AGREEMENT

BETWEEN THE

OYSTER RIVER TEACHERS' GUILD

AND THE

OYSTER RIVER COOPERATIVE SCHOOL BOARD

July 2014- June 2017

Ratified by both parties January 2014

Approved by voters March 2014

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

PROFESSIONAL AGREEMENT

AGREEMENT made December 19, 2013, by and between the School Board of the Oyster River Cooperative School District (herein called the "School Board") and the Oyster River Teachers' Guild (herein called the "Local Association").

I. RECOGNITION

A. The School Board recognizes the Local Association as the representative of professionals employed by the Oyster River Cooperative School District for the purpose of negotiating with the School Board with respect to salaries and economic benefits. The School Board agrees to meet, confer, and negotiate with representatives of the Local Association concerning such matters in accordance with the procedures outlined in this Agreement. The Local Association agrees to represent equally all professionals without regard to membership in the Local Association.

B. The term "professional" as used in this Agreement shall mean employees of the Oyster River Cooperative School District whose position requires certification by the State Board of Education. Teachers, guidance counselors, librarians, nurses, and other specialists are included in this definition of professionals. Principals, assistant principals, and others who spend fifty percent of more of their time on administrative duties are excluded from the negotiation unit and this definition of professional.

C. The term "part-time position" as used in this Agreement shall mean those positions held by professionals who are less than full-time employees and are contracted for fifty percent or more of a full-time position or are regularly employed for twenty or more hours per week.

D. This recognition shall not preclude the School Board, subject to RSA 273a, from communication with, consulting, or dealing with any individual professional or group of professionals for any purpose the School Board shall deem desirable in the discharge of its responsibilities nor shall it preclude any professional from appearing before the School Board in his/her own behalf on matters relating to employment relations with the School District.

II. JURISDICTION AND AUTHORITY OF THE SCHOOL BOARD

A. The School Board, subject only to the language of this Agreement, reserve to itself full jurisdiction and authority over matters of policy and retains the right in accordance with applicable laws and regulations to direct and manage all activities of the School District.

B. The parties understand that neither the School Board nor the Superintendent may lawfully delegate powers, discretions, and authorities which by law are vested in them and this Agreement shall not be construed so as to limit or impair their respective statutory powers, discretions, and authorities.

III. NEGOTIATION PROCEDURE

The following procedures shall govern negotiations between the parties:

A. Not later than October 1, prior to the expiration of the Agreement, the Local Association will submit its proposal for a schedule of salaries and economic benefits to become effective at the start of the following year. The Local Association's proposal shall be submitted to the School Board via the Superintendent of Schools.

B. The School Board may also submit its proposal and/or priorities for a schedule of salaries and economic benefits to become effective at the start of the following school year.

C. Within seven calendar days of the submission of proposals, the first negotiations session will be held.

D. Thereafter the representatives of the parties shall meet at a mutually convenient time and place and negotiate in a good-faith effort to reach agreement on matters concerning salaries and economic benefits. It is understood by the parties that if, by November 15 or after six weeks of negotiations, they fail to reach agreement on any matter(s) which are the subject of negotiation, either one may declare an impasse. The School Board and the Local Association agree to insure that the procedures for impasse resolution are not unreasonably invoked prematurely or for inconsequential matters.

E. If an impasse is declared or if no agreement has been reached by December 1, the issues remaining in dispute will be submitted to a mediator selected from a roster submitted by the New Hampshire Employees Labor Relations Board in accordance with their rules and procedures or from other sources mutually agreed upon. If after seven (7) calendar days from the receipt of the list the parties have not agreed upon a mediator, the New Hampshire Employees Labor Relations Board will appoint a mediator.

F. As soon as possible after appointment, the mediator shall meet with the parties or their representatives, or both, either jointly or separately, and will take such steps as he/she may deem necessary and appropriate in order to resolve the differences and effect a mutually acceptable agreement.

G. If the mediator declares an impasse or mediation does not result in agreement by December 15, the issues remaining in dispute shall be submitted to a fact finder. The fact finder shall be chosen in the same manner provided for choosing a mediator.

H. As soon as possible after appointment, the fact finder will meet with the parties or their representatives, or both, either jointly or separately, to make such inquiries and investigations, hold hearings, or take such other steps as he/she deems appropriate. Any such hearings will be held in closed session. The School Board and the Local Association will furnish the fact finder, upon request, all records, papers, and information relating to any matters remaining in dispute. Within thirty (30) calendar days of appointment, the fact finder shall submit a written report of findings of fact with recommendations for resolving each of the issues remaining in dispute. Such recommendations will be advisory only. If no agreement is reached within ten (10) days after receipt of recommendations from the fact finder, the Association, the Board, or the fact finder may make such findings and recommendations public.

I. If either negotiating team rejects the fact finder's recommendations, the findings and recommendations shall be submitted to the full membership of the Local Association and to the School Board which shall vote to accept or reject so much of the recommendation as permitted by law.

J. If either the full membership of the Local Association or the School Board rejects the fact finder's recommendations, the findings and recommendations shall be submitted to the District meeting which shall vote to accept or reject so much of the recommendations as permitted by law.

K. If the impasse is not resolved, following the action of the District Meeting, negotiations shall be reopened. Mediation may be requested by either party and may involve the School Board if the mediator so chooses.

L. The costs for the services of the mediator and the fact finder including, if any, per diem expenses and actual and necessary travel and subsistence expenses, will be shared equally by the School Board and the Local Association.

M. Either party may use outside consultations in preparation for and during negotiations.

N. Any agreement reached shall be reduced to writing and be signed by the School Board and Local Association.

O. An agreement reached which requires the expenditure of public funds for its implementation shall not be binding upon the Board unless and until the necessary appropriations have been made by the voters at the annual or a special School District Meeting. The Board shall make a concerted effort to secure the funds necessary to implement said agreement. If such funds are not forthcoming, either party may reopen negotiations on all or part of the entire agreement.

P. Changes to this agreement shall be communicated in writing by the Superintendent to all administrators prior to the effective date of the new agreement.

Q. Copies of this agreement shall be made available electronically by the School Board at District expense to all professionals and administrators and each new professional will be provided with a hardcopy of this agreement upon signing his/her individual employment agreement.

IV. GRIEVANCE PROCEDURE

A. A grievance shall mean a complaint by a professional(s) or by the Association concerning a violation, misinterpretation, or inequitable application of a specific article or section of this agreement.

B. A grievance, to be considered under this procedure, must be initiated by the professional(s) within twenty (20) calendar days from the time when the grievant(s) knew or should have know of its occurrence. A copy of the grievance form is found in Appendix C.

C. Procedure:

Step 1. A professional(s) who has a grievance shall discuss it first with his/her principal in an attempt to resolve the matter informally at that level.

A grievance which involves a number of professionals not restricted to one (1) principal shall commence with an attempt to resolve the matter informally at the Superintendent's level. Failure of resolution will result in proceeding to step 3.

Step 2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the professional(s), within five (5) school days he/she shall set forth the grievance in writing to the principal specifying: (a) the nature of the grievance, the specific article or section of this Agreement at issue, and the date of occurrence, (b) the nature and extent of injury, loss or inconvenience, (c) the results of previous discussion, and (d) his/her dissatisfaction with decisions previously rendered.

The principal shall communicate his/her decision to the professional(s) in writing within five (5) school days of receipt of the written grievance.

Step 3. The professional(s), no later than five (5) school days after receipt of the decision from the principal, may appeal the principal's decision to the Superintendent. This appeal must be in

writing, reciting the matter submitted to the principal as specified above his/her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The Superintendent shall communicate his/her decision in writing to the professional(s) and the principal within five (5) school days.

Step 4. If the grievance is not resolved to the professional(s) satisfaction, he/she may request a review by the School Board. The request must be submitted no later than five (5) school days after the receipt of the decision from the Superintendent, and shall be submitted in writing through the Superintendent, who shall attach all related papers and forward the request to the School Board. The Board or a committee thereof, shall within fifteen (15) calendar days of the receipt of the grievance review the grievance and shall, at the option of the Board, or at the request of the grievant(s), hold a hearing with the professional(s). The Board shall give a response within five (5) days of the hearing and render a decision in writing within twenty (20) calendar days of the date of the hearing with the School Board. The hearing will be held in executive session consistent with the New Hampshire Right-to-Know Law, RSA 91-A.

