

**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 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 one (1) school year. Upon return from such leave, the professional employee will be assigned the same position held prior to the leave or an equivalent position in the district determined by the administration and school board. 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 1st of the year he/she would return.

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 four (4) days into the new school year.
2. Be reimbursed for any days over four.

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.)

Teachers on an annual basis have the option to purchase one (1) additional personal leave day at the cost of a certified substitute. Any additional personal days must 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.

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 the school year will be 162 days on a four-day week. Two of those days will be considered Wellness Days as staff will be released the Monday and Tuesday the week of Thanksgiving Break.
- 7-5 **District Celebration:** A district wide celebration will be held for all staff members once a year. The purpose of this back-to-school festivity is to (1) show appreciation to staff members, and (2) bring together the staff from the entire district. All employees will be invited and encouraged to attend.

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 fifty 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 plans 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.

- 9-3 PD Fridays/Data Days: Data Professional Development Fridays must 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 that may include 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).

Professional Leave Application

Wendell School District #232

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.

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.

Teacher Name	Date of the Class Covered	Teacher You Covered For	Class Period Covered	Reason You Covered the Class

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

Negotiated Agreement Items

Wendell School District Certified Salary Matrix

	2020-21	2021-22	2022-23	2023-24	2024-25
Res/Prof 1	40,000	40,369	40,742	41,118	41,500
Res/Prof 2	40,500	40,990	41,486	41,988	42,500
Res/Prof 3	41,000	41,611	42,231	42,860	43,500
Prof 1	42,500	42,991	43,488	43,990	44,500
Prof 2	44,375	44,836	45,302	45,773	46,250
Prof 3	46,250	46,681	47,116	47,555	48,000
Prof 4	48,125	48,526	48,930	49,337	49,750
Prof 5	50,000	50,370	50,743	51,119	51,500
AP 1	52,000	52,734	53,478	54,233	55,000
AP 2		53,207	54,442	55,705	57,000
AP 3			55,389	57,165	59,000
AP 4				58,613	61,000
AP 5					63,000

This chart does not include any premiums for BA+24 or Master's degrees.

Wendell School District Certified Salary Matrix			
State Approved Career Ladder			
	2024-25	BA +24	Master's
Res 1	41,500		
Res 2	42,500		
Res 3	43,500		
Prof 1	44,500	46,500	48,000
Prof 2	46,250	48,250	49,750
Prof 3	48,000	50,000	51,500
Prof 4	49,750	51,750	53,250
Prof 5	51,500	53,500	55,000
Advanced Prof	55,000	57,000	58,500
Advanced Prof 2	57,000	59,000	60,500
Advanced Prof 3	59,000	61,000	62,500
Advanced Prof 4	61,000	63,000	64,500
Advanced Prof 5	63,000	65,000	66,500

Wendell School District Certified Salary Matrix			
	2024-25	BA +24	Master's
Res 1	47,859		
Res 2	48,859		
Res 3	49,859		
Prof 1	50,859	52,859	54,359
Prof 2	52,609	54,609	56,109
Prof 3	54,359	56,359	57,859
Prof 4	56,109	58,109	59,609
Prof 5	57,859	59,859	61,359
Advanced Prof	61,359	63,359	64,859
Advanced Prof 2	63,359	65,359	66,859
Advanced Prof 3	65,359	67,359	68,859
Advanced Prof 4	67,359	69,359	70,859
Advanced Prof 5	69,359	71,359	72,859

Health Insurance Information 2024-25

- \$350 Deductible – 15/35 Co- Insurance (**\$950 Family Deductible – 15/35 Co-Insurance**)
- \$3,250 Out of Pocket Maximum (Health) (**\$6,750 Out of Pocket Maximum for Family-Health**)
- \$0/\$20/\$20/\$40 Physician Co-Pay
- Telehealth / MDLIVE - \$0 Co-Pay
- Diagnostic Lab & X-Ray – 100% for first \$100, then DC
- \$10/\$30/\$60/\$100 Specialty - 100 % Prescription Drug Benefit
- \$2,000 Out of Pocket Maximum (Prescription) (**\$4,000 Out of Pocket Maximum – Family Prescription**)
- Cost to employee for Spouse/Dependent Coverage is as follows:

Health – 7.6% INCREASE

Employee	\$960.85
Spouse	\$1085.55
One Child	\$486.60
2 or more Children	\$711.20
Family	\$1394.40

HSA – 7.6% INCREASE

Employee	\$809.65
Spouse	\$913.85
One Child	\$409.50
2 or more Children	\$598.65
Family	\$1181.65

Dental

The district will cover \$32.10 for the Blue Cross Dental Insurance for the 2024-25 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.

