

**NEGOTIATIONS PROCEDURAL AGREEMENT  
BETWEEN WENDELL SCHOOL DISTRICT NO. 232 AND THE LOCAL  
EDUCATIONAL/REPRESENTATIVE ORGANIZATION**

**PREAMBLE**

This Negotiations Procedural Agreement (hereafter “Agreement”) is entered into, and effective upon execution, by the Board of Trustees of the Wendell School District No. 232 (hereafter “the Board”) and the Wendell Educational Association (WEA)

WHEREAS, the parties agree that student instruction is the primary function of the teacher, and his or her major efforts should be directed toward this function;

WHEREAS, the objectives of the educational program conducted in the Wendell Public Schools are best achieved through mutual understanding and cooperation between the Board and the WEA, and that participation in Board meetings, problem solving sessions with the Superintendent, problem solving sessions with the Board, and negotiations in good faith between the Board and the Representative Organization with a free and open exchange of views is beneficial;

WHEREFORE, pursuant to the laws of the State of Idaho, the parties agree to as follows:

**ARTICLE 1  
DEFINITIONS**

As used in this Negotiations Procedural Agreement:

- 1-1 “Negotiations” means publicly meeting and conferring in good faith by a local board of trustees and the authorized local education organization, or the respective designated representatives of both parties for the purpose of reaching an agreement, upon matters and conditions subject to negotiations as specified in a negotiation agreement between said parties.
- 1-2 “Good faith” means honesty, fairness and lawfulness of purpose with the absence of any intent to defraud, act maliciously or take unfair advantage or the observance of reasonable standards of fair dealing.
- 1-3 “Professional employee” means any certificated employee of the school district; provided however, that administrative personnel including superintendents, supervisors or

principals are excluded from the professional employee group for the purposes negotiations governed by this Agreement.

- 1-4 “Local education organization” means any local district organization duly chosen and selected by fifty percent (50%) plus one (1) of the professional employees, excluding administrative personnel as addressed in this section, as their representative organization for negotiations under this Agreement.
- 1-5 “School District” and “Wendell Public Schools” means the Wendell School District No. 232 in the City of Wendell and County of Gooding and State of Idaho.
- 1-6 The term “Board” means the Board of Trustees of the Wendell School District No. 232 in the City of Wendell and County of Gooding and State of Idaho.
- 1-7 The term “Superintendent” means the Chief Executive Officer of the Wendell School District No. 232 in the City of Wendell and County of Gooding and State of Idaho.
- 1-8 The term “School Year” means the period of time from the first day of pre-school orientation activities through the closing of the schools of the District as established by the official school calendar

**ARTICLE 2  
RECOGNITION**

- 2-1 The Board recognizes that Wendell Educational Association (WEA) is presently the local education organization authorized to and serving as the bargaining representative of all professional employees of the Board, unless another representative association is elected by a majority of the professional employees of the school district.
- 2-2 The WEA recognizes that the Board has certain powers, discretions, and duties that, under the Constitution and laws of the State of Idaho and rules and regulations of the Idaho State Board of Education and State Superintendent, may not be delegated, limited or abrogated by agreement with any party. Accordingly, if any provision of this Agreement or any application of this Agreement to any teacher covered hereby shall have effect only to the extent permitted by law.

**ARTICLE 3  
NEGOTIATIONS PROCESS**

- 3-1 SCOPE

The Board and the WEA agree to meet and negotiate in good faith on all matters relating to compensation, benefits and terms of employment as specified in this Negotiations Procedural Agreement.

### 3-2 PARTICIPANTS

3-2-1 Negotiators. The individual or individuals selected to negotiate for the professional employees shall be a member of the organization designated to represent the professional employees and shall be a professional employee of the local school district. However, in the event a local board of trustees chooses to designate any individual(s) other than the superintendent or elected trustee(s) of the school district as its representative(s) for negotiations, the local educational organization is authorized to designate any individual(s) of its choosing to act as its representative(s) for negotiations. Negotiations pursuant to this chapter shall only occur between the respective designated representatives.

3-2-2 Negotiation teams shall be limited to four (4) members for each party (three members plus one alternate).

3-2-3 Consultants All participants have the right to utilize the services of consultants during negotiations.

### 3-3 JOINT STUDY COMMITTEE

3-3-1 The negotiators for the Board and the Representative Organization are empowered to create joint study committees.

3-3-2 Professional and/or lay consultants may be used if deemed necessary by either party.

3-3-3 Meetings of joint study committees should be held during non-school hours.

3-3-4 Recommendations and reports of joint study committees are advisory in nature.

