SOMERSWORTH SCHOOL DISTRICT

SOMERSWORTH, NEW HAMPSHIRE

AGREEMENT BETWEEN THE

SOMERSWORTH ASSOCIATION OF EDUCATORS

AND THE

SOMERSWORTH SCHOOL BOARD

JULY 1, 2012 THROUGH JUNE 30, 2014

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This Agreement is made between the Somersworth Association of Educators (herein also called the Association or SAE) and the School Board of Somersworth, New Hampshire (herein also called the Board):

ARTICLE 1 - RECOGNITION

A. For the purposes of collective negotiations the Board recognizes the Association as the exclusive representative of all professional personnel except those to be classified below as administrators, whose employment shall require them to hold a professional certificate issued by the State Board of Education, nurses and speech/language pathologists.

Administrators shall include anyone whose job is primarily supervision of personnel, including principals, assistant principals, and career technical center directors.

Also classified herein are the part-time positions of directors, department heads, and head teachers, while in the performance of their administrative tasks.

B. The Association agrees to represent all such professional personnel in the Somersworth School District without discrimination and without regard to membership in the Association.

C. <u>Definitions</u>

1. The term "school" as used in this Agreement means any work location maintained by the Board where instruction is offered to the children enrolled in the Somersworth School District.

2. The terms "the teacher" and "the professional employee" as used in this Agreement shall mean any member of the group of professional personnel.

3. The term "days" as used in this Agreement shall mean school days, except as noted elsewhere, and except in the case of summer vacation, when the term "days" shall mean regular weekdays.

D. <u>Part Time Teachers</u>

The part-time teacher is defined as one who is contracted for less than a full-time position. The position could call for a fraction of each day during the week or from one to four whole days during the week.

Personnel whose full-time position has been reduced to part-time shall retain the rights of "full-time" as defined in this Agreement with the exception of salary and benefits as described herein.

Economic benefits apply only to personnel whose service represents at least one-half time and shall be prorated consistent with the percentage of time employed. Benefits will apply as follow:

1. Health and Life Insurance: The Board's contributions will be prorated. Teachers who qualify for this coverage may choose to contribute the difference between the prorated contribution of the Board and the full cost of the insurance.

2. Liability Insurance: Full coverage will be extended by the Board.

3. Tuition/Course Reimbursement: Part-time teachers will not qualify for reimbursement.

4. Short Term Leave: Leave will be prorated consistent with the percentage of time employed.

5. Maternity Leave: Leave will apply to part-time teachers.

ARTICLE 2 - NEGOTIATIONS PROCEDURES

The Association and the Board agree to enter into collective negotiations in accordance with RSA 273-A New Hampshire law.

A. Statement of Intent

On or before October 1, prior to the expiration of the Agreement, either party may submit to the other written notice of its intention to negotiate a successor agreement concerning salaries, fringe benefits, and terms and conditions of employment as defined in New Hampshire RSA 273-A.

ARTICLE 3 - AGREEMENT

A. If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect. The parties will meet not later than fourteen (14) days after any such holding for the purpose of renegotiating the provision or provisions affected.

ARTICLE 4 - GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" shall mean a complaint by a teacher or by the Association concerning an alleged violation or an alleged inequitable application of any of the provisions of this Agreement concerning the terms or conditions of employment.

2. An "aggrieved person" is the person or persons making the complaint, also known as the "grievant."

3. A "party in interest" is any person or persons making the complaint and any person who might be required to take action or against whom action might be taken in order to resolve the complaint.

B. Initiation and Processing

1. Failure at any step of this procedure to communicate the decision within the specified time limits shall automatically move the grievance to the next step. The Board must act within the established timeline or the grievance is accepted.

2. Regular Procedure

Within thirty (30) calendar days of the occurrence (or awareness of the occurrence) of the incident giving rise to the grievance, the teacher shall submit to the principal his/her complaint. Such complaint shall be made in writing on the Grievance Report Form (Appendix E) and shall be discussed by the grievant and the principal at that time. The principal shall respond with his/her decision in writing within five (5) school days.

If such decision is not satisfactory to the teacher, the teacher shall forward the grievance to the Superintendent within five (5) school days. Within five (5) school days of receipt of said grievance, the Superintendent shall convey to the teacher his/her decision in writing.

If the teacher is still unsatisfied with the decision, said teacher shall be granted a board hearing at the next regularly scheduled meeting of the Board, provided a five (5) day interval occurs between the receipt of the grievance and the date of the next meeting, such hearing to be held in either public or non-public session at the decision of the grievant. In the event there is no regularly scheduled meeting within three (3) weeks, the Board will hold a meeting within fourteen (14) days of the filing at this level.

The Board shall communicate its decision to the teacher within five (5) school days of its hearing, except during the summer when its decision shall be communicated within five (5) business days.

The Board and the SAE agree that in the case of impending summer recess every effort shall be made to resolve outstanding issues before the beginning of that recess.

If the decision of the Board does not resolve the grievance to the satisfaction of the grievant and he/she wishes review by a third party, he/she shall so notify the Association. If the Association determines that the matter should be arbitrated, it shall so notify the Board in writing within fifteen (15) days of receipt of the Board's decision. The request for arbitration is a waiver of the right of said Association or grievant to submit the underlying dispute to any other administrative or judicial tribunal for resolution. Nothing herein affects the rights of an individual to pursue antidiscrimination complaints under federal or state law.

3. Procedure for Securing the Services of an Arbitrator: The following procedure will be used to secure the services of an arbitrator.

   a. A request for a list of qualified arbitrators shall be made to the American Arbitration Association whose rules shall apply.

   b. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she may add nothing to nor subtract anything from the Agreement between the parties. The findings and decision of the arbitrator shall be final and binding on the Association, the grievance, and the Board.

4. The Association and the Board agree that any differences between the parties on matters relative to this Agreement shall be settled by the means herein provided. The Association, in consideration of this Agreement and its terms and conditions, shall not during the term of the Agreement engage in nor condone any strike, work stoppage, or other concerted refusal to perform any assignment on the part of any employee(s) represented hereunder nor shall the Board sponsor any lockouts.

C. Rights of Teachers to Representation

1. A teacher has the right to Association representation at all meetings where said meetings may result in said teacher's rights under this contract being threatened or denied or at meetings held to resolve grievances.

2. When a grievance has been reduced to writing and submitted by other than the Association, the Superintendent shall notify the Association within five (5) school days and shall include any materials submitted.

3. 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. In communication with any prospective employer, the administration shall avoid reference to the filing of a grievance by any teacher.

