

MASTER CONTRACT

2026-27

Between

The Urbandale Community School District
and
The Urbandale Education Association

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ADMINISTRATION

Dr. Rosalie Daca, Superintendent
Loren DeKruyf, Director of HR & Operations
Brandi Crawford, Interim Director of Business Services

BOARD OF DIRECTORS

Margaret Young, President
Josh VanRyswyk, Vice President
Hannah Horton
Katherine Howsare
Rachel Kent
Rodrigo Santizo
Carisa Williams

UEA OFFICERS

Cathy Hiyani, President
Christy Peletz, Secretary

URBANDALE COMMUNITY SCHOOL DISTRICT

VISION

Urbandale will be a school district that brings learning to life for everyone.

MISSION

The District shall strive to meet its overall mission as stated by
Teaching All-Reaching All.

VALUES

The District shall be governed by the following values:

- Innovation through continual improvement.
- Joy in meaningful lifelong learning.
- A collaborative culture.
- Safe and caring schools.
- A consistent, rigorous and relevant curriculum.
- A committed, passionate workforce.
- Strong partnerships with all stakeholders.
- The optimization of resources.
- Trustworthiness, respect, responsibility, fairness, caring, and citizenship.

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PREAMBLE

The Board and the Association agree that it is their practice to promote harmonious and cooperative relationships between the school district and its employees.

Whereas the parties have reached certain understandings, which they desire to confirm in this Agreement, **IT IS AGREED AS FOLLOWS:**

ARTICLE 1 RECOGNITION

A. Definition

1. The terms "Board" and "Employer," as used in this Agreement, shall mean the Board of Directors of the Urbandale Community School District or its duly authorized representatives.
2. The term "Superintendent," as used in this Agreement, shall mean the Superintendent of Schools and their designee.
3. The term "Employee," as used in this Agreement, shall mean all professional employees represented by this Association in the bargaining unit as defined elsewhere in this Article.
4. The term "Association," as used in this Agreement, shall mean the Urbandale Education Association or its duly authorized representatives or agents.

B. Bargaining Unit

The Board hereby recognizes the Urbandale Education Association, an affiliate of the Polk Suburban UniServ Unit, the Iowa State Education Association, and the National Education Association, as the exclusive and sole bargaining representative for all personnel, as set forth in the Public Employment Relations Board (PERB) certification instrument (Case No 1171) issued by the PERB on the 6th day of January, 1978.

The bargaining unit shall consist of counselors, nurses, librarians, regular full-time and regular part-time teachers, licensed preschool teachers, and teachers of students with special needs.

Excluded from the bargaining unit are substitute teachers, educational aides, non-professional personnel, persons employed only to perform the duties listed on Appendix 3, and all others excluded by Section 4 of the Public Employment Relations Act.

ARTICLE 2

GRIEVANCE PROCEDURE

A. Definition

1. Grievance - A grievance is a complaint by an Employee or group of Employees that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement. The Association may file a grievance under the terms of H.4 of this Article.
2. Aggrieved Person - An aggrieved person is the person or persons making the complaint.

B. Purpose

The purpose of this article is to provide for a mutually acceptable method for the prompt and equitable settlement of grievances concerning the alleged violation and/or interpretation and application of this Agreement.

C. Clarification

1. The failure of an Employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the Employee to proceed to the next step. The time limits may be extended by mutual agreement.
2. The investigation, handling, or processing of any grievance by the aggrieved person or by the Association shall not interfere with or interrupt the instructional program or related work activities, except by prior mutual agreement.

D. Level One (Informal)

An Employee with a grievance shall first discuss it with the principal or immediate supervisor with the objective of resolving the matter informally. The principal shall be informed of the occurrence of the event giving rise to the grievance within ten (10) school days of such and the principal shall meet with the Employee within five (5) school days of being informed of such event.

E. Level Two (Formal)

If a grievance exists after the informal discussion with the principal or immediate supervisor, the aggrieved person may invoke the formal grievance procedure on the form set forth in Appendix I not later than twenty-five (25) school days following date of the event that gives rise to the grievance. The grievance form shall be signed by the Employee. The grievance form shall be delivered to the appropriate principal or immediate supervisor. A copy of the grievance will be provided to the Association by the Employer.

The appropriate principal or immediate supervisor shall indicate their disposition of the grievance in writing within ten (10) school days of the presentation of the formal grievance and shall furnish a copy thereof to the aggrieved person and the Association.

If the aggrieved person is not satisfied with the disposition of the grievance, or if no disposition has been made within the ten (10) school day period, the grievance shall be transmitted to Level Three within ten (10) school days.

F. Level Three

The Superintendent shall meet with the aggrieved person and the Association within ten (10) school days of

receipt of the grievance. Within ten (10) school days of the meeting of the parties, the Superintendent shall respond to the grievance in writing and shall furnish a copy thereof to the aggrieved person and the Association.

G. Level Four

1. If, within ten (10) school days following the formal third step, the Association submits a request to the Superintendent to enter into arbitration, the Superintendent and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within ten (10) school days, a written request for a list of arbitrators shall be made to the Iowa Public Employment Relations Board (PERB) by either party. The list shall consist of seven (7) potential arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school days. Then the parties shall have one (1) school day alternately to remove until only one (1) name remains. The person whose name remains shall be the arbitrator.

2. The arbitrator so selected shall confer with the Superintendent and the Association and hold a hearing not more than twenty (20) school days from the arbitrator's selection and shall issue their decision not later than fifteen (15) school days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to them. The arbitrator's decision shall be in writing and shall set forth their findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall have no power to alter, add to, or detract from the specific provisions of the Agreement. No decision of the arbitrator shall in any way be in derogation of the powers, duties and rights established in the Board by constitutional provisions, statute, ordinance, or special legislative acts. The decision of the arbitrator shall be submitted to the Superintendent and the Association and shall be final and binding on the parties.

3. Cost - The costs for the services of the arbitrator will be borne equally by the Board and the Association.

H. General Procedures

1. All meetings and hearings under this procedure shall be conducted in private and shall include only the parties, the witnesses, and their designated or elected representative(s).

