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NEGOTIATED AGREEMENT  
BETWEEN  
THE BOARD OF TRUSTEES OF  
WEST BONNER COUNTY SCHOOL DISTRICT NO. 83  
AND THE  
WEST BONNER COUNTY EDUCATION ASSOCIATION  
FOR THE 2016-2017 SCHOOL YEAR

This document constitutes the negotiated agreement between the West Bonner County School District No. 83 and the West Bonner County Education Association for the 2016-2017 school year.

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Sandy Brower, Chairman  
Board of Trustees  
WBCSD #83

Date: \_\_\_\_\_

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Candy Turner, President  
West Bonner County Education Association

Date: \_\_\_\_\_

# Table of Contents

ARTICLE I	
RECOGNITION AND DEFINITIONS .....	3-5
ARTICLE II	
CURRICULUM DEVELOPMENT .....	5
ARTICLE III	
CALENDAR COMMITTEE.....	5
ARTICLE IV	
TEXTBOOK SELECTION .....	5
ARTICLE V	
SCHOOL BOARD AGENDA .....	5
ARTICLE VI	
ASSOCIATION BUSINESS .....	5-6
ARTICLE VII	
POLICY MANUAL .....	6
ARTICLE VIII	
DISTRICT PAYROLL DEDUCTION OF DUES .....	6-7
ARTICLE IX	
EXTRA DUTY PAY .....	7
ARTICLE X	
TEACHER WORKDAY .....	8
ARTICLE XI	
VACANCIES & TRANSFERS.....	8-9
ARTICLE XII	
RECALL OF CERTIFICATED EMPLOYEE .....	9
ARTICLE XIII	
EVALUATION OF CERTIFICATED EMPLOYEE .....	9-13
ARTICLE XIV	
PROFESSIONAL PLAN OF IMPROVEMENT .....	13-15
ARTICLE XV	
CLASS SIZE.....	15
ARTICLE XVI	
GRIEVANCE PROCEDURE.....	15-17
ARTICLE XVII	
PROFESSIONAL DEVELOPMENT .....	17-18
ARTICLE XVIII	
LEAVE .....	18
ARTICLE XIX	
LEAVE OF ABSENCE.....	18-19
ARTICLE XX	
PERSONAL LEAVE .....	19
ARTICLE XXI	
SICK LEAVE .....	20
ARTICLE XXII	
SICK LEAVE BANK .....	20-21
ARTICLE XXIII	
ASSAULT LEAVE.....	22
ARTICLE XXIV	

BEREAVEMENT LEAVE .....	22
ARTICLE XXV	
FRINGE BENEFITS.....	22-23
ARTICLE XXVI	
SALARY .....	23-24
ARTICLE XXVII	
GRANT WRITING .....	24
ARTICLE XXVIII	
SAVINGS CLAUSE.....	24
ARTICLE XXIX	
UNANTICIPATED REVENUE .....	25
MEMORANDUM OF UNDERSTANDING	
MOU #1 .....	25
SALARY SCHEDULE .....	26
CO-CURRICULAR SALARY SCHEDULE .....	27
SICK LEAVE BANK APPLICATION.....	28
GRIEVANCE REPORT FORM LEVEL #1 .....	29
GRIEVANCE REPORT FORM LEVEL #2 .....	30
GRIEVANCE REPORT FORM LEVEL #3 .....	31

**ARTICLE I**  
**RECOGNITION AND DEFINITIONS**

- A. The agreement is made and entered into by and between the West Bonner County School District No. 83 Board of Trustees, hereinafter called the “District” and the West Bonner County Education Association, hereinafter called the “WBCEA”. This agreement will be in effect from July 1 2016 through June 30, 2017. If any part of this agreement is held to be invalid by operation of law or any tribunal of appropriate jurisdiction, or if compliance or enforcement of any part should be restrained by such tribunal, the remainder of this agreement will not be affected. The Meet and Confer process will commence within ten (10) working days of notification of a final determination of such illegality for the purpose of attempting to reach a mutually satisfactory solution for such part. All understandings and agreements reached as a result of this procedure will be reduced to writing, signed by each party, and made a part of this agreement.
- B. The District recognizes the WBCEA as the exclusive-bargaining agent for the purpose of WBCEA negotiations upon receipt of proof of representation of greater than 50% of the certified staff from the WBCEA President.
- C. DEFINITIONS
- a. ASSOCIATION: Shall mean the local education organization as defined by Idaho Code Title 33.
  - b. WBCEA: West Bonner County Education Association
  - c. BOARD: Refers to the Board of Trustees of West Bonner County School District #83 in the County of Bonner, State of Idaho.
  - d. BUILDING: Refers to facilities operated and maintained by the District.
  - e. CALENDAR: Refers to the school calendar as adopted by the Board.
  - f. CLASS: Refers to an individual teacher’s students, in a classroom, at any given time.
  - g. CONTRACTS:
    - i. STANDARD TEACHING: Refers to the State mandated contract between the individual and the Board.
    - ii. EXTRACURRICULAR/SUPPLEMENTAL DUTIES: A separate and distinct addendum for extra duty as listed in the employee contract.
  - h. TEACHER CONTRACT DAYS (187 DAYS) ARE INCLUSIVE OF THE FOLLOWING DAYS:
    - i. Student Day – Classes in session: teaching/learning.
    - ii. Teacher Work Day – Classes not in session: Grades, lesson plans, curriculum, activities determined by individual teacher. A maximum of ninety (90) minutes may be used at the discretion of the principal.

- iii. In-Service Day/Time – Professional, Job-Related Training or Meetings, activities determined by the building principal and/or superintendent.
    - iv. Minimum Day: Minimum of four (4) hours of instruction.
    - v. Holidays to include: Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day and Memorial Day.
    - vi. One Parent Teacher Conference Comp Day – This day is in compensation for teacher work time beyond the contract day for parent teacher conferences.
  
  - i. DISTRICT: District as used in this negotiated agreement refers to the West Bonner County School District #83.
  
  - j. EMPLOYEE: The term “employee” as used in this agreement refers to an employee holding a valid Idaho Teacher’s Certificate and is employed by West Bonner County School District #83 in a position requiring such certificate.
  
  - k. FRINGE BENEFITS: Any supplemental benefits, in addition to fixed salary, provided to or on behalf of an individual professional employee of West Bonner County School District No. 83.
  
  - l. FRINGE BENEFIT ELIGIBILITY: Those employees who work twenty (20) or more hours per week are eligible for the District’s Fringe Benefits.
  
  - m. IMMEDIATE FAMILY/STEP FAMILY: Includes husband, wife, father, mother, son, daughter, parent-in-law, child-in-law, grandparent, grandchild, brother, sister, niece or nephew, guardian or ward and the same members of the spouse’s family or like members of a step family. This includes any relative or person residing in the same household for more than six months.
  
