COLLECTIVE BARGAINING AGREEMENT

BETWEEN

SCHOOL DISTRICT NO. 411

TWIN FALLS COUNTY

STATE OF IDAHO

AND

THE TWIN FALLS EDUCATION ASSOCIATION

FOR THE PERIOD FROM JULY 1, 2025,

TO JUNE 30, 2026, INCLUSIVE

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1. AGREEMENT

This Agreement is entered into by and between the Twin Falls Education Association, hereinafter called the "Association," as the exclusive representative of all certified professional employees, except administrative personnel, as defined by the Idaho System of Educational Excellence (ISEE), and any other administrative personnel employed in the Twin Falls School District, and School District No. 411, Twin Falls County, State of Idaho, acting by and through its duly elected Board of Trustees, hereinafter called the "Board," and its successor boards.

2. EFFECT OF AGREEMENT

The matters covered by this Agreement constitute Board Policy for the term of this Agreement, and the Board and the Association will carry out their mutual commitments contained herein.

During its term, this Agreement may be altered, changed, added to, deleted from, or modified only through negotiations between the Board and the Association, or court order, or other government action.

Any individual contract between the Board and a certified employee will state "within area of certification" consistent with terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement not prescribed by law, this Agreement, during its duration, will be controlling.

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application will not be deemed valid and subsisting, except to the extent permitted by law. All other provisions or applications will continue in full force and effect.

This Agreement will not be interpreted or applied to deprive teachers of professional advantages, which are hours, wages, and negotiated benefits, heretofore enjoyed, unless expressly stated herein.

3. DURATION OF AGREEMENT

The duration of this Agreement will take effect on July 1, 2025, and will continue and remain in full force and effect until June 30, 2026. Requests to open negotiations must be made in written form and be in compliance with IC 33-1271 and IC 33-1273.

4. ASSOCIATION RIGHTS

The Board agrees that the individual teacher will have full freedom of association as provided by law. The Board agrees to provide the Association access to District records that are public information and a reasonable opportunity to make copies.

The Association will be provided an opportunity to present reports and announcements at faculty meetings as well as provide bulletin board space in each building.

The Association will be given time on the agenda of the orientation program for new teachers for announcements of Association activities.

The Board will place on the agenda of each regular monthly meeting any matters related to the Agreement brought to its attention by the Association so long as these matters have first been processed through administrative channels specified in the District policy manual.

The District will deduct dues as per State law.

A. Employees wishing payroll deduction for Association dues will fill out the appropriate forms in the building where they are employed.
B. Payroll deduction forms for deduction will be processed during September.
C. Payroll deductions for dues will be spread over ten months, beginning in November.
D. Employees may cease payroll deductions at any time by giving written notification to the District Administration Office.
E. By October 15th, the District will make available a list of employees authorizing Association dues deductions.
F. The District will make available to the Association President the transmittal list of Association dues deductions.

The Association will be notified in advance should it be necessary for the Board to implement the Reduction in Force Policy. The Superintendent will be available to discuss with the President of the Association the effect of the implementation of that policy upon working conditions within the District.

4.1. ASSOCIATION ADMINISTRATIVE LEAVE

The Association will be allowed ten days per year of administrative leave for the purpose of conducting business required by the Association per executive council approval.

5. LEAVE

In accordance with the Twin Falls School District accounting system, all types of leave listed in days are at a rate of eight (8) hours equal one day and four (4) hours equal one-half day.

5.1. LEAVE OF ABSENCE

A one (1) year leave of absence will be granted to any fully certified teacher who has completed not less than two (2) years of service in the District and who has been recommended for employment during the succeeding year in the following cases:

A. Should a teacher desire to further his/her education by attendance at a college or university, or, if vocational personnel, at a technical school, or if a teacher accepts a position in a state or national educational office, a notice of intent and application for leave should be submitted by the teacher as early in the preceding school year as is possible. A leave of absence for travel when an accredited institution gives college credit may be approved.

B. Should it be impossible for a teacher to fulfill a teaching contract during the contract year or the succeeding year because of illness, childbirth or adoption, family emergency or other circumstances beyond the teacher's control, an application for such leave may be made at the time the necessity for the leave becomes known and if a qualified replacement can be secured, the leave will be granted.

The Board of Trustees will attempt to make written contact with the teacher on the leave of absence during March of the leave year for the purpose of receiving the teacher's intent towards teaching in the District for the succeeding year. Documentation of this attempt will be placed in the personnel file of the teacher on leave. The teacher must notify the Board in writing no later than April 1 if he/she wishes to accept a contract. If the teacher's intention is to accept a contract, the teacher is guaranteed a position upon return unless the position was RIFed. Should the position not be RIFed, the teacher may be guaranteed a return to the same position if his/her request to return to that position is approved by the board prior to the beginning of the leave of absence. The board's prior approval will be contingent upon the ability of the District to find a suitable replacement and the recommendation of the school principal.

A leave of absence will be considered a break in service. The teacher returning from leave will be placed on the rung for which they meet the qualifications to be placed. Sick leave accumulated prior to the leave of absence will be credited to the teacher upon resumption of services in the District.

5.2. PROFESSIONAL LEAVE

At the beginning of every school year, the Board shall credit three hundred fifty (350) days to be used by the teachers for the purpose of attending professional meetings, with up to 75 of such days to be used for in-service. Professional meetings include education conferences and workshops, association meetings, and meetings of other professional groups. Leave for district-sponsored student activities or leave required by the School District through its administrators shall not be classified as professional leave and, therefore, shall not be included in the total credited days.

The Association shall appoint one person from each level (elementary, middle, and high school) to serve on a committee with one individual appointed by the Administration, who will establish guidelines for professional leave grants. An Association representative and the Administrative representative will co-chair

the committee. No more than ten (10) percent of any building staff will be granted professional leave on the same day unless the building principal determines that it would not be a detriment to the educational program of the District. No individual staff member may be granted more than six professional leave days during any school year unless the building principal determines that it would not be a detriment to the educational program of the District.

If a representative of the Association needs to attend a regularly scheduled or specially called meeting dealing with Association business, the District shall allow that representative to leave school five (5) minutes after student dismissal to attend the meeting. If the representative has an assigned duty when an Association meeting is called, the representative will be responsible for securing a qualified replacement.

Once professional leave is granted by the Association, the applicant shall receive full salary from the District.

Professional leave requests approved by the Association shall be communicated to the supervisor or principal of the appropriate school at least five (5) school days prior to the day the professional leave is to commence.

If, during the school year, additional professional leave days are needed by the Association, the President of the Association may request from the Board additional professional leave days above the original three hundred fifty (350) days.

5.3. PERSONAL LEAVE

Personal Leave: Each certified employee will be allotted a total of three (3) school days of personal leave each school year. Advance notice must be given to the principal and leave will be granted contingent upon a suitable substitute being available. Personal leave may be used for whatever purpose the teacher prefers, except that requests for personal leave will be limited to extenuating circumstances during the first two weeks of school, the last two weeks of school or two days immediately preceding or following a school vacation. Leave at this time is granted at the discretion of the building principal. In the event that the teacher is dissatisfied with the principal's decision, the teacher may appeal to the superintendent for review. No more than ten (10) percent of any building staff will be granted personal leave on the same day unless the building principal determines that it would not be a detriment to the educational program of the District.

Certified employees shall be allowed to carry forward a maximum of four (4) personal leave days. The maximum number of personal leave days that may be available in one contract year will be seven (7) days. If, at the end of the contract year, an employee has accumulated more than four (4) personal leave days, he/she will be paid the daily rate of the state minimum certified salary per day for unused personal

leave days in excess of four. Employees also have the option to convert unused personal leave days to sick leave instead of carrying them forward or being paid out.

To implement this procedure, it shall be the responsibility of the certified employee to complete FORM PLD3, requesting payment of any or all unused personal leave days or the number of days to be converted to sick leave, with any remaining days forwarded to the subsequent contract year. This form will be available from each building secretary and must be received in the district office no later than June 1 of the contract year.

If an employee does not have seven (7) days available for the school year, an additional day may be purchased at the current year's certified guest teacher rate. No more than seven (7) personal leave days may be used in one school year. Purchased personal leave days may not be rolled over to the next school year, paid out on, or converted to sick leave.

In the event an employee resigns from employment with the district, or is not to be re-employed by the District/they will be paid for all unused, earned personal leave days or have them converted to sick leave at the discretion of the employee.

The use of personal leave by those people who are nearing retirement will be governed in accordance with this Agreement and Idaho statute.

5.4. EMERGENCY LEAVE

Emergency leave will be granted to a certified employee to a maximum of five (5) days after his/her accumulated personal leave days have been exhausted. The employee will receive regular pay less the current substitute rate per day while on emergency leave.

Emergency leave shall be defined as leave taken due to a situation that has been suddenly precipitated or is unplanned, or where preplanning could not relieve the necessity of the employee's absence.

5.5. CERTIFIED SICK LEAVE

A. At the beginning of each school year, each certified employee shall be credited with one (1) day of sick leave per month at full pay for each full month of service or major portion thereof as projected for the employment year. Sick leave may be used for absence caused by illness, injury, surgery, maternity, paternity, adoption, quarantine, disability, or medical or diagnostic examinations or tests. Sick leave may be used for mental health issues, not listed above, that render the employee incapable of carrying out his/her duties. The district may, at its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness. Attending a funeral service of anyone not covered in Policy 5.7 Bereavement Leave, a maximum of

four (4) sick leave days per year may be used for this purpose, and advanced approval must be given by the building principal and/or supervisor.

B. Each individual will be allowed to accumulate sick leave from year to year with no maximum accrual ceiling.

1. Both parties agree to allow for the accumulation of sick leave without maximum as long as the manner in which funding for the state "sick leave reimbursement" program remains unchanged. If, for some reason, the state places a limit on the amount of accumulated sick leave, it will financially support providing the sick leave retirement benefit; both parties agree that the district's obligation will be limited to the amount supported by the state.
2. Both parties agree that should the state change the sick leave reimbursement fee it charges Districts from the flat fee that existed in 1998-1999 to a fee related to the number of days accumulation allowed by the district, the district will not be obligated to pay for sick leave accumulated beyond 170 days.

