

MASTER AGREEMENT

BETWEEN

**DUNKERTON EDUCATION
ASSOCIATION**

AND

DUNKERTON COMMUNITY SCHOOLS

July 1, 2024 - June 30, 2027

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ARTICLE I

PREAMBLE

The Board of Directors of the Dunkerton Community School District, hereinafter referred to as the "Board", and the Dunkerton Education Association, hereinafter referred to as the "Association", recognize that the aim of the public schools is to provide a quality educational program for the children and youth of the School District.

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement, it is agreed as follows:

ARTICLE II

RECOGNITION

The Board of Directors of the Dunkerton Community School District, hereinafter referred to as the "Board", recognizes the Dunkerton Education Association (an affiliate of the Iowa State Education Association and the National Education Association), hereinafter referred to as the "Association", as the sole and exclusive negotiating agent, pursuant to the certificate issued by the Iowa Public Employment Relations Board on June 30, 1975, for all classroom teachers, including teachers of basic curriculum courses, fine arts, remedial courses, special education courses, vocational courses, and school registered nurse, all guidance counselors, all librarians.

EXCLUDED: superintendent, principals, medical technician, all paraprofessional employees, and all others excluded by Section 4 of the Act.

ARTICLE III

GRIEVANCE PROCEDURE

SECTION 1.

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

The term "grievant" as used in this agreement, shall mean the employee, group of employees, or Association filing a grievance.

SECTION 2.

(a) Every employee, group of employees, or Association covered by this Agreement shall have the right to present grievances in accordance with these procedures.

(b) The failure of an employee, group of employees, or Association 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 grievance to proceed to the next step. The time limits, however, may be extended by mutual agreement.

(c) It is agreed that any investigation or other handling or processing of any grievance by the grieving employee, group of employees, or Association 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.

SECTION 3.

(a) First Step-An attempt shall be made to resolve any grievance in informal, verbal discussion between the grievant and his or her principal.

(b) Second Step-If the grievance cannot be resolved informally, the aggrieved employee, group of employees, or Association shall file the grievance in writing, and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall state the remedy requested, and shall be in the form set forth as Exhibit A. The filing of the formal, written grievance at the second step must be within fifteen (15) school days from the date of the occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the employee and the superintendent within ten (10) school days after receipt of the grievance.

(c) Third Step-In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee, group of employees, or Association shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and Superintendent, or his/her designee, shall meet to resolve the grievance. The Superintendent, or his/her designee, shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the employee, group of employees, or Association and the principal.

(d) Fourth Step-If the grievance is not resolved satisfactorily at the third step, there shall be available a fourth step of impartial, binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grieving employee, group of employees, or Association to the Superintendent within fifteen (15) school days from the receipt of the third step answer to enter into such arbitration. The arbitration proceeding shall be conducted by an Arbitrator to be selected by the two parties within seven (7) school days after said notice is given. If the two parties fail to reach agreement on an Arbitrator within seven (7) school days, the Iowa Public Employment Relations Board (PERB) will be requested to provide a list of five (5) arbitrators. The two parties shall determine by lot which party shall strike the first name from the list. Thereafter, each party shall, within two (2) days, alternately strike one name from the list, until only one remains. The remaining name shall be the Arbitrator. The decision of the Arbitrator shall be final and binding upon the parties.

Expenses of the Arbitrator's service shall be borne equally by the School District and the Association.

The Arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the School District and the Association and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.

SECTION 4.

If the Association, or any employee, files a grievable complaint with an outside agency then the District shall not be required to process the same set of facts through the grievance procedure unless so ordered by the outside agency, provided it is filed within the fifteen (15) day time limit of Section 3, paragraph (b) of this Article.

SECTION 5.

At all steps of the grievance procedure, the aggrieved employee, group of employees, or Association may, at his/her option, be represented by a representative of the Association, in addition to himself/herself, unless circumstances warrant otherwise.

SECTION 6.

The school administration shall keep the grievance filed hereunder, and its responses thereto, in a separate grievance file, and not in the employee's regular personnel file.

SECTION 7.

The conferences and hearings held pursuant to the Article shall be conducted in private, and shall be attended only by the parties to the grievance, their properly designated representatives, and pertinent witnesses.

SECTION 8.

In the event that a grievance is filed at such a time that it cannot be processed through all of the steps provided for by this grievance procedure by the end of the school year, the parties shall cooperate in reducing the time limits provided for herein, in an effort to complete all steps of the grievance procedure by the end of the school year or within thirty (30) days thereafter.

ARTICLE IV

ASSOCIATION RIGHTS

A. The Association shall have the right to hold meetings on the school property at other than regular school hours, provided, however, that such meetings in no way interfere with any aspect of the instructional program or administration of the school. The time and place of any such meeting will be scheduled in cooperation with the administration. Any out-of-pocket expenses to the school resulting from such meetings will be reimbursed to the school by the Association. Also, in connection with its business, the Association shall have the right to make use of school computers, typewriters, duplication equipment, calculating machines and audio visual equipment after regular school hours and when said equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to said use.