Step 5. If the professional(s) is dissatisfied with the School Board's decision, he/she may notify the Local Association within ten (10) days of the Board's decision. If the Association determines the matter should be arbitrated, it shall, in writing, so advise the Superintendent within fifteen (15) days of the receipt of the grievant(s) request.

The parties will then initiate a request for binding arbitration pursuant to the rules of the American Arbitration Association. The request for arbitration is a waiver of the right of the grievant(s) to submit the underlying dispute to any other administrative or judicial tribunal for resolution.

D. The costs for the service of the arbitrator, including, if any, per diem expenses and actual and necessary travel and subsistence expenses, will be shared equally by the School District and the Local Association.

E. *Year-end and Summertime Grievances*: When year-end or summertime grievances occur, they shall be reduced to writing within twenty (20) days and be introduced at Step 3 (Superintendent's level) of the grievance process. The Superintendent shall meet with the grievant(s), and/or principal, as appropriate, and shall respond in writing no later than ten (10) days after receipt of the grievance.

Upon receipt of the Superintendent's response, the grievant(s) shall have seven (7) calendar days to request a review by the School Board, which shall hold a hearing and respond as outlined in Step 4 of the grievance procedure.

If needed, Step 5 of the grievance procedure will then be followed.

A good faith effort will be made to resolve by September 1 all summertime grievances begun by July 1.

F. Any misapplication of a specific written Board policy or administrative practice dealing with the teachers' terms and conditions of employment may proceed through the grievance procedure. Written Board policy or administrative practices that do not deal with the teachers' terms and conditions of employment may proceed through Step 4 of the grievance procedure. No professional in the first or second year of service in the Oyster River Cooperative School District, or in the third

year if the professional has been informed in writing of performance deficiencies before January 31 of the second year, shall be entitled to proceed to arbitration for non-renewal.

G. *Rights to Representation*: A professional shall not be denied the request to have Guild representation at all meetings dealing with discipline, discharge, or denial of rights under the collective bargaining agreement. Failure of a professional to request said representation shall not prejudice any subsequent actions taken by the administration. Such actions shall, however, be consistent with the terms of this Agreement.

The Board and the Association agree that the parties in interest and witnesses are guaranteed freedom from restraint, interference, coercion, discrimination or reprisal with respect to the processing of a grievance. In communication with any prospective employer, the administration shall avoid reference to the filing of a grievance by any professional.

V. SALARY SCHEDULE

A. Salary steps in 2014 - 2015 shall be adjusted by two percent (2%) from 2013 – 2014, plus $500 for the top step only, as reflected in the salary schedule contained in Appendix A. Salary steps in 2015 - 2016 shall be adjusted by one and one-half percent (1.50%) from 2014-2015, plus $250 for the top step only, as reflected in the salary schedule contained in Appendix A. Salary steps in 2016-2017 shall be adjusted by one and one half percent (1.5%) from 2015-2016, plus $250 for the top step only, as reflected in the salary schedule contained in Appendix A.

Newly hired RNs shall be paid 85% of the BA track. RNs, who achieve the BS degree in Nursing, or other Bachelor's degree training, shall be placed on the appropriate step and track on the salary schedule.

Professionals required by their contract to work beyond the one hundred eighty-five (185) contract days shall be reimbursed for their daily work at a rate equal to 1/185th of their salary. Professionals who have completed at least one hundred (100) school days of service during the school year and whose performance is satisfactory shall be advanced one step on the appropriate salary track the following year. (Used earned sick leave to count as service.)

B. A professional may be judged eligible by the School Board for additional financial reward based upon outstanding performance. Such rewards may be given in the form of a bonus for outstanding performance at the completion of the school year.

C. Candidates for an additional financial reward may be identified by the School Board, an administrator, or a professional (to include recommendation in sealed envelopes given directly to the Superintendent). Determination of the recipient(s) is the responsibility of the School Board. Recipients of these financial rewards shall be publicly acknowledged.

D. Schedules of payment for student body activities are attached as Appendix B. Effective July 1,2014; such payments shall be increased by one percent (1%) at the beginning of each year during the effective dates of this Agreement, provided that longevity will remain the same. During the effective dates of the Agreement, the Board may add or delete activities and set salary categories for new activities until the next Agreement is in effect.

Contracts will be issued for the length of the regular season of the activity and for such time involved in actually carrying out the activity. Additional requirements and expectations such as coaches' clinics shall be specified in writing before the contract is signed.

The Board will maintain adequate liability coverage for all "student activity" personnel. The Guild shall be notified of changes in coverage as soon as the School Administrative Unit is so informed or so negotiates with carriers.

Contracts shall be continued for satisfactory performance subject to the evaluation by the designated supervisor. Said evaluation shall not be subject to Step 5 of the grievance procedure arbitration.

Activities duties will not begin until either a) a temporary appointment has been made by the Superintendent or b) an appropriate employee contract has been executed. Such contracts will be presented to the elected within two weeks (ten work days) of School Board election of the nominee.

E. Professionals who plan or present District or building workshops will receive an honorarium of $150 per workshop.

F. Summer school teachers shall be compensated at thirty-five dollars ($35.00) an hour. In addition, each summer school teacher will be provided one hour per day in addition to the contracted summer school daily hours for his or her program for preparation and meeting time.

G. A stipend of one hundred dollars ($100) per night will be paid to professionals who participate in school sponsored activities if teacher presence is essential to implementation of the academic program and if the specific activity is curricular. Participation in said program will be at the discretion of the professional.

H. Professionals wishing to change salary tracks for the ensuing contract year must notify the administration in writing by November 30. Such notice must include the new track and date of anticipated qualification for the change.

I. Professionals authorized by the Superintendent to use their own vehicles for school business shall be reimbursed per round trip at the IRS mileage rate for the first one hundred (100) miles, and fifty (50%) thereafter upon receipt of reimbursement request form.

J. Professionals who need to call parents from their homes shall be reimbursed upon documentation of calls.

K. Professionals who agree to serve in the following positions shall be compensated as follows: Department Heads: (High School) and Instructional leaders (Middle School): $2,500.00. Appointments to these positions will be for one (1) year and will be made by the Superintendent at the recommendation of the principal.

VI. BENEFITS

A. *Medical Insurance*:

The Oyster River School District will contribute an amount equal to a portion of BC2T20(07)Rx10/20/45 plan towards the employee's health insurance as set forth in the following table:

	District	Employee
July 2014 – June 2015	89%	11%
July 2015 – June 2016	88%	12%
July 2016 – June 2017	87%	13%

Professionals may also enroll in the MTB20(07)Rx10/20/45. The District will no longer offer the JY and Comp 100 coverage plans to employees. (Current participants will be allowed to maintain coverage in these plans. The 5 professionals enrolled, 1 in plan JY the other 4 in Comp 100, in 2012 – 2013 may remain enrolled in those plans so long as they otherwise qualify for the plans, and the plans are not eliminated. The District will contribute the same amount to their plans as outlined above. If enrollment is interrupted for any reason the available plans the 5 professionals may enroll in will be those offered to all other professionals.

If available under the medical insurance group plan provided for active professionals by this agreement, retirees and their survivors shall be able to purchase medical insurance at the group rate. The survivor benefits shall continue for the life of the surviving spouse if available under the plan.

Professionals who decline health insurance provided under this Agreement shall be entitled to the following based on the plan in which the professional is entitled to enroll:

Single Plan	$2,400.00
2-Person Plan	$4,800.00
Family Plan	$6,500.00

Professionals can move up or down the plans based on changing circumstances.

Such payment shall be divided and paid out in equal amounts included in the Professional's regular payroll checks, equally in 24 pays.

