

**AGREEMENT**  
**BETWEEN THE**  
**NOTTINGHAM SCHOOL BOARD**  
**AND THE**  
**NOTTINGHAM TEACHERS' ASSOCIATION**  
**NEA-NH/NEA**

**July 1, 2023 – June 30, 2026**

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## **ARTICLE I - RECOGNITION, JURISDICTION, DEFINITIONS**

### **A. Recognition**

The Nottingham School Board recognizes the Nottingham Teachers' Association, National Education Association, as the exclusive representative for all full and part-time teachers, speech and language pathologists, library/media specialists, occupational therapists, guidance counselors and school nurses within the school district for the purpose of collective negotiations and the settlement of grievances under the provision of RSA 273-A of the State of New Hampshire. Excluded from representation are secretaries, aides, janitors, principal, and all other supervisory personnel. This exclusive recognition shall remain in full force and effect for the duration of this agreement.

### **B. Jurisdiction**

The jurisdiction of the Association shall include those persons who hold the positions that have been certified in the determination of the bargaining unit.

### **C. Nothing contained herein shall be construed to deny any employee rights guaranteed him/her under applicable state and/or federal law nor shall any provision deny the School Board any rights under applicable state and/or federal law.**

### **D. Definitions:**

1. As used in the Agreement, the term "teachers" shall refer to members of the bargaining unit.
2. The term "Board" shall refer to the Nottingham School Board.
3. The term "Association" shall refer to the Nottingham Teachers' Association, National Education Association.
4. The term "parties" shall refer to the School Board and the Association.
5. The term "Principal" shall refer to the administrative head of the Nottingham School as designated by the Board.
6. The term "Association Representative" shall refer to the President of the Association or a person he/she shall designate.
7. Wherever the singular is used in this Agreement, it is to include the plural.
8. The term "Supervisor" shall refer to the Assistant Principal, Principal, Assistant Superintendent and Superintendent.
9. The term "preparation period" will be defined as whatever length of time is called for in the school schedule for that particular period, e.g. 42 minutes, 30 minutes.
10. The term "professional day" shall refer to a paid day for the enhancement of a person's career or professional standing and shall be granted with the principal's approval.
11. The term "teacher workshop day" shall refer to the contractually authorized days for classroom preparation, curriculum planning (e.g. Literacy Collaborative tasks), administrative tasks (e.g. SPED, consultation, scheduling, team meetings), and professional development the purpose of which shall be collaboratively decided by administrators and teachers.
12. The term "school day" shall refer to the instructional day plus the time before and after the instructional day during which teacher attendance is required.

13. The term "sabbatical leave" shall refer to a leave without pay that may be granted for the purpose of study and/or research after seven years of district service.
14. The term "full-time" shall apply to those employees who work thirty (30) or more hours per week.
15. The term "fiscal year" shall mean July 1 - June 30.
16. Unless specifically referenced otherwise herein, the term "year" shall mean school year.
17. The term "day" shall mean calendar day unless otherwise described.

## **ARTICLE II - MANAGEMENT RIGHTS**

The School Board as a statutory branch of the New Hampshire State Board of Education is the legal entity endowed with the powers and duties to effectively operate the public schools. Except as specifically modified by this Agreement, the Board retains, without limitations, all powers, rights and authority vested in it by laws, rules and regulations, including but not limited to: the right to make and amend School Board policy; manage and control school properties, and facilities; select and direct personnel; determine, manage and control the school curriculum; relieve employees from duties, take such action as it deems necessary to maintain efficiency in the operation of the school system; determine the methods, means and personnel by which the functions of the school district will be performed.

## **ARTICLE III - FAIR PRACTICES**

As sole collective bargaining agent, the Association will accept into voluntary membership all eligible persons without regard to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, disability, lawful political activities, marital status, familial status, genetic information or affiliation with other organizations. The Association will represent equally all persons without regard to membership in, or association with, the activities of any employee organization.

The Nottingham School Board agrees that there will be no discrimination in the hiring of eligible employees or in their assignment, promotion, transfer or discipline because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, disability, lawful political activities, marital status, familial status, genetic information or by participation in any employees' organizational activities.

## **ARTICLE IV - WORKING CONDITIONS**

### **A. Length of School Day and Year**

1. The school year shall be the number of pupil days required by state statute plus four (4) teacher workshop days and one (1) teacher/parent conference day (totaling five (5) non-instructional days). No teacher workshop days will be scheduled after the last day of school for students. If the Board changes to an hours-based school calendar, the Board and the Association will meet to reopen negotiations on the work day and work year.

Teachers who are new to the district will be required to attend one (1) orientation day prior to the start of the school year.

These days shall not include days canceled because of snow or other emergencies.

Columbus Day/Indigenous Peoples' Day shall be a no school day and teacher attendance shall not be required.

The day before Thanksgiving shall be a no school day and teacher attendance shall not be required.

The school year shall begin on the Monday before Labor Day. Monday will be considered one of the five (5) teacher workshop days for classroom preparation and shall be free of meetings and without student contact. Tuesday will be a teacher workshop day for professional development. Wednesday, Thursday and Friday will be student days.

2. The School Board shall establish the school calendar after the Principal has consulted with the Association.
3. The instructional day shall be no longer than six (6) hours, twenty (20) minutes, including the lunch period. Either party may request to reopen negotiations if the District wishes to extend the work day.
4. Teachers shall be available for 230 minutes a week (15 of which shall be prior to the start of each instructional day) for conferences, consultation or other instructional/administrative activities, except the last teaching day before vacation unless the need arises. If parents are unable to meet during this time, teachers will try to find a mutually convenient time to consult with parents.
5. The parent/teacher conference day shall begin at 1:00 p.m. and end at 7:30 p.m. and shall not be scheduled on a day prior to a student day.

