



**PROFESSIONAL STAFF
COLLECTIVE BARGAINING AGREEMENT**

BETWEEN

THE

SANBORN REGIONAL SCHOOL BOARD

AND THE

SANBORN REGIONAL EDUCATION ASSOCIATION

JULY 1, 2011 - JUNE 30, 2013

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

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PREAMBLE

AGREEMENT made December 7, 2010 by and between the School Board of the Sanborn Regional School District (hereinafter called the "Board") and the Sanborn Regional Education Association (hereinafter called the "Association").

ARTICLE 1 – RECOGNITION

- 1.1 For purposes of collective negotiations, the Board recognizes the Sanborn Regional Education Association, NEA-New Hampshire, as the exclusive representative of all professional employees of the Sanborn Regional School District. Professional employees shall include any individual employed by the Sanborn Regional School District, the qualifications for whose position are such as to require him/her to hold an appropriate credential issued by the State Board of Education under the regulations governing the certification of professional school personnel. Although no certification by the State Board of Education is required, the School Nurse shall be recognized as a member of the bargaining unit and will be covered by all articles of the agreement unless specifically stated otherwise. The term, professional employee, does not include superintendents, assistant superintendents, business administrators, principals, directors of guidance, and other administrators. The Association agrees to represent equally all such professional employees in the unit designated above without discrimination and without regard to membership in the Association.
- 1.2 Definitions. 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.
- 1.2:a The term "School" used in this Agreement means any work location or functional division maintained by the Board where instruction is offered to the children enrolled in the Sanborn Regional School District.
- 1.2:b The term "Administrator" as used in this Agreement means a person employed by the School Board whose functions are primarily managerial in matters including but not necessarily limited to teacher evaluations. This definition specifically excludes Department Chairpersons as Administrators.
- 1.2:c The term "Principal" as used in this Agreement, means the responsible administrative head of his/her respective school.
- 1.2:d The term "Teacher" as used in this Agreement, means a person employed by the Board included in the unit defined in Article 1.1 of this Agreement.
- 1.2:e The term "Person" as used in this Agreement, means a person employed by the Board included in this unit defined in Article 1.1 of this Agreement.

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1.2:f Wherever the singular is used in this Agreement, it is to include the plural and reference to male will include female. Whenever "Member" is used it shall refer to the members of the Bargaining Unit.

ARTICLE 2 - NEGOTIATIONS PROCEDURES

- 2.1 Negotiations will be conducted in accordance with the procedures outlined in RSA 273-A. Should either party desire to negotiate a successor agreement, it shall notify the other on or before October 1 of the year preceding the expiration date of this Agreement.
- 2.2 In the event of an impasse, the cost for the services of the mediator and/or fact-finder, including per diem expenses if any, and actual and necessary travel and subsistence expenses will be equally shared by the Board and the Association.

ARTICLE 3 - ASSOCIATION RIGHTS

- 3.1 The Association and its representatives shall have the right to use school buildings, facilities, and equipment according to school board policy.
- 3.2 Representatives of the Association and their affiliates shall be permitted to transact Association business on school property at reasonable times, provided that this shall not disrupt normal school operations.
- 3.3 The Association and its representatives shall have the non-exclusive right to post notices of activities and matters of Association concern on all faculty bulletin boards. The Association shall also have the non-exclusive right to use member mailboxes and/or e-mail for communication to members, with prior notification to the principals.
- 3.4 The Board agrees to provide the President of the Association or his/her designee copies of agendas, minutes, and additions, and deletions to the policy manual. These materials shall be available at the superintendent's office on the day before a scheduled school board meeting.
- 3.5 At the beginning of each school year, the Association shall be credited with four (4) paid days to be used by teachers who are officers or agents of the Association. Such use shall be at the discretion of the Association, except that no one person will take more than two (2) days. The superintendent will be notified at least twenty-four (24) hours prior to the commencement of such leave.

ARTICLE 4 - BOARD RIGHTS

- 4.1 The Board, on its own behalf and on behalf of the district, hereby retains and reserves unto itself all powers, rights, authority and duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Hampshire and of the United States except as modified by the specific terms and provisions of this Agreement.

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ARTICLE 5 - TEACHER RIGHTS

- 5.1 Members will not be required to perform any duty or act which threatens anyone's physical safety or well-being.
- 5.2 A teacher called to appear for legal proceedings, such as jury duty, shall not lose compensation for the performance of such obligations, except that no member shall be paid by the Board for time spent in the processing of a grievance beyond Level Three.
- 5.3 The personal life of any teacher is not appropriate official business of the Board unless it affects classroom performance and/or effectiveness.
- 5.4 No member of the Bargaining Unit shall be required to appear before the Board or its agents concerning any matter which could adversely affect the continuation of that member in his/her office, position, employment or the salary or any increments pertaining thereto, unless the member has been given seventy-two (72) hours' prior notice, excluding weekends and holidays, of the reason for such a meeting or interview, and he/she shall be entitled to have a representative of the Association present to advise him/her during such interview.
- 5.5 All Board policy governing teachers and/or School Nurses shall be applied uniformly throughout the district.
- 5.6 Nothing contained herein shall be construed to deny to or to restrict any member such rights as he/she has under the laws of New Hampshire and the United States or other applicable laws, decisions, and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- 5.7 Member folders are available upon demand during normal business hours to the member.
- 5.8 No member shall be required or expected to provide his/her own substitute. In situations where substitutes cannot be obtained, the administration may re-assign members to substitute, in which event the member so re-assigned shall be paid in accordance with the terms of Article 12.2.

ARTICLE 6 - ACADEMIC FREEDOM AND RESPONSIBILITIES

- 6.1 All monitoring or observation of the work performance of a teacher will be conducted openly and without attempt to avoid knowledge of the teacher.
- 6.2 In recognition of these rights, members shall act as responsible professionals consistent with the commitment expressed by members to serve in a dedicated manner, the best interests of the children in the district.
- 6.3 No member of the Bargaining Unit shall be disciplined except for just cause or be required to appear before the School Board without seventy-two (72) hours' prior notice, excluding weekends and holidays, except as mutually agreed upon by the parties.

