

AGREEMENT BETWEEN
Clarke Community Education Association
and Clarke Community School District
2026–2029 Master Contract

AGREEMENT INDEX

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ARTICLE 1

PREAMBLE

This Agreement is between the **Clarke Community School District**, Osceola, Iowa (hereinafter referred to as the “**Employer**”), and the **Clarke Community Education Association** (hereinafter referred to as the “**Association**”).

Said Agreement represents the complete and final agreement between the Employer and the Association.

The Employer and the Association recognize that the aim of the public school is to provide a quality education program for the children and youth of the school district.

Both parties recognize that attainment of this educational objective is of prime importance and considerable benefit to all. The quality and morale of the teaching service is a major factor in pursuit of this objective.

ARTICLE 2

RECOGNITION

A. Appropriate Unit

The Employer recognizes the Association as the exclusive bargaining representative for the regular full-time and regular part-time licensed employees including, but not limited to:

- Classroom teachers (academic, head teacher, vocational, remedial)
- Physical education
- Music
- Art
- Drama
- Librarians
- Guidance counselors
- Nurses

Excluded from representation: - Superintendent, Principals, Other Administrative Roles all non-licensed personnel, substitutes, and all other persons excluded by Section 4 of the Act.

Reference is made to the Iowa Public Employment Relations Board, Order of Certification Case No. 421, dated July 17, 1975.

B. Definitions

1. **Employer** – Clarke Community School District.
2. **Employee** – All employees represented by the Association in the recognized bargaining unit.
3. **Association** – Clarke Community Education Association, an affiliate of the Iowa State Education Association and the National Education Association.
4. **Act** – Iowa Public Employment Relations Act (Chapter 20, Code of Iowa).
5. References to employees include all genders and whenever the male gender is used, it shall be construed to mean both male and female Employees.

6. The term “**In-Service**” as used in this Agreement shall mean a teacher contract day in which students are not in attendance
 7. The term “**Professional Development**” as used in this Agreement shall mean district- or administration-directed work time.
 8. The term “**Flex Day**” as used in this Agreement shall mean a full or partial day of Teacher-Directed time during which staff can choose to work or take care of personal needs.
 9. The term “**Early Out**” as used in this Agreement shall mean a pre-established student day in which students are dismissed at an earlier time than the standard school day.
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ARTICLE 3

RIGHTS

The Association shall be permitted to:

1. Hold meetings on district property outside normal work hours provided they do not interfere with the instructional program. Any related expenses will be paid by the Association. Approval from the building administrator is required.
 2. Use school equipment provided such use does not interfere with school operations. All costs associated with use must be paid by the Association.
 3. Distribute Association materials through building mailboxes with prior approval from the building administrators. Copies must be provided beforehand.
 4. Receive upon reasonable request:
 - Annual financial report
 - Adopted budget
 - Other routine public information
 - Materials required by law that assist in bargaining or grievance processing.
 5. Agendas for regular board meetings to be published on the Clarke website.
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ARTICLE 4

SENIORITY

A. Definition

Seniority is defined as an employee’s length of continuous service with the Employer since the employee’s last date of hire. The first scheduled day of work shall be considered the date of hire. If two employees share the same hire date, the employee whose contract execution date is earliest shall be considered most senior. If still tied, the order will be determined by lot.

B. Accumulation

Seniority continues to accumulate as long as the employee remains employed by the Employer.

C. Leave of Absence

While on employer-approved leave, seniority continues to accumulate for up to **one (1) year** of continuous leave. Special provisions apply when an employee qualifies for **Iowa Workers' Compensation benefits**, including extended seniority accrual based on years of service at time of injury.

1. If the Employee has less than three (3) years of seniority at the time of the injury, said seniority earned will be divided by two (2), and this will be the amount of time seniority can continue to accrue.
2. If the Employee has three (3) years but less than fifteen (15) years of seniority at the time of the injury, seniority can continue to accrue up to three (3) years.
3. If the Employee has fifteen (15) or more years of seniority at the time of the injury, seniority can continue to accrue for up to four (4) years.
4. For pay purposes, the Employee will be maintained on the same salary and/or supplemental pay step as on at the time of the injury, and will be placed one (1) step higher provided they have complied with Article 13, B - Credit for Experience.
5. At the time the Employees are released to return to work, a time period will be established on an individual basis with the intent to be fair to all parties involved.

