

MASTER CONTRACT

Between

**MAQUOKETA EDUCATION ASSOCIATION
and
MAQUOKETA COMMUNITY SCHOOL DISTRICT**

July 1, 2022

To

June 30, 2026

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ARTICLE I RECOGNITION

I. UNITS

The Board hereby recognizes the Maquoketa Education Association, an affiliate of the Iowa State Education Association and the National Education Association as the certified exclusive and sole bargaining representative for all personnel and/or employees as set forth in the PERB certification instrument (Case: Number 49) issued by the PERB on the 29th of May, 1975.

The unit described in the above certification is as follows:

Included: Classroom teachers (including MAC), learning disabilities resource teachers, special teachers (Art, Music, PE) (K-12), ESEA teachers, Learning Resource Center teachers and/or librarians, Special Education or Special Needs teachers, teachers engaged in extra-duty contracts (Activity Advisors, Senior and Middle School Athletics, Departmental Chairpersons or Supervisors or Coordinators, including MOC, AV, Music and other extra duty positions), Work Study job coordinators, Nurses (Licensed Health Professionals and/or School Nurses), and Guidance Counselors.

Excluded: All administrative and confidential employees, secretaries, bus drivers, custodians, cooks, certified nurse assistants (CNA), shop and grounds employees, teacher associates, supervisors as defined by Iowa Code section 20.4 and all other persons excluded by Iowa Code section 20.4.

II. Definitions

- A. The term "Board", as used in this agreement, shall mean the Board of Education of the Maquoketa School District or its duly authorized representatives.
- B. The terms "personnel and/or employee" as used in this agreement shall mean all professional employees in the bargaining unit as defined and certified by the Public Employment Relations Board as represented by the Association.
- C. The term "Association" as used in this agreement, shall mean the Maquoketa Education Association or its duly authorized representatives or agents.

ARTICLE 2 GRIEVANCE PROCEDURE

I. Grievance

A "grievance" is any alleged violation, misinterpretation, or misapplication of a specific article of this agreement.

II. Failure to Exercise Agreement Grievance Rights

The failure of a teacher to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

III. Grievance Processing

It is agreed that any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving employee or of the teaching staff.

IV. Steps

- A. 1. An employee or the Association with an alleged grievance shall, within a twenty (20) school period after the facts upon which the grievance is based first occur or first become known (to the teacher) discuss it with his/her principal with the objective of resolving the alleged grievance informally. Said discussion shall include Association representative(s) if requested by the grievant and administrative representative(s) if requested by the principal.
2. If not resolved in A. 1, the alleged grievance shall be reduced to writing and submitted to the principal. (See Attachment 1.) If a teacher does not submit his/her grievance to the building principal in writing within ten (10) school days after the informal hearing with the principal, the grievance is deemed waived.

The principal will reply in writing to the teacher with a copy to the Association within five (5) school days after receipt of the written grievance.

- B. If the grievance is not settled in Step A and the teacher wishes to appeal the grievance to Step B, the teacher may file the grievance in writing to the superintendent of schools within ten (10) school days after receipt of the principal's written answer.

The written grievance shall give a clear and concise statement of the alleged grievance including the fact upon which the grievance is based, the issues involved, the relief sought. The superintendent and/or his/her representative shall review the grievance, may arrange for necessary discussions (which shall include an Association representative), and give a written answer to the teacher with a copy to the Association no later than ten (10) school days after receipt of the written grievance.

- C. A grievance not settled in Step B of the grievance procedure may be appealed to arbitration by the Association.
 1. Written notice of a request for arbitration shall be made to the school district board secretary within ten (10) school days of receipt of the superintendent's answer in Step B.
 2. The issue must involve the interpretation or application of a specific article(s) of this agreement.

When a request has been made for arbitration by the Association on behalf of the grieving teacher, the parties shall attempt to select an impartial arbitrator. Failing to do so, they shall, within ten (10) days of the appeal, jointly or independently request (PERB) Public Employment Relations Board to submit a list of five (5) arbitrators. As soon as the list has been received, the parties, or their designated representatives, shall determine by lot which party shall have the right to remove the first name from the list. The party having this right shall do so within two (2) school days. The other party shall have an additional two (2) school days to remove the second name. The first party will then have one (1) school day to remove the third name with the second party having one (1) school day thereafter to remove the fourth name. The final remaining name on the list will act as the arbitrator.

