

**COLLECTIVE BARGAINING CONTRACT**  
**BETWEEN**  
**CONCORD SCHOOL DISTRICT**  
**AND**  
**CONCORD ADMINISTRATORS ASSOCIATION**  
**JULY 1, 2022 – JUNE 30, 2025**

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**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN**  
**CONCORD SCHOOL DISTRICT**  
**AND**  
**CONCORD ADMINISTRATORS ASSOCIATION**  
**JULY 1, 2022 – JUNE 30, 2025**

This Agreement developed and agreed to by the Concord School District hereinafter called the "District" and the Concord Administrators' Association, hereinafter termed the "Association," shall be in force for the years beginning July 1, 2022 and ending June 30, 2025. It will be renewed automatically for a period of one (1) year from the anniversary date each year unless one of the parties shall have notified the other at least sixty (60) days before such expiration date that it will not accept renewal. It is agreed that this Agreement supersedes any provision of policies or procedures of the District which are contrary to it.

**I. MEMBERSHIP**

The Association has presented to the District satisfactory evidence that it represents a majority of the personnel employed by the District who are paid on an administrative salary schedule.

**II. ASSOCIATION**

- A. The District recognizes the Association as the representative of all personnel who are paid on the administrative salary schedule for the purpose of negotiating with the District.
- B. It is agreed that it is the individual right of such personnel to join any organization for professional or economic improvement. Membership in the Association or any other organization shall not be required as a condition of employment.
- C. The Association shall provide the Superintendent of the District with the names of its duly authorized representatives and from time to time shall notify the Superintendent of any changes.
- D. Before any Board meeting, the Secretary of the Board shall provide the President of the Association or designee with the same written information as is presented to the School Board, exclusive of confidential material, and a copy of the minutes of each meeting shall be forwarded to said representative after said minutes have been approved by the Board as correct.

**III. NEGOTIATING PROCEDURE**

The following procedures shall govern negotiations between the parties:

- A. Meetings  
The parties shall meet upon the written request of either party.
- B. Directing Requests  
The Association will make its requests for meetings directly to the Superintendent or designee who shall promptly transmit the same to the School Board. The School Board will make its requests for meetings to the President of the Association by means of a communication from the Superintendent's office. The parties shall schedule a mutually convenient meeting date, such date to be within a reasonable time after the date of the request for meeting.



- C. Exchange of Facts, Views  
Facts, opinions, proposals, and counterproposals shall be exchanged freely and in good faith during the meeting(s) (and between meetings, if advisable) in an effort to reach mutual understanding and agreement.
  
- D. Agreement  
Whenever proposals initiated by either party with respect to salaries and other matters are adopted by the School Board and the Association, whether in original or modified form, such proposals shall be reduced to writing and become part of this Agreement. Proposals thus adopted which require additional public funds for their implementation shall not be binding on the District until the necessary appropriations have been made therefore.

**IV. SPECIAL CONTRACTED AGREEMENTS**

The District will not negotiate with any Administrators' groups or organizations other than the Association on any matters subject to negotiation under this Agreement, but this shall not preclude the District from consulting with any individual or group of Administrators for any purpose the District considers desirable in the performance of its duties and no Administrator shall be precluded from appearing before the Board solely on the Administrator's own behalf on any matter whatsoever.

**V. GRIEVANCE PROCEDURE**

- A. Definitions
  - 1. A "grievance" is a claim based upon the interpretation, meaning or application of any of the provisions of this Agreement. Only claims based upon the interpretation, meaning or application of any of the provisions of this Agreement shall constitute grievances under this Article.
  - 2. An "aggrieved person" is the person or persons making the claim.
  - 3. A "party in interest" is the person(s) making the claim and any person(s) who might be required to take action or against whom action might be taken in order to resolve the claim.
  
- B. Procedure
  - 1. An Administrator with a grievance shall first submit it in writing through the Association's Grievance Representative to the Superintendent. The Superintendent shall meet with the Administrator and the Association's Grievance Representative. The Superintendent shall meet with the Administrator and the Association's Grievance Representative within five (5) school days after receiving the written grievance.
  - 2. If the Administrator is not satisfied with the disposition of the grievance by the Superintendent, or if no decision has been rendered within five (5) work days after the Administrator's first meeting, the Administrator may file the grievance in writing with the President of the Association. The Superintendent shall meet with the Association's President and Committee on Grievances within five (5) school days after a written request from the President for a meeting.
  - 3. If the Committee is not satisfied with the disposition of the grievance by the Superintendent, or if no decision has been rendered within ten (10) school days after their meeting with the Superintendent, the Committee may request a hearing with the School Board. If the Committee is dissatisfied with the results of the hearing, it may request arbitration, in which case arbitration will be had in accordance with the provisions of New Hampshire RSA 273-A.

4. a. No reprisals of any kind will be taken by the District against any party in interest or other participant in the grievance procedure.
- b. Any party in interest may be represented by counsel or by a representative selected by the Association. The Association may appear to be heard at any stage of the grievance procedure.
5. Forms for the grievance procedure will be jointly prepared by the Superintendent and the Association and given appropriate distribution.
6. A grievance, which is not filed within sixty (60) calendar days, shall be waived, regardless of whether the Administrator knew or should have known of the act or condition on which the grievance is based.

## VI. BENEFITS

### A. Salary Schedule

All Administrators shall be placed on the administrative salary schedules as set forth in **Appendix A**.

### B. Work Year

The work year of Administrators shall be determined by the Administrators' Contract (**Appendix B**). All Administrators will be placed on a 52-week work year.

### C. Annual Leave

Annual leave will be twenty-five (25) working days, cumulative to forty (40) days, but not to be taken in any amount exceeding the equivalent of the month of July's normal working days at any one time unless approved by the Superintendent or designee. Administrators hired during the course of the contract year will be eligible for a pro-rated number of days of annual leave. Administrators may take annual leave days awarded during the prior contract year (July 1 – June 30) at any time prior to August 31 following that contract year, at which time the prior contract year's annual leave will no longer be available unless total accumulated annual leave is less than forty (40) days.

### D. Paid Holidays

Paid holidays are determined by law and the school calendar and include:

- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Recess (Thanksgiving Day and the day after)
- Christmas Recess (the day before Christmas, Christmas Day and the day after)
- New Year's Day
- Presidents' Day (observed the following Monday)
- Martin Luther King, Jr. Day
- Memorial Day

(When a paid holiday occurs on a regular school day, it is expected that Administrators will be working on that day. It is required that Administrators take the appropriate time for said holiday on a non-school day.)

