

Northwood-Kensett C.S.D. Master Contract

2023 - 2025

in conjunction with:

Northwood-Kensett Education Association
Northwood-Kensett Board of Education



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ARTICLE I: PREAMBLE

“The Board of Directors of the Northwood-Kensett Community School District, hereinafter referred to as the “Board”, and the Northwood-Kensett Education Association, hereinafter referred to as the “Association”, recognize that the aim of the public schools is to provide a quality education program for children and youth of the School District. The parties further recognize that attainment of this educational objective is a joint responsibility of the Board, the Administration and supervisory staff, the professional teaching personnel of the District, the parents of students, and the community at large.

WHEREAS, the parties have reached certain understandings, which they desire to confirm in this agreement, it is agreed as follows:

ARTICLE II: RECOGNITION

- 2.1 The Board of Directors of the Northwood-Kensett Community School District recognizes the Northwood-Kensett Education Association as the sole and exclusive negotiation agent for all full-time and part-time regularly certified personnel, hereinafter referred to as teachers, except the superintendent, principals, and any other supervisory personnel having the authority to hire, transfer, assign, promote, discharge, evaluate or process grievances of other employees or having the responsibility to make recommendations thereon. Other exclusions from the unit are: bus drivers, custodians, cooks, lunchroom aides, secretaries, garage personnel, and educational aides and all other non-teaching personnel.

ARTICLE III: GRIEVANCE PROCEDURE

- 3.1 Definition - 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.
- 3.2 Clarifications -
- 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 or 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.
 - D. A teacher may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by the Association. The Association representative(s) shall be appointed by the Association.
 - E. The Association may process a group grievance through all steps of the grievance procedure commencing with Step 1.
- 3.3 First Step - An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his or her principal.

Second Step - Principal - 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 clause or clauses of

the contract, and shall state the remedy requested. The filing of a formal, written grievance at the Second Step must be within fifteen (15) school 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 five (5) school days after receipt of the grievance.

Third Step - Superintendent - 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 seven (7) school days after such written grievance is filed, the aggrieved and Superintendent or his/her designee shall meet to resolve the grievance. The Superintendent or his/her designee shall file an answer within five (5) school days of the Third Step grievance meeting and communicate it in writing to the teacher and the principal.

ARTICLE IV: BASE WAGES AND PAYMENT 2023-2024

4.1 Schedule - The base salary of each teacher is set forth in the Base Salary Schedule.

A. Teaching Base Wages

BA	BA+15	BA+25	MA	MA+15
\$39,000	\$40,170	\$41,730	\$43,680	\$45,630

B. Coaching and Advisor Base Pay

Activities Director	20.0%	\$7,083
Head Football	13.0%	\$4,604
Asst. Football	8.0%	\$2,833
Asst. Football	8.0%	\$2,833
7-8 Football	6.0%	\$2,125
7-8 Football	6.0%	\$2,125
7-12 Hd Cross Country	11.0%	\$3,896
Girls Hd Basketball	13.0%	\$4,604
Boys Hd Basketball	13.0%	\$4,604
Girls Asst. Basketball	9.0%	\$3,187
Boys Asst. Basketball	9.0%	\$3,187
8th Girls Basketball	6.0%	\$2,125
8th Boys Basketball	6.0%	\$2,125
7th Girls Basketball	6.0%	\$2,125
7th Boys Basketball	6.0%	\$2,125
Head Wrestling	13.0%	\$4,604
Asst. Wrestling	8.0%	\$2,833
Head Girls Wrestling	13.0%	\$4,604
Asst Girls Wrestling	8.0%	\$2,833
7-8 Wrestling	6.0%	\$2,125
Girls Hd Track	11.0%	\$3,896
Boys Hd Track	11.0%	\$3,896
Asst. G Track	7.0%	\$2,479
Asst. B Track	7.0%	\$2,479
7-8 G Track	5.0%	\$1,771
7-8 B Track	5.0%	\$1,771
Head Volleyball	10.0%	\$3,542

