

Welcome!

Teachers' Fund for Retirement (TFFR)
Info Mixer

Tuesday, Dec. 13 at 10 a.m.
Wednesday, Dec. 14 at 2 p.m.

Tami Volkert, Employer Services Coordinator
Denise Weeks, Retirement Program Manager

If you have any questions or comments, please use Q&A



Administrator



Playground
Supervisor



Extra-Curricular



Teaching

HOW TO DOCUMENT SALARY

- ✓ Teaching and extra-curricular contract(s) for current school year
- ✓ Board Minutes
- ✓ Stipend Schedule
- ✓ Extra-Curricular Pay

Teaching and extra-curricular contract(s) for current school year

[NAME OF DISTRICT] TEACHER’S CONTRACT

THIS AGREEMENT is made and entered into on the 1st day of April, 20 20, (to be completed by teacher upon return of contract) between Jane Teacher, a duly qualified teacher (hereinafter called TEACHER) holding a valid North Dakota Teacher's License Number 111111, and the Any City Public School District (hereinafter called the SCHOOL DISTRICT).

- 1. DURATION: The SCHOOL DISTRICT hereby contracts to teach in said SCHOOL DISTRICT during the school year for a term of 2020-21 [days] [months], beginning on August 20, 2020. In addition, the TEACHER shall attend professional development on the following dates at times specified by the superintendent or building principal: _____.
- 2. SALARY: The School Board of said SCHOOL DISTRICT agrees to pay said TEACHER an annual salary of Dollars, payable in 10 equal installments as follows: \$70,000.00.
- 3. ASSIGNMENT(S): The above-named TEACHER agrees to faithfully perform such services as may be reasonably assigned by the School Board or its designated representative(s) during the life of this contract, including teaching assignments for which said TEACHER is highly qualified.
- 4. EXTRACURRICULAR ASSIGNMENTS: The following extracurricular assignments are included as an integral part of this contract, with additional compensation as specified:

POSITION	ADDITIONAL COMPENSATION
_____	\$ _____
_____	\$ _____
_____	\$ _____

Extracurricular assignments are not subject to the continuing contract law.

- 5. COMPLIANCE WITH POLICIES: TEACHER agrees to comply with all policies of the SCHOOL DISTRICT, which policies shall be made readily available for review upon request by the TEACHER.
- 6. QUALIFICATIONS: TEACHER hereby certifies that s/he holds a valid teacher's license issued by the North Dakota Education Standards and Practices Board (ESPB) and is highly qualified as defined and required by No Child Left Behind Act of 2001 and ESPB.
- 7. ADDITIONAL TERMS OF EMPLOYMENT: The remaining terms of the TEACHER'S employment are covered by the negotiated agreement.
- 8. DEADLINE FOR ACCEPTANCE: This contract must be signed and returned to the business manager by 5:00 p.m. on the 15th day of April, 2020, or it will be deemed rejected (NOTE: Must be at least 30 days from the date the teacher is in receipt of this document).

Include only if one of the following conditions apply: **[Option 1: The TEACHER acknowledges that this contract is entered into for the purpose of replacing a teacher on leave of absence or sabbatical leave] or [Option 2: The TEACHER acknowledges that the term of this contract begins on or after January 1 and does not extend beyond June 30]; therefore, the provisions of North Dakota Century Code section 15.1-15-12(3) excludes the TEACHER from the continuing contract provisions of North Dakota Century Code chapter 15.1-15.**

PREPARE IN DUPLICATE

BUSINESS MANAGER
TEACHER

Any City School District

NAME OF SCHOOL DISTRICT

President of the School Board

Business Manager

Teacher

Board Minutes

*Mosinee School District
Minutes of Personnel Committee Meeting*

February 21, 2017

Meeting Called to Order by Committee Chair...

Matt Ahles called the meeting to order at 6:33 p.m.

Roll Call of Committee Members...