Blue Cross PPO Dental – NO INCREASE

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) – 9.6% INCREASE

Employee	\$62.03 - \$32.10 (difference in paid by district deduction \$29.93)
Spouse	\$134.16 - \$32.10 (difference in paid by district deduction \$102.06)
One Child	\$119.29 - \$32.10 (difference in paid by district deduction \$87.19)
2 or more Children	\$177.43 - \$32.10 (difference in paid by district deduction \$145.33)
Family	\$237.78 - \$32.10 (difference in paid by district deduction \$205.68)

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

EAP – Employee Assistance Program - Increase

Employee	\$1.67 - \$1.80
Employee/Spouse	\$1.67
Employee & Child (ren)	\$1.67
Employee & Family	\$1.67

Dental Insurance

See Above. Two options will continue to be offered to employees receiving dental 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 payroll deductions monthly for that program.

**WENDELL SCHOOL DISTRICT #232
2024-2025 School Year Employee Benefits**

**DISTRICT SHALL PROVIDE \$960.85 (Health) \$32.10 (Dental)
EMPLOYEE ONLY HEALTH/DENTAL INSURANCE PREMIUMS**

HEALTH INSURANCE

Rates – PPO Plan

Employee.....	\$960.85
Spouse.....	\$1085.55
One Child.....	\$486.60
Two or more Children....	\$711.20
Family.....	\$1394.40

Rates – HSA Plan

Employee.....	\$809.65
Spouse.....	\$913.85
One Child.....	\$409.50
Two or more Children....	\$598.65
Family.....	\$1181.65

(District will contribute \$151.20 to HSA each month)

DENTAL INSURANCE

District covers premium cost of \$32.10

DENTAL INSURANCE

District covers premium cost of \$32.10
Willamette option, Employee will pay difference

VISION INSURANCE

Employee Payroll Deduction

BLUE CROSS – PPO

Employee.....	\$32.10
Spouse.....	\$37.30
One Child.....	\$29.60
Two or more Children....	\$59.70
Family.....	\$90.95

WILLAMETTE

Employee.....	\$29.93
Spouse.....	\$102.06
One Child.....	\$87.19
Two or more Children....	\$145.33
Family.....	\$205.68

VSP

Employee.....	\$19.72
Emp/Spouse.....	\$38.00
Emp/Children.....	\$31.52
Family.....	\$49.80

LIFE INSURANCE – STANDARD LIFE INSURANCE COMPANY

Employee - \$20,000 coverage – Paid by district
Additional coverage for employee and/or dependent (\$0.75 per month) – Paid by employee

RETIREMENT –

The district contributes 13.48% on behalf of the employee to PERSI. Employees will contribute 8.08% of their gross salary deducted from each paycheck to PERSI. Annually this percentage is reviewed by PERSI and is subject to change. Optional 401-K participation is also available through PERSI.

SICK LEAVE and SICK BANK –

Employees receive one day of sick leave for each month they are employed during the year. Employees may join the Sick Leave Bank by donating two days (one time only) of their sick leave. Should the employee have a major illness, the Sick Leave Bank may, upon the employee's request, award them up to 30 days from the Sick Bank to be used by the employee.

PERSONAL LEAVE –

Employees receive three personal leave days per year that may accumulate to a total of 6 days. Unused personal days at the end of the year may be reimbursed (at the current applicable substitute rate) or carried over to the next year (not to exceed 6 days at any time of the books).

BEREAVEMENT LEAVE –

Employees receive 5 days of bereavement leave per year.