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PERB
BU-0223

THE EMPLOYER SHALL PROMPTLY POST THIS ORDER IN THE MANNER AND LOCATIONS CUSTOMARILY USED FOR THE POSTING OF INFORMATION TO EMPLOYEES. THIS ORDER SHALL REMAIN POSTED FOR 10 DAYS.

IF THE EMPLOYER CUSTOMARILY DISTRIBUTES INFORMATION TO EMPLOYEES BY ADDITIONAL MEANS, SUCH AS BY E-MAIL OR HARD COPY, THE EMPLOYER SHALL PROMPTLY DISTRIBUTE THIS ORDER TO THE AFFECTED EMPLOYEES THROUGH THOSE MEANS AS WELL.

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:	)	
	)	
Dubuque Community School District,	)	
Public Employer,	)	BU-0223
	)	
and	)	
	)	
Teamsters Local 120 (Secretaries),	)	
Certified Employee Organization.	)	
	)	

ORDER OF RECERTIFICATION

Following the filing of an order directing an election, the Public Employment Relations Board (Board) conducted a retention and recertification election pursuant to Iowa Code section 20.15(2). The Board, having subsequently reviewed the file and being fully advised in the premises, finds that a majority of the employees in the bargaining unit voted in favor of retaining and recertifying Teamsters Local 120 (Secretaries) as the exclusive bargaining representative of the bargaining unit described below.

No objections to the election were filed as provided for in Iowa Code section 20.15(4) and PERB rule 621—5.4, and no postelection challenges were filed pursuant to PERB subrule 621—5.2(1)(*b*)(2) and PERB rule 621—5.6(8). Therefore, the Board finds that an order of recertification should be issued.

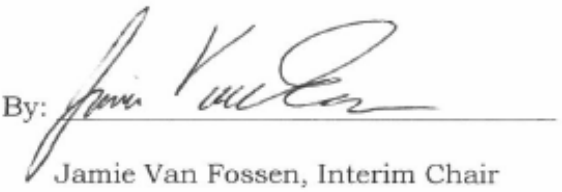
IT IS THEREFORE ORDERED that Teamsters Local 120 (Secretaries) is hereby recertified as the exclusive bargaining representative of the following bargaining unit of employees of Dubuque Community School District:

INCLUDED: All full-time and part-time secretaries working at the employer's main administration building and, in addition, the education program administrative assistant, transportation administrative assistant, special education administrative assistant, maintenance administrative assistant, health services/special education administrative assistant, accounts payable/bookkeeper administrative assistant, staff development/curriculum administrative assistant, food service administrative assistant, and the print center machine operator.

EXCLUDED: Superintendent's executive administrative assistant, associate superintendent executive administrative assistant, human resources executive administrative assistant, board secretary, finance and business services executive administrative assistant, print center supervisor, payroll/benefits administrative assistant, all paraprofessional employees, all other administrative assistants, and all other persons excluded by Iowa Code section 20.4.

DATED at Des Moines, Iowa, this 13th day of November, 2018.

PUBLIC EMPLOYMENT RELATIONS BOARD

By: 

Jamie Van Fossen, Interim Chair

BU 223

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STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF: DUBUQUE COMMUNITY SCHOOL DISTRICT, Public Employer, and TEAMSTERS LOCAL UNION NO. 120, Certified Employee Organization/Petitioner.	CASE NO. 102174 AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

Upon a petition of amendment of a bargaining unit duly filed pursuant to Iowa Code section 20.13 and PERB rule 621—4.6, the parties filed with the Board a stipulation of bargaining unit as amended, which was tentatively approved by the Board. A public notice of the Board's proposed decision to amend the bargaining unit in accordance with the parties' stipulation was posted in conformance with PERB's rules and no objections to the proposed decision were filed.

IT IS THEREFORE ORDERED that the bargaining unit of employees of the Dubuque Community School District, initially determined in Case No. 419 and amended by Case Nos. 892, 1037, 1800, 3289, 5003, 7098, 8094, and 102066, and the certification of the Teamsters Local Union No. 120, are amended to read as follows:

INCLUDED: All full-time and part-time secretaries working at the employer's main administration building and, in addition, the education program administrative assistant, transportation administrative assistant, special education administrative assistant, maintenance administrative assistant, health services/special education administrative assistant, accounts payable/bookkeeper administrative assistant, staff

development/curriculum administrative assistant, food service administrative assistant, and the print center machine operator.