The arbitrator shall schedule a hearing on the grievance and, after hearing such evidence as the parties desire to present, shall render a decision in writing. The arbitrator shall have no power to hear and determine matters relating to wages and fringe benefits except as to the improper application thereof, nor to add to, subtract from, modify or amend any terms of this Agreement. The arbitrator shall have no power to substitute his/her discretion for that of the Board in any matter specifically reserved to the Board, by law or by the terms of this Agreement. A decision of the arbitrator, within the scope of his/her authority, shall be final and binding upon the parties.

V. Costs

The Board and the Association will share equally any joint costs of the arbitration procedure, such as the fee and expenses of the arbitrator and the hearing room.

VI. If an employee or the Association files any action, claim, or proceeding in a form other than the grievance procedure of this Agreement, then the Board shall not be required to process the claim under the grievance procedure of this Agreement.

VII. In the event a grievance cannot be processed through all the steps in this grievance procedure by the end of the school year, the grievant or the Association, with the consent of the District, may elect to postpone the grievance proceedings until the following school year. If the process is continued beyond the school year, time limits shall consist of all weekdays, exclusive of weekends and holidays.

ARTICLE 3 RIGHTS

I. Employee Rights

- A. The parties (Association and Board) recognize that employees, under the Iowa Public Employment Relations Act, have the right to join or assist the Association, to negotiate collectively through the Association, to engage in other lawful concerted activities for the purpose of collective bargaining or other mutual aid or protection, and to file and process grievances as defined in and as provided by this Agreement, and to refuse to join the Association or to participate in any such activities.

The parties further stipulate they shall make no effort to deprive or coerce any employee in the enjoyment of any rights conferred by this Agreement, by statutory law, or by the State and Federal constitutions. It is further stipulated that rights conferred by statutory law, and State and Federal constitutions shall not be subject to the grievance procedure outlined in Article 2 of this Agreement.

- B. No teacher shall be prevented from wearing pins or any identification of membership in the Association or an affiliate.

- C. No employee will be disciplined, suspended, or reduced in compensation without just cause.

II. Association Rights

- A. The Association and its members shall have the right to make use of school buildings and facilities at all reasonable hours for meetings which are outside the regular school work day provided that the building principal is notified three (3) days in advance of the meetings. If the facility is otherwise occupied, alternative arrangements with the building principal will need to

be made. The Association will pay reasonable costs of all materials and supplies incidental to such use.

- B. The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards, one of which shall be provided in each school building in areas designated by the building administrator, such as teacher lounges, but not in areas open to the public or students.
- C. Interschool mail facilities may be used for the distribution of official Association communications so long as it does not require additional delivery services or delay normal district distribution.
- D. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or interrupt normal school operations. Any ISEA, NEA, or JDC, ~~or AFT~~ member outside the Maquoketa School District bargaining unit who has Association business to perform shall report to the building principal, or designee, that he/she is in the building and identify the employee or employees he/she wishes to see. The principal, or designee, will check schedules of employees and grant permission if the employees are not involved in direct supervision or classroom instruction.

III. Management Rights

The Employer shall have the right to direct the work of its employees; hire, promote, transfer, and assign employees; maintain the efficiency of its operation; determine and implement methods, means, assignments, and personnel by which its operations are to be conducted; take such actions as may be necessary to carry out its mission; initiate, prepare, certify and administer its budget; and exercise all powers and duties granted to the employer by law.

ARTICLE 4 WAGES AND SALARY

I. Schedule

The salary of each employee covered by this Agreement is set forth in Appendix A and B. Nurses with a bachelor's degree shall be placed on the BA lane of Appendix A / Schedule A.

The Base Salary in "Schedule A" will be used to drive ~~longevity stipends~~, the Supplemental Salary Schedule, the Non-Degree Nurses' Salary Schedule and the per diem rate for employees with extended contract days.

