

NEGOTIATED AGREEMENT

BETWEEN THE

ADEL DESOTO MINBURN
COMMUNITY SCHOOL DISTRICT

AND THE

ADEL DESOTO MINBURN
EDUCATION ASSOCIATION

August 13, 2023 through August 12, 2027

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ARTICLE 1 RECOGNITION

A. Unit

The Board hereby recognizes the Adel DeSoto Minburn Education Association as the certified exclusive and sole bargaining representative as set forth in the PERB certification instrument (Case No. 8641) issued by the PERB on the 9th day of May, 2013.

The unit described in the above certification is as follows:

INCLUDED: All full or regular part-time professional employees, including the following teachers: classroom, learning disability, remedial, physical education, music and art; librarians; guidance counselors; social worker and nurses.

EXCLUDED: Superintendent, principals, assistant principals, substitute teachers, non-professional employees and all others excluded by Iowa Code section 20.4.

B. Definitions

As used in this Agreement:

1. The term "Board" shall mean the Board of Directors of the Adel DeSoto Minburn Community School District or its duly authorized representatives.
2. The term "District" shall mean the Adel DeSoto Minburn Community School District.
3. The term "Employee" shall mean any professional employee represented by the Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
4. The term "Association" shall mean the Adel DeSoto Minburn Education Association or its duly authorized representatives.
5. The term "Administration" shall mean any or all building principals and/or the superintendent of schools.

ARTICLE 2 GRIEVANCE PROCEDURES

A. Definitions

1. A "grievance" shall mean only a complaint that there has been a violation, misinterpretation, or misapplication of any of the specific provisions of this Agreement.
2. A "grievant" shall mean a teacher, group of teachers, or the Association filing a grievance.
3. "Days" shall mean school days, or in the event that a grievance has not been satisfactorily processed by the end of the school year, "Days" shall mean weekdays.

B. Purpose

The purpose of these procedures is to secure solutions to grievances at the lowest possible level.

C. Rights and Limits

1. An employee covered by this Agreement and/or the Association shall present grievances in accordance with these procedures. An employee has the right to adjust individual grievances with or without Association representation.
2. The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. 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 filing, investigation, handling, or other processing of any grievance by the grieving employee or Association shall be conducted so as to result in no interference with or interruption of the instructional program or other assigned duties of the grieving employee and any or all of the employees. Time before school, after school, during the lunch period, planning period, or during a contract non-teaching workday shall be used.
4. If the Association or any employee files any claim or complaint in any manner other than under the grievance procedure of this Agreement, then the District shall not be required to process the same claim or set of facts through the grievance procedure.
5. All records dealing with the processing of a grievance shall be filed only in separate grievance files.

D. Steps to file a Grievance

1. First Step

An attempt shall be made to resolve any grievance in informal verbal discussion between grievant(s) and his/her (their) principal. A grievant must discuss a grievance with his/her (their) principal within nine (9) days of the occurrence of the event giving rise to the grievance. The principal shall decide on the grievance and communicate it to the grievant and to the superintendent within five (5) days after the meeting of the grievant and the principal.

2. Second Step

If the grievance cannot be resolved informally, the grievant shall file the grievance in writing within five (5) days after receiving the principal's decision on the informal grievance. The grievant shall use the District's grievance form (Appendix A), 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 article, section, or clause(s) of the Agreement allegedly violated, shall state the remedy requested, and shall be signed by the grievant. The principal shall decide within seven (7) days after receipt of the written grievance and furnish a copy thereof to the grievant and to the superintendent. In addition, a copy of the principal's answer will be given to the Association's

president unless the grievant specifically requests in writing that the Association not receive a copy.

3. Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file, within seven (7) days of the principal's written decision at the second step, the appropriate grievance form with the superintendent. Within seven (7) days after such written grievance is filed, the grievant and superintendent, or in his/her absence his/her designee, shall meet and shall file an answer within seven (7) days of the third step grievance meeting and communicate it in writing to the grievant and the principal. In addition, a copy of the superintendent's answer will be given to the Association's president unless the grievant specifically requests in writing that the Association not receive a copy.

4. Fourth Step

If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of final, binding arbitration. If the Association determines that the grievance is meritorious and the grievant concurs, it shall submit the grievance to arbitration. The Association shall submit notification of implementation of arbitration to the superintendent in writing within ten (10) days of receipt of the Step 3 answer. An arbitrator to be selected by the two parties within seven (7) days after said notice is given shall conduct the arbitration proceeding. If the two parties fail to reach agreement on an arbitrator within seven (7) days, the Public Employment Relations Board shall be requested to provide a list of five (5) arbitrators. The parties shall determine by lot which party shall have the right to remove the first name from the list. Thereafter, each party shall alternately strike the name of an arbitrator until only one remains. The selection process must be completed within three (3) school days following receipt of the list from PERB. The remaining named arbitrator shall be the arbitrator, and his/her decision shall be final and binding on the parties.