2. Any aggrieved person may be represented at all stages of the grievance procedure by themselves, or, at their option, by a representative elected or approved by the Association. When an Employee is not represented by the Association, the Association shall have the right to be present at Level Two and beyond.

3. If a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and if left unresolved until the beginning of the following school year could result in irreparable harm to the grievant, or the school district, the time limits set forth herein may be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.

4. If a grievance affects a group or class of the Employees because of the existence of similar facts and issues, the Association may submit such grievance in writing to the Superintendent or designee directly and the processing of such grievance shall be commenced at Level Three. The grievance shall name the aggrieved persons. The Association may process such a grievance through all steps of the grievance procedure.

ARTICLE 3

COMPLIANCE CAUSES

A. Notices

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by letter, sending same by certified mail, return receipt requested, at the following designated address or at such other address as may be designated by a party in written notification to the other party:

Association address: President of the Association
PSUU Offices
777 3rd Street, Suite 114
Des Moines, IA 50309-1314

Employer's address: Superintendent of Schools
Urbandale Community School District
11152 Aurora Avenue
Urbandale, Iowa 50322-7903

B. Printing Agreement

A current electronic version of the agreement will be maintained on the district's Human Resources web page. Twenty-five hard copies of the Agreement will be provided to the Association on an annual basis.

C. Separability

If any provision of this Agreement or any application of this Agreement to any Employee or group of Employees is held to be contrary to law, then such provision or application shall be null and void. All other provisions or applications shall continue in full force and effect.

D. Finality and Effect of Agreement

This Agreement supersedes all previous contracts between the school district and the Association or any Employee and constitutes the entire Agreement between the parties, and concludes collective bargaining for its term for all items for negotiations under Section 20.9 of the Code.

By mutual agreement, this contract may be amended or modified and such amendments or modifications shall become part of this Agreement when signed and ratified by both parties and attached to this contract.

ARTICLE 4 COMPENSATION

A. Basic Salary of Teachers

The basic salary of teachers covered by this Agreement is set forth in the Employees' Salary Structure attached to and incorporated in this Agreement as Appendix 2. This structure is not considered a traditional salary schedule. Rather, it is a "snapshot" in time, indicating individual salary cells, based on the current contract year.

B. Basic Salary of School Nurse/Health Facilitator

The school nurse/health facilitator who is presently meeting state certification requirements for nurses shall be paid eighty percent (80%) of the salary at their experience level on the Bachelor's Degree column of the Teachers' Salary Structure. The school nurse/health facilitator shall be paid one hundred percent (100%) of the salary on their corresponding row of the Bachelor's Degree column if a BSN or higher degree is held.

C. Placement in the Salary Structure Cells

New teachers, with no previous professional teaching experience, will be placed on the beginning salary row and the appropriate education lane corresponding to their level of education. New teachers with previous professional teaching experience in Department of Education/State Board of Education accredited/approved public or nonpublic schools will be placed in the cell corresponding to their experience and education. Once placed in a given row in the Salary Structure, Employees will remain in that row for the remainder of their career in Urbandale. The only "movement" that will occur within the new Salary Structure will be between educational lanes.

Upon hire, teachers and nurses may, in the discretion of the employer, receive up to twenty (20) years' credit on the Urbandale salary schedule for previous teaching or nursing experience in Department of Education/State Board of Education accredited/approved public or non-public schools. Employees will get credit for a full year of employment if they have worked one (1) full semester of consecutive days or more in one (1) school year.

D. Salary Increases

Salary increases are based upon the negotiated rate of pay for an employee's lettered step and educational advancement. Employees do not advance from one lettered step to another. The Board may withhold a salary increase from an employee for good cause.

Teachers who complete the necessary pre-approved college semester hours will move from a salary cell in one educational lane to a corresponding salary cell in a higher educational lane within the Salary Structure. Movement to a salary cell in a higher educational lane will be made once annually, on the September payday. All college semester hours must be pre-approved by the Director of Human Resources prior to the beginning of the coursework. An official transcript of the college semester hours and/or degree completed must be submitted to the Director of Human Resources no later than September 10. If an official transcript for a teacher is unavailable by September 10, the teacher's copies of the grade reports and/or a letter from their college or university's registrar stating that a degree has been awarded will be accepted as temporary proof. However, an official transcript must be received by October 10 or the movement to a higher educational lane will be terminated and the payment difference will be returned to the district by recalculating the Employee's daily rate of pay.

E. Method of Payment

Each employee shall be paid in twelve (12) equal installments on the 20th of each month. Employees receiving a non-direct deposit paycheck will receive their check at their assigned building. Employees receiving direct deposit shall have access to the employee portal to view their direct deposit confirmation. When the 20th day of the month falls on a Saturday, Sunday, holiday, or recess day, Employees will be paid on the last previous working day. In the

months of June, July, and August, paychecks will be mailed not later than the last regular business day before the 20th of the month. Employees requesting that their direct deposit confirmation be mailed to their home address shall submit a written request to Payroll by May 10.

F. Effective Dates of Salary Structure

The salary structure in this Agreement shall take effect at the beginning of the regular academic year on or about August 20, with the Employees receiving their first checks for the school year on September 20, notwithstanding the existence of an earlier effective date for the remainder of the Agreement. Deferred payments to Employees for work performed prior to the effective date of this Agreement will be made according to the salary structure in effect when the work was performed. Payments to Employees for work performed after the effective date of this Agreement but prior to the beginning of the academic year will be made according to the salary structure for the prior academic year.

ARTICLE 5 ADDITIONAL DUTY PAY
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A. Additional Duty Assignments

1. The Board and the Association agree that the additional duty activities listed in Appendix 3 shall be compensated according to the rate of pay or other stipulations in Appendix 3, which is attached hereto and made a part hereof.

