



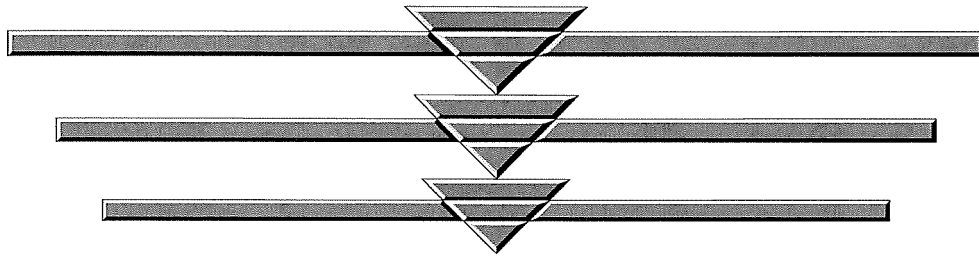
**PROFESSIONAL AGREEMENT**

**BETWEEN THE**

**GOVERNOR WENTWORTH REGIONAL SCHOOL BOARD**

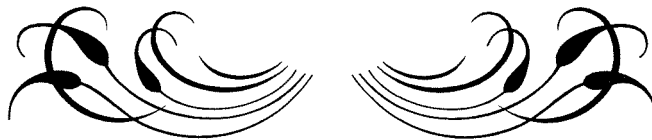
**AND THE**

**GOVERNOR WENTWORTH EDUCATION ASSOCIATION**



**EFFECTIVE**

**July 1, 2023-June 30, 2026**



**TABLE OF CONTENTS**

SECTION A - GENERAL PROVISIONS ..... 3

    A.1 - RECOGNITION..... 3

    A.2 - DEFINITIONS ..... 3

    A.3 - GENERAL PROVISIONS..... 4

    A.4 - NEGOTIATIONS PROCEDURES ..... 4

    A.5 – ASSOCIATION PRIVILEGES ..... 6

    A.6 - DUES DEDUCTIONS ..... 6

    A.7 - SAVINGS CLAUSE ..... 7

    A.8 - DURATION ..... 7

SECTION B..... 7

PROFESSIONAL QUALIFICATIONS, IMPROVEMENT AND ASSIGNMENT ..... 7

    B.1 - PROFESSIONAL QUALIFICATIONS ..... 7

    B.2 - PROFESSIONAL IMPROVEMENT ..... 8

    B.3 - PROFESSIONAL ASSIGNMENT ..... 10

SECTION C – WORKING CONDITIONS..... 10

    C.1 - SCHOOL CALENDAR ..... 10

    C.2 - WORKING CONDITIONS..... 11

    C.3 - FAIR TREATMENT ..... 12

    C.4 - GRIEVANCE PROCEDURE ..... 13

SECTION D - COMPENSATION AND BENEFITS..... 16

    D.1 - COMPENSATION ..... 16

    D.2 - INSURANCE BENEFITS AND PROVISIONS ..... 18

    D.3 - LEAVE BENEFITS ..... 20

APPENDIX 1 - SALARY SCHEDULE ..... 26

APPENDIX 2 – CTE SALARY SCHEDULE ..... 28

APPENDIX 3 - DEPARTMENT HEADS/TEAM LEADERS COMPENSATION ..... 30

APPENDIX 3A - CTE LEADERS/CTE ADVISORS COMPENSATION ..... 30

APPENDIX 4 – COACHING STIPENDS ..... 31

APPENDIX 5 - EXTRA CURRICULAR STIPENDS ..... 33

APPENDIX 6 – STUDENT DISCIPLINE ..... 35

APPENDIX 7 - TEACHER EVALUATION ..... 36

APPENDIX 8 – GWRSD DOMESTIC PARTNER AFFIDAVIT ..... 39

APPENDIX 9 – GWEA EMPLOYEE AUTHORIZATION FOR A PAYROLL DEDUCTION FOR DUES..... 41

APPENDIX 10 – RESEARCH-BASED TEACHER EVALUATION FRAMEWORK ..... 42

## SECTION A - GENERAL PROVISIONS

### A.1 - RECOGNITION

**A.1.1** The Governor Wentworth Regional School Board recognizes the Governor Wentworth Education Association, an affiliate of the New Hampshire Education Association/National Education Association, as certified by the New Hampshire Public Employee Labor Relations Board, for the purpose of collective bargaining pursuant to RSA 273-A as the exclusive representative of:

certified classroom teachers, media generalists and specialists, department chairpersons, team leaders, nurses, school counselors, social workers, occupational therapists, diagnostic prescriptive teachers, reading specialists, speech and language pathologists, teachers of the hearing impaired, school psychologists, gifted education coordinator, learning disabilities consultants, as well as less than full-time employees in the aforementioned positions (all benefits prorated unless contrary to state statute), employed by the Governor Wentworth Regional School District, as certified by the New Hampshire Public Employee Labor Relations Board. All others are excluded, including, but not limited to: director of curriculum, principals, assistant principals, academic coordinators, athletic director, director of vocational education, director of special education, director of reading, director of guidance, school lunch personnel and director, secretaries, teacher assistants and associates, custodians and head custodians, bus drivers and supervisor, attendance officer, and any others excluded pursuant to the provisions of RSA 273-A.

**A.1.2** New Positions: If any new employee position is created by the Board during the life of this agreement, and the Association, after discussion with the Board, disagrees with its inclusion or exclusion from the bargaining unit, the Public Employee Labor Relations Board shall be asked for a ruling.

### A.2 - DEFINITIONS

**A.2.1** Definitions: The following list of terms will be used frequently in this Agreement, and when used, will refer to the definitions described below, unless otherwise stipulated.

**A.2.2** The term **SCHOOL** shall mean Carpenter School, Crescent Lake School, Effingham School, Kingswood Regional Middle School, Kingswood Regional High School, New Durham School, Ossipee Central School, Tuftonboro Central School, and the Lakes Region Technology Center facilities or any of the facilities owned or leased by Governor Wentworth Regional School District for the purpose of educating students.

**A.2.3** The term **CLASSROOM** shall mean rooms in the above-named buildings and wherever teachers and students are assigned for a given period of time, for the learning process.

- A.2.4** The term **TEACHER** or **EMPLOYEE** means those people certified by the New Hampshire Public Employee Labor Relations Board to be represented by the Association, in the bargaining unit.
- A.2.5** The term **BOARD** means the Governor Wentworth Regional School Board.
- A.2.6** The term **ASSOCIATION** means the Governor Wentworth Education Association.
- A.2.7** The term **PARTIES** means the Board and the Association.
- A.2.8** The term **DAYS** means calendar days unless otherwise noted.

### **A.3 - GENERAL PROVISIONS**

- A.3.1** This Agreement may not be altered, changed, added to, deleted from or modified without the voluntary mutual consent of the parties in writing and any change must be made in the form of a signed amendment to this Agreement signed by the parties. This Agreement shall replace any policies of the Board that are contrary to the specific terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- A.3.2** Copies of this Agreement between the Board and the Association shall be printed by the Board within thirty (30) days of the final signing of the Agreement or the annual school district meeting or after all issues have been resolved, whichever is later. The Board will also distribute copies of this Agreement to all teachers now and hereafter employed by the Board.
- A.3.3** The rights and/or privileges granted to the Association in A.5 and A.6 will not be granted to any other organization that claims to represent any teacher(s) covered by this Agreement unless such organization is certified by the Public Employee Labor Relations Board.
- A.3.4** The Board and the Association agree there will be no discrimination in any of their practices or procedures on the basis of race, creed, color, religion, national origin, age, sex, marital status, handicap or any other condition where discrimination is now, or becomes, prohibited by local, state or federal laws.
- A.3.5** Both parties shall respect the rights of the other party, under the laws of New Hampshire and the United States and other applicable laws, decisions, and regulations.

### **A.4 - NEGOTIATIONS PROCEDURES**

- A.4.1** The Board and the Association agree to enter into collective negotiations, in a good faith effort, to reach an agreement concerning the terms and condition of employment, in accordance with RSA 273-A.



- A.4.2** Terms and conditions of employment are as defined in RSA 273-A 1, definition XI. The party wishing to negotiate changes or modifications to the existing agreement shall notify the other party by the latest date prescribed by law of their intent to open collective bargaining negotiations.
- A.4.3** The Association, following the date of written notice of their desire to bargain, shall submit in writing all proposals to be considered. The Governor Wentworth Regional School Board shall submit in writing, no later than the latest date prescribed by law, all proposals to be considered. All cost items must be submitted as a total cost five (5) days prior to any discussion. Any monetary changes must be mutually developed by the Association and the Superintendent and/or her/his designee with all cost implications. The parties will then meet at reasonable times and places to negotiate on all negotiable matters raised by either party. During such negotiations, the Board and Association will present relevant data, exchange points of view, and make proposals and counterproposals, in accordance with RSA 273-A.
- A.4.4** Both the Board and Association, upon request and with reasonable notice, shall furnish information that is in the public domain to the requesting party. Requests for multiple copies of any such information shall be at cost to the party requesting the information.
- A.4.5** Either party may, if it so desires, utilize the services of outside consultants, and may call upon professional and lay representatives to assist or represent them in negotiations. It is understood that any agreement reached on cost items is subject to the approval of the legislative body, and no agreement shall be considered final until such approval is obtained.
- A.4.6** Members of the Association Negotiating Team shall be excused from duty, with pay and provision made for substitute relief, for the purpose of time spent in negotiations, if required to negotiate during the school day. No negotiations sessions will proceed beyond 9:00 p.m., except by mutual agreement of the Board and Association.
- A.4.7** Any agreement reached shall be reduced to writing and be signed by the Board and the Association. A copy of the signed Agreement shall be filed by both parties with the Public Employee Labor Relations Board within fourteen (14) days of signing.
- A.4.8** If agreement is not reached within sixty (60) days of the budget submission date, either party may declare an impasse and utilize the procedures set forth herein to resolve the impasse.
- A.4.9** When the impasse is declared, the parties will attempt to determine a mutually acceptable mediator, or failing agreement, shall request the American Arbitration Association to appoint a mediator.
- A.4.10** The mediator shall meet with the parties jointly and/or separately, and will take such steps as are deemed appropriate in order to persuade the parties to resolve their

differences and affect a mutually acceptable agreement. Any hearing will be held in closed session.

- A.4.11 If the mediation effort does not result in agreement within forty-five (45) days of the budget submission date, either party may request fact finding.
- A.4.12 The parties will attempt to determine a mutually acceptable fact finder, or failing agreement, shall request the American Arbitration Association to appoint a fact finder.
- A.4.13 The fact finder will make and report findings of fact, together with recommendations for resolving all of the issues remaining in dispute.
- A.4.14 All findings and recommendations shall not be made public until the two parties have considered them for ten (10) days.