3-3-5 Upon completion of its study and submittal of a written report on the subject assigned to it, a joint study committee shall be considered dissolved, and once dissolved, no such committee shall be reactivated except by the WEA or the Board to conduct an independent study on any subject.

3-3-6 The above statements do not preclude the creation of any committee authorized by the WEA or the Board to conduct an independent study on any subject.

#### 3-4 ANNUAL NEGOTIATIONS

After approval and execution of this agreement and upon request by the WEA to the Board or by the Board to the Representative Organization, after January 2 of each year during the term of this Negotiation Procedural Agreement, the Board and the WEA will enter into annual negotiations with the intent of reaching a final annual Negotiated Master Agreement. If final agreement is not reached by July 1, unless extended by mutual consent, any items in question shall be submitted to Dispute Resolution under Section 4 below.

#### 3-5 INITIATING NEGOTIATIONS

3-5-1 Written requests for negotiations between the Board and the WEA may be submitted by either party. Such request(s) will specify the subject matter(s) to be considered. Representatives of the Board and the WEA shall exchange names of the Chairman and members of the Negotiating Team at least twenty (20) school days prior to the beginning of negotiations.

3-5-2 A written response will be made within ten (10) school days of the receipt of any such written request.

3-5-3 Negotiations will be conducted at times and places mutually agreeable to the negotiators named by each party; provided, however, that the first meeting shall be held within twenty (20) school days of such written request.

#### 3-6 CONDUCTING NEGOTIATIONS

3-6-1 The Board and the WEA agree to negotiate in good faith.

3-6-2 The parties shall exchange initial proposals at the beginning of the first session; all documentation exchanged between the parties during negotiations, including offers, counteroffer and meeting minutes shall be subject to public writings laws. After either party has transmitted its proposals, new proposals may be introduced only by mutual consent.

- 3-6-3 The parties agree once negotiated items have been discussed and agreed upon, negotiations will not be reopened on the same items during the term of the Master Negotiated Agreement absent extraordinary circumstances.
- 3-6-4 The WEA and Superintendent or his designee shall together review preliminary budgetary information available for the ensuing year.
- 3-6-5 During negotiations, the Board and WEA teams will present relevant data, exchange points of view, and make proposals and counterproposals. The respective teams will endeavor to reflect the positions of the Board and the WEA. Upon reasonable request of either party, the other will make available for inspection its records and data pertinent to the subject of negotiations.
- 3-6-6 Whenever possible, negotiations should be conducted outside of school hours. However, if negotiations are scheduled during the school day, negotiators for the WEA shall be released from their regular duties with the cost of substitute pay being reimbursed to the School District by the Representative Organization. Qualified substitute teachers will be provided by the Wendell School District No. 232.
- 3-6-7 Negotiations shall be conducted in open sessions. Visitors will not be permitted to participate in any discussions unless invited to provide information in the negotiation process.
- 3-6-8 Agreements. Proposals, which are tentatively agreed to pending Board approval, shall be signed by the Chief Negotiator of both negotiating teams.
- 3-6-9 Time Limit on Negotiation: Negotiation sessions are not to exceed three (3) hours, unless mutually agreed upon.

### 3-7 ADOPTING AGREEMENTS

Any tentative agreements reached through the aforementioned procedure (Article 5-2) shall be reduced to writing and shall be presented to the Board and the WEA membership for majority ratification in open session. Once ratified by both parties, as confirmed in writings exchange by the parties, the written agreement shall be signed by the properly designated officers of the Board and the WEA

### 3-8 DURATION OF NEGOTIATED AGREEMENTS

- 3-8-1 All agreements, by any name or title, entered into pursuant to the provisions of this Agreement, shall have a one (1) year duration of July 1 through June 30 of the ensuing fiscal year. No agreement negotiated pursuant to this Agreement may have any term that allows for such agreement or any provision of such agreement to be in any force or effect for multiple years or indefinitely, or otherwise does not expire on its own terms on or before June 30 of the ensuing fiscal year.
- 3-8-2 Notwithstanding the provisions of subsection (1) of this section, upon mutual ratification, any item other than compensation and benefits as defined in subsection (3) of this section of any agreement entered into pursuant to this act may have a non-rolling two (2) year duration with a designated start date and end date. A second year term for any item not defined in subsection (3) of this section cannot be added, automatically or by mutual consent, back into the agreement after the expiration of the first year but rather may be addressed by the parties at the expiration of the end date of the two (2) year term.
- 3-8-3 For purposes of this section, “compensation” means salary and benefits for professional employees. “Benefits” means employee insurance, leave time and sick leave benefits.