D. Loss of Seniority

An employee loses seniority and employment relationship when:

1. A resignation is accepted
2. The employee is terminated or contract not renewed
3. The employee engages in other work while on leave or falsifies leave reasons
4. Failure to return from leave
5. Retirement

E. Seniority List

A seniority list of regular full-time certificated employees shall be posted in all District school buildings by **November 1** of each school year showing name and last date of hire. The local Association president will be notified of any changes in the seniority list within a reasonable period of time.

ARTICLE 5

GRIEVANCE AND ARBITRATION PROCEDURE

A. Definitions

Grievant – an employee, or the Association as a whole, who files a grievance.

Grievance – a claim by a grievant that a provision of the Agreement has been violated, misapplied, or misinterpreted.

Days – The term "Days" when used in this Article shall, except where otherwise indicated, mean working days of the week throughout the year (twelve (12) months) excluding weekends, holidays and school vacation days. Summer months shall not be considered vacation days. If a grievance is filed at such time that it cannot be processed through all levels in the grievance procedure by the end of the school year, the time limits expressed may be reduced by mutual agreement so that the grievance procedure will be completed prior to the end of the school year or within a reasonable number of working days thereafter.

B. Procedure

Step 1: Employee attempts resolution with immediate supervisor within **five (5) working days** of occurrence.

Step 2: If unresolved through step 1, shall be placed in writing within **five (5) working days** signed by the Employee and presented to the immediate supervisor or principal for his/her decision in writing, which shall be given within **seven (7) work days**.

Step 3: If not settled satisfactorily in step 2, it shall be appealed to the Superintendent or his/her designated representative within **five (5) working days**. The Superintendent or his/her designated representative agrees to meet with the Clarke Community Education Association representative within **ten (10) work days** from the receiving date of appeal. The principal, immediate supervisor and aggrieved Employee **may attend, if requested by** either party. The Superintendent or his/her designated representative shall give a written answer at such meeting or within **fifteen (15) work days** after the Step 3 meeting.

Step 4: Arbitration

1. If the aggrieved person is not satisfied with this disposition of the grievance by the Superintendent, or if no disposition has been made within the time limits, the aggrieved person and the Association shall meet within **five (5) school days** of the disposition of the grievance to discuss the merits of submitting the grievance to arbitration.
2. If the grievant and the Associate determine that the grievance is meritorious, it may submit the grievance to arbitration within **five (5) school days**.
3. A written request for a list of arbitrators shall be made to the Public Employment Relations Board (PERB) by either party. The list shall consist of five (5) arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The parties shall alternately strike names from the list within ten (10) school days following receipt of the list. The person whose name remains shall be the arbitrator.
4. The opinion of the arbitrator shall not amend, modify, nullify, ignore or add to the provisions of this agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented in writing by the School District and the Association and the decision must be based solely and only upon the arbitrator's interpretation of the meaning or application of the expressed relevant language of the agreement.
5. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the District and the Association. Any other expenses incurred shall be paid by the party incurring the same.

Miscellaneous

1. Section 18 of the Act is recognized by the parties. The expressed provisions of this Agreement pertaining to the grievance procedure and arbitration are to serve as a clarification and agreement between the parties on these two (2) negotiable items (grievance procedure and arbitration). All

grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

2. An aggrieved employee may elect not to have an Association representative present at the grievance meeting(s).
 3. All grievances shall be taken up promptly and awards and settlements thereof shall in no case be retroactive beyond the date of the specific occurrence in the timely filed grievance that was presented in written form as provided in Step 2 of the grievance procedure. If a grievance is not presented within the time limits, it shall be considered settled on the basis of the Employer's last answer.
 4. Time limits at any Step for each separate grievance may be extended by mutual agreement of the parties involved. Such agreement must be in writing and dated.
 5. It is expressly agreed and understood that no employee or the Association shall have the right to compel the arbitration of a grievance without written consent of the other.
 6. Grievances filed with the Employer shall be a part of the Employees' personal information in their personnel files.
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ARTICLE 6

NO STRIKE

The following commitments are in addition to any other rights and remedies provided by the Act. Neither the Association, its officers or agents, nor any employee(s) covered by this Agreement will engage in, encourage, sanction, support or suggest any strikes, slowdowns, picketing, boycotting, sit-ins, mass resignations, mass absenteeism, the willful absence from one's position, work stoppage or any such related activity as covered by Section 12 of the Act.

