

**TIMBERLANE REGIONAL SCHOOL DISTRICT**

# **AGREEMENT**

**TIMBERLANE REGIONAL SCHOOL BOARD  
and the  
TIMBERLANE TEACHERS' ASSOCIATION,  
AFT Local 4796, AFT/NH, AFL-CIO**

## **2024-2027**

**THIS AGREEMENT WAS RATIFIED BY THE TIMBERLANE TEACHERS' ASSOCIATION ON NOVEMBER 15, 2023  
AND BY THE TIMBERLANE REGIONAL SCHOOL BOARD ON DECEMBER 21, 2023.**

**APPROVED BY THE VOTERS ON MARCH 12, 2024.**

**30 GREENOUGH ROAD, PLAISTOW, NH 03865**

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**ARTICLE 1**  
**RECOGNITION**

**[1.1] BARGAINING UNIT REPRESENTATIVE**

Pursuant to the provisions of 273-A of the New Hampshire Revised Statutes Annotated, the Timberlane Regional School District ("District") recognizes the Timberlane Teachers' Association ("Association"), Local 4796, AFT/NH, AFL-CIO as the exclusive representative of the Bargaining Unit.

**[1.2] BARGAINING UNIT DEFINITION**

The Bargaining Unit consists of full-time and part-time professional employees of the Timberlane Regional School District including school nurses and professional employees whose positions require either certification by the State Board of Education and/or licensure/endorsement by an appropriate New Hampshire State board or agency or the Behavior Analyst Certification Board as a professional engaged in classroom teaching, to include specialists such as art, music, physical education, industrial arts, school counselors, educational strategists, school psychologists, social workers, associate school psychologists, speech therapists, occupational therapists, behaviorists, physical therapists, reading consultants, and librarians (media generalists). Interventionists who hold certification as required by the School District also are included in the bargaining unit. For the behaviorist position, in the event the State of New Hampshire offers licensure or certification/endorsement for this position or area, the behaviorist shall be required to obtain the appropriate New Hampshire credential.

**[1.3] BARGAINING UNIT EXCLUSION**

Superintendents, assistant superintendents, principals, assistant principals, department heads, district coordinators, district directors, business administrators, persons employed by the State Board of Education, or teaching principals are excluded from the negotiation unit and from this definition of professional employees.

Bargaining unit members working less than a full-time but a 50% or more schedule shall receive pro-rated benefits. Members working less than a 50% work schedule will receive no benefits.

Note: The parties agree to file the necessary modification petition with the NH PELRB upon approval of this contract by the voters.

**[1.4] NEW POSITIONS**

In the event the School Board adds new positions to the School District, which are in question as to whether or not they are appropriate to the Bargaining Unit; it shall be resolved by the PELRB.

**[1.5] DUTY OF FAIR REPRESENTATION**

The Association agrees to equally represent all professional employees in the unit designated above without discrimination and without regard to membership in the Association.

**ARTICLE 2**  
**JURISDICTION AND AUTHORITY OF THE SCHOOL BOARD**

**[2.1] BOARD AUTHORITY**

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] RESERVATION OF AUTHORITY**

The parties understand that the Board may not lawfully delegate the power or authority which, by law, is vested in it, nor may the Superintendent lawfully delegate the power or authority which, by law, is vested in him, and this Agreement shall not be construed so as to constitute a delegation of the power or authority of either.

**ARTICLE 3**  
**NEGOTIATION PROCEDURE**

**[3.1] NOTICE OF INTENT TO NEGOTIATE**

Should either party desire to negotiate a new schedule of salaries and salary related employee benefits for the school year following expiration of this Agreement, it shall notify the other party at least twelve (12) months prior to expiration, and the parties shall meet within thirty (30) days or sooner after the notification for the purpose of submitting salary and/or employee benefit proposals.

### **[3.2] COST ITEMS**

All cost items shall be submitted to the Timberlane Regional School District Meeting in accordance with RSA 273 -A:3IIb. The Board shall make a good faith effort to secure the funds necessary to implement said Agreements. If such funds are not forthcoming, the Board shall consult with the Association, with respect only to the matters affected thereby, in order to determine whether any portion of the provision previously agreed to by the parties, may be implemented. If agreement is not reached by the budget submission date, it is recognized that the Board, in the course of meeting its statutory obligations and responsibilities, must submit to the Timberlane Budget Committee such proposals of an economic nature as appear suitable at the time and under prevailing circumstances.

### **[3.3] MODIFICATIONS TO THE AGREEMENT**

For the duration of this Agreement, the Board agrees not to negotiate with any teachers' group or association other than the designated unit in regard to any matter subject to negotiation under Article 1 of this Agreement. However, this provision shall not prevent the Board from communicating or consulting with any individual teacher or group of teachers for any purpose the Board shall deem desirable in the discharge of its responsibilities nor shall it preclude any teacher from appearing before the Board in his/her own behalf on matters relating to his/her employment by the Board. However, the Board recognizes that this Contract cannot be altered for members of the Bargaining Unit without specific written agreement between the Board and the Association.

## **ARTICLE 4** **GRIEVANCES**

### **[4.1] DEFINITION**

This article provides for an orderly and sole procedure for the processing of employees and School Board grievances pertaining only to the interpretation or application of express provisions of this Agreement. The Board encourages the Association to pursue issues not grievable under this contract through the regular chain of command. The negotiated grievance procedure may not and shall not cover any matter for which statutory appeals procedures exist except as expressly provided in this Agreement.

#### **[4.1.1] BUSINESS DAYS**

Business Days for purposes of Article 4 shall mean Mondays through Fridays, excluding legal holidays and school vacations other than summer vacation.

#### **[4.2] TIME LIMITS**

A grievance to be considered under this procedure must be presented to the second party within fifteen (15) business days of its occurrence, or within fifteen (15) business days of when the first party should have reasonably known of its occurrence. Once the grievance is being considered, the failure of the aggrieved party to appeal a decision, or lack of a decision, rendered at a given step in the procedure to the next step within the specified time limit constitutes explicit acceptance of the decision and is a waiver of further appeal of said decision. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. The time limits specified may, however, be extended by mutual agreement, in writing. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the year, the time limits set forth herein may be reduced by mutual agreement, in writing, so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practical.

#### **[4.3] REPRESENTATION**

Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. The employee, by his/her request, may be accompanied by a representative of the Association at any step of the grievance procedure. It is understood that the employee shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board and administration until such grievance and any effect thereof shall have been fully determined. The following grievance procedure applies to individual employees.

#### **[4.4] INFORMAL PROCEDURE**

An employee shall first take up his/her grievance informally with the Principal. The Principal shall meet with the employee and attempt to resolve the grievance. The employee shall notify the Principal that their discussion constitutes the informal procedure of the grievance process. The Principal must render his/her decision within five (5) business days of the meeting.

## **[4.5] FORMAL PROCEDURE**

### **[4.5.1] Step 1**

If the matter is not resolved by written or verbal response to the satisfaction of the employee, he/she shall set forth his/her grievance in writing to the Principal, within five (5) business days, specifying: (a) the nature of the grievance and date occurred; (b) the specific language in this Agreement that allegedly was breached; (c) the nature and extent of the injury, loss, or inconvenience; (d) the results of previous decisions; and (e) his/her dissatisfaction with the decisions previously rendered. The Principal shall communicate his/her decision to the employee, in writing, within five (5) business days of receipt of the written grievance.

### **[4.5.2] Step 2**

If no satisfactory settlement is reached through the informal procedure, the employee, no later than ten (10) business days after receipt of the Principal's decision, may appeal the Principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made, in writing, reciting the matter submitted to the Principal, as specified above, and the employee's dissatisfaction with decisions previously rendered. The Superintendent shall meet with the employee and Principal to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) business days. The Superintendent shall communicate his/her decision, in writing, to the employee and the Principal, within ten (10) business days after the meeting.

### **[4.5.3] Step 3**

If the grievance is not resolved to the employee's satisfaction, s/he may request a review by the School Board, no later than ten (10) business days after receipt of the Superintendent's decision. The request shall be submitted, in writing, through the Superintendent of Schools who shall attach all related papers and forward the request to the School Board within three (3) business days. The School Board shall review the grievance and shall hold a hearing with the employee, within thirty (30) business days of notification, and render a decision, in writing, within twenty (20) business days of the hearing by the School Board.

If the decision of the School Board does not resolve the grievance and the Association determines that the matter should be reviewed further, it shall, in writing, so advise the Board through the Superintendent within fifteen (15) business days of receipt of the Board's decision. The Association may then initiate a request for arbitration under the procedure set forth in section 4.5.3 herein, within thirty (30) business days of notice.

If the parties disagree as to the meaning or interpretation of any of the provisions of this Agreement, either party may utilize the grievance procedure set forth in Article 4 in order to resolve said dispute. The moving party will notify the other party of its grievance, in writing, and following the response to the grievance; the moving party may then initiate a request for arbitration.