### E. Sick Leave

Administrators hired into the CAA prior to July 1, 2012 shall be entitled to twenty (20) days of sick leave in each school year with unlimited accumulation. Administrators hired into the CAA on or after July 1, 2012 shall be entitled to twenty (20) days of sick leave in each school year, up to a maximum accrual of one hundred fifty (150) days. In addition, Administrators shall be entitled to the long-term disability benefits set forth in **Appendix E**.

Effective July 1, 2022, all currently employed administrators who have accumulated less than 80 sick days will receive a one-time adjustment to bring them to 80 days. The added adjusted days are considered unearned, but are available for use if the administrator uses all of their earned sick days. Administrators must use earned days before using unearned days. The unearned sick days will be replaced with earned sick days as they are accrued. All newly hired administrators, will be given 80 unearned sick days upon hire. These days will be replaced with earned sick days as they are accrued.

The District agrees to allow sick days to be used (full or partial) for up to one year to a CAA member who has a serious health condition as defined by FMLA. For illnesses of a family member that require a CAA member to request an FMLA leave of absence, the District will allow sick day payments to the CAA member for a 12 week (60 work days) in any one-year period only, or upon expiration of the FMLA leave. Any time needed to care for a family member with a serious health condition beyond what is allowed under FMLA, may be granted, however, will be unpaid.

F. Emergency and Funeral Leave

1. Days used for funerals in the immediate family will not be deducted from sick leave. For purposes of this provision, "immediate family" shall include the Administrator's parents, grandparents, spouse, mother-in-law, father-in-law, children, sisters, brothers, stepchildren, stepparents, stepbrothers, stepsisters and domestic partners.
2. The parties recognize that emergencies may occur from time to time that require the absence of an Administrator from customary employment responsibilities with the District. When such emergencies occur, the Administrator shall be given time off subject only to the requirement that an explanation of the emergency shall be provided to the Administrator's supervisor, if one is requested.
3. An Administrator shall not be refused permission to leave if, in the opinion of the Administrator, an emergency exists. In the event that the District determines that an emergency requiring the Administrator's absence did not actually exist, the District shall inform the Administrator and the Association that the requested emergency is challenged and that forfeiture of the day's income is recommended. If forfeiture of the day's income is recommended, the Administrator may institute a grievance under the terms of this Agreement. Any final decision relative to income forfeiture will be made after the Administrator's grievance rights under the terms of this Agreement are exhausted, if invoked.

G. Extended Leaves of Absence

Leaves of absence, without pay, may be granted upon request and for such cause as the Board deems appropriate.

H. Jury Duty

Any Administrator summoned for jury duty or issued a court subpoena shall be paid the Administrator's full salary for each working day of absence, provided that the Administrator pays the District the jury fee or witness fee. The Administrator is allowed to keep any reimbursement for mileage as a result of serving on jury duty.

I. Separation: Career Longevity Payout

1. Career Longevity Payout - For any Administrator hired into the CAA on or after July 1, 2012, the District will provide the following *Career Longevity* payment benefit upon their retirement or voluntary termination from employment with the District:
  - a. Separation year annual salary x number of years in the **District** x 0.75%, after five (5) years up to ten (10) years of service **in the District**.
  - b. Separation year annual salary x number of years in the **District** x 1.6%, after ten (10) years of service **in the District**

For any Administrator who previously received a payout of sick days under the prior collective bargaining agreement and is still an active member of the CAA, the District will provide the following Career longevity payment benefit upon their retirement or voluntary termination from employment with the District: Separation year annual salary x number of years in the CAA starting July 2021 x 1.6%

For those Administrators with the *Career Longevity* payout, under this Section 1, the accrued sick day balance at the time of separation shall have no monetary value to the Administrator and shall not be part of any payout by the District at the time of separation.

2. An Administrator may elect to announce their retirement or voluntary termination by November 1 in the school year preceding retirement. An Administrator who elects to provide advance notice of retirement or voluntary termination is eligible to receive a partial cash payment on or before June 30 of the school year preceding the Administrator's scheduled date of retirement or voluntary termination (e.g. on or before June 30, **2023** if scheduled to depart or retire at the conclusion of the **2023-2024** school year) in an amount not greater than 30% of the total value of the anticipated career longevity payout at retirement or voluntary termination ("the Announcement Payment"). However, an Administrator who wishes to receive an Announcement Payment must both notify the District in writing of the date of the Administrator's scheduled retirement or voluntary termination by November 1st and notify the District in writing of the Administrator's desire to receive an Announcement Payment by February 15 of the school year preceding the Administrator's scheduled retirement or departure date (e.g. by February 15, **2023** if scheduled to retire or depart at the conclusion of the **2023-2024** school year). The Administrator's decision to retire shall be final upon acceptance of any Announcement Payment. **(Dates above were simply updated from "2016" example used previously)**
3. If an Administrator shall die from any cause while in service and there remains sick leave or annual leave standing to the Administrator's credit, said leave shall be paid in the following order of priority:
  - a. A named beneficiary whose name has been filed by said Administrator;
  - b. If no named beneficiary, to the Administrator's surviving spouse;
  - c. To the estate of the deceased Administrator.
4. The District and the Union acknowledge that Administrators who were not vested in the New Hampshire Retirement System (NHRS) prior to January 1, 2012, will not be permitted to include said payment in the calculation for the Administrator's earnable compensation. Moreover, for those Administrator's vested in the NHRS prior to July 1, 2012, in the event the compensation under this section would result in a penalty being assessed against the District by the NHRS pursuant to RSA 100-A:16, III-A, the amount of compensation which would result in said penalty shall be paid to a 403(b) or 457(b) plan on behalf of the Administrator and in lieu of direct compensation. It will be the Administrator's

responsibility to establish such account and to ensure that he/she may legally place this sum in the account.

J. Longevity

Administrators who have completed ten (10) years of employment in the District shall receive, as an addition to the Administrator's annual salary, the sum of \$1,000. After completing nineteen (19) years of employment in the District, such additional sum shall be \$1,500.

K. Life Insurance

The District will pay the premiums for \$300,000 of term life insurance coverage for each Administrator during each year of the Agreement. The amount of life and accidental death and dismemberment insurance reduces to 60% at age 70 and to 50% at age 75. The life and accidental death and dismemberment insurance coverage cancels at the time of separation from the District. Should the employee elect to continue life and/or voluntary life insurance at the time of separation, premiums will be at the District group rate, only if the insurance carrier allows. The employee shall designate the beneficiary of this insurance.