Any employee who violates any portion of the contents of this Article is subject to immediate discipline which could include discharge as the Employer determines.

The Association shall, upon notice from the Employer, immediately direct such employee(s) both orally and in writing to resume normal operations immediately and make every other reasonable effort to end any violation(s).

ARTICLE 7

LEAVES OF ABSENCE

A. Advance Notice

An employee must request absence from school duties on absence platform provided by the Employer for all absences, and when possible, in cases of personal injury or illness.

This request must be completed and received by the Employer at **least ten (10) days** prior to the date of absence.

If an employee does expect to return to the assignment, the employee must notify the immediate supervisor, or designated representative, of such intention by no later than **7:00 A.M.** on the involved work day unless other prior arrangements agreed upon between Employer and Employee. Employees are asked to make every attempt to contact their supervisor or designated representative prior to **7:00 A.M.** to ensure that a proper

substitute can be hired. If the Employee does not give said timely notice and does not return to work and a substitute subsequently reports for duty, the substitute will work the full day and the Employee will not receive pay of any type for said day(s).

B. Sick Leave

Employees receive the following sick leave days annually:

Year of Employment	Sick Leave Days
Year 1	12
Year 2	13
Year 3	14
Year 4	15
Year 5	16
Year 6+	17

1. The above amounts shall only apply to consecutive years of employment in the Clarke Community School District and unused portions shall be **cumulative up to a total of one hundred seventeen (117) work days**. No more than **one hundred (100) days** can be carried over to a subsequent year.
2. Leave of this type will be prorated for employees not completing a full year of employment.
3. Sick leave can be used for any self or family illness, medical, dental or eye appointments which the employee would be unable to make on a Saturday, as many doctors make appointments on weekdays only.
4. Sick leave cannot be used where deferment of treatment or medical service would be possible at a time other than during the school year.
5. Family is defined to include spouse, child, parents, spouse's parents, sisters, brothers, grandchildren, son-in-law, daughter-in-law, and any other person approved by the superintendent. The family member will be identified on the leave of absence request form.
6. The minimum amount of sick leave request that can be granted is one-half (1/2) work day.
7. In order to qualify for payment, the Employer has the right to require evidence to substantiate the absence.
8. It shall be the employee's responsibility to notify the Employer at the earliest reasonable time possible so as to allow adequate time to secure a substitute.

C. Family and Medical Leave

Employees are entitled to leave under the **Family and Medical Leave Act (FMLA)** consistent with federal law. (This inclusion shall in no way reduce or adversely impact any other provisions of the leave policy.)

D. Bereavement Leave

1. Bereavement leave applies to regular and full-time employees, and in proportional amounts to part time employees. Substitute staff are excluded. The family member will be identified on the Leave of Absence Request Form.
 2. Each employee will be granted up to **five (5) days** leave per occurrence for a death of his/her spouse, domestic partner (as pertains to Iowa legal definition), child, step-children, parent, step-parent, or spouse's parent.
 3. Each employee will be granted up to **two (2) days** leave per occurrence for a death of a family member defined as to include sisters, brothers, grandparents, spouse's siblings, spouse's grandparents, grandchildren, sons-in-law, daughters-in-law, sister-in-law, brother-in-law, niece, nephew, uncle and aunt.
 4. An employee may exchange **one (1) sick leave day** for a bereavement day, to be used for persons not defined in sections 2 and 3 above. This day may be used either in two (2) half-day increments or one (1) full day per year. Utilization of this option is after all over available leave is exhausted.
 5. In all cases of bereavement leave the employee, to be granted leave, must make arrangements for and/or attend the funeral or memorial service.
 6. Questions concerning the validity of the reason for absence will be resolved by the Employer.
 7. In the event of the death of an employee of, or student in, the Clarke Community School District, the Employer may decide to grant to an employee(s) time off to attend the funeral.
 8. Bereavement leaves under this section are non-accumulative.
 9. In the event of an exceptional circumstance, a request may be made to the superintendent for review and consideration of approval.
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E. Personal Leave

