

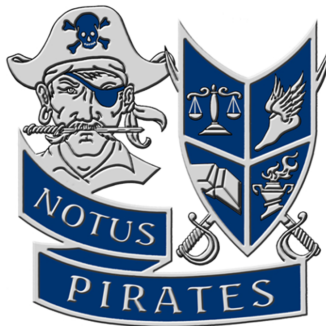
MASTER AGREEMENT

between

NOTUS EDUCATION ASSOCIATION

and

NOTUS BOARD OF TRUSTEES



2024-2025

SCHOOL YEAR

Tentative Agreement: **07/30/2024**

Ratified 08/12/2024

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Master Agreement

I. PREAMBLE

The Board of Trustees of Notus School District 135 and the Notus Education Association recognize and declare that providing an excellent education for the students of the District is their mutual goal and that the character of such education is reflected in the morale of the staff. To promote an open, honest, and transparent relationship between the teachers and administrators, promoting the positive morale of all parties, and opportunity for teacher input will be provided in formulating district policies, procedures, and budgets. To assist in the accomplishment of this goal, the Notus Education President(s) or their designee, will be provided the opportunity to submit written input in these areas, and upon the request of the Board or its designee, may be called upon to provide input on specific policies, procedures, and budgets designed to improve instruction and the educational environment.

II. NEGOTIATION PROCEDURE

A. EXCLUSIVE REPRESENTATION

This Agreement is developed and entered into by and between the Board of Trustees of the Notus School District 135 and the Notus Education Association as the exclusive representative organization of the certificated employees of the District except the Superintendent, building Principals and any other position at the District for which an Administrative Certificate is a pre-requisite for the position.

The Notus Education Association, as per Idaho Code 33-1271, has a majority of membership of 50% + one (1) of certificated employees of the District and has certified this status to a third party, mutually agreed upon by the Association and the District.

The Board and Association agree to meet and negotiate in good faith on matters relating to compensation as defined by the Idaho Code.

B. SCOPE OF NEGOTIATIONS:

The Notus Board and Notus Association agree to negotiate as to the following issues:

- a) Salary
- b) Insurance Benefits
- c) Sick Leave
- d) Personal Leave
- e) Professional Leave
- f) Association Leave
- g) Bereavement Leave
- h) Child Rearing Leave
- i) Sick Leave Bank
- j) Extra-Curricular Salary
- k) Other items as agreed to by both Parties

C. NEGOTIATION TEAMS

Each of the parties shall select a Negotiations Team that shall be comprised of not more than four (4) members, and a consultant as deemed necessary by each team.

Each Negotiation Team shall select one person to serve as the spokesperson in carrying out negotiations. The team spokesperson will serve as the chief negotiator for each team, but such individual may invite comments from other team members' relative to the item under discussion.

Each team shall have one vote on determining proposals to be advanced beyond the negotiating team.

D. COMMENCEMENT OF NEGOTIATIONS

Both parties agree to negotiate in good faith pursuant to the process and parameters established by the Idaho Code. Prior to the commencement of negotiations, each party shall submit to the other a written list of the members of the Negotiations Team, with identification of a spokesperson.

E. MODIFICATION

This agreement shall not be modified by amendment during the term of this contract year unless done so, in writing, agreed to by both parties or by court or other governmental action.

III. COMPENSATION

A. TERMS

The contract length set by the Notus School Board Trustees for the **2024-2025** school year will be 170 days. Notus School District Certified Salary Schedule will be used for determining compensation. Personnel employed less than full time or less than the stated contract length shall be paid a pro-rated amount of the Certified Salary Schedule values.

Movement on the Notus School District Certified Salary Schedule will be permitted only if the individual employee meets the requirements per State Statute. Certified personnel employed less than full-time shall be paid a pro-rated amount of the Certified Salary Schedule values.

B. SALARY SCHEDULE PLACEMENT AND MOVEMENT

Although there are differences between the Career Ladder for Teachers identified in Idaho Code and the Salary Schedule identified within this Master Agreement, placement on and movement within this Master Agreement's Salary Schedule shall be consistent with the intent of Idaho Code 33-1004B parts (1), (2), (3), (4), (5), (7), and (9). The Notus School District Salary Schedule's RP1-RP3 rows are for those that hold an Idaho Certificate in their first three years, the Notus School District Salary Schedule's P1-P10 rows are for those that hold a professional or advanced professional endorsement.

