

MISSION STATEMENT:

**EVERY STUDENT.
EVERY DAY.**

TOGETHER WE ARE...

Growing our team of effective and committed educators

Creating a culture of high expectations

Respecting our diversity

Inspiring community trust and support

Building pathways to successful futures

BOARD VISION STATEMENT

In five to seven years the district will be recognized as a beacon of educational excellence. Our students are 21st century scholars who are proud owners of their learning and successfully interact and compete in a global society. As the core of our community, we set the standard for inspiring, equipping, and empowering the diverse learners in the Montezuma-Cortez School District.

ESSENTIAL BOARD ROLES

- Guiding the district through the Superintendent
- Engaging constituents
- Ensuring alignment of resources and structure
- Measuring effectiveness
- Modeling excellence

BOARD LONG-TERM FOCUS AREA

Increasing student achievement

BOARD FOCUS AREA

- Engaging constituents
- Enhancing safety, morale, and wellness
- Enhancing personnel development and seeking, selecting, developing, celebrating
- Maximizing finances
- Building board effectiveness

BOARD'S CORE, DRIVING VALUES

Respect for All,
Honesty,
Accessibility,
Deliberation,
Celebration,
Teamwork, and
Engaged Communication

MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1

CORTEZ, COLORADO -- BOARD OF EDUCATION

District Office

Tuesday, April 5th, 2022

6:00 PM

Our special board meeting may be viewed on our YouTube Channel at:

<https://www.youtube.com/c/MontezumaCortezSchoolDistrictRE1>

Meeting attendees including audience members may be recorded.

SPECIAL MEETING AGENDA

1. Call to order
2. Pledge to Flag
3. *Executive Session: Pursuant to C.R.S. 24-6-402(4)(g) the board will discuss documents made confidential by Colorado's Open Records Act. The particular matter for discussion is the content of resumes, letters of intent, and supporting documents for Superintendent candidates who are not yet finalist/s as defined by Colorado Revised Statute 24-72-204(3)(a)(XI).*
4. Set the Agenda
5. Discussions Items
 - a. Policy CBA/CBC and CBB
 - b. Policy KHC, KHC-R, JICEA, JICEA, Sample XXXX
 - c. Salary Schedule Review
 - d. Board & Superintendent Covenants
6. Action Items
 - a. Resolution to name finalists for Superintendent position
 - b. Paid administrative leave
 - c. Separation Agreement
 - d. CASB Policy Review \$16,000
 - e. Board Docs
7. Adjournment

Next Regular Board Meeting: Tuesday, April 19th, 2022

Page 1 of 1

A few welcoming notes:

- The board's meeting time is dedicated to the mission and top-priority focus areas.
- Your insights are needed and welcomed, and the board encourages you to meet with the most appropriate person.
- Though the public may view the work session meeting, there is no "public address the board".
- If you are interested in helping the Montezuma-Cortez achievement effort, please talk with any member of the Leadership Team or call the District Office at (970) 565-7522. Opportunities abound. Your participation is highly desired.

RECRUITMENT OF SUPERINTENDENT

The appointment of a superintendent is a function of the Board. The Board shall take steps to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. It may also, at its discretion, determine that an external search is not necessary due to a qualified internal candidate. Final selection shall rest with the Board after a thorough consideration of qualified applicants.

A vote of the majority of Board members present at a Board meeting for which due notice has been given of the intended action shall be required for the appointment of the superintendent.

Search Process

When the board conducts a search for the position, the writing or revising of the job description, requirements for applicants, selection procedures and applicable deadlines shall be adopted at a public meeting.

Records submitted to the district by an applicant for a superintendent position shall remain confidential until the applicant becomes a finalist for the position. If only three or fewer candidates possess the minimum qualifications for the position, said candidates are all considered finalists.

A list of all finalists being considered for the position shall be made public by the Board at least 14 days prior to appointing one of the finalists to fill the position. No offer of appointment shall be made prior to this public notice.

When an applicant becomes a finalist, all records submitted by the applicant shall be available for public inspection except that letters of reference or medical, psychological and sociological data shall remain confidential.

Adopted: January 1975
Revised: September 20, 1994
Revised: September 17, 1996
Revised: September 30, 1997
Revised: October 9, 2001
Revised: January 18, 2005
Reviewed: October 4, 2011
Reviewed: November 16, 2021

LEGAL REFS.: C.R.S. 22-32-110 (1)(g)
C.R.S. 22-44-115 (4)
C.R.S. 24-6-402 (3.5)
C.R.S. 24-72-204 (3) (a)(XI)(A)

Qualifications/Powers and Responsibilities of Superintendent

Title: Superintendent of Schools

Qualifications:

1. Hold or be qualified to hold a Colorado administrator's license for the position of superintendent preferred
2. Have a master's degree
3. Leadership experience required
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Board of Education

Supervises: Directly or indirectly all employees of the district

Job Goal: To provide leadership in developing and maintaining the best possible educational programs and services

PERFORMANCE RESPONSIBILITIES:

The superintendent of schools shall be responsible for the general management of the schools of the district under the requirements of the state and the policies of the Board. The superintendent shall be responsible for guiding the development of the educational objectives and programs of the school district to fulfill the educational needs of all students. The superintendent shall provide overall direction to the activities of the school district and its personnel toward the accomplishment of district goals, administer the policies of the Board, conserve the school district's assets and resources, and maintain and enhance the school district's standing in all its internal and external relationships.

The management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program and to all parts of the physical plant.

1. **Operations.** The superintendent shall:
 - a. Manage the work of all personnel in planning and program development and direct the activities of the school district. The superintendent may delegate these responsibilities together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results of any portion of the accountability.
 - b. Manage the development of long and short-range educational objectives for the improvement and growth of the school district and of educational activities in the school district.
 - c. Manage the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational objectives of

the school district, including state and district content standards.

- d. Manage the regular and systematic evaluation, analysis and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the school district.
- e. Report to the Board the progress and status of the programs and activities of the school district.
- f. Inform the Board on all matters of major importance or significance to the activities, programs and progress of the school district.

2. **Organization.** The superintendent shall:

- a. Establish and maintain an administrative organization, which provides for the effective management of all the essential functions of the school district.
- b. Recommend proposed revisions to the organization of the management structure including the establishment or elimination or a revision of administrative positions.

3. **Personnel.** The superintendent shall:

- a. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation, and salary administration for the school district.
- b. Ensure the maintenance of an adequate staff of properly trained administrative and supervisory personnel throughout the school district.
- c. Recommend to the Board the selection, employment, assignment, transfer and suspension of all personnel.
- d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
- e. Recommend salary increases and salary adjustments for all personnel.
- f. Develop and recommend to the Board job classifications for all new positions.

4. **Finances.** The superintendent shall:

- a. Direct the development of the annual budget of the school district.
- b. Review and recommend programs and supporting data for funds to be included in the annual budget of the school district.
- c. Provide for the overall management of the school district's financial

activities and take appropriate action to ensure that expenses are kept within the approved budgetary limits of the school district.

- d. Assist principals and directors in maintaining economy and efficiency in the operation of their administrative units.
- e. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs, which provide or could provide financial assistance to the district.

5. **Relationships.** The superintendent shall:

- a. Act as chief executive officer of the school district.
- b. Act as professional advisor to the Board.
- c. Attend meetings of the Board with the right to comment on all issues.
- d. Prepare the agenda for all educational matters for all meetings of the Board and deliver the agenda with pertinent information on each item well in advance of the meeting.
- e. Participate in the affairs of local, state and national professional organizations.
- f. Serve as a representative of the school system and the community at meetings on the local, state and national level.
- g. Maintain a cooperative working relationship between the schools and the community and community agencies.
- h. Establish and maintain such other relationships within and outside the school district as required to carry out his/her responsibility.

Adopted: January 1975
Revised: March 13, 1979
Revised: January 21, 1992
Revised: January 18, 2005
Revised: October 4, 2011

LEGAL REF.: C.R.S. 22-9-106 (4) *(qualifications to evaluate personnel)*

Distribution/Posting of Promotional Literature

Requests from the general public to distribute printed noncurricular materials in the Montezuma-Cortez school district public schools shall be allowed subject to the following policy and accompanying regulations unless the material is "unacceptable" as described below.

The following shall be considered "unacceptable" material:

1. So-called "hate" literature that scurrilously attacks ethnic, religious or any racial groups.
2. Material that promotes hostility, disorder or violence.
3. Material designed for commercial purposes—advertising a product or service for sale or rent—unless the material itself has educational value that makes the commercial message a secondary consideration.
4. Material that is libelous, invades the rights of others or inhibits the functioning of the school, or advocates interference with the rights of any individual or with the normal operation of the school.
5. Material which in any way promotes, favors or opposes the candidacy of any candidate for election, or the adoption of any bond issues proposal, or any public question submitted at any general, municipal or school election. The prohibition shall not apply on any election day or special election when the school is being used as a polling place.
6. Material that is obscene or pornographic as defined by prevailing community standards throughout the district.

This policy governs noncurricular material and is not intended and shall not be interpreted to interfere with the prerogative of teachers to supplement and enrich text and reference book materials used in their courses with materials which are timely and up to date. However, no teacher shall distribute noncurricular materials in his or her class without complying with the procedures which follow.