The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented in writing by the parties. The decision shall not change or amend the terms, conditions, or applications of the Negotiated Agreement.

Costs for the services of the arbitrator, including per diem expenses, travel, subsistence expenses, and the cost of any hearing room will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.

Forms for filing a grievance may be found at the end of this handbook or in the Negotiated Agreement.

ARTICLE 3 LEAVES OF ABSENCE

A. Sick Leave

A full-time employee shall be allowed fifteen (15) days sick leave for the contract year from the first day that employee reports to work. Employees who begin after the beginning of the year shall have their fifteen (15) days prorated. Unused sick leave days for service in the District shall accumulate from year to year to a total maximum of one hundred twenty (120) days. An employee shall not have more than one hundred twenty (120) days available at the start of any contract year. The minimum unit of usage of sick leave for a full-time employee will be one-fourth (1/4) day. The employer may require evidence to confirm the necessity for sick leave. A statement from a doctor may be required before allowing sick leave of more than three (3) days. Maternity leave is covered under sick leave. The commencement and termination of maternity leave will be as recommended by the employee's physician.

Eight (8) days of sick leave may be used to care for a sick spouse, child, parent, father-in-law, mother-in-law, son-in-law, daughter-in-law, or permanent household member. One additional day of sick leave may be used to care for a sick spouse, child, parent, father-in-law, mother-in-law, son-in-law, daughter-in-law, or permanent household member once all other paid leave (i.e., personal day) is exhausted. In the event the instructional staff member's sick leave and personal leave are exhausted and additional leave is needed to care for a family member, that member may apply to the Superintendent for additional days(s) of leave. If granted, that leave would be deducted from the member's sick leave accumulation. This is intended to be used for medical emergencies.

Sick leave shall not be used for elective (optional) surgery, e.g. cosmetic surgery, hair transplant.

The amount of additional sick leave allotted for the current school year shall be prorated in the event the employee's contract is terminated before the end of the year.

Part-time employees shall be allowed sick leave at the same rate as their contract, e.g. half-time employees shall be allowed fifteen (15) half days per year.

One day of unused family sick leave may be carried over from year to year with a maximum accumulation of up to nine (9) days excluding the one additional day granted after all other leave is exhausted.

Maternity and paternity leave shall include three (3) days of paid leave to be used immediately following the birth of a child. This leave shall be paid for by the district and will not exhaust any currently accrued sick leave. Further maternity leave is covered under sick leave. The commencement and termination of maternity leave will be as recommended by the employee's physician.

B. Adoption Leave

Up to thirty (30) workdays of paid sick leave shall be available to an employee who legally adopts a child. In the event that both adoptive parents are employees of the District, a cumulative total of thirty (30) workdays of paid sick leave shall be available. Adoption leave will begin when the child arrives at the home.

C. Bereavement Leave

A maximum of ten (10) days leave per occurrence shall be granted for a death of a spouse, child, or stepchild. A maximum of five (5) days leave per occurrence shall be granted for a death in the employee's immediate family. Immediate family for this leave shall be interpreted to include parent, stepparent, sister, stepsister, brother, stepbrother, grandchild, grandparent, mother- or father-in-law, sister- or brother-in-law, son- or daughter-in-law, or permanent household member.

Two (2) bereavement days per year may be used for someone other than the immediate family members listed above. This would not add an additional day for family bereavement.

If additional travel time is necessary, it may be granted at the discretion of the superintendent. Such action shall not be precedent setting.

The intent of bereavement leave is for the grieving process and to attend services for the passing individual(s). It cannot be used for dealing with matters of estate reconciliation.

D. Personal Leave

Employees may be allowed three (3) days for personal leave each year. One (1) day may be carried over to the following year with a maximum accumulation of four (4) days. These days of personal leave may be used at the discretion of the employee. This leave may not be used on staff development days, except in extenuating circumstances at the sole discretion of the superintendent and shall be non-grievable.

The employee must give two (2) days advance notice except in the case of emergencies.

No more than two (2) teachers per attendance center will be allowed personal leave on the same day. More than two (2) teachers may be allowed personal leave on the same day in extenuating circumstances at the sole discretion of the principal and shall be non-grievable.

If a teacher submits a written request by the end of the school year, they will be paid \$150.00 for each day of unused personal leave up to a maximum of two (2) days.

Personal days will not be granted the first five or last five days of school or on days immediately preceding or following a holiday or vacation period except in extenuating circumstances as determined by the superintendent.

E. Association Leave

The Association collectively may be granted up to a total of eight (8) contract days per year to participate in its affairs at the state or national level. This leave shall be cleared with the building principal at least three (3) days in advance and shall be with pay. The Association, if hired, will pay substitute teachers. This leave is not cumulative.

