

***SOUTH O'BRIEN
SCHOOL***

**CERTIFIED STAFF
HANDBOOK**

2018-2019



SUPPLEMENTAL PAY

A. EXTRACURRICULAR ACTIVITIES

1. Approved Activities

The extracurricular activities listed in Schedule III are the official school-sponsored activities.

2. Rates of Pay

Employees who, by their individual agreements, have agreed to participate in such service shall be compensated according to the rate of pay or other stipulations in Schedule III.

3. Resignation

It may be desirable to permit an Employee to be relieved of an extracurricular activity if the Employee makes such a request in writing to the Superintendent. It is agreed that the Employer shall attempt to honor such a request if such action would not cause unreasonable cost to the District or disruption in the education of students.

4. Activity Workers

At the beginning of the school year, each Employee shall specify whether they will commit themselves to work at least three (3) extracurricular activities during the year. Employees who elect to work at least three (3) extracurricular activities shall receive free passes for themselves and their spouse or guest of an employee to all extra-curricular activities of the school. Any Employee who elects not to work at least three (3) extracurricular activities and who is required to work shall be compensated at the rate specified in Schedule III. Teachers required to work at the two annual elementary school music programs will be given one activity credit each toward their three (3) needed for a free pass. Any Employee who has elected to work at least three (3) extra-curricular activities shall be compensated at the rate specified in Schedule III for each event in excess of three (3) extracurricular activities.

5. Method of Payment

Pay for extracurricular activities may, at the Employee's discretion, be taken as follows:

- a. In twelve (12) equal installments, incorporated into the regular salary check.
- b. In equal monthly payments with the first check on the first regular payday following the actual start of the season and the final check on the first regular payday following the state finals of that activity.

B. EXPENSES OF TRAVELING EMPLOYEES

1. Travel Outside Regular School Day

The Employer shall endeavor to provide a school vehicle for use by Employees for school business. A per-mile reimbursement shall be paid as set forth by Board Policy for use of a personal vehicle. Use of a personal vehicle for school business must first be approved by the Superintendent or the Building Principal.

2. Employees Assigned To More Than One School

Employees, who because of their assigned duties are required to travel to other schools during the school day, may be provided with transportation by the school or the use of an employee personal vehicle may be authorized by the Superintendent with compensation at the Board-approved mileage rate. Example.....

	<u>Paullina</u>	<u>Primghar</u>
Paullina	X	11
Primghar	11	X

C. EARLY RETIREMENT BENEFIT

At the time of termination of employment, a Certified Employee who requests Early Retirement Benefits, who has accumulated twenty (20) or more years of service to the South O'Brien District and/or the former Paullina, Primghar, and Sutherland School Districts and age 55 or over shall receive an additional retirement benefit as follows:

1. The District shall compute the benefit payment by determining one-half of one percent of the Employee's current teaching salary.
2. This base salary shall be multiplied times the number of years of service the Employee has rendered to the District.

Provided, however, that to become eligible for this benefit, an Employee who leaves the system voluntarily shall give the Board notice by February 1 (of the current school year), of the intention to leave. Payment of the early retirement benefit will be made on the regular payday in July of the calendar year retirement is intended.

INSURANCE

A. PROVISION OF INSURANCE

The Employer agrees to provide all Employees, who elect to become insured, the following insurance coverage:

Health and Major Medical

Each Employee and his/her immediate family members shall be covered by a health and major medical program that meets the minimum specification outlined in the plan provided by an insurance carrier licensed in the State of Iowa. For each year beginning July 1 and ending on the following June 30, the Employer contribution for Health/Major Medical Insurance Coverage for Employees who elect coverage will be as follows:

For An Employee Who Works Full-Time For The Employer

The Employer will contribute up to \$6,600.00 towards the purchase of health/major medical insurance coverage for the contract year.

For An Employee Who Works Part-Time For The Employer

The Employer will contribute up to \$6,600.00 times the FTE of the Employee towards the purchase of health/major medical insurance coverage for the contract year.

Long-term Disability Insurance

The Employer will contribute the annual premium amount for long-term disability insurance.

Life Insurance

The Employer will contribute the annual premium amount for a term life insurance policy of \$20,000 for each employee. The Employee shall designate the beneficiary or beneficiaries for this policy.