4. Grievance meetings at the principals' and Superintendents' levels will not be conducted during instructional class time. Grievance hearings before the Board will be held after school.

D. Costs

The fees and expenses of the arbitrator will be shared by the two parties equally.

E. Personnel Files

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. A copy of all documents considered "discoverable" under New Hampshire law shall be given to the grievant and the grievant shall give all such documents to the Board.

F. Group Grievances

A grievance which involves a number of teachers not restricted to one (1) building principal shall commence at level two (2).

ARTICLE 5 - CONTINUITY OF OPERATIONS

A. Both parties, the Association and the Board, agree to adhere to New Hampshire RSA 273-A.

B. Board Rights

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

C. Association Rights

The Association will have the right to reasonable use of school facilities and equipment in accordance with written policy for holding of meetings and preparing the business of the Association. The cost of supplies used for Association business will be borne by the Association.

The executive committee of the Association or its designee shall have the right to place notices, circulars, and other materials in teachers' mailboxes, provided that such materials shall not relate to any local, state, or national political matter of a non-educational nature, or any partisan political electioneering matter. The executive committee shall take all reasonable steps to insure that any information which is placed in teachers mailboxes shall not be slanderous, libelous, or in any way flagrantly harmful to the school, its professional staff, or any other individual or group either personally or as a group.

Materials, circulars, and notices being placed in teachers' mailboxes by members of the executive committee of the Association shall be in good taste. Copies of all such materials shall be filed with the principal of each school or his/her designee prior to dissemination. Questionable materials removed by administrators shall be returned directly to the disseminator.

Teachers' Rights

1. Board policy books are available in each school building. One copy of up-to-date policy book will be made available to the Association president. The Association president will receive all policy revisions and changes for maintaining the one policy book.

2. No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

3. Teachers' rights, as recognized in the Board policy manual, may be amended as mandated by state and federal law.

4. There shall be no reprisal taken against any teacher by reason of their membership in the Association or participation in its activities nor shall reprisals be taken against a teacher or teachers as a result of the processing of a grievance.

5. No teacher shall be disciplined except for just cause.

ARTICLE 6 - ELECTION OR TERMINATION OF CONTRACT

Teachers who are not to be reemployed in the District shall be notified in writing no later than April 15 or the date established by New Hampshire statute. No teacher with continuing contract status shall be non-renewed, suspended, reduced in rank or compensation without a due process hearing before the Board under the guidelines established by appropriate state laws. All information forming the basis for such action shall be made known to the teacher prior to such hearing.

If an administrator has a concern about a teacher's performance he/she will voice those concerns in writing to that teacher on a continuing contract prior to January 30 so that the teacher will have ample time to remedy the problem before the Board takes any action concerning the non-renewal of that teacher. Such notice shall also contain suggestions for improvement of the areas of concern voiced by the administrator.

Teachers may challenge the areas of concern and/or suggestions for improvement to the Superintendent in the event that they are unjust or untrue.

The Board decision concerning election or termination of employment shall be governed by the appropriate state laws.

ARTICLE 7 - GRANTING BONUS OR WITHHOLDING OF EXPERIENCE INCREMENT

The Board reserves the right to grant a bonus and the right to withhold an experience increment from a teacher for just cause. If the Board is considering any such action, the reason(s) shall be stated in writing and accompany the teacher's contract. The letter shall stipulate that the Board is considering such action. The teacher shall have the right to request, within five (5) days, a hearing with the Board. A final decision will be made no later than April 30 and the teacher shall be notified of the Board's decision within five (5) days of such decision.

ARTICLE 8 - CONSULTATION ON EDUCATIONAL PROGRAMS

In connection with making major changes in programs and policies, the Board or a committee thereof, acting through the Superintendent of schools, will notify the president of the Association. The said committee may submit to the Superintendent for the transmission to the Board written recommendations relative thereto.

The negotiations committee of the Association may also submit to the Board through the Superintendent its recommendations for major changes in programs and policies. The Board agrees to give due consideration to such recommendations of the Association. It is understood that the final decision with respect to programs and policies is the responsibility of the Board, and it is free to consult with such members of the District's staff and other persons as it may elect at any time.

ARTICLE 9 - OBSERVATIONS, EVALUATIONS, AND RECORDS

The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel for the purpose of improving instruction. All monitoring or observation of teacher performance is continuous and cumulative.

A. One formal summative evaluation will be completed annually by the building principal or his/her administrative designee no later than May 1st. The evaluation shall be conducted openly and with the full knowledge of the teacher. The Superintendent or his/her designee shall orient all teachers new to the District regarding evaluation procedures and instruments before the first evaluation is completed.

Each observation that is to be used as part of the formal summative evaluation will be made in person for a reasonable period of time (approximately 30 minutes or more). There will be no more than one formal observation in any thirty (30) day period.

First year teachers must be observed at least three times a year
- One observation completed by November 1st
- One observation completed by January 30th
- One observation completed by March 15th

Second year teachers must be observed at least twice a year
- One observation completed by December 15th
- One observation completed by February 15th

Continuing contract teachers must be observed at least once a year
- One observation completed by March 15th

If there is a concern regarding a teacher's performance then the observation of that teacher must be completed prior to the January 30th deadline and the teacher notified prior to January 30th.

Teachers will submit a self-reflection to the evaluator within one week of being observed. Within one week of receiving the self-reflection, the Administrator will have a post-conference meeting with the Teacher to discuss the observation, at which time the teacher will be provided with a written copy of his/her formal observation.

B. Complaint Procedure

Each teacher shall receive a copy of his/her formal evaluation at least one (1) day prior to any formal conference on the report. (With the new system the post conference is a formal discussion with all information generated going into the personnel file). In the event that a teacher feels that his/her evaluation was unjust, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file.

A copy of the formal evaluation signed by the principal and the teacher shall be submitted to the Superintendent. A teacher's signature shall indicate only that he/she has seen the evaluation, and nothing else. No teacher shall sign a blank or incomplete form.

Complaints, statements, questions, or concerns about teachers expressed by residents to a board member or members shall be referred to the Superintendent. The Superintendent will notify the teacher within seventy-two (72) hours if an investigation is to ensure. The teacher shall have the right to present his/her case before the Superintendent and/or board, as appropriate, before any decision concerning him/her is made.

C. Personnel Files

The personnel file shall be maintained by the Superintendent for each teacher in the school district. Said file may contain the application for employment, college credentials, transcripts, evaluations, reports, recommendations, and correspondence pertaining to the individual's job performance.