F. Professional Leave

Attendance at educational meetings or visiting other schools is permitted with pay if the building principal approves such absence. If any employee wishes to be absent from duty for a brief period to attend a professional meeting or to visit schools, a written request for such absence shall be signed by the employee and submitted to the superintendent or designee five (5) days prior to the first day of anticipated absence.

G. Temporary Leave

Other temporary absences of two (2) or fewer hours with pay may be granted to teachers at the discretion of the building principal. Employees are responsible for finding coverage for their classes, if applicable.

H. Leave Without Pay

In the event that an employee requests a leave of absence from work without pay for non-medical reasons, said request will be made in writing at least five (5) workdays prior to the leave and sent to the Building Principal and Superintendent for approval by the superintendent on a case by case basis. No such request will be considered without first exhausting all other appropriate leave. An employee shall be allowed a combination of personal leave and leave without pay not to exceed five (5) days within a contract year. Said leave is not cumulative from one contract year to the next. Leaves without pay will not normally be granted immediately preceding or following a regularly scheduled vacation period or during the first ten (10) or last ten (10) days of school. No more than one (1) employee shall be permitted to be on a leave without pay (for non-medical purposes) from a given building at the same time. No leaves without pay will be permitted if the educational program would be seriously hampered or a suitable substitute is not available.

Leave without pay requests that arise from sudden emergencies, severe and/or catastrophic life events will not follow the above language and will be granted on a case-by-case basis by the Superintendent and will not be considered as setting precedent.

I. Extended Leave Without Pay

Extended leaves, up to ninety (90) school days without pay, may be granted by the Board for the following reasons:

1. For work on an advanced degree;
2. For medical reasons, e.g. recovery from a heart attack;
3. To care for a member of the immediate family who has a serious illness;
4. To care for a newborn baby.

While on extended leave an employee shall not be entitled to any employee benefits and shall not be given credit for vertical advancement on the salary schedule. The employee shall have the opportunity to continue participation in the health insurance program at the employee's own expense by notifying the superintendent in writing of his/her intention and making remittances for premiums when due. The employee shall retain accumulated sick leave, seniority, and placement on the salary schedule upon return to work.

When appropriate, health insurance coverage will continue to be paid by the district according to the FMLA law.

J. Jury Duty

1. An employee who is called for jury duty during school hours shall be permitted to be absent from his/her duties without loss of pay.
2. The employee must give the principal two (2) days prior written notice of the summons for service and may be requested to furnish satisfactory evidence that such service was performed on the days for which leave is taken. An employee not required to perform jury duty all day shall return to work.

K. Personal Leave Donation

In the event that the administration is notified by an employee that he/she has a personal or immediate family catastrophe and said employee has exhausted all of his/her accumulated sick leave and personal leave, or family leave and personal leave, other employees may donate personal leave days to the absent employee. Hospitalization, continuing outpatient treatment of a serious health condition rendering the employee or family member incapacitated due to disability, disability from performing contractual obligations, or other terminal and disabling illness of an employee or of an employee's immediate family member, supported by an attending health care provider's written statement, will be considered a personal or immediate family catastrophe.

Leave must be approved by an oversight committee consisting of 3 faculty members appointed by ADMEA, the Superintendent, and Board Secretary.

The donation of personal leave days will be applied as follows:

1. The school's administration will communicate by email to all employees that a triggering event has occurred and inquire if any employee desires to donate personal leave days to be used by the absent employee. The absent employee's name will not be mentioned. Employees interested in donating an accumulated personal leave day may do so by responding by email to the business office within three business days.
2. Employees may donate a maximum of one day of accumulated personal leave days per event request. All such donations will be valued at \$100 per day.
3. The business office will accept responses donating personal leave up to the equivalent value of 15 days of the absent employee's sick leave per event. The business office will maintain a list of the order of donations, and will inform all responses after the maximum number of responses have already been received.
4. All donations of personal leave will remain anonymous.
5. The business office will track the employee who has donated a personal leave day, deduct that donated leave day from the employee donor's accumulated personal leave when that donated leave day is used by the absent employee, and will inform the donor employee. The business office will treat the donated leave as income to the donor employee and make all appropriate tax withholdings from the donor employee. The business office will also be responsible for keeping track of the donated personal leave days used by the absent employee. Receipt of such donated leave will also be treated, as taxable income to the recipient and all appropriate tax withholdings will be made. An additional 15 leave days, related to the catastrophe, may be requested on a

one-time basis by the affected employee after the first 15 donated personal leave days are used by the absent employee. Such an additional request may be treated as a new event. The affected employee would need to submit an additional written statement from a health care provider.

6. If less than 15 days are used, those days will revert to the original donors of the unused personal leave.

ARTICLE 4 VACATIONS AND HOLIDAYS

- A. In-service days and workdays are considered days of service, and compensation for it is included in the annual salary. Days of vacation are not considered as holidays or days of service. The individual contracts shall include 189 days of service and 1/189 of the annual salary shall be considered as pay for one (1) day of service. First year teachers' contracts shall include 191 days of service and 1/191 of the annual salary shall be considered as pay for one (1) day of service. Employees who have extended day contracts, except driver education instructors, shall be paid for such additional days at the rate of 1/189 of his/her regular pay for each day of extended service; 1/191 of his/her regular pay for new teachers. This amount shall be prorated for days of less than eight (8) hours.

