

AGREEMENT BETWEEN

THE CHESTER SCHOOL BOARD
AND THE
CHESTER EDUCATION ASSOCIATION

JULY 1, 2022 – JUNE 30, 2025

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ARTICLE I - RECOGNITION

The Board recognizes the Association as the exclusive representative of all certified teachers and guidance counselors, licensed occupational therapists, speech-language pathologists, speech-language assistants, behaviorists, and school nurses who are employed by the Chester School District for the purpose of negotiations with the Board with respect to salaries and terms as per RSA: 273. The Board agrees to negotiate with representatives of the Association in accordance with the procedures outlined in Article II.

Certified teachers shall include any certified individual employed by the Chester School District who deals directly with children and whose position is such as to require him or her to hold an appropriate credential issued by the New Hampshire Board of Education under its regulations governing certification.

The term certified teacher does not include Superintendent, Assistant Superintendent, Principal, Director of Special Services, Assistant Principal, Director of Student Affairs, Technology Director, Facilities Director, Technology Support, paraprofessionals, library aides, school psychologists, consultants, or allied health professionals that the District contracts with for services. Any new positions shall be reviewed with the CEA to determine whether or not the position(s) should be represented under this Collective Bargaining Agreement.

During the term 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 II of this agreement. However, this shall not prevent the Board from communicating or consulting with any 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 on his/her own behalf on matters related to his/her employment by the Board.

For the purpose of this agreement, the term teacher shall apply to all positions of the bargaining unit.

The Association agrees to represent all members of the bargaining unit in the Chester School District as designated above without discrimination and without regard to membership in the Association.

In the event that the School District is unable to fill any full or part-time licensed position (e.g. occupational therapists, speech-language pathologists or school nurses) through normal staffing procedures the Chester Educational Association agrees that these positions may be filled via a contracted per-diem agreement in order to deliver the required level of full or part-time service to the students of the Chester School District. "Normal staffing procedures" shall mean that the District advertised for the position for at least four weeks and that it interviewed any qualified candidates.

The School District may contract with companies or agencies for these licensed services to be provided by employees of those companies or agencies, including services that otherwise might be performed by licensed bargaining unit employees, except that the District shall not contract-out specifically for the purpose of laying off bargaining unit members.

In this situation, the Superintendent shall notify the Association in writing of the intent to fill the positions via contracted services. The Association shall review the proposal and provide their written response to the proposal within three (3) school days.

ARTICLE II – JURISDICTION AND AUTHORITY OF THE SCHOOL BOARD

1. The Board, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the unrestricted right, in accordance with applicable laws and regulation to direct and manage all activities of the Chester School District on any and all matters not excluded by RSA 273-A, provided said act, rule or regulation, does not conflict with or violate any of the terms of the Agreement. And to take actions as may be necessary to carry out the mission of the District in emergencies.
2. 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/her; and this Agreement shall not be construed so as to constitute a delegation of the power or authority of either. The term “law” as used above shall include, but not be limited to, regulations lawfully adopted by the New Hampshire State Board of Education.

ARTICLE III - NEGOTIATIONS PROCEDURE

1. Negotiations for a successor agreement shall be conducted pursuant to RSA 273A, Public Employees Labor Relations Law.
2. The Association will notify the Board of its intent to negotiate no later than May 15, 2024. The Association’s letter shall include an initial bargaining proposal and shall list suggested dates for negotiations. The Chester School Board shall respond in writing no later than June 15, 2024. The School Board’s letter shall include a counterproposal. The Board’s negotiating team and the Association’s negotiating team each shall supply the other with rationales for their bargaining proposals and any supporting documentation. The Board and the Association shall endeavor to complete the negotiating process, including ratification, no later than October 1, 2024.

ARTICLE IV - GRIEVANCE PROCEDURE

A. DEFINITION

1. A grievance is a claim for an alleged violation of a specific provision of this agreement. A grievance, to be considered under this procedure, must be initiated in writing by the teacher or the Association within 15 school days of its occurrence.
2. An aggrieved person is the person or persons making the complaint.
3. The term "days" shall be interpreted as meaning school days unless otherwise stipulated.
4. At all stages of the grievance procedure, the teacher or the Association shall be entitled to a representative of his/her choice.
5. 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 communicated in any way to a prospective employer.
6. All parties at interest in a grievance shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in processing of a grievance.

B. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise concerning the application of the terms of this agreement.
2. Both parties agree that these proceedings will be kept confidential.

C. STRUCTURE

3. The building Principal is designated as the administrative representative for Level One procedure.
4. The Superintendent is designated as the administrative representative for Level Two procedure. The Superintendent may select additional persons to assist in his/her function.
5. A grievance may be withdrawn at any level.
6. The District shall inform the Association about any grievance presented in writing to the District.

D. INITIATIONS AND PROCESSING

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

2. Level One - Principal

Any teacher who has a grievance shall submit a grievance form to be reviewed by the CEA and then discuss it with the Principal in an attempt to resolve the matter. If, as a result of the discussion, the matter is not resolved to the satisfaction of the teacher within five (5) school days, he/she shall set forth his/her grievance, in writing, to the Principal specifying:

- a) the nature of the grievance and the date occurred;
- b) the specific provision of the agreement alleged to have been violated;
- c) the nature and extent of the injury, or loss;
- d) the result of previous discussions;
- e) his/her dissatisfaction with decisions previously rendered;
- f) the remedy sought.

The Principal shall communicate his/her decision to the teacher, in writing, within five (5) school days of receipt of the written grievance.

3. Level Two - Superintendent

The teacher, no later than five (5) school days after receipt of the Principal's decision, may appeal the Principal's decision to the Superintendent of Schools. The appeal must be made, in writing, reciting the matter submitted to the Principal, as specified in (a) through (f) above. The Superintendent shall meet with the employee to attempt to resolve the matter, as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his/her decision, in writing, to the employee and the Principal within five (5) school days of his meeting with the employee.

4. Level Three - School Board

If the grievance is not resolved to the grievant's satisfaction, he/she, no later than ten (10) school days after receipt of the Superintendent's decision, may request a review by the Board. The request shall be submitted, in writing, through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board shall hold a hearing with the grievant within fifteen (15) school days of the request and render a decision, in writing, within fifteen (15) school days of the hearing.

5. Level Four - Arbitration

If the decision of the School Board does not resolve the grievance to the satisfaction of the employee grievant, and he/she wishes review by a third party, he/she shall so notify the Association within five (5) school days of receipt of the School Board's decision. If the Association determines that the matter should be arbitrated, it shall, in writing, so advise the Superintendent within ten (10) school days of receipt of the School Board's decision.