L. Course Reimbursement/Conference & Travel

The sum of \$30,000 will be provided by the District in each year of the Agreement to assist in payment for tuition for graduate course work, or its equivalent; professional development activities; and travel and other expenses related to graduate course work and professional development. The District agrees to pre-pay the cost of courses under this provision. Payment will be made directly to the educational institution. Such reimbursement is subject to the following provisions:

1. Approval prior to start of the course or professional development activity for any tuition/enrollment costs and any related travel or other expenses by the Administrator's immediate supervisor and the Superintendent or designee. Such courses or professional development activities must specifically relate to the Administrator's assignment.
  - a. To be eligible for pre-payment, Administrators must, before enrolling in course work: (1) be actively employed in a full-time position; (2) provide to the Superintendent a letter requesting pre-payment, along with a syllabus or other documentation describing the course content; (3) receive prior approval from the Superintendent to attend the course; (4) provide evidence of completion of the course.
  - b. Reimbursement of the pre-payment to the District is required if the Administrator fails to complete the course or if the Administrator does not earn a grade of "B" or higher (see Item 3 below).
2. Unless previously agreed, the reimbursement and/or payment for course work will be at a rate per semester hour that is equal to the semester hour charge at the University of New Hampshire in the semester during which the course is taken.
3. Reimbursement can only be made after the Administrator presents evidence of having passed the course. For coursework, where traditional grading is in place, letter grades below a "B" will not be considered passing and therefore no reimbursement will be made. Should traditional grading not be in place, then a pre-agreement must be in place to determine 'passing', approved by the Superintendent.
4. Individual reimbursement is to be divided equally among all Administrators taking courses during any year of the Agreement. The distribution of monies is to take place at the end of the Summer, Fall and Spring semesters.

5. Conference & Travel

The sum of \$21,000 will be provided by the District in each year of the Agreement to assist in payment for conference & travel. A transfer of funds between this account and the Course Reimbursement account may be allowed once per school year, upon request from the Association and the mutual agreement of the Superintendent.

M. Vandalism Fund

A vandalism fund will be established for protection of Administrators' personal property. The District shall pay no more than \$250 of the deductible insurance that the Administrator presently has or if there is no insurance, the District will incur no more than \$250 expense for each incident. The Board has the right to determine the responsibility for vandalism or damage done.

N. Tax-Sheltered Annuity

Administrators are eligible to open either a 403(b) and/or 457(b) tax-sheltered annuity in accordance with provisions of Section 403(b) or 457(b) of the Internal Revenue Code of 1954, as amended from time to time. Such purchase shall be made pursuant to written application from the employee requesting an agreement with the District. Said agreement inter alia will provide for reduced payments to the employee from his/her salary. The Director of Human Resources is authorized to approve such agreements on behalf of the District and to establish the amount of the reduction which will, in turn, be remitted to a District-approved tax-sheltered annuity investment provider selected by the employee. Beginning in the 2022-2023 school year, the District will match any employee contribution to a tax-sheltered 403(b) annuity up to \$1,500 per year. This will be paid by the District in one lump sum every June. The program will be for a non-forfeitable tax-sheltered annuity account maintained under contracts qualifying under Section 403(b) and/or 457(b) and issued by such District-approved investment providers as the employee may select. The District will provide to any employee, upon request, a list of all participating investment providers.

O. Dental Health Insurance Plan

The District will offer bargaining unit members a single, two-person, or family Delta Dental plan A, B, & C (100% of coverage A, 100% of coverage B, 50% of coverage C) or equivalent (see Appendix F). The District will pay 100% of the dental insurance annual premium.

P. Both parties agree that membership in local and/or national professional organizations is a benefit to Administrators and the District. The District agrees to support this effort by reimbursing each Administrator up to \$1250 per year for membership dues in one local association and one national association at the Administrator's discretion, provided however, that the selected membership(s) must be related to the Administrator's current assignment.

Q. Travel Reimbursement

It is recognized that Administrators are required to travel both within and outside the District in the course of their job responsibilities. The District will either reimburse Administrators at the then-current IRS mileage rate based on submission of a travel reimbursement form or the District will pay an annual stipend of \$425, which will be added to the Administrator's wages, subject to applicable tax withholdings, and paid in the final payroll in June. Administrators must submit the travel reimbursement form or request the stipend no later than June 1 in order for payment to be made for that fiscal year. Payments will not be made for prior fiscal years. Any travel approved and funded thru a Grant must be submitted thru a travel reimbursement form.

**VII. DUES DEDUCTION**

A. State and National Association dues of Administrators shall be paid by the District. Membership is limited to two (2) approved organizations; one state and one national for each Administrator.



The District agrees to deduct from the salaries of its Administrators dues for the Concord Administrators' Association, as said Administrators individually and voluntarily authorize the District to deduct and to transmit the monies promptly to such Association(s). Administrators' authorizations will be in writing in the form noted in **Appendix G**

- B. Each of the Associations named on an Administrator's *Dues Authorization Form* will certify to the District, in writing, the current rate of its membership dues. Any Association which changes the rate of its membership dues will give the District thirty (30) days written notice, prior to September 1 of the year of such change.
- C. Deductions referred to in the *Dues Authorization Form* will begin on the first pay day of each school year. The District will not be required to honor any authorizations that are delivered to it later than the end of the previous school year.
- D. Any Administrator desiring to have the District discontinue deductions the Administrator has previously authorized must notify the District and the Association concerned, in writing, at least sixty (60) days prior to the beginning of the upcoming school year.

#### **VIII. SABBATICAL LEAVE POLICY**

The sabbatical leave policy shall be as set forth in **Appendix C** attached.

#### **IX. MEDICAL BENEFITS**

- A. Choice of Benefits
  - 1. The District will offer Administrators a single, 2-person or family enrollment in the Consumer-Driven Health Plan (CDHP-Yellow Plan) or the SchoolCare Orange Plan. (See Appendices D and D<sup>1</sup> for plan summary detail)
  - 2. The District will contribute the following amounts on behalf of Administrators who elect to enroll in the Consumer-Driven Health Plan (CDHP-Yellow Plan) toward the cost for the Administrator's health plan (i.e., single, two-person or family) as determined by the District on or before September 1 of each year:
    - a. For the three-year duration of this agreement (July 1, 2022 – June 30, 2025) the District will contribute 90% of the audited annual cost of the plan subscribed to by the employee, and the employee shall contribute 10%.
  - 3. The District will contribute the following amounts on behalf of Administrators who are eligible and elect to enroll in the SchoolCare Orange Plan toward the cost for the Administrator's health plan (i.e., single, two-person or family) as determined by the District on or before September 1 of each year:
    - a. For the three-year duration of this agreement (July 1, 2022 – June 30, 2025) the District will contribute 100% of the annual premium cost of the plan subscribed to by the Administrator.
    - b. For Administrators who setup a Health Savings Account (HSA) thru Benefit Strategies the District will contribute \$1,825 (single) or \$3,650 (two-person/family) into their HSA Account in July of each year.
    - c. For Administrators who are eligible and elect during open enrollment to deposit additional funds through payroll deductions into their HSA Account up to the amount allowable by the IRS, the District shall reimburse the Administrator for such additional contributions, up to the following amounts in each of the following years in July as a

stipend:

- a. 2022-2023 - \$1,825 (single) | \$3,650 (two-person/family)
- b. 2023-2024 - \$1,597 (single) | \$3,194 (two-person/family)
- c. 2024-2025 - \$1,369 (single) | \$2,738 (two-person/family)
- d. For Administrators who do not contribute through payroll deduction the total amount specified during open enrollment, the Administrator forfeits the stipend benefit in the future.
- e. Administrators that are not currently enrolled in a District plan and wish to enroll during open enrollment would only be eligible for the Orange Plan stipend in Year 3 of this agreement, if eligible.
- f. Administrators who are not enrolled in a District plan who become eligible due to a qualifying event, (ie. new hire, spouse termination, retirement, reduction in benefit coverage), would be eligible to enroll in either the Yellow or Orange plan and be entitled to all the same benefits as those who have been on the plan.
- g. Any administrator who becomes eligible to enroll in the District's health plan mid-year, shall receive a prorated District contribution to the HSA Account and a prorated stipend, if eligible.

4. **Wellness Program.** A wellness program will be offered as an element of medical benefits regardless of the specific plan chosen by the Administrator. Administrators may participate in the wellness program.

B. The Administrator's contribution for medical benefits will be provided through payroll deduction in equal installments through the individual Administrator's elected pay periods. The District has filed with the Internal Revenue Service to qualify these medical benefit contributions as pre-tax deductions pursuant to Section 125 of the Internal Revenue Code.

C. Association retirees shall be permitted access to the District's then currently available health insurance plans. Upon retirement, the District shall contribute 60% of the audited annual cost of the plan subscribed to by the retiree toward the cost of the single or two-person plan with the retiree paying the remaining costs.

The parties agree to adhere to the rules of the health insurance provider.

For Administrators hired on or before June 30, 2007, a retiree shall be defined, for purposes of this section of the Agreement, as an Administrator who has worked in the District for a minimum of five (5) consecutive years immediately prior to retirement and is at least fifty (50) and less than sixty-five (65) years of age at the time of retirement. For Administrator's hired on or after July 1, 2007, a retiree shall be defined, for purposes of this section of the Agreement, as an Administrator who has worked in the District for a minimum of ten (10) consecutive years immediately prior to retirement and is at least fifty (50) and less than sixty-five (65) years of age at the time of retirement. This benefit will end when Medicare becomes available.

D. In the event that the health insurance plan under this agreement is projected to trigger the so-called "Cadillac tax," the parties agree to exchange proposals limited only to identifying a health insurance plan that complies with the Affordable Care Act and that does not result in the position of the so-called "Cadillac tax" no later than February 15 in any given year. The parties acknowledge that coverage and benefits available under the plans they propose may modify and/or reduce coverage and benefits currently available. If the parties are not able to agree on one of these two proposed plans, the plans will be submitted to binding arbitration no later than March 15 in any given year with a mutually acceptable arbitrator. In the event the parties cannot agree on an arbitrator, the NH PELRB will select. After hearing from both parties, the arbitrator will choose one of the two proposed plans by June 15 in any given year and that plan will be implemented on July 1 in any given year. The District agrees to continue to contribute the same percentage rate of the yearly premium cost for the Single, Two-Person or Family Plans.



- E. The Association agrees to support and participate in a health insurance study committee and other District efforts to educate stakeholders in current health insurance programs and to research additional health insurance options with the possible result that other health insurance options might be offered by the District. The parties acknowledge and agree that the terms and conditions of Administrators' employment relating to health insurance benefit options may not be reduced by the District without negotiation in accordance with New Hampshire RSA 273-A.

**X. ELIMINATION OF ASSOCIATION POSITION**

Prior to the elimination of an Association position, the President of the Association shall be duly consulted. "Duly consulted" shall mean a meeting at a time and place to discuss the elimination of said position. Both the District representatives and the Association President may have additional representatives or consultants with them at a meeting. This meeting shall take place within ten (10) working days after notification of the elimination of a position or a change in status of a position.

**XI. EVALUATIONS**

It is agreed and understood that prior to June 30 of each year hereafter, the Administrator shall have been evaluated as to the Administrator's professional service by appropriate certified personnel and be given a copy of said evaluation which shall contain a provision allowing written comment by the Administrator. A conference shall be held with the Administrator to discuss the evaluation, and the Administrator shall be given a full and complete opportunity to correct and improve upon any designated deficiencies within the next year following the evaluation. Should the Administrator not be evaluated as required herein, the Administrator's efforts and professional services shall be deemed conclusively to be at least satisfactory in all respects and for all purposes.

If the Superintendent intends to not recommend an administrator for renewal for performance-related reasons, the Superintendent shall so advise the administrator no later than January 31 prior to the non-renewal (example: Notification by January 31, 2023 for non-renewal for the 2023-24 school year). It is understood that the Board retains the final authority to not renew administrators, even if recommended by the Superintendent. It is also understood that this provision does not apply to non-renewals based on misconduct occurring or discovered after January 31.

**XII. REDUCTION-IN-FORCE**

When it becomes necessary to reduce the number of Administrators, it shall be done by classification. Classifications shall include Secondary School Principals, Assistant Secondary School Principals, Elementary School Principals and each individual Director.

When more than one Administrator fills a position to be eliminated, the Administrator to be laid off will be the least senior within the classification. Seniority will be determined by the Administrators' years of service within the District. Years of service within a CAA classification shall be carried from one CAA classification to other CAA classifications. If seniority based upon years of service does not differentiate between the Administrators involved, the date of Board confirmation of the Administrator's hire shall determine seniority with the Administrator with the most recent date of confirmation of hire to be laid off. If the date of the Board confirmation of the Administrators' hire does not differentiate between the Administrators involved, the level of

educational degree obtained by the Administrator shall determine seniority with the Administrator with the lower level of educational degree to be laid off.

Administrators laid off due to a Reduction-in-Force must maintain a current address with the Superintendent's Office. Administrators must be given first option for any vacancy for which the Administrator is certified within the District so long as a current address is maintained with the Superintendent's Office. Administrators must be rehired in the reverse order that the Reduction-in-Force occurred within the classification involved.