B. *Life Insurance*: The Oyster River School District will pay the premium for a term life insurance policy which includes accidental death and dismemberment. The policy face value for each professional will equal two (2) times the annual salary of the professional.

A professional may purchase an additional 1x their annual salary of group term life insurance, during open enrollment only.

C *Disability Insurance*: The Oyster River School District will pay the premium for a disability insurance plan with a 90-day waiting period that covers two-thirds of a professional's annual salary.

D. *Dental Insurance*: The District will pay 100% single membership for each professional in a Board-selected dental plan with benefits equivalent to Delta Dental Plan II; including coverage's A, B, C and D.

E. *Duration of Coverage*: The Oyster River School District shall make payment of insurance premiums as outlined in paragraphs VI A, B, C, and D above to insure coverage for twelve (12) month periods commencing September 1and ending August 31 for all professionals who complete their contractual obligations.

F. The School District's contribution shall expire on the last day of the month if the professional's services terminate prior to May 31 or August 31 if s/he completes a school year.

G. *Property Insurance*: The District will cover any deductible for which a professional is liable under personal property insurance coverage for damage to or loss of personal property of professionals while at school in the performance of school duties.

H. *Retirement Pay*: 1.) Teachers employed by the Oyster River Cooperative School District as of March 1, 2014, retiring from teaching in New Hampshire, with at least ten (10) years of service in the District, shall receive Seventy-Five Dollars ($75.00) for each day of accumulated sick leave. Teachers employed after March 1, 2014, retiring from teaching in New Hampshire with at least twenty (20) years of service in the District shall receive Seventy-Five Dollars ($75.00) for each day of accumulated sick leave.

Teachers must notify the District in writing of their intent to retire by December 31 of their last year of teaching. Payment shall be made to the teacher in July or the first month of the next fiscal year.

2.) The School Board, should it choose to, in its sole and exclusive discretion, vote to offer a retirement incentive it will do so as follows: Employees who meet both the age and service eligibility requirements to retire at normal retirement age as defined by the New Hampshire Retirement System and who have been employed and worked as a regular employee of Oyster River Cooperative School District for at least fifteen (15) years will be eligible for the following retirement incentive program:

a. A minimum of (i) $10,000 or (ii) 30% of their annual salary for the year they retire to a maximum of $20,000, whichever is higher, to be paid within thirty (30) days of the effective date of retirement.

b. Payment of accrued sick leave as stipulated by this contract to be paid within thirty (30) days of the effective date of retirement letter.

c. In consideration of this incentive program, any eligible employee wishing to participate stipulates to the following conditions:

1. All retirement incentive payments are taxable income and subject to state and federal taxes and withholdings.

2. Part-time regular employees will have the retirement incentive payments prorated based on hours worked.

3. A binding letter of intent to retire that may not be revoked will be received in the SAU office no later than 3:30 p.m. on October 15th of the academic year in which the employee will retire. If more notices are received then there are funds available, recipients will be chosen based on the order in which they are received.

4. Participants may not be rehired by the Oyster River Cooperative School District.

5. Employees who have retired from the Oyster River Cooperative School District and return to the employment of the Oyster River Cooperative Schools are not eligible for this incentive.

6. Retirements may only take place at the end of an academic year.

I. The District shall match employee contributions to a tax-sheltered annuity up to a maximum of five hundred dollars ($500.00) per year.

J. The District shall maintain adequate liability insurance for all professionals. The Guild shall be notified of changes in coverage as soon as the School Administrative Unit is so informed or so negotiates with carriers.

K. The District agrees to accept into the Oyster River schools children of professional staff who do not live in the district provided such children were enrolled in the Oyster River School District in 2007-2008. Professionals utilizing this benefit will pay one third (1/3) of the District tuition for the level at which the child is attending. This provision will be subject to existing Board policy for nonresident students except that once accepted, staff children may continue in the District for as long as the parent is employed by the Oyster River District. This provision extends for the life of this contract unless extended by mutual agreement. No others will be eligible for this benefit.

VII. LEAVE OF ABSENCE

A. *Sick Leave*

Each professional will be entitled to fifteen (15) days of sick leave each year for personal illness. Unused sick leave days may accrue from year to year up to a maximum accumulation of one hundred sixty (160). Up to fifteen (15) days of sick leave may be taken annually for illness of a professional's child, spouse, parent or any member of their household.

Sick leave will be prorated according to that percentage of the school year that a professional is under contract.

The Superintendent may require a physician's statement medically certifying the professional's continued absence due to illness, injury, or disability, or certifying the professional's satisfactory health prior to returning to work.

All professionals within the District shall be notified of their accumulated sick leave days by September 15. Discrepancies of such accounting shall be clarified to the mutual satisfaction of the professional and Superintendent. There shall be no duplication of sick leave benefits and disability.

B. *Sick Leave Bank*

A sick leave bank is established which entitles a professional for reasons of serious and extended personal illness, injury, or disability to borrow, in advance, sick leave not yet accumulated, not to exceed ninety (90) days. At no time can an individual owe a total of more than ninety (90) days to the sick leave bank. Upon return to work in the District, an individual who has borrowed from the sick leave bank will repay the sick leave bank at fifty percent (50%) of the rate of accumulation. In the event that a professional leaves the District owing time to the sick leave bank, such time will be paid to the District by the professional in cash (days times the rate per day paid to the professional at the time of borrowing).

C. *Supplemental Leaves*

1. Professional Leave: Subject to the prior approval and at the sole discretion of the Superintendent, leave may be granted to professionals for the purpose of attending professional activities (e.g. conferences, school visitations, participation on committees, etc.) without loss of salary or accumulative leave. Grievances under this clause are not subject to Step 5 (Arbitration) of the grievance procedure.

2. Personal Leave: Subject to the approval of the Superintendent, a professional may be granted up to four (4) days personal leave without loss of salary. Wherever possible, a twenty-four (24) hour notice shall be given. In cases where the reason for the request is of a

highly-personal nature, the professional will not be required to confide information of such a nature as to cause personal embarrassment or an invasion of privacy.

3. Leave for Unusual or Imperative Reasons: Subject to the approval of the Superintendent, professionals may receive for unusual or imperative reasons up to five (5) days leave with no loss of salary when no other leave is applicable.

4. Bereavement Leave: Professional shall be granted up to five (5) days annually of bereavement leave upon the death of anyone in the professional's immediate family. Immediate family means spouse, child, mother, father, sister, brother, grandparent, grandchild, in-laws, domestic partner, or relative living in the same household as professional.

D. *National Guard or Reserve Unit Leave*

National Guard or Reserve Unit Members shall be entitled to pay differential and continued benefits for annual training for active duty obligation in the Guards or Reserves. Such differential shall not exceed a two-week period within a given contract year.

E. *Jury Duty Leave*

A professional on jury duty shall be entitled to pay differential and continued benefits while fulfilling jury duty.

F. *Extended Leave of Absence*

1. The School Board will consider requests for leaves of absence without pay. Normally the duration of a leave shall be no more than two (2) years.

   A professional will be notified in writing whether or not a leave or leave extension has been granted. Application for leave or leave extension shall be granted on a year-by-year basis. Subject to the acceptance of the insurers, a professional may keep his/her insurance benefits (health, life, dental and disability) in force while on unpaid leave by paying the cost of the benefits to the School District. This payment shall be made thirty (30) days prior to the due date.

2. A professional granted leave under provisions of this article shall be issued a contract stating the type and duration of such leave.

3. Notification of intent to return in, or request for extension of leave beyond September of the subsequent academic year shall be made by the professional, in writing, to the Superintendent by March 1 of the year that the leave expires.

4. Upon return from a granted leave of absence, a professional shall be assigned to the same position or at least a similar position in his/her area of certification.

5. All benefits to which a professional was entitled at the time the leave of absence commenced, including unused accumulated sick leave, shall be restored upon return.

G. *Extended Leaves of Absence: Maternity, Adoption, and Others*

1. A leave of absence without pay may be granted to any professional for the purpose of childbearing and/or child rearing.