The superintendent shall present to any person or persons wishing to distribute noncurricular materials a copy of this policy and the accompanying procedures.

The Board of Education shall proceed through the courts of law to obtain injunctive relief and damages, where applicable, for any unauthorized distribution of printed non-curricular materials.

Adopted: March 3, 1992
Revised: May 22, 2012

LEGAL REF.: C.R.S. 22-32-110(1)(r)

File: KHC

CROSS REFS.: JICEA, School Related Student Publications
JICEC*, Student Distribution of Non-curricular Materials

Montezuma-Cortez School District Re-1, Cortez, Colorado

Distribution/Posting of Promotional Literature

Approval

Any group, organization, corporation, individual, club, society or association (hereafter referred to as "person" or "persons") that wishes to distribute any printed non-curricular material in any public school in the district must submit the material to the superintendent for approval a minimum of 48 hours prior to the proposed distribution. The superintendent or designee will approve distribution subject to the regulations which follow unless it is determined that the material is "unacceptable" as defined in the accompanying policy. The superintendent or designee will explain in writing the reasons they determined the material was "unacceptable" under Board policy.

Appeal

Any person or persons who are denied approval for distribution of printed non-curricular materials will have the right to appeal the decision to the Board of Education. The appeal will be prosecuted as follows:

1. Within 10 days after the superintendent's or designee's action, written notice must be served the aggrieved party or parties on the superintendent requesting a hearing before the Board.
2. The superintendent will schedule the hearing on the agenda of the next regularly scheduled meeting of the Board which generally will be held within 30 days of the filing of a request for a hearing.
3. The aggrieved party or parties must attend the meeting. The superintendent will have the burden of establishing to the Board's satisfaction by clear and convincing evidence that the materials which are sought to be distributed are "unacceptable" as defined in policy. The aggrieved party will be allowed to defend distribution of the material.
4. The Board will issue a decision in writing within five working days following the hearing. The Board's decision to support or reject the superintendent's action will be final.

Regulations

1. Place

Distribution of printed non-curricular materials must be made at places within the school or on school grounds as designated by the principal except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly scheduled class.

2. Time

Distribution may be made one-half hour before school and/or during regularly

scheduled lunch periods and/or 15 minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.

3. Littering

All distributed items discarded in school or on school grounds must be removed by the persons distributing such materials.

4. Distributors

Students may not be used as the agents for distribution of such materials without the written consent of the student's parent or guardian.

5. Manner

No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such materials or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

Violation of any of these regulations will be sufficient cause for denial of the privilege to distribute materials at future dates, subject to the right of appeal as stated above.

Approved: March 3, 1992

Revised: May 22, 2012

School-Related Student Publications
(School Publications Code)

The Board encourages students to express their views in school-sponsored publications while observing rules for responsible journalism and complying with this policy and state and federal law. To protect the rights of all members of the school community and to support the district's educational mission and purposes, students are prohibited from publishing expression which:

- is false or obscene;
- is libelous, slanderous, or defamatory under state law;
- presents a clear and present danger of the commission of unlawful acts, violation of school rules, or material and substantial disruption of the orderly operation of the school;
- violates the privacy rights of others; or
- threatens violence to property or persons.

Student editors of school-sponsored publications are responsible for determining the news, opinion, and advertising content of their publications subject to the limitations of this policy, its accompanying regulation, and applicable state and federal law. The publications advisor within each school is responsible for supervising the production of school-sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.

Adopted: September 18, 2018

Revised: September 15, 2020

LEGAL REFS.: C.R.S. 22-1-120 (*rights of free expression for public school students*)
C.R.S. 22-1-123 (5)(e) (*state law does not prevent a student who is working under the supervision of a journalism teacher or sponsor from preparing or participating in a survey, analysis or evaluation without obtaining written parental consent as long as participation is not prohibited by federal law*)
C.R.S. 22-32-110 (1)(r) (*power to exclude materials that are immoral or pernicious*)

CROSS REF.: JLDAC, Screening/Testing of Students

Student Distribution of Noncurricular Materials

To understand constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's need to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored activities.

Students may distribute noncurricular materials on school property in accordance with this policy, its accompanying regulation, and applicable state and federal law.

Prohibited distribution

Students may not distribute any noncurricular materials on school property or at school-sponsored activities or events that in themselves or in the manner they are distributed:

- create or threaten to create a substantial disruption or material interference with the normal operation of the school, school activity, or event;
- advocate or encourage unlawful conduct or conduct that violates Board policy, including but not limited to the Board's policies prohibiting unlawful discrimination, harassment, and bullying;
- cause or threaten to cause injury to persons or property; or
- are obscene, defamatory, or violate any person's privacy rights.

Students who distribute materials in violation of this policy may be subject to appropriate disciplinary action, including suspension and/or expulsion.

School equipment and supplies may not be used for publication of such material.

Adopted: September 18, 2018

Revised: September 15, 2020

LEGAL REFS.: Tinker v. Des Moines Indep. Comm. Sch. Dist., 393 U.S. 503 (1968)
Taylor v. Roswell Indep. Sch. Dist., 713 F.3d 25 (10th Cir. 2013)
Colo. Const. Art 9, Sect. 5
C.R.S. 22-1-120 (*rights of free expression for public school students*)
C.R.S. 22-32-110 (1)(r) (*power to exclude materials that are immoral or pernicious*)

Montezuma-Cortez School District RE-1

File: JICEC*

CROSS REFS.: JICEA, School-Related Student Publications
JK, Student Discipline, and subcodes
KHC, Distribution/Posting of Noncurricular Materials

Staff Participation in Political Activities

School District employees have the same constitutionally protected rights to speak and act on matters of public concern as any other citizens. However, these rights are not unlimited when the speech or action takes place during school time and/or on school grounds. In such cases, the Board of Education can impose reasonable restrictions on time, place and manner of the speech or action. The Board may even control the content of speech if it significantly threatens the efficient operations of the schools or if it conflicts with the educational mission of the District, as set forth by the Board.

It is the responsibility of the District to ensure that the focus of students while in the classroom and other instructional settings is upon learning within the parameters of the curriculum. Employees of the District may not use the classroom (or any other part of the school) as a forum for promoting their personal political views and their opinions on matters of public concern and may not exploit students for their own political advantage or that of a party, a candidate, a cause, etc. To that end, employees, while in the classroom or other instructional settings, shall restrict their comments to the curriculum and shall not express, through words, buttons, placards, signs or any other form, statements or messages which are not related to the curriculum being instructed or to associated job tasks.



**Montezuma-Cortez School District RE-1
Teachers' Salary Schedule 179 Days**

	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60
Step 0	31,557	32,355	33,157	33,972	35,781	36,583	37,384	38,188	38,995
Step 1	32,326	33,124	33,926	34,741	36,550	37,352	38,153	38,957	39,764
Step 2	33,095	33,893	34,695	35,510	37,319	38,121	38,922	39,726	40,533
Step 3	33,864	34,662	35,464	36,279	38,088	38,890	39,691	40,495	41,302
Step 4	34,633	35,431	36,233	37,048	38,857	39,659	40,460	41,264	42,071
Step 5	35,402	36,200	37,002	37,817	39,626	40,428	41,229	42,033	42,840
Step 6	36,171	36,969	37,771	38,586	40,395	41,197	41,998	42,802	43,609
Step 7	36,940	37,738	38,540	39,355	41,164	41,966	42,767	43,571	44,378
Step 8	37,709	38,507	39,309	40,124	41,933	42,735	43,536	44,340	45,147
Step 9	38,478	39,276	40,078	40,893	42,702	43,504	44,305	45,109	45,916
Step 10		40,045	40,847	41,662	43,471	44,273	45,074	45,878	46,685
Step 11		40,814	41,616	42,431	44,240	45,042	45,843	46,647	47,454
Step 12		41,583	42,385	43,200	45,009	45,811	46,612	47,416	48,223
Step 13			43,154	43,969	45,778	46,580	47,381	48,185	48,992
Step 14			43,923	44,738	46,547	47,349	48,150	48,954	49,761
Step 15			44,692	45,507	47,316	48,118	48,919	49,723	50,530
Step 16			45,461	46,276	48,085	48,887	49,688	50,492	51,299
Step 17				47,045	48,854	49,656	50,457	51,261	52,068
Step 18				47,814	49,623	50,425	51,226	52,030	52,837
Step 19				48,583	50,392	51,194	51,995	52,799	53,606
Step 20					51,161	51,963	52,764	53,568	54,375
Step 21					51,930	52,732	53,533	54,337	55,144
Step 22					52,699	53,501	54,302	55,106	55,913
Step 23						54,270	55,071	55,875	56,682
Step 24							55,840	56,644	57,451

Experienced teachers hired by District RE-1 will be placed on a step of the existing salary schedule according to the table below:
 No. of days worked per Approved School Calendar
 If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Years of Experience	Step
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
Over 9 year	10

