

**Master Agreement**

**between**

**Vallivue Education Association**

**and**

**Vallivue School District #139**

**2010-2011**

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VALLIVUE SCHOOL DISTRICT 139

MASTER AGREEMENT

This agreement is made and entered into this 23rd day of April 2010, by and between the Board of Trustees of Vallivue School District No. 139 and the Vallivue Education Association, an organization that the Board recognizes as representing the Professional Employees of the District.

Nothing contained herein is intended to or shall conflict with, or abrogate the powers or duties and responsibilities vested in the legislature, State Board of Education, and the Board of Trustees of School District No. 139 is entitled, without negotiation or reference to any negotiation agreement, to take action that may be necessary to carry out their responsibility due to situations of emergency or acts of God.

This agreement shall be binding until September 1, 2011 and thereafter on a biennial basis unless either party hereto shall give written notice to the other of their desire to have the same modified or terminated and such notice will be given at least sixty (60) days prior to the first of January of odd numbered years, except Article 5 which shall be negotiated annually.

For Vallivue School District 139:

For the Vallivue Education Association:

*Bill*  
\_\_\_\_\_  
Vice Chairman

*Julie Dillehay*  
\_\_\_\_\_  
President

*Aue Muchow*  
\_\_\_\_\_  
Clerk

*Lee Ann M Jones*  
\_\_\_\_\_  
Secretary Co-President

*Greg Hart*  
\_\_\_\_\_  
Spokesperson

*Julie Dillehay*  
\_\_\_\_\_  
Spokesperson

## PREAMBLE

THIS AGREEMENT is made and entered into by and between Vallivue School District No. 139 Board Trustees (hereinafter called the "Board") and the Vallivue Education Association (hereinafter called the Representative Association).

The Board and the Representative Association recognize that providing a high quality education for the children of Vallivue School District 139 is the paramount objective of the School District. The Board and Representative Association further recognize that the best interests of public education will be served by a spirit of cooperation between the Board of Trustees and the teachers and the maintenance of free and open exchange of views in determining and resolving matters of mutual concern. In doing this it is understood that:

The Board is elected by the qualified electors of the School District as the governing body of the School District and, as such, possesses all powers delegated to a Board of Trustees or to a school district by the Constitution and laws of the State of Idaho, together with the duties imposed thereby. These cannot be negotiated to another person or association.

The Superintendent is the chief executive officer of the School District, and as such, administers the affairs and programs of the School District as provided by law and Board policy. He is expected to know the problems and thinking of both the teachers and the Board, and to counsel and advise each, and to help them achieve mutual understanding in order to attain a harmonious, effective, high standard educational system within the financial means of the District.

While providing education of the highest possible quality for the pupils of the School District is a shared responsibility, it is recognized that the teachers have a significant role as a result of direct contact with pupils; therefore, the high morale of the teaching staff, which depends on the willing services of well-qualified teachers who are satisfied with the conditions provided by the Board, is a necessity for the best education of the children.

Attainment of the objective of the educational program conducted in the Vallivue School District 139 Public Schools requires mutual understanding and cooperation between the Board and the Representative Association. To this end, participation in Board meetings, problem-solving sessions with the Superintendent, problem-solving sessions with the Board and negotiations in good faith between the Board and the Representative Association with a free and open exchange of views is desirable.

NOW THEREFORE, the parties agree as follows:

## ARTICLE 1: DEFINITIONS

- 1-1. The terms "District" and "Vallivue Public Schools" as used in this Agreement shall mean the Vallivue School District No. 139 in the State of Idaho.
- 1-2. The term "Board" as used in this Agreement shall mean the Board of Trustees of the Vallivue School District No. 139 in the State of Idaho.
- 1-3. The term "Superintendent" as used in this Agreement shall mean the Superintendent of Schools of Vallivue School District No. 139 in the State of Idaho.

- 1-4. The term "Representative Organization" or "Association" as used in this Agreement shall mean the professional organization or Association that is elected to represent professional employees of School District No. 139, except as defined in Article 2-3.
- 1-5. The term "Professional Employee" as used in this Agreement means any certificated employee of Vallivue School District No. 139 except as defined in Article 2-3 under "Recognition."
- 1-6. The term "negotiations" as used in this Agreement means collective bargaining in good faith by representatives of the Board of Trustees of Vallivue School District No. 139 or its designated representative(s) and the Representative Association of professional employees, for the purpose of reaching an agreement, upon matters and conditions subject to negotiations as specified in the Agreement between said parties.
- 1-7. The term "school year" as used in this Agreement shall mean the period of time from the first day of preschool orientation activities, through the closing of the schools of the District in the spring as established by the official school calendar.
- 1-8. The term "Good Faith" is defined as an honest attempt to resolve issues, which arise during the negotiations process.

## ARTICLE 2: RECOGNITION

- 2-1. Having been elected in accordance with Section 33-1271, Idaho Code, the Board recognizes the Vallivue Education Association as the exclusive representative of all professional employees of the District with the exceptions identified in Article 2-3.
- 2-2. Determination of Representative Association  
An election by secret ballot to determine which association shall represent the professional employees shall be held upon valid petition of 25 percent or more of the eligible professional employees. The petition shall be submitted requesting an election not later than November 16 and the election shall be held under the direction of the Association and the Board prior to February 1. If a majority of the eligible professional employees vote in favor of a new association, it shall be the Representative Association for not less than two years. Failing such a majority vote, the then current Association shall continue to be the Representative Association for not less than two years. No negotiation session shall be convened before 14 days following the certification of election results by the Association and the Board. The Association may not discriminate in its membership on the basis of race, creed, sex, marital status, grade level or subject field or employee assignment.
- 2-3. The following professional employees are exempt from the provisions of this Agreement: superintendents, assistant superintendents, principals, assistant principals and other district-wide administrative personnel who teach less than 35% of the day and who recommend employment of other certificated employees.
- 2-4. Any of the groups listed in Article 2-3 may be covered by this Agreement by a majority vote of the members of that group.

### ARTICLE 3: PROCEDURES

#### 3-1. OBTAINING OBJECTIVES

Negotiations depend on mutual understanding and cooperation. It therefore requires a free and open exchange of views with all parties participating in deliberations leading to policy decisions. Both parties agree to meet at reasonable times and places and to negotiate in good faith to reach agreement on matters. The negotiating teams agree and are committed to use the collaborative or interest-based bargaining method.

#### 3-2. REPRESENTATION

##### 3-2-1. Initiation and Completion of Negotiations

A written request for negotiations may be submitted by either party. Within ten (10) days of the receipt of the letter a meeting date shall be set. The meeting shall be within twenty (20) school days of the request at a time mutually agreed to by both parties. The Association and the Board agree to exert every effort to conclude negotiations by the second Monday of May. In the event that negotiations are not completed by May 1, the Board of Trustees may issue contracts on the current salary schedule with movement on the salary schedule for education and experience increments to which each individual is otherwise entitled. If a negotiations Agreement has not been settled and reduced to a written binding contract at the time of the proffering of individual teacher contracts, those contracts become and are modified by applicable provisions of the Agreement which thereafter results from negotiations and/or mediation. No change shall be made in any contract except as specifically provided by the negotiations Agreement, or by mutual consent of the Board and the Employee.