2022-23: \$650 Increase to the Base Salary of Schedule A to \$31,375
\$650 Increase to Base Salary of the Extra-Curricular Salary Schedule E(Appendix B) to \$29,444

2023-24: \$700 Increase to the Base Salary of Schedule A to \$32,075
\$700 Increase to Base Salary of the Supplemental Salary Schedule (Appendix B) to \$30,144
\$300 one-time retention stipend to be payable on the July 15th payroll to those who return a contract for the 2023-24 school year

2024-25: \$750 even increase to individual's previous year Schedule A salary based on the individual's FTE.

\$1,000 increase to Base Salary of the Supplement Salary (App B) to \$31,144

When adding Schedule A + Schedule B TSS (flat \$8,864.26), any teacher not at required minimums will be brought up the state required minimum salary.

~~H. Salary Placement~~

~~Any employee hired prior to the end of the first semester shall be given full credit for one (1) year of service toward the next increment step for the following year.~~

III. Advancement on Salary Schedule

~~A. Increments~~

~~Employees on this regular salary schedule shall be granted, upon recommendation of building principal, one (1) increment or vertical step on the salary schedule until the maximum for their educational classification is reached.~~

B. Educational Lanes

An employee wishing to move horizontally on the salary schedule must meet the following criteria:

1. All hours beyond the BA must be graduate hours and earned after the conferring of the degree.
2. MA+15 and MA+30 means the graduate hours were earned after the conferring of the master's degree.
3. All advanced course work shall have the advance written approval of the building principal, must be from an accredited institution, and related to the employee's teaching assignment.
4. Credits earned after the opening of school will not be counted toward the salary schedule until the next contract year.
5. It is the responsibility of the employee to see that official transcripts of all college earned credits, which are pertinent to the employee's placement on the salary schedule or pertinent to meeting state accreditation standards, shall be on file in the Superintendent's office on or before October 10 of each new school year.
6. Credit earned previous to 1979-80 will not be taken away from the employee if it does not meet the above criteria.

IV. Method of Payment

A. Each employee shall be paid in twenty-four (24) equal installments on the first and fifteenth of each month. Employees shall receive their checks at their regular buildings and on regular school days unless otherwise designated by the employee.

B. Exceptions

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

C. Final Pay

Each employee leaving the District shall have the option of receiving all or any part of his/her earned contract salary on the 20th pay period of the in-school work year.

D. Summer Checks

Summer checks, other than for summer school teachers, shall be mailed to the address designated by employee.

E. Extended Contract Rate

Extended contract days shall be paid at the rate of 1/187 of the employee's salary as determined by Schedule A.

F. Work Outside of Contract: Curriculum Committee Work, Professional Learning Conferences, Workshops, Training Sessions, which are approved and required by the District, will be paid at Twenty dollars (\$20) per hour.

G. Activity Pass

Each employee and his/her spouse shall receive a non-transferable pass on request, at any time, for admission to all local school sponsored activities.

H. Death Benefit

At the time of death of an employee the estate of the employee shall receive in compensation the accumulated salary earned under the contract for the final year of employment.

V. **Teacher Salary Supplement**

- TSS funds will first be distributed in "Schedule B" **evenly based on FTE to meet minimum salaries for Beginning Teachers and Career I teachers according to the required minimum salaries established by the state of Iowa.**
- Remaining TSS Funds will be distributed to all eligible teachers **evenly based on FTE (including Beginning and Career I teachers) on an indexed basis as specified in "Schedule B".**
- TSS funds received as a result of a whole grade sharing agreement will be distributed pending receipt of funding to all eligible employees as follows:
 - Any additional TSS funds paid as a result of new hiring or horizontal movements as specified in Article 5; Section III of the Master Contract shall be deducted from the TSS funds received as a result of whole grade sharing prior to distribution.
 - Remaining TSS funds received as a result of a sharing agreement will be distributed **evenly based on FTE on an indexed basis** to all eligible employees in one payment no later than June 15.
- Compensation shall be prorated for an employee whose assignment is less than full time or less than a full year.
- Any TSS funds not expended during the fiscal year will be utilized or accounted for as prescribed by Iowa Code.
- The total compensation for the base teaching contract (187 days) is specified in "Schedule C" which represents a combination of "Schedule A" and "Schedule B".

