

**AGREEMENT BETWEEN**  
**THE CHESTER SCHOOL BOARD**  
**AND**  
**THE CHESTER EDUCATION ASSOCIATION**

**2010-2011**  
**2011-2012**

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## **ARTICLE I - RECOGNITION**

The Board recognizes the Association as the exclusive representative of all certified teachers and licensed occupational therapists, speech-language pathologists and school nurses who are employed by the Chester School District for the purpose of negotiations with the Board with respect to salaries and terms as per RSA:273. The Board agrees to negotiate with representatives of the Association in accordance with the procedures outlined in Article II.

Certified teachers shall include any certified individual employed by the Chester School District who deals directly with children and whose position is such as to require him or her to hold an appropriate credential issued by the New Hampshire Board of Education under its regulations governing certification.

The term certified teacher does not include superintendents, assistant superintendents, principals, assistant principals, consultants, teacher aides, library aides, school psychologists, IT personnel, or allied health professionals that the District hires on occasion.

During the term of this agreement, the Board agrees not to negotiate with any teachers' group or association other than the designated unit in regard to any matter subject to negotiation under Article II of this agreement. However, this shall not prevent the Board from communicating or consulting with any teacher or group of teachers for any purpose the Board shall deem desirable in the discharge of its responsibilities. Nor shall it preclude any teacher from appearing before the Board on his/her own behalf on matters related to his/her employment by the Board.

For the purpose of this agreement, the term teacher shall apply to all positions of the bargaining unit.

The Association agrees to represent all members of the bargaining unit in the Chester School District as designated above without discrimination and without regard to membership in the Association.

## **ARTICLE II - NEGOTIATIONS PROCEDURE**

A. Negotiations for a successor agreement shall be conducted pursuant to RSA 273-A, Public Employees Labor Relations Law.

## **ARTICLE III - GRIEVANCE PROCEDURE**

### **A. DEFINITION:**

1. A grievance is a claim for an alleged violation of a specific provision of this agreement. A grievance, to be considered under this procedure, must be initiated

in writing by the teacher or the Association within 15 school days of its occurrence.

2. An aggrieved person is the person or persons making the complaint.
3. The term "days" shall be interpreted as meaning school days unless otherwise stipulated.
4. At all stages of the grievance procedure, the teacher or the Association shall be entitled to a representative of his/her choice.
5. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not be communicated in any way to a prospective employer.
6. All parties at interest in a grievance shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in processing of a grievance.

**B. PURPOSE:**

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise concerning the application of the terms of this agreement.
2. Both parties agree that these proceedings will be kept confidential.

**C. STRUCTURE:**

1. The building principal is designated as the administrative representative for Level One procedure.
2. The Superintendent is designated as the administrative representative for Level Two procedure. The Superintendent may select additional persons to assist in his/her function.
3. A grievance may be withdrawn at any level.

**D. INITIATIONS AND PROCESSING:**

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next step. Failure by the grievant to process a grievance within the prescribed time limits shall constitute a waiver of further appeal and acceptance of the administrative decision made at the last level. A decision or appeal on a grievance shall be in writing and shall be rendered within the time limit set forth.

**2. Level One - Principal**

Any teacher who has a grievance shall discuss it first with the principal in an attempt to resolve the matter. If, as a result of the discussion, the matter is not resolved to the satisfaction of the teacher within five (5) school days, he/she shall set forth his/her grievance, in writing, to the principal specifying: a) the nature of the grievance and the date occurred; b) the specific provision of the agreement alleged to have been violated; c) the nature and extent of the injury, loss or inconvenience; d) the result of previous discussions; e) his/her dissatisfaction with decisions previously rendered; f) the remedy sought. The principal shall communicate his/her decision to the teacher, in writing, within five (5) school days of receipt of the written grievance.

**3. Level Two - Superintendent**

The teacher, no later than five (5) school days after receipt of the principal's decision, may appeal the principal's decision to the Superintendent of Schools. The appeal must be made, in writing, reciting the matter submitted to the principal, as specified in (a) through (f) above. The Superintendent shall meet with the employee to attempt to resolve the matter, as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his/her decision, in writing, to the employee and the principal within five (5) school days of his meeting with the employee.

**4. Level Three - School Board**

If the grievance is not resolved to the grievant's satisfaction, he/she, no later than ten (10) school days after receipt of the Superintendent's decision, may request a review by the Board. The request shall be submitted, in writing, through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board shall hold a hearing with the grievant within fifteen (15) school days of the request and render a decision, in writing, within fifteen (15) school days of the hearing.

**5. Level Four - Arbitration**

If the decision of the School Board does not resolve the grievance to the satisfaction of the employee grievant, and he/she wishes review by a third party, he/she shall so notify the Association within five (5) school days of receipt of the School Board's decision. If the Association determines that the matter should be arbitrated further, it shall, in writing, so advise the Superintendent within ten (10) school days of receipt of the School Board's decision.

**E. SECURING PROCEDURE:**

1. The parties agree to abide by the rules of the American Arbitration Association.
2. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to, nor subtract anything from the agreement between the parties. The decision of the arbitrator shall be binding upon both parties subject to the provisions of RSA:542 and be rendered, in writing, within thirty (30) calendar days from the conclusion of his/her investigation.
3. The fees and expenses of the arbitrator will be shared equally by the School Board and the Association.

**ARTICLE IV - PROFESSIONAL COMPENSATION AND FRINGE BENEFITS**

**A. PAYROLL**

Teacher pay will be issued bi-weekly in 22 equal installments commencing no later than the second Friday after the first work day of each school year. A teacher may also elect 26 installments in which case his/her 22nd check will be accompanied by an additional check for the balance due to him/her.

Teachers who are continuing employees will notify the administration of their choice of pay plan on a form developed for the purpose. These forms will be distributed with

the final paycheck of each year. The election may be changed up to August 15th each year but may not be changed after that date.

New teachers will make their election at the time of hire, but may change their election prior to August 15th, as provided above.