C. SALARY SCHEDULE

Notus School District 135 Certified Salary Schedule				
Salary Schedule Placement	Salary	Salary BA+24	Salary MA	2 MA, PhD, or Ed.S.
RP1	\$47,066.00	\$49,066.00	\$50,566.00	\$51,766.00
RP2	\$48,275.60	\$50,275.60	\$51,775.60	\$52,975.60
RP3	\$49,516.28	\$51,516.28	\$53,016.28	\$54,216.28
P1	\$50,788.85	\$52,788.85	\$54,288.85	\$55,488.85
P2	\$52,094.12	\$54,094.12	\$55,594.12	\$56,794.12
P3	\$53,432.94	\$55,432.94	\$56,932.94	\$58,132.94
P4	\$54,806.17	\$56,806.17	\$58,306.17	\$59,506.17
P5	\$56,214.68	\$58,214.68	\$59,714.68	\$60,914.68
P6	\$57,659.40	\$59,659.40	\$61,159.40	\$62,359.40
P7	\$59,141.25	\$61,141.25	\$62,641.25	\$63,841.25
P8	\$60,661.18	\$62,661.18	\$64,161.18	\$65,361.18
P9	\$62,220.17	\$64,220.17	\$65,720.17	\$66,920.17
P10	\$63,819.23	\$65,819.23	\$67,319.23	\$68,519.23

D. ADDITIONAL STIPENDS

Certified employees employed for less than full contract duration or part-time shall be paid a pro-rated share of these stipends. Stipends are cumulative meaning that an employee can earn more than one stipend.

i. LONGEVITY STIPEND

Longevity stipend to be \$2,400.

Teachers must be employed by the Notus School District for two years and have been at P10 for one contract year in order to be eligible to receive longevity stipend.

ii. COMMITMENT STIPEND

Commitment stipends are as follows:

10-14 years = \$850

15+ years = \$1,100

iii. ADVANCED PROFESSIONAL STIPEND

Additional stipend for Advanced Professional State Career Ladder Placement shall be as follows:

AP1	+\$1,500
AP2	+\$2,000
AP3	+\$2,500
AP4	+\$3,000
AP5	+\$3,500

E. ADVANCED PROFESSIONAL LEADERSHIP

In addition to professional leadership as identified in IC 33-1201A, a certified employee shall be considered to have demonstrated professional leadership if the employee has met any of the following criteria -

1. Serves on a verified district or building leadership committee or team providing guidance to the district, a department, program, or school building.
2. Serves in a verified leadership position in a professional association, or local education association that works to benefit public education.
3. Has received a Master Educator Premium, National Board Certification, or leadership premium (re: Idaho Code 33-1004(j))
4. Documents providing the equivalent of one professional development credit (15 hours) to educators and/or pre-service educators.

F. EXTRA-CURRICULAR SALARIES		
BASE SALARY		
\$41,500		
Supplemental extra-curricular contract amounts are based on the current 2024-2025 career ladder base salary of \$41,500.00		
	PERCENT OF BASE	AMOUNT OF

		SALARY
<u>VARSITY HEAD COACHING POSITIONS:</u>	0.092771	\$3,850.00
BASKETBALL (2)		
FOOTBALL (1)		
VOLLEYBALL (1)		
CHEER (1 X TWO SEASONS)		
SOFTBALL (1)		
TRACK (1)		
<u>JUNIOR VARSITY HEAD COACHING POSITIONS:</u>	0.053012	\$2,200.00
BASKETBALL (2)		
VOLLEYBALL (1)		
<u>JUNIOR HIGH HEAD COACHING POSITIONS:</u>	0.042168	\$1,750.00
BASKETBALL (2)		
FOOTBALL (2)		
TRACK (1)		
VOLLEYBALL (1)		
CHEER (1 X TWO SEASONS)		
<u>VARSITY ASSISTANT COACHING POSITIONS:</u>	0.042168	\$1,750.00
FOOTBALL (2)		
SOFTBALL (1)		
TRACK (1)		
<u>JUNIOR HIGH ASSISTANT COACHING POSITIONS:</u>	0.019277	\$800.00
BASKETBALL (2)		
FOOTBALL (1)		
VOLLEYBALL (1)		
TRACK (1)		
<u>DIRECTOR POSITIONS:</u>		
ATHLETIC DIRECTOR	0.198795	\$8,250.00
MUSIC DIRECTOR	0.053012	\$2,200.00
<u>CLASS ADVISOR POSITIONS:</u>		
FRESHMAN	0.012048	\$500.00
SOPHOMORE	0.012048	\$500.00
JUNIOR	0.016867	\$700.00