EXCLUDED: Superintendent's executive administrative assistant, associate superintendent executive administrative assistant, human resources executive administrative assistant, board secretary, finance and business services executive administrative assistant, print center supervisor, payroll/benefits administrative assistant, all paraprofessional employees, all other administrative assistants, and all other persons excluded by Iowa Code section 20.4.

DATED at Des Moines, Iowa, this 14th day of May, 2018.

PUBLIC EMPLOYMENT RELATIONS BOARD

By: Mary T. Gannon

Mary T. Gannon, Board Member

BU 223

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PERB
102066

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF: DUBUQUE COMMUNITY SCHOOL DISTRICT, Public Employer, and TEAMSTERS LOCAL UNION NO. 120, Certified Employee Organization/ Petitioner.	CASE NO. 102066

AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

Upon a petition for amendment of bargaining unit duly filed pursuant to Iowa Code section 20.13 and PERB rule 621-4.6(20), the parties filed with the Board a stipulation of bargaining unit as amended, which was tentatively approved by the Board. A public notice of the Board's proposed decision to amend the bargaining unit in accordance with the parties' stipulation was posted in conformance with PERB's rules, and no objections to the proposed decision were filed.

IT IS THEREFORE ORDERED that the bargaining unit of employees of the Dubuque Community School District initially determined in PERB Case No. 419, and amended in Case Nos. 892, 1037, 1800, 5003 and 7098, and the certification of Teamsters Local Union No. 120, are amended to provide:

INCLUDED: All full-time and part-time Secretaries including Cataloging Secretary, Learning Resource Secretary, Athletic Director's Secretary, Activities Advisor's Secretary, Health Services Secretary, Attendance Secretary, Records Secretary, Receptionist, H.S. Business Manager, Curriculum/Instruction Secretary, Principal's Secretary, Assistant Principal's Secretary, Counselor's Secretary, Maintenance Secretary, Food Service Secretary, Education Program Admin. Assistant, Transportation Admin. Assistant, Special Education Admin. Assistant, Accounts Payable/Bookkeeper, Accounts Payable Assistant, Staff Development Curriculum, Assistant Human Resource Assistant, Title One Assistant, Equal Opportunity Assistant.

EXCLUDED: Paraprofessional employees, Print Center Supervisor, Superintendent's Admin. Assistant, Assistant Superintendent's Admin. Assistant, Human Resources Admin. Assistant, Board Secretary, Finance Admin. Assistant and Payroll/Benefits Assistant.

Dated at Des Moines, Iowa, this 2nd day of October, 2017.

PUBLIC EMPLOYMENT RELATIONS BOARD

By: Michael G. Cormack

Michael G. Cormack, Chair

CEO 223

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:	)	
	)	
DUBUQUE COMMUNITY SCHOOL DISTRICT, Public Employer,	)	
	)	
and	)	CASE NO. 8094
	)	
GENERAL DRIVERS, WAREHOUSEMEN AND HELPERS UNION, LOCAL 421, Petitioner/Certified Employee Organization.	)	

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PUBLIC EMPLOYMENT RELATIONS BOARD

AMENDMENT OF CERTIFICATION

Three petitions for amendment of certification were filed with the Public Employment Relations Board by the Teamsters Local 421, seeking to amend its certifications as representative of three bargaining units of employees of the Dubuque Community School District. The petitions propose that the certifications be amended to reflect Local 421's merger into Teamsters Local Union No. 120.

A public notice of PERB's proposed decision to grant the requested amendments was issued and posted in accordance with PERB's rules. No objections to the proposed decision have been filed within the time specified in that notice.

IT IS THEREFORE ORDERED that the bargaining unit initially determined in PERB Case No. 419 and amended in Case No. 892, 1037, 1800, 5003 and 7098 and the certification of the General Drivers, Warehousemen and Helpers Union, Local 421 as the exclusive bargaining representative for certain employees of the

Dubuque Community School District issued in PERB Case No. 3289 is hereby amended so that the certified representative will hereafter be identified as TEAMSTERS LOCAL UNION NO. 120.

DATED at Des Moines, Iowa, this 13th day of March, 2009.