ARTICLE 5 LEAVES

I. **PAID LEAVES**

A. Sick Leave

Each employee shall be granted a leave of absence with pay for personal illness or injury. Employees are entitled to fifteen (15) days each year. Unused sick leave days shall be accumulated from year to year with a maximum accumulation of 150 days. Those employees who have reached maximum accumulation of 150 days will be credited with the 15 days at the

beginning of the school year. The total accumulation at the end of the year can be no more than 150 days. Employees may view their accumulated sick leave balance and past leave via the online reporting system. An employee on a leave of absence is not entitled to sick leave.

Absence due to injury incurred in the course of the employee's employment shall not be charged against the employee's sick leave benefits, provided that the Board shall not pay to such employee the difference between his/her salary and benefits received under any workman's compensation benefits for the duration of such absence.

B. Family Illness Leave

Employees may use their sick leave for family illness. Such leave shall be deducted from personal sick leave. Family illness leave is intended for the care of the employee's children, spouse, parents (in-laws), grandparents(in-laws), or household members.

C. Personal Leave

Three (3) days of non-cumulative leave will be provided annually for personal leave. Personal leave will not be granted immediately before or after vacation or holiday periods, or during the first 5 or last (ten) 10 student days, except, in case of emergency. Exceptions to these restrictions may be granted by the superintendent for good reason. Requests for personal leave provided by the school district should be submitted to the building principal at least three days in advance of the day of leave. Employees will be paid for + 2 full day of unused personal leave at the current teacher substitute rate.

D. Jury Duty

In case an employee is called to serve on jury duty, a written request shall be submitted to the building principal with sufficient notice. In order that no teacher shall suffer financial loss because of such absence, the difference between his/her normal salary and the compensation received for jury duty shall be paid.

E. Professional Leave

Each professional employee of the Maquoketa Schools shall be granted one day, in addition to the time requested by the administration, to attend professional meetings for purposes of professional growth. This day should be planned with the employee's supervisor and formally authorized by same. A substitute will be provided. An employee may be requested to attend professional meetings beyond the one allowable day without loss of pay or other leave rights. Any employee taking advantage of the provisions contained in this policy will be asked to make a written evaluation of the day with statements as to how he/she will utilize the ideas gleaned. Professional days shall be used for the purpose of:

1. Visitation to view other instructional techniques or programs.
2. Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations.
3. Athletic/coaching clinics.
4. Coaches to attend state athletic tournaments.

The Board agrees to provide, upon approved application, the necessary funds for employees who desire to attend professional activities covered in the paragraphs above. Travel, meals, lodging, tickets, and registration fees shall be deemed appropriate expenses, as well as cost of the substitute teacher needed to relieve the participant. An employee attending such conference shall be granted sufficient time to attend without loss of compensation.

F. Funeral/Death Leave

The days of leave requested shall be granted to a maximum of five (5) at any one time in the event of death in an employee's immediate family: spouse, child, brother or sister, step relatives, son- or daughter-in-law, parent, parent-in-law, brother- or sister-in-law, maternal and paternal grandparents, grandchildren, and any other member of the immediate household. Employees shall be granted one day in the event of death of a friend or relative outside the employee's immediate family as defined above, this one day may be split into two half days if desired. In the event of the death of an employee or student in the Maquoketa School District, the principal or immediate supervisor of said employee or student shall grant to an appropriate number of employee's sufficient time to attend the funeral.

G. Military

Leaves of absence shall be granted for any period of active state or federal military service. Such military leave shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of continuous leave as provided by Chapter 29A of the Code of Iowa without regard to contract period.

H. Association

The Association's representatives shall be granted twelve (12) days total non-cumulative leave with no loss of pay, to be used by Association representatives to attend conferences or meetings, as approved by the Association president. The district will pay for substitute pay on days 2 and 4. The association will pay for substitute pay on days 1, 3 and all days subsequent to day 4.

Attendance will be based on the following:

1. Written requests on regular request forms and subsequent approval by the building principal through the Superintendent at least five (5) days prior to such conference or meeting.

I. Legal Leave

An employee subpoenaed to appear at a judicial proceeding unrelated to personal business shall be excused from duties without loss of pay for no more than three (3) days. In order that no teacher shall suffer financial loss because of such absence, the difference between his/her normal salary and the compensation received for this leave shall be paid.