#### **A.5 - ASSOCIATION PRIVILEGES**

- A.5.1 The Board agrees that teachers shall have full freedom of association with the Governor Wentworth Education Association in accordance with RSA 273-A.
- A.5.2 The Association and its representatives will be permitted the use of SAU 49 buildings for meetings and the use of SAU 49 typewriters, other duplicating equipment, word processors, computers and other technologies with advance notice to and scheduling verification of the building principal, or Superintendent of Schools. Any such use resulting in a cost to the district shall be borne by the Association.
- A.5.3 The Association and its representatives shall have the privilege to post notices of Association activities and matters of social nature on designated areas of bulletin boards. The Association shall be permitted use of teacher mail boxes for communications to teachers certified to be represented by the Association, with advance notice to the Principal. The Association also may use District e-mail for communication. However, the Association understands that district e-mail poses certain security risks and it accepts that the Association and any of its members have no recourse against the District or any of its employees if a security leak should occur.
- A.5.4 The Board shall place on the agenda of each regular Board meeting, as an item for consideration under "public input," any matters brought to its consideration by the Association, so long as those matters are made known to the Superintendent's office in writing by noon on the Wednesday preceding the regular meeting (in accordance with Board Policy BEA).

#### **A.6 - DUES DEDUCTIONS**

- A.6.1 It is agreed by and between the Board and the Association that, upon receipt of written authorization signed by the teacher, the Board shall deduct an amount, to provide payment of dues for membership in the Governor Wentworth Education Association and related affiliates, from the regular salary check of such teacher.

- A.6.2** Deductions shall be in nearly equal amounts for twenty (20) pay periods, beginning with the next pay period after authorization has been received.
- A.6.3** Authorization must be received in the SAU Office no later than the end of the second pay period in September. Subsequent requests and accompanying authorization for payroll dues deductions may be received in the SAU Office at any time. Said requests and authorization shall be submitted on the prescribed form as approved by the SAU and the deductions will begin in the subsequent pay period from the date it is received. The deduction will be in nearly equal amounts spread over the remaining pay periods in the original 20-date span. The Association shall hold the Board and the SAU harmless for any incorrect prorating of dues deductions on requests received after the end of the second pay period. The Association shall use the prescribed form for dues deduction signup as represented in Appendix 9 that shall remain in force until rescinded, in writing, by the authorizing Association member and acknowledged, in writing, by the SAU 49 Office.
- A.6.4** The amounts so deducted pursuant to such authorization of the teacher shall be remitted directly to the designated Association bank account through direct deposit.
- A.6.5** It is agreed that the Association releases the Board from any liability as a result of dues deductions from employees, as described above, once said monies have been duly received and signed for by a designated officer of the Association.

#### **A.7 - SAVINGS CLAUSE**

- A.7.1** If any article or part of this Agreement is held to be invalid by operation of law, the remainder of the Agreement shall not be affected thereby and the parties will enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for such article of part.

#### **A.8 - DURATION**

- A.8.1** The provisions of this Agreement shall take effect as of July 1, 2023 and remain in full force and effect through June 30, 2026.

### **SECTION B PROFESSIONAL QUALIFICATIONS, IMPROVEMENT AND ASSIGNMENT**

#### **B.1 - PROFESSIONAL QUALIFICATIONS**

- B.1.1** All teachers employed by the Board shall be certified in accordance with the certification standard as prescribed by the laws of the State of New Hampshire and the regulations of the State Department of Education.

- B.1.2** The Association shall recognize the right of the Board to employ a non-certified teacher in those areas of curriculum designated as critical shortage areas at state and local levels.
- B.1.3** All teachers certified to be represented by the Association, employed by the Board, should have a Bachelor's Degree from an accredited college or university and/or must be licensed and/or certified to teach in their assigned area(s).
- B.1.4** The hiring of all teachers new to the District is subject to a satisfactory criminal history check at District expense.

## **B.2 - PROFESSIONAL IMPROVEMENT**

- B.2.1** The Board agrees to budget \$150,000 for professional development reimbursement in the year beginning July 1, 2023. An individual is limited to a maximum course and/or conference reimbursement equal to the cost of the in-state tuition rate for two (2) graduate courses at the University of New Hampshire. This money can be used for course and conference reimbursement and/or work on research related to one's professional development plan which occurs outside the normal work day.
- B.2.2** Prior approval of professional development activities for which reimbursement will be sought must be obtained from the Principal and Superintendent or their duly authorized designees.
- B.2.3** The method of disbursement of these funds shall be as follows:
- a.** From July 1 through August 31, one-third of the total allocation of Professional Development Funds shall be made available to teachers for approved activities/courses that take place during this time period. An additional third of the funds shall be made available for activities/courses that take place between September 1 and December 31. The final third as well as any remaining unencumbered monies from the previous two disbursement periods shall be available to teachers starting on January 1. It is agreed that the Association will remind its members to notify the SAU of funds encumbered for an activity/course are no longer needed so that the monies can be freed for use by another teacher.
  - b.** Professional Improvement monies as set forth herein will be disbursed for the cost directly related to the course/conference/workshop fee, excluding transportation expenses and food. Should lodging be required for attendance at an approved conference/workshop due to either travel distance or the duration of the activity (multiple-day program), a teacher may use up to \$50.00 per night for a maximum of 3 nights per contract year to pay for her/his lodging. As with all reimbursements, original receipts and proof of payment are needed for repayment from the District.
  - c.** In traditionally graded credit courses, a grade of "B" or better is required for reimbursement. For ungraded credit courses, or non-traditionally graded credit

courses, successful completion of the course, as defined by the institution where the course is being given, will constitute work suitable for reimbursement.

- d. Professional Improvement monies may be encumbered no more than 90 days prior to the starting date of the course/conference/workshop.
- e. All professional development activities for which the District mandates teacher attendance and/or participation shall be paid for by the District, with monies other than those which are raised under Section B of this Agreement.
- f. To be entitled to reimbursement, a member must make her/his application within ninety (90) days of course completion. Reimbursement will be made within forty-five (45) days of submission of satisfactory course completion as outlined in B.2.3.c.
- g. Registration fees for courses, conferences and workshops may be paid by the employee and reimbursed by the District or be paid by the District directly to the institution providing the workshop or conference. Proof of attendance will be required by the District. If the employee does not attend and does not transfer registration to another eligible District employee, or does not submit proof of attendance, the employee will reimburse the District. Professional development funds will not be available to an employee who has not reimbursed the District for a conference or workshop the employee registered for and that the District paid for but the employee did not attend.

**B.2.4** Creditable course work is defined as follows:

- a. A course taken for graduate credit, for teachers holding a Bachelor's Degree.
- b. Credit courses applicable to the teaching assignment, or a required course for a Master's degree, which has been approved by the Superintendent.
- c. Credit courses applicable to the teaching assignment will be determined by the Superintendent, and one (1) course in the general field of education may be approved during the employment of the teacher in the District in one of the following categories: guidance or teaching methodology. Reading courses shall be considered under the category of teaching methodology.
- e. A course for graduate or undergraduate credit that will contribute to the strength of the individual in her/his teaching assignment.

**B.2.5** For the purpose of advanced degree payments, or alternative individual professional improvement plans, teachers who successfully complete a professional development recertification cycle shall receive the equivalent of five (5) credits.

### **B.3 - PROFESSIONAL ASSIGNMENT**

- B.3.1** The Board shall determine when a vacancy exists and notices of such vacancies will be posted, on a faculty bulletin board, in each school in the District during the school year. The Association shall be responsible for keeping the Superintendent's Office aware of the names of both the Association President as well as all Association Building Representatives. When the Board determines a vacancy exists, the Superintendent's Office will prepare a posting. When the posting is approved by the Superintendent, or a designee, a copy will be simultaneously sent to the District e-mail addresses of the Association President, all designated Association Building Representatives, Building Principals, and anyone else deemed by the Superintendent to be appropriate to receive such notice, including media sources. The Association shall have the right to update the names of its designated recipients and the Superintendent's Office shall use the most current list in e-mailing vacancy notices.
- B.3.2** A teacher employed by the District wishing to be considered for a vacant position shall submit, in writing (including e-mail), a letter of interest to the Superintendent and appropriate building principal within 7 calendar days after the vacancy notice has been sent in accordance with section B.3.1 above. If the teacher is in good standing and holds the appropriate credentials (certification & qualification) for the vacant position, he/she shall be granted an interview in order to promote her/his attributes for consideration by the District in its efforts to fill the position. Should a teacher submit a letter after the 7 calendar day deadline, but before interviews are concluded, a sincere effort will be made to grant her/him an interview.
- B.3.3** Teachers will still be eligible for consideration for vacant positions that may result in a change in grade, assignment, or school.
- B.3.4** Nothing in Section B of this agreement shall limit or restrict the District's right to assign or transfer any teacher to comparable positions for which he/she is certified and qualified nor does it prohibit the District's authority to hire the person it deems most appropriate to fill a position.

## **SECTION C - WORKING CONDITIONS**

### **C.1 - SCHOOL CALENDAR**

- C.1.1** The Association and Superintendent will establish an advisory committee to develop and present to the Board a school calendar of 190 days.
- a.** Revisions thereof will be the sole and exclusive responsibility of the Board.
  - b.** The teacher work year shall be one hundred eighty-five (185) days with a maximum of one hundred eighty (180) of the workdays dedicated to pupil instruction while the remaining days shall be in-service days. At least one and one half (1.5) of in-service days will be dedicated to parent conferences. In addition, at least one (1) in-service



- day before the first student day shall be self-directed by employees for classroom set-up and planning. The remaining two and a half (2.5) days will be used for in-service.
- c. The additional five (5) days shall be scheduled in the event of inclement weather, which interferes with the District meeting the minimum state requirements.
  - d. In the event that the state mandates a change in the number of instructional days, such increase will be taken from the five (5) in-service days.

## C.2 - WORKING CONDITIONS

**C.2.1 Expectations:** Each teacher is expected to devote the time necessary to accomplish her/his teaching responsibilities under the direction of the administration and within the policies and educational goals of the District. The teacher's day is not the same as that of the students and teachers are expected to spend whatever time is reasonably necessary to carry out their professional duties, and to ensure the general safety of students. In addition to classroom instruction, a teacher's duties include, but are not limited to: faculty meetings, program/curriculum development, conferences with parents and/or students, extra help to the students, open house, student activities and conferences with the administration. In the spirit of fairness and efficiency, it is expected that duties, assignments and other work related requests given to teachers shall be as near equally distributed as practicable.

**C.2.2 Lunch Break:** During a full working day, every teacher shall be entitled to a duty free lunch period. For the middle level or high school, the lunch break shall be at least 20 minutes in length. In the elementary schools, the lunch period shall be at least 25 minutes in length. It is understood that on days that are truncated, the respective 20 and 25 minute lunch period may be abbreviated or occur when students are no longer present in the building.

**C.2.3 Planning Time:** Each elementary teacher will receive a planning period of at least two hundred twenty five (225) minutes per week.