**B. SALARY SCHEDULE:**

The following are the agreed upon salary schedules for 2010-2012:

**2010-2011 Salary Schedule**

<b>STEP</b>	<b>B</b>	<b>B+15</b>	<b>B+30</b>	<b>M</b>	<b>M+15</b>	<b>M+30</b>	<b>M+45/C</b>
1	\$32,385	\$33,680	\$34,975	\$36,271	\$37,567	\$38,862	\$40,158
2	\$32,709	\$34,017	\$35,325	\$36,634	\$37,943	\$39,251	\$40,560
3	\$34,017	\$35,325	\$36,634	\$37,943	\$39,251	\$40,560	\$41,869
4	\$35,325	\$36,634	\$37,943	\$39,251	\$40,560	\$41,869	\$43,176
5	\$36,634	\$37,943	\$39,251	\$40,560	\$41,869	\$43,176	\$44,485
6	\$37,943	\$39,251	\$40,560	\$41,869	\$43,176	\$44,485	\$45,794
7	\$39,251	\$40,560	\$41,869	\$43,176	\$44,485	\$45,794	\$47,102
8	\$40,560	\$41,869	\$43,176	\$44,485	\$45,794	\$47,102	\$48,411
9	\$41,869	\$43,176	\$44,485	\$45,794	\$47,102	\$48,411	\$49,720
10	\$43,176	\$44,485	\$45,794	\$47,102	\$48,411	\$49,720	\$51,028
11	\$44,485	\$45,794	\$47,102	\$48,411	\$49,720	\$51,028	\$52,337
12	\$45,794	\$47,102	\$48,411	\$49,720	\$51,028	\$52,337	\$53,646
13	\$47,102	\$48,411	\$49,720	\$51,028	\$52,337	\$53,646	\$54,954
14	\$48,411	\$49,720	\$51,028	\$52,337	\$53,646	\$54,954	\$56,263
15	\$49,720	\$51,028	\$52,337	\$53,646	\$54,954	\$56,263	\$57,572

**2011-2012 Salary Schedule**

<b>STEP</b>	<b>B</b>	<b>B+15</b>	<b>B+30</b>	<b>M</b>	<b>M+15</b>	<b>M+30</b>	<b>M+45/C</b>
1	\$32,385	\$33,680	\$34,975	\$36,271	\$37,567	\$38,862	\$40,158
2	\$32,871	\$34,185	\$35,500	\$36,815	\$38,131	\$39,445	\$40,760
3	\$33,199	\$34,527	\$35,855	\$37,183	\$38,512	\$39,839	\$41,168
4	\$34,527	\$35,855	\$37,183	\$38,512	\$39,839	\$41,168	\$42,497
5	\$35,855	\$37,183	\$38,512	\$39,839	\$41,168	\$42,497	\$43,824
6	\$37,183	\$38,512	\$39,839	\$41,168	\$42,497	\$43,824	\$45,153
7	\$38,512	\$39,839	\$41,168	\$42,497	\$43,824	\$45,153	\$46,481
8	\$39,839	\$41,168	\$42,497	\$43,824	\$45,153	\$46,481	\$47,809
9	\$41,168	\$42,497	\$43,824	\$45,153	\$46,481	\$47,809	\$49,137
10	\$42,497	\$43,824	\$45,153	\$46,481	\$47,809	\$49,137	\$50,466
11	\$43,824	\$45,153	\$46,481	\$47,809	\$49,137	\$50,466	\$51,794
12	\$45,153	\$46,481	\$47,809	\$49,137	\$50,466	\$51,794	\$53,122
13	\$46,481	\$47,809	\$49,137	\$50,466	\$51,794	\$53,122	\$54,451
14	\$47,809	\$49,137	\$50,466	\$51,794	\$53,122	\$54,451	\$55,778
15	\$49,137	\$50,466	\$51,794	\$53,122	\$54,451	\$55,778	\$57,107

*Effective July 1, 2010, teachers at top step or “off schedule” as of the 2009-2010 school year shall receive a 1.0% cost of living adjustment (COLA) increase.*

*Effective July 1, 2011, teachers at top step or “off schedule” as of the 2010-2011 school year shall receive a 1.5% cost of living adjustment (COLA) increase.*

**Salary Adjustments:** Teachers who received salary adjustments as part of the 2007-2010 collective bargaining agreement shall continue to receive them as part of the current contract. As specified in the Memorandum of Agreement in Appendix I, individual stipends for each of the new contract years, 2010-2012, will remain fixed at the amounts received during the 2009-2010 contract year. The chart in Appendix I lists the 20 faculty members eligible for this adjustment and the amounts to which they are entitled.

**C. MENTOR PROGRAM:**

The parties agree that the current mentor program, developed subsequent to the 2004-2007 agreement, shall continue in its present form, including the compensation set out in section IV-D below.

**D. EXTRACURRICULAR COMPENSATION:**

Advisors, coaches and coordinators for the extra-curricular activities listed below shall be compensated at an amount equal to the rate (percentage) allocated for each activity multiplied by the B/1 (Step 1) salary in the CBA salary schedule for the applicable year. The list of activities represents those that the District has or may offer in any given year.

The District retains the right to decide which activities to offer. In the event that the District wishes to offer a new activity, the District and the Association will meet to determine the compensation.

Each factor to be multiplied by the B/1 (Step 1) salary:

**Athletic Positions**

Athletic Director	5.5%
Baseball-Boys	5.5%
Basketball-Boys	5.5%
Basketball-Girls	5.5%
Cheerleading	4.0%
Cross Country	5.5%
Cross Country Assistant	2.0%
Home Game Supervisor	3.0%
Soccer-Girls	5.5%
Soccer-Boys	5.5%
Softball-Girls	5.5%
Spring Track-Girls	5.5%
Spring Track-Boys	5.5%

**Non-Athletic Positions**

Art Club-Grades 5 & 6	3.0%	
Art Club- Grades 7 & 8	3.0%	
Audio Visual Coordinator	3.0%	
Curriculum Facilitators	3.0%	(9 positions at 3% each)
Destination Imagination	5.5%	
Drama-Fall Production	5.0%	
Drama-Spring Production	5.0%	
Drama – Spring Production	5.0%	
Eighth Grade Trip	5.0%	
Homework Help Space	5.5%	
Jazz Band	4.0%	
MathCounts	4.0%	
Mentors	1.8%	(6 Positions at 1.8% each)
National Honor Society	3.0%	
Newspaper	3.0%	
Outing Club	3.0%	
PBIS	2.0%	
Peer Mediation	3.0%	
Science Camp	4.0%	
Ski Program	3.0%	
Staff Development Coordinators	10.0%	(2 positions at 10% each)
Student Council	3.0%	
Web Page Maintenance	0.5%	(8 Positions at 0.5% each)
Yearbook	4.0%	

**E. PLACEMENT ON SALARY SCHEDULE:**

**1. Experienced Teacher Entering the District**

Preparation and years of teaching experience before entering the District shall be evaluated by the Superintendent and the School Board. This shall serve as the basis for placing an incoming teacher at an appropriate point on the salary schedule. Subject to Article IV (E)(4), the Board reserves the right to place a teacher at a higher or lower point on the salary schedule than said teacher's training or experience shall warrant, provided that no teacher shall be placed on the salary schedule without having earned the actual credits and degree required for that salary.