B. Certification

1. No teacher covered by this Agreement shall be employed unless certified by the State of New Hampshire or granted a waiver by the New Hampshire Department of Education.
2. The main teaching effort shall be in the area of certification.

C. Extra-Curricular Activities

As specified in Appendix B of this document, extra-curricular activities shall be voluntary and teachers shall be compensated according to the schedule in Appendix B.

D. Class Size

The Board will strive towards meeting the regulations of class size as set forth by the New Hampshire Department of Education regulations providing that classroom space is available and that the quality of education would not be jeopardized.

E. Duties

1. Teachers will not be required to perform duties before or after school.
2. The administration retains the right to assign one reasonable and equitable duty per week as necessary on days when assigned coverage is unavailable.
3. Release Time: At the request of the School Administrative Unit, principal or teachers, the Board may provide 1/2 days release time for all staff for the purpose of performing professional responsibilities and/or obligations.

F. Duty-Free Lunch

The District will provide a duty free lunch period every work day. The lunch period will begin no earlier than the beginning of the first student lunch block, and it will end no later than the end of the final student lunch block. The lunch period will not be shorter than the length of the students' lunch and recess time. The lunch period shall be continuous except as authorized by the Association.

G. Preparation Periods

Teachers shall have a minimum of five duty-free preparation periods per week, one of which will be used as a grade level team meeting or data meeting. For teachers who are not required to attend weekly data or team meetings, an equitable duty may be assigned, no more than once per week. During preparation periods, teachers will not be required to supervise students or attend meetings. Use of this time will be self-directed by the teacher except under extraordinary circumstances. The length of the period will be in accordance with "Article I - Recognition, Jurisdiction, Definition." This time will be an unbroken block of time and cannot be divided into smaller portions of time.

H. Transporting Children

Teachers shall not be required to transport children.

I. Appointments

Advance notification must be given by a parent in order to schedule an appointment after school on a school day with a teacher.

J. Staff Meetings

Teachers may be required to remain after the end of the school day for approximately one (1) hour to attend faculty/staff meetings. The meetings shall not exceed two (2) per month. The schedule shall be determined at the beginning of the school year and may be subject to change with at least 48 hours' notice, other than in the case of an emergency. This time is not included in the 230 minutes as stipulated in Article IV.A 4.

K. Observations and Evaluations

1. One purpose of observations and evaluations is to help the teacher. All observations and evaluations shall be made by the teacher's supervisors or professional educators as designated by the Superintendent of Schools.
2. All observations of teacher performance shall be conducted in person and with the full knowledge of the teacher. The written report in "Lesson Observation: I, Activities Observed" of the SAU #44 Teaching Evaluation Plan shall include only information observed by the evaluator.
3. All teachers will be given a written observation report prepared by his/her principal within ten (10) days of the observation. In the case of the Superintendent or Assistant Superintendent, the report will also be prepared within ten (10) days.
4. The teacher shall have the right to append his/her remarks to the formal report and any and all such remarks shall also be included in the teacher's file.
5. No such report shall be included in the teacher's file, be sent to central administration, or otherwise be acted upon without prior written notification to the teacher.
6. Any teacher who has received an unfavorable observation will be given an opportunity to rebut said evaluation by another observation with another observer, during a different time

of day and with another student group where practical. If possible, this observation will be conducted no later than thirty (30) days after the original evaluation.

L. Teachers' Files

1. Material indicating unfavorable teacher conduct or service may be placed in the files provided the teacher is notified verbally at the same time and in writing within three (3) working days.
2. Upon receipt of a written request, the teacher shall be furnished a reproduction of any material in his/her file within a reasonable length of time, not to exceed four (4) working days, at ten (10) cents per copy.
3. Any teacher shall have access to his/her files or records maintained in the school district within two (2) working days. No unofficial files shall be kept by the principal or assistant principal on any teacher, except for those related to classroom observation.
4. No material will be removed from the files and destroyed until a teacher proves that it is inaccurate, untrue or unproven.
5. Complaints-Any complaint regarding a teacher made to any member of the administration by a parent, student, or other person which may be used in any manner in evaluating a teacher shall be promptly investigated. The teacher shall be given an opportunity to respond to the complaint in order that he/she may rebut the complaint. The teacher shall acknowledge that he/she had the opportunity to review such complaint by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and that answer shall be reviewed by the Superintendent or designee and attached to all copies. Unsubstantiated complaints shall not be placed in an employee's file.

M. Disciplinary Action

*TEACHER RIGHTS*

1. The School Board agrees that whenever a teacher is required to appear before a Principal, the Superintendent, the School Board, or any Board thereof concerning a matter which could reasonably be assumed to lead to formal disciplinary action, prior written notice shall be provided of the reasons for such a meeting, and the teacher shall be entitled to have a Union representative present to advise and represent the teacher during such meeting. Any suspension of a teacher pending charges shall be with pay.
2. Any complaints regarding a teacher, which may have an effect on the teacher's evaluation or continued employment, that are made to the administration shall be in writing whenever possible and shall be promptly called to the teacher's attention.
3. The teacher shall have the right to answer any complaints. Any informal meeting shall take place if requested by the teacher or parent. After the meeting, the teacher's answer shall be reviewed by the administrator and attached to the filed complaint.
4. No teacher shall be discharged, non-renewed, suspended, disciplined, reprimanded, warned, adversely evaluated, reduced in rank or compensation, or deprived of any professional advantage without just cause. All information forming the basis for disciplinary action will be made available to the teacher and the Association upon written permission from the teacher involved. The parties agree that discipline shall be progressive and corrective.



