A-H-S-T CSD A-H-S-T EA 7/1/2005 6/30/2007

A-H-S-T CSD / EA 05-07

Agreement between

The A-H-S-T Community School District Board of Directors

and

The A-H-S-T Education Association

2005 – 2006 School Year

Preamble

The A-H-S-T Community School District and the A-H-S-T Teachers' Association, each recognizing the rights and powers of the other, have met in accordance with provisions of Chapter 20, Code of Iowa. The parties have reached certain understandings which they desire to confirm in this agreement as follows:

ARTICLE I: Recognition

A. Unit

The Board hereby recognizes the A-H-S-T Teachers' Association as the exclusive bargaining representative for all personnel as set forth in Public Employment Relations Board (PERB) certification instrument for case no. 1579 issued by the PERB. The inclusion of a recognition article including a certification statement does not in any way serve to define historical bargaining unit work or preclude in any way management's right to freely assign work to bargaining unit or non bargaining unit employees. The unit described in the above certification is as follows: (Note: to be determined in conjunction with PERB certification alteration.)

B. Definitions

1. The term "Board" as used in this agreement, shall mean the Board of Education of the A-H-S-T Community School District or its duly authorized representatives.
2. The term "employee", as used in this agreement, shall mean all certificated personnel of the school district in the bargaining unit as defined and certified by the Public Employment Relations Board.
3. The term "Association", as used in this agreement, shall mean the A-H-S-T Teachers' Association or its duly authorized representatives or agents.
4. The term "days" when used, shall, except where otherwise indicated, mean working days of the week throughout the year (12 months) excluding weekends, holidays, and school vacation days. Summer months shall not be considered vacation days.

ARTICLE 2: Health & Safety

A. Physical Examinations

1. All new employees contracted by the Board shall receive a physical examination prior to beginning work. The Board shall provide a form at the date of hire which shall be completed and signed by the attending physician.
2. All continuing employees shall submit to a similar physical examination prior to the start of the school year of the fourth year of employment and shall file same with the Superintendent. The Board shall pay the cost of the physical examination for all continuing employees after an insurance claim has been filed and collected up to a $40.00 limit. (Example: The Insurance Company may pay $30.00 of a $40.00 exam, then the board would cover the remaining $10.00)

ARTICLE 3: Rights

A. Associations' Rights

1. Communications
2. The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards.
3. The Association shall have the right to distribute official Association materials via school mail.
4. The Association shall have the right to make use of school buildings, facilities, and office equipment at reasonable hours with administrative approval.

ARTICLE 4: Grievance Procedure

A. Definitions

1. Grievance: A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or a misapplication of any provision of this agreement.
2. Grievant: A "grievant" is an employee, a group of employees, or the Association
3. A grievance representative is the person or persons chosen to represent the aggrieved party at any level of the procedure.
4. Association grievances may be initiated at level 3, within ten days of knowledge of the occurrence by written filing and include all the specifics required by paragraph 1, level 2.

B. Procedures

Level 1 (informal)

1. An employee or a group of employees with a grievance will first discuss it with his or her principal, either individually or with a grievance representative, with the objective of resolving the matter informally. The principal shall meet with the employee within five days of request for informal meeting.
2. All discussions and decisions at Level 1 shall be restricted to the employee-grievants, administrators, and their designated representatives.

Level 2 (formal)

1. If, after the informal discussion with the principal or immediate supervisor, a grievance still exists, the grievant(s) may invoke the formal grievance procedure by filing a written grievance with the immediate supervisor within ten (10) days of the knowledge of the occurrence using the grievance report form.
2. The immediate supervisor shall communicate his/her decision in writing within ten (10) days of the filing of the formal grievance at level 2 and present it to the grievant(s). All discussions and decisions at Level 2 shall be restricted to the grievant(s), administrators, and their representatives.