**2. Credit For a Full Year of Teaching**

A teacher teaching in the Chester School District for 91 full days or at least 50% time for 180 days or longer in any school year will be given credit for a full year for purposes of experience raises.

**3. Placement on Advanced Education Column**

To be eligible for education raises and placement on the salary schedule for an advanced degree status, the teacher must have completed all necessary graduate credits prior to September 1<sup>st</sup> of the school year. Under special circumstances,

credit will be allowed for undergraduate credits which have the prior approval of the Superintendent. The teacher must have transcripts documenting graduate course work on file in the SAU Office no later than October 31st of the school year.

Actual salary adjustment will not take place until transcripts are filed in the SAU Office. Under no circumstances shall a teacher's salary be adjusted if documenting transcripts are not on file in the SAU Office by the October 31st deadline.

**4. Starting Salaries**

New employees will not be hired at salaries greater than those of current employees with the same experience and education, except in cases where the superintendent determines in his or her sole discretion that the new employee's particular qualifications for a position or that difficulty hiring a qualified new employee for a particular position justifies higher pay for that new employee. This exception will be applied to positions characterized as being in a situation of critical shortage, as defined by the New Hampshire Department of Education or the School District at the time of hiring. This exception will be limited to placing the critical shortage teacher at no more than seven (7) steps higher than the new teacher's actual teaching experience. Certified or acceptable teaching experiences that will be considered are in the areas of preschool, elementary, middle school, high school, post secondary education, or in other applicable areas.

**F. INSURANCE BENEFITS:**

**1. Health and Accident**

a. Commencing in the 2004-2005 year, new teacher employees will be eligible to subscribe to Blue Choice or Matthew Thornton health insurance only. Teachers already on JY plans will be allowed to continue to subscribe to them.

Co-payments will be apportioned as follows:

<b>JYMC</b>	<b><i>District/Teacher</i></b>
Single	80%/20%
2 Person	75%/25%
Family	75%/25%

<b>BLUE CHOICE</b>	<b>District/Teacher</b>
Single	80%/20%
2 Person	80%/20%
Family	80%/20%

<b>MATTHEW THORNTON</b>	<b>District/Teacher</b>
Single	80%/20%
2 Person	80%/20%
Family	80%/20%

b. Choice of medical insurance programs shall be made annually. Payments for changing from JYMC to Blue Choice or Matthew Thornton will be made at the time the employee commits to making said change on a permanent basis, and will be only once in a lump sum.

The following one-time payment will be made to an employee who elects to permanently change from JYMC:

Change from JYMC to Blue Choice:	\$800.00
Change from JYMC to Matthew Thornton:	\$1000.00

An employee may try a new insurance program without committing to a permanent change during the course of the Agreement, but will not then receive payments. If he or she later commits to stay with the new plan, s/he will receive the agreed upon payment at the time of the permanent change.

c. The program shall be Blue Cross/Blue Shield or equivalent with Enhanced Managed Care. Any change from Blue Cross/Blue Shield must be approved by a secret ballot vote of all bargaining unit members who are subscribers. Said vote to be preceded by informational meetings, and conducted by a committee of four representatives, two from the Board and two appointed by the Association. Nothing in Article IV.F.1. shall be construed as limiting the Association's right to make a recommendation to its members regarding a change in insurance carrier.

d. The district will treat teacher contributions to the medical plan as appropriate under IRS Section 125 or its successor to reduce the tax liability of the contribution.

**2. Dental Insurance**

The district will pay 100% of a single and 75% of a two-person or family membership in the Delta Dental Plan, (100% of Coverage A, 80% of Coverage B, and 50% of Coverage C, as described in the master plan). The maximum annual benefit for each participant in a single, two-person or family plan shall be \$1000.00. The plan shall have no deductible. However, the master plan does detail certain exclusions.

**3. Life Insurance**

The school district shall provide one hundred percent (100%) of the premiums for a life insurance policy for each member of the bargaining unit equal to the teacher's current yearly salary but not to exceed \$50,000.

**4. Long Term Disability Insurance**

The District will pay the premium for a disability insurance plan with a 90-day waiting period that covers two-thirds of a teacher's annual salary, provided that in no event shall sick leave benefits, whether earned by the individual or taken from the sick leave bank (eligibility for sick leave bank benefits shall terminate when a

teacher is eligible for disability insurance benefits), be paid while disability benefits are received. Selection of the insurance carrier shall be at the sole discretion of the District.

**5. Less Than Full-Time Employees**

Staff members whose professional assignment constitutes less than 50% of a full-time assignment shall not be eligible for insurance benefits.

**G. LEAVES:**

**1. Sick Leave**

Sick Leave will be accrued at a rate of fifteen (15) days per year and accumulate to one hundred thirty (130) days. Sick leave shall be interpreted to mean absence due to personal illness or illness in the immediate family. Immediate family is defined as spouse, domestic partner, dependent children, dependents, or family residing in the teacher's household.

When a teacher receives workers compensation payments his/her salary shall be diminished by the amount of the workers' compensation payment. This provision shall apply to absence under both sick leave and sick leave bank described below.

Disability resulting from pregnancy, miscarriage or childbirth shall entitle a teacher to collect sick leave while on the leave of absence in accordance with federal law.

**2. Sick Leave Bank**

- a. The Board shall recognize a Sick Leave Bank.
- b. The Sick Leave Bank Committee shall be established to determine the granting of days from the bank. This committee shall have control over the distribution of sick leave days from the bank. The committee shall consist of: the President of the Chester Education Association or his/her designee; an Association building representative of the employee in question, or a member of the bargaining unit chosen by the applicant; the building principal of the employee in question, the superintendent of schools or his/her designee; and the School Board chair or his/her designee.
- c. The Sick Leave Bank Committee and the District Office shall keep a record of the current total number of days in the Sick Leave Bank.
- d. Upon receipt of written authorization therefore, signed by the teacher, the District Office shall:
  1. Deduct three days from the teacher's unused sick leave.
  2. Add these three days to the Sick Leave Bank.

These written authorizations must be received by the District Office by September 15th for all contributing teachers who are on a year long contract. Authorization forms will be distributed with contracts. Any teacher who joins the District after September 1st, and who wishes to contribute to the Sick Leave Bank, shall have two weeks from the day they begin teaching to get their written authorization in to the District Office.

