

**COLLECTIVE BARGAINING AGREEMENT**

between the

**COLEBROOK SCHOOL BOARD**

and the

**COLEBROOK EDUCATION ASSOCIATION – NEA/NEW HAMPSHIRE**

**JULY 1, 2023 – JUNE 30, 2026**

Table of Contents

ARTICLE I – RECOGNITION .....	1
ARTICLE 2 – TERM OF AGREEMENT .....	1
ARTICLE 3 – NEGOTIATIONS PROCEDURE.....	1
ARTICLE 4 – ASSOCIATION RIGHTS .....	2
ARTICLE 5 – DEDUCTIONS .....	2
ARTICLE 6 – NON-DISCRIMINATION.....	3
ARTICLE 7 – FAIR TREATMENT .....	3
ARTICLE 8 – TERMS OF EMPLOYMENT.....	3
ARTICLE 9 – SAVINGS CLAUSE.....	4
ARTICLE 10 – GRIEVANCE.....	5
ARTICLE 11 – LEAVES .....	6
ARTICLE 12 – INSURANCE.....	9
ARTICLE 13 – SEVERANCE BENEFIT.....	10
ARTICLE 14 – PHYSICAL EXAMINATIONS .....	10
ARTICLE 15 – COURSE REIMBURSEMENT .....	10
ARTICLE 16–EXTRA CURRICULAR SALARIES.....	11
ARTICLE 17 - SALARY LANGUAGE .....	12
ARTICLE 18 – POSTING OF VACANCIES .....	13
ARTICLE 19 – REDUCTION IN FORCE.....	13
ARTICLE 20 – SEPARATION CLAUSE .....	14
ARTICLE 21 – LIFE INSURANCE .....	14
ARTICLE 22 – SICK DAY BANK .....	14
APPENDIX A.....	15
SALARY SCHEDULES .....	15
APPENDIX B CO-CURRICULAR SALARY SCHEDULE.....	18
APPENDIX C- GRIEVANCE FORM .....	21
APPENDIX D – COURSE REIMBURSEMENT FORM.....	22

THIS AGREEMENT, made and entered into by and between THE COLEBROOK SCHOOL BOARD, hereinafter referred to as "the Board," and THE COLEBROOK EDUCATION ASSOCIATION, NEA/NH, hereinafter referred to as "the Association;"

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

## **ARTICLE I – RECOGNITION**

1.1 The Board recognizes the Colebrook Education Association – NEA/NH for purposes of collective negotiations pursuant to RSA 273-A as the exclusive representative of all full and regular part-time certified professional employees of the Colebrook School District, certified by the New Hampshire Public Employees Labor Relations Board\* excluding custodians, secretaries, aides, cooks, bus drivers, school volunteers, teacher evaluators, and assistant principals who teach (50) fifty percent or less time per school week. Part-time employees shall receive prorated benefits based on the percentage of work performed.

1.2 NEW POSITIONS: If any new professional position is created during the life of this agreement and the parties cannot mutually agree on its inclusion in the bargaining unit, either party may request a clarification and determination from the New Hampshire Public Employees Labor Relations Board. The position, if so found by the P.E.L.R.B. to be a position that should be in the agreement, shall become a part of the following agreement.

## **ARTICLE 2 – TERM OF AGREEMENT**

2.1 This agreement shall take effect July 1, 2023, and will remain in effect until June 30, 2026.

## **ARTICLE 3 – NEGOTIATIONS PROCEDURE**

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

3.2 On or before October 1 of the year preceding the termination date of the current Agreement, either party may submit to the other written notice of its intention to negotiate a successor agreement concerning salaries, fringe benefits and terms and conditions of employment.

3.3 During such negotiations, the Board and the Association will establish ground rules, present relevant facts, exchange points of view, and make proposals and counterproposals.

3.4 The Board shall furnish to the Association upon request all available information concerning the financial resources of the district and any information that is allowable under Ch. 91-A "Right to Know Law".

3.5 Either party may, if it so desires, utilize the services of outside consultants and may call upon professional representatives to assist and represent it in negotiations.

3.6 Any agreement reached shall be reduced to writing and be signed by the Board and the Association. A copy of the agreement shall be filed with the New Hampshire Public Employees Labor Relations Board within fourteen (14) days of the signing. If agreement is not reached by December 1, either party may declare an impasse and utilize the procedures set forth herein to resolve the impasse.

3.7 When the impasse is declared, either party may request the P.E.L.R.B. to appoint a mediator if the parties cannot mutually agree on one.

3.8 The mediator will meet with the parties either jointly or separately and will take such steps, as he/she may deem appropriate in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement. Any hearing will be held in closed session.

3.8 If the mediation effort does not result in an agreement by January 10, either party may request the P.E.L.R.B. to appoint a factfinder if the parties cannot mutually agree on one. The factfinder shall make a report on findings of fact together with recommendations for resolving each of the issues remaining in dispute, which findings and recommendations shall not be made public until the negotiating teams shall have considered them for ten (10) days. Each negotiating team shall have fifteen (15) days in which to reach a decision accepting or rejecting the fact-finder's recommendations. If the factfinder's recommendations are not accepted by both negotiating teams, the factfinding process will continue in accordance with RSA 273-A:12.

## **ARTICLE 4 – ASSOCIATION RIGHTS**

4.1 The Association and its representatives shall have the right to use school buildings at reasonable hours to conduct union business subject to the approval of the building principal.