Any such contract shall contain the following endorsement: "This contract shall be rewritten to conform to the salary schedule approved by the Vallivue Education Association and the Board for the 2010-11 year."

##### 3-2-2. Negotiating Teams

The District and the Association will each have a negotiating team with one member to be designated as spokesperson. The District's team shall consist of not less than one or more than two board members and other designated administrative employees of the District. The Association's team shall consist of one representative from each school to be selected by the Association. The District and the Association may have an additional group of not to exceed six consultants or observers who are employees of the District. There are to be no substitutes. The spokesman may yield his position as spokesman to another member of his team to present specific material or to conduct the discussion for his team concerning a particular item. In his absence, the spokesman may designate a member of his team to serve as spokesman.

##### 3-2-3. Time of Meetings and Agenda

The agenda for the negotiations for the school year will be determined by the close of the second meeting, except additions may be made by mutual consent. Generally, changes shall be identified by striking out material to be deleted and underscoring new material. When changes of a paragraph or section are so comprehensive that striking and underscoring are not practical, the current material shall be shown and the new material shall follow and be underscored.

3-2-4. Information and Minutes

Information concerning discussion will remain confidential until final agreement except as approved mutually. Each team shall be authorized to secure legal and/or professional advice from other sources with the understanding that such sources shall understand that the discussions are to remain confidential until final agreement is secured. Accurate minutes of the proceedings shall be kept by the school district clerk and shall be available for public inspection in the school district office during normal business hours. The minutes shall be signed by the clerk and shall include:

1. Roll call, date and time of meeting.
2. Items presented by each team by chapter designation and subject.
3. All final offers by each team.
4. All items approved by a majority vote of the members of each team.

3-3. SUBJECTS OF NEGOTIATIONS

All items which affect the terms of the employment of certificated employees are open to negotiations including but not limited to: salaries, personnel policies, grievance procedure and other items mutually agreed upon.

3-4. AGREEMENT

Any agreement reached by the negotiating teams shall be submitted to the Board and the membership of the Association for ratification as a composite package. Joint ratification of all final offers shall be made in open meetings. Upon approval by both parties, it shall be signed by the spokesman for each team, the president of the Association, the chairman of the Board and another member of each negotiating team. Also policy code provisions shall be written to implement the negotiations agreement as official policy of the Board. When agreement has been approved, it constitutes a revision of Association policies. The negotiation agreement does not limit the authority of the Board of Trustees, superintendent or administration to extend or increase minimum benefits provided in the agreement.

3-5. STANDING RULES

Standing rules shall be approved annually by the negotiations teams at the beginning of the negotiations sessions. Such rules remain in effect until modified, but may be amended annually and shall be limited to determining the procedures or guidelines under which the teams shall operate. No rules shall be adopted in conflict with this article.

3-6. AMENDMENTS

Either party desiring changes in this agreement shall notify the other party in writing. Proposed amendments shall become agenda items for negotiations and are final when ratified by the Board and the Association. By mutual consent the effective date of any amendment may be set prior to the completion of the current agreement year.

## ARTICLE 4

### 4-1. DEFINITIONS

- 4-1-1. A "grievance" shall mean a complaint by a professional employee, in the negotiating unit that there has been a violation, a misinterpretation, or inequitable application of any of the provisions of this Agreement, or of an existing Board rule, policy or practice, or that an employee has been treated inequitably, or that there exists a condition which jeopardizes employee health or safety, except that the term "grievance" shall not apply to any matter as to which (1) the method of review is prescribed by law, or (2) the Board is without authority to act.
- 4-1-2. An "aggrieved person" is a professional employee or group of professional employees asserting a grievance.
- 4-1-3. A "party in interest" is an employee who might be required to take action or against whom action might be taken in order to resolve a grievance.
- 4-1-4. For Levels One (1) and Two (2), the "Association's Representative(s)" is the Grievance Committee of each teaching unit in the District or its chairman.
- 4-1-5. In all proceedings beyond Level Two (2), the "Association's Representative(s)" is the District Grievance Committee and/or its designee(s).

### 4-2. PURPOSE

- 4-2-1. Good morale is maintained, as problems arise, by sincere efforts of all persons concerned work toward constructive solutions in an atmosphere of courtesy and cooperation. 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 confidential as may be appropriate at any level of the procedure. Nothing herein contained will be construed as limiting the right of any professional employee having a grievance, to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted, provided the adjustment is consistent with the terms of this Agreement and Board policy. The "Grievance Committee" or the "Association's Representative(s)" as previously defined, shall have the opportunity to be present and to state its views at any level in the grievance procedure.

### 4-3. PROCEDURES

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

If a grievance is filed which might not be finally resolved at LEVEL FIVE under the time limits set forth herein prior to the end of the school year, and which if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be concluded prior to the end of the school year, or as soon as is practicable.

4-3-1. LEVEL ONE

A grievance may be initiated by an individual(s), the Association, or the Administration. A grievance should first be discussed informally by the individual(s) involved in the grievance and/or by the aggrieved person and the Association's Representative(s) in his or her building. Every effort should be made to resolve a grievance at LEVEL ONE.

4-3-2. LEVEL TWO

If the aggrieved person is not satisfied with the disposition of his or her grievance at LEVEL ONE, the grievance will be discussed with the aggrieved person's principal with the objective of resolving the matter informally, at which time the aggrieved person (1) may discuss the grievance personally, (2) may request that the Association's Representatives accompany him or her OR, (3) may request that the Association's Representative(s) act in his or her behalf.

4-3-3. LEVEL THREE

4-3-3-1 If the aggrieved person is not satisfied with the disposition of his or her grievance at LEVEL TWO or if no decision has been rendered within ten (10) days after presentation of the grievance, he may file the grievance in writing with the Association within five school days after the grievance decision has been rendered at LEVEL TWO or within fifteen days after the grievance was presented at LEVEL TWO, whichever is sooner. Such grievance shall then be filed by the Association with the Superintendent's office within five (5) school days after receiving such written grievance.

4-3-3-2 The Superintendent, and/or his designee(s), will represent the Administration at LEVEL THREE of the grievance procedure. The Superintendent and/or his designee(s) will meet with the aggrieved person(s) and the Association's Representatives in an effort to resolve the grievance; such meeting will take place within five (5) school days after receipt of the written grievance by the Superintendent.

4-3-4. LEVEL FOUR

4-3-4-1 If the aggrieved person(s) is not satisfied with the disposition of his or her grievance at LEVEL THREE or if no decision has been rendered within ten (10) days after presentation of the grievance, he or she may file the grievance in writing with the Association within five school days after the grievance decision has been rendered at LEVEL THREE or within fifteen days after the grievance was presented at LEVEL THREE, whichever is sooner. Such grievance may then be filed by the Association with the Board of Trustees (through its Chairman) within five (5) school days after receiving such written grievance.

4-3-4-2 The Board and/or its designee(s) will represent the Board at LEVEL FOUR of the grievance procedure. The Board and/or its designee(s) will meet with the aggrieved person(s) and the Association's Representatives in an effort to resolve the grievance; such meeting will take place within five (5) school days after receipt of the written grievance by the Board.