2. A professional who is pregnant shall be entitled, upon request, to begin a leave at any time after the commencement of her pregnancy for a duration of up to one (1) calendar year. To provide continuity to the program, this leave may be extended by the School Board to coincide with the beginning of the next school year. Except in cases of emergency, the professional shall also give at least sixty days (60) notice prior to the date on which her leave is to begin. A professional who is pregnant may continue in active employment until as late into her pregnancy as she desires provided she is able to properly perform all required functions. All or any portion of a leave taken by a professional because of disability due to pregnancy or childbirth may at the professional's option, be charged to her earned sick leave. The School Board will be bound by the requirements of Title VII and the Guidelines established for maternity leave by the Equal Employment Opportunity Commission.

3. A professional on maternity leave must notify the Superintendent, in writing, of her intent to return to her position by March 1, preceding the beginning of the school year. The Superintendent shall immediately acknowledge in writing receipt of such notice from the professional.

4. Any professional adopting an infant child may be granted a leave of absence without pay. Such leave shall commence upon receiving de facto custody of said infant, or up to three (3) months earlier, if necessary, to fulfill the requirements for the adoption.

5. Military leave, without pay, may be granted to any professional who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment. Upon return from such leave, a professional may be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the District during the period of his/her absence.

6. A leave of absence, without pay, up to (2) years, may be granted to any professional who joins such organizations as the Peace Corps, VISTA, or National Teacher Corps. Upon return from such leave, a professional who, while on leave, served in a teaching capacity, may be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the District during the period of his/her absence.

7. A professional disabled from performing his/her duties shall be granted an un-paid medical leave of absence following the exhaustion of all sick leave available to the professional. Such leave shall be subject to the following conditions:

   a. The leave shall extend to the end of the academic year in which the disability commenced (i.e., the professional will not return to regular duties before the end of the academic year). The leave may be extended to the next full year if reasonable assurance is provided by a physician that the employee will be able to resume their professional responsibilities. At the sole discretion of the Superintendent, the professional may be permitted to resume duties prior to the end of the medical leave.

   b. The District will continue to pay its share of the professional's health insurance premiums for a period of three (3) months following the commencement of the unpaid medical leave.

   c. The District may require a physician's statement certifying satisfactory health prior to resumption of duties.

8. Other requests for a leave of absence may be granted upon the professional's written request.

9. Extended absence for medical reasons may require a physician's statement certifying satisfactory health prior to resumption of duties.

H. *Sabbatical Leave*

1. A professional who has completed six (6) consecutive (authorized leaves of absence will be permitted without penalty) years of service with the School District shall be eligible for a sabbatical leave. The term of sabbatical leave shall coincide with the regular school year (July 1 – June 30) or a period up to one-half school year acceptable to the Superintendent. The selection committee and Superintendent will consider applications for one of the two sabbatical plans: one full school year at one-half salary or a period up to one-half school year at full salary.

2. The recommendations of the Selection Committee shall be made known to the School Board and, at the sole discretion of the School Board; up to two (2) members of the professional staff may be approved to take sabbatical leaves for the purpose of approved full-time graduate study at an accredited college or university, or other approved educational activities of benefit to the school children. Applicants whose proposals are recommended but denied leave by the Board shall receive letters explaining the reason for said denial.

3. Application for sabbatical leave must be submitted to the Superintendent not later than December 15 for sabbatical leaves commencing the following September or thereafter during the school year. The application shall be in the form of a detailed summary of the project to be undertaken, including a procedure for evaluation and request for either a full year or partial year sabbatical leave. The selection committee and the Superintendent shall make their recommendations to the School Board by January 15. Notification will be made in writing to the applicant by February 15, and professionals selected for sabbatical leave must accept or reject this appointment by March 1.

4. The professional on sabbatical leave shall advance one step on the salary schedule in effect during the term of his/her leave and receive one-half that amount for a full sabbatical year or the full amount during a partial sabbatical year. Salary will be paid in the usual installments (26 biweekly payments). Supplementary salary will not be included.

5. Insurance benefits (health, life, dental, and disability) will continue at full value during sabbatical leave, subject to acceptance by the insurers.

6. If, at the end of the sabbatical, the written report and evaluation of the work for which the sabbatical is granted are approved by the selection committee, the committee will recommend to the Superintendent that the School Board advance the professional to the salary step on which the professional would have been placed had the leave not been taken.

   If the advancement is not approved by the Board, the professional shall remain on the salary step on which the professional was placed during the sabbatical year.

Upon return to the District, the professional will be assigned to the same position, or at least an equivalent position, in his/her area of certification. The administration will consult with the professional prior to any change in the assignment.

7. As a condition of the sabbatical and in consideration of the payments made by the School District to the professional during his/her leave, the professional must file with the Superintendent an agreement which stipulates that he/she will return to the School District for at least one full year at the conclusion of his/her sabbatical leave or reimburse the School District the full amount received as salary and other economic benefits during the sabbatical leave.

I. *Absence*

1. For all absences other than those specifically authorized in advance by the Superintendent or for which provision is made in paragraphs VII A and VII C 1 above, a deduction will be made for each day of absence at the rate of one-one hundred eighty-fifth (1/185) of the professional's salary.

2. Under no circumstances should any professional be absent from school without the advance knowledge of the building principal and/or the Superintendent's office.

VIII. PART-TIME POSITIONS

A. *Salary*: Part-time professionals contracted for fifty (50) percent or more of a full-time position whose performance is satisfactory shall be advanced one step on the appropriate salary track for the following year. The salary on said step will then be prorated consistent with the amount of time contracted for the position.

B. Professionals employed part-time shall not be required to work more than that portion of any school day/week/year prorated at their percentage of full-time employment. Part-time employees shall not be required to attend professional work days in excess of their prorated percentage of full-time employment. If the working schedule of a part-time professional is changed as a result of a snow day or the rescheduling of a snow day, compensation shall be adjusted at a rate of 1/185 of the professional's salary. The length of the school day for part-time teachers shall be pro-rated based upon the student contact time of full-time teachers at the same level. The full-time student contact standard at the elementary school is based upon total school day hours weekly, less lunch and preparation time. It is understood that part-time employees who are not job sharing accumulate years of service and receive benefits on a pro-rated basis.

C. *Economic Benefits*: Economic benefits will be provided for positions contracted for fifty percent or more time. Economic benefits, where applicable, will be prorated at the percentage of time upon which the position is based. Professionals may choose to contribute the difference between the prorated contribution of the School District and the full cost of certain benefits.

D. *Dental, Health and Life Insurance*: The School District's contribution will be prorated. If a part-time professional does not qualify for the State Retirement System and instead contributes a prorated amount to a tax sheltered annuity, then the District will contribute to that tax sheltered annuity on behalf of the professional. Contributions by the professional and the District will be prorated based on contribution required by the State Retirement System for qualified full time personnel.

F. *Sick Leave and Supplemental Leave*: Leave will be prorated based upon the percentage of time established for the position, and how that percentage of time is translated into work days.

Examples:

Sixty percent/day teacher receives fifteen (15) calendar days of sick leave.
Sixty percent, i.e., three (3) days/week receives nine (9) calendar days of sick leave.
Fifty percent, i.e., full-time, one-half year, receives seven and one-half (7 1/2) calendar days of sick leave.

Supplemental leave will be figured the same way.

G. *Extended Leave of Absence, Maternity Leave, Sabbatical Leave*: Part-time positions carry these benefits.

H. *Professional Improvement*: Waiver of tuition costs for courses taken at University of New Hampshire will be extended when the University so agrees. Reimbursement for approved courses not available at the University of New Hampshire will be prorated.

I. *National Guard or Reserves*: Professionals holding part-time positions will be entitled to pay the differential and continued benefits outlined above for annual training for active duty obligation in the Guards or Reserves. Such benefits shall not exceed a two-week period within a given contract year.

J. *Job Sharing*: Job sharing shall mean the occupation of a single professional position by two (2) or more individuals. A professional, or professionals, may request a job sharing position. Said requests shall be considered and answered by the Board within sixty (60) days.