E. SECURING PROCEDURE

1. The parties agree to abide by the rules of the American Arbitration Association.
2. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to, nor subtract anything from the agreement between the parties. The decision of the arbitrator shall be binding upon both parties subject to the provisions of RSA:542, and shall be rendered, in writing, upon the conclusion of his/her investigation in accordance

of the American Arbitration Association's Labor Arbitration Rules and Mediation Procedures.

3. The fees and expenses of the arbitrator will be shared equally by the School Board and the Association.

ARTICLE V - COMPENSATION AND FRINGE BENEFITS

A. PAYROLL

Teacher pay will be issued biweekly in 22 equal installments commencing no later than the second Friday after the first work day of each school year. A teacher may also elect 26 installments in which case his/her 22nd check shall include the balance due to him/her.

Teachers who are continuing employees will notify the administration of their choice of pay plan on a form developed for the purpose. These forms will be distributed with the final paycheck of each year. The election may be changed up to August 15th each year but may not be changed after that date.

New teachers will make their election at the time of hire, but may change their election prior to August 15th, as provided above.

B. SALARY

Salaries shall be paid according to the salary schedule in Appendix I. If a CEA member's current salary does not align with the salary schedule, their increases will be 2.25% in 2022-2023; 2.25% in 2023-2024; and 3.0% in 2024-2025.

C. MENTOR PROGRAM

The parties agree that a Mentor Program shall continue throughout the duration of this agreement including the compensation as set out in Article V- Compensation and Fringe Benefits, section D.

D. EXTRA WORK COMPENSATION

Advisors, coaches and coordinators for the extra activities listed below shall be compensated at an amount equal to the rate (percentage) allocated for each activity multiplied by the B/1 (Step 1) salary in the CBA salary schedule for the applicable year. The list of activities represents those that the District has or may offer in any given year.

The District retains the right to decide which activities to offer and the appropriate number of stipend positions needed to support the activity (ie. student enrollment in the activity). In the event that the District wishes to offer a new activity, the District and the Association will meet to determine the compensation.

Each factor to be multiplied by the B/1 (Step 1) salary:

Athletic Director	5.5%
Baseball	5.5%
Basketball	5.5%
Spirit	4.0%
Cross Country	5.5%
Home Game Supervisor	3.0%
Soccer	5.5%
Softball	5.5%
Track and Field	5.5%
Art Club-Grades 5 & 6	3.0%
Art Club- Grades 7 & 8	3.0%
Book Club	3.0%
Chess Club	3.0%
Creative Writing	3.0%
Drama Club	5.0%
Drama – Spring Production	6.0%
Dungeons and Dragons	3.0%
Homework Help	4.0%
Jazz Band	4.0%
MathCounts	3.0%
Mentors (Teacher)	1.8%
Honor Society	3.0%
Science Camp (Organizer)	4.0%
Ski Program	3.0%
Staff Development Coordinators	10.0% (2 positions)
Student Council	3.0%
Washington DC Trip Coordinator	4.0%
Yearbook	4.0%
Overnight Chaperone	\$50.00/night

E. PLACEMENT ON SALARY SCHEDULE

1. Experienced Teacher Entering the District
Preparation and years of teaching experience before entering the District shall be evaluated by the Superintendent and the School Board. This shall serve as the basis for placing an incoming teacher at an appropriate point on the salary schedule. The Administration shall notify the Chester Education Association President in writing of any new employee's step and track placement and actual teaching experience. Except in the case of mid-year hires, this information shall be furnished prior to the first day of the school year for the CEA Members. For mid-year hires, this shall be furnished no more than fourteen (14) days after an approved contract has been signed by both parties.

2. Credit for a Full Year of Teaching

A teacher teaching in the Chester School District for 91 full days or at least 50% time for 180 days or longer in any school year will be given credit for a full year for purposes of experience raises.

3. Placement on Advanced Education Column

To be eligible for education raises and placement on the salary schedule for an advanced degree status, the teacher must notify the Superintendent in writing of their intent to move a column by February 1 of the school year prior to the actual movement and have completed all necessary graduate credits prior to September 1st of the school year in which the movement will take place. Under special circumstances, credit will be allowed for undergraduate credits which have the prior approval of the Superintendent. The teacher must have transcripts documenting graduate coursework on file in the SAU Office no later than October 31st of the school year.

Actual salary adjustment will not take place until transcripts are filed in the SAU Office. Under no circumstances shall a teacher's salary be adjusted if documenting transcripts are not on file in the SAU Office by the October 31st deadline.

4. Starting Salaries

New employees will not be hired at salaries greater than those of current employees with the same experience and education, except in cases where the superintendent determines in his or her sole discretion that the new employee's particular qualifications for a position or that difficulty hiring a qualified new employee for a particular position justifies higher pay for that new employee. This exception will be applied to positions characterized as being in a situation of critical shortage, as defined by the New Hampshire Department of Education or the School District at the time of hiring. This exception will be limited to placing the critical shortage teacher at no more than five (5) steps higher on the established Hiring Schedule in Appendix I than the new teacher's actual teaching experience. Certified or acceptable teaching experiences that will be considered are in the areas of preschool, elementary, middle school, high school, post-secondary education, or in other applicable areas.

F. INSURANCE BENEFITS

1. Health Insurance

Each year the Administration of the Chester School District / SAU 82, may submit a Request for Proposal (RFP) to qualified service providers for the coming year. The RFP shall be managed by the Administration, including the evaluation of the proposals and the financial costs and benefits associated with each proposal.

However, it is the intention of the Chester School Board that the plans being offered each year shall enable the employees to maintain access to the same health care network and care providers whenever possible.

A Health Care Services Review Committee shall be formed as part of this agreement. The purpose of this committee will be to study, review, recommend, and monitor existing and alternative health insurance plans that deliver health services to employees that help control or reduce health care costs for both the district and school employees. The committee shall consist of two (2) representatives from the Chester Education Association, two (2) representatives from the Chester School Board and the Superintendent, whose purpose is to answer questions and break any potential voting ties.

This committee shall issue a report that includes findings, recommendations and/or changes to the existing or alternative insurance options. The results of the RFP and the analysis of each response shall be presented to the Health Care Services Review committee by the SAU Financial Manager. Should the committee recommend a change in health care providers during the term of this agreement negotiations may be reopened for this item only.

