



**BELLEVUE COMETS**  
ELEMENTARY + MIDDLE + HIGH SCHOOL  
BELIEVE IN THE BLUE

# **MASTER HANDBOOK**

Bellevue Community School District  
Teachers  
and the  
Bellevue Community School District  
Board of Education

Years  
2019-2020

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### **CHAPTER I: BASIC EMPLOYMENT PROVISIONS**

#### **Article I: Reduction in Staff**

Because it is a school board's responsibility to administer to the needs of the district in a most judicious manner, the very serious matter of reducing staff, because of financial crisis or dropping enrollment, reduction of program or any other reason, shall rest exclusively with the Board.

If such situations arise and a reduction in staff is called for, the decision shall be made using the following procedure:

- A. Attrition (normal turnover due to retirement, resignation, transfer, etc.).
- B. The seniority principle shall apply system wide. System seniority begins with the date of first hiring. Date of first hiring is activated when the Board of Education approves the contract.
  1. In grades PK through 5 the seniority principle shall apply.
  2. In grades 6 through 12 the seniority principle shall apply within a curriculum area. The curriculum area includes science, English, history/social studies, home economics, foreign language, mathematics, business education, music, art, vocational agriculture, physical education, special education, industrial arts, guidance, library science, driver education.
  3. For persons in areas of music, art, physical education, special education, and industrial arts, who are certified for grades PK-12, the basic seniority principal shall apply for the entire range of grades when reduction is attempted within these areas.

4. If a teaching assignment is eliminated, the affected teacher will have the opportunity to apply for any position for which he or she is certified and qualified.  
Extra duty assignments shall not be given preference over seniority rights.

## **Article II: Employee Evaluation**

The evaluator conducting employee evaluations shall be an administrator employed by the Bellevue Community School District.

- A. New Teachers: The evaluating administrator shall meet with all beginning teachers near the opening of the school year to review the Iowa Teaching Standards, indicating that these are the Standards that will be used as the basis for their evaluation. The evaluating administrator shall formally evaluate 1<sup>st</sup> and 2<sup>nd</sup> year teachers at minimum twice each year during their first two years. The second formal evaluation near the end of the first teaching year shall provide feedback as to the teacher's progress toward the recommendation for licensure. The summative evaluation, required in year two, may be considered as one of the formal evaluations. This summative evaluation shall support the evaluator's recommendation. It is expected that in addition to the formal evaluations, informal evaluations will take place between the evaluator and the teacher throughout the first two years as is necessary to gather artifacts and to communicate expectations. The evaluator will provide feedback as to the progress being made by the teacher toward the ultimate goal of a recommendation for licensure, or not. A cumulative professional portfolio shall be created and maintained by all 1<sup>st</sup> and 2<sup>nd</sup> year teachers. This portfolio will be used as part of the documentation that the Iowa Teaching Standards have been met. At the end of year two, a final summative evaluation shall take place on or before the 30<sup>th</sup> of March. At this time, the teacher will be (1) recommended for licensure; or (2) not recommended for licensure; or (3) recommend for a third year to meet the Iowa Teaching Standards.
  
- B. Tier II Career Teacher: (Teachers who have attained their Teaching License)  
Performance Review - Individual Career Development Plan
  1. Each licensed teacher shall create his/her Individual Career Development Plan (ICDP) that shall be aligned with the Iowa Teaching Standards, the District Staff Development Plan, and meets the needs of the teacher. The Individual Career Development Plan, (ICDP), shall be a one year, two year or three year plan. In most cases, a one-year plan will be expected. The evaluator and the teacher shall meet annually, before October 1, to reach agreement on the proposed ICDP.

By May 31<sup>st</sup> an annual meeting shall be held to review the teacher's progress in meeting career development goals in the plan, review collaborative work with other staff on student achievement goals, and modify, as necessary, the teacher's individual plan. The teacher's supervisor/evaluator shall review, modify, or accept modifications to the teacher's individual plan.
  2. Teachers new to the district shall create and maintain an accumulative professional portfolio pertinent to their assigned position in the district for the first two years of service.

