

MASTER CONTRACT AGREEMENT

BETWEEN

THE BAXTER COMMUNITY SCHOOL DISTRICT

AND

THE BAXTER EDUCATION ASSOCIATION

JULY 1, 2026 - JUNE 30, 2029

TABLE OF CONTENTS

	PAGE
ARTICLE I PREAMBLE/RECOGNITION	3
ARTICLE II GRIEVANCE PROCEDURES	4
ARTICLE III LICENSED EMPLOYEE COMPENSATION	6
ARTICLE IV SUPPLEMENTAL PAY	7
ARTICLE V SICK LEAVE	8
ARTICLE VI TEMPORARY LEAVES OF ABSENCE	9
ARTICLE VII LICENSED EMPLOYEE WORK DAY	11
ARTICLE VIII EMPLOYEE WORK YEAR	12
ARTICLE IX COMPLIANCE AND DURATION	13

Preamble

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

Whereas, the Board has agreed to negotiate in good faith with the Association and,

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

Article I Recognition

- A. **Unit** The Board hereby recognizes the Baxter Education Association, an affiliate of the Iowa State Education Association and the National Education Association, as the certified exclusive and sole bargaining representative for all personnel as set forth by the State of Iowa before the Public Employment Relations Board (PERB) in a recertification process ensued by the PERB on the 13th day of November, 2018, whether under contract, on leave, or on a per diem, hourly or class rate basis, employed or to be employed by the Board of Education of the Baxter Community School District. The District will inform the Association of the establishment of new job classifications. The parties will meet, upon request, to discuss the inclusion or exclusion of such job classifications. If the parties are unable to agree, the issue may be resolved through appropriate procedures under Chapter 20, Code of Iowa.

The Unit described in the above certification is as follows:

Included: All classroom teachers, librarians, guidance counselors, athletic/activity directors, technology directors, and nurses

Excluded: Superintendent, principals, school board secretary, and all others excluded under Section 4 of the Act.

B. Definitions

1. The term "Board," as used in this agreement, shall mean the Board of Education of the Baxter Community School District or its duly authorized representatives.
2. 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.
3. The term "Association," as used in this agreement, shall mean the Baxter Education Association or its duly authorized representative or agents.

Article II
Grievance Procedures

Board Policy Code 105

- a. Step One: An attempt shall be made to resolve any grievance in informal discussion between the grievant and the Principal within five days from the date of occurrence or knowledge of the occurrence of the event.
- b. Step Two: If the grievance cannot be resolved informally, the grievant shall file a grievance in writing with the principal. The grievance shall state the nature of the grievance, and shall state the remedy requested. The filing of the grievance shall be within ten (10) days of the occurrence or knowledge of the occurrence, giving rise to the grievance. Within fifteen (15) working days, the Principal will begin the investigation of the complaint or appoint a qualified person to undertake the investigation. Within 60 working days, the Principal shall complete the investigation and issue a report with respect to the findings.

The Principal shall notify the Complainant and Respondent of the decision within five (5) working days of completing the written report. Notification shall be made in writing with a written receipt from the Complainant and Respondent indicating receipt of the notification.

- c. Step Three: In the event the grievance has not been satisfactorily resolved at the second step, the grievant may file within ten (10) working days of the Principal's written decision, a copy of the grievance, with the Superintendent. The Superintendent shall file a written decision to the Complainant, Respondent, and Principal within thirty (30) working days of the receipt of the grievance. Notification shall be made in writing with a written receipt from the Complainant, Respondent, and Principal indicating receipt of the notification.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Distribution of Form _____

1. Association
2. Employee
3. Principal or Supervisor
4. Superintendent

No: _____

Date Filed: _____

GRIEVANCE REPORT
BAXTER COMMUNITY SCHOOL
DISTRICT

LEVEL I

Date Violation Occurred _____

Section(s) of Contract Violated _____

Statement of Grievance _____

Board Policy Code 406.01

Article IV Supplemental Pay

Board Policy Code 406.04

The Base Salary, in Supplemental Pay- Schedule 2, is based off of the Base Salary in the Salary-Schedule 1, Licensed Employee Compensation, Article III, therefore, Base Salary in the Supplemental Pay- Schedule 2, will be negotiated at the time of the base salary in the Salary-Schedule 1, Wages and Salary, Article III.

Teachers who are assigned coaching or extra duties shall be paid in addition to their regular salary as set forth and designated on the **Salary Schedule 1, Wages and Salary, Article III**, an amount as shown on **Supplemental Pay- Schedule 2** for their assignment. The Administration shall assign the extra duty time.