Beyond the above listed items and such items as benefit contracts common to all, nothing shall be placed in the personnel file without the teacher's personal knowledge. New items shall be reviewed with the teacher prior to placement in his/her file. Such review shall be acknowledged by the teacher's signature. The Superintendent shall, upon request (at least 24-hour notice), permit teachers to review the complete contents of their own personnel files and to make copies of the same, assessing them the cost of said copies.

Personnel files may be maintained by an immediate supervisor and/or principals and shall be subject to the same rights as described herein consistent with the provisions of federal law. Personnel folders maintained by persons other than the Superintendent shall be subject to the same rights as described herein.

ARTICLE 10 - ASSIGNMENT AND TRANSFER

A. The teaching staff shall be assigned to particular school buildings by the Superintendent within the limits of contractual agreement. Reassignment may be made when, in the judgment of the Superintendent, such reassignment or transfer is good for the school system.

B. Notice of Subject, Grade Level, and Building Assignments

All teachers will be given written preliminary notice of their subject, grade level, and building assignments not later than June 7. The preliminary assignment will not be changed without conferring with the affected teacher relative to the need for such change. This conference shall include the Superintendent, the principal(s), and the teacher(s) involved and will consider the teacher(s)' area of competence, major or minor field of study, length of service in the particular school, impact on the children, and other relevant factors.

All changes in grade, subject matter, or building assignment will be voluntary whenever possible. All changes will be made for sound educational reasons. A teacher being involuntarily transferred shall not be placed in a position for which he/she is not certified, except in an emergency, nor in one which involves reduction in rank or compensation. Involuntary changes will be subject to the same conference outlined above.

All transfers and changes in assignment shall be finalized before the summer recess subject to unanticipated developments, e.g., contract termination or release and significant changes in pupil population. With the exception of voluntary transfers, vacated positions will be advertised and a concerted effort made to fill the position with a certified and suitable person from outside the school system. In no instance will a continuing staff member be transferred due to a preference of the new employee. The Superintendent's decision is final.

C. A teacher being transferred or reassigned shall be placed on an equivalent position in the teacher salary schedule. Those teachers who are off the salary schedule shall receive their last year's salary with appropriate increases.

D. Scope of Instructional Duties

Teachers shall not be assigned instructional duties outside the scope of their teaching certificates except in an emergency unless a waiver is granted by the New Hampshire State Department of Education.

The Board will make every reasonable effort to insure that high school teachers will not be required to teach more than two subject areas and not make more than three preparations in such areas at the same time. Further, this provision shall not preclude the initiation of programs which may deviate from the typical high school instructional approach. Such program changes will not be implemented other than at the beginning of a school year without consultation with the teachers involved, except in cases of emergency.

At the middle school teachers will not be required to teach more than two subjects, with the exception of teachers so qualified and so certified while teaching in a "self-contained" classroom model.

ARTICLE 11 – TIME REQUIREMENTS

A. As a professional each teacher is expected to devote to his/her work the time necessary to accomplish the task at hand.

B. The Association agrees that a teacher's day is not necessarily coterminous with that of a pupil. Further, the Board has a right to establish the time of the pupils' and teachers' day. No change in the present schedule will be implemented without consultation. The present time of the respective days is as follows:

<u>Time of Day</u>

1.	Elementary	8:30 am to 2:50 pm
2.	Middle School	7:35 am to 2:20 pm
3.	High School	7:35 am to 2:20 pm

The only exceptions to the above are snow days, emergencies (e.g., boiler breakdown), or incidents beyond the control of the school where the starting time may be delayed or early dismissal may be granted. Teachers will arrive at school no less than ten minutes prior to the opening of the school day and will remain in school no less than ten minutes after the close of the school day (except that on Fridays or on days preceding a holiday or vacation the teachers may leave at the close of school), provided pressing student needs are accommodated.

As part of their professional responsibilities, teachers shall with reasonable notice:

1. Attend department and other professional staff meetings designed to provide meaningful professional growth or to clarify school business in general;

2. Assist students with their subject problems on an after-school basis;

3. Be available for conferences with parents and students relative to the educational welfare of the students. Parent conferences shall be scheduled by the teacher during the school day except at times mutually agreed upon by the teacher and parent which recognize the time constraints of both teachers and parents.

Required department and other professional staff meetings will be limited to twenty (20) per school year, not to exceed three (3) per month, exclusive of workshop days and meetings held within the fifteen minutes before and after the school day.

Reasonable notice, as defined herein, means no less than forty-eight (48) hours with the exception of an emergency or a meeting held within the fifteen (15) minute period following the close of the school day. Whenever practical, meetings should begin no later than fifteen (15) minutes after the close of school and run for no more than sixty (60) minutes. Notice of meetings and topics to be discussed are expected to be received by teachers at least twenty-four (24) hours before meetings.

Required open houses shall be limited to one per year for approximately two hours in duration at the elementary and middle school levels. At the high school, there will be two open houses, one in each semester, for approximately 75 minutes in duration.

Duty-free Lunch

Each teacher shall have a minimum of twenty-five minutes duty-free lunch daily or an average of thirty minutes daily on a weekly basis which shall be assigned during a student lunch period except in an emergency (one time occurrence).

Preparation Time

Elementary teachers shall have preparation time for their classes with a specialist (physical education, music, etc.). Elementary principals shall consult with their respective staffs toward providing an average of thirty minutes preparation time daily. Teachers at the high school shall have one class period per day preparation time. Teachers at the middle school shall have an average of one class period per day preparation time.

Preparation time shall be used to meet the educational needs of students. Duty assignments during preparation periods may be made only in cases of emergency (one time occurrence). On a volunteer basis teachers may elect to serve as a substitute during their preparation period at a rate of 1/3 the current professional substitute rate or a minimum of $20 per occurrence, whichever is greater.

Every effort will be made to hire a substitute when a specialist is absent.

ARTICLE 12 – CALENDAR

Prior to the final adoption of the calendar by the School Board, the Association will be consulted after which the calendar will be attached as Appendix A.

A workshop day may be waived by the Superintendent or his/her designee for teachers who have previously fulfilled the expectations of the workshop. Approval may be given for individual alternative plans to the scheduled workshop.

Teachers shall be employed for one hundred and seventy-seven (177) school days and eight (8) workshop days (pending annual state approval) for the 2012-2013 school year

ARTICLE 13 - REDUCTION IN FORCE

In the event the Board finds it necessary to reduce the number of teachers in the District, non-tenured teachers will be laid off first. All things being equal, following evaluation, seniority will prevail.