- B. At the discretion of the Board, and with the exception of Labor Day and Memorial Day, in-service days, work days, and/or weekdays in September, January, February, March, April, May and/or June may be converted into teaching days if the time is needed to make up unforeseen loss of time on account of weather, epidemic, etc.

The following vacations cannot be converted to teaching days:

- 1. Fall vacation shall be Thanksgiving and the following Friday;
 - 2. Winter vacation shall be a minimum of December 24 through January 1, inclusive;
 - 3. Spring vacation shall be a minimum of three (3) days connected to a weekend and between the dates of March 11-15, 2024.
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- C. With the exception of school dismissal due to inclement weather, employee attendance may be required at the discretion of the administration whenever student attendance is not required. Such days of required employee attendance shall count as contract days. When school is dismissed for inclement weather due to extreme heat, employee attendance may be required so long as air-conditioned work areas are provided and appropriate hot weather clothing can be worn.

ARTICLE 5 PROFESSIONAL EMPLOYEE HOURS

- A. The working day at school for full-time employees not having compensated extra assignments shall be eight (8) hours with an average of thirty (30) consecutive minutes--minimum of twenty-five (25) and maximum of thirty-five (35) minutes--for a duty-free lunch period. On workdays the lunch period shall be a maximum of one (1) hour for all employees. The employer shall determine the arrival and departure time for each employee. On Fridays or on school days preceding holidays or vacations, employees may depart school after all of their responsibilities have been concluded and/or students under their supervision have left the building. This shall not be earlier than five (5) minutes after the school dismissal time.
- B. An employee may leave the building without requesting permission during his/her lunch period. A teacher may leave during the planning period, for business purposes, with the principal's permission.
- C. Employees shall attend professional meetings and conferences called by an administrator for coordinating the work of employees in the school program. These meetings may start at 7:45 or later in the morning or extend up to 4:30 in the afternoon.

If more than seven (7) such meetings are required of an employee in a school year, the employee shall be paid at the rate of Twenty-four Dollars (\$24.00) per hour for the period of time that the meeting extends beyond the normal work day. This provision shall not apply to open houses, parent-teacher conferences, faculty meetings held within the normal work day, mentoring meetings, evaluation meetings, IEP meetings, music programs, elementary school programs, or other such meetings, or to assignments covered by the supplemental pay schedule, which shall be performed without additional compensation.

Members of the Teacher Quality Committee shall be paid at the rate of Twenty-four Dollars (\$24.00) per hour for the period of time that meetings extend beyond the normal workday.

ARTICLE 6 HEALTH AND SAFETY MATTERS

- A. All employees shall be required to have a physical examination before initial employment. The school physical exam form or school bus driver's physical form shall be used and returned to the Board Secretary, along with a copy of the paid bill, by the first day of contact with students. The District will pay up to \$35 for actual expenses above the insurance settlement for the physical examination. The employee shall pay any charges in excess of this sum.
- B. Protective devices and equipment, as may be required by OSHA or DE, for the employee to perform duties in a safe manner shall be provided without charge to the employee.
- C. No employee shall be required to search for a bomb.
- D. No employee shall be required to transport students in his/her private vehicle.

ARTICLE 7 WAGES AND SUPPLEMENTAL PAY

A. Combined Salary Schedule – 2023-24 (FINAL) (based on FTE 9/1/23)

	Steps	BA	BA+12	BA+24	BA+40	MA*	MA+12	MA+24
			+790	+800	+810	+830	+860	+890
	1							
BA 850	2							
BA+12 860	3							
BA+24 870	4							
BA+40 880	5							
MA 890	6							
MA+12 900	7							
MA+24 910	8							
	9							
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	23							
	24							
	25							
	26							
	27							

