

COLLECTIVE BARGAINING AGREEMENT

NEGOTIATED BETWEEN

**THE MASON CITY
BOARD OF EDUCATION**

and the

**MASON CITY
EDUCATION ASSOCIATION**

2025 – 2027

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Highlighted text is new in this Agreement.

PREAMBLE

The Mason City Community School District, in the County of Cerro Gordo, State of Iowa, and the Mason City Education Association agree that it is the practice in the Mason City Community School District to promote harmonious and cooperative relationships between the school district and employees.

The Association and the Board, through good faith negotiation, have reached certain understandings. Therefore, it is agreed as follows:

Article 1
RECOGNITION

- 1.01 The Mason City Community School District is recognized as a public employer governed by a Board of Directors. The Mason City Education Association, as determined and ordered by the Public Employment Relations Board, is recognized as the sole and exclusive bargaining agent for employees as follows:
- 1.02 Included: All full-time and regular part-time certified professional employees including classroom teachers, guidance counselors, media specialists, nurses, and school social workers.
- 1.03 Excluded: Superintendent, district level directors and supervisors, district level administrative assistants, buildings principals and associate principals, classified employees, and all other non-certified employees excluded by Iowa Code section 20.4.
- 1.04 The employer recognizes the Association, an affiliate of the Iowa State Education Association and the National Education Association, as certified, exclusive, and sole collective bargaining representative of all employees described by and defined in the Public Employment Relations Board's Certification in Case No. 259, issued June 6, 1975, and amended by Case No. 102177, issued May 24, 2018.

Definitions

- 1.05 The term "Board" as used in this agreement shall mean the Board of Education of the Mason City Community School District or its duly authorized representatives.
- 1.06 The term "superintendent" as used in this agreement shall mean the superintendent or his/her designee.
- 1.07 The term "Association" as used in this agreement shall mean the Mason City Education Association or its duly authorized representatives or agents.
- 1.08 The term "employee" as used in this agreement shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.

Article 2
COMPLIANCE CLAUSES AND DURATION

- 2.01 Compliance Between Individual Contracts and Comprehensive Agreement: Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms of this agreement and in the form set forth in the Employee Contract. If an individual contract contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling. Each individual employee contract, when tendered to the employee, shall be signed by the president of the Board and shall incorporate by written reference the terms and the provisions of this agreement.
- 2.02 Separability: If any provisions 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 subsisting, except to the extent permitted by law. When the illegality of a clause becomes known, the Board and the Association shall enter into negotiations to replace said provision within thirty (30) calendar days. All other provisions or applications shall continue in full force and effect.
- 2.03 Effect of Agreement: This document contains the full and complete agreement between parties.
- 2.04 Printing Agreement: The District will create an electronic copy of the Agreement, which will be available to all employees.
- 2.05 Notices: Whenever notice is required by either of the parties to this agreement, pursuant to the provision(s) of this agreement, either party shall serve notice to the other party by hand delivering communications prior to

3:30 p.m., both parties verifying by signing proof of delivery, or by registered letter. (a) If the notice is served by the Association to the Board, then the notice shall be served to the Mason City Board of Education, 1515 South Pennsylvania Avenue, Mason City, Iowa 50401. (b) If the notice is served by the Board to the Association, then the notice shall be served to the Mason City Education Association, 1515 South Pennsylvania Avenue, Mason City, Iowa 50401.

- 2.06 Duration Period: This agreement shall remain in full force and effect from midnight on August 1, 2025, and shall continue in effect until midnight on July 31, 2027. (It shall be the obligation of the association to give written notice to the Board of its intention to renegotiate modification hereto pursuant to Section 20.16, Code of Iowa.)
- 2.07 Signature Clause: In witness hereof the parties hereto caused this agreement to be signed by their respective presidents, attested to by their respective chief negotiators and their signatures placed thereon, all on the ____ day of ____, 2026.
- 2.08 Reopener Clause: During the term of this agreement, all articles shall remain current contract except for the following: Article 12: Wages and Salaries, and Article 13: Extracurricular Pay shall be open to negotiate base wages for the 2026-2027 contract year.

Mason City Education Association

President Jennifer Velthoff

Negotiator Tamaras K Johnson

Mason City Board of Education

President [Signature]

Negotiator [Signature]

Article 3
GRIEVANCE PROCEDURE

Definitions

- 3.01 The term "grievance" is a complaint by a member of the bargaining unit or the Association that there is an alleged violation, misinterpretation, or misapplication of any provision of this agreement.
- 3.02 The term "grievant" is any member of the bargaining unit or the Association who indicates in writing that a grievance exists.
- 3.03 The term "days," unless otherwise specified, shall mean employee working days.

Clarifications

- 3.04 The Association may initiate a grievance at Level I or Level II.
- 3.05 The day after the alleged grievance occurred, within the above stated grievance definition, shall be day one (1) when computing time in processing the grievance.
- 3.06 Failure to communicate the decision on the grievance within the specified time limits shall permit lodging an appeal at the next level. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the prior decision.
- 3.07 When it is necessary for any grievant or member of the Association to attend a meeting or a hearing called by the superintendent, the superintendent shall so notify the employee's building principal. The employee or employees shall be released without loss of pay for such time as their attendance is required by the superintendent at such meeting or hearing.
- 3.08 The Board acknowledges the right of an Association representative to participate in the processing of a grievance at any level.
- 3.09 The time limits specified in this grievance procedure may be extended by written consent of both parties.
- 3.10 All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representative(s) heretofore referred to in this article.

Levels

- 3.11 Informal Grievance: Within fifteen (15) days after the alleged grievance occurred, the grievant shall request an informal meeting with the principal or his designated representative having direct administrative responsibility. This meeting shall be for the purpose of arriving at a mutually satisfactory resolution of the grievance. The decision on the resolution of the grievance at the informal stage shall be communicated to the grievant within ten (10) days of the informal conference.
- 3.12 Formal Grievance - Level I: If the grievance is not satisfactorily resolved at the informal level, the grievant shall, within ten (10) days after receiving the decision, file the grievance in writing with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of this agreement alleged to be affected by the grievance, and shall state the remedy requested. The grievant and the principal shall meet to discuss the grievance at a time fixed by the principal and the aggrieved and within ten (10) days after such written grievance is filed. After the meeting with the grievant, the principal shall make a decision on the grievance and communicate it in writing to the employee, with copies to the superintendent and the Association within ten (10) days following the meeting.

