WEST HANCOCK CSD/EA 06-07

MASTER CONTRACT

Between the

West Hancock Community Schools

and the

West Hancock Education Association

2006-2007

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ARTICLE I

PREAMBLE

The Board of Directors of the West Hancock Community School District and the West Hancock Education Association agree as follows:

ARTICLE II

RECOGNITION

A. Unit:

The Board hereby recognizes the West Hancock Education Association, an affiliate of the Iowa State Education Association and the National Education Association as the certified exclusive and sole bargaining representative for all personnel as set forth in the PERB certification instrument case 5413 issued by the PERB on the 15th day of November, 1995.

The unit described in the above certification is as follows:

Included: All certified classroom teachers, librarians, and guidance counselors

Excluded: Superintendent, Principals, custodial and cafeteria personnel, transportation personnel, and all other employees excluded in section 4 of the Act.

B. Definitions:

1. The term "Board", "District", "School" as used in this Agreement, shall mean the West Hancock Community School District or its duly authorized representatives.

2. The term "Employee" as used in this Agreement, shall mean all employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.

3. The term "Association" as used in this Agreement shall mean the West Hancock Education Association or its duly authorized representatives or agents.

4. The term "probationary employee" as used in this Agreement shall mean any first, second, and if mutually agreed upon by the employee and the district 3rd year employee in the West Hancock School District.

ARTICLE III

GRIEVANCE PROCEDURES

Section I.

A. A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this agreement. A "Grievant" shall mean an employee or the Association filing a grievance.

B. 1. Every employee covered by this Agreement or the Association shall have the right to present grievances in accordance with these procedures.

2. The failure of a grievant (or, in the event of an appeal to arbitration, the Association) 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.

3. It is agreed that any investigation or other handling or processing of any grievance by the grievant 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 employee or of the teaching staff.

4. In the event of a conflict between the Association and the employee as to how the grievance should be handled, the employee's decision shall prevail; except that only with the Association's consent may it be taken to arbitration. The employee or employer may have a representative present to represent them at any step of the grievance procedure.

C. 1. First Step:
An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her principal.

2. Second Step:
If the grievance cannot be resolved informally, the grievant 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 clause or clauses of the contract that have been violated, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within ten (10) school days from the date of 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 grievant and the Superintendent within ten (10) school days after receipt of the grievance.

3. Third Step:
In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file, within ten (10) 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 the Superintendent's designee shall meet to resolve the grievance. The Superintendent or the Superintendent's designee shall file an answer within ten (10) school days of the third-step grievance meeting and communicate it in writing to the grievant, the principal and the duly authorized representative of the Association.

4. Fourth Step:
If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of impartial, binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grievant to the Superintendent within 30 days from the receipt of the Step 3 answer to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within ten (10) school days after said notice is given. If the two parties fail to reach agreement on an arbitrator within ten (10) school days the PERB will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator will be binding on the parties.

Expenses for the arbitrator's services shall be borne equally by the School District and the Association.

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

D. 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.

ARTICLE IV

PERSONAL WELFARE

A. Sick Leave:

1. Sick leave in the West Hancock Community School will be twelve (12) days for the first year, thirteen (13) days for the second year, fourteen (14) days for the third year, and fifteen (15) days for the fourth year, and each year thereafter, accumulative to 105 days.

2. The preceding amounts shall apply only to consecutive years of employment in this school district or its successors and unused portions shall be cumulative to maximum of 105 days. The administration shall require such reasonable evidence as it may desire confirming the necessity for such leave.

3. A day of sick leave will be deducted from the teacher's accumulated sick leave for every day that the teacher is absent with full pay under the provisions of this paragraph.

4. Each employee may use up to five (5) days of his/her annual sick leave for the care of an immediate family member who is ill. The immediate family includes child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, and grandparent of the employee or spouse of the employee; or other relative living in the employees household. Each employee may use from six (6) days up to his/her maximum amount of annual sick leave for the care of an immediate family member who is ill, with documentation by a doctor of the need for the care of the immediate family member furnished to the school, and with the costs of a substitute teacher deducted from the employee's salary. Should an employee need more than the maximum amount of annual sick leave for the care of an immediate family member who is ill, the leave may be granted as unpaid leave at the discretion of the Superintendent.