Level 3

1. Within ten (10) days of the receipt of the decision rendered by the immediate supervisor, the grievant(s) shall have the option of appealing the decision to the superintendent. Such appeal shall include a copy of the decision being appealed and the original grievance and the administrator's grounds for regarding that grievance as incorrect. Such appeal shall be directed to the superintendent and shall be in writing.
2. The superintendent, within ten (10) days shall meet with the grievant(s). Disposition of the grievance by the superintendent shall be made in writing within ten (10) working days after the meeting. A copy of said disposition shall be furnished to the grievant and to the Association.

Level 4

1. If the grievant(s) and the Association are not satisfied with the disposition of the grievance by the superintendent, or if no disposition has been made within the time limits, the grievant and the Association may submit the grievance to arbitration within ten (10) days.
2. The Association shall submit a notice to the superintendent of the intent to enter into arbitration within ten (10) days. A written request for a list of arbitrators shall be made to the Iowa PERB. This list shall consist of seven (7) 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 days, then the parties shall have one day alternately to remove names until only one name remains. The person whose name remains shall be the arbitrator.
3. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold a hearing and issue a timely decision. The arbitrator's decision shall be in writing and shall set forth findings of fact and the 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 contract. The decision of the arbitrator shall be submitted to the Board and the Association, and shall be final and binding on all parties.
4. The costs for the services of the arbitrator, including per diem expenses, if any, and actual necessary travel and subsistent expenses and the cost of the hearing room shall be born equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

C. Miscellaneous

1. **Separate Grievance File** All documents, communications and those records dealing with the processing of a grievance, except those originating with the personnel file, shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
2. **Meetings and Hearings** All meetings and hearings under this procedure shall be conducted in private, and shall include only witnesses, the grievants, and their designed or selected representatives.
3. Failure to render a grievance decision at any step of the procedure within the specified time limits, shall permit the grievant(s) to proceed to the next step. Failure of a grievant(s) to initiate a grievance within the time limits shall foreclose the right to file a grievance. Failure of a grievant(s) to appeal a decision within the time limits shall be deemed a settlement of the grievance according to the administrative disposition at the prior step.

4. Time limits at any level may be extended by mutual agreement of the parties involved. Such agreement must be in writing.
5. Any grievant(s) may be represented at all stages of the grievance procedure by a representative of their own choosing. When an employee is not represented by the Association, the Association shall have the right to be present at Level 2 and beyond.
6. It is agreed that any investigation or other handling or processing of any grievance shall be conducted so as to result in no job interference or interruption what so ever of the employee's job assignment or related work activities of the aggrieved employee or other A-H-S-T Community School District employees.

ARTICLE 5: Payroll Deductions

A. Dues Deduction

1. **Authorization.** Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing payroll deduction of professional dues. Signed forms shall be submitted to the Board Secretary. The form of the assignment shall be as set in Schedule 2.
2. **Regular Deduction.** Pursuant to a deduction authorization, the Board shall deduct one-tenth (1/10) of total dues from the regular salary check of the employee each month for ten (10) months, beginning in September and ending in June of each year.
3. **Prorated Deduction.** Employees who begin deductions after September shall have the total dues prorated on the basis of the remaining months of employment through June.
4. **Duration.** Such authorization shall continue in effect from year to year unless revoked in writing by a thirty (30) day notice to the Board and to the Association.

B. Other Deductions

1. Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for programs mutually approved.
2. The Association agrees to indemnify and hold harmless the Board, each individual Board member, and Board agents including but not limited to administrators and office and clerical personnel involved in dues deductions against any and all claims, costs, suits or other forms of potential liability and all court costs arising out of the application of the provisions in this agreement between the parties for dues and other deductions.