Each middle level teacher will receive a planning period of at least 45 minutes per day. The normal teaching load at the middle level will not exceed twenty-five (25) teaching periods per week.

Each high school teacher will receive the equivalent of at least five (5) unassigned planning blocks (10 periods) per week. The normal teaching load at the high school will not exceed the time equal to fifteen (15) teaching blocks (30 periods) per week.

It is understood by both parties that an abbreviated school day may mean that a teacher will not receive her/his planning period.

Both parties recognize that the teaching assignments at each level are different due to the developmental level of the students as well as the structures and schedules specific to the respective level of the educational systems.

Administrators at the middle and high school levels will make a reasonable effort to remove any teacher with more than four (4) different preparations from the general duty roster.

**C.2.4 Other Professional Obligations:** Within the spirit of Section C.2.1, teachers are required to attend faculty meetings and participate in program or curriculum development sessions. However, it is also recognized that overuse of extended workday activities can produce diminishing returns. In that regard mandatory after school meetings should be kept to no longer than ninety (90) minutes in duration. Additionally, both parties recognize the value of limiting participation in such meetings to no more than two (2) times per month.

**C.2.5** It is agreed by both the Board and the Association that up to a fifteen (15) minute increase in the school day (above the school year 2000-2001 schedule) for any school that is part of the Governor Wentworth Regional School District shall not be a breach of this Agreement.

### **C.3 - FAIR TREATMENT**

**C.3.1** In recognition of progressive improvement, teachers shall be notified in writing within ten (10) days of any alleged deficiencies, shall have indicated to them expected improvements, and shall be given a reasonable period of time for these improvements to be made.

**C.3.2** No teacher shall be suspended, disciplined, reprimanded or reduced in rank or compensation, without just cause. No teacher shall receive an evaluation which results in suspension, discipline reprimand, reduction in rank or compensation, without just cause. All information forming the basis for disciplinary action will be made available to the teacher, the administration and the Board. The only procedure to be followed in the non-renewal and/or discharge of a teacher certified to be represented by the Association shall be limited to the provisions of RSA 189:13 and/or RSA 189:14-a. Per RSA 189:13, a full and fair hearing shall be defined as one where the teacher has received oral and written notification of the charges and planned hearing. The hearing will be scheduled no sooner than seven (7) days and no later than fourteen (14) days after written notice is received. The hearing shall provide an opportunity for the teacher to present their case including but not limited to evidence and witnesses in support of the defense. A teacher shall be permitted to request a Board member recuse themselves if the member is personally involved in any evidence presented at the hearing. The teacher shall be allowed a public or nonpublic hearing at their discretion. A teacher shall be entitled to have a representative of her/his choosing present when being reprimanded or disciplined for any infraction of rules or delinquency in professional performance, including at any hearings.



- C.3.3** No teacher will be required to appear before the full Board, concerning any matter in which action is contemplated, which would adversely affect the continuation of the teacher's employment, unless five (5) calendar days prior written notice has been given.
- C.3.4** The teacher is entitled to have a representative of her/his choice present to advise and/or represent her/him during such meeting.
- C.3.5** Both parties shall respect the rights of the other party, under the laws of New Hampshire and the United States and other applicable laws, decisions, and regulations.
- C.3.6** Teachers shall, upon reasonable notice, have the right to review the content of their personnel file and to receive copies of any documents therein at cost.
- C.3.7** No material derogatory to a teacher's employment shall be placed in a teacher's personnel file unless that teacher has had the opportunity to review such material. Review of such material by the teacher shall be indicated by having that teacher sign any such copies to be filed.
- C.3.8** The teacher evaluation and assistance procedure committee will continue to develop and review the procedure. The committee will be composed of six (6) people: the Association President, two (2) teachers, one (1) Board member, and two (2) administrators, and any changes will be submitted to the Board for consideration as Board Policy.

#### **C.4 - GRIEVANCE PROCEDURE**

##### **C.4.1 DEFINITION**

- a.** A "grievance or complaint" means an alleged violation, misinterpretation, or misapplication of any provision of this Agreement except a matter for which a review or appeal is provided by law. An "Aggrieved Teacher" is the person, or persons making the claim.
- b.** A "Party in Interest" is the person or persons making the complaint and any person who might be required to take action or against whom action might be taken in order to resolve the complaint.
- c.** The term "Days" when used in this Article shall, except where otherwise indicated, mean school days; except between the end of one school year and the start of the new school year when they shall be Monday through Friday, excluding holidays.

##### **C.4.2 PURPOSE**

The parties acknowledge that it is more desirable for an employee and her/his immediately involved supervisor to resolve problems through free and informal communications. Grievances that are not satisfactorily settled in an informal way shall be reduced to writing and referred to the following formal grievance procedure.

**C.4.3 RIGHT OF REPRESENTATION**

The right of representation by an Association Representative shall be limited to the grievance procedure and the collective bargaining process as set forth in RSA 273-A:11, Section 1, Paragraph A.

**C.4.4 FORMAL PROCEDURE**

The grievance shall state the specified alleged violation or condition with proper reference to the Master Agreement. It shall also set forth names, dates, and any other related facts that will provide a sound basis for a complete understanding of any such grievance.

**C.4.5 INITIATION AND PROCESSING**

**a. Level One- Informal**

Any grievant may discuss the grievance with the immediate supervisor in an attempt to resolve the matter informally at that level. It is expected that most grievances will be satisfactorily resolved through this procedure.

**b. Level Two - Principal**

If a grievance persists after a conference with the immediate supervisor directly responsible and/or the principal, the aggrieved person shall, within ten (10) days, reduce the grievance to writing on the prescribed form, and submit it to the Principal who will make a reasonable attempt to meet with the grievant before considering the evidence provided by the aggrieved and prescribe any corrective action, if necessary, within ten (10) days.

**c. Level Three - Superintendent**

If the decision of the Principal and/or Immediate Supervisor does not resolve the grievance to the satisfaction of the grievant, and the grievant wishes to appeal the decision to the Superintendent, it shall be submitted in writing by the aggrieved within ten (10) days. The Superintendent will make a reasonable attempt to meet with the grievant before considering the evidence provided by the aggrieved and Principal and/or immediate supervisor and prescribe any corrective action, if necessary, within ten (10) days.

**d. Level Four – School Board**

Any appeal from the decision of the Superintendent shall be submitted in writing by the aggrieved within ten (10) days, to the School Board, through the Superintendent of Schools, and the Board at its option may set a time and place for a hearing that will not be less than five (5) days nor more than twenty (20) days from receipt of the written appeal. The date of the hearings may be postponed or made sooner by mutual agreement of both parties. All hearings conducted by the School Board shall:

1. Be in executive session of the Board with only interested parties present unless the aggrieved requests an open meeting.
2. Give the grievant the opportunity to be represented by counsel provided by the Association and give all other interested parties the opportunity to be represented by counsel of their choosing, to present sworn testimony, to present witnesses and documentary evidence, to cross examine witnesses offered by other parties, to give reasonable oral arguments, and to file typewritten briefs. Copies of all briefs, notices and requests shall be reasonably furnished to all parties.
3. All documents and information relative to grievances shall not be put in the personnel file of any teacher but rather placed in a separate file maintained for this purpose.
4. The School Board shall render a decision in writing within twenty (20) days after the hearing has been concluded.

**e. Level Five - Arbitration**

If the decision of the School Board does not resolve the grievance to the satisfaction of the grievant, and the Association wishes review by a third party, the Association shall so notify the School Board, through the Superintendent, within ten (10) days of the receipt of the Board's decision. Either party may then initiate a request for arbitration pursuant to the rules of the American Arbitration Association. The decision of the arbitrator shall be advisory. The fees and expenses of the arbitrator shall be equally shared by the two parties.

**C.4.6 GENERAL PROVISIONS**

- a. Failure at any of the above steps of this procedure to communicate the decision on a grievance within the specified time limit shall permit the aggrieved to lodge an appeal to the next step of the procedure.
- b. Failure at any of the above levels of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level and said decision is final. Time is of the essence in filing an appeal.
- c. A grievance to be considered under this procedure must be initiated within twenty (20) days from the date when the employee knew or should have known of the occurrence. It is understood that the parties involved and witnesses will be guaranteed freedom from restraint, interference, coercion, discrimination, or reprisal with respect to processing a grievance.
- d. All documents, communications, and records dealing with the processing of a grievance shall not be forwarded to any prospective employer of the grievant, nor

shall documents be revealed or the grievances be alluded to in any communications between the administration and said prospective employer.

- e. With regard to a grievance involving sexual harassment, the aggrieved may follow the additional guidelines of the sexual harassment policy (ACAB Affirmed 11/9/2020 and ACAB-R Affirmed 11/9/2020)
- f. Year-end grievances: by mutual agreement of the Association President and Superintendent, time limits in the grievance procedure may be reduced to facilitate the resolution of a grievance prior to the end of the school year or as soon thereafter as it is practical.

## **SECTION D - COMPENSATION AND BENEFITS**

### **D.1 - COMPENSATION**

- D.1.1** The salaries and differentials of the members of the bargaining unit for her/his normal teaching assignments are set forth in Appendix 1 and Appendix 2 which are attached to and made part of this Agreement.
- D.1.2** Based upon continued satisfactory service, as determined by the Superintendent or her/his designee, each teacher will proceed annually to the next credited years teaching experience until maximum is reached
- D.1.3** A teacher qualifying for track/step advancement due to degree or credits earned will have her/his salary adjusted in September of the following contract year. Teachers will have until September 30 to provide documentation.
- D.1.4** Should the district hire a teacher who has previously worked as a long-term substitute for the district, such experience shall be considered by the Superintendent or designee for step placement purposes.
- D.1.5** **METHOD AND TIME OF SALARY PAYMENT:** The annual salary of a teacher shall be computed on the basis of twenty-six (26) bi-weekly installments commencing on the first Friday after school opens, and shall be payable in twenty-two (22) bi-weekly payments and a final payment in June, equaling four (4) bi-weekly installments.
- D.1.6** All teachers, upon written request, may have the annual salary computed and paid on the basis of twenty-two (22) nearly equal payments.
- D.1.7** A teacher terminating prior to the completion of the contract shall have her/his salary prorated on the basis of 185 days.
- D.1.8** Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive a per mile allowance equal to the federal (IRS)

mileage reimbursement rate. The same allowance shall be given for use of personal cars for field trips or other business of the District, when approved in advance.