If a laid-off Administrator refuses an offer for reemployment to a position for which the Administrator is qualified and which offers pay and benefits equal to or better than the eliminated position, the Administrator shall forfeit the Administrator's right to reemployment under this Article.

If a laid-off Administrator is recalled to a position within the District within one (1) year of the Reduction-in-Force, the lay-off shall not be considered a break in service for purposes of computing the Administrator's years of service.

If challenged, the provisions within this Article shall be subject to the grievance procedures of this Agreement.

### **XIII. NEGOTIATIONS**

All negotiations and the resolution of attendant disagreements will be handled under the provisions of New Hampshire RSA 273-A.

### **XIV. WITHHOLDING OF SALARY INCREASE**

The District may withhold the negotiated salary increase and/or the Step Increase of an Administrator whom the District determines is performing less than satisfactorily. This will not occur before the District identifies the Administrator's weakness and makes reasonable attempts to help the Administrator to overcome these weaknesses.

The phrase "reasonable attempts" shall include, but not be limited to the following:

- A. Providing the Administrator with a written statement of weakness(es).
- B. Providing the Administrator with written goals, results, behavior patterns, etc., that the District deems necessary for that Administrator to have satisfactory performance.
- C. Providing the Administrator with a written plan that will assist the Administrator in reaching the above goals.
- D. Establishing an evaluation schedule during the year that may include observations and discussions which may provide the Administrator with guidance and direction.

### **XV. SEVERABILITY**

If any provisions of this Agreement or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of the Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable, and the parties within two (2) weeks shall enter into a discussion to consider a substitute or replacement provision.

### **XVI. CONTRACT DISTRIBUTION**


Copies of this Agreement will be printed and given to each Administrator.

**CONCORD ADMINISTRATORS ASSOCIATION**

By   
Steve Rothenberg,  
Association President

Date: 6/13/2022

**CONCORD SCHOOL DISTRICT**

By:   
James Richards,  
School Board President

Date: 6/15/2022

**APPENDIX A**

**ADMINISTRATOR SALARIES**

**BASE SALARY**

July 1, 2022 - June 30, 2023	\$85,547
July 1, 2023 - June 30, 2024	\$87,686
July 1, 2024 – June 30, <u>2025</u>	\$89,878

Year 1 Increase (2022-2023): 3.00%  
 Year 2 Increase (2023-2024): 2.50%  
 Year 3 Increase (2024-2025): 2.50%

<b><u>POSITION</u></b>	<b><u>2022-2023</u></b>	<b><u>INDEX</u></b> <b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>
Concord High School Principal	1.70	1.70	1.70
Rundlett Middle School Principal	1.65	1.65	1.65
CTE Principal	1.45	1.45	1.45
Secondary Assistant Principals			
Four positions at Concord High School	1.45	1.45	1.45
Two positions at Rundlett Middle School	1.40	1.40	1.40
Elementary Principals	1.45	1.45	1.45
Elementary Assistant Principals For Student Services	1.30	1.30	1.30
Director of Special Education – Secondary Levels (RMS/CHS)	1.35	1.35	1.35
CTE Director	1.35	1.35	1.35
Director of Physical Education, Health & Sport	1.33	1.33	1.33

**DEGREE DIFFERENTIAL**

Those Administrators with a Master's Degree +30 will be paid an additional .05 of the base salary.  
 Those Administrators with a Certificate of Advanced Graduate Study will be paid an additional .05 of the base salary.

**Mentorship Stipend**

Any newly hired Administrator may have a mentor assigned at the sole discretion of the Superintendent for at least one school year. The compensation for an Administrator designated as a mentor by the Superintendent will be \$2,000 per school year, payable in 26 equal, bi-weekly installments.

**APPENDIX B**  
**CONCORD SCHOOL DISTRICT – SAU #8**  
**38 LIBERTY STREET**  
**CONCORD, NEW HAMPSHIRE 03301**

**ADMINISTRATOR’S CONTRACT**

AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Concord School District, Concord, New Hampshire, hereinafter called the District, and **EMPLOYEE NAME**, Street Address, City, State, Zip, hereinafter called the Administrator.

**WHERE IT IS MUTUALLY AGREED AS FOLLOWS:**

1. The District shall employ the Administrator for the year beginning on **July 1, 20\_\_\_\_**, and ending on **June 30, 20\_\_\_\_**, within which will not contain more than 52 weeks of school or other professional work days. The annual salary is determined as follows:

Base: \$xx,xxx    Index: x.xx    Amount: \$xxx,xxx    M+30 = 5% of Base: \$x,xxx CAGS/PHD = 5% of Base: \$x,xxx    Longevity: \$x,xxx	<b>Total Salary: \$xxx,xxx</b>
--	--------------------------------

2. The Administrator is assigned as **Position Title/Location**.
3. This contract may be terminated by the District prior to its expiration date if the Administrator is lawfully dismissed in accordance with RSA 189:13, 13-a, 31, 32. In the case of such termination, the District shall be obliged to pay the Administrator compensation for services up to the effective date of termination.
4. Written notice of non-renewal of contract must be given by the District to the Administrator by March 31.
5. A re-employment contract for the following school year will be issued on or before March 31 and returned to the Superintendent’s Office prior to April 21 either accepted and signed or rejected.
6. The Administrator may terminate this contract as of July 1st in any year by giving notice to the District, in writing, not later than April 21st in such year.
7. Except as provided in Sections 3 and 5, this Contract may not be terminated at any time prior to its expiration without the consent of both parties.
8. This Administrator is eligible for the \_\_\_\_ Sick Day Payment or the \_\_\_\_ Career Longevity benefit as outlined in Section I, Separation Payment/Career Longevity.

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

## **APPENDIX C**

### **SABBATICAL LEAVE**

1. The number of Administrators on sabbatical for any one school year would be limited to a total of no more than one Administrator.
2. An Administrator shall be eligible to apply after the Administrator has been employed by the District for a period of at least seven (7) consecutive years.
3. A sabbatical leave will consist of either one full school year at half-pay or one-half school year at full pay.
4. Any Administrator applying for a sabbatical must submit to the Superintendent in writing, a detailed outline of the Administrator's proposed sabbatical plans. This outline must show the value the plan would return to the District. An applicant must submit the original and four (4) copies of the Administrator's written plan. Any change in the plan which in the opinion of the Evaluating Committee would substantially decrease the value of the plan could result in the withdrawal of District approval for the sabbatical.
5. The Evaluation Committee shall consist of two (2) members of the Association appointed by the Association President, and three (3) members of the School Board.
6. An Administrator who accepts a sabbatical leave must agree to serve for at least two (2) full years in the District or must reimburse the District for all expenses incurred by the District as a result of the sabbatical.
7. The Evaluation Committee will hold all applications in strictest confidence.
8. Applications for sabbatical leave must be submitted to the Superintendent by December 1<sup>st</sup> of the preceding school year. Applicants will be notified of results by February 1<sup>st</sup> following application.