- 3.13 Formal Grievance - Level II: In the event a grievance has not been satisfactorily resolved at Level I, the grievant shall, within ten (10) days of the principal's written decision, file a copy of the grievance with the superintendent. Within ten (10) days after such written grievance is filed, the aggrieved and the superintendent shall meet to resolve the grievance. The superintendent shall make a decision within ten (10) days, and communicate it in writing to the employee, the principal, and the duly authorized representative of the Association.
- 3.14 Formal Grievance - Level III: If the grievance is not resolved satisfactorily at Level II, the Association shall submit a written request for binding arbitration within ten (10) days of the decision in Level II.
- 3.15 The arbitration proceeding shall be conducted by a single arbitrator to be selected by the two parties within ten (10) calendar days after said notice is given.
- 3.16 If the parties fail to reach an agreement within ten (10) calendar days, the Public Employment Relations Board will be requested to provide a panel of five (5) arbitrators who are also members of the American Arbitration Association. Each of the two parties will alternately strike one name at a time from the panel list until one shall remain. The name remaining shall be appointed as the arbitrator. Within thirty (30) calendar days following the date on which the arbitrator is selected, the parties and the arbitrator will select a date for the arbitration hearing. The date may be any date that is agreed upon by the parties and the arbitrator.
- 3.17 The arbitrator shall not have authority to add to, delete from, or in any way modify, alter, or amend any provisions of this agreement. Unless mutually agreed upon by the Board and the Association, the decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the two parties.
- 3.18 The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.

Article 4 SICK LEAVE

Annual Sick Leave and Accumulated Sick Leave

- 4.01 Employees covered by the terms of this collective bargaining agreement shall be credited with seventeen (17) sick leave days each school year. Unused sick leave days shall be accumulated from year to year, with a maximum accumulation of one hundred thirty (130) days. Sick leave days may be used for personal illness, pregnancy, recovery from pregnancy, accident, physical disability, mental disability as determined by a psychiatrist, quarantine, and family illness (employees may use up to 5 days per year non-accumulative from their sick leave for adoption and five (5) days per year non-accumulative may be used for family illness). Employees who have used all of their personal business leave may use up to two (2) additional days of their accumulated sick leave for family illness.
- 4.01A Family will be defined as an employee's spouse, mother, father, son, or daughter; spouse's mother or father; son-in-law or daughter-in-law; or other person for whom the staff member is the legally appointed primary care giver as it applies to family sick leave. Family medical leave for other family members not listed above may be granted equitably at the discretion of the superintendent or his/her designee.
- 4.02 If the superintendent has reason to believe that an employee was responsible for an improper use of sick leave, the superintendent may require that an employee provide medical evidence of the illness. The basis of pay for the employee during the questioned sick leave will be a physician's statement submitted to the Board verifying the employee's illness.
- 4.03 In the case of an extended absence, the Board may require a statement from the employee's attending physician relating the dates of commencement and return. The attending physician may alter these dates when in his professional judgment it is medically necessary. The employee's accumulated sick leave will be used during this period and the basis of pay will be the physician's statement verifying the reason for the absence.

Job-Related Injury

- 4.04 When an employee is injured on the job and is entitled to receive Worker's Compensation according to Iowa law, the Board agrees, at the request of the employee, to pay the difference between the employee's regular net pay based upon the twelve-month period and the daily Worker's Compensation pay.
- 4.05 This dollar difference shall also be computed as a percentage difference and a like percent of one (1) sick leave day shall be subtracted from the employee's accumulated sick leave days for each day the employee collects Worker's Compensation pay. The employee's absence will be covered by his/her accumulated sick leave days until such time that disability payments commenced.
- 4.06 Extended Sick Leave: In the event that an employee spends his/her accumulated sick leave days, the Board, upon the recommendation of the superintendent, may grant additional sick leave days. If an individual has a catastrophic situation requiring significant extended sick leave, the superintendent, with permission from the affected individual, may request voluntary donations of sick leave from staff for use by the affected individual. The superintendent will determine the amount of days to be granted on a case-by-case basis. Each staff member may voluntarily donate up to two (2) -days of sick leave per request. Donations will be taken in the order received until the maximum amount of days required is met. The superintendent could approve and request additional donation days for the same individual if the original allotment runs out and the superintendent deems it appropriate to offer additional extended leave.

If an employee has exhausted his/her family illness leave provided under Section 4.02 and the employee has a catastrophic situation requiring extended family illness leave, the superintendent, at the request of the employee, may permit the employee to use additional sick leave days from his/her personal sick leave account for this catastrophic family illness. The superintendent will determine the number of personal sick leave days to be granted on a case-by-case basis. If the employee has already exhausted all of his/her personal sick leave days, the superintendent, with permission from the employee, may request voluntary donations of sick leave from staff for this catastrophic family illness following the procedures and subject to the conditions set out in the preceding paragraph.

Article 5 TEMPORARY LEAVES

Personal Business Days

- 5.01 At the beginning of every school year, each employee shall be credited with three (3) days or six (6) half days of personal business leave for reasons that cannot be dealt with other than during the school day. The following conditions shall hold:
- 5.02 The Board will pay for any needed substitute.
- 5.03 Application shall be made in writing to the employee's principal at least five (5) days in advance of the date the employee intends to be absent. This notice requirement will be waived in the case of the use of personal business leave for family illness.
- 5.04 The application shall be approved or denied in the judgment of the superintendent.
- 5.05 An approved personal one-half (1/2) of leave shall not exceed four (4) hours.
- 5.06 No employee shall use personal business days or leave without pay, except for documented personal or family illness, or a major life event subject to the superintendent's approval, during the first ten (10) scheduled working days of each contract year; the last ten (10) scheduled working days of each contract year; and the workdays immediately preceding or immediately following scheduled breaks of three (3) or

more days (i.e., Thanksgiving break, Christmas/New Year's break, Spring Break, summer break) on the approved school calendar.

