

Master Agreement

between

The Board of Trustees

of

Shelley School District #60

and

The Shelley Education Association 2025-2026

NEGOTIATION AGREEMENT

Article I – Purpose, Recognition and Scope

This agreement is made and entered into by the Board of Trustees of School District No. 60, Shelley, Idaho, hereinafter referred to as the Board and The Shelley Education Association, hereinafter referred to as the Association.

The Board recognizes the Association as the exclusive representative of all certificated employees of School District No. 60 except the Superintendent, Principals, and Directors.

Representatives of the Board and Association shall meet and negotiate in good faith Salaries, Medical Insurance, Life Insurance, Sick Leave, Sick Leave Bank, Bereavement Leave, Personal Leave, Grievance Procedures, Teacher Rights, Teaching Conditions, Association Rights, Leaves of Absence and other items of mutual concern, as the parties from time to time may agree to negotiate.

Article II – Procedures

Negotiations may be initiated by either party no later than May 1 of each year by means of a written request. Such requests will specify the subject matter to be considered and will include the specific written proposal or proposals to be negotiated.

All proposals except salary shall be received by both parties in writing at least one (1) week, but not to exceed two (2) weeks before the May 1st deadline.

Both parties shall present in writing counter-proposals at the second meeting.

Negotiations will be conducted at times and places mutually agreeable to the

negotiators named by each party.

Negotiating sessions shall be conducted in open sessions unless both

parties agree to the contrary. Sessions shall not last longer than two (2) hours without mutual consent of both parties.

Negotiating teams will be limited in number. The Association team shall consist of one SEA representative for each school. The Board's team shall be limited to five (5) members. Each team has the right to utilize the services of up to three (3) consultants during negotiations.

Each tentative agreement shall be reduced to writing and signed by the chief negotiators of each party. When tentative agreement has been reached on all items, the agreements shall be reduced to writing and submitted for ratification by the Association and then the Board. When ratified by both parties it shall be signed by their respective officials and binding under the terms and conditions of the Master Agreement.

Upon reasonable request, the Board agrees to furnish the Association such information as is requested by the Association for the purpose of developing intelligent, feasible and constructive proposals. Such information may include, but not be limited to, accurate financial reports, budgets, pupil population and information on the number and level of professional employees on any salary schedule. Upon ratification by both parties, all individual contracts between the Board and the professional staff shall be amended to include all provisions of the negotiated agreements. Thereupon the Board shall take all action necessary in order to give full force and effect to the agreement.

In the event the parties in negotiations are not able to come to an agreement upon items submitted for negotiations pursuant to this agreement, mediation will

be requested pursuant to Idaho Code. Mediation will comply with Idaho Code.

Title	Names
Association President:	Barbi Biorn
Board Chair:	Lisa Marlow

MASTER AGREEMENT

ARTICLE I

GRIEVANCE PROCEDURE (BP5250)

It is the Board's desire that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, the procedures provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each certificated employee be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

1-1 Grievance Definition

A grievance pursuant to this policy shall be a written allegation of a violation of Board approved District policies or a written allegation of a violation of the Master Agreement between the District and the teachers' association.

1-2 Grievance Procedure

The District will first review the collective bargaining agreement for any applicable grievance procedures. If such a provision exists, such procedures shall govern the resolution of certificated staff grievances.

A staff member with a grievance is encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment or violation of any other protected status should be discussed with the first line administrator that is not involved in the alleged harassment. This attempt at informal resolution is not a required component of the grievance policy but is suggested in an effort to attempt to resolve disputes informally.

If the grievance is not resolved informally, and the grievant wishes to continue to seek to address the grievance, the grievant shall file the written grievance with their immediate building principal. The written grievance shall state:

1. The policy or provision of the Master Agreement the employee believes was violated;
2. The alleged date of violation;
3. The actor involved in the alleged violation; and

4. The remedy requested by the employee.

The written grievance must be filed with the immediate building principal within ten working days of the date of the initial event allegedly giving rise to the grievance.

The immediate building principal or designee of the building principal shall meet with the grievant and shall, at the discretion of the principal or designee, conduct whatever additional meetings or investigative activities the principal or designee believes are necessary to address the grievance.

Subsequent to these activities and within a period of ten working days, the principal shall provide the grievant with a written response to the grievance of the certificated employee.