## APPENDIX D – MEDICAL INSURANCE

### SchoolCare “Yellow” Health Insurance Plan – Pg 1 of 2

## SCHOOLCARE Yellow Open Access

Choice Fund

### SUMMARY OF BENEFITS

Benefits outlined below are intended as a general summary and are covered only when using a CIGNA Open Access Plus Network participating provider. All benefits are subject to the terms and conditions of your Health Benefits Booklet. In the event of any inconsistency between this Summary and the Health Benefits Booklet, the provisions as defined in the Health Benefits Booklet and Endorsements will govern. Covered benefits are subject to review for medical necessity. The plan year is defined from July 1 through June 30.

BENEFITS	YELLOW OPEN ACCESS (In-Network Benefits Only)
<b>DEDUCTIBLES, MAXIMUMS*</b> Plan Year Deductible Coinsurance Out-of-Pocket Maximum/Plan Year Maximum Lifetime Benefit *All family members contribute towards family deductible/out-of-pocket max.	Individual: \$1,250; Family: \$2,500 Medical 20%; Pharmacy 10% (\$75 cap per prescription) Individual: \$2,000; Family: \$4,000 Unlimited
<b>CHOICE FUND (if activated)</b> Embedded Choice Fund (health reimbursement account) pays for eligible out-of-pocket expenses during the plan year.	<b>SCHOOLCARE PAYS</b> Individual: \$1,000; Family: \$2,000 <b>Subscriber must take the online Health Assessment to activate Choice Fund.</b>
<b>NET COST AFTER CHOICE FUND (if activated)</b> Out-of-Pocket Cost (Including deductible)	<b>PLAN MEMBER PAYS</b> Individual: \$1,000; Family: \$2,000 <b>The Employer may <u>not</u> fund any additional portion of the out-of-pocket costs under SCHOOLCARE policy.</b>
<b>PREVENTIVE CARE (Includes Naturopath Services, Routine Laboratory &amp; Diagnostic Testing)</b> Routine Physical Examination Routine Immunizations Well Child Preventive Care Well Woman Preventive Care Adult Preventive Care Additional services such as urinalysis and EKG Routine Eye Exam (one every 12 months for all ages) Discounts Available for Eyewear	\$0 \$0 \$0 \$0 \$0 \$0 \$0
<b>OTHER PHYSICIAN SERVICES (Includes Naturopath Services)</b> Office Visits and/or Office Surgery Maternity Care Telehealth Visit (see details on myCigna.com)	Deductible, then 20% to the Out of Pocket Maximum Deductible, then 20% to the Out of Pocket Maximum Deductible, then 20% to the Out of Pocket Maximum
<b>OUTPATIENT DIAGNOSTIC TESTING</b> Radiology and Laboratory Services (Prior authorization required for some tests)	Deductible, then 20% to the Out of Pocket Maximum
<b>HOSPITAL CARE</b> Inpatient Services including Newborn Care Same Day or Outpatient Surgery Radiation and Chemotherapy Physician Visits and Services Anesthesiologist Services Operating Room X-ray and Laboratory Services Medications and Supplies	Deductible, then 20% to the Out of Pocket Maximum  (Inpatient admissions and some outpatient procedures require prior authorization)

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## APPENDIX D – MEDICAL INSURANCE

### SchoolCare “Yellow” Health Insurance Plan – Pg 2 of 2

#### SCHOOLCARE Yellow Open Access

Choice Fund

BENEFITS	YELLOW OPEN ACCESS (In-Network Benefits Only)
HEARING TESTS	Deductible, then 20% to the Out of Pocket Maximum
EMERGENCY & URGENT CARE ( <i>Medically Necessary and Worldwide</i> ) Hospital Emergency Room Urgent Care Facility	Deductible, then 20% to the Out of Pocket Maximum Deductible, then 20% to the Out of Pocket Maximum
MENTAL HEALTH/SUBSTANCE USE DISORDER OUTPATIENT (Physician's office or Telehealth) INPATIENT HOSPITALIZATION AND OUTPATIENT FACILITY (Prior authorization required)	Deductible, then 20% to the Out of Pocket Maximum Deductible, then 20% to the Out of Pocket Maximum
PRESCRIPTION DRUGS Cigna Participating Pharmacies Go to <a href="http://Cigna.com/Rx90network">Cigna.com/Rx90network</a> for listing of 90-day network retail pharmacies  Certain Preventive Generic Drugs including contraceptives: \$0 (Prior authorization and step therapy are required for some drugs)	Retail - up to 90-day supply: Deductible, then 10% to the Out of Pocket Maximum‡ Mail Order – up to 90-day supply; Deductible, then 10% to the Out of Pocket Maximum‡ available only through Express Scripts Home Delivery mail order Specialty Drugs: 30-day supply only, filled through Accredo Home Delivery mail order
PHYSICAL, OCCUPATIONAL AND SPEECH THERAPIES OUTPATIENT: short-term rehab, up to 60 days per person/per plan year, includes PT, OT, ST and cardiac rehab (Combined maximum). INPATIENT (Prior authorization required)	Deductible, then 20% to the Out of Pocket Maximum  Deductible, then 20% to the Out of Pocket Maximum
CHIROPRACTIC CARE 20 days per person/per plan year	Deductible, then 20% to the Out of Pocket Maximum
ACUPUNCTURE† ( <i>In or Out of Network</i> ) 12 days per person/per plan year † Coverage based on Cigna medical guidelines	Deductible, then 20% to the Out of Pocket Maximum
DURABLE MEDICAL EQUIPMENT	Deductible, then 20% to the Out of Pocket Maximum
EXTERNAL PROSTHETIC APPLIANCES	Deductible, then 20% to the Out of Pocket Maximum
OTHER BENEFITS AMBULANCE ( <i>If not a true emergency, services are not covered</i> ) BLOOD TRANSFUSIONS HOME HEALTH & HOSPICE SERVICES INFERTILITY TREATMENT Go to <a href="http://managed.winfertility.com/schoolcare">managed.winfertility.com/schoolcare</a> ORAL SURGERY ( <i>accidents only</i> ) REMOVAL OF BONEY IMPACTED WISDOM TEETH SKILLED NURSING CARE ( <i>100 days per person/per plan year maximum</i> ) TRANSGENDER SERVICES	All other covered services subject to plan year deductible and 20% coinsurance to the out-of-pocket maximum for the plan year.
EMPLOYEE ASSISTANCE PROGRAM	included
GOOD FOR YOU! by SCHOOLCARE WELL-BEING INCENTIVES	Included – up to \$800 for subscriber and \$400 for spouse