B. DATES OF COVERAGE

1. Effective Date of Coverage

Employer-provided coverage shall be effective the first of the month following the initial date of employment.

2. Date of Termination

For an Employee who terminates employment on or after the last day of the school year, the Employer-provided coverage shall end on the last day of August following the date of the Employee's final paycheck. For an Employee who terminates employment on a date prior to the last day of the school year, the Employer-provided coverage shall end on the last day of the month following the date of the Employee's last date of paid employment.

C. CONTINUATION OF BENEFITS

In the event that an Employee, absent because of illness or injury, has exhausted sick leave accrual, the above-mentioned coverage shall continue throughout the balance of the school year. An Employee granted extended leave without pay, other than leave under the Family Medical Leave Act, shall have the option to continue all insurance benefits provided by this Agreement for the duration of said leave at the expense of the Employee.

D. PLAN DESCRIPTION

The Employer shall request each insurance company with which coverage is obtained to provide each Employee a description of the insurance coverage provided herein within ten (10) days of the beginning of the school year or the date of employment, including a description of conditions and limits of coverage, and to keep available with the Office of the Superintendent the form of applications.

E. SELECTION OF CARRIER

The Employer shall have the right to select each insurance carrier.

REDUCTION OR REALIGNMENT OF STAFF PROCEDURE

A. CLASSIFICATION

1. Employees shall be classified in the following manner for purposes of staff reduction and shall be laid off in accordance with said classifications: PK-6, 7-12 grade level areas. Reduction in the 7-12 grade level area shall be within curriculum departments. Reduction in art, music, physical education, special education, TAG, Title 1, library, at-risk, counselor shall be within the PK-12 classification.
2. Employees shall be classified based upon their teaching assignment during the school year in which staff reduction procedures are commenced.

An Employee with an assignment in more than one (1) of the categories listed above in this section shall be classified in the curriculum department in which he/she has the largest number of periods of assignment.

If the number of periods of assignment of an Employee's assignment is equal, then the Employee shall be classified in the curriculum department with the greatest length of service.

B. LAYOFF PROCEDURES

1. The Superintendent shall first attempt to make all staff reduction through attrition. Attrition shall only be deemed to have occurred where the Superintendent has received resignations in the classification in which the reduction is sought prior to the issuance of the Notice of Intent to Terminate Contract.
2. If attrition fails to accomplish the reduction in staff, then Employees in the classification in which reduction is sought shall be laid off on the basis of seniority with the least senior Employee being selected for layoff first ("the Designee").
3. The Designee shall then be pooled with all Employees currently teaching in those areas of the Designee's licensure.
4. The Employee(s) to be laid off in the pool described in above shall be determined on the basis of seniority with the least senior Employee being laid off first. The process shall be repeated until the least senior Employee possible has been laid off.

C. NOTIFICATION

The Employee subject to staff reduction shall be notified in writing as per current state law. The notification shall state the reasons for arriving at the individual(s) who are subject to staff reduction.

FORMAL EVALUATION PROCEDURE

A. NOTIFICATION ASSIGNED EMPLOYEES

Within two (2) weeks after the beginning of each school term, or in case of employees hired during the school year, within two (2) weeks after they begin work, the principal shall hold orientation meetings in order to acquaint employees with: 1) the formal evaluation procedures established herein, 2) the prevailing standards for evaluations established by the Board, and 3) the instruments to be utilized in the formal evaluation procedure. At that time each employee will be advised as to the designated supervisor(s) who will observe and evaluate the employee's performance. Such designated supervisor may be changed from time to time by written notice to the affected employee.

B. FORMAL EVALUATION PROCEDURES

Beginning Teacher

1. Teachers in the first and second years will be formally observed three times in years one and two. Two formal evaluations must be conducted prior to February 1st. The third observation must be held prior to the required summative evaluation conference to be completed by April 15th.
2. The post-observation conference between the principal and the teacher will be held within 10 days following the observation.
3. The final summative conference will be held with the first-year teacher on or before April 15th.

Tier II Comprehensive Evaluation for Career Teachers

1. The career teacher will be formally observed once every three years.
2. The post-observation conference between the principal and teacher will be held within 10 days following the observation.
3. The evaluator will complete the career performance review form and discuss it with the teacher within 25 school days of the final formal observation conference. Both the teacher and the evaluator will sign the form.

