



MASTER AGREEMENT

between the

Barnstead School Board

and the

Barnstead Education Association

Effective:

September 1, 2014 – August 31, 2018

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ARTICLE I. DEFINITIONS

- 1.1 The following list of terms will be used frequently in this Agreement and when they are used will refer to the definitions described below, unless otherwise noted.
- 1.2 The term SCHOOL shall mean any work location or functional division maintained by the Board where instruction is offered to the children enrolled in the Barnstead School District.
- 1.3 The term CLASSROOM shall mean rooms in the Barnstead Elementary School and wherever teachers and students are assigned for a given period of time for the learning process.
- 1.4 The term TEACHER means those people employed by the Board and certified by the New Hampshire Public Employees Labor Relations Board to be represented by the Association in the bargaining unit.
- 1.5 The term PRINCIPAL means the individual contracted to be the responsible administrative head of the Barnstead Elementary School.
- 1.6 The term ASSOCIATION means the Barnstead Education Association.
- 1.7 The term BOARD means the Barnstead School Board.
- 1.8 The term PARTIES means the Barnstead School Board and the Barnstead Education Association.
- 1.9 The TIME LIMITS in this Agreement shall refer to SCHOOL DAYS except in a case where they would be beyond the end of the school year; in such a case, a school day shall be defined as any day from Monday through Friday.
- 1.10 Whenever the singular is used in this Agreement, it is to include the plural. Whenever a term denoting one sex is used in this Agreement, it is to include the other sex as well.

ARTICLE II. RECOGNITION

- 2.1 The Board recognizes the Association as the exclusive representative of all professional, public employees as defined by RSA 273-A: 1, sections VIII and IX, as certified by the PELRB, and excluding supervisory personnel, (Building Principal, Assistant Principal, and Director of Special Education,) employed by the Barnstead School District for the purpose of negotiation with the Board with respect to terms and conditions of employment as defined in RSA 273-A:1 XI. The Board agrees to meet, confer and negotiate with representatives of the Association concerning such matters.
- 2.2 During the term of this Agreement, the Board agrees not to negotiate with any organization other than the Barnstead Education Association. This shall not prevent the

Board from communicating with, consulting, or dealing with any individual teacher or group of teachers, in the discharge of its responsibilities.

- 2.3 The Association agrees to represent equally all individuals in the bargaining unit without regard to membership in the Association.
- 2.4 The Association recognizes the Board as the representative of the Barnstead School District.

ARTICLE III. JURISDICTION & AUTHORITY OF BOARD

- 3.1 The Board reserves to itself jurisdiction and authority over all matters of policy and retains the right: a) to direct and manage activities of the school district; b) to direct the work of its employees; c) to hire, transfer, assign, non-renew, promote, retain employees in positions within the school district and, for just cause, to discipline, suspend, demote, discharge, withhold salary increases and/or increment wage increases; d) to maintain the efficiency of the school district's operations entrusted to them; e) to relieve employees from duties because of lack of work, failure to provide evidence of certification or for other legitimate reasons; f) to determine the methods, means and personnel by which the operations of the schools are to be conducted; g) to take actions as may be necessary to carry out the mission of the Barnstead School District in emergencies.

The parties agree and understand that the Board may not lawfully delegate the power of 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/her, and this Agreement shall not be construed so as to constitute a delegation of the power or authority of either.

ARTICLE IV. ASSOCIATION RIGHTS

- 4.1 The Board agrees that all teachers shall have full freedom of association and self-organization and shall be free from restraint, coercion, interference, discrimination or reprisals by the Board by reason of membership in the Association or participation in any of its activities or exercise of individual rights under RSA 273-A.
- 4.2 The Association and its representatives shall have the right to use the school building for meetings at all reasonable hours when school is in session. Upon 24-hour notice to the Principal, such notice may be waived by the Principal, and upon the Principal's determination that a room is available.
- 4.3 Representatives of the Association, when not engaged in teaching or other assigned duties, shall be permitted to transact Association business on school property.
- 4.4 The Association and its representatives shall have the right to use school facilities and equipment, including typewriters, facsimile machines, copy machines, and other duplicating equipment at reasonable times, when the Principal or designee determines that such equipment is not otherwise in use. The Association will assume the cost of consumable materials.

- 4.5 The Association and its representatives have the right to reasonable space for posting of notices of activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in the teacher's room, and the right to use reasonable space in the teacher's mailboxes for communications to teachers.
- 4.6 Released Time: With regard to negotiating on behalf of the Association with representatives of the Board, participating in any professional grievance sessions, or appearing before a state agency on behalf of the Association, the parties agree to be bound by RSA 273-A.
- 4.7 The rights and/or privileges granted to the Association in the Agreement will not be granted to any other group or organization, during the term of this Agreement, which purports to represent any employee or group of employees covered by this Agreement.
- 4.8 It is agreed by and between the Barnstead School District and the Barnstead Education Association that, upon receipt of written authorization signed by the teacher, the Board will deduct an amount to provide payment of dues for membership and assessments in the NEA-New Hampshire from the regular salary check of the teacher. Deductions shall be in equal amounts beginning with the third pay period and ending with the first pay period in June in the contract year. The amount deducted shall be remitted biweekly during this period of time through direct deposit to the Association's bank account. The treasurer will receive confirmation of deposit and deduction register. If a teacher leaves the district before the full dues authorized have been deducted, the balance due shall be deducted from the teacher's final paycheck upon additional written authorization of the teacher. A teacher may, in writing, rescind an authorization at any time. The Association will indemnify and hold the Board harmless from any and all liability of damages resulting from good faith efforts to comply with this provision.
- 4.9 Upon receipt of a standing request, the Association is entitled to a copy of School Board minutes and agendas which shall be made available by delivery to: Co-Presidents Barnstead Education Association, Barnstead Elementary School.
- 4.10 Upon appropriate written authorization from the bargaining unit member, the Board shall deduct from the salary of any such bargaining unit member and make appropriate remittance for annuities, credit unions, or any other plans or programs jointly approved by the Association and the Board. Such authorization shall continue in effect from year to year unless revoked in writing.
- 4.11 With the prior approval of the administration, up to six (6) teachers may attend the annual NEA Instructional Convention.

ARTICLE V. TEACHER RIGHTS

- 5.1 No teacher shall be required to appear before the Board and/or Superintendent concerning any matter which could adversely affect the continuation of that teacher in his/her position, unless given prior written notice of the reason for such a meeting at least twenty-four (24) hours in advance. Additionally, upon request, teachers shall be entitled

to Association representation at any investigatory interview, which may result in disciplinary action or dismissal.

5.2 The Board and the Association agree that there shall be no discrimination in the hiring, training, assignment, transfer or discipline of teachers or in the application of administration of this Agreement, on the basis of race, creed, color, religion, national origin, sex, domicile, sexual orientation, marital status, family status, age or physical or mental disability.