B. Jury and Legal Leave:

Any teacher called for jury duty during school hours or who is subpoenaed for any judicial matter shall be provided such time with full pay, providing, however, that this clause shall be inoperative when the Board is a party to any such proceedings. Any fees or remunerations the teacher receives during such leave, less mileage allowance, shall be turned over to the school district.

C. Association Leave:

One delegate shall be granted a leave of absence with full pay less cost of substitute to attend the ISEA delegate assembly for two days. The W.H.E.A. will reimburse the delegate for the deduction of the substitute's salary.

D. Funeral Absences:

A leave of absence with full pay will be granted according to the following:

In the event of a death of a member of a certificated employee's family, bereavement leave may be granted. Bereavement leave granted may be for a maximum of five (5) days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, and grandparent of the employee or spouse of the employee; or other relative living in the employees household.

It shall be within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

E. Personal Leave:

Each teacher shall have three (3) days personal leave, with one (1) day to be used for funerals and two (2) days to be used for the teacher's personal affairs. All three (3) days will be without loss of pay. Such personal leave days shall be credited to the teacher as of the first official work day of the school year. A teacher planning to use a personal leave day shall notify his/her principal at least five (5) working days in advance. In case of emergency, less than five (5) days notice will be considered, with determination of acceptance by the building principal. The teacher shall not be required to give a reason for the use of a personal leave day. Leave days shall not be permitted during the first and last weeks of the school year or within two working days of a school vacation time. Not more than two teachers per building per day will be permitted to be absent, if the building principal is able to secure a substitute teacher for the teacher who files the second request. Should teachers from the same building submit personal leave requests simultaneously, the request of the teacher who most recently used personal leave will be considered to be the second request, and in the absence of such information, the order of submitted requests will be determined by drawing lots. All personal days shall be non-accumulative.

F. Professional Leave:

Professional Leave days may be used for an educational purpose at the discretion of the administration. The employee planning to use a professional leave day will apply to the administration, in writing, at least one week in advance of his/her absence. A written approval or denial will be given to the employee within 3 days of application. If it is a denial, reasons will be stated. The denied request may be appealed to a review panel consisting of the building principal, the superintendent, and a teacher for reconsideration. Professional days shall be used for the purpose of:

1. Visitation to view other instructional techniques or programs.
2. Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations.
3. One professional day per sport per year for head high school and one high school assistant coach or supervisor to a state tournament, event, or function.

Expenses requested shall be noted in the application. Expenses approved shall be noted in the response.

G. Other Leaves of Absence:

Other leaves of absence may be granted for good cause, with or without pay (with pay may mean full pay or teacher pays cost of substitute) at the discretion of the Superintendent.

ARTICLE V

EXTENDED LEAVES OF ABSENCE

An employee can apply to the Superintendent for an extended, unpaid leave for parental reasons or educational improvement. The granting of such leave shall be at the Superintendent's discretion. An employee shall be returned to a position with the same F.T.E. unless the employee is staff reduced.

ARTICLE VI

WORK DAY

The workday shall be a 7 hour 40 minute time period, which will not begin sooner than 7:50 or end later than 3:50. The specific building hours will be determined by the building administrator and announced prior to the beginning of the school year. Exceptions will be made for faculty meetings, in-service days, and parent-teacher conferences. Teachers may leave on Friday or the last day of the week as soon as the busses have left. Before leaving early or arriving late, the employee must have the principal's consent so that proper arrangements can be made to care for the employee's classes or special groups.

Employees may leave the building without requesting permission during their scheduled lunch period, if not assigned supervision duties, provided the employee notified their principal or secretary. If lunch supervision is necessary, employees will be assigned this duty on a rotating basis.

ARTICLE VII

EMPLOYEE WORK YEAR

A. The contracted work year of employees shall include five (5) paid holidays, those being Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day. No employee shall be required to perform duties on any of the above holidays.

B. No employee shall be required to perform duties on Sunday.

C. Inclement Weather

Employees shall not be required to report more than one-half hour before or remain after student attendance is required on occasions of amended student attendance hours because of inclement weather. Employees shall not be required to report when student attendance is cancelled because of inclement weather.

ARTICLE VIII

EMPLOYEE EVALUATION

A. Notification
Within two weeks after the beginning of each year, the building principal/supervising administrator shall acquaint each employee under his/her supervision with the evaluation procedures. No evaluations shall take place until such orientation has been completed.