2. Relinquishing Extra Duty

- a. Employees, after their second year of continuous service in the school district, may give notice of a desire to relinquish an additional duty by filing a written notice with the Director of Human Resources. Such notice shall be filed no later than January 15. Such notice shall not constitute evidence of a desire to relinquish any other duties. The Director of Human Resources shall cause to be posted by April 11 a list of all anticipated vacancies for additional duties. Employees eligible for such vacancies shall make application for the desired position by May 15.
The Board shall not solicit applications for extra-duty positions from non-employees of the district until the anticipated vacancy has been posted for a period of two (2) weeks.
- b. Neither the filing of a notice of a desire to relinquish an additional duty nor the existence of applicants for the anticipated vacancy shall obligate the Board to permit the relinquishment of an additional duty. Assignment and reassignment shall be determined by the Board. The decision as to who shall fill the position shall not be subject to the grievance process.

B. Expenses of Traveling Employees

Employees who may be requested to use their own automobiles in the performance of their duties and Employees who are assigned to more than one (1) school per day shall be reimbursed for all such travel, at the rate set by the Board with a minimum of .48 cents per mile for driving done between arrival at the first location at the beginning of their work day and the last location at the end of the work day. The same allowance shall be given for use of personal cars for field trips or other business of the district.

C. Other Assignments

Other approved work preauthorized for payment, which is in addition to the employee's regular contract, shall be paid at the rate of \$35.00/hour.

D. Separate Contracts

An Employee who performs both teaching and one (1) or more of the following duties shall receive separate contracts for each duty. The duties include Senior High Head Athletic Coach or Assistant Coach and Middle School Head or Assistant Coach.

ARTICLE 6 LEAVES OF ABSENCE

A. Sick Leave

1. **Accumulation.** Employees shall be granted leave of absence for personal illness or injury (including pregnancy) with full pay upon the following conditions and in accordance with the following schedule:

The following paid sick leave shall be allowed for consecutive years of employment:

- 10 days - the first year
- 11 days - the second year
- 12 days - the third year
- 13 days - the fourth year
- 14 days - the fifth year
- 15 days - the sixth and subsequent years

A professional staff member shall be granted one (1) additional day of sick leave for each fifteen (15) days of extended employment under an extended contract.

Sick leave may be accumulated to a maximum of one hundred thirty-five (135) contract days. Employees who have an accumulation of one hundred thirty-five (135) days carried over from the previous contract year, shall be permitted an additional fifteen (15) days of sick leave at the beginning of the year. If these days are not used by the Employee during that contract year, they may not be carried over. The maximum number of days which may be carried over from one contract year to another contract year shall be one hundred thirty-five (135) days.

Incoming teachers may bring with them up to fifteen (15) days of sick leave from another school if it was earned by continuous and immediately recent employment. Incoming teachers who desire to transfer sick leave must substantiate the validity of the transfer to the Office of Human Resources by September 10 of the first year of the incoming teacher's employment with the school district. Such substantiation shall consist of a statement, letter or phone call from the incoming teacher's immediate prior Employer.

2. **Notification of Accumulation.** Employees shall be given an electronic notification that an accounting of accumulated sick leave and personal leave days is available on the district's portal no later than September 20 of each school year.
3. **Usage.** Employees making a claim for paid sick leave may be required to provide a medical report from a doctor confining the necessity for such a leave of absence. The Office of Human Resources shall notify an Employee before or during an absence that the Employee shall be required to provide a medical report. When a medical report is requested, written reasons will be given to the Employee for said request. If the notice is given verbally, written notice and reasons will follow promptly.

B. FMLA

The contract shall comply with the Family Medical Leave Act (FMLA) when interpreting language relating to covered leaves. Please refer to Board Policy 4 15-R1 for a complete explanation of FMLA procedures.

C. Parental and Maternity Leave

1. **Notice of Leave.** Leave due to childbirth and recovery from childbirth are considered temporary disabilities under our sick leave plan. An Employee must provide the Office of Human Resources at least 30 days advance notice when possible before a leave is to begin if the need for the leave is based on an expected birth. The request should include the expected start and expected length of the leave. The Employer will notify the Employee if the Employee qualifies for FMLA leave.

2. **Use of Sick Leave.** An Employee shall use available sick leave for absences related to pregnancy, childbirth and recovery from childbirth. The Employer will assume a physical recovery period from childbirth of six consecutive calendar weeks, but an Employee who is physically unable to return to work after six weeks shall be granted additional leave if supported by evidence of the medical need for additional leave.
3. **Insufficient Leave Available.** If an Employee is not eligible for FMLA leave and sufficient sick leave is not available under our sick leave plan, an Employee who is disabled by pregnancy or childbirth is eligible for an unpaid leave of absence for the period that the Employee is disabled because of the Employee's pregnancy, childbirth, or related medical conditions, if supported by evidence of the medical need for additional leave.
4. **Parental Leave.** For Employees eligible for FMLA leave, both the mother and father are entitled to FMLA leave to be with the healthy newborn child (i.e. bonding time) during the 12-month period beginning on the date of birth. An Employee's entitlement to FMLA leave for a birth expires at the end of the 12-month period beginning on the date of the birth. A husband and wife who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the birth of the Employee's son or daughter or to care for the child after birth.
5. **Adoption or Placement for Foster Care.** Up to 10 paid days per year charged against accumulated sick leave will be granted to any employee in the process of adopting a child. This adoption leave will be granted to an employee for the purpose of travel, filing legal documents, or staying home with the child for initial bonding. Employees eligible for FMLA leave are entitled to FMLA leave for placement with the Employee of a son or daughter for adoption or foster care as follows:
 - a. Employees may take FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.
 - b. An employee's entitlement to leave for adoption or foster care expires at the end of the 12-month period beginning on the date of the placement. A husband and wife who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement.

D. Family Illness Leave.

A leave of absence without pay for up to one (1) year shall be granted for the purpose of caring for an employee's spouse, child, or parent who is sick or injured. A leave of absence may be granted in other circumstances at the discretion of the Superintendent. The Employee may request to return at the beginning of any quarter at the Employee's request or the school quarter closest to the one (1) year period.

E. Temporary Paid Leaves

Employees shall be entitled to the following temporary leaves with full pay each school year. All leaves are non-cumulative except for personal leave as outlined in Sec. 1.