Board approved positions shall be dependent upon the following:

1. There is no adverse effect on the students' education.
2. No professional shall be involuntarily transferred to a shared position.
3. Job sharing assignments shall be annually renewable, subject to evaluation and approval by the Board.
4. Participants will not gain or lose "so-called tenure" as a result of participating in the job sharing arrangement. For purposes of this contract, a tenured professional is one who is qualified for a hearing under RSA 189:14a.
5. Salary and economic benefits shall be determined using the guidelines for part-time positions.
6. If one of the participants is asked to substitute for the other, he/she will be paid at his/her salaried rate.
7. The percentage of the position assigned to each participant and the beginning and ending hours of duty shall be determined to the mutual satisfaction of the participants and the parties to this agreement.

IX. PROFESSIONAL IMPROVEMENT

A. Full reimbursement for tuition charges will be made by the School District for courses taken at schools other than the University of New Hampshire, provided the course is not available at the University and providing that the UNH tuition benefit to the District continues. In the event that the UNH tuition benefit is discontinued, the Board and Guild agree to confer on the issue of tuition reimbursement for courses taken at UNH. This benefit does not apply to professionals on sabbatical leave.

B. In order to be eligible for reimbursement of tuition, prior approval of the course by the Superintendent is required, as well as presentation of evidence of successful completion of the course and a receipt indicating the tuition charges paid by the professional, and the professional receives a grade of "C" or better or a designation of "pass" if the course is available only in a pass/fail basis.

C. Professionals shall be eligible for the equivalent of one (1) credit for each fifteen (15) clock hours of participation in activity which has received approval for staff development credit.

The District shall fund approved staff development activities up to $300 total cost per professional. Staff development enrollment and/or registration fees shall be paid by the District directly to the institution or group providing the workshop/training. Approved expenses, including IRS mileage rate for the first one hundred (100) miles and fifty percent (50%) thereafter, shall be reimbursed upon receipt of a reimbursement request form.

D. All professionals within the District shall have online access to their accumulated staff development credit. Discrepancies of such accounting shall be clarified to the mutual satisfaction of the professional and the Superintendent. The parties have agreed to confer on alternatives to the present method of notifying teachers of staff development credits.

E. Professionals who develop new curriculum/programs at the request of the Superintendent and are not otherwise compensated shall receive staff development credit. Under the provisions of the SAU #5 Staff Development Master Plan, the Superintendent shall approve credit for those clock hours previously agreed upon for the requested development work. Professionals who are otherwise compensated may receive staff development credit.

X. CALENDAR, SCHOOL DAYS AND YEAR

A. *School Calendar.* The school year shall consist of one hundred and eighty-five (185) days. Workshop days may vary from school to school depending upon the needs of the schools. The school year for teachers will begin no earlier than August 25. The administration shall solicit faculty proposals for workshop agendas. Agendas for workshop shall be distributed to the faculty twenty (20) days in advance.

B. *Staff Meetings.* Notice of staff meetings and an agenda shall be delivered to each professional at least 48 hours in advance, except in a demonstrable emergency.

C. All classroom teachers shall be provided preparation time as has been practiced during the 1995-96 school year as follows:

1. High School: The principal may assign each teacher duties during one period a day for a quarter of the school year. The principal will establish an advisory committee on teacher assignments.

2. Middle School: Teachers will have one individual planning period per day plus additional team planning time as determined by the principal.

3. Elementary Schools: Elementary teachers shall receive at least forty-five (45) continuous minutes of planning time daily.

Should circumstances prevent implementation of the above, the professional shall receive compensatory time. Compensation for changes in the professional's work day will be negotiated with the Guild.

Required meetings shall not be scheduled during planning time except in a demonstrable emergency.

D. *Duty-free Lunch*: All professionals will be provided with a duty-free lunch period of no less than thirty (30) minutes daily.

E. The length of the school day for part-time teachers will be pro-rated based upon the student contact time of full time teachers at the same level.

The full time student contact standard at the elementary level is based upon total school day hours weekly less lunch and preparation time.

XI. PROFESSIONAL ASSIGNMENTS

Subject, Grade Level, and Building Assignments: All teachers will be given written preliminary notice of their subject, grade level, and building assignments not later than June 15.

Transfers and Changes: All changes in grade, subject matter, or building assignment will be voluntary whenever possible. All changes will be made for sound educational reasons. A teacher being involuntarily transferred shall not be placed in a position for which he/she is not certified, except in an emergency and as allowed by law, or in one which involves reduction in rank or compensation.

All transfers and changes in assignment shall be finalized before the summer recess subject to unanticipated developments, e.g., contract termination or release and significant changes in pupil population. All professionals transferred or changed in assignment after August 1, shall be compensated at their per diem rate for curriculum preparation for the new assignment.

XII. TIMELINE, PROFESSIONAL DEVELOPMENT PLANS, PROCESS, PERFORMANCE IMPROVEMENT PLANS, ANNUAL PERFORMANCE REVIEWS, ANNUAL RECOMMENDATION FORMS, PROFESSIONAL RIGHTS, COMPLAINT PROCEDURES, AND DISCIPLINE.

A. *Timeline:*

1. Each September each professional shall receive copies of the District and building evaluation procedures.

2. By October 1 each professional will review with his/her administrator the professional's Professional Development Plan and/or Performance Improvement Plan.

3. Administrators will review annually in writing the performance of each professional assigned to their building. Professionals without continuing contracts and those on Performance Improvement Plans will receive their written Annual Performance Review no later than March 15; all other reviews will be received no later than May 15.

4. Annual Recommendation Forms for all professionals will be forwarded to the Superintendent prior to April 1. No decision shall be made regarding renewal of an individual's contract prior to completion of the professional review process.

B. *Three-Year Professional Development Plans*: Each professional, working with his/her administrator, will be responsible for writing a three-year Professional Development Plan. This plan should identify the goals to be addressed, the professional activities to be undertaken, and a brief review of the methods to be used to evaluate the progress of the plan. This plan includes the professional's staff development plan.

The guidelines for Teacher responsibilities will be used as a framework to develop each Professional's Three-Year Plan, in collaboration with administrators.

The professional review process begins each year prior to October 1, for professionals not on continuing contract status and October 15, for those on continuing contract status with a meeting to review the professional's Professional Development Plan.

Each professional, together with an administrator, will identify needs for growth. Revisions of the Professional Development Plan may be made as needed. A follow-up conference may be scheduled whenever the professional feels the plan is achieved or needs revision.

However, the annual review meeting must be scheduled on or before March 15 if a Performance Improvement Plan is to be initiated for the following school year, or when a professional is not on continuing contract. Even if the Professional Development Plan has not been completed, the professional and his/her administrator will review the progress made prior to the completion of the Annual Performance Review.

No pay or termination decisions are to be associated with the Professional Development Plan. It is entirely for the purpose of professional growth and instructional enhancement.

C. *Process*: Specific timelines and guidelines are explained below.

1. *Length of Observations*: Observation(s) shall be no less than thirty (30) minutes in length. Within ten (10) school days, the supervisor and professional shall meet to discuss the observation. The professional shall receive a draft at least one (1) day prior to the conference. Final copies of observation reports will be in written form and signed by the administrator and the professional following the guidelines in Section D.

2. *Frequency of Observations:*

a. *Teachers new to the District*: Administrators are responsible for carefully monitoring the performance of staff members during their first year in the District, including at least one observation sequence within six to eight weeks of the start of the school year. In the period before March 15, administrators shall keep all new staff members informed of their strengths and improvement needs and provide appropriate assistance if necessary.

b. *Professionals without Continuing-Contract Status*: Professionals who have not achieved continuing – contract status shall have at least three (3) formal observation sequences between September 1 and March 1 of each year. The first observation will take place by October 15.

c. *Professionals with Continuing-Contract Status*: Professionals on continuing contract shall have at least one (1) observation sequence every other year. No teacher shall receive a notice of non-renewal, under RSA 189-14 for classroom performance without a formal classroom observation in that school year. With the approval of the professional, a copy of the Written Performance Improvement Plan will be forwarded to the Guild President.