  - n. INSTRUCTIONAL DAY: Period of formal student instruction at each school.
- D. CERTIFIED JOB CLASSIFICATIONS AS DEFINED BY THE IDAHO SYSTEM OF EDUCATIONAL EXCELLENCE SHALL BE AS FOLLOWS:
- a. CERTIFIED INSTRUCTIONAL STAFF
    - i. Elementary Teachers
    - ii. Secondary Teachers
  
  - b. PUPIL PERSONNEL SERVICES
    - i. Media Generalists
    - ii. Counselors
    - iii. School Psychologists
    - iv. Psychological Examiners
    - v. School Nurses
    - vi. Speech/Language Pathologists
    - vii. Audiologists
    - viii. Occupational/Physical Therapists
  
  - c. ADMINISTRATIVE STAFF

- i. Superintendents
- ii. Directors
- iii. Supervisors/Coordinators
- iv. Elementary Principals
- v. Secondary Principals
- vi. Assistant Principals
- vii. Athletic Directors
- viii. Dean of Students

**ARTICLE II  
CURRICULUM DEVELOPMENT**

The membership of district committees established to develop and implement curriculum shall include members of the Association. It is the responsibility of the Association to present members for these committees. Association president or designee will review the selection to ensure an association member is selected.

**ARTICLE III  
CALENDAR COMMITTEE**

The membership of district committees established to develop subsequent year's calendars shall include members of the Association. The calendar committee will include one (1) administrator, the ISEE (Idaho System for Educational Excellence) State Coordinator/Business Manager, one (1) building secretary, three (3) certified staff members. One of these three staff members will be an association member, at least one will be a secondary staff and at least one elementary staff member. It is the responsibility of the Association to present members for the committee.

Calendar needs to be completed and presented to DILT (District Instructional Leadership Team) by March 20<sup>th</sup> each year for the preceding years. Calendars should be completed two years prior.

**ARTICLE IV  
TEXTBOOK SELECTION**

The membership of district committees established to select textbooks for use in the district shall include members of the Association. It is the responsibility of the Association to present members for these committees. Association president or designee will review the selection to ensure an association member is selected.

**ARTICLE V  
SCHOOL BOARD AGENDA**

The WBCEA President will be provided a school board meeting packet for all regularly scheduled Board meetings. The WBCEA President shall receive timely notice of all regular and special meetings of the Board.

**ARTICLE VI  
ASSOCIATION BUSINESS**

A maximum of eight (8) days leave per year shall be granted to Association officers or their designees, if requested, for Association business within the state. The District will pay for the cost of substitutes for the first five (5) days of leave. The Association will reimburse the District for the cost of any substitutes such leave might necessitate after the fifth day.

PRESIDENT’S RELEASE DAYS

The Association President shall be released fifteen (15) days per year for Association business. Such release days shall be in addition to those days authorized by Idaho Code. The West Bonner County Education Association will pay for the costs of the substitutes as needed.

ASSOCIATION COMMUNICATION

The Association shall have the permission to post notices of its activities and matters of organization concern on a bulletin board located in the staff room at each school.

The Association may communicate with its members. The Association shall have permission to distribute appropriately identified notices, circulars, and other information via District communications systems. Utilization of district e-mail is limited to meeting notices. The communication excludes lobbying activities.

The Association shall have permission to the use of school equipment and space. Representatives of the Association shall have permission to use District school buildings for meetings and to transact official business on a school property at all reasonable times. Such usage will not incur cost to the District beyond normal overhead expenditures.

By October 1<sup>st</sup> the Association President will provide to the Business Manager a current list of WBCEA representatives serving on the Insurance Committee and Sick Leave Bank Committee.

**ARTICLE VII  
POLICY MANUAL**

The WBCEA President will be provided a copy of the District’s policy manual. A copy of the school district policy manual will be available to the Association representative in each school. Copies of proposed changes in the policy manual that affect the working conditions of certified employees will be presented to the Association for input prior to final Board action.

Copies of all proposed policy changes will be forwarded to the president of the WBCEA or designee at the same time as proposed policies are given to the Board of Trustees. The Association may provide input to the Superintendent prior to the first reading.

**ARTICLE VIII  
DISTRICT PAYROLL DEDCUTION OF DUES**

The Association will provide a current membership information form for each member that pays through payroll deductions by October 10<sup>th</sup> to the payroll department. The list will be alphabetical, with total dues per month shown to be deducted for each member. Written authorization to deduct dues shall be attached from each member as per Idaho Code 45-609.

The Association will provide the payroll department a list of names and total prorated deductions of new employees, as soon as the Association chairman receives the information from the new members.

If the payroll department receives notification from an employee that Association dues will no longer be paid through payroll deductions, the payroll department shall give written notification to the WBCEA President within two (2) weeks.

Requests for membership refunds must be in writing to the WBCEA President.

**ARTICLE IX  
EXTRA DUTY PAY**

- A. Whenever a teacher has an assigned duty that extends beyond the regular assigned time, that teacher will be allowed to arrive or leave later or earlier to compensate for the extra-duty time. Time shall be compensated on days and at times mutually agreed to by the employee and their supervisor.
- B. In the situation where teachers are required to attend in-service or other district meetings beyond their contract year, they will be compensated at the rate of \$24.00 per hour. Every attempt should be made to use District in-service days first for required professional development. The timing of in-service days beyond the contract year should be agreed upon in collaboration between the principal and staff.
- C. Except for faculty meetings, annual parent teacher conferences and one open house, any teacher, requested to perform duty beyond the regular teacher work day for school related activities may earn up to one additional personal day. Teachers who accumulate 275 minutes while performing duties beyond the regular teacher workday for school related activities will be granted an additional Personal Leave Day. 140-274 minutes will qualify for a half-day of personal leave. These minutes cannot accumulate from year to year. The personal day earned can be carried over or they can be cashed in at the end of the school year. The teacher will maintain a record of these minutes, receive supervisor's approval and after accumulating 275 minutes, submit it to payroll.
- D. Teachers will be compensated \$18.00 per hour for assignments which require student supervision.
- E. An employee, at the request of the administration, may agree to teach a semester class during his/her regularly scheduled preparation period. An employee, who teaches during his/her preparation period, will have his/her regular teaching salary (excluding addendums) pro-rated on the number of periods during the day. No employee shall be required to teach during his/her preparation period. If the enrollment does not reach or maintain a minimum of 12 students during the semester, the class may be discontinued and the teacher prep period reinstated.
- F. Teachers teaching dual credit classes will receive \$200 per high school credit taught. Teachers will submit a timesheet to their principal for lump sum payment upon course completion.



**ARTICLE X  
TEACHER WORKDAY**

- A. The work day is from 7:30 a.m. until 3:00 p.m. exclusive of lunch and extracurricular assignments but inclusive of preparation time and assigned duties. The length of a given work day may be shortened by the immediate supervisor, provided however, that such shortening does not violate any state rules and regulations, or laws of the State of Idaho regarding the length of the school day.
- B. Each teacher shall be provided a daily duty-free lunch period of at least thirty (30) continuous minutes within the workday. Teachers are not to be assigned extra duty during the duty-free lunch period.
- C. All full time elementary teachers will be provided with one hundred fifty (150) minutes of preparation time over the course of a standard 5 day work week; scheduled with consultation of the teacher and principal. Preparation time will take place during the student day. All full time secondary teachers will be provided one (1) continuous class period of preparation time per day during the instructional day. If an employee is half time or greater, he/she shall receive a pro-rated preparation period.
- D. Teachers will not be required to give up their preparation time unless the teacher is on an improvement plan or an unforeseeable emergency exists. Teachers who during their prep periods accumulate 275 minutes while covering for another teacher(s) will be granted an additional Personal Leave Day. 140-274 minutes will qualify for a half-day of personal leave. These minutes cannot accumulate from year to year and they can be cashed in at the end of the school year. The Principal will maintain a record of these minutes and submit a report to payroll at the end of the semester.