B. Individual Career Development Plan
1. All employees are required to have an Individual Career Development Plan approved by the building principal/supervising administrator by October 1 each year.
2. The employee and building principal/supervising administrator will review the Individual Career Development Plan on or before March 30.

C. Performance Review

1. A Performance Review is a review of evidence showing the extent to which an employee with a Standard or Master Educator license is meeting the requirements of the Iowa Teaching Standards. As required by Iowa Code 284 the minimum components of the Performance Review are: (1) classroom observation of the teacher; (2) implementation of the teacher's Individual Career Development Plan; (3) and supporting documentation from other evaluators, teachers, parents, and students. The Performance Review, including the summative evaluation conference, must be completed on or before March 30 and may include video media of lessons and professional or electronic portfolios as evidence of teaching practices.
2. All probationary employees with a Standard or Master Educator license shall complete a Performance Review during his/her first year of employment.
3. All non-probationary employees with a Standard or Master Educator license shall complete a Performance Review at least once every three years.

D. Classroom Observations

1. Formal classroom observations shall consist of a pre-observation conference, observation of at least 1 class session, teacher observation reflection, and post-observation conference.
2. Employees with an Initial license shall have a minimum of 3 formal observations per year. Two formal observations must be conducted prior to February 1. The third observation must be held prior to the summative evaluation conference (March 30).
3. Employees with a Standard or Master Educator license shall have a minimum of 1 formal observation during the year he/she has a Performance Review.
4. Additional formal classroom observations may be done at the discretion of administration.
5. Informal classroom visits may be unannounced or prearranged.
6. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content. The principal's/supervising administrator's formal written evaluation of each employee shall go into the employee's permanent record file upon completion of the performance review.

E. Responses

If the employee feels any component(s) of his/her formal performance review is incomplete, inaccurate, or unjust, he/she may put his/her objections in writing and have it attached to the performance review to be placed in his/her personnel file. The file copy of such objections shall be signed by both parties to indicate awareness of the content.

F. Evaluation Grievance

A teacher may grieve any content of the performance review as allegedly unfair or inaccurate. The timelines for the grievance, as per Article III, shall be based upon receipt of a copy of the evaluation. In such grievance, the arbitrator's remedy shall be limited to correcting the rating or statement in the evaluation that is questioned.

G. Personnel File Review, Response and Reproduction

Each employee shall have the right to review the non-confidential contents of his/her personnel file. When documents are added to the personnel file, the employee shall receive a copy of the document. A representative of the Association, at the employee's request, may accompany the employee in this review. The employee may respond to personnel file materials and have the response placed in the file. The employee may reproduce the non-confidential contents of his/her file at his/her own expense.

H. Intensive Assistance Plan

1. Intensive Assistance Plan is designed to provide clear intervention for experienced teachers whose job performance has been determined to not meet the Iowa Teaching Standards. The procedures identified within this section are meant to provide a structured process for teachers who have been identified as needing support.
2. Intensive Plan Procedures
   a. The intensive plan procedures will begin with a formal meeting between the evaluator and the teacher. During this meeting, the evaluator will convey to the teacher, in writing, the specific behaviors that do not meet the Iowa Teaching Standards and will review documentation supporting this conclusion. The evaluator will present to and discuss with the teacher the plan of support that identifies actions for the teacher to complete for the purpose of improving performance identified as unsatisfactory.
      The teacher may have a representative at this or any meeting with the evaluator during this process.
   b. The Intensive Assistance Plan will require conferencing with the teacher, observations, a timeline, and follow-up activities.
   c. At the request of the teacher a mentor(s) shall be provided. Participation as a mentor shall be voluntary. The evaluator and the teacher shall mutually select the mentor(s).
   d. The role of the mentor(s) is to use data and information provided by the evaluator and the teacher to assist in developing a planned approach to help the teacher meet the Iowa Teaching Standards. The mentor(s) will maintain strict confidentiality. Observations and comments made by the mentor(s) are not reported to the evaluator, and do not become part of the teacher's evaluation. The support provided is targeted solely at helping the teacher improve her or his performance in relation to the Iowa Teaching Standards.
   e. The teacher and the mentor(s) shall be provided release time during the regular school day to collaborate.
   f. After the Intensive Assistance Plan has been completed, or upon receipt of a written request from the teacher to discontinue the process, the evaluator shall make one of the following recommendations:
      1. Concern resolved, the teacher returns to the Individual Career Development Plan.
      2. Progress noted, a new Intensive Assistance Plan is developed.
      3. Concern not resolved, a recommendation will be made not to renew the contract with WHCSD.
   g. The evaluator shall share with the teacher the completed Intensive Assistance Plan. The teacher has the right to respond to the recommendations in writing. Upon successful completion, the Intensive Assistance Plan will be removed from the employee's permanent record file.
   h. The Intensive Assistance Program and its implementation are not subject to negotiation or grievance procedures established pursuant to Chapter 20.

