

Master Contract

Between

Lewis Central Community School District

And

Lewis Central Education Association

**School Years
2022-2027**

It is the policy of the Lewis Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Laurie Thies, Special Populations Coordinator, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8311 lthies@lewiscentral.org

If you are a person with a disability who requires reasonable accommodations in order to participate in this program; please contact 366-8311 no later than 24 hours in advance to discuss your needs.

The Lewis Central Community School District provides equal opportunity in employment to all persons regardless of age, race, creed, color, sex, national origin, religion or disability.

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ARTICLE I

Grievance Procedure

A. Definitions

1. Grievance. A grievance is a claim by an employee, a group of employees or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement.
2. Aggrieved Person. An "aggrieved person" is the person or persons or the Association filing the grievance.
3. Party in Interest. A "party in interest" is the person or persons filing the grievance and any person, including the Association or Board, who might be required to take action or against whom action might be taken in order to resolve the grievance.
4. The term "days," when used in this contract shall mean working days throughout the year (12 months), except where otherwise indicated, excluding weekends, holidays, and school vacation days. Summer months shall not be considered vacation days.
5. A grievance representative is the person or persons chosen to represent the aggrieved party at any level of the procedure.

B. Procedures

Level One (Informal)

1. An employee or group of employees with a grievance will first discuss it with his/her principal, either individually or with a grievance representative present, with the objective of resolving the matter informally. The principal shall be informed of the event giving rise to the grievance and the principal shall meet with the employee within five (5) days of being informed of such event.
2. Initiation of action on any grievance must begin not later than ten (10) school days after the event which is in question. Grievances may be filed any time concerning matters where violations, misinterpretations or misapplications are continuous or ongoing.
3. All discussions and decisions in Level One shall be restricted to the parties in interest and their representatives.

Level Two (Formal)

1. If, after the informal discussion with the principal or immediate supervisor, a grievance still exists, the aggrieved person may invoke the formal grievance procedure by filing a written grievance with the immediate supervisor within five (5) days. The grievance form shall be available from the Association and shall be signed by the aggrieved person. The written rationale for the appeal shall include grounds for regarding the supervisor's decision as incorrect. It shall state the names of all persons officially present at the Level One proceeding.
2. The immediate supervisor shall communicate his decision in writing within five (5) days and present it to the grievant. All discussions and decisions in Level Two shall be restricted to the parties in interest and their representatives.

Level Three

1. Within five (5) days of the receipt of the decision rendered by the immediate supervisor, the aggrieved person shall have the option of appealing the decision to the superintendent. Such appeal shall include a copy of the decision being appealed and grounds for regarding the decision as incorrect. Such appeal shall be directed to the superintendent and shall be in writing.

2. The superintendent, within ten (10) days, shall meet with the aggrieved person and/or parties in interest. Disposition of the grievance shall be made in writing by the superintendent within five (5) days after the said meeting. A copy of such disposition shall be furnished to the aggrieved person and the Association.

Level Four

1. If the aggrieved person and/or the Association is not satisfied with the disposition of the grievance by the superintendent or if no disposition has been made within the time limits, the aggrieved person and the Association may submit the grievance to arbitration.
2. If, within ten (10) days following the Level Three decision, the Association submits a notice to the superintendent of the intent to enter into arbitration, the Board and the Association shall attempt to agree upon a mutually-acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within five (5) days, a written request for a list of arbitrators shall be made to the Public Employment Relations Board by either party, subject to their availability. The list shall consist of five (5) arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) days. Then the parties shall have one day alternately to remove names until only one name remains. The person whose name remains shall be the arbitrator.
3. The arbitrator, so selected, shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue the decision not later than fifteen (15) days from the date of the close of the hearings or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to the arbitrator. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning, and conclusion on the issues submitted. The arbitrator shall have no power to alter, add to or detract from the specific provisions of the contract. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.
4. The costs for the services of the arbitrator including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

C. Miscellaneous

1. Separate Grievance File. All documents, communications, and records dealing with the processing of a grievance, except those originating with the personnel file, shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
2. Meetings and Hearings. All meetings and hearings after Level Two under this procedure shall be conducted in private, upon request, and shall include only witnesses, the parties in interest, and their designated or selected representatives, heretofore referred to in this Article.
3. Failure of the person deciding the grievance at any step of this procedure to communicate the decision in writing on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next step. Failure by the aggrieved person at any step to appeal within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
4. Time limits at any level may be extended by mutual agreement of the parties involved. Such agreement must be in writing.
5. Any party in interest may be represented at all stages of the grievance procedure by a representative of his/her own choosing. When an employee is not represented by the Association, the Association shall have the right to be present at Level Two and beyond.