1. Personal Leave

- a. General requirements: Two (2) days per year, accumulated to three (3), shall be allowed for personal purposes. An in-service day or parent-teacher conference day, or any day during the first or last week (defined as the last 5 student days as adjusted for any snow days) of the school year may not be used for personal leave. No more than three (3) Employees in one (1) building [four (4) at the high school and middle school] shall be on personal leave on the same day. Employees planning to use a personal leave day or days shall apply to their principal at least two (2) days in advance. Exceptions to these limits may be made by the Superintendent in their sole discretion. Employees are permitted to exchange, at the end of the school year, up to two unused

personal days, reimbursed at the substitute pay rate by notifying the Office of Human Resources no later than May 30th.

- b. Earned additional personal day. Employees who have accumulated 135 sick leave days in accordance with Section A.1 of this Article and have 135 sick leave days on June 30 shall be granted one additional Personal Leave Day to use for the next school year.

The earned additional day described in this subparagraph shall follow all the general requirements in paragraph E.1a above and shall be requested using the district's absence system, except the personal day must be used during the year it is granted or it is forfeited.

2. **Jury Duty**

- a. An Employee who is called for jury duty shall be permitted to be absent without charge against any leave. For ease of administration, an Employee shall issue a check to the District for the per diem amount. The District will pay the Employee their regular salary. The employee may retain the mileage payment. No payment will be made to an Employee for jury duty on any day the Employee would not have worked for the school district.
- b. To receive the payment under this section, the Employee must give the principal or the principal's designated representative five (5) days prior written notice of the summons for duty and must furnish satisfactory evidence that jury duty was performed on the days for which a payment is claimed. An Employee not required to perform jury duty all day shall return to work.

3. **Association Leave.** Up to a total of fourteen (14) days shall be available for representatives of the Association to attend conferences, conventions, or other activities of the National Education Association, the Iowa State Education Association, and the Polk Suburban UniServ Unit at the discretion of the Association. No more than three (3) days shall be used by any one representative, except the Co-Presidents who may share up to eight (8) days, but not more than four (4) per semester. The Association shall pay the cost of any necessary substitutes.
4. **Professional Leave.** Attendance at educational meetings is permitted at full pay if such absence is approved by the Employee's principal. If any regular full-time employee wishes to be absent from duty for a brief period to attend a professional meeting, a request for approval of such absence on the District's absence system by the Employee at least seven (7) days prior to the first day of anticipated absence. Professional days shall be used for the purpose of:
 - a. Visitation to view other instructional techniques or programs.
 - b. Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations.
5. **Paid Bereavement Leave.** Bereavement leave will be granted at a maximum of eleven (11) days per year, to be used at the discretion of the employee, not to exceed five (5) days leave per occurrence. Bereavement leave does not count against sick leave.
6. **Emergency Leave.** Emergency Leave charged against accumulated sick leave may be approved at the discretion of the Superintendent or designee to the extent of seven (7) days in any one (1) school year for the following:
 - a. Addition to bereavement leave;
 - b. Illness in the immediate family, defined as Mother, Father, Spouse and Children;
 - c. Court-required appearances;
 - d. Other unusual and unforeseen circumstances.

F. Religious Observance

When an Employee's religion requires attendance at a specific observance which takes place only during the regular workday, the Employee may request, and the Superintendent, or designee, may grant a day of paid leave. No more than two such paid days may be used in a school year. Such requests must be submitted in writing 30 calendar days prior to the absence.

G. Other Leaves

In the sole, exclusive, and final discretion of the Board, or its designee, other paid or unpaid leaves may be granted for extraordinary circumstances upon the filing of a written request for such leave by an Employee. An Employee granted an unpaid leave for an academic year, shall indicate whether they intend to return for the following academic year, by January 15 of the leave year.

ARTICLE 7 EXTENDED LEAVES OF ABSENCE

A. Association

A leave of absence without pay for up to one (1) year shall be granted to any Employee for the purpose of service as an officer of the Association or its affiliates.

B. Illness

An Employee who is unable to work because of personal illness or disability, and who has exhausted all available sick leave, shall be granted a leave of absence without pay for the duration of such illness or disability, up to the end of the semester in which the sick leave has been exhausted. Leaves granted pursuant to this paragraph may be renewed subject to the approval of the Board.

C. Benefits

While on extended leave under this article, the employee's interest in the retirement funds, accumulated sick leave, and placement on the salary schedule shall be frozen. While no additional benefits will be provided by the Employer during the leave period, the Employee may purchase such benefits subject to regulations set by the carrier. The contract shall comply with the Family Medical Leave Act (FMLA) when interpreting language relating to covered leaves. At the conclusion of the extended leave of absence, the salary of the Employee shall be the salary stated at the time of the commencement of the leave.

ARTICLE 8 SABBATICAL LEAVE

A. Purpose

Sabbatical leave may be granted to an Employee by the Board for study in an approved program of learning, educational travel, or other reason recognized by the Board as having value to the school system.

B. Procedures

1. **Requests** - Requests for sabbatical leave shall be presented in writing to the Superintendent of schools or their designee by December 1 of the school year preceding the school year for which the leave is requested.
2. **Eligibility** - Any Employee who is required to have a teacher's certificate shall be eligible for a sabbatical leave after seven (7) consecutive years in the system. Sabbatical leave will be limited to up to two (2) persons in any one (1) year. The decision to grant or not to grant a sabbatical leave will be made by the Board upon recommendation of the Superintendent. The Board's decision shall be made by March 1 of the school year preceding the school year for which the leave is requested. A Board decision on an application for sabbatical leave or the general policy on availability and standards for sabbatical leave shall not be subject to grievance procedures of this contract.
3. **Length of Leave - Compensation** - A sabbatical leave may be granted for one-half school year or a full school year. Compensation shall be one-half the staff member's salary which they would have received if they

would have remained on active duty. Such salary will be under a service contract with the school district while on leave and shall maintain all benefits.

4. **Return** - Upon return from sabbatical leave, an Employee shall be placed on the salary schedule and maintain the same benefits as they would have accrued had they taught in the system during such period.

Persons on sabbatical leave shall, by written contract, promise to perform three (3) years service after returning and shall further promise, by written contract, to reimburse the school district for sabbatical leave payments if the three (3) years' return service is not performed, such reimbursement to be at a rate of one-third repayment for each year's service not performed.

