

COMPREHENSIVE AGREEMENT

BETWEEN THE

CARLISLE COMMUNITY EDUCATION ASSOCIATION

AND THE

CARLISLE COMMUNITY SCHOOL DISTRICT

August 1, 2022 through July 31, 2027

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ARTICLE I - RECOGNITION

A. UNIT

The Board hereby recognizes the Carlisle Community Education Association as the certified exclusive bargaining representative for all personnel specifically set forth in the PERB Order of Certification, Case NO. 119, dated on the 27th Day of June, 1975.

The unit described in the above certification is as follows:

Teachers
Counselors
Nurses
Librarians

B. DEFINITIONS

1. The term "Association", as used in this Agreement, shall mean the Carlisle Community Education Association or its duly authorized representatives or agents.
2. The term "Board," as used in this Agreement, shall mean the Board of Directors of the Carlisle Community School District or its duly authorized representatives or agents.
3. The term "days," as used in this Agreement, shall mean calendar days except where specifically provided otherwise in this Comprehensive Agreement.
4. The term "employee," as used in this agreement, shall mean all professional employees represented by the Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
5. The term "employer," as used in this Agreement, shall mean the Carlisle Community School District or its duly authorized representatives or agents.
6. The term "seniority," as used in this Agreement, shall be determined in the following order:
 - a. The number of years of service in the Carlisle Community School District in the bargaining unit. Years of service shall not be broken by leaves of absence or layoffs but shall be broken by resignations (other than resignations in lieu of termination for staff reduction reasons).
 - b. Date the employee is approved by the Carlisle Community School Board.
 - c. Total years of teaching experience to the extent credit is given for placement on the salary schedule under Article V.
 - d. Drawing of lots.

ARTICLE II - GRIEVANCE PROCEDURE

A. STATEMENT OF PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise in interpreting the terms of this Agreement.

B. DEFINITIONS

1. A "grievance" shall be a claim by the grievant that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement.
2. A "grievant" shall be an employee, a group of employees, or the Association filing the grievance.
3. "Days" as used in this Article shall mean employees' work days as specified in the school calendar.

C. TIME LIMITS

1. Time Limits. If a stipulated time limit contained in this Article is not met by the grievant, the grievance shall be deemed dropped. If a stipulated time limit contained in this Article is not met by the employer, the grievant shall have the right to appeal to the next step of the procedure. Time limits may be extended by mutual agreement.
2. Year-End Grievance. In the event 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, the time limits may be reduced by mutual agreement.

D. RIGHTS TO REPRESENTATION

The grievant and the employer may be represented at all levels of the grievance procedure by representatives of their own choosing.

E. PROCEDURE

1. Step One - Principal or Immediate Supervisor (Informal). The grievant shall first discuss the grievance with the principal or immediate supervisor, with the objective of resolving the matter informally.
2. Step Two - Principal or Immediate Supervisor (Formal). Within fifteen (15) days of the occurrence of the event giving rise to the grievance, the grievant must invoke the formal grievance procedure by delivering a completed grievance form to the immediate supervisor. The supervisor must, within seven (7) days of receipt of the grievance, render a written response to the grievant and to the Association.
3. Step Three - Superintendent. If the grievant is not satisfied with the disposition of the grievance at Step Two, the grievant shall within seven (7) days file the grievance with the Superintendent in writing on the proper forms. The Superintendent must, within seven (7) days of receipt of the grievance, hold a meeting with the grievant. The

Superintendent shall respond in writing within seven (7) days of the conclusion of the meeting.

4. Step Four - Arbitration.

- a. If the grievant is not satisfied with the disposition of the grievance at Step 3, the grievant shall meet with the Association and if both the grievant and the Association determine that the grievance is meritorious, the Association shall submit a written request for arbitration to the Superintendent within fifteen (15) days from receipt of the Step 3 written answer.
- b. Within seven (7) days after submitting the request for arbitration, either party may request the Federal Mediation and Conciliation Service (FMCS) to provide a list of seven (7) arbitrators. The Association and the employer will alternately strike one name at a time from the list until only one name remains. The remaining name shall be the arbitrator.
- c. The arbitrator shall confer with the representatives of the employer and the Association and hold hearings promptly and shall issue a decision not later than thirty (30) calendar days from the date of the close of the hearings or from the date the final statements on the issues are submitted. The arbitrator's decision shall be in writing and shall set forth findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates, modifies or alters the terms of the Agreement. The decision of the arbitrator shall be final and binding.
- d. The costs for the services of the arbitrator and the cost of the hearing room shall be borne equally by the employer and the Association. Any other expenses incurred shall be paid by the party incurring the expense.

