MASTER CONTRACT

THE HIGHLAND COMMUNITY SCHOOL DISTRICT

AND

THE HIGHLAND EDUCATION ASSOCIATION

July 1, 2021 - June 30, 2022

I. RECOGNITION AND NOTICES

A. Recognition

The Highland Community School District Board of Directors recognizes the Highland Education Association as the exclusive bargaining representative as ordered in PERB certification order #110. The bargaining unit shall include those positions included in order #110 and amendments.

"It is hereby ordered by the Board that Highland Education Association should be and hereby is designated and certified by the Board to be the exclusive bargaining representative for the employees of Highland Community School District, a public employer, in the following bargaining unit:

INCLUDED: Licensed classroom teachers, guidance counselors, licensed librarians, licensed nurses or nurses holding statements of professional recognition, special resource teachers, department heads, head teachers, coordinators, bus mechanic, transportation director, maintenance director and or bus maintenance if included with teaching contract.

EXCLUDED: Superintendent, principals, athletic directors, non-certified school employees (custodians, bus drivers, bus mechanics, transportation directors, secretaries, teacher aides and cooks) not combined with teaching positions, and all other persons excluded by Chapter 20 of the Code of Iowa

B. Notices

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telephone or in writing in person at the following designated addresses or at such other address as may be designated by a party in written notification to the other party. Written notification must always follow any oral notice:

1. If by Association, to Board at Highland Superintendent's office.

2. If by Board, to Association through the President, Chief Negotiator, or Teacher's Rights Chairperson.

II. DURATION PERIOD

This agreement shall be effective as of July 1, 2021, and shall continue in effect until June 30, 2022.

III. WAGES AND SALARIES

A. Schedule

1. The salary of each employee covered by the regular schedule is set forth in Schedule A, which is attached hereto and made part thereof.

2. For this contract, a day's pay will be 1/the number of days in the contract year.

B. Placement on Salary Schedule

1. Adjustment to Salary Schedule

All employees hired after the start of a school year, including substitute teachers, shall be given full credit for one (1) year service toward the next increment step for the following year if they serve eighty-nine (89) days or more in one school year.

Teachers who serve eighty-nine (89) days or more as an employee of the district while completing an internship required by his/her teaching program, will be given full credit for one (1) year service toward the next increment step for the following year.

2. Credit for Experience

Credit up to fifteenth (15th) step of any salary level on the employee Salary Schedule shall be given for previous outside teaching experience in a duly accredited school upon initial employment.

3. Initial Placement on the Bachelor's lane

Initial placement on the Bachelor's lane will apply to all employees possessing a bachelor's degree and a valid Iowa Teaching Certificate.

Initial Placement on Bachelor's lane +8, +16

Initial placement on Bachelor's lanes 8 and 16 will apply to all employees possessing appropriate graduate credit hours beyond the Baccalaureate Degree from an accredited college or university and holding a valid Iowa Teaching Certificate.

Initial Placement on the Bachelor's lane +24

Initial placement on the Bachelor's + 24 lane will apply to all employees in a Master's program from an accredited college or university in an endorsed field or endorsed program recognized by the Iowa Board of Educational Examiners.

Initial Placement on the Master's lane

Initial placement on the Master's lane will apply to all employees possessing a Master's Degree from an accredited college or university in any endorsement field recognized by the Iowa Board of Educational Examiners.

The Board may place anyone possessing a Masters level degree or higher that is not in a state recognized endorsement field recognized by the Iowa Board of Educational Examiners at the Master's level placement, as long as the degree is relevant to that teaching position, at the sole discretion of the Board.

Initial Placement beyond the Master's lane

Initial placement beyond the Master's lane will apply to all employees possessing the appropriate graduate credit hours beyond a Master's Degree from an accredited college or university in the teacher's subject area.

Initial Placement in the Specialist lane

Initial placement in the Specialist lane will apply to all employees holding a valid Iowa Teaching Certificate and a Specialist's in Education Degree in the teacher's subject area.

C. Advancement on Salary Schedule

1. Increments

Employees on the regular salary schedule shall be granted one increment or vertical step on the schedule for each year of service until the maximum for the educational classification is reached. A year of service consists of employment in the Highland District for ninety (90) consecutive teaching days or more in one school year.

2. Educational Lanes

Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, they shall file suitable evidence of additional educational credit with the Superintendent no later than September 15.

3. Employee Salary Schedule and Movement

The District's salary schedule consists of the following lanes:

BA, BA+8, BA+16, BA+24, MA, MA+8, MA+16, MA+24, and Specialist.

Employees in the school district will earn movement in the educational lanes through completing graduate credit hours through an accredited college or university in the teacher's subject area or in education courses approved by the Superintendent. However, the BA +24 lane shall apply only to those persons in a college/university approved Master's Degree program or endorsement program recognized by the Iowa Board of Educational Examiners in their teaching field or in education courses approved by the Superintendent. Article III, Section C, item 2 outlines the timeframe for filing suitable evidence of additional educational credit with Superintendent no later than September 15. Hours from courses taken after July 1, 1984, will apply only.