1. All credits used for salary lane movements must be graduate credits. The superintendent has the discretion to allow up to twelve (12) credits to be substituted with non-graduate status credits. Non-graduate credits include undergraduate and staff development credits. Permission to use such credits on the salary schedule must be requested in writing before taking such courses. Coursework that qualifies per BOEE guidelines for licensure also qualifies for lane advancement.
2. Part-time teachers will advance one step per year on the salary schedule if they have taught part-time for the entire school year. Employees who teach for less than 180 days in a school year shall earn the appropriate prorated amount of credit on the salary schedule and shall advance to the next step when their prorated credit is above one-half.
3. *A teacher employed by the District in a professional capacity prior to March 1, 1988, is hereby permitted to substitute graduate credits in his/her teaching area for movement into the MA lane on the salary schedule. In this situation, a BA+52 graduate hours shall for pay purposes be equivalent to an MA.
4. At the time a new employee is contracted, they shall be advised of their placement on the salary schedule.
5. Staff members must provide the superintendent with written notification of his or her intent to “change lanes” no later than January 15 of the preceding contract year in order to later apply for that change. Staff members that do not meet the January 15 deadline but wish to be considered for lane advancement for the following year may apply in writing to the superintendent. The superintendent will keep a list, based on the date filed, of staff members requesting lane advancement after January 15. This list will be called the “Lane Advancement Waiting List”. If a staff member that files by the 15th of January does not complete required courses and/or paperwork by the first day of school of that year, the first person, based on date filed, on the “Lane Advancement Waiting List” that completes all required course work and paperwork by the first day of school of that year, will be allowed to replace that person on the lane advancement list. The maximum number of lane advancements in any given year will be the number filed by January 15 of each year.

B. Supplemental Pay

- Coaches shall be paid according to the schedule and according to actual coaching experience in each sport, regardless of grade level.

Years Experience	A	B	C	D	E
1	\$4,844	\$3,312	\$3,299	\$2,630	\$1,473
2	\$5,249	\$3,713	\$3,619	\$2,849	\$1,741
3	\$5,862	\$4,330	\$3,955	\$3,189	\$2,143
4	\$6,269	\$4,734	\$4,186	\$3,420	\$2,418
5	\$6,520	\$4,924	\$4,353	\$3,555	\$2,515
6	\$6,781	\$5,120	\$4,527	\$3,698	\$2,615
	Head Baseball	Head B&G Cross Country	Assistant Baseball	Assistant Cross Country	Assistant Strength
	Head Basketball	Head Boys Golf	Assistant Basketball	Assistant Golf	Middle School Baseball
	Head Football	Head Girls Golf	Assistant Football	Assistant Soccer	Middle School Basketball
	Head Softball	Head Soccer	Assistant Softball	Assistant Track	Middle School Cross Country
	Head Volleyball	Head Track	Assistant Volleyball	MS Football Coordinator	Middle School Football
	Head Wrestling	Head E-Sports	Assistant Wrestling	MS Track Coordinator	Middle School Softball
	Head Strength	Head Bowling			Middle School Track
					Middle School Volleyball
					Middle School Wrestling

Sixth Grade Intramurals: \$332

B. Supplemental Pay

1. Supplemental pay employees shall be paid according to the following schedule and according to actual experience.

Years Experience	A	B	C	D
1	\$3,831	\$3,065	\$2,044	\$1,227
2	\$4,273	\$3,508	\$2,393	\$1,359
3	\$4,712	\$3,948	\$2,696	\$1,491
4	\$5,155	\$4,393	\$3,000	\$1,622
5	\$5,413	\$4,612	\$3,151	\$1,703
6	\$5,630	\$4,796	\$3,276	\$1,772
	Sr. High Band	Head Speech	Musical Director*	Middle School Cheerleading**
	Sr. High Vocal	Head Cheerleading**	Assistant Speech	SkillsUSA
		Drama	Debate	Prom Sponsor
		Dance	Yearbook/Newspaper	DECA/FCCLA
			Assistant Cheerleading**	
			FFA	
			Assistant Drama	
				Academic Decathlon \$919
				Early Bird Classroom 14% of base salary if class does not overlap other contracted time/12% of base salary if class does overlap other contracted time
				High School Student Council \$1,011
				General Music - Adel Elementary \$2,487
				General Music - Meadow View Elementary \$2,487
				General Music/Vocal Music - DeSoto Intermediate \$2,487
				Instrumental Music - DeSoto Intermediate \$2,487
				Vocal Music - Middle School \$2,487
				Instrumental Music - Middle School \$2,487
				Show Choir - Middle School** \$1,255
				Marching Band Flag Line \$919
				Mock Trial \$919
				Pass gate, Timer, Scorekeeper & Line Judge (basketball, volleyball, wrestling) \$0
				Spring Play \$2,316
				National Honor Society \$613
				Middle School Student Council \$494
				Drum Line \$919

*At the director's option, this amount may be reduced in order to hire an assistant or support positions. **Stipend amount may be pro-rated by sport season.

C. "Substitute Coverage"

An employee assigned by the administration to teach a class for another teacher during the employee's non-instructional/non-supervisory time, for a time not to exceed two (2) hours, will be paid at the rate of \$20.00 per hour.

D. "Salary Schedules"

1. The Salary Schedule includes a total salary, which is supported by three separate sources of funding. The primary source of salary funds is the School District's general fund, which is supported by state aid payments under the state foundation formula. General fund resources support all school programs and activities, including teachers' salaries. This is the Base Salary Schedule.
2. The other source of funds for teachers' salaries are known as the Teacher Salary Supplement ("TSS"); and these resources may only be used to support teachers' salaries. This allocation is detailed in the TSS Salary Schedule and is an estimate of the current year distribution of TSS stipends at the time of completion of negotiations as determined by the criteria below based on minimum teacher salaries required by state law, employee FTE, and lane and step placement. The TSS will be recalculated on September 1, if there is any change in FTE, and re-distributed on the TSS Salary Schedule (FINAL).