4-3-5. LEVEL FIVE

4-3-5-1 If the aggrieved person(s) is not satisfied with the disposition of his or her grievance at LEVEL FOUR or if no decision has been rendered within ten (10) school days after the Board has heard the grievance, he or she may within five (5) school days request in writing that the Association submit his or her grievance to final and binding arbitration with the American Arbitration Association. If the Association deems the grievance meritorious, it may after the decision has been rendered at LEVEL FOUR, demand such arbitration within fifteen (15) days (fifteen school days) after receipt of the aggrieved person(s)' request.

4-3-5-2 Within five (5) school days after receiving the report of the arbitrator, the Board and the Association will meet to discuss the report. No public release may be made until after such meeting. Any public release will be a joint release from the Board and the Association.

4-3-5-3 The costs for the services of the arbitrator, including per diem costs, if any, plus actual and necessary travel and subsistence expenses, shall be shared equally by the Board and the Association.

4-3-5-4 Either party may request an additional official stenographic record of the testimony at the hearings at their own expense.

4-4. RIGHTS OF PROFESSIONAL EMPLOYEES TO REPRESENTATION

4-4-1. Neither the Board nor any member of the administration shall take reprisals affecting employment status of any professional employee, any party of interest, any Association Representative, or any other participant in the grievance procedure by reason of such participation.

4-4-2. Any party in interest may be represented at any level of the grievance procedure by a person, or persons, of his or her own choosing, except that he or she may not be represented by a representative or an officer of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association's Grievance Committee(s) shall have the right to be present and to state its views at any level of the grievance procedure except at LEVEL ONE.

4-5. MISCELLANEOUS

4-5-1. If, in the judgment of the Association, a grievance affects a group of professional employees, the Association may submit such grievance in writing directly to the Superintendent's office and the processing of such a grievance may be commenced at LEVEL THREE. The Association may process such grievance even though the aggrieved person(s) do not wish to do so.

4-5-2. Decisions rendered at LEVEL THREE or LEVEL FOUR of the grievance procedure will be in writing setting forth the decision and the reasons therefore, and will be transmitted promptly to all parties in interest and to the Association. (Decisions rendered at LEVEL FOUR and FIVE of the grievance procedure will be in accordance with the procedures set forth in Section 4-3-3.)

- 4-5-3. All written and printed matter dealing with the processing of a grievance will be filed separately from the central office personnel files of the participants.
- 4-5-4. To facilitate operation of the grievance procedure, necessary forms for filing, for serving notices, for making appeals, for making reports and recommendations, and other necessary documents will be jointly prepared and distributed by the Association and the Superintendent's office.
- 4-5-5. The Board agrees to make available to the aggrieved person(s) and his or her representative(s), all pertinent information not privileged under law, in its possession or control and which is relevant to the issues raised by the grievance.
- 4-5-6. When it is necessary at LEVELS TWO, THREE, FOUR or FIVE for a representative or representatives, designated by the Association, to attend a meeting or a hearing called by the Superintendent, the Board or their designees, during the school day, the Superintendent's office shall notify the principal of such Association representative(s), and they shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
- 4-5-7. No grievance shall be recognized by the Board or the Association unless it shall have been presented at the appropriate level within thirty (30) school days after the aggrieved person knew, or should have known, of the act or condition on which the grievance is based, and if not so presented, the grievance shall be considered as waived, provided that no grievance shall be recognized at LEVEL THREE unless it shall have been filed with the Superintendent's office within at least forty-five (45) days after the act or condition upon which it is based occurred.

## ARTICLE 5

### 5-1. SALARY DETERMINATION

#### 5-1-1. Salary Schedule Determination

1. The salary schedule for certificated teachers shall be an index schedule with experience increments compounded at the rate of four percent (4%) and five (5) educational increments compounded at 4 percent (4%).
  2. The bachelor's degree with the first year of experience shall have a value of "1" and there shall be 10 experience increments at 4% for this level of education
  3. The levels of education for the schedule shall be designated as Level 1, B (Bachelor's Degree); Level 2, B + 15; Level 3, B + 30; Level 4, M, B + 45; Level 5, M + 15, B + 60; Level 6, M + 30, B + 75.
  4. For 2010-11 the index of 1.00 shall equal \$26,933.
- 5-1-1. 5. The district and the VEA agree that it is in the best interest of all parties to calculate salaries on the calculating base of the salary schedule.

5-1-2. Salary Schedule

1. Salary Schedule for 2010-11 (See 5-1-2.1, attached).
2. Placement on the salary schedule according to training and experience will determine the salary for the school year consisting of 190 days of service for the teacher, including the number of days in which school is in session. Extended contract time allowance will be determined by dividing the salary determined from the salary schedule by 190 and multiplying by the total number of days for the extended period, unless the extended time is the result of a special program or project funded by other sources that determine the amount of funds available for the extended time.

5-1-3. Educational Placement on Salary Schedule

1. Official transcripts and credits earned "after initial teaching certificate" will be used in determining educational placement on the salary schedule.
2. No credits shall be allowed in addition to the Bachelor's Degree unless accepted for an approved accredited graduate program relative to the assignment of the teacher or unless approved by the Superintendent as applicable to a program related to the educational program of the District. Additional hours start only after awarding of the Bachelor's Degree. No credits shall be allowed in addition to the Bachelor's Degree prior to becoming eligible for a teaching certificate.
3. The District shall allow for one salary adjustment per year for additional credit earned as verified by official transcript or verification submitted for adjustment by September 10. Salary adjustments shall be made in the September pay period.
4. Allowable credit must be graduate credit or approved by the Superintendent as applicable to a program related to the educational program of the District.
5. If a teacher does not agree with the educational placement determined by the Superintendent, and/or Business Manager, he/she may request a review and a decision from the Education Placement Committee composed of two administrators appointed by the Superintendent and two classroom teachers appointed by the VEA president, or in his/her absence, the vice president. Every effort shall be made by both parties to appoint knowledgeable members to the committee. In case of a tie, the committee may ask for an opinion from a college or university teacher, who is knowledgeable in the applicant's field(s) of teaching. All recommendations shall be submitted to the Board, and the final determination as to placement shall be made by the Board of Trustees.
6. An employee required to work for a period longer than the regular contracted school year shall be paid one one-ninetieth (1/190) of his/her regular salary for each additional day worked except in the event of emergency closure that required an extension of the school year.

5-1-4. Allowable Prior Experience

1. Experience for placement on the basic salary schedule will be limited to contracted services. At least five (5) months service is required for one year's experience. Placement may be more but shall not be less than that indicated by the salary schedule.
2. Teachers hired after August 1, who are on a limited contract and subsequently rehired following the year of service, will be eligible for allowable prior experience under Section 5-1-4.

5-1-5. Pay Day

1. Teachers shall be paid in twelve (12) equal installments, and shall be paid on or before the 25th of each month.
2. With the written consent and designation of the employee, the payroll check shall be mailed directly to the employee's bank for deposit. The employee shall receive an itemized statement of payroll deductions for each pay period.

5-1-6. Attendance at Meetings

If teachers are required by the District to attend conferences, meetings or in-service workshops outside the regular contract, the District shall compensate teachers at their regular daily rate. In the event a teacher is unable to attend a scheduled conference, meeting or in-service workshop outside the regular contract, said teacher will not be penalized on his/her annual evaluation for non-attendance, although he/she will be held accountable for the acquisition of the information or skill.