D. Supplemental Pay

1. Extra-Curricular Activities

a. Approved Activities

The Board and the Association agree that the extra-curricular activities listed in Schedule B are official school-sponsored activities covered by school insurance. The Board has the authority not to fill a position.

b. Rate of Pay

Employee participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be compensated according to the rate of pay or other stipulations in Schedule B, which is attached hereto and made a part thereof.

If a person contracts for any one duty, they receive the stated percent of base pay. If the employee does 2 or more duties from Schedule B, then the employee will receive an extra 2% of base pay on each duty.

Driver's Education Program sponsor and the multiple cheerleading sponsor duties are exempt from the additional 2% of base pay. Employees contracted as a co-head coach and contracted for multiple duties shall receive an extra 1% instead of 2% for the co-head coaching duty.

E. Method of Payment

1. Pay Periods

Each employee shall be paid twelve (12) equal installments on the 25th of each month. Effective July 1, 2018, direct deposit to the employees designated bank or credit union will be required. The scheduled pay will be deposited on the 25th day of each month, unless the pay date falls on or during a school holiday, vacation or weekend.

2. Exceptions

When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.

3. Part-Time Employees

Part-time employees' benefits, leaves and insurance shall be pro-rated. An employee who is employed more than one-half time (1/2) shall receive one (1) full year in seniority.

4. Extra Teaching Preparation Compensation

Secondary (7-12) employees assigned classes requiring more than five (5) preparations because of teaching responsibilities for different subject matter areas, will be compensated at $400 for each additional preparation per semester.

a. Definitions: Subject matter areas refer to the separate and district sub-components of the specific academic disciplines; for example, the discipline is Social Studies, its subcomponents are: American History, World History, Economics, American Government, etc. Each sub component requires its own preparation and consequently is counted as one preparation.

IV. LEAVES

A. Sick Leave

1. A full time employee of the District shall be granted sick leave with full pay of fifteen (15) days each year. Unused sick leave days shall accumulate from year to year with a maximum accumulation of one hundred and fifty (150) days with a $10 a day buy back if they retire at age 55 or over with the district as a retirement incentive.

2. In order to be eligible for sick leave allowance, it is the responsibility of the employee to make every reasonable attempt

to notify his or her immediate principal of the illness no later than 6:30 a.m. on the day of the illness and to present evidence as requested to confirm the necessity of such absence. A doctor's statement may be required as evidence of the employee's ability to resume employment after a confining or disabling illness or accident.

3. New employees whose service commence after the beginning of the school term shall be granted a pro rata share of the days allowed.

4. In the event of an unexpected situation where an employee has exhausted all of their sick leave due to extended illness, family illness, maternity leave, etc., other employees may donate their personal leave into a pool for use by that employee.

5. An employee will be granted a half-day sick leave for regularly scheduled medical or dental appointments, such as routine medical checkups and physicals and dental check-ups and cleanings.

B. Family Illness

1. An employee may use five (5) days of sick leave for family illness. An additional five (5) days of leave may be taken after all other leave has been exhausted (personal leave and general leave). In unique situations, the Superintendent may convert additional sick leave to family illness.

See Bereavement Leave for the definition of family.

2. An employee may be granted a leave of absence without pay to the end of a current school year, or part thereof, for the purpose of caring for a sick or injured member of employee's immediate family. Immediate family being: mother, father, spouse and children. Additional leave may be granted by the Board.

C. Maternity Leave

Biological mothers are entitled to leave for temporary disability in connection with the birth of a child charged against accrued sick leave. The employee's sick leave will not be charged during holidays, vacation days, or non-contracted days. The entitlement to leave begins with the birth of the child. A leave of six weeks or less would not require the employee to provide a statement from the employee's physician. If an employee's accumulated sick leave is insufficient to cover the six-week period of leave, the leave balance may be charged to personal leave, general leave, or a leave of absence without pay. In extreme medical conditions, additional paid leave may be granted by the Superintendent if there are sufficient unused sick leave days. Additional unpaid leave may be used under the provisions of the Family and Medical Leave Act.

D. Parental Leave

An employee may use up to two weeks of accrued sick leave in the 12 months following the birth of a child or a child entering the home. Family Illness leave may not be used for parental leave. Additional unpaid leave may be used under the provisions of the Family Medical Leave Act.

E. Leave Stipend

A stipend of $150 will be paid on the June check to any teacher who does not use any sick leave, family illness, maternity or parental leave during the year, $100 if only 1 or 2 days are used and $50 if only 3 or 4 days are used.