Adopted: _____
 Effective for: _____ School Year 2021-22



**Montezuma-Cortez School District RE-1
Transportation Personnel Salary Schedule**

STEP	Technicians	Bus Driver	Bus Para
Step 1	31,565	13.63	12.75
Step 2	32,118	13.93	13.07
Step 3	32,671	14.23	13.39
Step 4	33,224	14.53	13.71
Step 5	33,777	14.83	14.03
Step 6	34,330	15.13	14.35
Step 7	34,883	15.43	14.67
Step 8	35,436	15.73	14.99
Step 9	35,989	16.03	15.31
Step 10	36,542	16.33	15.63
Step 11	37,095	16.63	15.95
Step 12	37,648	16.93	16.27
Step 13	38,201	17.23	16.59
Step 14	38,754	17.53	16.91
Step 15	39,307	17.83	17.23
Step 16	39,860	18.13	17.55
Step 17	40,413	18.43	17.87
Step 18	40,966	18.73	18.19

	Student Contact Days	Student Contact Days
12 month	Sept-August Pay Cycle	Sept-August Pay Cycle

Tool Allowance: \$200 per year (on anniversary hire date)
 Shop Foreman: Additional 10% of salary

Steps are granted for alternate route drivers (if granted to all employees)

M-CSD RE-1 will allow for up to five years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted:
 Effective for: School Year 2021-22



**Montezuma-Cortez School District RE-1
Principal/Administrator Salary Schedule**

STEP	Elementary Assistant Principal	Secondary Assistant Principal Athletic Directors	Elementary Principal	Middle School Principal	High School Principal	Executive Director of Academic Student Support / Finance / Human Resources	Assistant Superintendent
0	55,779	59,853	60,995	68,351	69,609	76,815	82,265
1	56,767	60,893	62,055	69,540	70,821	78,015	83,698
2	57,755	61,933	63,115	70,729	72,033	79,215	85,131
3	58,743	62,973	64,175	71,918	73,245	80,415	86,564
4	59,731	64,013	65,235	73,107	74,457	81,615	87,997
5	60,719	65,053	66,295	74,296	75,669	82,816	89,430
6	61,707	66,093	67,355	75,485	76,881	84,015	90,863
7	62,695	67,133	68,415	76,674	78,093	85,215	92,296
8	63,683	68,173	69,475	77,863	79,305	86,415	93,729
9	64,671	69,213	70,535	79,052	80,517	87,615	95,162
10	65,659	70,253	71,595	80,241	81,729	88,815	96,595
11	66,647	71,293	72,655	81,430	82,941	90,015	98,028
12	67,635	72,333	73,715	82,619	84,153	91,215	99,461
13	68,623	73,373	74,775	83,808	85,365	92,415	100,894
14	69,611	74,418	75,835	84,997	86,577	93,615	102,327
15	70,599	75,453	76,895	86,186	87,789	94,815	103,760
16	71,587	76,493	77,955	87,375	89,001	96,015	105,193
17	72,575	77,533	79,015	88,564	90,213	97,215	106,626
18	73,563	78,573	80,075	89,753	91,425	98,415	108,059
19	74,551	79,613	81,135	90,942	92,637	99,615	109,492
20	75,539	80,653	82,195	92,131	93,849	100,815	110,925

9.5 month

10 month

10 month

11 month

11 month

12 Month

12 month

Adopted:
Effective for: School Year 2021-22



Montezuma-Cortez School District RE-1 Nurses' Salary Schedule

	LPN	RN (2 year Degree)	BA/BSN	10 months BA/BSN	BA +15	MA	MA + 15	10 months MA + 15
Step 0	24,344	31,557	32,355	35,970	35,781	36,583	37,352	41,525
Step 1	25,113	32,326	33,124	36,825	36,550	37,352	38,121	42,380
Step 2	25,882	33,095	33,893	37,679	37,319	38,121	38,890	43,235
Step 3	26,651	33,864	34,662	38,534	38,088	38,890	39,659	44,090
Step 4	27,420	34,633	35,431	39,389	38,857	39,659	40,428	44,945
Step 5	28,189	35,402	36,200	40,244	39,626	40,428	41,197	45,800
Step 6	28,958	36,171	36,969	41,099	40,395	41,197	41,966	46,655
Step 7	29,727	36,940	37,738	41,954	41,164	41,966	42,735	47,510
Step 8	30,496	37,709	38,507	42,809	41,933	42,735	43,504	48,365
Step 9	31,265	38,478	39,276	43,664	42,702	43,504	44,273	49,220
Step 10			40,045	44,519	43,471	44,273	45,042	50,075
Step 11			40,814	45,374	44,240	45,042	45,811	50,930
Step 12			41,583	46,229	45,009	45,811	46,580	51,784
Step 13					45,778	46,580	47,349	52,639
Step 14					46,547	47,349	48,118	53,494
Step 15					47,316	48,118	48,887	54,349
Step 16					48,085	48,887	49,656	55,204
Step 17					48,854	49,656	50,425	56,059
Step 18					49,623	50,425	51,194	56,914
Step 19					50,392	51,194	51,963	57,769
Step 20					51,161	51,963	52,732	58,624
Step 21					51,930	52,732	53,501	59,479
Step 22					52,699	53,501	54,270	60,334
Step 23						54,270	55,039	61,189

Experienced nurses hired by District RE-1 will be placed on a step of the existing salary schedule according to the table below:
 If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement

No. of days worked per Approved School Calendar

Non BSN will remain on BA+0 until a Bachelors degree in nursing has been obtained.

Years of Experience	Step
0	
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
Over 9 year	10

Adopted:
 Effective for: School Year 2021-22



**Montezuma-Cortez School District RE-1
Food Services Personnel Salary Schedule**

STEP	COOKS & CARRY-OUT	KITCHEN MANAGERS* LEWIS & PV ONLY	KITCHEN MANAGERS* EXCLUDING LEWIS & PV
Step 1	12.75	13.09	13.91
Step 2	13.07	13.41	14.23
Step 3	13.39	13.73	14.55
Step 4	13.71	14.05	14.87
Step 5	14.03	14.37	15.19
Step 6	14.35	14.69	15.51
Step 7	14.67	15.01	15.83
Step 8	14.99	15.33	16.15
Step 9	15.31	15.65	16.47
Step 10	15.63	15.97	16.79
Step 11	15.95	16.29	17.11
Step 12	16.27	16.61	17.43
Step 13	16.59	16.93	17.75
Step 14	16.91	17.25	18.07
Step 15	17.23	17.57	18.39
Step 16	17.55	17.89	18.71
Step 17	17.87	18.21	19.03
Step 18	18.19	18.53	19.35

Work: School Calendar as adjusted for Student Contact Days

M-CSD RE-1 will allow for up to five years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

*Kitchen Managers are responsible for operating the computerized lunch lines .

Adopted: _____
Effective for: School Year 2021-22



**Montezuma-Cortez School District RE-1
Paraprofessional Salary Schedule**

	Paraprofessional		Para + 48 Hours		Behavioral Program Specialist	
	Contract	Hourly	Contract	Hourly	Contract	Hourly
Step 1	15,975	12.75	16,263	12.98	16,910	13.50
Step 2	16,358	13.06	16,639	13.28	17,293	13.80
Step 3	16,741	13.36	17,027	13.59	17,676	14.11
Step 4	17,124	13.67	17,403	13.89	18,059	14.41
Step 5	17,507	13.97	17,792	14.20	18,442	14.72
Step 6	17,890	14.28	18,180	14.51	18,825	15.02
Step 7	18,273	14.58	18,556	14.81	19,201	15.32
Step 8	18,656	14.89	18,945	15.12	19,557	15.62
Step 9	19,039	15.20	19,320	15.42	19,953	15.92
Step 10	19,422	15.50	19,709	15.73	20,329	16.22
Step 11	19,805	15.81	20,085	16.03	20,705	16.52
Step 12	19,787	15.79	20,473	16.34	21,080	16.82
Step 13	20,170	16.10	20,862	16.65	21,456	17.12
Step 14	20,954	16.72	21,238	16.95	21,832	17.42
Step 15	21,337	17.03	21,626	17.26	22,208	17.72
Step 16	21,720	17.34	22,002	17.56	22,584	18.02
Step 17	22,103	17.64	22,390	17.87	22,960	18.32
Step 18	22,486	17.95	22,766	18.17	23,336	18.62

Extra Stipends:

Life Skills - Additional \$500/year

M-CSD RE-1 will allow for up to five years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement. No. of days worked per Approved School Calendar

Adopted:
Effective for: School Year 2021-22



**Montezuma-Cortez School District RE-1
Custodial, Maintenance and Plumber/Electrician Salary Schedule**

	Maintenance			Plumber/ Electrician	
	Custodial	Grade 1	Grade 2		Grade 3
Step 1	26,621	26,425	26,881	27,340	34,672
Step 2	27,018	26,838	27,294	27,753	35,223
Step 3	27,415	27,251	27,707	28,166	35,774
Step 4	27,811	27,664	28,120	28,579	36,325
Step 5	28,208	28,077	28,533	28,992	36,876
Step 6	28,605	28,490	28,946	29,405	37,427
Step 7	29,001	28,903	29,359	29,818	37,978
Step 8	29,398	29,316	29,772	30,231	38,529
Step 9	29,795	29,729	30,185	30,644	39,080
Step 10	30,192	30,142	30,598	31,057	39,631
Step 11	30,588	30,555	31,011	31,470	40,182
Step 12	30,985	30,968	31,424	31,883	40,733
Step 13	31,382	31,381	31,837	32,296	41,284
Step 14	31,779	31,794	32,250	32,709	41,835
Step 15	32,175	32,207	32,663	33,122	42,386
Step 16	32,572	32,620	33,076	33,535	42,937
Step 17	32,969	33,033	33,489	33,948	43,488
Step 18	33,365	33,446	33,902	34,361	44,039

12 Month Positions

M-CSD RE-1 will allow for up to five years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Custodial - Extra Stipends:
Evening Differential - \$10 per month for 9 months (\$90/year)

Maintenance - Grade Changes:
Welding (\$250/yr.) and Backflow Prevention (\$500/yr.) stipends will remain in effect.
Advancement on steps shall be by approved inservice, after taking and passing competency tests administered by either the AVTS or Physical Plant Director(s) recommendation with documentation to Central Office Administration. Competency must be demonstrated in the areas of need: locksmith, plumbing, advanced tradesman, carpentry, advanced tradesman masonry, small engine repair, HVAC/controls, boiler maintenance, roofing repair, lead maintenance and other skills as recognized and requested by employer.