Judicial Duty

- 5.07 An employee who is called for jury duty during school hours, or who is subpoenaed, shall be provided released time with full pay when the subpoena relates to job-related duties. A personal or family-related subpoena will be the employee's responsibility. All monies received for such services, excluding room, board and travel allowances, shall be submitted to the secretary of the Board.

Professional Leave

- 5.08 Professional leave may be granted for the purpose of educational conferences or conventions, visitation of other schools, and participation on educational committees. Use of professional leave is limited to one occurrence per contract year unless waived by the superintendent.
- 5.09 Approval and reimbursement for professional leave shall be at the discretion of the superintendent.
- 5.10 An employee shall make application to his/her principal for a professional leave at least one (1) week in advance of the date the employee intends to be absent.

Bereavement Leave

- 5.11 Employees will be granted up to five (5) days of leave for any death in their immediate family. Family as used in this section is defined to mean father, mother, brother, sister, son, daughter, husband, wife, grandmother, grandfather, grandson, or granddaughter of the employee or the employee's spouse, or step members of the family, or other person for whom the staff member is the legally appointed primary care-giver.

Employee will be granted up to two (2) days of leave for death of, son-in-law, or daughter-in-law of the employee or the employee's spouse.

Bereavement leave for other family members not listed above may be granted equitably at the discretion of the superintendent or his/her designee.

- 5.12 One day or two (2) half days per year will be granted to employees to attend the funeral of any relative or close friend not listed in 5.10.

Association Leave

- 5.13 Up to twenty-five (25) days shall be available for use at the discretion of the Association provided that:
- 5.14 The Association member(s) make application to his/her building principal in writing for such leave at least five (5) days prior to the date that the employee intends to be absent.
- 5.15 The superintendent shall be notified in writing by the Association president of all employees scheduled to be absent on Association leave.
- 5.16 The substitutes shall be at board expense.

Association Office Leave

- 5.17 A leave of absence without pay may be granted to any employee for the purpose of serving as an officer of the Association, its affiliates, or on its staff at the discretion of the superintendent.

Miscellaneous Leave

- 5.18 An unpaid leave of absence for up to one (1) year may be granted to an employee by the Board upon the recommendation of the superintendent. The leave may include, but not be limited to resident study, research, travel, exchange teaching programs in other countries or territories, foreign or military teaching programs, the Peace Corps, or Teachers' Corps. The following conditions shall be in force:
- 5.19 Employees shall not be eligible for application until completion of four (4) full years of continuous service in the Mason City Community School District.
- 5.20 Application for such a leave must be made to the superintendent no later than March 15.
- 5.21 Employees granted this type of leave shall not retain fringe benefits during the leave, unless paid for by the employee and approved by the insurance carrier and the Board.
- 5.22 Upon return from such leave, the employee may apply to the superintendent for advancement on the salary schedule if the leave involved teaching in another setting.
- 5.23 Upon the employee's return, he/she shall be returned to a vacancy for which he/she is certified, unless the employee's position was included in a staff reduction, according to the staff reduction policy.
- 5.24 Employees on such leave shall notify the Board by February 1 of their intent to or not to return to the district the following year.

Emergency Leave

- 5.25 Emergency leave with full pay may be granted employees at the discretion of the superintendent.

Personal Leave Without Pay

- 5.26 Personal leave without pay may be granted employees at the discretion of the superintendent. The Board shall deduct 1/190th of the employee's salary per day of approved leave.

Adoption Leave

- 5.27 Employees will be allowed two (2) days of paid leave to support adoption proceedings.

Maternity/Paternity Leave

- 5.28 Notwithstanding other applicable leaves provided for in this article, an employee who is on maternity leave and exhausts sick leave and personal days, will receive maternity pay to offset the remainder of the leave for a maximum of six (6) consecutive weeks immediately following natural childbirth or adoption of a child, and a maximum of eight (8) consecutive weeks immediately following birth by cesarean section. Leaves for durations beyond the above will be covered under, and subject to, the provisions of Article 4.01.
- 5.29 An employee who is on paternity leave and exhausts their five (5) days of family illness leave and personal days, will receive paternity pay to offset the remainder of a leave of two (2) consecutive weeks immediately after the birth or adoption of their child. Leaves of a duration beyond the above will be covered under, and subject to, the provisions of Article 4.01.

Article 6
EMPLOYEE WORK YEAR

In-School Work Year

- 6.01 The in-school work year for employees covered by this agreement shall not exceed 190 days, unless mutually agreed upon by the Mason City Education Association and Mason City School District, which shall include:
- 6.02 Four (4) paid holidays: Labor Day, Thanksgiving, Christmas, and Memorial Day.
- 6.03 Four (4) In-Service (Teacher work days) days:
- One (1) before school starts that is meeting free and determined by the superintendent,
 - For schools that are on a quarter system, one (1) half-day, one at the end of each quarter for report cards which will be meeting free.
 - One (1) during the fourth (4th) quarter that will be used for evaluating district assessments and other grade level or departmental meetings:
- 6.04 Two (2) Professional Development Days:
- These days will be in increments of one-half (1/2) or a full day and would meet the following criteria:
 - Professional development is defined as "training" relevant to teachers' responsibilities as specified by the Iowa Teaching Standards and which meets the requirements for professional development as specified in Iowa Code, Section 284.6:
 - Follows a process as described in the Iowa Professional Development Model (theory, demonstration, practice, observation, collaboration, and study of implementation),
 - Aligned with district career development plan as stated in the DCSIP.

