



Andrew Community School District
&
Andrew Education Association
2026 - 2027 Master Contract

(Including a one-year agreement on language effective July 1, 2026 - June 30, 2027)

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Article 1

Compliance Clauses and Duration

1.1 Copies of this Agreement shall be printed at the joint expense of the Board and the Association within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all covered employees now employed or hereafter employed. The Agreement shall be presented to all employees considered for employment at interviews and a copy shall be given to said employees within fifteen (15) days after the individual Employee Contract is signed. The Board shall also provide the Association with three (3) additional copies.

1.2 Whenever any notice is required to be given by either of the parties to the Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by contacting the following persons.

1. If by the Association to the Board - The President of the School Board.
2. If by the Board to the Association - The President of the Association.

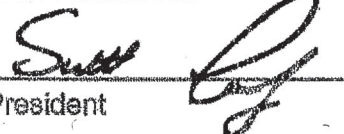
1.3 The duration of this contract shall be for one year on language and one year on money issues, effective July 1, 2026 through June 30, 2027.

1.4 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, signifying the agreement that was reached on April 1, 2026.

Andrew Education Association

By: 
It's President

Andrew Board of Education

By: 
It's President

By: 
Superintendent

Article 2

Association Representation

2.1 In the administration of this Agreement the Association shall be represented by a representative(s) of the Association.

2.2 The function of the representative(s) shall be to represent the grievant and/or the Association as outlined in the grievance procedure. The Association shall notify the Principal as to the identity of said representative(s) before each meeting(s).

Article 3

Grievance Procedure

3.1 A grievance shall mean only a complaint of an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this Agreement. Such a claim is styled a "grievance". The person or Association grieving is styled the "grievant".

3.2 An employee or the Association with an alleged grievance shall, within fifteen (15) calendar days following knowledge of the facts upon which the grievance is based, discuss it with his/her Principal with the objective of resolving the grievance informally. Said discussion shall include an Association representative if requested by the grievant. Others may be requested to attend the meeting as either witnesses or advisors. Failure to timely file will mean waiver of grievance.

3.3 STEP ONE: If not resolved, the alleged grievance shall be reduced to writing and submitted to the Principal in writing within ten (10) calendar days after the informal hearing with the Principal, the grievance is deemed waived. References hereafter to the "grievance" in this article refer to that written statement.

3.31 The building Principal shall, within five (5) calendar days from the date on which the grievance was filed, arrange for a meeting at a mutually satisfactory time with the grievant, and a representative of the Association. Both the building Principal and the grievant, or his/her representative, may request the presence of others so long as their presence has some direct bearing on the grievance presented.

3.32 The building Principal shall provide a formal written answer to the grievance within seven (7) calendar days from the date the written grievance was filed.

3.4 STEP TWO: If the grievant remains unsatisfied after receiving the Principal's formal answer, then:

3.41 The grievant may file a copy of his/her grievance with the Superintendent or his/her designated representative. Such grievance must be so filed within seven (7) calendar days after the receipt of the Principal's formal written answer.

3.42 The Superintendent shall meet within seven (7) calendar days, following the filing of a copy of the grievance with the grievant and a representative from the Association. Both the Superintendent and the grievant, or his/her representative may request the presence of others, so long as their presence has some direct bearing on the grievance presented.

3.43 The Superintendent shall provide a formal written answer to the grievance within seven (7) calendar days from the date of the meeting.

3.5 ARBITRATION: A grievance may be appealed to arbitration by the Association within fifteen (15) calendar days after the receipt of the Superintendent's formal written answer, if a grievant remains unsatisfied. Such submission shall include written notice to the Superintendent or his/her designated representative.