Adopted: _____
Effective for: _____ School Year 2021-22



**Montezuma-Cortez School District RE-1
Hardware/Software Technician Salary Schedule**

STEP	Entry Level	Entry Level	Entry Level	Comp + 1	Comp + 1
HR	37.5	40	37.5	40	40
Step 1	29,393	31,327	30,221	32,239	
Step 2	30,045	32,014	30,883	32,946	
Step 3	30,697	32,701	31,545	33,653	
Step 4	31,349	33,388	32,207	34,360	
Step 5	32,001	34,075	32,869	35,067	
Step 6	32,653	34,762	33,531	35,774	
Step 7	33,305	35,449	34,193	36,481	
Step 8	33,957	36,136	34,855	37,188	
Step 9	34,609	36,823	35,517	37,895	
Step 10	35,261	37,510	36,179	38,602	
Step 11	35,913	38,197	36,841	39,309	
Step 12	36,565	38,884	37,503	40,016	
Step 13	37,217	39,571	38,165	40,723	
Step 14	37,869	40,258	38,827	41,430	
Step 15	38,521	40,945	39,489	42,137	
Step 16	39,173	41,632	40,151	42,844	
Step 17	39,825	42,319	40,813	43,551	
Step 18	40,477	43,006	41,475	44,258	

Non-certified, (12) month position

Minimum Job qualifications:

An AA degree from an accredited technical school or equivalent work-related experience. A strong background with all Windows operating systems is necessary. Network background is required.

Placement on column depend up certifications held and movement must be approved by Administration.

M-CSD RE-1 will allow for up to five years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted: _____ School Year 2021-22
Effective for: _____



**Montezuma-Cortez School District RE-1
Administrative Assistant Schedule**

	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Executive Admin Accounting Sp.
Step 1	8,592	14,334	16,867	17,760	20,942	24,643	33,646
Step 2	8,872	14,846	17,449	18,373	21,681	25,501	34,504
Step 3	9,152	15,358	18,032	18,986	22,403	26,359	35,362
Step 4	9,432	15,870	18,614	19,599	23,126	27,217	36,220
Step 5	9,712	16,382	19,196	20,211	23,849	28,075	37,078
Step 6	9,992	16,894	19,778	20,824	24,572	28,933	37,936
Step 7	10,272	17,406	20,360	21,437	25,294	29,791	38,794
Step 8	10,552	17,918	20,942	22,050	26,017	30,649	39,652
Step 9	10,832	18,430	21,524	22,663	26,740	31,507	40,510
Step 10	11,112	18,942	22,106	23,276	27,462	32,365	41,368
Step 11	11,392	19,454	22,689	23,889	28,185	33,223	42,226
Step 12	11,672	19,966	23,271	24,502	28,908	34,081	43,084
Step 13	11,952	20,478	23,853	25,115	29,630	34,939	43,942
Step 14	12,232	20,990	24,435	25,728	30,353	35,797	44,800
Step 15	12,512	21,501	25,017	26,341	31,076	36,655	45,658
Step 16	12,792	22,013	25,599	26,954	31,799	37,513	46,516
Step 17	13,072	22,525	26,181	27,566	32,521	38,371	47,374
Step 18	13,352	23,037	26,763	28,179	33,244	39,229	48,232
	4 Hrs/Day 9 month	32.5 Hrs/Wk 9 month	35 Hrs/Wk 9 1/2 month	35 Hrs/Wk 10 month	37.5 Hrs/Wk 11 month	37.5 Hrs/Wk 12 month	40 Hrs/Wk 12 month

M-CSD RE-1 will allow for up to five years experience on the salary schedule for the position you have been hired to fill.
If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.
No. of days worked per Approved School Calendar

Adopted: _____
Effective for: _____ School Year 2021



**Montezuma-Cortez School District RE-1
Classified Department Heads**

	Director of Technology	Human Resources Specialist	Director of Food Service/ Maintenance/ Transportation
Step 1	55,933	47,632	42,862
Step 2	56,984	48,586	43,816
Step 3	58,034	49,540	44,770
Step 4	59,085	50,494	45,724
Step 5	60,135	51,448	46,678
Step 6	61,185	52,402	47,632
Step 7	62,236	53,356	48,586
Step 8	63,286	54,310	49,540
Step 9	64,337	55,264	50,494
Step 10	65,387	56,218	51,448
Step 11	66,437	57,172	52,402
Step 12	67,487	58,126	53,356
Step 13	68,537	59,080	54,310
Step 14	69,587	60,034	55,264
Step 15	70,637	60,988	56,218
Step 16	71,687	61,942	57,172
Step 17	72,737	62,896	58,126
Step 18	73,787	63,850	59,080

12-Month Positions

M-CSD RE-1 will allow for up to five years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted: _____
Effective for: School Year 2021-22



**Montezuma-Cortez School District RE-1
Teachers' Salary Schedule 163 Days**

	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60/PhD
Step 0	\$ 36,000.00	\$ 37,000.00	\$ 38,000.00	\$ 39,000.00	\$ 40,000.00	\$ 41,500.00	\$ 43,000.00	\$ 44,500.00	\$ 46,000.00
Step 1	\$ 36,600.00	\$ 37,600.00	\$ 38,600.00	\$ 39,600.00	\$ 40,600.00	\$ 42,100.00	\$ 43,600.00	\$ 45,100.00	\$ 46,600.00
Step 2	\$ 37,200.00	\$ 38,200.00	\$ 39,200.00	\$ 40,200.00	\$ 41,200.00	\$ 42,700.00	\$ 44,200.00	\$ 45,700.00	\$ 47,200.00
Step 3	\$ 37,800.00	\$ 38,800.00	\$ 39,800.00	\$ 40,800.00	\$ 41,800.00	\$ 43,300.00	\$ 44,800.00	\$ 46,300.00	\$ 47,800.00
Step 4	\$ 38,400.00	\$ 39,400.00	\$ 40,400.00	\$ 41,400.00	\$ 42,400.00	\$ 43,900.00	\$ 45,400.00	\$ 46,900.00	\$ 48,400.00
Step 5	\$ 39,000.00	\$ 40,000.00	\$ 41,000.00	\$ 42,000.00	\$ 43,000.00	\$ 44,500.00	\$ 46,000.00	\$ 47,500.00	\$ 49,000.00
Step 6	\$ 39,600.00	\$ 40,600.00	\$ 41,600.00	\$ 42,600.00	\$ 43,600.00	\$ 45,100.00	\$ 46,600.00	\$ 48,100.00	\$ 49,600.00
Step 7	\$ 40,200.00	\$ 41,200.00	\$ 42,200.00	\$ 43,200.00	\$ 44,200.00	\$ 45,700.00	\$ 47,200.00	\$ 48,700.00	\$ 50,200.00
Step 8	\$ 40,800.00	\$ 41,800.00	\$ 42,800.00	\$ 43,800.00	\$ 44,800.00	\$ 46,300.00	\$ 47,800.00	\$ 49,300.00	\$ 50,800.00
Step 9	\$ 41,400.00	\$ 42,400.00	\$ 43,400.00	\$ 44,400.00	\$ 45,400.00	\$ 46,900.00	\$ 48,400.00	\$ 49,900.00	\$ 51,400.00
Step 10	\$ 42,000.00	\$ 43,000.00	\$ 44,000.00	\$ 45,000.00	\$ 46,000.00	\$ 47,500.00	\$ 49,000.00	\$ 50,500.00	\$ 52,000.00
Step 11	\$ -	\$ 43,600.00	\$ 44,600.00	\$ 45,600.00	\$ 46,600.00	\$ 48,100.00	\$ 49,600.00	\$ 51,100.00	\$ 52,600.00
Step 12	\$ -	\$ 44,200.00	\$ 45,200.00	\$ 46,200.00	\$ 47,200.00	\$ 48,700.00	\$ 50,200.00	\$ 51,700.00	\$ 53,200.00
Step 13	\$ -	\$ 44,800.00	\$ 45,800.00	\$ 46,800.00	\$ 47,800.00	\$ 49,300.00	\$ 50,800.00	\$ 52,300.00	\$ 53,800.00
Step 14	\$ -	\$ -	\$ 46,400.00	\$ 47,400.00	\$ 48,400.00	\$ 49,900.00	\$ 51,400.00	\$ 52,900.00	\$ 54,400.00
Step 15	\$ -	\$ -	\$ 47,000.00	\$ 48,000.00	\$ 49,000.00	\$ 50,500.00	\$ 52,000.00	\$ 53,500.00	\$ 55,000.00
Step 16	\$ -	\$ -	\$ 47,600.00	\$ 48,600.00	\$ 49,600.00	\$ 51,100.00	\$ 52,600.00	\$ 54,100.00	\$ 55,600.00
Step 17	\$ -	\$ -	\$ 48,200.00	\$ 49,200.00	\$ 50,200.00	\$ 51,700.00	\$ 53,200.00	\$ 54,700.00	\$ 56,200.00
Step 18	\$ -	\$ -	\$ 48,800.00	\$ 49,800.00	\$ 50,800.00	\$ 52,300.00	\$ 53,800.00	\$ 55,300.00	\$ 56,800.00
Step 19	\$ -	\$ -	\$ 49,400.00	\$ 50,400.00	\$ 51,400.00	\$ 52,900.00	\$ 54,400.00	\$ 55,900.00	\$ 57,400.00
Step 20	\$ -	\$ -	\$ 50,000.00	\$ 51,000.00	\$ 52,000.00	\$ 53,500.00	\$ 55,000.00	\$ 56,500.00	\$ 58,000.00
Step 21	\$ -	\$ -	\$ -	\$ 51,600.00	\$ 52,600.00	\$ 54,100.00	\$ 55,600.00	\$ 57,100.00	\$ 58,600.00
Step 22	\$ -	\$ -	\$ -	\$ -	\$ 53,200.00	\$ 54,700.00	\$ 56,200.00	\$ 57,700.00	\$ 59,200.00
Step 23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,300.00	\$ 56,800.00	\$ 58,300.00	\$ 59,800.00
Step 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,400.00	\$ 58,900.00	\$ 60,400.00
Step 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,000.00	\$ 59,500.00	\$ 61,000.00
Step 26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,600.00	\$ 60,100.00	\$ 61,600.00
Step 27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,200.00	\$ 60,700.00	\$ 62,200.00
Step 28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,800.00	\$ 61,300.00	\$ 62,800.00
Step 29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,400.00	\$ 61,900.00	\$ 63,400.00
Step 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,000.00	\$ 62,500.00	\$ 64,000.00