FRINGE BENEFITS

5-2-1. Leave

1. Unless specifically stated in the leave policy, the teacher shall not be penalized by a reduction in pay for use of authorized leave as approved by the building and district administrator. If the number of days of authorized leave is exceeded and if the amount of any consequent reduction in pay is not specified in any other provision of this Agreement, any reduction in pay shall not exceed the employee's daily rate of pay. An extenuating circumstance for unauthorized leave may be appealed to the Superintendent for approval within a forty-five (45) day time period.

5-2-1. 2. Sick Leave

- a. Each employee shall be allowed 10 sick days per contracted year. Sick leave days are accumulated from year to year.
- b. When an employee has been absent from work because of sickness or disability, or when employee's accumulative sick leave and sick leave bank grants have been used, whichever is longer, and if employee is still unable to return to work, additional leave may be provided. However, the Superintendent may require after 3 consecutive days of absence that a medical doctor's certificate be provided to the effect that a disability exists and employee is unable to perform his/her usual teaching duties. The salary during this time shall be equal to the difference between the employee's current regular salary and the calculated base salary as shown on the salary schedule in use within the

District, and shall continue to a day 5 months after member becomes eligible for disability retirement or until the end of this contract year or until employee can return to work, whichever is sooner.

- c. Sick leave necessitated by illness in the immediate family shall be authorized by the Superintendent upon the request of the employee. (Immediate family shall include the following relatives of the employee or spouse: son, daughter, brother, sister, mother, father, grandmother or grandfather, as well as persons who reside in the employee's home on a full-time basis and whose primary financial support is provided by the family of the employee. Children for whom local guardianship has been established are considered to be members of the immediate family. In cases of emergency, the Superintendent may grant sick leave to care for grandchildren and/or in-laws.
- d. The Board may require proof of illness adequate to protect the District against malingering and false claims of illness (Ref. 33 1216 Idaho Code).
- e. Sick Leave Bank: The Sick Leave Bank is designed to reduce the economic hardship caused by absence from work caused by extraordinary, catastrophic or debilitating illness or injury extending beyond the employee's accumulated sick leave. The Bank will be maintained by the contribution of accumulated individual sick leave days.
  - (1) The Sick Leave Bank Committee shall consist of one (1) representative from each building, who shall be a member of the Sick Leave Bank and one (1) District representative. The committee shall hold its first meeting on or before September 20<sup>th</sup> of each year. The committee shall develop and distribute rules and procedures for the orderly administration of the Bank. The committee shall be responsible for reporting to the District's accounting office the names of contributors and the number of days contributed. It shall report all days granted by the Bank and all other information necessary for employee records.
  - (2) After accumulating 15 days of sick leave, each full-time employee of the district may become a member of the Sick Leave Bank by contributing at least two (2) days of sick leave to the Sick Leave Bank, prior to October 1st, or within thirty (30) days after the initial day of employment.
  - (3) By September 16 of each year, the Sick Leave Bank Committee shall determine the number of sick leave days all continuing members must contribute in order to keep the Bank solvent. The prescribed number of days must be contributed by each member by October 1 to retain membership. Assessments that exceed two sick leave days per member per year must be approved by the members of the Bank upon majority approval. The Sick Leave Bank Committee shall conduct the approval process. Those days remaining in the Bank at the end of each school year shall carry over to the next school year.

- 5-2-1. 2. e. (4) In order for an employee to be eligible to apply for sick leave benefits from the Sick Leave Bank, the employee must first: (1) be a member of the Bank and; (2) have been absent from work because of illness or accident for (a) all of his accumulated sick leave days and, (b) two (2) days in which his salary was reduced and; (3) have used all personal leave days. If the employee does not use all of the days granted by the Bank, the unused sick leave days shall be returned to the Bank.
- (5) After the Sick Leave Bank Committee grants 225 days from the Sick Leave Bank in any one-year, all additional sick leave days awarded from the Bank for that year must be approved by the Board of Trustees.

3. Disability Leave (Worker's Compensation)
- a. Employees are covered by worker's compensation administered by the State Insurance Fund (SIF) for injuries/illnesses that arise from the course of employment with the Vallivue School District (VSD). After the first five days of time-loss, sick leave, personal leave, and/or vacation leave cannot be used in conjunction with or in lieu of any time-loss payments made to the employee by SIF or the VSD.
- b. In all cases, Vallivue School District continues to pay the employee's regular salary and benefits. In general, the VSD will continue to pay the employee's regular salary and benefits in lieu of workman's compensation payments payable by SIF. In cases where SIF and the VSD both pay the employee for time-loss, the VSD will seek reimbursement from the employee. Payroll deduction will be used to reimburse the district for the amount paid by SIF for holidays and actual work-days missed. No deduction will be taken for weekends/non-contract days.
- c. Neither payment nor credit shall be given for the compensation from the State Insurance Fund for Social Security or Public Retirement or other fringe benefits, which are determined by a relationship to salary paid the employee.
4. Jury Duty: While on jury duty an employee shall receive full pay from the District with the employee reimbursing the District the amount paid him by the court, excluding mileage. (Ref. Section 33-122, Idaho Code)
5. Legal and/or Business Leave: Legal and/or business leave shall be defined as leave for the employee to conduct legal and/or business matters which cannot be conducted other than during the normal school day, and shall not exceed two school days per year. Such leave is non-cumulative. For each day of such leave taken, except for legal business related to an employee's duties as an educator, but not to include an employee's personal litigation with the District, the gross pay of the employee shall be reduced by the amount authorized for payment of substitutes.
6. Professional Leave: Certificated employees may be allowed two (2) non-cumulative leave days per school year for professional improvement as requested by the employee. Professional leave does not apply to the regularly scheduled IEA Delegate Assembly meetings. The employee may use professional leave in conjunction with any other type of leave upon approval of the principal and the Superintendent. A request for additional professional leave may be approved by the Superintendent.

7. Fractional Leave: Fractional leave shall be defined as a fraction of a contracted school day not to exceed two hours. The employee shall not be penalized for utilizing fractional leave if he/she is given approval by his/her building principal prior to leaving and arranges for another qualified employee to perform his/her duties during his/her absence. Ten fractional leaves per school year, non-cumulative, may result in the periods missed being totaled and treated as personal leave.
8. Personal Leave: Personal leave shall be that leave provided the employee, which is not allowable under any other leave provision. No personal leave will be granted during the first two weeks of the contract year or the last two weeks of school unless approved by the Superintendent. The employee need provide no justification for using personal leave, except during the first two weeks or the last two weeks of the school year as indicated above. The employee may use personal leave in conjunction with any other type of leave without justification.

Number of days: Each employee shall be allowed a minimum of two school days per contract year. One additional day, for a total of three (3), shall be granted to each employee who has completed six (6) continuous years with the District. One additional day per year, for a total of four (4) shall be granted to each employee who has completed ten (10) continuous years with the District. At the discretion of the Superintendent, the employee may be granted additional personal leave. If the employee is dissatisfied with the decision of the Superintendent, he/she may appeal directly to the School Board. Unused personal leave is automatically accumulated as personal leave to a maximum of five (5) days. Employees returning for the subsequent year, that have days accumulated over the maximum of five (5), will be reimbursed at the rate of \$50.00 per day in June each year.