At minimum, there will be one formal classroom observation with a pre-conference preceding the observation. Informal observations may take place at anytime throughout the school year. The formal observation shall take place between September 8<sup>th</sup> and May 31<sup>st</sup>.
  3. Employees who have attained their standard teaching license shall be evaluated in an ongoing process with a performance review no less than once every three years. The

performance review shall be utilized to assist teachers in making continuous improvement, documenting continued competence in the Iowa Teaching Standards, identifying teachers in need of improvement, or determining whether the teacher's practice meets school district expectations. Written feedback of the classroom observation shall be given to the teacher at the post conference, held no later than 5 school days following a formal evaluation unless circumstances beyond the evaluator's control or the teacher's control prevent this from happening.

- a. Teachers *subject to* the performance review shall be acquainted with the process before September 8th of the school year by the administration.
- b. The performance review instrument shall be in the same format as used for beginning teachers.
- c. Results of the performance review shall be in writing. The teacher and the evaluator shall sign the written part of the performance review to indicate awareness of content.
- d. The teacher has the right to submit an explanation or other written statements regarding the performance review for inclusion in his/her personnel file within 30 school days.
- e. All formal observations of a classroom teacher shall be conducted openly and with full knowledge of the teacher. The evaluation shall comply with the contract and be uniformly applied. Should the evaluation result in demotion, recommendation for dismissal, or the holding on step, the teacher may challenge the evaluation results, and the teacher may use the grievance procedure as outlined in the Master Contract.
- f. When it is determined that a teacher does not meet one or more of the district expectations under the Iowa Teaching Standards, that teacher shall be made aware of this in writing, with the evaluator giving documentation as to why the teacher does not meet the standard. The supervisor/evaluator may also recommend to the district that the teacher participate in an intensive assistance program. Deficiencies not noted on subsequent evaluations will be deemed corrected.

C. Tier III Intensive Assistance: Career teacher assistance is designed to provide clear intervention and remediation for experienced teachers whose job performance does not meet one or more of the Iowa Teaching Standards. All parties will endeavor to resolve problems at the least formal level first. If the evaluator deems those informal efforts are insufficient, a formal meeting between the evaluator and the teacher will be scheduled. The teacher will be notified in writing of the standard(s) that need to be improved; during this Awareness phase, lasting a minimum of one 'school year' month and no more than three 'school year' months, the teacher will have an opportunity to correct the identified deficiencies. The teacher may request to be accompanied by an Association representative at any point in the process. At the end of the Awareness phase, if the concerns have not been successfully corrected, the evaluator will schedule a formal meeting with the teacher. The evaluator will supply the teacher with the specific standard(s) that are unsatisfactory. The evaluator will provide the teacher with a Plan of Assistance, lasting a minimum of ninety (90) 'school year' days, after the teacher has had an opportunity to provide input. The Intensive Assistance phase will continue until the identified problems are corrective with a twelve (12) month maximum for the combined Awareness and Assistance Phases. If the Plan of Assistance was successful, the teacher will be notified in writing that the Plan was deemed successful; if the Plan was unsuccessful, the teacher will be notified in writing and the evaluator will recommend non-renewal of the teacher's contract.

### **Article III: Transfers**

Any employee seeking a position that becomes open for any reason must have the proper license at the time of the request.

- A. Any employee may apply for voluntary transfer to another building, or within his or her building. Such application shall be in writing to the Superintendent. The employee applying for the voluntary transfer will be given full consideration in the pool of applicants; seniority, endorsements, experience, and demonstrated skills will be factors considered.
- B. Involuntary transfers shall not be made for wholly arbitrary and capricious reasons. If an involuntary transfer or reassignment is necessary, the employee with the least District seniority, who is certified in the subject/area and/or grade level to which the involuntary transfer is necessary, shall be transferred first (i.e., in reverse order of seniority). Should any grievance ever be pursued to arbitration under this provision, the authority of the Arbitrator shall be limited to deciding only whether there was lacking any non-arbitrary, non-capricious rationale for the transfer. Reason for such assignments shall be in writing.
- C. Prior to March 1, the employer shall post all known existing full time openings for certified employees by subject area or grade level or supplemental position. Known supplemental openings shall be posted at this time. Employees desiring consideration must submit a letter to be received in the office no later than April 1. However, notices that occur after March 1, but during the school year, shall also be posted and notification given to the Association or designee.