B. The Association shall have the right to use faculty mail boxes for a reasonable volume of appropriate announcements relating to the transaction of the Association's business on behalf of the members of the bargaining unit.

C. The Association shall be provided with a bulletin board in the teacher's lounge in the school building upon which the Association may post matters relating to the Association's business on behalf of the members of the bargaining unit.

D. Whenever the Association negotiating team participates during normal school hours in the mediation, fact-finding, or arbitration phases of the impasse procedures provided by law, a maximum of five said team members and any employee witnesses actually testifying shall suffer no loss of pay or other benefits during such participation. The grievant and any employee witnesses actually testifying in the arbitration phase of the grievance procedure provided for in this Agreement during normal school hours shall suffer no loss of pay or other benefits during such participation.

E. Officers of the Association and the chairpersons of the Association's standing committees shall be permitted to transact official Association business on school property provided that this shall not interfere with or disrupt normal operations or the employee's responsibilities.

ARTICLE V

EMPLOYEE HOURS

Employees covered by this Agreement shall begin the work day at 7:45 a.m. and shall complete it at 3:28 p.m. The work day is subject to additional time necessary to perform extra-curricular activities and extra-duty assignments. Employees shall be permitted to leave on Fridays, and the day immediately prior to the commencement of vacation or holiday periods after the school buses have departed on their routes.

Should school be delayed due to inclement weather, employees shall report for work fifteen minutes before the student attendance day begins. Should school be dismissed early due to inclement weather, excluding heat, employees shall be permitted to leave after the school buses have departed on their routes.

An employee may request his/her principal's permission to leave the school premises at other times during the school day. The principal shall, in his/her sole discretion and judgment, grant or deny said request. It is understood and agreed that the granting of any such request by the principal shall relate to that request only and shall not be considered in connection with any other request which may later be made by any employee.

The Board shall make a reasonable attempt to provide each employee with duty free preparation time.

ARTICLE VI

EMPLOYEE WORK YEAR

A. CONTRACT YEAR. The contract year shall consist of 186 days which shall include days when pupils are in attendance, in-service days, holidays, and other contract days on which employee attendance is required. For all first-year probationary staff, the contract year shall consist of 188 days. The two additional days shall be for district in-service.

B. DAY'S PAY. The pay for one day shall be defined as 1/186 (1/188 if first-year employee) of the teacher's annual salary.

C. HOLIDAYS. Holidays are Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day.

D. SCHOOL CALENDAR. The Association may advise the Board of the Association's preference as to the school calendar, but the adoption of the calendar shall be by the Board, upon its sole judgment and discretion.

E. VACATION PERIODS. Vacation periods shall be: Friday following Thanksgiving; December 24th through January 1st; and a minimum of four consecutive days to include Easter Sunday.

F. The 2022-2024 Association proposal is based on 186 contract days. Any days beyond the stated contract days (186) shall be paid per diem.

ARTICLE VII

PROFESSIONAL DEVELOPMENT COMMITTEE

A. MEMBERSHIP. The professional development committee shall consist of eight (8) members - Three (3) members appointed by the Dunkerton Education Association and three (3) members by the school administration 2 non-voting members to be determined by selection of Instructional coaches as provided for in the TLC Categorical Funding. If TLC categorical funds are revoked, so are these 2 positions. The members appointed by the Association shall be one from each of the grade levels PK-4, 5-8, 9-12.

B. Collaboration Time

1. Teachers will be required to participate in at least 36 hours annually of teacher driven collaboration time to deliver educational programs and assess

student learning, or to engage in peer review pursuant to section 284.8, subsection 1.

2. Designated professional development (as long as practitioner collaboration is a substantial component of this professional development) or professional learning community time shall count toward the requirement.

3. Individual educator preparation time shall not count as collaboration time.

ARTICLE IX

HEALTH PROVISIONS

A. PHYSICAL FITNESS-NEW EMPLOYEES -All new employees are required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall be in the form of a statement from a licensed physician of the employee's choice based upon a physical examination, which may include a check for tuberculosis, conducted within thirty (30) days of initial employment attesting to the employee's physical fitness. Each new employee shall be advised in writing of the physical fitness requirements at the time of employment.

B. PHYSICAL FITNESS - CONTINUING EMPLOYEES

a. All continuing employees may have a voluntary physical examination, which may include a check for tuberculosis, performed by a licensed physician of his/her choice at the conclusion of every third year of service, except those required to more often by statute or rule, and the employee shall promptly thereafter provide the board with said physician's statement attesting to the employee's physical fitness.