During the period of this agreement, the Board shall provide health insurance for its employees in accordance with the following provisions:

- a. Employees will be able to select a mutually accepted carrier as the provider of their insurance coverage.
- b. The School District will contribute toward the cost of health insurance selected by the eligible employees according to the following schedule: 80% of the cost of for Single, 2-Person, and Family plans.
- c. The district will treat Bargaining Unit member contributions to the medical plan as appropriate under IRS Section 125 or its successor to reduce the tax liability of the contribution.
- d. For those Bargaining Unit Members that do not elect to enroll in the HDHP being offered by the Board, the Chester School District will offer a cash payment in lieu of that coverage to employees who demonstrate that they have medical coverage from another source. The payment shall be applied as follows: one thousand five hundred dollars (\$1,500) in FY 2023, two thousand dollars (\$2,000) in FY 2024, and two thousand dollars (\$2,000) in FY 2025. Said payment shall be made in two installments (50% in January and 50% in June). Payments shall be prorated according to the actual number of days of employment in a given fiscal year. The employee is then free to apply this sum to a previously established Health Savings Account or Flexible Spending Account (FSA) conforming to IRS

regulations, Life insurance, Dental insurance or any other purpose of their choosing.

Either party, with written notice to the other by September 1, 2022, may reopen negotiations specific to the issue of medical insurance under this article for the 2023 – 2024 contract year. In the event neither party requests to reopen negotiations in accordance with this provision, or unless otherwise agreed by the parties, no change in medical insurance shall occur.

2. **Dental Insurance**

The district will pay 100% of a single and 75% of a two-person or family membership in an approved Dental Plan, (100% of Coverage A, 80% of Coverage B, and 50% of Coverage C, as described in the master plan). The maximum annual benefit for each participant in a single, two-person or family plan shall be \$1,500.00. The plan shall have no deductible. However, the master plan does detail certain exclusions.

3. **Life Insurance**

The school district shall provide one hundred percent (100%) of the premiums for a life insurance policy for each member of the bargaining unit equal to the teacher's current yearly salary.

4. **Long Term Disability Insurance**

The District will pay the premium for a disability insurance plan with a 90day waiting period that covers two thirds of a teacher's annual salary, provided that in no event shall sick leave benefits, whether earned by the individual or taken from the sick leave bank (eligibility for sick leave bank benefits shall terminate when a Bargaining Unit member is eligible for disability insurance benefits), be paid while disability benefits are received. Selection of the insurance carrier shall be at the sole discretion of the District.

5. **Less Than Full-Time Employees**

Bargaining Unit members whose professional assignment constitutes less than 50% of a full-time assignment shall not be eligible for any or all insurance benefits.

G. LEAVES

1. **Absence Days**

Absence Days will be granted at the rate of fourteen (14) days per year and may accumulate up to a maximum of ninety (90) days.

Bargaining Unit Members who have accumulated the maximum number of Absence Days of ninety (90), will be granted up to fourteen (14) days (but not exceed a cumulative total of one hundred four (104) days) at the beginning of each school year, which may be used during the school year. Any such days remaining

at the end of the school year beyond the maximum (90) will not be carried over to the subsequent year.

Note: Bargaining Unit Members who have a total of one hundred four (104) or more days at the beginning of the school year will not be eligible to be granted any additional days.

Note: For those Bargaining Unit members that have more than ninety (90) days of accumulated Leave as of July 1st 2012, those days shall be grandfathered. However, no additional days can be accumulated until the number of days is dropped below ninety (90) days.

Approved Absence days from work shall be provided to members of the Bargaining Unit for two purposes:

a. Medical Absence Days

Absences for medical reasons or to care for a spouse/domestic partner, child/dependent or parent with an unplanned medical issue need to be reported in a timely manner through the procedures outlined in the Chester Academy Employee handbook. Planned absences for medical reasons shall be requested 48 hours in advance.

Absences for medical reasons for three (3) school days or more, or upon request of an administrator, require a note from a medical provider. Absences related to medical reasons that exceed 5 consecutive school days will be referred to the FMLA process for eligibility. (Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601–2654, 2006). Employees shall have the option to use their accrued absences for qualifying and approved consecutive FMLA leaves. The provision of Approved Absence days by the Chester School District to members of the Bargaining Unit shall not override or invalidate any of the provisions of the Family Medical Leave Act.

b. Personal Absence Days

Personal absences to deal with personal matters that cannot be scheduled during non-school hours must be reported in a timely manner through the procedures outlined in the Chester Academy Employee handbook. Planned personal absences must be requested 48 hours in advance and will not be granted on the day immediately prior to or immediately following a school holiday or vacation period. Personal Absence Days may be granted up to three (3) days maximum per school year.

2. Absence Leave Bank

- a. The Board shall recognize an Absence Leave Bank.
- b. The Absence Leave Bank Committee shall be established to determine the granting of days from the bank. This committee shall have control over the distribution of medical absence days from the bank. The committee shall consist of: Two (2) members of the Chester Education Association; an Association building representative of the employee in question, or a member of the bargaining unit chosen by the applicant; the building Principal of the employee in question, or the superintendent of schools or his/her designee; and the School Board chair or his/her designee.
- c. The Absence Leave Bank Committee and the District Office shall keep a record of the current total number of days in the Absence Leave Bank.
- d. Upon receipt of written authorization therefore, signed by the teacher, the District Office shall:
 - i. Deduct one day from the teacher's unused Absence Days.
 - ii. Add this day to the Absence Leave Bank.

These written authorizations must be received by the District Office by September 15th for all contributing teachers who are on a year-long contract. Authorization forms will be distributed with contracts. Any teacher who joins the District after September 1st, and who wishes to contribute to the Absence Leave Bank, shall have two weeks from the day they begin teaching to get provide their written authorization in to the District Office.
- e. The Absence Leave Bank shall become effective on September 15th for all contributing teachers on a year-long contract, and upon receipt of their written authorization by the District Office for any contributing teacher who joins the District after September 1st.
- f. In the event any contributing teacher has used all his/her accumulated Personal Absence due to extended or chronic illness, he/she shall apply to the Absence Leave Bank Committee for additional Personal Absence Days to be drawn from the Absence Leave Bank.
- g. The Absence Leave Bank Committee shall be responsible for the approval of teacher applications for the Absence Leave Bank and shall notify the District Office of the approved days. The District shall then withdraw the approved days from the Absence Leave Bank.
- h. Any unused portion of the Absence Leave Bank at the end of each school year shall be returned to the individual contributing teacher's accumulated Absence Days. When the unused days number less than an equal number for each teacher at the end of the year, such balance shall remain in the bank.
- i. When the days in the bank fall below 30 days, those participating teachers with Voluntary Leave days available shall contribute an additional day to replenish the bank.