1. Maximum **2 days per year**
2. Personal leave shall be used for such things as:
 - a) court subpoena;
 - b) emergencies;
 - c) handling of personal business.
3. Personal leave may be taken, if substitutes are available, after giving **twenty-four (24) hours'** notice to the principal of the building.
4. Emergency personal leave (less than twenty-four (24) hours' notice) for any real emergency or the funeral of someone other than a close relative is to be granted only with the approval of the building administrator.
5. Personal leave may not be taken immediately preceding or following any scheduled break in the calendar, nor on an **In-Service Day, and not the first five (5) or last ten (10) student school days**, except with the approval of the superintendent or his/her designee. In order for the exception to be considered the reason for the personal leave will be required in writing.
6. No personal leave for less than one-half (1/2) day will be granted.
7. A maximum of TWO days of unused personal leave can be rolled over to the next fiscal year. Employees may have a maximum balance of FOUR days of personal leave and/or any unused personal days exceeding two may be paid out at the rate of a substitute teacher.
8. Sick Leave Trade-In
 - a) Employees who maintain a minimum balance of one hundred (100) sick days, may exchange five (5) sick days for one (1) personal day, up to a maximum of ten (10) sick days for two

(2) personal days, at the beginning of each fiscal year. The traded-in days count toward the maximum allowed FOUR personal days for the year. This request for exchange must be submitted in writing to the Payroll Clerk by September 15th of the new year, to be processed during September Payroll. These days are not eligible for payout.

F. Professional Leave

1. Attendance at educational meetings (clinic, other school visitations, workshops, etc.) is permitted with full pay if such absence is approved by the Employer.
 - a) Full pay includes regular salary, personal car mileage reimbursement, registration expense, meals, and lodging upon presentation of receipt(s).
 - b) A written request on a form provided by the Employer for said leave must be submitted to the Employer **at least ten (10) work days** prior to day of the anticipated absence.
 2. The Employer will grant **up to four (4) days leave** with regular pay for the purpose of attending meetings of state, regional affiliated associations of the Association each year.
 - a) Three (3) additional days, with pay, maybe granted at the sole discretion of the Employer.
 - b) No more than three (3) employees can be absent on Association Leave at any one time.
 - c) No one (1) employee may be gone more than two (2) consecutive days on Association business.
 - d) Leave for less than one-half (1/2) day will not be granted.
 - e) Personal car mileage, registration expense, meals, and lodging in conjunction with Association leave will not be paid for by the Employer.
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G. Jury Duty

1. An employee required to serve as a juror or subpoenaed in a case for a current student of him/her shall receive his/her regular wage.
 2. In order to receive payment for such duty, the employee must: submit certification of service and assign all fees, except mileage and parking reimbursement, received for any such duty to the Employer.
 3. When released from jury during working hours in the A.M., the employee will report to work and work the P.M. schedule.
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H. Unpaid Leave

Requests must be submitted in writing to the Superintendent and will be considered on a case-by-case basis.

G. Leave Policy for Judicial Proceedings

1. An employee will be granted leave with pay to attend judicial proceedings under the conditions set forth hereafter.
2. "Judicial Proceedings" is defined to include the following:
 - a) Civil litigation under any provision of the Code of Iowa against the Clarke Community School District and/or any director or employee thereof arising out of the employee's employment with the district.
 - b) Civil litigation instituted by or on behalf of Clarke Community School District.

