

STATE OF IOWA  
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

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| IN THE MATTER OF:  | ) |  |
| Ballard Community School District,<br>Public Employer,             | ) | BU-0061  |
| and  | ) | ORDER DIRECTING<br>RETENTION AND<br>RECERTIFICATION ELECTION |
| Ballard Education Association,<br>Certified Employee Organization. | ) |  |

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The Public Employment Relations Board (PERB) has previously determined that the grouping of employees of Ballard Community School District as attached at the end of this document constitutes an appropriate bargaining unit for purposes of collective bargaining pursuant to Iowa Code chapter 20.

Pursuant to Iowa Code section 20.15(2) and PERB rule 5.6, PERB must conduct a retention and recertification election prior to the expiration of the collective bargaining agreement to determine whether the Ballard Education Association will be retained and recertified as the exclusive collective bargaining representative. Having determined that an election is required pursuant to Iowa Code section 20.15(2) and PERB rule 5.6(1), and having received payment from the employee organization pursuant to Iowa Code section 20.6(7) and PERB rules 5.1(2) and 5.6(5), PERB finds that such retention and recertification election should be conducted.

IT IS THEREFORE ORDERED that a retention and recertification election be conducted under the supervision and direction of the Public Employment Relations Board, between October 15 and October 29, 2018. Eligible to vote are all employees in the bargaining unit who were employed in the unit on the date of this order, September 19, 2018.

IT IS FURTHER ORDERED that if the previously provided employee list needs to be updated or corrected, Ballard Community School District shall email the voter list, in

its entirety, in an Excel spreadsheet to [iaperb@iowa.gov](mailto:iaperb@iowa.gov) by September 26, 2018. The spreadsheet shall include all names of the eligible voters (employees in the unit on September 19) in alphabetical order by last name, their job classifications, their date of birth (MM/DD/YYYY), the last four digits of their social security number, their home addresses, their work and personal email addresses, if known, and their work and personal telephone numbers, if known. The subject line of the e-mail shall be BU-0061 Ballard Community School District/Ballard Education Association Voter Eligibility List-Updated.

Ballard Community School District has a continuing duty to inform Ballard Education Association if any eligible voter leaves employment prior to the conclusion of the election.

**Ballard Community School District shall immediately post and distribute copies of the attached Notice of Election and Sample Ballot Question** in the manner customarily used for the posting or distribution of information to employees. If Ballard Community School District customarily emails information to employees, then Ballard Community School District shall also email the attached notice. If posting, the notices should remain posted until Ballard Community School District receives notification of the tally of the ballots at the conclusion of the election.

DATED at Des Moines, Iowa, this 19th day of September, 2018.

PUBLIC EMPLOYMENT RELATIONS BOARD

By: \_\_\_\_\_

  
Jamie K. Van Fossen

**THE EMPLOYER SHALL PROMPTLY POST THIS NOTICE IN THE MANNER AND LOCATIONS CUSTOMARILY USED FOR POSTING. THIS NOTICE SHALL REMAIN POSTED UNTIL THE EMPLOYER RECEIVES NOTIFICATION OF THE TALLY OF BALLOTS AT THE CONCLUSION OF THE ELECTION.**

**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 NOTICE TO THE AFFECTED EMPLOYEES THROUGH THOSE MEANS AS WELL.**

## **NOTICE OF TELEPHONE AND WEB-BASED RETENTION AND RECERTIFICATION ELECTION**

The Public Employment Relations Board (PERB) has ordered that a retention and recertification election be conducted to determine whether Ballard Education Association will be retained and recertified as the exclusive collective bargaining representative for the employees of Ballard Community School District in the bargaining unit described at the end of this document. It has been determined that this election will be conducted by telephone and online with the assistance of Everyone Counts, Inc., an internationally recognized neutral election service corporation. During the election period, which opens October 15 at 8:00 a.m. and closes October 29 at 9:00 a.m., voters can either go online ([www.iowaperb.everyonecounts.com](http://www.iowaperb.everyonecounts.com)) or call in (toll free at 1-855-852-0282) to cast a ballot.