C. Certified employees shall be permitted to use sick leave when such absence is due to illness of that employee's children, spouse, significant other, parents, parents-in-law, siblings, grandparents, and grandchildren. 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 the exact contract language.

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

E. Certified Sick Leave Bank

1. Each employee of the District covered by this contract may participate in the Sick Leave Bank. An initial contribution of two sick leave days, prior to November 1, will be the required minimum to become a Sick Leave Bank member for the duration of employment in District #411. Each employee**,** or retiring employee, may voluntarily, prior to November 1st of each succeeding year, contribute additional sick leave days. A threshold of five hundred (500) days will be established in the Sick Leave Bank. When the total days in the Sick Leave Bank falls below five hundred (500) days, the Sick Leave Bank will then assess each member one day, thus re-establishing the minimum 500-day threshold. Sick leave days thus contributed shall be deducted from the individual's previously accumulated sick leave. The contributed sick leave days shall form a bank of sick leave days, which will be available to all eligible employees. The purpose of the Sick Leave Bank is to provide for additional leave due to absences from work that extend beyond all of the employee's accumulated leave and result

from a major medical illness or injury. The Sick Leave Bank may be used for immediate family members (spouse, child, parent) facing a major medical illness or injury. The maximum number of days that may be granted in any one school year for immediate family members will be thirty (30).

2. A major medical illness and/or injury is an acute or prolonged illness or injury that is considered life-threatening or with the threat of serious residual disability, which results in the employee's inability to work. Examples of a major medical illness or injury include, but are not limited to:

   a. Serious, debilitating illness, impairment, or physical/mental condition that involves treatment in connection with an extended stay in a hospital, hospice, or residential medical facility.

   b. High intensity/high frequency of treatment encounters are necessary for a chronic or long-term condition that is so serious that if not treated, it would likely result in an extended period of incapacity or death.

   c. Terminal illness.

   The Sick Leave Bank does not cover time off due to a job-incurred injury/illness covered by Workers' Compensation benefits.

3. 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 a major medical illness, or injury, and 3) have used all available sick leave days**,** personal leave days, and class coverage units.

4. Applications for use of the Bank shall be submitted to the Sick Leave Bank Committee. The Sick Leave Bank Committee shall be comprised of two (2) certified employees appointed by the Association and two (2) District representatives. One Association rep and one District rep will co-chair the committee. The Sick Leave Bank Committee shall review the request and determine the eligibility of the employee. If the Sick Leave Bank Committee deems necessary, it may require proof of illness at the time of application and from time to time after a grant has been made**,** in order to prevent misuse, abuse, or excessive sick leave bank grants.

5. The Sick Leave Bank Committee shall have the authority to establish such operational procedures as it deems necessary to implement this program. After a complete review of the application, the Sick Leave Bank Committee shall have the authority to make final decisions within these guidelines as to the disposition of the case.

6. The maximum number of days which may be granted in any one school year will be sixty (60).

7. Bank grants will end at the termination of the school year. If an employee does not use all of the days granted by the Bank, the unused sick leave days will be returned to the Bank.

5.6. LEAVE FOR JURY DUTY AND COURT ACTIVITIES

A certified employee summoned to appear for legal proceedings before any judicial, quasi-judicial, or administrative tribunal will not lose compensation for performance of such obligation. Certified employees serving on jury duty will receive their regular pay. Any compensation paid by the court to the employee shall remain the property of the employee.

5.7. BEREAVEMENT LEAVE

Certified personnel shall be granted up to ten (10) work days of bereavement leave for the death of a spouse/domestic partner or a child. They will also receive three (3) work days of bereavement leave for up to two (2) occurrences during the school year for a death of an immediate family member (parent, mother/father-in-law, grandchildren, grandparent, grandparent-in-law, brother, sister, brother/sister-in-law, uncle, aunt). Such leave will be granted with full pay and will not be deducted from either personal or sick leave. If the employee needs additional leave, bereavement leave may be granted at the discretion of the District and will be deducted from accumulated sick or personal leave. Bereavement leave is not cumulative or reimbursable if not used.

5.8. MATERNITY/PATERNITY/ADOPTION LEAVE

Certified employees who have worked for the district longer than one full year are eligible for up to 30 days of leave for the birth or adoption of an infant in the first year of life (beginning with the first day of birth or adoption). Employees have the choice to either use their available sick leave or keep their leave and salary intact while being charged the current substitute rate. Unless these days are being used immediately after the birth/adoption of the child, the employee is required to give the district a minimum of 48 hours' notice prior to utilization. Additional unpaid leave may be available in accordance with FMLA guidelines.

5.9. COVERAGE UNITS

If a certified employee during the contracted day volunteers, is asked, or required to cover a class or other responsibilities by the building administrator, they are eligible for time reimbursement. (See coverage units request form in staff section of district website) At the elementary level, recess, office, crossing guard, and other similar duties may qualify for coverage units. Elementary school leadership teams shall develop and implement a master schedule for indoor recess that provides adequate supervision of students utilizing

available staff outside of the classroom teacher. On days the schedule cannot be utilized, teachers will be awarded coverage units as per the coverage unit language.

If a certified elementary teacher is asked to cover all or part of a class, the units earned (1 unit = 45 minutes, half day = 3.5 units, full day = 7 units) will be divided by the certified employees who covered all or part of the class.

All coverage time must be approved by a building administrator and recorded by the building record keeper. Time will be reimbursed at a rate of seven coverage units equal to one contract day. Elementary employees are restricted to earning a maximum of seven coverage units per day. One coverage unit is equal to 45 minutes of coverage accumulated in 15-minute increments.

EXAMPLE: If certified Employee A is asked to cover for certified Employee B for a school or district-related activity, the coverage units are considered administrative leave. If certified Employee A is asked to cover for certified Employee B for personal reasons, the coverage units are deducted from Employee B. If no coverage units are available to Employee B, the time will be deducted from Employee B's sick or personal leave accumulations.

If coverage units are unused, certified employees under contract covered by the Agreement may request the conversion of units into full days that are paid at the current certified employee guest teacher rate. The certified employee shall be allowed to carry forward a maximum of twenty-one (21) coverage time units. It shall be the responsibility of the building recorder to submit the coverage unit payment record (form CUD-1) to the district office no later than June 1st of the contract year.

6. GRIEVANCE PROCEDURE

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances of school personnel who come under the Agreement.

A. Definitions

1. A grievance is a claim alleging a violation, misinterpretation, or misapplication of any written District policy, state and federal law, or any term(s) of this Agreement.
   (a) The term grievance shall not apply to any matter which
      (1) The method of review is already prescribed by law.
      (2) The School Board is without authority to act.
      (3) Is related to non-re-employment of a category I, II, III standard contract, unless it is a result of a policy violation.
2. An "aggrieved person" is a certified employee or a group of certified employees. The "aggrieved person" initiating the grievance has the right to be represented at each step of the

grievance procedure by any person or persons of his or her choice. However, the "aggrieved person" must personally be present at all levels of the grievance procedure.

3. A "party in interest" is a certified employee who may be required to take action to resolve a grievance or against whom action may be taken to resolve a grievance. Any "party in interest" may be represented at any level of the grievance procedure by a person or persons of his or her choosing.

B. Time Limits

1. No grievance shall be recognized by the Board or the Association unless it has been presented at the appropriate level within thirty (30) business days after the aggrieved person or persons knew, or reasonably should have known, of the act or condition on which the grievance is based. If not so presented, the grievance shall be considered as waived.
2. The term "days" when used in regard to a time limit shall mean business days.
3. If a grievance is filed which might not be finally resolved at Step Four before the school year would expire leaving the grievance unresolved, the time limits set forth herein may be reduced by mutual agreement so that the grievance procedure may be concluded prior to the end of the school year, or as soon thereafter as is practicable.
4. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement.

C. Association Representation

1. Neither the board nor any member of the administration shall take reprisals of any kind against any certified employee, any party in interest, any Association representative, or any other participant in the grievance procedure by reason of such participation.
2. When a certified employee is not represented by the Association, at the sole discretion of the certified employee, the Association shall have the right to be present and to state its views at any step of the grievance procedure except step one.
3. To the extent permitted by Section 33-1210, Idaho Code, all grievance-related documents, communications, and records dealing with the process of a grievance shall be filed separately from the personnel files of the participants.

D. Purpose and Rights

1. The purpose of this procedure is to secure at the lowest possible administrative level equitable solutions to the problems which may from time to time arise. Both parties agree that these

proceedings will be kept as informal and as confidential as may be appropriate at any level of the procedure.

2. Nothing herein contained will be construed as limiting the right of any certified employee or building counselor having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted, provided that the adjustment is consistent with the terms of this Agreement and Board Policy.

E. Procedure

1. Step No. One -- (Principal or immediate supervisor)

   An aggrieved employee shall first discuss the grievance with the building principal or his/her immediate supervisor with the objective of resolving the matter informally. The aggrieved employee may (1) discuss the grievance personally, (2) may request that the Association's representative accompany him/her, or (3) may request that the Association's representative act on his/her behalf with the grievant present throughout the grievance process.

2. Step No. Two -- (Director/Superintendent)

   If the aggrieved employee is not satisfied with the disposition of his/her grievance at Step One, or if no decision has been reached by his/her principal or immediate supervisor within five (5) days after the meeting, then the aggrieved employee or Association may file the grievance in writing with the Superintendent of Schools, with a copy sent to his/her Principal or immediate supervisor within six (6) days after the receipt of the Step One decision or eight (8) days after the Step One meeting, whichever is the later.