The negotiation of this contract was based on the understanding that the District would receive state foundation aid payments and TSS funds for the 2024-25 school year. TSS funding is 100% state funded revenue and shall be paid to all eligible employees as provided by law. The District's only responsibility will be to serve as the fiscal agent of TSS funds, providing a method of payment to eligible employees, and to ensure the funds are paid according to the requirements of the law. Distributions of TSS funds will be determined by following the criteria below:

1. Allocating TSS funds to satisfy the minimum teacher salaries required by state law.
2. Any remaining funds from the District's annual TSS allocation will be distributed to all other teachers in the schedule based on an equal per FTE basis.

If the District does not receive all of the anticipated state aid, the District nevertheless agrees to fully pay the general fund portion of the teachers' salaries. If the District does not receive all or any of the anticipated TSS funding, however, the District will reduce teachers' salaries that are above the minimum teacher salaries required by state law dollar-for-dollar to reflect the amount of funding which was not provided by the state. The District will apportion this adjustment among the remaining payroll periods, unless state law dictates otherwise. In all cases, the district will comply with state law.

Base Salary Schedule 2024-25

	Steps	BA	BA+12	BA+24	BA+40	MA*	MA+12	MA+24
	1	\$39,800	\$40,590	\$41,390	\$42,200	\$43,030	\$43,890	\$44,780
	2	\$40,650	\$41,450	\$42,260	\$43,080	\$43,920	\$44,790	\$45,690
	3	\$41,500	\$42,310	\$43,130	\$43,960	\$44,810	\$45,690	\$46,600
	4	\$42,350	\$43,170	\$44,000	\$44,840	\$45,700	\$46,590	\$47,510
	5	\$43,200	\$44,030	\$44,870	\$45,720	\$46,590	\$47,490	\$48,420
	6	\$44,050	\$44,890	\$45,740	\$46,600	\$47,480	\$48,390	\$49,330
	7	\$44,900	\$45,750	\$46,610	\$47,480	\$48,370	\$49,290	\$50,240
	8	\$45,750	\$46,610	\$47,480	\$48,360	\$49,260	\$50,190	\$51,150
	9	\$46,600	\$47,470	\$48,350	\$49,240	\$50,150	\$51,090	\$52,060
	10	\$47,450	\$48,330	\$49,220	\$50,120	\$51,040	\$51,990	\$52,970
	11	\$48,300	\$49,190	\$50,090	\$51,000	\$51,930	\$52,890	\$53,880
	12	\$49,150	\$50,050	\$50,960	\$51,880	\$52,820	\$53,790	\$54,790
	13		\$50,910	\$51,830	\$52,760	\$53,710	\$54,690	\$55,700
	14		\$51,770	\$52,700	\$53,640	\$54,600	\$55,590	\$56,610
	15			\$53,570	\$54,520	\$55,490	\$56,490	\$57,520
	16			\$54,440	\$55,400	\$56,380	\$57,390	\$58,430
	17			\$55,310	\$56,280	\$57,270	\$58,290	\$59,340
	18				\$57,160	\$58,160	\$59,190	\$60,250
	19				\$58,040	\$59,050	\$60,090	\$61,160
	20				\$58,920	\$59,940	\$60,990	\$62,070
	21					\$60,830	\$61,890	\$62,980
	22					\$61,720	\$62,790	\$63,890
	23					\$62,610	\$63,690	\$64,800
	24						\$64,590	\$65,710
	25						\$65,490	\$66,620
	26						\$66,390	\$67,530
	27							\$68,440

TSS Salary Schedule 2024-25 (FINAL) (based on FTE 9/1/24)

Steps	BA	BA+12	BA+24	BA+40	MA*	MA+12	MA+24
1	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
2	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
3	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
4	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
5	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
6	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
7	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
8	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
9	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
10	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
11	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
12	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
13		\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
14		\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
15			\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
16			\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
17			\$8,300	\$8,300	\$8,300	\$8,300	\$8,300
18				\$8,300	\$8,300	\$8,300	\$8,300
19				\$8,300	\$8,300	\$8,300	\$8,300
20				\$8,300	\$8,300	\$8,300	\$8,300
21					\$8,300	\$8,300	\$8,300
22					\$8,300	\$8,300	\$8,300
23					\$8,300	\$8,300	\$8,300
24						\$8,300	\$8,300
25						\$8,300	\$8,300
26						\$8,300	\$8,300
27							\$8,300

TSS Salary Schedule 2024-25 (ESTIMATED)