J. Parental Leave (birth, adoption, surrogacy)

Parental Leave (birth, adoption, surrogacy) - In accordance with the FMLA, employees can use their accrued sick leave up to six weeks from the date of the event (birth, adoption, surrogacy) for paid parental leave. If both parents are employees of the District, they can take their six paid weeks consecutively for a total of twelve weeks, or they can take their six paid weeks concurrently. If only one parent is employed by the District, then the employee can choose to take their six paid weeks either in the first six or the second six weeks from the date of the event. Within one week of the event, the employee must make their determination.

II. UNPAID LEAVES

A. Parental

1. Upon application to the Superintendent of Schools or his/her designee, the employee shall be granted an unpaid leave of absence for up to one year for the purpose of child rearing.

The date of commencement of said leave will be decided by a conference between the two parties. The employee may be reinstated prior to the conclusion of the approved leave period upon mutual agreement.

Upon return from an approved leave of one year or less, the employee shall resume his/her former position if available and assume all previous rights and privileges.

The employee shall be entitled to all raises and increments upon return if the employee serves at least one half (90 days) of the school year. This 90-day period need not be continuous.

2. The employee shall have the opportunity to continue all fringe benefits for one (1) additional year at the employee's expenses.

B. Association Leave

A leave of absence without pay for up to three (3) years shall be granted upon 60 days notification by employee to his/her respective principal, to any employee for the purpose of serving as an officer of the Association or its affiliates or on its staff. Upon return from such leave, such employees shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits, as they would have accrued had they taught in the system during such period.

C. Family Illness

A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick or injured member of the employee's immediate family. Additional leave may be granted at the discretion of the Board. Return rights shall apply.

D. Good Cause - Without Pay

Other extended leaves of absence without pay shall be granted in writing by the Superintendent for good reason.

ARTICLE 6 EMPLOYEE WORK YEAR

The regular contract year shall consist of 187 days **(186 days beginning in the 2025-26 school year)**, which shall include the prescribed number of student contact days as required by the state with the balance of the days used for in-service days. The district shall recognize the following as non-work days: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Presidential Day, and Memorial Day.

Employee Work Year- Collaboration Hours:

In compliance with Iowa law, the School District will set aside at least 36 hours in the school calendar to allow teachers to collaborate with each other regarding educational programs and assess student learning or engage in peer review.

ARTICLE 7 EMPLOYEE HOURS AND LOAD

I. Teaching Work Day

The normal teaching workday for employees covered by this Agreement shall be 7 hours and 45 minutes **(8 hours per day beginning in the 2025-26 school year - all references to hours per day will be updated in the following year's contract)**. On days preceding holidays and on Fridays the teachers will be allowed to leave 10 minutes after the students have left. Teachers shall adhere to the daily schedule and shall make no commitments, which will preclude their being present in their assigned responsibilities. Requests for exceptions must be submitted to the principal.

Salary deductions will be made at the rate of 1/187 or a pro ratio share thereof for unpaid or unapproved leaves of absence. Teachers shall not leave the buildings to which they are assigned during class or preparation periods without the consent of the building principal.

II. Each employee shall have a duty-free continuous 25-minute lunch period each school day.

Each employee will have the time after the student school day for preparation time unless this time is needed for meetings with administrators or for grade level meetings.

PK-5 teachers will have a minimum of one 40-minute continuous preparation period per day. Teachers in grades 6-12 have a minimum of one preparation period per day.

III. The normal workday for employees shall be adjusted from 7 hours and 45 minutes to conduct Parent-Teacher Conferences. The hours for Parent-Teacher Conference days shall be set by the development of the district school calendar. Upon mutual agreement by the District and the Association, Parent-Teacher Conferences may be held following the normal 7 hours and 45 minute day and count as two (2) contract days worked.

IV. The Maquoketa Education Association shall be consulted about the content of in-service.

V. Exceptions

A. School day (7 hours and 45 minutes) may be exceeded by no more than 12 meetings directly after the contract day, not to exceed 30 minutes. All non-emergency meetings will be communicated by administrators to staff through email at least two weeks before the meeting.