F. Professional Leave

Attendance at Professional meetings or visiting schools to observe specific programs may be permitted without loss of pay provided prior written approval is received from the principal and the Superintendent. The District will encourage each staff member to utilize this leave. Each employee shall be granted a minimum of one professional leave day per year. Additional days may be granted at the discretion of the principal and the Superintendent. Furthermore, the District will agree to equitably disburse such moneys as are available during the course of the year for such leave.

G. Bereavement Leave

1. Up to five (5) days leave with pay per school year shall be allowed for each death in the immediate family with the approval of the Superintendent or his/her designated representative. These days shall be non-accumulative.

Members of the immediate family shall include only the following: spouse, child, mother, father, sister, brother, grandfather, grandmother, granddaughter, grandson, mother-in-law, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law, step-mother, step-father, step-mother-in-law, step-father-in-law, step-sister, step-brother, brother-in-law and sister-in-law.

2. Employees shall be granted up to two (2) days (total) in the event of the death of a friend or relative outside the employee's family as defined above.

3. Unusual circumstances will be dealt with on a case-by-case basis by the Superintendent.

H. Association Leave

Up to a total of five (5) days per year shall be allowed for representatives of the Association to attend activities of their local, state, and national affiliated organization. The Association shall inform the employee's principal at least forty-eight (48) hours prior to the use of this leave for Association

activities. An employee attending these activities shall receive full pay for this leave if the Association reimburses the school district for the cost of the substitute for the employee.

I. Extended Leaves of Absence

Requests for extended leaves of absence without pay shall be presented to the Superintendent in writing. If denied by the Superintendent the employee may request such application be presented to the Board.

J. Personal Leave

1. Three (3) personal days of leave with pay shall be granted by the Superintendent upon request by the teacher at least two (2) days prior to the date leave shall take place. This time span may be waived in case of an emergency. Personal days may be carried over to the following year and allowed to accumulate to a maximum of four (4) days.

2. After ten (10) years of employment by the District, four (4) personal days of leave with pay shall be granted by the Superintendent upon request by the teacher at least two (2) days prior to the date leave shall take place. This time span may be waived in case of an emergency. Personal days may be carried over to the following year and allowed to accumulate to a maximum of five (5) days.

The District will offer $50 a day for any personal leave days at the end of the year that an employee does not use. These days would not carryover.

THE FOLLOWING RESTRICTIONS SHALL APPLY TO LEAVE:

1. Leave may not be granted for activities where the teacher is required to meet the parents and/or public.

2. Leave shall not be used to extend holidays.

3. Leave shall not be used the first or last week of school and semester test week. (Except in extreme emergency.)

4. Leave shall not be granted for more than three (3) members of the bargaining unit per day. (First request-first served)

5. Length of leave is a minimum of one-half (½) day.

Personal days might be needed and necessary on a Wednesday, therefore, it is agreed that persons covered by this contract shall only request personal leave when absolutely necessary during professional development time falling on Wednesday early release days.

6. Parent teacher conference days are considered 1.5 days so leave on those days account for 1.5 days.

V. EMPLOYEE WORK YEAR

A. In-School Work Year

1. Regular Contract

The in-school work year, except for extended contracts, shall not exceed 184 days for teachers who have experience in the Highland School District.

2. Professional Development Contract Days

If the State requires additional contract days outside of instruction time, those days will be paid at the employee's per diem rate.

3. Definition of In-School Work Year

The in-school year shall include days when pupils are in attendance, orientation days, and other days when employees attendance is required.

4. Definition of Contract Year

The contract year is the total of the in-school year plus the paid holidays.

5. Definition of In-School Day

An in-school day is a day an employee is required to be at his place of employment.

6. Non-Attendance

Employee attendance shall not be required whenever student attendance is not required due to inclement weather.

7. Non-School Days

Winter break shall consist of eleven consecutive days, including the paid Holidays of December 24, 25, 31 and January 1.

B. Holidays

The regular and extended contract of employees shall include ten (10) paid Holidays. Such Holidays shall include Thanksgiving, Friday after Thanksgiving, President's Day, Monday after Easter, Memorial Day, Labor Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. In addition, Good Friday will be considered an unpaid holiday. There shall be an early dismissal on Thanksgiving Eve day and on the day before Christmas vacation. If the State requirement for a minimum school day is changed such that the day before Thanksgiving and the day before Christmas vacation do not constitute a legal school day, then the dismissal time will be set to guarantee the minimum required school day. No employee shall be required to perform duties on any of the above Holidays.

VI. EMPLOYEES HOURS AND LOAD

A. Lunch Period

Each teacher shall have at least a twenty-seven (27) minute duty free lunch period each day.

B. Meetings

Employees covered by this contract will not be required to stay for additional meetings after school or participate in meetings before school in the morning as compensation for Wednesday early release professional development time.

C. Preparation Time

Language for this section was added for the 2021-2022 school year. In the instance of a change of scheduling in Middle School/High School from block scheduling to a different schedule, the preparation time will not apply and will be renegotiated.

