SUNAPEE TEACHERS'

2016 – 2019

MASTER CONTRACT

Table of Contents

Article I	Recognition	3
Article II	Management Rights	3
Article III	Association Rights	4
Article IV	Teacher Rights	5-6
Article V	Negotiation Procedure	7
Article VI	Grievance Procedure	7-8
Article VII	Leaves of Absence	9-10
Article VIII	Teacher Employment	11
Article IX	Working Conditions	11-12
Article X	Professional Growth and Staff Development	12-13
Article XI	Insurance Benefits	13-14
Article XII	Dues Deductions/Agency Fees	14
Article XIII	Notice Under Agreement	14
Article XIV	Duration and Renewal	14-15
Article XV	Salaries and Salary Schedule	15-16
Appendix A	Grievance Report Form	17-18
Appendix B	Sunapee Teachers' Sick Bank	19-20
Appendix C	Course Money Distribution	21
	Course Approval Form	22
Appendix D	Teachers' Salary Schedule	23-24
Appendix E	Co-Curricular Stipends	25-26

ARTICLE I

RECOGNITION

1.1 The Sunapee School Board recognizes the Sunapee Teachers' Association affiliated with the NEA-NH for the purposes of collective negotiations according to RSA 273:A as the exclusive representative of all teachers, guidance counselors, library media specialists and nurses of the Sunapee School District, certified by the New Hampshire Public Employee Labor Relations Board.

1.2 Definitions for the purpose of this contract are as follows:

A. The term "school" means any work location

B. The term "teacher" or the term "employee" means a person included in the bargaining unit.

C. The term "Board" means the Sunapee School Board or any of its agents.

D. The term "Association" means the Sunapee Teachers' Association affiliated with NEA-NH or any of its agents.

ARTICLE II

MANAGEMENT RIGHTS

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

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

ARTICLE III

ASSOCIATION RIGHTS

3.1 The Association may use school buildings at reasonable times for meetings prior to or after the contract day. Request for the use of the buildings will be given to the principal in advance.

3.2 The Association, upon request, will be given time on the first workday of the school year to present brief reports and announcements.

3.3 The Association shall have the right to post notices of its activities and matters of teacher concern on an Association bulletin board, approved by the principal, in faculty rooms and may continue the use of the faculty mailbox, computer and e-mail systems.

3.4 The Association may, with permission from the building principal, use school equipment normally used by the teachers for Association activities. However, expendable material will be at the expense of the Association. Further, the Association will pay for equipment damaged.

3.5 Representatives of the Association shall be allowed to conduct Association business on school property at any time provided it does not interrupt school activities. Outside representatives shall first report to the administrative offices.

3.6 Officers and representatives of the Association shall be permitted to take up to an accumulated total of four (4) days per year of paid leave to attend official NEA functions such as the annual delegates' assembly and the annual mid-year conference.

3.7 During the term of this agreement, the rights set forth in this article shall not be granted to any other bargaining agency.

ARTICLES IV

TEACHER RIGHTS

4.1 Pursuant to the NH Public Employee Labor Relation Law, the employer hereby agrees that every eligible teacher employee of the District shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. The employer undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any bargaining unit member in the enjoyment of any rights conferred by the Law or other Laws of NH or the Constitution of NH or the United States: that it will not discriminate against any bargaining unit member with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association or collective negotiations with the employer, or his/her institution of any grievance, complaint or proceeding under the Agreement or otherwise with respect to any terms or conditions of employment.

4.2 The employer agrees that it will in no way discriminate against or between bargaining unit members because of their race, creed, color, religion, national origin, age, gender, marital status, sexual orientation, physical characteristics, disabilities, and/or domicile.

4.3 Each bargaining unit member shall have the right to review the contents of his/her personnel records, excluding initial references of the District pertaining to said bargaining unit member, origination after initial employment and to have a representative of the Association accompany him/her in such review. Other examination of a bargaining unit member's file(s) shall be limited to authorized supervisory personnel which shall include Superintendent, principal, and members of the School Board when acting as a board or legal counsel for either the Board or supervisory personnel. When immediate access is needed, i.e. grievances, disciplinary actions, a bargaining unit member shall provide at least a twenty-four (24) hour notice of intent to review his/her file.

4.4 No material related to a bargaining unit member's job performance or behavior, including complaints originating after initial employment, will be placed in his/her personnel file unless the bargaining unit member has had an opportunity to review the material within ten (10) school days upon receipt of said material. The bargaining unit member may submit a written notation regarding any material, and the same shall be attached to the file copy of the material to be placed in the file. If the bargaining unit member believes material is inappropriate or in error, he/she may request that the material will be corrected or expunged from the file; the signature indicates that he/she has read the material, and the signature shall not be interpreted to mean agreement with the content of the material.