4.2 As a professional courtesy, the Board agrees that the Association may utilize established procedures to distribute information concerning the Association and its members via the school mailboxes and school email provided this does not impede the distributing of administrative information.

4.3 The Association may post notices of Association activities and business on a designated bulletin board located in the teachers' room or main office, provided, as a professional courtesy, a copy of such material is given in advance to the building principal.

## **ARTICLE 5 – DEDUCTIONS**

5.1 It is agreed by and between the Colebrook School District and the Colebrook Education Association that upon receipt of written authorization therefore, signed by the teacher, the Board shall deduct an amount to provide payment of dues for membership and assessments of the CEA/NEA/NH from the regular salary check of such teacher. Deductions shall be in equal amounts for twenty (20) pay periods beginning September 1 or sixteen (16) pay periods starting November 1 of each year. In order for the deductions to commence on September 1 for twenty (20) pay periods or November 1 for sixteen (16) pay periods, the CEA must provide written authorization to the SAU #7 office by August 10th for the twenty (20) payments and by October 15th for the sixteen (16) payments. The amounts so deducted pursuant to such



authorization of the teacher shall be promptly remitted directly to the Colebrook Education Association.

5.2 The Board, upon written request of a bargaining unit member, will deduct an amount from the member's salary for payment to a designated 403B annuity plan.

## **ARTICLE 6 – NON-DISCRIMINATION**

6.1 The Association agrees to represent equally all bargaining unit members without regard to the protected classes as defined by Title VII or membership in the Association.

6.2 The Board agrees not to discriminate against a bargaining unit member as defined by Title VII or membership in the Association.

## **ARTICLE 7 – FAIR TREATMENT**

7.1 DUE PROCESS: No continuing contract teacher shall be discharged, non-renewed, suspended, disciplined, or reprimanded without just cause.

## **ARTICLE 8 – TERMS OF EMPLOYMENT**

8.1 The work year for teachers shall not exceed 180 days and four (4) administrative days. These 184 days shall not occur prior to August 24<sup>th</sup>. The first student contact day shall not take place prior to August 26<sup>th</sup>. The location of the first day shall rotate between Pittsburg and Colebrook every other year, the location of the second day shall be at the discretion of the Superintendent, the location of the third day and/or fourth day shall be in Colebrook.

8.2 Traditional non-teaching or advisory activities shall be required and considered as a normal part of a teacher's duties during the school day.

8.3 Teachers may leave the building for school business during their scheduled prep time provided they notify the principal and receive approval prior to leaving.

8.4 Planning and Prep: All teachers shall have a planning period each school day. This planning period shall not be part of a lunch period.

8.5 All bargaining unit members shall have a duty-free lunch period of duration equal to the students' lunch period except in rare cases of extreme emergency.

8.6 Individual Educational Program team meetings shall not begin before 8:00 am or after 4:00 pm except by mutual agreement of the IEP team members if a parent requests an alternate time due to special circumstances.

8.7 Five (5) bargaining unit members shall have the opportunity to attend the NEA NH Fall Instructional Conference if it is more suitable to their professional needs than the District's

professional development activities planned for the same day.

8.8 Length of School Day: The teacher work day is fifteen (15) minutes prior and thirty (30) minutes beyond a six (6) hour and forty-five (45) minute maximum student day. However, the principal will have the authority to adjust the additional 45 minutes for duty purposes by no more than 10 minutes at either the beginning or end of the day.

8.9 No materials related to a teacher's job performance or behavior, including complaints originating after initial employment, will be placed in the teacher's personnel file unless the teacher has had an opportunity to review the material. When a teacher is requested to sign material placed in the file, the signature indicates that she/he has read the material, and the signature shall not be interpreted to mean agreement with the content of the material. Any person reviewing a teacher's file (including that teacher) shall sign and date a sheet attached to the file for this purpose. The signing requirement will be waived for the gathering of negotiations data or other normal maintenance of the file.

8.10 No employee who is not licensed by the State of New Hampshire shall be required to dispense or administer medication.

8.11 Qualified teachers shall be asked to volunteer to perform instruction in other SAU 7 or Canaan Schools. If no qualified volunteers are available, a teacher may be assigned in other schools in SAU 7 or Canaan in order to provide instruction for the school districts and provide closer to full time equivalent positions for the teachers. The receiving district shall reimburse the teacher for mileage (school-to-school minus commuter miles) at the IRS rate. The receiving District will reimburse the teacher for any certification that is required.

8.12 Qualified teachers shall be asked to volunteer to teach multiple classes during the same time period/block, including online classes. If a teacher refuses, they shall not be subject to disciplinary action for refusing.

8.12 Teachers shall be evaluated according to the approved School Board policy on staff evaluations. The forms and procedures in use at the beginning of the school year will remain in effect throughout the year. Before forms or procedures for evaluation are changed and approved by the Board, the Colebrook Education Association will be asked for its input. However, the Board will have the final decision on any changes.

## **ARTICLE 9 – SAVINGS CLAUSE**

9.1 If any article or part of this agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such tribunal, the remainder of the agreement shall not be affected thereby and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or part.



## ARTICLE 10 – GRIEVANCE

10.1 Definition: “Grievance” is defined to be an alleged violation, misinterpretation, or misapplication of any provision of this agreement with respect to one or more public employees.

10.2 An employee may present an oral grievance to his/her employer or its agents without the intervention of the Association or at his/her option may reduce the grievance to writing and be represented by the Association.

10.3 Any party of interest may be represented by counsel or by a representative of the Association.

Step 1. Any teacher covered by this agreement who has a grievance shall first discuss it with the principal in an attempt to resolve the matter informally at that level.

