

A G R E E M E N T

between the

PITTSBURG SCHOOL BOARD

and the

PITTSBURG EDUCATION ASSOCIATION –  
NEA/NEW HAMPSHIRE

JULY 1, 2011 – JUNE 30, 2013

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## ARTICLE I – RECOGNITION

The Board recognizes the Pittsburg Education Association – NEA/NH for purposes of collective negotiations pursuant to RSA 273-A as the exclusive representative of all teachers of the Pittsburg School District as certificated by the New Hampshire Public Employees Labor Relations board.

## ARTICLE II – DEFINITION OF TERMS

The following list of terms will be used frequently in this agreement and when they are used they will refer to the definitions described below unless otherwise stipulated:

1. The term “school” means any work location within the educational environment.
2. The term “teacher” or the term “employee” means a person included in the bargaining unit.
3. The term “board” means the school board or any of its agents.
4. The term “terms of employment” shall refer to the length of the school year, the school day, and the length of leaves and absences.
5. The term “grievance” means an alleged violation, misinterpretation, or misapplication of any provision of this agreement.
6. The term “association” or “exclusive representative” shall refer to the Pittsburg Education Association – NEA/NH as certificated by the Public Employees Labor Relations Board.
7. Whenever the singular is used in this agreement, it is to include the plural and references to males will include females.

## ARTICLE III – GRIEVANCE PROCEDURE

- A. The following matter is excluded from the Grievance Procedure:
1. Any matter for which a specific method of review is prescribed by law, or by any rule or regulation of the State Board of Education.
- B. Any employee may present an oral grievance to his employer or its agents without the intervention of the Association. Further, until the grievance is reduced to writing, the exclusive representative shall be excluded from the hearing if the employee so requests.
- C. Any resolution of a grievance shall not be inconsistent with the terms of an existent agreement between parties.
- D. Failure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure in any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed a waiver of future appeal of the decision and will be considered acceptance of the decision rendered.

E. Any party in interest may be represented by counsel or by a representative of the Association.

Step 1. Any teacher covered by this agreement who has a grievance shall first discuss it with the principal in an attempt to solve the matter mutually at that level.

Step 2. If the grievance is not mutually resolved in Step 1, the teacher shall submit the grievance in writing on the form indicated in Appendix "A" to the principal within seven (7) school days of the occurrence of the grievance. The principal shall respond in writing within seven (7) school days to the teacher as to the decision he has rendered.

Step 3. If the teacher is not satisfied with the decision of the principal rendered in Step 2, he or she may appeal the grievance to the Superintendent of Schools or his representative within seven (7) school days after receipt of the decision. The appeal shall be in writing using the form indicated in Appendix "A". The Superintendent or his representative will investigate the grievance and communicate the decision in writing to the grievant within seven (7) school days from receipt of the written grievance.

Step 4. If the teacher is not satisfied with the decision rendered by the Superintendent, he may appeal his grievance to the School Board. Such an appeal must be made within five (5) school days after receipt of the Superintendent's decision and shall be in writing on the form indicated in Appendix "A". The School Board or a committee thereof will review the grievance and, at its option, may request that a hearing be held with those interested parties involved in the grievance prior to rendering a decision. The decision shall be rendered in writing within fifteen (15) school days after the receipt of the appeal.

Step 5. Resolution of Grievances: If the decision of the School Board does not resolve the grievance, the grievance shall be submitted to the American Arbitration Association where the decision(s) of the arbitrator shall be final and binding. In order for a grievance to proceed to this Step, the School Board must be notified in writing within ten (10) school days of the receipt of the Board's decision rendered in Step 4.

## ARTICLE IV – TERMS OF EMPLOYMENT

- A. The work year shall not exceed 180 school days and four (4) administrative days of which no less than three (3) shall be used for curriculum development and improvement. Teachers may work on curriculum at the Pittsburg School for a minimum of two (2) days. The location of work within SAU #7 for the third day is at the discretion of the superintendent.
- B. The school day for teachers will begin not less than fifteen (15) minutes before the student starting time and end not less than thirty (30) minutes after student dismissal time, if not engaged in professional obligations/duties, or supervising students. The **current 7-½ hour** school day will be lengthened only if state mandates make it necessary.
- C. Teachers may leave school immediately after the buses have departed on Fridays and the day preceding a holiday or vacation.
- D. The Board agrees to make reasonable efforts to provide an average of one planning period per day for each teacher.
- E. All teachers shall have a duty-free lunch period each day that is equal in duration to the students' lunch period.