ARTICLE 9 EMPLOYEE WORK YEAR

- A. If an Employee under contract is required to perform duties on more than one hundred eighty eight (188) days under the contract year (190 days for newly hired teachers), the Employee shall be compensated for each day worked at the rate of one/one hundred eighty-eighth (1/188th) of their contract.
- B. No Employee shall be required to perform duties on the following days:
 - Labor Day
 - Thanksgiving Day
 - The Friday after Thanksgiving
 - Christmas Day
 - New Year's Day
 - Memorial Day
 - Other Board Approved Holidays
- C. The following unpaid recess periods shall be provided:
 - Winter recess - a minimum of five (5) week days in addition to the holidays, provided that Employees shall not be required to work on December 24.
 - Spring recess - a minimum of five (5) week days.
- D. Any individual(s) requesting the privilege of conducting an activity, practice, or the right to supervise students on any of the above holidays may do so without this article being grievable by the Employee, a group of Employees, or by the Association.

ARTICLE 10 HOURS

A. Workday

The regular in-school workday shall not consist of more than eight (8) hours.

B. Lunch Period

Teachers shall have at least a thirty (30) minute duty-free lunch period. Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods and with permission during their preparation time.

C. Faculty Meetings

Employees may be required to remain after the end of the regular workday or arrive before the start of the regular workday, without additional compensation, for the purpose of attending meetings two (2) days each month. Such meetings shall begin no later than fifteen (15) minutes after the student dismissal time and shall run for no more than thirty (30) minutes, or start no earlier than fifteen minutes before the start of the regular

work day. Meetings shall not be called on Friday afternoons or on any afternoon of a day immediately preceding any holiday or recess period. Additional meetings may be called on an emergency basis.

D. After-School Event Assignments

Employees may be required to participate in up to three events outside of the regular workday per school year. One of these three events may be a supervisory assignment. The supervisory assignment will not last longer than three (3) hours. Non-supervisory assignments will not exceed two hours in length. After school assignments shall not take place on a holiday weekend or the day or weekend immediately preceding any recess. If one of the events is an open house, it may not be held on a Friday. For purposes of this section, administrators should allow employees to choose at least one of their required after-school event assignments. Administrators should notify employees of any required assignment at least 30 days prior to a new assignment. However, this 30 day notice is not required for rescheduled assignments, cancelled assignments, or rained-out assignments.

E. Parent Teacher Conferences

Employees may be required to participate in official district-arranged (biannual) parent teacher conferences, which are scheduled outside the workday. Such time will be compensated through "recess days," scheduled by the district.

ARTICLE 11 SENIORITY

The Employer will develop and maintain an annual Seniority List, including all Employees.

1. The Seniority List will be based upon information listed as items a through f as described below with each item considered in that order. The items will be the following:
 - a. years of service or parts thereof in the Urbandale Community School District since the most recent date of hire
 - i. years of service will be prorated for employees who work part-time or less than a full year, which will be based on the number of days they work divided by the number of days to a full contract (example: If a new employee works 62 days instead of 188 regular days, prorated year of service would be determined by taking 62 divided by 188 to reflect .33 of a year);
 - b. total years of prior service in the Urbandale Community School District;
 - c. total years of service;
 - d. highest degree earned;
 - e. hours earned beyond the highest degree earned;
 - f. date upon which the Employee's first contract was signed with the district.
2. A rank number will be assigned to each Employee.
3. Seniority will continue to accrue during all paid leaves of absence. Seniority will not be broken by unpaid leaves of absence.
4. In order to be considered in the development of the Seniority List for the current year, an official college transcript of the college semester hours and/or degree completed must be submitted to the Director of Human Resources in the school district's administrative office no later than October 10.
5. Copies of the Seniority List listing all Employees in rank order will be placed in each building and provided to the Association by November 15. Employees having any disagreement with their placement or ranking on the Seniority List shall grieve the placement or ranking within the time provided in the grievance procedure.

ARTICLE 12 SAFETY PROVISIONS

A. Safety Procedures

Provision shall be made for such devices as outlined in Sections 280.10 (eye protective devices) and 280.11 (ear protective devices) of the Code of Iowa, 1995. All such items shall be provided without charge to the Employee.

ARTICLE 13 PERSONNEL FILES

A. Each Employee shall have the right to review the contents of their personnel file during regular working hours or at other reasonable times. A representative of the Association, at the employee's request, may accompany the Employee during the review. The review will take place in the presence of the Superintendent or their designee. Excluded from the review will be college credentials which are not designated as available to be reviewed by the Employee.

B. The Employee shall have the right to respond to all materials contained in said file.

C. Any complaints directed toward an Employee which are to be placed in their personnel file shall be called promptly to the employee's attention in writing.

D. The Employee shall have the right to reproduce in the Superintendent's office any of the contents of their file.

ARTICLE 14 DURATION AND REOPENER

1. All provisions of the 2025-2026 Master Contract shall remain in force for 2026-2027 school year except as follows:

2. Wages:

- a. Add Row II to the salary schedule for those teachers coming in with 0 (zero) years of experience. The starting salary of Row II-BA will be \$400 less than Row HH-BA.
- b. Wage Proposals
 - i. Increase each cell on the Salary Schedule by 3% per cell (excluding TSS)
- c. Additional Duty Pay
 - i. Add \$500 to the generator pay base of the Additional Duty Pay Scale

3. District Reopener Requests

- a. Revise Article 11, Seniority as follows:

The Employer will develop and maintain an annual Seniority List, including all Employees.

1. The Seniority List will be based upon information listed as items a through f as described below with each item considered in that order. The items will be the following:
 - a. years of service or parts thereof in the Urbandale Community School District since the most recent date of hire
 - i. **years of service will be prorated for employees who work part-time or less than a full year, which will be based on the number of days they work divided by the number of days to a full contract (example: If a new employee works 62 days instead of 188**

regular days, prorated year of service would be determined by taking 62 divided by 188 to reflect .33 of a year);

- b. total years of prior service in the Urbandale Community School District;
 - c. total years of service;
 - d. highest degree earned;
 - e. hours earned beyond the highest degree earned;
 - f. date upon which the Employee's first contract was signed with the district.
2. A rank number will be assigned to each Employee.

