

2015-2017

GRS Cooperative School District

Agreement

Gorham Randolph Shelburne (GRS) Cooperative School Board

And

Gorham Randolph Shelburne (GRS) Cooperative Teachers' Association

TABLE OF CONTENTS

Article I – Preamble.....	Page 3
Article II – Recognition	Page 4
Article III – Bargaining Unit	Page 5
Article IV – Duties and Obligations	Page 6
Article V – Suitable Replacement.....	Page 7
Article VI – Teacher Rights	Page 8
Article VII – Personnel Files.....	Page 9
Article VIII – School Day	Page 10
Article IX – Length of School Year	Page 11
Article X – Salaries	Page 12
Article XI – Co-Curricular	Page 14
Article XII – Training and Advancement.....	Page 15
Article XIII – Additional Courses	Page 16
Article XIV – Leave Days.....	Page 17
Article XV – Severance & Retirement	Page 22
Article XVI – Benefits.....	Page 24
Article XVII – Curriculum Coordinators.....	Page 26
Article XVIII – Reduction in Force.....	Page 27
Article XIX – Grievance and Arbitration.....	Page 28
Article XX – Mediation	Page 30
Article XXI – Contractual Validity	Page 31
Article XXII – Cooperation and Conference Committee.....	Page 32
Article XXIII – Agency Fee.....	Page 33
Article XXIV – Term, Duration and Negotiations.....	Page 34
Appendix A – Grievance Form	Page 35
Appendix B – Salary Schedule.....	Page 36
Appendix C – Co-Curricular/Athletics Schedule.....	Page 38
Appendix D – Additional Forms.....	Page 42

Article I

PREAMBLE

The School Board of the School District of Gorham Randolph Shelburne (GRS) Cooperative, New Hampshire, hereinafter referred to as the Board and the GRS Cooperative Teachers' Association, hereinafter referred to as the Association, agree as follows:

Article II

RECOGNITION

The Board hereby recognizes the Association as the exclusive representative for all members of the bargaining unit as defined in Article III with respect to terms and conditions of employment as defined in RSA 273-A.

Article III

BARGAINING UNIT

The professional employees covered by this Agreement are all contracted persons employed by the Board as teachers for whom a certification election was held on January 21, 1971, and all contracted persons employed by the Board as school nurses for which a Public Employee Labor Relations Board hearing was held on September 12, 1989 and has been mutually modified in 2015. These employees are hereinafter referred to as "teachers".

This agreement covers part-time teachers as well as full-time teachers. Medical and Dental benefits will be afforded those teachers contracted at least at a 50% status unless otherwise stated in the collective bargaining agreement, based on their part time status.

Article IV

DUTIES AND OBLIGATIONS

- A. The GRS Cooperative School Board agrees to deduct from the salaries of GRS Cooperative Education Association dues for membership in the Gorham, New Hampshire, and National Education Associations upon authorization by said teachers on or before October 1 of each school year. The transfer of said funds shall be made at a time mutually agreed to by the parties.
- B. The Board or its authorized representative may communicate and consult with any member of the bargaining unit for any and all purposes relating to his/her employment, except that such communications and consultations shall not conclude in an agreement or resolution in violation of this collective bargaining agreement.
- C. The Association recognizes that the Board has the responsibility and prerogative to direct and manage the operation and policies of the school district, and that all power, discretion and authorities now held by them or vested in them by law are not delegated, modified or abridged, except as expressly stated herein. It is further understood that those discretion and authorities which may not lawfully be delegated or abridged are not affected by this Agreement, and this Agreement, even in its express terms, shall not be construed so as to affect such non delegable discretion, authorities and powers in any way.
- D. Cost items negotiated by the School Board shall be submitted to the GRS Cooperative School District for approval. If the GRS Cooperative School District rejects any part of the submission, or while accepting the submission takes any action which would result in a modification of the terms of the cost item submitted to it, the parties shall, within seven (7) days of the adjournment of said meeting, reopen negotiations in an effort to reach a revised agreement. If the reopened negotiations do not result in a revised agreement by April 1 in any given year, the Board may by April 15 in that year issue individual employment contracts, and the salaries set forth in such contracts shall be in the same amount as that prevailing at that time. This amount shall be adjusted following the parties' completion of the re-opened negotiations and the GRS Cooperative School District's approval of a new agreement.

Article V

SUITABLE REPLACEMENT

A teacher resigning from the school district shall remain in his/her position a minimum of sixty (60) calendar days following written notification to the Superintendent, subject to the following conditions:

1. That should a suitable replacement be found prior to the sixty (60) calendar days, the teacher may leave prior to that time.
2. If the reason for resignation is any of the following - family illness, personal illness, job loss of spouse, relocation of spouse, or any other hardship situation, then there is no penalty for exercising this Article. Any other reason for exercising this Article shall incur a \$500 fee payable by the teacher.

Article VI

TEACHER RIGHTS

Non-renewal of a probationary teacher shall be excluded from this provision. A teacher shall at all times be entitled to have a representative during discussions of a disciplinary matter. The District shall not dismiss a teacher based solely on several years of test result of his/her students. Test results are one indicator of a teacher's abilities; and while student populations change, multiple years of low test results will be a concern of the District. However, the District recognizes that it needs to provide resources and support to facilitate the teacher's success. It is the ultimate responsibility of the teacher to perform to standards set forth in evaluation instruments, current New Hampshire legislation and educational standards, and local school board policy.

All information forming the basis for disciplinary action will be made available to the teacher and his/her designee. Discipline shall be progressive in nature: verbal and written warnings, suspension with or without pay, or dismissal. The parties agree that it is appropriate for the consequences to include suspension or dismissal in proven cases of insubordination or conviction of a felonious crime.

Article VII

PERSONNEL FILES

All material in a teacher's personnel file after September 1, 2007, which is derogatory in nature, excluding formal teacher evaluations, shall be removed within six (6) years for probationary teachers and three (3) years for non-probationary teachers, provided there is no repeat offense. Any material placed in a teacher's personnel file prior to the above date which is derogatory in nature, excluding formal teacher evaluations, shall be removed within six years for probationary teachers and three years for non-probationary teachers, provided there is no repeat offense.