Collaboration time will be imbedded in the work-week. The work day will be extended by fifteen (15) minutes once per month to accommodate staff meetings.

**ARTICLE XI  
VACANCIES AND TRANSFERS**

If a position becomes available within the district, current employees may submit a letter of intent to be considered for the position. Additional information may be requested from the employee.

Involuntary Transfers

There may be circumstances such as, but not limited to, teacher highly qualified status and student enrollment; when involuntary transfers are necessary.

Any employee affected by an involuntary transfer shall be notified immediately and shall be released by the Board from his/her contract if he/she so requests. The following academic year, any employee transferred involuntarily shall receive priority consideration in any requested transfer for which he/she is qualified and which occurs subsequent to their relocation. In addition, the

Superintendent or Building Administrator shall meet with said employee at the time of notification to explain the transfer and offer assistance. Assistance may include the District providing the employee with a substitute to visit sites with openings. Said employee shall not be required to participate in a formal interview for a position, but may be allowed to fill any position for which he/she is qualified, or be placed in a mutually agreed upon position.

The following steps will be used in the event that involuntary transfers become necessary:

1. Principals will explain the need for the transfer and ask for voluntary transfers.
2. If the number of employee volunteers is not adequate, the principal may consider a variety of factors in deciding involuntary transfers. These factors may include, but are not limited to, the number of years of teaching experience, area of specialization, experience in team-teaching techniques or the principal's need to create balance within a grade level or subject area(s).
3. Each involuntary transferee shall receive a written rationale for his/her transfer at the time of the notification of the transfer.

## **ARTICLE XII RECALL OF CERTIFICATED EMPLOYEE**

Any certificated employee released pursuant to a Reduction in Force shall be automatically reinstated if a similar position for which the employee is Highly Qualified becomes available within ninety (90) days of the date of release.

## **ARTICLE XIII EVALUATION OF CERTIFICATED EMPLOYEE**

### Purpose:

The purpose of an evaluation plan is to provide a fair, reliable, valid, and transparent evaluation process that enhances and supports instructional practices in the classroom, and is a means to assess teacher performance as required by state statute. The evaluation plan used by WBCSD is based on Charlotte Danielson Framework for Teaching and aligned to state standards.

### Definitions:

**Observation:** Idaho State Board Rule (08.02.02.120) states that the “Professional Practice portion of the evaluation shall include a minimum of two documented observations annually, with at least one observation being completed by January 1 of each year.”

Documented observations may be a minimum of 3 walkthroughs or a formal observation, and/or a combination of the two formats.

**Walkthrough** observations are short (5-15 minutes) documented classroom visits. A minimum of three (3) walkthroughs combined may serve as a complete observation.

**Formal** observations include a pre-conference, observation (minimum of full lesson or at least 45 minutes) and post-conference. A teacher in his/her first and second year in the profession will have a minimum of one formal observation per year.

**Professional Practice:** The professional practice portion of evaluation is based on Domains 1-4 of Danielson. This portion of the evaluation is 67% of the total evaluation and is based on evidence from observations and professional portfolio.

**Student Growth Measures:** Idaho State Board Rule (08.02.02.120) requires that 33% of the evaluation is based on multiple objective measures of growth in student achievement and requires that ISAT (Idaho Standard Achievement Test) must be one of the measures included. The District Instructional Team will meet to determine the measures to be used.

**Professional Growth Plan:** Ongoing learning and growth are an expectation of professional educators. A professional growth plan establishes professional practice targets and means of achieving growth. Professional Growth Plans are based on student achievement and may be developed by a grade/content team.

**Portfolio:** The professional portfolio is made up of artifacts collected by the teacher. These may include, but are not limited to, parent contact logs, newsletters, student work samples, collaboration agendas, lesson plans, student tasks, professional learning, parent or student survey data and reflections.

Evaluator:

The primary responsibility for the evaluation of personnel lies with the direct supervisor. Normally this will be the building principal. The principal may recruit assistance in performing observations and collecting data from other qualified administrators.

Evaluation Criteria:

- All certificated instructional personnel will be evaluated on this plan. WBCSD certificated instructional personnel will be evaluated from criteria drawn from the Charlotte Danielson Framework for Teaching model as shown below.
- The evaluation shall be based upon direct observation of the evaluator/designee and documentation contained in the portfolio.
- Pupil personnel services will be evaluated on relevant forms based on the Charlotte Danielson Framework for Teaching model. Forms may be found on the district website or with the building administrator.

Professional Practices: Danielson's Framework – 4 Domains – 22 Components

Domain 1 - Planning and Preparation

- 1a: Demonstrating Knowledge of Content and Pedagogy
- 1b: Demonstrating Knowledge of Students
- 1c: Setting Instructional Outcomes
- 1d: Demonstrating Knowledge of Resources
- 1e: Designing Coherent Instruction
- 1f: Designing Student Assessments

Domain 2 - Learning Environment

- 2a: Creating an Environment of Respect and Rapport
- 2b: Establishing a Culture for Learning
- 2c: Managing Classroom Procedures
- 2d: Managing Student Behavior

- 2e: Organizing Physical Space

Domain 3 - Instruction and Use of Assessment

- 3a: Communicating with Students
- 3b: Using Questioning and Discussion Techniques
- 3c: Engaging Students in Learning
- 3d: Using Assessment in Instruction
- 3e: Demonstrating Flexibility and Responsiveness

Domain 4 - Professional Responsibilities

- 4a: Reflecting on Teaching
- 4b: Maintaining Accurate Records
- 4c: Communicating with Families
- 4d: Participating in a Professional Community
- 4e: Growing and Developing Professionally
- 4f: Showing Professionalism

Student Growth Measures: 5 Components

Domain 5- Growth in Student Achievement

- 5a: Building wide proficiency in state assessments.
- 5b: Building wide growth on state assessments.
- 5c: Building wide proficiency and/or growth on district writing assessment.
- 5d: Building wide proficiency and/or growth on district math assessment.
- 5e: Teacher's choice based upon "Professional Growth Plan".

Evaluation Forms:

The board commits to ensuring that all forms and policy related to evaluation (including evaluation forms, formal observation form, walk-through observation form, all rubrics used for evaluation scoring and identification of any areas of emphasis) will be in place prior to the first day of school or within 20 working days in the event of a change in state or federal law. All forms will be provided electronically to certified staff via email. Forms and criteria for improvement plans will be included in the information provided.