- e. The Sick Leave Bank shall become effective on September 15th for all contributing teachers on a year long contract, and upon receipt of their written authorization by the District Office for any contributing teacher who joins the District after September 1st.
- f. In the event any contributing teacher has used all his/her accumulated sick leave because of extended or chronic illness, he/she shall apply to the Sick Leave Bank Committee for additional sick leave days to be drawn from the Sick Leave Bank.
- g. The Sick Leave Bank Committee shall be responsible for the approval of teacher applications for the Sick Leave Bank and shall notify the District Office of the approved days. The District shall then withdraw the approved days from the Sick Leave Bank.
- h. Any unused portion of the Sick Leave Bank at the end of each school year shall be returned to the individual contributing teacher's accumulated sick leave. When the unused sick days number less than an equal number for each teacher at the end of the year, such balance shall remain in the bank.
- i. When the days in the bank fall below 30 days, those participating teachers with sick leave days available shall contribute an additional day to replenish the bank.

### **3. Personal Leave**

Personal leave will be granted at the rate of three (3) days per year. The principal shall be notified in writing at least 48 hours in advance of such leave. Except in emergency situations approved by the principal, personal leave shall not be granted on the day immediately prior to or immediately following a school holiday or vacation period, (nor may multiple days be granted consecutively).

### **4. Bereavement Leave**

Teachers may utilize up to five (5) days of paid leave for the death of the following individuals: spouse, domestic partner, children/dependents, parents, in-laws, grandparents, siblings, step-family members, family member residing in the same household. Bereavement leave may not be accumulated or carried over from year to year.

### **5. Leave of Absence**

A leave of absence for a continuous school year or any portion thereof without pay or other benefits may be granted by the Board upon the recommendation of the Superintendent and the principal. A letter of application shall be submitted to the Superintendent and principal at least 60 days in advance.

All benefits to which the teacher was entitled at the start of his/her leave, including unused sick leave, shall be restored upon return. Upon return to duty, the teacher shall be assigned to a position within the scope of his/her certification. The teacher granted a leave of absence may arrange with the SAU Office to

continue his/her insurance programs by making personal payments. Such payments will be by the teacher to the SAU Office in advance of the month due.

All benefits shall be pro-rated for leaves which are less than one year in duration. However, with the exception of the teacher who works at least 50% of the school year, no credit will be granted in terms of salary step.

## **6. Sabbatical Leave**

A teacher having served the District for seven (7) or more consecutive years shall be eligible for a sabbatical leave of not more than one year, without salary or benefits.

Sabbatical leave will be granted at the discretion of the Board for not more than one (1) full-time teacher per year.

Sabbatical leave will be granted for full-time graduate academic study at an approved institution of higher learning, educational travel directly related to the teacher's assignment, other purposes deemed appropriate by the School Board, or any combination of the above. Relevancy of the request shall be determined by the Board.

Requests for sabbatical leave must be submitted to the Superintendent no later than December 20th of the year preceding the year of leave. In the event of more than one eligible request, the Board will award the available leave on the basis of merit of the proposals.

The teacher shall agree to return to the service of the District for at least (1) school year. He/she shall be granted an appropriate salary step as if he/she had not been on leave. Whenever possible the teacher shall be returned to his/her previous position.

The teacher granted a sabbatical leave may arrange with the SAU Office to continue his/her insurance programs by making personal payments. Such payments will be made by the teacher through the SAU Office in advance of the month due.

## **7. Child-rearing**

A leave of absence of up to one work year (187 days) without pay or benefits shall be granted to a staff member for the purposes of child-rearing. Staff members must have one (1) year of service to the Chester School District to be eligible to be granted a child-rearing leave of absence. The School Board may grant a continuance to this leave of absence to provide continuity of instruction. This continuance shall be concluded at the end of the marking period when the staff member is scheduled to return to work. The staff member shall notify the Superintendent at least thirty (30) days prior to the date on which leave is to begin, except in cases of emergency.

Adoptive leave of absence, upon request, shall be granted for up to one work year (187 days) immediately following the adoption. The teacher shall notify the Superintendent at least thirty (30) days prior to the date on which the child is physically turned over to the teacher-parent, except in cases of emergency.

Upon return to duty, the teacher shall be assigned to a position within the scope of his/her certification.

#### **8. Association Leave**

One day per year shall be granted to the teacher elected by the CEA to attend the NEA-NH delegates convention.

One additional day shall be granted to the association for association business. The association shall reimburse the district for the substitute cost for this day.

#### **9. Court, Official Actions**

A teacher called for jury duty, or to appear as a subpoenaed witness before any county, state or federal court (does not include plaintiff action in civil matters); or to appear before the New Hampshire Board of Education or New Hampshire Labor Relations Board shall not lose compensation or be required to utilize any other type of leave for the performance of such obligations. However, in the event a teacher receives payment for jury duty or any other fee under this section, said teacher shall turn said payment over to the District.

#### **10. Less Than full-time Employees**

Sick leave, personal leave and bereavement leave shall be pro-rated for those teachers who work less than full-time. Pro-ration to be equal to the percentage of time worked.

### **H. PROFESSIONAL DEVELOPMENT:**

#### **1. Professional Days**

Teachers may be granted up to three (3) professional days for the purposes of a) attendance at conferences, professional meetings or workshops; b) visitations to other schools; c) other approved reasons. Teachers shall request such leave, in writing, at least two (2) weeks in advance.

All professional day requests shall be made to and approved by the Principal and confirmed by the Superintendent.

The Board encourages teachers to use professional days to improve their teaching skills. The Board agrees to reimburse teachers for conference, workshop or meeting fees for up to three such events in a school year, but not to exceed \$300 in 2010-2011 and \$325 in 2011-2012 per day. The Board agrees to budget enough funds each year to implement this provision fully.

Teachers may elect to be reimbursed by the district or request a purchase order for the professional day activity.

In order to be reimbursed, a teacher must submit satisfactory proof of payment and attendance to the SAU Office within 30 days of completion for the conference, workshop or meeting. In the case of a purchase order, a teacher must submit satisfactory proof of attendance to the SAU Office within 30 days of the completion of the conference, workshop or meeting. Failure to do so could result in the cost of the conference, workshop or meeting being deducted from the teacher's salary.

When the Board requires the attendance of a teacher at such a conference, workshop or meeting, the teacher shall be reimbursed for all fees regardless of cost and for mileage at the current IRS rate per mile.