During the summer months known existing full-time openings for certified employees shall be available through the office and notice shall be mailed to the association or its designee. Interested employees must submit a letter of intent within fifteen (15) days of said posting.

- D. Definitions: A *voluntary transfer* is the movement to a vacant or new position from one building, grade level, or subject area to another building, grade level or subject area, based upon the request of the employee.

An *involuntary transfer* is the movement of an employee to a vacant or new position from one building, grade level, or subject area to another building, grade level, or subject area, as determined and directed by the district, and not based upon the request of the employee. A reassignment caused by the elimination of a program, or staff reduction is not an involuntary transfer.

A vacancy exists when a current position becomes available because of death, retirement, resignation, or termination of an employee. A vacancy does not exist when the number of positions in a building is being reduced and it becomes necessary to assign or reassign employees.

### **Article IV: Special Assignments**

Mentors shall be paid at least \$500.00 or State mandate per semester of mentoring. Mentors will not participate in the informal or formal evaluations of the new teacher.

## CHAPTER II: LEAVES

### Article V: Temporary

#### A. PERSONAL:

Unused personal days may be redeemed at 150% substitute teacher's pay at the rate of 2 unused days per year.

#### B. UNUSED SICK LEAVE:

Those meeting the standards set in the Bellevue Community School District Master Contract will have the option of receiving 150% of substitute pay in lieu of days if they wish so (Chapter III, Article X, H. Unused Sick Leave in Master Contract).

#### C. EARLY RETIREMENT BENEFITS: This benefit shall be deleted from the contract except that any employee (Appendix F) shall be "grandfathered".

The Board of Education of the Bellevue Community District periodically offers an early retirement incentive to the following teachers meeting the criteria:

Applicants must have been employed in the Bellevue Community School District for a period of not less than 20 years to be eligible for early retirement benefits. Only full time employment, or its equivalence shall be counted toward the eligibility requirement.

Applicants must be at least 55 years of age, by June 30th of the year in which they make application.

Written application for the retirement incentive shall be made to the Superintendent and must be received no later than the date of February 1 contract of the retirement year.

Acceptance of the individual's application by the Board of Education shall:

1. Be considered by the Board as a voluntary resignation and termination of the teacher's continuing contract.
2. Make the applicant eligible for a cash payment of 100% of the difference between their position on the current salary schedule and the base salary of said schedule. Extended contracts, additional duties, and supplemental pay shall not be considered as 'schedule' salary.

#### \*Exceptions\*

Should it become necessary to fill a position created by an early retirement with a teacher on recall a lesser benefit equal to the difference between the employee's position on the current salary schedule and the recalled person's position on the same schedule shall be used. Under this circumstance, that shall represent a lesser benefit, the applicant shall be informed of this possibility and must respond in writing if he/she still wishes to pursue the option.

3. Payment of a one-time cash benefit shall be made on or about July 1 of the year of retirement.
4. Eligibility to continue participation in the District's group health insurance program by the retiree shall be at his/her own expense and subject to the limitations of the carrier.
5. This offer is open until the February 1 unless an extension is provided through Board action for extenuating circumstances.
6. The teacher accepts early retirement under this policy will be a retired teacher of the Bellevue Community School District and entitled to all rights and privileges of such a retiree under applicable laws, policies, and provisions of the District.
7. Should a teacher accepting early retirement later wish to make application for rehire, he/she shall be considered the same as any other applicant for a vacancy.

8. The Board of Education shall make known the availability of this option on a yearly basis. The window of opportunity shall open on September 1st of the year of opportunity and become closed on the February 1 contract date of the following year.

### **CHAPTER III: SALARY AND BENEFITS**

#### **Article VI: Salary**

##### **A. ADDITIONAL DUTIES: (Remuneration)**

1. If an employee is called to work during his/her preparation period, they shall be compensated at \$25 per period however, said teacher may request to take said hours in the form of "compensatory" time. Compensatory time of less than 1/2 day shall not be allowed. Should an elementary teacher be required to take his/her students due to the absence of the scheduled music or physical education instructor or is asked to cover another teacher's class or duty during their preparation time, said teacher shall be compensated at a \$12.50 per period rate. Compensatory time may be taken in lieu of the dollar rate. Should an assembly, or other such student activity, disrupt either the music or physical education activity the compensation shall not apply.
2. An employee under contract to work an additional period shall be paid that portion of the contract allotted to each period of the schedule.