PUBLIC EMPLOYMENT RELATIONS BOARD

By: James R. Riordan
James R. Riordan, Chair

Original Filed.

Copies to:
Joni Lucas
Stan Rheingans
Dave Baker

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PUBLIC EMPLOYMENT
RELATIONS BOARD

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:	)	
	)	
DUBUQUE COMMUNITY SCHOOL DISTRICT,	)	
Public Employer,	)	
	)	
and	)	CASE NO. 7098
	)	
GENERAL DRIVERS, WAREHOUSEMEN AND HELPERS UNION, LOCAL 421,	)	
Petitioner/Certified Employee Organization.	)	

AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

Upon a petition for amendment of bargaining unit duly filed pursuant to Iowa Code section 20.13 and PERB rule 621-4.6(20), the parties filed with the Board a stipulation of bargaining unit as amended, which was tentatively approved by the Board. A public notice of the Board's proposed decision to amend the bargaining unit in accordance with the parties' stipulation was posted in conformance with PERB's rules, and no objections to the proposed decision were filed.

IT IS THEREFORE ORDERED that the bargaining unit initially determined in PERB Case No. 419 and amended in Case Nos. 892, 1037, 1800, 3289 and 5003, and the certification of the General Drivers, Warehousemen and Helpers Union, Local 421, are amended to provide:

INCLUDED: All full-time and part time Paraprofessionals, and Secretaries of the Employer including Cataloging Secretary, Learning Resource Secretary, Athletic Director's Secretary, Activities Advisor's Secretary, Health Services Secretary, Attendance Secretary, Records Secretary, Receptionist, H.S. Business Manager, Curriculum/Instruction Secretary, Principal's Secretary, Assistant Principal's Secretary, Counselor's Secretary, Maintenance Secretary, Food Service Secretary, Education Program Admin Assistant, Transportation Admin Assistant, Special Education Admin Assistant, Accounts Payable/Bookkeeper, Accounts Payable Assistant, Staff Development Curriculum, Assistant Human Resource Assistant, Title One Assistant, Equal Opportunity Assistant.

EXCLUDED: Superintendent's Admin Assistant, Assistant Superintendent's Admin Assistant, Human Resource Admin Assistant, Board Secretary, Finance Admin Assistant and Payroll/Benefits Assistant.

Dated at Des Moines, Iowa, this 1st day of July, 2005.

PUBLIC EMPLOYMENT RELATIONS BOARD

By: James R. Riordan
James R. Riordan, Chair

223

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

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PUBLIC EMPLOYMENT RELATIONS BOARD

DUBUQUE COMMUNITY SCHOOL DISTRICT, Public Employer, and GENERAL DRIVERS, WAREHOUSEMEN and HELPERS UNION, LOCAL 421, Certified Employee Organization.	)	CASE NO. 5003

AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

Upon a petition for amendment of bargaining unit duly filed under Section 13 of the Public Employment Relations Act [Act], Chapter 20, Iowa Code (1993) and Rule 4.6 of the Public Employment Relations Board [Board or PERB], the parties filed with the Board a Stipulation of Bargaining Unit. Said Stipulation was tentatively approved by the Board; a Public Notice of Proposed Decision of Amendment of Bargaining Unit was posted in conformance with PERB Rules in which the Certified Employee Organization was listed as the Dubuque Association of Educational Secretaries; and no objections were filed, therefore:

IT IS HEREBY ORDERED that the bargaining unit previously determined in Case No. 419 and amended in Cases No. 892, 1037, 1800 and 3289, and the certification of General Drivers, Warehousemen and Helpers Union, Local 421, is amended to read as follows:

INCLUDED: All full-time and regular part-time Teacher Associates, C.O.T.A.s and Secretaries of the Employer including Learning Resource Center, ECIA Title I, Clerical, IDT, Lounge Supervision, Business Education Lay Readers, Locker Bay Supervision, Special Education, Health Aides, Noon Duty, Crossing Guard, Auditorium, Extension School Teacher Aides, Cataloging Secretary, Learning Resource Secretary, Athletic Director's Secretary, Activities Advisor's Secretary, Health Services Secretary, Accounts Payable Clerk, Attendance, Records Secretary, Receptionist, H.S. Business Manager, Coordinators' Secretaries, Principals' Secretaries, Counselors' Secretaries, Maintenance Secretary, Transportation

Secretary, Extension School Secretary, and Food Services Secretary.