Use and Notice: Except in the event of emergencies or circumstances beyond the control of the employee:

- a. Request for leave shall be submitted two (2) working days in advance.
  - b. Leave will be postponed until approved substitutes are available.
  - c. Leave shall not be utilized on the workday prior to or immediately following a holiday. Personal leave requested for any work day scheduled for in-service and/or parent-teacher conferences must be approved in advance by the building principal. Leave may be granted by the Superintendent upon the recommendation of the principal and the determination that a number of such leave requests for that period of time is not excessive and suitable classroom supervision is available. If there are any unforeseen circumstances beyond the control of the employee, their pay will be deducted at a rate not to exceed the usual cost of a substitute for that day. The employee will first be allowed to use personal leave if available.
9. Extended Leave of Absence
    - a. Certificated employees who have a renewable contract may request leave of absence for up to one year without pay to: serve in public office, care for a sick member of the immediate family, serve as an exchange teacher, accept a scholarship offering, or for such reason as is acceptable to the Board.
    - b. Employees returning from leave shall be assigned to a position similar to previously held or to such other available assignment mutually agreed upon by both the teacher and the Board. Insofar as possible the employee shall be extended priority in returning to his prior assignment.

- c. All tenure, retirement, seniority, previously accrued sick leave and all other benefits shall be preserved and made immediately available to the teacher upon return to active teaching in the District. The teacher may continue medical insurance coverage by electing to COBRA, which will be offered and paid through the District carrier.
10. Bereavement Leave: Professional employees shall be granted up to five (5) days bereavement leave per year. At the discretion of the Superintendent, the employee may be granted additional bereavement leave without cost to the employee or with the employee paying as no more than the cost of a substitute. If the employee is dissatisfied with the decision of the Superintendent, he/she may appeal directly to the School Board.
11. Association Leave: The District shall provide VEA officers and certificated members leave to attend any regularly scheduled official meetings of the State Teachers association. They shall not be required to make up the time spent. As soon as possible at the beginning of each year, the VEA will provide a calendar of regularly scheduled association meetings for that school year to the District Office. When the cumulative total for association leave reaches 16 days plus the number of approved delegates to delegate assembly, professional and/or personal leave will be utilized. If a situation arises where more days are needed beyond the 16 days apportioned for association leave, the VEA President and Superintendent will review the situation and jointly may approve additional leave for members to attend official meetings of the State Teachers Association. Reviews will be conducted and approval given or denied on a case-by-case basis.
12. Adoptive Leave: Upon the adoption of a child, up to 20 days of accumulated sick leave shall be authorized upon request. Additional accumulated sick leave days may be authorized upon the approval of the Superintendent. An additional maximum of five (5) days of accumulated sick leave may be authorized for required legal proceedings prior to adoption.

5-2-2. Employee Insurance

1. Medical/Vision/Dental Insurance

- a. The District and the Association shall mutually determine insurance carriers and plans.
- b. The District shall be responsible for providing for or arranging for information regarding insurance plans by which a decision in "1.a." above can be made about carriers and plans.
- c. The District shall provide the opportunity for the employee to enroll in the Blue Cross Plan with a dual option.
- d. The District has established a fringe benefit pool, also known as a cafeteria or an IRS section 125 plan. Through the plan, the District makes available certain group insurance options. The District shall provide each contracted employee working 1.0 FTE, medical/vision/dental coverage at the base plan rate of \$455.26.
- e. The District contribution for part-time employees less than 1.0 FTE and more than .5 FTE shall be pro-rated as per their percentage of time worked.
- f. Beginning September 1, 2002, there is no "cash in lieu" option for any employee.
- g. The District shall discontinue, effective September 1, 2002, a partial self-insurance to achieve a "buy-down" medical insurance coverage and to lower premiums.
- h. The District shall use all savings resulting from this "buy-down" program for future medical insurance purchases for Vallivue's insured participants or other mutually agreed upon purpose.

2. Term Life Insurance

- a. The District shall provide thirty-thousand (\$30,000) term life insurance coverage with an equal amount of accidental death and dismemberment. Exceptions do not apply to employees over age 65.
- b. Employees may secure through payroll deduction optional life insurance products available through the District's life insurance carrier for self, spouse and dependents.

5-2-3. Educational Advancement Assistance

All certificated employees who will be returning for the subsequent year desiring to participate in credit reimbursement must submit the request to the superintendent/or business manager for approval prior to the enrollment or not later than 90 days following completion of the course. Courses must complement or relate directly to the employee's assignment, be part of an advanced degree, or be a part of the employee's approved professional growth plan. Additional credit may be allowed upon approval of the superintendent. Additional required credit by principal/supervisor must be approved by the superintendent prior to taking the class. Criterion used will be the improvement of instruction. Upon receipt of an official transcript of credits or other valid documentation and proof of payment, the District will reimburse the employee by an amount equal to the Boise State University charge per semester credit for regular summer graduate classes, but not more than the cost of the credit paid by the employee for a total not to exceed 3 semester credits earned in any one year between September 1 and August 31 of each school year.

5-2-4. Professional Membership

The district agrees to reimburse each certificated employee qualifying for benefits an amount not to exceed \$200 per school year for professional membership. Reimbursement will be made through the bill paying cycle upon presentation of proof of payment to join the professional organization of his/her choice.

5-3. MISCELLANEOUS ITEMS

5-3-1. In-service Programs

The District shall provide in-service and collaboration days each school year. The time will be combined to a total of seven days. Two days will be prior to the beginning of each school year and will be designated as staff development days. The remaining five days will be divided to allow for both collaboration and staff development. District staff development will be organized through the District curriculum department with input from the building school improvement teams.

5-3-2. Planning Periods

1. All teachers shall be provided with a planning period within the normal school day (Policy 467). Any teacher who is asked to teach during their scheduled preparation time shall receive compensation time.
2. If a class is taken during the day, alternate weeks will be utilized to accommodate professional development and instructional preparation. Substitutes will be hired, technology assistants. Building leadership teams will develop a coordinated plan that defines and plans preparation time at the beginning of the year that seeks input from all faculty members. Building leadership teams will create a building plan that may use substitutes to assist with collaboration teaming and professional development at the

beginning of the year. Any preparation time that is scheduled outside of the building plan will receive an equal amount of compensation time to be determined at the building level. Each building will have a form in the office where teachers may record their compensation time as a means of tracking their compensation time to review these plans for approval.

3. All efforts will be made to preserve the prep time from CSTs. Principals will submit their respective building plans to the Superintendent/VEA President prior to the end of the second week of school to review the plans for approval.

5-3-3. Extracurricular Responsibility

Extracurricular activity assignments shall initially be made by mutual consent of the Board and the employee. An employee wishing to drop the assigned activity must inform the appropriate athletic director or administrator in writing. The District will then make every effort to find a replacement for the activity and shall respond in writing to the employee involved as to the status of the request. Said written response shall begin on March 1 of each year and continue at monthly intervals until the vacancy is filled or the beginning of the subsequent school year, whichever occurs first.