~~3. Employees who work part-time or less than a full year will accrue seniority on the basis of the following:~~

~~Formula: $\frac{\text{fraction of regular days worked by full-time individual the Employee}}{\text{Contract signed by the Employee}} \times 188$ for new Employees~~

3. Seniority will continue to accrue during all paid leaves of absence. Seniority will not be broken by unpaid leaves of absence.

4. In order to be considered in the development of the Seniority List for the current year, an official college transcript of the college semester hours and/or degree completed must be submitted to the Director of Human Resources in the school district's administrative office no later than October 10.

5. Copies of the Seniority List listing all Employees in rank order ~~and including job categories per Article 14~~ will be placed in each building ~~on the bulletin boards~~ and provided to the Association by November 15. Employees having any disagreement with their placement or ranking on the Seniority List shall grieve the placement or ranking within the time provided in the grievance procedure.

4. Duration and Reopener:

- a. The contract will be extended through July 31, 2027. For the 2026-2027 school year, the parties will agree to reopen base wages and up to two additional permissive items.
- b. The contract may also be opened if the Iowa Legislature expands the scope of the bargaining or substantially changes the length of the school day and/or year. The opened items would be limited to those affected or created by the legislative changes.

URBANDALE EDUCATION ASSOCIATION

By Cathy Hyman
President

By _____
Secretary

URBANDALE COMMUNITY SCHOOL DISTRICT

By Margaret
President, Board of Directors

By Julie Mitchell
Secretary, Board of Directors

Grievance Form
Urbandale Community School District

Employee _____ Building _____

Assigned Grade Level, Subject or Area _____

Level One - The alleged violation was brought to the attention of the principal or designee,

_____, on, _____ at Level One.
 (Name) (Date)

Level Two

(a) Date alleged violation occurred _____

(b) Section(s) of contract alleged to have been violated _____

(c) Statement of Grievance*

(d) Relief Sought* _____

 Date

 Employee's Signature

* If additional space is needed, please attach additional sheets.

APPENDIX 1 (continued)

Level Two (continued)

(e) Disposition by Principal or Designee, _____

Date

Principal or Designee

Level Three -

(a) Signature of Aggrieved Person _____

Date submitted to Superintendent or designee _____

(b) Disposition by Superintendent or designee _____

Date

Superintendent or Designee

Level Four -

(a) _____

Signature of Aggrieved Person

Superintendent or Designee

(b) Date Submitted to arbitration _____

NOTE: ALL provisions of Article 2 of the contract shall be strictly observed in the settlement of grievances.

URBANDALE COMMUNITY SCHOOL DISTRICT

Salary Structure

2026-27

1. Add Row II to the salary schedule for those teachers coming in with 0 (zero) years of experience. The starting salary of Row II-BA will be \$400 less than Row HH-BA.
2. Wage Proposals
 - a. Increase each cell on the Salary Schedule by 3% per cell (excluding TSS)
3. Additional Duty Pay
 - a. Add \$500 to the generator pay base of the Additional Duty Pay Scale



2026-27 UEA Salary Schedule*



	BA	BA+15	BA+30	MA	MA+15	MA+30	Ph.D.
II	\$57,426	\$58,748	\$60,107	\$62,909	\$64,394	\$65,925	\$67,823
HH	\$57,826	\$59,148	\$60,507	\$63,309	\$64,794	\$66,325	\$68,223
GG	\$58,238	\$59,560	\$60,919	\$63,721	\$65,206	\$66,737	\$68,635
FF	\$58,653	\$59,975	\$61,335	\$64,136	\$65,621	\$67,152	\$69,050
EE	\$59,072	\$60,393	\$61,753	\$64,554	\$66,040	\$67,570	\$69,468
DD	\$59,494	\$60,815	\$62,176	\$64,977	\$66,462	\$67,993	\$69,891
CC	\$59,922	\$61,244	\$62,605	\$65,405	\$66,890	\$68,422	\$70,319
BB	\$60,351	\$61,672	\$63,033	\$65,834	\$67,320	\$68,850	\$70,748
AA	\$60,808	\$62,128	\$63,487	\$66,291	\$67,775	\$69,306	\$70,882
Z	\$61,237	\$62,556	\$63,917	\$66,719	\$68,204	\$69,734	\$71,310
Y	\$61,665	\$62,985	\$64,345	\$67,148	\$68,633	\$70,164	\$71,739
X	\$62,097	\$63,416	\$64,777	\$67,579	\$69,065	\$70,595	\$72,171
W	\$62,635	\$63,957	\$65,317	\$68,118	\$69,604	\$71,135	\$72,709
V	\$63,667	\$64,398	\$65,757	\$68,558	\$70,044	\$71,576	\$73,152
U	\$63,795	\$64,843	\$66,203	\$69,006	\$70,489	\$72,021	\$73,597
T	\$63,971	\$65,292	\$66,654	\$69,455	\$70,940	\$72,470	\$74,046
S	\$64,144	\$65,464	\$66,826	\$69,626	\$71,111	\$72,641	\$74,219
R	\$64,654	\$65,975	\$67,335	\$70,137	\$71,622	\$73,154	\$74,729
Q	\$65,407	\$66,730	\$68,091	\$70,892	\$72,375	\$73,908	\$75,482
P	\$66,338	\$67,672	\$69,046	\$72,123	\$73,628	\$75,180	\$76,777
O	\$67,446	\$69,179	\$70,903	\$73,218	\$74,867	\$76,598	\$77,906
N	\$69,179	\$70,903	\$72,639	\$75,146	\$76,789	\$78,523	\$79,831
M	\$70,797	\$72,533	\$74,262	\$76,961	\$78,605	\$80,336	\$81,647
L	\$72,533	\$74,259	\$75,991	\$78,886	\$80,531	\$82,259	\$83,566
K	\$74,259	\$75,991	\$77,721	\$80,813	\$82,450	\$84,179	\$85,487
J	\$75,991	\$77,721	\$79,449	\$82,737	\$84,370	\$86,104	\$87,413
I	\$77,721	\$78,871	\$81,179	\$84,662	\$86,296	\$88,027	\$88,750
H	\$79,449	\$81,179	\$82,910	\$86,588	\$88,218	\$89,949	\$91,256
G	\$81,272	\$82,910	\$84,638	\$88,322	\$89,949	\$91,674	\$92,989
F	\$83,712	\$85,027	\$86,372	\$90,053	\$91,673	\$93,407	\$94,071
E		\$87,172	\$88,486	\$91,782	\$93,407	\$95,090	\$96,447
D			\$90,630	\$93,904	\$95,134	\$96,869	\$98,178
C				\$96,051	\$97,252	\$98,598	\$99,909
B					\$99,398	\$100,711	\$101,636
A						\$102,856	\$103,752

The UEA has negotiated the following allocation methods for TSS funding (less FICA/IPERS):

For 2010-11: Indexed entire TSS funding amount of \$1,700,035 according to cell values within the base salary schedule.