If the grievant is not satisfied with the decision of the principal or designee, the individual shall have a period of five working days to advance the grievance to the Superintendent by submitting a written objection to the decision with the Superintendent.

If the principal or designee does not provide a written response to the grievance at the conclusion of ten working days and no extension of this time period has been agreed to between the grievant and principal or designee, the grievance shall be advanced to the Superintendent without written response of the principal or designee.

Upon receipt by the Superintendent, the Superintendent or his or her designee shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent or designee shall, within a period of 15 working days, decide the matter notifying all the parties in writing of the decision. The decision of the Superintendent or designee shall be controlling, regardless of whether it is in agreement or in disagreement with the decision of the principal.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within five days of receiving the Superintendent's decision. The Board is the policy-making body of the District, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within 30 days of that meeting. The decision of the Board will be final.

Grievances will be processed according to the step-by-step process outlined in the Uniform Grievance Procedure 4120, however, in the case where a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step and the process shall be modified as needed to meet the objectives of the Grievance Procedure. If a grievance is directly based on official Board action, the grievance shall be directed to the Clerk of the Board. The grievance may be heard by the Board at the sole discretion of the Board.

ARTICLE II

TEACHER RIGHTS

- 2-1 No teacher shall be required to appear before the Board concerning any matter which could adversely affect the continuation in his/her office, position, employment, or salary or any increment pertaining thereto, unless he/she has been given prior notice of the reason for such a meeting or interview.
- 2-2 No employee shall be reduced in rank, non-renewed, dismissed, or terminated without just cause, following Idaho Code.
- 2-3 Reduction in force shall be in accordance with the District Reduction in Force Policy [BP 5740](#) . . The Board's Reduction in Force Policy will not be altered without the Board notifying the Association of proposed changes and providing the Association an opportunity to address the proposed changes and make recommendations to the Board. If the Board determines changes are necessary in the Reduction in Force Policy the Board will establish a committee of teachers and administrators to study the policy and make recommendations to the Board.
- 2-4 Transfers will be in accordance with District Transfer Policy [BP 5220](#) . Certificated Professional Employees (CPE) will be allowed the opportunity to volunteer for transfers. Seniority of a CPE shall be a part of the criteria for transfer. The Board's Transfer Policy will not be altered without the Board notifying the Association of proposed changes and providing the Association an opportunity to address the proposed changes and make

recommendations to the Board. If the Board determines changes are necessary in the Transfer Policy the Board will establish a committee of teachers and administrators to study the policy and make recommendations to the Board.

- 2-5 Teachers shall be protected to the best of the District's ability against intimidation, harassment, or interference by any group or individual on the school premises according to board policy and Idaho Code 33-1222 and 18-916.
- 2-6 All teachers will be fully informed by the principal in writing as to how evaluation is to be conducted. Evaluation will be in accordance with Board Policy. Teachers will be given a copy of any evaluation report and will discuss such report with the person preparing it before it is submitted to the permanent central office teacher's file. After such review, the teacher shall affix his/her signature to indicate that he/she is aware of the contents of the report.
- 2-7 All materials or copies thereof placed in the permanent central office teacher's file and originating within the District shall be available to the teacher at his/her request for inspection, under supervision of the District administrative officer or his designee.
- 2-8 Material originating within the district which is derogatory to a teacher's conduct, service, character or personality shall not be placed in a teacher's file unless the teacher has had an opportunity to read the material. The teacher shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed. Such signature does not necessarily indicate agreement with the content of such material.
- 2-9 The teacher shall have the right to answer any materials filed, and his/her answer shall be reviewed by the district administration officer or his designee and attached to the file copy.