### 3-9 RECORD KEEPING

The parties shall designate an individual to take records or minute of all negotiation proceedings which shall be available for public inspection at the Wendell School District No. 232 office during normal business hours.

### 3-10 ISSUING CONTRACTS

The Board agrees that if individual teacher contracts are issued before negotiations are completed and the master contract is ratified by both parties the salaries, wages and terms and conditions of employment shall be those specified in the newly negotiated agreements.

### 3-11 DISPUTE RESOLUTION

#### 3-11-1 MEDIATION

- 3-11-1-1 If the negotiations described in Sections 3-6 have items that remain unresolved either party may request that the issues in dispute be submitted to mediation. The Board and the WEA agree to use the

services of the Federal Mediation and Conciliation Service (FMCS) or other agreed upon services.

#### Procedures for Appointment

- 3-11-1-2 The format, dates, and times of meetings will be arranged by the mediator.
- 3-11-1-3 Costs of the mediator/mediation, if any, and actual and necessary travel expenses shall be shared equally by both parties.
- 3-11-1-4 In the event that agreement is not reached on all issues that have been referred for mediation, if neither party requests the appointment of a fact-finder within fifteen (15) school days after the conclusion of mediation, the Board of Trustees will render a decision on such items.

#### 4-12 FACT FINDING

- 3-12-1 If the mediation described in Section 5-5 has failed to bring about agreement on all issues, either the Board or the WEA may request that the issues which remain in dispute be submitted to fact-finding. If the parties are unable to mutually agree on the selection of a fact-finder within 15 days of the request for fact-finding, both parties shall call upon the State Superintendent of Public Instruction to appoint a fact-finder pursuant to Idaho code.
- 3-12-2 The format, dates, and times of meetings will be arranged by the fact-finder. The fact-finder shall have authority to establish procedural rules, conduct investigations and hold hearings during which each party to the dispute shall be given an opportunity to present its case with supporting evidence.
- 3-12-3 Within fifteen (15) school days following the conclusion of the fact-finding hearing, he/she shall submit a report in writing to the respective representatives of the Board and the WEA setting forth findings of fact and recommendations on the issues submitted.
- 3-12-4 Within fifteen (15) school days after the Board and WEA have received the recommendations of the fact-finder, both the members of the WEA and the Board of Trustees shall meet and negotiate based on the recommendations of the fact finder.

3-12-5 Costs of the fact-finder, if any, and actual and necessary travel expenses, shall be shared equally by both parties.

#### **ARTICLE 4 PROBLEM SOLVING**

4-1 The parties agree that an ongoing problem-solving process is necessary and each is committed to achieving mutually established goals and objectives to that end.

##### 4-2 PROBLEM SOLVING SESSIONS WITH THE SUPERINTENDENT

4-2-1 Written requests for problem solving sessions between the Superintendent and the WEA may be submitted by either party. Such request must identify the specific subject matter to be to be discussed.

4-2-2 After the request has been received by either party a meeting will be scheduled within twenty (20) school days. Such requests must bear the signature(s) of the professional employee(s) involved and the President of the WEA Requests from the Superintendent to the WEA must bear the signature of both Superintendent and Chairman of the Board.

##### 4-3 PROBLEM SOLVING SESSIONS WITH THE BOARD

4-3-1 The Board will, at least annually, meet with designated representatives of the WEA to discuss conditions of employment and other items of concern. The parties will endeavor to discuss, resolve and agree upon items in question. The meetings will be conducted in an atmosphere of mutual respect where courtesy, the presentation of facts, opinions, proposals and counterproposals are presented in an effort to reach mutual understanding and agreement. These sessions are not to be considered negotiations sessions.

4-3-2 Written requests for problem solving sessions between the Board and the WEA may be submitted by either party. Such requests must identify the specific subject matter to be considered and/or discussed.

4-3-3 After the request has been received by either party, a meeting will be scheduled within twenty (20) school days.



4-3-4 After the Board and WEA have given due consideration to all matters of concern, a decision will be rendered in accordance with the Constitution and the laws of the State of Idaho and. No decision made during this process will conflict with, add to, or detract from, the provisions of the negotiated contract. That decision is binding on all parties. That decision will be made within twenty (20) school days following the conclusion of discussion between the Board and the WEA.

## **ARTICLE 5 MODIFICATION AND AMENDMENT**

The terms and conditions set forth in the annual Master Negotiated Contract shall remain in effect and will be changed or modified on an ongoing basis with the mutual consent of the parties.