Should conditions require that tenured teachers be laid off, all things being equal, following evaluation, seniority will prevail. If seniority is not the basis for the decision, the tenured teacher shall be provided with all the information that forms the basis for the lay off.

All layoffs shall be in accordance with state laws and within the following classifications: (1) elementary, (2) middle school (by subject area, when appropriate), (3) high school (by subject area), and (4) specialists (by area of specialty).

A specialist is one who holds a certified position covered by this agreement, and is other than a classroom teacher.

Any teacher laid off because of a reduction in staff shall have a letter placed in his/her personnel file stating that said teacher was not offered a new contract because of reduction in staff. Such information shall also be contained in any request for recommendation. Any teacher affected shall be notified in writing within a week of the vote by the Board. Any teacher so affected shall have the right to appeal to the Board within ten (10) days of said notification and may follow the procedures established by state law (New Hampshire RSA 189:14-a and -b).

When teaching positions become available, within the classification(s) teacher was laid off, laid off teachers shall be reinstated in inverse order to their being laid off if, at the time of their reinstatement, they are certified. Recall rights shall be listed as follows:

a. They shall exist for one (1) school year following the school year in which the layoff notice is received, or until a position is refused, whichever comes first.

b. The laid off teachers(s) shall maintain an up-to-date record with the school department as to where he/she can be notified of a recall.

c. Teachers must accept a recall within ten (10) days after notification or be deemed to have waived such rights.

d. Upon return, a recalled teacher shall be placed on their appropriate step on the salary schedule; and all benefits to which the teacher was entitled prior to the Reduction in Force, including unused accrued short term leave, will be returned.

ARTICLE 14 - SALARIES

A. General

Each and every teacher employed by the District shall be placed on his/her proper salary step and degree track. Proper step placements for current employees shall be according to the table in Appendix B.

B. Salary Schedule

The salary schedule for teachers covered by this agreement is set forth in Appendix B.

C. Experience Increment and Cost of Living Increases

Subject to Article 7, an employee who works more than half of the 185 teacher work days during his/her prior year of employment with the District shall receive credit for one year of work experience for the purpose of step assignment on the salary schedule for the next year.

Experience increments and cost of living increases shall not be payable after expiration of this Agreement as part of any obligation to maintain status quo.

D. Education Increment

The course credit hours that a teacher uses to qualify for an education increment must be earned in graduate-level courses in which the teacher received a passing grade. Other courses, such as staff development activities and undergraduate-level courses, will not qualify a teacher for education increments. Written intent to change level of advanced education must be made prior to January 1 of the year prior to the education level change. Exceptions will be made for new hires if they attain the required credits or degree during their first year of employment.

E. All professional employees will be paid on a biweekly basis with the option of selecting a twenty-two (22) payment plan or a twenty-six (26) payment plan. Employees choosing the twenty-two (22) payment plan must notify the Superintendent's office no later than April 30 of the preceding school year. In the event that an employee selects a twenty-six (26) payment plan, the last check in June will include payments for July and August. All deductions for uncompensated absences shall be made at the rate of 1/185th of the annual salary for each absence.

F. When a pay period falls during a school vacation, teachers shall receive their checks on the last working day prior to vacation.

G. Deductions from paychecks will include the following where applicable: teacher retirement (membership compulsory), social security, withholding tax, health insurance premiums, life insurance premiums, credit union payments, professional dues, and annuity deductions which must be authorized in writing by the employee.

H. The nature and amount of any payment other than the normal contracted teacher's salary shall be reported to the teacher upon such payment.

I. To avoid lapse of benefits, all monies deducted from teachers' paychecks shall immediately be forwarded to designated recipients. Such monies are definable as insurance, retirement, credit union, etc.

J. Teachers who transport students and conduct school business while using their own vehicles with prior approval of the Superintendent or his/her designee shall be compensated for such use at the current IRS mileage rate. The Board will provide "excess limits" liability coverage guaranteeing employee access to the District's liability limits over the liability limits of their own policies when authorized use of their own vehicle is being made for school business. Nothing in this article suggests that teachers are required to use their vehicles for transportation of students.

K. Any member of this Unit employed by the school department required to work beyond his/her contracted number of days shall be paid at the per-diem rate of not less than 1/185th of his/her current step and track placement for the school year following the extra work.

ARTICLE 15 - EXTRACURRICULAR ACTIVITIES

A. The Board recognizes the importance of sound extracurricular activities. Supervisors of board-approved activities will be compensated according to the schedule set forth in Appendix C. Stipends for extracurricular activities shall be excluded from the calculation of teachers' salaries under Article 14.

B. Placement of a position in Appendix C of this agreement does not require the Board to sponsor the activity/sport consistent with School Board policy.

C All openings will be adequately publicized in every school, and all teachers shall be given adequate opportunity to make an application for such positions. If an opening occurs during the summer, posting shall include notification to the president of the Association. The best-qualified person will be sought, with preference given to regular staff employees. Staff members interested in vacancies which occur may submit an application at any time to be placed on file.

D Contracts shall be continued for satisfactory performance. Evaluations will be conducted by the Superintendent or his/her designee. Typically, this shall include the principal and athletic director.

E. Contracts shall be issued at least one month prior to the beginning of the activity start date.

F. Whenever new activities shall be recognized by the Board, such new activities shall be placed in the correct position for compensation outlined in Appendix C. The Association shall be consulted whenever a new position does not fit into the previously outlined activities. The Board reserves the right to recognize a new activity supported on a volunteer basis.

G. The District liability insurance policy regarding activities will be provided at each school office.

H. No positions on Appendix C will be responsible for fund raising as a condition of employment.

I. No positions on Appendix C will be required to use their own vehicles to provide transportation for participants in extracurricular activities, nor will they be required to drive vehicles to an extracurricular activity.

ARTICLE 16 – INSURANCE

A. <u>Health Insurance</u>

1. The District shall offer to employees School Care administered Point-of-Service, HMO and Open Access health insurance plans or the equivalent, with 10/30/65 prescription coverage. If an employee chooses to participate in one of these plans, the District shall pay toward the plan that the employee selects a dollar amount equal to the following percentages of the premium:

a. For employees hired to begin employment in 2012-2013 school year or later:
2012-2013 Open Access 92% single, 85% 2 person/family
2013-2014 Open Access 90% single, 83% 2 person/family

In either year, an employee who chooses the Point of Service or HMO plan may do so with the difference between the POS or HMO premium and the dollar amount paid by the District toward the Open Access premium being paid by the employee.

b. For employees working and hired in the District prior to 2012-2013 school year:
2012-2013 HMO and Open Access 92% single, 85% 2 person/family
2013-2014 HMO and Open Access 90% single, 83% 2 person/family

In either year, an employee who chooses the Point of Service plan may do so with the difference between the POS premium and the dollar amount paid by the District toward the HMO premium being paid by the employee.