Professionals on continuing contract whose performance is of concern will be notified by November 1, if non-renewal is to be proposed on the following April 15, and written documentation addressing the specific area(s) of concern will be made available to the professional at that time. The Performance Improvement Plan must be completed by December 1. At least one (1) follow-up observation sequence and written report will be completed by January 15, with at least one (1) additional observation sequence and written report completed prior to March 15. These notification requirements do not apply if serious non-classroom issues arise after November 1.

3. *Observation Sequence*: This sequence for observations will be followed:

a. A *pre-observation conference*, at which the professional will prepare the observer for the observation, will occur no more than ten days prior to the observation.

b. A *post-observation conference*, designed to provide immediate feedback from the administrator and an opportunity for the professional and administrator to review the observation and to discuss the objectives of the lesson as outlined in the pre-observation conference, will occur no more than ten days after the observation. The post-observation conference should also focus on the professional's continued

growth/improvement; recommendations made at this time should be incorporated into the professional's Professional Development Plan.

4. *Observations and Observers*: Formal classroom observations for teachers shall be conducted openly and with the full knowledge of the professional by his/her administrator, who will have formal training in teacher evaluation methods and practices and who will not be a member of the bargaining unit.

   Professionals may request that another professional staff member be part of the observation process, including another administrator, or any qualified professional, except the Superintendent or Assistant Superintendent of Schools. The use of peer observers is entirely voluntary and to be used only for instructional enhancement and professional growth. It is understood that information shared between a peer observer and the professional will remain confidential.

5. *Performance Improvement Plan*: If, after following the procedures outlines herein, it is determined that a professional must be placed on a Performance Improvement Plan, the administrator will meet with the professional and develop a plan that identifies those specific performance area(s) which have been noted in observation reports, conferences, or other forms of written communication as being unsatisfactory.

   In an effort to remediate the unsatisfactory performance, the Performance Improvement Plan will include:

   a. indications of the applicable approaches, behaviors, and strategies that are recognized as good practice in the school and throughout the District;
   b. suggestions for specific activities the individual could undertake to remedy the difficulties;
   c. a collaborative determination between the professional and administrator of any special help and/or materials the school might provide to help remedy the situation;
   d. a plan for administrative follow-through to make certain the professional receives appropriate assistance;
   e. regularly scheduled monitoring of the professional's performance and provision of advice and assistance as necessary;
   f. measurable goals for achieving improvement.

   It is understood that termination decisions may be associated with the Performance Improvement Plan.

6. *Annual Performance Review*: Evaluation of professional performance is continuous and cumulative and may include reference to formal and informal observations. All continuing-contract professionals on Professional Development Plans will receive a written Annual Performance Review no later than May 15; all others shall receive theirs no later than March 15. The Annual Review shall include all written reviews of formal observations conducted during the school year.

   The administrator and professional will sign a statement that the professional has read the Annual Review of Performance as provided in Section D.

7. Annual *Recommendation Form*: Prior to April 1 of each year, administrators will submit to the Superintendent an Annual Recommendation Form for each professional under his/her supervision.

   The professional will receive a copy of his/her Annual Recommendation Form, and have the opportunity to discuss the recommendation with the administrator prior to submission to

the Superintendent. The professional shall be allowed an opportunity to respond to these concerns in the same manner as outlined in Section D.

The supervisor and professional will sign a statement as provided for in Section D that the professional has read the Annual Recommendation Form prior to its being submitted to the Superintendent.

8. *Appeals Procedures*: Two procedures are available for professionals and administrators for the purpose of resolving disagreements regarding implementation of these procedures:

   a. *Informal*: If mutually agreed, an informal procedure may be utilized to resolve a disagreement regarding the recommendations of the Performance Improvement Plan. Professionals and administrators may call on other professionals or administrators to mediate these differences to the satisfaction of both parties. The use of this procedure is advisory and voluntary.

   b. *Formal*: Grievances regarding the procedural aspects of the evaluation procedure may begin at the Superintendent's level of the grievance procedure.

D. *Professional Rights*

1. Written response to observation reports, Annual Performance Review and/or Annual Recommendation: In the event that the professional believes that his/her observation report, Annual Performance Review and/or Annual Recommendation was/were incomplete or unjust, he/she may put his/her objections in writing and have them attached to all copies of the report/review/recommendation. All written reports shall contain the following statement: The professional's signature indicates only that he/she has seen this report and does not indicate agreement or disagreement with the report.

2. *Review of Personnel Files*: A professional shall have the right, upon request, to review the contents of his/her personnel file. A professional shall be entitled to have a representative of the Local Association accompany him/her during such review. Although the District agrees to protect the confidentiality of personal references, academic credentials, and other similar documents, it shall not establish any separate personnel file, which is not available for the professional's inspection.

   A professional shall have the right to append a statement to any material placed in his/her file and to make a copy of any or all materials found in said file.

3. *Representation*: Professionals shall be entitled to Guild representation at conferences with administration where discipline is to be administered or non-renewal is to be discussed.

E. *Complaint Procedures*: Specific complaints regarding a professional shall be investigated before a complaint(s) can become part of the professional's personnel file. Persons making a complaint should be encouraged to speak directly to the professional involved. Whenever a supervisor includes a complaint in the professional's evaluation or places a complaint in the professional's personnel file, the professional shall have the right to know the identity of person(s) making the complaint against him/her.

In the event that a complaint is anticipated to be included in a professional's personnel file, he/she shall be notified, and he/she shall be given an opportunity to respond to the complaint as provided in Section D.

F. *Discipline*: A professional shall not be disciplined without just cause.

G. The parties shall establish a Professional Evaluations Committee comprised of four members appointed by the Guild's Executive Board and four members of administration to study the current professional evaluation process and procedures by meeting no later than June 15, 2014. The

Professional Evaluations Committee will endeavor in good faith to recommend changes to the evaluation process and procedures to make them more efficient and effective. The Professional Evaluation Committee shall submit recommendations to the Guild and the School Board at least ninety (90) days prior to the start of the 2014-15 school year. If acceptable to the Guild and the School Board, the new evaluation process and/or procedures shall be incorporated into this agreement effective the first day of the 2014-15 school year.

XIII. REDUCTION IN FORCE

In the event that the District finds it necessary to reduce the number of professional in the District, the District shall retain those professionals who, after evaluation, will be the best for the school system. All things being equal, seniority will prevail.

All layoffs will be in accordance with state laws and Board policy GCQA/GCQA-R (9/12/79) and within the following classifications:

Elementary
Middle School
High School (by subject area)
Specialists (by area of specialty)

Any professional laid off because of a reduction in force shall have a letter placed in his/her personnel file stating that he/she was not offered a contract due to reduction in staff. A professional so affected shall be notified in writing within a week of the vote by the Board and shall have the right to appeal to the Board within ten (10) days of said notification, following procedures and guidelines established under state law and this agreement.

XIV. SAFETY

The District and the Guild shall form a safety committee, which shall include representatives of all bargaining units, to meet periodically and discuss/resolve safety issues that may arise in the workplace.

XV. GUILD RIGHTS

The District will provide that the Guild will have access to all of the Board's public information, may conduct Guild business on school property provided it does not interfere with school operations, and may use school mailboxes, facilities and equipment at Guild cost and utilize payroll deductions for national, state and local dues.

XVI. DURATION AND RENEWAL

A. All terms and conditions of employment contained within this Agreement applicable on the effective date of this Agreement shall continue to be in force unless provided for in a successor agreement.

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

B. It is understood that both parties have had an opportunity to make proposals during negotiations and that this Agreement represents the total of all understandings between the parties for the contract term, subject to exception of law.