3. Bereavement Leave

Teachers may utilize up to five (5) days of paid leave for the death of the following individuals: spouse, domestic partner, children/dependents, parents, in-laws,

grandparents, siblings, step-family members, family members residing in the same household. In the event that an employee suffers the death of more than one listed individual in the same year, s/he may use up to five accrued personal absence days per death. Bereavement leave may not be accumulated or carried over from year to year.

4. Leave of Absence

A leave of absence for a continuous school year or any portion thereof without pay or other benefits may be granted by the Board upon the recommendation of the Superintendent and the Principal. A letter of application shall be submitted to the Superintendent and Principal at least sixty (60) days in advance.

All benefits, to which the teacher was entitled at the start of his/her leave, including unused Personal Absence, shall be restored upon return. Upon return to duty, the teacher shall be assigned to a position within the scope of his/her certification. The teacher granted a leave of absence may arrange with the SAU Office to continue his/her insurance programs by making personal payments. Such payments will be by the teacher to the SAU Office in advance of the month due.

All benefits shall be prorated for leaves which are less than one year in duration. However, with the exception of the teacher who works at least 50% of the school year, no credit will be granted in terms of salary step.

5. Sabbatical Leave

A teacher having served the District for seven (7) or more consecutive years shall be eligible for a sabbatical leave of not more than one year, without salary or benefits.

Sabbatical leave will be granted at the discretion of the Board for not more than one (1) full-time teacher per year.

Sabbatical leave will be granted for full-time graduate academic study at an approved institution of higher learning, educational travel directly related to the teacher's assignment, other purposes deemed appropriate by the School Board, or any combination of the above. Relevancy of the request shall be determined by the Board.

Requests for sabbatical leave must be submitted to the Superintendent no later than December 20th of the year preceding the year of leave. In the event of more than one eligible request, the Board will award the available leave on the basis of merit of the proposals.

The teacher shall agree to return to the service of the District for at least (1) school year. He/she shall be granted an appropriate salary step as if he/she had not been on leave. Whenever possible the teacher shall be returned to his/her previous position.

The teacher granted a sabbatical leave may arrange with the SAU Office to continue his/her insurance programs by making personal payments. Such payments will be made by the teacher through the SAU Office in advance of the month due.

6. Child-rearing

A child rearing leave of absence beyond approved FMLA leave shall be granted without pay or benefits for the balance of 187 work days from the onset of the FMLA leave. To be eligible, staff members must have one (1) year of service with the Chester School District. The staff member shall notify the Superintendent at least thirty (30) days prior to the date on which leave is to begin, except in cases of emergency.

A leave of absence for adoption or foster parenting, upon request, shall be granted without pay or benefits totaling 187 work days (inclusive of FMLA)) immediately following placement of the child.. The teacher shall notify the Superintendent at least thirty (30) days prior to the date on which the child is physically placed with the teacher, except in cases of emergency.

In either case, proof of birth, adoption, or foster placement is required for eligibility. The School Board may grant a continuance to this leave of absence to provide continuity of instruction. This continuance shall be concluded at the end of the marking period when the staff member is scheduled to return to work. Upon return to duty, the teacher shall be assigned to a position within the scope of his/her certification.

7. Association Leave

One day per year shall be granted to the teacher elected by the CEA to attend the NEANH delegate convention.

The District shall pay the cost of the substitute teacher and the day shall not be applied to the Personal Absence day of said teacher.

8. Court, Official Actions

A teacher called for jury duty, or to appear as a subpoenaed witness before any county, state or federal court (does not include plaintiff action in civil matters); or to appear before the New Hampshire Board of Education or New Hampshire Labor Relations Board shall not lose compensation or be required to utilize any other type of leave for the performance of such obligations. However, in the event a teacher receives payment for jury duty or any other fee under this section, said teacher shall turn said payment over to the District.

9. Less Than Full-time Employees

Voluntary Leave and bereavement leave shall be prorated for those teachers who work less than full-time. Pro-ration to be equal to the percentage of time worked.

H. PROFESSIONAL DEVELOPMENT

1. Professional Days

Teachers may be granted up to three (3) professional days during the school calendar year for the purposes of a) attendance at conferences, professional meetings or workshops; b) visitations to other schools; c) other approved reasons. Teachers shall request such leave, in writing, at least two (2) weeks in advance.

All professional day requests shall be made to and approved by the Principal and confirmed by the Superintendent.

Furthermore, the Board agrees to reimburse individual teachers for approved conference, workshop or meeting fees for up to a total of one thousand dollars (\$1,000) per year in FYs 2023-2025. The Board agrees to provide enough funds each year to implement this provision fully.

Teachers may elect to be reimbursed by the district or request a purchase order for the professional day activity.

In order to be reimbursed, a teacher must submit satisfactory proof of payment and attendance to the SAU Office within 30 days of completion for the conference, workshop or meeting. In the case of a purchase order, a teacher must submit satisfactory proof of attendance to the SAU Office within 30 days of the completion of the conference, workshop or meeting. Failure to do so could result in the cost of the conference, workshop or meeting being deducted from the teacher's salary. Authorization for this deduction will be provided by the teacher as a condition of Administrative approval.

When the Board requires the attendance of a teacher at such a conference, workshop or meeting, the teacher shall be reimbursed for all fees regardless of cost and for mileage at the current IRS rate per mile.

2. Course Reimbursement

Teachers taking approved graduate level courses will be reimbursed by the district for fees and tuition up to a maximum of twelve credits per year at the actual UNH graduate level credit hour cost. All courses must have prior approval. Application for approval must be made, in writing, to the Superintendent at least two weeks prior to the first day of class. In special circumstances, the Superintendent may grant approval for undergraduate courses. The Superintendent shall grant applications for courses that are related to the teacher's professional development plan or are necessary to complete a planned program.

A teacher may be eligible for payment of up to three (3) courses per fiscal year. If the money remaining in the course reimbursement account at the end of the year is not adequate to reimburse fully all teachers who took courses, the money remaining will be divided equitably among the teachers to whom reimbursements are owed.

In order to be reimbursed, a teacher must submit proof of payment and successful completion of the approved course (B grade or better) to the SAU Office within 30 days of completion of a course. The teacher must continue employment with the District for a period of not less than one year following course completion, except that teachers with ten years of experience are exempt from this requirement.

The Board agrees to provide a minimum of twenty-five thousand dollars (\$25,000) per year in FY 2023-2025 to implement this paragraph.