ARTICLE 6: Wages and Salaries

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

B. Advancement on Salary Schedule

1. **Increments.** Continuing employees on the regular salary schedule shall be granted one increment or vertical step until cap is met for each year of service. A year of service consists of employment in the A-H-S-T Community School District for 90 consecutive teaching days or more in one school year. Employees of the district during the 2004-05 school year shall be grand-parented into the 2005-06 salary schedule and subsequent schedules. Individuals whose salary schedule placement for 2004-05 exceeds the number of steps available on the 2005-06 schedule shall be held harmless. The affected employees shall annually receive until retirement or departure from the district, the negotiated base increase and the step increase available to individuals moving through the schedule.
2. **New Employees.** New teachers will be placed on the salary schedule exactly according to their years of experience and education.
3. **Method of Payment New Employees.** Any new employee to the district shall have the option of receiving 1/2 his/her first month's pay on the 10th of September.

C. Educational Lanes

1. **Evidence.** A teacher who has completed the necessary course work to advance on the salary schedule shall file suitable evidence of additional educational credit, a copy of the grade card, with the Superintendent no later than 60 days after the beginning of each semester, and pay adjustment shall be retroactive at the beginning of the same semester. All course work taken to advance on the salary schedule must be submitted in advance and approved by the Superintendent on the Graduate Hours Request Form. Graduate course work does not need to be toward a degree.
2. **Placement on the Salary Schedule.** Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane.

D. Method of Payment

1. **Pay Periods.** Each employee shall be paid in 12 equal installments on the 20th of each month. Employees shall receive their checks on regular school days.
2. **Exceptions.** When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the previous working day.
3. **Final Pay.** Employees who will not be returning to the District shall have the option of receiving all of his/her earned, contracted salary on the last pay period of the in-school work year providing said payment does not create a cash flow problem as determined by the Superintendent.
4. **Summer Checks.** Summer checks, other than for summer school teachers, shall be mailed to the teacher at address submitted by the teacher on forms provided by the Board.

E. Supplemental Pay

1. **Extra-Curricular Activities** (Paid on Supplemental Schedule)

    a. **Rates of Pay.** Employees participation in extra-curricular positions shall be compensated according to the rate of pay or other stipulations in the supplemental salary schedule, schedule B.

b. **Extra Duties:** Employees will be compensated for the following activities at $22 per event: Timekeepers, scorekeepers, and bus driving (non-routes).

F. Expenses of Traveling Employees

1. Employees who may be requested to use their own automobiles in the performance of their duties shall be reimbursed for all such travel at the rate set by the board.

G. (Phase I/II Readjustment Clause) The Salary Schedule shall include Phase I/II monies. If the A-H-S-T Community School District fails to receive all or part of Phase I or II (HF 499) dollars such that the financial backing for the incorporation of such monies into the salary schedule is lost or diminished, the District and Association agree to readjust the salary schedule such that the cost of the salary schedule is reduced by the same amount as the loss of Phase I and II dollars. If the parties cannot agree on the method of readjustment the matter may be submitted to binding arbitration.

ARTICLE 7: INSURANCE

A. Types

The Board agrees to provide all employees the following full paid insurance protection for 12 consecutive months. Eligibility shall be defined by the insurance carrier's group plan definitions.

1. **Health and Major Medical.** Each employee shall be provided single coverage on health, and major medical insurance at the PPO 500 rate. Individuals new to the district after 4-1-05 who are less than full-time will receive health and major medical insurance on a pro-rata basis. Any employee who chooses the PPO 1,000 or a higher deductible plan may apply the savings toward the cost of their family insurance coverage. Where spouses are both employed by the district, the district will contribute the cost of two single policies at the PPO 500 rate toward the cost of a family policy or 2 single policies.
2. **Life Insurance.** Each employee shall be covered by a group term life insurance policy having minimum death benefit of $10,000.
3. **Long Term Disability.** Each employee shall be covered by a long-term disability insurance plan from Principal Mutual of Des Moines that provides approximately 60% of salary after a waiting period of 90 consecutive days.
4. **Modifications.** Modifications in coverage of health, major medical, life or long term disability may be made with mutual agreement between the District and Association President. Individual applications of subsequent modifications of coverage shall not be grievable.

B. Descriptions

The Board shall provide each employee a description of the insurance coverage provided herein within ten (10) days of the beginning of the school year or date of employment which shall include a clear description of conditions and limit of coverage.