C. In witness thereof the parties have caused this Agreement to be signed.

OYSTER RIVER ~~TEACHERS' GUILD~~ School Board

Thomas Newman

[illegible]

Kerry Dotre

Sarah Farwell

Dennis Day

[illegible]

OYSTER RIVER ~~SCHOOL BOARD~~ Teachers' Guild

Doug Hoff

Colette F Malerba

Kathleen Amedeini

[illegible]

APPENDIX A

Oyster River Cooperative School District

2014 – 2015 Teachers' Guild Salary Schedule

		RN	BA	BA+30	MA	MA+30	2MAST /CAGS/DR
1	STEP 1	$33,268	$39,138	$41,118	$42,113	$44,094	$45,082
2	STEP 2	$34,952	$41,118	$43,266	$44,339	$46,485	$47,510
3	STEP 3	$36,637	$43,101	$45,412	$46,570	$48,884	$49,940
4	STEP 4	$38,319	$45,082	$47,561	$48,800	$51,277	$52,365
5	STEP 5	$40,003	$47,064	$49,707	$51,031	$53,675	$54,796
6	STEP 6	$41,686	$49,045	$51,851	$53,261	$56,085	$57,220
7	STEP 7	$43,370	$51,022	$53,997	$55,490	$58,464	$59,631
8	STEP 8	$45,052	$53,000	$56,140	$57,720	$60,860	$62,080
9	STEP 9	$46,735	$54,984	$58,289	$59,953	$63,254	$64,508
10	STEP 10	$48,421	$56,965	$60,436	$62,181	$65,650	$66,936
11	STEP 11	$50,103	$58,945	$62,581	$64,411	$68,048	$69,366
12	STEP 12	$51,787	$60,928	$64,728	$66,640	$70,442	$71,792
13	STEP 13	$53,470	$62,905	$66,877	$68,870	$72,841	$74,221
14	STEP 14	$55,655	$65,387	$69,520	$71,600	$75,233	$76,650
15	STEP 15					$78,129	$79,578

APPENDIX A

Oyster River Cooperative School District

2015 – 2016 Teachers' Guild Salary Schedule

		RN	BA	BA+30	MA	MA+30	2MAST /CAGS/DR
1	STEP 1	$33,767	$39,725	$41,735	$42,744	$44,755	$45,758
2	STEP 2	$35,477	$41,735	$43,915	$45,004	$47,183	$48,222
3	STEP 3	$37,187	$43,748	$46,094	$47,269	$49,617	$50,689
4	STEP 4	$38,894	$45,758	$48,274	$49,532	$52,047	$53,150
5	STEP 5	$40,603	$47,770	$50,452	$51,796	$54,481	$55,618
6	STEP 6	$42,312	$49,780	$52,628	$54,060	$56,926	$58,078
7	STEP 7	$44,021	$51,788	$54,807	$56,322	$59,341	$60,526
8	STEP 8	$45,728	$53,795	$56,982	$58,586	$61,773	$63,011
9	STEP 9	$47,436	$55,809	$59,163	$60,852	$64,203	$65,475
10	STEP 10	$49,148	$57,819	$61,343	$63,114	$66,635	$67,941
11	STEP 11	$50,855	$59,829	$63,520	$65,377	$69,069	$70,407
12	STEP 12	$52,564	$61,842	$65,699	$67,639	$71,499	$72,869
13	STEP 13	$54,272	$63,849	$67,880	$69,903	$73,934	$75,335
14	STEP 14	$56,740	$66,618	$70,813	$72,924	$76,362	$77,800
15	STEP 15					$79,551	$81,021

APPENDIX A

Oyster River Cooperative School District

2016 – 2017 Teachers' Guild Salary Schedule

		RN	BA	BA+30	MA	MA+30	2MAST /CAGS/DR
1	STEP 1	$34,274	$40,321	$42,361	$43,386	$45,426	$46,445
2	STEP 2	$36,009	$42,361	$44,574	$45,680	$47,891	$48,946
3	STEP 3	$37,745	$44,404	$46,785	$47,978	$50,361	$51,450
4	STEP 4	$39,478	$46,445	$48,998	$50,275	$52,827	$53,947
5	STEP 5	$41,212	$48,486	$51,209	$52,573	$55,298	$56,453
6	STEP 6	$42,946	$50,527	$53,418	$54,871	$57,780	$58,949
7	STEP 7	$44,681	$52,565	$55,629	$57,167	$60,231	$61,434
8	STEP 8	$46,414	$54,602	$57,837	$59,464	$62,700	$63,957
9	STEP 9	$48,148	$56,646	$60,051	$61,765	$65,166	$66,458
10	STEP 10	$49,885	$58,687	$62,263	$64,061	$67,635	$68,960
11	STEP 11	$51,618	$60,726	$64,473	$66,358	$70,105	$71,463
12	STEP 12	$53,353	$62,769	$66,685	$68,654	$72,571	$73,962
13	STEP 13	$55,087	$64,807	$68,899	$70,952	$75,043	$76,465
14	STEP 14	$57,841	$67,867	$72,125	$74,268	$77,507	$78,967
15	STEP 15					$80,994	$82,487

APPENDIX B

Oyster River Cooperative School District

Activities Stipend List

2014 - 2015

Oyster River Cooperative School District — **APPENDIX B** — **Student Activity Stipends 2014-2015**

A	B	C	D	E	F	G	H
1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
$5,038	$3,972	$3,468	$3,101	$2,325	$1,938	$969	$582
Boys V. Basketball	V. Baseball	Girls V. Volleyball	Boys Tennis	Jr. Class Advisor	Golf	Gr. 8 Student Council	**MS INTRAMURALS:**
Girls V. Basketball	V. Softball	Boys V. Volleyball	Girls Tennis	Community Service	Journalism (News.)	Gr. 7 Student Council	Boys Basketball 7/8
Boys V. Ice Hockey	V. Boys Lacrosse	Boys Indoor Track	V. Swimming	NHS	MS Lit. Magazine	MS News	Girls Basketball 7/8
Head Outdoor Track	V. Girls Lacrosse	Girls Indoor Track	Musical	Music Activities	MS Yearbook	Gr. 5 Leadership	Robotics
	Boys V. Soccer	Boys Cross Country	Sr. Class Advisor	MS Outdoor Track	Soph. Class Advisor	MS Musical	Science Club
	Girls V. Soccer	Girls Cross Country	Math Team	MS Outdoor Track	Fresh.Class Advisor	ES Musical	Outing Club
	Field Hockey	Yearbook	SPARC	MS Outdoor Track	MS Math Counts		Outing Club
			Student Senate	MS Outdoor Track	Boys Basketball Gr.8		MS Club
				MS B/G Cross Country	Girls Basketball Gr. 8		MS Club
.65 of Varsity / Head	.65 of Varsity / Head	.65 of Varsity / Head	.65 of Varsity / Head	MS B/G Cross Country	Boys Basketball Gr. 7		Afterschool Games 5/6
$3,274	$2,582	$2,267	$2,015	MS B/G Cross Country	Girls Basketball Gr. 7		Afterschool Games 5/6
Boys J.V. Basketball	J.V. Baseball	Girls J.V. Volleyball	Stage Mgt. Musical	MS Jazz Band	Boys Soccer Gr. 8		Boys Basketball 5/6
Girls J.V. Basketball	G. J.V. Lacrosse	Boys J.V. Volleyball	HS Diving		Girls Soccer Gr. 8		Girls Basketball 5/6
Boys J.V. Ice Hockey	Boys J.V. Soccer		Girls Asst. Swimming		Boys Soccer Gr. 7		Coed Volleyball 5/6
B. Asst. Outdoor Track	Girls J.V. Soccer				Girls Soccer Gr. 7		Coed Volleyball 5/6
G. Asst. Outdoor Track	Boys J.V. Lacrosse				Softball 7&8		
	J.V. Field Hockey		K-4 Enrichment	K-4 Enrichment	Volleyball 7&8		
			$2,020	$2,020	Field Hockey 7&8		
.50 of Varsity / Head	.50 of Varsity / Head				Baseball 7&8		
$2,519	$1,987						
B. Reserve Basketball	B. Reserve Soccer				.65 of Varsity / Head	.65 of Varsity / Head	
					$1,511	$1,259	
					Stage Mgt. Fall Drama	J.V. Golf	

1% increase of stipend amount from 2013/14 BA Step 1 ($38,371)