Exceptions to Above In-School Year

- 6.05 Employee attendance shall not be required whenever the superintendent does not require student attendance due to severe winter weather. The superintendent may require employees to attend virtual meetings and/or training on a day student attendance is not required due to severe winter weather, in lieu of making up the workday.
- 6.06 If a day must be made up due to inclement weather, the superintendent shall require attendance. The superintendent may temporarily extend the workday in Article 7.01 to account for days that must be made up due to severe winter weather in lieu of adding the workday(s) to the end of the school year. Notice of such extended days shall be given no less than two (2) weeks in advance. In no event shall any workday be extended by more than one (1) hour (60 minutes).
- 6.07 Employee attendance shall be determined by the superintendent on days students are released due to reasons other than severe winter weather.
- 6.08 New employees shall work 193 to 195 days, depending on the school calendar. These three (3) to five (5) additional in-service days are at a rate of \$150 (one hundred fifty dollars) per day.

Calendar

- 6.09 The Association may make recommendations to the superintendent regarding the school calendar.
- 6.10 The school calendar for the current school year shall be provided to each employee.

Extended Contract

- 6.11 Any extended contract beyond the 190-day in-school work year shall be according to the Employee Handbook.

- 6.12 Social workers will be offered an extended contract of 20-days annually. Social workers will follow the 190-day work calendar similar to all other bargaining unit employees and the additional 20-days of work will be agreed upon mutually between the employee and administration. Extended, per diem contract pay will be based on the social workers' contracted salary.

Article 7 EMPLOYEE HOURS

- 7.01 The normal work day will be established by the superintendent and will be eight (8) hours in length.
- 7.02 An employee is to be in his/her assigned building continuously when school is in session unless excused by the principal.
- 7.03 On Fridays, days preceding holidays or vacations, and the days of a building open house, the employee's day will end fifteen (15) minutes after the students have been dismissed.
- 7.04 Employees assigned supervision during their own lunch period will receive compensation according to the extracurricular pay schedule.
- 7.05 Mandatory meetings, conferences, and staffings starting prior to 8 a.m. and lasting after 4 p.m. shall be held to a minimum.
- 7.06 The school day will be flexible, but for any individual employee, it shall consist of eight hours, which includes a duty free lunch period. The duty free lunch is accepted as thirty (30) minutes, which does not include travel time between buildings. However, in order to insure flexibility, the arrival and departure times of employees and the length of the duty free lunch will be established by the building administrator.
- 7.07 Hours worked outside the normal day can be part of the Social Workers' 20-day extended contract.

Article 8 PROFESSIONAL DEVELOPMENT

Definitions

- 8.01 The term "in-service" is defined work time made available to employees by the employer during the regular calendar year. This work time may be meeting free or time to work on district assessments or grade reports.
- 8.02 Professional development is defined as "training" relevant to teachers' responsibilities as specified by the Iowa Teaching Standards and which meets the requirements for professional development as specified in Iowa Code Section 284.6.
- 8.03 A joint professional development committee shall be established for the purpose of making recommendations to the superintendent on the structure and content of the district's professional development training program. The committee shall consist of administrators appointed by the superintendent and employees appointed by the Association. There shall be co-chairmanship of the committee. The committee will:
- 8.04 Conduct needs assessments relative to professional development training for employees and develops objectives for the professional development program.
- 8.05 Make recommendations to the superintendent for specific professional development training activities to be offered to the employees.
- 8.06 Survey the staff in relation to professional development training programs for employees and make recommendations for improvement of the activities.

Article 9
HEALTH PROVISIONS

Required Examination

- 9.01 At the beginning of service each employee will be notified of the requirement to file a written report of a medical examination with the superintendent. This examination may be made by the physician of the employee's choice or by the Board designated physician. The cost of the examination not covered by district insurance if done by the physician of the employee's choice, up to \$75 will be paid by the Board to the employee.
- 9.02 Persons transferring from other districts may fulfill this requirement by submitting a copy of a medical report that has been completed within twelve (12) months prior to the date of employment.

Article 10
SAFETY PROVISIONS

- 10.01 The Board shall endeavor to identify, evaluate, and take prompt action for all incidents, which would jeopardize the safety and welfare of staff and students.
- 10.02 The Board shall endeavor to maintain in each building the medical supplies necessary to ensure proper first aid for employees.
- 10.03 Absence as a result of an injury from a physical assault by a student or the parent of a student shall not be deducted from an employee's sick leave.
- 10.04 In all cases in which a school official is notified of a bomb threat, no employee shall be required to search for a bomb.

Article 11
SENIORITY PROVISIONS

Definition

- 11.01 The term "seniority" shall mean the number of years of continuous employment determined by the employee's first year (school year) of employment in the Mason City Community School District.

Qualifications

- 11.02 Any period of approved leave shall not constitute a break in continuous employment in the District.
- 11.03 In the event that two (2) or more employees have the same seniority year, the following discriminators will determine the order of seniority:
- 11.04 Total teaching experience.
- 11.05 The most advanced degree work, if ties still exist after applying Paragraph 11.04.
- 11.06 Administrative recommendations, if ties still exist after applying Paragraph 11.05.
- 11.07 By October 15 of each year, the District will provide a seniority list to the Association for its review. If the Association believes that there is any error or omission in the seniority list, the Association will notify the District accordingly by November 1 of that year. If there are no challenges to the accuracy of the seniority list,

it will be deemed to be correct. If there is any challenge to the accuracy of the seniority list, then the parties will meet and attempt to resolve the challenge by December 1 of that year.

Article 12 WAGES AND SALARIES

Schedule

12.01 Salaries for the ~~2025-2026~~ contract year shall be calculated as follows:

A. Generator Base Salary will increase by ~~\$1,000~~ above the ~~2024-2025~~ combined salary (see Exhibits A and C).

B. The combined salary for returning employees will increase by ~~\$1,500~~ above their ~~2024-2025~~ salaries.

~~12.01A Salaries for the 2026-2027 contract year shall be calculated as follows:~~

~~A. Generator Base Salary will increase by \$1,000 above the 2025-2026 combined salary (see Exhibits D and E).~~

~~B. The combined salary for each returning employee will increase by \$2,000 above their 2025-2026 salaries.~~

Lane/Education Increase to Base Salary

12.02 Employees must have the recommendation of the superintendent before they can qualify for a lane/education increase to the base salary. An employee may be rehired without a lane/education increase to the base salary. The lane/education increase to the base salary for an existing employee shall be a one-time amount shown in Exhibit B.