Evaluation Scoring:

For each component:

- Unsatisfactory = 1
- Basic = 2
- Proficient = 3
- Distinguished = 4

Domain rating will be the average of the domain components.

- Distinguished = 3.5 to 4.00
- Proficient = 2.50 to 3.49
- Basic = 2.00 to 2.49
- Unsatisfactory = 1.00 to 1.99

Overall summative rating (The weighted average of all components):

- Distinguished = 3.5 to 4.00
- Proficient = 2.50 to 3.49
- Basic = 2.00 to 2.49
- Unsatisfactory = 1.00 to 1.99

### Communication of Results

Each evaluation shall include a meeting with the affected employee to communicate evaluation results. At the scheduled meeting with the employee, the supervisor will:

- Discuss the evaluation with the employee, emphasizing strong and weak points in job performance.
- Commend the employee for a job well done if applicable and discuss specific corrective action if warranted.
- Set mutual goals for the employee to reach before the next performance evaluation.
- Allow the employee to make any written comments he/she desires.
- Inform the employee that he/she may turn in a written rebuttal/appeal of any portion of the evaluation within seven (7) days and outline the process for rebuttal/appeal.
- Have the employee sign the evaluation form indicating that he/she has been given a copy and initial after supervisor's comments.

Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.

No earlier than seven (7) days following the meeting, if the supervisor has not received any written rebuttal/appeal, the supervisor will forward the original evaluation form in a sealed envelope, marked Personnel-Evaluation to the Superintendent, or the designee, for review. The supervisor will also retain a copy of the completed form.

### Appeal

Within seven (7) days from the date of the evaluation meeting with their supervisor the employee may file a written rebuttal/appeal of any portion of the Evaluation. The written rebuttal/appeal shall state the specific content of the Evaluation with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the Evaluation Form requested.

If a written rebuttal/appeal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten (10) working days, the supervisor may provide the employee with a written response either amending the Evaluation Form as requested by the employee or stating the reason(s) why the supervisor will not be amending the Evaluation Form as requested.

If the supervisor chooses to amend the Evaluation as requested by the employee then the amended copy of the Evaluation will be provided to, and signed by, the employee. The original amended

Evaluation will then be forwarded to the Superintendent, or the designee, for review in a sealed envelope, marked Personnel-Evaluation. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the Evaluation as requested by the employee then the Evaluation along with the written rebuttal/appeal, and the supervisor's response, if any, will be forwarded to the Superintendent, or the designee, for review in a sealed envelope, marked Personnel-Evaluation. The supervisor will also retain a copy of the completed evaluation including any rebuttals/appeals and responses.

#### Personnel Actions

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, professional improvement plan, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew an individual's contract the District will comply with the requirements and procedures established by State law.

#### Monitoring and Evaluation

The Superintendent, or the Superintendent's designee, shall have the overall responsibility for the administration and monitoring of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution.

#### Collecting and Using Data

Permanent records of each certificated personnel's evaluation and any properly submitted rebuttal/appeal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

### **ARTICLE XIV PROFESSIONAL PLAN OF IMPROVEMENT**

#### Purpose

It is the desire of the Board and WBCEA that every certificated employee in WBCSD is performing in a highly effective and competent manner. It is also the belief of the Board and WBCEA that every certificated employee of the district can continuously improve their professional practices as defined by the Charlotte Danielson Evaluation Model.

#### Procedure

Generally, a satisfactory level of growth in professional practices can be accomplished through personal reflection and informal conversations with the principal/supervisor or other educational professionals. In the event that a certificated employee demonstrates a continued lack of competence in professional practices, a formal meeting between the certificated employee and principal/supervisor, documented in the employees working file, shall be conducted. The principal/supervisor shall then take affirmative

action to correct any cited deficiencies. Such action shall include specific recommendations for improvement, direct assistance in implementing such recommendations, and adequate released time for the certificated employee to visit and observe other similar classes that have been determined to be highly effective.

After a minimum of ten (10) working days, a formal observation and evaluation may be conducted to determine if growth has occurred.

In the event that a formal evaluation indicates that a certificated employee is rated "Unsatisfactory" in one (1) or more component or "Basic" in five (5) or more components, or "Basic" in any one (1) domain as defined in the Danielson Evaluation Model, the principal/supervisor will meet with the employee and may develop a plan designed to improve the employee's competency in the deficient domain/components.

A Professional Improvement Plan should be developed collaboratively with the certificated employee and principal/supervisor. The certificated employee may have representation at all stages of the development, implementation, and conclusion of the Professional Improvement Plan.

The Professional Improvement Plan shall:

- identify specific competence areas in need of improvement.
- identify expected outcomes and evidence of success.
- provide a timeline identifying target dates for showing improvement and completion of plan.  
The plan shall be in place a minimum of six (6) weeks and should not exceed one (1) semester in length.
- identify district supports that will be provided to help the certificated employee meet the goals of the plan.
- ensure that all individuals identified in the plan are held accountable for its implementation.

With the consent of the affected certificated employee, the Professional Improvement Plan may include a request for assistance from a mentor or intervention team.

In no event shall a Professional Improvement Plan require a certificated employee to:

- satisfy performance criteria other than those identified in the Danielson Evaluation Model.
- tape record or video tape any lesson conducted by the employee.
- be monitored or evaluated by use of any electronic device.
- have non-supervisory personnel observe or evaluate the employee.
- purchase any publication, supplies, or equipment.
- enroll in any class, program, or activity at the employee's expense not recognized for credit for salary schedule placement.
- require employee expenditures for tuition, books, or materials.
- involve student participation different from the normal classroom role.

Final copies of the Professional Improvement Plan shall be signed by the certificated employee and principal/supervisor. One copy shall go to the employee, and a second copy shall be included as part of the certificated employee's annual evaluation.

Upon successful completion of the Professional Improvement Plan the certificated employee shall be released from the plan. Documentation of the successful completion of the plan shall be placed in the employees working file and attached to the employee's annual evaluation.

In the event that the certificated employee is not able to correct the identified deficiencies during the Professional Improvement Plan timeframe, the principal/supervisor shall notify the superintendent. The superintendent may grant additional time (not to exceed four (4) weeks) for the employee to successfully complete the Professional Improvement Plan or may recommend to the School Board that the employee be placed on probation.

A certificated employee placed on probation due to a failure to successfully complete a Professional Improvement Plan shall be afforded the same rights and process as defined for those placed on a Professional Improvement Plan. During the probationary period, the principal/supervisor shall meet with the employee a minimum of twice monthly to supervise and make written evaluations of the progress made by the employee. A certificated employee placed on probation may request and will be granted the option of being observed and evaluated by a secondary evaluator, approved by the District.

Upon successful completion of the terms of probation, the principal/supervisor shall notify the superintendent. The superintendent will recommend to the School Board that the employee be released from probation. A certificated employee released from a probation shall be considered as having corrected all identified deficiencies and shall no longer require any further formal intervention. Documentation of the successful completion of the terms of probation shall be placed in the employees working file and attached to the employee's annual evaluation.