Supplemental Pay-Schedule 2

2025-26 BASE \$36,500

JH STUDENT COUNCIL SPONSOR, BIG BOLT/LITTLE BOLT

JR CLASS, ACADEMIC COMPETITION, ASST (or MS) DRILL TEAM, JR HIGH STUDENT COUNCIL SPONSOR, HS STUDENT COUNCIL SPONSOR, FCCLA, **FBLA**

TECH TEAM DIRECTOR, JH CHEERLEADING, SCHOOL PLAYS (EA)

DRILL TEAM, **HS ASSISTANT COACH: GOLF**, **JR HIGH ASSISTANT COACH:** FOOTBALL, BASEBALL, SOFTBALL, WRESTLING, BASKETBALL, VOLLEYBALL, TRACK, YEARBOOK

HS HEAD COACH: GOLF; **HS ASSISTANT COACH:** FOOTBALL, BASKETBALL, WRESTLING, VOLLEYBALL, TRACK, SOFTBALL, BASEBALL, CROSS COUNTRY, SOCCER, **HS CHEER COACH:** FOOTBALL, BASKETBALL, WRESTLING, **JR HIGH HEAD COACH:** FOOTBALL, BASEBALL, SOFTBALL, WRESTLING, BASKETBALL, VOLLEYBALL, TRACK, MUSICAL, SPEECH

HS HEAD COACH: WRESTLING, TRACK, SOCCER, CROSS COUNTRY, BASEBALL, SOFTBALL

FFA, **HS HEAD COACH:** FOOTBALL, VOLLEYBALL, BASKETBALL, **STRENGTH & CONDITION**

STEP	BASE	0.1165	0.103	0.0795	0.0525	0.0495	0.0385	0.022
1	\$36,500	\$4,252	\$3,760	\$2,902	\$1,916	\$1,807	\$1,405	\$803
2	\$37,595	\$4,380	\$3,872	\$2,989	\$1,974	\$1,861	\$1,447	\$827
3	\$38,690	\$4,507	\$3,985	\$3,076	\$2,031	\$1,915	\$1,490	\$851
4	\$39,785	\$4,635	\$4,098	\$3,163	\$2,089	\$1,969	\$1,532	\$875
5	\$40,880	\$4,763	\$4,211	\$3,250	\$2,146	\$2,024	\$1,574	\$899
6	\$41,975	\$4,890	\$4,323	\$3,337	\$2,204	\$2,078	\$1,616	\$923
7	\$43,070	\$5,018	\$4,436	\$3,424	\$2,261	\$2,132	\$1,658	\$948
8	\$44,165	\$5,145	\$4,549	\$3,511	\$2,319	\$2,186	\$1,700	\$972
9	\$45,260	\$5,273	\$4,662	\$3,598	\$2,376	\$2,240	\$1,743	\$996
10	\$46,355	\$5,400	\$4,775	\$3,685	\$2,434	\$2,295	\$1,785	\$1,020
11	\$47,450	\$5,528	\$4,887	\$3,772	\$2,491	\$2,349	\$1,827	\$1,044
12	\$48,545	\$5,655	\$5,000	\$3,859	\$2,549	\$2,403	\$1,869	\$1,068
13	\$49,640	\$5,783	\$5,113	\$3,946	\$2,606	\$2,457	\$1,911	\$1,092
14	\$50,735	\$5,911	\$5,226	\$4,033	\$2,664	\$2,511	\$1,953	\$1,116
15	\$51,830	\$6,038	\$5,338	\$4,120	\$2,721	\$2,566	\$1,995	\$1,140

**Article V
Sick Leave**

Board Policy Code 409.04

Full-time personnel are granted leave of absence for medically-related disability with full pay in the following amounts:

- a. The first year of employment 11 days
- b. The second year of employment 12 days
- c. The third year of employment 13 days
- d. The fourth year of employment 14 days
- e. The fifth year of employment 15 days
- f. The sixth and subsequent years of employment 15 days

The above amounts shall apply only to consecutive years of employment in the Baxter Community School District and unused portions shall be cumulative to a maximum total of one hundred (100) days.

Employees shall be given a copy of a written accounting of accumulated sick leave at the end of each school year.

Extended leave:

An employee who, with a doctor's written verification, is unable to work because of personal illness or disability and who has exhausted all sick leave available may be granted a leave of absence without pay up to six months. This leave may be renewed each year at the discretion of the board.

Pregnancy policy:

- a. A teacher who becomes pregnant may work as long as she is able to perform her teaching duties as determined by mutual agreement between said teacher and the administration.
- b. A teacher on pregnancy leave shall have a doctor's verification of inability to work if leave is to be extended more than thirty (30) workdays after childbirth.
- c. A teacher may use up to ten (10) personal sick days, if available, at once, for his/her partner's childbirth; and to support the partner after childbirth.

Illness in the immediate family permits five (5) days leave of absence without loss of pay per year. The members of the immediate family are understood to be: wife, husband, child, mother, father, brother, sister, grandmother, grandfather, mother-in-law, and father-in-law. This leave shall not be accumulative. The granting of this leave may require a certificate from the medical doctor as proof of such illness.

Employee elective or cosmetic surgery shall not qualify for sick leave.