12.03 An employee wishing a lane/education increase to the base salary must meet the following criteria:

12.04 Graduate hours included as a part of an official program of studies for an advanced degree in education from an accredited college or university will be approved for a lane/education increase to the base salary.

12.05 Graduate hours not a part of an employee's advanced degree program, but in the employee's area of certification may be counted toward a lane/education increase to the base salary provided the graduate hours are earned after the date for the employee's most recent degree. An employee may only earn one (1) credit hour a year that would be considered time on the clock. More than one (1) credit could be accepted a year if Mason City Community School District is asking the employee to attend.

12.06 All hours must be graduate hours except for courses developed to meet special district needs as determined by the superintendent. Employees wishing to use these courses for a lane/education increase to the base salary shall apply for approval from the superintendent prior to beginning the course. The superintendent may approve or reject the application.

12.07 Credits earned after the opening day of school will not be counted toward a lane/education increase to the base salary until the next contract year.

12.08 It is the responsibility of the employee to see that official transcripts or all college credit earned by that employee, which are pertinent to the employee's lane/education increase to the base salary or pertinent to meeting state accreditation standards, shall be on file in the superintendent's office on or before September 15 of each new school year.

Other Allowed Credit

12.09 System development courses may qualify for a lane/education increase to the base salary when such courses are deemed to be of high priority in meeting system-wide goals for individuals as determined by the superintendent.

- 12.10 The superintendent shall have the right to make all determinations as to Paragraph 12.09.

Method of Payment

- 12.11 Employees shall have all checks directly deposited in the bank of their choice.
- 12.12 Each employee shall be paid in twelve (12) equal installments on the last working day of the Business Office each month.
- 12.13 Employee's new to the staff or returning from leave will receive one twenty-fourth (1/24) of their salary with their August paycheck and one twenty-fourth (1/24) of their salary with their September paycheck. Beginning with their October paycheck and thereafter, they will receive one-twelfth (1/12) of their salary.
- 12.14 Employees terminating or retiring may request their balance of contract to be paid on June 30. The request shall be made in writing to the Superintendent two (2) weeks prior to the June 30 payroll date.

School Nurses

- 12.15 School nurses who have earned a BSN or higher and are licensed through the BOEE (SPR) shall be compensated according to the Base Salary Schedule. Newly hired nurses will be given a grace period of thirty (30) days to complete and file the application for the SPR. This provision will apply to nurses hired on or after July 1, 2016.

Social Workers

- 12.16 Social workers who have earned a BSW or higher and are licensed through the BOEE (SPR) shall be compensated according to the Base Salary Schedule. Newly hired social workers will be given a grace period of thirty (30) days to complete and file the application for the SPR. This provision will apply to social workers hired on or after July 1, 2019.

TSS Disbursement Agreement

- 12.17 TSS monies paid to the District will be distributed pursuant to Iowa Code and considered part of the combined salary.
- 12.18 TSS monies, if paid to the District, are allocated to the salaries of all full- and part-time classroom teachers, guidance counselors, media specialists, and social workers who possess at least a bachelor's degree and a SPR, and nurses who possess at least a bachelor's degree and a SPR.

Exhibit A**Mason City Community School District****Base Salary Schedule 2025-2026****Combined Generator Base = \$51,005**

(\$1,000 added to Generator Base)

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	SPEC	PHD
Combined Base Salary - Generator	51,005	51,005	51,005	51,005	51,005	51,005	51,005	51,005
Lane/Education Base	0	2,000	6,000	8,000	10,000	12,000	15,000	19,000
Combined Salary	51,005	53,005	57,005	59,005	61,005	63,005	66,005	70,005

All returning employee salaries increase by \$1,500 over the 2024-2025 salary.

Exhibit B**Mason City Community School District****Existing Employee Lane/Education Increase to Base Salary 2025-2026**

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	SPEC	PHD
One-Time Lane/Education Base Increase	0	2,000	4,000	2,000	2,000	2,000	3,000	4,000

Exhibit C**Mason City Community School District****Nursing Salary Schedule****2025-2026****Base Salary = \$42,958**

(\$1,000 added to Generator Base)

Step	RN	RN+15
Base Salary – Generator	42,958	42,958
Lane/Education Base	0	1,200
Combined Salary	41,958	44,158

All returning employee salaries increase by \$1,500 over their 2024-2025 salary.

An existing employee under this schedule who earns 15 credits beyond his/her RN, receives a one-time base increase of \$1,200.

Exhibit D**Mason City Community School District****Base Salary Schedule 2026-2027****Combined Generator Base = \$52,005**

(\$1,000 added to Generator Base)

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	SPEC	PHD
Combined Base Salary - Generator	52,005	52,005	52,005	52,005	52,005	52,005	52,005	52,005
Lane/Education Base	0	2,000	6,000	8,000	10,000	12,000	15,000	19,000
Combined Salary	52,005	54,005	58,005	60,005	62,005	64,005	68,005	72,005

All returning employee salaries increase by \$2,000 over the 2025-2026 salary.

Exhibit E**Mason City Community School District****Nursing Salary Schedule****2026-2027****Base Salary = \$43,958**

(\$1,000 added to Generator Base)

Step	RN	RN+15
Base Salary – Generator	43,958	43,958
Lane/Education Base	0	1,200
Combined Salary	42,958	45,158

All returning employee salaries increase by \$2,000 over their 2025-2026 salary.

An existing employee under this schedule who earns 15 credits beyond his/her RN, receives a one-time base increase of \$1,200.