I. RETIREMENT BENEFITS

1. End of Career Recognition

To qualify for the provisions of this section, a professional staff member must have been employed in the Chester School District for twenty (20) years, must have attained the age of fifty-five (55) years of age by June 30th of their final year of employment and qualify for immediate payment of NHRS retirement benefits upon termination of employment. In addition, the staff member shall provide written notification to the Superintendent of his/her intended date of retirement no later than five (5) months prior to said date.

In the event of the death of an employee who is qualified to receive End of Career Recognition (with the exception of the written notification requirement), the benefit will be paid to the employee's declared beneficiary.

This provision is limited to up to three (3) professional staff members, based upon district seniority, in any given fiscal year. On the School District payroll following July 1st after the staff member's retirement, the employee shall receive the lump sum payment in an amount equal to the product of accumulated Personal Absence days (not to exceed ninety days) shall be made to the former staff member based on the chart below. This contract provision will become effective on July 1, 2022.

Contract Year	Value Per Day	Maximum Benefit
2022 - 2023	\$160	\$14,400
2023 – 2024	\$180	\$16,200
2024 – 2025	\$200	\$18,000

Note: The employee will repay all monies received pursuant to this policy should he/she not retire and not receive NHRS retirement benefits following his/her final year of employment.

2. Retirement Health and Dental Insurance

Subject to the insurer's consent, an eligible retired teacher who participated in the bargaining unit's health and dental insurance for at least two years immediately prior to retirement may participate after retirement, solely at the retired teacher's expense, in the same health insurance and dental insurance that the School District offers to active bargaining unit members, under the same single, two-person or family coverage that the retired teacher held immediately prior to retirement. The retired teacher's eligibility for this benefit shall cease when the retiree attains the minimum age necessary for participation in Medicare.

J. PERFORMANCE INCENTIVE

During the years of this agreement, teachers shall have the opportunity to receive a performance based incentive, which shall be payable in a lump sum at the last pay period of each school year based upon the agreed upon goals as set forth in Appendix II and III. The maximum percentage incentive for each school year in this agreement shall be 2.5% of each individual teacher's base salary.

ARTICLE VI - EVALUATION

- A. Nothing contained herein shall be deemed to modify the School Board's right to dismiss a teacher subject to the relevant laws of the State of New Hampshire and the terms of this agreement.
- B. The main purpose of observing and evaluating a teacher's work shall be to enhance the quality of work performance.
- C. The parties shall use the District Evaluation Plan for observations and evaluations.
- D. A teacher in "non-tenured status" shall be formally observed on at least one (1) occasion before December 1 in a school year and on a second occasion before February 1.
- E. A teacher with more than 3 years of experience may choose from an array of observation options listed in the approved District Evaluation Plan, including a formal written observation, informal observations (between 4 - 6 written), a Team Integrated Project with written reflection, or a written peer observation review. The selected observation option shall occur before April 1 in a school year.
- F. All Summative evaluations shall be completed on or before April 1 in a school year.

ARTICLE VII - WORK YEAR AND WORK SCHEDULE

- A. The teacher work year will consist of one hundred eighty-seven (187) days to include at least five (5) days of meetings, conferences, in-service workshops, curriculum planning sessions and similar activities, with at least two (2) days prior to the opening student day of the school year, including one (1) day of uninterrupted classroom preparation free of meetings and appointments.

Teachers will be compensated at the rate of 1/187 of their annual salary for each full day of work in excess of the work year as may be approved at the sole discretion of the superintendent or her designee. The 187 days will be assigned within a period beginning three days before and ending three days after the student school year.

- B. Teachers shall arrive fifteen (15) minutes before the time students are permitted to enter classrooms and stay at least thirty (30) minutes after the end of the student

school day, with required attendance not to exceed seven (7) hours and fifteen (15) minutes. The School Board shall determine the student day and inform employees of the student day annually before April 15. The student day shall only be changed after April 15 after consultation with the Association. It is understood that additional time may and should be taken to adequately complete any and all professional responsibilities. Subject to the terms described elsewhere in this agreement, professional responsibilities shall include meetings, field trips and open houses, as well as providing reasonable assistance to students who request extra help before or after the school day.

- C. Teachers shall be provided with a thirty (30) consecutive minute duty free lunch and a break which shall be during the same time period as the student lunch periods. The Board recognizes this as a mandatory subject of bargaining under RSA 273A.
- D. Teacher prep time shall consist of no less than one class period per day and one of the five total class periods per week shall be for common planning time of the primary and middle grade levels. These prep periods may be used for meetings when mutually agreed upon.

The Board will give the Association reasonable notice prior to any change in the length of the teacher workday.

- E. Two teachers may voluntarily elect to submit a proposal to job-share. Job-sharing is defined as a budgeted full-time position shared by two persons. The following guidelines apply to the establishment of a job-shared position.

Upon receipt of a proposal to job-share, the Principal shall consider the proposal in regard to the overall staffing requirements of the faculty in order to meet established performance goals and objectives and shall make a recommendation to the Superintendent. The Superintendent shall consider the proposal and make a recommendation to the School Board. The School Board's decision will be final. The proposal to job-share must be made by March 1 of the school year prior to the school year when job-sharing will commence. Consideration of a proposal may include but is not limited to interviews with the teachers. A request to continue a job-share position must be made annually by March 1 of each school year and shall be subject to the decision process.

- Job-share teachers shall accrue seniority in accordance with provisions of section IV-E-2 of the master agreement.
- Job-share teachers will receive a prorated salary based upon each teacher's placement on the salary schedule.
- Subject to the guidelines of the appropriate insurance carriers for the School District's benefits plans, job-share teachers will, on a prorated basis, receive the same benefits accorded full-time teachers based upon each job-share teacher's work schedule in proportion to a full-time teacher's work schedule.

- Consistent with New Hampshire State Retirement System guidelines, job-share teachers who teach fifty percent (50%) of the days in the school year will participate in the retirement system.
- Job-share teachers will receive sick and personal days on the same basis as full-time teachers prorated between the two teachers.
- Job-share teachers will receive the same tuition reimbursement as full-time teachers prorated on the basis of the amount of time each teacher participates in the position in proportion to the full-time equivalent.
- Job-share teachers shall be entitled to the same number of planning periods as a full-time teacher with the division of the planning periods to be determined between the job-share teachers based on when the planning periods are scheduled.

F. Teachers may be required to remain after the end of the regular workday, without additional compensation, no more than two (2) days per month, for the purpose of attending faculty or other professional meetings involving total primary school staff, total middle school staff or the entire school staff. Such meetings shall run for no more than sixty (60) minutes from the onset of the meeting.