**ARTICLE V – DUES DEDUCTION**

The Board agrees to deduct from the salaries of its teachers dues for membership in the Pittsburg Education Association, the NEA/New Hampshire Association, and the National Education Association as said teachers voluntarily authorize the Board to deduct and to transmit the monies to the Pittsburg Education Association following the last paycheck of each month, starting in November. Deductions for individuals shall be in equal amounts for twenty pay periods upon individual authorization submitted on an appropriate form prior to October 20. Those who choose continuing deductions shall be required to submit the appropriate form and the District shall place such form on file. The Board shall not be responsible for dues collection for those teachers that terminate their position during the year.

**ARTICLE VI – SALARIES**

A. The Superintendent shall determine the initial placement of a new bargaining teacher onto the salary schedule within the following guidelines:

1. Initial placement on the salary schedule shall be in accordance with the teacher's total years of teaching experience, highest degree and number of credits earned beyond said degree. No new hire will be paid more than an existing teacher with the equivalent experience, degree, and number of credits beyond that degree.

Starting Salary for a teacher with no experience:

	BA	BA+18	BA+30	MA
FY 11 – 12	\$ 31,923	\$ 32,779	\$ 33,636	\$ 34,707
FY 12 – 13	\$ 33,040	\$ 33,926	\$ 34,813	\$ 35,922

2. Members may be employed as teachers provided the Superintendent determines such employment is in the best interest of the district. The Superintendent will give members credit for their experience that relates to their teaching assignment. Members who are uncertified must apply for state certification under one of the state certification programs. Employment after the initial year will be based on the Superintendent's recommendation, progress toward certification, and applicable state laws.

B. 1. A cost of living increase for 2011 - 2012 will be distributed as follows:

Tier	Group	Cost of Living Increase
1	lowest 25% of teacher salaries	3.5%
2	next lowest 26% to 50% of teacher salaries	3.0%
3	next lowest 51% to 80% of teacher salaries	2.5%
4	highest 20% of teacher salaries	2.0%

2. A cost of living increase for 2012 – 2013 will be distributed as follows:

Tier	Group	Cost of Living Increase
1	lowest 25% of teacher salaries	3.5%
2	next lowest 26% to 50% of teacher salaries	3.0%
3	next lowest 51% to 80% of teacher salaries	2.0%
4	highest 20% of teacher salaries	2.0%

Increases in salary for the 2011 - 2013 years are cost of living increases.

Teacher salaries will not be increased (unless a teacher attains additional education qualifying him/her for an increase in salary) until a successor agreement is approved by voters.

- C. Payment of salaries in this agreement, upon approval of funds by the legislative body, shall be based on twenty-two (22) or twenty-six (26) biweekly pay periods. The teacher will designate each year which option (s)he wants upon returning the individual contract. There will be no change of option during the contract year.
- D. All educational credits obtained which are to be applied for category changes on Article VI, A, 1 shall be earned through an accredited college or university in a subject area relevant to the teacher's performance. Educational credits must be graduate level courses and have a grade of "B" or better. Undergraduate courses may be taken for credit if the Principal and Superintendent agree that the course(s) would be a benefit to both the teacher and the District.
- E. Notification of a lateral move on the salary schedule must be made to the School Board in writing by the first day of January proceeding the contract year of change. It will also be the teacher's responsibility to maintain their own records for such purposes.
- F. A member of the S A U #7 office staff will be available at the Pittsburg School on the last scheduled teacher workday to assist the Principal with the teacher "check-out" process. Final paychecks will be distributed only when the teacher has met all obligations to the District. In the event that the teacher has not met all obligations on the last scheduled work day, it will be necessary for the teacher to complete such obligations and appear at the S A U #7 office for final "check-out" and receipt of the final payroll check.
- G. The district will provide the teachers the opportunity to have their paychecks direct deposited into the teacher's bank as soon as the District's bank makes it available.