- Elementary: Classroom employees shall have forty-two (42) minutes of preparation time during the student school day in addition to their twenty-seven (27) minutes duty free lunch. An additional thirty (30) minutes per day will be allocated for teacher preparation time to meet with colleagues or to meet with individual students.
- Middle School/High School: Middle School/High School employees shall have complete block of preparation time during the student day every other day. On alternative days where the employee does not receive a full block of preparation time, the employee will receive a half block minimum of preparation time. This is in addition to their twenty seven (27) minute duty free lunch. An additional thirty (30) minutes per day will be allocated for teacher preparation time to meet with colleagues or to meet with individual students.

D. Employee Hours

1. The school day for employees shall begin at 8:00 a.m. and the employee will remain on duty until 3:45 p.m.

2. On Fridays and the day preceding Spring Break, the employee's day will end five (5) minutes after the close of the student's day, unless the teacher has pupils left in the building that would be under his or her direct supervision.

3. Employees may leave the building during their lunch period when they are not assigned to lunch duty by informing the

principal. Employees may be allowed to leave the building during their preparation time with permission from the building principal.

VII. EXTENDED CONTRACTS

Extended contracts may be offered to certified employees. The number of days assigned to each position will be determined annually by the Board, and will be paid at the rate of 1/194 (the number of days in the contract year) per day.

VIII. Peer Review

Peer group reviews will occur on an informal, collaborative basis focused on assisting each peer group member in achieving the goals of the teacher's individual professional development plan. Peer groups will be chosen jointly by the administrators and the certified staff of each building.

1. The purpose of peer review is to promote professional growth amongst the certified staff, both in content area and grade level. All certified staff (teachers) will participate in peer review.

2. Any documentation provided by a peer review group will not be a part of an employee's personnel file. Peer reviews (documentation) shall not be the basis for recommending that a teacher participate in an intensive assistance program, and shall not be used to determine

the compensation, promotion, layoff or termination of a teacher, or any other determination affecting a teacher's employment status.

IX. GRIEVANCE PROCEDURE

A. Definitions

1. A grievance shall mean only an allegation that there has been a violation, misinterpretation, or misapplication of any of the specific provisions of this Agreement.

2. A "Grievant" shall mean an employee, a group of employees, or the Association filing a grievance.

3. A "Party in Interest" is the person or persons making the allegations.

B. Time Limits

If a grievance is not presented within ten (10) working days from the date of the event giving rise to the grievance, the grievance shall be deemed waived. If a grievance is not appealed to the next step within ten working days (or other specified time limit), it shall be considered settled on the basis of the District's last answer. The time limit in each step may be extended by mutual written agreement of the Superintendent or his/her designee and Association. The term "working days" as used in this article shall mean the days Monday through Friday included within the contract.

C. Coverage

1. Every Party in Interest covered by this Agreement shall have the right to present grievances in accordance with these procedures.

2. The failure of the Party in Interest (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and the District's failure to give a decision within the time limits shall permit the Party in Interest to proceed to the next step. The time limits, however, may be extended by mutual agreement.

3. Any investigation or other processing of any grievance by the Party in Interest shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the Party in Interest or of the teaching staff.

D. Procedure

1. First Step

An attempt shall be made to resolve any grievance in informal, verbal discussion between the Party in Interest and his or her principal. Class grievances involving more than one principal and grievance involving an administrator above the building level may

be initiated at Step Three. During the summer months, when school is not in session, if the building principal is not available for the Grievant to proceed at Steps One and Two, the grievance may be initiated at Step Three.

2. Second Step

If the grievance cannot be resolved informally, the Party in Interest shall file the grievance in writing. The written grievance shall state the nature of the grievance; shall note the specific reasons forming the basis of the grievance and clause or clauses of the contract violated, misinterpreted, or misapplied; and, shall state the remedy requested. The filing of the formal written grievance at the second step must be within ten (10) working days of the verbal discussion provided for in the First Step. The principal shall render a decision and communicate it in writing to the aggrieved employee and the Superintendent within five (5) working days following receipt of the written grievance.

3. Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the Party in Interest shall file, within five (5) working days of receipt of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) working days after such written grievance is filed, the Grievant and Superintendent or his/her designee shall meet to

resolve the grievance. The Superintendent or his/her designee shall file a response within ten (10) working days of the third step grievance meeting and communicate it in writing to the Party in Interest and the principal.