3.51 The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within seven (7) calendar days after said notice is given. Failing to do so, they shall within three (3) calendar days, jointly request the Federal Mediation and Conciliation Service to

submit a list of five (5) arbitrators. If they are unable to provide this list, the Iowa Public Employment Relations Board shall be requested to provide a list of five (5) arbitrators. Both the Superintendent, or his/her designated representative, and the Association representative(s) shall have the right to strike out two (2) names from the list. The party winning a flip of a coin shall determine which party shall strike one (1) name; the other party shall then strike one (1) name. The process will be repeated; the remaining person shall be the arbitrator. The process will take place within four (4) calendar days of receipt of the five (5) names by both parties.

3.52 The arbitrator shall schedule a hearing on the grievance and, after hearing such evidence as the parties desire to present, shall render a written decision not later than twenty (20) school days from the date of the close of the hearings or, if oral arguments have been waived, then from the date the final statements and briefs are submitted to the arbitrator. The arbitrator shall have no power to amend, modify, nullify, ignore, nor add to the contract and the decision of the arbitrator shall be final, and binding upon both parties.

3.53 An arbitrator shall decide all substantive and procedural arbitrability issues arising under this Agreement. Upon request of either party, the merits of a grievance and the substantive and procedural arbitrability issues arising in connection with that grievance shall be consolidated for hearing before an arbitrator; and in no event shall an arbitrator resolve the arbitrability of a grievance without first having heard the merits of the grievance.

3.54 The Board and the Association will share equally any joint costs of the arbitration procedure, such as the fee and expenses of the arbitrator. Any other expenses incurred shall be paid by the party incurring same.

3.6 Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures. 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 representatives, heretofore referred to in this article. Forms for filing grievances shall be available from the Association, the office of the Principal or the office of the Superintendent. The Employer shall not discriminate against an employee for filing a grievance.

3.7 Failure by the building Principal, the Superintendent, or their designated representatives to answer and meet in accordance with the stated time limits shall permit the grievant to process the grievance as though an unsatisfactory answer had been given.

Article 4

Medical Examinations and History

4.1 An employee who is physically unable to perform assigned duties or has a communicable disease shall be granted any of his/her accumulated sick leave as is necessary to recover from such condition(s). Then he/she may go on extended leave for the rest of that contract year, if necessary, to recover. Upon written notice from a licensed physician that the condition(s) no longer exist, said employee shall be reinstated in his/her former position as a teacher in the Andrew School District.

4.2 A communicable disease and physical disability for the purpose of this article shall include any disease or physical disability the physician feels would prevent the employee from performing his/her classroom duties.

Article 5

Additional Employee Training

5.1 Up to ten (10) in-service programs for non-school days may be planned by the District.

5.2 The District will credit for repositioning the employee on the salary schedule for certain of his/her educational endeavors upon the terms and conditions that follow:

5.3 To be eligible for such crediting:

5.31 Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, he/she shall file suitable evidence of additional educational credit with the Superintendent no later than 45 days after the beginning of the school year, and pay adjustments shall be retroactive to the beginning of the school year.

Article 6

Leaves of Absence

6.1 Sick Leave: An employee shall receive pay during a medically related disability as follows:

6.11 Each employee shall be credited a total of fifteen (15) days of current personal sick leave at the beginning of the school year. Unused sick leave may be accumulated from year to year, but such accumulated past sick leave and credited current personal sick leave shall not be more than a total of 150 days.

6.12 Such sick leave may also be used for health related appointments for self, employee's spouse, child, or any other member of the employee's immediate household and may be taken in hourly increments.

6.13 An employee may receive, during personal illness, current and accumulated sick leave days and be paid for such days on the following conditions: The employee must notify the employee's building Principal as soon as possible as to his/her illness and the necessity for absence.

6.2 Bereavement: At any one time up to five (5) days of leave shall be granted to employees in the event of death, under the following conditions:

6.21 Said five (5) days shall be non-cumulative and shall be neither debited nor credited to the sick leave as described above.

6.22 The death for which the leave is taken must be the death of an employee's spouse, child, parent, brother, sister, or any other member of the employee's immediate household.