Step 2. If the grievance is not mutually resolved in Step 1, the teacher shall submit the grievance in writing on the form indicated in Appendix “C” to the principal within fourteen (14) school days of the occurrence of the grievance. The principal shall respond in writing within fourteen (14) school days to the teacher as to the decision he or she has rendered.

Step 3. If the teacher is not satisfied with the decision of the principal rendered in Step 2, he or she may appeal the grievance to the Superintendent of Schools or his/her representative within fourteen (14) school days after receipt of the decision. The appeal shall be in writing using the form indicated in Appendix “C”. The Superintendent or his/her representative will investigate the grievance and communicate the decision in writing to the Grievant within fourteen (14) school days from receipt of the written grievance.

Step 4. If the teacher is not satisfied with the decision rendered by the Superintendent, he or she may appeal the grievance to the School Board. Such an appeal must be made within fourteen (14) school days after receipt of the Superintendent’s decision and shall be in writing on the form indicated in Appendix “C”. The School Board or a committee thereof will review the grievance and, at its option, may request that a hearing be held with those interested parties involved in the grievance prior to rendering a decision. The decision shall be rendered in writing within fifteen (15) school days after the receipt of the appeal.

Step 5. If the grievance is not resolved in Step 4, either party may file, within thirty (30) calendar days, a demand for arbitration with the American Arbitration Association. An arbitrator’s award shall be final and binding on the parties.

### 10.4 Deadlines

Failure to communicate a decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure in any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed a waiver of future appeal of the decision and will be considered acceptance of the decision rendered. Requests to extend deadlines by either party are subject to mutual agreement.

## ARTICLE 11 – LEAVES

### 11.1 Sick Leave shall be granted as follows:

Employees shall receive 15 days of sick leave at the beginning of each school year and each year thereafter. The maximum accumulation of accrued sick leave is 100 days at the end of each school year.

At the end of three (3) days of consecutive absence, the Superintendent may request a doctor's certificate that the teacher is unable to work.

### 11.2 Maternity Leave

Pregnancy and childbirth shall be treated as any other form of illness or disability. Sick leave may be applied toward any physical disability related to the pregnancy and verified in writing by the attending physician. An individual who is pregnant may remain at work as long as she desires, up to the indicated date when maternity leave is to commence, providing that the Superintendent may request written approval from her attending physician that the individual is in generally good health and physically able to carry out the required teaching responsibilities. Should individual circumstances dictate, leave may commence prior to the date indicated by the individual.

11.3 Family Illness - A person may use his/her accumulated sick leave for any illness pertaining to a family member to a maximum of five (5) days per year, and this leave shall be limited to illness in the immediate family (spouse, children, mother, father, grandchildren, brother, sister or grandparents). An additional five (5) days shall be available for the care of spouse and children.

11.4 Paid Personal Leave – Four (4) days per year, non-accumulative. Only three (3) days may be used for non-bereavement purposes.

11.5 This leave may be used as follows: family emergencies such as death, religious observance, legal or business affairs or other personal business.

11.6 In the event an employee needs more time for bereavement leave, up to four (4) sick days may be approved by the Superintendent.

11.7 Requests for paid personal leave will be made to the Superintendent through the building principal, in writing, with the teacher providing only as much detail as he/she regards necessary in order to guarantee privacy, and insofar as possible sufficiently in advance so that proper provision for the teacher's absence can be made.

11.8 This leave can be extended for emergencies at the discretion of the Superintendent of Schools with all such extensions charged to the teacher's accumulated sick leave.

11.9 One (1) day of paid personal leave, if available, may be used once during the school year immediately before or after a regular school vacation or holiday period on a first-come, first-served basis. No more than four (4) teachers will be allowed under this provision immediately prior to, or immediately after, each vacation or holiday period. The leave will be limited to one day. Consecutive personal days before or after a regular school vacation or



holiday will not be granted.

11.10 No more than one (1) personal day shall be used on an administrative day; except in an emergency or at the discretion of the Superintendent.

11.11 A teacher whose total sick day accumulation moves beyond 100 when the 15 additional days are added at the beginning of the year shall receive \$50 for each sick day still remaining beyond 100 at the end of the school year.

11.12 Any teacher who uses no sick leave or personal leave during the school year shall receive a perfect attendance payment of \$300 at the end of the school year.

11.13 Any unused personal leave days at the end of the school year, shall roll over into sick leave days.

11.14 Association Business – Up to three (3) days' leave, non-accumulative, per year without loss of pay or benefits shall be granted to Association representatives. The building principal shall be notified at least ten (10) workdays prior to the leave date, in writing, as to the date. (Example: 1 person – 3 days; 3 persons – 1 day each).

11.15 Military Leave – Any person ordered by an authority of the government to serve in the Armed Forces during the school year shall not lose any salary or benefits to a maximum of ten (10) days.

11.16 Jury Duty – A person selected for jury duty and serving in such capacity on scheduled school days shall be paid the per diem difference in monies earned, without charge to any leave days.

11.17 Professional Leave – Professional staff shall have the use of professional days with the approval of the building principal and/or the Superintendent of Schools.

11.18 Requests for professional days shall be submitted on the "Paid Leave Request" Form to the appropriate building principal. The principal will forward the request, after approval or denial, to the Superintendent. If denying the request, the principal is to state reason(s) on the request form.

11.19 The Superintendent reserves the right to reverse the principal's decision. If this is done, the Superintendent shall state reason(s) for doing so on the request form and return copies to the principal and teacher.