Teachers shall be exempt from the just cause provision until they have fulfilled the probationary requirements set forth in RSA 189.

5. In the event of disciplinary action due process will be followed.
6. Both parties shall have the right to representation at every stage of any action, as set forth in this Article, IV, M.1 and 2.

N. Reduction In Force

1. As soon as a reduction in force is seriously contemplated, the Superintendent of Schools shall notify the President of the Nottingham Teachers' Association and all of the teachers in the specific classification which might be affected. For the purpose of this Article, classifications are defined as follows:

<b>Classifications</b>	<b>Assignment Areas</b>
Grades K-6	
Grades 7-8	Language arts, math, science, social studies
Grades K-8	Special education, reading, guidance counselors, nurses, art, music, physical education, media/library, computer/technology, speech & language specialists, health, occupational therapists

2. The School Board will accept any written presentations regarding the reduction in force from the Association, individual teachers, or the public.
3. The decision to implement the reduction in force shall be made at the sole discretion of the School Board.
4. The School Board will make every reasonable effort to minimize the effects in reduction in force on the current staff by absorbing as many positions as possible through attrition (retirements, resignations, and refusals to contract). If further reductions are necessary, then non-tenured staff shall be laid off if they are in the specific classifications and designated assignment areas, affected by the reduction.
5. In identifying which teachers to release, the School Board shall consider the following factors: certifications, academic preparation, staff development requirements, evaluation recommendations, and disciplinary actions. All of the factors being equal, then seniority will be considered in making the final determination. An employee subject to removal may bump a less senior employee provided that they are certified and legally qualified for the position.
6. Employees released shall be granted priority for reestablished positions for a three-year period. A previously employed teacher who returns to a teaching position within a three year period shall resume employment by the School District at no less than the step occupied when the teaching position previously held was terminated.
7. Any transfer, assignments, or reassignments resulting from or involving a reduction in staff will be made by the Superintendent, after consultation with the School Board.
8. This procedure is the only procedure that may be used in a reduction in force. No other personnel action, other than reduction in force, may be considered under this Article.

9. Seniority shall be defined as the number of years continuously employed as a member of the Nottingham Teachers' Association bargaining unit. Seniority shall not accrue during approved leaves. Approved leaves shall not constitute breaks in service.

O. Employment

All newly employed or reinstated teachers shall be placed on the appropriate step of the salary schedule, according to experience and education. An experienced teacher, who may not otherwise be hired, may mutually agree with the principal/board to accept a lower rate of pay to ensure employment. The teacher would be placed on the proper step and track the following year, after the board has included the correct salary in the budget. This would allow an experienced teacher who has not been budgeted for to be hired. All teaching contracts are to be issued within forty-five (45) days of the school district meeting. Employees must return contracts to the SAU within fifteen (15) days after receiving them. Any teacher who would like an extension beyond fifteen (15) days must request it in writing within ten (10) days of receiving the contract from the district.

P. Responsibility for Holding Student Moneys.

The responsibility for holding of student moneys overnight shall be assumed by the school administration. No teacher will be held liable for student moneys held by the administration.

## **ARTICLE V - GRIEVANCE PROCEDURE**

A. Definitions

1. A grievance shall be confined to provisions of this Agreement.
2. A grievance shall mean a violation, misinterpretation, or misapplication of the provisions of this Agreement.
3. The term "days" when used in this Article shall, except in the case of the arbitrator's 5 to 30 days limit, mean working school days and teacher workshop days. The parties will endeavor to continue processing grievances during the summer months.

B. Procedures

Step 1 (Informal):

Any teacher or the Association shall discuss the potential grievance verbally with the Principal within fifteen (15) days of when the grievant knew, or should have known of its occurrence, not to exceed one year after the event. The Principal shall respond no later than five (5) days after the grievance is presented verbally to the Principal.

Step 2 (Formal):

If the grievance is not resolved through informal discussion in Step 1, any teacher within the bargaining unit or the Association may, in writing, present a grievance to the Principal within ten (10) days of the Step 1 response. The Principal will meet with the aggrieved teacher and/or his/her Association Representative within five (5) days of receiving the grievance. The Principal shall have ten (10) days to give a written decision after receipt of the grievance.

Step 3:

If the grievance is not resolved at Step 2, the grievant may appeal to the Superintendent of Schools in writing within ten (10) days of receipt of the Principal's decision. The appeal shall set forth specifically the act or condition on which the grievance was based in the first two steps above and the grounds upon which the appeal is based. The Superintendent shall

meet with the grievant to hear argument and evidence within ten (10) days after receipt of the appeal. The Superintendent shall issue a decision in writing to the grievant and the Association within ten (10) days after the meeting.

**Step 4:**

If the grievance is not resolved at Step 3, the grievant may appeal to the School Board in writing within ten (10) days of receipt of the Superintendent's decision. The appeal shall set forth specifically the act or condition on which the grievance was based in the first three steps above and the grounds upon which the appeal is based. The School Board shall meet with the grievant to hear argument and evidence within ten (10) days after the receipt of the appeal. The School Board shall issue its decision in writing to the grievant and the Association within fifteen (15) days after the meeting.