M-CSD RE-1 will allow for up to eleven (11) years experience on the salary schedule for the position you have been hired to fill.
If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted: **DRAFT**
Effective for: School Year 2022-23



**Montezuma-Cortez School District RE-1
Transportation Personnel Salary Schedule**

STEP	Mechanic	Bus Driver	Bus Aide
Step 1	36,000	17.00	13.97
Step 2	36,600	17.55	14.45
Step 3	37,200	18.10	14.93
Step 4	37,800	18.65	15.41
Step 5	38,400	19.20	15.89
Step 6	39,000	19.75	16.37
Step 7	39,600	20.30	16.85
Step 8	40,200	20.85	17.33
Step 9	40,800	21.40	17.81
Step 10	41,400	21.95	18.29
Step 11	42,000	22.50	18.77
Step 12	42,600	23.05	19.25
Step 13	43,200	23.60	19.73
Step 14	43,800	24.15	20.21
Step 15	44,400	24.70	20.69

12 month	9 Month	9 Month
July-June Pay Cycle	Sept-August Pay Cycle	Sept-August Pay Cycle

M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Mechanic Tool Allowance:
\$200 per year (on anniversary hire date)

Adopted: **DRAFT**
Effective for: School Year 2022-23



**Montezuma-Cortez School District RE-1
Principal Salary Schedule**

STEP	Pre-School Administrator	Elementary Assistant Principal	Elementary Principal	Secondary Assistant Principal	Elementary Principal	Middle School Principal	High School Principal
0 - 1 Years	\$ 57,000.00	\$ 59,000.00	\$ 63,000.00	\$ 66,000.00	\$ 72,000.00	\$ 75,000.00	\$ 78,833.00
2 - 4 Years	\$ 59,800.00	\$ 62,833.00	\$ 66,833.00	\$ 70,666.00	\$ 75,833.00	\$ 79,666.00	\$ 82,666.00
5 - 7 Years	\$ 62,600.00	\$ 66,666.00	\$ 70,499.00	\$ 74,499.00	\$ 77,499.00	\$ 83,499.00	\$ 86,499.00
8 - 10 Years	\$ 65,400.00	\$ 70,499.00	\$ 74,332.00	\$ 78,332.00	\$ 81,332.00	\$ 87,332.00	\$ 90,332.00
11 - 15 Years	\$ 68,200.00	\$ 74,332.00	\$ 78,165.00	\$ 82,165.00	\$ 85,165.00	\$ 91,165.00	\$ 94,165.00
16 - 20 Years	\$ 71,000.00	\$ 78,165.00	\$ 82,165.00	\$ 85,998.00	\$ 88,998.00	\$ 94,998.00	\$ 97,998.00
20 + Years	\$ 73,800.00	\$ 81,998.00	\$ 85,998.00	\$ 88,998.00	\$ 94,998.00	\$ 97,998.00	\$ 97,998.00

9.5 Month 9.5 Month 10 Month 10 Month 11 Month 11 Month

M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill.

Adopted: **DRAFT**
Effective for: School Year 2022-23



**Montezuma-Cortez School District RE-1
Nurses' Salary Schedule 163 Days**

	LPN	RN (2 year Degree)	BA/BSN	BA +15	MA	MA + 15
Step 0	\$ 25,000.00	\$ 32,000.00	\$ 36,000.00	\$ 37,000.00	\$ 40,000.00	\$ 41,500.00
Step 1	\$ 25,600.00	\$ 32,600.00	\$ 36,600.00	\$ 37,600.00	\$ 40,600.00	\$ 42,100.00
Step 2	\$ 26,200.00	\$ 33,200.00	\$ 37,200.00	\$ 38,200.00	\$ 41,200.00	\$ 42,700.00
Step 3	\$ 26,800.00	\$ 33,800.00	\$ 37,800.00	\$ 38,800.00	\$ 41,800.00	\$ 43,300.00
Step 4	\$ 27,400.00	\$ 34,400.00	\$ 38,400.00	\$ 39,400.00	\$ 42,400.00	\$ 43,900.00
Step 5	\$ 28,000.00	\$ 35,000.00	\$ 39,000.00	\$ 40,000.00	\$ 43,000.00	\$ 44,500.00
Step 6	\$ 28,600.00	\$ 35,600.00	\$ 39,600.00	\$ 40,600.00	\$ 43,600.00	\$ 45,100.00
Step 7	\$ 29,200.00	\$ 36,200.00	\$ 40,200.00	\$ 41,200.00	\$ 44,200.00	\$ 45,700.00
Step 8	\$ 29,800.00	\$ 36,800.00	\$ 40,800.00	\$ 41,800.00	\$ 44,800.00	\$ 46,300.00
Step 9	\$ 30,400.00	\$ 37,400.00	\$ 41,400.00	\$ 42,400.00	\$ 45,400.00	\$ 46,900.00
Step 10	\$ 31,000.00	\$ 38,000.00	\$ 42,000.00	\$ 43,000.00	\$ 46,000.00	\$ 47,500.00
Step 11	\$ 31,600.00	\$ 38,600.00	\$ 42,600.00	\$ 43,600.00	\$ 46,600.00	\$ 48,100.00
Step 12	\$ 32,200.00	\$ 39,200.00	\$ 43,200.00	\$ 44,200.00	\$ 47,200.00	\$ 48,700.00
Step 13	\$ 32,800.00	\$ 39,800.00	\$ 43,800.00	\$ 44,800.00	\$ 47,800.00	\$ 49,300.00
Step 14				\$ 45,400.00	\$ 48,400.00	\$ 49,900.00
Step 15				\$ 46,000.00	\$ 49,000.00	\$ 50,500.00
Step 16				\$ 46,600.00	\$ 49,600.00	\$ 51,100.00
Step 17				\$ 47,200.00	\$ 50,200.00	\$ 51,700.00
Step 18				\$ 47,800.00	\$ 50,800.00	\$ 52,300.00
Step 19				\$ 48,400.00	\$ 51,400.00	\$ 52,900.00
Step 20				\$ 49,000.00	\$ 52,000.00	\$ 53,500.00
Step 21				\$ 49,600.00	\$ 52,600.00	\$ 54,100.00
Step 22				\$ 50,200.00	\$ 53,200.00	\$ 54,700.00
Step 23				\$ 50,800.00	\$ 53,800.00	\$ 55,300.00
Step 24				\$ 51,400.00	\$ 54,400.00	\$ 55,900.00
Step 25				\$ 52,000.00	\$ 55,000.00	\$ 56,500.00
Step 26				\$ 52,600.00	\$ 55,600.00	\$ 57,100.00
Step 27				\$ 53,200.00	\$ 56,200.00	\$ 57,700.00
Step 28				\$ 53,800.00	\$ 56,800.00	\$ 58,300.00
Step 29				\$ 54,400.00	\$ 57,400.00	\$ 58,900.00
Step 30				\$ 55,000.00	\$ 58,000.00	\$ 59,500.00

M-CSD RE-1 will allow for up to eleven (11) years experience on the salary schedule for the position you have been hired to fill.
 If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.
 Non BSN will remain on BA+0 until a Bachelors degree in nursing has been obtained.