- c) Litigation arising out of or relating to Sec. 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), the Education for Handicapped Children Act of 1975 (20 U.S.C. Sec. 140 et seq.) or any other statute or regulation regulating the education of handicapped or developmentally disabled students when Clarke Community School District and/or any director or employee is a party to the litigation, or when Clarke Community School District is interested in or potentially affected by the outcome of the litigation.
 - d) Proceedings before the Iowa State Department of Education, the Professional Teaching Practices Commission, or the State Board of Educational Examiners when Clarke Community School District is either a party thereto or interested in or potentially affected by the outcome thereof.
 - e) Any criminal proceeding in which the Clarke Community School District and/or any director or employee thereof is a witness or party, provided, however, that the employee's involvement in the criminal proceeding shall have arisen while the employee was acting in the course and scope of his or her employment. Judicial leave will not apply to traffic offenses.
 - f) Litigation arising under the Constitution of the United States, the Constitution of the State of Iowa, Title 42, United States Code, or Chapter 601A, 1981 Code of Iowa, when Clarke Community School District is either a party thereto or interested in or potentially affected by the outcome thereof.
 - g) Any other civil litigation when Clarke Community School District is a party thereto.
 - h) Other civil litigation when Clarke Community School District is interested in or potentially affected by the outcome thereof.
 - i) Appeals of any of the above listed proceeding.
 - j) Pre-trial proceedings in connection with the above, including but not limited to pre-hearing or pre-trial conferences, hearings on motions or similar matters, and attendance at or giving of depositions.
- 3. Leave granted pursuant to this policy shall be granted in one-half day increments and in the least amount reasonably necessary to accommodate the needs of the employee.
 - 4. Leave granted pursuant to this policy shall be granted only upon request of the employee, in writing, setting forth the precise nature of the judicial proceedings to be attended and the date or dates of the requested leave. The written request shall be submitted at least seven days in advance of the date for which leave is requested or shall contain a statement of the reasons necessitating a shorter notice. All requests shall be submitted to the Superintendent or his/her designated substitute. The seven-day requirement shall be waived when a judicial proceeding is scheduled less than seven days in advance.
 - 5. For purposes of this policy, litigation includes administrative agency proceedings.
 - 6. This policy shall apply to all employees of the Clarke Community School District. Any modifications of this policy affected through collective bargaining pursuant to the Public Employment Relations Act (Chapter 20, 1981 Code of Iowa) shall apply only to those employees who are members of the certificated bargaining unit or units which are parties to the collective bargaining proceedings.
 - 7. This policy shall not apply to any litigation or proceeding in which the employee is a party or witness for a party against the district.
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ARTICLE 8

SAFETY

1. The Employer is committed to meeting the current standards in employee safety and health in keeping with the requirements of the current Occupational Safety and Health Act.
 2. Objectives
 - a) It is the objective of the Employer to assure, so far as possible, that every employee has a safe and healthful place in which to work.
 - b) It is also the intent of the Employer to help each employee recognize his/her responsibilities to safe employment and to require that each employee adheres to those responsibilities.
 3. Safety Committee
 - a) The Safety Advisory Committee, consisting of one-unit employee from each building plus an equal number of Employer representatives, may be established.
 - b) The Employer will periodically schedule meetings to receive suggestions and recommendations for consideration in keeping with the objectives stated above in paragraph.
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ARTICLE 9

EMPLOYEE SERVICE YEAR

1. The Employee contract year shall consist of **one hundred ninety-one (191) days**, including a maximum of **one hundred eighty-six (186) teaching and/or in-service days**, and a **minimum of five (5) holidays**. Any required days beyond the stated **one hundred ninety-one (191) days** will be paid based on each individual's per diem rate.
 2. The Employer recognizes the following **minimum of five (5) holidays** during the service year: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and a day to be selected by the Employer.
 3. Extended contracts, extra-curricular and/or co-curricular activities for which an Employee receives compensation shall be on an individually assigned basis by the Employer and shall be between the Employee performing the service and the Employer. Such services shall be subject to annual review and evaluation by the Employer.
 4. All teachers with a full-time contract are expected to attend all in-service and professional development days throughout the year as stated on the district academic calendar. Any in-service days missed for any reason will require a meeting to be setup with building principal and/or supervisor to cover missed content.
 5. All teachers without a full-time contract will be required to attend all in-service days at the start and conclusion of the school year with no additional pay. In-service attendance within the school year will be left to the principal's discretion. The part time teacher is to ask the principal in a timely manner about attending each in-service. If required to attend, the teacher will be paid the "Extra Duty Pay Rate from Supplemental Pay Schedule in Article 20" during the in-service time.
 6. A school calendar advisory committee which will include one unit employees from each building shall be established as a means by which recommendations will be made to the Superintendent, regarding the organization of the District's calendar. Members of this committee will be selected collaboratively between the district and the association.
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ARTICLE 10

HOURS

1. Length of Work Week

- a) The work week shall include the days of Monday through Friday.