## ARTICLE VII – INSURANCE BENEFITS

The Board will provide group insurance, as follows:

1. The plan for this insurance benefit shall be through the New Hampshire Municipal Association
2. For the 2011 - 2012 school year the district shall pay 88.5% of the cost of a single, two person, or family plan with the teacher paying 11.5% of the cost of the health insurance

premium for MTB20 R\$3/\$15 M\$3/\$7 as the driver. The employee shall have the option for choosing the BC3T10 R \$3/\$15 M \$3/\$7 providing they pay the difference for the plan above the district's contribution for the MTB driver.

For the 2012 – 2013 school year the district shall pay 87.5 % of the cost of a single, two person, or family plan with the teacher paying 12.5% of the cost of the health insurance premium for a MTB20 R \$3/\$15 M\$3/\$7 as the driver. The employee shall have the option for choosing the BC3T10 R \$3/15 M \$ 3/\$7 providing they pay the difference for the plan above the district's contribution for the HMO MTB driver. The Section 125 account will be utilized for the co-pay amounts.

3. The District's total liability for health insurance benefits shall not exceed the districts share of a Health Maintenance Organization (HMO) MTB20 Plan.
4. The district agrees to provide a health insurance incentive plan that allows a medical insurance buy-back. The plan provides an annual buy-back in an amount equal to \$2,000.
5. The district shall provide a \$30,000 convertible term life insurance policy for each teacher.

NOTE: Section 125 plan developed and implemented September 1992. In the school year 2007-2008 this will be expanded to include allowable pre-tax contributions for health and dental bills, as well as dependent care expenses up to the Internal Revenue Service limits.

## ARTICLE VIII –LEAVE

Requests for paid leave under Items A & C shall be submitted on the form specified on the day the individual returns to work. Requests for paid leave under Item B must be on the form specified prior to the taking of the leave, except in cases of emergency. All requests for paid leave must be submitted through the office of the principal.

### A. SICK LEAVE

1. Each teacher shall be eligible to receive 17 days of paid personal sick leave per school year. Unused sick leave may be accumulated, not to exceed 115 days. (First year teachers shall accumulate sick leave as follows: six (6) days available September 1 through December 31. Additional days (6) available shall be accumulated from January 1 through March 31, and an additional five (5) days available April 1 through June 30 not to exceed a total of 17 days for the school year.
2. Sick leave may be used to address sickness in the teacher's immediate family. (This provision of sick leave shall not exceed seventeen (17) days per year of eligible sick leave accrued and is limited to spouse, children, mother, father, brothers, sisters, grandparents, in-laws, and residents of the household.
3. A doctor's certificate may be required by the Superintendent for excessive periodic absences. If the employee does not submit the requested doctor's certificate within five (5) calendar days of his return to work, the individual's pay will be reduced by the equivalent number of days lost. Additional sick leave may be granted to teachers who have used all their available sick leave at the sole discretion of the School Board.

**B. SICK BANK**

A voluntary sick leave bank will be established for the benefit of those professional employees whose accumulated sick leave for illnesses becomes exhausted. Each participating employee will contribute a sick day upon their enrollment and an additional day in subsequent years.

Any teacher needing to utilize the bank must submit the following to the Superintendent:

1. A request form to be sure sick leave has been exhausted. Once the form has been approved that sick leave days have been exhausted, the teacher must submit a request form to the Association for the days. The teacher must also submit a doctor's statement indicating the nature of the illness.
2. A doctor's statement indicating the status of the illness must be provided for each twenty-five days used from the bank.
3. Teachers must have exhausted all available sick leave, been ill for five consecutive days, and donated to the sick bank in order to utilize the bank.