ARTICLE 8: Sick Leave

A. Accumulation Benefits

1. Sick leave shall be granted with full pay to all bargaining unit employees for medically related disabilities.
2. Employees shall be granted days of leave according to the following schedule as of the first work day of the school year:

1. 1st year of employment .....10 days
2. 2nd year of employment ..... 11 days
3. 3rd year of employment ..... 12 days
4. 4th year of employment ..... 13 days
5. 5th year of employment ..... 14 days
6. Each subsequent year of employment after the 5th year is 15 days

B. Use of Sick Leave

Five days of an employee's sick leave may be used to take care of immediate family members, i.e. family members of the household.

C. Unused Days

Unused sick days shall be cumulative to a maximum of 120 days. If no sick leave is used during the school year by any certified staff member, that staff member will receive $200 in the June paycheck.

D. Notification of Accumulation

Employees shall be given a copy of written accounting of accumulated sick leave days no later than October 1 of each school year. Failure to contest the accounting within ten (10) days after receipt constitutes a waiver of further protest by an employee.

E. Part-time Proration

Sick leave will be prorated for part-time employees.

ARTICLE 9: Leaves of Absence

A. Personal Leave

Two (2) days with full pay may be granted to all bargaining unit employees during the school year. All requests for personal leave must be filed with the building principal's office one week (7 days) prior to the day of leave requested. Such request must be in writing on a Personal Day Request form located in the Superintendent's office. Requests will be addressed on a first come basis. In the event of an emergency, said request and approval may be made by telephone. A written record shall be provided to the Superintendent. The Superintendent may approve or deny personal leave at his/her discretion and shall provide a written reason for any personal leave denied.

B. Association Leave

Two (2) days for each representative shall be provided the Association to send up to two (2) representatives to the Annual ISEA Delegate Assembly. The Association shall notify the Superintendent of the date of that meeting on or about September 1 of each school year. Such leave shall be with full pay.

C. Jury and Legal

Any employee called for jury duty or who is subpoenaed to appear in a judicial or administrative proceeding other than as a witness testifying against the A-H-S-T Community School District in a fact finding interest arbitration or in a grievance arbitration or a teacher termination hearing shall be provided such time. Any fees or remuneration the employee receives during such leave shall be turned over to the A-H-S-T Community School system.

D. Professional

Professional leave to attend professional meetings may be granted to an individual teacher when such leave is approved by the school administration.

E. Bereavement

1. Ten (10) days shall be granted for death of the following immediate family: spouse, child, or stepchild. Five (5) days shall be granted for other immediate family members. These members include: parents, brother, sister, or parent-in-law, grandparent.
2. All other funeral leave shall be granted for attendance only at the funeral, and upon prior approval of the administration.
3. Any extension of funeral leave may be granted upon the approval of the administration. It will be deducted from the employee's personal leave if the employee has personal leave available.
4. Serious illness leave is to be arranged between the employee and the Superintendent and it is at the discretion of the Superintendent.

F. Good Cause

Other temporary leaves of absence with pay may be granted in writing by the Superintendent for good reason. Good cause leave is not grievable.

ARTICLE 10: Extended Leaves of Absence

A. Parental

All employees shall be eligible for unpaid parental leave subject to the following conditions:

1. **Notifications.** The employee shall notify the Board as soon as the employee foresees any necessity to alter employment commitments as a result of parental leave.
2. **Return Rights.** Upon returning to employment, the employee shall assume all previous rights and privileges.
3. **Benefits.** The employee shall have the opportunity to continue all fringe benefits at the employee's own expense.
4. **Pay.** An employee shall be entitled to all raises and increments upon return.
5. **Adoption.** In cases of adoption of a child, these policies shall apply.
6. **Duration.** Parental leaves shall be limited to a maximum of 90 workdays.

B. Military

Leaves of absence for periods of active state or federal military service will be granted as required by state or federal law.