**C. Arbitration**

1. If the grievance is not resolved in Step 4, the Association may submit the matter to arbitration under the Labor Arbitration Rules of the American Arbitration Association by filing notice with the Board no later than ten (10) days after receipt of the unsatisfactory decision at Step 4.
2. The Arbitrator shall issue his/her decision within the time frame established under the Labor Arbitration Rules of the American Arbitration Association. The award shall be in writing and the Arbitrator shall set forth his/her opinion and conclusions on the issues submitted.
3. The award and the decision of the Arbitrator, if made in accordance with his/her jurisdiction and authority under this Agreement, shall be accepted as final and binding by the parties to the dispute and both will abide by it.
4. The Arbitrator shall have the power to make an award, including appropriate make whole relief, when he/she finds a violation of this Agreement.
5. The Arbitrator's fee will be shared equally by the parties in the dispute.
6. The operation of the grievance and arbitration agreement shall be subject to the provisions of Chapter 542 of the New Hampshire Revised Statutes Annotated.
7. If Chapter 542 should be held by the Supreme Court of New Hampshire to be inapplicable to the employees in this bargaining unit, this Article of the contract shall be re-negotiated.

**D. Protection of Individual and Group Rights**

Nothing contained herein shall be construed to prevent any person from informally discussing any dispute with his/her immediate superior or processing a grievance on his/her own behalf in accordance with the Grievance Procedure.

**ARTICLE VI - BOARD POLICY**

**A. The Nottingham School District Policy Manual**

1. The Board shall provide the school with a current and updated copy of the complete Policy Manual.
2. The teaching staff shall have access to a copy of the School Board Policy Manual in the teachers' room as well as on the school web site.
3. All policies impacting on members of the bargaining unit shall be applied and enforced fairly and equitably.

## **ARTICLE VII - ASSOCIATION ACTIVITY AT THE SCHOOL LEVEL**

Before the opening of school, and after the close of school, on school days, the Association shall have the right to use designated areas in the school building for meetings of teachers, provided there is no interference with any scheduled school activities. The use of such areas shall be arranged with the Principal in advance.

## **ARTICLE VIII - COMPENSATION**

### **A. Basic Salary Schedule**

The salaries, steps and tracks of the members of the bargaining unit are set forth in Appendix A which is attached to and made a part of this Agreement.

### **B. Extra-Curricular Activity**

A schedule for payment of extra-curricular duties is set forth in Appendix B, which is attached to and made a part of this Agreement.

### **C. Placement on the Salary Schedule**

1. Members of the bargaining unit shall be placed on the salary schedule at the step appropriate for degree status and creditable years of experience as recommended by the Superintendent and approved by the Board. The District shall grant full credit for relevant work experience. An employee's step shall equal her/his number of years of relevant work experience in their field (i.e. RN, OT, teaching, etc.). For instance, a teacher with three years teaching experience in another public school district who begins working in the Nottingham School District will be placed on step four.
- 2a. Track placement and/or advancement - Members of the bargaining unit shall be placed on the appropriate track, based on current degree status, and total credits earned toward their next track level
- 2b. Only those credit hours that are germane to their instructional assignments may be applied toward track advancement.
3. The School Board may hire a permanent teacher whose scheduled placement would exceed that of the vacant teaching position. For the remainder of the budgeted year the hire will serve at the vacant teaching position salary level and then revert to the appropriate level or step.
4. When a vacancy occurs due to an unpaid leave and a temporary replacement teacher is available whose qualifications call for a step higher than the vacancy, the replacement may be hired at the lower vacancy step or level for the duration of the leave.

### **D. Method and Time of Salary Payment**

Teachers will have the option of being paid by the current method (salary divided by 26 which equals twenty-one bi-weekly checks plus a final lump sum equal to five paychecks) or in twenty-one equal installments. Teachers will receive written notification of the date of their first paycheck for the following school year along with their last paycheck of the current school year. The first paycheck issued during the contract year will be dispersed no more than fourteen (14) calendar days after the first day of mandatory teacher attendance. The pay day shall fall in line with the existing pay schedule of employees being paid year round. Barring any unforeseen circumstances, the final paycheck of the school year will be distributed on the last day of school.

E. Eligibility for Step Advancement

To be eligible for step advancement a teacher must work one half (1/2) of the contracted school year plus one (1) day.

F. Retirement Severance

In the final paycheck of the final year of service the District will pay a retiring teacher a lump sum payment as follows:

With fifteen (15) or more years of service in the District	\$4,000
With twenty (20) or more years of service in the District	\$4,750
With twenty-five (25) or more years of service in the District	\$5,625
With thirty (30) or more years of service in the District	\$6,750
With thirty-five (35) or more years of service in the District	\$7,875
With forty (40) or more years of service in the District	\$9,000

To be eligible for this incentive a teacher must notify the Board of his/her intent to retire by November 1st of the year prior to retirement.

This notification may be unilaterally withdrawn by February 1st of the following (fiscal) year, after which date it becomes final and binding.

If any teacher received this benefit and does not retire the moneys paid to said individual must be returned. Persons seeking retirement must meet the standards and qualifications of the NH Retirement System.

Teachers may notify the Board by November 1st of their year of retirement, but will not receive their lump sum payment until the first pay period of the next fiscal year.

G. Automatic Step and Track

Upon expiration of an existing contract, all teachers shall receive step increases according to said contract until a new contract is accepted and put into effect. All educational track moves, upon notification to the SAU, shall be funded on the expired contract salary schedule until a new contract is accepted and put into effect.