**C. PERSONAL LEAVE**

Sick leave may be used for personal business. (This provision of sick leave shall not exceed three (3) days per year of eligible sick leave accrued.) One (1) day of paid personal leave, if available, may be used once during the school year immediately before or after a regular school vacation period on a first-come, first-served basis. No more than two (2) teachers will be allowed to utilize this provision immediately prior to, or immediately after, each vacation period. Consecutive personal days before or after a regular school vacation period will not be granted. Requests must be submitted at least one (1) weeks prior to date of leave. The one week requirement may be waived in emergency situations provided that the administration is provided sufficient information to make a determination for approval.

**D. BEREAVEMENT LEAVE**

Each teacher shall be eligible to receive three (3) days per occurrence of non-accumulative paid bereavement leave for a death in the family with an additional two (2) days available for a death in the immediate family as defined in Section A. 2. of this Article. This leave may be extended by the School board, without loss of pay, contingent upon accrued sick leave available. Any extra bereavement days will be deducted from sick leave.

**E. JURY DUTY**

A person selected for jury duty shall be paid their regular salary for these days. Days served on jury duty will not be deducted from the member's authorized leave time. Members will submit court salary reimbursement to the district. This will result in no loss of pay for the individual bargaining unit member who serves on jury duty.

**ARTICLE IX – MATERNITY LEAVE**

Pregnancy and childbirth shall be treated as any other form of illness or disability. Sick leave may be applied toward any physical disability related to the pregnancy and verified in writing by the attending physician. An individual who is pregnant may remain at work as long as she desires, up to the indicated date when parenting leave is to commence, provided that the Superintendent may request written approval from her attending physician that the individual is in generally good health and

physically able to carry out the required teaching responsibilities. Should individual circumstances dictate, leave may commence prior to the date indicated by the individual.

## ARTICLE X – PARENTING LEAVE

It is agreed that the District shall grant parenting leave to all professional staff who qualify under the following provisions:

- A. Except in cases of emergency, parenting leave must be requested in writing by the applicant at least thirty (30) calendar days prior to the date the leave is to commence. Request for parenting leave must be accompanied by a doctor's certificate verifying pregnancy in the household.
- B. All parenting leave granted by the District shall be without pay. Parenting leave shall apply to the birth, adoption or illness of a child or other member of a bargaining unit member's immediate family.
- C. Sick leave benefits accrued will be retained during the duration of parenting leave and shall be maintained upon renewal of employment as specified in paragraph G. Individuals commencing their parenting leave during the school year shall continue to have their sick leave accumulate up to the time the leave is to take effect.
- D. All medical insurance benefits shall be retained during the duration of parenting leave.
- E. Seniority benefits shall be retained during parenting leave and will be maintained upon renewal of employment by the District as specified in paragraph G. Placement on the salary step upon renewal of employment in the same school year shall be at the same step the individual was on at the commencement of the leave. However, individuals that have worked a minimum of 90 school days during a school year in which parenting leave takes place shall be placed on the next highest step for which they are eligible upon renewing their employment with the District the following school year.
- F. Parenting leave will not be granted for a period beyond 120 calendar days following the commencement of the leave. However, this period may be extended for another 30 calendar days at the sole discretion of the School Board and upon receiving such a written request by the leave recipient.

In order to preserve continuity of instruction, the Board may delay renewed employment to coincide with the beginning of a marking period provided such delay will not deprive the leave recipient in meeting the 90-day requirement specified in paragraph E. Request for re-employment must be submitted not less than 20 days prior to termination of parenting leave.

- G. The District will have discharged its entire responsibility under this section by honoring a written request for re-employment from the leave recipient within the time limits established in Paragraph F. If a written request for re-employment is not made within the time limits specified and should actual re-employment not take place, all accrued personal benefits specified shall be terminated.

## **ARTICLE XI – SABBATICAL LEAVE**

1. Teachers employed by the Pittsburgh School District for a period of five (5) consecutive years may be considered for a one-year sabbatical leave without pay and benefits, except as provided in this article. The purpose of the leave must be directly related to the employee's teaching assignment or the pursuit of an advanced degree in education. Such leaves will be considered by the School Board upon prior written request from the teacher. The written request must be submitted by December 31 preceding the school year in which the leave is desired.
2. Approval may be granted provided a qualified substitute would be available during the time span of the leave and provided that approval will not adversely affect the school educational program. Sabbatical leave is limited to one teacher per school year. The District must request of the employee as to their intent to return on or before March 1 of the year in which the leave takes place. If the employee fails to respond to the District of his/her intent to return by April 1<sup>st</sup>, he or she will be considered to have voluntarily resigned the position. Placement on the salary schedule following sabbatical leave will be one step higher than that held at the time the leave commenced.