No matter shall be considered a proper subject for arbitration or be subject to the arbitration provision set forth herein, if it pertains to (a) any matter for which a specific method of review is prescribed by law, or (b) any rule or regulation of the State Commissioner of Education, or (c) any by-law of the Board pertaining to its internal organization, or (d) any matter which, according to law, is either beyond the scope of Board authority or limited to unilateral action by the Board alone, or (e) a complaint of a non-continuing contract teacher as defined by RSA 189:14-a which arises by reason of his/her not being re-employed, a grievance to challenge or overturn a termination; or (f) a complaint by any certified personnel occasioned by appointment to or lack of appointment to, retention in, or lack of retention in any position for which continuing contract status is either not possible or not required.

Such request can be honored only if the Association waives the right, if any, in writing, of said Association to submit the underlying dispute to any other administrative or judicial tribunal except for the purposes of enforcing the arbitrator's award.

### **[4.5.4] Step 4**

Procedure for Securing the Services of an Arbitrator - The following procedure will be used to secure the services of an Arbitrator, unless the parties mutually agree on the appointment of an arbitrator:

A request shall be made to the American Arbitration Association (AAA) to submit a roster of persons qualified to function as arbitrators in the dispute in question. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they shall request the American Arbitration Association to submit a second roster of names.



If the parties are unable to determine, within ten (10) business days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.

The hearing before the arbitrator will be held within thirty (30) calendar days or as soon as possible. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. S/he may add nothing to nor subtract anything from the Agreement between the parties. The findings of the arbitrator shall be final and binding. Only the School Board and the aggrieved and his/her representative shall be given copies of the arbitrator's report. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearing.

The School Board and the Association shall assure all parties freedom from restraint, interference, coercion, discrimination, or reprisal in presenting their appeal with respect to their personal grievances.

#### **[4.6] COSTS**

Each party shall bear the total cost incurred by itself.

All fees or costs paid to the AAA, except for the filing fee of the initiator, if any, are the only costs which will be shared by the two parties and such costs shall be shared equally.

#### **[4.7] EXPEDITIOUS RESOLUTION**

Judgment to process a grievance under this provision shall not indicate agreement as to the validity of the grievance, but only that the parties view such action as an expeditious means of resolving said grievance.

The School Board and the employee recognize and endorse the importance of bringing to light and adjusting grievances promptly. The initiation of a grievance, in good faith by an employee, will not cast any reflection on his/her standing with the Administration or his/her loyalty and desirability to the District nor will the grievance be considered as a reflection on the Administration or the School Board.

### **ARTICLE 5 LEAVES OF ABSENCE**

#### **[5.1] PERSONAL ABSENCE**

Up to three (3) personal days shall be granted to each employee each school year for personal, family, religious or legal business, which requires the employee's absence and cannot be conducted outside school hours. The employee shall not be required to specify the reason for personal days. The employee shall give the building principal at least two (2) calendar days advance notice that a personal day is needed, except in the case of an emergency. The maximum number of personal days which may be used on the same day is three (3) at Sandown Central, four (4) at Danville Elementary School, four (4) at Atkinson Academy, five (5) at Pollard Elementary School, four (4) at Sandown North Elementary School, seven (7) at the Middle School and nine (9) at the High School. Personal days may not be utilized on the contract day before or the contract day after a vacation, holiday or other leave, except in the case of an emergency. A personal day shall not be recreational in nature.

#### **[5.2] SICK LEAVE**

##### **[5.2.1] ACCUMULATION**

On the first work day of the work year, each employee shall be granted 15 days of paid sick leave. Sick leave may be utilized at the employee's discretion for any FMLA purpose, the employee's own illness, other family illness of the employee's parent, spouse, child, or other person who resides in the employee's household or for whom the employee has caretaking responsibilities, or for any other purpose as may be approved at the discretion of the Superintendent. Sick leave days shall accumulate up to one hundred twenty (120) total days. Salary settlements will incorporate the 1.5 days per month concept. Sick leave may be taken in quarter (1/4) hour increments.

##### **[5.2.2] EVIDENCE OF DISABILITY OR SICKNESS**

The Superintendent may make reasonable demands for satisfactory evidence of a disability or sickness, including a second opinion from a mutually agreed to physician, at District expense, in those cases involving more than five (5) continuous days.

##### **[5.2.3] BENEFITS ON LEAVE**

No combined employee benefits (sick leave, disability leave, workers' compensation, or jury duty) will allow a teacher to gain in excess of 100% of existing daily rate of salary. If an employee is eligible to receive workers' compensation, the District's obligation to pay sick leave benefits shall be reduced by the amounts actually received

from workers' compensation benefits. The employee's assessed sick leave time will be prorated in accordance with the workers' compensation contribution.

**[5.2.4] SUBSTITUTE PLANS** No employee shall be required to prepare substitute plans for more than the first three (3) school days of absence.

### **[5.3] DISABILITY BANK**

#### **[5.3.1] DEFINITIONS**

Disability - A medical condition, physical or mental, which causes one to be unable to perform his/her contractual obligation for a period of twenty (20) contract days or more.

Disability Bank - A pool of paid leave days that may be drawn upon after any and all individually accumulated sick leave days have been exhausted.

#### **[5.3.2] ESTABLISHMENT OF BANK**

The bank will be established the first work day of each school year, allowing carry-over from the previous year, if such carry-over exists, so that the pool could reach a maximum of one thousand (1,000) days. If the carry-over from one year does not drop below four hundred (400) days by September 1, of the next year, members will not be required to contribute one of their individually authorized sick leave days to the pool. If the total number of days in the disability bank pool drops below four hundred (400) days, all members of the full unit with at least one full year of service to the District will contribute one of their individually authorized sick leave days on the first work day of the next school year.

#### **[5.3.3] BOARD OF REVIEW**

A Board of Review will be established to determine the assignment of days from the pool. This Board of Review shall only have control over the assignment of extended disability leave benefits from the pool. A minimum of four (4) affirmative votes is required for approval. The Board of Review shall consist of:

- The President of the Timberlane Teachers' Association or his/her designee and one (1) additional person appointed by the TTA president;
- The Association Building Representative of the employee in question, or a member of the unit chosen by the applicant;
- The Building Principal of the employee in question;
- The Superintendent of Schools or his/her designee;
- The School Board Chairman or his/her designee.

#### **[5.3.4] DISTRIBUTION OF BENEFITS**

Members of this unit with at least one year of service to the District may apply for a number of days consistent with a one for one match of their individual sick leave accumulation as of the end of the previous contract year brought forward to the year of the onset of the disability. The combined benefit of accumulated personal sick leave and disability bank leave may not exceed two hundred forty (240) days and may carry over from one contract year to another. Teachers with less than one full year of service in the District will not be required to contribute one of their individual accumulated sick leave days to the disability leave bank. The Board of Review reserves the right to request reapplication and documentation for everyone requesting more than fifty (50) days from the pool. Any benefits will be minus other insurance coverage (i.e. workers' compensation, Social Security, etc.).

#### **[5.3.5] WORKER PROTECTION**

The District will allow unit members to be reimbursed up to three (3) sick days from the Sick Bank for injuries that occur at the work site or in the off-site performance of their duties not covered under other benefits.

### **[5.4] MATERNITY/CHILDBEARING LEAVE**

Maternity/Childbearing Leave shall be granted without pay upon proper notification to the Superintendent for the period of temporary physical disability resulting from pregnancy, childbirth or related medical conditions. The teacher shall request such leave, in writing, at least two (2) months in advance of the expected date of delivery. The request shall include (a) the expected date of termination of employment (b) the estimated date of delivery, and (c) the expected date of return to employment. Return from leave must coincide with the day on or after the successful post partum examination by the teacher's attending physician. Accumulated sick leave may be used prior to the commencement of an approved child rearing leave for documented disability time. A teacher who is pregnant may

continue in active employment until as late into her pregnancy as she desires, provided, any determination relative to her ability to continue or not continue will be based on competent medical evidence. Once the period of temporary physical disability resulting from pregnancy, childbirth or related medical conditions has expired, the District will provide job placement in the same position or in a similar position in which the employee is certified/licensed.

**[5.5] CHILD REARING/PATERNITY/FOSTER AND ADOPTED PARENT LEAVES**

Child rearing leave of one year shall be granted without pay or other benefits except as stated in the following paragraph to teachers with two (2) years of service with the School District. The teacher shall request such leave, in writing to the Superintendent, two (2) months in advance of the expected date of delivery. The request shall include (a) the expected date of the leave, (b) the expected date of return to employment, and (c) expected delivery date. As much notice as possible of leave for acceptance of foster children or the adoption of children will be given by the employee. Once the leave has expired, the School District will provide job placement in either the same position or in a similar position or in a position in which the employee is certified. Return from leave must coincide with the start of one of the four (4) quarters of the school calendar. Any change in the date of return shall require prior approval of the Superintendent. Such approval will not be unreasonably denied. In the event unforeseen circumstances occur surrounding the birthing process, said teacher shall be allowed to return to employment at the completion of the recovery/recuperation. Any employee who works two (2) or more complete quarters during one (1) contract year will be eligible for advancement consistent with the next step on the salary schedule for the following year, plus any school improvement pay. Teachers returning from child rearing leave will retain their benefits earned prior to the commencement of their leave. Teachers already enrolled in the District medical program will be continued in that program through the calendar month following the month they begin the approved leave. Beyond this, teachers may elect to continue the group health and life insurance coverage at their own expense during the term of their leave.