In the event that the certificated employee is not able to correct the identified deficiencies during the probationary period, the principal/supervisor shall notify the superintendent; who may recommend termination of employment to the Board.

In no event shall a Professional Improvement Plan extend from one school year to the succeeding school year. Final resolution must be determined no later than May 15<sup>th</sup> of the school year in which the Professional Improvement Plan was initiated. Probation may extend into the succeeding school year.

#### **ARTICLE XV**

#### **CLASS SIZE**

The WBCEA and District recognize that reasonable class size is essential. A teacher should bring concerns regarding class size or composition to the attention of the building principal. The principal shall discuss possible adjustments that might resolve or at least modify the situation. The agreed upon modifications should be initiated. If after an appropriate trial period, the principal and teacher feel the accommodations are not working, the principal and teacher should make a request to the superintendent for additional personnel. The request should include a description of the problem and the modifications that have been tried to date. Both the principal and teacher should sign the request.

#### **ARTICLE XVI**

#### **GRIEVANCE PROCEDURE**

##### Certificated Staff Grievances

It is the desire of the Board of Trustees and the WBCEA that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, that the procedures provide prompt and equitable resolution at the lowest possible administrative level. Additionally, each



certificated employee will be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

### Grievance Definition

A grievance pursuant to this policy shall be a written allegation of a violation of Board approved District policies or a written allegation of a violation of the Master Agreement between the District and the teachers' association. Grievants are allowed to bring representation at any level.

### Grievance Procedure

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

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

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

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

### **Level I**

The written grievance must be filed with the immediate building principal within ten (10) working days of the date of the initial event or administration's decision; whichever is later, allegedly giving rise to the grievance.

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

Subsequent to these activities and within a period of ten (10) working days, the principal shall provide the grievant with a written response to the grievance of the certificated employee.

### **Level II**

If the grievant is not satisfied with the decision of the principal or designee, the individual shall have a period of five (5) working days to advance the grievance to the Superintendent by submitting a written objection to the decision with the Superintendent.

If the principal or designee does not provide a written response to the grievance at the conclusion of ten (10) working days and no extension of this time period has been agreed to between the grievant and principal or designee, the grievance shall be advanced to the Superintendent without written response of the principal or designee.

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

### **Level III**

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within five (5) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

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

## **ARTICLE XVII PROFESSIONAL DEVELOPMENT**

### **Continuing Education Credits**

Teachers in their first three (3) years with the district are eligible to be reimbursed for three (3) district offered professional development credits per year at district expense. Employees who have worked for the district for more than three (3) continuous years are allowed a maximum of \$500 per school year towards the cost of obtaining university credits. Employees who work less than full time will receive a pro-rated portion of this allocation per their total FTE. The district will pay for the credits, up to the agreed amount stipulated in this agreement, if it meets the following criteria:

- A. The class has relevance to the employee's individual professional goals as approved by the employee's principal or immediate supervisor.
- B. The class has relevance to the current district goals.
- C. The class is required by the State of Idaho.
- D. The class is required by the West Bonner County School District.

The district upon registration will make payment for each class. It is the employee's responsibility to complete the district "Course Approval/Credit Payment" forms and the college or university registration form two (2) weeks prior to the start date of the course. An official transcript for each completed class must be on file in the district office within six (6) weeks of the end of the semester in which the course was completed. It is understood that it is the employee's responsibility to submit official transcripts verifying class completion as soon as it is available from the college or university. If the transcript is not on file within the specified time frame, the cost of the tuition will be deducted from the employee's pay.

Course Reimbursement: Employee will pay for the course and will receive reimbursement after course completion. After completing the pre-approved course, the employee will submit a copy of the official transcript and the cancelled check or receipt from the college or university. Course must meet all the criteria set above.

Teachers, at their own expense, have the option to attend any out-of district in-services offered during the statewide in-services. In the event that West Bonner County School District does not include in-service days that coincide with the State, the district will provide substitutes as available for teachers who attend during the state allocated days. If substitute availability is an issue, priority will be given to teachers whose attendance are in alignment with building professional development plans.

WBCSD may require certified staff to learn specific content. This content will be provided in days designated as In-Service days. If a staff member is absent, that staff will still be expected to learn this content.

All Coaches of all IHSAA (Idaho High School Activities Association) sanctioned activities may use funds allocated to them for continuing education credits to reimburse the cost of the training/courses required by the IHSAA.

#### **ARTICLE XVIII LEAVE**

Since the district pays substitutes in full and half day increments, teacher leaves will be granted as either full-day or half-day absence.

#### **ARTICLE XIX LEAVE OF ABSENCE**

A one-year leave of absence may be granted to teachers that have been in the District for at least three continuous years of employment. Leave of absence may be approved by the District for reasons such as:

- A. Advanced study
- B. Prolonged personal illness or illness in immediate family
- C. Required military service and for emergencies arising there from
- D. Travel leave which is deemed as being to the best interest of the district
- E. Exchange teacher programs or teaching in a foreign country
- F. Other such special reasons as may be approved by the District; provided, however, the following conditions are met:
  - a. Request for leave of absence submitted in writing to administration by April 1 preceding date that said leave is to be effective; and

- b. Intent to return from requested leave of absence and resume teaching duties must accompany the request.
- G. Maternity/paternity leave
  - a. All maternity leave shall be granted according to state and federal law. Cross Reference Board Policy 5410.

It is not the intent that an employee be granted leave of absence to seek employment outside the District.

Upon a teacher's return from a leave of absence a guarantee of continued employment in the same or similar position for which they are considered a highly qualified teacher would not be affected unless that position no longer exists due to changing enrollments or school alignment.

A teacher on leave of absence must confirm his/her intent to return to the District for the next succeeding year. He/She shall notify the district in writing no later than April 1 of the year said leave of absence applies.

If leave is denied, the reason will be given for the denial.

#### **ARTICLE XX PERSONAL LEAVE**

Certificated employees with contracts of .50 or greater will be granted personal leave days. Personal leave days will be pro-rated per FTE for a maximum of 2 days. (i.e. .50 FTE = 1 day, .75 FTE = 1.5 days and 1.0 FTE = 2.0 days). Personal leave days shall be cumulative to six (6) days. Employees must give 2 weeks prior notification to the building administrator, except in the case of an emergency. No reason needs to be stated for personal use. Principal will inform employee if personal day will be approved/denied, within (5) five working days.

All full-time certificated employees who have at least 14 years of certified teaching experience, have taught in this district for 10 or more years, and who were not on probation or a plan of assistance the previous school year shall be granted one (1) additional day per year.

Except in situations in which the building administrator and Superintendent or designee consider extenuating, personal leave will not be granted during the first week or the last week of the school year.

No more than 10% of certificated staff in any building may take personal leave to extend a school vacation. Two weeks advance notice is required to extend a vacation.

Unused personal leave may be cashed in at the end of the school year per the following guidelines:

- A. No more than two (2) days per year may be cashed in.
- B. Reimbursement will be at the Certificated Long Term Sub Pay rate per day.
- C. Written requests, to be paid for unused personal leave, must be received by payroll clerk by June 1. Payment will be made in the June paycheck.

