Mt. Pleasant CSD Mt. Pleasant EA 7/1/2006 6/30/2007

MT. PLEASANT CSD / EA 06-07

AGREEMENT

BETWEEN THE
BOARD OF EDUCATION
AND THE
MT. PLEASANT EDUCATION ASSOCIATION

JULY 1, 2006 – JUNE 30, 2007

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PREAMBLE

The Board of Directors of the Mt. Pleasant Community School District and the Mt. Pleasant Education Association recognize that it is the responsibility of the public school system to provide an educational program of high quality for children and youth of the district. The Board of Directors and the Mt. Pleasant Education Association further recognize that attainment of this goal is a joint responsibility of the Board of Directors, the administrative and supervisory staff, professional teaching personnel, the support service staff, the parents of students, and the community at large.

Whereas, the parties have agreed to bargain in good faith and have reached certain understandings which they desire to confirm in this agreement, it is agreed as follows:

ARTICLE ONE
RECOGNITION

The Board of Directors of the Mt. Pleasant Community School District, hereinafter referred to as the "Board", recognizes the Mt. Pleasant Education Association, hereinafter referred to as the "Association", as the certified exclusive sole collective bargaining representative for District employees included in the stipulated bargaining unit approved by the Public Employment Relations Board (Case No. 82), September 24, 1975, **TO WIT:**

Included:
Classroom teachers, librarians, guidance counselors, school nurses, music instructors (vocal & instrumental), part-time teachers under contract, special or remedial teachers, department heads.

Excluded:
Superintendent, principals, administrators, non-certified employees, substitute teachers, and all others excluded by Section 4 of Chapter 20, Code of Iowa.

ARTICLE TWO
PUBLIC EMPLOYER RIGHTS

It is expressly understood and agreed that all functions, rights, powers or authority granted to or inhering in the administration of the school district by law are retained by the Board. Provided that none of the clauses in this agreement in any way abrogate or diminish the above-mentioned rights and authority of the Board, the Board shall not exercise its rights so as to violate any of the specific provisions of this agreement.

ARTICLE THREE
PUBLIC EMPLOYEE RIGHTS

A. Statutory Savings Clause
Nothing contained herein shall be construed to deny or restrict to any employee such rights as the employee may have under Federal or Iowa School Laws or other applicable laws and regulations of any federal or state agency. The rights granted to employees hereunder shall be deemed to be in addition to such laws and regulations.

B. Use of Facilities
The employee shall have the right to make use of school buildings and facilities at reasonable times and upon approval for meetings. Every building should have access to a private telephone line. The telephone should be located in an isolated area for use by teachers. The president of the Association shall, upon request, have a separate private telephone line in the President's room at the Association's expense. Facilities as they exist satisfy this article.

C. Communications
The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards at least one of which shall be provided in each school

building in areas designated for employee use, such as teachers' lounges and workrooms. The Association may use the employee mailboxes for communications to employees.

D. Access to Members

Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at reasonable times when the teachers are not actively involved with students. Teachers shall not be permitted to leave the building except at reasonable times and with permission of the principal which permission shall not be unreasonably withheld.

E. Keys

All employees shall be given keys to lounge, work area and upon request and subject to reasonable regulation, shall be provided a key or other means of access to the outside door in their area of the building.

F. Access to Information

The Association shall be furnished, on request, regularly and routinely prepared information concerning the financial condition of the District including financial reports and adopted budget. In addition, the Board and administration will grant reasonable requests for other readily available and pertinent information which may be relevant to bargaining and/or the processing of grievances. Nothing herein shall require the administrative staff to research and assemble information.

G. Part Time Employees

Salary and benefits for employees working less than full time will be pro-rated according to the amount of time worked.

ARTICLE FOUR
EMPLOYEE HOURS

A. Workday

The workday shall be eight (8) hours, which may be flexible at the discretion of the building principal, during which time the employees shall be in the classroom except during lunch periods or other time provided for C (1) or when any duty shall require the leaving of the classroom. On days preceding holidays, Fridays and if weather conditions cause the early release of school, the teacher shall be free to leave the building five (5) minutes after the last buses leave. Teachers in outlying schools shall be free to leave after the first regular bus leaves. Teachers shall be permitted to leave the building after 3:30 with permission of the principal which permission shall not be unreasonably withheld.

B. Extra Duties

Employees shall perform other duties outside the normal workday as assigned by the employer which other duties shall be restricted to: parent conferences with reasonable notice, building and grade level meetings with reasonable notice, meetings of the elected committees, coaching assignments, assignments shown on Schedule D, extra-curricular assignments shown in paragraph G of Wage and Salary Article, open house, department meetings, curriculum development meetings and other meetings mutually agreed upon by the parties involved.

C. Lunch Periods

1. Middle School and High School

Duty free lunch period will be granted for a time period equivalent to a student lunch period of time. If such time is less than 50 minutes, the difference between the lunch time and 50 minutes will be available otherwise as duty free at the end of the day.

2. Elementary

Duty free lunch period will be granted for 45 consecutive minutes. If such time is less than 45 minutes, the difference between lunch time and 45 minutes will be available otherwise as duty free at the end of the day.

The principal shall have the right to prescribe reasonable duties during said lunch periods if necessary.

D. Preparation Time

Classroom employees shall in addition to their lunch period have the following daily preparation time:

1. Elementary school - 30 minutes
   200 minutes in a 5 day teaching week
2. Middle School - preparation time shall be equivalent to a class period.
3. Senior High - preparation time shall be equivalent to a class period. No other duties shall be assigned during said periods of time unless in the discretion of the principal the same is necessary for emergency reasons.

E. In-service Days

Exactly one (1) say each semester and one to the three (3) pre-school workshop days shall be designated an in-service day and shall be allotted for teacher to work solely in the classroom exclusive of conferences. These work days and those days shall be part of the seven (7) in-service workdays. Part-time employees shall be required to attend an equivalent percentage of in-service days to the nearest half-day and those days shall be designated by the employer.

ARTICLE FIVE
VACATIONS

A. Vacations

1. Labor Day Vacation

   Labor Day Vacation shall be the Friday before Labor Day and Labor Day.
2. Thanksgiving Vacation

   Thanksgiving Vacation shall be from the Wednesday before Thanksgiving Day through the Friday after Thanksgiving Day.
3. Christmas Vacation

   December 22, 2006 through January 2, 2007
4. Winter Vacation

   February 19, 2007
5. Easter Vacation

   April 6 thru April 9, 2007

B. Changes

No changes of vacation dates will be put into effect unless agreed to by the Board and the Association.

C. Early vacation dismissals shall be placed on the school calendar.

D. Make-Up Days

The order in which make-up days will be used will be printed on the school calendar. Make-up days will be used in the following order: February 19, 2007; June 1, 2007; June 4, 2007. Employees may use personal leave days on vacation days that become instructional days due to the make-up schedule.

ARTICLE SIX
TEMPORARY LEAVES OF ABSENCE

A. Paid Leave

As of the beginning of the school year, employee shall be entitled to the following temporary, accumulative and non-accumulative leaves of absence each school year with full pay:

0. Personal

Each employee shall be credited with one day per semester accumulative to four days to be used for the employee's personal business. Such personal leave will not be allowed for the first or last five student days at the beginning or end of the school year or one day before or after vacation period except in cases of emergency and with prior approval of the principal. No more than four (4) requests will be honored on a given day the last ten (10) working days of the first (1) semester and the ten (10) working days prior to the last five (5) student days of the year, except in the case of emergencies approved by the principal. Preference will be given in order of request with seniority prevailing in case of requests submitted on the same day. Part-time employee's personal leave time will be pro-rated based on hours of employment.

0. Jury

Any employee called for jury duty during school hours shall be provided such time. The amount of any fees or remuneration received by the employee during such time shall be deducted from the next paycheck of the employee.

3. Notice

The employee planning to use a personal leave day shall notify the employee's Principal at least three calendar days in advance except in cases of emergency.

4. Bereavement

In the case of a death in the immediate family of an employee (immediate family shall be defined as mother-in-law, father-in-law, stepparent, stepparent-in-law, stepchild, brother, brother-in-law, sister, sister-in-law, grandparents, grandchildren, grandparents-in-law, son-in-law and daughter-in-law, foster parents), allowance of up to three (3) school days will be provided. In the case of death of a spouse, child, mother, father or any members of the immediate household, an allowance of up to five (5) days will be provided. Requests for such leave shall be made to the principal for approval of the number of days required for such leave. Additional time may be granted at the discretion of the employer. In the event of the death of an employee or student in the Mt. Pleasant Community Schools, the principal or immediate supervisor of said employee may grant to an appropriate number of employees sufficient time to attend the funeral.

5. Witness
Any employee called to testify in a fact finding or arbitration hearing in the School District shall be excused for such required time as requested by the fact finder or arbitrator.

6. Professional
Professional leave to attend conferences, workshops or seminars may be granted at the discretion of the Superintendent upon recommendation of the Principal. Written request for such leave shall be made in writing by the employee to the Principal at least one week in advance of the requested leave.

7. Association
Up to seven (7) workdays shall be available for representatives of the Association collectively to attend conferences, conventions, or other activities of the local, state and national affiliated organizations. Three additional days shall be available provided, however, the association shall pay for the substitute teacher for those three days. Notification for these leave days shall be made in writing in the Superintendent's office one week in advance of the leave date.

ARTICLE SEVEN
EXTENDED LEAVES OF ABSENCES

A. Maternity
All female employees shall be eligible for maternity leaves subject to the following conditions:

1. Notification
The employee shall notify the employer within fifteen (15) days when the employment commitments due to pregnancy will be altered. Employee shall notify the building principal ten (10) days in advance of employee's intended return date. If difference of opinion exists regarding ability to continue or resume duties, such shall be resolved by written statement from the employee's attending physician: such statement, if requested, shall be at the expense of the Board.

A teacher on an extended leave without pay must notify their building principal by March 1, if they intend to return the following year.

2. Return Rights
The employee shall return to previously assigned full-time duties upon sufficient statement from the attending physician certifying fitness to resume such duties. Upon returning to employment, the employee shall assume all previous rights and privileges. An employee shall be entitled to all raises and increments upon return if the employee serves at least one-half (90 days) of the school year.

3. Sick Leave Use
Sick leave may be used by the employee only in such amount of accumulated sick leave and not to extend beyond such time as the employee's physician deems the employee fit to return to the assigned duties of employment.

4. Extension Without Pay
Extended leave without pay for the remainder of the school year may be granted on application of the employee and approval of the employer.

5. Adoption

In cases of adoption of a child, these policies shall apply where appropriate.

B. Education Leave

1. Purpose

Educational Leave without pay may be granted for the purpose of professional study subject to the approval of the Superintendent of Schools and the Board of Education. Educational Leave will be defined as college training, teaching overseas or Peace Corp service.

2. Eligibility

Certified personnel who have served for five consecutive years in the Mt. Pleasant Community Schools shall be eligible for application for Education Leave. All application approvals are conditional upon the hiring of a suitable replacement by June 1st. All teaching overseas and Peace Corps applications are conditional upon the hiring of a suitable replacement by May lst.

3. Application

Educational Leave application in a form prepared by the District must be submitted by February lst for the following school year. Teaching overseas and Peace Corps applications must be submitted by March lst. Timelines can be waived by mutual agreement of the parties.

4. Selection

All applications will be reviewed and evaluated by a committee composed of three (3) administrators selected by the Superintendent, and three (3) employees selected by the Association president. Recommendations will be presented for action by the Board at its regular March meeting. Those receiving a leave will be notified as soon as selections and eligibility requirements have been met.

5. Length of Leave

Leave shall be granted for not more than two school years.

6. Number Eligible

The maximum of three may be approved by the Board of Education assuming all other conditions are met.

7. Compensation

Certified personnel of the Mt. Pleasant Community Schools who are granted Education Leave will not receive pay during their absence. They may, however, participate in the school district group insurance program provided they pay for it themselves and subject to the approval of the insurance company.

8. Placement Upon Return

An employee who accepts an Education Leave shall be assured of a position upon return and such leave shall not be deemed an interruption of employment for seniority purposes, however, no credit for experience will be received for purpose of advancement on the salary schedule. All efforts will be made to place each person in the same or similar position held prior to going on Educational Leave. However, the Mt. Pleasant Community School District does not guarantee the same position held before taking leave.

9. Address

The employee shall provide the Superintendent with the employee's address for

purposes of contract offerings pursuant to the Iowa Code or any other purpose which requires correspondence.

C. Public Office Leave

If an employee takes leave pursuant to Senate File 190 of the 70th General Assembly of Iowa, such leave will be without pay during employee absence, however, the employee may participate in the school district group insurance program provided they pay for it themselves and it will be subject to the approval of the insurance company. The employee shall provide the Superintendent with the employee's address for purposes of contract offerings pursuant to Iowa Law and any other purpose which requires correspondence.

D. Association Office Leave

1. Purpose

   A leave of absence without pay of up to two (2) years shall be granted to any employee, upon application, for the purpose of serving in an Association Office.

2. Compensation

   Certified personnel of the Mt. Pleasant Community School District who are granted Association Office Leave will not receive pay during their absence. They may, however, participate in the school district group insurance program provided they pay for it themselves and subject to the approval of the insurance company.

3. Placement Upon Return

   An employee who accepts an Association Office Leave shall be assured of a position upon return and such leave shall not be deemed an interruption of employment for seniority purposes. However, no credit for experience will be received for purpose of advancement on the salary schedule. All efforts will be made to place each person in the same or similar position held prior to going on Association Office Leave. However, the Mt. Pleasant Community School District does not guarantee the same position held before taking leave.

4. Address

   The employee shall provide the Superintendent with the employee's address for purposes of contract offerings pursuant to the Iowa Code or any other purpose which requires correspondence.

ARTICLE EIGHT
SICK LEAVE

A. Accumulative Benefits

As of the 1976-77 school year, all employees shall be entitled to fifteen (15) sick leave days each school year and unused sick leave days shall be accumulated from year to year up to one hundred twenty-five (125) days. Eight of said days may be used for family sickness, defined as spouse, children, parents, foster parents, and foster children, which days shall be non-accumulative. Part-time employees's sick leave days will be pro-rated based on hours of employment.

B. Confirmation

In all sick leave requests the employee shall complete the absence report on Schedule C attached provided by the principal.

C. Extended Leave

An employee who is unable to work because of personal illness or disability, and who has

exhausted all sick leave available, may be granted a leave of absence without pay for the duration of such illness or disability, up to one year.

D. Continuation of Benefits

The Board may agree to continue all fringe benefits provided by this agreement in Articles 7 and 8 for the duration of said leave at the expense of the employee with agreement of the insurance company.

E. Severance Benefits

At the time of involuntary termination of employment, if it occurs before retirement at age 65, an employee with five (5) or more years of service to the Board and who shall have attained the age 55 or over shall receive an additional salary payment as follows:

1. The district shall compute the salary payment by determining one (1) percent of the employee's current base salary.
2. This base salary shall be multiplied times the number of years the employee has rendered to the school district not to exceed ten (10) years.
3. This total amount shall be in addition to the amount provided for salary in the contract for the final year of employment.

ARTICLE NINE
HEALTH AND SAFETY

Physical Examinations

1. New Employees

   Physical examination by a licensed physician of the employee's choice shall be provided within three (3) months of initial employment.

2. Forms

   Cost of the required examination shall be paid by the Board up to $70.00 for employees not enrolled in the district sponsored managed care health insurance plan. It shall be reimbursed to the employee upon receipt of the completed physical blank and receipt of payment.

B. Safety Provisions

1. Protective Devices

   Such special clothing, equipment and devices as may be needed by the employee to perform teaching duties in a save manner shall be provided to the employee without charge to the employee as required by O.S.H.A.

2. Unsafe and Hazardous Conditions

   Employees shall not be required to work under unsafe hazardous conditions or to perform tasks which would endanger their health and safety.

3. Reporting Assaults

   Employees shall report cases of assault suffered by them in connection with their employment to their Principal or other immediate supervisor and at the option of the employee to the police or other appropriate authority.

4. Bomb Threats

   In all cases where a school official is notified of a bomb threat, the effective building or buildings shall be closed by the Superintendent or the Superintendent's designee and all student's evacuated until such time as it can be reasonably ascertained by the Superintendent or the Superintendent designee that a thorough search has been

completed to reveal the presence or lack of presence of any such bomb and no employee shall be required to search for a bomb.

5. Suspension and Expulsion Regulations
Procedures for suspension and expulsion of pupils shall be distributed to the employees during the teacher in-service preschool workshop of each school year.

ARTICLE TEN
PAYROLL DEDUCTION

A. Dues Deduction

0. Authorization
Any employee who is a member of the Association, or has applied for membership, may sign and deliver to the Board an assignment authorizing payroll deduction of professional dues, Schedule B.

2. Regular Deduction)
Pursuant to a deduction authorization, the Board shall deduct one-eight (1/8) of total dues from the regular salary check of the employee each month for eight (8) months.

3. Pro-Rated Deduction
Employees who begin deduction after September shall have the total dues pro-rated in five paychecks or less 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.

5. Termination
If the employee's employment is terminated, said employee shall provide verification to the Board from the Association that dues are paid in full or that satisfactory arrangements have been made. Therefore, if the employee fails to provide verification to the Board, such failure shall be deemed authorization for the Board to deduct the unpaid balance of the dues from the employee's final salary settlement. The Board shall transmit to the treasurer of the Association the total monthly deduction for professional dues within ten (10) school days following each regular period, and a listing

B. Other Payroll Deductions
Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employees and make appropriate remittance for annuities or any other plans or programs jointly approved by the Association and the Board.

ARTICLE ELEVEN
TEACHER EVALUATION PROCEDURES

The teacher evaluation process includes three tiers:

A. Tiers

Tier I	Beginning Teacher
Tier II	Probationary Career Teacher and Career Teacher
Tier III	Intensive Assistance Cycle

Definitions

0. Comprehensive Evaluation shall mean a summative evaluation of a Tier I and a Probationary Career teacher conducted by an evaluation for the purposes of determining a teacher's competency relative to the Iowa teaching standards. For Tier I teachers, the Comprehensive Evaluation will also be used for recommendation for licensure.
0. Performance Review shall mean a summative evaluation of a teacher other than a Tier I or Probationary Career teacher used to determine the teacher's practice meets school district expectations and the Iowa teaching standards.
0. Tier I, Beginning Teacher shall mean an individual serving under an initial provisional license, issued by board of education examiners under carter 272 who is assuming a position as a teacher.
0. Probationary Career Teacher shall mean an individual who holds a valid practitioner's license but has served less than two years in the district.
0. Career Teacher means an individual who holds a valid practitioner's license and who has been employed in the district for more than two years.
0. Formal Observation shall mean that observation of a teacher's performance, which is used for the development of the Summative Evaluation.
0. Informal Observation shall mean the unannounced observation of a teacher's performance that results in a written informal report.
8. Teacher means an individual holding a practitioner's license issued under chapter 272, who is employed in holding a practitioner's license issued under chapter 272, who is employed in a non-administrative position as a teacher, librarian, or counselor.

TIER I, II, III NOTIFICATION

By September 30th of each school year, a member of the administrative staff shall acquaint employees with the evaluation procedures, criteria, and instruments. An employee starting work after the beginning of the school year shall be given such notification no later than one (1) week prior to the first formal evaluation.

TIER I
Beginning Teacher Evaluation

The purpose of the Tier I Cycle is to assist beginning teachers in becoming a contributing member of the Mt. Pleasant Community School District staff. Focused upon the first two years of

employment, it shall include the following components: mentoring, classroom observations, and evidence of meeting the Iowa Standards and Criteria for purposes of licensure.

Tier I
Classroom Observations

Tier I teachers will be formally observed by their principal at least three times at mutually agreed upon times, The first two formal observations will be conducted prior to 1 February of each

contract year. The third formal observation and summative report will be completed no later than 30 March of each contract year. These observations will focus upon the Iowa Teaching Standards and Criteria. Each observation will include a pre-conference and a feedback conference. The district will provide a form for the summative evaluation report.

Within one week the employee shall receive a copy of the evaluation, and shall within ten days from the date of the receipt of the observation evaluation, have a conference with the evaluator to discuss the summative evaluation (a copy will be provided to the employee). Deadlines may be extended if mutually agreed upon by both parties.

Tier II
Probationary Career Teacher

The purpose of Tier II is to extend and enrich the professional learning and growth of all teachers and significantly impact organization performance. Tier II teachers shall annually design the own professional growth plan. These process plans are formulated into a written document called a "Professional Learning Plan."

Tier II
Probationary Career Teacher - Classroom Observations

Tier II teachers will be formally observed by their principal at least once during the performance review cycle. The observation will occur at a mutually agreed upon time. The formal observation shall occur prior to 30 March. The observation will focus on the Iowa Teaching Standards and Criteria. The observation will include a pre-conference and a feedback conference. The district will provide a form for the summative evaluation report. Within one week the employee shall receive a copy of the evaluation, and shall within ten days from the date of the receipt of the observation evaluation, have a conference with the evaluator to discuss the summative evaluation (a copy will be provided to the employee). Deadlines may be extended if mutually agreed upon by both parties.

Tier II
Career Teacher

The purpose of Tier II is to extend and enrich the professional learning and growth of all teachers and significantly impact organization performance. Tier II teachers shall annually design their own professional growth plan. These process plans are formulated into a written document called a "Professional Learning Plan."

Tier II
Performance Review

At least once every three years, Tier II teacher's performance shall be evaluated by a building principal on each of the Iowa Teaching Standards and Criteria. Each standard will be rated as "meet standard" or does not meet standard. Each standard 's criteria will not be rated but will be

used as a reference point for gathering evidence to overall performance on each standard. Artifacts related to each teacher's annual performance learning plan would be used as documentation when completing the summative evaluation.

Tier II
Classroom Observation

Tier II teachers will be formally observed by their principal at least once during the performance review cycle. The observation will occur at a mutually agreed upon time. The formal observation shall occur prior to 30 March. The observation will focus on the Iowa Teaching Standards and Criteria. The observation will include a pre-conference and a feedback conference. The district will provide a form for the summative evaluation report. The observation will include a pre-conference and a feedback conference. The district will provide a form for the summative evaluation report. Within one week the employee shall receive a copy of the evaluation, and shall within ten days from the date of the receipt of the observation evaluation, have a conference with the evaluator to discuss the summative evaluation (a copy will be provided to the employee). Deadlines may be extended if mutually agreed upon by both parties

Tier III
Intensive Assistance Plan

The purpose of the Intensive Assistance is to provide a structured process for a Tier II teacher who needs additional assistance and support to maintain an acceptable level of performance, as identified in the Iowa Teaching Standards and Criteria. It is used when a teacher's future employment with the Mt. Pleasant Community Schools is being scrutinized and a potential termination of contract could result. The process is initiated in writing with all the requirement of due process met. It consists of two assistance levels: Awareness Phase and Assistant Phase.

0) Awareness Phase

In the awareness phase, the principal identifies a problem(s) relating to the Teaching Standards and Criteria (Standards 1-7) that is a characteristic of the teacher's performance rather than an anomaly. The principal shall contact the teacher in writing, make him/her aware of the problem, collaboratively develop and implement a plan to resolve the problem, and schedule a time (not to exceed three (3) school moths) to discuss resolution. While the teacher and the principal attempt to resolve the problem, the teacher remains in Tier II. At the conclusion of the agreed upon timeframe, the principal will review the progress and will make one of the following recommendations:

- The problem is resolved and the teacher is removed from the awareness phase and continues to work within Tire II.

- In the event the problem is not resolved, the teacher is notified in writing and placed into the assistance phase. Place in the assistance phase would suspend the Professional Learning Plan in Tier II.

2)Assistance Phase

After the final meeting of the Awareness Phase, a letter will be sent to the teacher to formally notify him/her of placement in the Assistance Phase. A copy is forwarded to the Superintendent's office and is placed in the personnel file. The teacher shall be notified of their right to request assistance from their local education association. The superintendent or his/her designee will then organize an evaluation team (consisting of two (2) or more new administrative evaluators) to observe and work with the teacher. Team members must have successfully completed the state-mandated requirements for evaluator approval. A conference shall be held between the teacher and the Evaluation Team to develop an Assistance Plan that must include a specific statement of problem(s) related to one or more of the Iowa Teaching Standards (Standards 1-7) as well as specific growth promoting goals that are measurable, action-oriented, and time-bound. After the conclusion of the agreed upon timeframe, the Evaluation Team will review the progress and will make one of the following recommendations:

- The problem is resolved and the teacher is removed from the Intensive Assistance Plan.
- Progress is noted, the timeline is extended but may not exceed nine (9) school months and work continues in the assistance phase.
- The problem is not resolved, progress is not noted. Action shall be taken by the district to move towards a recommendation for non-renewal of contract.

Nothing in this section precludes the District from initiating termination procedures at any time under Chapter 279 of Iowa Code for just cause.

Tier I, II, and III

Observation of work performance of a teacher shall be conducted openly. A copy of the Post-Observation Reflection Form shall be given to the principal within 5 working days of the observation. A conference shall be held between the principal and the teacher within ten days of the observation. This time may be extended by mutual agreement. The teacher shall sign the evaluator's copy acknowledging receipt of the teacher's copy. The teacher's signature on the evaluator's copy acknowledging receipt of the teacher's copy. The teacher's signature on the evaluation form shall be understood to indicate his or her awareness of the material but in no instance shall said signature be interpreted to mean agreement with content of the material.

The teacher shall have the right to submit a written response regarding any aspect of the evaluation. The written response shall be made on the form provided by the District and shall be submitted with two (2) working days of the conference. Any material including written complaints used for evaluation purposes shall not be placed in the teacher's personnel file without the employee's knowledge.

Within one week the employee shall receive a copy of the evaluation, and shall within ten days from the date of the receipt of the observation evaluation, have a conference with the evaluator to discuss the summative evaluation (a copy will be provided to the employee). Deadlines may be extended if mutually agreed upon by both parties.

B.. Evaluation Instrument

1. **Grievability**
   Failure of the employee to follow the evaluation methods and procedures shall be subject to the grievance procedure. The substance of an evaluation may be challenged in the grievance procedure if arbitrary or capricious or if it used as a basis to deny an employee any salary or as used as a basis to alter an employee's status with the employer. Failure to file a grievance challenging any evaluation prior to its affect upon an employee shall not be
2. **Evaluation Grievants**
   Only non-probationary teachers and evaluations that have been checked does not meet standard or teachers who are recommended for termination are recommended termination will be subject to the previous grievability procedures.

C. **Personnel File Review**
Each employee shall have the right at any reasonable time to review the contents of any personnel file concerning the employee. The representative of the Association , at the employee's request , may accompany the employee in this review.

D. **Personnel File Reproduction**
The employee shall have a right to reproduction of the contents of the employee's file on request at the employee's cost which reproduction shall be done by the employer's premises.

E. **Additional Conference**
Within two (2) weeks from the conference referred to in paragraph 3 above, the teacher may request a conference with the principal, curriculum director, superintendent, and up to three representatives of the M.P.E.A.. If the teacher does not agree with the evaluator's written evaluation.

F. The above evaluation procedures shall not apply to Schedule D and E Assignments.

ARTICLE TWELVE
TRANSFER PRECEDURES

A. Definition
The movement of an employee to a different assignment or building shall be considered a transfer.

B. Voluntary Transfer Procedures
Any teacher may apply for voluntary transfer to another building. Such application shall be in writing to the employer.

C. Voluntary Transfer Criteria

1. needs and best interest of the district as determined by the administration
2. certification, endorsement and approval
3. performance evaluation over the past three years
4. academic qualification in field or grade level for which the transfer is being requested

5. classroom teaching experience at grade level and/or in subject area
6. If all the above criteria is equal, length of service in the district will be the determining factor.

D. Notification of Vacancies

The Superintendent shall post in all school buildings a list of vacancies other than new positions which occur during the school year and for the following year within ten (10) schools days after receipt of knowledge of such vacancy. Application for transfer to fill such vacancy shall be made within ten (10) days of the posting. During the summer months notification of vacancies shall be posted in the superintendent's office.

E. Involuntary Transfers

1. Procedure

Involuntary transfer may result from the modification, reduction or elimination of a program.

Positions will first be available on a voluntary basis and be based on certification, academic preparation, then seniority. If a position cannot be filled voluntarily the following procedure will be used:

Step 1) certification and academic preparation

Step 2) the least senior teacher will be transferred.

2. Notice

Notice of involuntary transfer or reassignment shall be given in writing to the employee before June 1st of the preceding school year when the transfer is to be effective. If said notice is after June 1st, the employee may use the voluntary transfer procedure outlined above within ten (10) school days.

3. Meeting

Upon request filed within five (5) days after receipt of said notice, the employee and at the option of the employees, the Association Representative shall be entitled to have a conference to discuss the transfer with the Principal or Superintendent initiating the transfer.

F. The assignment or transfer of an employee is a responsibility of the employer or its designee. In the case of involuntary transfer, they shall not be made for arbitrary of capricious reasons.

ARTICLE THIRTEEN
STAFF REDUCTION PROCEDURES

A. Coverage

All employees under this Agreement.

B. Termination

When one or more employees are to be terminated due to staff reduction, those employees with emergency or temporary certification shall be terminated first. Non-degree teachers shall be terminated next and fully certified employees shall be terminated next in reverse order of seniority. In those situations where seniority cannot be so determined by date of contract, decision shall be made by the employer or its designee.

C. Notification

The Administration shall provide written notice to each employee to be terminated by the reduction before April 1st of the preceding school year for which the reductions in staff is to be effective.

D. Benefits

Staff members affected by staff reduction shall be given priority as substitute teachers.

E. Recall

Any employee terminated by this reduction procedure shall have recall rights for two years from effective date of termination to any position for which the employee is or may be state certified and qualified according to standards equivalent to North Central qualifications and shall be recalled in inverse order of termination. The Board shall annually, before March 31, notify such persons of all vacancies.

F. Resignation and Termination

Any employee who resigns upon request for reasons of staff reduction or realignment, or is terminated by staff reduction, shall be accorded the recall rights provided by this agreement unless specifically waived in writing.

G. Seniority

1. Seniority will be computed from the date the employee signs the contract and will begin to accrue as of that date. Seniority will continue to accrue during all paid leaves of absence. Unpaid leaves of absence shall not be deemed an interruption of employment for seniority purposes.

0. On or before November 1 of each school year, the Superintendent will post in each building and provide the Association with a single list showing the seniority of each employee, their areas of certification and endorsements. To be eligible for a secondary position, an employee must meet NCA teaching standards. The Association will be notified of any changes in the list. The Association or employee shall notify the Superintendent of any corrections in the posted list or changes within thirty calendar days of the posting or notification of change. The posted list as corrected will control until the following November lst.

ARTICLE FOURTEEN
GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

   A grievance is any dispute or claim arising out of or relating to the interpretation or the application of this Agreement.

2. Aggrieved Party

   The aggrieved party shall mean the party filing a grievance.

3. Party in Interest

   Party in interest shall mean the Association, the Board of Directors, and/or its designated representative and any party named in a grievance who is not the aggrieved party.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, solutions to disputes or claims arising out of or relating to the interpretation or the application of this Agreement.

Both parties agree these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. General Provisions

Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures. Preparation and processing of grievances shall be conducted so as to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.

Nothing contained in this article or elsewhere in this Agreement shall be construed to permit the Association to present or process a grievance involving the application or interpretation of the terms of this Agreement on behalf of any employee without that employee's consent.

Grievances arising from an action other than at a building level may be initiated and processed in accordance with provisions of Step 3 of this grievance procedure.

Failure at any step of this procedure to appeal a grievance to the next step within the time specified shall be deemed to be acceptance of the decision rendered at that step and further appeal is barred.

The time limits specified in any step of this procedure may be extended, in any specific instance, by mutual consent.

Failure at any step at this grievance procedure to communicate the decision on a grievance within the specified time shall permit the aggrieved party to proceed to the next step.

D. Procedure for Grievance

Step 1

An attempt shall be made to resolve any grievance in informal, oral discussion between the parties. Such grievance shall be presented, and the conference shall be held, no later than ten (10) school days following knowledge of the act or condition which is the basis of the grievance. The decision shall be given verbally within three (3) school days of the close of the conference.

Step 2

If the grievance is not resolved at Step 1, the aggrieved party may file the grievance in writing using the approved "Grievance Report".

The written grievance shall: (1) state the date of the alleged violation of the Agreement; (2) the section(s) of the contract involved; (3) the nature of the grievance; and (4) the relief sought. The written grievance at Step 2 must be filed within ten (10) school days after decision in Step 1.

The principal shall meet and confer with the aggrieved employee with a view to arriving at a mutually satisfactory solution to the grievance. The aggrieved employee shall be given at least two (2) school days notice of the conference. The employee may appear alone or may be represented by the Association. The employee shall be present at the conference.

The Principal's decision shall be communicated in writing to the aggrieved employee and the employee's representative, if any, within five (5) school days after receiving the written grievance.

Step 3

If the grievance is not resolved at Step 2, the employee may appeal the Principal's written decision to the Superintendent of Schools within ten (10) school days after the Principal's decision has been delivered. The approved "Report of Grievance Form" shall be used..

The Superintendent of Schools shall meet and confer with the aggrieved employee with a view to arriving at a mutually satisfactory solution of the grievance. The aggrieved employee shall be given at least two (2) school days notice of the conference. The employee may appear alone or may be represented by the Association.

The decision of the Superintendent of Schools shall be communicated in writing to the aggrieved employee, the Association, and to the employee's representative, if any, and to the Principal within five (5) school days after receiving the appeal.

Step 4 – Arbitration

( ) If the aggrieved person or the Association is not satisfied with the disposition of the grievance by the Superintendent or if no disposition has been made within the time limits, the aggrieved person and the Association shall meet within five (5) school days of disposition of the grievance to discuss the merits of submitting the grievance to arbitration.

( ) If the Association determines that the grievance is meritorious it may submit the grievance to arbitration within five (5) school days.

(c) Within ten (10) school days after written notice to the Board of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment within the specified period, a written request for a list of arbitrators shall be made to the Public Employment Relations Board (PER Board) by either party. The list shall consist of three (3) 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, and the other party shall have one (1) additional school day to remove one of the two remaining names. The person whose name remains shall be the arbitrator.

(d) The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue a decision not later than fifteen (15) school days from the date of the closing of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issue are submitted to the arbitrator. The arbitrator's decision shall be in writing and shall set forth the arbitrator's 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 which is in violation of the

terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

(e) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

E. 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, and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced 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.

F. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives, heretofore referred to in this Article. Further, all meetings Step 1 through Step 4, shall be agreed upon by person grieved and parties designated in first four steps.

G. Rights of Employees to Representation

Any aggrieved person may be represented at all stages of the grievance procedure by the aggrieved or at the aggrieved's option by a representative of the aggrieved's choice. When an employee is not represented by the Association, the Association shall have the right to be present at all steps as a party in interest and shall have the right to grieve any adjustment of the employees complaint if such adjustment is inconsistent or contrary to the provisions of this agreement. The employer at its option may have representation also.

H. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants except Schedule A which is the grievance report setting forth all of the decisions at the grievance procedure.

I. If, in the mutual judgment of the Association and the Superintendent, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Three and, if necessary, processed through Level Four.

ARTICLE FIFTEEN
WAGE AND SALARIES

A. Schedule

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

B. Placement on Salary Schedule

1. Adjustment to Salary Schedule

Each employee shall be placed on the employee's proper step of the salary schedule

as of the effective date of this agreement and in accordance with paragraph 2 below. Any employee shall be given full credit for one (1) year of service toward the next increment step for the following year, if the employee has taught ninety (90) consecutive days during the preceding regular school year.

2. Credit for Experience

   Full credit on the employee salary schedule shall be given for previous outside teaching experience in a duly accredited school upon initial employment, effective only for new employees hired after July 1, 1977.

3. Return to the District

   Any employee with previous teaching experience in the Mt. Pleasant Community School District shall upon returning to the system receive full credit on the salary schedule for all outside teaching experience.

C. Advance on Salary Schedule

1. Increments

   Employees on the regular salary schedule shall be granted one increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached. A year of service consists of employment in the Mt. Pleasant Community School District for ninety (90) consecutive teaching days or more in one school year.

2. Educational Lanes

   Employees on the regular schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, the employee shall file suitable evidence of additional educational credit with the Superintendent no later than the Friday following Labor Day.

   (a) At the BA 15 and BA 30 Lanes undergraduate and graduate credits are acceptable in the employee's content area(s) and or in education, administration, counseling, and curriculum.

   (b) Credits for lane advancement to the Masters degree and beyond the Masters degree lane must be graduate credits in the employee's content area(s) and or in education, administration, counseling and curriculum.

D. Method of Payment

1. Pay Periods

   Each employee shall be paid in 9 or 12 equal installments at the employee's option which option shall be filed by September lst. Employees shall receive their checks at their regular building and on regular school days.

2. Exceptions

   (a) When a pay date falls during a weekend, employees shall receive their pay checks on the preceding Friday. When a payday falls during a holiday or vacation and checks would be due, checks will be mailed on request to the board secretary.

   (b) Newly hired employees, at their option, may receive an advance up to $400.00 of the first salary installment after the completion of the first ten (10) work days of employment which shall be deducted from the first check.

3. Summer Checks

Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employees, or may be held by the employer to be mailed later if the employee so designates.

E. Supplemental Payments

1. Extracurricular Activities

(a) Approved Activities

The Board and the Association agree that the extracurricular activities listed in Schedules D and E are official school sponsored activities covered by school liability insurance.

(b) Rates of Pay

Employees participation in extracurricular activities shown on Schedules D and E shall be compensated according to the rate of pay shown on Schedules D and E which is attached hereto and made a part thereof.

(c) Experience Credit

Employees on Schedules D and E will be given full credit for experience outside the district for areas they were employed.

2. Expenses of Traveling Employee

( ) Employees assigned to more than one building thus requiring interschool travel using their own cars shall be reimbursed at the State of Iowa reimbursement rate.

( ) Employees who may be requested to use their own automobiles in the performance of their duties shall be reimbursed at the State of Iowa reimbursement rate. Any trip requiring such use shall have prior written approval of the Superintendent.

F. Extra Assignment and Extended Contract Rate

The Salary Schedule is based upon the regular school calendar. Any employee whose assignment exceeds the regular employee calendar year will be additionally com at the rate of 1/187 of the teacher's contract for each day over.

G. Extracurricular Assignments

1. Extracurricular assignments other than those shown on Schedule D and E shall be filled first on a voluntary basis to certified staff. There will be a one week sign-up period prior to each of the seasons (Fall, Winter, Spring). After the sign-up period, remaining assignments will be made by the administration outside the certified staff.
2. These assignments will be compensated at the rate of $7.25 per hour.

H. Summer Contract

Summer contract assignments shall be comprehensible at a per diem rate based on an 8 hour day. If less than an 8 hour day is contracted for, the rate shall be reduced

I. Driver Education

The compensation for teaching of driver education will be at the per diem rate (based on an 8 hour day.) Hours will be figured at six (6) hours per student for driving. A maximum of 30 hours per teacher for two teachers for class instruction will be paid at the per diem rate described above.

ARTICLE SIXTEEN
INSURANCE

A. Type

1. Medical/Dental/Vision

Each employee will be provided with $425 per month to apply toward a $1,000 deductible district sponsored single medical coverage. Part-time employees' coverage will be pro-rated based on the hours of employment.

All employees will be required to carry single medical coverage unless they present the district proof of other coverage through a spouse's group plan or through a self-employed spouse's plan.

If the employee presents the district with proof of coverage through a spouse's group plan or through a self-employed spouse's plan, the employee will be provided with $120 per month to be applied to the following:

a) Dental insurance
b) Vision insurance
c) Wrap Plan
d) Unused dollars will be deposited into an employee's Flex Account

2. Term Life Insurance

$50,000 term life insurance for all full-time employees, and part-time employees cost shall be pro-rated between the employee and the employer.

3. Disability

Long-term disability insurance with 60% covered monthly salary not to exceed $5,000.00, 3 months eliminator and payments to age 65. Monthly salary will be pro-rated for part-time employees.

B. Coverage

The insurance program shall be for twelve (12) consecutive months beginning September 1st, 1985. It shall be the responsibility of the employee to notify the business office of the employer in writing if they desire to participate in, drop or make changes in any of the employer provided insurance programs. Such changes shall be subject to the provision of the insurance policies. Employees new to the district shall be covered the first day of the month following the first day of employment.

C. If the employer drops the present carrier, the new carrier must provide the same coverage.

D. Copy of master contract shall be provided President of MPE A.

E. Employees retiring after ten or more years of service to the Board and who shall have attained the age of 55 or over may participate in the school district group health insurance, dental insurance, and life insurance programs provided they pay for it themselves and subject to the approval of the insurance company. The employee shall notify the employer in writing before the date of retirement of their election to participate.

ARTICLE SEVENTEEN
FINALITY AND EFFECT OF AGREEMENT

This agreement constitutes the entire agreement between the parties hereto and any modifications of this Agreement shall be in writing and duly executed by both parties hereto. Such modifications may be made any time by mutual agreement. In the absence of such agreement neither party hereto shall have any duty or obligation to bargain with respect to any changes, modifications or additions to the Agreement during its life.

ARTICLE EIGHTEEN
COMPLIANCE CLAUSES AND DURATION

A. Separability
If any provision of this Agreement or any application of this Agreement is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law and the Board and the Association shall enter into immediate negotiations to replace said provision. All other provisions or applications shall continue in full force and effect.

B. Printing
Copies of the ratified Agreement shall be printed at the expense of the Board and the Board agrees to provide the Association with a copy for each employee plus 50 additional copies as soon as practical after ratification.

C. Notice
Whenever any notice is required to be given by the Association to the Board, pursuant, to Provision of the Agreement, it shall be by letter to the Superintendent of Schools at the Superintendent's Office. A required notice from the Board to the Association pursuant to the provisions of the Agreement shall be by letter to the President of the Association at the President's home.

D. All Articles, Schedules, and Preamble shall be in effect from 1 July 2006 through 30 June 2007. Each year shall contain a regular contract year of 187 days made up of 180 teaching days, and 7 in-service days. For the 2006-2007 school year, one (1) additional in-service day will be added to the teacher contract. Payment for the one additional in-service day will be determined by legislation of the Iowa General Assembly. New teachers to the district shall have an additional in-service day for a total of 188 days.

E. 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 hereon, all on the 4 day of May, 2006.

MT. PLEASANT EDUCATION ASSOCIATION

By _____
President

By _____
Chief Negotiator

MT. PLEASANT COMMUNITY SCHOOLS

By _____
President

By _____
Chief Negotiator

SCHEDULE A
GRIEVANCE REPORT

_____
Date Filed

_____
School District

_____
Building

Distribution of Form
1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

_____
Name of Aggrieved Person

Step 2

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 or Immediate Supervisor

_____
Date

Step 3

A. _____

Signature of Aggrieved Person

_____

Date Received by Superintendent

B. Disposition by Superintendent_____

_____

_____ _____

Signature of Superintendent Date

A. _____

Signature of Aggrieved Person

_____

Signature of Association President

B. _____

Date Submitted to Arbitration

_____

Date Received by Arbitrator

C. Disposition and Award of Arbitrator_____

_____

_____

_____

_____ _____

Signature of Arbitrator Date of Decision

SCHEDULE B

DUES DEDUCTION AUTHORIZATION FORM

_____

First Name Initial Last Name

Complete the appropriate section below.

_____I hereby request and authorize the Board of Education of Mt. Pleasant Community School District as my remitting agent, to deduct from my earnings each month until this authorization is changed or revoked as provided in the master agreement, a sufficient amount of the prevailing rate of dues which amount is to be remitted each month for me and on my behalf to the treasurer of the Mt. Pleasant Education Association

It is understood that this authorization shall begin with the second paycheck following this date and shall continue through the ninth paycheck. Provided, however, if less than eight months of the year through June remain to so deduct the dues, then the dues shall be deducted on a prorata basis in the remaining months through June.

DATE_____SOCIAL SECURITY NO._____

Amount to be Deducted_____

SIGNATURE_____

_____I do not wish payroll deduction.

The amount of my dues is _____which I will pay in_____installment(s).

DATE_____

SIGNATURE_____

SCHEDULE C

ABSENCE BLANK

NAME OF TEACHER_____

NAME OF SUBSTITUTE_____

DATE ABSENT: FROM_____TO_____

REASON_____

_____

_____ _____

DATE OF REPORT SIGNATURE OF TEACHER

Return this blank to the Principal at once. Teachers will be granted sick leave according to Iowa law. Unused sick leave may accumulate to a total of 125 days.

MT. PLEASANT COMMUNITY SCHOOL DISTRICT

SCHEDULE D
2006-2007

Position	Index
Middle School Marching Band	2.00
Middle School Show Choir	2.00
Middle School Vocal Music	2.00
Middle School Instrumental Music	2.00
7-8 Cheerleading	3.00
9-12 Cheerleading	7.50
Middle School Yearbook	2.00
Middle School Jazz	2.00
Middle School Flags	1.00
Forensics	5.00
Target	8.00
High School Drama	8.50
High School Instrumental Music	6.50
High School Instrumental Music Assistant	5.00
High School Jazz	4.00
High School Jazz Assistant	3.00
High School Vocal Music	7.00
High School Musical (Vocal)	3.00
High School Show Choir	4.00
High School Musical (Instrumental)	2.50
High School Marching Band Assistant	5.00
High School Pep (1 position)	4.00
High School Pep (2 positions)	2.00 each
High School Flags	2.00
Pompons	5.00
9th Class Sponsors	1.00
10th Class Sponsors (total for all)	1.00
11th Class Sponsors (total for all)	3.00
12th Class Sponsors (total for all)	1.25
Elementary Instrumental Music	3.00
Elementary Vocal Music (each director)	2.00

*Index percentage is of the B.A. base up to thirteen steps (one step per year).

SCHEDULE E
2006-07

Position	Index*
Baseball	
Head Varsity	10.5
Varsity Assistant and JV	8.0
Basketball (Boys and Girls)	
Head Varsity	12.0
Varsity Assistant	8.0
JV & 10th Grade	8.0
9th Grade	8.0
7th or 8th Grade (Regular Season)	6.0
7th or 8th Grade (Split Season)	4.0
Basketball Scouting (Total for all scouts)	1.5
Cross Country Track (Varsity)	
Combined Boys and Girls	8.5
Football	
Head Varsity	12.0
Varsity Assistant	8.0
9th Grade	8.0
7th or 8th Grade	6.0
Football Scouting (Total for all scouts)	1.5
Golf (Boys and Girls)	
Head Varsity	8.0
Soccer (Boys and Girls)	
Head Varsity	8.0
Varsity Assistant	6.0
Softball	
Summer - Head Varsity	10.5
Summer - Varsity Assistant and JV	8.0
Tennis (Boys and Girls)	
Head Varsity	8.0
Track (Boys and Girls)	
Head Varsity	10.0
Varsity Assistant	8.0
9th	8.0
7th or 8th Grade	5.0
Volleyball	
Head Varsity	9.5
Varsity Assistant (+9th Grade)	8.0
7th and 8th Grade	5.0
Wrestling	
Head Varsity	12.0
Junior Varsity	8.0
9th Grade	8.0
7th or 8th Grade (Regular Season)	6.0
7th or 8th Grade (Split Season)	4.0

*Index percentage is of the B.A. base up to thirteen steps (one step per year).

SALARY SCHEDULE 2006-2007

STEP	BA	BA15	BA30	MA	MA15	MA30	PHD
1	$27,415	$28,512	$29,608	$30,979	$32,350	$33,720	$35,091
2	$28,580	$29,677	$30,773	$32,350	$33,720	$35,091	$36,462
3	$29,745	$30,842	$31,938	$33,720	$35,091	$36,462	$37,833
4	$30,910	$32,007	$33,104	$35,091	$36,462	$37,833	$39,203
5	$32,076	$33,172	$34,269	$36,462	$37,833	$39,203	$40,574
6	$33,241	$34,337	$35,434	$37,833	$39,203	$40,574	$41,945
7	$34,406	$35,502	$36,599	$39,203	$40,574	$41,945	$43,316
8	$35,571	$36,668	$37,764	$40,574	$41,945	$43,316	$44,686
9	$36,736	$37,833	$38,929	$41,945	$43,316	$44,686	$46,057
10	$37,901	$38,998	$40,094	$43,316	$44,686	$46,057	$47,428
11	$39,066	$40,163	$41,260	$44,686	$46,057	$47,428	$48,799
12	$40,232	$41,328	$42,425	$46,057	$47,428	$48,799	$50,169
13	$41,397	$42,493	$43,590	$47,428	$48,799	$50,169	$51,540
14		$43,658	$44,755	$48,799	$50,169	$51,540	$52,911
15		$43,658	$44,755	$50,169	$51,540	$52,911	$54,282
16		$44,241	$45,338	$50,169	$51,540	$52,911	$55,652
17		$44,241	$45,338	$50,855	$52,226	$53,596	$55,652
18		$44,824	$45,920	$50,855	$52,226	$53,596	$56,338
19			$45,920	$51,540	$52,911	$54,282	$56,338
20			$46,503	$51,540	$52,911	$54,282	$57,023
21			$46,503	$52,226	$53,596	$54,967	$57,023
22			$47,085	$52,226	$53,596	$54,967	$57,709
23				$52,911	$54,282	$55,652	$57,709
24							$58,394

Tier I
Comprehensive Evaluation Summative Form

Teacher:	Folder #:
Evaluator:	Folder #:
School Name: **Mt. Pleasant Community School District**	
Grade Level:	Subjects:
Year: 1, 2, or 3	

Directions: In the narrative under each standard, the evaluator should incorporate and address each criterion.

1. **DEMONSTRATES ABILITY TO ENHANCE ACADEMIC PERFORMANCE AND SUPPORT FOR AND IMPLEMENTATION OF THE SCHOOL DISTRICT'S STUDENT ACHIEVEMENT GOALS.**
   The teacher:
   a. Provides evidence of student learning to students, families, and staff.
   b. Implements strategies supporting student, building, and district goals.
   c. Uses student performance data as a guide for decision-making.
   d. Accepts and demonstrates responsibility for creating a classroom culture that supports the learning of every student.
   e. Creates an environment of mutual respect, rapport, and fairness.
   f. Participates in and contributes to a school culture that focuses on improved student learning.
   g. Communicates with students, families, colleagues, and communities effectively and accurately.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

❒ Additional documentation/artifacts applicable to this standard are attached as Appendix A-1.

2. **DEMONSTRATES COMPETENCE IN CONTENT KNOWLEDGE APPROPRIATE TO THE TEACHING POSITION.**
   The teacher:
   a. Understands and uses key concepts, underlying themes, relationships, and different perspectives related to the content area.
   b. Uses knowledge of student development to make learning experiences in the content area meaningful and accessible for every student.
   c. Relates ideas and information within and across content areas.
   d. Understands and uses instructional strategies that are appropriate to the content area.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

❒ Additional documentation/artifacts applicable to this standard are attached as Appendix A-2.

3. **DEMONSTRATES COMPETENCE IN PLANNING AND PREPARING FOR INSTRUCTION.**

The teacher:

a. Uses student achievement data, local standards and the district curriculum in planning for instruction.

b. Sets and communicates high expectations for social, behavioral, and academic success of all students.

c. Uses student developmental needs, background, and interests in planning for instruction.

d. Selects strategies to engage all students in learning.

e. Uses available resources, including technologies, in the development and sequencing of instruction.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

❒ Additional documentation/artifacts applicable to this standard are attached as Appendix A-3.

0. **USES STRATEGIES TO DELIVER INSTRUCTION THAT MEETS THE MULTIPLE LEARNING NEEDS OF STUDENTS.**

The teacher:

a. Aligns classroom instruction with local standards and district curriculum.

b. Uses research-based instructional strategies that address the full range of cognitive levels.

c. Demonstrates flexibility and responsiveness in adjusting instruction to meet student needs.

d. Engages students in varied experiences that meet diverse needs and promote social, emotional, and academic growth.

e. Connects students' prior knowledge, life experiences, and interests in the instructional process.

f. Uses available resources, including technologies, in the delivery of instruction.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

❒ Additional documentation/artifacts applicable to this standard are attached as Appendix A-4.

5. **USES A VARIETY OF METHODS TO MONITOR STUDENT LEARNING.**
The teacher:

a. Aligns classroom assessment with instruction.
b. Communicates assessment criteria and standards to all students and parents.
c. Understands and uses the results of multiple assessments to guide planning and instruction.
d. Guides students in goal setting and assessing their own learning.
e. Provides substantive, timely, and constructive feedback to students and parents.
f. Works with other staff and building and district leadership in analysis of student progress.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

❒ Additional documentation/artifacts applicable to this standard are attached as Appendix A-5.

6. DEMONSTRATES COMPETENCE IN CLASSROOM MANAGEMENT.
The teacher:
a. Creates a learning community that encourages positive social interaction, active engagement, and self-regulation for every student.
b. Establishes, communicates, models and maintains standards of responsible student behavior.
c. Develops and implements classroom procedures and routines that support high expectations for learning.
d. Uses instructional time effectively to maximize student achievement.
e. Creates a safe and purposeful learning environment.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

❒ Additional documentation/artifacts applicable to this standard are attached as Appendix A-6.

7. ENGAGES IN PROFESSIONAL GROWTH.
The teacher:
a. Demonstrates habits and skills of continuous inquiry and learning.
b. Works collaboratively to improve professional practice and student learning.
c. Applies research, knowledge, and skills from professional development opportunities to improve practice.
d. Establishes and implements professional development plans based upon the teacher needs aligned to the Iowa Teaching Standards and district/building student achievement goals.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

❒ Additional documentation/artifacts applicable to this standard are attached as Appendix A-7.

8. FULFILLS PROFESSIONAL RESPONSIBILITIES ESTABLISHED BY THE SCHOOL DISTRICT. The teacher:

a. Adheres to board policies, district procedures, and contractual obligations.
b. Demonstrates professional and ethical conduct as defined by state law and individual district policy.
c. Contributes to efforts to achieve district and building goals.
d. Demonstrates an understanding of and respect for all learners and staff.
e. Collaborates with students, families, colleagues, and communities to enhance student learning.

Evidence to support attainment of or failure to meet standard:	**Check one** __Meets Standard. __Does not meet Standard.

☐ Additional documentation/artifacts applicable to this standard are attached as Appendix A-8.

☐ The teacher is a first year Beginning Teacher.
☐ The teacher meets or exceeds all eight Iowa Teaching Standards and is recommended for a standard license.
☐ The teacher fails to meet the Iowa Teaching Standards.
☐ The teacher is being recommended for a third year before a license decision is made. *

Evaluator's Signature:_____Date: _____

Evaluation Period: _____, 20____ to _____, 20____

Teacher's Signature:_____Date:_____

*The district must contact the Board of Educational Examiners to extend the provisional license for a third year. There will be a form provided by the Board of Educational Examiners for the evaluator to use to communicate the decision made on each 2nd year teacher. This form will be available in the spring of 2003.

Tier II
Performance Review Summative Form

Teacher:	
Evaluator:	
School Name: **Mt. Pleasant Community School District**	
Grade Level:	Subjects:

Directions: In the narrative under each standard, the evaluator should incorporate and address each criterion.

0. DEMONSTRATES ABILITY TO ENHANCE ACADEMIC PERFORMANCE AND SUPPORT FOR AND IMPLEMENTATION OF THE SCHOOL DISTRICT'S STUDENT ACHIEVEMENT GOALS.

The teacher:

a. Provides evidence of student learning to students, families, and staff.
b. Implements strategies supporting student, building, and district goals.
c. Uses student performance data as a guide for decision making.
d. Accepts and demonstrates responsibility for creating a classroom culture that supports the learning of every student.
e. Creates an environment of mutual respect, rapport, and fairness.
f. Participates in and contributes to a school culture that focuses on improved student learning.
g. Communicates with students, families, colleagues, and communities effectively and accurately.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

❒ Additional documentation/artifacts applicable to this standard are attached as Appendix A-1.

0. DEMONSTRATES COMPETENCE IN CONTENT KNOWLEDGE APPROPRIATE TO THE TEACHING POSITION.

The teacher:

a. Understands and uses key concepts, underlying themes, relationships, and different perspectives related to the content area.
b. Uses knowledge of student development to make learning experiences in the content area meaningful and accessible for every student.
c. Relates ideas and information within and across content areas.
d. Understands and uses instructional strategies that are appropriate to the content area.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

❒ Additional documentation/artifacts applicable to this standard are attached as Appendix A-2.

0. **DEMONSTRATES COMPETENCE IN PLANNING AND PREPARING FOR INSTRUCTION.**

The teacher:

a. Uses student achievement data, local standards and the district curriculum in planning for instruction.

b. Sets and communicates high expectations for social, behavioral, and academic success of all students.

c. Uses student developmental needs, background, and interests in planning for instruction.

d. Selects strategies to engage all students in learning.

e. Uses available resources, including technologies, in the development and sequencing of instruction.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

❒ Additional documentation/artifacts applicable to this standard are attached as Appendix A-3.

0. **USES STRATEGIES TO DELIVER INSTRUCTION THAT MEETS THE MULTIPLE LEARNING NEEDS OF STUDENTS.**

The teacher:

a. Aligns classroom instruction with local standards and district curriculum.

b. Uses research-based instructional strategies that address the full range of cognitive levels.

c. Demonstrates flexibility and responsiveness in adjusting instruction to meet student needs.

d. Engages students in varied experiences that meet diverse needs and promote social, emotional, and academic growth.

e. Connects students' prior knowledge, life experiences, and interests in the instructional process.

f. Uses available resources, including technologies, in the delivery of instruction.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

❒ Additional documentation/artifacts applicable to this standard are attached as Appendix A-4.

0. USES A VARIETY OF METHODS TO MONITOR STUDENT LEARNING.
The teacher:

a. aligns classroom assessment with instruction.
b. Communicates assessment criteria and standards to all students and parents.
c. Understands and uses the results of multiple assessments to guide planning and instruction.
d. Guides students in goal setting and assessing their own learning.
e. Provides substantive, timely, and constructive feedback to students and parents.
f. Works with other staff and building and district leadership in analysis of student progress.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

☐ Additional documentation/artifacts applicable to this standard are attached as Appendix A-5.

6. DEMONSTRATES COMPETENCE IN CLASSROOM MANAGEMENT.
The teacher:
a. Creates a learning community that encourages positive social interaction, active engagement, and self-regulation for every student.
b. Establishes, communicates, models and maintains standards of responsible student behavior.
c. Develops and implements classroom procedures and routines that support high expectations for learning.
d. Uses instructional time effectively to maximize student achievement.
e. Creates a safe and purposeful learning environment.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

☐ Additional documentation/artifacts applicable to this standard are attached as Appendix A-6.

7. ENGAGES IN PROFESSIONAL GROWTH.
The teacher:
a. Demonstrates habits and skills of continuous inquiry and learning.
b. Works collaboratively to improve professional practice and student learning.
c. Applies research, knowledge, and skills from professional development opportunities to improve practice.
d. Establishes and implements professional development plans based upon the teacher needs aligned to the Iowa Teaching Standards and district/building student achievement goals.

Evidence to support attainment of or failure to meet standard:	**Check one:** __Meets Standard. __Does not meet Standard.

☐ Additional documentation/artifacts applicable to this standard are attached as Appendix A-7.

8. FULFILLS PROFESSIONAL RESPONSIBILITIES ESTABLISHED BY THE SCHOOL DISTRICT. The teacher:

a. Adheres to board policies, district procedures, and contractual obligations.
b. Demonstrates professional and ethical conduct as defined by state law and individual district policy.
c. Contributes to efforts to achieve district and building goals.
d. Demonstrates an understanding of and respect for all learners and staff.
e. Collaborates with students, families, colleagues, and communities to enhance student learning.

Evidence to support attainment of or failure to meet standard:	**Check one** __Meets Standard. __Does not meet Standard.

☐ Additional documentation/artifacts applicable to this standard are attached as Appendix A-8.

☐ The teacher meets or exceeds all eight Iowa Teaching Standards.

☐ The teacher is recommended for the Intensive Assistance Plan.

☐ The teacher fails to meet the Iowa Teaching Standards.

Evaluator's Signature:_____ Date: _____

Evaluation Period: _____, 20____ to _____, 20____

Teacher's Signature: _____Date:_____

Intensive Assistance Plan

Identification of Concern – Awareness Phase

Teacher: _____ Date: _____

Date(s) of Informal Discussions: *Text boxes are in Microsoft word. Just insert text and box will expand to fit size of text.*	
Identification of Specific Concern(s) Related to the following Iowa Teaching Standards:	
Information and Evidence Documenting the Specific Concern(s):	
Actions to Be Taken:	**Timeline:**
Additional rows may be inserted using the table feature.	
Expected Progress Indicators:	
Expected Outcomes:	
Next Meeting Date:	

Administrator Signature: _____ Date: _____

Teacher Signature*: _____ Date: _____

*Signature of the teacher does not indicate that the teacher agrees with the content of the review, only that they have received a copy.

Intensive Assistance Plan

Final Summary – Awareness Phase

Teacher: _____ Date: _____

Identification of Specific Concern(s) Related to the Following Iowa Teaching Standards: *Text boxes are in Microsoft word. Just insert text and box will expand to fit size of text.*
Administrative Recommendation(s): ☐ The problem is resolved and the teacher is recommended for removal from the Intensive Assistance Awareness Phase and continues to work within Tier II. ☐ The problem is not resolved, and the teacher is recommended for removal from Tier II and placed in the Assistance Phase of Intensive Assistance.
Information and Evidence Documenting Administrative Recommendation:
Teacher Comments:

Administrator Signature: _____ Date: _____

Teacher Signature*: _____ Date: _____

*Signature of the teacher does not indicate that the teacher agrees with the content of the review, only that they have received a copy.

Intensive Assistance Plan

Plan of Assistance – Assistance Phase

Teacher: _____ Date: _____

Specific Concern(s) Related to the Following Iowa Teaching Standards: *Text boxes are in Microsoft word. Just insert text and box will expand to fit size of text.*
Plan (Methods/Strategies):
Proposed Timeline:
Indicators of Progress:
Resources/Support Needed:
Next Meeting Date:

Administrator Signature: _____ Date: _____

Teacher Signature*: _____ Date: _____

*Signature of the teacher does not indicate that the teacher agrees with the content of the review, only that they have received a copy.

Intensive Assistance Plan

Final Summary – Assistance Phase

Teacher: _____ Date: _____

Information and Evidence Documenting Evaluator's Recommendation: *Text boxes are in Microsoft word. Just insert text and box will expand to fit size of text.*
Evaluator's Recommendation: ☐ The problem is resolved and the teacher is recommended for removal from the Intensive Assistance Awareness Phase and returns to work within Tier II. ☐ Progress is noted and the recommendation is to extend the timeline for the Assistance Phase of Intensive Assistance. ☐ The problem is not resolved, progress is not noted. The recommendation is for non-renewal of contract.

Administrator Signature: _____ Date: _____

Teacher Signature*: _____ Date: _____

*Signature of the teacher does not indicate that the teacher agrees with the content of the review, only that they have received a copy.