A written notice of any meeting (as described in the section above) shall be given to the teachers involved at least twenty-four (24) hours prior to the meeting, except in an emergency. The Principal shall set a written agenda for said meetings. However, teachers shall have the opportunity to suggest items for said agenda.

G. A position shall be considered vacant when the School Board creates a new position or when a teacher leaves his/her position and the School Board elects to fill it.

When existing positions become vacant and must be filled during the school year, the Principal shall provide a description of the position to the Chester Education Association (CEA) president for posting in an agreed upon common area within Chester Academy. The listing shall include grade, subject(s) and other relevant information, to the extent known, of the position(s).

A list of known vacancies in teaching positions for the upcoming school year shall be provided to the CEA President by April 15th of the current year for distribution and posting in an agreed upon common area within Chester Academy.

Any vacancies in teaching positions for the upcoming school year, determined subsequent to April 15th and prior to the start of the new school year, August 15, shall be sent to the CEA president's home for posting, distribution and/or communication to the current CEA bargaining unit members.

Vacancies shall be posted for 10 work days. Interested teachers must apply in writing to the Principal within the posting period. The district shall notify the applicant(s) who were not assigned/transferred in writing. In each case, the available position may be advertised in appropriate media as well.

Current CEA bargaining unit members applying for vacant positions shall be given equal opportunity to be hired for vacant positions based on consideration of the candidate's area of certification, demonstrated ability in the subject area, grade level experience and length of service in the Chester School District.

- H. Teachers who volunteer to teach an additional instructional period in lieu of a preparation period, shall be paid twelve and a half (12.5%) of their current-year salary prorated for the portion of the school year that the extra period is taught.

ARTICLE VIII - TEACHERS' ROOM

The Chester School Board will provide a teachers' room for the professional staff. This room will be appropriately furnished and will be maintained in clean and orderly condition by those using it. Adequate storage will be provided for teachers and their equipment. The teachers' room will not be used for general storage.

ARTICLE IX - PERSONNEL FILES

- A. A teacher shall have the right to review the contents of his/her personnel file and to receive copies of any documents contained therein. A teacher is entitled to have a representative of the Association accompany him/her during such review.
- B. No disciplinary or disparaging material shall be placed in the teacher's personnel file unless the teacher has had an opportunity to review the material and be given a copy of such. A teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. A teacher shall have the right to submit a written answer to such material and his/her answer shall be attached to all copies.
- C. In the event that the Administration permanently removes any material from a teacher's file, a dated notation stating what has been removed and the reason for such removal shall be placed in the file and sent to the teacher.
- D. A teacher's personnel record shall consist of two files. One shall be maintained at the SAU offices and the second shall be maintained in the Principal's offices.

ARTICLE X - FAIR TREATMENT

- A. In the event that, in the opinion of the school administration, a deficiency in a teacher's performance exists, the teacher will be notified, in writing, by the administration of the deficiency. The administration shall clearly state the deficiency, in writing; state the expected corrections; and the teacher shall be given a reasonable period of time for such corrections. When such deficiencies are presented to the teacher by the administration, the teacher will be entitled to have present a representative from the Association.
- B. No member of the bargaining unit shall be disciplined, reduced or denied advancement in rank or compensation without just cause. A member of the bargaining unit who has not achieved tenure under RSA 189:14 a, I is subject to non-renewal without a right to a statement of reasons and a school board hearing. Non-renewal of non-tenured teachers shall not be subject to the grievance procedure.
- C. No member of the bargaining unit who qualifies for tenure under RSA 189:14 a. and b. shall be discharged from his/her position without just cause.
- D. All rules and regulations governing employee activity shall be interpreted and applied uniformly in the District.
- E. Vacant positions will be posted internally. Employees may apply for posted positions for which they are qualified. Such applications shall be subject to the established general application process.
- F. Voluntary Transfers – Teachers who desire a change in grade and/or subject assignment may file a written statement of such desire with the school Principal no later than April 25 preceding the school year for which the change is desired. Such statement shall include the grade and/or subject to which the teacher desires to be transferred, in order of preference.

When a request for a change in assignment is reviewed, a teacher's area of certification, demonstrated ability in the subject area, grade level experience and length of service in the Chester School District shall be taken into consideration.

Upon receipt of an assignment change proposal as defined in the paragraph above, the Principal shall consider the proposal in regard to the overall staffing requirements of the faculty in order to meet established performance goals and objectives and shall make a recommendation to the Superintendent. The Superintendent shall consider the recommendation and make a decision on the merits of the proposal.

Notice of transfer will be given to the teacher as soon as practicable and under normal circumstances not later than July 25.

- G. Notice of an involuntary transfer or reassignment shall be given to teachers in writing as soon as possible, but no later than July 1. Changes after July 1 may be made only when the Principal determines that they are necessary to support the staffing requirements of the faculty in order to meet established performance goals and objectives of the Chester School District.

When an involuntary transfer or reassignment is necessary, a teacher's area of certification, grade level experience and length of service in the Chester School District shall be taken into consideration.

When the final determination is made to implement a transfer, the Principal shall notify the Teacher within ten (10) business days. The Principal will also meet with the Teacher who is to be transferred at the earliest opportunity to advise the Teacher of the details of the transfer.

ARTICLE XI - REDUCTION IN FORCE

When the Chester School Board finds it necessary to reduce the number of certified full-time positions for reasons of declining enrollments, budget reductions, change in or consolidation of board authorized programs, or for any other reason determined necessary or desirable by the School Board, the following reduction in force practice will be implemented:

- A. As soon as a reduction in force is seriously contemplated, the Superintendent of Schools shall notify the President of the Education Association of the number of positions to be eliminated.
- B. The decision to implement the reduction in force shall be made in the sole discretion of the School Board. In cases of non-renomination or non-reelection because of reduction in force, the reduction in force shall not be based solely on seniority. The reduction in force shall take into consideration seniority, evaluations and grade level experience.
- C. Any certified teacher laid off because of reduction in force shall have a letter placed in his/her professional file stating that said teacher was not offered a new contract because of a reduction in force.
- D. There will be one-year recall rights for reduction in force employees. Recall will be in the inverse order of layoff. The teacher will return with no less seniority than he/she had at the time of layoff. Recall rights shall be terminated if a teacher does not maintain up-to-date contact information with the SAU office or does not

accept an offered position equal or greater in status than the position which they vacated.

- E. Each year a seniority list shall be prepared by the Superintendent of Schools Office no later than October 30th. The list, once verified by the President of the Education Association, shall be posted in the teachers' room.