Teachers who during their prep periods accumulate 275 minutes while covering for another teacher(s) will be granted an additional Personal Leave Day. 140-274 minutes will qualify for a half-day of personal leave. These minutes cannot accumulate from year to year and they can be cashed in at the end of the

school year. The Principal will maintain a record of these minutes and submit a report to payroll at the end of the semester.

**ARTICLE XXI  
SICK LEAVE**

All full time certificated employees should be credited with in advance sick leave allowance of ten (10) days per school year. All other certificated employees over .50 FTE should be credited with in advance sick leave allowance of days pro-rated to their contracted FTE. Sick leave accumulation will be unlimited, under the condition that if the state laws or State Board rules and regulations governing sick leave change, this article will be re-negotiated.

All accumulated sick leave permitted as reportable under Idaho Code 33-1225, shall be reported to the Public Employees Retirement System of Idaho (PERSI) for employees retiring after July 1, 1988.

If a certified employee leaves a position during the contract year (resigns, retirement, etc.), the sick leave advanced, for that year, will be prorated.

**ARTICLE XXII  
SICK LEAVE BANK**

- A. Purpose: The purpose of the Sick Leave Bank shall be to provide all eligible staff additional sick leave days needed to recover from serious illness/injuries (non-work related) which cause an employee to be absent from work for (5) or more consecutive days. Criteria for eligible staff are those employees who either hold a West Bonner County School District contract or work 20+ hours a week.
  
- B. The Sick Leave Bank shall be administered by a council comprised of two (2) certificated employees, two (2) classified employees and one (1) Administrator to be appointed by the Superintendent. At a minimum one (1) certificated employee and one (1) classified employee will be an association member. This council shall elect a chairperson. The employee's council terms will be two year staggered terms as determined by the West Bonner County Education Association (hereafter called WBCEA) and the Meet & Confer Committee. If a vacancy occurs, prior to the end of the term, the two respective groups shall appoint a replacement to serve out the remainder of that council member's term.
  - a. The Council shall have the authority to recommend guidelines in addition to those set forth, as needed. Such guidelines shall have the approval of the current WBCEA and Meet & Confer Committee and Board of Trustees.
  
  - b. The Council shall review all applications for use of the Bank and shall have the authority to make final decisions, within the guidelines, as to the disposition of the application.

**Please note, sick leave bank application does not guarantee that the committee will grant the requested days.**

- C. Eligibility for Membership: Membership in the Sick Leave Bank shall be extended to any employee who is employed by the District, who holds a West Bonner County School District #83 contract or who works a minimum of 20 hours per week, and who has accumulated one (1) day of personal sick leave as defined by Idaho Code 22-1216 and 33-1217. All certified employees of the District will automatically be members of the Sick Leave Bank. All certified employees beginning service with the District will contribute one (1) day to the sick leave bank following employment.
  
- D. All Eligible Employees become a member of the Sick Leave Bank by contributing one (1) day to the Sick Leave Bank following employment and the accumulation of one (1) day of sick leave. Days donated shall be non-returnable to the donor. Any new employee shall have thirty (30) days from the date of hire to submit their application to join. Any existing employee who is not currently a member of the Sick Leave Bank may join during the “open enrollment” period each year during the month of September. If the employee joins during the “open enrollment” period, they must wait to access the Sick Leave Bank until April 1 of the following year. An employee donating one (1) day of accumulated personal sick leave, shall be a current member and shall continue as a current member until person submits a written resignation to the Sick Leave Bank Council.
  
- E. Employees shall not be requested to make further contributions unless the number of days in the bank drops below 50 days. At such time as the bank drops below 50 days, each employee shall contribute one (1) day to the Sick Leave Bank. Written notice shall be give to all employees.
  
- F. The Council shall be responsible for reporting to the District’s payroll office all days granted by the Bank and all other information necessary for the employee’s records.
  
- G. The following are the guidelines established for receiving grants from the Sick Leave Bank.
  - a. May be made only after the applicant has:
    - i. Used all his/her accumulated sick leave, personal leave and vacation time; and
    - ii. Missed work two (2) days for which his/her salary was reduced.
  - b. Requests for days from the Sick Leave Bank must be made on the approved form, available in the appendix of this Negotiated Agreement and each school/office, and sent to the Business Manager.
  - c. All applications must be made no later than ten (10) days after returning to work within the same school year.
  - d. Shall not exceed a total of 25 days in any one school year. Additional days may be granted in extenuating circumstances.
  - e. Shall not be granted for medically related business, which can be scheduled on non-work time.

- f. A doctor's note or diagnosis stating the serious illness/injury is required of the applicant's inability to work.
- g. May be granted for illness in the employee's immediate family as defined previously.

**ARTICLE XXIII  
ASSAULT LEAVE**

Assault is defined as an injury occurring from a physical confrontation (with a student, parent, patron, fellow employee, etc.) while performing assigned duties.

The following guidelines will apply:

- a. The employee's conduct was within the bounds of general standards of professional behavior.
- b. The incident must be reported to the immediate supervisor within 24 hours.
- c. A worker's compensation form must be completed with five (5) days of the assault, as per District policy.

If the above conditions are met, Assault Leave shall be granted and duration of leave determined by Administration. Sick Leave will not be deducted as a result of an Assault.

**ARTICLE XXIV  
BEREAVEMENT LEAVE**

Up to a total of five (5) days of absences shall be authorized by the immediate supervisor because of death in the immediate family. Conditions of this article pertain to both sides of the family. These five (5) days are in addition to accumulated sick leave and are not chargeable to sick leave. When extenuating circumstances exist, the Superintendent or designee may allow an exception. This leave is non-cumulative.

**ARTICLE XXV  
FRINGE BENEFITS**

- A. All employees who hold at least a .50 FTE contract are eligible for benefits. District contribution towards the employee's insurance package will be 100% of the premium cost for the employee only premiums of the following plans:
  - a. Blue Value Plan through Blue Cross to include vision through VSP
  - b. Delta Dental
  - c. Regence Life

Additional premium costs over the employee paid benefit per month will be paid by the employee through payroll deduction. The Insurance Committee will make recommendations on benefits to the Negotiations Team every year.

- B. Coverage for two-party or other family options is available at the employee's expense.

- C. Coverage becomes effective on the first day of the month following employment and receipt of first paycheck for all new employees. Coverage will be for 12 calendar months.
- D. Fringe benefits will be paid during the summer months for certified employees that continue to receive a paycheck. Benefits shall end the last day of July if an employee resigns and requests to be paid in full in June.
- E. The suggested make up of a District Insurance Committee is as follows:
  - a. 3 WBCEA members from the WBCEA Insurance Committee
  - b. 2 members from the administration office as stated below:
    - i. Business Manager
    - ii. Administrator
  - c. 1 Classified Employee
  - d. 1 Retiree
- F. **Health Insurance**
  - a. The District shall provide a group insurance plan to all eligible employees.
- G. **Life Insurance**
  - a. The District shall provide a \$20,000 life insurance policy to all eligible employees.
- H. **Dental Insurance**
  - a. The District shall provide a group dental insurance plan to all eligible employees.
- I. **Vision Insurance**
  - a. The District shall provide a group vision insurance plan to all eligible employees.
- J. **Flex Plan**
  - a. The District will provide an optional IRS Plan to all eligible employees.
- K. The above options shall be payroll deductible to the amount requested by the employee under either a pre-tax or after tax option. To be eligible for the pre-tax option, the employee must be a member for the IRS 125 Plan offered by the District.