H. Longevity

Each teacher who has completed ten (10) consecutive years of service to the district and is not eligible for a step increase shall receive an annual stipend equal to \$900.00 for the first year plus \$200.00 for each additional year.

This stipend will be a dollar amount given above the salary received and will not be reflected in the salary schedule. Longevity shall not be cumulative.

Longevity will not be paid as long as an individual is eligible to receive a step increase.

Consecutive years are years of unbroken service to the district. Periods of leave are not breaks in service. Termination and return to service due to reduction in force shall not be considered a break in service. However, any time away from the District due to such absences will not be credited toward longevity.

Employees, who have breaks in service due to circumstances not set forth herein, may appeal to the School Board to have the service break set aside.

I. Track Movement

Notification of intent to complete requirements for track movement must be made in writing to the superintendent prior to November 1 of the previous year. Where such notification has not been made, the School District may decline to award the increase in compensation until the following year. There shall be no penalty for an unfulfilled notification.

J. Overnight Trips

Teachers participating in overnight field trips will be compensated with a \$100 stipend per night, plus expenses approved by administration.

**ARTICLE IX - ASSOCIATION PRIVILEGES AND RESPONSIBILITIES**

A. Quarterly Association/Principal Meetings - Appeals Process

A committee of Association Representatives shall meet not less than quarterly - or as the need arises - with the Principal to discuss matters relating to the welfare of the school, students or teachers. Both parties shall provide input for the meeting. There will be a mutual effort to make these sessions meaningful and advantageous to the school.

B. Association Dues

The School Board agrees to deduct from the salaries of its' teachers dues for the Nottingham Teachers' Association, National Education Association-New Hampshire, National Education Association as said teachers individually and voluntarily authorize the School Board to deduct. Said moneys shall be transmitted to the Nottingham Teachers' Association treasurer on a monthly basis.

All members of the bargaining unit are encouraged to become members of the Association to have an active voice in Association matters.

Payment of Association dues do not constitute conditions of continued employment.

Should there be a dispute between members of the bargaining unit and the Association (and/or the District) over the matter of any such deductions, the Association agrees to defend, indemnify and hold harmless the Board, the District, and their agents and administrators in any such dispute.

**ARTICLE X - FRINGE BENEFITS**

A. Insurance - Medical and Dental

The Board will pay a pro-rated premium for part-time employees based on their contracted hours as a percentage of a full time teacher.

1. The District will pay the cost of 90% of single, 80% of two person and 80% of full family membership in the Blue Choice "Three Tier" plan (BC3T10-RX10/20M\$45) for full time employees. The plan shall include \$10.00 office co-payments. If the Blue Choice "Three-Tier" plan (BC3T RX10/20M/\$45) is no longer available, the parties will reopen negotiations on this Article only to select a mutually agreeable alternative plan.
2. Employees may choose to participate in the Access Blue plan (AB20(07)-Rx5/15/30) in lieu of the BC3T plan. If the cost of the selected plan or membership level exceeds the cost paid by the School District under Section X (A) (1), the employee must pay the cost differential.

Employees may also choose to participate in the ABHD5K/20COIN plan. During the term of this Agreement, the District will pay 100% of the premium for single coverage and 90% of the premium for two person or family coverage. In addition, the District will contribute \$500 per year towards an HSA for a single plan and \$1000 per year towards an HSA for two person or family plans.

3. The School District will provide one hundred percent (100%) of the cost of a single membership coverage in Delta Dental Insurance Plan IV, for full-time employees. Effective July 1, 2007, the School District shall pay one hundred percent (100%) of the cost of the Delta Dental Insurance Plan for a single person for the following coverages:

Coverage A (Diagnostic/Preventative)	100%
Coverage B (Basic Restorative)	80%
Coverage C (Major Restorative)	50%

The annual maximum benefit shall be \$2,000.00.

4. Teachers who elect not to take health insurance, and who provide the School District with written documentation of other health insurance coverage, shall receive: \$3,000. Fifty percent (50%) of this amount shall be paid by December 1, and the remaining fifty (50%) percent shall be paid by May 1. Teachers who initially declined the health insurance option, and, according to the carrier's conditions for a qualifying event, may subsequently enroll after the contract year commences, but must reimburse the School District any money paid from the buy-out, to a maximum of \$1,500.
5. Upon written request from the Nottingham Teachers' Association, and within the designated time guidelines of the carrier, employee health and dental deductions may be made in accordance with and pursuant to the Internal Revenue Service Section 125 Plan requirements.

#### B. Course Payment

- a. The School Board shall pay 100% of the tuition cost equivalent to two (2) UNH graduate courses, not to exceed four thousand dollars (\$4,000.00) per employee, for teachers enrolled in courses related to their current teaching assignment, responsibilities and/or certification provided successful completion of the courses with a grade of "B" or better.
- b. Prior approval of course content by the Superintendent, or his or her designee, is required for all courses for which the school district is to incur expenses. The Superintendent may waive the "B" grade requirement for any pre-approved course taken outside the teacher's area of certification.
- c. For courses taken during the school year, the Board will pay the tuition costs (based on #1 above) upon registration of the course(s). Summer courses will be reimbursed the same as those taken during the school year. If the teacher does not return in the fall, they will be responsible for reimbursing the district prior to being released from their contract. If the teacher does not receive a "B" or better, the teacher will reimburse the Board within thirty (30) days or the amount owed will be deducted from the teacher's final paycheck.
- d. Any courses applied to the Master's + must be graduate level courses completed after the completion of the Master's Degree, unless an undergraduate course is approved by the administration.