6.23 Employees shall be granted up to three (3) days leave for the death of an employee's son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents of the employee or employee's spouse.

6.24 Employees shall be granted up to one (1) day, not to exceed three (3) days in a school year, in the event a death of a friend or relative outside those defined in 6.22 and 6.23. Days needed beyond three (3) will require the use of emergency leave or personal leave.

6.25 The employee must notify the building Principal as soon as possible about the death and the employee's desire to leave.

6.3 Personal Leave: An employee shall be credited three (3) days of personal leave per year, which shall be neither debited nor credited to the accumulated sick leave described above. Personal leave may accumulate to a total of five (5) days. Such leave may be taken in one-hour increments on the following conditions:

6.31 The personal matter (including, if applicable, a doctor, dentist, or bank appointment) cannot be conducted outside of work time.

6.32 The employee has applied for such leave in writing to the building Principal three (3) calendar days in advance, except in case of emergency.

6.33 Said personal leave is not to be used within the first one week of school or the last week of school, on the day before or after holidays, holiday seasons, or vacations, except in special circumstances, events or occasions beyond the control of the employee and for which a written explanation has been provided.

6.34 Personal days may not be used on more than two consecutive scheduled work days and no more than two personal days may be used in any two-week period except as specified in 6.33.

6.35 The employee may elect to sell up to one full day of unused personal leave at the end of the school year and the district will buy that day at the current substitute pay rate.

6.36 Personal leave shall not be deducted from an employee if a contract day is not in session due to cancellation.

6.4 Jury Duty and Legal Leave: Any person called for jury duty during school hours or who is required for an appearance in any judicial or administrative proceeding or who shall be asked to testify in any arbitration matter shall be provided such time with pay. Any fees or remuneration the employee receives during such leave shall be turned over to the District.

6.5 Emergency Leave: A three day non-cumulative emergency leave is available to employees for unforeseen emergency situations approved by administration. Emergency leave may only be granted up to 48 hours before or after the said leave would take place.

6.6 Other Temporary Leaves: Other temporary leaves of absence with pay may be granted, in writing, at the discretion of the Administration.

6.61 Other temporary leaves of absence without pay may be granted, in writing, at the discretion of the Administration.

6.62 Leaves taken pursuant to the above shall be in addition to any sick leave to which the employee is entitled.

6.7 Leave Without Pay For Educational Study/Involvement: A leave of absence after seven (7) years on staff, without pay or benefits for one (1) school year, may be granted up to one certified employees (one from PreK-8) for the purpose of engaging in study at an accredited college or university in a field related to his/her professional responsibilities or to be employed by VISTA, the National Teacher Corps or to serve as a teacher in any domestic or overseas program or institution providing a suitable replacement can be found and contracted on a one (1) year interim basis. Upon return from such leave, the employee shall be returned to the teaching position at the next step on the salary schedule and maintain the same benefits as he/she would have accrued had he/she taught in the system during such period.

6.71 Written notification of the desire to take such leave is due to the Board Secretary by February 1 of the current school year.

6.72 Notification of the inability to find a suitable replacement will be given in writing to the certified employee by May 15.

6.73 During the year of said leave, the employee on leave will notify the Board Secretary by April 1 if they plan to return. Failure to make a timely notification voids their right to return to their position in the district.

6.8 Consistent with the Family Medical Leave Act, each employee who has been employed at least 12 months and who has worked at least 1,250 hours during the preceding 12 months will be granted a maximum of 12 weeks unpaid leave of absence each year. For purposes of calculating the 12-week period, the year will be defined as the contract year established by this Agreement, beginning on July 1 and ending on June 30. It is the intent of both parties to this agreement to implement the requirements of the Family Medical Leave Act.