ARTICLE IX

STAFF REDUCTION

A. If the District determines a reduction of staff is necessary it shall be the responsibility of the superintendent to make recommendations for termination to the board. Before the superintendent presents recommendations for any reduction in certified staff, the superintendent will first notify in writing and discuss with the West Hancock Education Association (through its representatives) the causes of, the effects of, and plans for such reduction. The superintendent shall consider the following criteria in making the recommendations:

1. The superintendent shall first attempt to make recommendations for staff reductions through attrition. Attrition shall only be deemed to have occurred where the Board has received resignations in the area which reduction is sought prior to the issuance by the superintendent of Notice to Terminate Contract.

2. The administration shall base its decision as related to reduction of staff on the following:
   Certification- license held with the state of Iowa
   Seniority- number of years in district

B. Employees selected for staff reduction shall be notified in writing the date specified by the Code of Iowa for termination by certified mail and/or personal delivery.

C. Recall

Any staff member laid off due to reduction of staff will be recalled if a vacancy exists within 18 months. The staff member does not have to accept the recall position if the position offered is more than three grade levels from the previous grade level, or if the position is out of the staff member's teaching field. Refusal to accept a recall position for the above reasons does not disqualify the staff member from further recall rights. Refusal of recall position for any other reason does disqualify the staff member for further recall rights.

Any employee re-employed by exercising their recall rights shall be reinstated at one step above the salary, benefit and experience level at the time of their layoff, unless they qualify for a higher step by having obtained additional training throughout the layoff period, in which case they would present proof of such qualifications to the Superintendent no later then September 10 of the current school year.

ARTICLE X

TRANSFER

A. Definition

A transfer is the movement by an employee to a vacant position as defined by the District, which the District desires to fill. Realignment subsequent to staff reduction is not a transfer.

The administration shall base its decision as related to transfer of staff on the following:

a.) Certification- license held with the state of Iowa
b.) Seniority- number of years in the district

B. Voluntary Transfers

Any teacher may apply for voluntary transfer to a vacant position for which he/she is qualified by pre-filing a request stating the specific position desired. Such application shall be in writing to the Superintendent. Should the application be denied when said position has been open and available, reasons for the denial shall be transmitted, in writing, by the administration to the teacher who has made the application.

C. Involuntary Transfers

Involuntary transfers shall not be made for wholly arbitrary and capricious reasons. Should any grievance ever be pursued to arbitration under this provision, the authority of the arbitrator shall be limited to deciding only whether there was lacking any non-arbitrary, non-capricious rationale for the transfer, and the arbitrator shall not be empowered to order any remedy should he/she find any such rationale not to exist.

ARTICLE XI

WAGES AND SALARIES

A. Schedule

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

B. Placement on Salary Schedule

1. Adjustment to Salary Schedule

Any employee hired and begins work prior to the ninetieth (90th) school day of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

2. Credit for Experience

New employees will be placed in the salary schedule lane commensurate with their educational background and will be placed on the step that is commensurate with their experience. Teaching experience in a non-accredited school will not be accepted for salary schedule placement.

3. Graduate Study

Graduate study will be in the field of teaching or in subject areas, which will improve the teaching ability of the instructor. All questionable cases will be decided by the Board of Education and the Administration.

4. Employee Contracts

Employees will have three (3) weeks to return a continuing contract and never before March 21. All releases from a contract will be left to the discretion of the Board of Education.

C. Advancement of Salary Schedule

1. Increments

Employees on the regular schedule shall be granted one increment or vertical step on the schedule for each consecutive year of service in the West Hancock Community School system until a maximum for their educational classification is reached.