SENIOR	0.012048	\$500.00
<u>CLUBS/OTHER ACTIVITIES</u>		
GRADUATION COORDINATOR	0.009638	\$400.00
NHS YEARBOOK ADVISOR	0.012048	\$500.00
FFA ADVISOR*	0.014457	\$600.00
ACA DECA*	0.014457	\$600.00
TSA*	0.014457	\$600.00
NATIONAL HONOR SOCIETY	0.016867	\$700.00
ROBOTICS ADVISOR*	0.024096	\$1,000.00
STUDENT COUNCIL	0.024096	\$1,000.00

1. Clubs and other activities supplementals marked with an * are dependent on student participation in competitions.
2. If a coaching position remains unfilled due to insufficient student interest or other reasons, the funds designated for that position may be redistributed to another organization based on student participation numbers.
3. To be considered for inclusion in the next year's Master Agreement, any new sport, activity, or club must receive Board approval by the regular May Board meeting of the current year.
4. Positions can be divided between two or more individuals, all compensation shall be divided in a manner acceptable to all parties.

G. SUPPLEMENTAL LEADERSHIP STIPENDS

For the **2024-2025** school year, a minimum of eight (8) leadership stipends shall be granted for Certified Employees. Leadership Teams shall be established at both the Elementary and at the Junior/Senior High School buildings by the District. Each Certified Employee who is selected and agrees to receive a Leadership Stipend and who chooses to accept the role for the entire school year shall receive a \$1,000 stipend. Selection of members shall be made by a method agreed upon at each building to ensure equitable opportunity for eligible Certified Employees. Each position awarded to Certified Employees shall have term limits for the individual selected of 3 years unless another eligible Certified Employee is not available to fill the position.

IV. BENEFITS

A. INSURANCE

The District shall pay for the member health package for all professional employees that includes dental and vision. Employees must work at least 20 hours per week to qualify for insurance benefits. Less than full time employees will be pro-rated.

The package includes the following monthly allocations:

2024-2025
 Medical - \$ **763.15**
 Dental - \$ **46.93**
 Vision - \$ **8.10**
 EAP - \$ **1.80**
 Total - \$ **819.98**

The District shall also pay for all professional employees (\$7.35/month) to receive a group life insurance of \$35,000.

B. LEAVE

i. SICK LEAVE

Sick Leave shall be per Idaho Code 33-1216 and Policy no. 5400 as adopted as of the date of this agreement. In the event Policy no. 5400 is to be reviewed for revision by the Board, the trustees shall authorize the Superintendent to form a sick leave policy review team that consists of at least three certified employees.

Based on the approved **2024-2025** school year calendar, full-time certified employees who work the entire school year shall receive not less than (10) days of Sick Leave annually. Sick Leave shall be granted in units of half or full days.

In addition to the definition of "Immediate Family" contained in Policy no. 5400, Immediate Family shall also include:

- Grandchildren
- Siblings
- Any Dependent Person for whom the employee is responsible
- Any member who resides within the employee's immediate household

"Sickness suffered by an employee" as used in Policy no. 5400 shall also include:

- Illness caused by an accident
- Diagnosis, Care or Treatment of a health condition
- Preventive Care
- Time used by a Certified Employee in connection with that Certified Employee being a victim of Domestic Violence, Sexual Assault or Stalking.
- Time Spent at a Funeral Service
- Parental Leave
- An Illness which renders the Certified Employee incapable of carrying on his/her teaching duties

Employees shall be eligible for parental leave for the following:

- having given birth to a child
- be the spouse or committed partner after the birth of a child
- have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

If an employee may qualify for FMLA, the employee may use accumulated sick leave prior to unpaid FMLA leave.

On-the-job injuries suffered by a Certified Employee shall also qualify for Sick Leave absences when not in conflict with Idaho Code 33-1216(c) regarding Workmen's Compensation.

Upon approval by the District, up to 5 days of Leave shall not be deducted from the Certified Employee's Sick or Personal Leave due to the Certified Employee being unable to work because of the Certified Employee being subject to a Federal, State, Local or District quarantine or isolation order.

The District shall provide the Certified Employee with an accounting of their Sick Leave benefit on a regular basis.

ii. PERSONAL LEAVE

Three (3) days of Personal Leave are granted for the **2024-2025** school year to Full-time certified employees. If the employee is hired for less than the full year, the number of personal days will be prorated. These days may be taken as full or half days. If, at the time of termination, an employee has used Personal Leave in excess of that which was earned, it shall be deducted from his/her final paycheck.

A Principal/Supervisor may deny or limit approval of Personal Leave based on the availability of a substitute if the number of requested absences has reached 20% of the building's Professional Employees. Employees are encouraged to assist in securing suitable substitutes and/or staff coverage.