## **ARTICLE 6 LEAVE**

### **6-1 BEREAVEMENT LEAVE:**

Bereavement leave is limited to five days per year. Bereavement leave may be requested following the death of an immediate family member. Immediate family members include: spouse, mother, father, mother-in-law, father-in-law, children, stepchildren, daughter-in-law, son-in-law, grandparents, grandchildren, brother, brother-in-law, sister, sister-in-law, aunt, uncle, or other persons having spent a substantial amount of time in the employee's household. Such leave will be granted with full pay and will not be deducted from either sick or personal leave.

### **6-2 EXTENDED LEAVE:**

Professional employees can be granted by approval of the administration and school board leaves of absence without pay for up to two (2) years. Upon return from such leave, the professional employee can be guaranteed the same position held prior to the leave. All rights of tenure, retirement, accrued sick leave, salary increments, and other benefits provided herein shall be preserved and available to the professional employee upon his/her return to the district. During his/her absence, the employee may maintain participation in fringe benefits by paying the premiums. If the employee changes his/her mind about returning, he/she must notify the administration in writing no later than April 1<sup>st</sup> of the year he/she would return. It is agreed that each teacher can individually negotiate with the administration and the Board of Trustees for extended leave.

### **6-3 PROFESSIONAL LEAVE:**

Employees may request professional leave in order to attend professional development conferences, workshops, or other such training opportunities. These requests are granted on an individual basis and when requests are made, such considerations time away from school, number of days absent in the past, benefit to the district, and relevancy to school/district goals are some of the criteria used before approval is granted.

The following procedures are delineated:

1. Employees shall make a written application for professional leave to the principal of his/her school.
2. The application must be approved by the principal.
3. The principal will submit the request to the Superintendent for his/her action.
4. The employee will be notified in writing as to the action on his/her request.
5. A maximum of (5) days, in any school year, will be allowed per employee. Unless specifically approved by the superintendent and the school board.

(See Appendix 6 – Professional Leave Application form and Reimbursement Form)

#### 6-4 ACTIVITY LEAVE:

Activity leave is granted to employees to provide opportunities for them to attend school related activities focused specifically on assigned responsibilities. Such activities include athletic events, extra-curricular activities/competitions, state meetings, regional meetings, district meetings, etc. No specific limit is set on activity leave, but the building principal and district superintendent will approve individual requests in order to consider time away from school.

#### 6-5 PERSONAL LEAVE:

Each year an employee receives 3 personal leave days. At the end of the school year, if any of these days have not been used, the employee has two options.

1. Carry over up to three days into the new school year.
2. Be reimbursed for any days over three.

Requests for leaves must be presented in advance. It is not expected any employee will state a reason for their leave request. Employees are encouraged to avoid requests lengthening in a holiday. It is the administrative intent that the only time a request would be denied would be if the employee's absence would create a hardship for the district (inability to retain a substitute teacher or parent-teacher conferences might be examples.)

One on an annual basis, teachers have the option to purchase one additional personal leave day at the cost of a certified substitute. If one additional personal day is requested, it may be purchased at the employee's daily rate.

## 6-6 SICK LEAVE:

Sick leave is granted at one day leave, per month employed, with unlimited accumulation (example: teachers receive nine days per contract year). Sick leave may be used for absence caused by illness, injury, surgery, maternity, paternity, adoption, quarantine, disability, or medical or diagnostic examination or test. Certified employees shall be permitted to use sick leave when such absence is due to illness of that employee's children, spouse, and parents. The Superintendent may, at his discretion, make judgments in favor of use of sick leave by an employee due to an illness of a loved one, whose circumstances are not covered by exact contract language.

Under Idaho Code, verification of illness may be required by the board. Advanced request for use of sick leave should be submitted in all cases except for sudden illness and other emergencies. At the beginning of each employment year, employees are credited with the number of days due them for that complete year (days vary with length of employment and days accumulated). Any unused sick leave when a person leaves the district is handled in the following manner:

1. Employment with another district in Idaho - transferred if employment within the state is uninterrupted.
2. Retirement - the dollar amount of half the accumulated days is credited to the State of Idaho Retirement System for payment of insurance premiums (health and life insurance).
3. Employment outside of education the days are lost.

Absence due to injury incurred in the course of the employee's employment shall follow Workman's Compensation Guidelines.

## 6-7 SICK LEAVE BANK

**8-7-1 Establishment:** Each full-time employee of the District may participate in the sick leave bank. To participate, the employee will contribute two (2) nonrefundable days of his/her earned sick leave days as determined by the sick leave bank committee.