5.3 Complaints: Any complaint regarding a teacher made to any member of the administration by a parent, student or other person shall be reduced to writing by the complainant and shall be promptly investigated, within thirty (30) school days. The teacher shall be given an opportunity to respond in writing and all such responses shall be attached to all copies of any written complaints in all filed copies. The teacher may request a meeting with the person making the complaint. Teachers shall be given an opportunity to meet with the complainant. If the complainant refuses to meet, then all reference to the complaint shall be stricken from the record and removed from the teacher's file. If unsubstantiated material is removed from the teacher's file, then Section 5.4.4 will not be operative.

5.4 **Review of Personnel Files:**

5.4.1 Teachers shall have the right, upon request, to review the contents of their personnel file in the presence of an administrator and to receive upon request copies of any documents contained therein upon payment of a reasonable charge per page. A teacher shall be entitled to have an Association representative present during the review. Any adverse material in a teacher's file which is over three years old, for which there have been no further substantiated complaints, shall be expunged from the file upon the teacher's request. In the event that such material is removed from the file, then Section 5.4.4 will not be operative.

5.4.2 If material derogatory to a teacher's conduct, service, character or personality is placed in the personnel file, the teacher shall be given a copy of such before it is placed in the file. The Principal and the Superintendent shall be the only persons to place any such material in a teacher's file. Teachers shall acknowledge having received such material by signing a 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 response to such material in the file and the answer shall be attached to all file copies.

5.4.3 The District agrees to protect the confidentiality of personal references, academic credentials and other similar documents received prior to and during the teacher's employment. It shall not establish any separate personnel file, which is not available for the teacher's inspection.

5.4.4 In the event that any material is removed from a teacher's file, a dated notation stating what has been removed shall be placed in the file.

- 5.4.5 No document will be placed in a teacher's personnel file after a teacher's last day of employment, except those situations where a teacher breaches an employment contract, excepting documents previously received or acknowledged by the teacher prior to the last day of employment.
- 5.5 A Barnstead Education Association member teacher shall have the right to have Association Representatives present at any time during any step in the grievance process.
- 5.6 Communication: A teacher shall have the right to communicate concerns to the Barnstead School District Administration and School Board. Concerns shall first be addressed to the Principal. If a concern is not resolved following the first level of communication, the teacher shall have the right to proceed to the next level (Superintendent then School Board).

ARTICLE VI. TEACHER EVALUATION

Upon funding of this collective bargaining agreement, the parties agree to form a Joint Labor/Management Study Committee to explore teacher evaluation systems including the NH DOE Teacher support and evaluation model and recommend any necessary changes to the current Barnstead Teacher Evaluation System. The BEA shall appoint the labor representatives and the School Board shall appoint the management representatives to this committee. The committee shall hold its first meeting prior to the end of the 2013-14 school year. The results of the committee's work shall be submitted to the bargaining teams for the BEA and School Board. Any agreed upon changes to the current system must be submitted to the Barnstead Education Association and Barnstead School Board and receive ratification prior to implementation.

Members of this committee will not receive compensation.

- 6.1 Evaluation Procedure: The purpose of Teacher Evaluation is to improve and maintain the quality of education given to the District's students.
- 6.2 Evaluations shall only be conducted by the Principal, Assistant Principal, Director of Special Education, or a mutually agreed upon professional designee(s) who is knowledgeable in the subject matter area being evaluated who are not represented by the bargaining unit.
- 6.2.1 Teacher observations will occur two times a year for non-tenured teachers (as defined in RSA 189:14-a) before December 15 and before March 15. More observations for the purpose of evaluation may be conducted at the teacher's request; the Principal may make additional observations for the purpose of improving the quality of education given to the District's students. The processes for which these teachers are to follow are outlined in 6.3.1.
- 6.2.2 Teacher observations will occur once during the final year of teacher recertification for tenured teachers. Teachers may select an evaluation option from 6.3 and notify an evaluator by October 1 of the first two years of their recertification cycle.
- 6.2.3 For tenured teachers, more observations for the purpose of evaluation may be conducted at the teacher's request; the administrator may make additional observations

for the purpose of improving the quality of education given to the District's students. The processes for which these teachers are to follow are outlined in 6.3.1.

6.2.4 The administration has the right to conduct informal observations throughout the year. Any informal observation that raises a concern for the administrator shall be communicated to the employee verbally the same day as the observation. If the administrator decides this issue may become part of the summative evaluation, it must be committed to writing. The written statement must be delivered to the employee at a meeting with the administrator, to discuss the concern, within three days of the observation. Following the meeting to discuss the statement, if the concern continues, it may be placed in the personnel file. The employee may provide a written response to any material to be placed in his/her file.

6.3 Evaluation Options

6.3.1. Every evaluation option will be preceded by a planning conference and approved by October 1 between the teacher(s) and the administrator. These evaluations shall occur prior to March 15 of the year of the evaluation using the Teacher Observation/Evaluation Form (Attachment B-2). In every option, the goal shall be to connect with the Barnstead Elementary School Strategic Plan and/or to the Individual Professional Development Goals (PDC 2).

6.3.2 Observation

Each observation will be made in person and scheduled for a minimum of thirty (30) consecutive minutes. All monitoring or observation of performance of a teacher shall be conducted openly and with full knowledge of the teacher. Prior to or during the first three (3) weeks of school, the administration shall orient all teachers regarding evaluation procedures and instruments (Attachments B-1 to B-5).

6.3.3 Team Project

For example (but are not limited to):

- a) Create a grade level unit including objectives, benchmarks covered, lesson plans, and assessment tools.
- b) Develop a rubric for a specific area of study.
- c) Provide a scope and sequence of skills for a particular field of study

Upon completion of project it will be turned in to an administrator prior to March 1.

6.3.4 Portfolio Development

A portfolio is a collection of documents which, when viewed as a whole, provides evidence of significant professional growth. Documents which could substantiate growth include, but are not limited to:

- a) reflective journals
- b) completed and field tested units of study and lesson plans
- c) reviews of professional literature
- d) participation in study groups
- e) workshops, seminars and college courses
- f) innovative uses of technology in the classroom

6.3.5 Study Group Participation

A minimum of three teachers meet for approximately two hours at least three times between October 1 and March 1. The topic for the study group session is decided in advance with an evaluator and a timeline is established. Topics could range from, but are not limited to:

- a) assessment
- b) professional book reviews
- c) integration of subject areas
- d) genre studies

Upon completion of meetings, members of the group will give a non-compensated faculty presentation highlighting their findings/research according to established timeline.

6.4 Observation Reports: Teachers shall receive a written report of every classroom observation within 5 school days of its completion. A teacher or an evaluator may request a conference to discuss the written report. A copy signed by the teacher and evaluator shall be placed in the teacher's personnel file within five (5) school days after receiving the signed copy.