F. GENERAL PROVISIONS

1. Separate Grievance File. Any documents and communications dealing with the processing of a grievance shall be kept in a grievance file in the Superintendent's office and shall be separate from the personnel files.
2. Group Grievance. If a grievance affects a group or class of employees because of the existence of the same facts and issues, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Step Three. However, if all members of the group or class of employees affected by the grievance are employed in the same building, the process shall commence at Step Two, with the grievance being first presented to the building principal. Nothing contained herein shall prevent the Association from processing such grievances through all steps of the grievance procedure.
3. Meetings and Hearings. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties, and their designated representatives. If the parties agree, meetings and hearings may be conducted during work time with no loss of pay for the grievant or the grievant's representatives.

4. No Reprisals. No reprisals of any nature shall be taken by the employer against any grievant or his/her representative because of their participation in the grievance procedure.
5. Grievance Forms. Grievance forms shall be as set forth in Schedule 1.

ARTICLE III - COMPLIANCE CLAUSES AND DURATION

A. SEPARABILITY

If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall be deemed valid only to the extent permitted by law. All other provisions or applications shall continue in full force and effect.

B. PUBLISHING AGREEMENT

Within thirty (30) days after the Agreement is signed, a copy shall be published on the District's website and accessible to all employees now employed and to new employees upon execution of their individual contracts.

C. NOTICES

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so in writing to the following designated person or such other person as designated in writing:

1. If by the Association, to the Superintendent's office.
2. If by the employer, to the Association president.

D. AMENDMENTS

The Board and the Association may by mutual consent agree to amend any provision of this Agreement at any time. Any amendment must be ratified by the same procedure followed for ratification of the whole Agreement.

E. DURATION PERIOD

This Agreement shall be effective as of August 1, 2021 and shall continue in force and effect until July 31, 2022.

ARTICLE IV - WAGES AND SALARIES

A. DEFINITION OF SALARY SCHEDULE

Schedule 2 “Combined Salary Schedule” includes a generator base that is used to generate the remainder of that schedule, and Schedule 2 “Nurses Salary Schedule.”

Schedule 2 “Combined Salary Schedule” is a summary salary schedule that is comprised of two components: Base Salary Schedule and the TSS Salary. The TSS Salary as presented in Schedule 2 is the TSS salary at the time of completion of negotiations.

The District recognizes that the State of Iowa provides specific funding for teachers’ and certain other certified employees’ salaries called “Teacher Salary Supplemental Funds” (TSS) under SF 2329 enacted in 2008. TSS funding is 100% state funded revenue and shall be paid to all eligible employees as provided by law. The District’s only responsibility will be to serve as the fiscal agent of TSS funds, providing a method of payment to eligible employees, and to ensure the funds are paid according to the requirements of the law. Distribution of the TSS funds will be determined by the following criteria below:

1. Minimum salaries for the first year beginning teachers, second year beginning teachers and Career 1 teachers will be paid according to the salary provisions of the law.
2. 99% of the remaining funds from the District’s annual allocation will be distributed to all other teachers equally per FTE (including extended contract days in FTE calculation) after deducting the District’s cost for FICA, Medicare and IPERS.
3. The 1% of the remaining funds will be distributed in the June pay check after adjustments are made based upon any employment changes during the school year that increases or decreases the FTE eligible for the funds.

B. PLACEMENT ON SALARY SCHEDULE-NEW EMPLOYEES

1. Educational Lane. At the time an applicant is offered a position, the applicant shall be advised of his/her placement on the educational lane on Schedule 2. In order to qualify for lanes beyond the B.A. and M.A. degrees, the credit hours must have been acquired after the degree was granted and must be graduate hours from an accredited college or university. Educational credit will be given in fields which, in the employer’s opinion, are related to the employee’s performance of his/her duties.
2. Credit for Experience. Credit shall be given for previous teaching experience (full or part-time) in an accredited school upon initial employment. The previous teaching experience must have been within the fifteen (15) years immediately preceding the date of hire in the Carlisle Community School District, but need not be consecutive. A year of experience consists of regular employment (including paid leaves of absence) for a minimum of 120 days; substitute teaching shall not count towards credit for experience.