If the bank days fall below 50, each member will be assessed one (1) additional day to maintain membership in the sick leave bank. This assessment will occur as needed only once per year. If the sick leave bank falls below 50 more than once per year, members will not be assessed until the following year.

**7-7-2 Use of the Sick Leave Bank:** In order for an employee to be eligible for sick leave benefits from the Sick Leave Bank, the employee must first:

1. Be a contributor to the bank.
2. Have been absent from work due to illness or accident.
3. Have been absent from work due to illness or accident of his/her immediate family (defined as spouse, child(ren), or parent.)
4. Have used all available sick leave days and personal leave days.

The loan of days from the sick leave bank is for emergencies only with a maximum of thirty (30) days per calendar year. Common short-term illness should not be considered an emergency. The sick leave bank committee may request a physician's statement specifying the severity of the illness or injury.

Days borrowed from the sick leave bank shall be paid back at one day per year until said individual repays the days in full or leaves the district. Sick leave bank member employees retiring or leaving the employment of the district must repay any indebtedness to the sick leave bank with accumulated sick leave days and/or substitute wages representing the borrowed days.

Indebtedness to the Sick Leave Bank may be repaid by any member of the Sick Leave Bank on another member's behalf by filling out the appropriate Designation Form and turning it into the Sick Leave committee (see appendix for Certificated Sick Leave Donor Designation Form). When a donation to a specific employee is made, the Designation Form shall designate the number of days to be donated. Donated days will be kept in a pool for a period of up to one year. If more days are donated than needed, the unused days will be rolled into the appropriate sick leave bank.

7-7-3 Sick Leave Bank Committee: A sick leave bank committee consisting of five members (the superintendent or designee; three appointed by the Association, one from each building; and one classified employee appointed by joint decision of the administration and the association) shall administer the sick leave bank. Individuals wishing to use the sick leave bank shall submit their request to the sick leave bank committee, which shall determine the eligibility of the request. A majority vote is required for approval of a request. The individual's use of the sick leave bank must be recorded immediately after approval to keep the district's record current.

6-8 FAMILY MEDICAL LEAVE ACT: Employees who are unable to perform their professional duties because of a disability resulting from illness or injury and who have exhausted all other leaves available shall be granted a leave of absence without pay for up to 12 weeks under the terms and conditions of the Family Medical Leave Act. Criteria for the Family Medical Leave Act are outlined in the Wendell School District #232 Policy Manual.

6-9 WELLNESS DAY- To help promote an emphasis upon good health, the district will grant one wellness day per year to each employee who does not use any sick leave in a given previous semester. Each semester's earned wellness day must be used during the succeeding semester **with only one wellness day earned per year**. (If a day is earned the first semester, the wellness day should be used the second semester. If a day is earned the second semester, the wellness day is used the first semester of the next year). Wellness Days do not accumulate.

The District Leave Request Form must be completed and approved by the building principal prior to usage of the wellness day. The district reserves the right to reconsider the wellness day as an employee benefit on an annual basis. (May 2018)

## **ARTICLE 7 TEACHING CONDITIONS**

7-1 CLASS SIZE: The district will meet state guidelines regarding class sizes, but it will always strive to be as effective as possible depending upon adequate funding.

7-2 DUTY FREE LUNCH: Regular classroom teachers at the elementary school will be provided with 30-minute duty free lunch. At the secondary schools, the duty schedule should be created in a way that best uses all staff members to cover duties so that it is as equitable as possible.

7-3 PREP TIME: Scheduling of classes at the elementary school shall be done in a manner that allows teachers to have a minimum of 30 minutes continuous prep time each day. Wendell Middle School and Wendell High School teachers shall be guaranteed a minimum of one period of prep time per day, equal to one period of class time.

7-4 WORKDAY: The workday is defined as starting 15 minutes before school starts and 15 minutes after school ends. Teacher contract days for 2017-18 school year will be 162 days on a four-day week.

## **ARTICLE 8 PROFESSIONAL COMPENSATION**

8-1 Salary- Salaries will be negotiated annually unless otherwise agreed upon. The current salary schedule is attached in appendix.

8-2 Payroll Deduction: In addition to those salary deductions required by law, salary deductions may be permitted if requested by the employee and approved by the district.

8-3 Direct Deposit The district will provide direct deposit for employees if requested by the employee.

8-4 REIMBURSEMENT FOR PREP PERIOD: It is understood by the district and the Representative Organization that there are times when teachers are required to leave their classrooms to

take care of responsibilities related to school business such as coaching assignments, curriculum meetings, etc. There are two objectives of this agreement.