4. Fourth Step

If the grievance is not resolved satisfactorily in Step Three, there shall be a fourth step of impartial binding arbitration. If a demand for arbitration is not filed within twenty (20) working days of receipt of the third step reply, then the grievance will be deemed settled on the basis of the third step answer. Grievances which have been processed through the three preceding steps of this procedure, and only such grievances, shall be submitted to arbitration as provided below:

The Association and Grievant, shall submit, in writing, a request to enter into such arbitration. The arbitration proceedings shall be conducted by an arbitrator to be selected by the two parties within five (5) working days after said notice is given. If the two parties fail to reach agreement on an arbitrator within five (5) working days, the Iowa Public Employee Relation Board shall be requested to provide a panel of five (5) arbitrators. This request shall be in the form of a written communication from the Grievant and the Association which shall serve as a joint request. The Association shall remove the first

name from the list. The party removing the first name shall do so within two (2) working days and the other party shall have one (1) additional working day to remove one of the remaining names. Each party shall alternately strike one name. The person whose name remains shall be the arbitrator.

The decision of the arbitrator shall be submitted in writing within twenty (20) working days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision of the arbitrator shall be binding on the parties.

The arbitrator shall have no power to alter, change, detract from, or add to the provisions of this agreement but shall have power only to apply and interpret the provisions of this agreement to the resolution of issues and grievances arising hereunder.

The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the board and the Association. Any other expenses incurred shall be paid by the party incurring the same.

E. Exceptions to Time Limits

When a grievance is submitted on or after May 1, time limits shall consist of all weekdays, exclusive of weekends or legal holidays, so that the matter may be resolved before the close of

the school term or as soon as possible thereafter.

X. COMPLIANCE CLAUSES

A. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and not a part of this contract, except to the extent permitted by law, and the Board and the Association shall enter into immediate negotiations to replace said provision, if possible. All other provisions shall continue in full force and effect.

B. Modification of Current Agreement

Negotiations may be reopened on this Agreement by mutual agreement if either party gives a written notice of request to negotiate.

SCHEDULE A

COMBINED EMPLOYEE SALARY SCHEDULE

EXP TSS-6299	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	SPEC.
0	35384	35966	36547	37129	38583	39165	39747	40328	41783
1	36547	37129	37711	38293	40038	40619	41201	41783	43237
2	37711	38293	38874	39456	41492	42074	42655	43237	44691
3	39165	39747	40328	40910	43237	43819	44400	44982	46436
4	40619	41201	41783	42364	44982	45564	46145	46727	48181
5	42074	42655	43237	43819	46727	47309	47891	48472	49927
6	43237	43819	44400	44982	48181	48763	49345	49927	51381
7	44400	44982	45564	46145	49636	50217	50799	51381	52835
8	45564	46145	46727	47309	51090	51672	52253	52835	54289
9	46727	47309	47891	48472	52544	53126	53708	54289	55744
10	47891	48472	49054	49636	53998	54580	55162	55744	57198
11	49054	49636	50217	50799	55453	56034	56616	57198	58652
12	50217	50799	51381	51962	56907	57489	58070	58652	60106
13	51381	51962	52544	53126	58361	58943	59525	60106	61561
14	52544	53126	53708	54289	59815	60397	60979	61561	63015
15	53708	54289	54871	55453	61270	61851	62433	63015	64469
Inc. $1500	55208	55789	56371	56953	62770	63351	63933	64515	65969

Generator Base $29,085

SCHEDULE B

SUPPLEMENTAL PAY OF EXTRA CURRICULAR ACTIVITIES

Coaching, Sponsor and Driver's Education

Title of Activity	% of Base	Dollars
Sr. High Baseball Coach	14%	4,071.90
Sr. High Basketball Coach	14%	4,071.90
Sr. High Football Coach	14%	4,071.90
Sr. High Softball Coach	14%	4,071.90
Sr. High Boys Track Coach	14%	4,071.90
Sr High Girls Track Coach	14%	4,071.90
Sr. High Volleyball Coach	14%	4,071.90
Sr. High Wrestling Coach	14%	4,071.90
Ass't Sr. High Baseball Coach	10%	2,908.50
Ass't Sr. High Basketball Coach	10%	2,908.50
Ass't Sr. High Football Coach (2)	10%	2,908.50
Ass't Sr. High Softball Coach	10%	2,908.50
Ass't Sr. Track Coach	10%	2,908.50
Ass't Sr. High Volleyball Coach	10%	2,908.50
Ass't Sr. High Wrestling Coach	10%	2,908.50
Cross Country Coach	14%	4,071.90
Soccer Coach	10%	2,908.50
Ass't Soccer Coach (> 20)	7%	2,035.95
Jr. High Baseball Coach	7%	2,035.95
Jr. High Basketball Coach	7%	2,035.95
Jr. High Football Coach	7%	2,035.95
Jr. High Softball Coach	7%	2,035.95
Jr. High Track Coach	7%	2,035.95
Jr. High Volleyball Coach	7%	2,035.95
Jr. High Wrestling Coach	7%	2,035.95
Instrumental Music Sponsor	14%	4,071.90
Vocal Music Sponsor	14%	4,071.90
Speech Sponsor	7%	2,035.95
School Play Sponsor	7%	2,035.95
High School Student Council Sponsor	6%	1,745.10
Middle School Student Council Sponsor	6%	1,745.10
National Honor Society Sponsor	6%	1,745.10
Cheerleading Sponsor	10 ½ %	3,053.93
Football Sponsor	3 ½ %	1,017.98
Basketball Sponsor	3 ½ %	1,017.98
Wrestling Sponsor	3 ½ %	1,017.98
Drill Team Sponsor	6%	1,745.10
Driver's Education Program		$25.00 per hour
FFA Advisor	10%	2,908.50
Robotics Sponsor	7%	2,035.95
Golf Coach	10%	2,908.50

SIGNATURE CLAUSE

In witness whereof the parties hereto have caused this 2021-2022 Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 21st day of April, 2021.

