \$19.29 \$27,500 \$19.64 \$28,500 \$20.36 13 \$27,000 \$19.29 \$27,500 \$19.64 \$28,000 \$20.00 \$29,000 \$20.71 \$21.07 \$19.64 \$28,000 \$28,500 \$20.36 \$29,500 14 \$27,500 \$20.00 15 \$20.00 \$29,000 \$20.71 \$21.43 \$28,000 \$28,500 \$20.36 \$30,000 \$29,500 16 \$28,500 \$20.36 \$29,000 \$20.71 \$21.07 \$30,500 \$21.79 17 \$22.14 \$29,000 \$20.71 \$29,500 \$21.07 \$30,000 \$21.43 \$31,000 \$30,000 \$31,500 18 \$29,500 \$21.07 \$21.43 \$30,500 \$21.79 \$22.50 19 \$30,000 \$21.43 \$30,500 \$21.79 \$31,000 \$22.14 \$32,000 \$22.86 \$21.79 20 \$30,500 \$31,000 \$22.14 \$31,500 \$22.50 \$32,500 \$23.21 21 \$31,000 \$22.14 \$31,500 \$22.50 \$32,000 \$22.86 \$33,000 \$23.57 22 \$22.50 \$32,000 \$22.86 \$32,500 \$23.21 \$23.93 \$31,500 \$33,500 \$24.29 23 \$32,000 \$22.86 \$32,500 \$23.21 \$33,000 \$23.57 \$34,000 24 \$24.64 \$32,500 \$23.21 \$33,000 \$23.57 \$33,500 \$23.93 \$34,500 25 \$33,000 \$23.57 \$33,500 \$23.93 \$34,000 \$24.29 \$35,000 \$25.00 26 \$24.29 \$34,500 \$24.64 \$35,500 \$33,500 \$23.93 \$34,000 \$25.36

\$24.64

\$25.00

\$35,000

\$35,500

\$25.00

\$25.36

\$36,000

\$36,500

\$25.71

\$26.07

27

28

\$34,000

\$34,500

\$24.29

\$24.64

\$34,500

\$35,000