Matt Ahles, Mark Gewiss, and Kelli Zebro were present. Administrator present: Ann Schultz.

Approval of Agenda...

Motion by Gewiss, seconded by Zebro, to approve the agenda, as posted. Motion carried unanimously.

Approval of Minutes...

Motion by Zebro, seconded by Gewiss, to approve the minutes from the January 23, 2017 Personnel Committee Meeting, as presented. Motion carried unanimously.

Discussion and Possible Recommendation: Acceptance of High School Mathematics Teacher Retirement...

Motion by Ahles, seconded by Zebro, to recommend to the full board to accept Joe Marten's retirement as a high school mathematics teacher, effective the end of the 2016-17 school year, and direct administration to write a letter thanking him for his 33 years of service to the Mosinee School District. Motion carried unanimously.

Discussion and Possible Recommendation: Acceptance of Middle School Music Teacher Retirement...

Motion by Zebro, seconded by Gewiss, to recommend to the full board to accept Julianne Soczka's retirement as middle school vocal music teacher, effective the end of the 2016-17 school year, and direct administration to write a letter thanking her for her 21 years of service to the Mosinee School District. Motion carried unanimously.

Discussion and Possible Recommendation: Acceptance of Elementary School Teacher Retirement...

Motion by Ahles, seconded by Gewiss, to recommend to the full board to accept Suzette Clark's retirement as a second grade elementary teacher, effective the end of the 2016-17 school year, and direct administration to write a letter thanking her for her 33 years of service to the Mosinee School District. Motion carried unanimously.

Discussion and Possible Recommendation: Acceptance of Director of Instruction Retirement...

Motion by Ahles, seconded by Zebro, to recommend to the full board to accept Richard Lind's retirement as the Director of Instruction, effective August 4, 2017, and direct administration to write a letter thanking him for his 34 years of service to the Mosinee School District. Motion carried unanimously.