ARTICLE 13
EXTRACURRICULAR PAY

Definition

- 13.01 "Extracurricular pay" shall mean pay for assigned activities not normal to the regular teaching day or assigned activities which occur outside the regular 190-day contract. Professional development facilitators shall be paid for authorized summer work. Payments to be made under the Extracurricular Salary Schedule will be calculated based on the salary amounts which are paid to teachers using State Aid monies and not based on the combined salary schedule ~~(\$45,305 for 2025-2026, and \$46,305 for 2026-2027).~~
- 13.02 Employees assigned to lunchroom supervision duties on a daily basis in addition to a full-time teaching load shall receive reimbursement at the rate of \$925 (nine hundred twenty-five dollars) per year.
- 13.03 The superintendent shall authorize in writing all extracurricular assignments.
- 13.04 Known extracurricular assignments shall be included on an employee's individual contract. These assignments are contained in the extracurricular pay schedule in paragraphs 13.10 through 13.29.
- 13.05 No employee is obligated to accept an extracurricular assignment beyond the 190-day contract year.
- 13.06 Pay for extracurricular assignments shall be computed on a percentage outlined in Article 13 at the base figure that is \$5,700 less than the B.A. base. This is an extracurricular base of ~~\$45,305 for 2025-2026, and \$46,305 for 2026-2027.~~
- 13.07 All extracurricular pay activities are covered by district liability and worker's compensation.
- 13.08 An employee who wishes to resign from an extracurricular assignment may indicate this desire by submitting a letter of resignation from said assignment to the superintendent. This resignation will be honored provided the superintendent can find a suitable replacement. The letter of resignation for the following school year must be submitted by March 15.
- 13.09 The base pay of a newly approved extracurricular pay position shall be jointly agreed to by the Association and the superintendent prior to the posting of the position.

Mason City Community School District**Extracurricular Base****45,305****Extracurricular Salary Schedule****2025-2026**

EXTRACURRICULAR DUTY	Percent of Base	2025-2026
13.10 MUSIC - INSTRUMENTAL		
Band Director	18.7	8,472
Orchestra	12.4	5,618
Associate Band Director	13.7	6,207
Summer Marching Band	4.2	1,903
Elementary Instrumental Rehearsals	1.8	815
Middle School Instrumental	1.8	815
13.11 MUSIC - VOCAL		
High School Vocal Director	16.0	7,249
Assistant High School Vocal	9.2	4,168
Middle School Vocal	1.8	815
Intermediate Vocal Music	1.8	815
13.12 SPEECH/DRAMA		
Drama	6.2	2,809
Drama Technical Director (.5)	2.5	1,133
Mock Trial	8.7	3,942
Speech	8.7	3,942
Assistant Speech	5.3	2,401
13.13 ATHLETICS - GENERAL		
Strength & Conditioning Coach	18.7	8,472
Weight Room Manager	4.5	2,039
13.14 ATHLETICS - BASEBALL/SOFTBALL		
Head Varsity Baseball	14.7	6,660
Assistant Varsity Baseball*	9.2	4,168
Head Varsity Softball	14.7	6,660
Assistant Varsity Softball	9.2	4,168
Assistant 9th Softball	8.2	3,715
* Includes Head Sophomore and Freshman Baseball		
^ Includes Head 9th Softball		
Head varsity coaches have discretion to assign.		
13.15 ATHLETICS - BASKETBALL		
Head Varsity Basketball	18.7	8,472
Assistant Varsity Basketball*	11.2	5,074
Assistant Freshman Basketball	7.7	3,488
Head 8th Basketball	6.3	2,854
Assistant 8th Basketball	4.8	2,175

Head 7th Basketball	6.3	2,854
Assistant 7 th Basketball	4.8	2,175

* Includes Head Sophomore and Freshman Basketball; Head Varsity Coaches have discretion to assign.

13.16 ATHLETICS - BOWLING

Head Varsity	12.2	5,527
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13.17 ATHLETICS - CROSS COUNTRY

Head Co-Ed Varsity Cross Country	16.2	7,339
Assistant Co-Ed Varsity Cross Country	8.2	3,715
Middle School Cross Country	4.8	2,175

13.18 ATHLETICS - FOOTBALL

Head Varsity Football	18.7	8,472
Assistant Varsity Football*	9.7	4,395
Head 8th Grade Football	6.3	2,854
Assistant 7th/8th Grade Football	4.8	2,175
Head 7th Grade Football	6.3	2,854

*Includes Head Sophomore and Freshman, and Assistant Sophomore and Freshman Coaches. Head varsity coach has discretion to assign.

13.19 ATHLETICS - GOLF

Head Varsity Golf	8.5	3,851
Assistant Varsity Golf	5.5	2,492

13.20 ATHLETICS - SOCCER

Head Varsity Soccer	12.2	5,527
Assistant Varsity Soccer	8.2	3,715

13.21 ATHLETICS - SWIMMING

Head Varsity Swimming	14.7	6,660
Assistant Varsity Swimming	8.2	3,715
Assistant – Varsity Diving	8.2	3,715

13.22 ATHLETICS - TENNIS

Head Varsity Tennis	8.5	3,851
Assistant Varsity Tennis	5.5	2,492

13.23 ATHLETICS - TRACK

Head Varsity Track	14.7	6,660
Assistant Varsity Track	8.2	3,715
Head 8th Grade Track	6.3	2,854
Head 7th Grade Track	6.3	2,854
Assistant 7th/8th Track	4.8	2,175
Director of Relays - Per meet when authorized by athletic director	6@125	750

13.24 ATHLETICS - VOLLEYBALL

Head Varsity Volleyball	15.7	7,113
Assistant Varsity Volleyball*	9.7	4,395

Assistant Freshman Volleyball	7.0	3,171
Head 8th Grade Volleyball	6.3	2,854
Assistant 8 th Grade Volleyball	4.8	2,175
Head 7th Grade Volleyball	6.3	2,854
Assistant 7 th Grade Volleyball	4.8	2,175

* Includes Head Sophomore and Freshman Coaches. Head Varsity Coach has discretion to assign.