11.20 Parenting Leave – It is agreed that the District shall grant parenting leave to all professional staff who qualify under the following provisions: Except in cases of emergency, parenting leave must be requested in writing by the applicant at least thirty (30) calendar days prior to the date the leave is to commence. Request for parenting leave must be accompanied by a doctor's certificate verifying pregnancy in the household.

11.21 Employees shall have the option of using their sick leave for parenting leave. Parenting leave shall only address leave in regard to the birth or adoption of a child.

11.22 Sick leave benefits accrued will be retained during the duration of parenting leave and

shall be maintained upon renewal of employment as specified in paragraph 11.26. Individuals commencing their parenting leave during the school year shall continue to have their sick leave accumulated up to the time the leave is to take effect.

11.23 All medical insurance benefits shall be retained during the duration of parenting leave.

11.24 Seniority benefits shall be retained during parenting leave and will be maintained upon renewal of employment by the District as specified in paragraph 11.26. Placement on the salary step upon renewal of employment in the same school year shall be at the same step the individual was on at the commencement of the leave. However, individuals that have worked a minimum of 90 school days during a school year in which parenting leave takes place shall be placed on the next highest step for which they are eligible upon renewing their employment with the District the following school year.

11.25 Parenting leave will not be granted for a period beyond 120 calendar days following the commencement of the leave. However, this period may be extended for another 30 calendar days at the sole discretion of the School Board and upon receiving such a written request by the leave recipient.

11.26 In order to preserve continuity of instruction, the Board may delay renewed employment to coincide with the beginning of a marking period provided such delay will not deprive the leave recipient in meeting the 90-day requirement specified in paragraph 11.24. Request for re-employment must be submitted not less than 20 days prior to termination of parenting leave.

11.27 The District will have discharged its entire responsibility under this section by honoring a written request for re-employment from the leave recipient within the time limits established in Paragraph 11.26. If a written request for re-employment is not made within the time limits specified and should actual re-employment not take place, all accrued personal benefits specified shall be terminated.

11.28 Unpaid Leaves – A full year's leave without pay or benefits may be granted a professional employee under the following conditions:

- a) The leave must be for a full school year (July 1 – June 30).
- b) The applicant must have seven years of continuous service in the Colebrook School District and must apply by December 31 preceding the school year in which the leave is desired.
- c) A professional employee utilizing such leave must inform the District in writing of intent to return on or before March 1 of the year in which the leave takes place.
- d) The duration of the leave shall not count in computing years of service for placement on the salary schedule.
- e) The professional employee, upon return from leave, will be entitled to a position in the District commensurate with certification, but not necessarily at the location or assignment from which the leave was taken.
- f) If the professional employee is unable or unwilling to return at the conclusion of the leave or does not notify the District of intent to return by the time limit specified, he or



she will be considered to have voluntarily resigned the position.

- g) A professional employee may also apply to the District for an unpaid leave of absence if he or she is unable to work because of sickness or disability and his/or her sick leave is exhausted. This is in accordance with FMLA (Family Medical Leave Act) requirements.
- h) No action taken by the School Board upon any such application shall constitute a binding precedent or past practice or be grievable.

## **ARTICLE 12 – INSURANCE**

12.1 The Board will provide single, two person, or family health insurance coverage through the HealthTrust Plan ABSOS25/50 3KDED (R10/25/40 M10/40/70).

12.2 The district will pay 87% of the premium of the HealthTrust Site of Service Plan. However, if this contract were to expire, no teacher would be required to contribute more to the health care premium than the dollar amount of the last year of the agreement.

12.3 In the event the Board elects to change insurance carriers during the term of this agreement and the teachers cannot approve the substitute carrier, both parties agree that a third party will be appointed by the Insurance Commissioner or his/her designee to make the decision as to whether or not the substitute carrier is in fact providing equivalent coverage under the proposed substitute plan.

12.4 The district agrees to provide a health insurance incentive plan which allows a medical insurance buy-back. The plan provides an annual buy-back stipend in an amount equal to 50% of the health insurance premium for a single person to a bargaining unit member eligible for health insurance benefits who elects not to take the health insurance coverage. In the event of a "qualifying event," a bargaining unit member will be allowed to re-enroll in the district health insurance plan by reimbursing the health insurance incentive through payroll deduction. This payment will be made in two installments, half at the first pay period in December and half at the last pay period in June. In order for Section D to go into effect, the District must receive a cost savings when the plan is implemented.

12.5 A couple who works in the District would have the option of taking the insurance plan or the insurance buy back, but not both.

12.6 The School District will implement a flexible spending account (IRS section 125 plan).

12.7 The Colebrook School District shall offer employees the ability to enroll in a group dental insurance program at no additional cost to the District. Employees who choose to enroll in the dental coverage plan shall be responsible for 100% of the premium for whatever level of coverage (single, two person or family) that they elect.

## **ARTICLE 13 – SEVERANCE BENEFIT**

13.1 After serving fifteen (15) years in the Colebrook School District as a teacher and twenty (20) years total service as a teacher, upon terminating employment with the Colebrook School District, a professional employee shall be paid his/her accumulated sick leave, but not to exceed eighty (80) days at his/her then per diem rate. (A one-time benefit only).

13.2 Professional employees eligible to receive this benefit must notify the School Board in writing by December 1 of the school year preceding the school year in which they intend to terminate, in order to receive severance pay that year. This notification requirement shall be waived for any bargaining unit member who terminates employment due to a disability as verified by a physician or who has been laid off pursuant to Article 19 - Reduction in Force.

13.4 In the event that a professional employee, after giving written notification of intent to terminate employment, desires to continue employment beyond the original termination date, must notify the School Board in writing by December 1, prior to the original termination date, and include in the written notice a revised termination date.

13.5 If after providing the written notice in the above paragraph, a bargaining unit member experiences a catastrophic illness or accident that depletes their accumulated leave, the severance benefit shall be maintained at the same level as at the time of notification. For the purpose of this article, catastrophic illness shall be defined as a single accident or illness that requires the use of fifteen (15) or more days of absence in a single school year. The Superintendent may require physician documentation of such a catastrophic illness.

13.6 Further, this benefit shall be deemed forfeited by a professional employee who terminates his/or her employment with the district during a school year for which that employee had signed a contract indicating an intent to teach for the district for the entire school year. This forfeiture of this benefit shall not occur under circumstances of the documented disability or catastrophic illness or accident, as described above.

## **ARTICLE 14 – PHYSICAL EXAMINATIONS**

14.1 The School Board may, consistent with New Hampshire RSA 200:36, require a medical examination of any employee covered by this agreement upon the request of the Superintendent of Schools. The District will pay for such examination up to the fee charged by Weeks Medical Services at the time of the examination.

## **ARTICLE 15 – COURSE REIMBURSEMENT**

15.1 The District shall reimburse certified teachers and teachers on a path to licensure an amount not to exceed the full cost of the current UNH credit hour cost of a graduate level 3 credit course taken. In addition, the District shall reimburse CTE teachers or emergency licensed teachers an amount not to exceed the current UNH credit hour cost of an undergraduate level 3 credit course, under the following conditions:

- a) For certified teachers, the annual total reimbursement costs of the District in a fiscal year shall not exceed twenty thousand (\$20,000). For CTE teachers or teachers on a path to licensure, the annual total reimbursement costs of the District in a fiscal year shall not exceed ten thousand dollars (\$10,000).



- b) To be eligible for reimbursement, courses to be taken must be in the education field and have prior recommendation of the building principal and prior approval of the Superintendent. The S A U #7 Office will provide forms for this purpose. The Superintendent shall be the sole judge of whether a course will apply under this section. Judgment will be based upon the course(s) direct and meaningful application to the position held by the teacher.
- c) Applications of intent to take a course will be processed four (4) times during a fiscal year: no later than September 15 for the Fall term; no later than November 30 for the Winter term; no later than March 15 for the Spring term; no later than May 30 for the Summer term.
- d) Course requests will be judged on a first come – first served basis for ~~certified~~ teachers, but no teacher shall receive reimbursement for more than one eligible course in a fiscal year until all teachers eligible for first course reimbursement have been paid in that year. Any unused portion of the unused funds as stated in #1, shall be used to reimburse those teachers who have taken more than one course (based upon the date of the course request.)
- e) To be eligible for reimbursement, the teacher must present to the superintendent a grade report or transcript indicating successful completion of the course(s) with a grade of B (3.0) or better. Also, a receipt of payment for credit hours must be presented. These documents must be submitted no later than the final day of school for teachers.
- f) Teachers receiving reimbursement under this section must teach in the District at least the full year, that follows completion of the course(s), or forfeit the amount of the reimbursement. If the teacher does not complete a full year of teaching upon receiving reimbursement, the teacher will authorize a payroll deduction from his or her last check with the district or reimburse the district the full amount. For courses completed in the spring or summer terms reimbursement will be made by September 30th of the new school year.
- g) Unexpended monies will be available for teachers to submit reimbursement receipts for books. Requests for reimbursement shall not exceed \$300 per teacher, per semester and will be payable at the end of the fiscal year once all coursework has been reimbursed.

## **ARTICLE 16–EXTRA CURRICULAR SALARIES**

16.1 See Appendix B for actual percentages of base salaries

16.2 When the District creates a new extra-curricular position, the Board or Administration shall contact the Association President to arrange for the necessary negotiations to place the new position on the salary scale. Agreement shall be in the form of a memorandum of agreement if master agreement negotiations are not open at the time of the position's creation.

## ARTICLE 17 - SALARY LANGUAGE

17.1 The basic salaries of bargaining unit members covered by this agreement are set forth in Appendix A, which is attached to and incorporated in this agreement. Such salary schedules shall remain in effect during the term of this agreement. Specifically,

- a) For the 2023-2024 school year, a new salary schedule is established that includes a \$40,000 base rate for Bachelor level step 1. Every employee shall be placed on the step closest to their current rate, but not less than a \$1700 increase to their salary. The step numbers of 1-20 shall be changed to Blocks A-T. Block placement does not equal years of experience. All employees off the scale shall receive \$1700 added to their base salary.
- b) For the 2024-2025 school year, \$500 will be added to the base salary. Every employee on the scale shall move up a block and shall receive a \$1700 increase to their salary. All employees off the scale shall receive \$1700 added to their base salary.
- c) For the 2025-2026 school year, \$500 will be added to the base salary. Every employee on the scale shall move up a block and shall receive a \$1700 increase in their salary. All employees off the scale shall receive \$1700 added to their base salary.

17.2 Initial placement on the salary schedule shall be based on a review of education and relevant experience. No teacher hired shall be placed on a higher block than present members of the bargaining unit with the same degree level and amount of experience.

17.3 Except those teachers whose professional licenses are not contingent upon degree but are contingent upon equivalent work experience, certifiable non-degree teachers shall be paid at the Bachelor's Degree track.

17.4 The Superintendent, or his/her designee, will consult with the President of the Association, or his/her designees, on the block placement of any new hire prior to the person being brought before the School Board and a contract being offered to him/her. Prospective employees will be shown a current salary schedule.

17.5 Payment of salaries in this agreement, upon approval of funds by the legislative body, shall be based on twenty-two (22) or twenty-six (26) biweekly pay periods. The teacher will designate each year which option he/she wants upon returning the individual contract. There will be no change of option during the contract year. For teachers who elect to be paid based on 26 biweekly payments, the 23rd through 26th payments will be taxed and cut separately and issued in 4 separate checks.

17.6 The District shall make available direct deposit of payroll checks into the banking institution of a bargaining unit member's choice, in either a checking or savings account.

17.7 The District shall pay directly to the lender \$ 1,000 per year (minus personal taxes) to reduce the principal of any teacher who has an outstanding student loan for their education; payment to be made at the end of September of the next teaching year. In order to receive this payment, the teacher must be employed by the District for the following school year. This



payment can last for a period of seven years (\$7,000) or until the loan has been paid off whichever comes first. This benefit is subject to all IRS requirements.

17.8 Teachers whose courses result in Colebrook's students receiving both high school and college credit (dual enrollment, e.g. Running Start) will be paid \$2000 per course taught per year.

17.9 Teachers mentoring 1st year teachers shall receive a \$1300 stipend. Teachers mentoring 2nd year teachers shall receive a \$800 stipend

17.10 Any bargaining unit member who is asked to cover for another teacher shall have the option to refuse and shall not be subject to disciplinary action for refusing.

17.11 Employees who are required to attend and complete trainings that are not scheduled during professional days or normal working hours, shall be paid \$30/hour.

17.12 Employees contracted to perform work outside the 184 contracted days, shall be paid at the rate of \$25.00/hour.

17.13 After 10 years of continuous district service as an employee, as defined in Article I, an employee shall receive \$750 every year added to their base salary beginning in their 11<sup>th</sup> year.

## **ARTICLE 18 – POSTING OF VACANCIES**

18.1 Notices of teacher job openings, including a job opening or job openings which have been newly created by the filling of a previous job opening within the district shall be emailed to all employees and posted on the official bulletin board in each school as soon as the District begins its search for candidates for the position and at least five (5) calendar days prior to its being advertised outside of the District. Extra-curricular openings shall also be posted.

## **ARTICLE 19 – REDUCTION IN FORCE**

19.1 The District shall have the authority to determine the number of employees in each classification.

19.2 In the event the District determines it is necessary to conduct a layoff, it shall initially attempt to determine the number of possible resignations and retirements in a good faith effort to avoid potentially unnecessary layoffs.

19.3 If further reduction in force is necessary within a job classification, the administration shall choose employees for layoff within that job classification based upon the employee's experience, performance, and qualifications. If all of these factors are relatively equal in the judgment of the Superintendent or his/her designee, the employee(s) with the least seniority shall be laid off first from that job classification. Employees shall retain recall rights for a period of one (1) year from the date first laid off. Refusal to return from layoff shall result in loss of recall rights.

19.4 Seniority shall be calculated from the date that an employee commenced his/her current term of continuous employment by the School District in a position in this bargaining unit. Leave of absence granted by the District is not considered a break in continuous service.

## ARTICLE 20 – SEPARATION CLAUSE

20.1 Following August 1<sup>st</sup> of prior contract year, if a bargaining unit member requests and is granted a release from his/her contract for the subsequent contract year, the bargaining unit member shall pay a separation fee of \$500 to the district, unless the fee is waived in writing by the Colebrook School Board. Said fee will be waived if a 30-day notice is given or if a suitable candidate is found for the position.

20.2 The separation fee (unless waived) is to be paid in full within 30 calendar days after written notification is received by the bargaining unit member that the release has been granted.

## ARTICLE 21 – LIFE INSURANCE





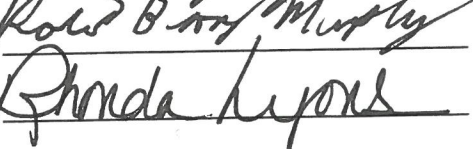
21.1 The School Board will pay full premium for Life Insurance through the (NHMAT) New Hampshire Municipal Association Trust equal to \$40,000 per teacher. This will be a convertible policy, i.e. a policy that a teacher leaving the district could take with them provided they pay the premiums for it.

## ARTICLE 22 – SICK DAY BANK

22.1 A voluntary sick leave bank may be established for the benefit of those professional employees whose accumulated sick leave for illness becomes exhausted. All days will be contributed by the participating employees, with the Colebrook School District not contributing any days, and this benefit being at no additional cost to the district. The sick day bank will be administered by the Colebrook Education Association.

The parties have hereunto set their hands and seals the day and year first herein written.

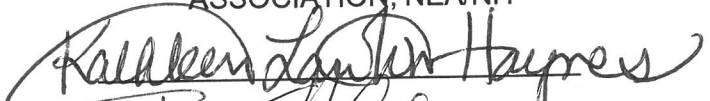
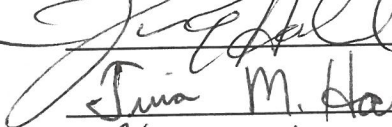

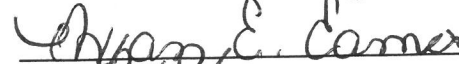
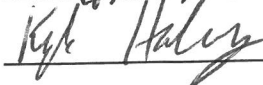
COLEBROOK SCHOOL BOARD

  
\_\_\_\_\_  
Deborah B. Greene  
  
\_\_\_\_\_  
J. Young  
  
\_\_\_\_\_  
Timothy F. Stevens  
  
\_\_\_\_\_  
Row B. Murphy  
  
\_\_\_\_\_  
Rhonda Lopez

April 18, 2023

Date

COLEBROOK EDUCATION  
ASSOCIATION, NEA/NH

  
\_\_\_\_\_  
Kathleen Landon Haynes  
  
\_\_\_\_\_  
Jina M. Hamelin  
  
\_\_\_\_\_  
Matt Muff  
  
\_\_\_\_\_  
Brian E. Carner  
  
\_\_\_\_\_  
Kyle Haley

May 4, 2023

Date



## APPENDIX A SALARY SCHEDULES

SCHOOL YEAR	23-24		
Base Salary	40000		
Track changes	BA+15	MA	
	1250	3000	
Cell	1200		
BLOCK	BA	BA+15	MA
A	\$40,000	\$41,250	\$44,250
B	\$41,200	\$42,450	\$45,450
C	\$42,400	\$43,650	\$46,650
D	\$43,600	\$44,850	\$47,850
E	\$44,800	\$46,050	\$49,050
F	\$46,000	\$47,250	\$50,250
G	\$47,200	\$48,450	\$51,450
H	\$48,400	\$49,650	\$52,650
I	\$49,600	\$50,850	\$53,850
J	\$50,800	\$52,050	\$55,050
K	\$52,000	\$53,250	\$56,250
L	\$53,200	\$54,450	\$57,450
M	\$54,400	\$55,650	\$58,650
N	\$55,600	\$56,850	\$59,850
O	\$56,800	\$58,050	\$61,050
P	\$58,000	\$59,250	\$62,250
Q	\$59,200	\$60,450	\$63,450
R	\$60,400	\$61,650	\$64,650
S	\$61,600	\$62,850	\$65,850
T	\$62,800	\$64,050	\$67,050
	OFF STEP	1700	

SCHOOL YEAR 24-25            add \$500 to base

Base Salary	40500	
Track Changes	BA+15	MA
	1250	3000
Cell	1200	

BLOCK	BA	BA+15	MA
A	\$40,500	\$41,750	\$44,750
B	\$41,700	\$42,950	\$45,950
C	\$42,900	\$44,150	\$47,150
D	\$44,100	\$45,350	\$48,350
E	\$45,300	\$46,550	\$49,550
F	\$46,500	\$47,750	\$50,750
G	\$47,700	\$48,950	\$51,950
H	\$48,900	\$50,150	\$53,150
I	\$50,100	\$51,350	\$54,350
J	\$51,300	\$52,550	\$55,550
K	\$52,500	\$53,750	\$56,750
L	\$53,700	\$54,950	\$57,950
M	\$54,900	\$56,150	\$59,150
N	\$56,100	\$57,350	\$60,350
O	\$57,300	\$58,550	\$61,550
P	\$58,500	\$59,750	\$62,750
Q	\$59,700	\$60,950	\$63,950
R	\$60,900	\$62,150	\$65,150
S	\$62,100	\$63,350	\$66,350
T	\$63,300	\$64,550	\$67,550

OFF STEP    1700

SCHOOL YEAR 25-26      add \$500 to base

Base Salary	41,000	
Track Changes	BA+15	MA
	1250	3000
Cell	1200	

BLOCK	BA	BA+15	MA
A	\$41,000	\$42,250	\$45,250
B	\$42,200	\$43,450	\$46,450
C	\$43,400	\$44,650	\$47,650
D	\$44,600	\$45,850	\$48,850
E	\$45,800	\$47,050	\$50,050
F	\$47,000	\$48,250	\$51,250
G	\$48,200	\$49,450	\$52,450
H	\$49,400	\$50,650	\$53,650
I	\$50,600	\$51,850	\$54,850
J	\$51,800	\$53,050	\$56,050
K	\$53,000	\$54,250	\$57,250
L	\$54,200	\$55,450	\$58,450
M	\$55,400	\$56,650	\$59,650
N	\$56,600	\$57,850	\$60,850
O	\$57,800	\$59,050	\$62,050
P	\$59,000	\$60,250	\$63,250
Q	\$60,200	\$61,450	\$64,450
R	\$61,400	\$62,650	\$65,650
S	\$62,600	\$63,850	\$66,850
T	\$63,800	\$65,050	\$68,050

OFF STEP    1700

## APPENDIX B CO-CURRICULAR SALARY SCHEDULE

	School Year	23-24	24-25	25-26
	Base Salary	\$ 40,000	\$ 40,500	\$ 41,000
<b>POSITION</b>	<b>Percent of Base Salary</b>			
Baseball	11.8%	\$4,720	\$4,779	\$4,838
Baseball - Assistant	5.1%	\$2,040	\$2,066	\$2,091
Basketball Elementary B	5.0%	\$2,000	\$2,025	\$2,050
Basketball Elementary G	5.0%	\$2,000	\$2,025	\$2,050
Basketball - Jr. High Boys	8.7%	\$3,480	\$3,524	\$3,567
Basketball - Jr. High Girls	8.7%	\$3,480	\$3,524	\$3,567
Basketball - JV B	10.2%	\$4,080	\$4,131	\$4,182
Basketball - JV G	10.2%	\$4,080	\$4,131	\$4,182
Basketball - Varsity B	13.4%	\$5,360	\$5,427	\$5,494
Basketball - Varsity G	13.4%	\$5,360	\$5,427	\$5,494
Basketball - Varsity Assistant (B)	5.5%	\$2,200	\$2,228	\$2,255
Basketball - Varsity Assistant (G)	5.5%	\$2,200	\$2,228	\$2,255
Soccer - Elementary B	4.0%	\$1,600	\$1,620	\$1,640
Soccer - Elementary G	4.0%	\$1,600	\$1,620	\$1,640
Soccer Jr. High- Girls	7.5%	\$3,000	\$3,038	\$3,075
Soccer Jr. High Boys	7.5%	\$3,000	\$3,038	\$3,075
Soccer - Varsity B	11.8%	\$4,720	\$4,779	\$4,838
Soccer - Varsity G	11.8%	\$4,720	\$4,779	\$4,838
Soccer - Varsity Assistant (B)	5.1%	\$2,040	\$2,066	\$2,091
Soccer - Varsity Assistant (G)	5.1%	\$2,040	\$2,066	\$2,091



Softball	11.8%	\$4,720	\$4,779	\$4,838
Softball - Assistant	5.1%	\$2,040	\$2,066	\$2,091
Academic League - Jr. High	2.8%	\$1,120	\$1,134	\$1,148
Astronomy Club	2.8%	\$1,120	\$1,134	\$1,148
GSA	3.0%	\$1,200	\$1,215	\$1,230
Builders Club	2.8%	\$1,120	\$1,134	\$1,148
Class Advisor – Grade 9	1.4%	\$560	\$567	\$574
Class Advisor – Grade 10	1.4%	\$560	\$567	\$574
Class Advisor – Grade 11	2.2%	\$880	\$891	\$902
Class Advisor – Grade 12 (2)	5.4%	\$2,160	\$2,187	\$2,214
Drama	8.4%	\$3,360	\$3,402	\$3,444
Tech Ed MS (FBLA)	2.8%	\$1,120	\$1,134	\$1,148
Tech Ed HS (FHA)	2.8%	\$1,120	\$1,134	\$1,148
World Language Club	2.8%	\$1,120	\$1,134	\$1,148
Quiz Bowl (Granite State)	2.8%	\$1,120	\$1,134	\$1,148
Key Club	14.0%	\$5,600	\$5,670	\$5,740
Key Club Assistant	3.5%	\$1,400	\$1,418	\$1,435
National Honor Society	2.8%	\$1,120	\$1,134	\$1,148
National Junior Honor Society	2.0%	\$800	\$810	\$820
PEP Band	1.9%	\$760	\$770	\$779
Student Council - Jr. High	2.8%	\$1,120	\$1,134	\$1,148
Student Council – High	3.9%	\$1,560	\$1,580	\$1,599
Tillotson Scholarship Committee	2.8%	\$1,120	\$1,134	\$1,148
Yearbook	12.4%	\$4,960	\$5,022	\$5,084
Yearbook/Newspaper JH	3.0%	\$1,200	\$1,215	\$1,230
Professional Development	3.0%	\$1,200	\$1,215	\$1,230

2 positions @ 3% each	3.0%	\$1,200	\$1,215	\$1,230
K-Kids	2.8%	\$1,120	\$1,134	\$1,148
Public Speaking/Debate	2.8%	\$1,120	\$1,134	\$1,148
		\$112,520	\$113,927	\$115,333

# APPENDIX C- GRIEVANCE FORM

NEGOTIATED AGREEMENT

## APPENDIX C

### COLEBROOK SCHOOL DISTRICT

Grievance # \_\_\_\_\_

#### Grievance Record (For Use at Steps 2, 3, & 4)

Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_

Home Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_

Name of Principal \_\_\_\_\_ School Telephone # \_\_\_\_\_

Date of alleged violation or misapplication \_\_\_\_\_

Article of the agreement allegedly violated \_\_\_\_\_

Statement of the grievance \_\_\_\_\_

Nature and extent of the injury or loss involved \_\_\_\_\_

Results of previous discussions of the grievance and dissatisfaction with decisions previously rendered

Remedy sought \_\_\_\_\_

Signature - Association Representative

Signature - Grievant

Disposition by: Principal \_\_\_\_\_ Superintendent

Date Answered: \_\_\_\_\_

Principal/Superintendent of Schools

Grievance settled on the basis of Principal's/Superintendent's answer \_\_\_\_\_

Grievant: \_\_\_\_\_



**APPENDIX D – COURSE REIMBURSEMENT FORM**

**COLEBROOK SCHOOL DISTRICT**

**COURSE REQUEST FORM**

(Submit to the Principal to be eligible for the UNH credit hour cost of courses reimbursement)

Name of Teacher \_\_\_\_\_ Date \_\_\_\_\_

Current Teaching Assignment: \_\_\_\_\_  
Subjects \_\_\_\_\_ Grade Level \_\_\_\_\_

Title of Course(s) to be taken: \_\_\_\_\_

Total Number of Credit Hours \_\_\_\_\_ Total Credit Hours Cost \_\_\_\_\_

Term: (Please check) FALL \_\_\_\_\_ WINTER \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

College or University: \_\_\_\_\_

\*\*\*\*\*  
I recommend approval of the above \_\_\_\_\_ I do not recommend approval of the above \_\_\_\_\_

If not recommending, reason(s) \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*  
I approve of the above \_\_\_\_\_ Approval Denied \_\_\_\_\_

Reason(s) \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_