C. Workshops:

The School District will pay 100% of workshop costs, including registration fees, mileage and other reasonable expenses, as determined by the administration. All workshops must receive prior approval by the administration.

D. Tax Sheltered Annuities/Direct Deposit

1. Teachers may designate up to two (2) financial institutions for direct deposit of their monies. This may be either for their paychecks or pre-tax monies in order to take advantage of State and Federal laws governing tax sheltered annuities.
2. The District shall match employee contributions to a tax-sheltered annuity up to a maximum of seventy-five dollars (\$75.00) per year.

E. Disability Insurance

The School District will pay the premium for an income insurance program which will provide the following coverage: two thirds of monthly salary to begin after 60 days, (60) consecutive calendar days, or expiration of sick leave, whichever is greater. Said insurance will run until age sixty-five (65) and shall be coordinated with Social Security benefits.

#### ARTICLE XI - LEAVE POLICIES

Teachers will be entitled to temporary leaves of absence from school with full pay, each school year as follows:

A. Sick Leave

1. Bargaining unit members will receive fifteen (15) sick days at the start of each school year. Bargaining unit members who are hired after the start of the school year will receive a prorated number of days based on their date of hire. Part-time employees will receive a prorated number of days.
2. Unused sick days may be carried over to the following year, up to a maximum of 125 days. Employees who had more than 125 accumulated days as of June 30, 2022 will retain the excess days. However, once their accumulation falls below 125, they will be capped at 125 days.
3. If a bargaining unit member leaves the District prior to the end of the school year or takes an unpaid leave of absence, their allocation of sick days for the year will be adjusted according to the number of months worked. If the bargaining unit member has used more than their prorated allocation, the excess will be deducted from the employee's final pay subject to the limitations of RSA 275:43 or the employee must reimburse the District.
4. A doctor's note for five (5) consecutive days of absence may be required by the Superintendent or his/her designee.
5. Any teacher who has taught in the District for ten (10) or more years, upon their leaving the District, shall be reimbursed for all unused accumulated sick leave at the rate of a daily substitute teacher's pay. Teachers shall notify the District, in writing, of their intention to leave by November 1<sup>st</sup> of the teacher's final year of service. The District will make payment within 60 days of the employee's retirement date



- B. Bereavement – Up to three (3) days paid leave a school year may be used for death of immediate family: spouse, domestic partner, parents, grandparents, children, grandchildren, in-laws, siblings.

C. Personal Leave

Three (3) personal days of leave may be used by teachers each school year. Any one of these days may not be taken on the day before or after a vacation or holiday unless requested one week prior to that day. These days will not be deducted from sick leave.

D. Professional Leave

1. To help each teacher develop professionally there shall be professional day(s) available for meeting the teacher's individual SAU#107 Staff Development Plan, and/or the enhancement of a teacher's career or professional standing.
2. The Union President or President's designee shall receive up to three (3) days per year to attend the NEA-NH Assembly of Delegates and other NEA-NH conference.

E. Workshops

The school will pay 100% of workshop costs, including registration fees, mileage and other reasonable expenses, as determined by the administration. All workshops must receive prior approval of administration. The administration will strive to ensure fair and equitable disbursement of workshop funds, to ensure that all teachers who wish to participate are given consideration.

Teachers will be entitled to temporary leaves of absence from school, without pay, each school year as follows:

F. Disability/Maternity Leave/Family Medical Leave

1. Disability/Maternity Leave/Family Medical Leave will be granted in accordance with Board Policy GCCB adopted March 7, 1984, and amended May 20, 1991; and GCCBC adopted July 17, 1998.
2. The District will continue to pay its share of the health insurance premium for ninety (90) days for disabled employees who have exhausted all paid leave. At its sole discretion, the Board may extend such payment of its share of the health insurance premium beyond ninety (90) days.

G. Child-Rearing Leave

A teacher will be granted up to one (1) full year of child-rearing leave conditional on:

1. Notification of intent, including amount of time requested, to be received by the Superintendent's office three (3) months prior to taking said leave.
2. If said leave is going to be more than a year, the month of return will be September of the requested year. If said leave is less than one (1) year, the teacher shall notify the School Board of his/her intended date of return prior to taking said leave.
3. Notification of intent to return must be made by March 15th of the year that return is anticipated.

4. If a teacher's new child arrives on or after April 1, that teacher shall be allowed to take leave for the remainder of that school year, and the following school year. If a teacher's new child arrives prior to April 1, that teacher shall be entitled to take leave for the remainder of that school year only.
5. Health Insurance coverage will be continued as is provided by law or regulations. The Board's intention in the absence of such law or regulation is that the teacher on leave pay his/her premium.

#### H. Sabbatical Leave

A teacher shall, conditional on the operation requirements of the system and the numerical limit provided below, be granted "Sabbatical Leave" under the following conditions:

1. Must be a tenured teacher with seven or more years of service to the district.
2. Requests for sabbatical leave must be received by the Superintendent in writing on forms designated by the Board no later than March 15 and action must be taken on all such requests no later than the third week of April of the school year proceeding the school year for which the leave is requested.
3. Such requests must be for the purpose of study and/or research and shall contain significant rationale setting forth the value of such leave to the school system. Upon the recommendation of the Superintendent and the approval of the Board, such leave shall be granted.
4. Upon return from a sabbatical leave of absence, a teacher shall receive service credit for the year.
5. Notification to return must be made by March 1st of the returning year.
6. The number of sabbatical leaves granted under this section shall not exceed one (1) teacher per year. In the event a request for sabbatical leave is denied, the Superintendent shall, within fifteen (15) days of the denial of the request, give a written explanation of the reasons for the denial of the teacher(s) involved.
7. Sabbatical leave of absence may be extended by the School Board.