4.5 Evaluations shall be conducted in accordance with the current Sunapee School District Evaluation Model, adopted April, 2011. When this model is, in the Board's opinion, to be changed, a committee including two STA members from the professional development committee will be formed to develop a new model. The teachers will be notified of any and all changes by May 1st and receive a copy of the new model prior to July 1st. The evaluation cycle shall be from July 1st through June 30th of each year. Any newly developed model will be implemented at the beginning of the next evaluation cycle.

4.6A. Any formal complaint regarding a teacher made to any member of the administration by a parent, student or other person which may be used in any manner in evaluating a teacher shall be promptly investigated. The teacher shall he given an opportunity to respond and meet with the person making the complaint in order that he/she may rebut the complaint. If the person making the complaint refuses to participate in this procedure, any and all references to the complaint shall be removed from the teacher's file. The teacher shall acknowledge that he/she had the opportunity to review such complaint by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and that answer shall be reviewed by the Superintendent or designee and attached to all copies. Unsubstantiated complaints shall not be placed in an employee's files.

B. If a meeting as outlined in 4.6A is contrary to law or if the accuser cannot be required to attend such a meeting, then the meeting would not take place. Examples may include, but are not limited to, cases of sexual harassment or bullying.

4.7A. Disciplinary action shall normally take place in the following order (disciplinary action, however, may be taken out of order depending upon the severity of the infraction, as determined by the Superintendent): (a) oral warning, (b) written warning, (c) suspension with or without pay, (d) discharge.

B. If an employee is required to appear before the School Board for a formal disciplinary hearing, the employee shall be given written notice of the reason for the hearing and shall be entitled to have an Association representative present with him/her at the hearing at the employee's expense.

C. Employees who receive written reprimands, are suspended without pay, or are dismissed during the school year shall receive written notice thereof, including the reasons for the action taken. This shall not apply to non-renewals of employment.

D. The School District shall provide copies of School Board Policies to the Association president or his/her designee.

ARTICLE V

NEGOTIATION PROCEDURE

5.1 On or before October 1st of the final year covered by this agreement, either party may initiate negotiations in accordance with RSA 273:A.

5.2 Any agreement reached shall be reduced to writing and be signed by the Board and by the Association.

5.3 The parties may by mutual agreement pass over mediation and go directly to fact-finding.

ARTICLE VI

GRIEVANCE PROCEDURE

6.1 Definition - A "grievance" is any claim by an employee, group of employees, or the Association alleging there has been a violation, misinterpretation, or misapplication of any provision of the Agreement. All time limits specified in this Article VI shall mean school days.

6.2 Purpose-The parties acknowledge that it is more desirable for an employee and his/her immediately involved supervisor to resolve problems through free and informal communications. Grievances that are not satisfactorily settled in an informal way shall be reduced to writing (see attached Grievance Report Form, Appendix A) and referred to the following formal grievance procedure. A grievance to be considered under this procedure must be initiated in writing within thirty (30) school days of its occurrence.

6.3 Any employee covered by this Agreement shall have the right to be represented at any stage of the grievance procedure.

6.4 Formal Procedure - The grievance shall state the specific alleged violation, misinterpretation, or misapplication with proper reference to the contract Agreement and the relief sought. It shall also set forth names, dates, and other related facts which will provide a sound basis for a complete understanding of any such grievance. In cases where more than one employee shall have a grievance on the same alleged violation, misrepresentation, or misapplication, such being filed with the Sunapee Teachers' Association Grievance Committee prior to any of the individual grievances reaching Level A, such employees may file a single grievance bearing the signatures of all employees involved, and have said grievance treated at each level according to the rights and procedures of this section with only one of the employees representing those involved.

6.5 Level A-Within five (5) school days of receipt of a formal grievance, the building principal shall meet with the aggrieved teacher and any other pertinent personnel. Within five (5) school days following any such meeting, the principal shall give his/her answer in writing. If the grievance is not settled at this level, then it may be referred to Level B within ten (10) school days of the receipt of an answer given at level A.

6.6 Level B-Within ten (10) school days of a grievance being referred to this level, the Superintendent and/or his/her designee will meet with the participants of Level A and examine the facts of the grievance. The Superintendent and/or his/her designee shall give his/her answer in writing within five (5) school days of any such meeting. If the grievance is not settled at this level, then, within ten (10) school days from receipt of the answer rendered at level B, the grievance may be referred to Level C.

6.7 Level C- Within fifteen (15) school days of a grievance being referred to this level, the School Board will meet with all the participants necessary to obtain and examine the facts of the grievance. A decision in writing with reason for the decision will be rendered by the School Board ten (10) school days after it has completed its deliberations.