6. If the grievant first files any claim or complaint in any forum other than under the grievance procedure of this Master Contract Agreement, then the School District shall not be required to process the same claim through this grievance procedure.

ARTICLE II

Employee Hours

- A. Length of the Day. All full-time employees covered under this contract shall work eight hours per contract day including a duty-free lunch period. Part-time employees' working hours will be set by the building principal.
- B. Arrival and Dismissal Time
 1. The beginning and ending time for the employees' eight-hour contract day shall be set by the building principal. Nothing in this Article precludes the building principal from establishing more than one beginning and ending time for one or more employees.
 2. On Fridays and on days preceding holidays and vacations, the employees' day shall end when the buses have departed from the respective buildings of the employees.
- C. Lunch Period
 1. All employees shall have a daily, uninterrupted, duty-free lunch period of thirty-five (35) minutes.
 2. Employees may leave the school premises during their duty-free lunch period provided the building principal has been notified where the employee may be located during the period of absence.
- D. Meetings
 1. Employees covered by the Master Contract Agreement may be required to report before or remain after the regular work day for the purpose of attending faculty or other administratively-called meetings. Employees shall be given two days advance notice of such meetings. Such meetings shall be no more than 30 minutes outside of the normal working hours.
 2. Employees may be required, without additional compensation, to attend no more than four (4) evening meetings outside the regular school day each year. Attendance at additional meetings shall be at the discretion of the employee.
- E. Staff Development
 1. Whenever the District schedules a full day of staff development, part-time employees will participate in the full day's program and be compensated for a full day of work.

ARTICLE III

Seniority

- A. Definition of Seniority. Seniority for the purposes of this Agreement shall be based on the date of the beginning continuous full-time employment as an employee in this school district. Part-time employees shall be considered full-time employees for the purposes of this Article and seniority shall accumulate on a pro rata basis. If two or more employees have the same number of years of continuous full-time employment within the district, the employee who signed his/her contract of employment first shall be considered most senior. Resolution of seniority questions left unsettled by the previous two provisions shall be determined by the drawing of lots. A probationary employee as defined in section 279.19 of the Iowa Code shall have no seniority until the employee has completed the probationary period. At that time the

employee shall acquire seniority from the date the employee began continuous full-time employment. No matter concerning staff reduction of a probationary employee shall be subject to the grievance procedure.

B. Application of Seniority Principle.

1. Whenever this Agreement calls for the use of seniority, seniority shall govern except in the situation where the administration has determined that the qualifications of the individuals for the position or assignment in question are not relatively equal, in which case a junior employee may be given preference. In considering qualifications in this Agreement, the administration shall consider, but not be limited to, the needs of the district, the employee's certification, educational preparation, and experience.
2. The application of the principles set forth in (1) above shall be subject to the grievance procedures in Article I of this agreement only with respect to the question whether the administration arbitrarily or capriciously concluded that two or more employees are not equally qualified for the position or assignment in question.

C. Seniority List. Before November 1 of each school year, the Board shall provide the Association with a seniority list for all employees in the bargaining unit. Any objection to the seniority list must be filed as a grievance by an employee, alleging his/her improper ranking (or seniority date) on that list, before December 1 of the year in which the Association received the list or the list shall stand approved as provided, and the correctness of the information shall not be subject to subsequent challenge by an employee or the Association.

ARTICLE IV

Leaves of Absence

A. Sick Leave

1. Sick leave shall be that specifically indicated by State law as follows:

The school district will provide sick leave as directed by State Law--ten (10) days for the first year of employment within the district, eleven (11) days for the second year, twelve (12) days for the third year, thirteen (13) days for the fourth year, fourteen (14) days for the fifth year, and fifteen (15) days thereafter to accumulate a maximum of one hundred fifty (150) days.