B. Assigned instructional/supervisory time will be exceeded at the senior high school when staff are assigned to advanced individualized courses or in the case of PE teachers and work-study coordinators. All elementary teachers are required to supervise one music concert per academic year, not to exceed 2 hours in length.

C. Preparation time may be decreased by no more than 20 meetings per year called by the principal. Meetings needed for teacher evaluation(s), Special Education conferences, staffings, IEPs and Annual Reviews, or to discuss individual student problems that require immediate attention will not count against said 20 meetings.

VI. Assignments

Each employee will be given written notice of his/her salary schedule placement and preliminary class and/or subject assignments and room assignments for the forthcoming year by May 15.

ARTICLE 8 HEALTH

Physical Fitness - New Employees

All new employees, upon initial employment, shall provide satisfactory medical evidence of physical fitness to perform assigned duties and freedom from communicable disease. Forms for such purpose shall be provided by the employer. Such evidence shall include a statement from a doctor of medicine of the employee's choice. Each new employee shall be advised in writing of the physical fitness requirements at the time of employment. Failure to notify the employee of such requirements shall not deprive the employee of any wages or benefits under this Agreement prior to fulfilling the physical fitness requirements.

Physical Fitness - Continuing Employees

Employees whose physical condition may be questioned by the employer shall present satisfactory medical evidence when requested. Such required evidence is to be at the expense of the employer and examination to be done by a mutually agreed upon physician.

ARTICLE 9 SAFETY

- I. Such special clothing, equipment, and devices as may be needed by the employee to perform assigned duties in a safe manner shall be provided without charge to the employee.
- II. Whenever any legal action is brought against an employee resulting from alleged negligent performance of duties, the Board will comply with Iowa Code 613A in providing the employee with defense.
- III. Protection of Employees, Students and Property / Unsafe and Hazardous Conditions
Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety, or well-being. On days when school begins late due to inclement weather, employees will be required to be in the school building thirty (30) minutes before the students are scheduled to arrive. When school is dismissed early due to inclement weather that causes unsafe driving conditions, employees shall be free to leave ten (10) minutes after students are dismissed. When school is dismissed due to heat, employees will utilize the remaining time in the workday for collaboration and professional development.

ARTICLE 10 PERSONNEL FILES

- IX. Personnel Files

- A. The employee will be given advance notice, in writing, and a conference will be held, on any entry made to the employee's file if the matter is a student/parent complaint or disciplinary matter.
- B. The employee has the right to rebuttal of any entry made to the personnel file. Within 10 working days, the employee may submit a written rebuttal, which will be attached to the entry and made a part of the file.

ARTICLE 11 EXTRA-CURRICULAR PAY

Extra-Curricular Activities

I. Approved Activities

The Board and the Association agree that the extra-curricular activities listed in Appendix B / Schedule E are official school-sponsored activities covered by school insurance. The Base Salary in "Schedule A" will be used to drive Non-Degree Nurses' Salary Schedule D and-Extra-Curricular Salary Schedule E.

II. Rates of Pay

Employees who perform 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 Appendix B / Schedule E, which is attached hereto and made a part thereof.

ARTICLE 12 COMPLIANCE CLAUSES AND DURATION

I. Individual Contracts

Any individual contract of employment between the employer and an employee covered by this Agreement shall not be inconsistent with the terms of this Agreement, and if any such individual contract is consistent with the terms of this Agreement, this Agreement during its duration shall control.

II. Separability

If any provision of this Agreement is determined to be contrary to law, then such provision shall not be valid and subsisting, but all other provisions of this Agreement shall remain in full force and effect.

III. Printing Agreement

Electronic copies of this Agreement shall be distributed at the expense of the Board after agreement with the Association on format within sixty (60) days after the agreement is signed. The agreement shall be distributed by electronic means to all employees now employed, hereafter employed, or considered for employment by the Board. An electronic copy of this document will also be available on the District's web site within sixty (60) days after the agreement is signed.