ARTICLE XII - SAVINGS CLAUSE

If any provision of this agreement or any application of this agreement 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. If any provision is found to be contrary to law, the parties shall meet within thirty (30) school days of such legal determination for the purpose of adjusting the article affected so that it will be in accordance with the law.

ARTICLE XIII - ZIPPER CLAUSE

The Board and the Association agree that this agreement represents and incorporates the complete and final understanding and settlement by the parties in all bargainable issues which were or could have been the subject of negotiations. This agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this agreement.

ARTICLE XIV – DURATION

The provisions of this agreement will be effective from July 1, 2022, and shall continue in full force and effect until June 30, 2025.

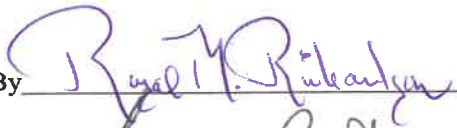
The parties have caused this agreement to be signed by their respective chairperson and respective negotiations committee chairperson, all in the day and year first written above.

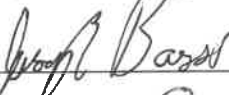
The District agrees to provide the New Hampshire Public Employee Labor Relations Board (PELRB) with a copy of this Agreement within fourteen (14) days of its execution in accordance with PUB 207.02(b) and in accordance with the Public Employee Labor Relations Act (N.H. RSA 273-A).

CHESTER EDUCATION ASSOCIATION

CHESTER SCHOOL BOARD

By 

By 

By 

By 

By 

By 

By _____

By 

By _____

By 

Date 4/6/2022

Date 4/6/2022

APPENDIX I
SALARY SCHEDULE

As part of the 2022 - 2025 Collective Bargaining Agreement, the Chester School District and the Chester Education Association agreed that the district would utilize these Hiring Schedules as the basis for determining the salary offered to an incoming teacher.

SALARY SCHEDULE		2022-23					
Step	B	B15	B30	M	M15	M30	M45
A-1	39,729	40,466	41,630	42,863	44,146	45,853	46,968
B-2	41,488	42,235	43,409	44,714	46,018	47,755	48,910
C-3	43,247	44,004	45,188	46,565	47,889	49,657	50,853
D-4	45,005	45,773	46,968	48,415	49,760	51,559	52,796
E-5	46,764	47,542	48,747	50,266	51,631	53,460	54,739
F-6	48,523	49,311	50,526	52,117	53,502	55,362	56,681
G-7	50,281	51,080	52,305	53,968	55,373	57,264	58,624
H-8	52,040	52,849	54,084	55,818	57,245	59,166	60,567
I-9	53,799	54,618	55,863	57,669	59,116	61,068	62,510
J-10	55,558	56,387	57,642	59,520	60,987	62,970	64,452
K-11	57,316	58,156	59,422	61,370	62,858	64,871	66,395
L-12	59,075	59,925	61,201	63,221	64,729	66,773	68,338
M-13	59,075	61,694	62,980	65,072	66,601	68,675	70,281
N-14	59,075	61,694	64,759	66,923	68,472	70,577	72,223
O-15	59,075	61,694	64,759	68,773	70,343	72,479	74,166

SALARY SCHEDULE 2023-24

Step	B	B15	B30	M	M15	M30	M45
A-1	40,623	41,377	42,567	43,828	45,140	46,885	48,024
B-2	42,421	43,186	44,386	45,720	47,053	48,829	50,011
C-3	44,220	44,994	46,205	47,612	48,966	50,774	51,997
D-4	46,018	46,803	48,024	49,505	50,880	52,719	53,984
E-5	47,816	48,612	49,843	51,397	52,793	54,663	55,970
F-6	49,614	50,421	51,663	53,289	54,706	56,608	57,957
G-7	51,413	52,229	53,482	55,182	56,619	58,553	59,943
H-8	53,211	54,038	55,301	57,074	58,533	60,497	61,930
I-9	55,009	55,847	57,120	58,967	60,446	62,442	63,916
J-10	56,808	57,655	58,939	60,859	62,359	64,386	65,902
K-11	58,606	59,464	60,759	62,751	64,272	66,331	67,889
L-12	60,404	61,273	62,578	64,644	66,186	68,276	69,875
M-13	60,404	63,082	64,397	66,536	68,099	70,220	71,862
N-14	60,404	63,082	66,216	68,428	70,012	72,165	73,848
O-15	60,404	63,082	66,216	70,321	71,926	74,110	75,835

SALARY SCHEDULE 2024-25

Step	B	B15	B30	M	M15	M30	M45
A-1	41,842	42,618	43,844	45,142	46,494	48,291	49,465
B-2	43,694	44,481	45,718	47,092	48,465	50,294	51,511
C-3	45,546	46,344	47,591	49,041	50,435	52,297	53,557
D-4	47,398	48,207	49,465	50,990	52,406	54,300	55,603
E-5	49,251	50,070	51,339	52,939	54,377	56,303	57,649
F-6	51,103	51,933	53,213	54,888	56,347	58,306	59,695
G-7	52,955	53,796	55,086	56,837	58,318	60,309	61,741
H-8	54,807	55,659	56,960	58,786	60,289	62,312	63,787
I-9	56,660	57,522	58,834	60,736	62,259	64,315	65,833
J-10	58,512	59,385	60,708	62,685	64,230	66,318	67,880
K-11	60,364	61,248	62,581	64,634	66,201	68,321	69,926
L-12	62,216	63,111	64,455	66,583	68,171	70,324	71,972
M-13	62,216	64,974	66,329	68,532	70,142	72,327	74,018
N-14	62,216	64,974	68,203	70,481	72,113	74,330	76,064
O-15	62,216	64,974	68,203	72,430	74,083	76,333	78,110

APPENDIX II

PERFORMANCE INCENTIVE

The Performance Incentive shall be based on a percentage of each individual's base salary and is budgeted and available as a performance payment. This payment shall be made at the end of each year in a lump sum to all staff members governed by the Bargaining Unit, if agreed upon goals are achieved by the Chester Academy staff. It shall be made to all members as an equal percentage, with the actual dollar amount representing that percentage of each individual member's base salary for that year. The Performance Incentive is not tied to an individual's performance but is based on the overall group attainment of some, or all, of the established goals.

Measures:

The Performance Incentive is based on the achievement of all, or a portion of, agreed upon goals in each year of the contract.

These goals are based on performance measures that address improved professional performance by the staff or academic achievements by the students of Chester Academy. In addition, an agreed upon weighting factor shall be applied to each goal for the purpose of prorating the results in any given year.

An example of a professional performance goal may be to complete at least 10% above the minimum required state professional annual development hours. An example of an academic goal may be to increase the overall number of students reading at grade level based on a specific method and measure (e.g. iReady).