#### I. Unpaid Leave of Absence

A teacher shall, conditional on the operational requirements of the system and the numerical limit provided below, be granted "Unpaid Leave of Absence" under the following conditions:

1. Requests for unpaid leave of absence must be received by the Superintendent in writing on forms designated by the Board no later than March 15 and action must be taken on all such requests no later than the third week of April of the school year proceeding the school year for which the leave is requested.
2. Such requests must contain a significant rationale setting forth the value of such leave to the school system. Upon the recommendation of the Superintendent and approval of the Board, such leave shall be granted.
3. Upon return from an unpaid leave of absence, a teacher shall not receive service credit for the year.
4. Notification to return must be made by March 1st of the returning year.

5. In the event a request for an unpaid leave of absence is denied, the Superintendent shall, within fifteen (15) days of the denial of the request, give a written explanation of the reasons for the denial of the teacher(s) involved.

6. Unpaid leave of absence may be extended by the School Board.

**J. Juror Duty**

Teachers on juror duty shall be entitled to pay differential and continued benefits while fulfilling their juror duty.

**ARTICLE XII - PRINTING AND DISTRIBUTION OF THE AGREEMENT**

The Board shall have the Agreement typed. The Association shall have the Agreement printed and the Board will pay twenty-five percent (25%) or a maximum of twenty-five dollars of the cost of the printing. The Association will pay the balance.

The Association agrees to distribute copies of this Agreement to the members of the bargaining unit. The Board agrees to distribute copies of the Agreement to the administrative and supervisory personnel in the District.

**ARTICLE XIII - SAVINGS CLAUSE**

- A. If any provision of this Agreement is or shall at any time be contrary to law or State Board of Education's Rules and Regulations, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law and substitute action shall be subject to appropriate consultation and negotiation with the Association.
- B. In the event that any provision of this Agreement is or shall be contrary to law or the State Board of Education Rules and Regulations, all other provisions of this Agreement shall continue in effect.

**ARTICLE XIV - HANDLING OF NEW ISSUES**

Matters of collective bargaining import, not covered by this Agreement, may, during the life of this Agreement, be handled in the following manner:

Being a mutual Agreement, this instrument may be amended at any time by mutual consent.

**ARTICLE XV - DURATION**

- A. This Agreement shall be effective as of July 1, 2023, and shall continue in full force and effect until and including June 30, 2026. In the event that either party wishes to negotiate a successor Agreement to the existing contract, it must notify the other party in writing by the date specified by RSA 273-A:3.
- B. The Board agrees to provide the Public Employee Labor Relations Board (PELRB) with a copy of this agreement within fourteen (14) days of its execution.

In witness thereof, the parties hereto have caused this Agreement to be signed by their respective representatives and attested by their respective representatives.

NOTTINGHAM TEACHERS' ASSOCIATION  
NEA/NEW HAMPSHIRE

Michelle Jeannotte  
Michelle Jeannotte (May 18, 2023 17:03 EDT)

Michelle Jeannotte, President/Designee

May 18, 2023

Date

Therefore, it is hereby agreed as written.

NOTTINGHAM SCHOOL BOARD

Susan Levenson  
Susan Levenson (May 23, 2023 11:05 EDT)

Susan Levenson, Chair-Nottingham School Board

May 23, 2023

Date

## APPENDIX A – SALARY SCHEDULES

### Nottingham Salary Schedule 2023-2024

Step	BA	BA+15	BA+30/MA	MA+15	MA+30	MA+45
1	\$44,027	\$45,627	\$47,307	\$49,426	\$51,666	\$54,841
2	\$45,437	\$47,096	\$48,838	\$51,036	\$53,359	\$56,652
3	\$46,846	\$48,564	\$50,369	\$52,645	\$55,052	\$58,462
4	\$48,256	\$50,033	\$51,900	\$54,255	\$56,745	\$60,273
5	\$49,665	\$51,502	\$53,431	\$55,865	\$58,438	\$62,083
6	\$51,075	\$52,971	\$54,962	\$57,474	\$60,131	\$63,893
7	\$52,484	\$54,440	\$56,494	\$59,084	\$61,824	\$65,704
8	\$53,894	\$55,909	\$58,025	\$60,694	\$63,517	\$67,514
9	\$55,303	\$57,378	\$59,556	\$62,303	\$65,210	\$69,325
10	\$56,713	\$58,847	\$61,087	\$63,913	\$66,903	\$71,135
11	\$58,122	\$60,315	\$62,618	\$65,523	\$68,596	\$72,946
12	\$59,532	\$61,784	\$64,150	\$67,132	\$70,289	\$74,756
13	\$60,941	\$63,253	\$65,681	\$68,742	\$71,982	\$76,566
14	\$62,351	\$64,722	\$67,212	\$70,351	\$73,675	\$78,377