6.4.1 Upon completion of the evaluation options (6.3.3, 6.3.4, and 6.3.5), the final product will be turned in to an evaluator for review and discussion prior to March 15.

6.5 No written evaluation report shall be submitted to the Superintendent, placed in the employee's file or otherwise acted upon without affording the employee an opportunity for a prior conference. The employee shall sign such report in acknowledgment that it has been read, but in no way to indicate agreement with contents.

6.6 In the event that the teacher feels the evaluation was incomplete or unjust, the teacher may put additional comments or objections in writing and have them attached to all copies of the evaluation report. The teacher will sign any additional comments and return the comments to the observer within ten (10) days of the conference. The comments will be forwarded to the Superintendent and a copy placed in the teacher's personnel file.

6.7 The administrator will notify a tenured teacher (as defined in RSA 189:14-a), in writing, of any areas in need of improvement. The notification will be accompanied by a request that the teacher meet with the Principal to develop, collaboratively, an appropriate improvement plan, using the Improvement Planner instrument (Attachment B-4 & B-5). This shall indicate the expected outcome and the specific timetable for achieving it; on or before April 1 of the next school year.

6.8 Summative Report

The principal or a mutually agreed upon professional designee will write a summative report for those probationary teachers and those in the final year of teacher recertification prior to April 1. (Attachment B-3)

ARTICLE VII. GRIEVANCE PROCEDURE

- 7.1 A "grievance" shall mean a complaint by a teacher or the Association that there has been a violation, misinterpretation, or misapplication of any provisions of this Agreement.
- 7.1.1 Any resolution of a grievance shall not be inconsistent with the terms of this Agreement.
- 7.2 All teachers shall, during the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board and the Administration.
- 7.3 Step 1 - Informal Step: A grievance must be initiated within thirty (30) days of the occurrence or when the employee was aware of the occurrence. Within the aforementioned thirty (30) day period, the grievant shall meet with the Principal in an attempt to resolve the matter informally at that level. The Principal shall communicate an informal decision to the grievant within five (5) days of the informal meeting.
- 7.4 Step 2 - Formal Step: If the informal decision does not resolve the grievance, the grievant may appeal the decision to the Principal, in writing, within ten (10) days after the receipt of the informal decision. The appeal to the Principal must specify the following:
- a) the action that is the subject of the grievance;
 - b) the provisions of the Agreement violated; and
 - c) the remedy sought
- 7.5 Within ten (10) days from the receipt of the appeal, the Principal shall meet with the grievant and attempt to resolve the grievance and communicate a formal decision in writing to the grievant within five (5) days of the formal meeting.
- 7.6 Step 3: If the grievance is not resolved to the grievant's satisfaction in Step 2, it may be appealed to the Superintendent within ten (10) days of receipt of the Principal's formal decision. The written appeal must contain all of the information submitted at Step 2.
- The Superintendent shall, within ten (10) days of the receipt of the appeal, meet with the grievant to discuss the matter, review the facts in the case as well as the decisions rendered by the Principal, and attempt to resolve the dispute.
- The Superintendent shall, within ten (10) days of the meeting, communicate a written decision to the grievant.
- 7.7 Step 4: If the grievance is not resolved to the grievant's satisfaction at Step 3, it may be appealed to the School Board within ten (10) days of the receipt of the Superintendent's decision. The appeal must contain all the information submitted through Step 3. The Board shall meet with the grievant, the Superintendent, and, if necessary, the Principal to attempt to resolve the grievance within fifteen (15) days after the receipt of the appeal from the Superintendent's decision.

The Board shall communicate its decision in writing to the grievant and the Association within ten (10) days of the meeting.

- 7.8 Step 5: If the grievance is not resolved to the grievant's satisfaction at Step 4, and the Association determines that the grievance should be arbitrated, the Association shall so advise the School Board in writing within ten (10) days of receipt of the Board's answer. The parties will then initiate a request for arbitration according to the rules of the American Arbitration Association, which are hereby incorporated into this Agreement. The decision of the arbitrator shall be binding.
- 7.9 Failure at any step of this procedure to communicate a decision on a grievance within the specified time limit shall permit the grievant to proceed to the next step. Failure at any step in this procedure to appeal a grievance to the next step within the specified time limit shall be deemed a waiver of further appeal of the decision and shall be deemed acceptance of the decision rendered at that step.
- 7.10 The parties covenant and agree that all grievance hearing sessions, including those before the Barnstead School Board, shall be held in executive session.
- 7.11 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not be forwarded to any prospective employer of the grievant, nor shall such documents be revealed or the grievance(s) be alluded to in any communications between the administration and said prospective employer.
- 7.12 A grievance filed by the Association may be submitted at the step/level where the action giving rise to the grievance occurred.
- 7.13 See Attachment C – Letter of Agreement

ARTICLE VIII. VACANCIES, TRANSFERS, ASSIGNMENTS AND REASSIGNMENTS

- 8.1 In the event of change of assignment, the employee involved shall be notified at the earliest practical time. Assignment changes will be avoided after June 1. In the event of a change of assignment and upon the request of the employee, a consultation with the Superintendent or his/her designee shall be held. The assignment of said employees to positions, grades and/or subjects, as the case may be, will generally be within their areas of demonstrated and certified competence.

In making his/her recommendation the Superintendent shall consider among other factors he/she deems relevant, employee's qualifications and system-wide balance of experience and inexperience. The final decision pertaining to employment assignments shall be that of the Board upon recommendation of the Superintendent. Upon reaching its decision, the Board shall notify the employees involved.

- 8.2 Teachers who desire a change of position may file a written statement of such desire with the Superintendent.

- 8.3** The administration will post vacancies (including co-curricular positions) on the official bulletin board in the school. During the summer weeks, in addition to posting, the District shall send notice of the vacancies to the Barnstead Education Association Co-Presidents and bargaining unit members who have indicated in writing an interest in a change of assignment. Such notice shall be sent to the address left on record.
- 8.4** Based on their qualifications, teachers who are employed in the district and certified will, upon written application, be granted an interview and will be given due consideration for the vacant position.
- 8.5** Every effort shall be made to provide substitute teachers for all classroom teachers when they are absent from school. Only in emergency situations will teachers be asked to serve as substitutes.
- 8.6** Teachers to whom student teachers are assigned by the School Board will receive any stipend the school receives from the cooperating college or university.
- 8.7** The Board shall provide for each teacher, a separate desk, a file cabinet and closet space in which to store personal articles; at least the desk or file cabinet shall have a functioning lock.
- 8.8** The student day will not exceed six (6) hours and forty-five (45) minutes and the student instructional day will not be less than five (5) hours and fifty (50) minutes. The teacher work day will begin fifteen (15) minutes prior to the student day and end forty-five (45) minutes after the student day for each day school is in session; provided, however, that on Friday the teacher day will conclude with the student day unless some teacher assignment identified by the teacher and/or Principal requires the teacher's presence in the building. On occasion, the teacher may leave early with the permission of the Principal.
- 8.9** A teacher shall have at least five (5) uninterrupted planning periods per week. The district shall make every effort to provide each teacher with at least one (1) uninterrupted planning period per day. However, in the event this cannot be scheduled, no more than one day per week may have more than two planning periods. The planning periods will be at least forty (40) minutes in duration and will be in addition to the forty-five (45) minutes at the end of the student day, except when such period is preempted by meetings scheduled to a maximum of four (4) times per month. Every effort will be made by the administration to keep these meetings to within an hour's time. The school nurse shall be allowed time to perform clinical leadership responsibilities consistent with teacher planning time. The schedule for the nurse's daily clinical leadership responsibilities time shall be determined by administration with input from the nurse to ensure that the medical needs of the school/students are effectively met.
- 8.10** Duty Free Lunch: All teachers shall receive a duty-free uninterrupted lunch period of thirty (30) continuous minutes. The school nurse shall be allowed a lunch period consistent with the teachers. The schedule and location of the nurse's lunch period shall be determined by the administration with input from the nurse to ensure that the medical needs of the school/students are effectively met.