ARTICLE III

ASSOCIATION PRIVILEGES

- 3-1 The president of the Association shall have the right to call meetings of the teachers in the school or schools of the District as he/she deems necessary, but shall arrange for such meetings in advance with the Principal of the School. Such meetings shall not interfere with the normal school operations.
- 3-2 Association Leave will be provided to official representatives of the Association according to the following stipulations:
 - 3-2-1 Association leave may be taken to attend the Idaho Delegate Assembly and other official meetings of the state education association including standing committees or task force meetings. The number of delegates will be determined by the formula set by the Idaho Education Association.
 - 3-2-2 In addition to the state education association activities, six (6) days per year will be granted to the President of the Association or designee to attend Association business.
 - 3-2-3 The district will pay the cost of substitutes for the first three (3) days and the Association will pay for the remaining three (3) days.
- 3-3 The Association will have the right to use school facilities, buildings and current technology without cost as approved by the appropriate administrative office, provided that such meetings and activities do not interfere with the normal operation of the school. Any copying, etc., will be charged at the current rate.
- 3-4 The Association will have the right to place notices, circulars, and other material on designated school bulletin boards and/or in teachers' or administrators' mailboxes relating to Association business and not derogatory to the School District and/or its personnel.
- 3-5 District email, Intra-district mail may be used for official association communication within the normal practices and policies of the district.
- 3-6 Representative Organization Meetings: Early dismissal release time for the Representative Organization meetings shall be granted one (1) time each year for the purposes of meeting and voting on the ratification of the Master Agreement.

ARTICLE IV

NON-TEACHING DUTIES

- 4-1 Teachers shall not be required to transport pupils at personal expense to activities which take place away from the school building.
- 4-2 Teacher responsibility during school activities, to which they are assigned, shall end only after the conclusion of the activity and not at the end of regular school hours.

ARTICLE V

DUTY-FREE LUNCH

- 5-1 Teachers shall receive a daily duty-free uninterrupted lunch period at least equal to the length of the student lunch period. In no case shall the lunch period be less than twenty-five (25) minutes.

ARTICLE VI

PREP TIME

- 6-1 All teachers 7-12 will have a minimum of 55 minutes per day for prep time on the 4 day school week model. K-6 teachers will be given a minimum of 3 hours and 40 minutes per week on the 4 day school week model. K-6 teachers will be given a minimum of 120 minutes during the contract day with students.

ARTICLE VII

LEAVE

7-1 LEAVE

Leave shall be granted to each employee at the rate of seventeen (17) days per school year, five (5) designated as personal leave days and twelve (12) designated as sick leave days. Those employees hired after the first day of school shall have the amount of leave days pro-rated. Personal days unused at the end of the year shall be dealt with as follows: 1) Up to two (2) personal days shall carry forward to the next year; 2) After Step 1, up to three (3) personal days shall be paid out using the substitute pay scale for whole/half days. Any personal days left after these two steps shall be lost. No employee may have more than seven (7) personal leave days available in any one year. Any sick leave days left unused shall roll over to the following year and be available for use. Sick leave days can accumulate to an unlimited amount.

No more than four (4) consecutive leave days may be used in any semester, thus ensuring continuity of instruction, unless leave is for an extended illness of the employee or an immediate family member. If circumstances arise that a group of teachers plan to take leave which could cause school closures the Shelley Education Association will be available to meet in advance with the superintendent to work out a solution that best meets the needs of students. Leave may be taken if the following conditions are met:

7-1-1 Advanced lesson planning for substitutes is completed

7-1-2 Personal leave for professional development days must be submitted to and approved by the building administration at least seven (7) calendar days prior to the requested date.

7-1-3 Personal leave may be used as an extension of holiday leave if the request is submitted at least twenty (20) school days in advance of the absence. Personal leave requested under the twenty (20) days may be approved by the building principal.

7-2 SICK LEAVE BANK

The Sick Leave Bank has been established to alleviate the hardship caused by absence from work when that absence is necessitated by a prolonged or recurring illness extending beyond the certificated employee's accumulated sick leave. The Sick Leave Bank is made up of sick leave days that have been contributed by certificated employees in the district. Sick leave days thus contributed shall be deducted from the individual's sick leave entitlement. To participate, a certificated employee must have one day of accrued leave available to donate to the bank. Certificated employees can join the Sick Leave Bank during the Benefits Open

Enrollment period. Certificated employees may not apply for use of the Sick Leave Bank if they have not contributed.