Except that effective July 1, 2003, all new employees will accumulate a maximum of ninety (90) days.

Within seven (7) work days of returning to work, an employee must have a request for leave in the District's leave reporting system or the leave will be unpaid.

2. Family Illness Leave. Each employee will be allowed up to a maximum of ten (10) days per year without deduction in pay for a serious illness, serious injury, surgery or hospitalization in the immediate family. The immediate family will include spouse, children, mother, father, father- or mother-in-law, grandchildren, brother or sister or anyone living in the home of the employee. For purposes of this section, serious illness or serious injury shall be defined as an illness or injury requiring the attention of a licensed physician. Family illness days taken will be deducted from the employee's sick leave. Whenever there are extenuating circumstances, an employee should refer to Section H (2) of this agreement.
3. Adoption Leave. A short-term leave of absence without deduction in pay will be granted, upon approval of the Superintendent, to an employee in the event of his/her adoption of a child. Such paid adoption leave shall not exceed ten (10) days and the employee will be required to exchange one (1) sick leave day for each day of adoption leave used.

4. Notification of Accumulation. Employees shall be given access to their accumulated sick leave days through the District's leave reporting system no later than October 1st of each school year. Failure of the employee to object to the accounting provided by the District within ten (10) calendar days of receipt of the notice shall constitute a waiver of the employee's right to grieve said accounting.
 5. Extended Leave. An employee who is unable to work because of personal illness or injury and who has exhausted all of his/her accumulated sick leave shall be granted an unpaid leave of absence for the duration of the illness or injury, not to extend beyond the current school year.
- B. Personal Leave. Personal leave of two (2) days will be granted, with full pay. Personal leave requests are to be made three (3) days in advance of the anticipated absences except in cases of emergency. Not more than three (3) employees from each attendance center may be granted personal leave for the same day, except in cases of emergency. Requests shall be honored on a first-come-first-served basis according to the time they are presented in writing and received in the principal's office. A maximum of one (1) personal leave day per year may be used on the last working day before or the first working day after a holiday or vacation, with the exception of the first or last school day. At the end of each year employees will have the option to carry-over a maximum of two (2) day to the following contract year or to be reimbursed at the rate of substitute pay for each day of unused personal leave. An employee requesting the carry-over option must make the request in writing on or before the last contract day. At no time can an employee have more than four (4) personal leave days in a given year.
- C. Jury Duty. Any employee called for jury duty during school hours shall be provided such time. Any fees or remuneration the employee received during such leave shall be turned over to the Lewis Central Community Schools.
- D. Bereavement. Employees will be allowed up to a maximum of seven (7) days per year without deduction in pay for a death in the employee's family. Two (2) additional days may be taken from employee's accumulated sick leave. For purposes of this section family shall include spouse, children, mother, father, brothers, sisters, sons- or daughters-in-law, fathers- or mothers-in-law, brothers- or sisters-in-law, grandmother, grandfather, grandchildren, aunts, and uncles of the employee or the employee's spouse or anyone living in the home of the employee. Employees may use three (3) of the maximum of seven (7) days per year for the death of an individual who is not included within the definition of family as set out above. Whenever there are extenuating circumstances, an employee should refer to Section H (2) of this agreement
1. Approval is subject to the superintendent and the superintendent's decision shall be final. The above leave may be initiated by calling the building principal or the supervisor as the situation may determine.
- E. Emergency Leave. Employees will be allowed a maximum of three (3) days of emergency leave subject to the following limitations:
1. Emergency leave requests are to be made as soon as possible after the emergency occurs.
 2. All requests are subject to the approval of the building principal.
- F. In Addition to Sick Leave. Leaves of absence taken in B, C, D, and E of Leaves of Absence shall be in addition to any sick leave to which the employee is entitled.
- G. Association Leaves. Up to fifteen (15) days each year shall be granted to the Association for its representatives to attend conferences, conventions, and other activities of the local, state, and national affiliated organizations. The Association shall reimburse the Board for the cost of substitute teachers for absent employees.
- H. Other Leaves of Absence. The Board of Education may grant a leave of absence for a definite period of time to employees, without pay, for the following:

1. Leave for Additional Educational Training. A leave of up to one year may be granted, upon application, for the purpose of engaging in study at an accredited college or university, such study to be related to teacher's professional responsibilities at Lewis Central. Upon return from such leave, the employee shall be placed at the same vertical position on the salary schedule for which he/she was eligible at the time the leave commenced and the salary shall be adjusted for horizontal advancement according to credit hours earned.
 2. Other Paid or Unpaid Leave. The Board, at its discretion, may grant other paid or unpaid leaves. An employee who is granted an unpaid leave pursuant to this provision may be required to pay for the cost of a substitute teacher for the duration of the leave as a condition of the granting of this leave.
- I. Professional Leave. Attendance at educational meetings is permitted at full pay if such absence is approved by the employee's principal. If any regular full-time employee wishes to be absent from duty for a brief period to attend a professional meeting, the employee must complete a request for leave in the District's leave reporting system at least five (5) days prior to the first day of anticipated absence. Professional days shall be used for the purpose of:
1. Visitation to view other instructional techniques or programs.
 2. Conferences, workshops or seminars conducted by colleges, universities or other educational institutions or organizations.
- J. Pregnancy. Pregnancy will be treated as an illness to be covered under the Sick Leave section of the Master Contract.
- K. Family and Medical Leave. Employees of the District are entitled to unpaid family and medical leaves to the same extent and subject to the same terms and conditions as set forth in The Family and Medical Leave Act of 1993. No provision of the Act is diminished by the inclusion of the provision in this contract nor are the pre-existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

ARTICLE V

Vacations And Holidays

- A. In-School Work Year.
1. Regular Contract. The in-school work year for employees contracted on a nine month basis shall not exceed one hundred ninety-two (192) days.
 2. Definition of In-School Work Year. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which employee attendance is required.
 3. Nonattendance. Employee attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closings.
- B. Holidays. The regular and extended contract of employees shall include four paid holidays. Such holidays shall include Labor Day, Thanksgiving (2), and Memorial Day. January 2 shall be a vacation day. No employee shall be required to perform duties on any of the above days.

ARTICLE VI

Wages and Salaries

A. Schedule.

1. The salaries of all employees are covered by the regular salary schedule set forth and attached hereto.
2. The combined salary schedule will have an operating base of \$32,480. The amount of the teacher salary supplement included on each step of this schedule will reflect an equal distribution of the teacher salary supplement monies to all employees.
3. The Board will continue to distribute the actual amount of teacher salary supplement received minus the Board costs for IPERS and FICA.
4. The per diem compensation for employees with extended contracts will be determined utilizing the regular salary schedule minus the salary supplement amount for that step.

The career increment amounts on Step 0 of the salary schedule shall increase to the following amounts.

BA+24 lane	Step 12	\$400
BA+36 lane	Step 14	\$750
MA lane	Step 20	\$750
MA+12 lane	Step 20	\$900
MA+24 lane	Step 20	\$1,050
MA+36 lane	Step 20	\$1,200

B. Placement on Salary Schedule.

1. Adjustment on Salary Schedule. Each employee contracted to work one semester or more of the previous contract year shall be advanced one vertical step on the salary schedule. Employees not contracted for the minimum of one semester of the previous contract year shall remain on the same vertical step of the salary schedule. Employees who are on intensive assistance at the end of the school year will not be eligible for any pay increase for the following year.
2. Credit for Experience. Upon initial employment or rehire, an employee may be granted full credit for experience in a duly-accredited school. Employees with no prior experience or with fewer than three years experience shall be placed on step 4 of the salary schedule.
3. Nurses. Nurses with less than a BA degree will be paid on the Nurse lane, the base of which will be 90% of the BA base, Step 0. Nurses with a BA degree or higher will be paid on the same lane as teachers with the equivalent education.

