

**NEGOTIATED MASTER AGREEMENT**

**BETWEEN**

**GRACE EDUCATION ASSOCIATION**

**AND**

**GRACE JOINT SCHOOL DISTRICT #148**

**2024-2025**

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## **NEGOTIATIONS PROCEDURES**

This agreement is made and entered into by the Board of Trustees of the Grace School District 148, hereinafter referred to as the Board, and Grace Education Association, hereinafter referred to as the Association.

### **ARTICLE I - RECOGNITION**

The Board recognizes the Association as the exclusive bargaining representative of all certificated employees of School District No. 148 for the school year 2024-2025 except as follows: Superintendent, Assistant Superintendent, Principals, and Assistant Principals. The Association recognizes the Board trustees as the legally elected representatives of the patrons of School District No. 148 with such powers delegated, implied, or inferred to them in the Statutes of the state of Idaho, court decisions and the rules and regulations of the State Board of Education.

### **ARTICLE II - PROCEDURES**

1. Negotiations: Representative of the Board and the Association agree to meet and negotiate in good faith on Salaries and Benefits. Negotiations may be initiated by either party by means of a written request prior to April 1st. The party requesting negotiations will submit a package of written proposals at the first meeting. The party receiving these proposals will submit its proposals and counter proposals at the second meeting.
2. Sessions: Negotiating sessions will be held at times and places mutually agreed upon.
3. Consultants: Each negotiating team shall have the right to utilize the services of consultants during negotiations.
4. Tentative Agreements: All tentative agreements shall be reduced to writing and signed by the chief negotiators of each party.
5. Ratification: When tentative agreement has been reached on all items, the agreement shall be submitted for ratification by the Association and the Board. When ratified by both parties, it shall be signed by the President of the Association and by the Chairman of the Board.

### **ARTICLE III - MEDIATION**

If at the time this Agreement would terminate on June 30, and the parties are still negotiating for a new agreement, the salary and benefits terms and conditions of this current Agreement shall continue in effect until ratification by both parties of a successor agreement. Any new agreement shall be made retroactive to the date of this Agreement would otherwise have terminated unless mutually agreed otherwise by both parties. Federal Mediation Conciliation Services will be used to resolve collective bargaining issues if a resolution cannot be reached between the two parties.

## NEGOTIATED AGREEMENT

### ARTICLE IV - SALARY

- a. The district shall place each certificated employee on the salary schedule at the step specified by the state funding formula for the current year.
- b. **GRACE SCHOOL DISTRICT SALARY SCHEDULE 2024-2025:**

| <b>Cohort</b> | <b>Amount</b> |
|---------------|---------------|
| RP1           | \$47,500      |
| RP2           | \$49,918      |
| RP3           | \$50,818      |
| P1            | \$55,107      |
| P2            | \$57,106      |
| P3            | \$59,097      |
| P4            | \$61,011      |
| P5            | \$63,902      |
| AP1           | \$65,988      |
| AP2           | \$66,647      |
| AP3           | \$67,628      |
| AP4           | \$69,502      |
| AP5           | \$71,500      |

- c. The district will provide from the state a one time a year bonus of \$2,000 for each employee with a Bachelor's +24 and \$3,500 for each employee with a Master's degree. This bonus payment will be provided in an additional check in December 2024 for each qualifying employee.

d. **ACTIVITY CARD**

The district shall make available to each employee at the cost of \$15, an activity card to all district athletic activities for the employee and one guest.

e. **ADDITIONAL DUTY ASSIGNMENTS**

Outside of School Hours during the School Year:

The district shall establish compensation at \$25.00 per hour for teachers, if funds are available, who are required by the district to work beyond the regular contract period or the regular contract day with the exception of those who are paid a differential to do work beyond the regular school day or are assigned such duties that are the result of the teachers' regular teaching assignment, (e.g. supervising field trips that may go beyond the regular work day). If the district requires certified personnel to attend meetings or workshops that involve time outside the standard work day or contract period, the district will reimburse at the rate of \$25.00 per hour, if funds are available. If the district requests an examination by the certified employee to establish the equivalency of a teaching major, upon successful passage of the examination, the district will reimburse the teacher for the cost of said exam not to exceed \$200.00. If funds are received by the district, from state or federal agencies, specifically allocated for training or testing of teachers under the ESSA act, the district will expend these funds for the purpose indicated. It is understood that it is the teacher's responsibility to maintain and keep current his/her Idaho Teacher Certification.