**ARTICLE XXVI  
SALARY**

**Salary Schedule**

For the 2016-2017 school year, the base salary is \$28,162 (see Appendix A). Placement for experience and credits on the salary schedule will be based upon the State Department of Education (SDE) Salary Matrix. Credits for experience (steps) will be calculated as actual years of experience. Credits for additional education will be given (lanes). There will be five paid holidays for the 2016-2017 school year (Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day).

Official transcripts must be on file in the Personnel office no later than September 1 in order to have a lane change for that school year.



**Longevity Stipends**

Longevity stipends apply only to employees who have been employed as teachers a minimum of 15 years, of which ten (10) years must be in district; and have a minimum educational placement of BA + 48. Once the certificated employee has met the above criteria, the employee is placed on the longevity scale per all certificated experience. For example: Teacher comes to WBCSD with 7 years from another school district and works 10 years in WBCSD. After the employee has worked 10 years they are placed on row 17 of the longevity pay scale. See Appendix A.

**Co-Curricular & Extra Curricular Stipends**

See Appendix B for stipend schedule.

A committee of four coaches, one activity director, and two non-sports activities sponsors shall meet in March of each year to make recommendations concerning the Co-curricular Salary Schedule. Their recommendations shall be presented to the WBCEA president who shall include them in the WBCEA’s proposals at the next negotiations. See attached co-curricular stipend schedule.

Activity/Coaching Salaries: Coaching salaries will be determined as a percentage of the base salary of the teacher pay scale. Years of experience are awarded only for in-district experience. Years 5 through 9 receive an additional \$500 per year for all coaches. Year 10 forward Jr. High Coaches will receive an additional \$1,000 per year for assignments and High School Coaches will receive an additional \$1,500 per year for assignments.

Any High School Assistant Coach or Junior High Coach selected as High School Head Coach will be awarded 1 year experience for every 2 years assistant coach experience or junior high coach experience in the same sport in-district.

Any Junior High Coach moving to a High School Assistant Coach in the same sport in-district will be awarded year for year experience.

Any High School Head Coach moving to Junior High Coach in the same sport in-district will be awarded year for year experience.

Each employee’s salary will be a combination of state reimbursed and supplemental levy funds.

**ARTICLE XXVII  
GRANT WRITING**

Up to two (2) days of release time per year may be provided by the District, as determined by Administration of the District, for those district employees who wish to write a grant. The building principal must approve the release time and support the proposed grant. An additional day may be granted by the building principal for administering the grant if received and if the building principal believes time is needed.

**ARTICLE XXVIII  
SAVINGS CLAUSE**

If any provision of this Negotiated Agreement, or any application of this Agreement to any employee or group of employees, is held to be contrary to law by a court of competent jurisdiction; then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

**ARTICLE XXIX  
UNANTICIPATED REVENUE**

If the District receives unanticipated revenue as a result of an increase in the unit factor, an increase in the total number of units, or other state revenue not reflected in the adopted budget, the Board will hear recommendations from the WBCEA on where the revenue will be disbursed. The WBCEA will appoint one (1) member to the Board Finance Committee.

**Memorandum of Understanding #1**

By November 2016, the negotiation's teams will review the co-curricular salary schedule. The committee will establish criteria to support additions and/or reductions of co-curricular assignments.

Appendix A								
WEST BONNER COUNTY SCHOOL DISTRICT								
Certified Pay Scale								
Revision May 31, 2016								
<i>State Base = \$24,055</i>								
<i>District Base = \$28,162</i>								
<i>Minimum Salary = \$33,400</i>								
YRS EXP	BA	BA-12	BA-24	BA-36 MA	BA-48 MA-12	BA-60 MA-24	MA-36 ES/DR	
0	\$ 28,162	\$ 29,218	\$ 30,314	\$ 31,452	\$ 32,632	\$ 33,857	\$ 35,127	\$ 35,127
1	\$ 29,218	\$ 30,314	\$ 31,452	\$ 32,632	\$ 33,857	\$ 35,127	\$ 36,445	\$ 36,445
2	\$ 30,314	\$ 31,452	\$ 32,632	\$ 33,857	\$ 35,127	\$ 36,445	\$ 37,811	\$ 37,811
3	\$ 30,625	\$ 32,632	\$ 33,857	\$ 35,127	\$ 36,445	\$ 37,811	\$ 39,227	\$ 39,227
4	\$ 32,632	\$ 33,857	\$ 35,127	\$ 36,445	\$ 37,811	\$ 39,227	\$ 40,697	\$ 40,697
5	\$ 33,857	\$ 35,127	\$ 36,445	\$ 37,811	\$ 39,227	\$ 40,697	\$ 42,224	\$ 42,224
6	\$ 35,127	\$ 36,445	\$ 37,811	\$ 39,227	\$ 40,697	\$ 42,224	\$ 43,807	\$ 43,807
7	\$ 36,445	\$ 37,811	\$ 39,227	\$ 40,697	\$ 42,224	\$ 43,807	\$ 45,448	\$ 45,448
8	\$ 37,811	\$ 39,227	\$ 40,697	\$ 42,224	\$ 43,807	\$ 45,448	\$ 47,152	\$ 47,152
9	\$ 39,227	\$ 40,697	\$ 42,224	\$ 43,807	\$ 45,448	\$ 47,152	\$ 48,921	\$ 48,921
10	\$ 39,227	\$ 42,224	\$ 43,807	\$ 45,448	\$ 47,152	\$ 48,921	\$ 50,754	\$ 50,754
11	\$ 39,227	\$ 42,224	\$ 43,807	\$ 45,448	\$ 48,921	\$ 50,754	\$ 52,658	\$ 52,658
12	\$ 39,227	\$ 42,224	\$ 43,807	\$ 45,448	\$ 48,921	\$ 52,658	\$ 54,632	\$ 54,632
13	\$ 39,227	\$ 42,224	\$ 43,807	\$ 45,448	\$ 48,921	\$ 52,658	\$ 56,680	\$ 56,680
14	\$ 39,227	\$ 42,224	\$ 43,807	\$ 45,448	\$ 48,921	\$ 54,331	\$ 56,680	\$ 56,680
<b>LONGEVITY STIPENDS</b>								
15					\$ 500	\$ 500	\$ 500	
20					\$ 1,000	\$ 1,000	\$ 1,000	
25					\$ 1,500	\$ 1,500	\$ 1,500	
30					\$ 2,000	\$ 2,000	\$ 2,000	