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ARTICLE 7 - GRIEVANCE PROCEDURE

7.1 Definitions

- 7.1:a A grievance is a claim made by a teacher or by the SREA President on behalf of a specific named teacher based upon an alleged violation of a specific provision of this agreement. A grievance, to be considered under this procedure, must be initiated in writing by the teacher or the SREA President on behalf of the specific named teacher within 15 calendar days of the teacher's awareness of its occurrence.
- 7.1:b An aggrieved person is the person or persons making the claim. An aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or, at his/her option at level two and beyond, by the Association or by a representative selected or approved by the Association.
- 7.1:c The term "days" shall be interpreted as meaning calendar days unless otherwise stipulated.

7.2 Purpose

- 7.2:a The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise concerning the application of the terms of this Agreement.
- 7.2:b Both parties agree that these proceedings will be kept as confidential as possible.
- 7.2:c Nothing herein contained will be construed as limiting the rights of any aggrieved person having a grievance to discuss matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement.
- 7.2:d All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not be forwarded to any prospective employer of the grievant.

7.3 Structure

- 7.3:a The Board will act in its own behalf at Level Three procedure. It may, at its discretion, designate a committee to fulfill its obligations at this level.
- 7.3:b A grievance may be withdrawn at any level.
- 7.3:c Five (5) copies of all forms for filing grievances and other related documents shall be made: One for the grievant, one for the building principal, one for the Board, one for the Association, and one for the superintendent. See Page 27 for the Grievance Form.

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7.4 Initiation and Processing

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

7.4:b Level One – Principal

Any member who has a grievance shall discuss it first with his/her principal in an attempt to resolve the matter. If as a result of the discussion, the matter is not resolved to the satisfaction of the member within five (5) school days, he/she shall set forth his/her grievance in writing to the principal specifying:

7.4:b-1 The nature of the grievance and the date occurred;

7.4:b-2 The nature and extent of the injury, loss, or inconvenience;

7.4:b-3 The result of previous discussions;

7.4:b-4 His/her dissatisfaction with decisions previously rendered;

7.4:b-5 Remedy sought;

7.4:b-6 The principal shall communicate his/her decision to the member in writing within five (5) days of receipt of the written grievance.

7.4:c Level Two – Superintendent

The member, no later than five (5) school days after receipt of the principal's decision, may appeal the principal's decision to the superintendent of schools. The appeal must be made in writing, reciting the matter submitted to the principal as specified in

7.4:b-1 through 5 above. The superintendent shall meet with the member to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The superintendent shall communicate his/her decision in writing to the member and the principal within ten (10) days thereafter.

7.4:d Level Three - School Board

If the grievance is not resolved to the employee's satisfaction, he/she, no later than five (5) school days after receipt of the superintendent's decision, may request a review by the Board. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board, or committee thereof, shall review the grievance and may hold a hearing with the employee and shall render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board or of the hearing with the employee, whichever comes later.

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7.4:e Level Four – Arbitration

If the employee is not satisfied with the disposition of the grievance by the School Board or its designee, he/she shall notify the Association within five (5) work days after receipt of the School Board's decision. If the Association determines the matter should be arbitrated, it shall advise the School Board through the Superintendent in writing within ten (10) work days of receipt of the employee's request. If the parties fail to agree upon an arbitrator within fourteen (14) days after the employee has requested arbitration, then either party may apply to the American Arbitration Association for the designation of an arbitrator. The arbitrator shall proceed forthwith to make a final and binding disposition of the grievance by such means and methods as he/she may determine to be necessary. The arbitrator is limited in his/her authority to the interpreting of the contract in the resolution of the issue submitted to him/her by the parties and has no authority to alter, change, or modify any provision in this Agreement.

7.5 Rights of Teachers to Representation

7.5:a When a teacher is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance, in writing, to the principal, or any higher level, be notified by the principal in writing that the grievance is in process. The Association shall have the right to be present to present the teacher's position in writing at all hearing sessions held subsequent to level one concerning such grievance and shall receive a copy of all decisions rendered.

7.5:b The Board and the Association shall assure 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.

ARTICLE 8 - SAVINGS CLAUSE

8.1 If any article or part of this Agreement is held to be invalid by operation of law, or if compliance with or enforcement of any article or part should be held contrary to applicable laws, then such provision or application of the terms of the Agreement 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. In such instance, the parties shall meet within thirty (30) days of such legal determination by a court of competent jurisdiction, for the purpose of adjusting the article affected so that it will conform with the provisions of the law.

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ARTICLE 9 - DEDUCTIONS

- 9.1 It is agreed by and between the Sanborn Regional School District and the Sanborn Regional Education Association that upon receipt of written authorization signed by the member, the Board shall deduct an amount to provide bi-weekly payments of dues for membership in the local, state, and/or national education associations from the regular salary check of such member each two weeks and that the amounts so deducted pursuant to such written authorization as contained in Appendix B, and signed by the member shall be promptly remitted as deducted directly to the Sanborn Regional Education Association. It is further agreed by and between the Sanborn Regional School District and the Sanborn Regional Education Association that such authorization for deduction of dues shall continue in full force and effect with the Sanborn Regional School District until thirty (30) days after the member submits, via the superintendent, a written revocation of such authorization to the Board.
- 9.2 The School Board agrees to deduct and transmit bi-weekly monies, authorized in writing by the member to companies providing annuities according to the regulations established by the School Board.

ARTICLE 10 - PEACEFUL RESOLUTION OF DIFFERENCES

- 10.1 In consideration of this Agreement and its terms and conditions, the Association, its officers, representatives and members shall not, during the terms of this Agreement, engage in or condone any strike, slow down, work stoppage, or other concerted refusal to perform any usual and customary assignment on the part of any employee(s) represented hereunder, nor shall the Association or its members take part in or condone "sanctions" against the school board or the school district.