Summer Employment:

Wages for professional staff outside of their regular contract assignment(s) for summer employment will be at the rate of \$25.00 per hour, if funds are available, unless employees choose to take less in order to have a program.

## ARTICLE V - LEAVE

**SICK LEAVE:** Sick Leave shall be granted to each employee at the rate of 1 day per month of employment of at least 20 hours or more per week, (12) twelve days per school year for teachers. Unused sick leave may be accumulated without limit.

Basis for Sick Leave:

- A. Illness of the employee
- B. Illness of members of the employee's family
- A. Personal leave shall be granted at the rate of five (5) days per year for each member of the bargaining unit, to be taken at the employee's discretion.
- B. Should the employee not use one (1) or more of these days during the contract year, the day(s) shall be rolled over to the following year, and accumulated to a total not to exceed six (6) days available in any one (1) year at no cost to the employee.
- C. Personal leave days may be taken as full or half days, or used in any combination of full and half time days not to exceed the accumulated total of the individual employee.
- D. As an incentive not to use personal leave days, the employee shall be compensated at the established rate of a substitute teacher after payroll deductions determined by October 1 of each year for the first five (5) days not used. The award for personal leave days not used will be calculated by July 1 and will be given to the teacher in the August payroll. Employees should notify the district office prior to July 1 if they choose not to have any days rolled over to the next year.

**BEREAVEMENT:** Bereavement leave will be provided for the loss of immediate family members: father, mother, brother, sister, spouse, child, grandparents, grandchildren, and in-laws. One (1) day leave is automatic, and up to three (3) days may be allowed with Principal's or Supervisor's approval. Any day(s) beyond three days requires Superintendent approval. Additional days may be deducted from full-time employee's sick leave account.

Part-time employees may be approved for further leave without pay. Upon approval of the Superintendent, one (1) day of sick leave may be allowed for serious illness or death of any other relative. This leave is non-cumulative.

## ARTICLE VI - INSURANCES

**MEDICAL INSURANCE:** The district shall provide the premiums of the total premium amount for health, dental, vision, and life insurances for the 2024-2025 employee only plan. The health insurance may have the option for the employee to purchase a lower deductible, if available, by the employee paying the premium difference. In addition, a Section 125 plan shall be established to allow employees to provide family insurance through pre-tax salary deduction.

**LIFE INSURANCE:** (This is included in the premium the district covers for all insurances). The Board agrees to provide life insurance protection in the amount of fifty thousand dollars (\$50,000) for each employee regularly working 20 or more hours per week. This protection shall include two thousand dollars (\$2,000) for each dependent child and spouse. This protection shall also include a one hundred thousand dollar (\$ 100,000) Accidental Death and Dismemberment provision.

**LIABILITY INSURANCE:** (This is not included in the premium the district covers for all insurances.) The Board agrees to provide each employee with liability insurance in the amount of one million dollars (\$1,000,000).

## ARTICLE VII - EXTRA CURRICULAR COMPENSATION

### GRACE SCHOOL DISTRICT #148

#### Extra Salary Schedule

Contract dollar amounts are based on the current 2024-2025 base salary of \$34,500.00

#### FOOTBALL

|                    |        |
|--------------------|--------|
| Head Coach HS      | 12%    |
| Assistant Coach HS | 6.5%   |
| Head Coach JH      | \$1000 |
| Assistant Coach JH | \$500  |

#### VOLLEYBALL

|                    |        |
|--------------------|--------|
| Head Coach HS      | 12%    |
| Assistant Coach HS | 6.5%   |
| Head Coach JH      | \$1000 |
| Assistant Coach JH | \$500  |

#### BOYS BASKETBALL

|                    |        |
|--------------------|--------|
| Head Coach HS      | 12%    |
| Assistant Coach HS | 6.5%   |
| Head Coach JH      | \$1000 |
| Assistant Coach JH | \$500  |

#### GIRLS BASKETBALL

|                    |        |
|--------------------|--------|
| Head Coach HS      | 12%    |
| Assistant Coach HS | 6.5%   |
| Head Coach JH      | \$1000 |
| Assistant Coach JH | \$500  |