Notice of at least four (4) contract days is required for any Personal Leave of less than four (4) contract days. Notice of eight (8) contract days is required for any Personal Leave equal to or exceeding four (4) contract days.

If extenuating circumstances should arise, additional personal paid days may be taken upon approval of the Superintendent.

At the end of the school year, a certified employee may select one (1) of the following options for unused personal days.

1. Current substitute daily rate of pay
2. Carry over up to five (5) Personal Leave day(s) to the following year, but not accrue more than eight (8) Personal Leave days total.
3. Current substitute daily rate of pay per unused Personal Leave day transferred to the employee's classroom supply account.
4. Current substitute daily rate of pay per unused Personal Leave day donated in the employee's name to a student body or activity account at the building.

Employees will need to email the District Business Office by June 1st. If an email is not on file for unused days, the District will default to option 1.

"Black Out Days" shall be defined as days that occur within the first two weeks or the last two weeks of school or the week before or after any District observed holidays or breaks. Personal Leave Days taken during Black Out Days shall be deducted at a premium rate of 1.5 Personal Leave Days per Black Out Day. An exception to this premium rate can be made by the Superintendent for extenuating circumstances.

iii. ADDITIONAL PERSONAL LEAVE

If a certified employee is asked by the Administration to substitute teach during a school day during the Certified Employee's normal prep period and the Certified Employee agrees, the Certified Employee shall earn additional personal leave in one (1) hour increments. Substitute teaching that is in the form of supervision of students within the classroom during another scheduled course shall be compensated at 50% of additional personal leave time.

Four hours of additional personal leave may be exchanged for one half-day. Up to one (1) day of additional personal leave accumulation may be carried over from one school year to the next. Unused additional personal leave beyond one day (8 hours) shall be paid to the certified employee at the current substitute daily rate of pay or fraction thereof in the June payroll. The Certified Employee is required to submit an Additional Personal Leave form for each instance where they were asked by the administration to substitute teach.

iv. PROFESSIONAL LEAVE

Professional Leave is designed to support an employee's participation in professional activities. Professional Leave, with pay, may be granted for the purpose of improving the requested employee's service to the district's instructional program or enhancing the employee's ability to perform their duties when a written request and explanation is filed and approved by the principal. Professional Leave may also include activities related to the requesting employee receiving a college baccalaureate or graduate degree. A week's notice to the Principal/Supervisor is requested.

v. ASSOCIATION LEAVE

Up to 4 days shall be provided for Association Leave for one representative upon request by the Notus EA President at least 5 days in advance with Notus EA paying the cost of the substitute. The days shall be used for attending regularly scheduled official meetings of the State Teacher Association.

vi. BEREAVEMENT LEAVE

Professional employees shall be granted up to four (4) days Bereavement Leave at any time with full pay. Such leave will not be deducted from sick leave. This leave will be used for Immediate Family.

Immediate Family for the purpose of this Agreement shall include: Grandparent, Parent, Sibling, Spouse, Children, Grandchildren. This definition shall include step-, foster- and in-law individuals who fall within the definition of Immediate Family. Additionally, the term Immediate Family for the purpose of this Agreement shall include any dependent person for whom the professional employee is responsible as well as any member who resides within the employee's immediate household. An employee may take up to one Bereavement Leave day per year due to extenuating circumstances for persons not defined as Immediate Family.

Due to extenuating circumstances, the Superintendent may grant additional bereavement days. Any extended days will be deducted from Sick Leave.

vii. CHILD REARING LEAVE

Any employee shall be allowed up to one year of non-paid leave for the purpose of child rearing provided that an agreeable replacement can be obtained. Request for this leave shall be made in writing to the Board at least one month before the leave is to commence. Employees that choose to take a one-year non-paid leave are not guaranteed their position the following year. The employee absent for one year will not receive any credit for contract status or salary schedule for the year of absence.

C. SICK LEAVE BANK

Each certified employee of the District covered by this contract may participate. A certified employee that joins the Sick Bank shall contribute days earned from his or her own Sick Leave days. Sick Leave days thus contributed shall be deducted from the individual's sick leave entitlement. At the close of the contract year, unused sick leave days will remain in the sick leave bank.

Application for use of the Bank shall be submitted to the Sick Leave Bank Committee for their recommendation. The Committee shall review the request and determine the eligibility of the employee. If the Committee deems necessary, it shall require proof of illness at the time of application and from time to time after a grant has been made.

The Sick Leave Bank Committee will consist of the district business manager, two representatives for the elementary school and two representatives from the secondary school. Each committee member has one vote. Simple majority decides.