For 2011-12 through 2026-27: Initial TSS funding of \$1,700,035 remains indexed from year 2010-11. Additional TSS funding received each subsequent year has been allocated to FTE's by increasing TSS in equal amounts to all cells in the schedule.

Schedule of Extra Pay for Additional Duties

Based on \$36,828 Generator Base

HEAD ATHLETIC COACHES - SENIOR HIGH

Position	Percent	Maximum Step
Boys' Basketball	15	11
Football	15	11
Boys' Track	13	11
Wrestling	15	11
Girls' Basketball	15	11
Girls' Track	13	11
Baseball	13	11
Softball	13	11
Boys' Cross Country	11	11
Girls' Cross Country	11	11
Boys' Golf	9	11
Girls' Golf	9	11
Girls' Tennis	11	11
Boys' Tennis	11	11
Boys' Soccer	13	11
Girls' Soccer	13	11
Volleyball	13	11
Cheerleading	13	11
Dance Team	13	11
Co-ed Bowling	11	11
Esports	7	9

ASSISTANT COACHES - SENIOR HIGH

Position	Percent	Maximum Step
Boys' Basketball	9	9
Football	9	9
Boys' Track	9	9
Wrestling	9	9
Girls' Basketball	9	9
Girls' Track	9	9
Baseball	9	9
Softball	9	9
Boys' Soccer	9	9
Girls' Soccer	9	9

Volleyball	9	9
Boys' Cross Country	9	9
Girls' Cross Country	9	9
Boys' Golf	7	9
Girls' Golf	7	9
Boys' Tennis	7	9
Girls' Tennis	7	9
Cheerleading	9	9
Dance Team	9	9
SPARKLE	5	9
Co-ed Bowling	11	11
Esports	7	9

SUPERVISORS

Position	Percent	Maximum Step
High School Dramatics/Speech	13	11
High School Assistant Dramatics/Speech	9	9
High School Yearbook	6	9
High School Newspaper	4	9
High School Student Council/Student Senate	4	9
High School Teacher Assistantships	1.5	9
High School DECA	6	9
High School SkillsUSA	6	9
High School FCCLA	6	9
High School TSA	6	9
Middle School Yearbook	5	7
Middle School Student Senate	4	9

MUSIC

Position	Percent	Maximum Step
High School Director of Bands	13	11
High School Assistant Director of Bands	9	9
High School Head Marching Band	9	11
High School Assistant Marching Band	7	9
Head High School Vocal	13	11
Assistant High School Vocal	9	9
High School Show Choir	9	9
Assistant High School Show Choir	7	9
Middle School Vocal 6	4	9
Middle School Vocal 7	4	9

Middle School Vocal 8	4	9
Head Middle School Show Choir	9	9
Assistant Middle School Show Choir	6	9
Middle School Director of Bands	9	9
Middle School Jazz/Concert	9	9
Sixth Grade Band	4	9
Assistant Middle School Band	6	9
Elementary Band	4	9
Elementary Chorus	4	9
Elementary Vocal	4	9

HEAD COACHES - MIDDLE SCHOOL

Position	Percent	Maximum Step
Wrestling	7	7
Middle School Football	7	7
Boys' Basketball	7	7
Girls' Basketball	7	7
Boys' Track	7	7
Girls' Track	7	7
Volleyball	7	7
Coed Cross Country	7	7
Softball	7	7
Esports	7	9

ASSISTANT COACHES - MIDDLE SCHOOL

Position	Percent	Maximum Step
Football	5	7
Cross Country	5	7
Wrestling	5	7
Boys' Basketball	5	7
Girls' Basketball	5	7
Boys' Track	5	7
Volleyball	5	7
Softball	5	7
Esports	7	9

NOTE: Years of experience in the extra duty on the B.A. lane of the Teachers' Salary Schedule (Appendix 2) times (x) the percentage listed equals (=) the amount of pay for that duty, except that Employees with no experience in an extra duty are paid the product of the amount of the B.A. Step 0 and the percentage listed for the extra duty. Employees who move onto the percentage schedule will begin at Step 0 regardless of their years of experience in the extra duty except for the Dramatics/Speech which shall start at Step 4.

Additional Duty Salary Schedule 2026-27

STEP	BASE
0	\$36,828
1	\$38,018
2	\$39,206
3	\$40,236
4	\$41,878
5	\$43,218
6	\$44,551
7	\$45,892
8	\$47,229
9	\$48,567
10	\$49,904
11	\$51,242

**Urbandale Community School District
Memorandum of Understanding
Teacher Leadership and Compensation**

The Urbandale Community School District has applied for and received approval from the Iowa Department of Education to participate in the Iowa Teacher Leadership and Compensation System. The Urbandale Community School District and the Urbandale Education Association have reached the following agreement in regard to Master Contract articles that will be affected by and other issues related to the implementation of a local Teacher Leadership and Compensation System (TLC). This Memorandum of Understanding (MOU) shall be in effect for the 2026-27 school year and shall be reviewed and/or amended on an annual basis thereafter.