EXCLUDED: Superintendent's Personal Secretary, Assistant Superintendent's Secretary, Personnel Office Secretaries, Directors of Elementary and Secondary Educations' Personal Secretary, Head Bookkeeper, Assistant Bookkeeper, Inventory Clerk, Director of Business Affair's Personal Secretary, Board Secretary's Personal Secretary, Administrative Assistant's Personal Secretary, Labor Management Administrator's Personal Secretary, and Accounts Payable Bookkeeper.

DATED at Des Moines, Iowa this 19th day of November, 1993.

PUBLIC EMPLOYMENT RELATIONS BOARD

RICHARD R. RAMSEY, CHAIRMAN

cc: Dave Baker
Theodore Blanchard

CEO 223

STATE OF IOWA

BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

DUBUQUE COMMUNITY SCHOOL DISTRICT, Public Employer, and DUBUQUE ASSOCIATION OF EDUCATIONAL SECRETARIES AND ASSOCIATES, Certified Employee Organization.	)	CASE NO. 3289

AMENDMENT OF CERTIFICATION

Upon a petition for amendment of certification duly filed under Rule 4.6 of the Public Employment Relations Board's Rules and Regulations, and the petition having been tentatively approved by the Board and posted in conformance with the Board's Rules and Regulations and no objections having been filed;

ORDER

IT IS HEREBY ORDERED that the certification of the Dubuque Association of Educational Secretaries and Associates, in Case No. 1037 be and hereby is amended to read as follows:

GENERAL DRIVERS, WAREHOUSEMEN AND HELPERS UNION, LOCAL 421

DONE by the Public Employment Relations Board this 11th day of September, 1986.

JAMES A. McCLIMON, BOARD MEMBER

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PUBLIC EMPLOYMENT RELATIONS BOARD

STATE OF IOWA

BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF: DUBUQUE COMMUNITY SCHOOL DISTRICT, Public Employer, and DUBUQUE ASSOCIATION OF EDUCATIONAL SECRETARIES AND ASSOCIATES, Petitioner/Certified Employee Organization.	CASE NO. 1800 ORDER (Amending Case Nos. 419 & 892)

AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

Upon a petition for amendment of bargaining unit duly filed under Section 13 of the Public Employment Relations Act and Rule 4.6 of the Public Employment Relations Board's Rules and Regulations, the parties waived hearing and filed with the Public Employment Relations Board a stipulation of bargaining unit.

Said stipulation have been tentatively approved by the Board and posted in conformance with the Board's Rules and Regulations, no objections having been filed thereto, and the Board having no objections;

ORDER

IT IS HEREBY ORDERED that the bargaining unit previously determined in Case Nos. 419 & 892 and the certification of the Dubuque Association of Educational Secretaries and Associates in that case be and hereby is amended to read as follows:

INCLUDED: All full-time and regular part-time Teacher Associates, C.O.T.A.s and Secretaries of the Dubuque Community School District. (see attached)

EXCLUDED: The Superintendent's Personal Secretary, Assistant Superintendent's Secretary, Personnel Office Secretaries, Directors of Elementary and Secondary Educations' Personal Secretary, Head Bookkeeper, Assistant Bookkeeper, Inventory Clerk, Director of Business Affairs Personal Secretary, Board Secretary's Personal Secretary, Administrative Assistant's Personal Secretary, Labor Management Administrator's Personal Secretary, and all other persons excluded by Section 4 of the Act.

DONE this 20th day of November, 1980.

Peter L.J. Pashler

PETER L.J. PASHLER, BOARD MEMBER

including Learning Resource Center, ESEA Title I, Clerical, IDT, Lounge Supervision, Business Education Lay Readers, Locker Bay Supervision, Special Education, Health Aides, Noon Duty, Crossing Guard, Auditorium, Extension School Teacher Aides (sometimes referred to hereinafter as "associate employees"), and Cataloging Secretary, Learning Resource Secretary, Account Clerk II, Athletic Director's Secretary, Activities Advisor's Secretary, Health Services Secretary, Accounts Payable Clerk, Attendance, Records Secretary, Receptionist, Business Manager Secretary, Coordinators' Secretaries, Principals' Secretaries, (Principals, Associate and Assistant Principals), Counselors' Secretaries, Maintenance Secretary, Transportation Secretary, Extension School Secretary (sometimes referred to hereinafter as "secretarial employees").