Stipend Schedule

**CO-CURRICULAR ACTIVITIES
XXXXXXX PUBLIC SCHOOL DISTRICT
20XX-XX**

	A	B	C	D	E	F	G	H	I	J	K
1			Points		Hours	Base	1.07	1.14	1.21	1.28	1.35
2	Position	Points	X 10.17	Hours	X 10.17	1st Yr.	2nd Yr.	3rd Yr.	4th Yr.	5th Yr.	Max
3	ATHLETIC TRAINER	300	3,051.00	115.00	1,169.55	\$4,221	\$4,516	\$4,811	\$5,107	\$5,402	\$5,698
4	ELEMENTARY MUSIC	180	1,830.60	20.00	203.40	\$2,034	\$2,176	\$2,319	\$2,461	\$2,604	\$2,746
5	JAZZ BAND & SWING CHOIR	225	2,288.25	150.00	1,525.50	\$3,814	\$4,081	\$4,348	\$4,615	\$4,882	\$5,149
6	SCIENCE OLYMPIAD	160	1,627.20	120.00	1,220.40	\$2,848	\$3,047	\$3,246	\$3,446	\$3,645	\$3,844
7	HS BAND,ASSOCIATE	180	1,830.60	150.00	1,525.50	\$3,356	\$3,591	\$3,826	\$4,061	\$4,296	\$4,531
8	HS,AD TIME COORDINATOR	160	1,627.20	180.00	1,830.60	\$3,458	\$3,700	\$3,942	\$4,184	\$4,426	\$4,668
9	HS,BAND	225	2,288.25	208.00	2,115.36	\$4,404	\$4,712	\$5,020	\$5,328	\$5,637	\$5,945
10	HS,BASEBALL,ASSISTANT	145	1,474.65	111.25	1,131.41	\$2,606	\$2,788	\$2,971	\$3,153	\$3,336	\$3,518
11	HS,BASEBALL,HEAD	230	2,339.10	111.25	1,131.41	\$3,471	\$3,713	\$3,956	\$4,199	\$4,442	\$4,685
12	HS,BASEBALL,JV	160	1,627.20	79.75	811.06	\$2,438	\$2,609	\$2,780	\$2,950	\$3,121	\$3,292
13	HS,BASKETBALL, HEAD	300	3,051.00	200.00	2,034.00	\$5,085	\$5,441	\$5,797	\$6,153	\$6,509	\$6,865
14	HS,BASKETBALL, JV	190	1,932.30	200.00	2,034.00	\$3,966	\$4,244	\$4,522	\$4,799	\$5,077	\$5,355
15	HS,BASKETBALL, SOPH & 9TH	175	1,779.75	192.50	1,957.73	\$3,737	\$3,999	\$4,261	\$4,522	\$4,784	\$5,046
16	HS,CHEER ADVISOR, ASSISTANT	120	1,220.40	120.00	1,220.40	\$2,441	\$2,612	\$2,783	\$2,953	\$3,124	\$3,295
17	HS,CHEERLEADER ADVISOR	230	2,339.10	395.00	4,017.15	\$6,356	\$6,801	\$7,246	\$7,691	\$8,136	\$8,581
18	HS,CHOIR	225	2,288.25	100.00	1,017.00	\$3,305	\$3,537	\$3,768	\$3,999	\$4,231	\$4,462
19	HS,CHOIR, ASSISTANT	180	1,830.60	70.00	711.90	\$2,543	\$2,720	\$2,898	\$3,076	\$3,254	\$3,432
20	HS,CROSS COUNTRY, ASSISTANT	145	1,474.65	182.50	1,856.03	\$3,331	\$3,564	\$3,797	\$4,030	\$4,263	\$4,496
21	HS,CROSS COUNTRY, HEAD	180	1,830.60	182.50	1,856.03	\$3,687	\$3,945	\$4,203	\$4,461	\$4,719	\$4,977
22	HS,DEBATE	180	1,830.60	75.00	762.75	\$2,593	\$2,775	\$2,956	\$3,138	\$3,319	\$3,501
23	HS,DEBATE, ASSISTANT	140	1,423.80	75.00	762.75	\$2,187	\$2,340	\$2,493	\$2,646	\$2,799	\$2,952
24	HS,DEPARTMENT CHAIRPERSON	180	1,830.60	46.50	472.91	\$2,304	\$2,465	\$2,626	\$2,787	\$2,948	\$3,110
25	HS,DRAMA	180	1,830.60	150.00	1,525.50	\$3,356	\$3,591	\$3,826	\$4,061	\$4,296	\$4,531
26	HS,DRAMA,MUSIC DIRECTOR	180	1,830.60	48.00	488.16	\$2,319	\$2,481	\$2,643	\$2,806	\$2,968	\$3,130
27	HS THEATRICAL SOUND ENGINEER	140	1,423.80	30.00	305.10	\$1,729	\$1,850	\$1,971	\$2,092	\$2,213	\$2,334
28	HS,DRILL TEAM, ASSISTANT	150	1,525.50	320.00	3,254.40	\$4,780	\$5,114	\$5,449	\$5,784	\$6,118	\$6,453
29	HS,DRILL TEAM, HEAD	170	1,728.90	350.00	3,559.50	\$5,288	\$5,659	\$6,029	\$6,399	\$6,769	\$7,139
30	HS,DRILL TEAM, JV	160	1,627.20	300.00	3,051.00	\$4,678	\$5,006	\$5,333	\$5,661	\$5,988	\$6,316
31	HS,FITNESS ROOM SUPERVISOR	80	813.60	250.00	2,542.50	\$3,356	\$3,591	\$3,826	\$4,061	\$4,296	\$4,531
32	HS,FOOTBALL, ASSISTANT,9TH	150	1,525.50	150.00	1,525.50	\$3,051	\$3,265	\$3,478	\$3,692	\$3,905	\$4,119
33	HS,FOOTBALL,1ST ASSISTANT	190	1,932.30	180.00	1,830.60	\$3,763	\$4,026	\$4,290	\$4,553	\$4,817	\$5,080
34	HS,FOOTBALL,ASSISTANT	175	1,779.75	171.00	1,739.07	\$3,519	\$3,765	\$4,011	\$4,258	\$4,504	\$4,750
35	HS,FOOTBALL,HEAD	300	3,051.00	190.00	1,932.30	\$4,983	\$5,332	\$5,681	\$6,030	\$6,379	\$6,727
36	HS,FOOTBALL,HEAD, 9TH	175	1,779.75	171.00	1,739.07	\$3,519	\$3,765	\$4,011	\$4,258	\$4,504	\$4,750
37	HS,GOLF, ASSISTANT	110	1,118.70	100.00	1,017.00	\$2,136	\$2,285	\$2,435	\$2,584	\$2,734	\$2,883