**[5.6] BEREAVEMENT LEAVE**

An employee shall be granted reasonable absences because of death in his/her immediate family with pay, not to exceed five (5) days per bereavement. In determining reasonable absence, consideration shall be given to the relationship of the employee to the deceased, the responsibility of the employee for making funeral arrangements and the distance traveled. Additional days with pay may be granted at the discretion of the Superintendent. An employee's immediate family shall be considered as husband, wife, domestic partner who resides in the employee's household, child, stepchild, parent, stepparent, sibling, stepsibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, son-in-law and daughter-in-law. For other persons residing in the same household the employee shall be granted bereavement leave not to exceed four (4) days. An employee shall be granted reasonable absences with pay because of the death of his/her uncles, aunts, first cousins, nieces and nephews, not to exceed two (2) days per bereavement. Additional consideration for bereavement leave shall be granted at the discretion of the Superintendent of Schools in those cases not considered immediate family.

**[5.7] SABBATICAL LEAVE**

**[5.7.1] NUMBER GRANTED**

Sabbatical leave for approved full-time study, or for other approved educational activities, will be available to as many as three (3) members of the unit each year, provided the granting of such leave will not, in the opinion of the Superintendent and Board, impair the effectiveness of instruction within the educational system.

**[5.7.2] ELIGIBILITY**

To be eligible for Sabbatical Leave, a professional employee shall have been employed in a professional capacity by the Timberlane Regional School District for at least seven (7) consecutive years.

**[5.7.3] LEAVE OPTIONS**

Sabbatical Leave may be granted for one (1) school year at a fifty percent (50%) rate of pay and fifty percent (50%) insurance benefit for the period of absence provided the recipient is enrolled in a full-time approved program as defined by the institution the teacher is attending. Payment for professionals on sabbatical leave will be bi-weekly and distributed in accordance with current payroll procedures. No other salary-related benefits shall be provided during the sabbatical leave.

**[5.7.4] APPLICATION PROCEDURE**

An eligible professional employee desiring to apply for sabbatical leave shall file a preliminary request for sabbatical leave and a plan for the use of such leave with the Superintendent and the School Board no later than November 15 of the preceding year. A final request for sabbatical leave shall be filed no later than April 30 of the calendar year in which the sabbatical leave is to commence.

**[5.7.5] WRITTEN REPORT OF ACTIVITY**

Upon completion of the sabbatical leave, the Superintendent and the School Board will require a professional employee to complete a written report describing the manner in which the leave was used and the educational value received.

**[5.7.6] REQUIRED SERVICE**

Any professional employee to be granted a sabbatical leave shall contract with the Superintendent and School Board that upon the termination of such leave, s/he shall return to service in the Timberlane Regional School District for a minimum period of twice the length of the leave.

**[5.7.7] RETURN STATUS**

Upon return from full-year sabbatical leave, the professional employee shall:  
Be placed at a salary level, on the Salary Schedule, commensurate with the additional year of service and any degree status change.

Be returned to the same position which s/he held at the time his/her leave commenced, if available, or, if not available, to an equivalent position insofar as this is possible.

**[5.7.8] PREREQUISITE SERVICE**

A second or third sabbatical leave shall not be authorized until the professional employee has served a period of seven (7) consecutive years after returning to service.

**[5.8] SERVICE TIME/STEP ADVANCEMENT**

Except as may otherwise be expressly provided in this agreement, for purposes of compensation, unpaid leave of more than one-half (1/2) of the school days in the student school year shall not count as an additional year of service.

**ARTICLE 6**

**REDUCTION IN PROFESSIONAL STAFF WORK FORCE**

**[6.1] LAYOFF/RELEASE**

When, in the discretion of the School Board, a reduction in professional certified staff is required, such reduction shall be accomplished as follows: The schedule for release of personnel shall be by program and/or school. Probationary personnel shall be released first, unless the layoff means loss of program. Personnel with more than the number of years of experience with the District required to be a continuing contract teacher per RSA 189:14-a (hereinafter called "experienced") with the District shall be released secondly. The Administration or Board will meet with TTA leadership if a reduction in force/layoff is contemplated by the Administration and/or Board. Such consultation shall occur not later than March 15<sup>th</sup>.

The release of experienced staff will consider seniority first, but will defer to the following criteria, with descending order of importance, when seniority procedures would cause a significant impact on or the loss of a program:

1. Certification
2. Job Performance (based on the TRSD Evaluation Plan)
3. Experience in certified area
4. Academic preparation

**[6.2] TRANSFERS OR REASSIGNMENTS**

In the event the layoff involves the transfer or reassignment of teachers, the change shall be made at the sole determination of the Superintendent.

**[6.3] RECALL**

Experienced personnel, only, shall be recalled in inverse order of release for new positions which may become available and for which the individual may be qualified and certified in accordance with the above procedure. The recall list shall be maintained for a period not to exceed one (1) year.

**[6.3.1] NOTIFICATION OF RELEASE**

All correspondence by the Superintendent and teachers shall be by certified mail receipt requested.

**[6.3.2] RECALL NOTICE**

Teachers shall be responsible for notifying the Superintendent, in writing, of their current address. Recall notice shall be mailed at the time a position(s) become(s) open.

**[6.3.3] ACCEPTANCE OF RECALL**

Teachers shall have twenty (20) calendar days to respond to any recall notice. Failure to accept recall, in writing, shall terminate the teacher’s rights under this Article.

**[6.3.4] ACCEPTANCE OF TRANSFERS**

In the event the layoffs require transfer, teachers must accept the transfer or forfeit their right to employment.

**[6.4] RETENTION OF SENIORITY**

Personnel released under this policy and who are recalled within the recall period shall retain all seniority accrued in the District at the time of release and shall retain all rights under the law accruing to their experience.

**[6.5] SENIORITY**

For the purpose of this Article, the term seniority means continuous, uninterrupted service in major endorsement from the most recent date of hire. Teachers who are promoted to a non-teaching position out of the Bargaining Unit shall retain their seniority for a period of one (1) year if they return to an open teaching position.

**[6.6] VACANCIES**

Whenever a permanent unit position becomes vacant, said vacancy shall be posted in each school and on the School District website. During summer vacation periods, such vacancies shall be posted in the central administration building and on the School District website, and a copy shall be sent to the Association President by U.S. Mail.

**ARTICLE 7  
PROFESSIONAL IMPROVEMENT**

**[7.1] CONTINUED EDUCATION**

Since both parties to this Agreement appreciate the importance of continued training and professional improvement, each professional employee is expected to establish a continuing plan, therefore, which shall be reviewed on a periodic basis. Accordingly, and in support of such programs of self-improvement and development, the Board agrees to provide funds for workshops and to subsidize the cost of approved educational courses for professional employees in accordance with the following provisions.

**[7.1.1] COURSE APPROVAL**

Any professional employee desiring reimbursement for an educational course shall discuss his/her plans for further study with his/her building principal and obtain the Principal’s and the Superintendent’s approval prior to enrollment in the course.

**[7.1.2] PER CREDIT REIMBURSEMENT**

The Board will reimburse a professional employee for tuition for up to twelve (12) credits for approved courses per teacher per year at the rate of \$425 per credit hour. For purposes of securing credit reimbursement, courses that begin on or after June 15<sup>th</sup>, and end during the summer before August 31<sup>st</sup>, will be deemed “summer courses.”

**[7.1.3] REIMBURSEMENT PROCEDURES**

Monies will not be approved or encumbered prior to one month before the first class session of a course. The teacher then must present evidence of registration for the class within fourteen (14) days of the first class session or the encumbrance will be made available to other members of the unit on a first come, first serve basis according to the date of application. Reimbursement will be made upon the employee’s presentation to the Superintendent of evidence of completion of the course with a grade of “B” or better and a receipt from the Bursar’s office indicating tuition charges made. There shall be no reimbursement for a grade of B-.

When a course is approved and commenced in one contract year, but evidence of the grade and tuition charges are present in the next contract year, the reimbursement will be applied against the annual allocation under Section 7.1.4 for the contract year during which the course was approved and commenced.