STATE OF IOWA

BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:	)	
DUBUQUE COMMUNITY SCHOOL DISTRICT, PUBLIC EMPLOYER & PETITIONER	)	CASE NO. 892
AND	)	ORDER
DUBUQUE ASSOCIATION OF EDUCATIONAL SECRETARIES, CERTIFIED EMPLOYEE ORGANIZATION	)	

AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

Upon a petition for amendment of bargaining unit duly filed under Section 13 of the Public Employment Relations Act and Rule 4.6 of the Public Employment Relations Board's Rules and Regulations, the parties waived hearing and filed with the Public Employment Relations Board a stipulation of bargaining unit removing the job classification of Dispatcher and Transportation Secretary from the previously determined bargaining unit.

Said stipulation having been tentatively approved by the Board and the Board having no objections thereto;

ORDER

IT IS HEREBY ORDERED that the bargaining unit previously determined in Case No. 419 and the certification of the Dubuque Association of Educational Secretaries in that case be and hereby are amended to read as follows:

INCLUDED: All full-time and regular part-time Teacher Associates and Secretaries of the Dubuque Community School District including, but not limited to, Learning Resource Center, ESEA Title I, Clerical, IDT, Lounge Supervision, Business Education Lay Readers, Locker Bay Supervision, Special Education, Health Aide, Noon Duty, Crossing Guard, Auditorium, Extension School Teacher Aides, and Library Typist, Learning Resource Secretary, Account Clerk II, Athletic Director Secretary, Health Services Secretary, Switchboard/Multilith Operator, Accounts Payable Clerk, Attendance, Records Secretary, Receptionist, Business Manager Secretary, Registrar, Coordinator's Secretaries, Principal's Secretaries, Division Advisor's Secretaries, Counselor's Secretaries, and Maintenance Secretary.

EXCLUDED: Superintendent's Personal Secretary, Assistant Superintendent's Secretary, Personnel Office Secretaries, Director's of Elementary and Secondary Education's Personal Secretary, Head Bookkeeper, Assistant Bookkeeper, Inventory Clerk, Director of Business Affairs Personal Secretary, Board Secretary's Personal Secretary, and Administrative Assistant's Personal Secretary, Dispatcher and Transportation Secretary, and all other persons excluded by Section 4 of the Act.

DONE by the Public Employment Relations Board this 25th day of January, 1977.

BY _____
JOHN R. LOIHL, BOARD MEMBER

STATE OF IOWA

BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF: DUBUQUE COMMUNITY SCHOOL DISTRICT PUBLIC EMPLOYER AND DUBUQUE ASSOCIATION OF EDUCATIONAL SECRETARIES AND ASSOCIATES PETITIONER	CASE NO. 419 (As amended by Case #1037) AMENDEMENT TO ORDER OF CERTIFICATION

Pursuant to the Decision and Order of the Public Employment Relations Board in Case No. 1037 the bargaining unit description in the Order of Certification issued in the above captioned matter is hereby amended to read as follows:

INCLUDED: All full-time and regular part-time Teacher Associates and Secretaries of the Employer including Learing Resource Center, ESEA Title I, Clerical, IDT, Lounge Supervision, Business Education Lay Readers, Locker Bay Supervision, Special Education, Health Aides, Noon Duty, Crossing Guard, Auditorium, Extension School Teacher Aides and Library Typist, Learning Resource Secretary, Account Clerk II, Athletic Director's Secretary, Health Services Secretary, Switchboard/Multilith Operator, Accounts Payable Clerk, Attendance, Records Secretaries, Maintenance Secretary, and Certified Occupational Therapy Assistants.

EXCLUDED: Superintendent's Personal Secretary, Assistant Superintendent's Secretary, Personnel Office Secretaries, Directors of Elementary and Secondary Educations' Personal Secretary, Head Bookkeeper, Assistant Bookkeeper, Inventory Clerk, Director of Business Affair's Personal Secretary, Board Secretary's Personal Secretary, and Administrative Assistant's Personal Secretary.

DONE by the Public Employment Relations Board this 21st day of July, 1977.