2. An employee who chooses not to participate in any of the health insurance plans that are offered by the District, and who provides proof of participation in another plan that is not subsidized (e.g., under the Patient Protection and Affordable Care Act), will receive a payment at the end of the school year. The amount of the payment will be $1750 minus any penalty imposed upon the District because the employee receives an insurance subsidy (e.g., under the Patient Protection and Affordable Care Act).

3. Beginning in the 2013-2014 school year the Office Visit Co-pay will be $20.

B. <u>Dental Insurance</u>

The District shall pay 95% of the premium for individual or two-person dental insurance coverage under Delta Dental Plan C, or the equivalent.

An employee has the option of purchasing family dental insurance under Delta Dental Plan C or equivalent at his or her own expense by paying the difference between the current Districts paid two-person premium and current family insurance premium.

C. Life Insurance

The Board will provide a life insurance policy for all teachers equal to the teacher's annual salary.

D. Liability Insurance

The Board will provide $1,000,000 liability insurance coverage for each teacher.

E. Disability Insurance

The Board will provide long term disability for teachers beginning on the ninety-first (91st) day of continuous disability at two-thirds of contracted salary.

F. Worker's Compensation

All teachers in the Somersworth School District shall be covered by worker's compensation.

ARTICLE 17 - TUITION/COURSE REIMBURSEMENT/STAFF DEVELOPMENT

The Board and the Association recognize the need for continued staff training and retraining as part of a viable professional growth program.

A. Course Reimbursement

The Board shall reimburse teachers at the resident rate currently in effect at the University of New Hampshire Graduate School, up to a maximum of the cost of eight credits in any one year. The course(s) must be completed with a grade of B or better and have been approved in advance by the Superintendent of schools or his/her designee. Teachers earning credit during the summer shall be reimbursed in September only if they continue in the employ of the District. Courses taken during the school year will be prepaid by the Board. (Prepayment will not apply to summer courses.) Teachers who have prepaid courses will provide the District with satisfactory course results. The Board will require a teacher to sign authority to withhold the prepaid amount if satisfactory course results are not turned in prior to the last check in June.

B. Staff Development/College Credits

1. Staff Development hours must be in agreement with the procedures set forth in the SAU 56 Staff Development Master Plan.

C. Conferences with Workshops

The maximum amount of funds for courses or workshops available to an individual teacher shall be $500. With distribution formula as agreed below:

Funds Distribution Formula

5-8 credits and up to $250 for conferences & workshops
1-4 credits and up to $350 for conferences & workshops
0 credits and up to $500 for conferences & workshops

D. In no event shall the School District expend more than $50,000 under Article 17(A) in any contract year. If teachers apply for more than $50,000 under Article 17(A) in any contract year, the funds will be expended on a first-come, first-served basis.

ARTICLE 18 - TEMPORARY LEAVES OF ABSENCE

A. Short Term Leave

1. In 2012-2013 each teacher shall be granted twenty (20) days, cumulative to 150 days, for personal illness, illness in the immediate family, to attend to the teacher's personal family and/or personal business affairs that could not be reasonably accomplished on a non-school day. When possible, the employee shall give sufficient advance notice.

2. Beginning in 2013-2014 school year, the number of days will be eighteen (18) days, cumulative to 150 days.

3. Special and unusual circumstances will be considered by the Board to extend short term leave benefits beyond 150 days. A physician's certification of continued disability may be required after the fifth consecutive day of illness. Any teacher on short term leave is entitled to all benefits of any other contracted teacher.

4. By September 15 of each school year each teacher shall receive from the Superintendent's office a report of short term leave stating the number of short term days accumulated as of September 1 of each year.

5. A teacher who has vacated a position due to long-term illness will receive priority in filling that vacancy provided the teacher submits a medical release attesting to the teacher's ability to perform his/her duties.

6. Upon retirement a teacher's unused "Short Term Leave Days" become "Sick Days" as recognized by the NH Retirement System.

B. Stay Healthy Incentive

Beginning in 2012-2013, a Stay Healthy Incentive of $25 per day will be paid for each unused Short Term Leave day over the 150 accumulated days paid at the completion of the school year contract. Any teacher who has perfect attendance will receive $300 at the conclusion of the contract year. If a teacher misses no more than two days of school, he/she will receive $150. Excused absence for staff development, bereavement, jury duty and association business will not be counted as absence for this incentive.

C. Sick Bank

1. All employees covered by this Agreement may volunteer to participate in the sick bank. Employees who wish to participate in the sick bank must notify the Superintendent and the president of the Association no later than September 15 of the school year in which they wish to begin participating in the sick bank. Once an employee notifies the Superintendent and the president of the Association in writing that he or she wishes to participate in the sick bank, the employee shall be deemed to continue to participate in the sick bank each school year unless and until the employee notifies the Superintendent and the president of the Association in writing no later than September 15 that he or she is withdrawing from participation in the sick bank beginning that school year.

2. Employees who participate in the sick bank shall contribute at least two short term leave days per employee per year until the sick bank reaches at least 150 days. If at any time, the sick bank reaches the level of 44 days, the sick bank board will solicit voluntary donations of additional days.

3. Employees who participate in the sick bank for a school year may apply to the sick bank in writing for sick bank days during that school year. The sick bank is available only for the personal illness or disability of a participating employee. Participating employees are eligible to apply for days from the sick bank after an illness or disability of at least 15 calendar days, provided that the participating employee first has exhausted all of his or her accrued short term leave. The application must include a statement requesting authorization to draw days from the sick bank and satisfactory medical evidence of the employee's illness and estimated duration of inability to work.

4. The maximum number of days that an employee may draw from a sick bank in any one school year shall equal 90 days.

5. The sick bank will be supervised by a sick bank board, which shall consist of the Superintendent, a member of the School Board, the president of the Association, and two representatives elected by the Association's membership. All decisions of the sick bank board will be final and binding.

6. The School District will maintain sick bank records and provide the sick bank board with an annual report by October 30 each year.

7. Article 18(B) shall not be subject to the grievance process.

C. Bereavement Leave

Each professional employee may be granted up to five (5) days leave of absence due to death in the immediate family of the professional employee. Bereavement leave may be extended beyond five (5) days upon application to the Superintendent of schools.