**[7.1.4] ANNUAL ALLOCATIONS**

The amount of money available annually for course reimbursements will be \$120,000. Fifty percent (50%) of this amount shall be allocated to courses taken during the Summer, seventy-five percent (75%) shall be allocated to courses taken during the Summer and Fall semester, and one-hundred percent (100%) shall be allocated to courses taken during the Summer and the Fall semester and the Spring semester.

June 15-August 31 = Summer Courses (50%)  
September 1-December 31 = Fall Courses (25%)  
January 1-June 15 = Spring Courses (25%)

**[7.1.5] ANNUAL ALLOCATIONS REPORT**

The District will provide a report of all course reimbursements to the Association president for summer, fall and spring reimbursements per the schedule in Section 7.1.4.

**[7.2] CONFERENCES, INSTITUTES, VISITS, AND WORKSHOPS**

Teachers shall be allowed time, within the current approval process, with no loss of pay, to visit other schools, attend workshops, institutes and/or conferences for professional improvement. Each employee is entitled to be reimbursed up to \$400 each contract year for attendance at the aforementioned.

**[7.2.1] ANNUAL ALLOCATION**

The pool of money available to cover the expense of these visits, workshops, institutes and/or conferences will be as follows: \$45,000 each year. If a portion of the \$45,000 remains unencumbered after June 1, the unencumbered funds will be transferred to the amount of money available for course reimbursement under Section 7.1.4.

**[7.2.2] ALLOCATION MECHANISM**

The pool shall be allocated to each District school on a per-capita basis.

**[7.2.3] ALLOCATION QUALIFICATION**

Workshops, institutes and conferences shall be approved so long as they are related to the employee’s professional development goals, building or district goals, or certification area.

**ARTICLE 8  
INSURANCE PROTECTION**

**[8.1] HEALTH INSURANCE**

**[8.1.1] PLAN**

A. The Board shall offer to an employee the following medical insurance benefits as defined by New Hampshire Health Trust: HMO Blue-New England20, AB20, ABSOS 20/40 IK DED, or a different plan that the parties mutually agree is equivalent. All plans except for ABSOS 20/40 ID DED shall provide for \$20 office visit co-payments, \$100 emergency room co-payments, and 10/20/45 prescription coverage.

**[8.1.2] DISTRICT CONTRIBUTIONS**

Beginning with the 2016-17 contract year:

The District’s contribution to health insurance premiums shall be:

	<u>HMO-B-NE</u>	<u>AB20</u>
Single	85%	85%
2-Person	85%	85%
Family	85%	85%

The District’s contribution to the health insurance premiums for ABSOS 20/40 IK DED shall be 100% of the single, two-person or family plan.

[Please note: It is understood that an employee currently on the Lumenos Plan may enroll in any of the offered plans.]

**[8.1.3] MEDICAL INSURANCE BUY-OUT**

Each year that an employee elects not to be insured by the plan offered herein by the District and provides documentation that he/she has obtained alternate insurance that is not subsidized (e.g., is not subsidized through the Patient Protection and Affordable Care Act), he/she shall receive an annual bonus in the amount of \$500 minus any penalty imposed on the District because the employee receives an insurance subsidy (e.g., under the Patient Protection and Affordable Care Act).” However, if six (6) more employees in the bargaining unit opt out of District offered medical insurance in 2024-25 than in 2023-24, the amount of the annual bonus will increase to \$1500 starting in 2025-26.

## **[8.2] DENTAL INSURANCE**

### **[8.2.1] PLAN**

The Board shall provide to the employee a comprehensive schedule of dental insurance benefits at least equivalent to the Health Trust, Option 1A.

### **[8.2.2] DISTRICT CONTRIBUTIONS**

District contributions for the term of this Agreement shall be seventy-five percent (75%) towards Single/Two Person/Family Coverage

## **[8.3] TERM LIFE INSURANCE**

A term life insurance policy will be made available to each faculty member who qualifies. The premium for this insurance coverage will be paid by the Timberlane Regional School District as follows: The amount of insurance will be \$40,000 with an employee option to buy an additional \$50,000 worth of insurance at the employee's expense if permitted by the insurer.

## **[8.4] CONTINUATION OF BENEFITS**

Should employment terminate as of the close of school in June, insurance coverage shall remain in effect at District expense according to the terms of sections 8.1, 8.2, and 8.3 above, through August 31 of the school year just completed.

## **[8.5] INSURANCE COMMITTEE**

The Timberlane Regional School Board agrees to establish a committee of teachers, appointed by the Timberlane Teachers' Association, and administrators, appointed by the Superintendent, to review all existing insurance programs and to make recommendations to the Board. The committee will meet at least one year before the expiration of this Agreement.

## **[8.6] FLEXIBLE SPENDING**

The Board shall make flexible spending accounts available to employees in the bargaining unit.

## **ARTICLE 9 MISCELLANEOUS**

### **[9.1] SEPARABILITY**

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

### **[9.2] EFFECT OF CHANGES**

Nothing in this Agreement which changes pre-existing Board policy, rules, and regulations shall operate retroactively unless expressly so stated.

### **[9.3] PERSONNEL FILES**

#### **[9.3.1] ACCESS**

Personnel files of bargaining unit members shall be kept confidential. Access to the file shall be strictly limited to school district personnel with a bona fide need such as members of the Superintendent's staff, Principals, Assistant Principals and their secretaries. Each employee shall have the right, upon request within three (3) business days to review the contents of his/her personnel file, with the exception of references and recommendations provided to the district on a confidential basis, e.g., by universities, persons not connected with the district, former employers, etc.

#### **[9.3.2] RIGHT TO RESPOND**

Employees will be given a copy of any and all material that may be used against them in a disciplinary action at the time that it is placed in the file. Explanatory rebuttal statements can be attached to the material housed in the file provided such statement is made within ten (10) working days after the employee receives the material. Any reference to allegations that are investigated and determined to be unfounded shall be removed from an employee's file.

#### **[9.3.3] ANONYMOUS MATERIALS**

Allegations about a teacher arising from anonymous letters or materials will be brought to the attention of the teacher who will receive a copy of the material. Should the building Principal deem it necessary the Principal will

initiate an investigation. The results of any investigation will be shared with the teacher. Any copies of any materials resulting from a consequent investigation will be given to the teacher. Anonymous materials and the results of any consequent investigation which do not lead to immediate discipline will be placed in the teacher's personnel file, in a sealed envelope. Only in the instance of a disciplinary action brought against the teacher for the same time period referenced by the anonymous material or directly related to specific allegations in the anonymous material may such materials be accessed by persons other than the teacher, his/her representative, the Superintendent and/or the Assistant Superintendent. Rumors that are determined to be unfounded shall not be the cause for disciplining an employee.

**[9.3.4] PLACEMENT IN PERSONNEL FILE**

All materials placed in the file will be dated and signed by the individual assigning such material to the file with a copy being provided to the employee at the time.

**[9.3.5] EXCLUSION OF GRIEVANCES**

Grievances shall be kept in a separate grievance file and not placed in a personnel file.

**[9.4] DISCIPLINE**

**[9.4.1] JUST CAUSE**

No employee who has worked in the Timberlane Regional School District for the number of years required to attain continuing contract status per RSA 189:14-a shall be disciplined or deprived of compensation without just cause. Non-renewals under 189:14-A and 14-B and termination shall not be subject to this provision or the grievance procedure in Article 4.

**[9.4.2] ORDER OF DISCIPLINE**

Discipline will normally be issued in the following order:

- A) Verbal Warning
- B) Written Warning
- C) Suspension without pay
- D) Termination

The above sequence may be taken out of order if the offense is severe enough to warrant more severe discipline, including but not limited to immediate suspension without pay or termination.

**[9.4.3] POLICY CHANGES**

Copies of all changes in school board, school district and school rules and policies will be posted on the District website and sent to all bargaining unit employees at the time of Board approval.

**[9.4.4] RIGHT TO REPRESENTATION**

An employee who is required to appear before the Board or an administrator concerning a matter for which the employee may be subject to discipline may be accompanied by a representative of the Association.

**[9.5] COMPLAINTS AGAINST ANOTHER EMPLOYEE**

An employee in this bargaining unit who wishes to file a complaint against another employee of the School District shall file the complaint in writing with the building principal, or with the Assistant Superintendent if the complaint is against the building principal. The administrator who receives the complaint shall cause it to be investigated; shall direct the employee against whom the complaint was filed not to retaliate against the complainant; shall determine whether the complaint is founded; and shall take any necessary action in response to the complaint. The complainant will be notified whether the administrator determined the complaint to be founded, and whether action was taken in response to the complaint.

**[9.6] JOINT LOSS MANAGEMENT COMMITTEE**

The School District will operate a joint loss management committee in accordance with the New Hampshire Workers' Compensation Law. The joint loss management committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education of employers and employees on the subject of workplace safety.