   The Superintendent shall arrange for a meeting between the aggrieved employee or the Association and the appropriate district director within five (5) days after receiving the appeal from Step One in writing. Upon completion of the meeting, the director will have five (5) days in which to provide his/her decision in writing to the aggrieved employee and the Association.

3. Step No. Three -- Superintendent

   If the aggrieved employee is not satisfied with the disposition of his/her grievance at Step Two, or if no decision has been reached by the director within five (5) days after the meeting, then the aggrieved employee or Association may file the grievance in writing with the Superintendent of Schools, within six (6) days after the receipt of the Step Two decision or eight (8) days after the Step Two meeting, whichever is the later.

   The Superintendent shall arrange for a hearing with the aggrieved employee or the Association within five (5) days after receiving the appeal from Step Two in writing. Each

party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon completion of the hearing, the Superintendent will have five (5) days in which to provide his/her decision in writing to the aggrieved employee and the Association.

4. Step No. Four -- (School Board or Board of Trustees)
   If the aggrieved employee and/or Association is not satisfied with the written disposition of his/her grievance at Step No. Three, or if no decision has been rendered by the Superintendent within five (5) days after the Step No. Three hearing, the aggrieved person may appeal by submitting a written grievance to the School Board, with a copy sent to the Superintendent. The School Board shall meet with the aggrieved employee for the purpose of resolving the grievance. Each side of the grievance will be presented to the Board by a mutually selected third party. The School Board's ultimate decision and final disposition of the grievance shall be rendered by the School Board in writing within thirty (30) days after receiving the notice of appeal.

F. Facilitation

1. To facilitate operation of the grievance procedure, necessary forms for filing, serving notices, making appeals, making reports and recommendations, and other necessary documents will be jointly prepared and distributed by the Association and the Superintendent. (Forms are attached as Appendix C).
2. The Board agrees to make available to the aggrieved person and his/her representative, or the Association, all pertinent information not privileged under law in its possession or control which is relevant to the issues raised by the grievance.
3. When it is necessary at Step No. Two, Step No. Three, or Step No. Four for the aggrieved person, a representative of the Association, or a party in interest to attend a meeting or a hearing called by the Superintendent or the School Board during the school day, the Superintendent's office shall notify the Principal or immediate supervisor of those affected, and they shall be released without loss of pay for such time as their attendance is required at the meeting or hearing.

7. CERTIFIED STAFF REDUCTION

It is recognized that the Board has the responsibility to maintain good public elementary and secondary schools and to implement the educational interests of the state, consistent with state and federal educational requirements, including district improvement plans, accreditation requirements, and other school-based issues. However, recognizing also that it may become necessary to eliminate certificated staff

positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such elimination become necessary.

Before commencing action to terminate teacher contracts under these procedures, the Board will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:

A. Voluntary retirements;

B. Voluntary resignations;

C. Transfer of existing staff members; or

D. Voluntary leaves of absence.

The Board has the sole and exclusive authority to determine the appropriate number of certificated employees and to eliminate certified staff positions, consistent with the provisions of state law. A reduction of certified employees may occur as a result of, but not be limited to, the following examples or from other conditions necessitating reductions:

A. Decreases in student enrollment;

B. Changes in curriculum or programs

C. Staffing limitations of the District; or

D. Negative changes in the financial conditions of the District.

The need for implementation of a reduction in force or the elimination of certificated positions is left to the sole discretion of the Board, provided, however, that no such decision shall be made until after completion of the written evaluation for each certificated staff member. These evaluations will be due by April 1st.

Once a Reduction in Force has been declared, all teachers' levels (elementary, middle school, and high school) and departments will be verified. All affected teachers will complete the Reduction in Force Rubric. Scores will be verified by the building principal and Human Resources by a designated date. Following verification, employees will be notified of their point totals. If a certified employee disagrees with the verified total, they may appeal the decision to the superintendent or designee within five (5) school days. After the appeal process is complete, point totals will be considered final and not subject to further adjustment.

A. The Board shall implement a reduction in force in the following manner:

1. Elementary: When a Reduction in Force (RIF) is necessary at the elementary level, all certified staff K-5 will be placed in the RIF pool, and points will be applied to determine the employee subject to the RIF. If necessary, once the employee is identified for reduction, the transfer policy will then be utilized to adjust grade level assignments. Should the RIF be

necessary within areas requiring special certifications/degrees (i.e., counseling, SPED), only staff currently serving in that role will be placed in the pool.

2. Middle School: When a Reduction in Force (RIF) is necessary at the middle school level, the department/program subject to the RIF will be identified (i.e. English, Math, Social Studies, etc.) and all certified staff at the middle school level serving within that department will be placed in the RIF pool. Points will be applied to determine the employee subject to the RIF. If necessary, once the employee is identified for reduction, the transfer policy will then be utilized to adjust building/teaching assignments. For teachers in more than one department, they will be placed in the department where the majority of their classes fall. Should their schedule be split evenly, the certified staff member will be placed in both pools.
3. High School: When a Reduction in Force (RIF) is necessary at the high school level, the department/program subject to the RIF will be identified (i.e. English, Math, Social Studies, etc.) and all certified staff at the high school level serving within that department will be placed in the RIF pool. Points will be applied to determine the employee subject to the RIF. If necessary, once the employee is identified for reduction, the transfer policy will then be utilized to adjust building/teaching assignments. For teachers in more than one department, they will be placed in the department where the majority of their classes fall. Should their schedule be split evenly, the certified staff member will be placed in both pools.
4. K-12 Certified (i.e., counselors): For positions in which certification is K-12, such as school counselors, the pool will include all certified employees for that category.
5. Instructional Coaches: At the elementary level, instructional coaches will be placed in the same pool as all certified elementary teachers. At the secondary level, instructional coaches will be treated as one department.
6. Certifications: Should an employee subject to transfer (per TFSD Transfer Policy) as a result of a RIF not have the correct certification for the open position, it will be the responsibility of the employee to acquire the necessary credentials to remain in the TFSD.
7. Staff members will be considered for retention at the same FTE status held at the time of RIF enactment (e.g., part-time employees will be considered to be retained in part-time positions, full-time employees will be considered to be retained in full-time positions).

B. Criteria and Measures

1. Seniority: 25 points possible
    a. Employees will be granted points based on the following schedule for years within the TFSD. The current year of teaching will be counted as a year of service.

b. For employees with out-of-district service, years will be multiplied by 85% and added to the number of years in the TFSD. Total years will be rounded to the nearest whole number. (see example).
   i. 1-3 Years: 10 points
   ii. 4-8 Years: 13 points
   iii. 9-13 Years: 16 points
   iv. 14-18 Years: 19 points
   v. 19-23 Years: 22 points
   vi. 24+ Years: 25 points
c. For example, the employee worked 8 years in another district and 6 years in the TFSD. For the time in the other district, the employee is credited with 6.8 years. The employee receives credit for the 6 years in the TFSD for a total of 12.8 years. This number is rounded to 13, which gives the employee 16 points.

2. Professional Contributions: 35 points possible

Each line item can only be used once (for example, someone who is the head coach for two sports can only earn 25 points).

a. Elementary
   i. Elementary Lead: 25 points
   ii. Elementary grade level rep: 15 points
   iii. Mentor (district assigned): 15 points
   iv. Co-chair of district committee: 15 points
   v. District Committee member: 10 points
   vi. Building Level Committee member (BLT, WISE, RTI, etc): 10 points
   vii. Program Lead (stipend: PowerSchool, Schoology, Website, ESGI, etc.): 10 points
   viii. District Curriculum pilot (10 points)
   ix. State/National Committee member: 10 points
   x. Building Level Leadership (after-school requirements such as a club advisor, structured tutoring, or activity planner–i.e., planning a title night): 5 points each (maximum of 10 points)
b. Secondary
   i. Department Head: 25 points
   ii. Building Department Head: 15 points

iii. Mentor (district assigned): 15 points

iv. Teacher of Dual credit/AP course(s): 15 points

v. Co-chair of district committee: 15 points

vi. District Committee member: 10 points

vii. Building Level Committee member (BLT, WISE, RTI, etc): 10 points

viii. Program Lead (stipend: PowerSchool, Schoology, Website, ESGI, etc.): 10 points

ix. IHSAA Varsity Head Coach: 25 points

x. Extra Curricular Coach: 15 points

xi. Co-Curricular coach/advisor: 15 points

xii. State/National Committee member: 10 points

xiii. Building Level Leadership (after-school requirements such as a club advisor or activity planner): 5 points each (maximum of 10 points)

3. Evaluation: 25 points possible
   a. Points will be awarded based on the most recent final evaluation for the school year.
      i. Employee will receive 20 points for an overall distinguished rating
      ii. Employee will receive 18 points for an overall proficient rating
      iii. Employee will receive 5 points for an overall basic rating
      iv. Employee will receive an extra 5 points for having no basic/unsatisfactory ratings
   b. Employees placed on a plan of improvement and/or probation during the RIF year will receive 0 points in this category.
4. Certification: 10 points possible
   a. Points will be awarded based on the following:
      i. Employee holding a 5-year/lifetime certificate: 5 points
      ii. Employee achieving AP status: 5 points
      iii. Employee with a professional endorsement: 3 points
5. Degrees: 5 points possible
   a. Points will be awarded based on the following:
      i. Employee with an advanced degree beyond a BA/BS: 5 points
      ii. Employee who is Nationally Board Certified: 5 points
      iii. Employee with BA/BS +24: 3 points

6. Tie Breaker

If two employees have the same total points, ties will be resolved by comparing points in the following categories, in order: Seniority, Professional Contributions, Evaluations, Certifications, and Degrees. For example, if one employee has 20 seniority points and the other has 15, that employee prevails. If the tie is not broken in the first category, the process moves to the next. If all categories are exhausted and the tie still remains, a coin flip will determine the final outcome.

For middle and high school staff, professional contribution points may be earned from multiple positions—up to the maximum of 35 points. For instance, an employee coaching multiple sports may earn points for each coaching assignment.