6.8 Level D-If the grievance remains unsettled, then the matter may be referred by the Association to arbitration within fifteen (15) school days. If the matter is referred to arbitration, then the parties shall apply to the American Arbitration Association and/or Public Employees Labor Relations Board (PELRB) to name an arbitrator under its rules and procedures. The arbitrator shall use his/her best effort to arbitrate the grievance, but he/she shall have no power or authority to do other than interpret and apply the provisions of this Agreement, and he/she shall have no power to add to or subtract from, alter or modify any of the said provisions. The arbitrator shall thereafter submit a decision to both parties. The arbitrator's decision shall be binding. The parties agree to share equally in the compensation and expense of the arbitrator.

6.9 Time periods specified in this procedure must be followed unless extended by mutual agreement in order for a grievance to be considered.

6.10 Grievance(s) of a general nature or involving the Superintendent may be submitted by the Association to Level C. The principal shall be notified of this action.

6.11 In the event a grievance is filed on or after June first (1st), the parties agree to make a good faith effort to reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term, or as soon thereafter as is practical.

6.12 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits (unless extended by mutual agreement) shall allow aggrieved person(s) to proceed to the next level. Failure at any step of this procedure to appeal a grievance to the next level within the specified time limit shall be deemed to be acceptance of the last decision rendered.

6.13 The parties agree that employees covered by this Agreement shall enjoy freedom from restraint, interference, coercion, discrimination or reprisal in presenting or appealing any personal grievance(s).

ARTICLE VII

LEAVES OF ABSENCE

7.1A Sick/Bereavement Leave-Each teacher will be entitled to fifteen- (15) sick/bereavement leave days each year. These days may accumulate from year to year, up to 120 days. They may be used at the discretion of the teacher for illness, illness in the family or bereavement. Except in an emergency, the teacher is required to notify his/her principal at least 48 hours in advance. A person who is employed less than full-time, is entitled to the same number of leave days, however, one leave day will be equivalent to the individual work day of said person; i.e. an individual employed at half-time who is absent on October 30th will be considered as one leave day.

B. Personal Days-Personal Leave of three (3) days per year shall be granted to each member of the bargaining unit. The following criteria shall apply:

1. The leave is automatic with notification of 48 hours in advance. The 48 hours will not apply in case of emergency.
2. At the discretion of the Superintendent, no more than two teachers from each building will be allowed use of personal day(s) to extend the holiday, winter and spring vacations, only for a special situation or extenuating circumstances.
3. Any teacher who does not use any of the three personal days will receive a stipend of 3 times the daily substitute pay rate.

7.2 The sick bank program shall be administered by the teachers' elected representatives (see Appendix B)

7.3 Child Bearing/Rearing Leave

A. When a teacher knows she is pregnant, or he/she has received confirmation of adoption, the Superintendent of Schools shall be informed in writing together with the expected date of the arrival of the child.

B. 1. Sick/bereavement leave may be used during the disability period.
2. A teacher who does not have enough accumulated sick/bereavement leave may apply to the sick bank for any days needed to cover the disability period only.
3. A teacher may also use their accumulated sick/bereavement time for the twelve weeks covered by the FMLA.

C. Insurance benefits will continue as per article 11.1A for up to 4 months. This includes the child-bearing time specified by FMLA. For additional time out, the individual teacher may continue insurance benefits at his/her own expense.

D. A teacher shall have, without pay, up to twelve months for leave of absence. This includes the disability period defined by the FMLA for child rearing. Return must

coincide with the start of a marking period or at a mutually agreed upon date.

E. Prior to returning, a teacher shall present a medical certificate indicating her physical fitness to work.

7.4 Sabbatical Leave-Request and general plan for Sabbatical Leave must be received by the Superintendent and referred to the Sabbatical Panel before December 1st, and action must be taken no later than January 15th. The Sabbatical Panel will consist of:

One teacher from the applicant's school
One teacher from another school
One School Board member
One person from the administration
One person from the School Administrative Unit Office

The Sabbatical Panel's decision/recommendation is sent to the Superintendent by February 1st and action must be taken no later than March 15th. Request for Sabbatical Leave may be granted by the Superintendent and the Sunapee School Board for any full-time study or research program that will offer potential benefit both to the individual and the school system. The teacher will be paid half salary with full benefits for a one year leave or full pay and benefits for a half-year leave.

Eligibility Requirements

No more than one teacher will be granted a leave during any school year.

The teacher must have completed seven (7) years consecutively in the Sunapee School System.

Upon returning from Sabbatical Leave, the teacher will:

1. Agree in writing to continue working in the system for at least two years or reimbursement will be prorated accordingly.

2. Be paid on the step he/she would have received if the leave had not been taken.

3. Submit a report of the Sabbatical Leave to the Superintendent and the School Board.

7.5 Civil Leave

A. A member of the bargaining unit called for jury duty or subpoenaed as a witness will receive his/her regular daily rate of pay.