ARTICLE X

SAFETY PROVISIONS

1. UNSAFE CONDITIONS. Employees shall not be required to work under unsafe conditions or to perform tasks which endanger their safety.

2. LIABILITY COVERAGE. The board shall provide liability insurance coverage to the extent that is required by Iowa law. Any existing insurance shall remain in force.

3. REPORTING ASSAULTS. Employees shall report cases of assault committed upon them in connection with their employment to their principal or other immediate supervisor.

4. ASSAULT OF EMPLOYEE.

A. In the event an employee is intentionally physically assaulted while the employee is acting in the discharge of his/her duties within the scope of his/her employment, and if said assault physically disables the employee from being able to work, and provided the employee elects not to receive paid sick leave pursuant to Article XI of this Agreement, the employee shall receive full pay for each day he/she cannot work, up to a maximum of five (5) school days,

all of which must be within the ten (10) day period immediately following the assault. The employee shall, upon request, within a reasonable time furnish the Superintendent with a written statement from a medical doctor certifying that the employee is physically unable to work because of the injuries sustained in said assault.

B. In the event an employee is physically assaulted while the employee is acting in the discharge of his/her duties within the scope of his/her employment, and if said assault damages or destroys the employee's clothing or other item of personal property being carried upon the person of the employee, the Board shall reimburse the employee for the amount of actual damage to said clothing or other property, up to a maximum of two hundred fifty dollars (\$250.00).

ARTICLE XI

SICK LEAVE

A. ACCUMULATIVE BENEFITS -Employees shall be entitled to paid sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Sick leave may be used for personal illness of the employee. The employee shall promptly notify the Superintendent or designee of the employee's intention to use sick leave, as soon as the necessity therefore is known to the employee. Unused sick leave days shall be accumulated from year to year with a limit of one hundred twenty (120) days so accumulated. Sick leave shall be according to the following schedule:

First year of employment	10 days
Second year of employment	11 days
Third year of employment	12 days
Fourth year of employment	13 days
Fifth year of employment	14 days
All subsequent years of employment	15 days

The employee's current year of sick leave, according to the above schedule, shall be available for use in the current year in addition to any prior accumulated sick leave, but no more than a total of one hundred twenty (120) days can be accumulated and carried forward from year to year. The maximum number of days an employee can have at the start of a year is 135 days.

B. EVIDENCE OF ILLNESS -The employee shall, upon request, within ten (10) school days furnish the Superintendent with a written statement from a medical doctor, certifying to the existence, nature and duration of the illness and the employee's inability to work because of the illness. The Superintendent may require other reasonable evidence to confirm the necessity for the use of sick leave.

C. NOTIFICATION OF ACCUMULATION -Employees shall be given a copy of the sick dayswritten accounting of accumulated sick leave days no later than October 1st of each school year. Any protest of error and/or omission of the accuracy of the accounting of accumulated sick days must be made to the District at the time the employee signs the sick leave sheet or otherwise the accounting will stand as being correct.

D. USE OF SICK LEAVE FOR FAMILY ILLNESS -Upon application by the employee, the employee shall be entitled to use up to a maximum of seven (7) days per year of the employee's sick leave, which is provided for in Paragraph A above, when a member of the employee's immediate family (defined as the employee's spouse, children, and parents) is ill and it is necessary for the employee to personally care for said family member. Days may be added to the current maximum of seven (7) days upon superintendent's discretion. Added days to be taken from the employee's accumulated sick leave days. The employee shall apply to the Superintendent or his designee for such sick leave as soon as the necessity for it is known to the employee. The Superintendent may require reasonable evidence, including medical evidence of the nature of the illness of the family member that said sick leave is necessary. The use of sick leave for family illness, as provided for in this paragraph, shall be charged against the employee's available sick leave provided for in Paragraph A above, and shall not be in addition thereto. Family illness days shall not accumulate from year to year.

E. Certified Staff will have the option to trade in 15 sick days for one personal day per year.

F. EXTENDED LEAVE WITHOUT PAY -An employee who is unable to work because of personal illness or disability, and who has exhausted all sick leave available, shall upon written request to the Superintendent, be granted a leave of absence without pay for the duration of such illness or disability, up to a maximum of two (2) semesters, commencing with the date of exhaustion of sick leave.

The employee shall furnish the Superintendent with a written statement from a medical doctor, certifying to the existence, nature and duration of the illness or disability, and the employee's inability to work because of the illness or disability. The Superintendent may require other reasonable evidence to confirm the necessity for such extended leave of absence.

The Board agrees to continue to pay for the life and health insurance benefits provided by the Board pursuant to the Agreement for the duration of said leave of absence.

Employees of the Dunkerton Community School District are entitled to unpaid family and medical leaves to the same extent and subject to the same terms and conditions as set forth in the Medical Leave Act of 2009.