8.11 Teachers will not be required to perform morning bus duty.

ARTICLE IX. LAYOFFS

9.1 If it is necessary for the Board to decrease the number of teachers, the Board will do so in a manner that is reasonably calculated to maintain and preserve the quality of education in the District.

9.1.1 Criteria: The factors in layoff decisions shall be based solely on the following: seniority, certifications, and ability. Seniority is defined as the number of years of service to the Barnstead School District. Certification is defined as the State certificate(s) held by the teacher. Abilities shall be determined by satisfactory evaluations on file. The Board shall make every effort to retain senior teachers who are certified. Only in those situations in which the School Board can show substantial reasons that retaining a senior teacher would not be in the best interest of the school system should the senior teacher be laid off.

9.2 Reductions in Force shall be absorbed, to the extent possible, through attrition and retirement. Any teacher laid off may secure other employment during the period of layoff.

9.3 Laid off teachers will be reinstated in inverse order of their being laid off; to the extent qualified to fill the available employment opening.

9.4 To the extent relevant under the provisions of this Agreement, teachers reinstated shall receive credit for previous years of service to the District.

9.5 A laid off teacher shall be entitled to recall to any vacant position for which he/she is certified and qualified, including HQT status, for a period of two years following the reduction in force. Teachers will be notified of recall opportunities by certified mail. Failure to accept recall to a position within ten (10) days from receipt of notice, as evidenced by a signature on the return receipt, shall extinguish the teacher's recall rights to future positions.

9.6 Laid off teachers will have the opportunity to substitute teach within the District.

9.7 The provisions of this article will not apply to a teacher who has been laid off for more than two (2) annual teacher contract years.

9.8 The Association will be informed when the Board is considering a Reduction in Force. The Association will be informed when the Board is considering expanded or additional programs.

9.9 For the purposes of this article, the teacher shall keep the Superintendent's Office informed of current address and telephone numbers.

ARTICLE X. NEGOTIATIONS PROCEDURE

- 10.1 The Board will furnish to the Association, upon request, such reasonable information as is needed to make reasonable proposals, including but not limited to: annual financial reports, treasurer's reports, school census information, and information regarding educational background and salary schedule placement of all teachers, including names, addresses and telephone numbers.
- 10.2 Either party may, if it so desires, utilize the services of outside consultants and may call upon professional representatives to assist or represent it in negotiations. When agreement is reached between the parties' negotiating teams, it is agreed that each team will make a valid effort to seek ratification from its membership and then to support the ratified agreement at the annual school district meeting. The Board will make every effort to get ratification of the contract cost items from the voters of the School District at any school district meeting. The signed contract will be evidence of the Association's support.
- 10.3 Any agreement reached shall be reduced to writing and signed by the Board and the Association. A copy of the Agreement shall be filed with the New Hampshire Public Employee Labor Relations Board within fourteen (14) days of signing.
- 10.4 On or before October 1 in the school year prior to the contract's expiration, either party may, in writing, by certified mail, return receipt requested, notify the other party of its intent to negotiate a successor Agreement. The parties will meet at reasonable times and places to negotiate in accordance with the provisions of RSA 273-A.

ARTICLE XI. PROFESSIONAL IMPROVEMENT

- 11.1 The parties support the principle of continuing education of teachers through the School Board's approved professional development plan. As part of this effort the Barnstead School District will participate in SAU-wide professional development committee workshops, days and/or any other workshops as approved by the Superintendent.

11.2A Course Reimbursement

- i. For teachers who are enrolled in accredited Graduate Degree programs, the District will reimburse up to nine (9) credits per year per teacher in approved graduate course(s) at a rate not to exceed the cost per credit at the University of New Hampshire. Participation in this program requires a minimum of five (5) years of service to the District as a teacher, prior approval of the District Superintendent and that degree objectives are reflected on the teacher's professional development plan. The District may limit participation in this Graduate Degree program at a maximum of twenty-seven (27) credits per year. Teachers will be granted access to eligible credits (or granted reimbursement from the available funds) in the order of their acceptance into the degree program. Teachers must notify the Superintendent of their intent to participate in the Graduate Degree program by November 1 of the prior fiscal year.
- ii. For teachers who are not enrolled in an accredited Graduate Degree program, the

District will reimburse the employee for an approved graduate course or Superintendent-approved undergraduate study up to four (4) credits per teacher per year at a rate not to exceed the cost per credit at the University of New Hampshire.

11.2B Workshops and Conferences

The District will reimburse each teacher taking workshops or conferences up to \$300. For teachers who are not enrolled in an advanced degree program, the District will also apply half (1/2) the cost of one (1) of their unused credits at the University of New Hampshire rate per year towards the cost of a workshop or conference.

- 11.3** To be eligible for reimbursement, the course or workshop must be approved in advance by the Superintendent or Principal and a grade of "B" or better must be obtained in the course.
- 11.4** Employees eligible for reimbursement may, following the approval of the course or workshop by the Superintendent or Principal, request payment in advance of the course or workshop up to the amount approved. Should the employee fail to participate in the workshop or satisfactorily complete a course by obtaining a grade of "B" or better, the amount of money advanced will be subtracted from the end-of-year check or from the final check, should the employee leave before the end of the school year.
- 11.5** Before the close of each school year any teacher, upon request, shall be notified by the SAU office, in writing, of the following:
- a) Accumulated degree-credit hours reported to the Superintendent, to date;
 - b) Accumulated staff development hours reported to the Superintendent, to date;
 - c) Date of re-certification for renewal of state certificate.
- 11.6** Any teacher who receives funds from the District for graduate courses under Article 11.2A(i) above must remain employed in the Barnstead School District for a period of two (2) full school years following the receipt of the last reimbursement. If the teacher voluntarily leaves employment, other than for extenuating circumstances as determined by the Board, he/she shall reimburse the District in the amount of the funds received by the teacher within the last two (2) years. Any teacher accepting funds under Article 11.2A(i) will sign an agreement promising to fulfill this commitment and authorizing the District to deduct any funds owed to the District from the teacher's final paycheck.