- a. Provide a way for a teacher to leave his/her classroom and take care of a school business activity.
- b. Compensate another teacher who gives up his/her prep period to cover the classroom.
- c. Compensate elementary teachers who are called away during lunch to attend an IEP/504 meeting for a half an hour lunch time at \$12.50. Continued effort is made not to schedule IEP/504 meetings during lunch period.

Teachers who forfeit their prep period for coverage of another teacher's class when that teacher is called away on business shall be reimbursed at \$25 per class period. This coverage must be preapproved by the building principal before covering another teacher's classroom.

In the event a substitute is not available at the time a teacher is called away because of illness, bereavement, or other unexpected circumstances, the above mentioned compensation for covering these class periods will apply. The teacher called away unexpectedly will be required to fill out appropriate leave request forms.

Teachers covering another instructor's class shall complete a record sheet to be turned into district office (see form in appendix)

8-5 PROFESSIONAL DEVELOPMENT REIMBURSEMENT: The Wendell School District shall reimburse professional employees each contract year for tuition and/or fees as follows:

- a. Reimburse up to one hundred dollars (\$150.00) per contract year. Payments shall be issued the pay period following proper documentation. Proper documentation shall consist of a receipt and transcript from an accredited institution.

See Appendix- Professional Development Reimbursement Form

- b. Teachers will be expected to complete a variety of course work for reimbursement. Reimbursement may be denied if a variety is not pursued.

See Appendix – [Professional Leave Application form](#)

8-6 PROFESSIONAL DUES: The Wendell School District professional employees may apply for reimbursement for dues to a professional education organization in an amount up to \$50. See Professional Dues Reimbursement Form in Appendix.

8-7 INSURANCE: HEALTH AND LIFE: The district will pay 100% of the professional employee's medical and life insurance premiums. Employees will continue to be offered the availability of group rates for insuring other family members at the employee's expense. Dental and vision insurance are offered on a voluntary basis for employee's to have deducted from monthly checks.

For current negotiated insurance plan, see appendix.

## **ARTICLE 9**

### **PROFESSIONAL DEVELOPMENT**

9-1 Teacher Evaluation: The Teacher Evaluation Form currently in use follows state requirements and Idaho Code including the use of the Danielson's Framework component and the Student Growth Component. Wendell School District #232 Policy #445 outlines teacher evaluation procedures, requirements, and timelines.

9-2 Walk-Through Observation: On a regular basis, administrators will conduct Walk-Through Observations in classrooms. Relevant Walk-Through Observation forms reviewed previously with teachers will be used to record observations and provide feedback to teachers. These observation forms will not be filed in the teachers personnel file. It is considered an observation and not a formal evaluation.

# Professional Leave Application

## Wendell School District #232



*(Now available on district website to submit electronically)*

The Mission of the Wendell School District is to **engage** students in learning that ensures **academic achievement and moral character**.

Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Subject/Grade \_\_\_\_\_

Conference/Workshop Title \_\_\_\_\_

Conference/Workshop Location \_\_\_\_\_

Requesting Registration Fees \_\_\_\_\_ Yes \_\_\_\_\_ No

Registration Fee(s) \_\_\_\_\_

Requesting Lodging, Meals, and/or Mileage? \_\_\_\_\_ Yes \_\_\_\_\_ No

Lodging Costs \_\_\_\_\_ Mileage Driven \_\_\_\_\_

Meals Requested (Please do not include meals provided at conference/workshop)

# Dinners \_\_\_\_\_ # Lunches \_\_\_\_\_ # Breakfasts \_\_\_\_\_

**Please describe how this professional development correlates with school, district, and personal goals.**

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### Approval

Principal \_\_\_\_\_ Superintendent \_\_\_\_\_



APPENDIX

**Reimbursement for Prep Period Record Sheet  
Wendell School District #232**

Teachers who forfeit their prep for requested school work or coverage of another teacher’s class shall be reimbursed at \$25 per class period. This form must be turned into Mrs. Lancaster at district office at the end of each month. Compensation shall be distributed to teachers on a monthly basis and included in the regular monthly paycheck.