ARTICLE 11 – MISCELLANEOUS

- 11.1 It is understood that both parties have had an opportunity to make proposals and counterproposals on all negotiable issues during negotiations and that this written agreement reached as a result represents the total of all negotiated agreements between the parties for the contract term.
- 11.2 This Agreement may not be altered, changed, or modified except through the voluntary, mutual consent of the parties in a written and signed amendment to this agreement.
- 11.3 Any individual contract between the Board and an individual "member" (as defined in Article 1.2:f) hereafter executed shall not be inconsistent with the terms and conditions of this Agreement.
- 11.4 All members covered under this Agreement, who participate in production of tapes, publications, or other produced educational material shall retain residual rights should they be copyrighted or sold by the district.

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- 11.5 Copies of this Agreement between the Sanborn Regional School Board and the Sanborn Regional Education Association, NEA-New Hampshire, shall be reproduced within thirty (30) days after the Agreement is signed by the parties. The cost for the reproduction of the Master Agreement shall be shared equally between the District and the SREA. A copy of this Agreement shall be distributed to all members now employed or hereafter employed. Further, the Board shall furnish twenty (20) copies of the Agreement to the Association for its use.
- 11.6 Non-certified teachers must demonstrate to the Superintendent progress toward certification within 90 days, or be released from their contracts, and could face termination.

**ARTICLE 12 - SANBORN REGIONAL TEACHERS' SALARY SCHEDULE AND
COMPENSATION FOR PROFESSIONAL DUTIES**

- 12.1 Salary schedules shall reflect the following “cost of living” adjustments and step movement, if any:

2011 – 2012	1.5%	One step for all unit members, Top step lump sum \$750 stipend
2012 -2013	1.5%	One step for all unit members, Top step lump sum \$750 stipend

2011-2012 Step Schedule

STEP	B	B+15	B+30	M	M+30	CAGS/PhD
1	33,354	34,466	35,578	37,802	38,817	39,324
2	34,271	35,413	36,556	39,030	40,045	40,552
3	35,213	36,388	37,561	40,299	41,314	41,821
4	36,447	37,662	38,877	41,608	42,623	43,130
5	37,721	38,979	40,237	42,960	43,975	44,482
6	39,042	40,343	41,645	44,357	45,372	45,879
7	40,408	41,756	43,103	45,798	46,813	47,320
8	41,823	43,217	44,611	47,287	48,302	48,809
9	43,287	44,730	46,172	48,824	49,839	50,346
10	44,802	46,295	47,788	50,410	51,425	51,932
11	46,370	47,915	49,461	52,048	53,063	53,571
12	47,692	49,305	51,193	53,740	54,755	55,263
13	49,051	50,710	52,651	55,487	56,502	57,010
14	50,449	52,156	54,152	57,290	58,305	58,812
15	51,887	53,642	55,695	59,152	60,167	60,675
16	53,365	55,170	57,283	61,075	62,090	62,597

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2012-2013 Step Schedule

STEP	B	B+15	B+30	M	M+30	CAGS/PhD
1	33,854	34,983	36,111	38,369	39,399	39,914
2	34,786	35,945	37,105	39,615	40,645	41,161
3	35,742	36,934	38,125	40,903	41,933	42,448
4	36,993	38,226	39,460	42,232	43,262	43,777
5	38,287	39,564	40,840	43,604	44,634	45,150
6	39,628	40,948	42,270	45,022	46,052	46,567
7	41,014	42,382	43,750	46,485	47,515	48,030
8	42,450	43,865	45,280	47,996	49,026	49,541
9	43,936	45,401	46,865	49,556	50,586	51,101
10	45,474	46,990	48,505	51,166	52,196	52,711
11	47,066	48,634	50,203	52,829	53,859	54,374
12	48,407	50,044	51,960	54,546	55,577	56,092
13	49,787	51,471	53,441	56,319	57,350	57,865
14	51,205	52,938	54,965	58,149	59,179	59,694
15	52,665	54,446	56,531	60,039	61,070	61,585
16	54,165	55,998	58,142	61,991	63,021	63,536

These schedules replace the current 2005–2008 salary schedules in article 12. The schedules contained in the 2005-2008 agreement included steps 3–18. The new schedules include steps 1–16. The new step schedule corresponds to the old step schedule with step 1 on the new schedule corresponding to the old step 3 and step 16 on the new schedule corresponding to the old step 18. (For example, a staff member currently on step 3 in 2010-2011 will be on step 2 in 2011-2012, a staff member currently on step 11 in 2010-2011 will be on step 10 in 2011-2012, a staff member currently on step 18 in 2010-2011 will be on step 16 in 2011-2012.)

12.1a Expiration of Salary Schedules

Notwithstanding any other provisions in this Agreement, in the event the Evergreen Law, RSA 273-A:12, VII, would apply to the expiration of this agreement, the salary schedules in Section 12.1 shall expire on June 29, 2013; step raises on the salary schedule shall not be considered part of the pay plan in effect when this agreement expires on June 30, 2013. Staff will be frozen at the step on which they are placed during the last year of the agreement until a successor agreement is approved by the voters.

12.2 EXTRA CLASSES

Teachers who teach an extra class during their scheduled work day shall receive compensation equal in salary to a percentage increase in instructional duties for the teacher.

12.3 ADDITIONAL DUTIES

All reimbursement for additional days worked will be computed on the basis of 1/186 of the contracted salary.

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12.4 GUIDANCE COUNSELORS

Guidance counselors will work an additional 5 days for a total of 191 days. The additional 5 days will be before and/or after the school year, as needed, for the purpose of transition, file transfer, resolution of student issues and the like. Compensation will be at the per diem rate of the counselor.

12.5 LEAD TEACHERS

Lead teachers shall receive a minimum additional \$524 salary for the school year.

12.6 DEPARTMENT CHAIRPERSONS

A department chairperson will receive 1/186 of the annual curricular salary times five (5) days for additional time.

12.7 MILEAGE

Members who are required to use their personal automobiles to travel between professional assignments in the course of a single day shall receive mileage compensation at the current IRS rate.

12.8 LONGEVITY BONUS

Unit members shall receive annually an additional \$750 upon completion of twenty (20) years of service to the District through the twenty-fifth (25th) year. Unit members shall receive annually an additional \$1,000 upon completion of twenty-five years (25) of service to the District through the thirtieth (30th) year. Unit members shall receive annually an additional \$1,500 upon completion of thirty (30) years of service to the District, which will continue for each additional year of service thereafter.