It is understood and agreed between the Carlisle Community Schools and the Carlisle Community Education Association that new teachers hired with experience will be placed at the same level/step as a current employee with the same experience. The only exception will be under Article V.B.(2) where the district hires a new employee and offers a step higher than experience in areas difficult to fill.

The District shall have the right to offer a higher step than a person has experience, for areas that are difficult to fill. The district agrees to make a “good faith” effort to hire within the existing contract first. The District shall also have the right to hire at any step below actual experience, if both parties agree. It should be noted that the District should set a salary “ceiling” for these positions prior to hiring to avoid any appearance of discrimination or impropriety. This practice shall not establish “past practice”, nor may a grievance be filed pertaining to this addendum.

3. Returning to the District. Any employee with previous teaching experience in the Carlisle Community School District shall, upon returning to the District, receive all previous credit up to a maximum of the tenth (10th) step on Schedule 2.

C. ADVANCEMENT ON SALARY SCHEDULE

1. Vertical Increments. Employees on Schedule 2 shall receive one step on the schedule for each year of service until the maximum for the educational classification is reached. A year of service consists of regular employment (full-time or part-time) in the Carlisle Community School District for one hundred twenty (120) or more teaching days in one school year; substitute teaching shall not count towards credit for experience. For the purpose of computing days of service to meet requirements of this paragraph, days spent on paid leave during the school year shall be counted.
2. Educational Lanes. Employees on Schedule 2 who move to a higher educational lane shall move the appropriate step on the higher lane. Employees may not move more than one lane in a year for the 2017-2018 school year. Beginning August 1, 2018, employees may move more than one lane in a year. For an employee to advance from one educational lane to another, the employee must file notice of intent to advance by the preceding February 1 and must file evidence of completion satisfactory to the Superintendent not later than September 1. To earn credit for lane changes the course work must be approved in advance by the Superintendent, or for new employees, the course work must be approved by the Superintendent at the time of hire. The Superintendent may approve hours of credit after the class is taken. In case of late receipt of grades due to unusual circumstances, the deadline date may be waived by the Superintendent. Course credits for educational lane changes must be in a field which in the employer’s opinion is related to or likely to improve the employee’s performance of his/her duties. The credits must be earned from an accredited college or university, and must be graduate hours, except that up to three (3) semester hours of AEA staff development credit will be honored for each lane change.

D. METHOD OF PAYMENT

1. Pay Periods. Each employee shall be paid on the 20th day of each month in 9, 10 or 12 equal installments as selected by the employee at the time the individual contract is executed. Employees shall receive their checks at their regular building and on regular school days unless otherwise designated by the employee. The employee must choose direct deposit.

FIRST YEAR TEACHERS with no experience may receive up to \$1,000 of their first paycheck on August 20th. The September check will then be the remainder of that check. They will need to have filled out proper paperwork by July 15th for this to happen.

2. Holiday Checks. When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.
3. Final Pay. Each employee who is leaving the District may elect to receive all or part of employee's earned contract salary the day following the end of the work year and upon completion of assigned duties by giving written notice thirty (30) days in advance.
4. Summer Checks. Summer checks shall be distributed as noted on the Payment of Wages Form signed by the employee.

ARTICLE V - SICK LEAVE

A. BENEFITS

Employees shall be granted 15 paid sick leave days.

B. ACCUMULATION

Any unused days of sick leave shall be accumulated to a maximum of one hundred and twenty (120) days. An employee will be charged for one (1) full day of sick leave if the employee misses more than 1/2 of the day and will be charged 1/2 day of sick leave if the employee misses 1/2 day or less for illness.

Employees shall be given a copy of a written accounting of accumulated sick leave days no later than September 30 of each school year.

C. IMMEDIATE FAMILY ILLNESS

Paid sick leave shall be granted to care for an employee's spouse, parent, parent-in-law, child, child-in-law, sibling, sibling-in-law, grandparent, grandchild or member of the immediate household who is ill. This leave shall not exceed six (6) days during any one school year.