Article VI

Temporary Leaves of Absence

The full-time employee shall be entitled to the following temporary, non-accumulative leaves of absence with full pay each school year:

Personal:

At the beginning of every school year, each employee shall be credited with two (2) days to be used for the employee's personal business. All requests for personal leave must be filed with the Superintendent or designee at least one week in advance of the date requested, except in extenuating circumstances.

This leave is not to be used the day immediately before or the day immediately after vacations, holidays, or on an in-service day(s).

Personal leave shall not be granted during the in-service days at the beginning nor end of the school year or the last fifteen (15) student days.

Jury and Legal:

A teacher subpoenaed to give testimony as a witness before any legally constituted judicial or administrative tribunal, exclusive of appearances for any reason before the Iowa Public Employment Relations Board unless requested by the School District, or to serve on a legally constituted jury, may do so without loss of personal leave. Any fees or compensation, other than mileage and parking that the employee receives during such leave shall be turned over to the Baxter Community School District.

Professional Leave:

If the Administration approves attendance of a professional employee to an education workshop, conference, clinic, or convention deemed beneficial to the school district, the employee will not be charged with a day of personal leave. Reimbursement for expenses will be on the basis agreed on at the time of approval.

Death and Bereavement:

In case of death in the immediate family, an employee shall be granted, according to the tiers below, paid time off, per occurrence, annually. Such leave will not be charged against sick leave nor shall it be cumulative. The immediate family shall be interpreted as:

Tier 1: Five (5) paid days: husband, wife, live-in significant other, son, daughter, step-child, father, mother, step-parent, legal dependent

Tier 2: Three (3) paid days: brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchild, step-grandchild

An Employee shall be granted one (1) additional paid day per year for a relative or close friend that is not in the immediate family list, in which the employee will be responsible for the cost of the substitute teacher(s). Any additional bereavement leave outside of these measures will be at the discretion of the superintendent.

For local funerals, such leave shall constitute only the time necessary to attend the funeral service.

The District shall not approve paid leave for more leave days than have been accumulated in and carried over from prior years plus leave currently available.

Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay. Unapproved absences may result in disciplinary actions up to and including termination of employment for the employee.

Article VII
Licensed Employee Work Day

Board Policy Code 405.05

Teachers shall be available in their building at 7:25a.m. and remain until 3:55p.m.

The policy regarding the length of the school day shall be implemented by the principal of each building; the principal has the authority to make changes as practical, reporting these changes to the superintendent.

All staff members must have advance approval from the principal's office whenever the individuals must be absent from the school building during the school day.

The employee workday shall consist of eight and one-half (8.5) hours per day. The workday may be extended due to faculty meetings, activities, conferences, or duties, which necessitate employee attendance.

Employees will receive a daily duty-free lunch period. In the event an emergency requires supervision during the lunch period, teachers, who are available, may be called upon for supervision.

On days school is dismissed for vacation, dismissed early due to weather conditions, and on Fridays, teachers may leave five (5) minutes after the school buses have departed. Weather conditions shall mean winter conditions such as ice or snow, not heat related.

In the absence of substitutes, the Administration may ask an employee to serve as a substitute. The rate of compensation per period for such substitution shall be \$11.87.

All full-time teachers shall have a daily preparation period equal in length to one class period in grades sixth through twelve and one hundred eighty (180) minutes per week in grades kindergarten through fifth during the student day.

Part-time teachers will get preparation time on a prorated basis.

Due to the difficulty of hiring substitutes and as incentive not to use one or both personal days, employees are provided the following options:

- a. Reimbursement of \$50 for one (1) unused personal day.
- b. Reimbursement of \$70 for the second unused personal day.
- c. Rollover of one or both unused personal day(s) to be used as the employee wishes.
The exercise of this option may not allow for accumulation of personal days to exceed (3) days; family illness leave to exceed ten (10) days; or sick leave to exceed one hundred (100) days, except in the matter of a life event **and** at the discretion of the superintendent .

The above-stated options may be exercised in any combination.

Article VIII

Employee Work Year

The regular and extended contract of employees shall include four (4) paid holidays. Such holidays shall include Labor Day, Thanksgiving, Christmas, and New Year's Day. No employee shall be required to perform duties on any of the above holidays.

The in-school work year of employees contracted on a nine-month basis (other than new personnel who may be required to attend up to three additional days for orientation) shall not exceed 166 *days*.

The in-school work year shall include days when pupils are in attendance, in-service days, and any other days which employee attendance is required.

Article IX
Compliance and Duration

1. 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 Agreement to the extent that it violates the law. Such deletion shall not affect any other articles, sections, or clauses or this Agreement or the application or any provision thereof.
2. Copies of this Agreement shall be printed at the shared expense of the Board and Association within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employees now employed and hereafter employed.
3. This Agreement shall commence on July 1, 2026, and shall run through June 30, 2029.

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 as of the 25TH day of March, 2026.

Baxter Education Association

By: Amy Christianson
Its President

By: Allison Bartholmy
Its Chief Negotiator

Baxter Community School District
Board of Education:

By: Corey Robinson
Its President

By: Ch. Pt
Its Chief Negotiator