2. Educational Lanes

Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move only one horizontal lane and one vertical step on the salary schedule a year. The education will be in the field of teaching or in a subject area, which will improve the teaching ability of the instructor. All questionable cases will be decided by the Board of Education and the Administration. For an employee to advance from one educational lane to another, he/she shall have filed a declaration of intent to advance on the salary schedule prior to June 1 of the previous school year and complete the work prior to the start of the ensuing school year. Suitable evidence (of additional educational credit) shall be filed with the Superintendent.

D. Method of Payment

1. Pay Periods

Each employee shall be paid in twelve (12) equal installments on the fifteenth (15th) of each month beginning September 15. Employees shall receive their checks at their regular building and on regular school days during the school year.

Employees whose retirement occurs at the end of a school year shall be given the option of being paid in ten (10) installments, with the last installment to occur in June of the year in which the retirement was accepted.

2. Exceptions

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

3. Summer Checks

Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee.

SCHEDULE A

SALARY SCHEDULE
2006-2007

	BASE SALARY	BA	BA + 15	MA	MA + 15
		1.000	1.035	1.090	1.125
Generator	24,475	$24,475	$25,332	$26,678	$27,534
1	1.0000	$24,475	$25,332	$26,678	$27,534
2	1.0350	$25,332	$26,218	$27,611	$28,498
3	1.0700	$26,188	$27,105	$28,545	$29,462
4	1.1050	$27,045	$27,991	$29,479	$30,425
5	1.1400	$27,902	$28,878	$30,413	$31,389
6	1.1800	$28,881	$29,891	$31,480	$32,491
7	1.2200	$29,860	$30,905	$32,547	$33,592
8	1.2600	$30,839	$31,918	$33,614	$34,693
9	1.3050	$31,940	$33,058	$34,814	$35,932
10	1.3500	$33,041	$34,198	$36,015	$37,171
11	1.4000	$34,265	$35,464	$37,349	$38,548
12	1.4500	$35,489	$36,731	$38,683	$39,925
13	1.5000		$37,997	$40,017	$41,302
14	1.5650		$39,644	$41,751	$43,091
15	1.6300			$43,485	$44,881

All state supplemental Phase I and Phase II pay is incorporated into the Schedule A salary schedule.

ARTICLE XII

SUPPLEMENTAL PAY

A. Extracurricular Activities

1. Approved Activities

The Board and the Association agree that the extracurricular activities listed in Schedule "B" are official school sponsored activities covered by the schools liability insurance for employees.

2. Rate of Pay

Employee assignment to extracurricular activities shall be compensated according to the rate of pay in Schedule "B" which is attached hereto and made a part thereof. If current coaches or sponsors assume the duties of an unfilled freshman/assistant coach/sponsor position – the pay shall be divided between the head and assistant coach at the appropriate experience level.

3. Each employee receiving extra duty pay shall have the option of receiving it in equal payments included as part of his/her monthly pay throughout the season, of receiving equal payments included as part of his/her monthly pay throughout the year, or of receiving one payment upon completion of duty.

B. Expenses of Traveling Employees

An allowance shall be given for use of personal cars for field trips or other business of the District at a rate that shall be set by the Board of Education. Travel must be approved by the administration in advance.

C. Professional Meetings

Teachers attending approved professional meetings, including clinics, will be paid up to seventy-five dollars ($75.00) per meeting for expenses and will receive mileage, at the current rate, for up to two hundred fifty (250) miles. The teacher will receive full pay if the meeting attended is during the school year.

D. Bus Driving

When a teacher is required to drive a school bus, transporting school authorized personnel to any official school sponsored activity; they shall be paid ten dollars ($10.00) per trip for doing this. This shall include regular activity sponsors, reimbursed under Schedule B, who are required to drive to their own activity. This does not apply to driving vans or stations wagons.

SCHEDULE B

Percent of Schedule B Generator (23,500)

	Years 1-5 at West Hancock	Years 6+ at West Hancock	Years 11+ at West Hancock
MUSIC:			
Summer Band	7.0	10.0	13.0
High School Band	13.0	16.0	19.0
High School/Middle School (7/8) Vocal Music	10.0	13.0	16.0
High School Show Choir	5.0	6.0	7.0
Middle Level (5-8) Band	6.0	8.5	11.0
Elementary (K-6) Vocal	5.0	7.0	9.0
COACHES:			
High School Activities Director	13.0	16.0	19.0
Head High School Coach	13.0	16.0	19.0
Assistant High School Coach	10.0	13.0	16.0
*Freshman High School Coach	5.0	7.5	10.0
**High School Practice Coach	5.0	7.5	10.0
•Head H.S. Girls Cross Country Team	5.0	7.5	10.0
•Head H.S. Boys Cross Country Team	5.0	7.5	10.0
Head H.S. Girls Golf	5.0	7.5	10.0
Head H.S. Boys Golf	5.0	7.5	10.0
Middle School Activities Director	6.5	9.5	12.5
Head Middle School Coach	6.0	8.5	11.0
Assistant Middle School Coach	4.0	6.5	9.0