## **2. Course Reimbursement**

Teachers taking approved graduate level courses will be reimbursed by the district or may request a purchase order from the district for fees and tuition up to a maximum of twelve credits per year at the actual UNH graduate level credit hour cost. All courses must have prior approval. Application for approval must be made, in writing, to the Superintendent at least two weeks prior to the first day of class. In special circumstances, the Superintendent may grant approval for undergraduate courses. The Superintendent shall consider application based on any or all of the following criteria a) relation to the teacher's assignment, b) defined need of the school district, c) other, as specified by the School Board.

A teacher shall be eligible for payment of a minimum of one course per semester. If the money remaining in the course reimbursement account at the end of the year is not adequate to reimburse fully all teachers who took courses, the money remaining will be divided equitably among the teachers to whom reimbursements are owed.

In order to be reimbursed, a teacher must submit satisfactory proof of payment and attendance to the SAU Office within 30 days of completion of a course. In the case of a purchase order, a teacher must submit satisfactory proof of attendance to the SAU Office within 30 days of the completion of the course. Failure to do so could result in the cost of the conference, workshop or course being deducted from the teacher's salary. Authorization for this deduction will be provided by the teacher as a condition of Administration approval.

The Board agrees to budget a minimum of \$39,000 in 2010-2011 and \$42,000 in 2011-2012 to implement this paragraph. Course reimbursement shall be subject to the following requirements: relevance to district needs; relevance to individual's professional development plan; attainment of a B grade or better average; continuing employment with the District for a period of not less than one year following course completion, except that teachers with ten years of experience are exempt from this requirement.

## **I. RETIREMENT BENEFITS:**

### **1. Eligibility**

An employee shall be eligible for the following retirement health and dental insurance if the employee is certified as a teacher by the New Hampshire Board of Education at the time of retirement, has completed at least 20 consecutive years of employment as a teacher, occupational therapist, school nurse, or speech-language pathologist by the School District immediately prior to retirement, and has submitted a signed written notice of intent to retire to the superintendent no later than November 1 of the last school year prior to retirement. No year in which an employee takes more than one-half of the working days as leave(s) under Article IV (F) shall count as a year of employment for that employee; however, the years of employment before and after such a break in service under Article IV (F) shall not be deemed to be non-consecutive solely due to such a break in service.

### **2. Retirement Stipend**

Effective July 1, 2010, the \$10,000 retirement stipend is abolished.

### **3. Retirement Health and Dental Insurance**

Subject to the insurer's consent, an eligible retired teacher who participated in the bargaining unit's health and dental insurance for at least two years immediately prior to retirement may participate after retirement, solely at the retired teacher's expense, in the same health insurance and dental insurance that the School District offers to active bargaining unit members, under the same single, two-person or family coverage that the retired teacher held immediately prior to retirement. The retired teacher's eligibility for this benefit shall cease when the retiree attains the minimum age necessary for participation in Medicare.

## **J. PERFORMANCE BONUS**

During both years of this agreement, teachers shall have the opportunity to receive a performance based bonus, which shall be payable in a lump sum at the last pay period of each school year based upon the agreed upon goals as set forth in Appendix II and III. The maximum percentage bonus for the 2010-2011 school year shall be 1.0% of each teacher's base salary. The maximum percentage bonus for the 2011-2012 school year shall be 2.0% of each teacher's base salary.

## **ARTICLE V - EVALUATION**

- A. Nothing contained herein shall be deemed to modify the School Board's right to dismiss a teacher subject to the relevant laws of the State of New Hampshire and the terms of this agreement.
- B. The main purpose of observing and evaluating a teacher's work shall be to enhance the quality of work performance.
- C. The parties shall use the District procedures for observations and evaluations.
- D. A teacher in "non-tenured status" shall be formally observed on at least one (1) occasion before December 1 in a school year and on a second occasion before February 1.
- E. A teacher in "tenured status" shall be formally observed on at least one (1) occasion before April 1 in a school year.
- F. All teachers shall receive a summative evaluation on or before April 1 in a school year.

## **ARTICLE VI - WORK YEAR AND WORK SCHEDULE**

A. The teacher work year will consist of 187 days to include at least five (5) days of meetings, conferences, in-service workshops, curriculum planning sessions and similar activities, with at least two (2) days prior to the opening student day of the school year, including one (1) day of uninterrupted classroom preparation free of meetings and appointments.

Teachers will be compensated at the rate of 1/187 of their annual salary for each full day of work in excess of the work year. The 187 days will be assigned within a period beginning three days before and ending three days after the student school year.

- B. Teachers shall arrive fifteen (15) minutes before the time students are permitted to enter classrooms and stay at least thirty (30) minutes after the end of the student school day, with required attendance not to exceed seven (7) hours and fifteen (15) minutes. It is understood that additional time may and should be taken to adequately complete any and all professional responsibilities. Subject to the terms described elsewhere in this agreement, professional responsibilities shall include meetings, field trips and open houses, as well as providing reasonable assistance to students who request extra help before or after the school day.
- C. Teachers shall be provided with a thirty (30) consecutive minute duty free lunch and a break which shall be during the same time period as the student lunch periods. The Board recognizes this as a mandatory subject of bargaining under RSA 273-A.
- D. Teacher prep time shall consist of no less than one class period per day and one of the five total class periods per week shall be for common planning time of the primary and middle grade levels. These prep periods may be used for meetings when mutually agreed upon.

The Board will give the Association reasonable notice prior to any change in the length of the teacher workday.

- E. Two teachers may voluntarily elect to submit a proposal to job-share. Job-sharing is defined as a budgeted full-time position shared by two persons. The following guidelines apply to the establishment of a job-shared position.

Upon receipt of a proposal to job-share, the Principal shall consider the proposal in regard to the overall staffing requirements of the faculty in order to meet established performance goals and objectives and shall make a recommendation to the Superintendent. The Superintendent shall consider the proposal and make a recommendation to the School Board. The School Board's decision will be final. The proposal to job-share must be made by March 1 of the school year prior to the school year when job-sharing will commence. Consideration of a proposal may include but is not limited to interviews with the teachers. A request to continue a job-share position must be made annually by March 1 of each school year and shall be subject to the decision process.

- Job-share teachers shall accrue seniority in accordance with provisions of section IV-E-2 of the master agreement.
- Job-share teachers will receive a prorated salary based upon each teacher's placement on the salary schedule.
- Subject to the guidelines of the appropriate insurance carriers for the School District's benefits plans, job-share teachers will, on a prorated basis, receive the same benefits accorded full-time teachers based upon each job-share teacher's work schedule in proportion to a full-time teacher's work schedule.
- Consistent with New Hampshire State Retirement System guidelines, job-share teachers who teach fifty percent (50%) of the days in the school year will participate in the retirement system.
- Job-share teachers will receive sick and personal days on the same basis as full-time teachers prorated between the two teachers.
- Job-share teachers will receive the same tuition reimbursement as full-time teachers prorated on the basis of the amount of time each teacher participates in the position in proportion to the full-time equivalent.
- Job-share teachers shall be entitled to the same number of planning periods as a full-time teacher with the division of the planning periods to be determined between the job-share teachers based on when the planning periods are scheduled.