12.9 EXTRA CURRICULAR ACTIVITIES SALARY SCHEDULE

Extra-curricular stipends will be paid according to Appendix (page 22). The School Board reserves the right to change activities with the recommendation from the building administrator based upon student interest and need.

Extra-Curricular Activities Salary Schedule shall reflect a new salary base of \$33,354 in FY 2011-2012; there is no additional increase for FY 2012-2013.

Effective July 1, 2011, the amount of \$3,000 shall be added to the schedule for non-athletic co-curricular activities, to be disbursed per agreement of the Labor-Management Committee.

A Labor-Management Committee for Extracurricular Activities is hereby established by the parties. The parties agree that this standing committee shall meet for the purpose of reviewing the index and its use, addressing compensation rates for sports and activities, and disbursing, as necessary, the amount referenced above. The committee shall consist of one (1) board member, two (2) administrators, three (3) association members, as well as the superintendent (or his/her designee), who shall serve in an advisory capacity.

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ARTICLE 13 - PAYMENT

- 13.1 The annual salary shall be payable every other Thursday beginning with the second Thursday of the school year at the rate of one twenty-second (1/22) or one twenty-sixth (1/26) of the annual salary per payment. When a member leaves or enters service in the district during the school year, the salary due him/her shall be that proportion of his/her contract salary that the number of days served is of 186. The additional days will be utilized for professional development and curricular activities. The number of student contact days will remain 181. For staff members new to the district, their initial year will contain 187 days allowing for a day of induction training.

ARTICLE 14 - STEPS

- 14.1 Each incoming member will be assigned to a step on the appropriate track, with non-degree teachers entering the district assigned to a step on the Bachelor's track, but it should be noted that steps do not necessarily correspond to years of teaching experience. Normally each member will advance from step to step each year, except as outlined in Article 16 and also in the case where a member gains enough credits prior to September 1 to cross from one scale to the other; i.e., from the Bachelor's scale to the Bachelors +15 scale or from the Bachelor's +15 scale to the Master's scale, etc.

ARTICLE 15 - EXPERIENCED TEACHERS ENTERING THE DISTRICT

- 15.1 Preparation and years of teaching experience before entering the district shall be evaluated by the Superintendent of Schools and the School Board. This shall serve as a basis for placing an incoming teacher on an appropriate track and step. In general, no incoming teacher will be placed on the schedule at a salary higher than that of a teacher presently in the system with equivalent training and experience.

ARTICLE 16 - FAILURE TO ADVANCE TO NEXT STEP

- 16.1 The School Board reserves the right, on recommendation of the Principal and the Superintendent, to hold a member on the same step if his/her performance falls below the professional teaching standard. This failure to advance will normally constitute a warning that his/her performance is below desirable standard, and the Principal and the Superintendent shall explain to the member the reason for this failure to advance. If a member is not advanced to the next step, the member may file a grievance. In addition, to be eligible for advancement to the next step, a member shall have completed at least one hundred (100) days of service in the district during the school year.

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ARTICLE 17 – EARLY RELEASE FROM CONTRACT

- 17.1 All member contracts will be given out as soon as practicable after the school district meeting and must be returned to the school office no later than fourteen (14) calendar days following issuance date. Members who do not return contracts by the specified date will be considered as not returning and replacements will be secured.
- 17.2 A teacher under contract to the District may petition the School Board for early release from his/her contract. Such petition shall only be granted after an appropriate replacement has been secured and shall be contingent upon the District being reimbursed for the pro-rata share of any “unearned” benefits including health and dental insurance.
- 17.3 When the release is sought prior to June 30 and approved by the School Board, no summer (July and August) health and dental benefits will be provided (unless the teacher elects to continue coverage as provided by law {COBRA}). When such release occurs after June 30, but prior to the beginning of the next school year, the teacher shall reimburse the District for the cost of the “unearned” health and dental benefits.
- 17.4 The District benefit year shall be defined as to coincide with the fiscal year of the District (e.g. beginning July 1st of each year and ending June 30th of each year). Health, dental, and life insurance benefits shall apply to new hires who have signed contracts for the upcoming school year with coverage in effect as soon after the execution of the signed contract as permitted by the insurance enrollment procedures.

ARTICLE 18 - SICK LEAVE AND SEVERANCE SICK LEAVE PAY

- 18.1 Sick leave for illness of full-time teachers will be computed at the rate of .071 per working day, cumulative to 120. A first year teacher may use up to 13 days of sick leave any time within his/her first year, provided that said teacher remains in the district as a full-time teacher until the end of the school year. If any teacher should receive all or a portion of these 13 days' sick leave and is dismissed or leaves the district prior to the end of the regular school year, a refund of unearned sick leave will be necessary.
- 18.2 Sick leave is interpreted to mean absence due to sickness of the teacher or illness in his/her immediate family; or disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom.
- 18.3 Members will be given a written accounting of their accumulated sick leave at the beginning of each school year. It will be assumed by the school administrative office that the written account is correct if no questions are raised by the member within thirty (30) school days. As detailed member absence forms are retained for only one year, it should be understood that the only year in question should be the previous school year.
- 18.4 With the approval of the school board, a teacher may be allowed to receive the difference between his/her pay and the substitute's pay for time lost over and above cumulative sick leave.

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- 18.5 Any full-time teacher who has been employed by the Sanborn School District for a minimum of fifteen (15) consecutive years who chooses not to renew his/her contract, will receive an amount of money equal to sixty per cent (60%) of the current substitute rate multiplied by the teacher's unused sick leave days. If notice is given to the Superintendent by February 1, the money will be available by July 1 of that year. If notice is delayed, the money will be available on July 1 of the following year.

Example: $60\% \times \$75.00$ (substitute daily rate) $\times 50$ unused sick leave days = \$2,250 from the Sanborn Regional School District.

- 18.6 This severance pay provision does not apply to a teacher who is dismissed or who leaves the District during the contract year.
- 18.7 All teachers who do not use any sick time during a given year (except for a donation to the sick leave bank) shall receive two days' per diem salary at the conclusion of the school year. All teachers who utilize no more than two sick days during a given year (except for the donation to the sick leave bank) shall receive one day's per diem salary at the conclusion of the year.