Letters and other documentation, concerning a teacher's evaluation, shall be permanently entered into the personnel file noting that areas of previous concern have been addressed and corrected.

Article VIII

SCHOOL DAY

Length of school day:

Elementary - The time that the students come in from the playground in the A.M. until they are dismissed in the P.M. shall be considered the school day for students.

Middle/High - The start of period one (1) or home room to the conclusion of the last scheduled period shall be considered the school day for students.

The teacher's work day shall be seven (7) hours.

Teachers shall not be assigned classroom instructional responsibilities in excess of five and one quarter (5 1/4) hours (elementary) and five and one half (5 1/2) hours (middle/high), except as may be provided for by regulation/policy of the New Hampshire State Board of Education.

Teachers may be required to be present at school before or after the defined school day to attend to those matters which properly require attention, including parent conferences, consultations, direct student supervision, or other activities scheduled with or directly involving the teacher. Teachers may leave at the end of the school day on Fridays or on days preceding holidays or vacation.

The administration reserves the right and the discretion to schedule meetings to conduct the proper administration of the schools.

When changes within the existing school day are considered, the GRS Cooperative School Board and administration will discuss them with the appropriate faculties of the GRS Cooperative School District to solicit their input.

Each middle/high teacher shall have scheduled ninety (90) minutes of planning time per day. Middle/high school teachers' planning time may be reduced by the administration if the schedule warrants such a change. (Example: the Middle High School moves to a seven-period day with 45 minutes per period.)

Each elementary teacher shall have 225 minutes of planning time per five-day week and a minimum of 30 minutes of planning time per day. Planning time should be as equitable as possible. The 225 minutes is contingent on the current level of elementary specialty programs (art, music, library and physical education). At no point will elementary planning time drop below the 30 minutes per day. The District is held harmless from any deviation from the weekly schedule at either the Elementary or the Middle High School.

Article IX

LENGTH OF SCHOOL YEAR

In a school year, all individual contracts shall be for 185 days, except as agreed to by the parties. In instances where the contract shall be less than 185 days, the teacher shall forfeit per diem pay equal to the number of days below 185 days.

Teachers, whose contracts call for more than 185 days in that year, shall be reimbursed at the rate of 1/185 of their salary for each additional day in that contract year.

The 181st and 182nd days shall be determined by the administration with input from the School Board. The 183rd, 184th, and 185th days shall be determined by each building's faculty with final approval by the administration. Final decisions about these days will be determined before the calendar is adopted by the School Board.

Copies of the proposed school calendar shall be distributed to all members of the professional staff thirty (30) calendar days prior to its adoption by the GRS Cooperative School Board. The GRS Cooperative School Board reserves the right and discretion to adopt the annual school calendar.

Article X

SALARIES

The salary schedule applies to those teachers who have been certified by the State Department of Education for the teaching area to which they have been assigned. All degrees referred to here, shall have been granted by institutions recognized by the State of New Hampshire as fully accredited. See attached schedules (Appendix B).

All individuals employed as or performing as classroom teachers under the provisions of RSA 186:11-X shall be nominated by the Superintendent and elected by the School Board as teachers under the provisions of RSA 189:39 and paid accordingly. All individuals employed as or performing as school nurses shall be recommended for appointment by the Superintendent and elected by the School Board and paid accordingly.

Each track of the salary schedule shall be defined as follows:

Associates Degree – shall set the salary level for those individuals who hold an associates degree to 80% of Track 1 (Bachelor's Degree) with full benefits.

Track 1 (Bachelor's Degree) shall set the salary levels for teachers who hold a valid Bachelor's Degree.

Track 2 (Bachelor's Degree plus 15 graduate credits) shall set the salary levels for teachers who have acquired 15 credits beyond their Bachelor's Degree in their teaching assignment or area of specialization with administrative approval of courses not in their area of specialization.

Track 3 (Master's Degree) shall set the salary levels for teachers who hold a valid Master's Degree in the academic area of their teaching assignment or area of specialization or a Master's Degree in Education or with administrative approval of courses not in their area of specialization.

Track 4 (Master's Degree plus 15 graduate credits) shall set the salary levels for teachers who hold a Master's Degree plus 15 credits in their teaching assignment or area of specialization with administrative approval of courses not in their area of specialization.

Track 5 (Master's plus 30 graduate credits/ e.g. CAGS) shall set the salary level for teachers who hold a Master's Degree plus 30 hours of credit beyond a Master's Degree in their area of specialization or with administrative approval of courses not in their area of specialization or hold a Certificate of Advanced Graduate Studies in the academic area of their specialization, teaching assignment or in education.

Teachers moving to a new track must notify the GTA Executive Board and the

Superintendent in writing by December 15 of the previous year of their intention to advance to a new track and present proof of their eligibility by September 1 of the year the increase is received. (See Appendix D-2) For those individuals moving to Track 1 (Bachelor's degree), they will be placed on step 2. In no event, will the individual receive less than his/her current contract amount. In such a situation, the next greater step will be awarded.

Any middle/high school teacher required by the administration to teach more than 6 blocks per year will be compensated by 12% of their current salary for each additional block.

Teachers on maximum within their track who have acquired additional credits or degrees to qualify for an advanced track shall be entitled to the same monetary differential in compensation as those on the salary schedule.

Article XI

CO-CURRICULAR

The Athletic Director in consultation with coaches and advisors may review the formula established for all co-curricular programs. Recommendations for changes in the formula will be made by the building Principals or Athletic Director to the Superintendent and School Board and Association for approval. Any new programs included shall be at the recommendation of the building Principals or Athletic Director to the Superintendent with the approval of the School Board. If a coach or advisor makes a horizontal move within a comparative sport or activity, the Athletic Director may place him/her at the same level of experience.

All coaches and advisors will be covered by a \$1,000,000.00 liability insurance program.

Extra-curricular activities for which the Board offers and provides an extra earnings opportunity are not considered part of a teacher's normal duties and responsibilities. Co-curricular contracts are subject to annual renewal.

The salary schedule for extra-curricular activities can be found in *Appendix C*.