D. ADOPTION LEAVE

Employees will be allowed up to five (5) days paid leave for adoption. This leave will be charged to the employee's sick leave. Additional unpaid leave will be granted in accordance with the Family and Medical Leave Act as described in Article IX, section C.

E. WORKERS' COMPENSATION

If an employee qualifies for workers' compensation benefits, the employee may elect to have the employer supplement the benefits up to the employee's regular rate of pay by giving written notice of such election within seven (7) calendar days of receipt of the notice of the right to make such an election. If the employee elects to supplement benefits, a full day of sick leave shall be deducted for each day of absence until the employee has exhausted his/her accumulated sick leave days, at which time supplementation shall cease. If the employee does not elect to supplement benefits, the employee's accumulated sick leave shall be reduced in proportion of the amount of the workers' compensation benefits to the employee's regular rate of pay.

Provided, however, an employee, who in the course of employment suffers a personal injury resulting from an episode of violence toward that employee for which workers' compensation is payable, shall be entitled to have workers' compensation benefits supplemented in order for the employee to receive full salary and employer-provided benefits for the shorter of (a) one year from the date of disability or (2) the period during which the employee is disabled and incapable of employment. Supplementation in such situations shall not be charged against sick leave.

F. NOTIFICATION OF ABSENCE

The employer shall provide each employee with the telephone number to be utilized by the employee for notification of absence from work. Such notice of absence should be reported by 6:30 a.m. on the day of absence in order to ensure substitute coverage.

ARTICLE VI - LEAVES OF ABSENCE

A. NOTIFICATION OF ABSENCE AND RETURN

The employer shall provide each employee with the telephone number to be utilized by the employee for notification of absence from work. Such notice of absence should be reported by 6:30 a.m. on the day of absence in order to ensure substitute coverage.

If an employee plans to return to the assignment from a leave for which an exact date of return was not established at the time the leave was granted, the employee must notify the principal of intention to return prior to 3:00 p.m. on the day preceding the return from the leave. When a leave is granted and an exact date of return is established, the employee needs to call in by 3:00 p.m. the day preceding the scheduled date of return, if the employee is not returning on the scheduled day.

B. TEMPORARY LEAVES

Employees shall be granted the following paid leaves of absence each school year. Such leaves shall be in addition to paid sick leave. Except as otherwise specifically provided in this Agreement, temporary leave may be taken in half-day or full-day increments.

1. Personal. At the beginning of each school year, each employee shall be credited with two (2) days, accumulative to four (4) days, to be used for personal reasons. Employees shall be given a copy of a written accounting of accumulated personal days no later than September 30 of each school year.

Employees shall not use personal leave on a day immediately prior to or after a holiday or vacation, on an in-service training day, on a parent-teacher conference day, or on the first and last 5 student contact days except with approval of the employer. An employee planning to use a personal leave day or days shall notify the principal at least three (3) days in advance, except in cases of emergency. No more than seven (7) employees from the District may be on personal leave on a given day, to be determined on a first come basis.

The exception to the above paragraph is Memorial Day. Personal Leave will be granted to no more than three (3) employees from the District on the Friday preceding Memorial Day. These days will be granted on the first come basis, and must be applied for at least three (3) calendar weeks prior to the date of the leave. This article shall not establish "past practice", nor may a grievance be filed pertaining to this addendum.

The Superintendent or Director of H/R has the discretion to adjust the number of personal leave approved on a given day due to special circumstances.

2. Jury and Court Appearance. An employee called for jury duty during school hours shall immediately notify the principal and shall be provided paid leave to serve on the jury. Any fees or remuneration which the employee receives during such leave, except travel reimbursement, shall be turned over to the employer. The employee shall call his/her principal to determine whether the employee shall return to work if jury duty does not go past 1:00. Employees served a subpoena to

testify in a court hearing to which they are not a party (either plaintiff or defendant) and in which they have no financial interest, shall be granted paid court appearance leave. The Superintendent may waive the subpoena requirement.