6.81 Under this section, family and medical leave will only be granted for the following purposes:

6.811 For the employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position;

6.812 To care for the employee's spouse, child, or parent who has a serious health condition, as defined by the Family Medical Leave Act;

6.813 The birth and care of an employee's child; or

6.814 To care for a child placed with the employee through adoption or foster care.

6.82 Employees may utilize any existing paid leave provided by this Agreement prior to requesting the unpaid leave provided in this section.

6.83 The District shall continue the District's contributions towards health insurance on behalf of the employee for up to 12 weeks. The employee will be responsible for paying life and dental premiums during leave under this section. The employee will be required to reimburse the District for any employee-owned benefit contributions made by the District on the employee's behalf while the employee was on unpaid leave under this section.

6.84 The District may require an employee to provide written certification from a health care provider when an employee requests leave under this section for the employee's own serious health condition or to care for the employee's parent, spouse, or child with a serious health condition. All other relevant terms and conditions of the Family Medical Leave Act not addressed herein will be administered according to Board policy and administrative rules.

6.85 The District shall not require an instructional employee to take more than 12 (twelve) week of Family Medical Leave in any contract year.

6.9 Other extended leaves of absence without pay may be granted in writing by the Superintendent.

Article 7

Safety

7.1 The Board agrees to maintain safe, healthy working conditions in the schools and to remedy unsafe and unhealthy conditions, to the extent that this is possible, as soon as the allegedly unsafe and/or unhealthy conditions are brought to its attention.

7.2 If the District requires special safety equipment or clothing to be used or worn, such equipment or clothing will be provided.

7.3 Employees will be held responsible for the proper use and care of all clothing, equipment and devices provided to the employee. Employees shall be responsible for replacement of lost or damaged clothing, equipment or devices and must return the used items to be replaced.

7.4 Equipment needs of the employee will be provided if the provision is practical in nature and the administration approves of it.

7.5 Use of Reasonable Force: An employee may, within the scope of his employment, use and apply such amount of force as is lawful, reasonable, and necessary; to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense; and for the protection of persons or property.

7.6 Employees will be covered by the Board's conventional liability policy for any civil actions commenced against the employee because of employee actions within the scope of employment and pursuant to Board policy, subject to exclusions under the liability policy in force. The Board assumes no responsibility for punitive or exemplary damages.

7.7 Assault of an Employee: Legal assistance as provided by the school's insurance. The Board will work with the teacher and law enforcement officials to document the situation as required.

Reporting: All assaults will be immediately reported to the employee's supervisor.

Article 8

Employee Work Year

8.1 In-School Work Year:

8.11 Regular Contract: The in-school work year for employees contracted on a nine-month basis shall not exceed 185 days for non-probationary and 186 for those in first year of employment in district.

8.12 Definition of In-School Work Year: The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which employee attendance is required.

8.13 Events Outside of Contract Time Include: Back to School Night, Literacy Night, Winter Concert, Spring Concert, Committee/Action Team, Preschool Graduation (Preschool Staff & Admin), Kindergarten Roundup (Kindergarten Teacher, Nurse, & Admin) 6th Grade Class Trip (6th Grade Teacher and other Supervision Staff). Failure to attend these events will require the use of appropriate leave. Teachers will have four evenings during the school year not to exceed 16 hours total for student-led conferences. Teachers will be compensated for two days for this time. Personal time will not be allowed to be used for missing student-led conferences unless cleared by the superintendent.

8.14 Shared Staff Requirements for Events Outside of Contract Time Attendance: Shared staff are required to attend the events of the school that holds their contract. Currently, Andrew School holds the contract for the Physical Education Teacher and the Talented and Gifted Teacher. The events they need to attend are addressed in item 8.13. Failure to attend these events will require the use of appropriate leave. Shared teachers will have 2 evenings at each shared school during the school year not to exceed 16 hours total for student-led conferences. Teachers will be compensated for two days for this time. Personal time will not be allowed to be used for missing student-led conferences unless cleared by the superintendent.