C. Advancement on Salary Schedule.

1. Educational Lanes. Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding step on the higher lane. No employee shall move more than one vertical step per year. For an employee to advance from one educational lane to another at the beginning of the contract year, he/she shall file an intention form with the District Personnel Office no later than April 1 and submit suitable evidence of additional educational credit no later than August 15. Graduate level courses in education or graduate level courses which pertain to the employee's field of instruction, shall qualify an employee for advancement to a higher educational lane on the salary schedule. Other courses may qualify if

approved in advance, in writing by the building principal. All credits earned for advancement must be graduate credits. To advance on the salary schedule, all employees must meet the minimum requirements for recertification set by the Department of Education.

D. Method of Payment.

1. Pay Periods. Effective September 1, 2004, each employee will be paid twelve (12) equal installments by direct deposit. The first payment each year shall be made on September 1 and the last payment on August 1. Paperless direct deposit payroll stubs will be available to be viewed on-line on a password protected secure website.

E. Extended Contract.

1. An employee assigned duties exceeding one hundred and ninety-two (192) days as a part of their individual contract for the regular school year shall be notified in writing as to the nature and duration of their assignment before June 1 proceeding the contract year in which the days shall be worked.
2. The salary schedule is based on the regular school calendar. Any employee whose assignments exceed the regular contract work year and hours as a part of their individual contract for the regular school year, and whose assignments are not covered by the supplemental salary schedule, will be compensated on a per diem rate as follows: 1/192nd of the annual salary and hours shall be a pro-rated portion of their per diem rate.

F. Additional Revenues. In the event that the District receives additional funds specifically allocated to improve the salaries of the employees covered by this agreement, negotiations shall be reopened for Articles VI, VII, the Salary Schedule, and the Supplemental Pay Schedules for the High School and the Middle School in order to negotiate the method of distributing the additional funds. Additional Board costs for IPERS, FICA, Workers' Compensation Insurance, Long Term Disability Insurance, and any other Board costs caused by an increase in salaries shall be included in the additional funds.

G. Wages and Salaries. Curriculum Development: Employees whom the administrators select to participate in the process of writing and developing curriculum will be compensated at the rate of \$25.00 per hour.

H. Late Resignation: An employee who returns a signed individual teaching contract or contract modification to the Board for the following year and then is released from that contract or who is released from an individual teaching contract after June 15 even though a signed individual contract or contract modification has not been returned to the Board, shall be liable for the actual newspaper advertising expenses incurred by the Board in seeking a suitable replacement.

ARTICLE VII

Supplemental Pay

A. Extra-Curricular Activities. The generator base for the 2020-2021 Supplemental Schedule will be \$32,200.

1. Approved Activities. The Board and the Association agree that the extra-curricular activities listed in the attached schedule are official school-sponsored activities.
2. Rates of Pay. Employee participation in extra-curricular activities which extend beyond the regularly-scheduled in-school day shall be compensated according to the rate of pay or other stipulations as in the Schedule which is attached hereto. Up to nine (9) years prior experience credit may be granted to employees new to the District. Employees currently on the supplemental salary schedule of the District shall be granted up to five (5) years experience credit for experience in their assigned duties. In the event an assistant coach becomes a head coach in the same sport, experience in both positions shall be used for placement on the supplemental salary schedule. All employees currently on the supplemental pay schedule shall advance one step.

ARTICLE VIII

Safety

- A. Compliance: The District has the responsibility to comply with all Occupational Health and Safety laws and regulations in the maintaining a safe workplace.
- B. Notification: Whenever an employee observes or otherwise becomes aware of an unsafe or hazardous condition or circumstance in the workplace, he/she has the responsibility to notify the superintendent of schools or designee immediately.

If the unsafe or hazardous condition or circumstance persists after the superintendent or designee has been notified, the employee may exercise the options available under state and federal laws and regulations.

- C. Use of Reasonable Force: An employee is authorized by section 280.21 of the Iowa Code to use reasonable force (as defined in section 704.1 of the Iowa Code) for the protection of the employee, a student or several students; to obtain the possession of a weapon or other dangerous object under a student's control or for the protection of property.