3. Bereavement. A maximum of ten (10) days, five (5) days of which would be paid leave, shall be granted in the event of death of an immediate family member. "Immediate family" is defined as: spouse, child, child-in-law, parent, parent-in-law, sibling or sibling-in-law, grandparent or grandchild and member of the immediate household. A maximum of five (5) days, three (3) of which would be paid, shall be granted in the event of death of grandparent-in-law, aunt, uncle, niece, or nephew. Employees shall be granted up to one (1) day of leave in the event of the death of a friend or other relative for attendance at the funeral or memorial service. Only two (2) paid days of leave will be granted per year. The superintendent may grant exceptions.
4. Catastrophic. Catastrophic leave of not more than three (3) days per occurrence shall be granted where it is imperative that the employee be absent from work due to catastrophic losses and/or circumstances. Examples of catastrophic circumstances are fire, flood, tornado and for other occurrences where absence is approved by the employer.
5. Association. Up to ten (10) days per year shall be available for representatives of the Association to attend conferences, conventions, or other activities of the local, state and national affiliated organizations at the Association's discretion. The Association shall reimburse the employer for the cost of the substitutes and there shall be no deduction from the employee's pay.
6. Professional Leave. Professional leave may be granted with advance authorization by the employer. Reimbursement for actual and reasonable expenses will be made upon prior agreement with the employee's principal.
7. Unpaid Leave. Unpaid leave is defined as any personal leave usage beyond the accrued number of personal days. The use of unpaid leave will be approved at the discretion of the Superintendent or Director of H/R. The use of unpaid leave shall not be granted when it is connected to more than two (2) days of Personal Leave. If an employee is approved to take unpaid leave, the employee will be docked their per diem wage amount. After two (2) unpaid days, the employee will also be docked the cost of the current daily rate of a substitute for each subsequent unpaid day. This cost will come regardless of the position of the employee and whether a substitute was hired. An employee may appeal the cost of the substitute to the Superintendent or Director of H/R. This language does not include other leaves defined as "Extended Leave". This article shall not establish "past practice", nor may a grievance be filed pertaining to this addendum.

C. EXTENDED LEAVE

1. Family and Medical Leave. The District shall grant up to 12 weeks of leave per year, and may grant up to one year, for the purpose of (1) the employee's personal serious health condition, (2) caring for the employee's newly born child, (3) caring for a child placed for adoption or placement of a foster child, (4) caring for

the employee's parent, spouse, or child with a serious health condition. An employee who is not a first year employee will not be eligible for FMLA leave if the employee did not perform any actual services during the prior school year. The employer requires an employee to first utilize any paid leave otherwise applicable and available to the employee, which paid leave shall count against the 12 weeks; any leave in excess of available paid leave shall be unpaid. Regardless of any other provisions in this Agreement, at the employee's option, the employer shall continue the employer's contributions towards health and dental insurance on behalf of the employee for up to 12 weeks as if the employee were still at work. If the employee has more than 12 weeks of paid leave available, the employer shall continue the employer's contribution until the paid leave is exhausted. The employee shall remit the employee's contribution towards health and dental insurance and for life and disability insurance by the date the employer makes payment to the insurance carrier or within 30 days thereafter. Failure to make contributions when due may result in the employee losing coverage during the period of the leave. If the employer makes the payments, the employer may offset such advance against any sums owed to the employee. If the employee does not return to work at the end of the leave (except for reasons specified in the Act), the employee will be required to reimburse the employer for all contributions made by the employer while the employee was on unpaid leave. The FMLA provisions of this section shall in no way reduce or adversely impact any other provision of this Agreement.

Employees may request leave under the Family and Medical Leave Act for up to 12 weeks per year. "Year" shall be defined as August 1 through July 31. Leave to care for a newly-born, adopted or foster child must conclude within 12 months of the birth or placement of the child. Spouses may take a combined 12-week allotment for the birth or placement of a child.

2. Association. An unpaid leave of absence for up to one (1) year shall be granted to any employee upon 30 days prior written request for the purpose of serving as an elected officer of the Association or its affiliates.
3. Public Office. A leave of absence without pay not to exceed six (6) years shall be granted to an employee, for serving in an elected municipal, county, state or federal office.
4. Military Service. Leaves of absence are granted for military purposes, not to exceed the enlistment or draft period.
5. Education. The Board may grant an unpaid leave of absence for up to two (2) school years upon written application for the purpose of engaging in a course of study at an accredited college or university in a subject area which in the Board's discretion will improve the employee's teaching ability and skill and will improve the employee's contribution to the improvement of education of the students. The leave must be requested by March 1 prior to the leave.
6. Good Cause. The Board may grant other leaves of absence without pay upon written application.