ARTICLE 19 - SICK LEAVE BANK

- 19.1 The Board shall recognize a Sick Leave Bank.
- 19.2 The Association shall establish a Sick Leave Bank Committee of not more than seven members, not less than one member for each administrative unit.
- 19.3 The Sick Leave Bank Committee and the school administrative office shall keep a record of the current total number of days in the Sick Leave Bank up to a cap of 800 days.
- 19.4 When appropriate, upon receipt of written authorization therefor, signed by the member, the school administrative office shall:
- 19.4:a Deduct one day from that member's unused sick leave.
19.4:b Add one day to the Sick Leave Bank.
- 19.5 These written authorizations must be received by the school administrative office by September 15 for all contributing members who are on a year-long contract. Any member who joins the district after September 1 and who wishes to contribute to the Sick Leave Bank shall have two weeks from the day they begin teaching to get their written authorization by the school administrative office.
- 19.6 The Sick Leave Bank shall become effective on September 15 for all sick bank members on a year-long contract, and upon receipt of their written authorization by the school administrative office for any sick bank member who joins the district after September 1.

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

- 19.7 In the event any sick bank member has used all his/her accumulated sick leave because of extended or chronic illness, he/she shall apply to the Sick Leave Bank Committee for additional sick days to be drawn from the Sick Leave Bank.
- 19.8 The Sick Leave Bank Committee shall be responsible for the approval of member applications for Sick Leave Bank loans and shall notify the district office and the member of approved loans. The district shall then withdraw the approved days from the bank.
- 19.9 Any unused portion of the Sick Leave Bank shall be cumulative and shall carry over to the next year.

ARTICLE 20 - EMERGENCY/PERSONAL LEAVE

- 20.1 Members shall be entitled to the following non-accumulative leaves of absence each school year:

- 20.1:a Three (3) days leave of absence with pay for personal, legal, business, household or family matters which require absence during school hours, except that this leave shall not be taken for vacation or recreational purposes or to extend a vacation or holiday.

For the first of these days each year, the member will notify his/her principal in writing at least one day in advance of such leave (except in cases of emergency). For the second and third day each year, the member will notify the principal at least one week in advance (except in cases of emergency). Such notification shall indicate if the request is due to personal, legal, business, household or family matters. Administrators have the authority to ask the member to reschedule the personal time if there is a difficulty in securing a substitute or if the number of requests would have a negative impact upon the operations of the building.

- 20.1:b The employee shall be granted a maximum of three (3) paid leave days per death. Immediate family shall be interpreted as husband, wife, children, mother, father, brother, sister, step-father, step-mother, stepchildren, grandparents, grandchildren, father in-law, and mother in-law, or any other person living in the home of the employee or persons for whom the employee is supporting.
- 20.1:c Additional days for "bereavement" leave may be granted by the superintendent of schools under extenuating circumstances; such days will be drawn from sick leave.

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

ARTICLE 21 - SABBATICAL LEAVE

- 21.1 Sabbatical leave may be granted to teachers after seven (7) years of experience in the district at 80% of base salary and full benefits provided the leave is for additional study or personal improvement. The teacher must agree to remain in the district for a minimum of two (2) years after completing a sabbatical leave, or failing to complete this two (2) year period of additional service by voluntary termination, refund the monies paid by the district for sabbatical leave, in a lump sum. The applicant must make a personal appearance before the board.

ARTICLE 22 – INSURANCES

- 22.1 The district will pay no more per year per employee than the amounts listed below to subsidize the employee's choice of either Cigna's Open Access+ carrying a \$250/\$500 deductible or a Cigna's HMO or a Cigna's POS health plan and dental insurance (which includes child orthodontics), provided the member completes the teaching service specified in his/her individual contract or is released by the Board therefrom. The District shall pay the following percentage of Cigna's Open Access+ carrying a \$250/\$500 deductible plan premium toward the monthly premium for whichever plan and coverage (single, 2-person or family) is selected by the employee:

2011-12	95%
2012-13	90%

An employee who selects a more expensive plan than the Cigna's Open Access+ carrying a \$250/\$500 deductible plan shall be responsible for the difference between the Cigna's Open Access+ carrying a \$250/\$500 deductible plan's premiums and the selected plan's premium.

22.2 WAIVER OF HEALTH INSURANCE BENEFITS

Employees who would otherwise be eligible for district coverage, who elect insurance coverage under their spouse's plan, or another comparable insurance plan, will be eligible for compensation in lieu of the district's health insurance plan. Eligible employees will be compensated Two Hundred Dollars (\$200) per month for waiver of the benefit.

To be eligible for this benefit, the employee must meet the following criteria:

- 22.2a. Have and show proof of their health insurance coverage in a comparable plan;
- 22.2b. Initially, attend informational seminar to hear an explanation of the effect of this waiver;
- 22.2c. Sign a "Waiver of Health Insurance Benefits" form discontinuing health insurance coverage with the district.

Employees who sign a "Waiver of Health Insurance Benefits" form may re-enroll in the district's health plan at the district's annual renewal/open enrollment date, subject to the qualifications established by the provider or carrier.

- 22.3 The Board will provide Fifty Thousand Dollars (\$50,000) life insurance for each teacher. Both the Board and the SREA must agree to any change in insurance carrier.

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

ARTICLE 23 - REIMBURSEMENT FOR APPROVED COLLEGE COURSES

- 23.1 Reimbursement will be made at the cost per credit, but not to exceed the prevailing rate for graduate courses at the University of New Hampshire, for the successful completion of courses with a grade of "B" or better. Members may request reimbursement for up to two (2) courses/eight (8) credits per fiscal year. Effective July 1, 2011, the sum of Fifty Thousand Dollars (\$50,000) is available for course reimbursement. Effective July 1, 2012, the sum of Fifty Five Thousand (\$55,000) is available for course reimbursement. The Sanborn Regional School District shall apportion the funds equally in the Course Reimbursement Account semi-annually to ensure that all members have an opportunity to take courses and be reimbursed. Implementation must be consistent with school board policy. (Refer to school board policy GCI.)
- 23.2 Teachers who receive reimbursement for approved college courses and who return their contract unsigned or resign from the District for the year after taking the course and receiving the reimbursement shall refund the District for the cost of the course.