C. Good Cause

Other extended leaves of absence without pay may be granted in writing by the Superintendent for good reason. Good cause leave is not grievable.

ARTICLE 11: Work Year

A. Contract Year
The contract year shall be 180 student contact days and five in-service days excluding holidays.

B. Holidays
All members of the bargaining unit shall be entitled to the following holidays:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Years Day
5. Memorial Day
6. Good Friday
7. Monday following Easter

ARTICLE 12: Hours of Work

A. Workday

The workday shall be 8:00 a.m. to 4:00 p.m. except on Fridays and days preceding holidays and vacation periods when the workday shall end 15 minutes after the close of the student's day, or after the buses have departed, whichever comes first.

B. Prep Time

Each full time employee shall have a prep period scheduled each day during working hours, with half time employees prorated.

F. Professional Duties

Teachers recognize that there are certain duties that are part of their professional responsibilities as teachers and may necessarily need to be handled outside the normal workday. Examples of these duties are:

1. Open House – not to exceed 2 a year.
2. Parent-Teacher Conference Days – not to exceed 2 a year and in the event an entire day is devoted to Parent-Teacher Conferences, an 8 hour workday will be observed.
3. Special Education staffings and conferences; Parent conferences called on an "as needed" basis.
4. Administrator called meetings.
5. Extra-curricular duties per Article 12, Section E.
6. Supplemental paid for contracted duties per Schedule B.

G. Lunch Duty

A rotating lunch duty will be used in each building using all certified staff.

E. Extra-curricular Duties

Each teacher may be assigned a maximum of one extra duty during the course of a year without compensation. This would include, but not limited to music events, sporting events, plays, etc. A master list will be kept by the Principals with duties assigned at the beginning of the year. The teacher assigned the duty will be responsible to fulfill that obligation by performing the duty or arranging for another teacher/employee to perform the duty.

ARTICLE 13: Assignment of Employees

Each employee shall be given a written notice of his/her tentative class and/or subject assignments and tentative room assignments for the forthcoming year no later than June 1 or as soon as practicable. Such notification is not an absolute guarantee of assignment. Adjustments may be made based upon the needs of the District in the event of an emergency, a late resignation, and the District's inability to fill a particular teaching position.

ARTICLE 14: Evaluation Procedure

A. Within four (4) weeks after the beginning of each school year, the administrative staff shall acquaint employees with the evaluation instrument and procedures to be used.

B. The performance of employees in their first and second years of employment shall include formal and informal observations each semester and a summative evaluation shall be completed annually. Beyond their second year of service, as part of the performance review process, employees shall be formally observed and evaluated as per Iowa law.

C. The written evaluation will be given to the employee.
   1. The evaluation of the employee will be followed by a personal conference between the employee and the evaluator within ten (10) working days of the formal observation.
   2. The employee shall sign the evaluator's copy acknowledging receipt of the employee's copy. Such signature will not necessarily mean agreement with the evaluation.
   3. The employee shall have the right to disagree with the evaluation and to submit a written explanation to the evaluator within five (5) working days of the evaluation conference for inclusion in his/her evaluation file.
   4. All evaluations shall be kept confidential and placed in the district's personnel file.

D. No written comments shall be placed into the employee's file until the subject matter has been discussed with the employee. A copy of the written comments will be supplied to the employee, who shall have the right to respond as is provided in Section C.

E. An employee shall have the right to review and copy their personnel file.

ARTICLE 15: Seniority Determination

Seniority shall be computed from the most recent date of hire (date of individual contract signing from the AvoHa and Shelby-Tennant Districts). Employees working half-time or greater in any year receive a full year of seniority. Employees working less than half time in any year receive half year seniority. If two (2) or more employees have the same seniority date, the relative order of seniority among them for purposes of the Agreement shall be determined by drawing lots.