- D.1.9** Payment shall be made within 30 days of submission of request for payment.
- D.1.10** In recognition of service to the District, a payment of five (5) percent of the current starting salary (Track 1, Step 1) shall be paid to teachers upon retirement, who have taught in the District, or at schools which presently comprise the District, a minimum of fifteen (15) years prior to retirement, and who are employed by the District upon retirement and qualified for income under the New Hampshire State Retirement System. This payment will be included as part of the teacher's contracted salary for their last year prior to retirement. Starting salary is defined as the salary paid to a first year teacher.
- D.1.11** No more than a maximum of ten (10) teachers per year shall receive this benefit. If more than ten (10) teachers are eligible in a given year, they shall be paid in order of seniority. All remaining teachers over the maximum will be paid the following budget year.
- D.1.12** **ADDITIONAL COMPENSATION:** In the event that a teacher is asked to cover an extra class or period during their prep, they shall be compensated \$25.00 per hour.
- D.1.13** **EXTRA DUTIES:** The salaries and differentials of the members of the bargaining unit for her/his Department Head, Team Leader/Coordinator, CTE Leader and CTE Advisor assignments, shall be set forth in Appendices 3 and 3.A, that shall be attached to and made part of this agreement.
- D.1.14** The coaching salary scale is shown in Appendix 4 and the extra-curricular stipends are shown in Appendix 5.
- D.1.15** In classrooms that have assistants or associates, every attempt will be made to replace an absent elementary teacher with a substitute teacher and not with the classroom assistant. If feasible, however, the classroom assistant may be hired to teach the class for the day, and a substitute assistant will be hired to assist.
- D.1.16** Teachers that will be working with classroom assistants may have input in the hiring of those assistants.
- D.1.17** **DEATH OF A TEACHER:** Upon the death of a teacher during the school year, all monies due her/him at the time of death shall be paid to the spouse, dependent children, or to the estate.
- D.1.18** **STEP PLACEMENT LAKES REGION TECHNOLOGY CENTER STAFF MEMBERS:** The District initially will place LRTC staff members based upon prior teaching experience and prior industry experience that the superintendent or her/his designee determines is directly related and is at the skill level required for the teaching assignment. One year of such full-time industry experience will be the equivalent of 1 step on the salary schedule. Determination of the relevance of the industry experience is

at the sole discretion of the superintendent and is not appealable. The teacher must fulfill all other technical and vocational education standards set for by the New Hampshire State Board of Education. The continuing employees listed in the LRTC Continuing Employees Step Adjustment Agreement will be placed on the salary schedule at the steps listed to provide credit for prior industry experience.

**D.1.19 SUMMER PAY**

Employees who serve as tutors during the summer program shall be paid twenty-five (25) dollars per hour and be granted one (1) hour's pay for preparation for every five (5) hours of instruction.

Employees who serve as summer school teachers shall be paid twenty-five (25) dollars per hour and be granted one (1) hour's pay for preparation for every five hours of instruction.

Employees who serve as special education program coordinators during the summer program shall be paid at the employee's per diem rate based on the employee's placement on the salary schedule and a 185 day work year.

**D.2 - INSURANCE BENEFITS AND PROVISIONS**

- D.2.1** The Board shall make payment of insurance premiums, in accordance with Sections D.2.2 through D.2.7 below, for each employee to assure insurance coverage for the full twelve-month period commencing July 1 and ending June 30 in each of the years that this contract is in force.
- D.2.2** In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the fringe benefits contained herein shall continue throughout the balance of the contract year.
- D.2.3** Health and dental premiums for teachers less than full time shall be prorated with the employee contributing the remaining cost.
- D.2.4** The Board shall provide SchoolCare Yellow Plan with Choice Fund health insurance and a dental insurance plan from which the employee may select coverage.
- a. The Board shall pay the following: **2023-2026** 90% of the premium cost for SchoolCare Yellow Plan with Choice Fund (single, 2 person or family) or any other comparable plans provided by a different health insurance provider which is mutually agreed upon by both parties. The balance of the premium cost shall be paid by the employee through payroll deduction.
  - b. Effective July 1, 2023, the Board will provide full family dental coverage (SchoolCare DP03) at no cost to the employee.



- c. Employees selecting available health or dental plans with premium costs that exceed the above noted limits (in paragraphs a. and b. above) shall be responsible for paying the excess premium costs. Said payment shall also be through payroll deduction.
- d. Any employee eligible for health insurance who elects not to participate in the plan shall have \$1,000.00 added to her/his salary for the contract year in which the election is made, provided that the employee provides proof of alternative insurance, for the employee and others for whom the employee expects to claim a personal tax exemption deduction, from another source that provides minimum essential coverage (other than in the individual market). It is understood that enrollment decisions can only be made once during the contract year.
- e. Any part of the health or dental premium to be paid by the employee shall be through payroll deduction. The District agrees to expand the limits on its "Flexible Spending Account" ("125 Plan") to accommodate the tax sheltering of said payments.
- f. It is agreed by the Board and the Association that either party may seek more cost effective dental insurance with the changing of said plan to occur by mutual consent of the two parties.
- g. A domestic partner, as defined below (D.3.2.g) and allowed by the insurance provider(s), may participate in the District's health or dental insurance plan through the membership of an eligible employee who, by definition and the filing of the required affidavit contained in Appendix 8, is the other half of the duly recognized domestic partner relationship. It is understood, however, the employee shall be responsible for paying 100% of the premium cost associated with adding a domestic partner to the plan (i.e. the full amount of the additional cost associated with adding the domestic partner and any dependent children gaining this coverage). Any employee taking advantage of this paragraph is required to authorize the payroll deduction necessary to cover the added premium cost associated with adding a domestic partner to her/his health or dental insurance plan. Should the insurance carrier(s) require any affidavits or impose other specific requirements, the domestic partners are responsible for complying with said obligations.

**D.2.5** The Board shall provide, without cost to the employee, liability (\$1,000,000.00) coverage for the performance of all school related duties.

**D.2.6** The Board shall provide, without cost to the employee, a group term life insurance policy of \$15,000.00 that includes accidental death with double indemnity.

**D.2.7** The Board will provide for IRS code - section 125 for all teachers. It is understood that this is done with no additional cost to the District. If there is an additional cost, which will be determined at the end of each school year, it will be distributed equally among the participants.

**D.2.8** The District shall provide a group disability policy for all teachers that shall provide wage coverage from the 91<sup>st</sup> day of a disabling illness or injury for a period of up to five (5) years. Said disability payments shall replace the wages earned by the employee at the time of the illness or injury. Disability payments are made at 66.6% of the normal wages, but are not subject to taxes.

### **D.3 - LEAVE BENEFITS**

**D.3.1** Teachers may be granted temporary leaves of absence from school as herein set forth:

**D.3.2** **SICK LEAVE:** Leave with pay will be granted due to personal, mental or physical illness, disability, medical appointments, or in case of illness involving a member of the immediate family.

- a. A doctor's certificate may be required upon return from an absence of three or more consecutive days.
- b. Employees shall accrue sick leave at the rate of 1.5 days for each month worked. The number of days that can be accrued has no limit. For any employee who has worked in the District for ten (10) or more years and retires (receives a pension from the New Hampshire Retirement System), or has worked for the District for five (5) or more years and loses employment with the District due to a reduction in force, each remaining accrued day shall be repurchased by the District at the rate of \$25.00 per day in 2023-2024, \$27.50 per day in 2024-2025, and \$30.00 per day in 2025-2026 with said payment added to the contract amount earned by the employee in her/his final year of work.

For an employee who is qualified to receive a retirement allowance from the New Hampshire Retirement system ("NHRS"), "retires" means the employee ceases working for the district and applies to the NHRS between 30 and 90 days before the employee's final contracted day of employment for service retirement. If the employee withdraws the application or chooses an effective date of retirement that does not immediately follow the employee's final contracted day of employment, the employee is not eligible for repurchase of any sick days. For an employee who is not qualified to receive a retirement allowance from the NHRS, "retires" means the employee ceases working for the district and is entitled to retirement benefits from Social Security. If an employee, after giving notice of intention to retire, changes his/her mind and, if s/he has applied to NHRS for service retirement withdraws the NHRS application for benefits, and continues working for the district, the employee will be eligible for repurchase of any unused sick days upon retirement as already defined and provided that s/he has not already received reimbursement for unused sick days. An employee may receive this benefit no more than once in her/his lifetime.

The number of employees who can take advantage of this benefit in a given year is unlimited. However, an employee must advise the District no later than



December 15th of the school year that immediately precedes the employee's final year. This will enable the District to budget for the benefit. Employees who fail to provide timely notice shall still be eligible for the benefit, but the School Board, at its discretion, may pay the benefit either in the final year of employment or within the first ninety (90) days of the following fiscal year.

- c. Any accumulation of sick leave days that present teachers have attained as of the effective date of the Agreement shall be retained.
- d. The District recognizes that a woman may undergo a period of time when she is physically disabled as a result of a pregnancy. During the time of physical disability as certified in writing by a duly licensed physician, the female teacher may use paid sick leave or if eligible, access the sick leave bank for the time she is out of work. The Association acknowledges that paid sick leave is only for the time the woman is physically disabled and it is not meant to be used for child rearing. Using paid leave for the time that she is physically incapacitated does not preclude her from seeking the use of additional leave under the Family Medical and Leave Act provided such leave request meets all of the requirements set forth under the law including, but not limited to employee eligibility.
- e. The term "immediate family" shall be construed to mean spouse, children, parents, grandparents, grandchildren, mother-in-law, father-in-law, brothers and sisters, or domestic partner (as defined below).
- f. For extenuating circumstances the Superintendent may consider expanding the definition of "immediate family" for purposes of paid leave for illness in the family.
- g. **Domestic Partner Defined:** To be considered a recognized Domestic Partner relationship under section D of the Agreement, both the Employee and her/his partner must be unmarried adults and both must complete the Domestic Partner Affidavit contained in Appendix 8. Otherwise a Domestic Partner relationship shall not be recognized.

Additionally, the Domestic Partner must have been continuously living with the Employee for at least 12 months prior to filing the Affidavit. The relationship must be a committed, mutually monogamous, non-platonic family-type relationship. The relationship must be intended by both parties to continue indefinitely. A Domestic Partner must be competent to enter into contracts and must be jointly responsible with the Employee for the common welfare and financial obligations of the couple. Otherwise, the Domestic Partner relationship shall not be recognized by the District.

Domestic Partners do not include individuals who are domestic partners of any person other than the Employee or partners for whom a Statement of Termination is filed with the District. Domestic Partners do not include individuals who are related to the Employee by blood closer than would preclude lawful marriage in the state where the partners reside.

Termination of a Domestic Partner relationship is immediately effective when the relationship no longer meets all of the conditions set forth in this definition.

**D.3.3** In case of serious or **CATASTROPHIC ILLNESS IN THEIR IMMEDIATE FAMILY**, the teachers will be allowed to use all of their accumulated sick leave, and if necessary be allowed to make application to the sick bank. "Immediate family" in this case shall be defined as husband, wife, dependent children, parent, or domestic partner.

**D.3.4** Teachers shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year:

- a. Up to two (2) days **EMERGENCY LEAVE** (non-accumulative)
- b. two (2) days of **PERSONAL LEAVE** (non-accumulative)
- c. and five (5) days **DEATH RELATED LEAVE** (non-accumulative)

Such requests shall be submitted in writing at least one week in advance unless an emergency occurs where one week advance notice is impossible.