Tier III Career Teacher Intensive Assistance

The decision to place a teacher in the intensive assistance phase (Tier III) is not subject to negotiation or grievance procedures.

1. A written description of the specific behaviors being addressed will be provided by the evaluator. (Identification of concern). The teacher and evaluator will complete an Awareness Phase together.
2. The duration of the awareness phase shall be no less than one month and no more than three months.
3. If a teacher is placed on the assistance phase, the 1-3 months spent in the Awareness Phase will be included in the 12 months of the Assistance Phase. The time frame will not be an additional 12 months beyond the Awareness Phase.

Assistance Phase Procedures

1. The duration of the Assistance Plan may vary, depending upon the needs of the teacher; however, it may not be for less than six regular school session months nor for more than twelve months.

PGP - Individual Teacher Professional Growth Plan

1. Individual teachers will develop a career plan that is aligned with the Iowa teaching standards, student achievement goals, student learning and the district goals.
2. An annual conference will be held by May 15th. A new and continuing individual teacher career development plan must be in place by the teacher check-out day at the end of the school year.

VOLUNTARY TRANSFERS

A. DEFINITION

The movement of an Employee to a different assignment, grade level, subject area, or building shall be considered a transfer.

B. NOTIFICATION OF VACANCIES

1. Date

The Superintendent shall post in all school buildings a list of the vacancies which occur during a school year for the following school year upon knowledge of such vacancies.

2. Filing Request

Should a vacancy occur during the school year, the Superintendent will post notice of the opening and any Employee who is interested shall file a written application for transfer with the Superintendent.

Employees who desire to transfer for the next semester or year may file with the Superintendent a written statement of such desire, including the grade and/or subject to which the Employee desires to be assigned in order of preference.

INVOLUNTARY TRANSFERS

A. DEFINITION

The movement of an Employee to a different assignment, grade level, subject area, or building shall be considered a transfer.

B. NOTICE

Notice of an involuntary transfer or reassignment shall be given in writing to the Employee within ten (10) days before the transfer is to take effect. An Employee may resign or accept a layoff rather than an involuntary transfer or reassignment if such choice is exercised within twenty (20) days after such notice.

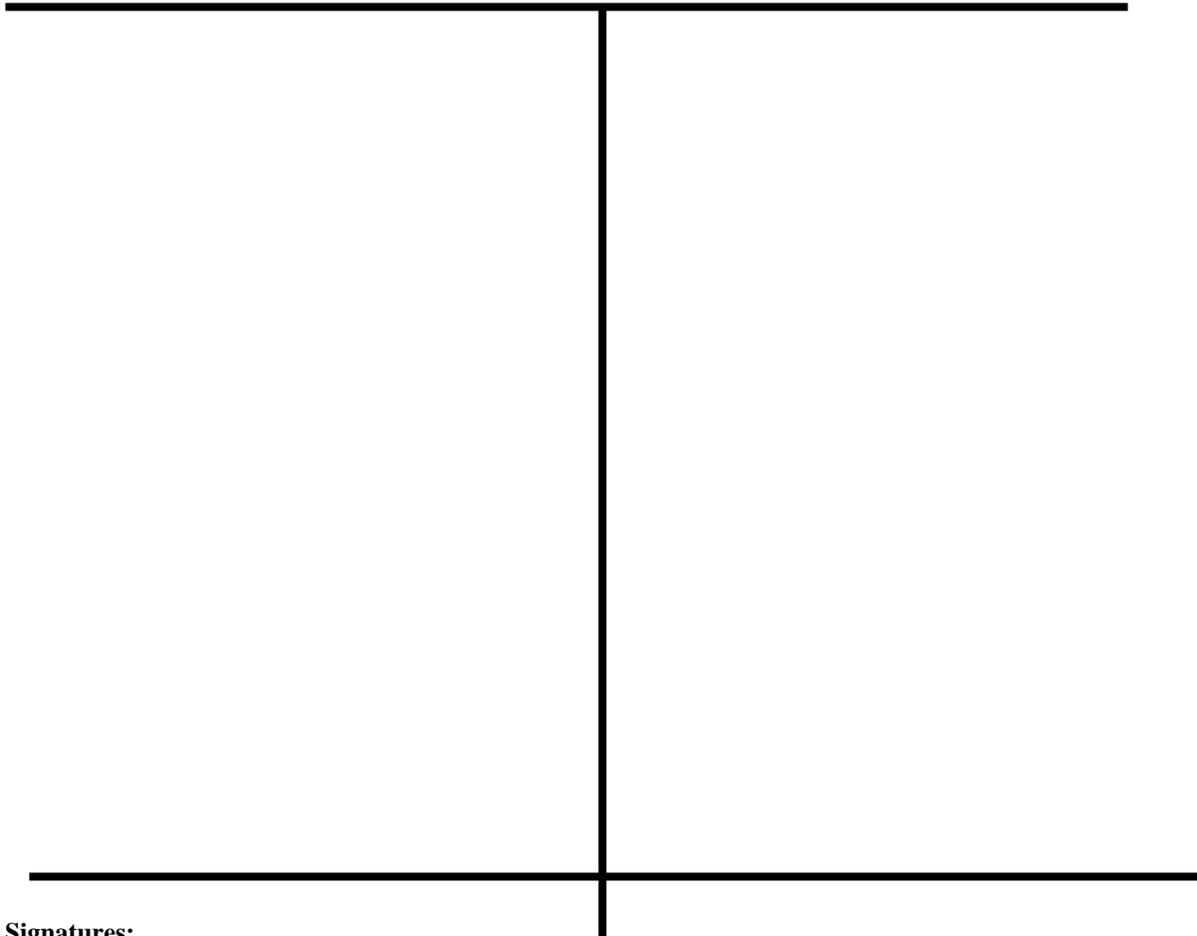
**South O'Brien Community School
Professional Growth Plan**