7. **Benefits.** The employee shall not be paid while on extended leave and shall not receive benefits except as otherwise specifically provided. The employee may continue participation in the employer's group health and major medical, dental and life insurance programs by payment of the premiums. The employee will not accrue seniority, paid leaves of absence, advance on the salary schedule or receive any other benefits while on unpaid leave, but shall be restored with all accrued benefits upon return to duty.

ARTICLE VII - EMPLOYEE WORK YEAR

A. IN-SCHOOL WORK YEAR

The regular work year shall consist of one hundred ninety-one (191) days, of which five (5) are paid holidays and one (1) compensation day. The compensation day will be within the 191 day contract but outside of the regular school days with students being present. This will be a paid non-work day that teachers do not have to report to work. The compensation day will occur wither on Martin Luther King Jr. Day or at the end of the school year.

A minimum of six (6) half-days shall be employee work days, with at least one (1) full employee work day at the beginning of the school year and at least one (1) full employee work day at the end of the first semester. Except in cases of emergency, the administration shall not require attendance at meetings on employee work days. In the event of an emergency closing, employee work days may be used as student contact days. The in-school work year shall include regularly scheduled days pursuant to the school calendar on which employee attendance is required.

If schools are cancelled because of unsafe travel or working conditions, employee attendance shall not be required. In the case of an emergency closing where classes are still in session in one or more buildings unaffected by the emergency, employees will report for an assignment consistent with their professional duties. If the building affected by the closing has sustained damages which cause unfit working conditions employees will be assigned to another building. The decision to close will be made by the Superintendent.

B. HOLIDAYS AND VACATIONS

Employees shall receive the following five (5) paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Years Day and Memorial Day. Employees shall receive the following vacation times: at least eight (8) week days, which includes Christmas and New Years, and a spring vacation of at least five (5) week days. No employee shall be required to perform duties on any of the above holidays or vacations.

ARTICLE VIII - EMPLOYEE HOURS

A. WORKDAY

The regular workday shall not exceed eight (8) hours, as scheduled by the employer, which shall include a duty-free lunch period as provided to employees under Section D. On days preceding holidays or vacations the employees' day shall be allowed to leave once the students have boarded the buses and left the campus and the teacher has no more student responsibilities.

The regular workday for part-time employees shall be set by the employer. If part-time employees are required to work beyond their regularly-scheduled work day, the employees shall receive additional compensation equal to their hourly rate of pay.

B. OPEN HOUSE

Employees will attend one evening open house per year. Employees assigned to more than one building shall attend each open house at their respective buildings; however total time spent at open houses for those persons shall not exceed that of other employees.

C. PARENT-TEACHER CONFERENCES

Employees will attend up to one (1) parent-teacher conference event per semester, as defined by the school calendar. Parent-teacher conferences for employees assigned to more than one building shall be scheduled by respective principals so that total time spent at parent-teacher conferences shall not exceed that of other employees. In case of two (2) evening parent-teacher conferences, the affected employees will receive compensatory time equal to one working day as defined by the school calendar.

D. LUNCH PERIODS

Employees shall have a daily, uninterrupted, duty-free lunch period of at least thirty (30) minutes. Employees may leave the building during their scheduled duty-free lunch periods, upon advising the building secretary.

E. FACULTY MEETINGS

If the employer requires employees to attend faculty meetings beyond the eight hour work day, the employer shall schedule compensatory time off for the employees. The employer shall give at least two (2) days advance notice of faculty meetings which will extend beyond the eight (8) hour work day. Except in case of emergencies or circumstances beyond the control of the employer, meetings shall not be called on Fridays or on any day immediately preceding any holiday or other day upon which teacher attendance is not required at school. Employees shall have the opportunity to suggest items for the agenda.

F. FIELD TRIPS

Field trips shall be scheduled and implemented in a manner which shall be mutually agreed upon by the employees participating in them and their principals. Written

permission for field trips shall be obtained from the principal to guarantee insurance coverage as a school-sponsored activity.

G. PREPARATION TIME

The Board shall provide classroom employees adequate preparation time during the regularly scheduled workday, in which they shall not be assigned to any other duties.

The parties have caused this Agreement to be signed by their respective presidents and negotiators as of **5th** day of **April, 2022**.