Subject to the limitations herein and upon written notification received at least seven (7) days prior to the commencement of such leave, a teacher may receive with full pay, two (2) days personal leave each school year to attend to the teacher's personal, family or business affairs. Personal days may not be used to extend vacation periods. Vacation periods are defined as (1) Thanksgiving, (2) Christmas Break, (3) February Break, (4) April Break, (5) Summer Break, and (6) long holiday weekends. Building administrators may have discretion over how many personal days may be approved for a given date, in order to provide adequate staff coverage at school. Exceptions to this policy may be granted by the Superintendent or designee.

Reasons stated for emergency leave will need to be for urgent and compelling matters that must be handled during the regular school day.

**D.3.5** **SPECIAL CIRCUMSTANCES:** Requests for leave that are not covered under this section of the Agreement may be made to the Superintendent of Schools. The Superintendent shall decide whether to grant the leave and determine if it is paid or unpaid. The Superintendent's decision regarding "Special Circumstances Leave" cannot be grieved.

**D.3.6** **PROFESSIONAL LEAVE:** Absence with full pay will be allowed for leave approved in advance by the Superintendent or her/his designee when teachers request, are required, or are requested to attend educational meetings and conferences or for trips involving school business.

- a. Three teachers will be allowed one professional leave day each or one will be allowed two professional leave days for the purpose of attending the NEA/NH annual assembly of delegates. Additionally, upon request, the Superintendent may grant leave to three additional teachers for the same purpose if it does not create an unusual hardship on or inconvenience to the District.
- b. All requests for such absences will be made in writing at least one (1) week in advance, when possible, to the Principal and if recommended, will be submitted to the Superintendent for approval.
- c. The number of absences allowable for professional leave is a value judgment on the part of the Superintendent of Schools and is subject to budget limitations. The number of professional leave days granted on any given school day shall be limited in number.

**D.3.7 MILITARY LEAVE:** Teachers who are in reserve status at the time of their initial employment by the District or upon the effective date of this Agreement and who are called to active duty in any of the United States military services that cannot, because of national emergency, be postponed or deferred, will be compensated for such absence from their contract duty to the District to the extent that the District will pay during their contract the difference between their per diem contract salary and their per diem military pay, for that contracted year.

**D.3.8 SABBATICAL LEAVE:** The Board may, at its discretion and on the recommendation of the Superintendent, grant a sabbatical leave for a teacher by applying the following conditions:

- a. The teacher shall have seven consecutive years of successful service in the District.
- b. The teacher will be paid in either two equal installments or bi-weekly in twenty-six (26) equal payments, a sum equal to seventy-five (75) percent of the individual's Track/Step 1 salary for a full year sabbatical leave.
- c. Health care benefits that a teacher would normally be entitled to would continue during this period.
- d. All requests for sabbatical leave will be submitted in writing to the Superintendent no later than January 1st.
- e. The decision of the Board will be announced no later than March 26th.
- f. The applicant must be enrolled in an accredited college or university, working on an approved degree program related to the teacher's assignment or an independent educational study program approved by the School Board.

- g. Upon recommendation of the Superintendent, a teacher may receive a salary increase upon return from sabbatical leave providing that the teacher can show successful accomplishment for a year's work.
- h. Teachers granted this leave shall agree in writing to two (2) additional years' service following the sabbatical leave.
- i. Reports will be made to the Superintendent, as requested, concerning the nature of the teacher's program and progress.
- j. The number of sabbatical leaves granted shall not exceed two (2) in one (1) year.
- k. Any teacher who has been approved for a sabbatical leave and does not return to the District for two additional years of service must reimburse the school district for the entire amount of salary and any fringe benefits received for this sabbatical leave. (The Board would consider extenuating circumstances.)

**D.3.9 OTHER LEAVES OF ABSENCE:** Upon recommendation of the Superintendent, a teacher may be granted a leave of absence without pay, provided the Board approves the teacher's application for leave.

- a. The number of leaves for a full year shall be limited.
- b. Upon return from such leave, the teacher will be placed on the salary level equal to the amount he/she would have received had he/she been employed during that year of leave, if recommended by the Superintendent and approved by the Board. Upon return from any leave, every effort shall be made to assign a teacher to the same position.

**D.3.10 SICK LEAVE BANK:** The Board agrees to establish a sick leave bank to cover teachers in the event of a long-term illness.

- a. Anyone wishing to participate in the sick leave bank may do so by donating, in writing, one accrued sick leave day to the bank. All days donated to the bank will accrue from year to year until depleted through use by participating members. At that time, anyone who wants to continue to participate as a member shall be required to donate a day from her/his accrued balance.
- b. A member shall become eligible to request extended benefits from the sick leave bank after an incapacitating illness or disability provided the member has exhausted all accrued sick leave.
- c. Upon presentation of satisfactory medical evidence of disability or illness to the Sick Leave Bank Committee and approval by said Committee, the Committee shall forward its recommendation to the Superintendent.

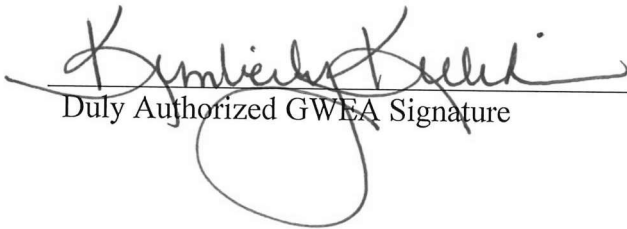
- d. Upon recommendation of the Superintendent and approval of the Board, a member may be granted up to thirty (30) days in addition to the regular sick leave.
- e. During such additional sick leave, any and all benefits normally provided a teacher shall continue.
- f. Guidelines for application by a member to the sick leave bank shall be determined by the Sick Leave Bank Committee and published by said Committee.
- g. An additional thirty (30) days may be used by any individual teacher based upon recommendation of the Sick Leave Bank Committee and approval by the Superintendent of Schools and the School Board.

**D.3.11** A teacher called to serve jury duty shall receive full compensation and benefits for the first five (5) days, and thereafter shall receive full compensation and benefits minus any compensation, not including expenses, received as a result of serving jury duty.

**IN WITNESS WHEREOF THE PARTIES HEREUNTO SET THEIR HAND AND SEALS THIS**

23 <sup>May</sup> DAY OF APRIL 2023

**Governor Wentworth Education  
Association President**

  
Duly Authorized GWEA Signature

**Governor Wentworth Regional  
School Board Chairman**

  
Duly Authorized GWRSB Signature

## APPENDIX 1 - SALARY SCHEDULE

**TRACK 1 = Bach Degree**

**TRACK 2 = Bach +20 credits or Bach +15 credits & Matriculated**

**TRACK 3 = Bach Degree +40 credits or Master**

**TRACK 4 = Master +30 credits or C.A.G.S.**

*Once placed on the scale, each year of successful teaching experience translates into 1 STEP movement on the Wage Scale.*

### 2023-2024

| Step | Track  |        |        |        |
|------|--------|--------|--------|--------|
|      | 1      | 2      | 3      | 4      |
| 1    | 44,814 | 45,935 | 47,056 | 51,538 |
| 2    | 45,935 | 47,056 | 48,176 | 53,218 |
| 3    | 47,056 | 48,176 | 49,297 | 54,899 |
| 4    | 47,616 | 49,297 | 49,856 | 56,579 |
| 5    | 48,176 | 49,856 | 50,417 | 58,260 |
| 6    | 48,737 | 50,417 | 51,763 | 59,941 |
| 7    | 49,689 | 52,097 | 54,394 | 61,621 |
| 8    | 52,042 | 53,778 | 57,140 | 63,301 |
| 9    | 55,346 | 57,811 | 61,061 | 64,982 |
| 10   | 60,893 | 60,927 | 62,740 | 68,230 |
| 11   |        | 64,035 | 68,343 | 72,825 |
| 12   |        | 69,015 | 72,420 | 77,418 |
| 13   |        |        | 77,848 | 82,347 |
| 14   |        |        |        | 89,534 |

### 2024-2025

| Step | Track  |        |        |        |
|------|--------|--------|--------|--------|
|      | 1      | 2      | 3      | 4      |
| 1    | 46,159 | 47,313 | 48,467 | 53,084 |
| 2    | 47,313 | 48,467 | 49,621 | 54,815 |
| 3    | 48,467 | 49,621 | 50,776 | 56,546 |
| 4    | 49,044 | 50,776 | 51,352 | 58,276 |
| 5    | 49,621 | 51,352 | 51,930 | 60,008 |
| 6    | 50,199 | 51,930 | 53,316 | 61,739 |
| 7    | 51,180 | 53,660 | 56,026 | 63,469 |
| 8    | 53,603 | 55,392 | 58,854 | 65,200 |
| 9    | 57,006 | 59,545 | 62,893 | 66,931 |
| 10   | 62,719 | 62,754 | 64,623 | 70,277 |
| 11   |        | 65,956 | 70,393 | 75,010 |
| 12   |        | 71,086 | 74,593 | 79,740 |
| 13   |        |        | 80,184 | 84,818 |
| 14   |        |        |        | 92,220 |

## APPENDIX 1 (Continued)

2025-2026

| Step | Track  |        |        |        |
|------|--------|--------|--------|--------|
|      | 1      | 2      | 3      | 4      |
| 1    | 47,543 | 48,732 | 49,921 | 54,677 |
| 2    | 48,732 | 49,921 | 51,110 | 56,459 |
| 3    | 49,921 | 51,110 | 52,299 | 58,242 |
| 4    | 50,516 | 52,299 | 52,892 | 60,025 |
| 5    | 51,110 | 52,892 | 53,488 | 61,808 |
| 6    | 51,705 | 53,488 | 54,915 | 63,591 |
| 7    | 52,715 | 55,270 | 57,707 | 65,373 |
| 8    | 55,211 | 57,053 | 60,620 | 67,156 |
| 9    | 58,717 | 61,331 | 64,780 | 68,939 |
| 10   | 64,601 | 64,637 | 66,561 | 72,386 |
| 11   |        | 67,935 | 72,505 | 77,260 |
| 12   |        | 73,218 | 76,831 | 82,133 |
| 13   |        |        | 82,589 | 87,362 |
| 14   |        |        |        | 94,986 |

## APPENDIX 2 - CTE SALARY SCHEDULE

### CONCEPT OF A CTE PAY SCALE

A separate CTE pay scale shall be established and all CTE teachers moved onto it. There will be the same number of steps as the teacher pay scale. Step 1, Track A, shall be the same as Step 1, Track 1 of the teacher pay scale. Step 14, Track G shall be equal to Step 14, Track 4 teacher pay scale.