Extra-Curricular Pay

XXXXXXXXX Public School
District Co-Curricular
Activities
2022-23

After Season Playoffs

Head Coach – per week	\$498
Asst Coach – per week	\$296

(State only for Basketball, Baseball, Hockey, Soccer, Softball, Volleyball, Football 1 to 3 weeks. Science Olympiad after State.)

Cheer Coach – Football, Hockey, & Basketball

One-day playoff game	\$119
Two-day tournament	\$181
Three-day tournament	\$258

Middle School Newspaper

\$493 per issue (maximum of 4 issues per year)

Middle School Yearbook (100-page maximum)

\$28.19 per finished page

Senior High Newspaper (maximum issues 9)

1 st year in district	\$2,454 plus \$238 per issue
2 nd year in district	\$3,065 plus \$238 per issue
3 rd year in district	\$3,675 plus \$238 per issue
4 th year in district	\$4,196 plus \$238 per issue
5 th year in district	\$4,914 plus \$238 per issue

Senior High Yearbook

and

Senior Literacy Magazine

(100-page minimum, 200-page maximum) (80-page minimum, 200-page maximum)

1 st year in district	\$2,454 plus \$12.34 per page
2 nd year in district	\$3,065 plus \$12.34 per page
3 rd year in district	\$3,675 plus \$12.34 per page
4 th year in district	\$4,196 plus \$12.34 per page
5 th year in district	\$4,914 plus \$12.34 per page

Clubs and Advisors (Principal and/or designee must pre-approve plan. Unless previously approved all clubs will receive one contract.)

10-19 average number of students	\$30.50 per hour
20-29 average number of students	\$33.02 per hour
30+ average number of students	\$35.58 per hour

Maximum pay per year is \$2,962

Curriculum Work (90 hours maximum) – \$29.62 per hour (Certified Staff)

Staff Development Compensation

\$42.92 per hour, not to exceed two hours per one hour of presentation time, up to a maximum of 16 hours
\$42.92 per hour for presentations outside of contract hours, up to a maximum of \$343 per 8-hour day

Lunch Sales/Supervisors and Early Hall Supervisors (Certified Staff) - \$29.08 per hour

Full Year = 174 days (hrs.) x \$29.08 = \$5,060
50 Minutes = \$4,217
30 Minutes = \$2,530
15 Minutes = \$1,265

TFFR REPORTABLE SALARY

DEFINITION OF SALARY*

- A member's earnings in eligible employment for teaching, supervisory, administrative, and extracurricular services.
- Once a member is contracted to perform teaching, supervisory, administrative, or extracurricular services, additional payments for performance of duties of a teacher are considered eligible retirement salary unless conditioned on or made in anticipation of retirement or termination.
- Additional payments should be clearly documented and authorized on individual employment contracts, master contracts, extra-curricular schedules, board minutes, or other written documentation.