13.25 ATHLETICS - WRESTLING

Head Varsity Wrestling	18.7	8,472
Assistant Varsity Wrestling*	9.7	4,395
Head 8th Wrestling	6.3	2,854
Head 7th Wrestling	6.3	2,854

* Includes Head Freshman Wrestling. Head Varsity Coach has discretion to assign.

13.26 PHYSICAL EDUCATION / INTRAMURALS

High School Intramurals	10.9	4,938
Middle School Intramurals	5.0	2,265

13.27 OTHER HIGH SCHOOL EXTRACURRICULAR

Academic Decathlon	5.0	2,265
Anime Club	1.8	815
Annual - Masonian	10.2	4,621
Art Club / NAHS	1.8	815
Best Buddies - High School	5.0	2,265
Cheerleader - Head Fall/Winter	6.0	2,718
Cheerleader - Assistant Fall/Winter	3.0	1,359
Health Occupation Club	1.8	815
Industrial Technology Club	1.8	815
International Club	2.8	1,269
Math Club	1.8	815
Model United Nations	5.0	2,265
Riverhawk Press	6.0	2,718
National Honor Society	1.8	815
Prom Advisor	3.0	1,359
Robotics	1.8	815
Student Bakery	1.8	815
Student Senate – Head	14.7	6,660
Student Senate – Assistant	3.0	1,359

13.28 OTHER MIDDLE SCHOOL EXTRACURRICULAR

Best Buddies - Middle School	1.8	815
Robotics Club (1 position)	1.8	815
Student Council	3.5	1,586

13.29 GENERAL EXTRACURRICULAR

Athletic Scouting (Per Event)	33@30	990
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Central Bus Loading Supervisor	2.6	1,178
Intermediate Robotics Club (2 positions)	1.8	815
Middle School Supervision - Per Week, outside of 8 to 4	120@18	2,160
Pep Bus (Per Trip)	10@18	180
Summer Musical Director	10.0	4,531
Summer Musical Assistant Director	5.3	2,401
Summer Musical Technical Director	5.3	2,401

Mason City Community School District

Extracurricular Base

46,305

Extracurricular Salary Schedule

2026-2027

EXTRACURRICULAR DUTY	Percent of Base	2026-2027
13.10 MUSIC - INSTRUMENTAL		
Band Director	18.7	8,659
Orchestra	12.4	5,742
Associate Band Director	13.7	6,344
Summer Marching Band	4.2	1,955
Elementary Instrumental Rehearsals	1.8	833
Middle School Instrumental	1.8	833
13.11 MUSIC - VOCAL		
High School Vocal Director	16.0	7,409
Assistant High School Vocal	9.2	4,260
Middle School Vocal	1.8	833
Intermediate Vocal Music	1.8	833
13.12 SPEECH/DRAMA		
Drama	6.2	2,871
Drama Technical Director (.5)	2.5	1,158
Mock Trial	8.7	4,029
Speech	8.7	4,029
Assistant Speech	5.3	2,454
13.13 ATHLETICS - GENERAL		
Strength & Conditioning Coach	18.7	8,659
Weight Room Manager	4.5	2,084
13.14 ATHLETICS - BASEBALL/SOFTBALL		
Head Varsity Baseball	14.7	6,807
Assistant Varsity Baseball*	9.2	4,260
Head Varsity Softball	14.7	6,807
Assistant Varsity Softball	9.2	4,260
Assistant 9th Softball	8.2	3,797
* Includes Head Sophomore and Freshman Baseball		
^ Includes Head 9th Softball		
Head varsity coaches have discretion to assign.		
13.15 ATHLETICS - BASKETBALL		
Head Varsity Basketball	18.7	8,659
Assistant Varsity Basketball*	11.2	5,186
Assistant Freshman Basketball	7.7	3,565
Head 8th Basketball	6.3	2,917
Assistant 8th Basketball	4.8	2,223

Head 7th Basketball	6.3	2,917
Assistant 7 th Basketball	4.8	2,223

* Includes Head Sophomore and Freshman Basketball, Head Varsity Coaches have discretion to assign.

13.16 ATHLETICS - BOWLING

Head Varsity	12.2	5,649
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13.17 ATHLETICS - CROSS COUNTRY

Head Co-Ed Varsity Cross Country	16.2	7,501
Assistant Co-Ed Varsity Cross Country	8.2	3,797
Middle School Cross Country	4.8	2,223

13.18 ATHLETICS - FOOTBALL

Head Varsity Football	18.7	8,659
Assistant Varsity Football*	9.7	4,492
Head 8th Grade Football	6.3	2,917
Assistant 7th/8th Grade Football	4.8	2,223
Head 7th Grade Football	6.3	2,917

*Includes Head Sophomore and Freshman, and Assistant Sophomore and Freshman Coaches. Head varsity coach has discretion to assign.

13.19 ATHLETICS - GOLF

Head Varsity Golf	8.5	3,936
Assistant Varsity Golf	5.5	2,547

13.20 ATHLETICS - SOCCER

Head Varsity Soccer	12.2	5,649
Assistant Varsity Soccer	8.2	3,797

13.21 ATHLETICS - SWIMMING

Head Varsity Swimming	14.7	6,807
Assistant Varsity Swimming	8.2	3,797
Assistant – Varsity Diving	8.2	3,797

13.22 ATHLETICS - TENNIS

Head Varsity Tennis	8.5	3,936
Assistant Varsity Tennis	5.5	2,547

13.23 ATHLETICS - TRACK

Head Varsity Track	14.7	6,807
Assistant Varsity Track	8.2	3,797
Head 8th Grade Track	6.3	2,917
Head 7th Grade Track	6.3	2,917
Assistant 7th/8th Track	4.8	2,223
Director of Relays - Per meet when authorized by athletic director	6@125	750

13.24 ATHLETICS - VOLLEYBALL

Head Varsity Volleyball	15.7	7,270
Assistant Varsity Volleyball*	9.7	4,492

Assistant Freshman Volleyball	7.0	3,241
Head 8th Grade Volleyball	6.3	2,917
Assistant 8 th Grade Volleyball	4.8	2,223
Head 7th Grade Volleyball	6.3	2,917
Assistant 7 th Grade Volleyball	4.8	2,223

* Includes Head Sophomore and Freshman Coaches. Head Varsity Coach has discretion to assign.