The headings for the CTE pay scale shall be as follows:

| (A)                         | (B)                              | (C)                              | (D)   | (E)  | (F)  | (G)                                      |
|-----------------------------|----------------------------------|----------------------------------|---|--|--|--|
| Certified<br>CTE<br>Teacher | Certified<br>CTE + 15<br>credits | Certified<br>CTE + 30<br>credits | Certified<br>CTE +<br>Associate's<br>Degree or<br>+60 credits | Certified<br>CTE +<br>Bachelor's<br>Degree | Certified<br>CTE +<br>Bachelor's<br>Degree +<br>15 credits | Certified<br>CTE +<br>Master's<br>Degree |

Credits for Tracks A-D that qualify for placement may be undergraduate or graduate credits. Credits that qualify for placement on tracks F & G must be graduate credits.

#### 2023-2024 CTE

| Step | Track  |        |        |        |        |        |        |
|------|--------|--------|--------|--------|--------|--------|--------|
|      | A      | B      | C      | D      | E      | F      | G      |
| 1    | 44,814 | 45,375 | 45,655 | 45,935 | 47,056 | 49,857 | 51,538 |
| 2    | 45,935 | 46,495 | 46,775 | 47,056 | 48,176 | 51,257 | 53,218 |
| 3    | 47,056 | 47,616 | 47,896 | 48,176 | 49,297 | 52,658 | 54,899 |
| 4    | 47,616 | 48,456 | 48,877 | 49,297 | 49,856 | 53,497 | 56,579 |
| 5    | 48,176 | 49,016 | 49,436 | 49,856 | 50,417 | 54,619 | 58,260 |
| 6    | 48,737 | 49,577 | 49,997 | 50,417 | 51,763 | 56,524 | 59,941 |
| 7    | 49,689 | 50,893 | 51,495 | 52,097 | 54,394 | 59,156 | 61,621 |
| 8    | 52,042 | 52,910 | 53,344 | 53,778 | 57,140 | 61,901 | 63,301 |
| 9    | 55,346 | 56,578 | 57,195 | 57,811 | 61,061 | 64,647 | 64,982 |
| 10   | 60,893 | 60,910 | 60,918 | 60,927 | 62,740 | 66,392 | 68,230 |
| 11   |        | 62,464 | 63,249 | 64,035 | 68,343 | 72,738 | 72,825 |
| 12   |        |        | 66,985 | 69,015 | 72,420 | 76,622 | 77,418 |
| 13   |        |        |        |        | 77,848 | 80,515 | 82,347 |
| 14   |        |        |        |        |        |        | 89,534 |



## APPENDIX 2 (Continued)

### 2024-2025 CTE

| Step | Track  |        |        |        |        |        |        |
|------|--------|--------|--------|--------|--------|--------|--------|
|      | A      | B      | C      | D      | E      | F      | G      |
| 1    | 46,159 | 46,736 | 47,024 | 47,313 | 48,467 | 51,353 | 53,084 |
| 2    | 47,313 | 47,890 | 48,179 | 48,467 | 49,621 | 52,795 | 54,815 |
| 3    | 48,467 | 49,044 | 49,333 | 49,621 | 50,776 | 54,238 | 56,546 |
| 4    | 49,044 | 49,910 | 50,343 | 50,776 | 51,352 | 55,102 | 58,276 |
| 5    | 49,621 | 50,487 | 50,919 | 51,352 | 51,930 | 56,258 | 60,008 |
| 6    | 50,199 | 51,064 | 51,497 | 51,930 | 53,316 | 58,220 | 61,739 |
| 7    | 51,180 | 52,420 | 53,040 | 53,660 | 56,026 | 60,931 | 63,469 |
| 8    | 53,603 | 54,497 | 54,945 | 55,392 | 58,854 | 63,758 | 65,200 |
| 9    | 57,006 | 58,276 | 58,910 | 59,545 | 62,893 | 66,586 | 66,931 |
| 10   | 62,719 | 62,737 | 62,746 | 62,754 | 64,623 | 68,384 | 70,277 |
| 11   |        | 64,338 | 65,147 | 65,956 | 70,393 | 74,920 | 75,010 |
| 12   |        |        | 68,994 | 71,086 | 74,593 | 78,920 | 79,740 |
| 13   |        |        |        |        | 80,184 | 82,050 | 84,818 |
| 14   |        |        |        |        |        |        | 92,220 |

### 2025-2026 CTE

| Step | Track  |        |        |        |        |        |        |
|------|--------|--------|--------|--------|--------|--------|--------|
|      | A      | B      | C      | D      | E      | F      | G      |
| 1    | 47,543 | 48,138 | 48,435 | 48,732 | 49,921 | 52,893 | 54,677 |
| 2    | 48,732 | 49,327 | 49,624 | 49,921 | 51,110 | 54,379 | 56,459 |
| 3    | 49,921 | 50,516 | 50,813 | 51,110 | 52,299 | 55,865 | 58,242 |
| 4    | 50,516 | 51,407 | 51,853 | 52,299 | 52,892 | 56,755 | 60,025 |
| 5    | 51,110 | 52,001 | 52,447 | 52,892 | 53,488 | 57,946 | 61,808 |
| 6    | 51,705 | 52,596 | 53,042 | 53,488 | 54,915 | 59,967 | 63,591 |
| 7    | 52,715 | 53,993 | 54,631 | 55,270 | 57,707 | 62,759 | 65,373 |
| 8    | 55,211 | 56,132 | 56,593 | 57,053 | 60,620 | 65,671 | 67,156 |
| 9    | 58,717 | 60,024 | 60,678 | 61,331 | 64,780 | 68,584 | 68,939 |
| 10   | 64,601 | 64,619 | 64,628 | 64,637 | 66,561 | 70,436 | 72,386 |
| 11   |        | 66,268 | 67,101 | 67,935 | 72,505 | 77,167 | 77,260 |
| 12   |        |        | 71,064 | 73,218 | 76,831 | 81,288 | 82,133 |
| 13   |        |        |        |        | 82,589 | 85,662 | 87,362 |
| 14   |        |        |        |        |        |        | 94,986 |

**APPENDIX 3  
DEPARTMENT HEADS/TEAM LEADERS COMPENSATION**

**Team Leaders – 12.5% of the Track 1, Step 1 Salary**  
**Department Heads – 8.5% of the Track 1, Step 1 Salary**

*\*Team Leaders shall work five (5) days beyond the regular teaching contract and receive an additional five days of salary at their respective per diem rates (in addition to the listed stipend).*

**APPENDIX 3.A  
CTE LEADERS/CTE ADVISORS COMPENSATION**

**CTE Leaders- \$3,000 per year**  
**CTE Advisors- \$2,000 per year**

## APPENDIX 4 - COACHING STIPENDS

For extracurricular activities and athletics, payment shall be made within 30 days of submission of requests for payment.

| ID   | Position                   | Level | 2023-2025 | ID   | Position                         | Level | 2023-2025     |
|------|----------------------------|-------|-----------|------|----------------------------------|-------|---------------|
| A1   | Head Ski (Alpine)          | HS    | 4173      | GB2  | JV Girls Basketball              | HS    | 3131          |
| A2   | Assistant Ski (Alpine)     | HS    | 3131      | GB3  | Freshman Girls Basketball        | HS    | 3131          |
| BB1  | Head Boys Basketball       | HS    | 4173      | GL1  | Head Girls Lacrosse              | HS    | 4173          |
| BB2  | JV Boys Basketball         | HS    | 3131      | GL2  | Assistant Girls Lacrosse         | HS    | 3131          |
| BB3  | Freshman Boys Basketball   | HS    | 3131      | GL3  | JV Girls Lacrosse                | HS    | 3131          |
| BBB1 | Head Varsity Baseball      | HS    | 4173      | GS1  | Head Girls Soccer                | HS    | 4173          |
| BBB2 | JV Baseball                | HS    | 3131      | GS2  | JV Girls Soccer                  | HS    | 3131          |
| BL1  | Head Boys Lacrosse         | HS    | 4173      | GSB1 | Head Varsity Softball            | HS    | 4173          |
| BL2  | Assistant Boys Lacrosse    | HS    | 3131      | GSB2 | JV Softball                      | HS    | 3131          |
| BS1  | Head Boys Soccer           | HS    | 4173      | GT1  | Head Girls Tennis                | HS    | 3131          |
| BS2  | JV Boys Soccer             | HS    | 3131      | GTR1 | Head Girls Track                 | HS    | 4173          |
| BT1  | Head Boys Tennis           | HS    | 3131      | GTR2 | Assistant Girls Track            | HS    | 3131          |
| BTR1 | Head Boys Track            | HS    | 4173      | IH1  | Varsity Ice Hockey               | HS    | 4173          |
| BTR2 | Assistant Boys Track       | HS    | 3131      | IH2  | Assistant Varsity Ice Hockey     | HS    | 3131          |
| CC1  | Boys Cross Country         | HS    | 3131      | N1   | Head Ski (Nordic)                | HS    | 3131          |
| CC2  | Girls Cross Country        | HS    | 3131      | N2   | Assistant Ski (Nordic)           | HS    | 2086          |
| F1   | Head Varsity Football      | HS    | 4173      | S1   | Head Fall Spirit                 | HS    | 2086          |
| F2   | Assistant Varsity Football | HS    | 3131      | S2   | Head Winter Spirit               | HS    | 2086          |
| F3   | Assistant Varsity Football | HS    | 3131      | SC1  | Strength and Conditioning Fall   | HS    | 2500          |
| F4   | JV Football                | HS    | 3131      | SC2  | Strength and Conditioning Spring | HS    | 2500          |
| F5   | Freshman Football          | HS    | 3131      | SC3  | Strength and Conditioning Winter | HS    | 2500          |
| FH1  | Head Field Hockey          | HS    | 4173      | T1   | Indoor Track                     | HS    | 3131          |
| FH2  | JV Field Hockey            | HS    | 3131      | V1   | Head Volleyball                  | HS    | 4173          |
| FH3  | Freshman Field Hockey      | HS    | 3131      | V2   | JV Volleyball                    | HS    | 3131          |
| G    | Head Golf                  | HS    | 3131      | V3   | Freshman Volleyball              | HS    | 2086          |
| G1   | JV Golf                    | HS    | 3131      |      |                                  |       |               |
| GB1  | Head Girls Basketball      | HS    | 4173      |      | <b>KRHS Total</b>                |       | <b>172369</b> |