8.15 Non-Attendance: Employee attendance shall not be required whenever student attendance is not required due to inclement weather, recesses, early pupil dismissal prior to multiple day holiday breaks, or other emergency closings. No employee shall be required to be in attendance on a Sunday. Employees may, however, volunteer to help with school activities on a Sunday, such as supervising students, etc.

8.16 Employee Work Year: Currently 185 for non-probationary staff and 190 for those in their first two years of employment. If the number is raised by state action, additional days to be paid at the teachers per diem rate.

8.2 Vacations: Employees may vacation at any time other than the days of their required presence to fulfill their duties.

Article 9

Employee's Hours

9.1 Length of Day shall be as follows: All employees will report for an 8-hour working day. 7:40 a.m. - 3:40 p.m.

On Fridays, early dismissals for inclement weather or those days preceding holidays or vacations, they may leave the building after buses have left the lot. In the event of late starts due to inclement weather, the start of the teachers' day will be delayed by the same amount of time as the announced school delay.

If students are released early due to heat, the administration will provide an air-conditioned environment for staff to continue working until the end of the contract day.

9.2 Lunch periods shall be as scheduled and 30 minutes duty-free.

9.3 The employee shall be able to leave the building during his/her lunch period or scheduled preparation period upon approval of the Principal or his/her designee.

9.4 The employee shall be granted preparation time as follows:

9.41 Classroom Teacher Preparation Periods: Teachers will be scheduled for a minimum of 30 minutes of preparation time each day.

9.41a Other certified staff: As schedules are developed, certified staff and the administration will create prep time(s) that are comparable to that of a classroom teacher.

9.42 Teachers are required to participate in Professional Learning Communities. We have these every other week during teacher preparation time which may result in a teacher missing their scheduled preparation time for this day.

9.43 Throughout the year Andrew School has school-wide practices for events and assemblies. If these practices/assemblies occur during your prep period, the teacher can excuse themselves for their preparation period and have the special teacher cover their class.

9.44 Counseling and Library are specials where classroom teachers can take a quick break. During classroom counseling lessons, teachers are required to listen and support the lesson if needed. During library class, classroom teachers are expected to come back to the library to assist students check out appropriate books.

9.45 In both 9.41 and 9.42 the preparation time shall be duty-free.

9.46 A part-time employee shall be granted preparation time in direct ratio to that of a full-time employee; i.e., one half ($\frac{1}{2}$) the amount of preparation time as a full-time employee.

9.5 If an employee is used as a substitute during the employee's preparation time or duty-free lunch period, or part of such preparation time or duty-free lunch period, the employee shall receive \$12.00 or a prorated amount as follows:

20-30 minutes \$8.00

31-40 minutes \$12.00

41-60 minutes \$16.00

*** NOTE ADDENDUM #1: ACTION TEAM MEMORANDUM OF UNDERSTANDING (MOU)**

Article 10

Association Rights

10.1 The Association's representatives shall be granted six (6) days non-cumulative leave with no loss of pay, to be used by Association representatives to attend conferences or meetings of the ISEA, NEA, or JDC. The District will pay the substitute for the first three days and the Association will pay for the substitute the last three days of such leave. Attendance will be based on the following:

10.11 Written requests on regular request form shall be submitted to the building Principal at least five (5) days prior to such conference or meeting.

Article 11

Wages and Salary

- ☐ All salaries will comply with the state-required minimum tiers of \$50,000 and \$62,000.
- ☐ Add an additional \$1,000 to the salary of all teachers returning to teach for 2026-2027 school year.
- ☐ Continue to include the additional \$1,500 in salary to any teacher who has completed their master's degree prior to 6/30/25.

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

11.2 Placement on Salary Schedule:

11.21 Each employee shall be placed on his/her proper step of the salary schedule as of the effective date of this agreement and in accordance with paragraph (11.22) below. Any employee hired prior to the end of the first semester of any school year shall be given full credit for one year of service toward the next increment step for the following year.