## **ARTICLE XII – PROFESSIONAL LEAVE**

Teachers may be granted three (3) days of professional leave for educational activities distinctly relevant to the individual's immediate teaching assignment. Such leaves will be considered by the administration upon prior written request from the teacher and granted only if such leave will not have an immediate adverse effect upon the school's daily educational program. Additional professional days may be granted by the School Board, upon recommendation by the Principal and Superintendent.

## **ARTICLE XIII – RETIREMENT SEVERANCE BENEFIT**

- A. Teachers resigning from the teaching profession after fifteen (15) years of continuous service within the Pittsburgh School District shall be eligible for severance payment. Such payment shall be based on unused sick leave in the amount of two hundred dollars (\$200) increments for blocks of ten (10) days, or major portion thereof, providing further that any teacher eligible for such benefits who may suffer from a catastrophic injury or illness (as certified by a licensed medical doctor) during the last two years of service shall receive such severance benefits based on unused sick leave prior to the onset of such injury or illness. Teachers wishing to collect this benefit must notify the School Board by the first day of January preceding the contract year in which the benefits payments are to start.
- B. A teacher with seven (7) years experience in the District and at least fifty (50) years of age at retirement may notify the Board of their retirement up to three (3) years prior to their retirement. The Board will pay an additional stipend of twenty five hundred (\$2,500) dollars for each of the last three (3) years of employment notice up to (Total \$7,500) for three years subject to acceptable performance and continued employment. Thus, there would be \$2,500 for one-year notice and a total of \$5,000 for two years notice.
- C. A teacher desiring to remain in service after notification of retirement has been given may be considered for continued service upon the approval of the School Board.

## ARTICLE XIV – PHYSICAL EXAMINATIONS

The District will pay a maximum up to the fee charged by Indian Stream Health Center toward periodic physical examinations required for employment and re-employment and which have been performed by a licensed physician. Examinations or doctor's certificates that may be required due to periodic absences shall not be eligible for reimbursement.

## ARTICLE XV – FUNDING OF COST ITEMS

All cost items negotiated and agreed upon by the Pittsburg Education Association – NEA/NH and the Pittsburg School Board shall be submitted to the Pittsburg School District for approval. If the District rejects any part of the submission, or while accepting the submission takes any action which would result in a modification of the terms of cost items submitted to it, either party may re-open negotiations on all or part of the entire agreement. (RSA 273-A:1, Section IV, COST ITEMS, and 273-A:3, Section II, item b)

Negotiating team members of both parties will jointly draft the pertinent warrant article(s) for consideration of their respective, total membership prior to the ratification vote by each party.

Upon ratification by both parties, the pertinent warrant article(s) agreed to will be presented to the legislative body for action.

## ARTICLE XVI – SAVINGS CLAUSE

If any article or part of the Agreement is held to be invalid by interpretation of a court of law or legal tribunal of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such body, the remainder of the Agreement shall not be affected.

## ARTICLE XVII – COURSE/WORKSHOP REIMBURSEMENT

The District shall reimburse teachers for the credit hour cost of courses up to the current UNH rate per credit hour taken, under the following conditions:

1. Total reimbursement costs of the District in the fiscal year shall not exceed seven thousand dollars (\$7,000).
2. To be eligible for reimbursement, courses to be taken must have **prior** recommendation of the building principal and **prior** approval of the Superintendent. Forms for this purpose will be provided by the S A U #7 office. The superintendent shall be the sole judge of whether a course will apply under this section. Judgment will be based upon the course(s) direct and meaningful application to the position held by the teacher.
3. Applications of intent to take a course will be processed four (4) times during a fiscal year: no later than September 15 for the Fall term; no later than November 30 for the Winter term; no later than March 15 for the Spring term; no later than May 30 for the Summer term.
4. Course requests will be judged on a first come – first served basis, but no teacher shall receive reimbursement for more than one eligible course in a fiscal year until all teachers eligible for first course reimbursement have been paid in that year. Any unused portion of

the \$ 4,000 shall be used to reimburse those teachers who have taken more than one course (based upon the date of the course request.)