2. Length of Work Day

- a) The Employer shall determine and establish the arrival and departure time for each work day (including both teaching and non-teaching contract days for each employee).
- b) The arrival and departure times for all employees shall be determined and designated by the employer.
- c) The normal work day shall consist of no more than eight (8) consecutive hours of duty. The Employer may decide to authorize a less than stated normal work day in emergency situations (such as inclement weather, fire, plant-equipment failure, epidemic, etc.)
- d) On Fridays and the last work day preceding a holiday period for which school is dismissed, the employee must remain on duty until the buildings have been vacated of students and all employee responsibilities have been met.
- a) An employee may leave the building during his/her preparation period upon receipt of permission from his/her immediate supervisor. The reason for the request must be stated.
- b) It is noted that professional meetings and programs (in-service, staff, parent-teacher conferences, subject area meetings, school evaluation meetings, open houses, elementary programs--when the teacher's assigned students are participating) as might be called by school authorities for coordinating the work of employees in the school programs, supervision of elementary school programs, and meetings extending before or after the normal work day for a reasonable length of time (normally no more than one hour) must be taken into consideration.
 - Advance notice of **at least two (2) days** should be given whenever possible.
 - Staff meetings will **not exceed one (1) hour** unless agreed upon between the Employer and employee.
 - If parent-teacher conferences are scheduled at night, compensatory time for the employee(s) involved will be provided.
- c) When an employee is requested to remain after the normal work day or to return to school for school-related activities after the regular work day for reasons other than those defined in paragraph 6 above, if the employee agrees to do so, the employee shall be compensated as indicated in Article 13, Supplemental Pay Schedule.

3. In-Service

- a) In-Service time, with the exception of those days in advance of student attendance in August, shall be allocated as follows:
 - One (1) Early Out per month shall be designated as a Flex Day
 - Two (2) Early Outs per month shall be designated as ½ Professional Development or PLC and ½ Teacher Directed Work Time
 - The last Early Out of each quarter will be designated as Teacher Directed Work Time. On this week, employees will meet in their designated PLC during the student week.
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ARTICLE 11

HEALTH

The District may require a physician examination to determine fitness for duty. If required by the District, the District pays the cost.

ARTICLE 12

GENERAL

Reference is made to **Article 13 Salary Schedule** and **Supplemental Pay Schedule**, which are part of this Agreement.

In-Service is staff development provided or made possible by the Employer, which includes workshop(s) prior to the start of school and other in-service throughout the year. An in-service committee with employee representation will be established for the purpose of making recommendations and suggestions to the Employer on structure, subject and content of the District's in-service training program.

ARTICLE 13

CERTIFIED SALARY SCHEDULE

The **2026–2029 certified** salary schedule includes **Teacher Salary Supplement (TSS) funding**.

Clarke Base w/ TSS \$8700.00						
Proposed FY27 Salary Schedule +90						
STEP	BA	BA+15	BA+27	MA	MA+15	
1	50,250	50,750	51,250	51,750	52,250	
2	51,250	51,750	52,250	52,750	53,250	
3	52,250	52,750	53,250	53,750	54,250	
4	53,250	53,750	54,250	54,750	55,250	
5	54,250	54,750	55,250	55,750	56,250	
6	55,250	55,750	56,250	56,750	57,250	
7	56,250	56,750	57,250	57,750	58,250	
8	57,250	57,750	58,250	58,750	59,250	
9	58,250	58,750	59,250	59,750	60,250	
10	59,250	59,750	60,250	60,750	61,250	
11	60,250	60,750	61,250	61,750	62,250	
12	61,250	61,750	62,250	62,750	63,250	
13	62,250	62,750	63,250	63,750	64,250	
14		63,750	64,250	64,750	65,250	
15		64,750	65,250	65,750	66,250	
16		65,750	66,250	66,750	67,250	

SCHEDULE B CO AND EXTRA-CURRICULAR PAY SCALE

1	41,550
2	42,550
3	43,550
4	44,550
5	45,550
6	46,550
7	47,550
8	48,550
9	49,550
10	50,550
11	51,550
12	52,550
13	53,550

Placement

Each employee will be placed on his/her proper step of the salary schedule as of the effective date of this Agreement, except as per other conditions contained within the Agreement.

Credit for Experience

New employees shall be placed similarly to current employees with similar education and years of service.