**ARTICLE 10**  
**WORK DAYS/YEAR**

**[10.1] DEFINITION OF SCHOOL DAY AND WORKING HOURS**

**[10.1.1] LENGTH OF SCHOOL DAY**

The length of the school day, on the premises, for teachers, including both classroom and non-classroom time, shall be seven and one-quarter (7<sup>1/4</sup>) hours for teachers grades Pre-K-5 and grades 6-12. The length of the school day for teachers who serve students at both levels (Pre-K-5 and 6-12) in the same day, including classroom and non-classroom time, is not to exceed seven and one-quarter (7<sup>1/4</sup>) hours. The administration reserves the right to stagger the starting time for teachers with reasonable notice to teachers.

**[10.1.2] CHANGES TO LENGTH OF DAY**

The Board has the right to establish the time of the student day and teacher day. Changes in the length of day shall not be made without meeting and consulting with the Association.

**[10.1.3] EXCEPTIONS TO LENGTH OF DAY**

The following exceptions shall apply to the above length of school day provision:

**[10.1.3.1] EVENING MEETINGS**

Teachers may be required to attend up to three (3) evening sessions per year, each session not to exceed three (3) hours, for the purpose of conferences with parents, open houses, concerts, or programs, or other school business. Nothing herein shall modify the obligations pursuant to a paid stipended position.

**[10.1.3.2] POSTING OF MEETINGS**

Whenever practicable, the administration will post notice of the dates of required evening meetings for each semester by the first Friday of that semester.

**[10.1.4] AFTER SCHOOL MEETINGS**

Teachers may be required to attend up to twenty (20) faculty or district meetings per school year, provided that there may be no more than two (2) such meetings per month, which may, at the middle and senior level, last sixty (60) minutes and begin within fifteen (15) minutes beyond the student dismissal time, and at the elementary schools (E-5) may begin sixty (60) minutes before the student starting time or begin within fifteen (15) minutes beyond the student dismissal time, not to exceed sixty (60) minutes.

**[10.1.5] VOLUNTARY MEETINGS**

Any evening session that a teacher voluntarily opts to attend is not to be included in sections 10.1.1, 10.1.2, or 10.1.3, above.

**[10.2] DUTY FREE LUNCH**

Each teacher in the District will be given at least twenty-two (22) minutes for lunch each day and thirty (30) minutes wherever practical. These lunch times will be uninterrupted by duties, meetings, or other obligations. No teacher will be required to take lunch when the cafeteria is closed.

**[10.3] PLANNING TIME**

Planning time cannot be used for District or school meetings, or for District or school directed professional development or in-service training. Teachers cannot be assigned duties during their planning time.

**[10.3.1] ELEMENTARY SCHOOLS**

Each teacher of grade Pre-K-5 and the specialists who serve those students will be given at least 225 minutes of preparation time within the student day each 5-day student week. Each day of the week, each teacher will have at least forty (40) continuous minutes each day for preparation time.

**[10.3.2] MIDDLE SCHOOL**

Teachers of grades 6-8 and the specialists who serve those students will be given at least one (1) class period within the student day, each day, for preparation time.

### **[10.3.3] Secondary School**

Teachers of grades 9-12 and the specialists who serve those students will be given at least one (1) class period within the student day, each day, for preparation time. A joint committee of 3 members appointed by the Board and 3 members appointed by the Union shall develop a plan for the structure and function of professional learning communities (PLC) time during the instructional day at Timberlane Regional High School. The committee will present its written recommendations for the plan to the Board and the Union by June 1, 2024. The committee's recommendations shall not be binding on the Board or the Union; however, if the Board and the Union mutually agree to adopt the committee's recommendations, the plan will be memorialized in a memorandum of agreement that will be appended to the parties' 2024-2027 collective bargaining agreement.

### **[10.3.4] INTER-BUILDING ASSIGNMENTS**

Teachers who service students at both levels (PreK-5 and 6-12), or who must travel between buildings in the same day will be given thirty (30) minutes (excluding travel time) for preparation within the student day. Preparation times will be free of duties and student supervision except for emergency situations. Traveling teachers will be assigned a "home school" for purposes of scheduling planning time and assignment of duties.

### **[10.3.5] IEP Meetings**

Teacher participation in IEP meetings shall be in accordance with the following:

- IEP Team Participation by Special Education Teachers, Counselors, Psychologists and Service Providers (OT, PT, SLPA, behaviorists, reading specialists/therapists, interventionists)
  - May be required to attend parent/guardian IEP/504 team meetings during preparation time, provided that:
  - Participation in such meetings does not exceed two (2) days in any five-school day period, and
  - Participation in such meetings does not occur on consecutive days in a school week (for block schedules, that would mean 2 consecutive A days, or 2 consecutive B days).
  - Members are provided at least 5 school days' notice, and are given time to prepare and arrange schedules as needed.
  - Meetings align with the member's assigned caseload.
  - Where possible, the department/school will make every reasonable effort to avoid the use planning time and will treat prioritize the use of duty time in scheduling.
- Regular Classroom Teachers may be required to attend parent/guardian IEP-504 team meetings during preparation/planning time provided that;
  - Participation in such meetings does not exceed one (1) day in any five-school day period, and
  - Members are provided at least 5 school days' notice, and are given time to prepare and arrange schedules as needed.
  - If possible, participation of regular classroom teachers in such meetings should be scheduled in a manner that is relatively proportional to the number of special education students enrolled in a particular teacher's class.
  - Where appropriate and possible, regular classroom teachers should be dismissed from such meetings once they have presented relevant information and discussion.
- If, for any reason, the department/school is unable to meet these requirements, they shall notify a TTA building representatives and the department/school will make arrangements to provide the member with compensated time in the form of a swap/relief of duty time within the next available opportunity.
- A log of such meeting times during planning periods per member will be kept by the department/school with access available to the applicable teacher, TTA building representatives, and TTA officers. Such logs will record only the amount of a member's

planning time used for IEP/504 team meetings and no other information relevant to those meetings.

#### **[10.4] MILEAGE REIMBURSEMENT**

Professional employees, including traveling teachers, who are required to travel for required out of district workshops and meetings will be paid mileage reimbursement at the then current I.R.S. rate per mile.

#### **[10.5] NON-TEACHING DUTIES**

##### **[10.5.1] DUTIES**

Professional employees, other than nurses, will be regularly scheduled on the duty roster to perform duties. Teachers are expected to perform the following duties: bus duty, study hall duty, cafeteria duty, recess duty, and corridor duty, except that:

- The schedule of all duty assignments shall be posted at the beginning of each quarter or trimester of the school year, according to the building schedule; and
- Distribution of all duties shall be on a rotating basis in as equitable a manner as possible; and
- A teacher will not be assigned more than one (1) duty per day.

##### **[10.5.2] LUNCH/PREPARATION TIME**

Duty assignments will not infringe upon the teacher's uninterrupted lunch or duty free preparation time.

##### **[10.5.3] RELEASE FROM DUTIES**

The time gained when professional employees are released from duties is expected to be used for student related needs.

##### **[10.5.4] RECESS DUTY**

Recess duty at the elementary level will involve the assignment of one teacher at a time, and at the administration's discretion may involve the assignment of two teachers at a time, to supervise children on the playground, etc. The supervising teacher's duties will include assisting any teacher assistants who are present as needed, and being visible and present on the playground.

##### **[10.5.5] CAFETERIA DUTY**

Cafeteria duty will involve the assignment of one teacher at a time, and at the administration's discretion may involve the assignment of two teachers at a time to supervise children in the cafeteria. The supervising teacher's duties will include assisting any teacher assistants who are present as needed, and being visible and present in the cafeteria.

##### **[10.6] POSTING OF DUTIES**

Duty assignments will be posted not later than the first week of each semester or trimester according to the building schedule, and a copy of this posting will be given to the Association Representative in that building at this time.

##### **[10.7] ASSOCIATION PRESIDENT'S DUTIES**

The Association President will not be assigned any duties. The resulting duty free time will be used for Association responsibilities.

#### **[10.8] WORK YEAR**

##### **[10.8.1] WORK DAYS**

The teacher workdays in each year of the contract shall consist of 187 workdays, plus one additional (188<sup>th</sup>) day during the first year after a teacher is hired by the District. Two of these workdays shall be flex days.

1. The two calendar days before the start of the student year shall be configured and used as determined by the District after meeting and conferring with the TTA.

##### **[10.8.2] FLEX DAY**

A flex day shall be an unassigned day for the teacher to do school related work. Each flex day shall be utilized in the buildings, unless the principal approves in advance the teacher's request to utilize it outside the buildings.

The principal must be notified by the teacher of the date that the flex day is worked. The flex day must be utilized before the end of the school year.

**[10.8.3] DISTANCE LEARNING DAYS**

**[10.8.3.1]** The School District will have the sole authority to designate which days, if any, are "Distance Learning" days.

**[10.8.3.2]** The School Board and TTA agree that successful implementation of a "Distance Learning" day shall count as a student day and as a regular contract day for all members of the TTA bargaining unit, provided state requirements have been met.