- 7-2-1 Open enrollment shall be from the first day of school in the fall (generally in August) to the last day of the month in which school begins (generally August). A second open enrollment period, for certificated employees who join the District after school begins in the fall, will extend from January 1 through January 15 of the current school year.
- 7-2-2 Application for use of the Sick Leave Bank shall be submitted to the Sick Leave Bank Committee for their consideration by writing a letter to the committee. The committee shall review the request and determine the eligibility of the certificated employee. If the committee deems necessary, it shall require proof of illness at the time of application and from time to time after it has been made. The employee may ask for a specific number of days of sick leave; however, the Sick Leave Bank Committee shall determine the final number to grant to each applicant with the maximum at 15 days.
- 7-2-3 The committee shall have the authority to establish such guidelines as it deems necessary to implement this program. Guidelines shall have the approval of the Association's Executive Board and Shelley School Board of Trustees. After a complete review of the application, the committee shall have the authority to make final decisions within the guidelines as to the disposition of the case.
- 7-2-4 In order for a certificated employee to be eligible to join and apply for sick leave benefits from the Sick Leave Bank, the employee must: (1) be a contributor to the Sick Leave Bank, and (2) have been absent from work due to illness or accident for: (a) all his/her accumulated sick leave and personal leave days, and (b) an additional three days at the rate of pay of the employee.
- 7-2-5 When joining the Sick Leave Bank, each participant shall contribute one day, at a rate of one full day of his/her accrued sick leave to the bank. Participants will be required to contribute one day should the Sick Leave Bank fall below the 30 day minimum. Participants, who choose not to contribute the additional days, shall be dropped from the sick leave bank.
- 7-2-6 The number of sick leave days granted shall not exceed the number of days absent from work due to illness, or injury, or accident.

- 7-2-7 The maximum number of days granted per contract year shall not exceed 15 days. However, the Sick Bank Committee will explore further options to help the employee manage additional days if necessary.
- 7-2-8 Sick Leave Bank grants to individuals will not be carried over from one (1) fiscal year to another; all such grants will terminate at the end of the work year. If a participant does not use all of the days granted by the Sick Leave Bank, the unused sick leave days will be returned to the Sick Leave Bank.
- 7-2-9 The Sick Leave Bank Committee, chaired by the Superintendent/designee (who shall vote only in the case of a tie), shall consist of two (2) members from the Elementary level and two (2) members from the Secondary level. Each member of the committee must be a contributing member of the Sick Leave Bank. The committee shall develop and distribute rules and procedures for the orderly administration of the Sick Leave Bank not inconsistent with the terms of this agreement.
- 7-2-10 The district Business Manager will notify the Sick Leave Bank Chair and the Association president when the number of sick leave days remaining drops at or below thirty (30) days.

7-3 LEAVES OF ABSENCE

A one (1) year leave of absence may be granted to personnel after six (6) years of continuous service upon proper application to the Board by June 1. A joint committee shall be established to evaluate the applications and make recommendations to the Board for approval or disapproval of the leave requested. No seniority, sick leave, or continuing contract status shall be lost or gained during the leave. Upon return from leave the teacher shall be guaranteed a position in the School District. In order to be reassigned the teacher must file a written request to the superintendent on or before the first day of April indicating their intent to return to active service. The position shall be declared open if the request to return to active service is not received by April 1. The teacher may continue the insurance benefits while on leave of absence by paying the premiums. The teacher on leave shall not accept a full-time teaching assignment while on leave.

7-4 MATERNITY AND ADOPTION LEAVE

- 7-4-1 Maternity and adoption leave of absence may be granted to professional employees without pay for up to one year. A professional employee who becomes pregnant shall notify her principal in writing as soon as pregnancy leave is desired. She shall indicate in the written notification whether she wishes to terminate

her employment or apply for maternity leave of absence. Extensions up to one (1) year may be granted.

7-5 PROFESSIONAL LEAVE

7-5-1 Upon written application to the principal or immediate supervisor, all full-time employees shall be authorized to take one (1) day professional leave with full pay during each school year.

7-5-2 Additional days of professional leave with full pay may be obtained by previous arrangement with and at the discretion of the Superintendent.

ARTICLE VIII

INSURANCE

8-1 The District will provide each full time Certificated Professional Employee with health benefits according to the District Cafeteria Plan. This plan will be a qualified cafeteria plan as authorized in Section 125 of the Internal Revenue code.

8-2 Each qualified employee will be provided the opportunity to participate in the state insurance plan.

8-3 As authorized by the insurance carrier and the Patient Protection and Affordable Care Act, certificated employees working 30 hours or more per week may choose to participate or decline the state insurance program according to their percentage of teaching contract or decline insurance coverage in the insurance program.