##### **B. EXTRA-CURRICULAR PAY SCHEDULE**

Extra for baseball and softball if they have maintenance and administrative duties. Coaches will be paid \$12 for each home game for performing such duties.

##### **C. REIMBURSABLE EXPENSES/EXTRACURRICULAR**

Reimbursable Expenses: Guidelines

Authorized registration fees, mileage as per State maximum, and lodging shall be paid when prior approval has been given. Should the meal rate on an approved registration exceed the daily pre-approved rate the registration rate will prevail. Meal allowances shall be published yearly in the handbook and shall be the same for all approved activities. Overnight approval shall use the State meal rate. Same day approval shall be ½ of total State daily meal rate.

##### **D. REOPENER:**

In the event additional funds are awarded to the District by the State Legislature the first 50% of said funds shall accrue to the District. The funds remaining shall be awarded to certified staff members equally, and in a single check. All employees of record shall receive said payment on the final pay period of their contract year and payment shall represent the percentage of their individual contract year fulfilled. This reopener applies to only those funds not awarded for specific purposes.

#### **Article VII: Benefits and Insurance**

##### **A. GROUP INSURANCE:**

- Single health insurance costs will be paid by the District.
- Family health insurance will be provided by the District. Eligible employees requesting family health insurance will provide \$150.00 per month toward the cost of the premium through payroll deduction for 2019-2020. If additional plans are offered by the district, employees may choose to upgrade at their cost.

## Insurance

Deductibles	\$1250/\$2500
Out-of-pocket max	\$2500/\$5000

1. Schedule of Benefits
  - a. Life-- \$15,000 on employee  
\$6,000 on spouse  
\$3,000 on child (6 months to 18 years old)
  - b. Long Term disability--As per insurance policy
  - c. Hospitalization--Employee and dependents
    1. Room & Board Actual cost semi-private  
Aggregate Limit 365 days
    2. Surgical Usual customary charges
    3. Physician's visits Usual and customary charges  
Aggregate Limit 365 days
  - d. Major Medical--See policy for schedule
  - e. Pregnancy--(Applicable to employees and dependents)  
See policy for schedule of benefits
2. General Policy Information
  - a. Your insurance coverage has no territorial limitations. Benefits are provided on a world wide basis.
  - b. All benefits, other than life, AD & D and LTD insurance, are nonoccupational and are not payable for sickness or injury covered by workmen's compensation.
  - c. No benefits shall be arbitrarily reduced, except that in those instances where insurance costs may be reduced by the Board without reducing benefits said adjustments may be made.
3. Dental Insurance
  - a. All full-time employees and their dependents are covered.
  - b. Deductible is \$0 for Oral Examination and \$25 on Basic Dental Treatment and orthodontia per eligible family member per calendar year with a maximum of \$750.
  - c. Coinsurance includes 100% of usual and customary charges for routine oral examinations; 80% basic dental treatment; 50% prosthetic services; 50% appliances; 50% orthodontia for dependent children only.
  - d. Maximum payment is \$750 per calendar year.
4. Diagnostic-X-Ray-Lab Insurance  
Diagnostic-X-Ray-Lab insurance shall be paid in full for all full-time employees and their eligible dependents.
5. Optical  
In accordance to policy listed in your Benefits Book
6. Retired Employees  
Retired employees have the option of continuing group insurance coverage as per approval of the carrier for health, vision and dental insurance.
7. IRS Section 125 Plan  
The employer will establish an IRS Section 125 Plan (Flex Spending Plan) for eligible employees. The Plan will pay for certain qualified expenses on a pre-tax basis resulting in tax savings to the employee. Qualified expenses include medical insurance premiums; medical, dental, and optical expenses not covered by insurance; and dependent care expenses. The Bellevue Community School District and the Bellevue Education Association shall jointly select the Plan provider.



**B. ACTIVITY PASS:**

Each employee shall be issued a yearly pass good to all school activities.