Highland Education Association

By Clint Jones
President

By Jayne M Kallaus
Chief Negotiator

Board of Directors Highland CSD

By
President

By Ken Crawford
Chief Negotiator

COMPENDIUM OF TEACHER EMPLOYMENT CONDITIONS

BETWEEN THE HIGHLAND COMMUNITY SCHOOL DISTRICT

AND THE HIGHLAND EDUCATION ASSOCIATION

FOR 2021-2022 CONTRACT

2021-2022 SCHOOL YEAR

HIGHLAND COMMUNITY SCHOOL DISTRICT

COMPENDIUM OF TEACHER EMPLOYMENT CONDITIONS

This Teacher Compendium is not intended to imply any contract of employment or any contractual rights. This Compendium does not represent a contractual obligation on the part of the District or its duly authorized representatives. The District reserves the right to amend or revise this Compendium annually. It is each employee's responsibility to become familiar with the policies and procedures of the District.

This Compendium shall be maintained solely by the District. The Board of Directors of the Highland Community School District and/or the District's administration have the ability to interpret and apply provisions of this Compendium. The title of this document and paragraph headings are for ease of reference only and form not part of the substance of this document.

I. INSURANCE

A. Health Insurance

The District will provide a single health insurance plan equal to the highest deductible/lowest cost plan that is available to the employee. Employees will be required to take the District provided plan. If the employee wishes to upgrade this plan to a lower deductible or an employee/spouse, employee/child(ren) or family plan, the employee will pay the difference in premium.

B. Dental Insurance

The District will pay up to $240.00 per year on the group dental insurance premium.

C. LTD Insurance

The District will provide a Long Term Disability insurance plan.

II. REDUCTION OR REALIGNMENT OF STAFF

A. Reduction

If a position is to be reduced, the administration will use the following procedure:

1. The person employed in that position will have the right to displace the least senior employee for whose position he or she is both certified and qualified to teach, with the approval of the administration, without reduction of salary or benefits. He or she will be notified of the displacement by April 30, by the administration.
2. Retired teachers rehired for a teaching position in the area or position to be reduced will be considered the least senior employee.
3. An employee who is to be displaced will have the same displacement right as outlined above.
4. If the employee has no displacement rights, he or she will be notified of the reduction by April 30, by the administration.

B. Recall Rights

1. Any employee who is reduced will have recall rights to any position for which he/she is certified and qualified, with the approval of the administration, for one year from the effective date of his/her reduction

and will be recalled to available positions in the order of the person with the most seniority being recalled first.

2. If a reduced employee has displaced another teacher or has been recalled to a position other than that held immediately prior to reduction, the employee will remain eligible for recall in accordance with the provisions listed above.
3. Employees who refuse recall to a position with fewer hours or less pay then held at time of reduction will retain recall rights.
4. An employee desiring recall rights will maintain on file, with the Superintendent, the employee's mailing address. Should a vacancy occur, the Superintendent will notify the teacher by certified mail of the vacancy. The teacher will have ten (10) calendar days of date of receipt of the Superintendent's notice to respond.

C. Notification

1. The administration will provide notice to each employee who may possibly be affected by reduction or realignment no later than April 30 proceeding each school year. Such notice will include specific written reasons for reduction of staff.
2. The District agrees an employee's eligibility for recall will terminate if he/she:
    a. Fails to respond to his/her recall notice within ten (10) days of receipt of such notice and/or fails to report at the specified date to the assignment to which he/she has been recalled.
    b. Is not recalled within the one (1) year as specified in section B above.

D. Benefits

Any employee reemployed by exercising his/her recall rights will be given full salary, related benefits, and experience of one step beyond the last period of employment. If a recalled employee was employed by another duly accredited school district during his/her period of layoff, that employee will also receive experience adjustment to the salary key for that period of employment.

E. Seniority

Seniority will be computed from the first day of service under the employee's individual contract and will begin to accrue as of that day. Seniority will continue to accrue during all paid leaves of absence, and for a period of one (1) year from the effective date of the reduction.

Seniority will not be broken by unpaid leaves of absence or employment by the District in a position outside the bargaining unit, but such time will not be counted in computing seniority. When seniority is equal between or among employees, ranking of those employees will be determined by the drawing of lots.