IV. Notices

Whenever any notice is required to be given to either the employer or the Association under this agreement, either party may do so by electronic means or letter at the following designated addresses:

The employer: 612 S. Vermont Street
Maquoketa, IA 52060

The Association: President of the Association

V. Duration

This agreement shall be effective as of July 1, 2022, and continue in effect until June 30, 2025~~6~~. During each year of the term of this agreement, Article 4 Wages and Salary (including Appendices A and B) shall be open and subject to negotiations. It is agreed that each party may open up to two language items, contained within the contract, in addition, to Wages and Salary while negotiating each contract year.

VII. Signature Clause

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon:

Maquoketa Education Association

By: Katherine E Toops
President

8-15-24
Date

By: Robyn K. Hughes
President

8-15-24
Date

By: Jennifer Dwin
Chief Negotiator

7-17-24
Date

By: John Ruff
Chief Negotiator

7-17-24
Date

Maquoketa School Board of Education

By: [Signature]

7/17/24

President

Date

By: Lara Doby
Chief Negotiator / Superintendent

7-17-24
Date

Appendix A

Appendix A

Schedule A

	BA	BA+15	MA	MA+15	MA+30
Compensation for additional Education	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

Notes for FY25:

FY24 current year salary (Sch A) + \$750 flat per FTE + flat TSS per FTE of \$8,864.26 = FY25 total salary
 For those not at the required state minimums of \$47,500/ \$60,000 (those with 12+ years) the district contributed remaining dollars

*Schedule A total will be used to determine the per diem rate for employees with extended contract days

TSS SCHEDULE B

School Budget TSS on Aid & Levy		\$1,245,499.00	Adopted Budget fy25 A&L line #5.5
Plus Prior Year Carry Over		\$0.00	Unknown - intend to pay everything out
Less: State Reductions	% = 0%	\$0.00	
Subtotal before employer share Fica/Med/Ipers		\$1,245,499.00	
Subtotal after Fica, Medicare & IPERS (No LTD)	1.1709	\$1,063,710.82	17.09% \$181,788.18
7.65% Fica/Med, 8.93% IPERS (no LTD .27)			
NET Amount for Distribution		\$1,063,710.82	
	Tchr Comp	\$1,063,710.82	Available for distribution
	Total FTEs	120	\$8,864.26 Calculated rate
			This overall TSS amount is now distributed evenly based on FTE (full-time equivalency)

Total Salary

Overall Salary Calculation:

Schedule A - Base Wage (FY24 Sch A wage + \$750 flat per FTE for FY25)
 + Schedule B - TSS Wage (\$8,864.26 per FTE for FY25)
 = **Total Salary**

Appendix A

		SCHEDULE D				
		NON-DEGREE NURSE'S SCHEDULE				
The Base Salary in " Schedule A" will be used to drive longevity stipends, the Non-Degree Nurses' Salary Schedule and the per diem rate for employees with extended contract days.						
2024-25 Salary Base of:		\$ 32,075.00				
Step		60-90 Hours .840 Index		90-104 Hours .880 Index	105 to Degree .940 Index	
	Index		Index		Index	
1	0.844	\$ 27,071.30	0.884	\$ 28,354.30	0.944 \$ 30,278.80	
2	0.848	\$ 27,199.60	0.888	\$ 28,482.60	0.948 \$ 30,407.10	
3	0.852	\$ 27,327.90	0.892	\$ 28,610.90	0.952 \$ 30,535.40	
4	0.856	\$ 27,456.20	0.896	\$ 28,739.20	0.956 \$ 30,663.70	
5	0.860	\$ 27,584.50	0.900	\$ 28,867.50	0.960 \$ 30,792.00	
6	0.864	\$ 27,712.80	0.904	\$ 28,995.80	0.964 \$ 30,920.30	
7	0.868	\$ 27,841.10	0.908	\$ 29,124.10	0.968 \$ 31,048.60	
8	0.872	\$ 27,969.40	0.912	\$ 29,252.40	0.972 \$ 31,176.90	
9	0.876	\$ 28,097.70	0.916	\$ 29,380.70	0.976 \$ 31,305.20	

2024-25 EXTRA CURRICULAR SALARY SCHEDULE**BASE = \$ 31,144.00****SCHEDULE E****The Base Salary will be reviewed each year for Schedule E.**