ARTICLE 16: Staff Reduction/Realignment

A. Procedures

When the Board determines a reduction/realignment of staff is necessary, staff will be reduced by classification in Paragraph B and the following procedure shall be followed:

1) The Board shall attempt to accomplish reduction through natural attrition within the classification where reduction is being made.
2) In the event the Board determines a reduction/realignment in staff cannot be adequately accomplished through attrition, the following criteria shall be used:
   a) breadth and depth of certification, endorsements, approvals, and educational preparation

b) total teaching experience within the classification being reduced
c) program continuity
d) relative skill and ability
e) Each of these four items is to be considered equally. When the factors are equal, the employee within the classification being reduced made with the least seniority shall be reduced first.

3) None of the foregoing provisions shall prevent the retention or exclusion of an individual employee who is necessary to maintain an existing program, including extra-curricular.

B. Classifications

Reduction shall be made within the following classifications:

1. Regular classroom teachers grades PK-3 including Chapter 1 teachers.
2. Regular classroom teachers grades 4-8 including Chapter 1 teachers.
3. Regular classroom teachers grades 9-12 by subject area.
4. Counselors K-12
5. TAG K-12
6. Instrumental music K-12
7. Vocal music K-12
8. Art K-12
9. P.E. K-12
10. Special Education

C. Recall Provisions

1. **Recall Rights.** Any employee reduced pursuant to this article shall have the right to any available position, in which they have a major area of certification, or may become certified for, a period of one (1) year from the effective date of reduction, or are certified with an endorsement or minor if no major can be hired, provided he/she holds appropriate certifications and endorsements for all elements of the existing vacancy including any extra-curricular position(s) the Board determines that it needs to fill concurrently. The District retains the right to define or redefine positions. Employees shall be recalled in reverse order of reduction.
2. **Notification.** The administration shall notify the Association of staff reduction at the time notices of recommendation to reduce are given to employees, no later than April 30. Written notices shall be provided for each teacher including the reasons for the reduction. The administration shall keep on file the current list of those employees eligible for recall and shall furnish said list to the Association annually.
3. Superintendent or his designee shall be informed in writing by the affected employee of his/her interest in recall within five (5) days of the effective date of reduction. The employee shall keep the superintendent or designee informed of the employee's current address and phone number and shall inform the superintendent or his designee if he/she is no longer interested in recall.
4. Notice of recall to available positions shall be sent by certified mail, return receipt requested. The Association shall be informed of employees sent letter of recall. An employee who is sent a notice of recall shall accept or reject the recall within ten (10) calendar days from the time notice is sent. The employee's response must be in writing directed to the Superintendent and must be received within the above-mentioned time limits. Failure to timely respond shall be deemed a rejection of

recall. If an employee once rejects recall, the employee shall be ineligible for any further recall rights.

5. Any employee recalled pursuant to these provisions shall have restored to him/her any fringe benefits and salary schedule placement accrued at the time of reduction.

ARTICLE 17: Transfer Procedures

A. Voluntary Transfers

1) **Definition.** The voluntary change or movement of an employee to a different attendance center.
2) **Notification.** Teacher vacancies will be posted in the faculty workroom at every attendance center when they occur and updated approximately every two weeks until the close of school.
3) **Procedure.**
   a) Teachers desiring to transfer are to contact the administrator at the attendance center where the position exists to obtain additional information regarding the vacancy.
   b) They must submit a written request to their building principal, with a copy to the superintendent stating the grade and/or subject in the building to which they desire to transfer.
   c) Requests for transfer for the following year shall be submitted not later than five (5) days after posting.
   d) The administration shall give written notice containing a reason or reasons for denial of transfer to the person requesting it within five (5) days after the decision has been made.

B. Summer Vacancies

Employees wishing to be kept informed during the summer months of specific vacancies within the district for which they are qualified shall keep on file in the District Personnel Office a written request to be notified of those vacancies. The request must include a summer address. The district will notify those employees requesting information about specific vacancies by mail during the period June 1 to July 15. The employee must submit in writing a request to be considered for the vacancy within ten (10) days from the date of mailing.