*Definition can be found in North Dakota Century Code section 15-39.1-04(10)

REPORTABLE RETIREMENT SALARY

- Advisor/Director/Monitor/Supervisor – athletic; before/after school programs; cheerleading; class; concession stand; drama; FCCLA/FFA; family night programs; intramurals; lunchroom; clubs; music programs; newspaper; playground; student council; yearbook; etc.
- Adult education
- Assessments for hearing and speech
- Classroom set up (only your own not others)
- Coaching and assistant coaching
- Curriculum development/writing
- Driver's education
- Dual credit classes
- Grant writing (certain conditions only)



REPORTABLE RETIREMENT SALARY CONT.

- Information Technology coordination
- In-service/workshops/professional development (not reimbursement for expenses or tuition)
- In-staff subbing
- Kindergarten prep
- Mentoring
- Music accompanist
- Paid leave including sick, personal, vacation, sabbatical
- REA, joint powers agreement, consortium type work
- Summer school/summer programs
- Travel time between schools (not mileage)



NON TFFR REPORTABLE SALARY

NON-REPORTABLE RETIREMENT SALARY

- Amounts received by a member in lieu of previously employer-provided benefits or payments that are made on an individual selection basis
- Bonuses as defined in NDAC Section 82-02-01-01, and signing bonuses as defined under Section 15.1-09-33.1
- Bus driving pay (route or extracurricular) and driver safety courses
- Computer tech support (unless Information Technology coordination)
- Early retirement incentive pay, severance pay, or other payments conditioned on or made in anticipation of retirement or termination
- Equipment maintenance and repair, jobsite prep and finish work, construction project management, and similar nonteaching duties (if not included on member's regular teaching contract)