C. Recall:

1. All certified staff members who are not retained in accordance with these procedures will be placed in a recall pool for possible re-employment during the first school year immediately following his/her placement in the recall pool. Upon reinstatement of RIFed position(s), individuals in the recall pool will be given the opportunity to fill open positions within the categories or specialties from which they were displaced in reverse order of layoff.
2. Any individual wishing to remain in the recall pool for a second year must notify the superintendent or his/her designee in writing between March 15th and April 15th of the individual's first year in the recall pool. If such notification is not received, the name of any such individual shall be dropped from the recall pool. The district will notify individuals remaining in the recall pool of this obligation at the addresses in their personnel files.
3. When reinstatement of position occurs from which a qualified individual has been displaced, notification from the school district to such individual will be by certified mail. Such an individual will have five (5) working days from the receipt of the letter to accept the position. If an individual fails to accept a position offered, he/she will be dropped from the recall pool.
4. The district may have the opportunity to offer a displaced employee a position which would allow the individual to work within his/her area of skill/certification and be retained at a similar wage/FTE status. Should an offer of this nature be extended and declined by the individual, the individual will forfeit recall rights and be dropped from the recall list.
5. Recall rights apply to the FTE status the individual held at the time of the RIF. Displaced full-time employees have the right to be recalled to full-time positions. Displaced part-time

employees have the right to be recalled into part-time positions equivalent to the FTE status the employee held upon RIF enactment.

8. TEACHER EVALUATIONS

The School Board and the Association recognize that evaluation of the staff is a vital function of the District. A Teacher Evaluation Review Committee consisting of six teachers, including four elementary, two middle school, and two high school teachers appointed by the Twin Falls Education Association; an elementary administrator, a middle school administrator, and an high school administrator appointed by the Twin Falls School District Administration; and three district office administrators to include a director covering elementary programs, a director covering secondary programs, director of HR, and the Director of Support Services.

The appointment of the members of the committee will be made on or before October 1st of each year. An administrator from the district and a member appointed by the Association will co-chair the committee. The committee will meet at the call of the co-chairs.

The Professional Practice portion of the evaluation will be conducted by a member of the building administrative team. The building administrator will meet individually with the teacher before the end of the first quarter to discuss goals and the evaluation tool. The evaluation shall include a minimum of two (2) documented observations annually, with at least one (1) observation being completed by January 1 of each year.

Teachers on the professional/advanced professional rung of the career ladder will have at least one (1) of their two (2) formal observations be a minimum of 30 continuous minutes. Teachers on the residency rung of the career ladder will have a minimum of two (2) formal observations, and both will be a minimum of 30 continuous minutes. The formal observation(s) shall be scheduled with the teacher at least three (3) days in advance. If either party needs to reschedule, the new time will be agreed upon by both parties.

If a teacher is unavailable for two (2) documented classroom observations, due to unforeseen circumstances such as long-term illness, late year hire, etc., one (1) documented classroom observation is acceptable.

The formal written evaluation will be reviewed during a post-evaluation conference to communicate results, discuss any concerns, share commendations, and obtain signatures.

If a teacher disagrees with one or more of the ratings in their evaluation, they will set up an appeal meeting with their (evaluating) administrator. At that meeting, the teacher would present written evidence to their administrator for each of the areas they were requesting a change. If the administrator does not agree with the written evidence, then the teacher can appeal to the appropriate director. The director will assign another administrator from a different building, but at the same level (elementary, middle school, or high

school) to do a second review of the same written evidence with all identifying information removed. This decision will be final.

At the beginning of each contract year, employees will be given a copy of the evaluation and other evaluation tools to be used that year. Employees will sign that the documents have been received.

9. INSURANCE

A. The District will maintain a "125 Plan" that is in conformance with IRS Regulations for all certified employees.

B. To be eligible for the district contribution for insurance, certified personnel must be enrolled in medical, dental, and/or group life insurance programs. The District will provide, at no cost to each full-time employee, the following:

1. Employee Medical Insurance
   - 2025-2026 rate of up to $911.01 per month for Navigator PPO 2000
   - 2025-2026 rate of up to $774.93 per month for Navigator H.S.A. 5000

   (All Employees covered under the TFSD H.S.A. 5000 Plan will have $75 a month applied to an H.S.A. account)
2. Employee Dental Insurance
   - Option one: 2025-2026 rate of $37.12 per month for MetLife Insurance, paid by the district.
   - Option two: 2025-2026 rate of $53.69 per month for Willamette Dental (additional $16.57 per month paid by employee)
3. $20,000 group term life insurance provided by the District.

C. Certified personnel who work at least 20 hours per week, but less than full-time, will receive one-half of the full-time benefit amounts. Certified personnel who work less than 20 hours per week will receive no benefit amounts.

D. Each employee may choose to purchase additional coverage or programs offered within a "125 Plan."

E. Should the employee choose benefits whose premiums exceed the District's contribution, the employee shall authorize payroll deduction to pay the excess amounts for optional benefits.

F. In the event that more than one certified employee is a member of the same family, the total cost of their insurance benefit choices may be deducted from either employee.

G. New coverage in the insurance package shall begin on September 1st.

H. Carriers and plans shall be mutually determined by the District and Association.

I. Individual changes in allocation of benefits or deductions must be made by August 15th , with the exception of marital or family status changes.

J. If eligibility requirements are met, employees may purchase optional vision insurance at the designated district group rate for 2025-2026. The District will pay $7.86 per month towards the premium for employees electing voluntary vision coverage.

- 2025-2026 rate of $7.86 per month for the employee
- 2025-2026 rate of $15.71 per month for employee and spouse
- 2025-2026 rate of $16.83 per month for employee and child
- 2025-2026 rate of $16.83 per month for employee and children
- 2025-2026 rate of $26.87 per month for employee, spouse, and children

K. Teachers will be indemnified and protected by the District against the cost of defense by reason of any reasonable, prudent acts committed within the scope of employment.

L. An Insurance Review Committee will convene to review benefits and propose changes for the upcoming year. The co-chairs of the committee will be the Director of Human Resources and a TFEA representative. Included will be teacher representatives from each building selected by the president of TFEA. District representation will include two principals and three classified employees.

M. Employee Assistance Program (EAP) is available free of charge to the employee. EAP provides up to five (5) sessions of counseling per incident.

10. PLACEMENT, ADVANCEMENT, AND SALARY (See Appendix A-1)

A. Initial Placement: Initial placement is determined by the District Human Resources Department in accordance with Idaho State Code regarding the Career Ladder. The District will work closely with the employee to gather all necessary documentation and coordinate with the Idaho State Department of Education to ensure placement on the highest rung for which the District is eligible to receive funding. If the State Department of Education later assigns the employee to a higher rung, the District will adjust the placement accordingly and provide any additional compensation owed.

B. Career Ladder Advancement: To be eligible for an education allotment, Instructional and Pupil Service Personnel must have a bachelor's degree plus 24 credits or a master's degree, and three years of successful teaching experience. Credits must be received for the education allotment on the career ladder by September 1. Credits must be earned subsequent to a degree and initial certification. All credits are to be counted in semester hours or equivalent. All semester credits earned above a Bachelor's Degree and initial certification must be graduate hours, except as follows:

1. Up to fifteen (15) semester hours of undergraduate course work credits may be accepted for education allotment.

2. Additional undergraduate classes in the area of technology taken subsequent to the implementation of the Idaho Technology Proficiency Requirement of July 1997 may be accepted for horizontal advancement during each contract year if they are in the following areas: Computing Environment (hardware and software), word processing, database, telecommunications, spreadsheets, presentation software, or the integration of technology into the classroom/curriculum.

C. Pupil Service Personnel will be placed at their appropriate location on the Career Ladder (Appendix A-1) and will be eligible for an extended contract up to a maximum of 210 days (as determined by the District) at their daily rate of pay computed from the Career Ladder. In addition, Pupil Service Personnel will receive extra duty pay at the rate of 0.20 of the extra duty calculating base.

D. Contract Terms: Salaries are based on a twelve-month calendar year, and payment is to be made monthly. Contracts are written for one hundred eighty-eight (188) days. These will include days required for in-service training, institutes, workshops, and legal holidays. Individual classroom preparation time of at least 2 1/2 days will not be interrupted by District or building-designated activities.

E. Work Day: The normal workday shall not exceed eight and one-half hours (8 ½) from arrival to departure. It is acknowledged that setting standardized times before or after school for staff presence in the building may not align with the diverse professional obligations of educators. Therefore, staff time will be based on the specific professional duties required for the day. Staff members are expected to be mindful of students who may need assistance before/after school and are expected to post available times for support. Additionally, attendance at scheduled meetings (IEP, 504, faculty, etc.) and fulfillment of assigned supervision duties, as defined at the building level, are essential responsibilities. Meeting efficiency will be a priority to respect all participants' time, and the district endeavors to minimize after-hours activities and responsibilities. It is understood that there will be days when staff members may need to leave shortly after students, as well as days when professional responsibilities necessitate remaining beyond the normal workday. Such flexibility is inherent in the role of a professional, exempt employee, and is essential for meeting the diverse needs of students and the school community. Change in the length of the work day shall be brought about only through consultation between the Association Executive Board and/or Negotiations Team and the Administration and/or Board.