D. Other Leave

1. Jury Duty/Serving as a Witness

Teachers on jury duty or summoned as a witness in a local, state or federal court will be compensated equal to the difference between court reimbursement and their per diem (1/185) rate without loss of benefits or salary status.

2. Military Reserve Duty

Teachers called into active military duty shall be governed by provisions of federal law.

3. Good Cause

Other temporary leaves of absence without pay may be granted by the Board.

4. Notification

Teachers will notify the Superintendent of schools in writing for requests for temporary leaves of absence, at least two weeks before said leave commences. When appropriate, said leave will not be granted until approved by the Board at its next scheduled meeting.

Teachers granted leaves without pay will return to the same position and building unless transferred under the provisions of Article 10.

G. Association Members' Professional Leave

1. The Association president or designee shall, upon prior notification of the school principal, be granted three (3) days leave per year, non-cumulative, for the purpose of conducting Association business within the Somersworth School District or before a meeting of a state or federal body.

2. Up to two Association delegates to the New Hampshire Association Assembly of Delegates shall, upon prior notification to their school principal, be granted three (3) days of leave per year, non-cumulative, for the purpose of attending meetings of said assembly of delegates.

3. The Association agrees to provide full payment for such substitute teachers as may be required to assume the duties of those teachers granted leave according to the above procedure.

ARTICLE 19 - EXTENDED LEAVES OF ABSENCE

A. Childbearing/rearing Leave

Child care leave of up to one (1) year, for either natural or adoptive parents, shall be granted without pay to teachers upon written request for such leave. Notification of the intent to take such leave shall be made to the Superintendent at least thirty (30) days prior to the date on which the leave is to begin, except in cases of emergency. Child care leave notification shall also include the expected termination date of such leave. At the conclusion of the leave, the teacher shall return to the same position held prior to leave unless transferred under the provision of Article 10.

B. Sabbatical

1. Teachers who have been employed for three (3) consecutive years by the Board may be granted a leave for professional improvement for up to one (1) year. It is agreed that professional improvement includes but is not limited to: attending a college, university or other educational institution, travel which will improve the teacher's ability to teach, or serving as an officer in the Association, the New Hampshire Education Association, or the National Education Association.

2. Requests for said leave must be received by the Superintendent in writing in such form as may be mutually agreed on by the Association and the Superintendent, no later than March 30 and such action must be taken on all such requests no later than April 15 of the school year preceding the school year for which the leave is requested.

3. During said leave the teacher shall not be paid and the Board shall not be held liable for death or injuries sustained by any teacher on leave. Whenever possible, the teacher on leave shall be reemployed in the position he/she held prior to leave. When not possible, he/she shall be employed according to the provisions of Article 19-A. Upon return, he/she shall be advanced to the appropriate step on the salary schedule.

C. General Provisions Concerning Leaves of Absence

1. All persons on leave of absence shall notify the Superintendent in writing by March 1 of their intent to return to work at the start of the following year in order to qualify for assignment to a position the following school year.

2. Leaves of absence may be extended by the Board. All requests for extension or renewals of leaves will be applied for and granted in writing. Such requests shall be made prior to March 1.

3. All benefits to which a teacher was entitled at the time the leave of absence commenced, including accrued short term leave, will be restored to that teacher upon return. Whenever the teacher has been employed ninety-one (91) or more days in a school year that teacher shall be moved to the appropriate step on or off the salary schedule.

4. While on leave any teacher may opt to continue his/her benefits under Article 16 (Insurance) of this Agreement. Continuation is contingent upon the individual teacher's payment of premiums to the District and the insurance carrier's policies regarding such matters.

D. Short Term Leave Day Buy-back

Upon leaving the District after ten (10) years of service a teacher shall be reimbursed at the current rate of the professional substitute's pay for each day of unused accumulated short term leave. Payment will be made in July of the succeeding fiscal (budget) year.

ARTICLE 20 - RETIREMENT PLAN

A. Minimum Experience and Eligibility

Personnel covered by this agreement are those teachers who have a combined age and years of service to the district equal to at least seventy (70).

B. Notice of Intent

Notice of one's intention to retire under this plan must be submitted in writing to the Superintendent of Schools no later than December 1 of the last full year of full-time employment. This is limited to a maximum of three (3) teachers per fiscal year. 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 of initial request that he/she applies, that teacher will retain an advantage over any teacher requesting early retirement* at a later date.

C. Formula for Incentive Pay for Early Retirement

The payment shall equal 1% of the employee's salary times the number of years that the employee served as a teacher in the Somersworth School District immediately prior to retirement. However, in no event shall the School District pay more than 30% of an employee's last salary under this provision. "Last salary" for the purposes of this article shall mean the salary that a teacher is contracted to be paid as set forth in the employee's individual contract with the Somersworth School Board during the last year of employment.

The individual will receive a single payment to be made by July 30 following the date of retirement.

* Early retirement is defined as 55 to age 59.

D. Insurance Benefit

For those teachers employed by the District prior to July 1, 2005, who are at least 55 years of age at the date of retirement, the district will continue to provide single coverage medical insurance at the terms of the Master Agreement in force at the time of retirement until the retiree qualifies for Medicare benefits. Retirees will be allowed to purchase 2 person and family coverage at their own expense. Teachers who retire early and choose not to be part of the school district insurance plan shall be eligible for the $1,500 insurance buy-back benefit on an annual basis.

Teachers whose employment begins after July 1, 2005 are not eligible for the insurance benefit in this article.

For those teachers who retire prior to age 55, the district will pay the teacher $1,500 each year until the teacher qualifies for Medicare benefits. The teacher may choose to apply this money to a health insurance plan.

Benefits provided under this plan shall not be paid to the estate of a retired teacher or to the spouse of a retired teacher.

E. Retirement

Upon retirement,** each teacher will receive 10% of their last year's salary, providing they have twenty (20) years of service in the District.

Teachers who are between the ages of 55 and 60 may choose either this provision or the benefits of Article A-D.

** Retirement age is defined as age 60 and older.

F. General Provisions

When a person retires the benefits granted at the time of retirement will remain intact. If any benefits increase, retirees may obtain said benefit(s) at their own expense.

G. Retired teachers may elect to purchase dental insurance at their own expense.

ARTICLE 21 - DUES DEDUCTIONS

A. The Board agrees to deduct from the salaries of its employees dues for the Association, the New Hampshire Education Association and its affiliates, the National Education Association, as said teachers individually and voluntarily authorize the Board to deduct and transmit the monies monthly to the Association.