5. To be eligible for reimbursement, the teacher must present to the superintendent a grade report or transcript indicating successful completion of the course(s) with a grade of C (2.0) or better. Also, a receipt of payment for credit hours must be presented. These documents must be submitted no later than June 15.
6. Teachers receiving reimbursement under this section must teach in the District at least the full semester that follows completion of the course(s), or forfeit the amount of the reimbursement.
7. No unexpended monies under this section shall be carried over to the next fiscal year.
8. Uncertified employees shall be reimbursed for the credit hour cost of courses up to 50% of the current UNH rate per credit hour taken and 50% of the cost of approved workshops.

## **ARTICLE XVIII – EXTRA CURRICULAR STIPENDS (excluding Athletics)**

The District agrees to pay annual stipends to advisors as follows:

JHS Honor Society	182.00
HS Honor Society	363.00
Elementary Student Council	363.00
High School Student Council	484.00
Class Advisors	
Grade 7	121.00
Grade 8	121.00
Grade 9	242.00
Grade 10	242.00
Grade 11	242.00
Grade 12	968.00

Any other extra-curricular positions to be added to the pay schedule must have prior approval of the Pittsburg School Board. Guidelines for the structure of any extra-curricular activity are subject to approval by the Board.

## **ARTICLE XIX – NON-DISCRIMINATION**

The Association agrees to represent equally all bargaining unit members without regard to race, color, creed, age, sex, marital status, handicap, sexual orientation, or membership in the Association.

The Board agrees not to discriminate against a bargaining unit member because of race, color, creed, age, sex, marital status, handicap, sexual orientation, or membership in the Association.

## ARTICLE XX – REDUCTION IN FORCE

In the event that the school board decides to reduce staff due to declining enrollment, budget limitations or other conditions, which, in its judgment necessitate staff reduction, the following procedure shall be utilized.

1. The Association shall be notified, in writing, of the board's intent to reduce staff, and will be provided with the reason for the reduction.
2. The school board shall reduce staff in areas it designates. Staff reductions shall be based upon job performance as indicated by administrative evaluations, with the exception that probationary teachers shall be released before continuing contract teachers. In the case of equivalent evaluations, seniority shall prevail. Appropriate certification is necessary.
3. Teachers who are released because of a reduction in force shall retain rehiring rights for a period of two years. In rehiring such teachers, the school board shall select the best qualified teachers, in its judgment, from the pool of laid off teachers. The school board retains the right to hire outside of the reduction pool if, in its judgment, no laid off teacher is qualified for the position under consideration.
4. The district will give preference on the substitute list to laid off teachers during their two-year period with rehiring rights.
5. Seniority, for the purpose of this article shall be defined as consecutive years of service in the school district. A teacher who is laid off will retain all accrued seniority and contract benefits when he/she is rehired by the district.

## ARTICLE XXI – EVALUATIONS

The parties agree that teacher evaluations are a progressive tool to be used to assist teachers in becoming more effective educators, as well as a device to be used to measure the overall competence of a teacher. It is further agreed that evaluations will be conducted in accordance with the established district procedure, and will be carried out in a consistent, nondiscriminatory manner. Evaluations that are not conducted in accordance with this article shall not be used by the board when considering renewal of a teacher's teaching contract or in considering a reduction in force.

## ARTICLE XXII – MENTORING

The assignment of mentors to teachers will be subject to board approval.

A five hundred dollar (\$500) stipend will be paid to mentors for each teacher for whom they provide mentoring services to. It is agreed that the principal will work with the mentors and the teachers they work with to provide time during the school day to allow for observations and other activities that can best be accomplished during the school day.