1. The District's certified personnel work days shall include a duty-free lunch period of at least thirty (30) consecutive minutes and a duty-free preparation period of at least forty-five (45) minutes. On Collaboration Monday, elementary preparation time will be at least 30 minutes.
2. Elementary certified personnel will be guaranteed continuous (except kindergarten teams who, in working with building leadership, may decide to split the time) preparation time of at least forty-five (45) minutes (30 minutes on Monday) each day during block periods in which their students are involved in Physical Education, Music, Library, Computer or other instruction with a certified teacher, or qualified staff member. If an alternative schedule is run on Monday, teachers will be guaranteed 30 minutes of continuous preparation time in addition to the 45 minutes of collaboration time during early release (see L). Guest teachers shall be provided for librarians and computer lab aides. Guest teachers may replace paraprofessionals who are trained to substitute for Library or Computer.
3. If elementary certified personnel are asked to participate in required activities/trainings, causing the loss of block period preparation time during the week, this time will be made up (given back) during the early release collaboration time (see L). This is only allowed to occur at most twice a month.
4. At the end of the first and third quarters, teacher workshop days will be limited to one-half day in order to allow time for teachers to complete student report cards. At the end of the second and fourth quarters, teachers will have one-half day to complete student report cards. For the last week of each quarter, after-school administrative meetings will not be scheduled (excluding collaboration Monday). This does not apply to IEP or 504 meetings; however, those responsible for scheduling these meetings will be mindful to avoid this week if possible. Teachers at Magic Valley High School will have an equivalent amount of time; however, in lieu of half-days, the time may be split and provided at the end of each block. No other school or District activities will be scheduled during the teacher work time. The Friday following conferences for the first quarter and the Friday following conferences for the third quarter will be a day off for teachers as compensation for conferences completed in a timely manner, as defined at the building level.
5. The state in-service days in October are student contact days. If a teacher wishes to attend a state training, they need to apply for professional leave. The ten percent cap on professional leave will be waived during the October Teacher in-service days.

F. Collaboration Monday:

1. A Collaboration Committee will be maintained with the purpose of meeting to discuss the use of this time. The committee will have TFEA/District Co-Chairs and will contain sixteen (16)

certified employees selected by the TFEA. These employees will represent each building and various positions. The district will select two (2) elementary administrators, one (1) middle school administrator, one (1) high school administrator, two (2) directors, one (1) board member, and the associate superintendent (co-chair).

2. Weekly collaboration time will be provided via an early release. The intent of this time is for collaboration/teaming, and planning.
3. At the elementary level, administrators may use up to 45 minutes for PD, instructional coaching, best practices, and data dives as determined by administration. In the other 45 minutes, teams should be collaborating, which might include Title, SPED, grade level, etc. If administration needs more than 45 minutes on any one Monday, they can exchange the time for an equivalent time the following week.
4. At the secondary level, one Monday a month can be used for building initiatives and/or professional development. The remaining Mondays will be used for department, grade level, and common course collaboration.

G. Professional Development Monies: Each certified employee will be paid a $250 professional development stipend to cover PD expenses incurred by said employee. This stipend will be paid in the January pay period.

11. MISCELLANEOUS ELEMENTARY DUTIES

Duties for elementary teachers will be minimized through the following plan: Each elementary faculty will meet with their respective principals and jointly work out a plan to utilize teacher aides and paraprofessionals in accordance with funding regulations. If they cannot work out an agreeable plan, the superintendent or designee will assist them.

Trained teachers' aides and paraprofessionals will be employed for the purpose of minimizing teacher duty time at the elementary level. These aides may be used for lunchroom duty, playground duty, and bus duty. In addition, these aides may be used to assist teachers in the instructional program.

12. OUT OF ZONE ENROLLMENT OF EMPLOYEE CHILDREN

As a benefit of being a TFSD employee, certified employees' children are given top priority when transfers are available in classes and/or programs.

APPENDIX A-1

2025-2026 Career Ladder

Salaries for the 2025-2026 school year are based on 188 days. (See Appendix A-2).

Rung	BA	BA 24	MA
R1	$ 50,252.00	NA	NA
R2	$ 51,302.00	NA	NA
R3	$ 52,352.00	NA	NA
P1	$ 53,402.00	$ 55,402.00	$ 56,902.00
P2	$ 55,239.00	$ 57,239.00	$ 58,739.00
P3	$ 57,077.00	$ 59,077.00	$ 60,577.00
P4	$ 58,914.00	$ 60,914.00	$ 62,414.00
P5	$ 60,752.00	$ 62,752.00	$ 64,252.00
AP1	$ 64,427.00	$ 66,427.00	$ 67,927.00
AP2	$ 66,527.00	$ 68,527.00	$ 70,027.00
AP3	$ 68,627.00	$ 70,627.00	$ 72,127.00
AP4	$ 70,727.00	$ 72,727.00	$ 74,227.00
AP5	$ 72,827.00	$ 74,827.00	$ 76,327.00

2025-2026 employees at P5 who do not achieve AP will be frozen until they qualify for the AP. Those who were P6/No AP in 2019-2020 are grandfathered at a base amount of $61,581. No additional employees will be moved into P6/no AP grandfathered, and instead will need to achieve AP status to move down the ladder. P6/No AP employees who qualify for AP will move into the appropriate AP rung. Employees who don't qualify for movement on the ladder (Professional and AP) will be paid their state-allocated amount until the time they qualify for movement (as per state law).

For the 2025-2026 school year, a total of $500,000 will be budgeted for Leadership Premiums. The previously established committees will continue to specify the use of these funds and Building Leadership. Teams will provide input on the prioritization for use. If not used, the balance of these funds will roll over to the next year for use on insurance.

APPENDIX A-2

CALENDAR REVIEW COMMITTEE

A calendar review committee will meet beginning in the fall of the prior year to receive input on the calendar for the upcoming year. The Co-Chairs of the committee will be the Superintendent of District #411 and an Association representative. The committee will consist of a teacher representative from each building appointed by the TFEA, a principal from an elementary, middle, and high school, the director of elementary programs, the director of secondary programs, board member, community relations specialist and a representative from the parent advisory committee (presidents of the PTA/O).

This calendar is included for reference and informational purposes only. Any changes to the calendar will be made through notification of the association and board action.

2025-2026 Twin Falls School District Calendar

JULY 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July

1-31	School Offices Closed
4	Holiday - Independence Day - No School

AUGUST 2025

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

See Website for Middle and High School Registrations	
11-12	Summer Institute/In-Service
13	1/2 Opening Day & 1/2 Day Building Retreat
14-15	Teacher Work Days
18	**First Day of School**
29	*Early Dismissal* for Students and Staff

SEPTEMBER 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September

1	Holiday - Labor Day - No School
12	Data Day - No School

OCTOBER 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October

17	End of 1st Quarter (43 Student Days) - *Early Dismissal*
23	District Wide Parent/Student/Teacher Conferences
	No School *(MVHS in Session)*
24	No School

NOVEMBER 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November

24-25	Teacher Stipend/In-Service - No School
26-28	Thanksgiving Break - No School

DECEMBER 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December

19	End of 2nd Quarter (38 Student Days)
	End of 1st Semester (81 Student Days)
	Early Dismissal
	1/2 Day Report Cards
22 - 5	Christmas Break - No School

JANUARY 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January

1	Holiday - New Years Day Observed - No School
2	No School
5	Teacher Work Day - No School
6	School Resumes

FEBRUARY 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February

16	Holiday - Presidents' Day - No School
17	Teacher In-Service - No School

MARCH 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

13	End of 3rd Quarter (47 Student Days) - *Early Dismissal*
	1/2 Day Report Cards
17-18	CRHS/TFHS-Advisor/Parent/Student Registration
	Conferences
19	Parent/Student/Teacher Conferences
	CRHS/TFHS - SAT Day/Sr. Projects
	No School (MVHS in Session)
20	No School
23-27	Spring Break - No School
30	School Resumes

APRIL 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April

MAY 2026

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May

15	CRHS & TFHS 12th Graders Last Day
19	TFHS Graduation
20	CRHS Graduation
21	**Last Day of School** - *Early Dismissal* - 1/2 Day Report Cards
	End of 4th Quarter (42 Student Days) End of Year (170)
21	MVHS Graduation
22	1/2 Analyze Assessments and Goals
	1/2 Day Teacher Workday
25	Holiday - Memorial Day

JUNE 2026

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June

1-30	School Offices Closed
	See Website for Summer School Details

Board Approved 12-2-24

APPENDIX A-3

COMMITTEE MEMBERSHIP RESPONSIBILITIES

Committees

The negotiated committees are as follows: Calendar Review Committee; Evaluation Committee; Professional Leave Committee; Certified Sick Leave Committee; Insurance Committee; Professional Advancement Committee; Extra Duty Committee and Leadership Committee; Collaboration Monday Committee. The TFEA is responsible for filling the teacher vacancies on the committees.

Co-Chairs Responsibilities

1. Collaboratively create agendas and attend all meetings.
2. Collaboratively work to create a timeline and responsibilities for the year.
3. Work as a team to assign responsibilities for printing materials, keeping minutes, sending meeting notifications, etc.
4. Co-chairs are responsible for reporting information to the DOAT/TFEA Executive Council and making appropriate recommendations as per the CBA.
5. Collaboratively work toward consensus with the committee members.
6. Send minutes to committee members for approval. Once they have been approved, forward them to the TFEA President, Superintendent, and Clerk of the Board to be shared with the appropriate groups (building reps/administrators).

Committee Members

1. Attend all meetings and be on time. If unable to attend, committee members need to find a substitute to attend in his/her place. If a conflict arises, notify one of the co-chairs.
2. Be an active participant at all meetings.
3. Ensure that communication flows in both directions. Report information from meetings back to the represented groups and bring feedback to the committee.
4. Complete all assigned duties/tasks within the set timeline.
5. Work toward consensus and support committee decisions.

APPENDIX B-1

Extra Duty Definition/Policy

The time used to fulfill contracted competitive and non-competitive assignments in which students are involved that require activities beyond the contracted time of a certified employee, and/or duties that require time beyond the daily contracted time.