C. Involuntary Transfer

1) **Definition** The involuntary change or movement of an employee to a different attendance center.
2) **Procedure**
   a) Notice of an involuntary transfer shall be given in writing to the employee.
   b) A personal conference will be held by the superintendent of superintendent's representative with the employee to be transferred.
   c) After the conference, the reason or reasons for the transfer of the employee shall be given to the employee in writing.

D. Seniority After Transfer

When an employee is transferred to a different position, any seniority accrued in the previous position shall be added to the seniority accrued in the new position.

ARTICLE 18: Compliance and Duration

A. Compliance Between Individual Contracts and Comprehensive Agreement

Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this agreement.

B. Separability

If any of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law by a court or agency or competent jurisdiction, then such item and only such item or application shall not be deemed valid and subsisting. All other items or applications shall continue in full force and effect.

C. Printing Agreement

Each party shall receive one signed copy of this contract.

D. Notices

Whenever any notice is required to be given by either of the parties to this Agreement to the other, either party shall do so by letter at the following designated addresses or at such other address as may be designated by a party in written notification to the other party.

1. If by Association: to A-H-S-T Community Schools.
2. If by Board: to Association at A-H-S-T Community Schools.

E. Duration

This agreement shall be effective as of July 1, 2005 and shall continue in effect until June 30, 2007. For the 2006-07 contract year, all language items are closed. Salary and insurance remain open.

F. Signature Clause

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 12th day of April, 2005.

A-H-S-T Teachers

By Andrea Danker

Andrea Danker, Its President

A-H-S-T Community School

By John Pattee

John Pattee, Its President

SCHEDULE 1

GRIEVANCE REPORT

#_____

_____
Date Filed

_____School District

_____Building

Distribution of Forms

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

_____
Name of Aggrieved Person

****

Level II

Principal or Immediate Supervisor

A. Date Violation Occurred _____

B. Section(s) of Contract or Policy Violated _____

_____

C. Statement of grievance _____

_____

D. Relief sought _____

_____

_____ _____
Signature Date

E. Disposition by Principal or Immediate Supervisor _____

_____

_____ _____
Signature of Principal Date
or Immediate Supervisor

* If additional space is needed, attach additional sheets

LEVEL III

A. _____ _____

Signature of Aggrieved Person Date Received by Superintendent

B. Disposition by Superintendent or Designee _____

_____

_____

_____ _____

Signature of Superintendent or Designee Date

****

LEVEL IV

A. _____ _____

Signature of Aggrieved Person Signature of Assoc. President

B. _____ _____

Date Submitted to Arbitration Date Received by Arbitrator

C. Disposition and Award of arbitrator _____

_____

_____

_____ _____

Signature of Arbitrator Date

*if additional space is needed attach additional sheets

SCHEDULE 2

Dues Deduction Authorization Form

For Employer use only.
Do not fill out.

_____
Employee No.

_____ _____
Date started Amount

Changes

_____ _____
Date Amount

_____ _____
Date Amount

Authorization for Payroll
Deduction for Education
Association Dues

_____
First Name, Initial, Last Name

I hereby request and authorize the
Board of Education of:

_____

as my remitting agent, to deduct
from my earnings each month until
this authorization is changed or revoked
as provided herein, a sufficient amount
to provide for the monthly payment of
the prevailing rate or dues which amount
is to be remitted each month for me and
on my behalf to the treasurer of:

_____
Name of Local Association
(Affiliate of the UniServ Unit,
ISEA, NEA)

It is understood that this authorization shall begin on the first payroll period following this date and shall continue through June from the date hereof, and shall thereafter continue for successive periods of one year unless revoked in writing by a thirty (30) day notice to my employer and to said organization.

Date _____

Signature_____

Social Security No._____

SCHEDULE 3

GRADUATE HOURS REQUEST FORM

I am intending to complete course work at

_____ during the
College or University

_____. The hours completed
School Term

will be applied toward advancement on the school district's salary schedule.