ARTICLE XII. SCHOOL CALENDAR/INSTRUCTIONAL DAYS

- 12.1** The Superintendent or his/her designee will meet and discuss the school calendar with designated representatives of the Association, ten (10) days prior to proposing a school calendar to the Board for adoption. The Superintendent will report the Association's recommendations to the Board and the Board will respond to the Association's recommendations. The final decision on the school calendar shall rest with the Board.

The school year shall begin no earlier than the last Monday in August. The day before Thanksgiving and December 23 shall not be instructional days or teacher work days.

The school year shall consist of a maximum of 180 instructional days plus the time equivalent to five (5) teacher work days as follows:

2 days prior to the start of the instructional year

1 for professional development /training

1 for uninterrupted classroom preparation

2 Early Release days in October for parent conferencing to consist of

2 full days plus a total of 5 ¼ hours after the teacher contracted day which are to be distributed over these two early release days.

1 Early Release day in January for parent conferencing to consist of

2 ½ hours after the teacher contracted day

The hours after the teacher contracted day for these three early release days total 1 teacher workday

The one (1) Joint District Day will not be held during a scheduled school break/vacation or on a Holiday, including Labor Day, Columbus Day, Veteran's Day, Martin Luther King Day or Memorial Day

1 day that follows the final student day for post-school responsibilities.

ARTICLE XIII. LEAVES

13.1 Paid Leave

13.1.1 Sick Leave

Each teacher shall be credited with twelve (12) paid leave days for the purpose of personal or family illness at the beginning of each school year, cumulative to ninety (90) days for teachers with less than ten (10) years of service and one hundred ten (110) days for teachers with ten (10) or more years of service. Teachers with an excess of one hundred ten (110) days at the close of the school year will have the excess above one hundred ten (110) days reduced so that the total number of sick days prior to the start of the next school year is one hundred ten (110) days.

Teachers shall be given a written accounting from the Superintendent's office of their accumulated sick leave by the third pay period and by the first pay period in June.

A physician's certificate may be required for absences which are more than five (5) consecutive days.

Except in unusual circumstance, teachers are required to notify the School Administration of sick leave absences before 6:00 a.m.

13.1.2 Leave Reimbursement for Non-Use of Sick Day Leave

Eligibility for either of these reimbursements in the school year will be determined by the teacher's accumulated sick leave at the end of the previous school year.

A. Teachers who have accumulated 110 days of sick leave shall be eligible for the following benefit:

Teachers who limit sick leave use to two (2) or fewer days of sick leave per year shall receive \$1,000.

Teachers who limit sick leave use to three (3) or four (4) days of sick leave per year shall receive \$750.

Teachers who limit sick leave use to five (5) days of sick leave per year shall receive \$500.

The Board shall be required to budget \$10,000 annually to fund this benefit.

In the event that the amount of funds available is less than the amount of money eligible to be paid, each teacher will receive an adjusted, pro-rated share of the fund.

Donations to the sick bank shall not be counted as a sick day used for calculating this benefit.

Payment shall be made in a separate check by June 30 each year.

B. In the alternative, teachers who have accumulated 55 days of sick leave shall be eligible for the following benefits:

Teachers who limit sick leave use to two (2) or fewer days of sick leave per year shall receive \$500.

Teachers who limit sick leave use to three (3) or four (4) days of sick leave per year shall receive \$375.

Teachers who limit sick leave use to five (5) days of sick leave per year shall receive \$250.

The Board shall be required to budget \$5,000 annually to fund this benefit. The unused balance from Level B benefit shall be added to Benefit A above, if additional funds are required.

In the event that the amount of funds available is less than the amount of money eligible to be paid, each teacher will receive an adjusted, pro-rated share of the fund.

Donations to the sick bank shall not be counted as a sick day used for calculating this benefit.

Payment shall be made in a separate check by June 30 each year.

13.1.3 Bereavement Leave

Leave up to three (3) days, non-cumulative may be granted at any one time in the event of the death in the immediate family of the teacher, teacher's spouse and/or outside the employee's immediate family.

13.1.4 Personal Leave

Teachers may use up to three (3) personal days per year to conduct important personal affairs which cannot be accomplished at any other time. To be eligible for personal leave under this section, a Leave Request form shall (except in an emergency), be presented to the Principal at least forty-eight (48) hours prior to any such personal leave. These days may only be taken the day before, or after, a school vacation or holiday with prior approval of the Principal. Prior approval will be waived in the case of an unexpected need. In these circumstances, the teacher must communicate the unexpected need to the Principal in writing within five (5) school days of their return.

Personal days are non-cumulative.

13.1.5 Maternity Leave

Maternity leave required due to a disability, prior to and after the birth of a child and as certified by a physician, will be treated like any other personal or family illness.

13.2 Sick Leave Bank

13.2.1 The Board agrees to establish a sick leave bank to cover teachers in the event of a catastrophic illness or disability. A catastrophic illness or disability is a severe condition or combination of conditions affecting the mental or physical health of the employee. Such conditions typically require in-patient hospitalization or are expected to result in disability or death. Such conditions require the services of a licensed practitioner for a prolonged period of time and that would force the employee to exhaust all leave time earned by that employee and to be placed in an unpaid leave status.

The sick leave bank shall be administered by a committee composed of two (2) teachers of the Association appointed by the Co-Presidents, the school nurse, a School Board member, and an Administrator appointed by the Superintendent, hereinafter called the Administrative Committee.

13.2.2 The Sick Bank rotation list is a list of members of the sick bank and was established in October 2006. The list of members was placed in alphabetical order by date of hire. The sick bank rotation list shall consist of names placed in the order employees first join the bank. New enrollees, after contributing one day, are added to the bottom of the list. New enrollees who join the bank on the same day shall be placed on the list in alphabetical order.

13.2.3 To join the sick leave bank, a teacher must sign a Sick Bank Membership Form by September 15th of each year and shall donate one (1) day from the twelve (12) days

he/she receives in a one-year period to be deposited in said bank, such day to be deducted from the teacher's annual sick leave in the second pay period in October. The Administrative Committee will provide the SAU office with a copy of all membership forms as well as the current rotation list by October 1st.

The days in the bank may accumulate up to one hundred seventy five (175) days. When the bank reaches the maximum accumulation only new enrollees need to contribute to the bank. These days in excess of the maximum shall be placed in reserve. Any days left in reserve at the end of the school year shall be lost. They shall neither continue to be held in reserve nor restored to the enrollee.