**[10.8.3.3]** All professionals in the TTA bargaining unit will prepare as directed and engage in District directed activities to the extent that circumstances allow.

**[10.8.3.4]** District and school directives, instructions and contingencies shall be disseminated in written form in advance. It is recommended that teachers, students and parents who will be required to use internet resources should have a uniform process at each school for accessing information and lessons.

**[10.8.3.5]** In the event that a "Distance Learning" day is not counted as a student day and as a regular contract day per paragraph 2, the following shall occur:

- a. If a professional in the TTA bargaining unit provides evidence acceptable to the administration that he/she participated as outlined in the Staff Information Sheet, that professional will be able to use one of the two flex days in the following school year, under Section 10.8.1 of the collective bargaining agreement, as a day off. The principal must be notified by the teacher of the date that this flex day will be taken off.
- b. If a professional in the TTA bargaining unit does not provide evidence acceptable to the administration that he/she participated as outlined in the Staff Information Sheet, that professional will not be able to use a flex day in the following school year as a day off.

**[10.8.3.6]** In the event that a "Distance Learning" day is counted as a student day and as a regular contract day per paragraph 2, the following shall occur:

- a. If a professional in the TTA bargaining unit provides evidence acceptable to the administration that he/she participated as outlined in the Staff Information Sheet, that professional will not be charged a sick day or personal day for that contract day.
- b. If a professional in the TTA bargaining unit does not provide evidence acceptable to the administration that he/she participated as outlined in the Staff Information Sheet, that professional will be charged a sick day (or a personal day if he/she prefers and Section 5.1 of the collective bargaining agreement permits) for that contract day.

**[10.8.3.7]** The parties will confer in good-faith should any issues may arise in the implementation of this "Distance Learning" policy.

**[10.8.3.8]** The parties agree to re-evaluate the effectiveness of the "Distance Learning" Days and this contract provision at the request of either party.

**[10.9] SCHOOL CALENDAR**

The Superintendent shall meet and consult with representatives of the Association prior to submitting the School Calendar to the School Board for their approval.

**[10.10] TIME WORKED BEYOND THE WORK YEAR**

Summer Meetings: A teacher shall be paid \$35 per hour for meetings which occur between work years that the teacher is approved to attend.

**ARTICLE 11**  
**PROFESSIONAL COMPENSATION**

**[11.1] PAYMENT SCHEDULES**

Members of the Association may elect to receive professional compensation according to the following options:

**[11.1.1] TWENTY-SIX PAYMENTS**

Contracted salary to be divided into twenty-six (26) equal payments, the first twenty-one (21) or twenty-two (22) depending on the yearly payment schedule paid on regular bi-weekly pay periods and the last four (4) or five (5) depending on the yearly payment schedule paid. The first payment will be made on the first Friday following student contact in the regular School District two-week payroll cycle. Final payment will be made on the first regularly scheduled bi-weekly payroll date after the last day of school.

**[11.1.2] TWENTY-ONE PAYMENTS**

Contracted salary to be divided into twenty-one (21) or twenty-two (22) equal payments, depending on the yearly payment schedule, one (1) each to be paid on regular bi-weekly pay periods and the last one (1) or two (2) depending on the yearly payment schedule paid on the final day of school. The first payment will be made on the first Friday following student contact in the regular School District two-week payroll cycle. Final payment will be made on the first regularly scheduled bi-weekly payroll date after the last day of school.

**[11.1.3] SCHOOL IMPROVEMENT PAY**

School improvement pay will be made on the first regularly scheduled bi-weekly payroll date after the last day of school.

**[11.2] SUBSTITUTE COMPENSATION**

Teachers requested by the Principal and/or designee to substitute for a fellow staff member during free or preparation time beyond the teacher's administrative period, will be paid, in accordance with the memorandum of agreement for volunteer long-term substitutes that is appended to this Agreement. Payments will be made quarterly.

**[11.3] LONGEVITY**

Effective July 1, 2021, each teacher who has completed fifteen (15) or more years of service in the District shall receive longevity equal to \$175 per completed year of service in the District, up to a maximum of thirty (30) years of service in the District. Longevity will be paid in a separate lump sum by July 15<sup>th</sup> after the end of the school year in which it is earned. Employees shall continue to accrue years of service to the Timberlane School District for purposes of longevity pay for the duration of this agreement.<sup>i</sup>

**[11.4] SALARY DETERMINATION**

**[11.4.1] NEW EMPLOYEES**

The responsibility for determining the salary of new employees to the District will rest with the Superintendent of Schools. However, no new employees shall be placed on a step that is higher than a current employee with the same years of experience, except for new employees hired to fill positions on the Critical Shortage List prepared by the NH Department of Education for the prior or current school-year. The Superintendent is permitted to place hires up to two (2) steps higher if it is necessary to hire a qualified employee in a Critical Shortage area provided the candidate is certified and experienced and the Union is promptly notified.

**[11.4.2] ADVANCEMENT**

Subject to Section 11.4.3, teachers who are not already on the top step of the salary schedule shall receive one (1) step increase in 2024-25, a one (1) step increase in 2025-26, and a one (1) step increase in 2026-27.

**[11.4.3] RETENTION ON STEP**

A teacher whose work is adjudged unsatisfactory in accordance with the School District Professional Evaluation Plan for that year may be held on the same step for the following year. For purposes of step advancement or retention, the work of a teacher who is placed on an assistance plan at the improvement level of the School District Professional Evaluation Plan shall be deemed to be unsatisfactory.

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<sup>i</sup> For example, if a teacher completes her 17<sup>th</sup> year of service in the District in June 2025, she will receive a longevity payment of \$2,975 by July 15, 2025.

**[11.5] NOTIFICATION OF TRACK MOVEMENT**

A teacher must provide notice to the school district by August 1 for track movement to be effective for the first semester of the contract year. A teacher must provide notice to the school district by December 1 for track movement to be effective for the second semester of the contract year. Mid year advancement will begin with the pay period covering February 1. All graduate credit earned prior to attainment of a Master’s degree will be used for placement on the appropriate track up to the Master’s Track.

**[11.6] SCHOOL IMPROVEMENT PAY**

There shall be a pool of \$50,000 for the purpose of compensating teachers who, at the request of the administration, perform chairmanship and leadership roles in state, school district and major school-level committees, and participate in special projects. Funds shall be paid in the form of stipends, and the amount of the stipends shall be determined by the Superintendent or his/her designee.

**[11.7] EXTENDED WORK YEAR/WORK DAY**

Employees required to work beyond the total number of days stated in section 10.8.1 (Work Year) shall be compensated at their normal daily salary for each additional day worked. Any additional hours worked shall be compensated at a rate equal to their normal daily salary divided by 7.25 hours.

**[11.8] NURSES**

**[11.8.1] DEGREE NURSES**

Nurses holding a Bachelor’s Degree shall be paid at the same rate as teachers in accordance with Appendix “A”.

**[11.8.2] NON-DEGREE NURSES**

Registered nurses who do not hold a Bachelor's, Master's or Doctorate degree shall be compensated at one hundred percent (100%) of the Bachelor’s track teacher rates as delineated in Appendix A. Licensed practical nurses who do not hold a Bachelor's, Master's or Doctorate degree shall be compensated at eighty-five percent (85%) of the Bachelor’s track teacher rates as delineated in Appendix A.

**[11.8.3] STEPS**

Subject to Section 11.4.3, nurses who are not already on the top step of the salary schedule shall receive one (1) step increase in 2024-25, one (1) step increase in 2025-26 and one (1) step increase in 2026-27.

**[11.9] SEVERANCE PAY**

Upon leaving the District, Association members may redeem unused sick leave at the following rates:

After completing <u>10 years of service</u>	After completing <u>15 years of service</u>
\$25 per day	\$35 per day

In no event may employees accrue or redeem more than one hundred twenty (120) days. This benefit is payable (upon written request of the employee by July 1) on or before July 15 of the next fiscal year, after the employee leaves the District.

**[11.10] EXTRA-CURRICULAR ACTIVITIES**

**[11.10.1] EXTRA-CURRICULAR ACTIVITIES ASSIGNMENTS**

All assignments to extra-curricular activities shall be on an annual basis and shall be made with the voluntary consent of the person assigned.

**[11.10.2] EXTRA-CURRICULAR VACANCY**

When the person assigned to an extra-curricular activity is not renewed or a vacancy otherwise occurs in an extra-curricular activity, notice of the vacancy shall be posted at least ten (10) days before the activity is to begin. Posting of vacancies will be placed in all District buildings and on the District website. Such notice shall include the title, qualifications, duties, and salary for the extra-curricular activity.

**[11.11] NOTIFICATION OF EMPLOYMENT**

All employees covered by this collective bargaining agreement shall receive their notification of employment and individual contract on or before May 15<sup>th</sup> of each year. The employee shall return the signed contract on or before the first school day in June. Upon written request to the Superintendent, an

extension may be granted. The notification and individual contract can be sent and returned with an electronic signature.