ARTICLE 24 - REQUEST FOR INPUT

- 24.1 The Sanborn Regional Education Association will be asked for input in an advisory capacity to help devise evaluation procedures that may be adopted by the school district.

ARTICLE 25 - TEACHER WORK DAY

- 25.1 The normal teacher school day shall be no longer than eight (8) consecutive hours. The normal teacher week shall be no longer than thirty-seven and one-half (37.5) hours. The two and one-half (2.5) hour buffer zone (37.5 to 40 hours) may be used for normal professional duties currently being performed by teachers in the District such as contacting parents and giving extra help to students. Teachers shall receive compensatory time off for duties performed in excess of forty (40) hours, provided they receive prior approval from the administration for the duties being performed.

The compensatory time off shall be taken before the start of the school day and/or after the students have been dismissed at the end of the school day. The administration may set the time for up to one (1) hour of faculty meetings each week and will schedule times for parent conferences. All teachers in the District shall be given a thirty (30) minute duty-free lunch bell to bell. All teachers shall, each week, have five (5) uninterrupted preparation periods equal to a regular class period for that school.

- 25.2 If block scheduling is in effect, high school teachers may be assigned duties for up to 90 minutes per week. Such duties shall be assigned on an equitable basis among all high school staff.

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

ARTICLE 26 – CLASS SIZE

26.1 The District will make every effort to limit class size to nineteen (19) students in Grades 1-3 and twenty-six (26) students in Grades 4-12.

ARTICLE 27 – REDUCTION IN FORCE

27.1 When the Board finds it necessary to reduce the number of certified full time and/or part time positions for reasons of declining enrollments, budget reduction, change in or consolidation of board-authorized programs, or reorganization, the following reduction in force procedure will be utilized.

27.2 Reductions will take place within the following classifications:

- Kindergarten through fifth grade (with appropriate certification)
- Sixth through eighth grade (middle school)
- Nine through twelve (high school)

In the middle and high schools, classifications will be defined by major teaching subject areas: English, Social Studies, Math, Science, World Languages, Business Education, Family and Consumer Science, and Industrial Arts/Technology Education.

In all four schools, Special Education, Guidance and the Unified Arts subjects including Music, Art, Library, Physical Education, Enrichment, etc. will be treated as a group, grades K-12, as long as the appropriate certification is held by the transferring teacher.

27.3 In determining which member's employment will be terminated within a classification the following criteria will be used:

- Education and experience
- Seniority (Leave of absence does not affect seniority)
- Record of performance (of possibly affected employees)

This criteria are not listed in any priority order.

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

ARTICLE 28 - ADDITIONAL COMPENSATION PLAN

- 28.1 The Additional Compensation Plan will be funded at \$90,000 for each of the 2011-2012 and 2012-2013 school years. Of these funds, \$25,000 will be designated for use by the ACP Committee for teacher initiatives on a yearly basis, \$40,000 will be designated to fund Summer Renewal, \$10,000 will be designated for reimbursement for the cost of conferences and workshops with prior approval of the building principal and \$15,000 will be available for payment of district-wide committee work. Workshops and conferences will be reimbursed up to \$150 per teacher per year.
- 28.2 The approved additional compensation system will be included in the contract as a separate article and grievances pertaining thereto will be subject to binding arbitration.

ARTICLE 29 - EARLY RETIREMENT

- 29.1 Any full time teacher who has taught a minimum of twenty (20) years, of which ten (10) have been within the Sanborn Regional School District, and who is at least 55 years of age, may submit a request for early retirement to the Board.

The request shall be dated and signed by the teacher submitting it, shall be submitted by October 1st of the year preceding the year in which the retirement shall commence, and shall specify the date selected by the teacher for retirement, which must be at the end of a teaching year. The Board shall act upon the request no later than December 30th.

New staff hired for the 2011-2012 school year and those hired thereafter shall not be eligible for this provision. Any staff hired from the 2002-2003 school year through the 2010-2011 school year, inclusive, will be eligible to receive the benefits under Article 29.3 only; they will not be eligible to receive the health insurance coverage pursuant to Article 29.4 and/or 29.7b.

- 29.2 Up to three (3) requests for early retirement per year shall be approved by the School Board, although more than three (3) requests may be granted at the discretion of the Board. Those teachers with the greatest seniority will be given first consideration. If a teacher is not granted early retirement for the year initially requested, that teacher will retain an advantage over any teacher requesting early retirement at a later date.
- 29.3 If approved the District shall pay teachers granted early retirement in accordance with the following schedule:

Teachers who have taught for at least twenty (20) years in the District shall receive 30% of the teacher's last salary annually for a five (5) year period.

Teachers who have taught for at least twenty (20) years with at least ten (10) of those years in the District shall receive 25% of the teacher's last salary annually for a five (5) year period.

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

- 29.4 For all categories as described in Article 29.3, health insurance coverage will be provided by the District for up to a two-person plan. This coverage will continue until the retired teacher reaches age of 65.
- 29.5 The approval of early retirement shall be treated as a voluntary termination and the teacher shall have no right to continue teaching in the District after the effective date of the early retirement. Further, acceptance of the early retirement by the requesting teacher shall indicate that the teacher intends to retire from the teaching profession.
- 29.6 Teachers granted early retirement may, if they so request by April 1, receive their full first year's salary in accordance with article 29.3 within one hundred twenty (120) days of the effective date of their retirement.
- 29.7 In the event of the death of the retired teacher, the District will:
- 29.7a. Make payments to the heirs of the retired teacher for the remainder of the five year period.
- 29.7b. Terminate health insurance at the end of the month in which the death occurs. If the spouse of the retired teacher is insured, the spouse will be given the option to continue under the COBRA law. The spouse will be responsible for the monthly premiums.