I. Selection

A. Facilitators, Induction Coaches, Curriculum Leads and Instructional Coach Positions

- A central office representative team will screen all applications. The team will use a self- and peer- reflection aligned to the Standards for Teacher Leaders. Based on the results of screening, an appropriate number of candidates will be identified for interviews.
- A representative team of teaching staff, building administrators, and central office administrators will engage in an interview.
- Quality/Continual improvement tools will be used to gather feedback from the interview team. The Director of Teaching and Learning and Director of Human Resources will then make recommendations for appointment to the Superintendent and Board of Directors.
- Facilitators, Curriculum Leads, and Induction Coaches will work in the Department of Teaching and Learning and be supervised by the Director of Teaching & Learning and Instructional Coaches will work in their assigned building and be supervised by the building principal.

B. Continuous Improvement Leads and Peer Mentors

- Each building will be assigned a number of Continuous Improvement Leads positions based on percentage of the total district certified staff.
- Principals will screen applications from within their building using the teacher's self- and peer-reflections.
- Principals will conduct interviews with each candidate that passes the screening process. The Director of Teaching and Learning and Induction Coaches will support in the selection process of Peer Mentors. The building principal will supervise and evaluate the Continuous Improvement Leads and Peer Mentors.
- Building Principals will make recommendations for appointment to the Superintendent and Board of Directors.

2. Assignment of Teacher Leaders

A. Initial Assignment

Teachers assigned to TLC positions shall retain the regular teaching contract issued in accordance with Iowa Code Chapter 279 and shall be issued a letter of assignment for a one-year assignment relating to their leadership role. The letter of assignment shall not be subject to Iowa Code Chapter 279.

The assignment of teachers to TLC positions shall not be subject to the transfer procedures contained in the

collective bargaining agreement. No employee will be involuntarily assigned to a TLC position.

B. Voluntary Resignation and Reassignment

Before resigning from a TLC assignment, a teacher will give notice to the Department of Human Resources not later than March 15, that the teacher is requesting reassignment from the TLC position. After all current non-TLC teachers needing reassignment have been placed, the School District will determine if there is a vacant position that the teacher seeking reassignment from a TLC position is qualified to fill. If so, the teacher will be offered the position.

If there is then a vacant position for which the teacher is qualified, the teacher will be awarded the position. If there is no vacant position for which the teacher is qualified, then Reduction in Force contract language would apply.

C. Termination of Assignment and Reassignment

Prior to the termination of an employee from a TLC assignment by the school district, and not later than March 30, the District will give notice to the teacher of their termination from the TLC assignment. The teacher will be advised if there is a vacant position for which the teacher is qualified. If so, the teacher will be awarded the position based on seniority, in the same time period that teachers needing to be reassigned are placed.

If there is a vacant position for which the teacher is qualified, then the teacher will be awarded the position, even if the TLC teacher had less seniority than another teacher requesting a voluntary transfer. If there is no vacant position for which the teacher in a TLC assignment is qualified, then Reduction in Force contract language would apply.

3. Teacher Leadership Compensation

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

4. Hours of Work

Teachers in TLC positions will work the number of hours specified in Article 10 and also those hours necessary to perform the duties of their teaching and TLC positions. The expectations of the district with regard to hours of work of teachers in TLC positions will be contained in the job descriptions for each TLC position.

5. Work Year

Teachers in TLC positions will work the number of days specified in the UCSD master contract and in District's approved Teacher Leadership and Compensation grant application and as provided by law. Additional workdays will be determined by March 1st each year.

6. Seniority

Teachers in TLC positions will be considered members of the bargaining unit and will continue to accrue seniority as defined in Article 11 of the master contract. Teachers in TLC positions will remain in the category to which they were assigned at the time of their selection for a TLC position.

7. Procedures for Reduction

For purposes of staff reduction, teachers in TLC positions shall be considered members of the bargaining unit and shall be classified in the category to which they were assigned at the time of their selection for a TLC position.

If there is a staff reduction in a category which would otherwise require the reduction of a person in the TLC positions of Facilitator, Induction Coach, or Instructional Coach, the employer shall have the right to retain the person in the TLC position. The employer would then follow the staff reduction procedures without regard to the person in the TLC position.

8. Annual Evaluation

The assignment of a teacher to a TLC position will be subject to review by the school district's administration at least annually. The teacher leader will be evaluated using specific criteria that aligns to the leadership role which will include both ongoing observation, reflection, and feedback.

9. Funding for Program

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

Eliminations of assignments and personnel in TLC positions will not be based on Article 11 of the UCSD master contract.

10. Separation from Teacher Evaluation

This Memorandum of Understanding will establish a wall between the TLC system and the evaluation process for the performance of teaching duties. Teachers in TLC positions will not evaluate other teachers.

Addendum/Waiver to the Master Contract Agreement 2026-27

between

the Urbandale Community School District and
the Urbandale Education Association

Whereas the Metro West Learning Academy is an alternative school created through the collaboration of the Dallas Center-Grimes, Johnston, North Polk, Saydel, Urbandale, and Waukee Community School and all costs accrued by the Metro West Learning Academy shall be funded through the consortium

The following addendums are agreed to by the Urbandale Community School District and the Urbandale Education Association:

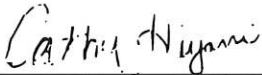
1. Article 9, section A1 shall be amended to no more than one (1) Employee from Metro West Learning Academy shall be on personal leave on the same day.
2. Article 14 section A1 shall be amended to establish an additional pool, A1 (t) Metro West Learning Academy.

And the following waiver is agreed to by the Urbandale Community School District and the Urbandale Education Association:

1. Article 19 Section E shall be waived for all Employees of the Metro West Learning Academy. Involuntary transfers to and from the Metro West Learning Academy shall not apply.

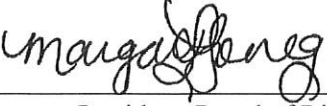
This agreement signed this 24th day of June 2026.

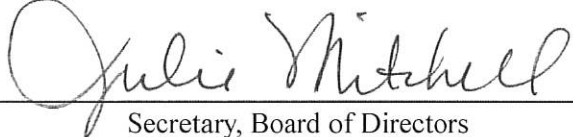
URBANDALE EDUCATION ASSOCIATION

By 
President 

By _____
Secretary

URBANDALE COMMUNITY SCHOOL DISTRICT

By 
President, Board of Directors

By 
Secretary, Board of Directors