SCHEDULE B (continued)

Percent of Schedule B Generator (23,500)

		Years 1-5 at West Hancock	Years 6+ at West Hancock	Years 11+ at West Hancock
SPONSORS:				
Bus Driver		$10/Trip	$10/Trip	$10/Trip
Timer & Scorekeeper for Varsity Basketball		$10/Trip	$10/Trip	$10/Trip
Pep Bus		$10/Trip	$10/Trip	$10/Trip
H.S. Yearbook		8.5	11.0	13.5
H.S. Concessions		8.5	11.0	13.5
M.S. (7/8) Concessions	1st	2.0	3.0	4.0
	2nd	1.0	1.5	2.0
	1 only	3.0	4.5	6.0
➢ H.S. Debate		3.0	4.5	6.0
H.S. Plays (2 Per Year)		6.0	8.0	10.0
M.S. (7/8) Plays (2 Per Year)		3.5	5.0	6.5
H.S. Speech		6.0	8.0	10.0
H.S. Students Ed. Services		2.5	3.5	4.5
H.S. FCCLA		2.5	3.5	4.5
H.S. Head Junior Class Sponsor		$400.00	$400.00	$400.00
H.S. Weightroom (5 Seasons Total)		$1,000.00	$1,000.00	$1,000.00
H.S. Newspaper		3.0	4.5	6.0
M.S. (7/8) Newspaper		1.5	3.0	4.5
H.S. Cheerleaders		13.0	16.0	19.0
M.S. (7/8) Cheerleaders		4.5	6.5	8.5
H.S. Pep Club		4.0	6.5	9.0
H.S. Student Council		3.0	4.5	6.0
M.S. (7/8) Student Council		2.0	3.5	5.0
Computer Coordinator		6.0	7.5	9.0
National Honor Society		5.0	6.0	7.0
Spanish Club		2.5	3.5	4.5

The need for an assistant sponsor in any activity will be determined on an annual basis. If an assistant sponsor is determined to be necessary, the pay for that position will be 50% of the amount of the sponsor pay in the appropriate lane.

* FRESHMAN HIGH SCHOOL COACH: This position may be filled only when there is a separate freshman team schedule and when there are sufficient freshman participants to comprise a team.

** HIGH SCHOOL PRACTICE COACH: This position may be filled only in High School sports programs which do not have a separate freshman schedule or for which a separate freshman schedule cannot be developed.

• CROSS COUNTRY: A cross country team for boys or for girls will be sponsored if and only if a minimum of seven (7) students have signed up to participate on the respective team on the first day of fall practice each year.

➢ HIGH SCHOOL DEBATE: High School debate will be a sponsored activity if and only if a minimum of eight (8) students agree to participate by September 15 of each school year.

ARTICLE XIII

INSURANCE

A. The Board agrees to pay up to a maximum of $515.00 per month toward premiums for insurances, excluding LTD, for each eligible employee and his/her eligible spouse and dependent children. If an employee is hired at less than 50% FTE, the insurance benefit will be prorated according to FTE. The West Hancock Education Association agrees that each employee will pay the balance of the premiums, having the remainder deducted from his/her pay. For reasons of District liability, each employee who is enrolled in health insurance coverage will contribute toward his/her health insurance plan. For those employees whose health insurance is covered entirely by the $515.00, they will contribute $1.00 per year toward their health insurance coverage. For those employees whose health insurance coverage is not covered entirely by the $515.00, they will contribute the remainder of the required monthly premium toward the health insurance program they have chosen.

The Board further agrees that in the event that it employs two members of the same family unit, they will pay up to the maximum rate for each member to be applied to a family plan.

The insurances are listed below:

1. Health and Major Medical

   a. Health and Major Medical Insurance shall be coverage that is jointly agreed upon by the Board and the West Hancock Education Association.

   b. The Board provided health insurance program shall be for twelve (12) consecutive months (beginning September 1 and ending August 31 for current employees) each school year. Employees new to the District shall be provided health insurance commencing on the first of the month following the start of their employment.

   c. In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, payment of health insurance premiums shall continue throughout the balance of the current school year.