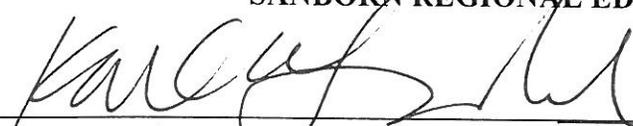
ARTICLE 30 - DURATION AND EFFECTIVE DATE

- 30.1 This agreement shall become effective as of July 1, 2011 and shall continue in effect until June 30, 2013. Any extension shall be mutually agreed upon in writing by the parties, and unless such extension is agreed upon, this Agreement shall expire on the date indicated herein.

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

IN WITNESS WHEREOF the parties have caused this Agreement to be signed by their respective president/chairperson and attested by their respective negotiations committee chairperson and/or representative.

SANBORN REGIONAL EDUCATION ASSOCIATION



Sanborn Regional Education Association President

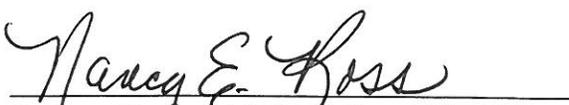
April 20, 2011
Date



Negotiations Team Representative

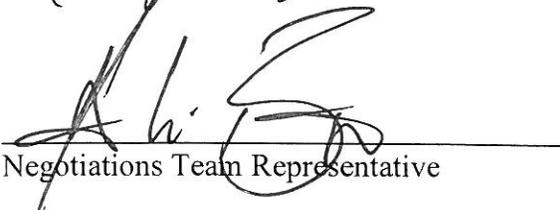
4.20.11
Date

SANBORN REGIONAL SCHOOL BOARD



Sanborn Regional School Board Chair

4/20/2011
Date



Negotiations Team Representative

4-20-11
Date

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

Article 12.9 EXTRA CURRICULAR ACTIVITIES SALARY SCHEDULE

High School-Athletics	2010-2011	2011-2012	2012-2013
Fall			
Football Varsity	\$ 4,406		
Football Assistant JV	\$ 3,741		
Football Assistant 2	\$ 2,583		
Football Assistant 3	\$ 1,292		
Football Assistant 4	\$ 1,292		
Total football	\$ 13,314	13,580	\$ 13,580
Soccer, Varsity-Boys	\$ 3,304	3,354	
Soccer, JV -Boys	\$ 2,313	2,347	
Total Soccer-Boys	\$ 5,617	5,701	\$ 5,701
Soccer, Varsity-Girls	\$ 3,304	3,354	
Soccer, JV -Girls	\$ 2,313	2,347	
Total Soccer-Girls	\$ 5,617	5,701	\$ 5,701
Field Hockey-Varsity	\$ 1,623	1,647	
Field Hockey-JV	\$ 1,623	1,647	
Field Hockey-Assistant***	\$ 1,136	1,153	
Field Hockey- Assistant	\$ 1,136	1,153	
Total- Field Hockey	\$ 5,517	5,600	\$ 5,600
Cross-Country	\$ 3,245	3,293	\$ 3,293
Golf	\$ 2,563	2,602	\$ 2,602
Spirit-Fall	\$ 2,670	2,710	\$ 2,710
Winter			
Basketball, Varsity-Boys	\$ 4,771	4,843	
Basketball, JV-Boys	\$ 3,340	3,390	
Basketball-Freshmen-Boys	\$ 3,340	3,390	
Total Basketball-Boys	\$ 11,451	11,623	\$ 11,623
Basketball, Varsity-Girls	\$ 4,771	4,843	
Basketball, JV-Girls	\$ 3,340	3,390	
Basketball-Freshmen-Girls	\$ 3,340	3,390	
Total Basketball-Girls	\$ 11,451	11,623	\$ 11,623
Indoor Track-Boys	\$ 2,850	2,893	
Indoor Track-Girls***	\$ -	2,893	
Total Indoor Track	\$ 2,850	5,786	\$ 5,786

SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT

Article 12.5 (Continued)

Spirit, Varsity	\$	3,117	3,163	
Spirit, JV	\$	2,182	2,214	
Total Spirit-Winter	\$	5,299	5,377	\$ 5,377
Spring				
Baseball, Varsity	\$	3,175	3,223	
Baseball, JV	\$	2,223	2,256	
Total Baseball	\$	5,398	5,479	\$ 5,479
Softball, Varsity	\$	3,175	3,223	
Softball, JV	\$	2,223	2,256	
Total-Softball	\$	5,398	5,479	\$ 5,479
Track, Varsity-Boys	\$	3,233	3,281	
Track, Varsity-Girls	\$	3,233	3,281	
Track, Assistant ***	\$	-	0	
Total Track	\$	6,466	6,562	\$ 6,562
Tennis, Boys	\$	2,928	2,972	\$ 2,972
Tennis, Girls	\$	2,928	2,972	\$ 2,972
Total HS	\$	92,712	97,060	97,060
High School Activities				
Granite State Challenge	\$	530.0	538	\$ 538
Head Advisor, Freshmen	\$	1,114	1,130	\$ 1,130
Head Advisor, Sophomores	\$	1,114	1,130	\$ 1,130
Head Advisors, Juniors	\$	1,686	1,710	\$ 1,710
Head Advisors, Seniors	\$	1,686	1,710	\$ 1,710
Intramurals-Total	\$	2,088.0	2,120	\$ 2,120
Math Team	\$	880	892	\$ 892
National French Honor Society	\$	530	538	\$ 538
National Honor Society	\$	1,023	1,038	\$ 1,038
National Spanish Honor Society	\$	530	538	\$ 538
Outing Club	\$	1,625	1,649	\$ 1,649
Publications-Literacy	\$	879	892	\$ 892
Student Council Advisor	\$	1,685.0	1,710	\$ 1,710
Theater Arts	\$	1,806	1,833	\$ 1,833
Yearbook	\$	1,414	1,436	\$ 1,436
Youth In Government	\$	530	538	\$ 538
Performing Arts Director	\$	2,907		
Music Director	\$	-	1,450	\$ 1,450

SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT

Article 12.5 (Continued)

Card/Anime Club	\$	-	290	\$	290
Shop Club	\$	-	290	\$	290
Film Club	\$	-	140	\$	140
Book Club	\$	-	140	\$	140
Knitting Club	\$	-	140	\$	140
Key Club	\$	-	140	\$	140
After School Library	\$	-	290	\$	290
Student Advisory	\$	-	140	\$	140
New Activities			0	\$	-
Total High School Activities	\$	22,027	22,422	\$	22,422