Asst. Volleyball	7.0%	\$2,479
7-8 Volleyball	6.0%	\$2,125
7-8 Volleyball	6.0%	\$2,125
Girls Golf	6.0%	\$2,125
Boys Golf	6.0%	\$2,125
Summer Baseball	13.0%	\$4,604
Asst. Baseball	7.0%	\$2,479
Summer Softball	13.0%	\$4,604
Asst. Softball	7.0%	\$2,479
Speech & Declam	5.0%	\$1,771
Dramatics	5.0%	\$1,771
Yearbook	2.0%	\$708
Student Council	3.0%	\$1,062
Nat'l Honor Society	3.0%	\$1,062
HS Vocal	7.0%	\$2,479
Elem Vocal	3.0%	\$1,062
HS Instrumental	10.0%	\$3,542
Elem Instrumental	3.0%	\$1,062
HS Cheerleading	6.0%	\$2,125
HS Cheer Competition	4.0%	\$1,417
7-8 Cheerleading	2.0%	\$708
FCCLA Coord.	6.0%	\$2,125
Math Club Advisor	6.0%	\$2,125
Jr/Sr Class Advisor	2.0%	\$708
TAG Advisor	6.0%	\$2,125

BASE WAGES AND PAYMENT 2024-2025

The base wages and payment for 2024-2025 including insurance increase has been agreed upon at 3.25%. After insurance costs are figured, the Board of Education and the NKEA will determine how the percentage is divided on the salary schedule.

4.2 Extra Assignment and Extended Contract Rate

- A. The extended contract schedule is based upon the regular school calendar and the normal teaching load as set forth in this agreement. Any teacher whose assignment exceeds the regular teacher work year will be additionally compensated.
- B. The extended contracts shall be based on the Extended Contract Schedule at a PER DIEM RATE, and extended load or hours should be a PRO-RATED PORTION OF THE PER DIEM RATE. For example, if the work year is 190 days, then someone contracting for 210 days would receive 20 times the daily per diem salary.
- C. Professional Development days outside of the contracted time will be paid at a rate of \$28.00 per hour.

ARTICLE V: LEAVES

- 5.1 Sick Leave - All teachers shall be entitled to fifteen (15) days of paid sick leave per year. Unused sick leave may accumulate to a maximum of 105 days. The Board reserves the right to require a doctor's certificate as proof of sickness, where evidence might indicate an abuse of this benefit.
- 5.2 Emergency Leave - Paid emergency leave days for teachers may total six (6) days per year, but will not accumulate. This leave would be used for the following:

- A. Death in the immediate family - Immediate family includes parents, spouse, children, brothers, sisters, grandparents, grandchildren, in-laws of the immediate family, any other member of the immediate household, and personal friend or relative not listed above.
 - B. Critical illness of parents, spouse, or children. The employer, at its discretion, may grant additional time if, in the employer's discretion, extraordinary circumstances are determined to exist.
- 5.3 Personal Leave - Each employee will be granted two days of personal leave at full compensation. These days may be used in one half-day increments. Request for personal leave must be made three days in advance, except in the case of emergency, and in writing to the building principal and approved by the superintendent. There will be no personal leave granted during the first five days and the final five days of the school year, or the day before or after a scheduled vacation period, except at the discretion of the superintendent. **Only if substitutes are not available** no more than two teachers may be gone from any one building on a particular day for "personal leave". The reason for the request shall remain confidential between the employee and administration. Unused personal leave will accumulate from one contract year to the next year to a maximum of four days
- 5.4 Jury and Legal Leave - Teachers who are called for jury service will receive the difference between their pay as jurors and their regular daily rate of pay. A teacher called for jury service will notify the employer within twenty-four (24) hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the employer.
- 5.5 Other Leaves - Each teacher may apply in writing to the Superintendent for other leaves with or without pay for good cause as determined by the Superintendent. This is not a substitute for personal leave provided in 5.3.
- 5.6 Illness of Dependent Child or Parent - Up to five paid days per year shall be available to each teacher for the illness of a dependent child or Parent. This leave shall only be available in either half-day or full-day allotments. Leave days shall be non-cumulative. These days will be taken out of the individual teacher's sick leave days.
- 5.7 SICK LEAVE BANK
 A sick leave pool of seventy-five (75) days shall be established for employees who need to use sick leave, or dependant child days, beyond the number of accumulated days allotted to them. Participation is voluntary for employees who contribute a day to the sick leave pool. To be eligible the employee shall sign up or cancel before September 1.
 Once enrolled the eligibility is automatically continued every year until canceled by the employee. Employees must apply for use of the SICK LEAVE BANK in writing to the Vice-President of the Northwood-Kensett Education Association (NKEA). Upon the approval of this request by the Vice-President of NKEA the application will be submitted to the superintendent for approval. An employee may use up to twenty (20) days per school year of the SICK LEAVE BANK. At this time, employees will sign a note for the number of days they are wishing to receive from the sick leave bank.

