

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 an employee's sick leave bank 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 the sick leave bank 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 16-20, 2025.
- 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 Schedule B or Schedule C 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 SCHEDULE B AND SCHEDULE C PAY

A. Combined Salary Schedule

	Steps	BA	BA+12	BA+24	BA+40	MA*	MA+12	MA+24
			+790	+800	+810	+830	+860	+890
	1	49,100	49,890	50,690	51,500	52,330	53,190	54,080
BA 850	2	49,950	50,750	51,560	52,380	53,220	54,090	54,990
BA+12 860	3	50,800	51,610	52,430	53,260	54,110	54,990	55,900
BA+24 870	4	51,650	52,470	53,300	54,140	55,000	55,890	56,810
BA+40 880	5	52,500	53,330	54,170	55,020	55,890	56,790	57,720
MA 890	6	53,350	54,190	55,040	55,900	56,780	57,690	58,630
MA+12 900	7	54,200	55,050	55,910	56,780	57,670	58,590	59,540
MA+24 910	8	55,050	55,910	56,780	57,660	58,560	59,490	60,450
	9	55,900	56,770	57,650	58,540	59,450	60,390	61,360
	10	56,750	57,630	58,520	59,420	60,340	61,290	62,270
	11	57,600	58,490	59,390	60,300	61,230	62,190	63,180
	12	58,450	59,350	60,260	61,180	62,120	63,090	64,090
	13		60,210	61,130	62,060	63,010	63,990	65,000
	14		61,070	62,000	62,940	63,900	64,890	65,910
	15			62,870	63,820	64,790	65,790	66,820
	16			63,740	64,700	65,680	66,690	67,730
	17			64,610	65,580	66,570	67,590	68,640
	18				66,460	67,460	68,490	69,550
	19				67,340	68,350	69,390	70,460
	20				68,220	69,240	70,290	71,370
	21					70,130	71,190	72,280
	22					71,020	72,090	73,190
	23					71,910	72,990	74,100
	24						73,890	75,010
	25						74,790	75,920
	26						75,690	76,830
	27							77,740

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.

B1. Schedule B – Athletics

1. The listed 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	\$4,989	\$3,411	\$3,398	\$2,709	\$1,517
2	\$5,406	\$3,824	\$3,728	\$2,934	\$1,793
3	\$6,038	\$4,460	\$4,074	\$3,285	\$2,207
4	\$6,457	\$4,876	\$4,312	\$3,523	\$2,491
5	\$6,716	\$5,072	\$4,484	\$3,662	\$2,590
6	\$6,984	\$5,274	\$4,663	\$3,809	\$2,693
	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
					Special Olympics

B2. Schedule C - Activities

1. The listed Activities, Performing Arts and CTSO employees shall be paid according to the following schedule and according to actual experience.

Years Experience	A	B	C	D
1	\$3,946	\$3,157	\$2,105	\$1,264
2	\$4,401	\$3,613	\$2,465	\$1,400
3	\$4,853	\$4,066	\$2,777	\$1,536
4	\$5,310	\$4,525	\$3,090	\$1,671
5	\$5,575	\$4,750	\$3,246	\$1,754
6	\$5,799	\$4,940	\$3,374	\$1,825

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	
		Assistant Dance	
		HS Show Choir	

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 qualifying certified employees' salaries. The TSS allocation will be calculated based on the projected funding reported by the Department of Management from the prior year and will appear on the employee's contract. The district has discretion to maintain a balance in the TSS fund equivalent to the annual TSS contribution of up to five (5) certified employees so the district can plan for any changes throughout the year.

The negotiation of this contract was based on the understanding that the District would receive state foundation aid payments and TSS funds for the 2025-2026 school year. TSS funding is 100% state funded revenue and will be paid to all eligible employees as provided by law. The District will 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 and district policies.

Distributions of TSS funds will be determined by following the criteria below:

- a. Allocating TSS funds to satisfy the minimum teacher salaries required by state law.
- b. Any remaining funds from the district's annual TSS allocation will be equally distributed to eligible ~~all~~ certified employees in the schedule based on an equal per FTE basis through a Memorandum of Understanding, approved by the school board annually, as an additional payment throughout the school year.

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 2025-26

Steps	BA	BA+12	BA+24	BA+40	MA*	MA+12	MA+24
1	40,800	41,590	42,390	43,200	44,030	44,890	45,780
2	41,650	42,450	43,260	44,080	44,920	45,790	46,690
3	42,500	43,310	44,130	44,960	45,810	46,690	47,600
4	43,350	44,170	45,000	45,840	46,700	47,590	48,510
5	44,200	45,030	45,870	46,720	47,590	48,490	49,420
6	45,050	45,890	46,740	47,600	48,480	49,390	50,330
7	45,900	46,750	47,610	48,480	49,370	50,290	51,240
8	46,750	47,610	48,480	49,360	50,260	51,190	52,150
9	47,600	48,470	49,350	50,240	51,150	52,090	53,060
10	48,450	49,330	50,220	51,120	52,040	52,990	53,970
11	49,300	50,190	51,090	52,000	52,930	53,890	54,880
12	50,150	51,050	51,960	52,880	53,820	54,790	55,790
13		51,910	52,830	53,760	54,710	55,690	56,700
14		52,770	53,700	54,640	55,600	56,590	57,610
15			54,570	55,520	56,490	57,490	58,520
16			55,440	56,400	57,380	58,390	59,430
17			56,310	57,280	58,270	59,290	60,340
18				58,160	59,160	60,190	61,250
19				59,040	60,050	61,090	62,160
20				59,920	60,940	61,990	63,070
21					61,830	62,890	63,980
22					62,720	63,790	64,890
23					63,610	64,690	65,800
24						65,590	66,710
25						66,490	67,620
26						67,390	68,530
27							69,440

TSS Salary Schedule 2025-26

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

* Details of TSS payment can be found in Article 7, subsection D, "Salary Schedules". The TSS schedule listed is assuming a 1.0 FTE.

ADM STAFF REQUEST FOR LANE ADVANCEMENT
DUE JANUARY 15, 2026

*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 Schedule B and Schedule C Pay shall be open to negotiate base wages (or wages and schedule B and schedule C pay) for the 2026-27 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: Cassidy Ray 4/14/25
President Date

By: [Signature] 4/14/25
Chief Negotiator Date

Adel DeSoto Minburn Community School District

Board of Directors

By: [Signature] 4/14/2025
President Date

By: [Signature] 4/14/2025
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
Decision of Principal:		Date Filed
Signature of Principal/Date		Signature of Employee
Principal's Decision:		Date Received
		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