2. Disability Insurance

   a. The opportunity for disability insurance shall be provided by the school district, as per insurance company requirements. Remuneration for premium costs shall not be the responsibility of the West Hancock Community School District, but that of the individual employee.

   b. Scheduled monthly income.

      Maximum monthly income will be determined by the district insurance provider per the district policy agreement.

   c. Benefit payable.

      The amount provided in the above schedule less any social security benefits for which the employee and his/her dependents are eligible. Once established, the benefit will not be further reduced by subsequent increases in social security benefits.

   d. Minimum benefit payable will in no event be less than $50.00 monthly.

   e. Benefits will be payable to age 65.

   f. There shall be no exclusion on mental or nervous conditions, alcohol or drug addiction.

3. Term Life Insurance

   a. The Board will provide the opportunity for each employee with $30,000.00 in group term life insurance.
   b. Optional family protection of $5,000.00 for spouse and $1,000.00 for each dependent child will also be provided.
   c. Coverage will begin September 1 or as soon thereafter as possible.

4. Dental Insurance

   a. The Board will provide the opportunity for each employee and their eligible dependents with dental insurance.
   b. Coverage will begin September 1 or as soon thereafter as possible.

5. School Liability

   In addition to the above insurances, the Board will provide liability insurance to address its obligations under Chapter 670, Code of Iowa.

ARTICLE XIV

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 forth in Schedule "C" to be submitted prior to September 10th. The Board shall not be required to honor an assignment submitted after October 1st.

B. Regular Deduction

Pursuant to a deduction authorization, the Board shall deduct one-tenth (1/10th) of total dues from the regular salary check of the employee each month for ten (10) months, beginning in September and ending in June of each year.

C. 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.

D. Termination

Any employee who terminates employment prior to June shall provide verification to the Board from the Association that dues are paid in full or that satisfactory arrangements have been made therefore.

E. Transmission of Dues

The Board's Secretary shall transmit to the Association's Treasurer the total monthly deduction for professional dues within ten (10) school days following each regular period, and a listing of the employees for whom deduction was made.

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

SCHEDULE C

PAYROLL DEDUCTION AUTHORIZATION

FOR LOCAL DISTRICT BUSINESS OFFICE

I, _____, hereby authorize and request the West Hancock Community School District to deduct from my salary in ten equal monthly installments beginning in September of each year the following:

Current Dues for the Iowa State Education Association monthly

Deduction: $_____

Total deduction for the year $_____

All payments are to be made to West Hancock Education Association Treasurer.

This authorization and request is to remain in effect as long as I am a school teacher in this school jurisdiction, or until I cancel it by written notice to the superintendent of schools or the school secretary.

_____ (date)

_____ (signature)

_____ (school)

ARTICLE XV

HEALTH PROVISIONS

A. New Employees

All employees will present evidence of good health, in the form of a physical examination report, prior to their employment with the school district. The cost of the initial examination will be paid by the employee. The form indicating the employee is able to perform the duties for which the employee was hired and that the employee did not test positive for tuberculosis must be returned prior to payment of salary.

ARTICLE XVI

COMPLIANCE CLAUSES

A. Separability

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section or clause WILL BE "null and void" to the extent that it violates the law.

B. Printing Agreement

Copies of this agreement shall be printed after agreement on format within thirty (30) days after the agreement is signed. The cost shall be borne by the Board. The agreement shall be presented to all employees now employed or thereafter employed, and the Association shall be provided with five (5) additional copies.

ARTICLE XVII

SCOPE AND TIME PERIOD OF AGREEMENT

A. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding between the parties.

B. This contract shall become effective on July 1, 2006 and shall continue until June 30, 2007.

C. Whenever any notice is required to be given by either of the parties to this Agreement, either party shall do so in writing to the following individuals:

1. If to the West Hancock Education Association, to: The President
2. If to the Board, to: The Superintendent

D. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents on this 9th day of May, 2005.

BOARD OF EDUCATION
WEST HANCOCK
COMMUNITY SCHOOL DISTRICT

BY: _____ President 7-10-06

WEST HANCOCK EDUCATION
ASSOCIATION

BY: _____ President