5-3-4. Lunch Break Period

Principals will be required to make every reasonable effort to provide all professional employees with at least a 30-minute daily lunch period free from supervising students. A building committee composed of an administrator, a representative from each grade level and music, P.E. and Food Service, shall be established to develop a duty schedule that shall allow adequate and equitable lunchtime. This committee may compensate lunch duty people with compensation time, compensation (or pay) for their lunch. Compensation time shall be used in the increments earned.

5-3-5. Just Cause

All applicable Federal, State and Board of Education regulations shall be followed regarding just cause.

5-3-6. Class Size

It is the aim and the desire of the Association, the Board and the Administrators that enrollment in all classrooms in the Vallivue School District not exceed the state recommended guidelines for class size. In the event that those guidelines are exceeded, the building principal will initiate a discussion with affected teachers and district office personnel in the problem-solving process. In the event a teacher perceives an overload because of the nature of the class or limitations of the facility, the teacher may initiate the problem-solving process through the building principal.

- 5-3-6. For the purpose of this agreement, students on IEP's or identified as having 504 handicapping conditions/or L.E.P. will each be counted as one and one-half (1.5) students. Students placed in extended resource, seriously emotionally disturbed or self-contained programs will count as two (2).

Vallivue Education Association recommended class sizes for elementary, grades kindergarten through sixth, are: Kindergarten (20 students), First grade (20 students), Second grade (22 students), Third grade (22 students), Fourth/fifth grades (25 students), and Sixth grade (26 students). Secondary schools will strive to adhere to the accreditation standards established by the Northwest Association of Accredited Schools. (Section 6.7) The total number of students instructed by any one teacher in any on grading period should not exceed 160 for traditional school schedules, 140 for trimester school schedules, and 180 for block school schedules.

5-3-7. Academic Freedom

The Association and the Board agree that academic freedom is important to the fulfillment of the goals of the Vallivue School District. Academic freedom shall be defined as following the approved guidelines and curriculum of the District.

5-3-8. Unanticipated Funds

Each year after the conclusion of the legislative session, the State Department of Education certifies to the Idaho school districts a unit distribution factor. This unit distribution factor is based on projected financial and average daily attendance data. The unanticipated funds would be the difference between the projected unit distribution factor provided in April/May and the final unit distribution factor determined at year-end.

In the event that there is an unexpected increase in the unit distribution factor, unanticipated funds will be distributed at no less than 30% to the eligible certificated staff provided the district audit shows a general fund balance greater than the unanticipated amount. Payment will be no later than 30 days after the adoption of the audit by the Board of Trustees. Calculation of the amount per eligible person as determined by the placement on the salary schedule excluding the amount extended contract time and supplemental contracts. Certificated staff eligible to receive the unanticipated salary payment must have been on contract and district benefits the previous year and remain on contract for the subsequent year in which the funds are distributed to the district. Any certificated staff who is retiring with PERSI benefits at the end of the year corresponding to the year of the unanticipated funds is eligible for the separate check distribution.

5-3-9. PERSI Gain Sharing

Should money from PERSI gain sharing be declared, the negotiation team will reconvene to discuss these funds.

5-3-10. 1. Work Days Before School Starts

The district and the association agree that it is in the best interest of students and staff that staff be appropriately prepared for the first day of school. In order to accomplish this, the schedule shall be as follows for the first three contract days:

Day 1: Meetings

Day 2: First half day (3.5 hours) meetings/second half day (3.5 hours) teacher prep

Day 3: Teacher preparation time.

Total: 1.5 days meeting time, 1.5 days teacher preparation time.

The administration will make an effort to limit travel during the workdays before school starts. No meetings will be scheduled during teacher preparation time unless mutually agreed upon by the affected staff.

5-3-10. 2. Work Day Defined

a. The normal elementary day will begin at 7:40 a.m. and end at 3:15 p.m. The normal secondary day will begin at 8:15 a.m. and end at 4:00 p.m.

b. At the beginning of the school year or prior to the first day of school, administrators and staff will define the Friday work day and the before and after school supervisory duties.

c. Staff will be notified of scheduled building meetings one week in advance except in emergency situations.

5-3-11. Preparation Time

The District and the Association agree that the appropriate assessment and reporting of student progress is significantly important. Consequently, there will be no meetings scheduled with the exception of those related to report cards or parent/teacher conferences the five work days prior to the day that grades are required to be turned into the office. For the secondary grades, the first and second semester test schedules will include three shortened days. Every effort shall be made to allow adequate teacher preparation time to compile grades.

5-3-12. Mentor Program

The Vallivue School District, working closely with the Vallivue Education Association, will continue to advocate for the new teacher mentoring program, as is written and mandated by Idaho State Law.

5-3-13. Long-Range Goals

The district and VEA agree that the negotiating committee will meet regularly throughout the year to discuss long-range goals on salaries and benefits. It is the intent of the negotiating committee to develop a process for determining what concerns will be addressed by this committee.

5-3-14. Teacher Transfer Process

The district will make every effort to include the VEA President in the decision making process for teacher transfers when opening a new building

## ARTICLE 6: MISCELLANEOUS

6-1. VALLIVUE EDUCATION ASSOCIATION MEETINGS

6-1-1. The District will allow three released time VEA meetings per school year.

6-1-2. The scheduling of two of these will be accomplished by the VEA executive officers and the Superintendent prior to the release of the school year calendar. The third released time meeting may be called by the VEA executive officers at any time during the school year by requesting approval of the Superintendent at least three days prior to the proposed meeting date.

6-1-3. The VEA fall meeting shall be held from 7:30 to 9:00 a.m. and the spring meeting shall be held from 2:30 to 4:00 p.m. Since these meetings are scheduled during school time, it shall be required that all teachers attend or remain in their buildings. Failure of any teacher to attend these meetings or to remain in their building will result in the loss of one-sixth of one day's pay.

6-1-4. Two additional meetings may be scheduled in connection with in-service workshop or workdays provided during the school year.

6-2. REDUCTION IN STAFF

6-2-1. Coverage

All professional employees except administrators.

6-2-2. Layoffs

1. When one or more employees are to be laid off because of substantial change in the student enrollment in the school or a specific program, unavoidable budgetary limitations which will prevent the school district's budgeted receipts and expenditures from being in balance, or termination of a program, those employees with emergency or temporary certification shall be laid off first. Determination of programs to be offered and assignment of teachers shall be the responsibility of the Board of Trustees.

2. No certificated employee on a renewable contract status shall be laid off if a position is open within the District for which the employee is properly certificated; nor shall such an employee be laid off if a position within the District for which such employee is properly certificated and qualified is occupied by an employee with less seniority within the District. In cases of equal seniority, those holding higher degrees or more credits beyond a degree will be retained.

3. Seniority for renewable contract status teachers shall be applicable in determining layoff subsequent to the second year of employment in the District.
4. Before giving notice of layoff, the District shall assist the employee in determining possible eligibility for another job within the District. Persons laid off shall be extended as much assistance as possible by the District in securing another position within or outside the District and such employment shall not be a deterrent in being re-employed when a vacancy occurs in the future in the District.
5. None of the employee's rights and benefits under his current teacher's contract shall be affected by this Agreement.

6-2-3. Recall (Reference employees laid off under the provisions B2 and B3 above.)