## APPENDIX 4 – (Continued)

| ID   | Position                       | Level | 2023-2025 | ID  | Position                            | Level | 2023-2025     |
|------|--------------------------------|-------|-----------|-----|-------------------------------------|-------|---------------|
| 4    | MS Head Ski (Alpine)           | MS    | 3131      | 46  | Intramural/MS Fall-Winter           | MS    | 184           |
| 4-1  | MS Alpine                      | MS    | 3131      | 47  | Intramural/MS Fall-Winter           | MS    | 184           |
| 5    | MS Head Football               | MS    | 2086      | 48  | Intramural/Fall MS                  | MS    | 184           |
| 6    | MS Assistant Football          | MS    | 1564      | 49  | Intramural/Fall MS                  | MS    | 184           |
| 7    | MS Assistant Football          | MS    | 1564      | 50  | Intramural/Director MS              | MS    | 655           |
| 10   | MS Head Field Hockey           | MS    | 2086      | 55  | MS Head Boys Track                  | MS    | 2086          |
| 11   | MS Assistant Field Hockey      | MS    | 1564      | 56  | MS Head Girls Track                 | MS    | 2086          |
| 19   | MS XC                          | MS    | 2086      | 57  | Intramural/Spring MS                | MS    | 184           |
| 20   | Assistant XC                   | MS    | 1564      | 58  | Intramural/Spring MS                | MS    | 184           |
| 24   | Middle Girls Basketball (8th)  | MS    | 2086      | 59  | Intramural/Spring MS                | MS    | 184           |
| 24-1 | MS Girls Basketball (White)    | MS    | 2086      | 60  | Intramural/Spring MS                | MS    | 184           |
| 25   | Middle Boys Basketball (Green) | MS    | 2086      | 26B | MS Head Soccer-Boys                 | MS    | 2086          |
| 25-1 | MS Boys Basketball (Silver)    | MS    | 2086      | 26G | MS Head Soccer-Girls                | MS    | 2086          |
| 25-2 | MS Boys Basketball (White)     | MS    | 2086      | 27B | Assistant MS Soccer-Boys            | MS    | 1564          |
| 29   | MS Winter Spirit               | MS    | 2086      | 27G | Assistant MS Soccer-Girls           | MS    | 1564          |
| 43   | MS Baseball (Green)            | MS    | 2086      | 61  | MS Instructional Tennis (1 Yr only) | MS    | 1500          |
| 43-1 | MS Baseball (White)            | MS    | 2086      | 62  | MS Volleyball - A                   | MS    | 2086          |
| 43-2 | MS Baseball (White)            | MS    | 2086      | 63  | MS Volleyball - B                   | MS    | 2086          |
| 44   | MS Softball                    | MS    | 2086      |     | <b>KRMS Total</b>                   |       | <b>63079</b>  |
| 44-1 | MS Softball (White)            | MS    | 2086      |     |                                     |       |               |
| 44-2 | MS Softball (White)            | MS    | 2086      |     | <b>COMBINED</b>                     |       | <b>235448</b> |

| <b>LONGEVITY TABLE</b>  |                  |
|-------------------------|------------------|
|                         | <b>2023-2026</b> |
| <b>1 to 3 Years</b>     | 91.91            |
| <b>4 to 6 Years</b>     | 193.92           |
| <b>7 to 9 Years</b>     | 285.83           |
| <b>10 Years or More</b> | 379.76           |

## APPENDIX 5 - EXTRA CURRICULAR STIPENDS

For extracurricular activities and athletics, payment shall be made within 30 days of submission of requests for payment.

### 1. Kingswood Regional High School, Middle School and LRTC

| POS ID | # of POS | Position                 | Point Value | SCHOOL | 2023-2026 | POS ID | # of POS | Position                           | Point Value | SCHOOL | 2023-2026 |
|--------|----------|--------------------------|-------------|--------|-----------|--------|----------|------------------------------------|-------------|--------|-----------|
|        |          | Point Value Rates        |             |        | 120       |        |          | Point Value Rates                  |             |        | 120       |
| 1      | 1        | Chess Club               | 4           | KRMS   | 480       | 23     | 1        | VICA Power Mechanics *             | 11.5        | LRTC   | 1380      |
| 2      | 1        | Band                     | 13          | KRMS   | 1560      | 24     | 1        | FBLA *                             | 13.5        | LRTC   | 1620      |
| 3      | 1        | Band Director            | 26          | KRHS   | 3120      | 25     | 1        | TSA*                               | 11.5        | LRTC   | 1380      |
| 4      | 1        | Close Up/Split           | 5.5         | KRHS   | 660       | 26     | 1        | VICA Culinary *                    | 10.5        | LRTC   | 1260      |
| 4      | 1        | Close Up/Split           | 5.5         | KRHS   | 660       | 27     | 1        | DECA *                             | 7.5         | LRTC   | 900       |
| 5      | 2        | Freshman Class Advisor   | 5.6         | KRHS   | 672       | 28     | 1        | FFA *                              | 9           | LRTC   | 1080      |
| 5      |          | Freshman Class Advisor   | 5.6         | KRHS   | 672       | 29     | 1        | Odyssey of the Mind                | 5.7         | KRMS   | 684       |
| 6      | 2        | Junior Class Advisor     | 7.8         | KRHS   | 936       | 30     | 1        | Literary Magazine                  | 4.5         | KRHS   | 540       |
| 6      |          | Junior Class Advisor     | 7.8         | KRHS   | 936       | 31     | 2        | Student Council Advisor            | 5.5         | KRMS   | 660       |
| 7      | 2        | Math Team                | 4.5         | KRHS   | 540       | 31     |          | Student Council Advisor            | 5.5         | KRMS   | 660       |
| 7      |          | Math Team                | 4.5         | KRHS   | 540       | 32     | 1        | Astronomy Club                     | 4           | KRHS   | 480       |
| 8      | 1        | Dungeons and Dragons     | 4.5         | KRMS   | 540       | 33     | 1        | Straight and Gay Alliance          | 4           | KRMS   | 480       |
| 9      | 1        | Play Director            | 7.5         | KRMS   | 900       | 34     | 1        | Math Club/Split                    | 2.5         | KRMS   | 300       |
| 10     | 1        | Play Director            | 35          | KRHS   | 4200      | 34     | 1        | Math Club/Split                    | 2.5         | KRMS   | 300       |
| 11     | 1        | Play Assistant Director  | 25.83       | KRHS   | 3100      | 35     | 2        | Kids in the World of Science/Split | 3           | KRMS   | 360       |
| 12     | 1        | Play Assistant Director  | 4.5         | KRMS   | 540       | 35     |          | Kids in the World of Science/Split | 3           | KRMS   | 360       |
| 13     | 2        | Senior Class Advisor     | 11          | KRHS   | 1320      | 36     | 2        | Model UN/split                     | 2.75        | KRHS   | 330       |
| 13     |          | Senior Class Advisor     | 11          | KRHS   | 1320      | 36     |          | Model UN/split                     | 2.75        | KRHS   | 330       |
| 14     | 2        | KAH Advisor              | 10          | KRHS   | 1200      | 37     | 1        | National Honor Society             | 5.5         | KRHS   | 660       |
| 14     |          | KAH Advisor              | 10          | KRHS   | 1200      | 38     | 2        | Peer Outreach                      | 6.3         | KRHS   | 756       |
| 15     | 2        | Sophomore Class Advisors | 5.6         | KRHS   | 672       | 38     |          | Peer Outreach                      | 6.3         | KRHS   | 756       |
| 15     |          | Sophomore Class Advisors | 5.6         | KRHS   | 672       | 39     | 2        | Student Store Advisor              | 5           | KRMS   | 600       |
| 16     | 2        | Student Council          | 7.8         | KRHS   | 936       | 39     |          | Student Store Advisor              | 5           | KRMS   | 600       |
| 16     | 2        | Student Council          | 7.8         | KRHS   | 936       | 40     | 1        | Technology Club                    | 4           | KRMS   | 480       |
| 17     | 1        | Yearbook/Split           | 3.15        | KRMS   | 378       | 41     | 1        | Envirothon                         | 9           | KRMS   | 1080      |
| 17     | 1        | Yearbook/Split           | 3.15        | KRMS   | 378       | 42     | 1        | KAH Foods Advisor                  | 11.3        | KRHS   | 1356      |
| 18     | 1        | Yearbook/Split           | 7           | KRHS   | 840       | 43     | 1        | French Club Advisor                | 3.25        | KRHS   | 390       |
| 18     | 1        | Yearbook/Split           | 7           | KRHS   | 840       | 44     | 1        | Spanish Club Advisor               | 3.25        | KRHS   | 390       |
| 19     | 1        | Youth in Government      | 3.25        | KRHS   | 390       | 45     | 1        | Knight Club                        | 0           | KRHS   | 0         |
| 19     | 1        | Youth in Government      | 3.25        | KRHS   | 390       | 46     | 1        | Straight/Gay Alliance Advisor      | 6.3         | KRHS   | 756       |
| 20     | 1        | FHA *                    | 9           | LRTC   | 1080      | 47     | 1        | Theatre Musical Director           | 25.83       | KRHS   | 3100      |
| 21     | 1        | VICA Construction *      | 10.5        | LRTC   | 1260      | 48     | 1        | Costume Director                   | 17.38       | KRHS   | 2086      |
| 22     | 1        | HOSA *                   | 9.5         | LRTC   | 1140      | 49     | 1        | Choreographer                      | 17.38       | KRHS   | 2086      |

**APPENDIX 5 (Continued)**

**LONGEVITY STIPEND – Kingswood Regional High School, Middle School and LRTC**

- 1 to 3 Years    **2023-2026 = \$49**
- 4 to 6 Years    **2023-2026 = \$93**
- 7 to 9 Years    **2023-2026 = \$140**
- 10 or More     **2023-2026 = \$185**

Longevity is awarded for years of service in any activity position.

**2. Elementary Schools and Special Education**

**POINT DISTRIBUTION FOR ELEMENTARY  
SCHOOLS/SPED**

| <b>School/Area</b>           | <b><u>Enrollment</u><br/>Fall 2003</b> | <b><u>Points</u></b> |
|------------------------------|--|----------------------|
| Carpenter/Crescent Lake      | 571                                    | 63.2                 |
| Ossipee                      | 360                                    | 39.9                 |
| New Durham                   | 214                                    | 23.7                 |
| Tuftonboro                   | 168                                    | 18.6                 |
| Effingham                    | 119                                    | 13.2                 |
| Special Education            |  | 26.4                 |
| Elementary Band <sup>1</sup> |  | 18.4                 |
| District                     |  | 0.0                  |
| <b>Totals</b>                | <b>1432</b>                            | <b>203.4</b>         |

<sup>1</sup> Each elementary school having a band has 4.6 points for the position.

\*POINT VALUE:    **2023-2026 = \$120**

**LONGEVITY STIPEND – Elementary Schools/SPED**

- 1 to 3 Years    **2023-2026 = \$49**
- 4 to 6 Years    **2023-2026 = \$93**
- 7 to 9 Years    **2023-2026 = \$140**
- 10 or More     **2023-2026 = \$185**

Longevity is awarded for years of service in any activity position.

## APPENDIX 6 - STUDENT DISCIPLINE

The Board recognizes its responsibility to give all available support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that disruptions caused by a particular pupil in the class will impede the education of other class members, the Board or school administrator will provide all available support and assistance to the teacher with respect to said pupil.

A teacher may recommend to the administrator exclusion of a pupil from class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom educationally damaging to other class members. In such cases, the teacher will furnish the principal, as promptly as her/his teaching obligations will allow, full particulars of the incident in writing.