Middle School-Athletics

Fall

Soccer-Boys A	\$	1,977	2,007		
Soccer-Boys B	\$	1,384	1,405		
Total-Soccer-Boys	\$	3,361	3,412	\$	3,412

Soccer-Girls A	\$	1,977	2,007		
Soccer-Girls B	\$	1,384	1,405		
Total Soccer-Girls	\$	3,361	3,412	\$	3,412

Field Hockey-Girls A	\$	1,977	2,007		
Field Hockey-Girls B	\$	-	1,405		
Total Field Hockey	\$	1,977	3,412	\$	3,412

Cross Country Co-ed	\$	1,859	1,887		
Cross Country Assist.	\$	1,301	1,321		
Total Cross Country	\$	3,160	3,208	\$	3,208

Spirit	\$	1,660	1,685	\$	1,685
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Winter

Basketball-Boys A	\$	2,600	2,639		
Basketball-Boys B	\$	1,820	1,847		
Total Basketball	\$	4,420	4,486	\$	4,486

Basketball-Girls A	\$	2,600	2,639		
Basketball-Girls B	\$	1,820	1,847		
Total- Basketball	\$	4,420	4,486	\$	4,486

Spirit	\$	2,142	2,174	\$	2,174
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Spring

Baseball	\$	1,896	1,924	\$	1,924
Softball	\$	1,896	1,924	\$	1,924

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

Article 12.9 (Continued)

Track, Boys and Girls	\$	1,718	1,744	
Track, Boys and Girls Assist	\$	1,203	1,221	
Track, Boys amd Girls Assist	\$	1,203	1,221	
Track, Boys and Girls Assist	\$	-	1,221	
Total Track	\$	4,124	5,407	\$ 5,407
Total Middle School Sports	\$	32,417	35,530	\$ 35,530
Middle School-Activities				
Art Club	\$	975	990	\$ 990
John Hopkins Program	\$	1,186	1,203	\$ 1,203
Computer Club	\$	1,023	1,038	\$ 1,038
Director of Student Council	\$	2,173	2,205	\$ 2,205
Garden Club	\$	662	672	\$ 672
Intramurals Coord. Co-ed	\$	1,517	1,539	\$ 1,539
National Junior Honors Society	\$	1,023	1,038	\$ 1,038
Ski Club	\$	698	709	\$ 709
Theater Arts	\$	1,390	1,411	\$ 1,411
Yearbook Advisor	\$	1,414	1,436	\$ 1,436
New Activities			0	\$ -
Total Activities	\$	12,061	12,241	\$ 12,241

D. J. Bakie School

Activities

Intramurals-Fall	\$	794	806	\$ 806
Intramurals-Winter	\$	794	806	\$ 806
Intramurals-Spring	\$	794	806	\$ 806
Invention Convention	\$	794	806	\$ 806
Yearbook Advisor	\$	794	806	\$ 806
Computer Club	\$	794	806	\$ 806
Student Council	\$	794	806	\$ 806
Destination Imagination	\$	794	806	\$ 806
New Activities			0	\$ -
Total Bakie School Activities	\$	6,352	6,448	\$ 6,448

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

Article 12.9 (Continued)

Memorial School

Activities

Intramurals-Fall	\$	794	806	\$	806
Intramurals-Winter	\$	794	806	\$	806
Intramurals-Spring	\$	794	806	\$	806
Yearbook Advisor	\$	794	806	\$	806
Soccer-Fall	\$	794	806	\$	806
Drama Club-Fall	\$	794	806	\$	806
Dance/Creative Movement-Spr.	\$	794	806	\$	806
Wee Deliver	\$	794	806	\$	806
New Activities			0	\$	-
Total Memorial School Activities	\$	6,352	6,448	\$	6,448
Total Athletics	\$	125,129	\$ 132,590	\$	132,590
Total Activities	\$	46,792	\$ 47,559	\$	47,559
New Funds			\$ 3,000	\$	3,000
	\$	171,921	183,149	\$	183,149

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

Distribution of Copies:

- Grievant
- Principal
- Superintendent
- School Board
- SREA

**SANBORN REGIONAL SCHOOL DISTRICT
GRIEVANCE RECORD FORM
(For use at Levels 1, 2 & 3)**

Grievance No. _____

Name of Grievant _____ Date Filed/Appealed _____

Building _____ Assignment _____ Date of Alleged Violation _____

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: _____

Grievant's dissatisfaction with decisions previously rendered: _____

Remedy sought: _____

Signature of Grievant

Disposition by: _____ Principal _____ Superintendent _____ Board

Date Answered

Principal/Superintendent/Board

Grievance settled on basis of Principal/Superintendent/Board answer.

Grievant: _____

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

20__ to 20__ Professional Staff _____ Full Time _____ Part Time _____ Support Staff _____

AUTHORIZATION TO DEDUCT MEMBERSHIP DUES

NAME _____ SS# _____

SCHOOL BUILDING _____ Sanborn Regional School District

To: Superintendent of Schools, Sanborn Regional School District

I hereby request and authorize the disbursing officer of the Sanborn Regional School District to deduct from my earnings the following amounts:

National Education Association	\$ _____
NH Education Association	\$ _____
Sanborn Regional Education Association Region IV	\$ _____
	\$ _____
Subtotal	\$ _____
NEA-PAC	\$ _____
NEA-NH-PAC	\$ _____
	\$ _____
Total	\$ _____

In payment of yearly membership dues as certified by the organization indicated:

I understand that such deductions are to commence September ____ 20__ and are to be made in payments of \$ ____ every two weeks for the current school year and for succeeding school years.

I understand that such authorizations for deduction of dues shall continue in full force until I submit a written revocation of such authorization to the Superintendent of Schools not less than thirty (30) days prior to the date such written revocation shall become effective.

I hereby waive all right and claim of said monies so deducted in accordance with this authorization and relieve the School Board and all of its officers from any liability therefrom.

I designate the Sanborn Regional Education Association to receive all dues and distribute them to the organizations indicated.

Date _____ Signature of Teacher _____