#### WRESTLING

|                          |        |
|--------------------------|--------|
| Head Coach HS            | 12%    |
| Assistant Coach HS       | 6.5%   |
| Girls Assistant Coach HS | 6.5%   |
| Head Coach JH            | \$1000 |
| Assistant Coach JH       | \$500  |

#### CHEER

|                    |        |
|--------------------|--------|
| Head Coach HS      | 12%    |
| Assistant Coach HS | 6.5%   |
| Head Coach JH      | \$1000 |
| Assistant Coach JH | \$500  |

#### TRACK

|                    |        |
|--------------------|--------|
| Head Coach HS      | 12%    |
| Assistant Coach HS | 6.5%   |
| Head Coach JH      | \$1000 |
| Assistant Coach JH | \$500  |

#### CROSS COUNTRY

|                    |        |
|--------------------|--------|
| Head Coach HS      | 12%    |
| Assistant Coach HS | 6.5%   |
| Head Coach JH      | \$1000 |
| Assistant Coach JH | \$500  |

#### GOLF

|                    |      |
|--------------------|------|
| Head Coach HS      | 12%  |
| Assistant Coach HS | 6.5% |

#### OTHER ACTIVITIES

|                       |       |
|-----------------------|-------|
| Yearbook Advisor      | 6.0%  |
| Drama Advisor         | 10.5% |
| Band Advisor          | 14%   |
| Vocal Advisor         | 3.0%  |
| Drama Music Director  | 3.0%  |
| Honor Society Advisor | 6.0%  |
| BPA Advisor           | 6.0%  |

## **ARTICLE VIII - CLASSROOM BUDGET**

Each classroom teacher shall be provided a budget of \$150 per year to purchase teaching materials. Teachers can submit one claim for reimbursement when they have expended the \$150 and provided receipts for these expenditures.

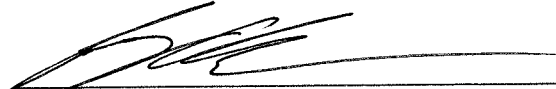
## **ARTICLE IX - DESIGNATED TIME**

The district will provide a 30 minute lunch break for certified employees. Any teacher who is asked to perform a task during the lunch break will be allowed a 30 minute break at an alternate time, which could include arriving 30 minute later at the beginning of the day or leaving 30 minutes early at the end of the day, or will be compensated at a rate of \$25.00/hour.

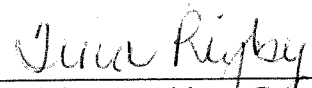
## ARTICLE X - ACCEPTANCE

This agreement is signed on the 13<sup>th</sup> day of June 2024, and shall be binding on the parties hereto.

6-13-24  
Date

  
\_\_\_\_\_  
Ryan Christensen, Chairman of the Board of Trustees

6-13-24  
Date

  
\_\_\_\_\_  
Tina Rigby, President, Grace Education Association

## **ADMINISTRATIVE PROCEDURES**

### **ARTICLE I - POLICY COUNCIL**

The Board realizes that educational issues of mutual concern which are not specifically listed as negotiable items may need to be discussed through an orderly procedure. For this purpose, a Policy Council shall be established which shall consist of four (4) members to include the Superintendent, the President of the Association and two (2) additional members, one appointed by the President of the Association and one appointed by the Superintendent. The Policy Council may develop procedures which they feel will accomplish the objective of furnishing recommendations to the Board for the establishment of policy on educational matters other than those items that are listed as negotiable in this document. The Council will meet and discuss items with every effort to meet mutual understanding and agreement. The Council will determine the time and place for their meetings. It is understood that the Board shall have final decision on all recommendations made by the Policy Council.

### **ARTICLE II - GRIEVANCE PROCEDURE**

The purpose of this procedure is to secure, at the lowest possible administrative level, solutions to problems which may, from time to time, arise. Grace School District Board and the Grace Education Association agree that the proceedings shall be kept as informal and confidential as may be appropriate at any level of this procedure.

#### **DEFINITIONS**

1. A "Grievance" is a claim based upon the Association or any employee's belief that there has been a violation, or misinterpretation or misapplication of a law, state regulation having the effect of law, a written contract, Board policy, or Administrative regulation.
2. A grievant may be the Association or any member of the bargaining unit.
3. The term "days" when used in this procedure shall, except where otherwise defined, mean working school days.
4. When a grievance is submitted on or after May 15, "days" shall consist of all weekdays (meaning all days of the week except Sunday) so that the matter may be resolved before the close of school term or as soon as possible thereafter.