13.25 ATHLETICS - WRESTLING

Head Varsity Wrestling	18.7	8,659
Assistant Varsity Wrestling*	9.7	4,492
Head 8th Wrestling	6.3	2,917
Head 7th Wrestling	6.3	2,917

* Includes Head Freshman Wrestling. Head Varsity Coach has discretion to assign.

13.26 PHYSICAL EDUCATION / INTRAMURALS

High School Intramurals	10.9	5,047
Middle School Intramurals	5.0	2,315

13.27 OTHER HIGH SCHOOL EXTRACURRICULAR

Academic Decathlon	5.0	2,315
Anime Club	1.8	833
Annual - Masonian	10.2	4,723
Art Club / NAHS	1.8	833
Best Buddies - High School	5.0	2,315
Cheerleader - Head Fall/Winter	6.0	2,778
Cheerleader - Assistant Fall/Winter	3.0	1,389
Health Occupation Club	1.8	833
Industrial Technology Club	1.8	833
International Club	2.8	1,297
Math Club	1.8	833
Model United Nations	5.0	2,315
Riverhawk Press	6.0	2,778
National Honor Society	1.8	833
Prom Advisor	3.0	1,389
Robotics	1.8	833
Student Bakery	1.8	833
Student Senate – Head	14.7	6,807
Student Senate – Assistant	3.0	1,389

13.28 OTHER MIDDLE SCHOOL EXTRACURRICULAR

Best Buddies - Middle School	1.8	833
Robotics Club (1 position)	1.8	833
Student Council	3.5	1,621

13.29 GENERAL EXTRACURRICULAR

Athletic Scouting (Per Event)	33@30	990
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Central Bus Loading Supervisor	2.6	1,204
Intermediate Robotics Club (2 positions)	1.8	833
Middle School Supervision - Per Week, outside of 8 to 4	120@18	2,160
Pep Bus (Per Trip)	10@18	180
Summer Musical Director	10.0	4,631
Summer Musical Assistant Director	5.3	2,454
Summer Musical Technical Director	5.3	2,454

**Administrative Guidance Regarding TLC Issues
Teacher Leadership Compensation**

1. Selection Committee.

- A. The district will have a selection committee for the TLC. The committee shall be comprised of teachers and administrators, with teachers appointed by the Association.
- B. The committee will accept and review applications for a TLC position and will provide feedback to the Superintendent for appointment. The committee will utilize measures of teacher effectiveness and professional growth, consider the needs of the school district, and review the performance and professional development of the applicants. Teachers who are selected must meet all of the qualifications contained in the TLC grant and contained in the law.

2. Selection of Teacher Leaders.

The Superintendent will review the committee's feedback for teacher leader(s) and shall approve teachers to serve in TLC positions.

3. Assignment of Teacher Leaders.

- A. Teachers assigned to TLC positions shall retain their regular teaching contract issued in accordance with Iowa Code Chapter 279 and shall be issued a supplemental contract for a one-year assignment relating to their leadership role. The supplemental contract shall not be subject to Iowa Code Chapter 279.
- B. No employee will be involuntarily assigned to a TLC position.

4. Teacher Leadership Compensation.

The salary supplements received by teachers assigned to TLC positions will be as specified in the District's approved Teacher Leadership grant application. The salary supplement is compensation to the teacher in the TLC position for the additional contract days and hours of work required of the teacher.

5. Hours of Work/Work Year.

Teachers in TLC positions will work the number of days / hours specified in the Master Contract and additional days / hours as specified for TLC. The expectations of the District with regard to hours of work of teachers in TLC positions will be contained in the job description for each TLC position. The extended hours will be agreed upon by the teacher leaders and members of the TLC leadership committee.

6. Seniority.

Teachers in TLC positions will be considered members of the bargaining unit and will continue to accrue seniority in the program area to which they were assigned at the time of their selection for a TLC position.

7. Funding for Program.

Teacher leadership supplement foundation aid from the state shall be required to sustain the TLC program. The TLC salary will not be included in the salary schedule. Any reduction or elimination of this support will result in a corresponding reduction or elimination of the assignments and compensation described in this administrative guide.

**Administrative Guidance
Behavioral Coach Position**

1. Assignment of Behavioral Coach

- A. Teacher(s) assigned to the Behavioral Coach position(s) shall retain their regular teaching contract issued in accordance with Iowa Code Chapter 279 and shall be issued a supplemental contract relating to their leadership role. The supplemental contract shall not be subject to Iowa Code Chapter 279.
- B. No employee will be involuntarily assigned to a Behavioral Coach position.

2. At-Risk Supplemental Funding

The salary supplements received by teacher(s) assigned to Behavioral Coach position(s) will be as specified in the District's At-Risk application. The salary supplement is compensation to the teacher in the Behavioral Coach position for the additional contract days and hours of work required of the teacher.

3. Hours of Work/Work Year.

Teachers in Behavioral Coach position(s) will work the number of days / hours specified in the Master Contract and additional days / hours as specified for Behavioral Coach. The expectations of the District with regard to hours of work of teachers in Behavioral Coach position(s) will be contained in the job description. The extended hours will be agreed upon by the teacher and Administration.

4. Seniority.

Teacher(s) in Behavioral Coach position(s) will be considered members of the bargaining unit and will continue to accrue seniority in the program area to which they were assigned at the time of their selection for a Behavioral Coach position. Behavioral Coach(s) will be placed in the "Special Education" program area if newly hired to the District.

5. Funding for Program.

At-Risk Supplemental funding from the state shall be required to sustain the Behavioral Coach position(s). The Behavioral Coach salary will not be included in the salary schedule. Any reduction or elimination of this support will result in a corresponding reduction or elimination of the assignments and compensation described in this administrative guide.