1. An Extra Duty Committee shall be established as a permanent standing committee with co-chairs from the TFEA and District Administration. The committee shall consist of eight (8) people. The Association shall appoint two (2) people who already receive extra duty pay and two (2) who do not. The board or designee shall appoint two (2) people directly involved in administering extra duty pay and two (2) who are not. The responsibilities of the Extra Duty Committee will be to:
   a. Continue to review the index of each extra-curricular assignment on a 5-year cycle. This will be completed next in 2026.
   b. Recommend additions to or deletions from the extra pay schedule to the governing entities (Twin Falls Education Association and District).
   c. Advise the governing entities on matters concerning pay for extra duties.
   d. Review the proposals for short-term extra-duty assignments (one-year assignments).
   e. Review the proposals and established extracurricular activities.

2. If two (2) or more employees agree to work a position rated for a single individual and this is approved by the administration, the extra duty pay will be split in a manner agreeable to those involved.

3. When extra duty candidates are considered similarly qualified, first consideration will be given to district teachers, then to other district staff, and then to non-district applicants. Non-staff members may not receive more than the stated extra duty pay, and may receive less than the extra duty pay. The extra duty pay for non-staff is to be determined by the building administration with the advice of the Extra Duty Committee.

4. All coaches who earn Certified Interscholastic Coach Certification from the National Federation of State High School Associations will receive an increase of $250 to their annual stipend. The certificate for the stipend must be submitted to Human Resources on or before October 1st.

5. In order for a position to be initially placed on the extra duty schedule it must involve, at a minimum, at least six performance or competitive events involving at least 12 students and at least 100 hours of extra time spent with those students – either in a preparation or coaching capacity during a school year.

6. Job descriptions will exist for all positions receiving extra duty pay. All new extra duty positions will include job descriptions written by the Extra Duty Committee and forwarded to the superintendent and board for approval.

7. Formula for extra duty pay:
   <u>Step 1, 2, 3</u> - 85% of the indexed amount for the first three years
   <u>Step 4, 5</u> - 95% for the following two years, and
   <u>Step 6+</u> - 105% for the years thereafter.
   All indexed extra duty salaries will be calculated from a $29,437.66 base.

8. If an assistant coach/advisor moves to a head coach/advisor position in the same sport or activity listed on the extra duty pay schedule, he/she will be placed at the maximum number of years for the previous step (at 85% or 95%) on the head coach schedule. Middle school coach/advisor head coach position is considered equivalent to an assistant coach at the high school level.

   Example: An assistant coach/advisor at 105% would be moved to the fifth year at 95%. (Step 6+ years = placement on Step 5)

9. If an assistant coach/advisor moves to the head coach of another sport or activity, without any previous experience as head coach/advisor in that sport or activity, entry will be at Step 1 of the extra duty schedule.

10. Coaches/advisors with out-of-district experience will be placed the same as coaches/advisors within the district. Their credited experience must be in the same area in which they will coach.

11. Calculation for indexed amounts from the current base salary will include all coaches/advisors (middle school and high school).

12. Any exceptions not covered in the aforementioned policy may be presented to the Extra Duty Committee for consideration, with accompanying rationale and documentation, in written form.

13. The Extra Duty Committee will reserve the right to invite a representative(s) of a proposal to testify in person.

14. The Extra Duty Committee will discuss and make recommendations (s) to appropriate entities after all information has been received and the proposal has been considered.

APPENDIX B-2 **EXTRA DUTY INDEX**

High School Positions	District	School	Index	Indexed amount of Base @100%	1-3 years 85%	4-5 Years 95%	6+ Years 105%
Declamation	2	1	4.5%	1,325	1,126	1,258	1,391
Dramatics	2	1	12.0%	3,532	3,003	3,356	3,709
Dramatics - MVHS	1	1	10.0%	2,944	2,502	2,797	3,091
Debate	2	1	10.0%	2,944	2,502	2,797	3,091
Year Book	2	1	10.0%	2,944	2,502	2,797	3,091
Journalism	2	1	10.0%	2,944	2,502	2,797	3,091
Band	2	1	10.0%	2,944	2,502	2,797	3,091
Marching Band	2	1	4.5%	1,325	1,126	1,258	1,391
Assistant Marching Band Director***	2	1	4.0%	1,177	1,001	1,119	1,236
Orchestra	2	1	7.5%	2,208	1,877	2,097	2,318
Choral	2	1	7.5%	2,208	1,877	2,097	2,318
Show Choir	2	1	4.5%	1,325	1,126	1,258	1,391
Student Council Advisor	2	1	12.0%	3,532	3,003	3,356	3,709
Head Quiz Bowl Advisor	2	1	5.0%	1,472	1,251	1,398	1,545
Assistant Quiz Bowl Advisor	2	1	4.0%	1,177	1,001	1,119	1,236
Athletic Game Manager	2	1	20.0%	5,887	5,004	5,593	6,182
Certified Athletic Trainer	2	1	24.0%	7,065	6,005	6,712	7,418
Assistant Athletic Trainer	2	1	8.0%	2,355	2,002	2,237	2,473
Robotics Advisory	3	1	5.0%	1,472	1,251	1,398	1,545
CHEER AND DANCE							
Head Cheer Advisor	2	1	16.0%	4,710	4,003	4,474	4,945
Assistant Cheer Advisor	2	1	11.0%	3,238	2,752	3,076	3,400
Head Dance Advisor	2	1	16.0%	4,710	4,003	4,474	4,945
Assistant Dance Advisor	2	1	11.0%	3,238	2,752	3,076	3,400
WEIGHT TRAINING							
Summer Weights	2	1	5.0%	1,472	1,251	1,398	1,545
FOOTBALL							
Varsity Head Coach	2	1	22.0%	6,476	5,505	6,152	6,800
Assistant Coaches	12	6	13.0%	3,827	3,253	3,635	4,018
JV Coaches	4	2	13.0%	3,827	3,253	3,635	4,018
Freshman Coaches	4	2	13.0%	3,827	3,253	3,635	4,018
CROSS COUNTRY							
Head Coach	2	1	12.0%	3,532	3,003	3,356	3,709
Assistant Coach	2	1	7.0%	2,061	1,752	1,958	2,164

High School Positions (continued)	District	School	Index	Indexed amount of Base @100%	1-3 years 85%	4-5 Years 95%	6+ Years 105%
SOCCER (BOYS)							
Head Coach	2	1	16.0%	4,710	4,003	4,474	4,945
Assistant Coach	2	1	11.0%	3,238	2,752	3,076	3,400
JV Coach	2	1	11.0%	3,238	2,752	3,076	3,400
Assistant JV Coach	2	1	9.0%	2,649	2,252	2,517	2,782
SOCCER (GIRLS)							
Head Coach	2	1	16.0%	4,710	4,003	4,474	4,945
Assistant Coach	2	1	11.0%	3,238	2,752	3,076	3,400
JV Coach	2	1	11.0%	3,238	2,752	3,076	3,400
Assistant JV Coach	2	1	9.0%	2,649	2,252	2,517	2,782
VOLLEYBALL							
Head Coach	2	1	16.0%	4,710	4,003	4,474	4,945
Assistant Coach	2	1	11.0%	3,238	2,752	3,076	3,400
JV Coach	2	1	11.0%	3,238	2,752	3,076	3,400
JV Assistant Coach	2	1	9.0%	2,649	2,252	2,517	2,782
Freshman Coach	2	1	11.0%	3,238	2,752	3,076	3,400
BASKETBALL (BOYS)							
Head Coach	2	1	19.0%	5,593	4,754	5,313	5,873
Assistant Coach	2	1	12.0%	3,532	3,003	3,356	3,709
JV Coach	2	1	12.0%	3,532	3,003	3,356	3,709
JV Assistant Coach	2	1	10.0%	2,944	2,502	2,797	3,091
Freshman Coach	2	1	12.0%	3,532	3,003	3,356	3,709
BASKETBALL (GIRLS)							
Head Coach	2	1	19.0%	5,593	4,754	5,313	5,873
Assistant Coach	2	1	12.0%	3,532	3,003	3,356	3,709
JV Coach	2	1	12.0%	3,532	3,003	3,356	3,709
JV Assistant Coach	2	1	10.0%	2,944	2,502	2,797	3,091
Freshman Coach	2	1	12.0%	3,532	3,003	3,356	3,709
WRESTLING							
Head Coach (2 Boys and 2 Girls)	4	1	19.0%	5,593	4,754	5,313	5,873
Assistant Coach (2 Boys and 2 Girls)	4	1	12.0%	3,532	3,003	3,356	3,709
JV Coach	2	1	12.0%	3,532	3,003	3,356	3,709
JV Assistant Coach	2	1	10.0%	2,944	2,502	2,797	3,091
BASEBALL							
Head Coach	2	1	19.0%	5,593	4,754	5,313	5,873
Assistant Coach	2	1	12.0%	3,532	3,003	3,356	3,709
JV Coach	2	1	12.0%	3,532	3,003	3,356	3,709

High School Positions (continued)	District	School	Index	Indexed amount of Base @100%	1-3 years 85%	4-5 Years 95%	6+ Years 105%
JV Assistant Coach	2	1	10.0%	2,944	2,502	2,797	3,091
SOFTBALL							
Head	2	1	19.0%	5,593	4,754	5,313	5,873
Assistant Coach	2	1	12.0%	3,532	3,003	3,356	3,709
JV Coach	2	1	12.0%	3,532	3,003	3,356	3,709
JV Assistant Coach	2	1	10.0%	2,944	2,502	2,797	3,091
TRACK							
Head Coach	2	1	16.0%	4,710	4,003	4,474	4,945
Assistant Coaches	10	5	11.0%	3,238	2,752	3,076	3,400
TENNIS							
Head Coach	2	1	12.0%	3,532	3,003	3,356	3,709
Assistant Coach	2	1	7.0%	2,061	1,752	1,958	2,164
GOLF							
Head Coach	2	1	12.0%	3,532	3,003	3,356	3,709
Assistant Coach	2	1	7.0%	2,061	1,752	1,958	2,164
BOWLING							
Head Coach	2	1	7.0%	2,061	1,752	1,958	2,164
Assistant Coach	2	1	3.5%	1,030	876	979	1,082
E-SPORTS							
Head Coach	2	1	16.0%	4,710	4,003	4,474	4,945
SWIMMING							
Head Coach	2	1	12.0%	3,532	3,003	3,356	3,709
Assistant Coach	2	1	7.0%	2,061	1,752	1,958	2,164