CARLISLE COMMUNITY
EDUCATION ASSOCIATION

By _____
President

By _____
Chief Negotiator

CARLISLE COMMUNITY
SCHOOL DISTRICT

By _____
President, Board of Directors

By _____
Chief Negotiator

SCHEDULE 1 - GRIEVANCE REPORT

Date Filed

Carlisle Community
School District

*
*
*
*
*
*
*

_____ Building

Name of Grievant

LEVEL II

A. Date Violation Occurred _____

B. Date of Informal Conference _____

C. Section(s) of Agreement Violated _____

D. Statement of Grievance _____

E. Relief Sought _____

Signature

Date

E. Disposition by Principal or Immediate Supervisor _____

Signature

Date

Copy to Grievant and Association

LEVEL III

A. _____
Signature of Grievant Date Received by Superintendent

B. Disposition by Superintendent or Designee _____

Signature of Superintendent or Designee Date

Copy to Grievant and Association

LEVEL IV

A. _____
Signature of Grievant Signature of Association President

B. _____
Date Submitted to Arbitration



CARLISLE CSD AND CCEA COMPREHENSIVE AGREEMENT

4/15/2025

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CARLISLE COMMUNITY SCHOOL DISTRICT
AND
CARLISLE EDUCATION ASSOCIATION**

- Increase teacher base wages for the 2025-2026 school year by \$650.
- It is the intent of both parties to continue the following formulaic disbursement as funds are available or a shorter term if legal guidance and/or interpretation changes:
 - Pursuant to Iowa Code section 298A.2, the Superintendent will recommend that the School Board transfer to the District's flexibility account 20% of the unexpended and unobligated funds in the District's Preschool (SWVPP) account and 33% of the unexpended and unobligated funds in the District's Home School Assistance account at the end of the District's current fiscal year ending June 30, 2025. Thereafter, in accordance with section 298A.2 of the Iowa Code, the Superintendent will recommend that the amounts from the above transfers be allocated to bargaining unit employee salaries for the 2025-2026 school year and be paid in the same ratio as the allocation of District TSS funds.
 - Pursuant to section 257.10(10) of the Iowa Code, the Superintendent will request that the School Board authorize 20% of the District's Professional Development account that remains unexpended and unobligated at the end of the District's current fiscal year ending June 30, 2025, be allocated to bargaining unit employee salaries for the 2025-2026 school year and be paid to employees in the same manner as the allocation of District TSS funds.
 - Pursuant to section 257.10(11) of the Iowa Code, the Superintendent will request that the School Board authorize 20% of the District's Early Intervention account that remains unexpended and unobligated at the end of the District's current fiscal year ending June 30, 2025, be allocated to bargaining unit employee salaries for the 2025-2026 school year and be paid to employees in the same ratio as the allocation of District TSS funds.
 - Pursuant to section 257.46(3) of the Iowa Code, the Superintendent will request that the School Board authorize 20% of the District's Gifted and Talented account that remains unexpended and unobligated at the end of the District's current fiscal year ending June 30, 2025, be allocated to bargaining unit employee salaries for the 2025-2026 school year and be paid to employees in the same manner as the allocation of District TSS funds.
- In the event guidance from the Iowa Department of Education or other issues related to the implementation of House File 68 conflicts with the terms of this Memorandum of Understanding, or if the allocations specified herein are not approved by the Board, the parties agree to reopen negotiations with respect to teacher wages for the 2025-2026 school year.



CARLISLE COMMUNITY SCHOOLS

www.carlislecsd.org

TO: Carlisle Community Education Association

Date: April 15, 2025

RE: Extension of Comprehensive Agreement Between Carlisle Community Education Association and the Carlisle Community School District

During the term of this agreement all articles shall remain current contract, except for the following that both parties agree to open for negotiation:

- Salary Schedule: Base Wages shall be open to negotiate base wages for each year of the duration of the agreement
- Master Contract and all following contract years

The parties have caused this Agreement to be signed by their respective presidents and negotiators as of 16 day of April 2025.

**CARLISLE COMMUNITY
EDUCATION ASSOCIATION**

By [Signature]
President

By [Signature]
Chief Negotiator

**CARLISLE COMMUNITY
SCHOOL DISTRICT**

By [Signature]
President, Board of Directors

By [Signature]
Chief Negotiator