G. DOCTOR AND DENTAL APPOINTMENTS -In the event of a doctor or dental appointment, an employee away from duty for less than one hour will lose no sick leave. An employee absent from one to four hours will have one-half day deducted from accumulated sick leave days. An employee absent more than four hours will have one day deducted from accumulated sick leave days.

ARTICLE XII

TEMPORARY LEAVES OF ABSENCE

A. PERSONAL -At the beginning of every school year, each employee shall be credited with two (2) days, with pay, to be used for the employee's personal use. An employee planning to use a personal day shall notify his/her principal at least three (3) days in advance, except in case of a bona fide emergency, in which case the principal shall be notified as soon as possible. Provided however, that not more than a total of two (2) employees shall take the

personal leave provided herein upon the same day, except in emergencies. It is further provided, however, that said personal day shall not be taken on a day immediately preceding or following a holiday or vacation period, except with prior approval of the appropriate principal. Employees that have unused personal leave at the end of the contract year will select one of the following options:

1. Employees covered under this agreement with less than 5 years of experience in the district may choose to carry-over up to two (2) personal days to the next contract year for a maximum in one contract year of four (4) personal days.
2. Employees covered under this agreement with 5 or more years of experience in the district may choose to carry-over up to three (3) personal days to the next contract year for a maximum in one contract year of five (5) personal days.
3. Employees covered under this agreement may choose to be reimbursed for unused personal days at the current substitute rate up to a maximum of two (2) days in one contract year.

B. JURY DUTY -An employee called for jury duty during school hours shall be provided such time, with pay. Any fees or remuneration the employee received for such jury duty shall be turned over to the Dunkerton Community School. When an employee is excused from jury duty, either temporarily or permanently on any working day, the employee shall report to the principal and shall complete any remaining hours of the working day if required.

C. PROFESSIONAL MEETINGS -If an employee desires to be absent from duty to attend a professional meeting which is designed to improve his or her teaching skills, the employee shall make a written request for said absence to the principal at least ten (10) days prior to the first day of requested absence. The principal, in conjunction with The Professional Development Committee, shall approve or deny said request in whole or in part.

D. DEATH

1. In case of the death of an employee's spouse, parent, step-parent, child or step-child, brother or sister, the employee shall be entitled to a leave of absence of five (5) consecutive school days, with pay. Said leave may be taken within a reasonable time after the death. The employee shall promptly notify his/her principal of the death, and when the leave days will be taken.

2. In case of the death of the following the employee shall be entitled to a leave of absence of three (3) consecutive school days, with pay. Said leave days may be taken within a reasonable time after the death. The employee shall promptly notify his/her principal of the death, and when the leave days will be taken.

- Employee's spouse's brother, sister, parent, step-parent or grandparent
- Employee's grandparent, grandchild or step-grandchild, niece or nephew, aunt and uncle

3. In case of the death of a person with whom the employee had an unusually close personal relationship, the employee shall be entitled to a leave of absence, with pay, for the time necessary to attend the funeral, but not to exceed one (1) day per occurrence. The employee shall promptly notify his/her principal of the death, and when the leave days will be taken.

E. OTHER LEAVE -Requests for unpaid leave may be made to the appropriate principal stating the reason for making the request, the number of days, and when they are to be used. Such requests shall be delivered to the principal

sufficiently in advance to permit consideration of the request and the securing of a substitute. The principal shall, in his/her sole judgment and discretion, approve or deny said request, in whole or in part.

F. All leaves provided for in this Article shall be requested in writing when possible.

ARTICLE XIII

EXTENDED LEAVES OF ABSENCE

A. INFANT CARE LEAVE OF ABSENCE. An employee shall be eligible for infant care leave of absence, upon the following conditions:

1. If an infant child (defined herein as a child less than one year of age) of the employee is in need of parental care, and the employee's spouse is unavailable, because of the spouse's employment or physical disability, to provide said care, then the employee may apply for a leave of absence, without pay, for a period of not to exceed three (3) calendar months, per school year, which must be consecutive, except as hereinafter provided.

2. If the employee can anticipate the need for such leave in advance of the birth or adoption of said infant child, the employee shall promptly notify the Superintendent, and must do so not less than two (2) calendar months before any leave is to begin. If said notification is timely made, the leave of absence may commence up to two (2) months prior to the anticipated date of birth or adoption.

3. In no event shall the total length of said leave exceed three (3) consecutive months, excepting that said leave may be interrupted by any period during which the employee is entitled to sick leave pursuant to Article XI of the Agreement.

4. In the sole judgment and discretion of the Superintendent, and in order to preserve the continuity of the educational program or continuity of instruction, the Superintendent may require that said infant care leave commence up to three (3) weeks earlier or terminate up to three (3) weeks later than the time requested by the employee. Such adjustment by the Superintendent will normally occur at or near the beginning or close of a reporting period.