Middle School Positions	District	School	Index	Indexed amount of Base @100%	1-3 years 85%	4-5 Years 95%	6+ Years 105%
Athletic Director	3	1	15.0%	4,416	3,753	4,195	4,636
Choral	3	1	7.5%	2,208	1,877	2,097	2,318
Band	3	1	6.5%	1,913	1,626	1,818	2,009
Orchestra	3	1	6.0%	1,766	1,501	1,678	1,855
Drama	3	1	5.0%	1,472	1,251	1,398	1,545
Cheer Advisors	6	2	5.5%	1,619	1,376	1,538	1,700
Jazz Band	3	1	1.0%	294	250	280	309
Robotics Advisor	3	1	5.0%	1,472	1,251	1,398	1,545
Dance Advisor	3	1	5.5%	1,619	1,376	1,538	1,700

Middle School Positions (continued)	District	School	Index	Indexed amount of Base @100%	1-3 years 85%	4-5 Years 95%	6+ Years 105%
Yearbook Advisor	3	1	5.0%	1,472	1,251	1,398	1,545
FOOTBALL							
8th Grade Head Coach	3	1	5.0%	1,472	1,251	1,398	1,545
8th Grade Assistant	3	1	5.0%	1,472	1,251	1,398	1,545
7th Grade Head Coach	3	1	5.0%	1,472	1,251	1,398	1,545
7th Grade Assistant	3	1	5.0%	1,472	1,251	1,398	1,545
CROSS COUNTRY							
7th/8th Grade Head Coach	3	1	5.0%	1,472	1,251	1,398	1,545
**7th/8th Grade Assistant Coach	3	1	4.5%	1,325	1,126	1,258	1,391
**Additional Assistant Coach	**	**	4.5%	1,325	1,126	1,258	1,391
SOCCER (BOYS)							
7th/8th Grade Head Coach	3	1	5.0%	1,472	1,251	1,398	1,545
SOCCER (GIRLS)							
7th/8th Grade Head Coach	3	1	5.0%	1,472	1,251	1,398	1,545
VOLLEYBALL							
8th Grade Head Coaches	3	1	5.0%	1,472	1,251	1,398	1,545
8th Grade Developmental Coach	3	1	5.0%	1,472	1,251	1,398	1,545
7th Grade Head Coaches	3	1	5.0%	1,472	1,251	1,398	1,545
7th Grade Developmental Coach	3	1	5.0%	1,472	1,251	1,398	1,545
*Additional Team	*	*	5.0%	1,472	1,251	1,398	1,545
BASKETBALL (BOYS)							
8th Grade Head Coaches	3	1	5.0%	1,472	1,251	1,398	1,545
8th Grade Developmental Coach	3	1	5.0%	1,472	1,251	1,398	1,545
7th Grade Head Coaches	3	1	5.0%	1,472	1,251	1,398	1,545
7th Grade Developmental Coach	3	1	5.0%	1,472	1,251	1,398	1,545
*Additional Team	*	*	5.0%	1,472	1,251	1,398	1,545
BASKETBALL (GIRLS)							
8th Grade Head Coaches	3	1	5.0%	1,472	1,251	1,398	1,545
8th Grade Developmental Coach	3	1	5.0%	1,472	1,251	1,398	1,545
7th Grade Head Coaches	3	1	5.0%	1,472	1,251	1,398	1,545
7th Grade Developmental Coach	3	1	5.0%	1,472	1,251	1,398	1,545
*Additional Team	*	*	5.0%	1,472	1,251	1,398	1,545
WRESTLING							
7th/8th Grade Head Coach	3	1	5.5%	1,619	1,376	1,538	1,700
7th/8th Grade Assistant Coach	3	1	5.0%	1,472	1,251	1,398	1,545
**Additional Assistant Coach	**	**	5.0%	1,472	1,251	1,398	1,545
TRACK							

8th Grade Head Coach (Boys)	3	1	5.0%	1,472	1,251	1,398	1,545
8th Grade Head Coach (Girls)	3	1	5.0%	1,472	1,251	1,398	1,545
**8th Grade Assistant	3	1	4.5%	1,325	1,126	1,258	1,391
**Additional 8th Asst. Coach	**	**	4.5%	1,325	1,126	1,258	1,391
7th Grade Head Coach (Boys)	3	1	5.0%	1,472	1,251	1,398	1,545
7th Grade Head Coach (Girls)	3	1	5.0%	1,472	1,251	1,398	1,545
**7th Grade Assistant	3	1	4.5%	1,325	1,126	1,258	1,391
**Additional 7th Asst. Coach	**	**	4.5%	1,325	1,126	1,258	1,391

***To be eligible for an Assistant Marching Band Director, there must be a minimum of 50 students participating

**All individual sports at the middle school level (Cross Country, Wrestling, and Track) will have the opportunity to have an additional assistant coach after every 30 participants. For example, if there are 31 middle school cross-country athletes, an assistant coach may be added.

* For middle school Basketball and Volleyball, each school will have a competitive and a developmental league team. If warranted, each school may add a developmental team up to a maximum of three teams at each level.

APPENDIX B-3

Extra Duty Definition/Policy
District Department Head

An Extra Duty pay for the **District Department Head** will be awarded upon the basis of responsibility for coordinating the program in a subject area in all of the secondary schools. The District Dept. Head will plan and chair 6-12 inter-district department meetings and/or professional development, facilitate curriculum, instructional, and assessment alignment, and serve as a liaison between school departments, building principals, and the district office. The District Department Head assumes the responsibilities of the Building Department Head in his/her school; thus, the stipend for the District Department Head covers both areas of responsibility.

Each subject area will have one District Department Head overseeing the secondary program (6-12) in six schools. The index will be based on the following numbers of staff members in the respective department: 3-6 (.04); 7-10 (.05); 11-14 (.06); 15-18 (.07); 19-24 (.08); 25 -29 (.09); 30-35 (.10); over 35 (.11).

District Department Head	Index	Indexed amount of Base @ 100%	1-3 years 85%	4-5 Years 95%	6+ Years 105%
Ag/Tech Ed./FCS	5%	1,472	1,251	1,398	1,545
Art	5%	1,472	1,251	1,398	1,545
Business/ IT	6%	1,766	1,501	1,678	1,855
Language Arts*	11%	3,238	2,752	3,076	3,400
ML	4%	1,177	1,001	1,119	1,236
Foreign Language	4%	1,177	1,001	1,119	1,236
Physical Education/Health	6%	1,766	1,501	1,678	1,855
Music/Drama	5%	1,472	1,251	1,398	1,545
Mathematics*	10%	2,944	2,502	2,797	3,091
Science/Health Occ.*	9%	2,649	2,252	2,517	2,782
Social Studies	9%	2,649	2,252	2,517	2,782
Library	6%	1,766	1,501	1,678	1,855
Elementary Grade Level-1 per grade level	9%	2,649	2,252	2,517	2,782

*Position receives an extra$900 stipend due to serving as building head as well

APPENDIX B-3

Extra Duty Definition/Policy
High School Department Head

An Extra Duty Category II pay for **High School Department Head** will be awarded upon the basis of responsibility for supporting the District Department Head in the coordination and communication between middle school and high school departments in the four core areas. The High School Department Chair will plan and chair building department meetings, facilitate curriculum, instructional, and assessment alignment in the building and feeder middle school, and serve as liaison between the middle school department, the building principal, the District Department Head, and the district office. If the two high schools have a different number of core teachers, the matrix will reflect that difference.

Each core subject area will have one High School Department head to assist the District Department Chair. The index will be based on the following number of staff members in the building department and feeder middle school: 7-10 (.05); 11-14 (.06); 15-18 (.07); 19-22 (.08).

High School Department Head	Index	Indexed amount of Base @ 100%	1-3 years 85%	4-5 Years 95%	6+ Years 105%
English Language Arts	7%	2,061	1,752	1,958	2,164
Mathematics	6%	1,766	1,501	1,678	1,855
Science	6%	1,766	1,501	1,678	1,855
Social Studies	6%	1,766	1,501	1,678	1,855
Magic Valley HS	6%	1,766	1,501	1,678	1,855

APPENDIX B-3

Extra Duty Definition/Policy
Middle School Department Head

An Extra Duty Category II pay for **Middle School Department Coordinators** will be awarded upon the basis of responsibility for planning and chairing building meetings, leadership at the middle school in facilitating curriculum, instructional, and assessment alignment, and serving as liaison between the department, high school department heads, and the building principal.

Each core department will have one department coordinator at each middle school. The index will be based on the following numbers of staff members in the respective department: 4-6 (.04); 7-10 (.05).