Steps	BA	BA+12	BA+24	BA+40	MA*	MA+12	MA+24
1	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
2	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
3	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
4	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
5	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
6	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
7	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
8	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
9	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
10	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
11	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
12	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
13		\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
14		\$6,971	\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
15			\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
16			\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
17			\$6,971	\$6,971	\$6,971	\$6,971	\$6,971
18				\$6,971	\$6,971	\$6,971	\$6,971
19				\$6,971	\$6,971	\$6,971	\$6,971
20				\$6,971	\$6,971	\$6,971	\$6,971
21					\$6,971	\$6,971	\$6,971
22					\$6,971	\$6,971	\$6,971
23					\$6,971	\$6,971	\$6,971
24						\$6,971	\$6,971
25						\$6,971	\$6,971
26						\$6,971	\$6,971
27							\$6,971

Combined Salary Schedule – 2024-25 (ESTIMATED)

Steps	BA	BA+12	BA+24	BA+40	MA*	MA+12	MA+24
1	\$46,771	\$47,561	\$48,361	\$49,171	\$50,001	\$50,861	\$51,751
2	\$47,621	\$48,421	\$49,231	\$50,051	\$50,891	\$51,761	\$52,661
3	\$48,471	\$49,281	\$50,101	\$50,931	\$51,781	\$52,662	\$53,571
4	\$49,321	\$50,141	\$50,971	\$51,811	\$52,672	\$53,561	\$54,481
5	\$50,171	\$51,001	\$51,841	\$52,691	\$53,561	\$54,461	\$55,391
6	\$51,021	\$51,861	\$52,711	\$53,571	\$54,451	\$55,361	\$56,301
7	\$51,871	\$52,721	\$53,581	\$54,451	\$55,341	\$56,261	\$57,211
8	\$52,721	\$53,581	\$54,451	\$55,331	\$56,231	\$57,161	\$58,121
9	\$53,571	\$54,441	\$55,321	\$56,211	\$57,121	\$58,061	\$59,031
10	\$54,421	\$55,301	\$56,191	\$57,091	\$58,011	\$58,961	\$59,941
11	\$55,271	\$56,161	\$57,061	\$57,971	\$58,901	\$59,861	\$60,851
12	\$56,121	\$57,021	\$57,931	\$58,851	\$59,791	\$60,761	\$61,761
13		\$57,881	\$58,801	\$59,731	\$60,681	\$61,661	\$62,671
14		\$58,741	\$59,671	\$60,611	\$61,571	\$62,561	\$63,581
15			\$60,541	\$61,491	\$62,461	\$63,461	\$64,491
16			\$61,411	\$62,371	\$63,351	\$64,361	\$65,401
17			\$62,281	\$63,251	\$64,241	\$65,261	\$66,311
18				\$64,131	\$65,131	\$66,161	\$67,221
19				\$65,011	\$66,021	\$67,061	\$68,131
20				\$65,891	\$66,911	\$67,961	\$69,041
21					\$67,801	\$68,861	\$69,951
22					\$68,691	\$69,761	\$70,861
23					\$69,581	\$70,661	\$71,771
24						\$71,561	\$72,681
25						\$72,461	\$73,591
26						\$73,361	\$74,501
27							\$75,411

Combined Salary Schedule – 2024-25 (FINAL)

Step	BA	BA+12	BA+24	BA+40	MA	MA+12	MA+24
1	\$48,100	\$48,890	\$49,690	\$50,500	\$51,330	\$52,190	\$53,080
2	\$48,950	\$49,750	\$50,560	\$51,380	\$52,220	\$53,090	\$53,990
3	\$49,800	\$50,610	\$51,430	\$52,260	\$53,110	\$53,990	\$54,900
4	\$50,650	\$51,470	\$52,300	\$53,140	\$54,000	\$54,890	\$55,810
5	\$51,500	\$52,330	\$53,170	\$54,020	\$54,890	\$55,790	\$56,720
6	\$52,350	\$53,190	\$54,040	\$54,900	\$55,780	\$56,690	\$57,630
7	\$53,200	\$54,050	\$54,910	\$55,780	\$56,670	\$57,590	\$58,540
8	\$54,050	\$54,910	\$55,780	\$56,660	\$57,560	\$58,490	\$59,450
9	\$54,900	\$55,770	\$56,650	\$57,540	\$58,450	\$59,390	\$60,360
10	\$55,750	\$56,630	\$57,520	\$58,420	\$59,340	\$60,290	\$61,270
11	\$56,600	\$57,490	\$58,390	\$59,300	\$60,230	\$61,190	\$62,180
12	\$57,450	\$58,350	\$59,260	\$60,180	\$61,120	\$62,090	\$63,090
13		\$59,210	\$60,130	\$61,060	\$62,010	\$62,990	\$64,000
14		\$60,070	\$61,000	\$61,940	\$62,900	\$63,890	\$64,910
15			\$61,870	\$62,820	\$63,790	\$64,790	\$65,820
16			\$62,740	\$63,700	\$64,680	\$65,690	\$66,730
17			\$63,610	\$64,580	\$65,570	\$66,590	\$67,640
18				\$65,460	\$66,460	\$67,490	\$68,550
19				\$66,340	\$67,350	\$68,390	\$69,460
20				\$67,220	\$68,240	\$69,290	\$70,370
21					\$69,130	\$70,190	\$71,280
22					\$70,020	\$71,090	\$72,190
23					\$70,910	\$71,990	\$73,100
24						\$72,890	\$74,010
25						\$73,790	\$74,920
26						\$74,690	\$75,830
27							\$76,740