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## APPENDIX D<sup>1</sup> – MEDICAL INSURANCE

### SchoolCare “Orange” Health Insurance Plan – Pg 1 of 2

#### SCHOOLCARE Orange Open Access

##### SUMMARY OF BENEFITS

Benefits outlined below are intended as a general summary and are covered only when using a CIGNA Open Access Plus Network participating provider. All benefits are subject to the terms and conditions of your Health Benefits Booklet. In the event of any inconsistency between this Summary and the Health Benefits Booklet, the provisions as defined in the Health Benefits Booklet and Endorsements will govern. Covered benefits are subject to review for medical necessity. The plan year is defined from July 1 through June 30.

BENEFITS	ORANGE OPEN ACCESS (In-Network Benefits Only)
<b>DEDUCTIBLES, MAXIMUMS*</b> Plan Year Deductible Coinsurance Out-of-Pocket Maximum/Plan Year Maximum Lifetime Benefit *All family members contribute towards family deductible/out-of-pocket max.	Individual: \$2,000; Family: \$4,000 Medical 20%; Pharmacy 10% (or \$75 cap per prescription) Individual: \$4,000; Family: \$8,000 (Individual in a Family: \$6,550) Unlimited
<b>EMPLOYER FUNDING</b> Optional subject to collective bargaining or governance policy, the employer may contribute up to 50% of the out-of-pocket maximum through an HSA, HRA, FSA or other legally permissible method.	Individual: \$1,825; Family: \$3,650 This is the maximum amount allowed annually by Concord School District.
<b>PREVENTIVE CARE</b> (Includes Naturopath Services, Routine Laboratory & Diagnostic Testing) Routine Physical Examination Routine Immunizations Well Child Preventive Care Well Woman Preventive Care Adult Preventive Care Additional services such as urinalysis and EKG Routine Eye Exam (one every 12 months for all ages) Discounts Available for Eyewear	\$0 \$0 \$0 \$0 \$0 \$0 \$0
<b>OTHER PHYSICIAN SERVICES</b> (Includes Naturopath Services) Office Visits and/or Office Surgery Maternity Care Telehealth Visit (see details on myCigna.com)	Deductible, then 20% to the Out of Pocket Maximum Deductible, then 20% to the Out of Pocket Maximum Deductible, then 20% to the Out of Pocket Maximum
<b>OUTPATIENT DIAGNOSTIC TESTING</b> Radiology and Laboratory Services (Prior authorization required for some tests)	Deductible, then 20% to the Out of Pocket Maximum
<b>HOSPITAL CARE</b> Inpatient Services including Newborn Care Same Day or Outpatient Surgery Radiation and Chemotherapy Physician Visits and Services Anesthesiologist Services Operating Room X-ray and Laboratory Services Medications and Supplies	Deductible, then 20% to the Out of Pocket Maximum (Inpatient admissions and some outpatient procedures require prior authorization)

This Summary of Benefits is customized by Concord School District for Concord School District employees only.

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## APPENDIX D<sup>1</sup> – MEDICAL INSURANCE

### SchoolCare “Orange” Health Insurance Plan – Pg 2 of 2

#### SCHOOLCARE Orange Open Access

BENEFITS	ORANGE OPEN ACCESS (In-Network Benefits Only)
HEARING TESTS	Deductible, then 20% to the Out of Pocket Maximum
EMERGENCY & URGENT CARE ( <i>Medically Necessary and Worldwide</i> ) Hospital Emergency Room Urgent Care Facility	Deductible, then 20% to the Out of Pocket Maximum Deductible, then 20% to the Out of Pocket Maximum
MENTAL HEALTH/SUBSTANCE USE DISORDER OUTPATIENT (Physician’s office or Telehealth) INPATIENT HOSPITALIZATION AND OUTPATIENT FACILITY (Prior authorization required)	Deductible, then 20% to the Out of Pocket Maximum Deductible, then 20% to the Out of Pocket Maximum
PRESCRIPTION DRUGS Cigna Participating Pharmacies Go to <a href="https://www.cigna.com/Rx90network">Cigna.com/Rx90network</a> for listing of 90-day network retail pharmacies  Certain Preventive Generic Drugs including oral contraceptives (generic): \$0 (Prior authorization and step therapy are required for some drugs)	Retail - up to 90-day supply: Deductible, then 10% to the Out of Pocket Maximum† Mail Order – up to 90-day supply: Deductible, then 10% to the Out of Pocket Maximum‡ available only through Express Scripts Home Delivery mail order Specialty Drugs: 30-day supply only, filled through Accredo Home Delivery mail order ‡\$75 cap per prescription after deductible
PHYSICAL, OCCUPATIONAL AND SPEECH THERAPIES OUTPATIENT: short-term rehab, up to 60 days per person/per plan year, includes PT, OT, ST and cardiac rehab (Combined maximum). INPATIENT (Prior authorization required)	Deductible, then 20% to the Out of Pocket Maximum Deductible, then 20% to the Out of Pocket Maximum
CHIROPRACTIC CARE 20 days per person/per plan year	Deductible, then 20% to the Out of Pocket Maximum
ACUPUNCTURE† ( <i>in or out of network</i> ) 12 days per person/per plan year †Coverage based on Cigna medical guidelines.	Deductible, then 20% to the Out of Pocket Maximum
DURABLE MEDICAL EQUIPMENT	Deductible, then 20% to the Out of Pocket Maximum
EXTERNAL PROSTHETIC APPLIANCES	Deductible, then 20% to the Out of Pocket Maximum
OTHER BENEFITS AMBULANCE ( <i>if not a true emergency, services are not covered</i> ) BLOOD TRANSFUSIONS HOME HEALTH & HOSPICE SERVICES INFERTILITY TREATMENT Go to <a href="https://managed.winfertility.com/schoolcare">managed.winfertility.com/schoolcare</a> ORAL SURGERY ( <i>accidents only</i> ) REMOVAL OF BONEY IMPACTED WISDOM TEETH SKILLED NURSING CARE ( <i>100 days per person/per plan year maximum</i> ) TRANSGENDER SERVICES	All other covered services subject to plan year deductible and 20% coinsurance to the out-of-pocket maximum for the plan year.
EMPLOYEE ASSISTANCE PROGRAM	Included
GOOD FOR YOU! by SCHOOLCARE WELL-BEING INCENTIVES	Included – up to \$800 for subscriber and \$400 for spouse