5. During the period of the infant care leave provided for in this paragraph, up to a maximum of two (2) months, the Board shall, at its expense, continue to provide the health insurance and life insurance benefits upon the employee. Thereafter during any remaining period of infant care leave, the employee shall have the option of continuing said insurance by reimbursing the Board for the cost of said insurance.

6. The period of the infant care leave provided for in this paragraph shall be included in the employee's length of service in the Dunkerton Community School District for purposes of determining salary level and sick leave accrual.

C. EDUCATIONAL IMPROVEMENT. A leave of absence without pay not to exceed one (1) year shall be granted any employee, upon Board approval, for the purpose of engaging in full time study, at an accredited college or university, related to his or her professional teaching responsibilities. The employee shall make said

application as early as possible, in order to give the Board the maximum possible notice of the commencement of the leave. Upon the termination of such leave, the employee shall be entitled to return to his or her last previous teaching position, commencing with the next school year beginning after termination of the leave, and shall be placed at the next higher vertical salary step than that achieved prior to the leave. The employee shall give notice in writing to the Superintendent no later than the first (1st) of March that the employee desires to return to teaching the next school year. The failure of the employee to give said notification constitutes a waiver of the employee's right to return to teach at the Dunkerton Community School District.

D. MINIMUM SERVICE PROVISION. Employees with less than two (2) continuous full years of service in Dunkerton Community School District are not eligible for the extended leaves of absence provided for in this Article.

E. SPECIAL LEAVE. Other extended leaves of absence without pay may be granted at the sole discretion of the District not to exceed one year.

ARTICLE XIV

SENIORITY

1. The District shall develop a seniority list of all members of the bargaining unit.

2. All new employees in the bargaining unit shall be considered probationary employees as defined by Iowa Code. At the end of the probationary period, if the work of the employee is satisfactory, the employee shall have the probationary status terminated. All probationary employees shall have equal seniority.

3. "Seniority" shall be defined, for the purpose of this Agreement, as the consecutive years of employment in the Dunkerton Community School District.

4. On or about September 30th of each school year, the Superintendent will provide the Association with a list showing the rank number, teacher's name, date of hire (if after March 1974), and consecutive years of service in the Dunkerton Community School District. Also for the purpose of this paragraph only, "consecutive years of service" shall include prior service of the employee in the Dunkerton Community School District who was later recalled under Paragraph C(1) of Article XV and leaves granted under Article XIII. Employees shall have twelve (12) calendar days to raise objections to their seniority rating. Any objections are waived until the time of the next posting if not made within the twelve (12) calendar day period.

5. Employees working in more than one curricular area will have seniority in all areas in which they are currently working.

6. Part-time employees or employees who are hired during the school year shall be entitled to credit for length of service in the same proportion that time regularly worked by such employee bears to the time regularly worked by full-time employees or employees hired for the entire year.

7. Employees having equal years of seniority shall have the tie broken as follows: March 1974 to present-Date of signing contract. In the case that two

or more employees have identical dates of signing the contract, the last four digits of their social security numbers will be used and the social security number with the highest last four digits will receive the highest ranking.

ARTICLE XIX

WAGES AND SALARY

A. SCHEDULE

1. The salary of each employee covered by the regular salary schedule is set forth in Exhibit C, which is attached hereto and made a part hereof.

B. PLACEMENT ON SALARY SCHEDULE

1. INITIAL PLACEMENT. The initial salary is based upon the candidate's qualifications and experience in accordance with the salary schedule and regulations in force at the time of employment. In order to be paid in the MA lane, the employee's Master's Degree must be in the educational field in which the employee is actually teaching, or an educational field directly related thereto. Based upon district needs, the Board of Directors may approve an employee's initial placement that is greater than the employee's education and/or experience.

2. CREDIT FOR EXPERIENCE. Credit is allowed for approved teaching experience. In calculating teaching experience, no fractional credit of less than one-half (1/2) year will be credited. Six (6) months or more of actual teaching in a given school year will be credited as one year's experience. Actual teaching experience of less than six (6) months, but more than three and one half (3 1/2) months in any one school year will be credited as a half (1/2) year of experience. In the placing of an employee upon a step on the salary schedule, one-half (1/2) year of teaching will be disregarded unless the employee has two (2) such half-years, in which case he/she will be given credit for a full year of experience. Experience as a day-by-day substitute teacher shall not be credited upon the salary schedule.

C. ADVANCEMENT OF SALARY SCHEDULE

1. INCREMENT. Employees on the regular salary schedule shall be granted one increment or vertical step on the schedule for each year of service in the Dunkerton Community School District until the maximum for their educational classification is reached. A year of service consists of employment in the Dunkerton Community School District for one hundred twenty (120) consecutive teaching days or more in one school year.
leavegrand

2. TRAINING BARRIER. Employees on the regular salary schedule must have proper state licensure or certification.

3. EDUCATIONAL LANES. Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to a corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, he/she shall file, no later than August 30th of current school year, the necessary credits and pay adjustments shall be retroactive to the beginning of the contract year. In order to be paid in the MA lane, the employee's Master degree must be in the educational field in which

the employee is actually teaching or an educational field directly related thereto.