**[11.12] DIFFERENTIAL PAY**

In addition to their salaries in Appendix A, the following employees will receive a differential payment of \$5000 per year: school psychologists, speech therapists, occupational therapists, behaviorists, physical therapists, school nurses, and social workers. The differential will be paid in the same bi-weekly installments as Appendix A salaries. The differential will be prorated for employees who work less than 1.0 FTE or work less than the full contract year.

**[11.13] PERSONAL DAY PAY**

The District shall pay each teacher at his/her per diem rate for each personal day not used during the contract year. Said payment shall be made in a lump sum on or before June 30 each year.

**ARTICLE 12**  
**ASSOCIATION RIGHTS**

**[12.1] SCHOOL VISITATION**

Authorized representatives of the Association shall have the right to confer with members of the Bargaining Unit at work locations during times when teachers are free from any responsibility to supervise children. Such conference shall be held in the teachers' lounge, teachers' lunchroom facility or in any other room selected by the teacher(s) involved, provided that the conference take place outside the presence of students. The Association Representative shall make known to the Principal, or designee, that s/he is present in the building.

**[12.2] MAILBOXES AND EMAIL**

**[12.2.1] ASSOCIATION MATERIALS**

The Association may utilize teachers' mailboxes and the District email system to communicate notices and other materials related to Association activities to teachers. Communication of such material through mailboxes and through email shall be made by authorized representatives of the Association. All materials placed in mailboxes and in email by the Association shall bear the name of the Association. The Association acknowledges that the District may review email communications, and that any communications through the District email system accordingly are not private or confidential.

**[12.2.2] COPY TO PRINCIPAL**

A copy of the notice or materials shall be provided to the building principal.

**[12.3] USE OF FACILITIES**

Consistent with District Building Use Policies, the Association, with prior approval of the Principal, may use school facilities for its meetings. Such request of the Principal shall be upon the appropriate building use form, supplied by the School District. Such approval shall not be arbitrarily denied.

**[12.4] LIST OF NEW HIRES**

The Timberlane School Department shall provide the Association with a listing of the names, addresses and work location of all newly hired members of the Bargaining Unit.

**[12.5] DUES DEDUCTION**

**[12.5.1] AUTHORIZATION**

Teachers shall have the right to request and be allowed dues deduction for the Association. Upon receipt of a properly executed authorization form from the teacher involved, the District will deduct from the teacher's pay check, the dues which the teacher has agreed to pay the Association during the period provided in said authorization.

**[12.5.2] DISCONTINUE DEDUCTION**

A teacher wishing to discontinue dues deduction must notify the Payroll Department and Association in writing on or before September 15 of the school year for which the discontinuance is to be effective.

**[12.5.3] TERMINATION OF EMPLOYMENT**

All authorizations for dues shall cease to be effective upon termination of employment by the Board.

**[12.5.4] CONTINUATION OF DUES DEDUCTION**

Authorization for dues deduction shall remain in force until revoked by the teacher.

**[12.5.5] TRANSMITTAL OF DUES**

Within a week following each pay day, the Association dues deducted from the previous pay period will be transmitted to the Association.

**[12.5.6] INDEMNIFICATION OF BOARD**

It is further agreed by and between the Timberlane Regional School District and Timberlane Teachers' Association that such authorization for dues deduction shall continue in full force and effect with the Timberlane School District until the teacher submits a written revocation of such authorization to the Board. The Association agrees to indemnify and hold harmless the School Board in the event of any legal action as a result of the above described dues deduction.

**[12.6] ASSOCIATION LEAVE**

The President of the Association or his/her designee shall be granted up to six (6) days of paid leave per contract year, of which no person may take more than four (4) days, expressly to attend conferences, conventions, and legislative hearings.

**[12.6.1] NOTICE**

The President of the Association will give the building Principal one (1) week notice of his/her prior intent to utilize such leave.

**ARTICLE 13  
RETIREMENT INCENTIVE**

**[13.1] SERVICE REQUIREMENTS**

Teachers with at least twenty (20) years of service in the School District, who began employment in a position in this bargaining unit before July 1, 2014, who are at least fifty-five (55) years of age at the time of retirement, and who are eligible for early or normal retirement under the New Hampshire Retirement System, shall be eligible for the following retirement incentive program. A maximum of seven (7) eligible teachers per year may receive this benefit; however, the Superintendent, at his/her discretion, may increase the maximum for a particular year to more than seven (7) teachers. In the event that more than the maximum eligible teachers give notice of intent to retire by the deadline in Section 13.2, the teachers with the most total years of service in this bargaining unit shall receive priority and teachers who are not among the approved maximum shall not be required to retire that year. The years of service in this bargaining unit need not be consecutive.

**[13.2] NOTICE OF INTENT**

A teacher must submit written notice of his/her intention to retire under this program to the Superintendent of Schools no later than October 15 of the last full school year of full-time employment. Under extraordinary circumstances, a maximum of one teacher per school year may withdraw such notice or submit such notice after October 15. If more than one teacher in a school year seeks to withdraw or submit such notice after October 15, the teacher who shall be permitted to withdraw or submit such notice shall be the first teacher who notifies the Superintendent in writing of extraordinary circumstances that justify the late withdrawal or submission. However, in no event may a teacher withdraw such notice or submit such notice after June 1.

**[13.3] FORMULA**

The retirement incentive shall equal one and a quarter percent (1.25%) of the employee's last salary times the number of years that the employee served the School District in a full-time position in this bargaining unit. However, in no event shall the amount paid to an employee exceed forty-five percent (45%) of the employee's last salary.

**[13.4] PAYMENT**

**[13.4.1] NON ASSESSED PAYMENT**

If the School District will not be assessed for the retiree by the New Hampshire Retirement System under RSA 100-A:16 III-a, the retirement incentive will be paid as a one-time lump sum in August following the date of retirement.



**[13.4.2] ASSESSED PAYMENT**

However, if the School District will be assessed for the retiree by the New Hampshire Retirement System under RSA 100-A:16 III-a, the retirement incentive will be divided into two separate lump sum payments. The first lump sum payment shall be due and payable in August following the date of retirement, and shall equal the maximum portion of the retirement incentive that will not result in the School District being assessed by the New Hampshire Retirement System. The second lump sum payment shall be due and payable 120-150 days after the employee’s retirement so as to prevent the School District from being assessed by the New Hampshire Retirement System, and shall equal the remainder of the retirement incentive that was not paid in the first lump sum.

**ARTICLE 14**  
**PROFESSIONAL EVALUATION PLAN AND PROCEDURES**

**[14.1] EVALUATION PROCEDURES**

The evaluation committee shall be comprised of an equal number of teachers (appointed by the Association) and administrators (appointed by the Superintendent) to monitor and assess the School District Professional Evaluation Plan and to recommend any changes in procedures to the Board and the Association.

**[14.2] DISTRIBUTION OF EVALUATION PLAN**

All new hires shall be provided with a copy of the School District Professional Evaluation Plan upon hiring.

**[14.3] POST EVALUATION CONFERENCES**

Teachers will be available for post-evaluation conferences throughout the school year and scheduled at a mutually agreed time as required by the evaluation plan.

**[14.4] PROFESSIONAL EVALUATION PLAN**

Evaluations shall be done in accordance with the procedures in the School District Professional Evaluation Plan. Any modifications to the procedures in the School District Professional Evaluation Plan shall be mutually agreed upon by the Board and the Association.

**ARTICLE 15**  
**DURATION AND EFFECTIVE DATE OF AGREEMENT**

This Agreement shall be effective July 1, 2024, and shall continue in effect, unless terminated by mutual agreement, until June 30, 2027.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be signed by their respective President and Chairperson.