#### **A. GENERAL PROCEDURES**

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. A grievant shall be entitled to a representative of the employee's choice at each step of the grievance procedure. The supervisor, superintendent, or the superintendent's designee shall be entitled to a representative at each step of the grievance procedure.
3. At all levels of a grievance, after it has been formally presented, the grievant shall attend meetings, hearings, appeals, or other proceedings required to process the grievance.
4. When the administration schedules grievance hearings during regular school hours, the grievant and his/her representative shall be released from their regular assignment without loss of pay or payroll benefits.

## **B. INITIATION AND PROCESSING**

### **1. Level One-**

The grievant will first discuss his/her grievance with his/her principal or immediate supervisor, either directly or through a designated representative.

### **2. Level Two-**

- a) If the grievant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he/she may file the grievance in writing and refer it to the Superintendent of Schools.
- b) Within five (5) school days after receipt of the written grievances by the Superintendent, the superintendent will meet with the grievant in an effort to resolve it.

### **3. Level Three-**

- a) If the grievant is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered in writing in ten (10) school days after he/she first met with the Superintendent, the grievant may request a review of the grievance by the Board. Within (20) working days of an appeal, the board of trustees shall convene a panel consisting of three (3) persons; one (1) designated by the board of trustees, one (1) designated by the employee, and one (1) agreed upon by the two (2) appointed members for the purpose of reviewing the appeal. Within fifteen (15) working days following completion of the review, the panel shall submit its decision in writing to the employee, the superintendent, and the Association. The panel's decision shall be the final resolution of the grievance unless the board of trustees overturns the panel's decision at the next regular public meeting of the board of trustees.
- b) The parties in interest shall have the right to include in the presentation such witnesses as they deem necessary to develop the facts pertinent to the grievance.

### **C. RIGHTS OF EMPLOYEES TO REPRESENTATION**

1. Neither the Board nor any member of the administration shall take reprisals affecting the employment status of any party of interest as a result of grievance.
2. The Board agrees to make available to the grievant and to his/her representative, relevant public records and personnel records of the grievant(s) in its possession or control which are relevant to the issues raised by the grievance.
3. The provisions of the Uniform Arbitration Act (Chapter 9 Title 7, Idaho Code) apply to this agreement.
4. All documents, communications, and records dealing with grievances shall be filed in a separate grievance file and will not be kept in the district personnel file of any of the participants until the grievance has been resolved at which time the employees shall be required to review and sign any entries made to his/her personnel file as a result of any proven claims against the party of interest.
5. Utilization of this Grievance Procedure is not intended to deprive an individual of seeking redress through the courts, if they so desire.

### **ARTICLE III - ASSOCIATION RIGHTS**

- A. The Board agrees that the individual teacher shall have full freedom of association, self-organization, and designation of representatives of his/her own choosing, and he/she shall be free from interference, resistance or coercion.
- B. Representatives of the Association shall be permitted to transact Association business on school property at all reasonable times provided that this shall not interfere with normal school operations.
- C. The Association and its representatives may post notices of activities and matters of Association concern on teacher bulletin boards. The Association may use the District teacher mailboxes for communication to teachers in accord with District policies.
- D. The Board agrees to make available to the Association, when requested by the Association, information concerning financial resources of the District, including, but not limited to, annual financial reports, tentative budgetary requirements and allocations, agenda and minutes of regular Board Meetings, treasurer's report, school census information, names, addresses, educational background and placement upon the salary schedule of all teachers, and such other information which may facilitate resolution of any grievance or complaint, as provided by law.

- E. Designated representatives of the Association shall be allowed to receive telephone messages and other communiques concerning Association business during school hours provided this does not interfere with nor disrupt regular teacher or classroom duties.
- F. The Association shall have the right to use school facilities and equipment including computers, photocopy machines, fax machines, and all types of audiovisual equipment and technology equipment when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- G. The Association shall be given sufficient time on the agenda of the orientation program to explain Association activities to new teachers. Furthermore, the Association shall be given an opportunity at faculty meeting to present reports and announcements.
- H. In any one school year, the Association shall be allowed a maximum of (10) days to attend Association business to be used individually or as a group but not to exceed the aggregate ten day maximum. Such business will include conferences, workshops, conventions, and local, regional, state, or national meetings. Such leave shall be granted upon request of the Association President.