All Highland teaching faculty will be placed on one master list according to number of continuous years of teaching experience in the district. The first day of service under the employee's individual contract will determine seniority.

III. EVALUATION PROCEDURE

Instructional Coaches and Technology Integration Specialists are not recognized by the District as accredited formal evaluators per Iowa Code Chapter 284.10. The Instructional Coach(es) and Technology Integration Specialist(s) will be tasked with working with the certified teaching staff in a multitude of different demands. Any notes, recordings, communications, and/or documentation between the Instructional Coach(es), Technology Integration Specialist(s), and the certified staff will not be part of an employee's personnel file. Any such notes will not be used to determine the compensation, promotion, layoff, or termination of a teacher or TLC position, or any other determination affecting a teacher's employment status.

A. Notification of Employees

Every employee to be evaluated during that current school year will be notified by the principal at the beginning of the year. Prior to any formal evaluation, the appropriate evaluator will review the evaluation instrument and procedures with the individual teacher or groups of teachers. Completed evaluation instruments will become a part of the employee's official personnel record.

B. Evaluations

All teacher evaluations will be conducted with the full knowledge of the teacher of the purpose of improved professional performance and to determine compliance with the Iowa Teaching Standards.

There shall be at least two (2) formal classroom evaluations of non-tenured employees annually. Each evaluation will be based on a formal observation of at least twenty minutes. The evaluation process must include both a pre- and post-conference. Tenured employees shall be evaluated every third year, unless the building principal

determines otherwise. Tenured employees shall also have at least one formal classroom observation during the year of the evaluation. All formal classroom observations shall be conducted openly and with full knowledge of the employee.

C. Conference and Copy

A written evaluation shall be returned to the observed instructor within ten (10) business days of formal observations. A copy of the instrument shall be given to the employee, reviewed with the employee at such conference, and the instrument shall be signed by both the evaluator and the employee, and the employee's signature shall indicate awareness of, but not necessarily agreement with, the contents thereof. Nothing in this paragraph shall be construed to preclude informal evaluation of an employee in the performance of their duties.

D. Responses

Employees shall have the right to review the contents of their personnel files, excluding confidential job recommendations. The employee shall have the right to submit an explanation or other written statement regarding any evaluation for inclusion in their personnel file. Any written statement by the employee shall be made within five (5) working days of the evaluation conference. A copy will be signed by the teacher and the evaluator to indicate awareness of the response.

E. Personnel File Review

An employee has the right to review the contents of their personnel file during business hours with reasonable notice and security provisions. A representative may, at the employee's request, accompany the employee in this review. Confidential job recommendations will be excluded. The employee will have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Employee responses will become a part of the file.

Any complaints or criticism directed toward an employee, which are placed in the personnel file, are to be promptly called to the employee's attention in writing.

F. Personnel File Reproduction

The employee will have the right to reproduce any of the contents of their file except confidential contents at the actual cost of reproduction.

IV. TRANSFER PROCEDURES

Definition

"Transfer" is the assignment of an employee to a different job classification, grade level, subject area or building.

A. Voluntary Transfers

1. The District will post for a minimum of three (3) days, in all school buildings, a list of the anticipated vacancies which may occur during the school year and/or for the following school year as soon as the District is sure of said vacancy.
2. All requests will be made in writing to the Superintendent giving specific reasons for requesting the transfer. Such requests for transfers for the following year will be submitted no later than June 1 and for the second semester such requests will be submitted no later than December 1. Requests for transfer to posted vacancies must be filed within ten (10) calendar days of posting prior to May 1st and four (4) calendar days after May 1st. Employees should inform building principals of any interest in potential vacancies prior to the end of the school year.
3. Consideration for transfer of an employee will be based on qualifications, certifications, and seniority in the District.
4. Written notice of transfer will be given to the employees concerned as soon as practicable.
5. Requests for transfers are kept for only one school year and must be renewed each year.

B. Involuntary Transfers

1. When the District deems an involuntary transfer necessary, the District will take into consideration the employee's qualifications, certifications, and seniority.
2. An employee will be notified, in writing, by June 1, except in case of emergency, of an intended transfer and will be entitled to a conference with the Superintendent or his/her designee to discuss the reasons for said transfer. The Superintendent will set forth, in writing, the procedures used in the determination of said transfer. The teacher may have a representative present at the time of the conference.