The Board, in conjunction with administrators and teachers, shall develop rules and regulations setting forth the procedures to be utilized in disciplining, suspending or expelling students for misbehavior. Such rules and regulations shall be distributed to students, teachers, and parents at the commencement of each school year.

Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board's representative shall render all reasonable assistance to the teacher in conjunction with handling of the incident by law enforcement and judicial authorities.

Time lost by a teacher in connection with any incident mentioned in this article shall not be charged against the teacher nor shall the teacher suffer any loss in compensation or other benefits.

A teacher may, at all times, use such force as is necessary to protect herself/himself, to protect persons or property, to quell a disturbance or to obtain possession of a dangerous weapon.

## APPENDIX 7 - TEACHER EVALUATION

**Definition:** Unless otherwise indicated, the term “days” in this section (Appendix 7) of the Agreement shall mean workdays.

### REGULATION:

#### A. Educator Pathways

##### 1. Induction Educator Pathway

- a. Educators new to teaching or new to the District are placed on the Induction Pathway until they have earned Continuing Contract rights as defined by NH RSA 189:14-a.
- b. Teachers who are on the Induction Educator Pathway shall be observed at least two times each year with a final annual assessment.
  - i. Observations shall be based on a minimum of thirty (30) minutes.
  - ii. Observations may be made by the Assistant Superintendent, School Principals, Assistant Principals, Directors, Department Heads, Academic Coordinators or others designated by the Superintendent of Schools.
  - iii. Post-observation conferences shall be within five (5) days.
  - iv. Teachers shall receive a preliminary report of the observation at least one (1) day prior to the conference. The final report shall be issued in accordance with Section C.3.1 of this Agreement.

##### 2. Master Educator Pathway

- a. Educators who are on the Master Educator Pathway are considered to be master teachers who do not require the same level of supervision as a new teacher.
- b. Teachers on the Master Educator Pathway shall maintain a Portfolio of Professional Development (PD), which may include but is not limited to an Action Research Project and Reflections and/or a report of hours indicating an active dialogue with the building administrator, per the district Professional Development Plan.
  - i. The PD Portfolio shall be presented to the building administrator and one colleague of the teacher’s choosing early in the spring of the third year of the teacher’s PD/recertification cycle.
  - ii. A summary of the PD Portfolio, written by the teacher, shall be sent to the Superintendent’s Office for inclusion in the Central Office Personnel File.
- c. Teachers on the Master Educator Pathway may request formal feedback on their performance by requesting a classroom observation. If such an observation is requested, the same requirements as pertain to observation of teachers on the Induction Pathway shall pertain.
- d. In the absence of placement onto the Observation Cycle, or a request for a formal observation made by the teacher, no observations or formal assessments are required on a teacher on the Master Educator Pathway.



## APPENDIX 7 (Continued)

- e. When an administrator becomes aware of a deficiency, as defined by an unsatisfactory rating on a research-based teacher evaluation framework mutually agreed upon by all parties, he or she will schedule a meeting with the teacher. The meeting will occur within two days of the deficiency becoming apparent, for the purpose of discussing what was observed, unless one or the other party is unavailable. In that case the meeting will be scheduled at the earliest mutually agreeable time.
  - i. The deficiency will be discussed, but no formal observation plan will be written. The teacher will have six days from the date of this meeting to provide evidence that the deficiency does not exist. If after viewing the evidence the administrator still believes there is a deficiency or deficiencies, the educator will be placed on an Observation Cycle.
  - ii. Unless the deficiency relates to a time sensitive issue, the teacher will be given no fewer than 20 days to correct the deficiency, in accordance with the Observation Cycle as outlined in the District's Professional Development Plan. At that time, the teacher and administrator will meet again for the teacher to present evidence of correction.

### **B. Observation Cycle**

The purpose of the Observation Cycle is to provide constructive feedback to educators who exhibit one or more professional deficiencies. The intent is to help the educator improve and meet the high standards of professionalism set by the Governor Wentworth Regional School Board and the Governor Wentworth Education Association.

Any evaluation has at its heart judgments. In order to make the judgment of educators' professional work as objective as possible, administrators will be using the same framework that is used for professional development. This pairing is necessary because professional development is the way in which deficiencies are corrected.

Details regarding the Observation Cycle can be found in the Governor Wentworth Regional School District's Professional Development Master Plan.

1. If the educator has been placed on a Formal Observation Pathway, then the educator and the building administrator will meet to develop a written plan that will address the recommendations, including possible strategies (i.e. Circle of Friends, reading material, training, peer visitations in or out of district, mentoring, etc.) and to determine a reasonable time-line for a follow-up meeting (no less than 20 days). The plan will include a timeline of not less than 40 days, nor more than 60 days from the original date of the deficiency notification.
2. Teachers on a Formal Observation Cycle shall be observed at least two times each year with a final annual assessment.
  - a. Observations shall be based on a minimum of thirty (30) minutes.
  - b. Post-observation conferences shall be within ten (10) days.

## APPENDIX 7 (Continued)

- c. Teachers shall receive a preliminary report of the observation at least one (1) day prior to the conference. The final report shall be issued in accordance with Section C.3.1 of this Agreement.
3. After the satisfactory correction of deficiencies, as presented through evidence, the teacher shall be returned to the Master Educator Pathway. Should there be no satisfactory correction of deficiencies, disciplinary action may be taken in accordance with RSA 189:14-a.

Please Note: A flow chart that details the timeline and steps of the Observation Cycle can be found in the Governor Wentworth Regional School District's Professional Development Master Plan.

### C. Right to Review

- a. Teachers shall be granted the opportunity to review their observations and/or assessments prior to it being included in their file.
- b. All evaluations or observations must be completed, in writing, before a teacher is requested to sign the report. The teacher's signature shall indicate only that the report has been read by the teacher and shall not be interpreted as agreement with the contents.
- c. The teacher may also file a rebuttal to any observation or assessment. The teacher shall have the right to review the content of her/his personnel file and receive copies.
- d. No materials derogative to a teacher's employment shall be placed in a teacher's personnel file unless that teacher has had the opportunity to review said material.

**APPENDIX 8**  
**GOVERNOR WENTWORTH REGIONAL SCHOOL DISTRICT**  
**DOMESTIC PARTNER AFFIDAVIT**

**Employee's name** \_\_\_\_\_

**Employee's social security number** \_\_\_\_\_

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

As a condition of membership for Domestic Partners and their eligible children, the following completed affidavit is required. *This affidavit must be notarized and submitted to the SAU 49 Office.* The information in this affidavit will not be used or released for any purpose other than to establish your eligibility for specific leave benefits unless we have your expressed written consent for other use or release.

We, \_\_\_\_\_ and \_\_\_\_\_,  
*Employee (print)* *Domestic Partner (print)*

hereby certify under penalty of perjury, that each and every statement contained in this affidavit is true and correct to the best of our knowledge. We agree to all of the terms of this affidavit and declare the following:

**I. Declaration of Fact**

- A. We are adults and neither of us is legally married. We have resided together in the same legal residence for at least 12 consecutive months as each other's domestic partner. We live in a committed, mutually monogamous, non-platonic family-type relationship and intend to remain so indefinitely.
- B. It has been at least 12 months since either of us has filed a Statement of Termination naming the other as a party or naming another partner.
- C. It has been at least 12 months since either of us has been a party to a divorce or annulment proceeding.
- D. Neither of us is the policy holder in a health benefits plan which covers a spouse, ex-spouse or former domestic partner as a dependent. Neither of us is a dependent on any other person's health plan policy.
- E. We are at least 18 years of age and mentally competent to enter into contracts and are each jointly responsible for the common welfare and financial obligations of the other.
- F. We are not related by blood closer than would preclude lawful marriage in the state where we are legal residents.

APPENDIX 8 (Continued)

**II. Change in Domestic Partnership**

- A. Each of us agrees to notify the SAU 49 Office of any changes to our domestic partnership, as attested to in the declarations above. For example, if one partner changes residence or if we are no longer each other's sole domestic partner, we will notify the SAU Office. Notice will be in the form of a written statement that provides the date that the termination took place. The Statement of Termination will be filed with the SAU within 30 days of the change, but it will take effect on the date that the relationship changed.
- B. Both partners agree that if either executes a Statement of Termination, he/she will mail a copy of the statement to the last known address of the other party (unless the party is deceased).
- C. Both partners agree that a subsequent Domestic Partner Affidavit cannot be filed until 12 months after any Statement of Termination is received by the SAU 49 Office. The 12 month period will be waived only if another Domestic Partner Affidavit is filed for the same domestic partners within 31 days following the date that the Statement of Termination is received by the SAU 49 Office.

By signing this affidavit, we agree that the Governor Wentworth Regional School District has full recovery rights if it is determined that any statement is false or misleading. We also agree that if any statement is determined to be false or misleading, or if we fail to notify the SAU 49 Office of changes affecting the validity of the Domestic Partner relationship, any benefits available as a result of this relationship may be terminated on a date as determined by the SAU 49 Office.

\_\_\_\_\_  
Employee's signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Address

\_\_\_\_\_  
Domestic Partner's signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Domestic Partner's Address

.....

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_,

before me personally appeared \_\_\_\_\_,  
herein and who executed the foregoing, and swore to its truth.

Before me, \_\_\_\_\_  
**Notary Public Signature & Seal** **My Commission Expires**



APPENDIX 9

GWEA EMPLOYEE AUTHORIZATION FOR A PAYROLL DEDUCTION FOR DUES

I hereby authorize the SAU #49 Business Office to make automatic payroll deductions from my bi-weekly paycheck for the purpose of paying my Association dues in accordance with the terms set forth in the Collective Bargaining Agreement (CBA). The amount of the deduction shall be whatever rate is set by the Association divided by the number of installments specified in the CBA.

**I understand that this authorization will remain in force until I either end my employment with the Governor Wentworth Regional School District or I terminate my authorization, in writing, to the SAU #49 Business Office and receive written confirmation from them acknowledging my letter.**

I agree to hold the SAU #49 Office, the Governor Wentworth Regional School District, and the SAU #49 Office employees harmless from any responsibility or liability should a dues deduction dispute occur and that any and all resolutions to any claims that I may have regarding dues deducted from my paycheck shall be rectified solely between me and the Association.

This authorization, as indicated by my signature below, is made in good faith on this, the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Teacher's Name (Typed or Printed)

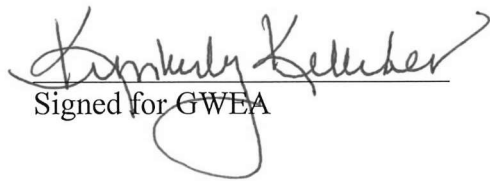
\_\_\_\_\_  
Teacher's Signature

**APPENDIX 10**  
**RESEARCH-BASED TEACHER EVALUATION FRAMEWORK**

As of May 23, 2023 all parties agree the teacher evaluation framework used for Appendix 7 shall be the teacher evaluation framework mutually agreed upon by all parties.



Signed for the GWRSD School Board



Signed for GWEA