**Montezuma-Cortez School District RE-1
Food Services Personnel Salary Schedule**

STEP	COOKS & CARRY-OUT	KITCHEN MANAGERS* LEWIS & PV ONLY	KITCHEN MANAGERS* EXCLUDING LEWIS & PV
Step 1	\$ 13.97	\$ 14.55	\$ 15.75
Step 2	\$ 14.57	\$ 15.15	\$ 16.35
Step 3	\$ 15.17	\$ 15.75	\$ 16.95
Step 4	\$ 15.77	\$ 16.35	\$ 17.55
Step 5	\$ 16.37	\$ 16.95	\$ 18.15
Step 6	\$ 16.97	\$ 17.55	\$ 18.75
Step 7	\$ 17.57	\$ 18.15	\$ 19.35
Step 8	\$ 18.17	\$ 18.75	\$ 19.95
Step 9	\$ 18.77	\$ 19.35	\$ 20.55
Step 10	\$ 19.37	\$ 19.95	\$ 21.15
Step 11	\$ 19.97	\$ 20.55	\$ 21.75
Step 12	\$ 20.57	\$ 21.15	\$ 22.35
Step 13	\$ 21.17	\$ 21.75	\$ 22.95
Step 14	\$ 21.77	\$ 22.35	\$ 23.55
Step 15	\$ 22.37	\$ 22.95	\$ 24.15

9 Month

9 Month

9 Month

Sept-August
Pay Cycle

Sept-August
Pay Cycle

Sept-August
Pay Cycle

M-CSD RE-1 will allow for up to five years experience on the salary schedule for the position you have been hired to fill.
If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

*Kitchen Managers are responsible for operating the computerized lunch lines .

Adopted: **DRAFT**
Effective for: School Year 2021-22



**Montezuma-Cortez School District RE-1
Paraprofessional Salary Schedule**

	Paraprofessional	Para + 48 Hours	ESS Paraprofessional
Step 1	\$ 17,500.00	\$ 18,500.00	\$ 19,000.00
Step 2	\$ 18,100.00	\$ 19,100.00	\$ 19,600.00
Step 3	\$ 18,700.00	\$ 19,700.00	\$ 20,200.00
Step 4	\$ 19,300.00	\$ 20,300.00	\$ 20,800.00
Step 5	\$ 19,900.00	\$ 20,900.00	\$ 21,400.00
Step 6	\$ 20,500.00	\$ 21,500.00	\$ 22,000.00
Step 7	\$ 21,100.00	\$ 22,100.00	\$ 22,600.00
Step 8	\$ 21,700.00	\$ 22,700.00	\$ 23,200.00
Step 9	\$ 22,300.00	\$ 23,300.00	\$ 23,800.00
Step 10	\$ 22,900.00	\$ 23,900.00	\$ 24,400.00
Step 11	\$ 23,500.00	\$ 24,500.00	\$ 25,000.00
Step 12	\$ 24,100.00	\$ 25,100.00	\$ 25,600.00
Step 13	\$ 24,700.00	\$ 25,700.00	\$ 26,200.00
Step 14	\$ 25,300.00	\$ 26,300.00	\$ 26,800.00
Step 15	\$ 25,900.00	\$ 26,900.00	\$ 27,400.00

M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted: **DRAFT**
Effective for: School Year 2022-23



**Montezuma-Cortez School District RE-1
Custodial, Maintenance and Plumber/Electrician Salary Schedule**

	Maintenance		Plumber/ Electrician
	Grade 1	Grade 2	
Custodial			
Step 1	29,500	31,000	35,000
Step 2	30,000	31,500	35,800
Step 3	30,500	32,000	36,600
Step 4	31,000	32,500	37,400
Step 5	31,500	33,000	38,200
Step 6	32,000	33,500	39,000
Step 7	32,500	34,000	39,800
Step 8	33,000	34,500	40,600
Step 9	33,500	35,000	41,400
Step 10	34,000	35,500	42,200
Step 11	34,500	36,000	43,000
Step 12	35,000	36,500	43,800
Step 13	35,500	37,000	44,600
Step 14	36,000	37,500	45,400
Step 15	36,500	38,000	46,200
12 Month	12 Month	12 Month	12 Month

M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Custodial - Extra Stipends:
Evening Differential - \$10 per month for 9 months (\$90/year)

Maintenance - Grade Changes:
Welding (\$250/yr.) and Backflow Prevention (\$500/yr.) stipends will remain in effect.
Advancement on steps shall be by approved inservice, after taking and passing competency tests administered by either the AVTS or Physical Plant Director(s) recommendation with documentation to Central Office Administration. Competency must be demonstrated in the areas of need: locksmith, plumbing, advanced tradesman, carpentry, advanced tradesman masonry, small engine repair, HVAC/controls, boiler maintenance, roofing repair, lead maintenance and other skills as recognized and requested by employer.

Adopted: **DRAFT**
Effective for: School Year 2021-22



**Montezuma-Cortez School District RE-1
Hardware/Software Technician Salary Schedule**

STEP	Technician (7.5 Hour)	Technician (8 Hour)
Step 1	\$ 32,000.00	\$ 34,150.00
Step 2	\$ 32,800.00	\$ 34,950.00
Step 3	\$ 33,600.00	\$ 35,750.00
Step 4	\$ 34,400.00	\$ 36,550.00
Step 5	\$ 35,200.00	\$ 37,350.00
Step 6	\$ 36,000.00	\$ 38,150.00
Step 7	\$ 36,800.00	\$ 38,950.00
Step 8	\$ 37,600.00	\$ 39,750.00
Step 9	\$ 38,400.00	\$ 40,550.00
Step 10	\$ 39,200.00	\$ 41,350.00
Step 11	\$ 40,000.00	\$ 42,150.00
Step 12	\$ 40,800.00	\$ 42,950.00
Step 13	\$ 41,600.00	\$ 43,750.00
Step 14	\$ 42,400.00	\$ 44,550.00
Step 15	\$ 43,200.00	\$ 45,350.00

37.5 Hrs/Wk	40 Hrs/Wk
12 month	12 month

Minimum Job qualifications:

- * An AA degree from an accredited technical school or equivalent work-related experience.
- * A strong background with all Windows operating systems is necessary.
- * Network background is required.

Placement on column depend up certifications held and movement must be approved by Administration.
 M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill.
 If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted: **DRAFT**

Effective for: School Year 2022-23



**Montezuma-Cortez School District RE-1
Administrative Support**

	Elementary		Secondary		Secondary		Administrative		Specialist / Executive	
	Clerical	School Secretary	School Secretary (Finance)	School Secretary	School Secretary (Finance)	Assistant	Assistant	Assistant	Superintendent	Superintendent
Step 1	\$ 17,500.00	\$ 18,500.00	\$ 21,000.00	\$ 23,200.00	\$ 30,500.00	\$ 33,500.00	\$ 33,500.00	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00
Step 2	\$ 18,050.00	\$ 19,100.00	\$ 21,600.00	\$ 23,800.00	\$ 31,100.00	\$ 34,300.00	\$ 34,300.00	\$ 38,300.00	\$ 38,300.00	\$ 38,300.00
Step 3	\$ 18,600.00	\$ 19,700.00	\$ 22,200.00	\$ 24,400.00	\$ 31,700.00	\$ 35,100.00	\$ 35,100.00	\$ 39,100.00	\$ 39,100.00	\$ 39,100.00
Step 4	\$ 19,150.00	\$ 20,300.00	\$ 22,800.00	\$ 25,000.00	\$ 32,300.00	\$ 35,900.00	\$ 35,900.00	\$ 39,900.00	\$ 39,900.00	\$ 39,900.00
Step 5	\$ 19,700.00	\$ 20,900.00	\$ 23,400.00	\$ 25,600.00	\$ 32,900.00	\$ 36,700.00	\$ 36,700.00	\$ 40,700.00	\$ 40,700.00	\$ 40,700.00
Step 6	\$ 20,250.00	\$ 21,500.00	\$ 24,000.00	\$ 26,200.00	\$ 33,500.00	\$ 37,500.00	\$ 37,500.00	\$ 41,500.00	\$ 41,500.00	\$ 41,500.00
Step 7	\$ 20,800.00	\$ 22,100.00	\$ 24,600.00	\$ 26,800.00	\$ 34,100.00	\$ 38,300.00	\$ 38,300.00	\$ 42,300.00	\$ 42,300.00	\$ 42,300.00
Step 8	\$ 21,350.00	\$ 22,700.00	\$ 25,200.00	\$ 27,400.00	\$ 34,700.00	\$ 39,100.00	\$ 39,100.00	\$ 43,100.00	\$ 43,100.00	\$ 43,100.00
Step 9	\$ 21,900.00	\$ 23,300.00	\$ 25,800.00	\$ 28,000.00	\$ 35,300.00	\$ 39,900.00	\$ 39,900.00	\$ 43,900.00	\$ 43,900.00	\$ 43,900.00
Step 10	\$ 22,450.00	\$ 23,900.00	\$ 26,400.00	\$ 28,600.00	\$ 35,900.00	\$ 40,700.00	\$ 40,700.00	\$ 44,700.00	\$ 44,700.00	\$ 44,700.00
Step 11	\$ 23,000.00	\$ 24,500.00	\$ 27,000.00	\$ 29,200.00	\$ 36,500.00	\$ 41,500.00	\$ 41,500.00	\$ 45,500.00	\$ 45,500.00	\$ 45,500.00
Step 12	\$ 23,550.00	\$ 25,100.00	\$ 27,600.00	\$ 29,800.00	\$ 37,100.00	\$ 42,300.00	\$ 42,300.00	\$ 46,300.00	\$ 46,300.00	\$ 46,300.00
Step 13	\$ 24,100.00	\$ 25,700.00	\$ 28,200.00	\$ 30,400.00	\$ 37,700.00	\$ 43,100.00	\$ 43,100.00	\$ 47,100.00	\$ 47,100.00	\$ 47,100.00
Step 14	\$ 24,650.00	\$ 26,300.00	\$ 28,800.00	\$ 31,000.00	\$ 38,300.00	\$ 43,900.00	\$ 43,900.00	\$ 47,900.00	\$ 47,900.00	\$ 47,900.00
Step 15	\$ 25,200.00	\$ 26,900.00	\$ 29,400.00	\$ 31,600.00	\$ 38,900.00	\$ 44,700.00	\$ 44,700.00	\$ 48,700.00	\$ 48,700.00	\$ 48,700.00
	35 Hrs/Wk 9 1/2 month	35 Hrs/Wk 9 1/2 month	35 Hrs/Wk 9 1/2 month	35 Hrs/Wk 10 month	37.5 Hrs/Wk 11 month	37.5 Hrs/Wk 12 month	37.5 Hrs/Wk 12 month	40 Hrs/Wk 12 month	40 Hrs/Wk 12 month	40 Hrs/Wk 12 month