**The script of the ballot question and ballot options are shown below.**

Retention and Recertification Election  
for Certain Employees of  
Ballard Community School District

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|--|
| DO YOU WANT<br><br>Ballard Education Association<br><br>TO BE RETAINED AND RECERTIFIED AND CONTINUE TO BE<br>YOUR EXCLUSIVE BARGAINING REPRESENTATIVE? |
| Yes.   |
| No.  |

## **VOTING SCHEDULE**

PERB will conduct a telephone and web-based retention and recertification election for this voting unit. The schedule for this telephone and web-based election is as follows:

**October 15, 2018**  
**8:00 a.m.**

Telephone and web-based voting begins.

**October 29, 2018**  
**9:00 a.m.**

Telephone and web-based voting ends. Voters must cast their ballot by logging on to the website or calling the toll-free number prior to this time in order for the ballot to be counted. Everyone Counts, Inc. will provide PERB with the results and PERB will e-file the tally on the electronic document management system.

You can vote online ([www.iowaperb.everyonecounts.com](http://www.iowaperb.everyonecounts.com)) or by phone (toll free at 1-855-852-0282). The voting system is in operation 24 hours a day, 7 days a week during the voting period. Please see the attached voting instructions.

Ballard Education Association will be retained and recertified if Ballard Education Association receives a “yes” vote from a majority of eligible voters. An eligible voter’s choice not to vote is the same as casting a “no” vote.

**The Public Employment Relations Board does not endorse any choice in the election.**

### **Everyone Counts Help Desk**

If you experience any problems with the voting system or need special assistance in voting, call 1-888-492-4763.

### **PERB**

If you have questions about the election process, email PERB at [iaperb@iowa.gov](mailto:iaperb@iowa.gov) or call PERB at 1-515-281-4414.

## **VOTING INSTRUCTIONS**

**Voting Begins Monday, October 15 at 8:00 a.m.**

**Voting Ends Monday, October 29 at 9:00 a.m.**

### **To Vote by Phone:**

1. Call 1-855-852-0282 toll-free.
2. Be prepared to provide your birth date (MM/DD/YYYY) and the last four digits of your Social Security number.
3. Follow the instructions provided to you on the phone.
4. You will be asked, “Do you want Ballard Education Association to be retained and recertified and continue to be your exclusive bargaining representative?”
5. After you vote you will be asked to confirm your choice for your vote to be counted. You MUST CONFIRM your choice for your vote to be counted.

### **To Vote by Internet**

1. Go to [www.iowaperb.everyonecounts.com](http://www.iowaperb.everyonecounts.com).
2. Be prepared to provide your birth date (MM/DD/YYYY) and the last four digits of your Social Security number.
3. Follow the instructions provided to you.
4. You will be asked, “Do you want Ballard Education Association to be retained and recertified and continue to be your exclusive bargaining representative?” Select either “Yes” or “No” Then submit your selection.
5. After you vote “Yes” or “No,” you will be asked to confirm your choice for your vote to be counted. You MUST CONFIRM your choice for your vote to be counted.

If you receive a message saying you have already voted and you have not done so, please contact PERB.

#### **Everyone Counts Help Desk**

If you experience any problems with the voting system or need special assistance in voting, call 1-888-492-4763.

#### **PERB**

If you have questions about the election process, e-mail PERB at [iaperb@iowa.gov](mailto:iaperb@iowa.gov) or call PERB at 1-515-281-4414.

**BARGAINING UNIT OF EMPLOYEES OF Ballard Community School District\*\***

\*\*The unit description below is subject to the mutual agreement between the parties concerning who is eligible to vote in the upcoming recertification election.

INCLUDED: Regular full-time certificated teachers and regular part-time certificated teachers, including guidance counselors, librarians, and nurses.

EXCLUDED: Superintendent, assistant superintendent, principals, associate principals, assistant principals, teacher aides, teacher associates, library interns, substitute teachers and all non-certificated (non-professional) employees and all others excluded by Section 4 of the Act.