ARTICLE VI: TEACHER HOURS, LOAD AND HOLIDAYS

- 6.1 Teaching Load -
- A. Elementary and Junior/Senior High School - Each classroom teacher shall be provided an average of forty-five (45) minutes of break time per day per 6-day cycle.
 - B. Each teacher shall be provided a duty-free lunch period of at least twenty (20) minutes.
- 6.2 Holidays - The regular and extended contract of teachers shall include five (5) paid holidays. No teacher shall be required to perform duties on any of the holidays.
- 6.3 Hours - The workday starts at 8:00a.m. and ends at 3:50p.m. Exceptions will be made for faculty meetings and for coaching assignments either immediately before or after school. On Fridays, on days preceding vacations, on days in which students are dismissed early due to weather conditions

(excluding early releases for heat), and on days when teachers are required to perform evening duties, the teacher's day shall end ten (10) minutes after close of the students' day. Before leaving early or arriving late, the teacher must notify the principal so that proper arrangements can be made to supervise the teacher's classes or special groups.

ARTICLE VII: COMPLIANCE

- 7.1 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 shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.
- 7.2 Publication of Agreement – An electronic copy shall be provided within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all teachers now employed, hereafter employed, or considered for employment by the Board.
- 7.3 Notice - Whenever any notice is required to be given by either of the parties to this Agreement, either party shall do so by letter at the following designated addresses or at such other address as may be designated by a party in written notification to the other party.
 - A. If by Association, to Board at: Northwood-Kensett Schools, Northwood, IA.
 - B. If by Board, to Association at: Northwood-Kensett Schools, Northwood, IA.
- 7.4 Duration Period - This Agreement shall be effective July 1, 2023, and shall continue until June 30, 2025, unless otherwise designated by state or federal government guidelines.
- 7.5 Signature Clause - In Witness Whereof the parties hereto have caused this Agreement to be signed by their respective president as attested by the respective negotiators.

President, School Board

President, Association

Attest:

Negotiator

Negotiator

Appendix A

**NORTHWOOD-KENSETT COMMUNITY SCHOOLS
GRIEVANCE REPORT**

STEP I

DISTRIBUTION OF FORM

- 1. ASSOCIATION
- 2. EMPLOYEE # _____
- 3. APPROPRIATE SUPERVISOR
- 4. SUPERINTENDENT Date Filed _____

BUILDING _____

NAME OF AGGRIEVED PERSON _____

STEP II

- A. DATE VIOLATION OCCURRED _____
- B. SECTION(S) OF CONTRACT VIOLATED _____
- C. STATEMENT OF GRIEVANCE _____

- D. RELIEF SOUGHT _____

Signature _____ Date _____

E. DISPOSITION BY PRINCIPAL OR IMMEDIATE SUPERVISOR _____

Signature of Principal/Immediate Supervisor _____ Date _____

STEP III

A. _____ Date received by _____
Signature of Aggrieved Person Superintendent

B. DISPOSITION BY SUPERINTENDENT OR DESIGNEE _____

Signature of Superintendent/Designee _____ Date _____