- F. Teachers may be required to remain after the end of the regular workday, without additional compensation, no more than two (2) days per month, for the purpose of attending faculty or other professional meetings involving total primary school staff, total middle school staff or the entire school staff. Such meetings shall run for no more than sixty (60) minutes from the onset of the meeting.

A written notice of any meeting (as described in the section above) shall be given to the teachers involved at least twenty-four (24) hours prior to the meeting, except in an

emergency. The Principal shall set a written agenda for said meetings. However, teachers shall have the opportunity to suggest items for said agenda.

- G. A position shall be considered vacant when the School Board creates a new position or when a teacher leaves his/her position.

When existing positions become vacant and must be filled during the school year, the Principal shall provide a description of the position to the Chester Education Association (CEA) president for posting in an agreed upon common area within Chester Academy. The listing shall include grade, subject(s) and other relevant information, to the extent known, of the position(s).

A list of known vacancies in teaching positions for the upcoming school year shall be provided to the CEA President by April 15<sup>th</sup> of the current year for distribution and posting in an agreed upon common area within Chester Academy.

Any vacancies in teaching positions for the upcoming school year, determined subsequent to April 15<sup>th</sup> and prior to the start of the new school year, August 15, shall be sent to the CEA president's home for posting, distribution and/or communication to the current CEA bargaining unit members.

Vacancies shall be posted for 10 workdays. Interested teachers must apply in writing to the Principal within the posting period. The district shall notify the applicant(s) who were not assigned/transferred in writing. In each case, the available position may be advertised in appropriate media as well.

Current CEA members applying for vacant positions shall be given equal opportunity to be hired for vacant positions based on consideration of the candidate's area of certification, demonstrated ability in the subject area, grade level experience and length of service in the Chester School District.

- H. Teachers who are assigned to teach a sixth instructional period in a seven period schedule shall be paid 8% of the B/1 (Step 1) salary, prorated for the portion of the school year that the extra period is taught.

## **ARTICLE VII - TEACHERS' ROOM**

The Chester School Board will provide a teachers' room for the professional staff. This room will be appropriately furnished and will be maintained in clean and orderly condition by those using it. Adequate storage will be provided for teachers and their equipment. The teachers' room will not be used for general storage.

## **ARTICLE VIII - PERSONNEL FILES**

- A. A teacher shall have the right to review the contents of his/her personnel file and to receive copies of any documents contained therein. A teacher is entitled to have a representative of the Association accompany him/her during such review.
- B. No material shall be placed in the teacher's personnel file unless the teacher has had an opportunity to review the material and be given a copy of such. A teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. A teacher shall have the right to submit a written answer to such material and his/her answer shall be attached to all copies.
- C. In the event that the Administration permanently removes any material from a teacher's file, a dated notation stating what has been removed and the reason for such removal shall be placed in the file and sent to the teacher.
- D. A teacher's personnel record shall consist of two files. One shall be maintained at the SAU offices and the second shall be maintained in the Principal's offices.

#### **ARTICLE IX - FAIR TREATMENT**

- A. In the event that, in the opinion of the school administration, a deficiency in a teacher's performance exists, the teacher will be notified, in writing, by the administration of the deficiency. The administration shall clearly state the deficiency, in writing; state the expected corrections; and the teacher shall be given a reasonable period of time for such corrections. When such deficiencies are presented to the teacher by the administration, the teacher will be entitled to have present a representative from the Association.
- B. No member of the bargaining unit shall be disciplined, reduced or denied advancement in rank or compensation without just cause.
- C. No member of the bargaining unit who qualifies for tenure under RSA 189:14 a. and b. shall be discharged from his/her position without just cause.
- D. All rules and regulations governing employee activity shall be interpreted and applied uniformly in the District.
- E. Vacant positions will be posted internally. Employees may apply for posted positions for which they are qualified. Such applications shall be subject to the established general application process.
- F. Voluntary Transfers – Teachers who desire a change in grade and/or subject assignment may file a written statement of such desire with the school Principal no later than April 25 preceding the school year for which the change is desired. Such

statement shall include the grade and/or subject to which the teacher desires to be transferred, in order of preference.

When a request for a change in assignment is reviewed, a teacher's area of certification, demonstrated ability in the subject area, grade level experience and length of service in the Chester School District shall be taken into consideration.

Upon receipt of an assignment change proposal as defined in the paragraph above, the Principal shall consider the proposal in regard to the overall staffing requirements of the faculty in order to meet established performance goals and objectives and shall make a recommendation to the Superintendent. The Superintendent shall consider the recommendation and make a decision on the merits of the proposal.

Notice of transfer will be given to the teacher as soon as practicable and under normal circumstances not later than July 25.

- G. Notice of an involuntary transfer or reassignment shall be given to teachers in writing as soon as possible, but no later than July 1. Changes after July 1 may be made only when the Principal determines that they are necessary to support the staffing requirements of the faculty in order to meet established performance goals and objectives of the Chester School District.

When an involuntary transfer or reassignment is necessary, a teacher's area of certification, grade level experience and length of service in the Chester School District shall be taken into consideration.

When the final determination is made to effect a transfer, the Principal shall notify the Teacher within ten (10) business days. The Principal will also meet with the Teacher who is to be transferred at the earliest opportunity to advise the Teacher of the details of the transfer.

#### **ARTICLE X - REDUCTION IN FORCE**

When the Chester School Board finds it necessary to reduce the number of certified full-time positions for reasons of declining enrollments, budget reductions, change in or consolidation of board-authorized programs, or for any other reason determined necessary or desirable by the School Board, the following reduction in force practice will be implemented:

- A. As soon as a reduction in force is seriously contemplated, the Superintendent of Schools shall notify the President of the Education Association of the number of positions to be eliminated.
- B. The decision to implement the reduction in force shall be made in the sole discretion of the School Board. However, a teacher who is laid off pursuant to this article has the right to be placed in a position for which he/she is certified and which is occupied by a teacher with less seniority.