To determine salary at each level, the index number must be multiplied by the base teacher salary at the bachelor's level for the year in which hired. All contracts will be issued before the first scheduled practice or meeting of the organization. Coaches will get paid twice during the season with checks separate from their regular paychecks. (See Separate Coaching Payment Schedule) Yearlong activities will get paid twice during the year with checks separate from their regular pay checks, if so requested, in December and June. No coach or advisor will receive less than he or she is currently receiving for a particular position.

The following schedule represents the various seasons and dates for coaches to be paid:

<u>Season</u>	<u>Pay Dates</u>
Fall	Prior to October 1 Prior to November 15th – (Contingent upon equipment return)
Winter	Prior to January 1 Prior to February 15th – (Contingent upon equipment return)
Spring	Prior to May 1 Prior to June 30– (Contingent upon equipment return)

In order not to penalize coaches who return their uniforms and equipment in a timely manner, the Athletic Director will receive the final payment and pay the coach upon return of all equipment and uniforms they are responsible for.

Article XII

TRAINING AND ADVANCEMENT

A. Teaching and related experience acceptable to the Board outside the GRS Cooperative School District shall be computed on a year to year basis through the 7th year of service. Credit for years of experience outside the District beyond the 7th year shall be at the discretion of the Superintendent.

No teachers shall be hired in a different track than their education dictates. The Superintendent shall notify the Association when hiring off schedule any teacher with more than seven (7) years experience.

B. Salary adjustments are earned by satisfactory performance and are not automatic.

C. Any teacher who has a Professional Standards Certificate from the State Board of Education and who has taught for one or more years in the same school district, shall be notified in writing on or before April 15, the same deadline as in RSA 189:14-a, if he or she is not to be re-nominated or reelected or awarded a salary adjustment. Any such teacher who has taught for five or more years in the same school district or three consecutive years in the current school district and five or more consecutive years in another New Hampshire school district and who has been so notified, may request in writing within ten (10) days of receipt of said notice a hearing before the School Board and may in said request ask for reason for failure to be re-nominated or reelected or awarded a salary adjustment. The School Board, upon receipt of said request shall provide for a hearing on the request to be held within fifteen (15) calendar days. The School Board shall issue its decision in writing within fifteen (15) calendar days of the close of the hearing. The School Board will continue to notify nurses in writing of non-renewal or of not being awarded a salary adjustment by April 15th.

D. The School Board reserves the right to place any teacher on any level or step higher than his or her training and experience would ordinarily allow.

E. When a teacher is hired within that first ninety (90) school days, that teacher will be awarded one (1) salary step placement for the subsequent year, if rehired by the school district subject to the provisions of B above.

Article XIII

ADDITIONAL COURSES

Teachers who take courses in their major field may be reimbursed for a maximum of nine (9) credits per school year provided said teacher returns as a teacher in the GRS Cooperative School District for the semester following the completion of the course. The maximum credits outside the major teaching area allowable in any one school year shall be limited to four (4) credits.

The total of all reimbursements in any fiscal year shall not exceed \$12,000.

B. Reimbursements not to exceed ninety (90) percent of the per credit hour rate for the University System of New Hampshire. Reimbursements will be provided for courses approved in advance of teacher registration by the Superintendent of Schools and for individuals continuing in the employment of the GRS Cooperative School District during the semester following the completion of the course. No employee shall receive reimbursement for a second course until all employees eligible for a first reimbursement have been paid. To be eligible for course reimbursement, a grade of B or 3.0 or better must be attained along with proof of payment. (See Appendix D-1)

C. Teachers who are less than full time shall receive initial refunds based on the prorated amount of their service. Upon completion of the school year, should adequate funds be available, less than full-time employees shall be granted the full amount entitled under Section B before second and third course refunds are made.

D. Any course required by the District, except at the time of employment, or as a means of becoming qualified for the position held, for continued employment in the district shall be reimbursed for all approved expenses incurred. This sum will not be deducted from the course reimbursement fund in Article XIII. A prospective employee will be advised of all district course requirements necessary for continued employment before his/her acceptance of the position.

Article XIV

LEAVE DAYS

A. Each teacher shall receive fifteen (15) days sick leave each year accrued at the beginning of the month, at 3 days per month from August/September (Aug/Sept treated as one month) to January up to three (3) days of which may be used for personal leave to take care of urgent and compelling business and emergencies for which no other time than in-school time can be used. Part-time teachers shall have their sick leave and personal leave prorated.

Total personal leave is equal to three (3) days. Two (2) days of personal leave shall be at the sole discretion of the teacher for urgent and compelling business. Personal leave shall not be used for vacation or solely to extend a vacation or the day before or after a holiday weekend. One (1) day of personal leave may be used for any reason. Notification, except in cases of emergency, shall be given at least 72 hours prior to using the personal day.

Personal leave shall not be cumulative from year to year. For current employees, sick leave, cumulative to a maximum of 85 days, shall include the following: personal illness, illness in the immediate family, death in the immediate family, or disability provided the teacher, in case of pregnancy or other disability, secure medical proof of the disability and period of same from the individual's attending physician. Maternity leave involving normal delivery, a teacher shall be eligible to use her available sick leave up to a maximum six weeks (30 days) for the period immediately before and after the birth of the child; in cases of cesarean delivery, a teacher will be eligible to use her available sick leave up to a maximum of eight weeks (40 days) during the period of disability. Further, in cases when the period of disability is in dispute, the School Board and the teacher shall by mutual agreement, acquire a second medical opinion verifying the disability or the period of same provided that no medical request may be asked for any disability that involves a duration of five (5) days or less.

On a yearly basis six (6) sick days beyond the maximum accumulation of 85 days may be redeemed at the per diem rate of \$60.00. A onetime buyout for current employees of excess sick days (beyond 85) as of June 30, 2015 will be paid to all those who qualify at a rate of \$60 per excess day. Payment will be made after July 1, 2015 over a two year period.

All new hires as of July 1, 2015 will accrue 15 sick days per year, three days accrued per month until reaching 15 in a given year. Maximum of 75 days accrued. See paragraphs above pertaining to leave days and use of personal leave days.

B. A voluntary sick leave bank will be established for the benefit of those professional employees whose accumulated sick-leave for illness becomes exhausted. Each participating employee will contribute two sick leave days upon their initial enrollment and one day per year thereafter, until a maximum accumulation of 200 days is reached. The Board will make a one-time contribution of forty-five days in the first year of this contract only. The number of days in the bank will be maintained at a minimum of not less than fifty days. When the bank falls one day below this minimum, enrolled employee shall donate one additional day.