<b>Teacher Name</b>	<b>Date of the Class Covered</b>	<b>Teacher You Covered For</b>	<b>Class Period Covered</b>	<b>Reason You Covered the Class</b>

**This record sheet needs to be turned into Mrs. Lancaster at the end of each month.**

Principal Signature \_\_\_\_\_

**WENDELL SCHOOL DISTRICT  
PROFESSIONAL DUES REIMBURSEMENT FORM**

*(You may be reimbursed by the district for up to \$50.00 each school year for professional dues.)*

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

NATURE OF DUES: \_\_\_\_\_

TOTAL CLAIM: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SUPT. SIGNATURE: \_\_\_\_\_

ATTACH RECEIPT TO THIS FORM

# Professional Development Reimbursement Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Building Assignment \_\_\_\_\_

Name of Courses for which you are applying for reimbursement	College	Course Number	Semester Credit	Amount Paid for Credit

Total amount of reimbursement requested \$ \_\_\_\_\_

Starting date of courses \_\_\_\_\_ Completion date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Approved  Disapproved

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WENDELL SCHOOL DISTRICT #232**

**CERTIFICATED SICK LEAVE DONOR DESIGNATION FORM**

I, \_\_\_\_\_, voluntarily agree to donate \_\_\_\_\_ day(s) from my personal sick leave for the benefit of \_\_\_\_\_.

This donation to the sick leave bank is made of my own free will and I release the Wendell School District from future implications for expected compensation, recognition, or legal liability to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Health Insurance Information 2018-19**

- \$3,000 Deductible – 80/20 Co- Insurance (\$6,000 Family Deductible – 80/20 Co-Insurance)
- \$5,500 Out of Pocket Maximum (Health) (\$11,000 Out of Pocket Maximum for Family-Health)
- \$30 Office Visit Co-Pay
- \$10/\$30/\$50 Specialty - 100 % Prescription Drug Benefit
- \$250 Brand Prescription Deductible - \$250 is applied to the \$1,000 Prescription Deductible
- \$1,000 Out of Pocket Maximum (Prescription) (\$2,000 Out of Pocket Maximum – Family Prescription)
- Cost to employee for Spouse/Dependent Coverage is as follows:

<b><u>HEALTH</u></b>		<b><u>HSA</u></b>
Employee	\$535.60	\$496.45 (Amount Paid to Employee Account \$39.15)
Spouse	\$619.15	\$553.15
One Child	\$278.60	\$247.90
2 or more Children	\$407.60	\$362.35
Family	\$799.75	\$715.25

**DENTAL**

**The district will cover \$32.10 for the Blue Cross Dental Insurance for the 2018-2019 School Year.**

**The district will cover \$32.10 for the Dental Blue Connect Dental (Willamette), the Willamette Dental premium is higher, there for the difference will be a voluntary deduction for the employee if this plan is chosen.**

**(District will contribute \$39.10 to employee’s HSA account each month)**

**Blue Cross PPO Dental**

Employee	\$32.10
Spouse	\$32.10 (deduction for Spouse \$37.30)
One Child	\$32.10 (deduction for One Child \$29.60)
2 or more Children	\$32.10 (deduction for 2 or more Children \$59.70)
Family	\$32.10 (deduction for Family \$90.95)

**Dental Blue Connect Dental (Willamette Dental) (6.6% Increase)**

Employee	\$32.10 (difference in paid by district deduction \$18.38)
Spouse	\$32.10 (difference in paid by district deduction \$77.06)
One Child	\$32.10 (difference in paid by district deduction \$64.96)
2 or more Children	\$32.10 (difference in paid by district deduction \$112.28)
Family	\$32.10 (difference in paid by district deduction \$161.38)

**VISION**

**NO district paid vision – ALL vision plans are voluntary deductions to the employee**

**VSP – (NO Increase)**

Employee	\$19.72
Employee/Spouse	\$38.00
Employee & Child (ren)	\$31.52
Employee & Family	\$49.80

**Negotiated Agreement Items  
May 2018  
2018-2019**

**Career Ladder**

<i>Wendell School District Certified Salary Matrix</i>				
	2018-19	BA +24	Master's	
Res 1	35,800			
Res 2	36,750			
Res 3	37,706			
Prof 1	40,750	42,350	43,550	
Prof 2	42,503	44,103	45,303	
Prof 3	42,765	44,365	45,565	
Prof 4	44,538	46,138	47,338	
Prof 5	44,820	46,420	47,620	
Prof 6	46,614	48,214	49,414	
Prof 7	46,918	48,518	49,718	
Prof 8	48,734	50,334	51,534	
Prof 9	49,061	50,661	51,861	
Prof 10	49,401	51,001	52,201	
Prof 11	49,718	51,318	54,010	
<b>The P11 step was added to show the teachers that were already at a level above the adopted career ladder and would not be reduced. Teachers moving up the career ladder will not move past P10.</b>				

**Health Insurance**

Two options will continue to be offered to employees receiving health insurance. The first option is the traditional Blue Cross of Idaho plan as the district now has for its employees with two exceptions. First exception is that **Blue Cross Dental** will be covered by the school district and not be an employee deduction. Employees who desire the Willamette Dental will have \$18.38 deducted monthly for that program. The second exception is the prescription plan has a deductible of \$250 for brand prescriptions only. See the more detailed Health Insurance Information 2018-19 document below.