B. A member of the bargaining unit called for military or reserve duty will be paid the difference between his/her regular daily rate of pay and that which he/she receives for military or reserve duty.

ARTICLE VIII

TEACHER EMPLOYMENT

8.1.a The employment year for bargaining unit members shall be one hundred eighty five (185) days between the first day of work and June 30th. This will consist of one hundred eighty (180) student days and five (5) in-service and/or curriculum study days.

8.1.b New teachers to the District will be expected to work two additional days prior to the regular contractual period for the purpose of orientation. They will receive a stipend of $100.00 per day.

8.2 Teachers shall be informed of their teaching assignment including subject matter and/or grade level by the end of the school year, except in emergencies or unforeseen circumstances or unexpected staff resignations in which case a notice must be given as soon as the change occurs. The teacher(s) involved will have an opportunity to review the decision process with the administration.

ARTICLE IX

WORKING CONDITIONS

9.1.A. The normal teaching load at the Middle High School is five courses. In the event a teacher is requested to teach a sixth course, that teacher will be compensated at .165 times the base pay of the teacher's current lane. (Step 0 of lanes B, B+15, B+30, M, M+15)

B. When a change in the number of classes or preparations is necessary the elementary or middle high school teacher will have input in the decision process. The final decision lies with the administration.

C. a) When a teacher is asked to provide special instruction/intervention (such as tutoring or supportive services beyond extra help which is typical of the regular teaching assignment), the teacher will be compensated at a rate of 1/7 times the base pay of the teacher's current lane per time interval equivalent to 1 period per year (this amount can be prorated in a proportional manner, i.e.: 25 minutes of special intervention work for one grading quarter is calculated as one half of a class period for one fourth of the year, therefore the rate of compensation would equal half of the 1/7 amount times 1/4 the base of the appropriate lane).
b) This payment is to be implemented when the teacher is asked to provide such assistance for an extended period of time.
c) This applies to any teacher at either the Central Elementary or Middle High School.

9.2 The District and the teachers recognize that class size can be a factor in the education of its students. Keeping this in mind, the teachers will have input in determining how the elementary class size and divisions occur. If at any time during the school year class size and/or mix, in the opinion of the classroom teacher or the District, begin to adversely affect the education of the children in that classroom, a committee of teachers, administrators and a School Board member shall review the effects of the class size or mix and make recommendations to the School Board for their consideration. In reviewing the recommendations, the Board shall make a determination which, if any, of the recommendations shall be implemented. The Board's decision shall be final.

9.3 Each bargaining unit member will be provided a twenty (20) minute lunch period free of assigned duties.

9.4 All duties shall be distributed as equally as possible, except in emergencies, within the confines of the school day. This will include before and after school duties such as playground and/or bus duties. It is also expected that teachers will meet their professional responsibilities.

The master calendar will indicate that parent/teacher conferences will happen in a specific month (November) for parent communication. Flexibility will be given to the teachers (K-12) to schedule conferences at times that work best for teachers and parents within that month. The master calendar wording will be reviewed by the STA.

9.5 The administration will make every effort to see that all teachers shall be provided a daily teacher planning period free from duties and meetings. The Board will make every effort to schedule common planning periods for all teachers by grade/department/subject or programs.

ARTICLE X

PROFESSIONAL GROWTH AND STAFF DEVELOPMENT

10.1A. The Board will include in its budget $21,000. This amount will be available for approved courses. Course Approval & Reimbursement Forms submitted to the administration will be returned to the individual teacher within ten (10) working days. After approval, a copy of the form should be sent to the SAU by the administrator.

Only graduate level courses or courses required to fulfill job requirements, improve job performance or promote professional development shall receive reimbursement, unless the Superintendent or his/her designee specifically approves an undergraduate level course. Only graduate level courses will count towards any lane changes.

B. Distribution of this sum of money will be made according to the guidelines set forth in Appendix C.

10.2 Each teacher is expected to take part in the current SAU Staff Development Plan.

10.3 The Board and District shall continue the current practice of reimbursement for professional workshops and conferences.

10.4 The Board will include in its budget $18,500. This amount is to be used for professional workshops and conferences by the members of the bargaining unit. The building administration reserves the right to send staff members to particular workshops and/or conferences. Every effort will be made to make professional development available during teacher workdays and early release days so that it will enable teachers to minimize the amount of classroom time missed. After May 30th any unexpended funds will be diverted to course reimbursement as outlined in Appendix C.

ARTICLE XI

INSURANCE BENEFITS

11.1A. The Sunapee School District shall provide a choice of BC/BS Blue Choice 3-tier (BC10-10/20/45) health insurance or Matthew Thornton Blue (MTB5-10/20/45). The premiums for either policy will be paid as follows: 80% District / 20% member. In order to change to an equivalent policy, written approval by the STA is required. Either party may reopen negotiations on insurance issues. Failure to reach agreement on any changes will result in no change to the current benefit.

B. The District will pay 100% of the premiums for any couples employed by the District.

C. A person who is employed less than full-time is entitled to the same insurance policy. The premiums paid by the District will be equivalent to the ratio at which the employee is hired; i.e. when a person is employed at half time the District will pay 50% of the premiums normally paid for a full-time employee.

D. If an employee elects not to participate in the health insurance program, said employee will be paid $1,000 annually as a buy-out option. However, in the case of married couples employed by the District for which the District pays 100% of the insurance under section 11.1(B), there will be no buy-out for either spouse under this section. This $1,000 payment will be paid across the 22 or 26 pay periods as selected by the employee.

11.2 The Board shall provide for each employee and his/her eligible dependents coverage

for Delta Dental Insurance. The School District will pay 95% of the premiums and the employees will pay 5% of the premiums.

The following is the coverage for the plan:
Coverage A 100% Diagnostic & Preventive
Coverage B 75% Restorative
Coverage C 50% Prosthodontics- including implants
Deductible 0%
Yearly Max $750 Maximum amount the plan will pay per person per Contract Year.

11.3 The Board shall provide each employee with a life insurance policy with a face amount equal to the employee's yearly salary (nearest thousand), which will be paid to the designated beneficiary.

ARTICLE XII

DUES DEDUCTIONS / AGENCY FEES

12.1 Upon written authorization from the bargaining unit member, the employer shall deduct dues, assessments and contributions in the Association as established by the Association. Such authorization shall continue in effect throughout the school year unless revoked in writing according to the procedures outlined in the NEA-New Hampshire Constitution and Bylaws. Pursuant to such authorization, the employer shall deduct from each regular salary check such dues, assessments and contributions beginning with the third (3rd) regular salary check and continuing for a total of twenty (20) consecutive pay periods and forward to the Association's treasurer.

ARTICLE XIII

NOTICE UNDER AGREEMENT

13.1 Whenever written notice to the Board is provided for in this Agreement, such notice shall be addressed to the Sunapee School Board Chairperson and the Superintendent of Schools at the current SAU mailing address.

13.2 Whenever written notice to the Sunapee Teachers' Association is provided for in this Agreement, such notice shall be addressed to the President of the Sunapee Teachers' Association at his/her current address.

ARTICLE XIV

DURATION AND RENEWAL

14.1 The provisions of this Agreement will remain in full force and effect until August 31, 2019. This Agreement may be amended upon mutual agreement of the parties. Any changes will be reduced to writing, signed by the duly authorized representatives of the parties and adopted thereto.

14.2 Only cost items shall be submitted to the legislative body of the public employer for approval. If, in the initial submission of a newly negotiated Agreement, the legislative body rejects any part of the submission, or while accepting the submission takes any action which would result in a modification of the terms of the cost item submitted to it, either party may reopen negotiations on all or part of the entire agreement.

ARTICLE XV

SALARIES AND SALARY SCHEDULE

15.1A. Members of the bargaining unit (except nurses, see 15.1B) shall be paid according to the salary schedule set forth in Appendix D. In order to move from one place to another, the documentation for credits or degree earned must be received by the SAU office no later than October 1st of the year the change is to take place.

B. Nurses employed by the District shall be paid based on their years of experience in nursing in the Bachelor's lane of Appendix D at a rate of 80% for an Associates Degree and 90% for a Bachelor's Degree.

15.2 All teachers employed by the District shall each year be given full credit on the salary schedule for full years of previous teaching experience.

15.3 Placement on the salary schedule, for all teachers employed by the District, shall be in accordance with the teacher's total previous years of experience, highest degree, and the number of credits earned beyond said degree. Credit will be given for all years of teaching experience. The Superintendent or his/her designee may award credit for relevant non-teaching experience, however, s/he must provide the STA President with the specific information. Once under contract, no new evidence shall be accepted for the purpose of initial salary schedule placement.

15.4 Any bargaining unit member, asked and agreeing to work days beyond those of the contract year, will be paid at the rate of one, one hundred eighty-fifth (1/185) of his/her contract pay per diem for professional services.

15.5 Employees hired less than full-time (as per Article IX) shall be paid as follows:

A. Employees at the Sunapee Central Elementary School hired less than full-time (as per Article IX) shall be paid proportionally based on his/her schedule.

B. Employees at Sunapee Middle High School hired less than full-time (as per Article IX)

shall be paid .165 x (number of classes) x (salary).

C. When a part-time employee is asked to monitor a study hall (or similar duty) the teacher will be compensated at a rate of 1/7 times the base pay of the teacher's current lane for each period of duty. The amount can be prorated in the same way as in Article IX section 9.1Ca.

15.6A Employees engaged in co-curricular activities shall receive a stipend as established in Appendix E.

B. Procedure for establishing new co-curricular activity:

1. Written permission must be obtained from the building principal prior to initiating a new co-curricular activity or club.
2. Total of $1000/school will be budgeted annually and dispensed at the principal's discretion for all new pilot programs.
3. After two successful years the principal may notify the Superintendent and the STA President of the desire to add the activity or club to Appendix E of the master contract. The stipend is to be negotiated.

15.7 Loyalty, Longevity, Retirement Plan. A teacher will receive his/her regular salary and an additional amount (to be paid across the 22 or 26 pay periods as selected by the employee) for his/her last year of teaching in the Sunapee School District upon written notification to the Superintendent of Schools of his/her intent to retire. The notification must be received by the Superintendent not later than November 1st of the school year prior to the desired retirement year. The teachers' retirement date shall be at the end of the following school year. The criteria are determined by the contract in effect on the date of the letter of notification and years of experience in Sunapee at the time of retirement.

The following criteria must be met in order to be eligible:

A. The teacher must have been a full-time teacher in Sunapee for a minimum of fifteen (15) years to receive an additional $14,000 or a full-time teacher in Sunapee for a minimum of twenty (20) years to receive an additional $16,000. A part time teacher will be eligible to receive a prorated amount for their years of service in Sunapee.

B. Be at least fifty-five (55).

The teacher may retract his/her intention to retire by notifying the Superintendent prior to the first day of the next school year following the November 1st notification date.

APPENDIX A

GRIEVANCE REPORT FORM

Grievance No _____ _____School District

To _____
(Principal)

Complete in triplicate with copies to:
1. Principal
2. Superintendent
3. Association

_____ _____ _____
School Name of Grievant Date Filed

LEVEL A

Date of Grievance: _____

1. Statement of Grievance (Be sure to include the specific violation or condition with proper references to the contract Agreement): _____

_____ _____
Signature Date

2. Answer given by Principal: _____

_____ _____
Signature Date

3. Position of Grievant: _____

_____ _____
Signature Date

LEVEL B

Grievance No.: _____

1. Date received by Superintendent and/or Asst. Superintendent: _____

2. Answer given by Superintendent and/or Asst. Superintendent: _____

_____

_____

_____ _____
Signature Date

3. Position of Grievant: _____

_____

_____

_____ _____
Signature Date

LEVEL C

1. Date received by School Board: _____
2. Date of School Board Meeting: _____
3. Answer given by School Board: _____

_____

_____

_____ _____
Signature Date

4. Position of Grievant: _____

_____

_____

_____ _____
Signature Date

LEVEL D

Date submitted to Binding Arbitration: _____

_____

APPENDIX B

SUNAPEE TEACHERS' SICK BANK

Eligible staff may contribute up to two of their sick/bereavement leave days to a sick bank annually which will act as a pool which may be drawn upon after a member with a prolonged illness has exhausted his/her own sick/bereavement leave days. This bank may accumulate up to a total of two times the eligible membership. The program will be administered by the teachers' elected representatives.

I. Membership- Membership in the sick bank will be voluntary.

A. All Sunapee teachers who are eligible members of the bargaining unit will have the opportunity to join the Sunapee Sick Bank Program.

B. All teachers will be given the opportunity in writing to make a decision to join, remain or not to participate in the program by the end of September.

C. Participation in the bank will constitute a teacher donating two of his/her annual sick/bereavement leave days into the bank each year of membership, if needed. Once designation of membership into the sick bank program has been made, the days cannot be withdrawn.

II. Administration

A. It shall be the responsibility of the three-member Sick Bank Committee to inform the Superintendent of Schools of the benefits granted to its (the Sick Bank) members.

B. The Sick Bank Committee will be chosen by the members of the Sunapee Teachers' Association and will continue in effect until the teachers choose a new committee the following fall.

C. Records will be maintained by the Sick Bank Committee which will be shared yearly with the SAU office.

D. One person on the Sick Bank Committee will act as bookkeeper for the bank, maintaining and updating records.

II. Benefits- A member will only become eligible for benefits after he/she has exhausted his/her own accumulated sick/bereavement days.

A. Two types of administration of benefits will qualify:

1. Emergency non-planned sickness or injury. This will constitute the teacher being unable to personally (phone or in person with full control of his/her faculties) apply for benefits. Sick days will be granted on an as needed basis with determination based solely on need of the incapacitated member. Under this situation, it will be the responsibility of the Sick Bank Committee to act on behalf of the member without a request from the member.

2. Planned or expected sick leave. This will constitute all non-emergency situations when a member is capable to plan or determine his/her elected surgery or treatment, convalescence, and so forth. This will include disability arising from pregnancy but not maternity leave.

a. The member shall in writing specifically give in detail a request to the Sick Bank Committee for the expected days of absence needed.

b. It shall then be the responsibility of the Sick Bank Committee to determine what it considers to be the best course of action in the individual case.

The Committee may:

1. Approve the days off requested
2. Offer a counter proposal
3. Refuse the request

c. A member will receive a written copy of the Committee's reply within a reasonable period of time.

d. The member will have the right to appeal the Committee's decision at a special meeting of the Sick Bank Membership. With the use of a secret ballot by the members, a majority of members will determine the outcome of the appeal. Both the member and the Committee will present its reasons or actions to the membership.

3. Teachers who leave Sunapee will have their donated days deducted from the bank when they leave.

III. How the Sick Bank Works

A. Approved days will be taken from the Sick Bank on the first-come basis documented by a signed letter to the Superintendent from the Sick Bank Committee.

B. Each member may have from 0 to 2 days of his/her individual 15 annual sick/bereavement leave days deducted from his/her account and placed in the Sunapee Sick Bank.

1. Days deducted from individuals will be based on total allowable days in the Sick Bank. No one will have days deducted unless a need exists for additional days up to the maximum in effect at the time.

2. When the number of days in the Sick Bank falls below the maximum, days will be donated in the following manner:

New staff may donate up to 2 days, after which staff member will be asked in alphabetical order to donate one day to reach the maximum number of days.

APPENDIX C

COURSE MONEY DISTRIBUTION

The deadlines for submitting the Course Approval & Reimbursement Form, Proof of Grade, and Proof of Payment to the Teachers' Course Payment Committee are:

September 30th for summer courses
January 30th for fall courses
May 30th for spring courses

Applicants shall not be entitled to reimbursement for a course unless the grade earned is a "B" or better, or a grade of "pass" in a pass/fail course.

After May 30th, the total money for course reimbursement (Article 10.1A) and any unexpended funds from professional workshops and conferences (Article 10.4) will then be equally distributed to applicants one credit at a time until all funds are distributed. If funds are not available to reimburse a full credit for each applicant (whichever credit we have reached), then the remaining money will be divided equally among the applicants so that each applicant's credit in question will receive equal partial payment. Anyone missing a deadline cannot expect payment. If there are funds remaining at the end of the fiscal year after all other commitments are met, consideration will be given to late claims.

The above plan will be administered by the STA Course Payment Committee. The plan requires that course selections have met with administrative approval prior to each applicant's request for reimbursement. Use the attached form or get one from the building representative.

COURSE APPROVAL & REIMBURSEMENT FORM

1) Teacher submits Course Approval & Reimbursement form to the building administrator for course approval
2) Course Approval & Reimbursement Forms submitted to the building administrator must be returned to the individual teacher within ten (10) working days.
3) Approved forms are retained by the individual teacher until the course is completed and a grade has been received.
4) When the course is completed, the teacher is responsible for submitting the Course Approval & Reimbursement Form, Proof of Grade, and Proof of Payment to the STA Course Payment Committee.
5) The deadlines for submitting the required paperwork are:

a) September 30th for summer courses b) January 30th for fall courses c) May 30th for spring courses

Date of application _____

Course Requested for Fall Spring Summer (circle one)

Name of Applicant _____

Course name(s)	Cost per Credit	Total Credits	Date Offered

Name of Institution offering Courses _____

The above courses have/have not (circle one) been approved by the administration

_____
Administrator's Signature

*Copy sent to the SAU by Administrator

Approval for Payment Section

The Course Payment Committee has approved payment of _____ to _____

for the following courses:

_____

_____

_____

_____ _____
Chairman of the Course Payment Committee Date

School Year 2016-2017 (year 1)

STEP	BA	BA+15	BA +30	MA	MA+15
0	38,715	40,651	42,587	44,522	46,458
1	40,651	42,587	44,522	46,458	48,394
2	42,587	44,522	46,458	48,394	50,330
3	44,522	46,458	48,394	50,330	52,265
4	46,458	48,394	50,330	52,265	54,201
5	48,394	50,330	52,265	54,201	56,137
6	50,330	52,265	54,201	56,137	58,073
7	52,265	54,201	56,137	58,073	60,008
8	54,201	56,137	58,073	60,008	61,944
9	56,137	58,073	60,008	61,944	63,880
10	58,073	60,008	61,944	63,880	65,816
11	60,008	61,944	63,880	65,816	67,751
12	61,944	63,880	65,816	67,751	69,687
13	63,880	65,816	67,751	69,687	71,623
14	65,816	67,751	69,687	71,623	73,559
15	67,751	69,687	71,623	73,559	75,494

School Year 2017-2018 (year 2)

STEP	BA	BA+15	BA +30	MA	MA+15
0	39,463	41,436	43,409	45,382	47,356
1	41,436	43,409	45,382	47,356	49,329
2	43,409	45,382	47,356	49,329	51,302
3	45,382	47,356	49,329	51,302	53,275
4	47,356	49,329	51,302	53,275	55,248
5	49,329	51,302	53,275	55,248	57,221
6	51,302	53,275	55,248	57,221	59,195
7	53,275	55,248	57,221	59,195	61,168
8	55,248	57,221	59,195	61,168	63,141
9	57,221	59,195	61,168	63,141	65,114
10	59,195	61,168	63,141	65,114	67,087
11	61,168	63,141	65,114	67,087	69,060
12	63,141	65,114	67,087	69,060	71,033
13	65,114	67,087	69,060	71,033	73,007
14	67,087	69,060	71,033	73,007	74,980
15	69,060	71,033	73,007	74,980	76,953

School Year 2018-2019 (year 3)

STEP	BA	BA+15	BA +30	MA	MA+15
0	40,270	42,284	44,297	46,311	48,324
1	42,284	44,297	46,311	48,324	50,338
2	44,297	46,311	48,324	50,338	52,351
3	46,311	48,324	50,338	52,351	54,365
4	48,324	50,338	52,351	54,365	56,378
5	50,338	52,351	54,365	56,378	58,392
6	52,351	54,365	56,378	58,392	60,405
7	54,365	56,378	58,392	60,405	62,419
8	56,378	58,392	60,405	62,419	64,432
9	58,392	60,405	62,419	64,432	66,446
10	60,405	62,419	64,432	66,446	68,459
11	62,419	64,432	66,446	68,459	70,473
12	64,432	66,446	68,459	70,473	72,486
13	66,446	68,459	70,473	72,486	74,500
14	68,459	70,473	72,486	74,500	76,513
15	70,473	72,486	74,500	76,513	78,527

APPENDIX E
SUNAPEE TEACHERS ASSOCIATION
CO-CURRICULAR STIPENDS

POSTION	2016-2019 0-5 YEARS	2016-2019 6 OR MORE YEARS	
Varsity Soccer - Boys	$3,003	$4,095	Credit for prior years experience will be given at the discretion of the AD and Principal
Varsity Soccer - Girls	$3,003	$4,095	
J.V. Soccer-Boys	$2,102	$2,867	
J.V. Soccer - Girls	$2,102	$2,867	
M. S. Soccer--Boys	$1,261	$1,720	
M. S. Soccer-Girls	$1,261	$1,720	
Varsity Volleyball	$3,003	$4,095	Formula for Varsity JV, and M. S. sports are: Varsity 100% JV 70% of Varsity M.S. 60% of JV
J. V. Volleyball	$2,102	$2,867	
M. S. Volleyball	$1,261	$1,720	
Varsity Golf	$3,003	$4,095	
Varsity Basketball - Boys	$3,303	$4,505	
Varsity Basketball - Girls	$3,303	$4,505	
J. V. Basketball – Boys	$2,312	$3,153	
J. V. Basketball - Girls	$2,312	$3,153	
M. S. Basketball - Boys	$1,387	$1,891	
M. S. Basketball - Girls	$1,387	$1,892	
Varsity Alpine Skiing	$2,492	$3,399	
Varsity X-C Skiing	$2,492	$3,399	
Varsity Ski Jumping	$2,492	$3,399	
M. S. Alpine Skiing	$1,387	$1,892	
Varsity Cheerleading	$2,492	$3,399	
Varsity Baseball	$3,003	$4,095	
Varsity Softball	$3,003	$4,095	
J. V. Baseball	$2,102	$2,867	
J. V. Softball	$2,102	$2,867	
M. S. Baseball	$1,261	$1,720	
M. S. Softball	$1,261	$1,720	
Varsity Track	$3,003	$4,095	
M. S. Track	$1,261	$1,720	

APPENDIX E - Continued

Athletic Director	$3,494	
Senior Class	$1,638	
Junior Class	$1,638	
Honor Society	$1,092	
HS Student	$1,092	
MS Student	$1,092	
Fall Play Director	$2,730	
Fall Stage Work	$1,092	
Spring Play	$2,730	
Spring Stage Work	$1,092	
Musical	$819	
Choreographer for	$546	
Granite State	$819	
Nature's	$546	per person
Model UN	$1,092	
Harvard Model	$1,092	
Chess Club	$1,092	
Robotics Team	$1,092	
Art Club Advisor	$1,092	
Art Show	$819	
Graduation (2)	$546	per person
Prize Speaking	$546	

Stipends are per position unless otherwise specified

In ***WITNESS HEREOF***, THE PARTIES HAVE EXECUTED THIS AGEEMENT on this 6 Day of April 2016 as of the date and year first written above.

SUNAPEE SCHOOL DISTRICT

By _____

By April Royce

By _____

By _____

By _____

SUNAPEE TEACHERS' ASSOCIATION

By Dawn M Slayton

By _____