**Timberlane Teachers Association**

Louis Broad  
Louis L. Broad, President

04 / 09 / 2024  
Date

**Timberlane Regional School Board**

Katie Knutsen  
Katie Knutsen, Chairperson

04 / 09 / 2024  
Date

**Professional Pay Schedule Appendix A**

2024-25

Step	LPN	RN	BA	BA+15	MA	MA+30	Doctorate
3	35,664	41,958	41,958	43,844	46,615	48,732	49,817
4	36,930	43,447	43,447	45,406	48,286	50,485	51,573
5	38,245	44,994	44,994	47,031	50,024	52,311	53,398
6	39,614	46,604	46,604	48,720	51,831	54,210	55,297
7	41,034	48,275	48,275	50,477	53,709	56,180	57,268
8	42,512	50,014	50,014	52,302	55,664	58,232	59,319
9	44,047	51,820	51,820	54,199	57,693	60,363	61,451
10	45,643	53,698	53,698	56,170	59,803	62,579	63,667
11	47,303	55,651	55,651	58,220	61,998	64,883	65,970
12	49,029	57,682	57,682	60,352	64,276	67,277	68,364
13	50,822	59,790	59,790	62,567	66,647	69,765	70,852
14	52,686	61,984	61,984	64,869	69,111	72,352	73,440
15	54,680	64,329	64,329	67,323	71,727	75,091	76,209
16	55,500	65,294	65,294	68,333	72,802	76,217	77,352

2025-26

Step	LPN	RN	BA	BA+15	MA	MA+30	Doctorate
3	38,002	44,708	44,708	46,594	49,365	51,482	52,567
4	39,267	46,197	46,197	48,156	51,036	53,235	54,323
5	40,582	47,744	47,744	49,781	52,774	55,061	56,148
6	41,951	49,354	49,354	51,470	54,581	56,960	58,047
7	43,371	51,025	51,025	53,227	56,459	58,930	60,018
8	44,849	52,764	52,764	55,052	58,414	60,982	62,069
9	46,384	54,570	54,570	56,949	60,443	63,113	64,201
10	47,981	56,448	56,448	58,920	62,553	65,329	66,417
11	49,641	58,401	58,401	60,970	64,748	67,633	68,720
12	51,367	60,432	60,432	63,102	67,026	70,027	71,114
13	53,159	62,540	62,540	65,317	69,397	72,515	73,602
14	55,024	64,734	64,734	67,619	71,861	75,102	76,190
15	57,017	67,079	67,079	70,073	74,477	77,841	78,959
16	57,838	68,044	68,044	71,083	75,552	78,967	80,102

Step	LPN	RN	BA	BA+15	MA	MA+30	Doctorate
3	39,712	46,720	46,720	48,691	51,586	53,798	54,933
4	41,034	48,276	48,276	50,323	53,333	55,631	56,767
5	42,408	49,892	49,892	52,021	55,149	57,539	58,674
6	43,839	51,575	51,575	53,786	57,037	59,524	60,659
7	45,323	53,321	53,321	55,622	58,999	61,582	62,719
8	46,867	55,138	55,138	57,529	61,042	63,726	64,862
9	48,471	57,025	57,025	59,512	63,163	65,954	67,090
10	50,140	58,988	58,988	61,571	65,368	68,269	69,406
11	51,875	61,029	61,029	63,714	67,662	70,676	71,813
12	53,679	63,151	63,151	65,941	70,042	73,178	74,315
13	55,551	65,354	65,354	68,257	72,519	75,778	76,914
14	57,500	67,647	67,647	70,662	75,095	78,482	79,619
15	59,583	70,098	70,098	73,226	77,828	81,344	82,512
16	60,440	71,106	71,106	74,281	78,952	82,521	83,707

**MEMORANDUM OF UNDERSTANDING**

**EXTRA AND CO-CURRICULAR STIPENDS**

It is the purpose of this memorandum to express the parties' intentions to study the processes currently in effect regarding stipends for extra curricular/co-curricular activities.

1. The committee shall be made up of ten (10) members; five (5) appointed by the District or its designee, five (5) by the Association.
2. The committee shall make recommendations to the School Board and to negotiating teams of the Timberlane Regional School Board and the Timberlane Teachers' Association by the expiration date of the current collective bargaining agreement.
3. These recommendations will be reviewed and considered by the parties during their bargaining for a successor agreement to the one currently in effect.
4. The parties shall not be bound by these recommendations. The final adoption of any language in the collective bargaining agreement concerning stipends shall be through the collective bargaining process.

**MEMORANDUM OF UNDERSTANDING**

**HEALTH INSURANCE PLANS**

The Association and/or the District may pursue alternative health insurance plans that meet the needs of the District in reducing or containing insurance costs, and meet the needs of the Association in maintaining current benefit levels. The District and the Association agree to consider viable alternative plans to amend the collective bargaining agreement should a mutually agreeable plan identified and negotiations over such a plan be complete

**MEMORANDUM OF AGREEMENT**

**VOLUNTEER LONG-TERM SUBSTITUTES**

The Memorandum of Agreement for Voluntary Long-Term Substitutes, dated August 17, 2023, shall be appended to the parties' 2024-27 collective bargaining agreement, except that its limited duration clause ("The parties agree that this agreement is temporary, does not establish precedent, and will only be in effect for the 2023-24 school year or until the long-term coverage assignment terminates, whichever comes sooner.") shall be deleted because the parties agree that it shall continue in force unless and until the parties agree to amend or delete it.

# Signature Certificate

Reference number: 6XECG-QFBES-QLZGV-JHV2H

## Signer

## Timestamp

## Signature

### Louis Broad

Email: louis.broad@timberlane.net

Sent: 09 Apr 2024 15:33:22 UTC  
Viewed: 09 Apr 2024 16:40:24 UTC  
Signed: 09 Apr 2024 16:41:23 UTC



### Recipient Verification:

✓Email verified 09 Apr 2024 16:40:24 UTC

IP address: 50.227.46.18  
Location: Sandown, United States

### Katie Knutsen

Email: kknutsensb@gmail.com

Sent: 09 Apr 2024 15:33:22 UTC  
Viewed: 10 Apr 2024 01:13:26 UTC  
Signed: 10 Apr 2024 01:13:42 UTC



### Recipient Verification:

✓Email verified 10 Apr 2024 01:13:26 UTC

IP address: 98.217.178.85  
Location: Derry, United States

Document completed by all parties on:

10 Apr 2024 01:13:42 UTC

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**Timberlane Teachers' Association,  
AFT-NH #4796, AFT-NH, AFL-CIO  
and  
Timberlane Regional School Board**

**Letter of Agreement**  
(Volunteer Long-Term Sub at TRHS)

Whereas the parties, the Timberlane Teachers' Association, AFT-NH #4796, AFT-NH, AFL-CIO (TTA) and the Timberlane Regional School Board (TRSB), have consulted over the impact of the substitute teacher shortage and in particular regarding a specific situation that has arisen at TRHS, the parties agree as follows:

1. It is the position of the parties that there is a significant substitute teacher shortage with no immediate end in sight.
2. There is the necessity for a long-term substitute teacher in mathematics at the high school. Due to timing of multiple teacher leaves in the area of mathematics, the District has not been able to hire a long-term substitute for this position.
3. One solution available to the District at this point is to determine if there are TRHS teachers who would volunteer to serve as a long-term substitute for classes as part of this mathematics position for the duration of the teacher's absence. No teacher shall be compelled to serve as a long-term substitute.
4. Given that there are five (5) teachers who will volunteer to cover one class each day, the following conditions shall apply for this specific situation only:
  - A.) A teacher who volunteers shall be compensated at the rate of \$55 per class per day covered. The rate has been established given the long-term nature of the coverage.
  - B.) Teachers will not be evaluated for the work performed as a long-term substitute of a class and the performance of such work will not have an impact on the evaluation of the teacher's work performance in their regular assignment.
  - C.) In the event a teacher is unable to continue in this voluntary assignment, it is agreed that they will present this condition to their building principal in a timely manner that enables administration to secure another option with the least amount of impact to students as possible.
5. The parties agree that this agreement is temporary, does not establish precedent, and will only be in effect for the 2022-23 school year or until the long-term coverage assignment terminates, whichever comes sooner.
6. This agreement may be modified in writing by mutual agreement of the parties.

IN WITNESS WHEREOF, the parties have entered into and executed this Letter of Understanding on this 5<sup>th</sup> day of April, 2023 by and between the Timberlane Regional School Board and the Timberlane Teachers' Association, AFT-NH #4796, AFT-NH, AFL-CIO.

**TIMBERLANE REGIONAL SCHOOL BOARD**

*Katie Knutsen*  
Katie Knutsen, Chairperson

05 / 08 / 2023  
Date



**TIMBERLANE TEACHERS' ASSOCIATION  
AFT LOCAL #4796, AFT-NH, AFL-CIO**

*Louis L. Broad*  
Louis L. Broad, President

05 / 08 / 2023  
Date

# Signature Certificate

Reference number: YYUK6-3ULFP-MVWBP-FWTZA

Signer	Timestamp	Signature
<b>Katie Knutsen</b> Email: gfdmedic32@gmail.com Sent: 05 May 2023 18:42:56 UTC Viewed: 08 May 2023 13:32:01 UTC Signed: 08 May 2023 13:32:18 UTC		
<b>Recipient Verification:</b> ✓ Email verified	08 May 2023 13:32:01 UTC	IP address: 73.126.245.152 Location: Salem, United States
<b>Louis Broad</b> Email: louis.broad@timberlane.net Sent: 05 May 2023 18:42:56 UTC Viewed: 08 May 2023 14:54:23 UTC Signed: 08 May 2023 14:55:00 UTC		
<b>Recipient Verification:</b> ✓ Email verified	08 May 2023 14:54:23 UTC	IP address: 50.227.46.18 Location: Hampstead, United States

Document completed by all parties on:  
08 May 2023 14:55:00 UTC

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