**Health Insurance Information 2018-19**

- \$3,000 Deductible – 80/20 Co- Insurance (\$6,000 Family Deductible – 80/20 Co-Insurance)
- \$5,500 Out of Pocket Maximum (Health) (\$11,000 Out of Pocket Maximum for Family-Health)
- \$30 Office Visit Co-Pay
- \$10/\$30/\$50 Specialty - 100 % Prescription Drug Benefit
- \$250 Brand Prescription Deductible - \$250 is applied to the \$1,000 Prescription Deductible
- \$1,000 Out of Pocket Maximum (Prescription) (\$2,000 Out of Pocket Maximum – Family Prescription)
- Cost to employee for Spouse/Dependent Coverage is as follows:

<b><u>HEALTH</u></b>		<b><u>HSA</u></b>
Employee	\$535.60	\$496.45 (Amount Paid to Employee Account \$39.15)
Spouse	\$619.15	\$553.15
One Child	\$278.60	\$247.90
2 or more Children	\$407.60	\$362.35
Family	\$799.75	\$715.25

**DENTAL**

**The district will cover \$32.10 for the Blue Cross Dental Insurance for the 2018-2019 School Year.**

**The district will cover \$32.10 for the Dental Blue Connect Dental (Willamette), the Willamette Dental premium is higher, there for the difference will be a voluntary deduction for the employee if this plan is chosen.**

**(District will contribute \$74.05 to employee’s HSA account each month)**

**Blue Cross PPO Dental**

Employee	\$32.10
Spouse	\$32.10 (deduction for Spouse \$37.30)
One Child	\$32.10 (deduction for One Child \$29.60)
2 or more Children	\$32.10 (deduction for 2 or more Children \$59.70)
Family	\$32.10 (deduction for Family \$90.95)

**Dental Blue Connect Dental (Willamette Dental) (6.6% Increase)**

Employee	\$32.10 (difference in paid by district deduction \$18.38)
Spouse	\$32.10 (difference in paid by district deduction \$77.06)
One Child	\$32.10 (difference in paid by district deduction \$64.96)
2 or more Children	\$32.10 (difference in paid by district deduction \$112.28)
Family	\$32.10 (difference in paid by district deduction \$161.38)

**VISION**

**NO district paid vision – ALL vision plans are voluntary deductions to the employee**

**VSP – (NO Increase)**

Employee	\$19.72
Employee/Spouse	\$38.00
Employee & Child (ren)	\$31.52
Employee & Family	\$49.80

## **Wellness Day**

To help promote an emphasis upon good health, the district will grant one wellness day per year to each employee who does not use any sick leave in a given previous semester. Each semester's earned wellness day must be used during the succeeding semester **with only one wellness day earned per year**. (If a day is earned the first semester, the wellness day should be used the second semester. If a day is earned the second semester, the wellness day is used the first semester of the next year). Wellness Days do not accumulate.

The District Leave Request Form must be completed and approved by the building principal prior to usage of the wellness day. The district reserves the right to reconsider the wellness day as an employee benefit on an annual basis.

## **District Celebration**

A district wide, end of year celebration will be held for all staff members. The purpose of this festivity is to celebrate the successful school year, show appreciation to staff members for their hard work, and bring together staff from the entire district. All employees will be invited and encouraged to attend.

## **PD Fridays Data Days**

The following text comes from the 2017-18 language with new italic language added:

Data Professional Development Fridays will be designated with a specific amount of time set aside for teachers to have adequate time to work with essential data to be entered into Milepost. The exact amount of time with each building will be unique to that building and the amount of time needed for that age group interventions and assessments. Teachers and building principals will determine the time set aside for each particular Data Professional Development Friday with no less than four hours of data collection, collaboration, team meetings, focus groups, RTI, lesson planning, unit development, etc. *Each school will define data entry and how that time should be used (including Milepost entry, Power School entry, and monitoring data from all interventions).*

The information above has now been included in the districts **Procedural Agreement** document. All other items not discussed in this negotiated agreement but listed in the Procedural Agreement will continue for the 2018-19 school year as agreed upon by both parties.