- C. Reductions in staff shall be according to seniority and certification. The School Board shall retain those teachers with the most seniority in the Chester School District. Seniority shall be based on the teacher's date and time of hire (election) in the Chester School District. Or in the case of a teacher beginning teaching prior to election, seniority shall be based upon the time the teacher starts teaching. If more than one teacher begins teaching prior to election, seniority will be according to a drawing conducted by the School Board and the Association.
- D. Any certified teacher laid off because of reduction in force shall have a letter placed in his/her professional file stating that said teacher was not offered a new contract because of a reduction in force.
- E. There will be two year recall rights for terminated employees. Recall will be in the inverse order of layoff. After two years the school administration shall consider the applications of terminated employees for such positions which may become available in subsequent years provided that said terminated employees submit a reasonable and timely application at the time the position becomes vacant. Previously employed teachers shall return at the step and track the teacher would have been placed upon at the beginning of the subsequent school year following the RIF. The teacher will receive credit for teaching experience and / or professional training during his/her absence from the Chester School District. The teacher will return with no less seniority than he/she had at the time of layoff. Recall rights shall be terminated if a teacher does not accept an offered position.
- F. Each year a seniority list shall be prepared by the Superintendent of Schools Office no later than October 30th. The list, once verified by the President of the Education Association, shall be posted in the teachers' room.

#### **ARTICLE XI - SAVINGS CLAUSE**

If any provision of this agreement or any application of this agreement is held to be contrary to law, 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. If any provision is found to be contrary to law, the parties shall meet within thirty (30) school days of such legal determination for the purpose of adjusting the article affected so that it will be in accordance with the law.

#### **ARTICLE XII - ZIPPER CLAUSE**

The Board and the Association agree that this agreement represents and incorporates the complete and final understanding and settlement by the parties in all bargainable issues which were or could have been the subject of negotiations. No further negotiations will be conducted on any items whether contained herein or not during the life of this agreement. This agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this agreement.

#### **ARTICLE XIII – INTENT TO NEGOTIATE**

The Association will notify the Board of its intent to negotiate no later than **May 15, 2011**. The Association's letter shall include an initial bargaining proposal and shall list suggested dates for negotiations. The Chester School Board shall respond in writing no later than **June 1, 2011**. The School Board's letter shall include a counterproposal. The Board's negotiating team and the Association's negotiating team each shall supply the other with rationales for their bargaining proposals and any supporting documentation. The Board and the Association shall endeavor to complete the negotiating process, including ratification, no later than **October 1, 2011**.

**ARTICLE XIV – DURATION**

The provisions of this agreement will be effective from **July 1, 2010**, and shall continue in full force and effect until **June 30, 2012**.

The parties have caused this agreement to be signed by their respective chairperson and respective negotiations committee chairperson, all in the day and year first written above.

**CHESTER EDUCATION ASSOCIATION**

**CHESTER SCHOOL BOARD**

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX I**  
**MEMO OF AGREEMENT**  
**FOR**  
**SALARY ADJUSTMENTS**

As part of the 2004-2007 contract, the Chester School District and the Chester Education Association agreed that the district would pay 80% of each teacher's health plan and the teachers would pay 20%. Two exceptions were the JY two-person and JY family plans.

To ease the teachers' transition to an 80%-20% split of health costs, the Chester School District provided each teacher participating in a district health plan with a salary adjustment specified in the contract.

The Chester School District and the Chester Education Association agree that these salary adjustments will continue for teachers who are still eligible. Salary adjustment recipients and the payment amounts are listed below.

**SALARY ADJUSTMENTS AND PARTICIPANTS**

Last name	First Name	10-11 Adjustments	11-12 Adjustments
DINGER	SHERRI	\$1,250	\$1,250
DUGAN	MEREDITH	\$1,062	\$1,062
DUHAIME	JILL	\$609	\$609
FONTAINE	ALLISON	\$1,062	\$1,062
FOWLER	JANE	\$708	\$708
FREIBURGER	DEBORAH	\$411	\$411
GLYNN	ROBIN	\$956	\$956
GRADY	KAREN	\$1,062	\$1,062
JOHNSON	NYLES	\$956	\$956
KESSLER	SUSAN	\$956	\$956
KILPATRICK	KIMBERLY	\$708	\$708
KRASSOWSKI	JUDITH	\$365	\$365
LACHANCE	CAROL	\$658	\$658
LACROIX	KAREN	\$708	\$708
LESLIE	AMY	\$913	\$913
MILARDO	HEIDI	\$329	\$329
MITCHELL	MARILYN	\$1,250	\$1,250
SHRIBER	JOANNA	\$1,250	\$1,250
SERRANO	PATRICIA	\$411	\$411

## APPENDIX II

### PERFORMANCE BONUS

The performance bonus shall be based on a percentage of each individual's base salary and is budgeted and available as a performance payment. This payment shall be made at the end of each year in a lump sum to all staff members governed by the Bargaining Unit, if agreed upon goals are achieved by the Chester Academy staff. It shall be made to all members as an equal percentage, with the actual dollar amount representing that percentage of each individual member's base salary for that year. The performance bonus is not tied to an individual's performance but is based on the overall group attainment of some, or all, of the established goals.

#### Measures:

The performance bonus is based on the achievement of all, or a portion of, agreed upon goals in each year of the contract.

These goals are based on performance measures that address improved professional performance by the staff or academic achievements by the students of Chester Academy. In addition, an agreed upon weighting factor shall be applied to each goal for the purpose of prorating the results in any given year.

An example of a *professional performance* goal may be to complete at least 10% above the minimum required state professional annual development hours. An example of an *academic goal* may be to increase the overall number of students reading at grade level based on a specific method and measure (e.g. GMADE or GRADE).

The performance bonus in the current agreement is based on the six (6) specific performance goals listed In Appendix III.

Example of how the lump sum payout would work:

- The six goals upon which the potential performance bonus is established are weighted as follows:
  - Goal 1 = 30%
  - Goal 2 = 30%
  - Goal 3 = 10%
  - Goal 4 = 10%
  - Goal 5 = 10%
  - Goal 6 = 10%
- If all goals are met, then a lump sum payment of “n”% of their current base salary would be made to each employee at the end of the school year.
- If any of the goals are not met then a prorated payment would be made to each employee at the end of the year. For example, if goals 1 through 4 (80%) are met and

goals 5 and 6 (10% each) are missed then then a lump sum payment of “.8 x n%” of their current base salary would be made to each employee at the end of the school year.

- The maximum percentage bonus for the 2010-2011 school year shall be 1.0% of each teacher’s base salary. The maximum percentage bonus for the 2011-2012 school year shall be 2.0% of each teacher’s base salary.