13.2.4 A member becomes eligible to request benefits from the sick leave bank if suffering from a catastrophic illness or disability provided he/she has exhausted all of his/her accrued sick leave. Said member may request up to twenty five (25) days per school year.

13.2.5 The request to use the sick leave bank shall be submitted in writing with supportive medical documentation to the Administrative Committee. The committee will determine whether or not, in its judgment, the teacher qualifies to use the sick leave bank. If the Administrative Committee has determined that the teacher qualifies to use the sick bank, it will submit its decision to the Superintendent who will release the days for use by the teacher. The decision of the Administrative Committee shall be final and shall not be subject to the grievance procedures contained in Article VII.

13.2.6 When the days are drawn on the Sick Bank, the sick days held in reserve shall be used to restore the Sick Bank to its maximum of 175 days. If the bank falls below the maximum accumulation, participants must contribute only one of their sick days in the second pay period in October. Those days will be held to replenish the Sick Bank at the close of the school year in June, beginning with the top of the rotation list, until the Sick Bank is restored to the maximum allowed. Those contributing individuals will then be placed at the bottom of the rotation list. An accounting of the sick bank accrued and used days will be sent to the SAU office no later than June 1st of each year.

13.3 Jury Duty or Witness Service

A teacher who is called for jury duty or subpoenaed as a witness shall be excused from teaching duty for the actual time involved in said service. Jury duty payments will be signed over to the SAU. No salary deduction or loss of leave shall occur when a teacher is absent because he/she has been called to appear in court or other tribunal on business concerning the Barnstead School District.

13.4 Extended Leaves of Absence

Provided that the teacher states the intention to return to the school system, upon recommendation of the Superintendent, a teacher may be granted a year's leave of absence, without pay, for educational purposes, provided the School Board approved the year's program as submitted by the teacher in his/her application for leave. The teacher shall be reinstated without loss of seniority or benefits and shall be assigned to a position within his/her certification, which is as similar to the one previously held as possible.

13.5 Child Rearing Leave

- 13.5.1** A teacher shall be entitled to child rearing leave upon the birth, adoption or foster placement of a child. Written application for child rearing leave must be made to the Superintendent no later than twenty (20) calendar days after the birth or adoption or foster placement.
- 13.5.2** Child rearing leave shall normally commence on either (1) the day after disability from child bearing terminates to a female teacher or (2) the date of birth, adoption or foster placement of a child, and shall continue until August 31, as follows:
- a) For childbirth, adoption or foster placement occurring on or between January 1 and June 30, child rearing leave shall continue until the following August 31 following one (1) calendar year;
 - b) For childbirth, adoption or foster placement occurring on or between July 1 and December 31, child rearing leave shall continue until the following August 31.
- 13.5.3** All child rearing leave shall be without pay or benefits, except for those benefits maintained by the teacher in strict accordance with Article 13.8.3.

13.6 Professional Leave

Professional leaves and absences with full pay will be allowed, for leave approved in advance by the Superintendent or Principal, to attend educational meetings and conferences or for trips involving school business. All requests for such absences will be made, in writing, to the Principal. The number of absences allowable for professional leave is a value judgment on the part of the Superintendent and Principal and is subject to budget limitations.

13.7 Other Leaves

Leaves of absence for other purposes may be granted, without pay, upon recommendation of the Superintendent and approval of the School Board.

13.8 General Provisions

- 13.8.1** The Board may at its discretion and on the request of the teacher, extend any leave that has been granted to a teacher.
- 13.8.2** Upon return from any leave, the bargaining unit member shall be reinstated without loss of seniority or benefits. The Board shall try (including voluntary reassignment of other continuing faculty members) to return the teacher to the position held prior to leave.
- 13.8.3** All benefits, to which a teacher was entitled at the time of leave, including accumulated sick leave, shall be restored upon return from leave. Teachers may keep their health and dental benefits in force while on leave. During approved FMLA leaves, the District will

continue to pay its share of the premiums. During non-FMLA leaves, the teacher must pay the full premium. Premium payments must be submitted to the SAU office thirty (30) days prior to the due date.

ARTICLE XIV. GENERAL PROVISIONS

- 14.1 If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 14.2 On matters of serious mutual concern, this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties, and any agreement reached shall be in writing and signed as an amendment to this Agreement.
- 14.3 Any individual contract between the Board and an individual teacher heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.
- 14.4 This Agreement shall supersede any rules, regulations or practices of the Board, which shall be contrary to or inconsistent with its terms.
- 14.5 Copies of this Agreement between the Barnstead School District and the Barnstead Education Association, NEA - New Hampshire, shall be printed at the joint expense of the Association and the Board within thirty (30) days after the Agreement is signed and presented to all teachers employed, hereinafter employed, or considered of employment by the Board. Further, that the Board shall furnish five (5) copies of the Agreement to the Association for its use.
- 14.6 Whenever any notice is required to be given by either party to this Agreement to the other, pursuant to this Agreement, the party shall do so by delivery in hand with signed receipt or by registered or certified mail at the following address:

If by the Association:

Chairperson
Barnstead School District
School Administrative Unit #86
PO Box 250
Center Barnstead, NH 03225

If by the Board:

Co-Presidents
Barnstead Education Association
NEA-New Hampshire
91 Maple Street

PO Box 289
Center Barnstead, NH 03225

ARTICLE XV. COMPENSATION

15.1 Current Employees Base Pay

Teachers under contract by the district for the school year 2013-2014 and continuing their contract for the 2014-2015 school year will have their 2014-2015 base pay as shown in the one-time "Placement Matrix" (Attachment A-1).

15.2 New Employees Base Pay

New teachers will be placed on the Hiring Matrix (Attachment A) based on degree status and years of experience. In no event may a newly hired member be placed at a salary higher than the appropriate track on Step 16.

A year is defined as a contract year or 10 months of experience. When placing a professional, credit will not be given for partial years.

For example:

Teacher A has 10 years plus 16 months experience. The step placement would be STEP 11.

Upon request of the BEA Co-Presidents, the Superintendent or designee will provide the Co-Presidents, in writing, by September 30, a list of all new hires, their educational degree(s) and their placement on the Hiring Matrix (Attachment A).

15.3 Degree/Credit Advancement

Any condition, which changes the degree/credit status of an individual during the school year, will become effective at the beginning of the next contract year prior to any other increases to salaries.

Upon attainment of the necessary credits from graduate level courses and in order to advance degree status an employee shall provide the SAU office with the official transcript from the accredited institution.

Compensation for all changes in degree/credit status will be made according to the Hiring Matrix.

Teachers under contract by the district for the school year 2013-2014 and continuing their contract for the 2014-2015 school year who were placed on BA10 or BA20 track and subsequently advance to BA15 or BA30 will have their compensation for credit advancement prorated to 1/3 or 2/3 the percentage determined in the Hiring Matrix.