Hours of study submitted for the horizontal advancement must be from an Accredited College or University and be approved by the Superintendent at his/her sole discretion prior to enrollment.

Hours of study submitted for the horizontal advancement must be:

a. Included in the teacher's declared graduate major, provided this major is related to the educational field, or

b. Hours in the employee's teaching area, or

c. Study approved by the Superintendent in his/her sole discretion

D. METHOD OF PAYMENT

1. PAY PERIODS. Each employee shall be paid in twelve (12) equal installments on the 20th of each month, or the last working day preceding the 20th when such a day falls during a non-working period during the regular school year.

2. BEGINNING EMPLOYEES. An employee who is new in the teaching profession may, at his/her option, elect to receive fifty percent (50%) of the first monthly salary installment, without any payroll deductions, after completion of the first ten (10) days of employment. The balance of said monthly installment shall be paid when normally due.

E. Employees who are issued contracts on less than a full-time basis shall be paid the percentage of the appropriate annual salary, as determined by the salary schedule, equal to the percentage of full-time employment declared by the Board in the individual contract of that employee.

F. All employees on the top step of their lane in the salary schedule shall be entitled to career increments as follows, beginning with the B.A. lane:

14-16 years +900
17-19 years +900
20-22 years +900
23 + +900

The career increment shall be retained once received with the maximum payment equaling Three thousand six hundred dollars (\$3,600).

ARTICLE XX

Extra-Curricular PAY

A. EXTRA-CURRICULAR ACTIVITIES.

1. APPROVED ACTIVITIES. The Board and the Association agree that the extra-curricular activities listed on Exhibit E, which exhibit is made a part hereof, are official school-sponsored activities covered by applicable school insurance.

2. Employee participation in the extra-curricular activities shown on said Exhibit E, and which extend beyond the regularly scheduled in-school day, shall be compensated according to the pay schedule attached hereto as Exhibit D, and made a part thereof.

3. The parties recognize that there are other extra duties and activities, in addition to those listed in sub-paragraph A.1 above, which occur from time to time during the school year. Such duties include AEA staffing's, faculty meetings, an annual open house, parent-teacher conferences, and all PK-12 fine arts programs. These duties are considered to be a part of the basic duties of all teachers, and included in their basic salaries, and there shall be no additional compensation thereof. Other assigned activities such as class sponsorship, class parties, and other assigned duties at extra-curricular activities that occur beyond the school day are recognized as extra and the assigned worker will be paid at the rate of thirty dollars (\$30.00) per event.

4. Employee's expenses, which are incurred as a necessary part of the performance of an assigned supervisory trip with students and are not provided for in another manner, shall be reimbursed by the school district.

B. EXPENSE REIMBURSEMENT. Persons receiving extra-curricular pay, according to Schedule D, shall be reimbursed, up to a maximum of one hundred twenty-five dollars (\$125.00) per school year for attendance at clinics or similar meetings designed to help them improve the performance of their assigned duties.

ARTICLE XXI

FINALITY AND EFFECT

A. CLOSURE. The agreement constitutes the entire agreement between the parties.

B. PRINTING AGREEMENT. Copies of this Agreement shall be reproduced in the format agreed to by the parties, within thirty (30) days after the Agreement is signed. The Association and the Board shall share the cost of the printing equally.

C. 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 letter at the following designated addresses or at such address as may be designated by a party in written notification to the other party.

1. If, by the Association, to the Board at Dunkerton Community School.

2. If, by the Board, to the Association at Dunkerton Community School.

D. SEPARABILITY. Should any article, section, or clause of this Agreement be declared illegal by a Court of competent jurisdiction, then that article, section or clause shall be deleted from this Article to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

E. DURATION. This agreement shall be effective as of July 1, 2024 and shall continue in effect until June 30, 2027.

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 all on the _____ day of _____, 2024.