In order to promote the highest levels of trust and assistance, strict rules of confidentiality shall be maintained through a concept called a data curtain. This concept demands that all information and discussion that takes place between the mentor and the teacher remains confidential unless the teacher requests that information be shared with the evaluator. The evaluator may give suggestions

and concerns to the mentor that might be helpful, but the mentor cannot ever discuss the interchange between mentor and teacher.

The data curtain does not prevent the evaluator from sharing expectations and goals for growth and/or remediation with the teacher and mentor at the beginning of the evaluation cycle. In such cases, the mentor should include these areas in the observations and consulting dialogue with the teacher. Mentors are not to provide data or testimony in any employment renewal or dismissal actions.

Any uncertified personnel would be required by the District to have a mentor until the time that they obtain certification. Any newly certified teacher or any teacher new to the District will be assigned a mentor if the teacher requests it or if the District requests it. Pittsburg certified teachers shall be given first option and then certified teachers from surrounding towns.

**ARTICLE XXIII – POSTING OF POSITIONS**

Any teaching or extracurricular positions that become open will first be posted internally for a period not to exceed five (5) days in a designated spot within the building. If the posting were to take place outside of the normal school year the President of the Association or his/her designee would be notified by mail. The Board will make every effort to have certified personnel awarded the position over uncertified applicants.

**GENERAL PROVISIONS**

This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary and mutual consent of the parties in written and signed amendment to this Agreement.

Copies of this Agreement shall be printed within thirty (30) days after the Agreement is signed and shall be presented to all teachers now employed, hereinafter employed, or considered for employment by the Board. Cost of printing shall be shared equally by the Board and the Association.

PITTSBURG EDUCATION ASSOCIATION  
NEA/NH

PITTSBURG SCHOOL BOARD

Richard A. Sargent

Ann M. Huilmette

Emily M. Bechard

\_\_\_\_\_

\_\_\_\_\_

4/13/2011

Date

[Signature]

Tanya Young

Wendie [Signature]

Megan Prehens

\_\_\_\_\_

Date 4/11/11

# PITTSBURG SCHOOL DISTRICT

Grievance # \_\_\_\_\_

## Grievance Record

(For Use at Steps 2, 3, & 4)

Name of Grievant	_____	Date Filed	_____
Home Address	_____	Telephone #	_____
Building	_____	Assignment	_____
Name of Principal	_____	School Telephone #	_____
Date of alleged violation or misapplication	_____		
Article of the agreement allegedly violated	_____		
Statement of the grievance	_____		

Nature and extent of the injury or loss involved \_\_\_\_\_

Results of previous discussions of the grievance and dissatisfaction with decisions previously rendered \_\_\_\_\_

Remedy sought \_\_\_\_\_

\_\_\_\_\_  
Signature - Association Representative

\_\_\_\_\_  
Signature - Grievant

Disposition by:      Principal      Superintendent

Date Answered:      \_\_\_\_\_

\_\_\_\_\_  
Principal/Superintendent of Schools

Grievance settled on the basis of Principal's/Superintendent's answer \_\_\_\_\_

Grievant: \_\_\_\_\_

PITTSBURG SCHOOL DISTRICT

COURSE REQUEST FORM

(Submit to the Principal to be eligible for the UNH credit hour cost of courses reimbursement)

Name of Teacher \_\_\_\_\_ Date \_\_\_\_\_

Current Teaching Assignment \_\_\_\_\_  
Subjects \_\_\_\_\_ Grade Level \_\_\_\_\_

Title of Course(s) to be taken: \_\_\_\_\_  
\_\_\_\_\_

Total Number of Credit Hours \_\_\_\_\_ Total Credit Hours Cost \_\_\_\_\_

Term: (Please check) FALL \_\_\_\_\_ WINTER \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

College or University: \_\_\_\_\_

\*\*\*\*\*

I recommend approval of the above \_\_\_\_\_ I do not recommend approval of the above \_\_\_\_\_

If not recommending, reason(s) \_\_\_\_\_

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

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

I approve of the above \_\_\_\_\_ Approval Denied \_\_\_\_\_

Reason(s) \_\_\_\_\_

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

Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_