### **Implementation:**

The mechanism for implementing the performance bonus is as follows:

- 1.) A Goals Committee made up of three (3) CEA Members; the principal; the superintendent; and one (1) CSB member shall be established to develop or refine specific goals / objectives and measures for subsequent agreements. The Goals Committee shall also review and confirm the results of each year’s goals and objectives.
- 2.) The Performance Bonus will be implemented in Year 1 of the contract. Results will be calculated by the Principal and presented to the Goals Committee on June 1<sup>st</sup>, 2011 for review and evaluation. The Goals Committee will provide a written report certifying the results and defining that year’s payment to the Chester School Board in advance of the scheduled June 2011 Board Meeting. The results will be reviewed during the public meeting and a vote for the authorization of the Performance Bonus payment will be taken at the June 2011 Meeting.
- 3.) Year 2 of the contract would continue the performance bonus. Results will be calculated and posted by the Principal on June 1<sup>st</sup>, 2012 for review and evaluation. The Goals Committee will provide a written report certifying the results and defining that year’s payment to the Chester School Board in advance of the scheduled June 2012 Board Meeting. The results will be reviewed during the public meeting and a vote for the authorization of the Performance Bonus payment will be taken at the June 2012 Meeting.
- 4.) The Goals Committee will assess year one results and make a recommendation to the CEA Executive Committee and CSB by no later than July 1st, 2011 for any changes as part of the successive CBA. This information shall be provided by the Chester Education Association, NEA-New Hampshire, in conjunction with the formal notification to bargain a contract subsequent to the current CBA ending June 30, 2012, in accordance with the requirements of RSA 273-A:3.

## APPENDIX III

2010-2012

### PERFORMANCE INCENTIVE GOALS

**Goal # 1 :**            **Students in Grades 1 through 8 will achieve an average composite grade equivalency of "at" or "above" grade level on the Grade.**

**Definition:**            Students in each grade level of all students will take the Grade annually in the Spring. The results from these tests will be used to generate this information.

**Rationale:**            Consistent growth on standardized tests is a concrete way to measure student learning and therefore be construed as a measure of successful teaching.

**Plan:**                    To administer the assessment in the Spring to all students. Gather the data from the results and submit to administration by the third week in May.

**Assessment:**            The result will be calculated by the Director of Academic programs by averaging grade equivalency scores for students at each grade level and then calculating a composite score for all grade levels combined. The mean composite score for all grade levels combined to be considered at grade level is 5.4. The target composite score to meet or exceed this goal is 6.4.

**Goal # 2 :**            **Students in Grades 1 through 8 will achieve an average composite grade equivalency of "at" or "above" grade level on the Gmade.**

**Definition:**            Students in each grade level of all students will take the Grade annually in the Spring. The results from these tests will be used to generate this information.

**Rationale:**            Consistent growth on standardized tests is a concrete way to measure student learning and therefore be construed as a measure of successful teaching.

**Plan:** To administer the assessment in the Spring to all students. Gather the data from the results and submit to administration by the third week in May.

**Assessment:** The result will be calculated by the Director of Academic programs by averaging grade equivalency scores for students at each grade level and then calculating a composite score for all grade levels combined. The mean composite score for all grade levels combined to be considered at grade level is 5.4. The target composite score to meet or exceed this goal is 6.8.

**Goal # 3 :** **At least 75% of all teachers will keep their assignments on homeworkknow.com up-to-date each week.**

**Definition:** Website used to allow teachers to record daily assignments for students. All teachers who assign projects/assignments shall be required to use this tool. Original documents such as notes and emails will be maintained in the teacher's records in accordance with all applicable School District policies relating to data retention and confidentiality.

**Rationale:** Communicating homework assignments and projects to parents on a regular basis allows for an effective partnership with parents and the school in order to successfully support students.

**Plan:** Teachers shall maintain an up-to-date record of assignments on a weekly basis. Each week, the Administration will confirm that at least 75% of the staff members have kept their assignments on homeworkknow.com up-to-date.

**Assessment:** The updates will be reviewed by the Principal, Assistant Principal, and a CEA representative quarterly. The administrators will use the collected data to compile performance against the Goal. Final compliance date: May 1<sup>st</sup> of each year.

**Goal # 4 :** **Each teacher and/or team will keep an up-to-date electronic telephone/email log of communication with parents and/or guardians.**

**Definition:** Log entries will be recorded at the time of each communication by each teacher on a shared site with limited information to protect student/parent privacy. (For example: time, date, initials of student/parent, method of communication and topic). Original

documents such as notes and emails will be maintained in the teacher's records in accordance with all applicable School District policies relating to data retention and confidentiality.

- Rationale:** As part of their professional responsibility teachers should communicate regularly with parents regarding student performance, in addition to responding to parent requests.
- Plan:** The communication logs shall be audited by a designated CEA representative and the Administration each quarter. Staff must be in 80% compliance each quarter.
- Assessment:** Using the collected data, the CEA representative and Administration shall monitor results on a monthly basis
- Goal # 5 :** **Staff members shall collectively complete at least 10% more than the minimum required state professional development hours annually.**
- Definition:** All instructional staff will keep a record of their in-district and out-of-district workshops and coursework.
- Rationale:** Both the federal and state governments require teachers to be highly qualified (HQT) and continue to learn effective teaching methods.
- Plan:** Instructional staff members will complete professional development forms for ALL hours and submit them to their designated school professional development coordinators and the Superintendent's administrative assistant through May 15th.
- Formula:** The minimum required state professional development hours annually is twenty-five (25) hours: this is derived by the 75 State required-hours divided by three (3) years equals 25 hours per year). The minimum, or Baseline, number of hours for this goal is then derived by multiplying 25 hours by the number of current staff members to determine the total minimum number of hours. The Minimum number of hours for that year plus an additional ten percent (10%) equals the Goal.
- Assessment:** The professional development coordinators and Superintendent's administrative assistant will collect and analyze the compliance data and submit to the Administration.

- Goal # 6 :** **All teachers will nominate a minimum of two students for the Student of the Month recognition program and consistently provide individual incentives in support of the school wide PBIS program.support of the school wide PBIS program.**
- Definition:** Two or more students should be nominated from grades K through 8 for student of the month recognition.
- Rationale:** Frequently rewarding for successful academic strategies and positive behavior has been documented to improve overall positive school climate.
- Plan:** Teachers will submit a minimum of two students to administration on a monthly basis. Teachers will distribute a minimum of ten incentives (stamps, stickers) based on a predetermined monthly PBIS school-wide goal.
- Assessment:** The Assistant Principal and a CEA designated member will collect and analyze the compliance data on a quarterly basis and report the results to the Administration.