C. Teacher Leadership - Transfer

In situations where hiring occurs for the positions of Instructional Coach, Technology Integration Specialist, District Lead, and/or Building Lead the following considerations will occur:

The policies stated above will be followed with the addition of the following:

1. Renewal of TLC Positions
    a. Teacher leadership assignments (Instructional Coach, Technology Integration Specialist, District Lead, and/or Building Lead) will be considered annual non-renewing assignments. They may be renewed upon mutual consent of the building principal and teacher leader. Teacher leaders who wish to renew their assignment will notify the building principal of their intent in writing no later than April 1 of the year preceding the assignment.
    b. Teachers who are not reassigned by the district will be notified by April 1 and will return to the classroom. Teacher leaders who do not wish to renew (or are not renewed) their teacher leadership assignment or are not reassigned to their teacher leadership role may choose to return to their previous classroom teaching assignment if available (or another open position they are certified and qualified to teach displacing the least senior teacher) the year following the teacher leadership assignment.
2. Transfer Assignment/ Hiring Process
    a. In circumstances where hiring occurs in support of the implementation of the Teacher Leadership Compensation grant, the following considerations will occur:
    b. The interviewing and hiring process for each position will be guided by the rigorous selection process as outlined in the Highland Teacher Leadership and Compensation Plan approved by the Iowa Department of Education. No voluntary transfers will be considered for these positions.
3. Seniority
    a. For the purposes of seniority, all TLC positions will be considered to be regular, full-time teaching positions and Employees serving in TLC positions will continue to accrue seniority as specified in the Teacher Compendium.
4. Reduction or Realignment of Staff

a. If staff reductions occur due to a reduction in TLC funding or a modification in the District's TLC plan, the additions below will be followed:

The parties will follow the current staff reduction procedures set out above. If an employee is removed from a TLC role, the employee will be placed in the employee's former teaching position. If the former teaching position is not vacant due to another employee's invoked rights, and/or does not exist, the employee will be assigned to another teaching position for which the employee is qualified within the employee's licensed content area and category and that is as close as possible to the employee's prior teaching position as determined by the Superintendent.

5. Teacher Leadership Grant Selection/Members

For the 2021- 2022 school year, the following positions were selected through the TLC Grant to provide leadership for professional duties and development.

TLC Oversight Committee:

- Consists of 2 Administrators (chosen by Superintendent) and 2 Teachers (chosen by HEA Executive Board).

TLC Grant Positions:

- (1) 1.0 FTE Instructional Coach- Chosen by application/interview process by TLC Oversight Committee.
- (2) .5 FTE Instructional Coaches= Chosen by application/interview process by TLC Oversight Committee
- (1) .5 FTE Technology Integrationist- Chosen by application/interview process by TLC Oversight Committee
- (5) Building Leadership Team Members (Elementary)- Chosen by application/interview process by TLC Oversight Committee
- (5) Building Leadership Team Members (Middle/High School)- Chosen by application/interview process by TLC Oversight Committee

6. Teacher Leadership Supplemental Pay

Each Teacher Leadership Compensation grant position will be offered an Addendum (separate contract) on the contract for the job duties performed outside of the contracted employee hours in addition to the employee's regular contracted wages and seniority. The Addendum on the contracts will be as follows:

In addition to the regular 194 day contract the following TLC positions will be issued as an Addendum:

- 1.0 FTE Instructional Coach- Extended contract for 10 additional days and a stipend of $3000.

- Instructional Coach is expected to keep a log of hours/activities to justify payment of stipend. Log will be turned in to Oversight Committee at the end of the school year.
- 2019-2020 year: (1) FTE Instructional Coach will be employed in the Elementary.

- .5 FTE Instructional Coach- Extended contract for 10 additional days and a stipend of $1500.
  - Instructional Coach is expected to keep a log of hours/activities to justify payment of stipend. Log will be turned in to Oversight Committee at the end of the school year.
  - 2021-2022 year: (1) .5 FTE Instructional Coach employed at the Middle School level, (1) .5 FTE Instructional Coach employed at the High School.
- .5 FTE Technology Integrationist- Extended contract for 10 additional days and a stipend of $1500.
  - Integrationist is expected to keep a log of hours/activities to justify payment of stipend. Log will be turned in to Oversight Committee at the end of the school year.

  -2021-2022 year: (1) .5 FTE Technology Integrationist employed for PK-5.
- Building Leadership Team Member- Extended contract for 42 hours at a rate of $25.00 per hour.
  - There will be 5 members at the Elementary level and 5 members at the Middle School/High School level.
  - Total base payment for all members: $10,500
  - Members are expected to keep a log of hours to justify payment. Log will be turned in to Oversight Committee at the end of the school year.
- TLC Oversight Committee Member- Extended contract for 25 hours at a rate of $25.00 per hour.

  -TLC Oversight Committee Members are expected to keep a log of hours/activities to justify payment. Log will be turned in to the Superintendent at the end of the school year.

SIGNATURE CLAUSE

In witness whereof the parties hereto have caused this 2021-2022 Compendium of Teacher Employment Conditions to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 21st day of April 2021

HIGHLAND EDUCATION ASSOCIATION	BOARD OF DIRECTORS HIGHLAND COMMUNITY SCHOOL DISTRICT
By Clint Jones President	By President
By Jayne M Kallaus Chief Negotiator	By Ken Crawford Chief Negotiator