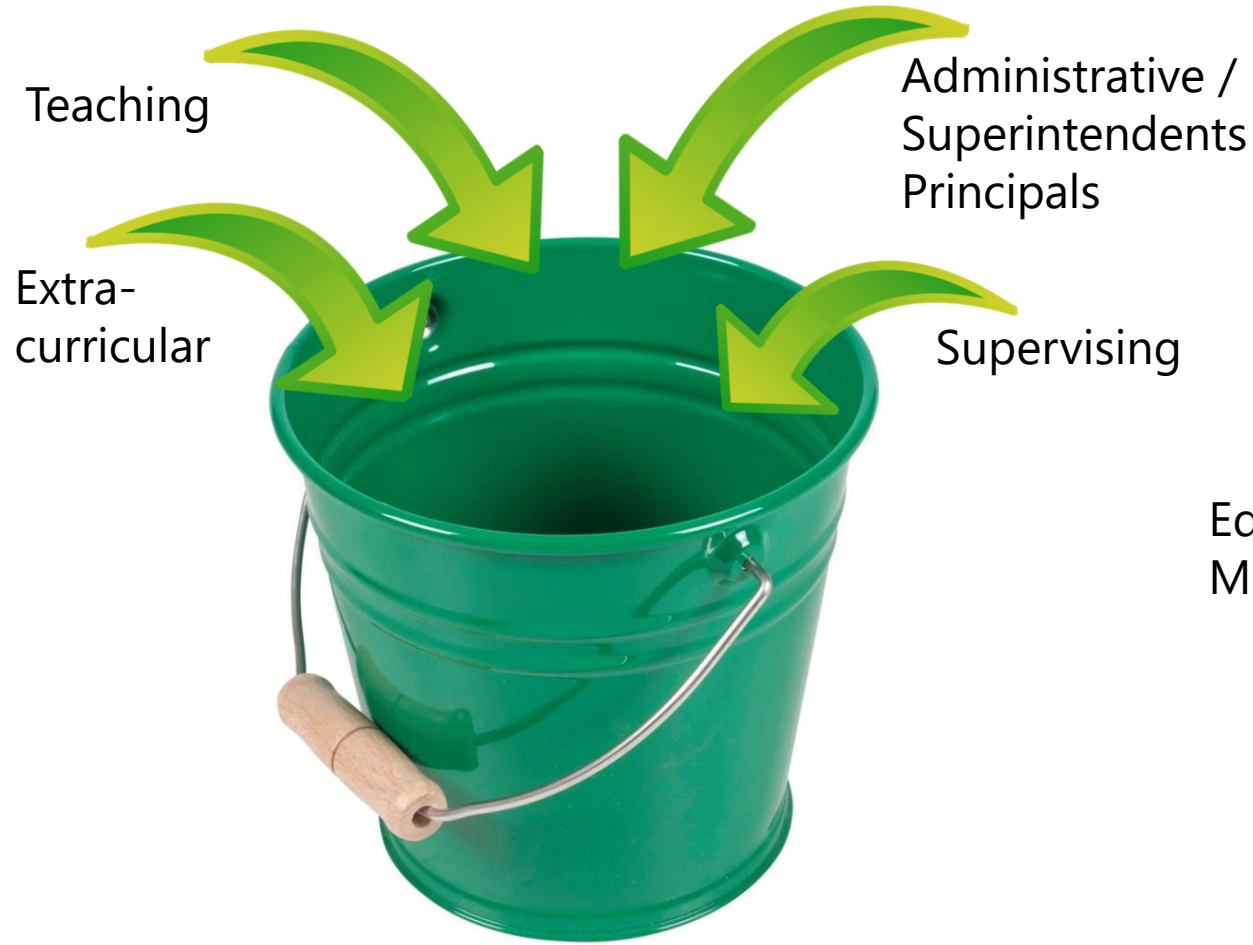


NON-REPORTABLE RETIREMENT SALARY CONT.

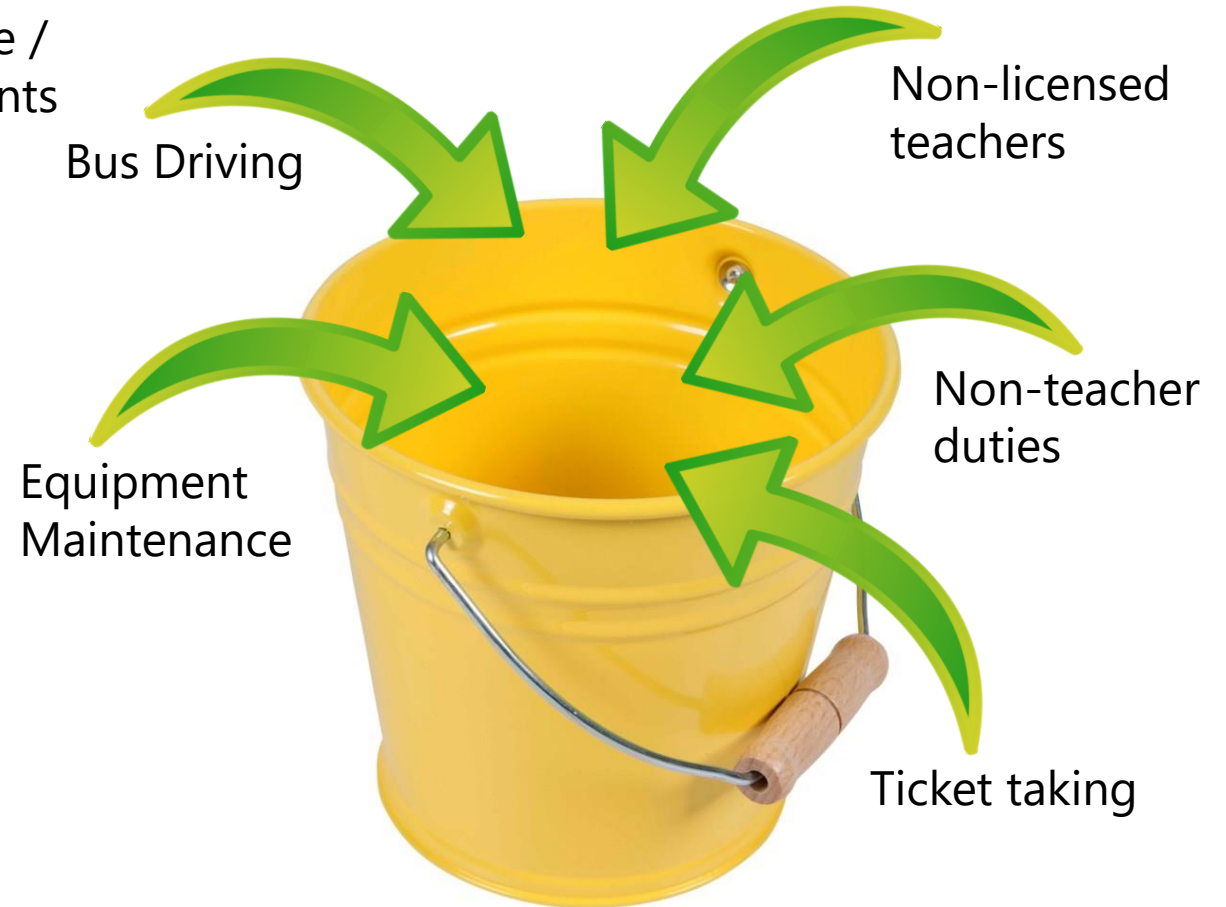
- Fringe benefits including insurance programs, annuities, transportation allowances, housing allowances, meals, lodging, and expense allowances
- Insurance programs including medical, dental, vision, disability, and life
- Janitorial pay
- Referee pay including all activity judging and tournament management
- Teacher's aide pay
- Ticket taking
- Unused sick leave, personal leave, vacation leave
- Other benefits or payments not defined above that the TFFR Board determines to be ineligible TFFR salary