Middle School Department Head	**Index**	**Indexed amount of Base @ 100%**	**1-3 years 85%**	**4-5 Years 95%**	**6+ Years 105%**
English Language Arts (2)	5%	1,472	1,251	1,398	1,545
Mathematics (2)	4%	1,177	1,001	1,119	1,236
Science (2)	4%	1,177	1,001	1,119	1,236
Social Studies (2)	4%	1,177	1,001	1,119	1,236
Bridge Academy	4%	1,177	1,001	1,119	1,236

APPENDIX C-1

GRIEVANCE REPORT FORM

Aggrieved Person _____ Date Filed _____

School _____ Teaching Assignment _____

1. Date Cause of Grievance Occurred _____

2. Statement of Grievance _____

_____

_____

3. Action Requested or Relief Sought _____

_____

_____

_____ (Attach Additional Sheet if Needed)

_____ _____

Signature of Aggrieved Date

LEVEL II

1. Date Received by Superintendent_____

2. Decision of Director _____

_____

_____

_____ _____

Signature of Director Date

3. Aggrieved Person's Response _____

_____

_____

_____ _____

Signature of Aggrieved Date

APPENDIX C-1

LEVEL III

2. Decision by Superintendent_____

_____

_____

_____ _____

Signature of Superintendent Date

3. Aggrieved Person's Response _____

_____

_____

By_____ _____

Signature of Aggrieved Date

LEVEL IV

1. Date Received by Board of Trustees_____

2. Decision by Board of Trustees _____

_____

_____

_____

_____ _____

Signature of Chairman of Board Date

3. Aggrieved Person's Response _____

_____

_____

_____ _____

Signature of Aggrieved Date

TO BE FILED IN SEPARATE GRIEVANCE FILE, SEPARATE FROM PERSONNEL FILE OF AGGRIEVED

APPENDIX D-1

MEMORANDUM OF UNDERSTANDING
BETWEEN
TWIN FALLS EDUCATION ASSOCIATION & TWIN FALLS SCHOOL DISTRICT #411

FUND BALANCE INCREASE SHARING

This language is suspended for 2025-2026. For 2024-2025, should the TFSD #411 unrestricted carryover increase from 2023-2024, the amount of the increase will be shared, with 50% of this amount paid out to employees on a percentage basis. The manner of distribution will be as follows:

A. Personnel employed during the current contract year are eligible for these funds. Distribution will be in the form of a one-time bonus prior to the December 2025 paycheck. Funds received are not part of the employee's contractual salary and are thereby excluded from the requirements of IC 33-515.

B. Funds eligible for sharing are defined as the increased amount in unrestricted accounts, less open encumbrances and amounts committed for special projects. Encumbrances are defined as open purchase orders where the items ordered are not received by June 30th. Accounts committed for special projects are amounts recorded in sub-funds of the general funds. Sub-funds are maintained to record revenues and expenditures related to the operation of individual schools. Contributions for restricted usage and grants to individual schools for restricted purposes are excluded. The amount of increase to be distributed as bonuses will be shown on the district's financial reports as a special project and recognized in the exclusion calculation in the uncommitted fund balance computation.

   Example: If the unrestricted carryover increases by $400,000, the amount for salary distribution would be $200,000.

C. In the event that there is no increase in uncommitted funds to distribute under this agreement, the district has no obligation to disburse funds.

APPENDIX D-1

ONE-TIME SUPPLEMENTAL PROFESSIONAL DEVELOPMENT DAYS

For the purpose of the 2025-2026 school year only, and not considered as a contract day and/or part of the base contract for any Certificated Professional Employee, without any right or expectation of continuation or any application of any due process rights or proceedings, for the 2025-2026 school year only, the Certificated Professional Employees of the District will be provided with the opportunity to engage in two (2) supplementary days of Professional Development activities.

1. The Supplemental Professional Development Days will be held on Monday, November 20, 2025, and Tuesday, November 21, 2025.
2. Each Certificated Professional Employee participating in the full day's Supplemental Professional Development Activities Days shall receive compensation equivalent to that respective employee's daily rate of pay.
3. To qualify for compensation, the Certificated Professional Employee must attend and participate in the entire day's activities. The day shall not be subject to application of compensation for sick leave, personal leave, or any other compensated leave provided by the District. Make-up professional development days may be approved for extenuating circumstances by the superintendent, and the professional development must be approved by the elementary or secondary director. The extenuating circumstances request needs to be submitted to the superintendent by December 12, and the make-up professional development days must be completed by April 3.
4. Compensation for participation in the Supplemental Professional Development days shall be made to each Certificated Professional Employee in the month following the assigned days.

This Supplemental Professional Development Day shall not be part of the Certificated Professional Employee's base contract or base salary. There shall be no expectation of such days occurring in subsequent school years, and no Certificated Professional Employee shall be automatically entitled to any contract, for any subsequent school year, which includes the addition of the Supplemental Professional Development Days to the compensation associated with such days.

ELEMENTARY AND SECONDARY LEADERSHIP COMMITTEES

Both the Secondary and Elementary Leadership committees will have District and TFEA appointed Co-Chairs. Both Secondary and Elementary committees will be charged with setting leadership priorities for distribution of Leadership funds at each level. Co-chairs (together) can add committee members as needed. The composition of each committee will be as follows.
District Co-Chair (Secondary and Elementary Directors)
TFEA Co-Chair (Appointed by TFEA)
District Appointed Teachers (3)
TFEA Appointed Teachers (3)
Administrators (2)

APPENDIX D-1

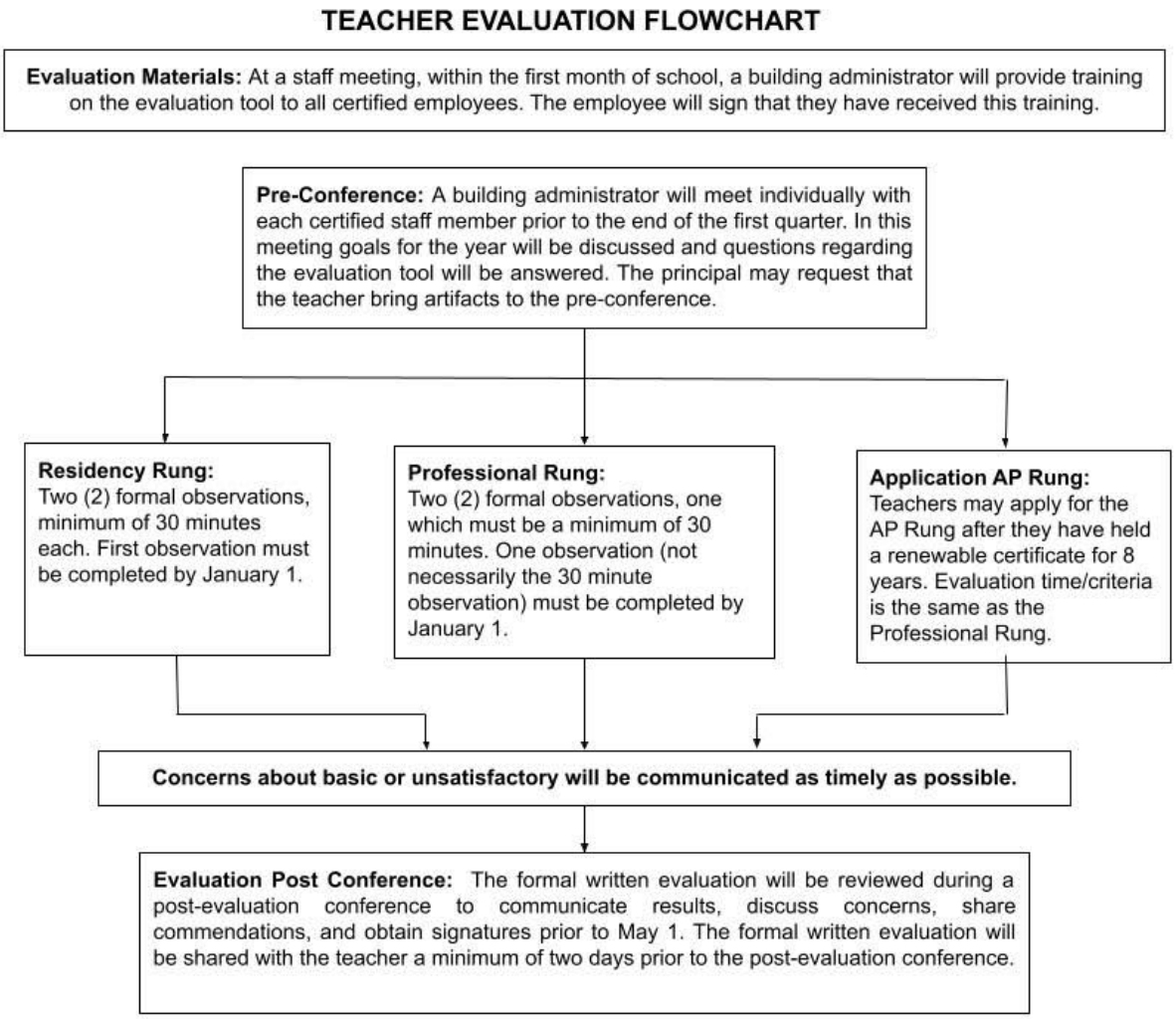
AP RUNG LEADERSHIP

An Advanced Professional certified instructional, or pupil service staff person shall be considered to have demonstrated professional leadership if she/he meets any of the following criteria (HB 523):

I. Instructional specialist or instructional coach
II. Mentor
    Such as:
    - Cooperating teacher for student teacher
    - Mentor of high school student for the elementary assistant program
    - Mentor to a new teacher
III. Curriculum or assessment committee member
IV. Team or committee leadership position
    Such as:
    - District Committee providing guidance to the district, a department, program, or school
    - Building Committee providing guidance to the district, a department, program, or school
V. Data Coach
    Such as:
    - Milepost District or Building lead
VI. Other leadership positions identified by the school district
    Such as:
    - Athletic coach
    - Activities advisor
    - Received a district leadership premium under Idaho Code 33-1004(J)
    - Leadership position in a professional association (TFEA/IEA/NCTM, etc.) related to public education
    - Leadership in a community or state group/organization
    - Received a Master Educator Premium (Can count as 3 years of leadership) or
    - National Board Certification (must be received in the last 5 years)
    - Liaison/Attendee with building PTA/PTO
    - Other - If employees are unsure of where their leadership role may fit, they are encouraged to have a conversation with the building principal.

APPENDIX E-1

TEACHER EVALUATION FLOW CHART



ELEMENTARY RECESS PILOT

For the 2025–2026 school year, the District will pilot a schedule Tuesday through Friday in which all elementary schools provide both a morning and afternoon recess for kids, each lasting 15 minutes. Some flexibility will be allowed to adjust recess times on days with special circumstances, such as assemblies, early release, or to ensure compliance with the state's minimum instructional hour requirements.