LONGEVITY COMPENSATION MS & HS		
Years of district service in the same activity.		
Service in years:	1 & 2	$0
Service in years:	3 & 4	$75
Service in years:	5 & 6	$150
Service in years:	7 & 8	$225
Service in years:	9 & 10	$300
Service in years:	11 & more	$375

APPENDIX B

Oyster River Cooperative School District

Activities Stipend List

2015 - 2016

Oyster River Cooperative School District — **APPENDIX B** — **Student Activity Stipends 2015-2016**

A	B	C	D	E	F	G	H
1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
$5,088	$4,012	$5,523	$3,132	$2,348	$1,957	$979	$586
Boys V. Basketball	V. Baseball	Girls V. Volleyball	Boys Tennis	Jr. Class Advisor	Golf	Gr. 8 Student Council	**MS INTRAMURALS:**
Girls V. Basketball	V. Softball	Boys V. Volleyball	Girls Tennis	Community Service	Journalism (News.)	Gr. 7 Student Council	Boys Basketball 7/8
Boys V. Ice Hockey	V. Boys Lacrosse	Boys Indoor Track	V. Swimming	NHS	MS Lit. Magazine	MS News	Girls Basketball 7/8
Head Outdoor Track	V. Girls Lacrosse	Girls Indoor Track	Musical	Music Activities	MS Yearbook	Gr. 5 Leadership	Robotics
	Boys V. Soccer	Boys Cross Country	Sr. Class Advisor	MS Outdoor Track	Soph. Class Advisor	MS Musical	Science Club
	Girls V. Soccer	Girls Cross Country	Math Team	MS Outdoor Track	Fresh.Class Advisor	ES Musical	Outing Club
	Field Hockey	Yearbook	SPARC	MS Outdoor Track	MS Math Counts		Outing Club
			Student Senate	MS Outdoor Track	Boys Basketball Gr.8		MS Club
				MS B/G Cross Country	Girls Basketball Gr. 8		MS Club
65 of Varsity / Head	65 of Varsity / Head	65 of Varsity / Head	65 of Varsity / Head	MS B/G Cross Country	Boys Basketball Gr. 7		Afterschool Games 5/6
$3,307	$2,608	$2,290	$2,035	MS B/G Cross Country	Girls Basketball Gr. 7		Afterschool Games 5/6
Boys J.V. Basketball	J.V. Baseball	Girls J.V. Volleyball	Stage Mgt. Musical	MS Jazz Band	Boys Soccer Gr. 8		Boys Basketball 5/6
Girls J.V. Basketball	G. J.V. Lacrosse	Boys J.V. Volleyball	HS Diving		Girls Soccer Gr. 8		Girls Basketball 5/6
Boys J.V. Ice Hockey	Boys J.V. Soccer		Girls Asst. Swimming		Boys Soccer Gr. 7		Coed Volleyball 5/6
B. Asst. Outdoor Track	Girls J.V. Soccer				Girls Soccer Gr. 7		Coed Volleyball 5/6
G. Asst. Outdoor Track	Boys J.V. Lacrosse				Softball 7&8		
	J.V. Field Hockey		K-4 Enrichment	K-4 Enrichment	Volleyball 7&8		
			$2,040	$2,040	Field Hockey 7&8		
50 of Varsity / Head	50 of Varsity / Head				Baseball 7&8		
$2,544	$2,007						
B. Reserve Basketball	B. Reserve Soccer				65 of Varsity / Head	65 of Varsity / Head	
					$1,526	$1,272	
					Stage Mgt. Fall Drama	J.V. Golf	

1% increase of stipend amount from 2014/15 Activity Sheet

LONGEVITY COMPENSATION MS & HS		
Years of district service in the same activity.		
Service in years:	1 & 2	$0
Service in years:	3 & 4	$75
Service in years:	5 & 6	$150
Service in years:	7 & 8	$225
Service in years:	9 & 10	$300
Service in years:	11 & more	$375

APPENDIX B

Oyster River Cooperative School District

Activities Stipend List

2016 - 2017

Oyster River Cooperative School District **APPENDIX B** **Student Activity Stipends 2016-2017**

A	B	C	D	E	F	G	H
1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
$5,139	$4,052	$2,556	$3,163	$2,371	$1,977	$989	$594
Boys V. Basketball	V. Baseball	Girls V. Volleyball	Boys Tennis	Jr. Class Advisor	Golf	Gr. 8 Student Council	**MS INTRAMURALS:**
Girls V. Basketball	V. Softball	Boys V. Volleyball	Girls Tennis	Community Service	Journalism (News.)	Gr. 7 Student Council	Boys Basketball 7/8
Boys V. Ice Hockey	V. Boys Lacrosse	Boys Indoor Track	V. Swimming	NHS	MS Lit. Magazine	MS News	Girls Basketball 7/8
Head Outdoor Track	V. Girls Lacrosse	Girls Indoor Track	Musical	Music Activities	MS Yearbook	Gr. 5 Leadership	Robotics
	Boys V. Soccer	Boys Cross Country	Sr. Class Advisor	MS Outdoor Track	Soph. Class Advisor	MS Musical	Science Club
	Girls V. Soccer	Girls Cross Country	Math Team	MS Outdoor Track	Fresh.Class Advisor	ES Musical	Outing Club
	Field Hockey	Yearbook	SPARC	MS Outdoor Track	MS Math Counts		Outing Club
			Student Senate	MS Outdoor Track	Boys Basketball Gr.6		MS Club
				MS B/G Cross Country	Girls Basketball Gr. 8		MS Club
65 of Varsity/Head $3,340	65 of Varsity/Head $2,634	65 of Varsity/Head $2,313	65 of Varsity/Head $2,055	MS B/G Cross Country	Boys Basketball Gr. 7		Afterschool Games 5/6
Boys J.V. Basketball	J.V. Baseball	Girls J.V. Volleyball	Stage Mgt. Musical	MS B/G Cross Country	Girls Basketball Gr. 7		Afterschool Games 5/6
Girls J.V. Basketball	G. J.V. Lacrosse	Boys J.V. Volleyball	HS Diving	MS Jazz Band	Boys Soccer Gr. 8		Boys Basketball 5/6
Boys J.V. Ice Hockey	Boys J.V. Soccer		Girls Asst. Swimming		Girls Soccer Gr. 8		Girls Basketball 5/6
B. Asst. Outdoor Track	Girls J.V. Soccer				Boys Soccer Gr. 7		Coed Volleyball 5/6
G. Asst. Outdoor Track	Boys J.V. Lacrosse				Girls Soccer Gr. 7		Coed Volleyball 5/6
	J.V. Field Hockey				Softball 7&8		
			K-8 Enrichment $2,060	K-8 Enrichment $2,060	Volleyball 7&8		
					Field Hockey 7&8		
50 of Varsity/Head $2,569	50 of Varsity/Head $2,027				Baseball 7&8		
B. Reserve Basketball	B. Reserve Soccer						
					65 of Varsity/Head $1,541	65 of Varsity/Head $1,285	
					Stage Mgt. Fall Drama	J.V. Golf	

1% increase of stipend amount from 2015/16 Activity Sheet

LONGEVITY COMPENSATION MS & HS		
Years of district service in the same activity.		
Service in years:	1 & 2	$0
Service in years:	3 & 4	$75
Service in years:	5 & 6	$150
Service in years:	7 & 8	$225
Service in years:	9 & 10	$300
Service in years:	11 & more	$375

APPENDIX C

Oyster River Cooperative School District

GRIEVANCE FORM

Complete in triplicate or make two copies of the original.

Date:

Name of Grievant(s):

Statement of Grievance:

Date Grievance Occurred:

Article(s) of Teacher/Board Agreement, or Board policy statement(s) violated:

Remedy Sought:

Signature(s) of Grievant(s):

_____ _____ _____

Signature of Guild Grievance Representative:

_____

Copy 1: (Original) should be submitted at each step by the Grievance Chairperson.
Responses should be attached to the original and returned to the Grievance Chairperson.
Copy 2: Guild Chairperson
Copy 3: Grievant
9/10/90