Utilization of these days will provide salary and Board-provided insurance benefits not to exceed 1/185th of the professional's annual contracted salary.

Any professional needing to utilize the bank must submit the following to the three-member Association board who will oversee the bank:

1. A written statement requesting authorization to draw from the sick leave bank, including the date this action would commence.
2. A doctor's statement indicating the nature of the illness.

A doctor's statement indicating the current status of the illness must be provided at each twenty-five workday interval. The professional must fulfill the following:

1. Exhausted available sick leave
2. Have been ill for five consecutive days

The Association Sick Leave Board will approve or disapprove the request within five working days and give notice to the member and the SAU office as to the number of days granted from the bank.

C. **BEREAVEMENT LEAVE** - An employee may utilize up to five (5) days of sick leave per incident, for a death in the employee's immediate family. Immediate family is defined as: wife/husband; domestic partner; children/parents; step parents/step children; mother & father-in-law; brother/sister; grandparents/grandchild. Three (3) days granted for step brothers/step sisters; daughter-in-law/son-in-law and one (1) day for aunts and uncles. Awarding of days may be adjusted, increased, for those allowed less than five (5) days after consultation with and approval of the district or SAU administration. Days are to be deducted from accrued sick leave time.

D. **CHILDREARING LEAVE** of up to one and one half (1 1/2) school years shall be granted without pay to teachers requesting it after the birth or adoption of a child. If the leave commences after January 1, the teacher may have either the balance of the school year or the balance of the school year plus the entire school year following, provided written notice is given the School Board by March 1. If the leave commences before January 1, the teacher will be expected to return the following school year. Returning to work while a school year is in progress is at the sole discretion of the School Board.

1. Except in cases of emergency, childrearing leave must be requested in writing by the teacher at least sixty (60) days prior to the commencement of the leave.
2. A teacher who is pregnant may remain at work as long as she desires, provided she secures written approval from her attending physician certifying the teacher's good health and ability to perform her job.
3. All personnel benefits accumulated prior to commencement of the leave, and not used during the leave, will be retained unless the teacher does not renew her employment.
4. Notification to the board to return to work must be made on or before March 1 of the school year proceeding that year for which the teacher is returning.
5. A teacher returning from leave shall be assigned a position within the scope of his/her certification. The return of a teacher from childrearing leave shall be contingent upon the

condition that the position previously held shall continue to be part of the program of studies or that another vacancy in his/her certification area exists. In the event that these conditions do not prevail, the teacher shall have the right to recall for up to two (2) school years should a position become available as outlined above.

6. If the pregnancy is terminated before full term (9 months) and birth of the child, the teacher may apply for termination of the leave.
7. The request of a teacher to return prior to the expiration date indicated on the teacher's leave form must be accompanied by a certificate of good health from the teacher's personal physician.
8. All unpaid leaves, including childrearing leaves, shall be subject to the following conditions:
 - (a) Only if the leave lasts less than ninety (90) school days, shall the teacher be awarded one (1) salary step placement for the subsequent year if the teacher returns to the school system within two (2) years.
 - (b) Only if the leave lasts less than ninety (90) school days, shall the district continue to contribute towards health insurance coverage during the leave.

E. SABBATICAL LEAVE - A teacher who is represented by the bargaining unit, and who has seven (7) years of continuous service in the school district, may apply for leave under this article for purposes of professional improvement considered by the School Board to be of benefit to both the individual and the GRS Cooperative School District.

The following conditions shall apply:

1. To be eligible a person must apply, in such form as may be required by the Superintendent, prior to December 1 of the school year preceding that for which the leave is being requested.
2. The term of the sabbatical leave shall be for the period September 1 - June 30.
3. The plan must be submitted by February 1.
4. The decision of the School Board shall be made no later than March 2. The applicant shall be informed in writing of the decision of the Board. A teacher may refuse a Sabbatical that has been granted based on the Board's response to #8 and #13 below. Said refusal must be made within two (2) weeks of being informed of the Sabbatical approval.
5. Any person on leave must notify the Superintendent in writing prior to March 1 of the year preceding his/her scheduled return to his/her intention to return.

The individual shall be required to return to the employ of the district for a period

of one (1) full school year. Should the individual fail to return to the employ of the district for a period of one (1) full school year, he/she shall be liable to the district for all sums paid on his/her behalf during such leave within twelve (12) months of the termination of the period of the leave. Should no position be available, this article shall not be applicable.

6. Failure by the individual to abide by all terms and conditions of the approved application shall automatically result in a pro-rata adjustment or cancellation of salary or reimbursement to the district of all or part of salary paid to date.
7. The individual shall receive one half (1/2) salary for the full year paid at two week intervals consistent with the normal payroll schedule; however, the individual could request an unpaid leave.
8. The period of Sabbatical leave shall not entitle an individual to a vertical salary schedule increment upon return to employment in the district. A teacher will be informed at the time a Sabbatical is approved whether he/she will be awarded a vertical salary schedule increment upon return.
9. The individual on Sabbatical leave shall be eligible to participate, at his/her cost, in group insurance programs provided for under agreement.
10. The individual shall not receive nor accrue sick leave during the period of the Sabbatical leave, but shall retain all accumulated sick leave earned at the completion of the school year prior to said leave.
11. If more than one (1) individual applies, only one (1) Sabbatical leave shall be granted on the basis of the plan most beneficial to the district,
12. A teacher will be informed at the time a Sabbatical is approved whether he/she will be assigned the equivalent position upon return,
13. Sabbatical leaves are granted at the sole discretion of the School Board.

F. PROFESSIONAL GROWTH - All teachers may apply to their building principal for a maximum of three (3) school days during a contract year to be used for professional growth (e.g. workshops, conventions, conferences, etc.) directly related to their subject area or grade level. Any professional growth beyond three days per year or outside the subject area or grade level must be approved by the Superintendent of Schools. *(See Appendix D-4)* Teachers' expenses for activities approved by the Principal shall be reimbursed by the District *(See Appendix D-5)*:

At their per diem rate of pay.

1. At the then current I.R.S. rate per mile, or if travel is by other means, a prearranged level of reimbursement as agreed to by the teacher and the principal.

2. At the per diem meal rate of \$50: \$10 – breakfast, \$15 – lunch, and \$25 - dinner, excluding alcoholic beverages, and gratuities during the time of leave.
3. For registration and other required fees.
4. For accommodations, but at a rate not to exceed \$150.00 per day per teacher maximum not to exceed actual cost. Teachers working less than full time shall have their expenses pro-rated.
5. All travel expenses must be itemized with receipts presented in order to receive reimbursement.

Teachers will be required to submit travel vouchers and receipts for all expenses for which reimbursement is being requested.

G. ASSOCIATION BUSINESS - Up to two (2) days leave per school year, non-cumulative, shall be granted for a representative of the GRS Cooperative Teachers' Association to attend scheduled meetings or to conduct association business for which no other time than in-school time can be used and which requires the absence of the individual during normal school hours.

Article XV

SEVERANCE & RETIREMENT

A. Severance:

For an employee who has attained five years of service with the district the following will apply. Upon severance or death of a member, such member or his/her survivors shall be paid for half the number of his/her accumulated sick leave at \$60.00 per diem rate.

1. These provisions shall not apply when employment is terminated due to dismissal or the teacher fails to give forty-five (45) days notice.
2. Part-time teachers would have this benefit prorated over their entire length of service.

Any severance paid to an employee is subject to available monies in the Teachers Capital Reserve Fund.

B. Retirement:

Any individual with ten (10) continuous years or more in the district who participates in the NH Retirement System benefits may elect upon his/her submission of a letter of resignation to the Superintendent of Schools by December 1 of the year previous to that during which the benefit will be paid. The teacher may reconsider his/her decision on or before March 1 of the first year. Notification to the Superintendent, once received and accepted, cannot be canceled after March 1 of the first year unless approved by the School Board. In the event of cancellation, reimbursement shall be made out of salary during the second year. *(See Appendix D-3)*

If a teacher gives notice on or before April 15 in his/her last year of teaching, he/she would receive a one-time stipend of \$7,000, subject to the monies available in the Capital Reserve Fund. Due to monetary limitations District seniority shall be given first priority. Part-time teachers who are eligible for NH Retirement System benefits shall have either of these two options prorated, as well as the health insurance payments below.

<u>Next to Last Year w/ 2 Yr. Notice</u>	<u>Final Year w/2 Yr. Notice</u>
\$7,000	\$4,000

Notwithstanding any other provision in this agreement, the amount otherwise payable to an employee under this section (Article XV- Severance & Retirement) shall be reduced by such amount as is necessary to prevent the school district from being assessed by the New Hampshire Retirement System under RSA 100-A:16 III-a.

Any teacher, who qualifies for state retirement benefits and leaves the district, shall receive \$3,500 per year, effective July 1, 2016, for four years towards the cost of health insurance under the district's plan. Health insurance payments will be made directly to the district's insurance provider.

Insurance stipends provided to teachers under this plan shall automatically terminate

upon the occurrence of any of the following:

- A. Death of the teacher - in such event, the benefits of this article shall not vest in the employee's estate.
- B. After the employee has received up to the maximum stated above.

Article XVI

BENEFITS

The Board will participate in and continue its contribution to a medical program, life insurance, disability program and dental program. The GRS Cooperative School District will compensate those members not subscribing to the medical insurance plan a stipend at the rate of \$2,250. If a circumstance of a qualifying event takes place outside of open enrollment, the member will be allowed to enroll in the district's health insurance plan by reimbursing the stipend through payroll deduction. In the event a husband and wife both work for the school system, they may choose to elect either a health insurance plan, or the current reimbursement. Under no circumstances will the employee and spouse receive both an insurance plan and the current reimbursement amount. A \$300 payment will be made in lieu of reimbursement to members who are married.

A. Medical

The GRS Cooperative School District will pay eighty (80) percent of the premium of the HMO cost sharing plans \$15/\$40 co-pay with an in-hospital and certain high end procedures deductible plan for family, two-person, or single coverage. The district will make HRA debit card available for eligible deductibles and section 213 D expenses as follows: family - \$3,000, two person - \$2,000, and single - \$1,000. The plan runs from July through June in accordance with the District's fiscal year. The District will further make available the POS plan with any additional cost above the HMO cost sharing plan to be paid by the bargaining unit member. The parties may change to a comparable plan through mutual agreement.

Beginning with all new hires as of July 1, 2015 the GRS Cooperative School District will pay seventy five (75) percent of an HMO cost sharing medical plan the employee will pay 25% of the medical plan. All HRA card benefits will be available to new hires.

If it becomes necessary for the medical insurance provision be revisited due to the "Cadillac Plan" provisions of the Federal Healthcare Act or other changes to Health Care Laws both parties agree to reopen the contract for change in medical insurance and medical benefits only.

B. Life Insurance and Disability Program

The District will pay full premium for current levels of Life Insurance, which are equal to one year's salary for teachers with a maximum of \$50,000, and Disability Insurance coverage payable at 70% of weekly pay subject to the maximum Weekly Benefit of \$500 for a maximum of 52 weeks. If the disability is due to an accident, payment begins on the 1st day of disability; for sickness or pregnancy payment begins on the 31st consecutive day of disability. The teacher will not be eligible for sick leave while on disability leave.

C. Dental

The District will pay a full single subscriber for the current dental plan and 15% of the difference between the single and that required by the participant's family situation. The Dental

Plan will have coverage as follows: Part A-100%, Part B –80% and Part C-50% with a \$1,250 maximum per person. The plan runs from July through June in accordance with the District's fiscal year.

D. Section 125 Account

Teachers will have access to a Section 125 Account for premium contributions and any other qualified contributions allowed under the Internal Revenue Service up to the maximum allowable limit that is currently allowed in the Gorham Randolph Shelburne Cooperative School District. (Current medical maximum is \$2,500; dependent care is \$5,000.)

E. OUTSTANDING STUDENT LOAN – The District shall pay directly to the lender \$1,000 per year 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. These payments can last for a period of ten years \$10,000 or until the loan has been paid off, whichever comes first. Current employees who have received loan repayments in the past shall have those payments counted against the above amount. This provision is not retroactive. Example: A staff member who is in year 9, paid at the previously negotiated rate, would be eligible for only one more year of student loan payment.

Article XVII

CURRICULUM COORDINATORS

The Board recognizes that teachers who are designated Curriculum Coordinators are still a part of the bargaining unit as teachers and as such are covered hereby. The designation and retention of qualifications for duties of, and all functions of Curriculum Coordinators remain vested within the exclusive prerogative of the Board. In performing the duties of Curriculum Coordinators, teachers shall be governed by the policies and directions of the Board and its duly authorized supervisory personnel.

All Curriculum Coordinators shall be paid an annual stipend of \$1,500.

Article XVIII

REDUCTION IN FORCE

Whenever it becomes necessary to decrease the numbers of the bargaining unit because of a significant decrease in enrollment, elimination of program, and/or a significant budgetary problem, the GRS Cooperative School Board, prior to April 15, shall notify members of the bargaining unit within primary certification, discipline, and/or department of the intent not to re-nominate.

Once it has been determined that a reduction is necessary, the basis for deciding which individual will be reduced shall be performance as measured by the district evaluation process and the Personnel Rubric (*see appendix D-6*). The number of evaluations used will not be any more than the five most recent evaluations to measure employee performance; but, for comparison purposes, in no case anymore than the fewest number of evaluations that any bargaining unit member has in their primary certification area. In all cases, for comparison, the most recent evaluation(s) will be used. In the event that the lowest personnel rubric total of two or more unit members who are being considered for reduction is determined to be equivalent, the unit member with the least seniority will be the first individual to be reduced. In the event the board effectuates the reduction on the basis of seniority, the only matter that may be grieved will be the question of which teacher has the more seniority.

The Personnel Rubric will be scored 2 points for a distinguished evaluation, 1 point for a proficient evaluation, and 0 for a basic evaluation or below. All other categories will be ranked 1 point for a yes and 0 points for a no, except a yes for a reprimand will be -1 point.

A teacher falling under the provisions of this section shall have the right of recall for up to one (1) school year should a position become available.

Teachers with less than five (5) continuous years of service in the current district or three (3) continuous years in the current school district and five or more consecutive years in another New Hampshire school district will continue to be selected for renewal or non-renewal at the full discretion of the Board and administration.

Article XIX

GRIEVANCE AND ARBITRATION

A grievance is defined as an alleged violation misinterpretation or misapplication with respect to one or more teachers of any provisions of this agreement. Matters of non-renewal of probationary teachers are not subject to the grievance procedure. Grievances shall be resolved exclusively in accordance with the procedures set forth.

A grievance shall be deemed waived if it is not presented in accordance with the procedures and schedules set forth herein. The teacher or Association shall have the option of moving a grievance to the next higher level if a decision is not provided within the timelines set forth herein. No teacher shall suffer any reprisals by the Board, Superintendent, Principals, or Department Heads because of due participation in the procedures set forth herein.

By mutual agreement a grievance may start at the level of the Superintendent of Schools providing that the grievance is in writing and within fifteen (15) working days of occurrence. (See Appendix A)

Within fifteen (15) working days of its occurrence or when the teacher or Association could have known of its occurrence, the grievance and all information currently relative thereto must be discussed by and between the teacher(s) aggrieved and the Principal or Assistant Principal having the authority over said teacher(s). A representative of the Association may participate in the discussion. A decision shall be provided in writing within five (5) working days.

The decision of the Principal may be appealed to the Superintendent within five (5) working days of the Principal's decision.

The teacher and/or the authorized representative of the Association shall be required to submit the grievance in writing on the grievance form found in Appendix A of this agreement to the Superintendent of Schools. The Superintendent must discuss the matter with the teacher and/or authorized representative within five (5) working days of receiving the written grievance. Available information not submitted and discussed by either party at the time, may not be given subsequent consideration. The Superintendent shall provide a written decision within five (5) working days of the discussion. If the teacher and/or the Association are dissatisfied with the decision of the Superintendent, the matter may be submitted to the Board in accordance with the following procedure.

Within ten (10) days of the decision of the Superintendent, the Association may submit the grievance to the Chairman of the Board. The Board or a subcommittee of the Board shall hold a hearing within fifteen (15) working days of having received the appeal. Within fifteen (15) working days of the said hearing, the Board shall render its decision in writing.

If after thorough discussion, the grievance has not been satisfactorily resolved, the Association may submit the grievance to arbitration no later than fifteen (15) working days after the rendering of the said decision of the Board or the expiration of the time limit for its rendering.

The parties will mutually agree to an arbitrator within ten (10) working days.

If agreement cannot be reached, an arbitrator shall be selected through the American Arbitration Association in accordance with the rules and regulations of the AAA.

The arbitrator shall hold a hearing and render a decision within thirty (30) days of the hearing.

The decision of the arbitrator shall be final and binding for the duration of the Agreement, provided that it does not vary, modify, or add to the express terms and provisions of this Agreement.

The services and expense of the arbitrator shall be shared equally by the Association and the Board.

Article XX

MEDIATION

In negotiations, if agreement is not reached by December 15 on negotiable issues raised by either party, then either party may request mediation through the procedure outlined below, as authorized by RSA 273-A:12V. It is understood and agreed that in addition to those items covered by the existing agreement include only issues for which the Association has been recognized as bargaining representative may be taken by either party to mediation.

A. The Board and the Association will each make a clear and concise last proposal.

B. The Board shall appoint a representative and the Association shall appoint a representative, and these two people shall appoint, by mutual agreement, a mediator.

C. If by December 22nd, the two representatives are unable to agree on a mediator, the American Arbitration Association shall appoint the mediator, who shall meet with the parties or their representatives, or both, forthwith, either jointly or separately, and shall take other steps as he/she may deem appropriate in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement.

D. If the dispute is not resolved on or before January 10, the mediator shall make non-binding recommendations to both parties, outlining possible areas where mutual agreement may be reached.

E. The services of the mediator shall be limited to ten (10) working days, and the cost thereof shall be shared equally by the Association and the District.

Article XXI

CONTRACTUAL VALIDITY

This Agreement is to be construed as being in conformity with the laws of the State of New Hampshire. Should any provisions be found to be in violation of the law or statutes of the State of New Hampshire, said provision shall be null and void, but the remainder of this Agreement not deemed by either party to have been affected by said nullification, shall remain valid and effective. In the event of nullification, the parties agree to meet and discuss the replacement of the said provision and the alteration (if requested by either party) of other provisions (except economic matters) affected by the said nullification or replacement.

Article XXII

COOPERATION AND CONFERENCE COMMITTEE

Both the Board and the Association recognize that certain matters of mutual interest are not covered by the terms and conditions of this Agreement. The Board values the advice of the teachers in carrying out its responsibility for developing and maintaining sound educational programs for the school children in the district. The Association values the opportunity to make suggestions and freely discuss any matters not covered by this Agreement particularly in the area of educational policy and direction.

Matters to be taken before the Cooperation and Conference Committee shall be limited to those matters which have been discussed with the appropriate administration or teaching personnel at the school level and which have not been resolved through normal channels.

It is therefore agreed that the Association and the Board shall devise a process by which two representatives for each school facility, one a classroom teacher and one Coordinator/Department Chairman will be selected to represent the teachers in discussions with the board, Superintendent, and the principal in meetings, as requested, by either party at a mutually agreeable time and place.

If matters are raised by either side, the GRS Cooperative School Board and the GRS Cooperative Teachers' Association agree to hold annual meetings on or before October 15 and on or before February 15 to discuss any and all matters raised by either side.

By mutual agreement of the President of the GTA and the Chairperson of the GRS Cooperative School Board, the first meeting of the Cooperation and Conference Committee shall be set.

Article XXIII

AGENCY FEE

It is recognized that the negotiations for, and administration of, the Agreement entails expenses, which appropriately should be shared by all employees who are beneficiaries of the Agreement. To this end, if an employee in the bargaining unit does not join the Association, such employee will execute an authorization for the deduction of an "agency fee" not to exceed 50% of the amount of local, state, and national dues, which sum shall be retained by the Association. Any teacher who is not part of the bargaining unit and who is currently employed by the District as of June 30, 2006, shall pay 25% of the total dues. All money collected through agency fees will go directly to scholarships for the students of the GRS Cooperative School.

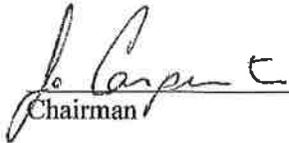
Article XXIV

TERM, DURATION AND NEGOTIATIONS

This Agreement shall take effect on July 1, 2015 and shall remain in effect through June 30, 2017.

GRS COOPERATIVE SCHOOL BOARD

GRS COOPERATIVE TEACHERS
ASSOCIATION


Chairman


President

5/21/15
Date

5-12-15
Date

Appendix A

Grievance No.: _____

Date Filed: _____

SCHOOL ADMINISTRATIVE UNIT #20
GRS Cooperative
Grievance Record

Name of Grievant: _____ Step: _____

Building: _____ Assignment: _____

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:

Remedy sought:

Grievant Signature: _____

Assoc. Representative Signature: _____

Disposition by: Principal Date Answered: _____

Superintendent Date Answered: _____

Principal/Superintendent Signature: _____

Grievance settled on the basis of Principal's/Superintendent's answer: _____

Grievant Signature: _____

Appendix C (1) –Athletics Schedule

	Base Salary	2015-2016		
		\$33,954		
		Low(1-4)	Medium(5-8)	High(9+)
	Varsity	7.7%	8.4%	9.1%
	JV	6.0%	6.5%	7.0%
	MS	4.7%	5.2%	5.7%
Varsity Boys Soccer Coach	\$	2,614.46	\$ 2,852.14	\$ 3,089.81
Varsity Girls Soccer Coach	\$	2,614.46	\$ 2,852.14	\$ 3,089.81
JV Boys Soccer Coach	\$	2,037.24	\$ 2,207.01	\$ 2,376.78
JV Girls Soccer Coach	\$	2,037.24	\$ 2,207.01	\$ 2,376.78
MS Boys Soccer Coach	\$	1,595.84	\$ 1,765.61	\$ 1,935.38
MS Girls Soccer Coach	\$	1,595.84	\$ 1,765.61	\$ 1,935.38
Varsity Baseball Coach	\$	2,614.46	\$ 2,852.14	\$ 3,089.81
JV Baseball Coach	\$	2,037.24	\$ 2,207.01	\$ 2,376.78
MS Baseball Coach	\$	1,595.84	\$ 1,765.61	\$ 1,935.38
Varsity Softball Coach	\$	2,614.46	\$ 2,852.14	\$ 3,089.81
JV Softball Coach	\$	2,037.24	\$ 2,207.01	\$ 2,376.78
MS Softball Coach	\$	1,595.84	\$ 1,765.61	\$ 1,935.38
	Varsity	6.4%	7.0%	7.6%
	JV	5.0%	5.4%	5.8%
	MS	3.9%	4.3%	4.8%
Varsity Cross-Country	\$	2,178.72	\$ 2,376.78	\$ 2,574.85
	Varsity	5.8%	6.3%	6.8%
	JV	4.5%	4.9%	5.3%
	MS	3.5%	3.9%	4.3%
Varsity Golf	\$	1,960.84	\$ 2,139.10	\$ 2,317.36
	Varsity	11.0%	12.0%	13.0%
	JV	7.3%	8.0%	8.7%
	MS	5.5%	5.7%	5.9%
Varsity Boys Basketball Coach	\$	3,734.94	\$ 4,074.48	\$ 4,414.02
Varsity Girls Basketball Coach	\$	3,734.94	\$ 4,074.48	\$ 4,414.02
JV Boys Basketball Coach	\$	2,478.64	\$ 2,716.32	\$ 2,954.00
JV Girls Basketball Coach	\$	2,478.64	\$ 2,716.32	\$ 2,954.00
MS Boys Basketball Coach	\$	1,867.47	\$ 1,935.38	\$ 2,003.29
MS Girls Basketball Coach	\$	1,867.47	\$ 1,935.38	\$ 2,003.29
	Varsity	5.5%	6.0%	6.5%
Alpine Skiing Coach	\$	1,867.47	\$ 2,037.24	\$ 2,207.01
Nordic Skiing Coach	\$	1,867.47	\$ 2,037.24	\$ 2,207.01
Cheering Coach	\$	1,867.47	\$ 2,037.24	\$ 2,207.01