ARTICLE IX

Duration And Signature Clause

- A. Savings Clause. In the event that any provision of this Agreement shall become void or illegal during the term of this Agreement, such provision shall become inoperative, but all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.
- B. Printing Agreement. Copies of this Agreement shall be printed at the expense of the Board after agreement with the Association on format within (30) days after the Agreement is signed. A copy of this agreement shall be posted on the Lewis Central Community School District website and on the individual building servers for all personnel to access. Two (2) paper copes shall be available in each building.
- C. Notices. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by fax or letter at the following designated addresses or at such other address as may be designated by a party in written notification to the other party:
 - 1. If by Association, to Board at:

4121 Harry Langdon Blvd.
Council Bluffs, Iowa 51503
 - 2. If by Board, to Association at:

David Bergman
Lewis Central Education Association
Lewis Central High School
3504 Harry Langdon Blvd.
Council Bluffs, Iowa 51503
- D. Finality and Effect of Agreement.
 - 1. This Agreement supersedes and cancels all previous collective bargaining agreements between the School District and the Association or any employee and constitutes the entire agreement between the parties and concludes collective bargaining for its term.

2. Past practices shall not constitute part of this Agreement and any subsequent or supplementary agreement must be reduced to writing and executed by both parties to be effective.
1. The parties acknowledge that the understandings and agreements arrived at through collective bargaining are set forth in this Agreement. Therefore, the Board and the Association each voluntarily and unqualifiedly waives any right which might otherwise exist under law to negotiate any matter and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter during the term of this Agreement, except such negotiations as are necessary for succeeding collective bargaining agreements.

B. Duration Period.

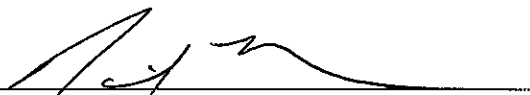
1. This Agreement shall be effective as of July 1, 2022 and shall continue in effect until June 30, 2027 except for the following:
 - a. the salary figures on the teachers' and nurses' salary schedule and the supplemental salary schedules shall be effective as of the first pay period of the 2022-2023 school year and shall continue in effect until the first pay period of the 2023-2024 school year except as modified according to the following formula; and
 - b. other salary and fringe benefits provisions shall become effective at the first pay period of the 2022-2023 school year and continue in effect until the first pay period of the 2027-2028 school year.
2. This Agreement shall automatically continue in force and effect for equivalent periods, except as articles are reopened for negotiation by either party during future collective bargaining.

C. Signature Clause.

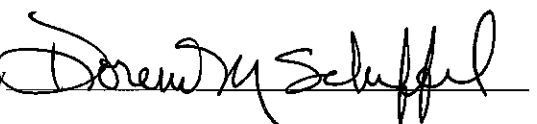
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Chief Negotiators, and their signatures placed thereon, all on the 4th day of April, 2022.

LEWIS CENTRAL EDUCATION ASSOCIATION

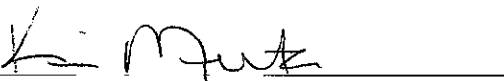
LEWIS CENTRAL COMMUNITY SCHOOL DISTRICT

By 

President

By 

President

By 

Chief Negotiator

By 

Chief Negotiator

**APPENDIX A
GRIEVANCE FORM**

_____ **Number**

_____ **Level 2: Date Filed**

_____ **Level 3: Date Filed**

Lewis Central Community School District

_____ Building

_____ Date of Informal Step Meeting

_____ Name of Employee Making Claim

Distribution of Form:

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

LEVEL ONE (Informal)

LEVEL TWO (Formal)

A. Date Alleged Violation Occurred _____

B. Section(s) of Contract Violated _____

C. Statement of Grievance _____

D. Relief Sought _____

_____ Aggrieved Signature

_____ Date

E. Disposition by Principal or Immediate Supervisor _____

Accepted _____ Rejected _____

Signature of Principal
or Immediate Supervisor

_____ Date

LEVEL THREE

A. _____
Signature of Aggrieved Person + Date Signed Date Received by Superintendent

B. Disposition by Superintendent _____

LEVEL FOUR

A. _____ _____
Signature of Aggrieved Person Signature of Association President

B. _____
Date Submitted to Arbitration