LEVEL I	14.00%	16.00%	18.00%
Head Football	\$4,360.16	\$4,983.04	\$5,605.92
Head Varsity Basketball (B/G)	Yr 1-2	Yr 3-4	Yr 5+
Head Girls' Softball			
Head Varsity Wrestling - (B/G)	approved 7/10/2023 to add girls		
Head Baseball			
High School Instrumental Music			
High School Vocal Music			
Head Varsity Volleyball			
Director of Speech & Forensics			
BPA			
FFA			
EXODUS/Yearbook			

LEVEL II	12.00%	14.00%	16.00%
Head Cross Country	\$3,737.28	\$4,360.16	\$4,983.04
Head Golf (B/G)	Yr 1-2	Yr 3-4	Yr 5+
Head Soccer (B/G)			
Head Tennis (B/G)			
Head Varsity Track (B/G)			

LEVEL III	9.00%	10.50%	12.00%
Head Soph. Football	\$2,802.96	\$3,270.12	\$3,737.28
Head Soph. Basketball (B/G)	Yr 1-2	Yr 3-4	Yr 5+
Assistant Varsity Football			
Assistant Varsity Basketball (B/G)			
Assistant Varsity Volleyball			
Assistant Varsity Wrestling			
Assistant Varsity Track (B/G)			
Assistant Soccer (B/G)			
Assistant FFA			
Assistant Speech & Drama			
High School Cheerleader Sponsor			
Dance Team			
Color Guard			
High School Student Senate			
Middle School Instrumental Music			
Middle School Vocal Music			
Director of Drama-CAGE			
Assistant Varsity Baseball			
Assistant Girls' Softball			
Head Freshmen Volleyball (G)			
Head Sophomore Volleyball (G)			
Head Freshmen Basketball (B/G)			
Bowling Coach			
HOSA			

Appendix B

LEVEL IV	7.00%	8.00%	9.00%
7th Basketball (B/G)	\$2,180.08	\$2,491.52	\$2,802.96
Assistant Bowling	Yr 1-2	Yr 3-4	Yr 5+
7th Football			
8th Football			
8th Basketball (B/G)			
7th/8th Wrestling (B/G)			
7th/8th Volleyball			
7th/8th Track (B/G)			
MS Softball	approved 11/20/2023		

LEVEL V	6.00%	6.50%	7.00%
Maquoketan	\$1,868.64	\$2,024.36	\$2,180.08
MS Student Council	Yr 1-2	Yr 3-4	Yr 5+
Spanish Club			
FCCLA			

LEVEL VI

Paid annual fee, but not subject to annual base increase:

Department Coordinators	\$350.00	
HS Shop Maintenance	\$500.00	
Assistant 7 Basketball (B/G)	\$950.00	
Assistant 8 Basketball (B/G)	\$950.00	
Assistant 7th/8th Volleyball	\$950.00	
Spring Musical Production Stipends (up to 3 positions)		
Vocal Music Director	\$800	
Instrumental Music Director	\$800	
Set Construction/Stage Manager	\$800	
High School Vocal Music Accompanist	\$1,200.00	
(With the understanding that the stipend is to provide compensation for work done outside the school day)		
Prom Sponsor	\$600.00	**
Weight Room Coordinator	\$1,500.00	Fall: Aug. 16 to Nov. 15
	\$1,500.00	Winter: Nov. 16 to Feb 15
	\$1,500.00	Spring: Feb. 16 to May 15
	\$2,500.00	Summer: May 16 to Aug 15

*In the event Exodus becomes part of a course at the high school, it shall be placed on the supplementary schedule at LEVEL V to correspond with other clubs and activities.

** This individual will be a certified staff member. If individual does not want to do it anymore, then hold until suitable replacement is found or up to 1 additional year. If no one applies for the position, then the responsibility for the Prom Event will default to the High School Principal to organize class sponsors.

FORMAL GRIEVANCE PROCESSING FORM

Date Filed _____

Distribution of Form

1. Association
2. Employee
3. Superintendent

_____ School District

_____ Building

Name of Aggrieved Person

LEVEL II

A. _____
Signature of Grievant Date Received by Superintendent

B. Disposition by Superintendent or Designee:

Signature of Superintendent
or Designee

Date