M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement. No. of days worked per Approved School Calendar

Adopted: **DRAFT**
Effective for: School Year 2022-23



**Montezuma-Cortez School District RE-1
Administrators**

Steps	Coordinator	Director	Executive Director	Assistant Superintendent
0 - 1 Years	\$ 48,000.00	\$ 52,000.00	\$ 80,000.00	\$ 90,000.00
2 - 4 Years	\$ 52,000.00	\$ 56,000.00	\$ 84,000.00	\$ 94,000.00
5 - 7 Years	\$ 56,000.00	\$ 60,000.00	\$ 88,000.00	\$ 98,000.00
8 - 10 Years	\$ 60,000.00	\$ 64,000.00	\$ 92,000.00	\$ 102,000.00
11 - 15 Years	\$ 64,000.00	\$ 68,000.00	\$ 96,000.00	\$ 106,000.00
16 - 20 Years	\$ 68,000.00	\$ 72,000.00	\$ 100,000.00	\$ 110,000.00
20 + Years	\$ 72,000.00	\$ 76,000.00	\$ 104,000.00	\$ 114,000.00

10/12-Month 12-Month 12-Month 12-Month

M-CSD RE-1 will allow for up to six (6) years experience on the salary schedule for the position you have been hired to fill. If an employee leaves the district and is rehired, all previous years of experience in district will be considered in evaluation of step placement.

Adopted: **DRAFT**
Effective for: School Year 2021-22

Montezuma-Cortez Re-1

Board of Education & Superintendent Covenants and Promises

Approved

_____, 2022

**These covenants were developed, reviewed and agreed upon by
all members of the Montezuma-Cortez RE-1 School District
Board of Education and the Superintendent.**

This occurred during a planning session held.

In attendance were board members:

layne frazier, Stacey Hall, Jeanette Hart, Sheri Noyes,

Ed Rice, Cody Wells, and Sherri Wright

Superintendent:

Tom Burris

Montezuma-Cortez Re-1 Governance Philosophy

The job of the Board of education is fundamentally developing the school district “corporation” on behalf of all community residents, updating the vision, setting long term strategic targets, allocating resources to ensure that the educational mission is being carried out fully, and other high-level leadership tasks.

The governing work that must be done to assure school district success is critical to the long-term success of the district and the students:

College and career ready

We strive to develop a method to instill in all students the drive to be lifelong learners.

Through a comprehensive strategic plan, we will have collaboration between community/staff and board of education.

Share a strong vision and clearly define goals for the district.

Keep the community informed about their actions, as well as the school districts challenges, projects, and progress.

Monitor the fiscal health of the of the schools within their purview.

Appropriate board and committee structures that reflect the scale and structure of the organization and ensure “sufficient and robust oversight” of key priorities.

A clear separation between strategic non-executive oversight and operational executive leadership.

Fiscal responsibility

Transparency

All students graduate college and career ready.

We believe all students of M-CSD Re-1 should develop into lifelong learners.

All students should have the opportunity to explore their individual interest.

Montezuma-Cortez RE-1

Values and Beliefs

*Every Student, Every day!

Integrity/Ethical --- "Do the right thing"

Students are job 1

Service to teachers and staff is our mission

We believe it takes everyone to make the district successful.

Adhere to the code of ethics.

Support and model a continuous improvement approach.

Welcome and encourage active (effective) participation by citizens/community.

An unwavering belief in all student's potential.

A passion for excellence.

Personal responsibility.

Respect for others in the community.

All stakeholders are critical in the education process.

VALUES;

Learning

Diversity

Integrity

Excellence

Spirituality

Leadership

Sense of Community

The board addresses the educational process of schools and its students but does not oversee the daily administration of the district.

We believe in collaboration amongst all M-CSD RE-1 staff and board.

We believe all students should be critical thinkers.

We believe it takes everyone to make the district successful.

Promises from the Superintendent to the Montezuma-Cortez Re-1 Board of Education

The Superintendent Will

- As a general practice, provide information requested by an individual Board member to all members of the School Board.
- Keep confidential information confidential.
- No surprises
- Keep the board informed of current happenings that effect the success of the district.
- Never mislead the board
- Keep the focus on student achievement and success.
- Help keep the board aligned with district goals and offering professional development when appropriate and needed.
- Identify needs and policies, develop regulations, provide leadership and manage the day to day operations of the district.
- Hire, supervise and manage the central office staff and principals.

Promises from the Montezuma-Cortez Re-1 Board of Education to the Superintendent

The Board Will

- Commit time and effort to be a prepared Board of Education member --- know your responsibilities and roles.
- No surprises
- Be prepared for Board meetings
- Positive influence in the community
- Accept the responsibility of our position and are held accountable for our actions.
- Conduct all business in a professional manner.
- Help keep the board aligned with district goals and offering professional development when appropriate and needed.
- Remove all political stances especially when making decisions and voting on agendas that directly affect students.
- Set priorities
- Establish policies and evaluate the outcomes of the district operations.
- School board will work with their communities to improve student achievement in their local public schools.

Communication Covenants

Purpose:

- Build trust and strong positive relationships.
- Be united in public.
- Board members and the superintendent will ensure concerns are routed through the chain of command.
- Board members will refrain micromanagement
- The superintendent will communicate with board members to keep them apprised of issues.
- The Superintendent will work closely with the board president and vice president in emergency situations
- The Board will delegate inquiries to the superintendent
- Respect one another while also holding each other accountable.
- Create opportunities of high-quality education for every student.
- Represent the entire community without bias or favor.
- Respect the decision of a majority of the board and represent the board responsibility in all board related matters with proper decorum and respect for others.
- Commit to being a lifelong learner through continued education in our role as a board member.
- Exhibit the traits that are expected of our staff and students.

Board Communication

- Be accessible.
- Listen to comments and concerns.
- Avoid being placed in a position of conflict of interest.
- Make it clear you speak/act as an individual, not for the Board of Education.
- Refer complaints back to the lowest level to be addressed and then follow the chain of command.
- Select a spokesman for the district to communicate with media. Usually the Superintendent.
- Understand and communicate at a level that does not leave the board in a “Rolling Quorum” position.
- No Surprises
- Make board member communication clear in minutes and notes.
- Address issues as they occur.
- Don’t let meetings get off track.
- Be prepared to participate responsibly.
- Focus on serving all children.
- Represent the community.
- Respect other’s viewpoints.
- Respond in a timely fashion.

Effective Teamwork

We agree effective teams:

- Share common goals.
- Develop measurable milestones to goals.
- Respect others' ideas
- Respect others opportunity to speak and encourage clarification and development of thoughts.
- Allow ample time for Board members to talk and monitor personal time to ensure whole board participation.
- Work together to capitalize on each other's strengths.
- Consensus
- Stay the course and trust each other when things are good or bad.
- Ask questions and get everyone's opinion.
- Be responsible for group behavior and productivity.
- Commit to a vision of high expectations.
- String shared beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.
- Accountability driven.
- Collaborative relationship with staff and the community.
- Get data savvy. Embrace and monitor data.
- Sustain resources such as professional development to meet district goals.
- Lead as a United team alongside the Superintendent.
- Take part in team development and training.
- Help each other to stay focused on long term goals.

District Success Plan

The Superintendent will:

- Develop and actional ensure smooth day to day operations.
- Actively recruit and retain the best new teachers to the district, for every classroom.
- Build a positive relationship with the Board of Education.
- Assess strengths, challenges and opportunities as relayed through staff input.
- Insure that student achievement is the priority.
- Build relationships and trust with staff.
- “College, Career, and Life ready”.
- All students will complete school prepared for ongoing learning as well as community and global responsibilities.