The Performance Incentive in the current agreement shall be based on four (4) specific performance goals listed in Appendix III. The established Goals Committee (made up of three (3) CEA Members; the Principal; the Superintendent; and one (1) CSB member), as specified, shall meet each year to review and develop or refine specific goals / objectives and measures for the following school year. On adoption, these amended goals will be provided to all members of the Chester Education Association, NEA-New Hampshire.

The sample Goals currently outlined in Appendix III are provided as an example only.

Example of how the lump sum payout would work:

- The four goals upon which the potential Performance Incentive is established are weighted as follows:
 - Goal 1 = 40%
 - Goal 2 = 40%
 - Goal 3 = 10%
 - Goal 4 = 10%

- If all goals are met, then a lump sum payment as outlined under Article V section J would be made to each employee at the end of the school year.

- If any of the goals are not met then a prorated payment would be made to each employee at the end of the year.
- The maximum percentage incentive for each school year of this agreement shall be as outlined under Article V section J.

IMPLEMENTATION:

The mechanism for implementing the Performance Incentive is as follows:

- 1.) A Goals Committee made up of three (3) CEA Members; the Principal; the superintendent; and one (1) CSB member shall be established to develop or refine specific goals / objectives and measures each year. Upon review, the Goals Committee may recommend changes to specific goals / objectives and measures for the following school year at the June School Board Meeting. The Goals Committee shall also be responsible to review and confirm the results of each year's goals and objectives.
- 2.) The Performance Incentive will be implemented in Year 1 of the contract. Results will be calculated by the Principal and presented to the Goals Committee on May 30, 2023 for review and evaluation. The Goals Committee will provide a written report certifying the results and defining that year's payment to the Chester School Board in advance of the scheduled June 2023 Board Meeting. The results will be reviewed during the public meeting and a vote for the authorization of the Performance Incentive payment will be taken at the June 2023 Meeting.
- 3.) Year 2 of the contract will continue the Performance Incentive. Results will be calculated and posted by the Principal on May 30, 2024 for review and evaluation. The Goals Committee will provide a written report certifying the results and defining that year's payment to the Chester School Board in advance of the scheduled June 2024 Board Meeting. The results will be reviewed during the public meeting and a vote for the authorization of the Performance Incentive payment will be taken at the June 2024 Meeting.
- 4.) Year 3 of the contract will continue the Performance Incentive. Results will be calculated and posted by the Principal on May 30, 2025 for review and evaluation. The Goals Committee will provide a written report certifying the results and defining that year's payment to the Chester School Board in advance of the scheduled June 2025 Board Meeting. The results will be reviewed during the public meeting and a vote for the authorization of the Performance Incentive payment will be taken at the June 2025 Meeting.

APPENDIX III

SAMPLE PERFORMANCE INCENTIVE GOALS

Goal # 1 : Students in Grades 1 through 8 will achieve an average composite grade equivalency of "at" or "above" grade level on the Grade.

Definition: Students in each grade level of all students will take the Grade annually in the Spring. The results from these tests will be used to generate this information.

Rationale: Consistent growth on standardized tests is a concrete way to measure student learning and therefore be construed as a measure of successful teaching.

Plan: To administer the assessment in the Spring to all students. Gather the data from the results and submit to administration by the third week in May.

Assessment: The result will be calculated by the Principal and/or designated employee by averaging grade equivalency scores for students at each grade level and then calculating a composite score for all grade levels combined. The mean composite score for all grade levels combined to be considered at grade level is 5.4. The target composite score to meet or exceed this goal is 6.8.

Goal # 2: Students in Grades 1 through 8 will achieve an average composite grade equivalency of "at" or "above" grade level on the Gmade.

Definition: Students in each grade level of all students will take the Grade annually in the spring. The results from these tests will be used to generate this information.

Rationale: Consistent growth on standardized tests is a concrete way to measure student learning and therefore be construed as a measure of successful teaching.

Plan: To administer the assessment in the Spring to all students. Gather the data from the results and submit to administration by the third week in May.

Assessment: The result will be calculated by the Principal and/or designated employee by averaging grade equivalency scores for students at each grade level and then calculating a composite score for all grade levels combined. The mean composite score for all grade levels combined to be considered at grade level is 5.4. The target composite score to meet or exceed this goal is 6.8.

Goal # 3 : Staff members shall collectively improve Perfect Attendance by at least n% more than the first or second semester of the previous year.

Definition: Calculation shall be based on standard attendance records maintained by the SAU 82 Central Office. If the population of teacher's attaining perfect attendance for either the first or second semester of the school year improves over the prior year by the desired percentage, then each of those members with perfect attendance shall be eligible to receive a bonus of one hundred dollars (\$100.00). Further, if the population of teacher's attaining perfect attendance for the full school year improves over the prior year, then those members with perfect attendance shall be eligible to receive a bonus of three hundred dollars (\$300.00). Snow days, professional days, bereavement leave and long-term disability shall not count against the calculation of perfect attendance.

Rationale: It is highly desirable to maintain a consistent teacher and teaching methods in the classroom.

Plan: Instructional staff and all other members of the Bargaining Unit will endeavor to maintain perfect attendance. The SAU Central Office shall furnish monthly attendance reports to the President of the Chester Education Association.

Formula: The SAU Central Office shall provide an attendance report, by semester, to the President of the Chester Education Association prior to the start of the School Year. The SAU Central Office shall conduct monthly attendance reviews based on payroll and time reporting.

Assessment: The President of the Chester Education Association and the Superintendent's administrative assistant will meet to review and analyze the compliance data and submit to the Superintendent.

Goal # 4 : Staff members shall collectively complete at least 10% more than the minimum required state professional development hours annually.

Definition: All instructional staff will keep a record of their in-district and out-of-district workshops and coursework.

Rationale: Both the federal and state governments require teachers to be highly qualified (HQT) and continue to learn effective teaching methods.

Plan: Instructional staff members will complete professional development forms for ALL hours and submit them to their designated school professional development coordinators and the Superintendent's administrative assistant through May 15th.

Formula: The minimum required state professional development hours annually are twenty-five (25) hours. This is derived by the 75 State required-hours divided by three (3) years. The minimum, or Baseline, number of hours for this goal is then derived by multiplying 25 hours by the number of current staff members to determine the total minimum number of hours. The Minimum number of hours for that year plus an additional ten percent (10%) equals the Goal.

Assessment: The professional development coordinators and Superintendent's administrative assistant will collect and analyze the compliance data and submit it to the Administration.