_____ _____
Date Teacher's Signature

Course(s)	Hours	Approved	Disapproved*

If disapproved:

_____

_____

_____

_____ _____
Date Superintendent's Signature

2005 – 2006 SCHEDULE A

BASE $ 27,000	HORIZONTAL variable		VERTICAL $ 645		
STEPS	BA	BA +12	BA +24	MA	MA +12
0	$ 27,000	$ 27,700	$ 28,500	$ 29,500	$ 30,300
1	$ 27,645	$ 28,345	$ 29,145	$ 30,145	$ 30,945
2	$ 28,290	$ 28,990	$ 29,790	$ 30,790	$ 31,590
3	$ 28,935	$ 29,635	$ 30,435	$ 31,435	$ 32,235
4	$ 29,580	$ 30,280	$ 31,080	$ 32,080	$ 32,880
5	$ 30,225	$ 30,925	$ 31,725	$ 32,725	$ 33,525
6	$ 30,870	$ 31,570	$ 32,370	$ 33,370	$ 34,170
7	$ 31,515	$ 32,215	$ 33,015	$ 34,015	$ 34,815
8	$ 32,160	$ 32,860	$ 33,660	$ 34,660	$ 35,460
9	$ 32,805	$ 33,505	$ 34,305	$ 35,305	$ 36,105
10	$ 33,450	$ 34,150	$ 34,950	$ 35,950	$ 36,750
11	$ 34,095	$ 34,795	$ 35,595	$ 36,595	$ 37,395
12	$ 34,740	$ 35,440	$ 36,240	$ 37,240	$ 38,040
13	$ 35,385	$ 36,085	$ 36,885	$ 37,885	$ 38,685
14	$ 36,030	$ 36,730	$ 37,530	$ 38,530	$ 39,330
15		$ 37,375	$ 38,175	$ 39,175	$ 39,975
16		$ 38,020	$ 38,820	$ 39,820	$ 40,620
17		$ 38,665	$ 39,465	$ 40,465	$ 41,265
18		$ 39,310	$ 40,110	$ 41,110	$ 41,910
19		$ 39,955	$ 40,755	$ 41,755	$ 42,555
20		$ 40,600	$ 41,400	$ 42,400	$ 43,200
21		$ 41,245	$ 42,045	$ 43,045	$ 43,845
22		$ 41,890	$ 42,690	$ 43,690	$ 44,490
23		$ 42,535	$ 43,335	$ 44,335	$ 45,135

2005 – 2006 SCHEDULE B

SCHEDULE B BASE $ 27,000

DUTY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Head Coach	10.00%	11.00%	12.00%	13.00%	14.00%
FB, BB, & Wr	$ 2,700	$ 2,970	$ 3,240	$ 3,510	$ 3,780
Head Coach	9.00%	10.00%	11.00%	12.00%	13.00%
Baseball, SB, CC, VB, & Tr	$ 2,430	$ 2,700	$ 2,970	$ 3,240	$ 3,510
Assistant High School	6.00%	7.00%	8.00%	9.00%	10.00%
& Golf	$ 1,620	$ 1,890	$ 2,160	$ 2,430	$ 2,700
Yearbook	4.00%	5.00%	6.00%	7.00%	8.00%
	$ 1,080	$ 1,350	$ 1,620	$ 1,890	$ 2,160
Head JH, JH A.D.	3.00%	4.00%	5.00%	6.00%	7.00%
Band, Vocal, Cheerleading	$ 810	$ 1,080	$ 1,350	$ 1,620	$ 1,890
Jazz/Show Choir	2.00%	3.00%	4.00%	5.00%	6.00%
Speech, Jr. Class Play	$ 540	$ 810	$ 1,080	$ 1,350	$ 1,620
JH Asst., Play, Paper					
National Honor Society	1.00%	2.00%	3.00%	4.00%	5.00%
Vi-teens	$ 270	$ 540	$ 810	$ 1,080	$ 1,350

Class Sponsor 9, 10,	$ 50	Chaperone, 12	$ 250
Drill Team	$ 500		