1. No new appointments may be made while there are laid off employees available who are qualified to fill the vacancies.
2. No transfer of staff shall be used to prevent recall of laid off employees.
3. Laid off employees shall be recalled in inverse order and according to seniority of their being laid off if qualified to fill the vacancies which occur.
4. Any employee laid off pursuant to this policy shall have recall rights to any position for which he or she is certificated for two subsequent years from September 1 of his or her layoff. If an employee incurs an obligation that prohibits acceptance of a recall opportunity, he shall not lose his right to accept a future recall opportunity during his recall period.
5. Under the terms of this policy, an employee may voluntarily resign for reasons of staff reductions as determined by the school administration at the time of resignation and shall be accorded all of the recall rights provided by this agreement.
6. Employees with experience in other school districts during the period of layoff shall be given full credit on the salary schedule of the District upon re-employment. If reasonable efforts have been exhausted to secure an interim teaching assignment, credit in lieu of experience will be allowed for the time laid-off upon return to the District at the end of the layoff.

6-2-4. Benefits

Persons laid off shall be extended such rights and privileges as are extended to persons on unpaid leave of absence, including all fringe benefits, which may be provided to persons on unpaid leave of absence status.

6-3. PARENT COMPLAINT PROCEDURE

It shall be the practice of Vallivue School District No. 139 to require all official patron complaints to be resolved through established channels.

- 6-3-1. Official patron complaints, those requiring resolution, coming to or from board members as individuals shall be referred to the district administration.
- 6-3-2. The employee(s) involved shall be notified of the complaint prior to attempts at resolution.
- 6-3-3. There shall be an informal meeting between the parties directly involved in the complaint to

attempt resolution.

- 6-3-4. If necessary, there shall be attempts at resolution by the building administrator(s) and the directly involved parties prior to the involvement of the Board.
- 6-3-5. 6-3-5. If resolution has not been effected by the parties and administrator(s), the complaint shall now be reduced to writing and signed by the individual(s) registering the complaint.
- 6-3-6. 6-3-6. There shall be attempts to resolution by all directly involved parties and administrators in an executive session of the Board prior to an open meeting.
- 6-3-7. 6-3-7. The employee(s), at whom the complaint is directed, may request the presence of a member(s) of the administrative staff or representative(s) of the Association or both at any step of the procedure. In addition to the above, it should be noted that the Idaho State Law provides that no parent shall abuse a teacher. Sections of law referring to such verbal abuse are as follows:
  - 33-1222 Freedom from abuse: Certificated employees of every school district shall be free from abuse by parents or other adults as provided in Sec. 18-911.
  - 18-916 Abuse of schoolteachers: Every parent, guardian or other person who upbraids, insults or abuses any teacher of the public schools, in the presence and hearing of a pupil thereof, is guilty of a misdemeanor.

**2010-11 ADDENDUM TO MASTER AGREEMENT**  
**Declaration of Financial Emergency**

If the Board of Trustees declares a financial emergency pursuant to the provisions of Idaho Code §33-522, the parties agree, as follows:

- A. All provisions of the negotiated agreement modified by settlements reached under §33-522(3)(a), §33-522(3)(b), or §33-522(4) shall revert to the terms existing immediately prior to the school board's declaration of financial emergency upon commencement of bargaining for a successor agreement and those "reverted to" terms shall remain in full force and effect until ratification by both parties of a successor agreement;
- B. Any items unaffected by the declaration of financial emergency shall remain in full force and effect for the life of the agreement and until ratification by both parties of a successor agreement.
- C. If the parties choose to negotiate items other than salary and benefits in a year when financial emergency has been declared, those items will not be subject to the provisions of §33-522 and §33-515(7).

**VALLIVUE SCHOOL DISTRICT 139**  
**2010-11 Salary Schedule for Certificated Employees**  
**AMENDED September 14, 2010**

Years Exp.	1		2		3		4	
	BA	BA + 15	BA + 20	BA + 25	BA + 30	BA + 35	BA + 40	BA + 45
1	31,750	31,750	31,750	31,750	31,750			
2	31,750	31,750	31,750	31,750	31,750	32,768		
3	31,750	31,750	31,750	31,750	32,768	34,079		
4	31,750	31,750	32,768	34,079	35,442	36,860		
5	31,750	32,768	34,079	35,442	36,860	38,334		
6	32,768	34,079	35,442	36,860	38,334	39,867		
7	34,079	35,442	36,860	38,334	39,867	41,462		
8	35,442	36,860	38,334	39,867	41,462	43,120		
9	36,860	38,334	39,867	41,462	43,120	44,845		
10	38,334	39,867	41,462	43,120	44,845	46,639		
11	39,867	41,462	43,120	44,845	46,639	48,505		
12		43,120	44,845	46,639	48,505	50,445		
13			46,639	48,505	50,445	52,463		
14				50,445	52,463	54,561		
15					54,561	56,744		
16							59,013	

- NOTES:
- (1) Grid is 4% down, 4% across
  - (2) Calculating Base = \$26,933 (+1% from 08-09 calculating base of \$26,666)
  - (3) Extra-curricular Salary Calculating Base = \$26,933
  - (4) No full-time certificated employee shall receive less than \$31,750
  - (5) State Base Multiplier: \$23,565
  - (6) State Minimum Salary: \$29,655

**Policy Statement**

- {1.} Placement on the salary schedule according to training and experience will determine the salary for the school year consisting of 190 days of service for the teacher, including days in which school is in session. Extended contract time allowance will be determined by dividing the salary determined from the salary schedule by 190 and multiplying the total number of days for the extended period, unless the extended time is the result of a special program or project funded by other sources, which determine the amount of funds available for the extended time.
- {2.} Included in the salary schedule is an amount for a fringe benefit pool. The District makes certain insurance coverage is available for purchase from insurance companies. The employee elects their level of desired participation. (Ref. 5-2-2)

Educational Placement on Salary Schedule (Ref. 5-1-3)

- {1.} Official transcripts and credits earned "*after initial teaching certificate*" will be used in determining educational placement on the salary schedule.
- {2.} No credits shall be allowed in addition to the bachelor's degree unless accepted for an approved graduate program relative to the assignment of the teacher or unless approved by the superintendent as applicable to a program related to the educational program of the district. Additional hours start only after awarding of the bachelor's degree. No credits shall be allowed in addition to the bachelor's degree prior to becoming eligible for a teaching certificate.
- {3.} The district shall allow for one salary adjustment by September 10. Salary adjustments shall be made in the September pay period.
- {4.} Allowable credit must be graduate credit or approved by the superintendent as applicable to a program related to the educational program of the district.
- {5.} If a teacher does not agree with the educational placement determined by the superintendent, and/or business manager, he/she may request a review and a decision from the Education Placement Committee composed of two administrators appointed by the superintendent and two classroom teachers appointed by the VEA president, or in his/her absence, the vice president. Every effort shall be made by both parties to appoint knowledgeable members to the committee. In case of a tie, the committee may ask for an opinion from a college or university teacher, who is knowledgeable in the applicant's field(s) of teaching. All recommendations shall be submitted to the board, and the final determination as to placement shall be made by the board of trustees.
- {6.} An employee required to work for a period longer than the regular contracted school year shall be paid one one-ninetieth (1/190) of his/her regular salary for each additional day worked except in the event of emergency closure that required an extension of the school year.