Teachers requesting dues deductions shall do so on forms approved by the Superintendent of schools. Such deductions may be made in a lump sum or prorated up to twenty (20) paychecks. Arrangements for processing shall be made through the Superintendent.

B. EQUALIZATION OF SERVICES/FEES

Any employee covered under this agreement shall share the cost of Association expenses incurred for the services of the SAE, NEA-NH or NEA including but not limited to representation for grievances, mediation, hearings with administration or its representatives. For SAE members these services are part of membership benefits and as

such are paid from association dues. Bargaining Unit members who choose not to join the Association will, through payroll deductions, contribute an amount determined by the Association and consistent with State and Federal laws to cover such expenses. These deductions shall be made in a lump sum or prorated up to twenty (20) paychecks coinciding with the SAE deductions. These fees do not constitute membership in the SAE, NEA-NH or NEA.

ARTICLE 22 - SPECIAL UNIFORMS

The Board agrees to furnish a minimum of three uniforms annually to personnel who teach vocational industrial arts, science, and art. Personnel will receive their uniforms prior to the opening of school and will return the uniforms at the close of the school year. Personnel may have a choice of either a laboratory coat or uniform.

ARTICLE 23 - MISCELLANEOUS

A. Notice of Board Meetings

The notice of, agenda, and school board minutes for any regular Board meetings shall be given to the president of the Somersworth Association of Educators and any other teachers personally involved in the meeting, when the school board is notified, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

A complete book of policies of the Somersworth School District shall be given to the president of the Association as shall written copies of all additions, deletions, or revisions.

ARTICLE 24 - RELEASED TIME

The Board and Association recognize the importance of released time for teachers for curriculum work, attendance at workshops, accountability testing development, staff development, staff development programs, parent/teacher conferences, teacher preparation, and other worthwhile programs. In recognition of the above the Board will make every effort to provide a release time program for teachers.

ARTICLE 25 - DURATION AND RENEWAL

The provisions of this Agreement will be effective as of July 1, 2012, except as otherwise herein provided, and will continue and remain in full force and effect until June 30, 2014, and will thereafter automatically be renewed for successive terms of one (1) year each, unless either the Board or the Association gives written notice to the other by September 15 that it desires to modify or terminate this Agreement. However, if the City Council approves the cost items associated with this Agreement after July 1, 2012, the changes in salary and insurance for 2012-2013 will take effect on and will be prorated from the date

of the City Council's approval. The terms and conditions of this Agreement shall not be superseded by the terms of individual contracts.

ARTICLE 26 - EXPENDITURE OF PUBLIC FUNDS

Any section of the Agreement which requires the expenditure of public funds for its implementation shall not be binding unless and until the necessary appropriations have been made by the city council. In the event of a budget cut, the Board shall make every effort to promote and secure the funds necessary to implement the Agreement. If such funds are not forthcoming, the Association and the Board shall resume negotiations in accordance with RSA 273 A.

ARTICLE 27 – SAFETY

A. The Board agrees to maintain a safe work environment.

B. Teachers with concerns about a safe work environment will notify administration first, then the School Board, if necessary.

C. Administration and/or the School Board will make reasonable efforts to address the employee's concerns and rectify as necessary in a timely fashion.

D. The District affirms it will carry Worker's Compensation and Liability Insurance. In the event a teacher is injured while intervening in a student altercation, the teacher may appeal to the Superintendent for restoration of short term days attendant to that altercation. The decision of the Superintendent may be appealed to the School Board. The decision of the School Board is final.

SOMERSWORTH ASSOCIATION OF EDUCATORS	SOMERSWORTH SCHOOL DISTRICT
By Angela Ficco-Orzechowski SAE Spokesperson	By Stephanie D. Liotta School Board Spokesperson
Date: 8/14/12	Date: 8/14/12
By: [illegible] SAE President	By: Donald [illegible] School Board Chairperson
Date: Aug. 14, 2012	Date: 8/14/2012

APPENDIX A - CALENDAR

[TO BE ATTACHED]

SAU 56 Rollinsford/Somersworth School Districts 2012-2013 School Calendar

August 2012 (5)

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22, 23, 24-Teachers Workshop
27th -1st Day of School

September 2012 (19)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3rd-Labor Day No School

October 2012 (21)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5th Teachers Workshop
8th Columbus Day-No School

November 2012 (18)

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12th- Veteran's Day-No School
21-Exchange day for Parent Teacher Conference
22 & 23 Thanksgiving Break

December 2012 (15)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

25- Holiday
24th – Jan. 1st Holiday Break

January 2013 (21)

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st -New Year's Day-No School
21st-Martin Luther King Day No School

February 2013 (16)

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

25th –March 1st –Winter Vacation

March 2013 (19)

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1st-Winter Vacation –Last Day
15th – Teachers Workshop

April 2013 (16)

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5th- Teachers Workshop
22-26th – Spring Vacation

May 2013 (22)

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27th-Memorial Day-No School

June 2013 (5)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7th – Last Day of School
10 & 11- Teachers Workshop

177/8
Approved by SAU 56 Board –December 5, 2011

APPENDIX B – SALARY SCHEDULE

2011-2012

Steps	B	B+15	B+30/M	M+15	M+30
1	33,092	33,996	34,899	35,804	36,708
2	34,490	35,464	36,538	37,599	38,613
3	35,888	36,932	38,177	39,394	40,518
4	37,286	38,400	39,816	41,189	42,423
5	38,684	39,868	41,455	42,984	44,299
6	39,957	41,182	42,995	44,639	46,175
7	41,230	42,496	44,535	46,294	48,051
8	42,503	43,810	46,075	47,889	49,674
9	43,589	44,917	47,490	49,484	51,297
10	43,589	46,025	48,905	51,079	52,920
11	43,589	46,025	50,320	52,557	54,443
12	43,589	46,025	51,735	54,035	55,966
13	43,589	46,025	51,735	55,513	57,489
14	43,589	46,025	51,735	57,125	59,391
15	43,589	46,025	51,735	57,125	61,293
16	43,589	46,025	51,735	57,125	63,195
17	43,589	46,025	51,735	57,125	63,195
18	43,589	46,025	51,735	57,125	63,195

Old Step	New Step
0	1
1	1
2	2
3	3
4	3
5	4
6	5
7	5
8	6
9	7
10	8
11	9
12	9
13	11
14	12
15	13
16	14
17	14
18	15
19	16
20	18

Cost of living increase for those off-schedule= $650

"old step" according to Appendix B.