John R. Loihl

JOHN R. LOIHL, BOARD MEMBER

STATE OF IOWA

BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF: DUBUQUE COMMUNITY SCHOOL DISTRICT, PUBLIC EMPLOYER AND DUBUQUE ASSOCIATION OF EDUCATIONAL SECRETARIES AND ASSOCIATES PETITIONER	CASE NO. 1037 ORDER

AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

Upon a petition for amendment of bargaining unit duly filed under Section 13 of the Public Employment Relations Act and Rule 4.6 of the Pulbic Employment Relations Board's Rules and Regulations, the parties waived hearing and filed with the Public Employment Relations Board a stipulation of bargaining unit adding the job classification certified occupational therapy assistants to the previously determined bargaining unit.

Said stipulation having been tentatively approved by the Board and posted in conformance with the Board's Rules and Regulations, and no objections having been filed thereto, and the Board having no objections;

ORDER

IT IS HEREBY ORDERED that the bargaining unit previously determined in case number 419 and the certification of the Dubuque Association of Educational Secretaries and Associates in that case be and hereby are ammended to read as follows:

INCLUDED: All full-time and regular part-time Teacher Associates and Secretaries of the Employer including Learning Resource Center, ESEA Title I, Clerical, IDT, Lounge Supervision, Business Education Lay Readers, Locker Bay Supervision, Special Education, Health Aides, Noon Duty, Crossing Guard, Auditorium, Extension School Teacher Aides and Library Typist, Learning Resource Secretary, Account Clerk II, Athletic Director's Secretary, Health Services Secretary, Switchboard/ Multilith Operator, Accounts Payable Clerk, Attendance, Records Secretaries, Maintenance Secretary, and Certified Occupational Therapy Assistants.

EXCLUDED: (See Attached)

DONE by the Public Employment Relations Board this 21st day of July, 1977.

John E. Beamer

JOHN E. BEAMER/CHAIRMAN

STATE OF IOWA

PUBLIC EMPLOYMENT RELATIONS BOARD

IN THE MATTER OF:

DUBUQUE COMMUNITY SCHOOL DISTRICT,
PUBLIC EMPLOYER

AND

DUBUQUE ASSOCIATION OF EDUCATIONAL SECRETARIES AND ASSOCIATES,
PETITIONER

Case No. 419

ORDER OF CERTIFICATION

Now on this 13th day of October , 1975, the Board being advised that an election was conducted on September 11, 1975 , pursuant to order of the Public Employment Relations Board and that Dubuque Association of Educational Secretaries and Associates an employee organization, received an affirmative vote of a majority of employees in the bargaining unit, and the Board having further found that the aforesaid employee organization has fully complied with all regulations of the Public Employment Relations Act and the rules and regulations thereunder,

IT IS HEREBY ORDERED BY THE BOARD that Dubuque Association of Educational Secretaries and Associates should be and hereby is designated and certified by this Board to be the exclusive bargaining representative for the employees of Dubuque Community School District a public employer, in the following bargaining unit:

INCLUDED: All full-time and regular part-time Teacher Associates and Secretaries of the Dubuque Community School District including, but not limited to, Learning Resource Center, ESEA Title I, Clerical, IDT, Lounge Supervision, Business Education Lay Readers, Locker Bay Supervision, Special Education, Health Aide, Noon Duty, Crossing Guard, Auditorium, Extension School Teacher Aides, and Library Typist, Learning Resource Secretary, Account Clerk II, Athletic Director Secretary, Health Services Secretary, Switchboard/Multilith Operator, Accounts Payable Clerk, Attendance, Records Secretary, Receptionist, Business Manager Secretary, Registrar, Coordinator's Secretaries, Principal's Secretaries, Division Advisor's Secretaries, Counselor's Secretaries, Maintenance Secretary, Dispatcher and Transportation Secretary.

EXCLUDED: Superintendent's Personal Secretary, Assistant Superintendent's Secretary, Personnel Office Secretaries, Director's of Elementary and Secondary Education's Personal Secretary, Head Bookkeeper, Assistant Bookkeeper, Inventory Clerk, Director of Business Affairs Personal Secretary, Board Secretary's Personal Secretary, and Administrative Assistant's Personal Secretary, and all other persons excluded by Section 4 of the Act.

DONE by the Public Employment Relations Board

By Edward F. Kolker

Edward F. Kolker, Chairman