Name _____ Position _____

Building _____ Principal _____

1. Goal (General intent. What will be done?)

2. Procedures (How and when will it be done?) Use another sheet of paper if necessary.



Signatures:

Staff Member _____ Principal _____

Date _____

Use the back of this form for follow up notes.

SCHEDULE III
SOUTH O'BRIEN COMMUNITY SCHOOL DISTRICT
2018-19 SUPPLEMENTAL SALARY SCHEDULE

BASE = \$4,000

	STEP 1		STEP 2		STEP 3	
	%	PAY	%	PAY	%	PAY
Group A	80%	\$3,200	90%	\$3,600	100%	\$4,000
Group B	64%	\$2,560	72%	\$2,880	80%	\$3,200
Group C	40%	\$1,600	45%	\$1,800	50%	\$2,000
Group D	32%	\$1,280	36%	\$1,440	40%	\$1,600
Group E	24%	\$960	27%	\$1,080	30%	\$1,200
Group F	9%	\$360	12%	\$480	15%	\$600

Group A = Head Coach: Football, Basketball, Softball, Baseball, Music, Speech, Track, Volleyball, 7-12 Cross Country, Cheerleading/Dance

Group B = Head Coach: Golf
Assistant Coach: Football, Basketball, Softball, Baseball, Track, Volleyball, Cross Country, Speech

Group C = Assistant Coach: Golf
Junior High Coach: Football, Basketball, Track, Volleyball, Softball, Baseball, Music
High School/Junior High Annual

Group D = All School Play or Musical

Group E = Student Council; Wolverine Tales; AV Director; Assistant Play or Musical

Group F = Web Page Facilitator; Quiz Bowl/Model UN

Junior Class Sponsor (2)	\$500 each	
Senior Class Sponsor (2)	\$50 each	
Girls Chaperone	\$200	
JH Newspaper	\$200	
National Honor Society Sponsor	\$300	
HS Scorekeeper & Timer: Basketball, Baseball, Softball	\$6 per game	
HS Scoreboard & Timer: Football	\$12 per night	
HS Scorekeeper, Timer, Line Judge: Volleyball	\$6 per match	
JH Scorekeeper, Timer, Line Judge	\$12 per night	all sports
Ticket Selling & Taking: Volleyball, Football, Basketball	\$15	
Ticket Taking: Baseball, Softball	\$25 per night	
Supervision (any)	\$15	
Booster Bus	\$15	
Driving of a School Bus Only	\$0.23 per mile	