15.4 Salary Increases

Salary increases will be applied to the teacher's base pay.

2015-2016 School Year	0-16 Years of Experience	2.75%
	16+ Years of Experience	1.50%
2016-2017 School Year	0-16 Years of Experience	3.00%
	16+ Years of Experience	1.75%
2017-2018 School Year	Base Pay for all continuing teachers, including the Hiring Matrix (attachment A) for year four (4) of this contract will be negotiated during the Fall of 2016.	

15.5 Longevity

Longevity shall be listed as a separate amount on the teacher's individual contract and is not a component of the teacher's base pay. Longevity shall be paid out in the teacher's regular payroll check.

Option A:

Teachers who have served the Barnstead School District for 11 years or more shall receive longevity compensation according to the following schedule:

District 11-15:	\$1,000
District 16-20:	\$1,500
District 21-25:	\$2,000
District 26-30:	\$2,500
District 31-35:	\$3,000
District 36+:	\$3,500

Option B:

Teachers who were eligible for and elected this option during the 2009-10 school year for longevity compensation calculated as 1.5% of the base salary of the appropriate track for each year of experience beyond the maximum step and qualify for Option A in the 2014-2015 school year will be moved to Option A and will have the remaining amount of their compensation under this provision included in their salary. (see Attachment B)

Teachers who were eligible for and elected this option during the 2009-10 school year and do not qualify for Option A will have their longevity compensation under this provision frozen until they qualify for Option A. When they qualify for Option A, they will be moved to Option A and will have the remaining amount of their compensation under this provision included in their salary after any salary increases (see Section 15.5) are applied.

15.6 Team Leaders, Committee and Additional Compensation

Team Leaders:

Team Leaders, elected by team members, shall receive an annual compensation equal to 4% of the Hiring Matrix BA base salary to be paid in two equal installments: the first pay period in December and the last pay period in June.

Committees:

All committees will be recommended by the Principal and approved by the School Board. The Association will be provided a list of current approved committees at the start of each school year and whenever a new committee is approved. This notice shall include the responsibilities of the committee and the compensation for each member. Teachers shall be compensated up to 4% of the Hiring Matrix BA base salary as recommended by the principal and approved by the board to be paid in two equal installments: the first pay period in December and the last pay period in June. Teachers shall have equal opportunities to serve on committees. Committee assignments are voluntary, during the school year, and equitable among members of the bargaining unit.

Additional Compensation and Additional Days:

All curriculum work or instruction conducted outside of school hours shall be recommended by the Principal and approved by the School Board. This work shall be voluntary and compensated at a rate of \$50/hour. This provision does not apply to work outside of school hours which is part of a teacher's regular duties as a professional including the preparation of lesson plans, offering extra help to students, communicating with parents, attending teachers' meetings and the like.

Guidance Counselors shall work up to five (5) additional days during the summer break to support current students and/or to register and prepare new students. The summer work schedule for counselors shall be developed before the end of the school year by the Guidance Counselors and the Principal. The rate of pay shall be per diem according to the counselor's salary during the preceding school year.

School nurses may be required to work up to five (5) additional days during the summer break. The summer work schedule for nurses shall be developed before the end of the school year by the nurses and the Principal. The rate of pay shall be per diem according to the nurse's salary during the preceding school year.

Payment for additional days worked shall be made in accordance with the District's biweekly payroll schedule, upon submission of a timesheet to the SAU office.

15.7 Retirement Option

Teachers may choose one of the following options for their retirement year:

- 1) 50% of their total accumulated sick leave days up to a maximum of 55 days at the

rate of \$75/day.

- 2) \$75 times the number of years that the teacher has served the district as a member of the bargaining unit.

Teachers must notify the Superintendent of their intent to retire by November 1st of the prior fiscal year. Teachers who accept one of these retirement options shall not be eligible for the section 13.1.2 payment in their retirement year. Payment shall be made by June 30th of the retirement year up to the amount allowable by law to be calculated as part of final compensation by NHRS without triggering any penalty to the District. Any remainder shall be paid to the teacher in a single payment within thirty (30) days of the deadline for the NHRS calculation of final compensation.

ARTICLE XVI. HEALTH AND DENTAL INSURANCE

16.1 Health Insurance

The School District will provide the following Blue Choice plans for teachers to select from: **BC3T5RDR-R\$3/15MS1** and **MTB5-R\$3/15MS1**, for teachers who qualify and become members of the plan.

The District will pay 85% of the premium for single plan chosen, the single premium plus 60% of the additional premium for the two-person plan chosen or the single premium plus 68% of the additional premium for the family plan chosen through payroll deduction.

The District will notify teachers of deadlines for joining the plan.

The teacher contribution towards the premium will be through pre-tax payroll deduction.

The District will contribute its proportional share for family members defined as dependents under IRS regulations and civil union partners. Teachers may include ex-spouses and children in their plans who no longer qualify as dependents under IRS regulations but are allowed by state law, if they pay the difference in premium, if any, between the plan to which the teacher would be entitled without said dependents and the plan which the teacher has chosen which includes such dependents.

- 16.1.1** Any teacher eligible to enroll in the Plan who does not become a member of the Plan will be compensated by the District in the amount of \$1500.00 per year in lieu of a single or two person plan or \$2000 in lieu of a family plan whichever is appropriate. This compensation will be paid in two payments, one in December and one in June. The teacher will be required to provide proof of outside health insurance coverage at the beginning of each contract year. An employee who is the spouse of another employee who is a member of the Plan will not be eligible for this compensation.

16.2 Dental Insurance

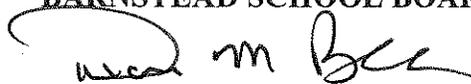
The District will pay for 100% of the premium for single coverage for the Health Trust Dental plan Option 1A. Note: This contribution is required by Health Trust.

ARTICLE XVII. DURATION

17.1 The provisions of this Agreement will be effective as of September 1, 2014 except as otherwise provided herein, and will continue and remain in full force and effect until August 31, 2018. Base Pay for all continuing teachers, including the Hiring Matrix (Attachment A) for year four (4) of this contract will be negotiated during the Fall of 2016 along with any sidebar language that may have been agreed to and signed by both the Barnstead Education Association and the Barnstead School Board. The current terms and conditions of employment will continue and remain in full force and effect until a successor agreement has been ratified.

IN WITNESS WHEREOF, the parties have executed this Agreement entered into this 27th day of May, 2014 by and between the Barnstead School Board and the Barnstead Education Association, NEA - New Hampshire.