APPENDIX B – SALARY SCHEDULE

2012 – 2013

Steps	B	B+15	B+30/M	M+15	M+30
1	33,092	33,996	34,899	35,804	36,708
2	34,490	35,464	36,538	37,599	38,613
3	35,888	36,932	38,177	39,394	40,518
4	37,286	38,400	39,816	41,189	42,423
5	38,684	39,868	41,455	42,984	44,299
6	39,957	41,182	42,995	44,639	46,175
7	41,230	42,496	44,535	46,294	48,051
8	42,503	43,810	46,075	47,889	49,674
9	43,589	44,917	47,490	49,484	51,297
10	43,589	46,025	48,905	51,079	52,920
11	43,589	46,025	50,320	52,557	54,443
12	43,589	46,025	51,735	54,035	55,966
13	43,589	46,025	51,735	55,513	57,489
14	43,589	46,025	51,735	57,125	59,391
15	43,589	46,025	51,735	57,125	61,293
16	43,589	46,025	51,735	57,125	63,195
Off - Schedule Increase	$600	$700	$800	$950	$1,050

**** Anyone on step 1 in 2012 – 2013 will be on new step 1 in 2013 -2014**

Old Step	New Step
0	1
1	1
2	2
3	3
4	3
5	4
6	5
7	5
8	6
9	7
10	8
11	9
12	9
13	11
14	12
15	13
16	14
17	14
18	15
19	16

APPENDIX B – SALARY SCHEDULE

2013 – 2014

Steps	B	B+15	B+30/M	M+15	M+30
1	34,740	35,714	36,788	37,849	38,863
2	36,138	37,182	38,427	39,644	40,768
3	37,536	38,650	40,066	41,439	42,673
4	38,934	40,118	41,705	43,234	44,549
5	40,207	41,432	43,245	44,889	46,425
6	41,480	42,746	44,785	46,544	48,301
7	42,753	44,060	46,325	48,139	49,924
8	43,839	45,167	47,740	49,734	51,547
9	43,839	46,275	49,155	51,329	53,170
10	43,839	46,275	50,570	52,807	54,693
11	43,839	46,275	51,985	54,285	56,216
12	43,839	46,275	51,985	55,763	57,739
13	43,839	46,275	51,985	57,375	59,641
14	43,839	46,275	51,985	57,375	61,543
15	43,839	46,275	51,985	57,375	63,445
Off - Schedule Increase	$650	$750	$850	$1,000	$1,150

**** Anyone on step 1 in 2012 – 2013 will be on new step 1 in 2013 -2014**

Old Step	New Step
1	1
2	2
3	3
4	3
5	4
6	5
7	5
8	6
9	7
10	8
11	9
12	9
13	11
14	12
15	13
16	14
17	14
18	15

APPENDIX C - STIPENDS FOR EXTRACURRICULAR COACHES/ADVISORS

2011 - 2014

Activity/Position	
HIGH SCHOOL	
Football – Varsity	4,365
Football - Assistant	3,273
Football - Assistant	3,273
Football - Freshman	2,619
Basketball - Varsity	3,998
Basketball - Junior Varsity	2,998
Basketball - Freshman	2,398
Soccer - Varsity	2,783
Soccer - Junior Varsity	2,088
Field Hockey - Varsity	2,783
Field Hockey - Junior Varsity	2,088
Volleyball - Varsity	2,783
Volleyball - Junior Varsity	2,088
Ice Hockey - Varsity	3,998
Baseball - Varsity	2,783
Baseball - Junior Varsity	2,088
Softball - Varsity	2,783
Softball - Junior Varsity	2,088
Track - Varsity	2,783
Track - Assistant	2,088
Indoor Track - Varsity	2,783
Spirit - Fall	996
Spirit - Winter	1,378
Golf - Varsity	2,088

Lacrosse - Varsity	2,783
Lacrosse - Junior Varsity	2,088
Class Advisor	1,172
Student Council	1,279
Drama	2,129
Yearbook	2,329
Marching Band	1,279
Math Team	1,172
Newspaper	1,172
MIDDLE SCHOOL	
Basketball - A Team	1,999
Basketball - B Team	1,999
Soccer	1,392
Field Hockey	1,392
Volleyball	1,392
Track - Head Coach	1,392
Track - Assistant Coach	1,043
Student Council	1,279
Drama	1,065
Yearbook	1,165

APPENDIX D - NURSES

Nurses shall be placed on the appropriate teacher's salary schedule provided they have earned at least a Bachelor's Degree. Nurses who have less than a Bachelor's Degree will receive 95% of their appropriate step on the Bachelor's scale.

APPENDIX E – GRIEVANCE FORM

[TO BE ATTACHED]

GRIEVANCE REPORT FORM : Appendix E00011 p. 1

Grievance #: _____ *Filing Date: _____

Grievant: _____ School: _____

Address: _____ Telephone: _____ Email: _____

_____ City: _____ State: _____ Zip: _____

Assignment: _____ *Date Grievance occurred: _____

Level One Hearing:

Date Hearing Occurred: _____

Name of Immediate Supervisor: _____

a. Statement of Grievance: _____

_____

_____

b. Remedy Sought: _____

_____

_____

Grievant's Signature: _____ Date: _____

Association Representative Signature: _____ Date: _____

c. Disposition by Supervisor: _____

_____

_____

Supervisor's Signature: _____ Date: _____

GRIEVANCE REPORT FORM: Appendix E p.2

00011

Date Appealed to Superintendent:_____

Date of Meeting with Superintendent:_____

d. Disposition by Superintendent:_____

_____

_____

Superintendent's Signature:_____ Date:_____

Date Appealed to the School Board:_____

Date of School Board Hearing:_____

e. Disposition by School Board:_____

_____

_____

School Board Chair's Signature:_____ Date:_____

Date Referred to Executive Board:_____

Date of Executive Board Meeting:_____

f. Disposition of Executive Board:_____

_____

Submitted to Arbitration: Yes: ☐ No: ☐ Date:_____

Rationale:_____

_____

ident's Signature:_____ Date:_____

Arbitrator:_____

Arbitration:_____ Date of Decision and Award:_____

MEMORANDUM OF AGREEMENT—HEALTH & DENTAL INSURANCE

When a teacher is employed for a full teacher work year (approximately 10 months), the 12 months of health and dental insurance benefits for whose premiums the School District shall contribute to the cost in accordance with the collective bargaining agreement will run from September to August each year. For example, if a teacher works the full 2012 – 2013 teacher work year (approximately September 2012 to June 2013), the School District shall contribute to the health and dental insurance premiums in accordance with the collective bargaining agreement from September 2012 to August 2013.