DUNKERTON EDUCATION
ASSOCIATION

BY _____
Its President

BY _____
Its Chief Negotiator

DUNKERTON COMMUNITY
SCHOOL DISTRICT

BY _____
Its President

BY _____
Its Chief Negotiator

EXHIBIT A

GRIEVANCE (Dunkerton Community Schools)

Grievance No. _____

Date _____

Name of aggrieved employee _____

Second Step (principal)

A. Date of event giving rise to grievance: _____

B. Specific article and clause of collective bargaining agreement violated:

C. Nature of grievance*:

D. Remedy requested*:

Signature of aggrieved employee

Date signed _____

E. Disposition of Principal*:

Signature of principal or designee

Date signed _____

*If additional space is needed, attach additional sheets

Third Step (superintendent)

A. Signature of aggrieved employee: _____

B. Date signed by employee: _____

C. Date received by Superintendent: _____

D. Disposition by Superintendent:*

Signature of Superintendent or designee

Date signed: _____

*If additional space is needed, attach additional sheets

Fourth Step (arbitration)

Signature of aggrieved employee

Date signed

DUNKERTON EDUCATION ASSOCIATION

BY _____
Signature of Association Officer

Date signed

Date received by Superintendent: _____

Signature of Superintendent

EXHIBIT B: SALARY SCHEDULE: 2024-2025

Dunkerton Community Schools							
Combined Salary Schedule for 2024-2025							
24-25 Base:	\$47,500						
	\$47,500						
Step	BA	BA +7	BA +15	BA +23	BA +30	MA	MA +15
0	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500
1	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500
2	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500
3	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500
4	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500
5	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$47,500	\$48,025
6	\$47,500	\$47,500	\$47,500	\$47,500	\$47,854	\$48,739	\$49,626
7	\$47,500	\$47,500	\$47,567	\$48,483	\$49,398	\$50,312	\$51,227
8	\$47,500	\$48,111	\$49,054	\$49,998	\$50,941	\$51,884	\$52,828
9	\$48,597	\$49,569	\$50,540	\$51,513	\$52,485	\$53,456	\$54,429
10	\$50,026	\$51,027	\$52,027	\$53,028	\$54,029	\$55,028	\$56,029
11	\$51,456	\$52,485	\$53,513	\$54,543	\$55,572	\$56,601	\$57,630
12	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
13	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,832
14 to 16 = 900	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,645	\$61,732
17 to 19 = 1800	\$60,000	\$60,000	\$60,000	\$60,000	\$60,460	\$61,545	\$62,632
20 to 22 = 2700	\$60,000	\$60,000	\$60,000	\$60,273	\$61,360	\$62,445	\$63,532
23 and up = 3600	\$60,000	\$60,000	\$60,086	\$61,173	\$62,260	\$63,345	\$64,432

EXHIBIT C: Extra-Curricular SALARY SCHEDULE: 2024-2025

2024-2025 Extra-Curricular Pay Scale								
FY25 Base	\$35,050							
Increase	\$3,000							
FY24 Base	\$32,050	I	II	III	IV	V	VI	VII
		4.00%	5.50%	7.50%	9.00%	12.00%	12.50%	15.00%
Base		\$1,402	\$1,928	\$2,629	\$3,155	\$4,206	\$4,381	\$5,258
1	1.04	\$1,458	\$2,005	\$2,734	\$3,281	\$4,374	\$4,557	\$5,468
2	1.08	\$1,514	\$2,082	\$2,839	\$3,407	\$4,542	\$4,732	\$5,678
3	1.12	\$1,570	\$2,159	\$2,944	\$3,533	\$4,711	\$4,907	\$5,888
4	1.16	\$1,626	\$2,236	\$3,049	\$3,659	\$4,879	\$5,082	\$6,099
5	1.2	\$1,682	\$2,313	\$3,155	\$3,785	\$5,047	\$5,258	\$6,309

EXHIBIT D

Extra-Curricular Group Schedule

<u>Group I</u>	<u>4.00%</u>	Jr. High Boys Track Coach Jr. High Girls Track Coach Jr. High Volleyball Coach Jr. High Football Coach Jr. High Wrestling Coach Jr. High Softball Coach Jr. High Girls Basketball Coach Jr. High Boys Basketball Coach Jr. High Baseball Coach Jr. High Cheerleading Sponsor Yearbook Sponsor School Play Student Senate Sponsor National or Raider Honor Society Prom Sponsor
<u>Group II</u>	<u>5.50%</u>	Speech Activities and One Act Play (Ind. & Group) H.S. Cheerleading Sponsor
<u>Group III</u>	<u>7.50%</u>	Assistant Volleyball Coach Assistant Football Coach HS Cheerleading/Dance Team Sponsor Assistant Softball Coach Assistant Baseball Coach Assistant Track Coach Assistant Basketball Coach Jr. High and H.S. Cheerleading Sponsor Strength and Conditioning Coach (Per Season)
<u>Group IV</u>	<u>9.00%</u>	Boys and Girls Golf Coach (combined) Boys and Girls Cross Country Coach (combined) Varsity Boys Track Coach Varsity Girls Track Coach
<u>Group V</u>	<u>12.0%</u>	Varsity Basketball Coach Varsity Volleyball Coach Varsity Baseball Coach Varsity Softball Coach Varsity Football Coach Varsity Wrestling Coach Instrumental Music--Full time Vocal Music--Full Time
<u>Group VI</u>	<u>12.5%</u>	Athletic Director Administrative Assistant
<u>Group VII</u>	<u>15.0%</u>	Athletic Director

Payment will be made for activities which are actually conducted.