Allowable Prior Experience (Ref. 5-1-4)

- {1.} Experience for placement on the basic salary schedule will be limited to contracted services. At least five (5) months service is required for one year's experience. Placement may be more but shall not be less than that indicated by the salary schedule.

**VALLIVUE SCHOOL DISTRICT 139  
2010-11 EXTRACURRICULAR SALARY SCHEDULE  
Percentage Allowance (Calculating Base Shall Be \$26,933)**

**FOOTBALL**

{1}	Head Coach	0.14
{6}	Assistant Varsity	0.11
{3}	Junior Varsity	0.09
{2}	Freshmen	0.07
{6}	Middle School	0.05

**VOLLEYBALL**

{1}	Head Coach	0.12
{2}	Junior Varsity	0.08
{1}	Freshmen Coach	0.07
{6}	Middle School	0.05

**CROSS COUNTRY**

{1}	Head Coach	0.12
{2}	Assistant Varsity	0.07
{2}	Middle School	0.05

**SOCCER**

{1}	Head Men's Coach	0.12
{1}	Junior Varsity Men's Coach	0.07
{1}	Head Women's Coach	0.12
{1}	Junior Varsity Women's Coach	0.07

**WRESTLING**

{1}	Head Coach	0.12
{2}	Assistant Coach	0.09
{1}	Junior Varsity	0.09
{1}	Freshmen	0.07
{2}	Middle School	0.05

**BASKETBALL**

{1}	Coordinator	0.02
{1}	Head Men's Coach	0.14
{3}	Men's Assistant	0.10
{1}	Head Women's Coach	0.14
{3}	Women's Assistant	0.10
{2}	Freshmen (Men)	0.09
{2}	Freshmen (Women)	0.09
{12}	Middle School	0.05

**GOLF**

{1}	Head Men's Coach	0.09
{1}	Head Women's Coach	0.09
{1}	Junior Varsity	0.06
{1}	Middle School	0.03

**SOFTBALL**

{1}	Head Coach	0.12
{5}	Assistant Coach	0.07

**BASEBALL**

{1}	Head Coach	0.12
{5}	Assistant Coach	0.07

**TRACK**

{1}	Coordinator/Head Coach	0.12
{5}	Assistant Coach	0.08
{0}	Women's Assistant	0.07
{2}	Men's Middle School Assistant	0.05
{2}	Women's Middle School Assistant	0.05

**TENNIS**

{1}	Head Coach	0.12
{3}	Assistant Coach	0.07
{3}	Middle School	0.05

**OTHER**

{1}	Cheer Head Coach Fall & Winter	0.08
{1}	Cheer Assistant Fall & Winter	0.06
{1}	Dance - High School	0.12
{1}	Dance Assistant - High School	0.06
{1}	Dance - Middle School	0.05
{1}	Auxiliary Team	0.12
{1}	Auxiliary Assistant Team	0.06
{1}	Drama	0.10
{1}	Debate	0.12
{1}	ASB Leadership	0.06
{1}	Instrumental Music	0.14
{1}	Instrumental Music Assistant	0.09
{1}	Vocal Music - High School	0.10
{1}	Vocal Music - Middle School	0.05
{1}	High School Annual	0.10
{1}	Middle School Annual	0.03
{1}	Newspaper	0.05
{1}	Quiz Bowl - Middle School	0.04
{1}	Trainer (Fall/Winter/Spring)	0.25

**EXTENDED CONTRACTS**

{7}	Ten-day extended contracts for head football, volleyball, wrestling, track, girls/boys basketball and high school instrumental music
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Extracurricular Salary Schedule  
Page 2 of 2

1. The appropriate percentage from the extra-curricular salary schedule is multiplied times the extra-curricular calculating base of the district salary schedule as negotiated. The board may approve of the redistribution of the total increment of two or more coaches when requested by those involved. The number of coaches indicated in the parenthesis is informational only and may be adjusted by the board.
2. The extra-curricular increment shall be increased by .004 for each year of experience in the same sport or activity. The total allowable years of experience shall be increased one year each year subsequent to 1985-86 to a maximum of twelve years. The Superintendent or his/her designee shall determine the number of years of prior experience allowable in the sport or activity for persons employed subsequent to 1984-85.
3. The board shall make the final determination for years of experience, the number of employees, and which employees are employed in extra-curricular activities. Nothing herein shall prevent the board from reassigning such employees prior to the beginning of the activities with appropriate reduction in salaries.
4. Extra-curricular activities assignments shall initially be made by mutual agreement of the board and the employee.
5. Continue to increase the extra-curricular calculating base until it reaches the false base.

**EXTRACURRICULAR % SALARY SCHEDULE**

Step	Base %	Base %	Base %	Base %	Base %	Base %	Base %	Base %	Base %	Base %	Base %	Base %
	0.02	0.03	0.04	0.05	0.06	0.07	0.08	0.09	0.10	0.11	0.12	0.14
1	0.020	0.030	0.040	0.050	0.060	0.070	0.080	0.090	0.100	0.110	0.120	0.140
2	0.024	0.034	0.044	0.054	0.064	0.074	0.084	0.094	0.104	0.114	0.124	0.144
3	0.028	0.038	0.048	0.058	0.068	0.078	0.088	0.098	0.108	0.118	0.128	0.148
4	0.032	0.042	0.052	0.062	0.072	0.082	0.092	0.102	0.112	0.122	0.132	0.152
5	0.036	0.046	0.056	0.066	0.076	0.086	0.096	0.106	0.116	0.126	0.136	0.156
6	0.040	0.050	0.060	0.070	0.080	0.090	0.100	0.110	0.120	0.130	0.140	0.160
7	0.044	0.054	0.064	0.074	0.084	0.094	0.104	0.114	0.124	0.134	0.144	0.164
8	0.048	0.058	0.068	0.078	0.088	0.098	0.108	0.118	0.128	0.138	0.148	0.168
9	0.052	0.062	0.072	0.082	0.092	0.102	0.112	0.122	0.132	0.142	0.152	0.172
10	0.056	0.066	0.076	0.086	0.096	0.106	0.116	0.126	0.136	0.146	0.156	0.176
11	0.060	0.070	0.080	0.090	0.100	0.110	0.120	0.130	0.140	0.150	0.160	0.180
12	0.064	0.074	0.084	0.094	0.104	0.114	0.124	0.134	0.144	0.154	0.164	0.184

**Memoranda of Understanding  
Added to the 2010-2011 Master Agreement**

**Steps & Lanes:** All steps and lanes on the salary schedule will be frozen for the 2010-11 contract year. A good faith negotiations effort will be made to restore the appropriate placements on the salary schedule, unless negotiated.

**Furlough Day:** Two contract days will be furloughed for the 2010-11 school year. Such furlough day will be reinstated for the 2011-12 school year, unless negotiated. A furlough day means the employee neither works nor receives compensation for the designated day.

**School Calendar:** Since the 2010-11 contract will be reduced two days, certificated employees will return to work on August 20, 2010. April 18, 2011 will be a non-working day for certificated employees.

**District Paid Insurance:** The District shall provide at no cost to the employees who are employed on a full-time basis a \$1,000 medical deductible plan.

**\*\*\*On September 14, 2010 the Board of Trustees and VEA negotiated to restore all employees two furlough days that were previously reduced.**