The contributed Sick Leave days shall form a fund of Sick Leave days that will be available to all eligible participating employees for the purpose of alleviating the hardship caused by the absence of work necessitated by the following:

1. Illness (verified by certified practicing physicians).

2. Major illness of an immediate family member (as spouse and children with possible addition of mother or father as decided by Sick Leave Bank Committee).

In order for a professional employee to be eligible to apply 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 for all his/her accumulated sick leave days.
3. Relinquish one full day of income before drawing from the Bank.

For the employee's initial year of membership, each participating employee shall contribute two (2) days of his/her accumulated Sick Leave to the Sick Leave Bank. For individuals continuing to be employed by the District, during each year of the Bank's operation, the Sick Bank Leave Committee shall determine the number of Sick Leave days each participant must contribute in order to keep the Bank solvent.

On or before September 10th of each year, the Sick Leave Bank Committee shall determine the number of additional sick leave days each participant must contribute in order to keep the Bank solvent. Contributions of additional days to the Bank must be done during the month of September or again in March in order to maintain employee eligibility as a participant in the Sick Leave Bank.

The Committee shall develop and distribute rules and procedures for the orderly administration of the Bank consistent with the term of this agreement and approval of the Board. The Sick Leave Bank Committee or Association will do all bookkeeping. It shall report all days granted by the Bank and all other information necessary for the employee's records.

The maximum number of days that can be granted in any one fiscal year will be the remaining number of days an employee is scheduled to work under his current contract. In no case will the granting leave cause an employee to receive more than his/her annual salary for that year.

The number of Sick Leave days granted shall not exceed the number of days absent from work due to illness or accident. Bank grants to individual employees will not be carried over from one (1) fiscal year to another: all such grants shall end at the termination of the school year.

The Committee shall specify the maximum number of days allowable with one doctor's verification. If an employee exceeds that limit, a second or third doctor's verification shall be required as stipulated by the Committee.

V. TEACHING CONDITIONS

A. WORKDAY

The length of a traditional professional workday shall be no more than 8 hours and 15 minutes for a full-time certificated employee.

- a) For elementary, this shall include a minimum of 220 duty-free minutes a week for preparation time divided up by no less than 25 consecutive minutes in addition to a daily duty-free half-hour lunch.
- b) For secondary, this shall include one full class period of duty-free time for preparation per day in addition to a daily duty-free half-hour lunch.
- c) District required time worked beyond the professional workday will be credited to the certificated employee on a half-hourly basis to be compensated in blocks equal to one half or one whole professional workday.

B. PROFESSIONAL DEVELOPMENT DAYS

The Professional Development Day directly following the end date of each quarter will be designated as a teacher preparation day. On these designated teacher preparation days, the District and/or building administrator will have the

right to two (2) hours for meetings or professional development and the remainder will be uninterrupted grading and teacher preparation time.

C. EVALUATION

Evaluation of the Certified Employees shall be in accordance with the Notus School District Policy no. 5340 as adopted at the date of this agreement.

In the event the teacher evaluation policy is to be reviewed for revision by the Board, the trustees shall authorize the superintendent to form an evaluation policy review team that consists of at least three certified employees.

D. SUPPLEMENTAL ASSIGNMENTS

Should a Supplemental Assignment be considered for a Certified Employees which is to be performed outside of the Certified Employee's contracted time or which impedes upon the employee's contracted responsibilities, a written agreement including a job description shall be entered into between the Certified Employee, if willing, and the District for such assignment to include additional compensation. If the Certified Employee is unwilling to perform such duties for the proposed compensation, they shall be under no obligation to do so.

E. SUPPLY/MATERIAL ALLOCATION

For the **2024-2025** school year, each full-time certified employee shall be allocated **\$100** for supplies and/or materials to support student learning activities. For the **2024-2025** school year, new to the profession certified employees shall be allocated an additional \$200. These allocations shall be in addition to any department-specific funds. Funds not spent by the end of the school year shall revert back to the general fund.

VI. DURATION

The provisions of this agreement shall become effective as of July 1, **2024**, and will continue and remain in full force and effect until June 30, **2025**.

1. Article IV Sec. A of the Master Contract may be renegotiated on an annual basis without reopening the rest of the contract for negotiations.

2. Article III Sec. C of the Master Contract may be renegotiated to reflect changes in the state salary apportionment for the **2024-2025** contract year.

VII. ACCEPTANCE

This Agreement shall be binding on both Parties.

Date: _____

Notus Education Association President

Date: _____

Board of Trustees Chairperson