### Nottingham Salary Schedule 2024-2025

Step	BA	BA+15	BA+30/MA	MA+15	MA+30	MA+45
1	\$44,908	\$46,539	\$48,253	\$50,415	\$52,699	\$55,938
2	\$46,345	\$48,037	\$49,815	\$52,056	\$54,426	\$57,785
3	\$47,783	\$49,536	\$51,376	\$53,698	\$56,153	\$59,631
4	\$49,221	\$51,034	\$52,938	\$55,340	\$57,880	\$61,478
5	\$50,659	\$52,532	\$54,500	\$56,982	\$59,607	\$63,325
6	\$52,096	\$54,030	\$56,062	\$58,624	\$61,334	\$65,171
7	\$53,534	\$55,529	\$57,624	\$60,266	\$63,060	\$67,018
8	\$54,972	\$57,027	\$59,185	\$61,907	\$64,787	\$68,865
9	\$56,409	\$58,525	\$60,747	\$63,549	\$66,514	\$70,711
10	\$57,847	\$60,023	\$62,309	\$65,191	\$68,241	\$72,558
11	\$59,285	\$61,522	\$63,871	\$66,833	\$69,968	\$74,404
12	\$60,722	\$63,020	\$65,433	\$68,475	\$71,694	\$76,251
13	\$62,160	\$64,518	\$66,994	\$70,117	\$73,421	\$78,098
14	\$63,598	\$66,017	\$68,556	\$71,758	\$75,148	\$79,944

**Nottingham Salary Schedule 2025-2026**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30/MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
<b>1</b>	<b>\$45,918</b>	<b>\$47,586</b>	<b>\$49,338</b>	<b>\$51,549</b>	<b>\$53,885</b>	<b>\$57,197</b>
<b>2</b>	<b>\$47,388</b>	<b>\$49,118</b>	<b>\$50,935</b>	<b>\$53,228</b>	<b>\$55,651</b>	<b>\$59,085</b>
<b>3</b>	<b>\$48,858</b>	<b>\$50,650</b>	<b>\$52,532</b>	<b>\$54,907</b>	<b>\$57,416</b>	<b>\$60,973</b>
<b>4</b>	<b>\$50,328</b>	<b>\$52,182</b>	<b>\$54,129</b>	<b>\$56,585</b>	<b>\$59,182</b>	<b>\$62,861</b>
<b>5</b>	<b>\$51,798</b>	<b>\$53,714</b>	<b>\$55,726</b>	<b>\$58,264</b>	<b>\$60,948</b>	<b>\$64,749</b>
<b>6</b>	<b>\$53,268</b>	<b>\$55,246</b>	<b>\$57,323</b>	<b>\$59,943</b>	<b>\$62,714</b>	<b>\$66,638</b>
<b>7</b>	<b>\$54,738</b>	<b>\$56,778</b>	<b>\$58,920</b>	<b>\$61,622</b>	<b>\$64,479</b>	<b>\$68,526</b>
<b>8</b>	<b>\$56,208</b>	<b>\$58,310</b>	<b>\$60,517</b>	<b>\$63,300</b>	<b>\$66,245</b>	<b>\$70,414</b>
<b>9</b>	<b>\$57,678</b>	<b>\$59,842</b>	<b>\$62,114</b>	<b>\$64,979</b>	<b>\$68,011</b>	<b>\$72,302</b>
<b>10</b>	<b>\$59,148</b>	<b>\$61,374</b>	<b>\$63,711</b>	<b>\$66,658</b>	<b>\$69,776</b>	<b>\$74,190</b>
<b>11</b>	<b>\$60,618</b>	<b>\$62,906</b>	<b>\$65,308</b>	<b>\$68,337</b>	<b>\$71,542</b>	<b>\$76,079</b>
<b>12</b>	<b>\$62,088</b>	<b>\$64,438</b>	<b>\$66,905</b>	<b>\$70,015</b>	<b>\$73,308</b>	<b>\$77,967</b>
<b>13</b>	<b>\$63,558</b>	<b>\$65,970</b>	<b>\$68,502</b>	<b>\$71,694</b>	<b>\$75,073</b>	<b>\$79,855</b>
<b>14</b>	<b>\$65,029</b>	<b>\$67,502</b>	<b>\$70,099</b>	<b>\$73,373</b>	<b>\$76,839</b>	<b>\$81,743</b>

**APPENDIX B**  
**EXTRA-CURRICULAR ACTIVITIES**

The base stipend amount will be:	\$1,000
<b>Activities Paid at Base</b>	
Art Club	\$1,000
Chorus	\$1,000
Coding Club	\$1,000
Computer Gaming Club	\$1,000
Math Club	\$1,000
Student Leadership Coalition	\$1,000
Student Leadership Coalition	\$1,000
Yearbook	\$1,000
<b>Activities Paid at 1.25 Times the Base Stipend</b>	
Basketball Boys	\$1,250
Basketball Boys	\$1,250
Basketball Girls	\$1,250
Basketball Girls	\$1,250
Basketball Cheerleading	\$1,250
Baseball	\$1,250
Cross Country	\$1,250
Cross Country	\$1,250
Softball	\$1,250
Soccer Boys	\$1,250
Soccer Girls	\$1,250
Track and Field	\$1,250
Track and Field	\$1,250
Volleyball Varsity	\$1,250
Volleyball JV	\$1,250
<b>Activities Paid at Multiple of the Base Stipend Level:</b>	
Athletic Director (3 x base)	\$3,000
Band (3 x base)	\$3,000
SHARP (2 x base)	\$2,000
SHARP (2 x base)	\$2,000

Staff Development (3 x base)	\$3,000
Wider Horizon Coordinator (2 x base)	\$2,000

The Board may negotiate a stipend with individuals and issue a fair and equitable contract indicating the method and date(s) of payment for any other activity, in addition to those listed, which goes beyond the school day.

The District shall post stipended extra-curricular activities for a period of ten (10) work days before filling a position. The District shall email postings of stipend positions to all staff at least ten (10) work days before filling a position.