11.22 Credit for past teaching experience for newly hired employees will be limited to ten (10) years.

11.23 Returning to the District: Any employee with previous teaching experience in the Andrew School District shall, upon returning to the system, be restored to the next position on the salary schedule above that at which he/she left.

11.24 Nurse - The nurse shall be placed on the BA lane of the salary schedule.

11.3 Advancement on Salary Schedule:

Increments: Employees on the regular salary schedule shall be granted one increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached. A year of service consists of employment in the Andrew District of at least one (1) semester.

11.4 Method of Payment:

11.41 Pay Periods: Each Employee shall be paid twice a month on the 5th and 20th. Employees shall receive their checks at their regular building and on regular schools days unless otherwise designated by the teacher.

11.42 Exceptions: When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day. No check shall be received prior to the calendar month in which it is normally due.

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

11.44 Direct Deposit: Teachers new to the district will only be paid through direct deposit effective with school year 2005/2006.

Article 12

Extra-Curricular Pay

12.1 Extra-Curricular Activities:

12.11 Approved Activities: The Board and the Association agree that the extra-curricular activities listed in Schedule B are official school sponsored activities covered by school insurance.

12.12 Rates of Pay: Employee participation in extra-curricular activities shall be compensated according to the rate of pay or other stipulations in Schedule B which is attached hereto and made a part thereof.

12.13 Employees shall be compensated, beginning with the second activity, at a rate of \$7.50 per activity per employee for taking and selling tickets.

12.2 Method of Pay:

All supplemental duties performed during the school year shall be figured as per Schedule B, and shall be included in the regular pay as agreed in Article 17.

Supplemental duties performed during the summer are figured as in Schedule B and shall be paid with the last July paycheck.

12.3 Extra Duties/Summer School: All extra duties will be filled by voluntary assignment if possible. If necessary, the Board shall assign extra duties for the successful supervision of the total education program.

Assignments, including voluntary assignments, will be on the basis of:

12.31 Certification, if needed.

12.32 Probable success in the position.

12.33 Conformity to the other considerations within this total agreement.

12.34 In the event that we have more internal candidates than needed for summer school, the following will be considered: the number of continuous years of service to the school district will be considered in conjunction with the following criteria, which will be used to determine what is in the best interest of students:

- Endorsements and educational preparation within a similar age range/subject area(s) in which the employee is now performing.
- Relative skills, ability, and demonstrated performance.

12.4 Extended Contracts: Employees on extended contracts shall be paid at the rate of \$35 per hour, equivalent to \$280 per day.

Schedule A

2026 - 2027 Salary Schedule

0-12 Years Taught	13+ Years Taught
\$50,000	\$62,000

- Add an additional \$1,500 in salary to any teachers who have completed their masters degree prior to 6/30/25.
- Add an additional \$2,000 to the salary of one (1) staff member who does not receive a minimum of a \$2,000 increase as a result of the new teacher pay legislation for the 2026-2027 school year. This is not a one-time retention bonus, and this amount is included in the individual contract.

Schedule B

Supplemental Pay Schedule

Any work outside of contracted pay, including summer school and tutoring, shall be paid at a rate of \$35 per hour.

PreK-8 Music Program Director 3%

PreK-8 Extracurricular Arts Lead 3%

In the event an activity is not offered or discontinued for the current year, by the Board for lack of participants, unavailability of certified coaches, loss of facilities, or other reasons beyond the control of the Board and Administration, the employee assigned by the activity will be paid for services rendered in the activity, while the activity was actually in progress, on a prorated basis.

Schedule C

Grievance Report

Date Filed _____

Distribution of Form

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

Name of Aggrieved Person _____

Step One

- A. Date Violation Occurred _____
- B. Section(s) of Agreement Violated _____
- C. Statement of Grievance _____
- D. Relief Sought _____

Signature and date

Date received by Principal

E. Disposition of Principal or Immediate Supervisor will be on a separate form to be distributed to the above mentioned four parties. If additional space is needed, attach additional sheets.