**EVERY STUDENT.
EVERY DAY.**

P.O. Box R
400 North Elm Street
Cortez, Colorado 81321
Phone: (970) 565-7282
Fax: (970) 565-2161

www.cortez.k12.co.us

**Resolution Declaring Finalist(s) for Superintendent of
Montezuma-Cortez School District RE-1**

WHEREAS, The Board of Education has lawfully conducted a superintendent search pursuant to Colorado Revised Statutes 24-6-402(3.5); and

WHEREAS, the Board of Education has decided upon _____ finalist(s) for the position of Superintendent;

NOW, THEREFORE, BE IT RESOLVED AND DECLARED BY THE BOARD OF EDUCATION OF MONTEZUMA-CORTEZ SCHOOL DISTRICT RE-1:

The following persons are finalist(s) for the position of Superintendent for Montezuma-Cortez School District Re-1:

A. _____

B. _____

C. _____

D. _____

APPROVED ON THIS 5th DAY OF APRIL, 2022, by a vote of _____ .

President, Board of Education

Attest: _____
Secretary, Board of Education

Fwd: Cortez policy project quote

Deb Ramsey <deb.ramsey@cortez.k12.co.us>
Draft

Tue, Mar 29, 2022 at 3:54 PM

Sent from [Mail](#) for Windows

From: Cheri Wrench
Sent: Wednesday, March 9, 2022 8:41 AM
To: Sherri
Cc: Kristina Gutierrez; Ramona Lewis
Subject: Cortez policy project quote

Hi Sherri,

Per our discussion, we are placing you on the policy audit list. We are about 4 weeks out and would be happy to discuss further. You will just need to provide us access to your policies either online or in Word. I'm ccing Kristina and Ramona on our policy team so that they can coordinate with your district when you indicate you'd like to move forward with a policy audit.

Regarding a policy project overhaul, the current cost for your district would be \$16,000. A policy project will take about 1 year to 1.5 years depending on the health of your policy manual. Once you have an audit and decide whether or not to pursue a policy project, we can send you a contract and identify the available timeline.

Thank you,

Cheri Wrench
Executive Director
Colorado Association of School Boards



303 832 1000 | 303 263 9774

cwrench@casb.org

casb.org

2253 S Oneida St, Suite 300, Denver, CO 80224



Make your **Board Meetings** faster,
more productive and more transparent.

Expect more from your board meeting management software. BoardDocs offers a solution to fit every budget while boosting efficiency and the cost of managing meetings for governing bodies.



BoardDocs **Pro**

FEATURES

- Create, manage and publish meeting agendas and supporting documents
- Archive meetings, minutes and related documents for access by all stakeholders
- Manage policies and procedures through the entire lifecycle
- Take minutes notes and record voting
- Search publicly shared agenda and policy information from other public governing bodies
- Easily associate video or audio with each meeting and index individual agenda items to any part of the video
- Advanced workflow to distribute agenda item creation, approval and collaboration throughout your organization
- Track progress on strategic plans and goals
- Powerful Meeting Control Panel to track, share and record board actions including motions and voting in real time through the Scoreboard
- Provide access to reference documents in the library
- Utilize the actions collected during the meeting to generate minutes, attach them for adoption by the board and automatically release to stake holders



BoardDocs **Pro Plus**

FEATURES

All features included with Pro as well as:

- Manage and control meetings and minutes separately for related boards, committees and administrative meeting bodies
- Choose public or private meeting types with granulated controls for meeting members
- Designate different publishers for different boards and committees
- Create separate workflows and approval processes

Explore **BoardDocs.com** or call **800.407.0141** to learn more!



Deb Ramsey <deb.ramsey@cortez.k12.co.us>

BoardDocs Here

Cheryl Domby <CDomby@diligent.com>

Thu, Mar 31, 2022 at 9:50 AM

To: Deb Ramsey <deb.ramsey@cortez.k12.co.us>, Tom Burris <tburris@cortez.k12.co.us>

Hi Tom,

It was a pleasure talking with you today. Attached is the updated contract we discussed with the extension on the waiver of set up fee through April 20, 2022. Please let me know if you have any questions, here to help.

Kindest Regards,

Cheryl Domby
Senior Governance Advisor
cdomby@diligent.com
404-865-1278 x 3554



From: Cheryl Domby <CDomby@diligent.com>

Sent: Wednesday, March 30, 2022 11:32 AM

To: Deb Ramsey <deb.ramsey@cortez.k12.co.us>; Tom Burris <tburris@cortez.k12.co.us>

Subject: Re: BoardDocs Here

[Quoted text hidden]

 **Montezuma Cortez School District RE-1 .pdf**
123K



Order Form

This Order Form is dated and is effective as of the Effective Date set forth below and is made by and between **Montezuma Cortez School District RE-1** (hereinafter "**Client**") whose principal place of business is **PO Box R, Cortez, CO 81321-0708** and **Diligent Corporation** (hereinafter "**Diligent**"), with an office located at 1111 19th Street NW, Washington DC, 20036. Each of Client and Diligent are a "**Party**" and are together the "**Parties.**"

A. Terms of Agreement

This Order Form, together with the General Terms and Conditions available at <https://diligent.com/governance-cloud-terms-conditions> and the applicable Product Terms as identified at <https://diligent.com/product-terms>, form the entire agreement between the parties in respect of the products and services set forth in this Order Form (the "**Agreement**"). For purposes of this Agreement, in the event of any conflict between the Order Form and the General Terms and Conditions, the Order Form shall control. Notwithstanding anything to the contrary in any purchase order or other document provided by Client, any product or service provided by Diligent to Client in connection with a purchase order related to this Order Form is conditioned upon Client's acceptance of the Agreement. Any additional, conflicting or different terms proffered by Client in a purchase order or otherwise shall be deemed null and void.

B. Diligent Services and Pricing

1. BoardDocs		
<input type="checkbox"/>	BoardDocs Pro Plus	Annual Subscription Fee
<input checked="" type="checkbox"/>	BoardDocs Pro	Annual Subscription Fee \$11,000.00
<input type="checkbox"/>	BoardDocs LT Plus	Annual Subscription Fee
<input type="checkbox"/>	BoardDocs LT	Annual Subscription Fee
<input type="checkbox"/>	On-Site Initial Training	Non-Recurring Subscription Fee
<input checked="" type="checkbox"/>	Remote Implementation*	Non-Recurring Subscription Fee \$1,000.00
<i>*If Remote Implementation is selected above, the remote implementation fee will be waived if the Agreement is received signed on or before 4/20/2022</i>		\$1,000.00

Pricing is valid for 30 days from Client's receipt of this Agreement. If the Agreement is received executed by Client after this date, Diligent may accept or reject the Agreement in its sole discretion.

The "Effective Date" of this Agreement shall be the date of the Client's signature, and the Initial Term of the Agreement shall run for 1 year from the Effective Date or, if Fiscal Year Billing is checked in Section C, until the next Fiscal Start Date as identified in Section C. Client shall pay the full annual Subscription Fee if the Initial Term is one year in duration and a prorated portion of the Subscription Fee if the Initial Term is less than one year in duration, plus the full amount for any additional fees (if any).

After the Initial Term, the term of the Agreement will automatically renew for additional 1-year Renewal Terms, unless either Party provides the other written notice of non-renewal no later than 30 days prior to the expiration of the Initial Term or any Renewal Term. Any notices of non-renewal issued by Client to Diligent must be provided to billing@diligent.com.

All Subscription Fees shall be payable by Client, or if a Billing Agent has been selected, Client's applicable Billing Agent, annually in advance. Diligent will invoice Client, or if a Billing Agent has been selected, Client's applicable Billing Agent, on or about execution of this Agreement. All payments are due 30 days from the date of invoice.



C. Client Invoicing and Notices Information

	Invoicing	Notices
Client Contact Name:		
Address:		
Billing Contact:		
Phone:		
E-mail:		

- IF APPLICABLE:**
- Purchase Order Required for Invoicing.*
 - Tax-exempt Entity: Please attach a copy of your tax-exemption certificate to this order form.*
 - Fiscal Year Billing Required, Fiscal Start Date: July 1*

Association Relationship: None*
Does the Association serve as Billing Agent? No*
Does the Association have a Preferred Pricing Relationship? No
***If the Association serves as a Billing Agent, Client agrees to pay the designated Billing Agent for all charges or fees set out in this Order Form.**

Client acknowledges that fees may be provided at a preferred/discounted rate due to Client's affiliation with the Association identified in this Section. In the event that Diligent is notified that Client's affiliation with the Association has ended, fees for subsequent Renewal Terms will be billed at Diligent's then-current rates.

Notices to Diligent Corporation:

Attn: Legal Department
Diligent Corporation
111 West 33rd Street, 16th Floor
New York, NY 10018 USA
Phone: 212-741-8181
Email: legal@diligent.com
With copy via email to: contracts@diligent.com

IN WITNESS WHEREOF, the Parties hereto have executed the Agreement as of the Effective Date.

Please sign below and email to contracts@diligent.com.

Diligent

Client

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