## Appendix B

## CO-CURRICULAR SALARY SCHEDULE

Last Revision 5/31/2016

Position	Funded FTE	Stipend - Yr 1 to 4
HS Head Football	1	\$ 3,375
HS Varsity Boys Basketball	1	\$ 3,375
HS Varsity Girls Basketball	1	\$ 3,375
HS Head Wrestling	1	\$ 3,375
HS Head Volleyball	1	\$ 3,375
Cheerleader Advisor	1	\$ 3,375
HS Assistant Football	4	\$ 2,337
HS JV Boys Basketball	1	\$ 2,337
HS JV Girls Basketball	1	\$ 2,337
HS Boys C Squad	1	\$ 2,337
HS Girls C Squad	1	\$ 2,337
HS Assistant Wrestling	1	\$ 2,337
HS Assistant Volleyball	2	\$ 2,337
HS Yearbook	1	\$ 2,337
Boys Soccer	1	\$ 3,101
Girls Soccer	1	\$ 3,101
HS Track	1	\$ 3,101
HS Head Golf	1	\$ 3,101
HS Head Baseball	1	\$ 3,101
HS Head Softball	1	\$ 3,101
HS Cross Country	1	\$ 3,101
HS Instrumental	1	\$ 3,101
HS Assistant Track	2	\$ 2,103
HS Assistant Baseball	1	\$ 2,103
HS Assistant Softball	1	\$ 2,103
HS Vocal	1	\$ 2,152
Drama	1	\$ 2,571
Academic Decathlon	1	\$ 1,402
Leadership Class	1	\$ 2,337
Honor Society	1	\$ 1,000
JH Football	4	\$ 1,870
JH Basketball	4	\$ 1,870
B Team Basketball	2	\$ 1,870
JH Wrestling	1	\$ 1,870
JH Track	2	\$ 1,870
JH Volleyball	2	\$ 1,870
JH Vocal	1	\$ 1,812
JH Instrumental	1	\$ 1,925
JH Cheerleader Advisor	1	\$ 1,402
JH Yearbook	1	\$ 1,402
<b>Longevity</b>		
Years 5 through 9	\$ 500	JH and HS Coaches
Year 10 Forward	\$ 1,000	JH Coaches
Year 10 Forward	\$ 1,500	HS Coaches
Note: Longevity is granted for <del>WB</del> 27 years only.		

**SICK LEAVE BANK APPLICATION FORM  
WEST BONNER COUNTY SCHOOL DISTRICT #83**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I am an eligible employee and wish to make application for \_\_\_\_\_ days of sick leave from the Sick Leave Bank for the following reasons (use back side of form if additional space is needed):

Please note: You are only allowed to request up to 25 days per year per policy 5401; and this application process does not guarantee that you will get days requested.

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I have fulfilled the required guidelines as marked below:

- \_\_\_\_ Exhausted all accumulated sick leave.
- \_\_\_\_ "Leave Without Pay" for two days (list dates): \_\_\_\_\_
- \_\_\_\_ Attached the required doctor's note/diagnosis per policy 5401.

Employee Signature (or designee): \_\_\_\_\_

**RETURN THIS FORM TO THE DISTRICT OFFICE**

**OFFICE USE ONLY**

The above individual has met the required guidelines:

Yes No Signature: \_\_\_\_\_

**SICK LEAVE BANK COMMITTEE RECOMMENDATION:**

The sick leave bank met on \_\_\_\_\_.

Your request for \_\_\_\_\_ days was **APPROVED** **DENIED** (circle one)

If approved: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairman Date

Cc: Employee

**WEST BONNER COUNTY SCHOOL DISTRICT #83**  
**CERTIFICATED GRIEVANCE REPORT FORM**  
*Level I -5250F1*

Directions: This form is used when a grievance is not resolved informally and the grievant wishes to seek to address the grievance. **Stage of grievance: Between grievant and immediate supervisor.** Certificated employees must file a grievance within ten (10) working days of the date of the initial event or administration's decision; whichever is later, with the immediate supervisor. (File numbers are assigned by Level I immediate supervisor in the format as follows: Date Submitted and employee initials, example: 7-1-2015 JS)

Name of Grievant: \_\_\_\_\_ File Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date of Initial Event: \_\_\_\_\_

Grievant Position: \_\_\_\_\_ Building: \_\_\_\_\_

Will you bring representation to your meeting?  Yes  No

If "Yes", who will be there? \_\_\_\_\_

Policy or Provision of the Master Agreement Violated: (Use additional paper as necessary)

\_\_\_\_\_

Statement of Grievance: (Include dates and personnel involved. Use additional paper as necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief Sought: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**ACTION TAKEN BY PRINCIPAL/IMMEDIATE SUPERVISOR must be attached to this form and submitted to the Human Resources Department.** The principal/immediate supervisor must take action within ten (10) working days. If action is not taken within working days and there is no agreed to extension, the grievance may be advanced to the superintendent without written response from the principal/immediate supervisor.

\_\_\_\_\_  
**Signature of Principal/Immediate Supervisor**

\_\_\_\_\_  
**Date**

**WEST BONNER COUNTY SCHOOL DISTRICT #83**  
**CERTIFICATED GRIEVANCE REPORT FORM**  
*Level II – 5250F2*

Directions: This form is used when the grievant is not satisfied with the decision of the principal/immediate supervisor. **Stage of grievance: Between grievant and superintendent.** Certificated employees must file a grievance within five (5) working days of the date of the decision of the principal/immediate supervisor with the superintendent.

A copy of the Level I Form and Action Taken by Principal/Immediate Supervisor must be attached to this form.

Name of Grievant: \_\_\_\_\_ File Number: \_\_\_\_\_

Reason(s) you are not satisfied with Level I response:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relief Sought: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**ACTION TAKEN BY SUPERINTENDENT must be attached to this form and submitted to the Human Resources Department.** The principal/immediate supervisor must take action within fifteen (15) working days. Superintendent must also sent their response to all parties involved. The decision of the superintendent shall be controlling, regardless of whether it is in agreement or disagreement with the decision of the principal/immediate supervisor.

\_\_\_\_\_  
**Signature of Superintendent**

\_\_\_\_\_  
**Date**

**WEST BONNER COUNTY SCHOOL DISTRICT #83**  
**CERTIFICATED GRIEVANCE REPORT FORM**  
*Level III – 5250F3*

Directions: This form is used when the grievant is not satisfied with the decision of the superintendent. **Stage of grievance: Between grievant and board.** Certificated employees must file a grievance within five (5) working days of the decision made by the superintendent with the Clerk of the Board.

Required attachments:

- Level I Form
- Level I Response
- Level II Form
- Level II Response

Name of Grievant: \_\_\_\_\_ File Number: \_\_\_\_\_

Reason(s) you are not satisfied with Level II response:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relief Sought: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**ACTION TAKEN BY BOARD must be attached to this form and submitted to the Human Resources Department.** Upon receipt of a written appeal of the decision of the Superintendent, the matter shall be placed on the agenda of the board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the board will be final.

\_\_\_\_\_  
**Signature of Board Chairman**

\_\_\_\_\_  
**Date**

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