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## APPENDIX E

### DISABILITY INCOME

1. The District agrees to provide disability income benefits during lifetime to age sixty-five (65) for all full-time Administrators employed under this Agreement, commencing at the end of ninety (90) calendar days after the Administrator becomes totally disabled and under a physician's care as of the result of injury or illness.
2. The term "total disability" means the complete inability of the Administrator to perform any and every duty of the Administrator's regular occupation. Once benefits have been paid for twenty-four (24) months, total disability shall mean the complete inability of the Administrator to perform any and every duty of any gainful occupation for which the Administrator is reasonably fitted by training, education or experience. The Administrator must be under the regular care of a physician but house confinement will not be required.
3. Beginning July 1, 2016, the disabled Administrator shall be paid by the District or by such insurance carrier as the District may select, sixty-six and two-thirds percent (66 2/3%) of said Administrator's gross pay under the Administrator's contract in effect on the day said Administrator first becomes totally disabled, up to a maximum of \$8,000 per month. Pre-Existing Condition Provision: The insurer will not provide increased benefits for disability (a) caused by, contributed to by, or resulting from a pre-existing condition; and (b) during the first 9 months after the Administrator is continuously insured under this policy. A 'pre-existing condition' is defined as any injury or sickness for which you received medical treatment, advice or consultation, care or services including diagnostic measures, or had drugs or medicines prescribed or taken in the 3 months prior to the day you become insured under this policy.
4. The District will allow the Administrator access to any accrued sick leave during the first ninety days of disability. Beginning on the ninety-first (91<sup>st</sup>) day of disability, the District will allow the Administrator to be paid any accrued sick leave in order to make the Administrator whole while collecting disability benefits. Access to accrued sick leave will end on the one year anniversary of the disability. Under normal circumstances, the District pays 66-2/3% of the Administrator's annual salary beginning on the 91<sup>st</sup> day of disability end ending on the one year anniversary of the date the disability began.
5. The disabled Administrator shall continue to receive District medical and life insurance benefits as provided by the current and future Association Agreements.
6. If the disabled Administrator is entitled to other income during a period of disability from:
  - a. Workman's Compensation or other similar legislation and other benefit acts, such as the State Retirement System;
  - b. Another group insurance or pension plan providing disability income benefits;
  - c. Benefits (primary or family) under the Federal Social Security Act; or
  - d. Accumulated sick leave from the District;then said Administrator's benefits will be reduced by the amounts received from these sources.
7. Exclusion - No coverage will be provided for disabilities that result from the following causes:
  - a. Intentionally self-inflicted injuries.
  - b. War, declared or undeclared, insurrection, rebellion or participation in a riot.
  - c. Any disability in excess of twenty-four (24) months that results from mental or nervous illness or disorder of any type. This limitation will not restrict benefits during a period of confinement in hospital or other licensed institution.

## APPENDIX F

### DENTAL INSURANCE

#### Outline of Coverage

SAU #08 Concord SD  
Group Number: 0146

Delta Dental PPO plus Premier Network



Northeast Delta Dental

*Read Your Dental Plan Description Carefully—This Outline of Coverage provides a very brief description of the important features of your dental benefits plan. This is not the insurance contract, and only the actual policy provisions will control. The Dental Plan Description itself sets forth in detail the rights and obligations of both you and your insurance company. It is therefore important that you READ YOUR Dental Plan Description CAREFULLY! Not all time limitations and exclusions are shown herein. Benefit percentages shown are based on the actual charges submitted up to the Maximum Allowable Charge for participating dentists, or Delta Dental's allowance for non-participating dentists.*

Diagnostic / Preventive (Coverage A)	Basic Restorative (Coverage B)	Major Restorative (Coverage C)
<p><b>DIAGNOSTIC:</b> Evaluations twice in a 12-month period; this includes periodic, limited, problem-focused, and comprehensive evaluations.</p> <p>X-rays (complete series or panoramic film) once in a 5-year period</p> <p>Bitewing x-rays once in a 12-month period</p> <p>X-rays of individual teeth as necessary</p> <p>Brush biopsy once in a 12-month period</p> <p><b>PREVENTIVE:</b> Two cleanings in a 12-month period</p> <p>Fluoride once in a 12-month period to age 19</p> <p>Space maintainers to age 16</p> <p>Sealant application to permanent molars, once in a 3-year period per tooth, for children to age 19</p>	<p><b>RESTORATIVE:</b> Amalgam (silver) fillings; Composite (white) fillings (on anterior and posterior teeth)</p> <p><b>ORAL SURGERY:</b> Surgical and routine extractions</p> <p><b>ENDODONTICS:</b> Root canal therapy</p> <p><b>PERIODONTICS:</b> Periodontal maintenance (cleaning)</p> <p><i>Note: Cleanings are limited to two in a 12-month period; these may be routine (Coverage A) or periodontal (Coverage B), or a combination of both.</i></p> <p>Treatment of gum disease</p> <p>Clinical crown lengthening once per tooth per lifetime</p> <p><b>DENTURE REPAIR:</b> Repair of a removable denture to its original condition</p> <p><b>EMERGENCY PALLIATIVE TREATMENT</b></p>	<p><b>PROSTHODONTICS:</b> Removable and fixed partial dentures (bridge); complete dentures</p> <p>Rebase and reline (dentures)</p> <p>Crowns</p> <p>Onlays</p> <p>Implants</p>
Delta Dental Pays: 100%	Delta Dental Pays: 100%	Delta Dental Pays: 50%
<p>Contract Year Maximum: \$1000 per Person beginning each July 1st Health through Oral Wellness® program included (please see reverse for details)</p>		

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**APPENDIX G**

**DUES AUTHORIZATION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby request and authorize the District to deduct from my earnings and transmit to the treasurer of the Concord Administrator's Association for transmittal to the Associations checked below an amount sufficient to provide for regular payment of the membership dues as certified by such Associations, in twenty (20) equal payments over the remainder of the school year and for succeeding school years. I understand that the District will discontinue such deductions for any school year only if I notify the District in writing to do so not later than sixty (60) days prior to the commencement of the school year.

I hereby waive all right and claim to said monies so deducted and transmitted in accordance with this authorization, and relieve the District and all of its officers from any liability thereafter.

Administrator Organization:

Concord Administrator's Association \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature