Stanton CSD Stanton EA 7/1/2005 6/30/2007

STANTON CSD / EA 05-07

MASTER CONTRACT

Between
Stanton Community School District
and the
Stanton Education Association

July 1, 2005

through

June 30, 2007

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GRIEVANCE PROCEDURE

Section 1. A grievance shall mean only a complaint by an employee or the association that there has been an alleged violation, misapplication or misinterpretation of this contractual agreement.

Section 2. (a) Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures.

(b) The failure of a teacher to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

(c) It is agreed that any investigation of other handling or processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher or of the teaching staff.

Section 3 (a) First Step

An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his or her Principal.

(b) Second Step

If the grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing, and, at a mutually agreeable time, discuss the matter with the Principal. The written grievance shall state the nature of the grievance, shall note the specific cause or causes of the grievance, and shall state the remedy suggested. The filing of the formal, written grievance at the second step must be within 15 days from the date of the occurrence of the event giving rise to the grievance. The Principal shall make a decision on the grievance and communicate it in writing to the teacher and the Superintendent within ten (10) school days after receipt of the grievance.

(c) Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved teacher shall file, within five (5) school days of the Principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and Superintendent or his designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate in writing to the teacher and the Principal.

(d) Fourth Step

If the grievant is not satisfied with the disposition of the grievance by the Superintendent or his designee, the grievance shall be submitted to arbitration before an impartial Arbitrator. Such submission shall be in writing and filed with the Superintendent or his designee within ten (10) school days after the written disposition of Step 3. If the parties cannot agree as to the Arbitrator within five (5) school days after the notification date that arbitration will be pursued, a written request for a list of Arbitrators shall be made to the Public Employment Relations Board (PERB) by either party. The list shall consist of three 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 first right to remove a name shall do it within two (2) school days after receipt of the list. The other party shall have two (2) additional school days to remove one of the remaining two names. The person whose name remains shall be the Arbitrator.

Arbitration sessions involving employee staff members shall be conducted outside the employee's working day. Expenses for the Arbitrator's service shall be borne equally by the School District and the Association.

The Arbitrator in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the School District and the Employee and his decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the Agreement.

Both parties agree that the award of the Arbitrator shall be final and binding.

EMPLOYEES HOURS OF WORK

A. BASIC DAY

All full-time employees covered under this contract shall work eight hours between 7:45 a.m. and 4:15 p.m. per contract day including the lunch period. However, employees are to report no later than 8:00 a.m. for duty.

The Superintendent or his designated representative may shorten the employee's working day in case of inclement weather, on days preceding a holiday or other reasons deemed necessary by the administration.

Employees who are required to attend meetings starting at 7:30 a.m. shall have their workday end at 3:30 p.m. with the following exceptions: contracted duties or emergency situations determined by the administration.

On Fridays, or on days preceding holidays or vacations, the employees' day shall end at the close of the pupil's day, with the following exceptions: contracted duties or emergency situations determined by the administration.

B. BUILDING HOURS

All full time employees will be in the building in which they have their first daily assignment at the time designated by the building principal. Adjustment in arrival and departure may be made by the employee providing notice to the building principal or his designee.

Part time employee's working hours will be set by the building principal.

C. ADDITIONAL ACTIVITIES/PROFESSIONAL SERVICES

In addition to the basic school day, employees shall be required to attend faculty meetings and to reasonably participate in school activities beyond the basic employee's day as is required by the school board or its designated representative.

The normal duties for employees include a reasonable share of extra-curricular, and supervisory activities, as determined by the Principal, Superintendent or Board of Education.

Meetings beyond the contract day shall not be scheduled on Fridays or on days preceding holidays with the following exception: emergency situations determined by the administration. The notice of an agenda shall be given to employees involved at least three (3) days prior to the meeting if reasonably possible, except in cases deemed to be emergencies by the administration. Employees shall have the opportunity to suggest items for the agenda or add items as appropriate to their situation. Additionally, meetings beyond the contract day will be limited to nine (9) per year and no more than two (2) per month, with the following exception: emergency situations determined by the administration. The attendance of employees at the elementary musical and elementary open house count towards the nine (9) meetings per year.

D. INCLEMENT WEATHER

Employees shall not be required to report before the start of the student day or remain after student buses have departed on those days when the student day has been altered because of inclement weather. Employees shall not be required to report when student attendance is cancelled because of inclement weather.

E. PREPARATION TIME

Employees at the elementary level shall be provided at least two hundred twenty five (225) minutes of preparation time per week. Employees at the secondary level shall be provided at least one (1) forty-five (45) minute preparation period a day.

Preparation time is intended to be provided between the hours of 8:15 a.m. and 3:15 p.m. for the elementary and 8:30 a.m. and 3:20 p.m. for the high school.

Employees may leave the building during their regularly scheduled preparation periods, however, employees leaving the building during working hours shall sign out in the Principal's office.

Employee time during the school day for specifically planned projects will be considered for approval by the superintendent.

F. LUNCH DUTY

Employees in grades 7-12 shall have at least a 25 minute duty-free lunch period except for four to five weeks during the year when they will be required to take lunch duty. Lunch duty will be rotated as equally as possible according to the work load of the individual teachers.

Employees in the elementary shall have at least a 25 minute duty-free lunch period three out of every four weeks.

If student supervision needs or employee staffing needs do not allow the above to occur, a temporary change will be made by the administration or a permanent change will be negotiated with the Stanton Education Association.

G. ASSIGNMENT OF PARAPROFESSIONALS

When paraprofessionals are assigned by the administration, special education students, large classes and the lower elementary (K-3) will be given priority.

H. EMPLOYEES AS SUBSTITUTES

In those cases where regular substitutes are not available, K-12 regular employees may substitute during their preparation time. Such employees shall be paid $15.00 per period, payable at the end of the semester.

HOLIDAYS AND VACATION DAYS

All employees shall be entitled to the following paid holidays:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day

All employees shall have unpaid vacation periods consisting of:

1. Thanksgiving vacation
2. Christmas vacation
3. Spring vacation
4. Memorial Day

All as determined by the Board and scheduled on said annual school calendar.

WAGES AND SALARIES

1. Schedule.

   The salary of each employee covered by the regular salary schedule is set forth in Appendix B on page 23, which is attached hereto and made a part thereof.
   Vertical: $550, $580, $620, $640, $640;
   Horizontal: $570, $620, $630, $640.

2. Placement on Schedule

   A. Hours on the salary schedule are to be semester hours.

   B. A year of teaching experience means actual teaching experience in a state approved school.

   C. Employees eligible for horizontal advancement on the schedule shall present evidence for such advancement at the earliest possible date but not later than the 10th of September of the year to which the advancement would apply.

      Any employee taking or considering taking hours for horizontal advancement shall convey such information to the Superintendent as early as possible but not later than the first official day of said classes.

      In order for said hours to be applicable to horizontal movement on the salary schedule, the hours must be graduate hours and approved by the Superintendent. In order for it to be recognized on the salary schedule, a master's degree must be in the field of education and approved by the Superintendent.

   D. Employees on the regular salary schedule shall be granted one increment or vertical step on the schedule for each full year of service until the maximum for their educational classification is reached. Each employee who has been on the last step of his/her education lane for one (1) year shall receive a career increment as per salary schedule.

   E. Employees new to the district will be granted not less than the actual number of years of teaching experience up through five (5) years. More than five (5) years experience will be considered by the Board on an individual basis and such determination will be nongrievable.

3. Method of Payment

   A. Each employee shall be paid in twelve (12) installments on the 20th day of each month.

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

SUPPLEMENTAL PAY

The salary of each employee covered by the supplemental salary schedule is set forth in Appendix C, which is attached hereto and made a part thereof.

INSURANCE

A. MEDICAL INSURANCE

ISEBA (Iowa School Employee Benefits Association)
Administered by Wellmark Blue Cross/Blue Shield

The Board agrees to contribute up to a maximum of $373.25 per month toward the Board endorsed company's individual P.P.O. (Preferred Provider Organization) medical insurance premium covering the full-time individual employee. If the full-time employee elects and qualifies for the family policy from the above insurance company, the Board agrees to pay $737.33 per month of the total family premium.

B. TAX SHELTERED ANNUITY

Employees who are full-time and do not receive health insurance benefits shall be eligible to receive a tax sheltered annuity of $373.25 per month.

C. Employees who are employed on a part time basis shall have their insurance/tax sheltered annuity payments pro-rated at a proportion equal to their part time employment.

D. If the cost of the individual medical insurance premium is less than the flat dollar amount the Board has agreed to pay as a maximum ($373.25 monthly), the difference between the two will be paid in a tax sheltered annuity beginning with the 2003-2004 school year to those employees who qualify.

DUES DEDUCTION

A. 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. The form of the assignment shall be as set in Appendix D.

B. REGULAR DEDUCTION

Pursuant to a deduction authorization, the Board shall deduct one-ninth (1/9) of total dues from the first monthly check of the employee for nine (9) months beginning in September and continuing through May.

C. TIME LIMIT

Any employee who wishes to qualify for dues deduction must submit the form, appropriately completed, to the Superintendent by the fifth (5th) day of September of the year to which the deduction would apply.

D. DURATION

Each authorization shall be effective for one year only unless revoked in writing by a thirty (30) day notice to the Employer.

D. AGREEMENT TO INDEMNIFY

The Association agrees to indemnify and hold harmless the Employer, each individual Board member, and all administrators against any and all claims, suits, or other forms of liability, and all court costs arising out of the provisions in this Agreement between the parties of dues deduction.

SICK LEAVE

PERSONAL ILLNESS

Sick leave requests should be submitted to the building principal for approval prior to the leave, if possible, or at least within five (5) days after said absence.

Full-time employees shall be granted leave of absence for personal illness or injury with full pay as per state statute:

1. The first year of employment ..... 10 days
2. The second year of employment ..... 11 days
3. The third year of employment ..... 12 days
4. The fourth year of employment ..... 13 days
5. The fifth year of employment ..... 14 days
6. The sixth and subsequent years ..... 15 days

The above amounts shall apply only to consecutive years of employment in the Stanton School District, and unused portions shall be cumulative to a maximum total of one hundred fifteen (115) days. The School Board shall, in each instance, require such reasonable evidence as it may desire confirming the necessity for such leave of absence.

LEAVES OF ABSENCE

Employee requests for all leaves should be made at least five (5) school days prior to date of desired absence. In case of an emergency, the request could be as late as two (2) school days after said absence.

A. BUSINESS/PERSONAL

Each regular employed school employee shall be entitled to four (4) days of leave each year without loss of pay. Personal leave shall not be used in place of sick leave or used to extend vacations.

Reasons for this leave are personal and need not be disclosed by the employee.

The teacher will pay for the cost of the substitute for the 3rd and 4th personal day.

Administration reserves the right to deny leave if more than two (2) employees request leave on the same day.

The intent of personal leave is to allow an employee to take care of personal business that cannot be done at any other time except during the contracted school day.

Personal leave will not be granted the first five (5) days of the school year, the last five (5) days of the school year, or before or after vacations, with the following exceptions: graduation preparation of a son/daughter or when a teacher has extenuating circumstances beyond his/her control. The superintendent will make the final decision on all leave requests.

B. BEREAVEMENT

Each employee shall be entitled up to five (5) days of bereavement leave each school year, which shall be non-accumulative, to be taken in the event of the death of the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, brother, sister, brother-in-law, sister-in-law, aunt or uncle (own or spouse), niece, or nephew. One (1) day may be taken to attend the funeral of a relative or close friend for which bereavement leave is not otherwise authorized, but such day shall be deducted from the total number of bereavement days credited to the employee at the beginning of the school year.

C. ILLNESS IN THE IMMEDIATE FAMILY

Each employee shall be granted up to a total of five (5) days per year paid leave in the event of serious illness in the employee's immediate family. Immediate family includes mother, father, spouse, or child. Additional leave may be granted upon approval of the administration and shall not be used to establish a precedent or past practice.

If needed, one (1) Sick Leave day per year may be transferred to Family Sick Leave. However, total Sick Leave available will not be increased.

D. PROFESSIONAL PURPOSES

Attendance at educational meetings or visiting other schools is permitted at full pay if such absence is approved by the Superintendent.

The S.E.A. President and/or Negotiations Team members and other ISEA members may use one (1) Professional Day and/or one (1) Personal Day for I.S.E.A. training/inservice. No more than two (2) ISEA members may be gone per day, subject to the approval of the Superintendent One additional day may be allowed if ISEA training is a 2 day session, subject to final approval of the Superintendent.

E. JURY DUTY

In the absence of extraordinary circumstances, employees in the school system shall be excused for jury duty. In order that no teacher shall suffer financial loss because of such absence, full pay will be given for such leave, However, staff members shall reimburse the school districts amounts received for jury duty not to exceed the salary paid the staff member by the district during the same time period.

F. MILITARY LEAVES OF ABSENCE

A member of the staff of the Stanton Community School District shall be entitled to all rights and benefits granted by the appropriate federal and state laws.

G. ABSENCE WITHOUT PAY

Absence without pay may be authorized by the Superintendent for purposes which he/she considers urgent and necessary and shall not be used to establish a precedent or past practice. For such absence, deductions from the employee's salary shall be made at the per diem rate of the employee's salary. Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization. Other factors may be considered solely in the discretion of the administration.

Involuntary absence not previously provided for may be excused. The employee must make application in writing immediately following the absence stating the reasons for such absence. The regular deduction in salary shall be made unless such deduction is specifically waived by the Superintendent.

Absence other than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

H. EXTENDED LEAVE OF ABSENCE WITHOUT PAY

Extended leaves of absence of up to one (1) year without pay may be granted by the Board of Directors upon written request of the employee and recommendation from the Superintendent. Such requests must be made in writing to the Superintendent on or prior to May 1st of the year in which the next school semester begins, in order to be considered.

While on extended leave the employee's interest in the retirement funds, accumulated sick leave and placement on the salary schedule shall be frozen. While no additional benefits will be provided by the employer during the leave period, the employee may purchase such benefits. At the conclusion of the extended leave of absence, the salary of the employee shall be the salary stated on the salary schedule for the step and class for which that employee was appointed at the time of the commencement of the leave.

I. ADOPTION LEAVE

A leave of absence up to 5 days may be granted with pay to an employee in the event of adoption of a child. The employee will give 2 weeks notice prior to the requested leave whenever possible.

FORMAL EMPLOYEE EVALUATION PROCEDURE

A. NOTIFICATION ASSIGNED EMPLOYEES

During the In-Service, before the school term begins, the evaluator shall hold an orientation meeting in order to acquaint each employee under his/her supervision with the evaluation proceedings. Evaluation proceedings will be in compliance with the Iowa law and will include the Eight Iowa Teaching Standards

B. FORMAL EVALUATION PROCEDURES

1. All first and second year employees shall be formally evaluated at least one time per year and all third year and beyond employees shall be formally evaluated at least one time every three years.

2. Each formal observation, unless multiple observations are used, shall be followed within ten (10) working days by a conference between the employee and the evaluator. A copy of the written evaluation shall be given to the employee and the original initialed by the employee. Initialing of an evaluation does not indicate agreement, but only shows awareness by the employee of the evaluation. The employee may file a written statement which shall be attached to the evaluation. Said statement may indicate disagreement or support of the evaluation.

3. Nothing in this agreement is to be construed as precluding informal evaluations of employees, but any information from such evaluation which is placed in the employee's file shall be made available to the employee in writing. The employee may file a written statement which shall be attached to such evaluation. Such statement may indicate disagreement or support of the evaluation.

4. Each employee shall have the right at any time by appointment to review contents of his personnel file in the presence of an administrator.

5. Employees who receive a written formal evaluation which concludes that the overall performance of the employee is unsatisfactory may file a grievance alleging that the evaluation is inaccurate or arbitrary.

   The time line and procedure of present Grievance Procedure shall apply.

6. Changes in the evaluation instrument will be made only after the association has been notified of proposed changes and has been given at least ten (10) calendar days to make suggestions.

7. The building principal shall provide the employee with assistance and positive suggestions to help improve the employee's quality of teaching by helping to eliminate the deficiencies noted in the evaluation. Such assistance shall be noted in writing, and a signed copy retained by the building principal and the employee. It shall be the employee's responsibility to improve the area identified as needing improvement within the time line specified by the building principal.

STAFF REDUCTION PROCEDURES

When, in the sole, exclusive and final judgment of the Board of Education, decline in enrollment, reduction of program, or any other reason requires reduction in staff among employees, the Administration shall attempt to accomplish the same by attrition (resignation, death, retirement). Reduction in staff shall be considered in three classifications, grades K through 6, grades 7 through 12, and system wide grades K through 12. Staff reduction within classifications where reduction is being made will entail comparison with other staff members within said respective classification.

Teachers shall be considered for reduction and recall within the following classifications:

Elementary, K-6: Self-contained classroom teachers, Title I remedial math/reading teachers, special education teachers.

Secondary, 7-12: Business education teachers, driver education teachers, English/language arts teachers, foreign language teachers, guidance counselors, history/social studies teachers, home economics teachers, vocational agriculture/industrial arts teachers, mathematics teachers, science teachers, special education teachers.

System wide, K-12: Art teachers, instrumental music teachers, physical education teachers, vocal music teachers, guidance counselors, librarians.

In the event necessary reduction in staff cannot be adequately accomplished by attrition, given the necessity to hire and/or maintain the most competent and qualified staff available in the interest of perpetuating the highest quality educational program possible, the administration shall base its decision as to resulting contract renewals on seniority except where qualifications are not relatively equal. The following sequential order will be used within the respective classification:

Sequential Order:

First:	Part time probationary teachers.
Second:	Probationary teachers.
Third:	Teacher with the least continuous years of professional experience in the Stanton Community School District.
Fourth:	In the event reduction in staff cannot be adequately accomplished through the application of items one through three of this Article, the Board of Education shall determine which employee(s) is to be terminated according to the needs of the school district. Those needs shall include, but not be limited to, nor establish the order or priority of the following factors: employee evaluation(s), teaching experience in the Stanton Community School District, breadth of certification endorsements, depth of educational preparation, and involvement of teachers in extracurricular activities.

Any employee terminated pursuant to this section shall have recall privileges to the professional category that he/she was in immediately prior to said termination for one year from the effective date of his/her termination.

Any employee wishing to exercise his/her recall privileges shall keep the school informed of his/her current address by informing the Superintendent of Schools, in writing, of such change in said employee's address.

Any employee, who resigned upon request for reasons of staff reduction, shall be accorded recall rights as provided by this provision.

The Board of Education's decision as to those persons designated for staff reduction shall be final and not subject to the grievance procedure contained within this contractual agreement.

The Superintendent shall provide written notice to the affected employee(s) of such staff reduction that will be in effect the following school year.

Should the personnel designated by the Board of Education for termination fail to give their written resignations by March 15 of each year, the Board shall provide for termination under Chapter 279 of the Code of Iowa.

Application of the Seniority Principle

When application of the criteria stated above to two or more employees being considered for termination as part of a reduction in staff results in a finding by the employer that such employees are relatively equal in ability and other qualifications, then the employee(s) with the least seniority shall be the first to be terminated.

As used herein "seniority" shall have reference to the length of continuous full-time service of all employees covered by this agreement.

Seniority as to each employee shall begin to accrue as of the date of signing of each employee's initial contract with the district and shall terminate when such employee resigns, is terminated, retires, or fails to return from an approved leave of absence at the expiration thereof without extenuating circumstances. Determination as to which of two or more employees with the same number of years of continuous full-time employment with the district is the most senior shall be based on dates of signatures of the initial contract of employment. The most senior of two or more employees with the same hiring date shall be determined by lots.

TRANSFERS

A. Transfer for purposes of this article, shall mean the reassignment of an employee to a different job classification or building for a period in excess of thirty (30) days.

B. Voluntary Transfer

Employees who desire to transfer within the district for the next semester or year may file with the Superintendent written statements of such desires including the grade and/or subject to which the employee desires to be transferred, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted not later than March 1 or as determined by the administration in order to fill the position(s) in a timely manner. The Administration shall review the applicants' qualifications and experience and select the employee whom the Administration deems best qualified for the position in its discretion. Should the Superintendent deem no applicant best qualified for the position, a new employee may be hired.

The granting of such transfers will be based upon the needs of the school district as determined by the Administration and the Board which will include:

a. Competency and effectiveness as determined by the evaluation procedures in effect.
b. Length of educational experience, local tenure, and seniority in the Stanton Community School District.
c. Breadth of certification and experience with particular and various grade levels and subject matter areas.
d. Effective instructional techniques and ability to meet the individual needs of kids as determined by teacher interview.

In the event that an employee is granted a voluntary transfer, that employee shall be ineligible to submit an application for any other transfer during the same in-school work year. The final decision of the Superintendent and Board will not be grievable.

C. Procedure

Notice of the denial of a voluntary transfer request shall be delivered to the employee immediately upon the making of the decision and shall include a specific statement of the reasons for the denial.

D. Involuntary Transfers

All involuntary transfers will be made at the sole discretion of the Administration and Board with the best interests of the district in mind.

INSERVICE

School may be dismissed two hours early or start two hours late twice each semester to allow time for staff development, curriculum work, grade preparation and course changes. The administration shall determine the need for this based on staff input and schedule it as deemed necessary.

HEALTH PROVISIONS

A. Physical Fitness - New Employees

All new employees are required to provide evidence of successfully passing a physical examination and tuberculin test as one condition of a valid initial employment contract. Such examination and test must be completed and the physical examination form returned to the office of the Superintendent of Schools prior to the employee beginning service in the district. The cost of such examination and test shall rest with the employee.

Each new employee shall be informed of the physical fitness requirements at the time of employment.

B. Physical Fitness - Continuing Employees

All continuing employees are required to provide evidence of successfully passing a physical examination and tuberculin test every three (3) years. The Board shall pay the cost of the physical examination and tuberculin test required by the Board, but not to exceed $50.00.

The Board shall reimburse employee only if insurance does not cover the cost of the physical examination and the tuberculin test required by the Board. The amount of reimbursement shall not exceed $35.00.

C. Failure to Comply

Failure to provide a licensed physician's certification of sufficiently sound health to perform the duties assigned or failure to comply with the other requirements of this Article may result in dismissal and cancellation of contract. The Board will provide notice with the May payroll to those employees who need a physical prior to the beginning of the following service year.

SAFETY PROVISIONS

Employees shall not be required to work under unsafe or hazardous conditions which endanger their health or safety. Employees shall bring such conditions to the attention of their immediate supervisors immediately, and the employer shall determine whether such conditions are unsafe or hazardous.

Appendix A

GRIEVANCE REPORT

Number _____

Date Filed _____

STANTON COMMUNITY SCHOOL DISTRICT

_____ Building

DISTRIBUTION OF FORM:
1. Employee
2. Appropriate Supervisor
3. Superintendent

_____
Name of Aggrieved Person

_____

Step II

A. Date alleged violation occurred _____

B. Section(s) of Contract alleged to be Violated _____

_____

C. Statement of Grievance _____

_____

_____

D. Relief Sought _____

_____

_____

_____ _____
DATE SIGNATURE OF GRIEVER

E. Disposition by Principal or Immediate Supervisor _____

_____

_____

_____ _____
DATE SIGNATURE OF PRINCIPAL OR IMMEDIATE SUPERVISOR

STEP III

A. _____ _____
SIGNATURE OF AGGRIEVED PERSON DATE RECEIVED BY SUPERINTENDENT

B. Disposition by Superintendent or Designee _____

_____

_____

_____ _____
SIGNATURE OF AGGRIEVED PERSON SIGNATURE OF ASSOCIATION PRESIDENT OR DESIGNEE

STEP IV

A. _____ _____
SIGNATURE OF AGGRIEVED PERSON SIGNATURE OF ASSOCIATION PRESIDENT

B. _____ _____
DATE SUBMITTED TO ARBITRATION DATE RECEIVED BY ARBITRATOR

C. Disposition and Award of Arbitrator _____

_____

_____

_____

_____ _____
DATE OF DECISION SIGNATURE OF ARBITRATOR

Appendix B

STANTON COMMUNITY SCHOOL
SALARY SCHEDULE FOR 2004 – 2005

INCLUDES Phase I and II Monies

STEP	BA	BA+15	BA+30	MA	MA+15	STEP	BA	BA+15	BA+30	MA	MA+15
0						0	23720	24290	24910	25540	26180
1						1	24270	24870	25530	26180	26820
2						2	24820	25450	26150	26820	27460
3						3	25370	26030	26770	27460	28100
4	EB					4	25920	26610	27390	28100	28740
5						5	26470	27190	28010	28740	29380
6	JB					6	27020	27770	28630	29380	30020
7	PM			DM		7	27570	28350	29250	30020	30660
8	MS					8	28120	28930	29870	30660	31300
9	CP	SP				9	28670	29510	30490	31300	31940
10						10	29220	30090	31110	31940	32580
11						11	29770	30670	31730	32580	33220
12			LW			12	30320	31250	32350	33220	33860
13						13	30870	31830	32970	33860	34500
14	JG					14	31420	32410	33590	34500	35140
15	SV					15	31970	32990	34210	35140	35780
16						16	32520	33570	34830	35780	36420
17			MA			17	33070	34150	35450	36420	37060
18		RW				18	700	34730	36070	37060	37700
19					BP	19	800	800	900	37700	38340
								800	900	900	900
	BS		PC, MN					900	900	900	1000
										900	1000
				TV							
					SM						
		RB									
			JH, KM								
		LW	DH		VE						
				EE							

VERTICAL: 550, 580, 620, 640, 640
HORIZONTAL: 570, 620, 630, 640

Appendix C

2005 – 2006 SUPPLEMENTAL SALARIES

COACHING	
Head Football	$ 2,805
Asst. Football	1,728
Volleyball	2,669
Asst. Volleyball	1,466
Basketball, Girls	2,805
Asst. Girls Basketball	1,728
Basketball, Boys	2,805
Asst. Boys Basketball	1,728
Girls Track	2,282
Asst. Girls Track	774
Boys Track	2,282
Asst. Boys Track	774
Summer Softball	2,615
Summer Baseball	2,615
Jr. High Football	1,240
Jr. High Volleyball	1,139
Jr. High Basketball (G)	1,238
Jr. High Basketball (B)	1,238
Jr. High Track (G)	1,139
Jr. High Track (B)	1,139

CHAPERONES	
Girls Basketball Chaperone	$ 394
JH Basketball Chaperone	60
Volleyball Chaperone	358

SPONSORSHIPS	
FCCLA	$ 460
H.S. Cheerleaders	699
Jr. High Cheerleaders	342
Honor Society	235
Junior Class	560
Pep Club	552
Science Fair	332
Senior Class	558
Student Council	235
Yearbook	1,264

DRAMATICS	
Declam	$ 1,521
All School Play	1,240

MUSIC	
Elementary Music	$ 239
Instrumental Music	1,688
Vocal Music	1,688
Summer Band	1,261

TICKET TAKING $1,078

All employees on teacher salary schedule will be asked to share as equally as possible the selling of tickets at extra-curricular events outside of the regular work day. The number of workers needed will be divided by the FTE to determine the number of responsibilities per teacher, not to exceed three (3) events per teacher. **They shall be paid $16.40 per event.** A master list of those being admitted free will be furnished ticket takers.

Staff sign-up will be handled by the SEA. The sign-up schedule will be completed and returned to the Athletic Director at least one full school day before the first scheduled event. The Athletic Director will have final approval of the schedule and any conflicts or schedule changes that may arise.

DUES DEDUCTION AUTHORIZATION FORM

Authorization for payroll deduction for Education Association Dues

____

First Name *Middle Initial* *Last Name*

I hereby request and authorize the Board of Directors of Stanton School District, as my remitting agency, 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 of dues which amount is to be remitted each month for me and on my behalf to the treasurer of the Stanton Education Association.

It is understood that this authorization shall begin with the September 20 paycheck and shall continue through May 20 paycheck, unless revoked in writing by a thirty (30) day notice to my employer.

Signature ______________________________ Date ____________________

Social Security Number ______________________________

Employee to fill out top portion and return whole form.

~ ~

For Employer use only.
Do not fill out.

____
Employee Number

____
Total dues amount

____
Date started

Changes:

____________ ____________
Date Amount

____________ ____________
Date Amount

____________ ____________
Date Amount

COMPLIANCE CLAUSES AND DURATION

A. COMPLIANCE BETWEEN INDIVIDUAL CONTRACTS AND COMPREHENSIVE AGREEMENT

Any individual contract between the employer and an individual employee shall be subject to and consistent with the terms and conditions of this agreement.

B. SEPARABILITY

If any item of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such item or application shall only be deemed valid and subsisting to the extent permitted by law. The employer and the association shall enter into immediate negotiations to replace said item under appropriately modified impasse timelines under Chapter 20, Code of Iowa, 1987. All other items and applications shall continue in full force and effect.

C. PRINTING AGREEMENT

The Board of Education will share equally with the Association in the cost of printing the collective agreement.

D. DURATION PERIOD

This Agreement shall be effective as of July 1, 2005, and shall remain in full force and effect through June 30, 2007. Two language articles each and salary, supplemental and benefits will remain open for negotiations for 2006-2007 school year. The total financial package for 2005-2006 is 3.88% and the total financial package for 2006-2007 will be 3.87% in this two (2) year contract.

E. SIGNATURE CLAUSE

In witness whereof, the parties hereto have caused this agreement to be signed by their respective presidents, attested by their two respective chief negotiators, and their signatures placed thereon,

all on the 17th day of March, 2005.

SEA Association	Stanton C.S.D. Board of Directors
By: Rebecca A Pohr President	By: David Bruning / MA President
By: Terri Vennerberg Association Chief Negotiator	By: Mark Lindgren / MA Board of Directors Chief Negotiator
By: Rebecca A Pohr Association Chief Negotiator	By: _____ Board of Directors Chief Negotiator

PHASE I, PHASE II MONEY

All Phase I, II money will be applied to the salary schedule less FICA/IPERS benefits. This will include the Phase I money received for minimum teacher salary of $23,000 (SF2366, Section 33). Total dollars distributed shall not exceed the district's actual receipts. An increase in F.T.E. teachers may necessitate some adjustment in salary schedule.

PHASE III MONEY

Phase III money shall be distributed as outlined in the annual Phase III Plan. Total dollars distributed shall not exceed district's actual receipts.