EXHIBIT E
**Dunkerton Community School District and Dunkerton Education Association
Teacher Leadership and Compensation (TLC) System**
Effective from July 1, 2024 through June 30, 2027

The Dunkerton Community School District (the “District”) has applied for and received approval from the Iowa Department of Education to participate in the Iowa Teacher Leadership System. The District and the Dunkerton Education Association (the “Association”) agree to the terms of this Memorandum of Understanding (MOU).

This shall be in effect beginning July 1, 2024 and ending June 30, 2027, unless parties mutually agree to modify it, including modifying it to comply with legal requirements or guidelines. Except as otherwise outlined in this MOU, all terms and conditions of the Master Contract shall continue in full force and effect.

SELECTION COMMITTEE

1. The selection committee will be composed of an equal number of administrators and teachers:
2. The selection committee will accept and review applications for all TLC positions and make recommendations to the district superintendent for appointment. Teachers who are selected must meet all of the qualifications contained in the TLC grant and contained in the law.
3. The superintendent will review the committee’s recommendations and recommend applicants to serve in TLC positions based on the needs of the district and the performance and professional development of the applicants. The superintendent will make recommendations to the Board of Education who will have final approval for all positions.

WAGES and SALARIES

1. There are three separate leadership roles as stated in the DE-approved TLC application. In addition to the employee’s regular teaching contract, any employee selected for a leadership role shall also be issued a supplemental contract for a one-year assignment related to his or her leadership role. The supplemental contract shall not be subject to the Iowa Code Chapter 279.

Assignment of Teacher Leaders:

- a. **Instructional Coach:** Full or part time position, \$3,500 stipend, up to 10 days outside of the regular teacher contract. (2 positions)
 - b. **Mentor Teacher:** No release time \$500 stipend per mentee. Mentor teachers are required to attend 1 additional day of pre-service during new teacher orientation.
 - c. **Model Teacher:** No release time, \$1,250 stipend, up to 4 days outside of the regular teacher contract. (7 positions)
2. Any employee receiving a supplemental contract/stipend to the TLC role shall not receive any other supplemental and/or extended contract pay for the employee’s fulfillment of his or her TLC role. This paragraph shall not apply to an employee’s supplemental contract with the District for duties that are not related to the employee’s fulfillment of his or her TLC role.

REDUCTION OR ALIGNMENT OF STAFF

1. **Seniority:** An employee receiving a supplemental contract for a TLC role will be considered to be a regular, full-time bargaining unit position, and will maintain and continue to accrue seniority in their previously held position as specified in the Master Contract.
2. **Transfers:** The assignment of the teachers to TLC positions shall not be subject to the transfer procedures contained in the collective bargaining agreement or staff handbook. No employee will be involuntarily assigned to a TLC position.
3. **Reduction or realignment:** If staff reductions or realignment occur due to a reduction in TLC funding or a modification in the District's TLC plan, the district will not be required to assume the cost of continuing these positions.

OTHER CONSIDERATIONS

Placement: The placement of an employee into a TLC role shall be controlled by the criteria outlined in the DE approved TLC application.

Removal: The removal of an employee from a TLC role shall occur by (a) the employee and the district mutually agreeing to remove the employee from the role at any point during the contract year, (b) the employee providing written resignation that is accepted by the district no later than March 1, or (c) the district removing the employee from the role by providing the employee written notice no later than March 1 and providing the employee appropriate due process.

Placement after removal: If an employee is removed from a TLC role, that employee will be placed in the employee's former teaching position, or if the former teaching position is not vacant or does not exist, to another position for which the employee is qualified and that is as near as possible to the employee's prior teaching position, as determined by the administrative team with employee input.

Evaluation Procedures: Those in TLC positions will be evaluated in accordance with the TLC Law and the job description for that position. Positions will be posted every three years to provide other teachers the opportunity to apply.

Separation from teacher evaluation: This MOU will establish a wall between the TLC system and the evaluation process for the performance of teaching duties. Teachers in TLC positions will not evaluate other teachers.

Stipends and supplemental days will be totally funded by the grant and will not be included in the salary schedule.

Memorandum of Understanding
Between the
Dunkerton Community School District
And the
Dunkerton Education Association

The Dunkerton Community School District and the Dunkerton Education Association agree to the following policy regarding court leave:

When an employee is required to appear and testify in any judicial proceeding during the employee's working time for reasons related to the employee's employment shall be granted leave without loss of pay. The employee must submit a copy of the subpoena to the District. The employee must make an attempt to provide the requested testimony by other means whenever possible.

BOARD PRESIDENT

DATE

DEA PRESIDENT

DATE

SUPERINTENDENT

DATE