BARNSTEAD SCHOOL BOARD



Diane Beijer, Chairman
Its Duly Authorized Member

6/5/14

Date

BARNSTEAD EDUCATION ASSOCIATION



Co-President, Barnstead Education Association
Its Duly Authorized Member

05-27-14

Date



Co-President, Barnstead Education Association
Its Duly Authorized Member

5/27/14

Date

**BARNSTEAD SCHOOL DISTRICT
HIRING MATRIX**

2014-2018

Hiring Matrix

	BA	BA +15	BA +30	M	MA+25
0	32,250	32,573	33,224	34,221	35,589
1	33,250	33,583	34,254	35,282	36,693
2	34,250	34,593	35,284	36,343	37,797
3	35,250	35,603	36,315	37,404	38,900
4	36,250	36,613	37,345	38,465	40,004
5	37,250	37,623	38,375	39,526	41,107
6	38,250	38,633	39,405	40,587	42,211
7	39,250	39,643	40,435	41,648	43,314
8	40,250	40,653	41,466	42,710	44,418
9	41,250	42,075	43,337	45,071	47,324
10	42,250	43,095	44,388	46,163	48,472
11	43,250	44,115	45,438	47,256	49,619
12	44,250	45,135	46,489	48,349	50,766
13	45,250	46,155	47,540	49,441	51,913
14	46,250	47,175	48,590	50,534	53,061
15	47,250	48,195	49,641	51,626	54,208
16	48,250	49,215	50,691	52,719	55,355

Percentages for Education

BA to BA +15	BA +15 to BA +30	BA +30 to M	M to M +75
1.01	1.02	1.03	1.04

These percentages for education will be applied to the base salary.

BARNSTEAD SCHOOL DISTRICT

Placement Matrix for 2013-2014 Teachers

	BA	BA +15	BA +30	BA+50	MA	MA + 25
0	32,750	33,078	33,739	34,751	35,794	37,583
1	33,750	34,088	34,769	35,812	36,887	38,362
2	34,750	35,098	35,799	36,873	37,980	39,499
3	35,750	36,108	36,830	37,935	39,073	40,635
4	36,750	37,118	37,860	38,996	40,166	41,772
5	37,750	38,128	38,890	40,057	41,258	41,671
6	38,750	39,138	39,920	41,118	42,351	42,775
7	39,750	40,148	40,950	42,179	43,866	43,866
8	40,750	41,158	41,981	43,240	44,537	44,983
9	41,750	42,585	43,863	45,617	47,214	47,686
10	42,750	43,605	44,913	46,710	48,345	48,828
11	43,750	44,625	45,964	47,802	49,475	49,970
12	44,750	45,645	47,014	48,895	50,606	51,112
13	45,750	46,665	48,065	50,688	52,462	52,987
14	46,750	47,685	49,116	51,080	52,868	53,397
15	47,750	48,705	50,166	52,173	53,999	54,539
16	48,750	49,725	51,217	53,265	55,130	55,929

SAU #86 Barnstead
Barnstead Elementary School
Barnstead Elementary School Lesson Plan

Teacher's name: _____

Grade level/subject: _____

Date of observation: _____

Learning objective: _____

Connected to GLE (s): _____

In their study of: _____

Students will: _____

Placement in unit:

Introductory

midway

follow-up

Instructional activities / the teacher:

Grouping arrangements:

Assessment type:

grade

rubric

observation

anecdotal

other

(attach documents as needed)

SAU #86 Barnstead
Barnstead Elementary School
Barnstead Elementary School Lesson Plan

Teacher: _____ Grade: _____ Time: _____ Date: _____

Position: _____ Lesson: _____
(attach as necessary)

Administrator: _____ Evaluation Option: _____
(attach as necessary)

Pre-Conference Date: _____ Post-Conference Date: _____

Comments: _____

Teacher Comments:

Observer's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Teacher's signature indicates that the teacher has received and read the observation report. The teacher has the right to attach written comments to this observation report.

Barnstead Elementary School – Summative Evaluation Report
(To be completed prior to April 1)

Teacher: _____

Grade: _____ Subject: _____

Observation Date(s): _____ Conference Date(s): _____

General Impressions (Administrator)

Self-Evaluation: (i.e.: Classroom Structure and Content, Teaching Techniques, Professional Responsibilities) this can be done collaboratively or individually, by mutual agreement (Attach documents as needed)

Commendations/Recommendations (Administrator)

Teacher Comments (Attach documents as needed)

Evaluator's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

*Teacher's signature indicates that the teacher has received and read the evaluation. The teacher has the right to attach written comments to his/her evaluation

SAU #86 Barnstead
Barnstead Elementary School

TEACHER IMPROVEMENT PLANNER

Teacher's name: _____
 Administrator: _____
 Grade/Level/Position: _____
 Date Issued: _____

The Administrator, _____, is to coordinate this plan, monitor progress, and give feedback to you.

Failure to improve and perform at or above the level of minimum expectations will result in eventual recommendation for non-renewal. This plan shall be completed by April 1 of the next school year.

A) Specific Behaviors/Deficiencies in Need of Improvement:

B) Objectives and Action Plan for Improvement

C) Program(s) to be followed:

Activity	Time to be Complete	Administrator/Resource
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

(Attach as needed)

D) Monitoring System:

Will meet _____ daily, _____ weekly, _____ monthly, _____ quarterly, from _____ to _____ with _____ to monitor progress. (See Improvement Planner Feedback Form)
 (Administrator)

-OR-

_____ will write a daily/weekly log summarizing improvement activities accomplished in that time and given to _____ weekly/monthly for review (Administrator)

Teacher: _____ Date: _____

Administrator: _____ Date: _____
Teacher signature indicates collaboration in the creation of the Teacher Improvement Planner.

E) Recommendation:

The Administrator will make one of the following recommendations to the Superintendent of Schools:

- _____ All behavior/deficiencies have been remediated; discontinue monitoring of the Teacher improvement Planner.
- _____ Progress had been made in remediating be behaviors/deficiencies; create new Teacher Improvement Planner.
- _____ Failure to make satisfactory progress in addressing and remediating the behaviors/deficiencies.

F) Teacher Comments:

Teacher: _____ Date: _____

Administrator: _____ Date: _____
Teacher's signature indicates that the teacher has received and read this recommendation. The teacher has the right to attach written comments to his/her recommendation.

SAU #86 Barnstead
 Barnstead Elementary School
 Barnstead Elementary School Lesson Plan

Teacher's name: _____

Administrator: _____

Grade/Level/Position: _____

Date Issued: _____

Date of Meeting	Improvement Strategy	Teacher Comments/Signature	Administrator Comments/Signature

(Attach as necessary)

LETTER OF AGREEMENT

Between the
Barnstead School Board
and the
Barnstead Education Association

August 11, 2005

The School Board will hear complaints about individual teachers in non-public session only. The teacher who is the subject of any such complaints will be given the opportunity wherever possible to be present during such complaints, and will be given the opportunity to respond to such complaints. The School Board, the administration, the association, and the teachers will make all efforts to resolve all complaints and concerns at the lowest appropriate level of the administration and the School Board.