Advancement

Employees on the regular salary schedule may be granted **no more than one (1) vertical step** on the schedule for each year of service until the maximum for their educational classification is reached.

Educational Lanes

Notification of intention to advance across the schedule shall be made in writing on the "Notification of Advancement in Compensation" form to the Superintendent prior to July 1. An official transcript of credits shall be presented as evidence that the necessary hours have been earned. Said transcripts, or reasonable substantiatory evidence, are to be filed prior to the start of school or not later than September 15. An official copy of the transcript must be filed by October 15. Otherwise, contracts are not to be re-written after September 15, unless both parties agree to the change, or the employee has failed to file the transcript by October 15. Official transcripts must be submitted before the start of school or no later than September 15.

Pay Periods

Each employee will be paid in twelve (12) equal installments on the **last business day** of each month. Employees will receive their checks via direct deposit.

When a pay date falls on or during a school holiday, vacation or weekend, employees will receive their pay checks on the last previous business day.

Newly hired teachers, teachers returning from leaves of absence, and teachers recalled will be allowed the opportunity to receive first pay on last business day in September or; on date near September 15, receive one-half (1/2) of the first month's pay and second half of the first month's pay on last business day of September, provided the employee has performed work on a sufficient number of days to earn the amount paid. An employee seeking such request, needs to notify the payroll clerk in writing by September 5th.

Any teacher terminating employment with the Employer, or retiring from the school system, may have the option of receiving final payment for the school year on May 31st or June 30th; however, no sooner than said employee's final contracted workday. An employee seeking such payment shall notify the Business Manager in writing by May 1st.

MISCELLANEOUS

1. Fifteen (15) semester hours of Employer-approved credit above the Bachelor Degree must be earned for advancement across the schedule to the BA+15 column. Twelve (12) semester hours of the Employer-approved credit must be earned above the BA+15 column for advancement across the schedule to the BA+27 column. Hours for advancement from BA+15 to BA+27 and BA+27 to MA must be earned within the last ten (10) years. To qualify for a Master's Degree Lane an employee's Master's Degree must be in his or her present subject area of teaching. Employees desiring to receive credit for a Master's Degree outside of their present subject area of teaching must receive employer approval for such degree. Fifteen hours of employer approved credit must be earned for advancement to the MA + 15 Lane.
2. Pay for extended contracts shall be determined by dividing the individual's base pay, does not include TSS, (current teaching salary) by 191 and multiplying the result by the number of days of the extended contract.
3. Special Education Teachers, with a student roster, will receive 7 extended days (2 for professional learning and 5 to assist with mandated reporting).
4. A Nurse will be paid based on the applicable experience step in BA column. Extended days are granted as follows:
 - Licensed Practical Nurse – 2 extended days
 - Registered Nurse – 5 extended days
 - Bachelor of Science in Nursing – 10 extended days
5. The school will make every attempt to provide a suitable vehicle for the purpose of transportation to and from school approved trips. If no school vehicle is available or if an employee is requested to provide their own transportation for school approved trips or for travel during the performance of their duties, the employee shall be reimbursed for such travel at the State Mileage Reimbursement Rate per mile.

In the event that a school vehicle is available and employees choose to provide their own transportation, the employees will be reimbursed at a rate of 25 (twenty-five) 10 (ten) cents per mile.
6. When an employee is absent, and a regular substitute is not available:
 - a) Secondary Building – regular employees may be assigned to serve as a substitute during preparation time. Assigned employees will be paid at the rate of twenty dollars (\$20.00) per hour.
 - b) Elementary Building – regular employees may be used as substitutes during their preparation time at a rate of twenty dollars (\$20.00) per hour. In the event that the classroom of the absent employee is distributed between two or more regular employees, the employees will be compensated at the rate of twenty dollars (\$20.00) per hour, divided equally.

ARTICLE 14

SCHEDULE B: CO-CURRICULAR AND EXTRA-CURRICULAR PAY SCALE

Supplemental pay is determined by multiplying the percentage assigned to an activity by the applicable step of the supplemental pay schedule.