WHERE DO THE DUTIES GET REPORTED?

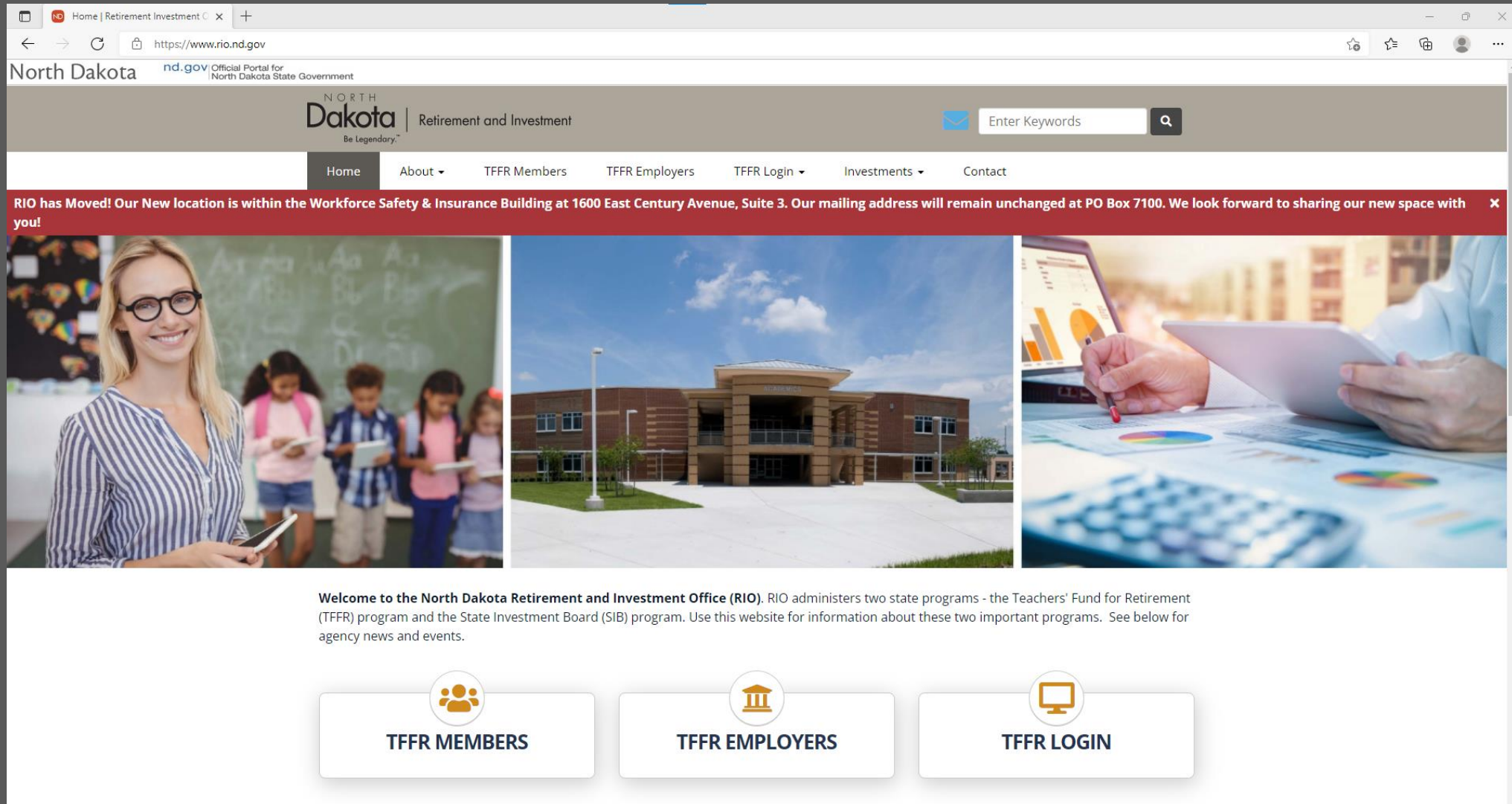


TFFR



PERS

TFFR WEBSITE



TFFR EMPLOYERS

Welcome TFFR Employers! As a TFFR employer you play a vital role in the successful operation of the retirement program for ND educators. This site contains materials to assist you in timely and accurate employer reporting of member salaries, contributions and service hours. Please use the *Employer Guide* as reference tool and the *Basic Reporting Webcast* may also be helpful for new business managers.



GUIDE



BASIC REPORTING











FAQ

Employer Reporting	+
Employing a TFFR Retiree	+
GASB 68 Information	+
Forms	-
Certification of Member Employment	
Member Action Form	
Designation of Beneficiary	
Employer Demographics and Payment Plan Model	
Notice of Termination	
Employer Service Purchase	
Salary Verification - Pending Retiree	
Presentations	+

TFFR PRESENTATIONS

Employer Reporting	+
Employing a TFFR Retiree	+
GASB 68 Information	+
Forms	+
Presentations	-

New Business Manager Workshop - November 2022 
• Recording of New Business Manager Workshop 
Info Mixer TFFR New Eligible Employees and Forms - October 2022 
• Recording of October Presentation 
Info Mixer TFFR Year End Reporting - April 2022 
• Recording of April Presentation 
Info Mixer TFFR Employment Payment Models - March 2022 
Info Mixer TFFR Retirement Process - February 2022 



TFFR INFORMATION

TFFR website: www.rio.nd.gov

TFFR Employer Information

- Employer reporting, employing retirees, GASB 68 info, FAQs:
<https://www.rio.nd.gov/teachers-fund-retirement-employers>

Newsletters & Reports

- Newsletters, actuarial reports, & financial reports:
<https://www.rio.nd.gov/newsletters-reports>

TFFR CONTACT INFORMATION

- Phone: 701-328-9885 or 1-800-952-2970
- Email: dcweeks@nd.gov Denise Weeks, Retirement Program Manager
tdvolkert@nd.gov Tami Volkert, Employer Services Coordinator
dleingang-sargeant@nd.gov Denise Leingang-Sargeant, Membership Specialist

- Please fill out the short, anonymous survey that we will link to in the meeting chat, so that we can provide the best possible services that meet your needs and expectations!

Survey