ADM STAFF REQUEST FOR LANE ADVANCEMENT
DUE JANUARY 15, 2025

*Note: A maximum of 12 non-graduate hours may be used for salary lane advancement during a career.

Date _____

This form serves as written notification of your intent to “change lanes.” You must file this form by January 15 of the preceding contract year in order to later apply for that change. This course work must be substantiated by grade transcriptions indicating successful completion of the course(s) and grades(s) earned from an approved college or university no later than the first day of school. Note: Coursework that qualifies per BOEE guidelines for licensure also qualifies for lane advancement.

Staff Member:

Current Lane:

Current School Year:

Lane Change Requested for school year:

Request for Advancement to Lane:

Staff members that do not meet the January 15 deadline, but wish to be considered for lane advancement for the following year, may apply in writing to the superintendent. The superintendent will keep a list, based on date filed, of staff members requesting lane advancement after January 15. This list will be called the “Lane Advancement Waiting List.” If a staff member that files by the 15th of January does not complete required classes and/or paperwork by the first day of school of that year, the first person, based on date filed, on the Lane Advancement Waiting List” that completes all required course work and paperwork by the first day of school of that year will be allowed to replace that person on the lane advancement list. The maximum number of lane advancements in any given year will be the number filed by January 15 of each year.

ARTICLE 8 GENERAL CLAUSES

A. Finality of Agreement

This constitutes the entire Agreement between the parties.

B. General Savings Clause

Should any article, section or clause(s) of this Agreement be declared illegal by a state or federal court of law, the parties agree to renegotiate said article, section, or clause(s). The remaining articles, sections, and clauses shall remain in full force and effect.

C. Printing Agreement

Photocopies of this Agreement shall be made by the District at the joint expense of the District and the Association within thirty (30) days after the Agreement is signed. The Agreement shall be given to all employees now employed and hereafter employed. The Board shall provide the Association with five (5) additional copies.

D. Notices

Whenever notice is required to be given by either of the parties to this Agreement to the other, either party shall do so by letter to the following:

1. If by Association, Board President and Superintendent.
2. If by Board, Association President.

E. This basic Agreement shall be in effect from August 13, 2023 through August 12, 2027. During the term of this agreement, all articles shall remain current contract, except for the following: The parties agree Article 7 Wages and Supplemental Pay shall be open to negotiate base wages (or wages and supplemental pay) for the 2024-25 Master Contract and all following contract years as well as two (2) language items by each party.

F. Signature Clause

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

Adel DeSoto Minburn Education Association

Association
By
President Date

By
Chief Negotiator Date

Adel DeSoto Minburn Community School District

Board of Directors
By 4/25/2024
President Date

By 4/25/2024
Chief Negotiator Date

APPENDIX

ADM Level II Grievance Form	For Principal # Date Filed	
Name: _____		
Grievance Directed to: _____		
Date and time alleged violation occurred: _____		
Specific section(s) of Negotiated Agreement violated: _____		
Statement of Grievance: _____		
Relief Sought: _____		
Signature of Principal	Signature of Employee	Date Filed
Decision of Principal: _____		
Signature of Principal/Date	Signature of Employee	Date Received
Principal's Decision:	Accepted _____	
	Not accepted and appeal desired _____	
Signature of Employee	Date	
Copies to: Grievant and Superintendent		

ADM Level III Grievance Form - Appeal to Superintendent

- A. Attach Level II Grievance Report
- B. Date received by Superintendent:
- C. Date of third-step grievance meeting:
- D. Decision of Superintendent:

Signature of Superintendent

Date of Decision

Signature of Employee

Date Received

-
- E. Decision of Superintendent

Accepted. _____
Not Accepted and appeal desired. _____

Signature of Employee

Date

Copies to: Grievant and Principal

ADM Level IV Grievance Form - Arbitration

- A. Attach Level II and III Grievance Reports
- B. Association Vote: Date
- C. Verification of decision of ADMEA to submit grievance to arbitration
Date
ADMEA President
- D. Date submitted to Arbitration
- E. Decision of Arbitrator

Signature of Arbitrator:

Date of Decision:

The Arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him in writing by parties. His decision shall not change or amend the terms, conditions, or applications of the collective bargaining agreement. His decision shall be final and binding on the parties.

Copies to: Grievant, Principal, Superintendent