Step Two

A. _____
Signature of Aggrieved Person Date Received by Superintendent

B. _____
Date submitted to Arbitration Date Received by Arbitrator

C. Disposition by the Arbitrator will be on a separate form to be distributed to the above mentioned four parties.

ADDENDUM #1: ACTION TEAM MEMORANDUM OF UNDERSTANDING (MOU)

The Andrew School Board, Administration, and the Andrew Educator Association have agreed to include the following plan to be included in our master contract as a MOU.

The terms below describe the agreed upon plan:

- Every employee governed under the master contract will serve on a school action team. Each school action team will be led by a member of the Andrew School Teacher Leadership Team.
- Employees will be required to attend eight (8) one (1) hour Action Team Meetings scheduled outside of contract time throughout the school year. The proposed

schedule will consist of one meeting after school in the months of September, October, November, January, February, March, April, and May.

- Shared staff are required to attend committees/action team meetings with the school that holds their contract.
 - The administration can approve a shared staff member to attend a meeting(s) throughout the school year in the other shared district(s).
- Action team members will be required to attend the scheduled meeting, or use appropriate leave in the event of an absence
- The designated day each action team meets will be discussed between the administration and the teacher leadership team. The administration will make the final determination of meeting dates prior to the start of the school year. Any changes to the schedule must be approved by the administration. If a change is necessary, teachers will be given at least one week's notice. Changes can be made at any time with written approval granted by the administration and the Andrew Teacher's Association representative(s).
- In addition to the eight (8) one (1) hour meetings, employees will be responsible for additional efforts outside of contract time to contribute to the efforts planned by their action committee. These efforts will consist of contributions deemed by teacher leaders and administration to be equivalent to at least one hour of work conducted outside of the contract time. (These contributions cannot include participation in school activities that are already expected of teachers, such as attending music concerts, parent - teacher conferences, _____, (etc).
- The Teacher Leader assigned to lead the action team will be responsible for helping to assign action team tasks to action team members in an equitable manner. Each month the tasks will be assigned, logged, and then signed off on by the Action Team Teacher Leader and the Principal.
- The culmination of time accrued through attending eight (8) monthly action team meetings will be recognized as one (1) work day toward the 185 contract days designated in the master contract.
- The culmination of time accrued through participation in efforts planned by the action team will be recognized as another one (1) work day toward the 185 contract days designated in the master contract.
- These additional contract days will be handled in the following way:
 - Each school year we will make up snow days with students on any undesignated days through the Friday before Memorial Day.
 - Each school year we will hold at least one (1) teacher professional development day after the students final school day. The purpose of this day is to allow time for teacher's to complete yearly check-out responsibilities and any other tasks assigned by the principal.

- Beyond the days designated above, the two (2) days accrued as a result of action team work will offset the need to make up two snow days.
- In the event that teachers do not need to work beyond the last professional development day (based on the criteria referred to above) to meet the 185 work days, two options will be considered:
 - 1) Up to one professional development day scheduled after April 1 will be redesignated as a no school day for staff to offset one day accrued through the action team work.
 - 2) In the event that teachers have worked 185 contract days on or before the first work day after Memorial Day, teachers will be compensated at their per diem rate for the action team time accrued throughout the school year, not to exceed two additional days of pay.
- Any variations of this plan will be agreed upon in writing between Andrew Teacher's Association representatives and school administration.

Additional Notes:

- The Action Team work will align with our current efforts to involve all school staff in our continuous improvement actions.
- Our designated Action Teams align with our "Leader In Me" goal areas of Academics, Leadership, and Culture.
- The effectiveness of our Action Teams will be measured by the results of our annual Measurable Results Assessment (MRA) survey. The actions and efforts led by these teams will be intended to improve our effectiveness and reach our goals in each goal area.
- Non-certified staff will be invited, but not required, to participate in our action team work.