ARTICLE IX

RECORD DAYS

9-1 Contract hours in the building will be Monday-Thursday from 7:30 am to 4:30 pm. Contract hours for professional development days will be from 8:00 am to 4:00 pm.

- 9-2 The Board will set aside flexible work days at the end of each quarter to allow time for necessary record keeping duties required of teachers such as grading, preparing permanent records, report cards, etc. Teachers will be required to log their hours (seven, 7) and submit to building administration.

ARTICLE X

PROFESSIONAL COMPENSATION

- 10-1 Certified employees' salaries are outlined in the district salary schedule.
- 10-2 Those employees assigned extracurricular activities will receive compensation as reflected in the extracurricular salary schedule
- 10-3 Teachers must meet this criteria in the preceding year for advancement to the Advanced Professional rung the next year. Teachers can achieve the Advanced Professional rung in the career ladder by fulfilling the following criteria: PROFESSIONAL ENDORSEMENT: Applicant has held a Professional Endorsement for five (5) years or more. EXPERIENCE: Applicant has held a renewable certificate for at least eight (8) years or more, OR has completed a state board of education approved interim certificate of three (3) years or longer and held a renewable certificate for five (5) years or more. PROFESSIONAL COMPENSATION RUNG PERFORMANCE CRITERIA: Applicant has met the professional compensation rung performance criteria for four (4) of the five (5) previous years OR the third, fourth, and fifth year. The criteria is: • An overall rating of proficient or higher, and no components rated as unsatisfactory on the state framework for teaching evaluation; and • Majority of their students have met their measurable student achievement targets or student success indicator targets. PROFESSIONAL COMPENSATION RUNG PERFORMANCE CRITERIA: Applicant has met the advanced professional compensation rung performance criteria for three (3) of the five (5) previous years OR the fourth and fifth year. The criteria is: • An overall rating of proficient or higher, no components rated as unsatisfactory or basic, and rated as distinguished overall in Domain II – Classroom Environment or Domain III – Instruction and Use of Assessment on the state framework for teaching evaluation; and • Demonstrating seventy-five percent (75%) or more of their students have met their measurable student achievement targets or student success indicator targets. DISTRICT LEADERSHIP ROLE: During three (3) of the previous five (5) years, has served in an additional building or district leadership role in an Idaho public school. ANNUAL INDIVIDUALIZED PROFESSIONAL LEARNING PLAN: Applicant has an individualized professional learning plan developed with their district/charter supervisor.

ARTICLE XI

PROFESSIONAL DEVELOPMENT

- 11-1 All teachers will be given opportunities for professional development days a maximum of once a month on Fridays from 8-4. Teachers may use sick or personal days if needed to miss a professional development day.
- 11-2 Flex Days are days teachers must use to benefit student or teacher learning. There are 3 flex days that teachers are responsible for their hours. Each flex day will constitute work for 8 hours and must be approved, documented and signed by individual administrators. Any days left unaccounted for will be deducted from the teacher's personal days if available or from their daily pay. Each teacher is responsible to account for their own flex days. Appropriate use of the flex days includes: teacher collaboration, vertical or horizontal alignment, communication with parents, building lesson plans, online webinars, conferences and workshops, Safe School Trainings, and classroom technology. If you have any questions about flex days, please contact your administrators or the district office.

ARTICLE XII

EFFECT OF AGREEMENT

12-1 SAVINGS CLAUSE

All items in this Agreement are presumed to be legal and valid. If any specific items in this agreement shall be ruled invalid by a court of law or governmental agency, the Board and Association shall enter into negotiations within fifteen (15) days to agree on a successor clause for the invalidated article. The balance of this Agreement shall not be affected by any such ruling and shall remain in full force.

12.1. AGREEMENT MODIFICATION

- 12.1.12. This Agreement shall not be modified in whole or in part by the parties except by an amendment in writing duly agreed to and executed by both parties.

12.2. DURATION

- 12.2.12. The provisions of this agreement shall become effective as of July 1, 2025 and will continue and remain in full force and effect until June 30, 2026.

Name (Title)	Signature	Date
Barbi Biorn (Association President)		
Lisa Marlow (Board Chair)		