COACHING

1. Football, Basketball, Wrestling, Baseball, Softball, Volleyball, Tennis, Cross Country	
a. Head	13%
b. Assistant	10%
c. 9th Grade (Basketball, Volleyball, Softball, Baseball)	7%
d. Middle School (7th & 8th) ***	7%
2. Track, Golf, Soccer	
a. Head	11%
b. Assistant (includes Tennis and Cross Country)	6.5%
c. Middle School (7th & 8th)*** (not bowling or soccer)	5.5%
3. Bowling	
a. Head	7.0%
b. Assistant	7.0%
4. E Sports	
a. Head	9.00%
b. Assistant	5.00%
5. Strength & Conditioning (2 positions, 4 seasons)	6.0%

OTHER

1. Senior High Band	13%
2. HS Vocal Music, Drama	10%
3. MS Vocal Music, 7-12 Cheerleading (2 Advisors)	7%
4. Yearbook, Speech, MS 7-8 Band, Food Pantry Leader (2 Advisors)	6%
5. MS & HS Student Council (2 Advisors)	5%
6. Archery Sponsor	5%
7. Elementary Vocal, Elementary 5-6 Band	4%
8. FFA, National Honor Society, FCCLA, FBLA, US Skills, Prom Sponsor	3%
9. Club Sponsors, Elementary Ag Club, Book Club, Art Club	...\$200.00
10. Musical - Vocal	3%
11. Elementary Student Council (2 Advisors), Young Ambassador Dance Club	2.5%
12. Musical - Band	2%
13. Extra Duty Pay (activity up to 5 hours)	\$25.00
(activity longer than 5 hours)	\$50.00

To determine the individual's supplemental pay, multiply the percentage shown times the appropriate step* of the Supplemental Pay Schedule lane of Article 13, Salary Schedule.

When classroom time is allotted, pay will be one-half of the proper step.

- * Number of years' experience in that supplemental pay position.
- ** When two staff split the duties of the positions under OTHER, they divide the percentage between them.

PLACEMENT GUIDELINES FOR SUPPLEMENTAL PAY SCHEDULE

1. All individuals new to Clarke Community School System will be placed on the appropriate step **(not to exceed the 13th step)** commensurate to said individual's experience as determined, documented and recommended by the administration and approved by the Board.
2. Of the present members, all the years' experience in the same activity, in this school system will be granted.
3. When moving from one assistant position to the head position of an activity, the individual will be placed on Step 1 of the head position unless he/she has had previous experience as head in the same activity in this or another school system, not to exceed the limitations in item 1.
4. When an individual move from head to assistant in an activity, all years of experience in our school system will be granted.
5. Any of the existing staff members taking a different activity assignment in which he/she has had no previous experience in this school system will be placed on Step 1.
6. An individual moving from Middle School to Senior High School or vice versa on the assistant level will be granted all years of experience in that activity.
7. In switching positions in the same activity in which there are separate boys and girls activities, the individual will be granted all years of experience which he/she has obtained in this school system.
8. No part of these guidelines will be construed as retroactive applying to previous decisions under the subject of this topic.

ARTICLE 15

DURATION AND SIGNATURE CLAUSE

Savings Clause

If any provisions of this Agreement are subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

Finality's Effect of Agreement

This Agreement supersedes and cancels all previous agreements and practices between the Employer and the Association of any employee(s), and constitutes the complete and final agreement between the parties and concludes the collective bargaining for its term.

Duration

This Agreement constitutes the entire Agreement between the parties, and concludes collective bargaining for its term.

This master Agreement shall be effective for the 2026-29 school year, which shall commence on August 15, 2026 and end on August 14, 2029.

During the life of the Agreement, neither the Employer nor the Association will be required to negotiate on any further matters affecting this Agreement or any other subjects not specifically set forth in this Agreement.

SIGNATURES

Clarke Community School District

Board President: _____

Wendy Short

Superintendent: _____

Kurt MJ DeVore

Clarke Community Education Association

President: _____

Ann Fantz

Negotiator: _____

Ann Fantz

Board Approved: _____

5/11/2024

Addendum

The district and association agree to continue discussions on the following contract items, with the understanding that MOUs will be added to address agreed upon changes. These MOUs will be completed no later than May 28, 2026. Upon completion of discussions, this addendum may be removed from the CBA.

The topics we want included are:

- Standard workload for 1.0 Certified FTE
- Schedule/Rate of Pay for Nurses
- Extended days for Sped and ELL teachers
- Work Day
- In-Service Committee