Appendix C (2) – Co-Curricular Schedule

	Base Salary 2015-2016 \$33,954		
	11.0%	11.5%	12.0%
Yearbook	\$ 3,734.94	\$ 3,904.71	\$ 4,074.48
Drama (Half) 1 Performance	\$ 3,734.94	\$ 3,904.71	\$ 4,074.48
Drama (Half) 1 Performance	\$ 1,867.47	\$ 1,952.36	\$ 2,037.24
Cabaret (50% - 1 Performance)	\$ 1,867.47	\$ 1,952.36	\$ 2,037.24
	5.0%	5.5%	6.0%
Student Council	\$ 1,697.70	\$ 1,867.47	\$ 2,037.24
MS Student Council	\$ 1,867.47	\$ 1,867.47	\$ 1,867.47
Junior Class Advisor	\$ 1,697.70	\$ 1,867.47	\$ 2,037.24
	7.0%	7.5%	8.0%
Senior Class Advisor		\$ 2,546.55	
	3.0%	3.5%	4.0%
Freshman Class Advisor	\$ 1,018.62	\$ 1,188.39	\$ 1,358.16
Sophomore Class Advisor	\$ 1,018.62	\$ 1,188.39	\$ 1,358.16
FBLA Advisor	\$ 1,018.62	\$ 1,188.39	\$ 1,358.16
Honor Society - HS	\$ 1,018.62	\$ 1,188.39	\$ 1,358.16
Honor Society - MS	\$ 1,018.62	\$ 1,188.39	\$ 1,358.16
	1.5%	2.0%	2.5%
Odyssey of the Mind	\$ 509.31	\$ 679.08	\$ 848.85
Math Team - MS	\$ 509.31	\$ 679.08	\$ 848.85
Ski Club MS	\$ 509.31	\$ 679.08	\$ 848.85
	2.5%	3.0%	3.5%
Amigos Program	\$ 848.85	\$ 1,018.62	\$ 1,188.39
Humanitarian Group	\$ 848.85	\$ 1,018.62	\$ 1,188.39
	2.0%	2.5%	3.0%
Constitution/Fed Challenge	\$ 679.08	\$ 848.85	\$ 1,018.62
Youth & Government	\$ 679.08	\$ 848.85	\$ 1,018.62
Granite State Challenge	\$ 679.08	\$ 848.85	\$ 1,018.62
	1.5%	2.0%	2.5%
SADD Advisor	\$ 509.31	\$ 679.08	\$ 848.85
	1.5%	2.0%	2.5%
EF Student Council	\$ 509.31	\$ 679.08	\$ 848.85
EF ArtClub	\$ 509.31	\$ 679.08	\$ 848.85
EF Huskies in Training	\$ 509.31	\$ 679.08	\$ 848.85
EF Yearbook Coordinator	\$ 509.31	\$ 679.08	\$ 848.85

Appendix C (3) –Athletics Schedule

	Base Salary	2016-2017	\$34,548			
		Low(1-4)	Medium(5-8)	High(9+)		
	Varsity	7.7%	8.4%	9.1%		
	JV	6.0%	6.5%	7.0%		
	MS	4.7%	5.2%	5.7%		
Varsity Boys Soccer Coach	\$	2,660.20	\$	2,902.03	\$	3,143.87
Varsity Girls Soccer Coach	\$	2,660.20	\$	2,902.03	\$	3,143.87
JV Boys Soccer Coach	\$	2,072.88	\$	2,245.62	\$	2,418.36
JV Girls Soccer Coach	\$	2,072.88	\$	2,245.62	\$	2,418.36
MS Boys Soccer Coach	\$	1,623.76	\$	1,796.50	\$	1,969.24
MS Girls Soccer Coach	\$	1,623.76	\$	1,796.50	\$	1,969.24
Varsity Baseball Coach	\$	2,660.20	\$	2,902.03	\$	3,143.87
JV Baseball Coach	\$	2,072.88	\$	2,245.62	\$	2,418.36
MS Baseball Coach	\$	1,623.76	\$	1,796.50	\$	1,969.24
Varsity Softball Coach	\$	2,660.20	\$	2,902.03	\$	3,143.87
JV Softball Coach	\$	2,072.88	\$	2,245.62	\$	2,418.36
MS Softball Coach	\$	1,623.76	\$	1,796.50	\$	1,969.24
	Varsity	6.4%	7.0%	7.6%		
	JV	5.0%	5.4%	5.8%		
	MS	3.9%	4.3%	4.8%		
Varsity Cross-Country	\$	2,216.83	\$	2,418.36	\$	2,619.89
	Varsity	5.8%	6.3%	6.8%		
	JV	4.5%	4.9%	5.3%		
	MS	3.5%	3.9%	4.3%		
Varsity Golf	\$	1,995.15	\$	2,176.52	\$	2,357.90
	Varsity	11.0%	12.0%	13.0%		
	JV	7.3%	8.0%	8.7%		
	MS	5.5%	5.7%	5.9%		
Varsity Boys Basketball Coach	\$	3,800.28	\$	4,145.76	\$	4,491.24
Varsity Girls Basketball Coach	\$	3,800.28	\$	4,145.76	\$	4,491.24
JV Boys Basketball Coach	\$	2,522.00	\$	2,763.84	\$	3,005.68
JV Girls Basketball Coach	\$	2,522.00	\$	2,763.84	\$	3,005.68
MS Boys Basketball Coach	\$	1,900.14	\$	1,969.24	\$	2,038.33
MS Girls Basketball Coach	\$	1,900.14	\$	1,969.24	\$	2,038.33
	Varsity	5.5%	6.0%	6.5%		
Alpine Skiing Coach	\$	1,900.14	\$	2,072.88	\$	2,245.62
Nordic Skiing Coach	\$	1,900.14	\$	2,072.88	\$	2,245.62
Cheering Coach	\$	1,900.14	\$	2,072.88	\$	2,245.62

Appendix C (4) – Co-Curricular Schedule

	Base Salary 2016-2017 \$34,548		
	11.0%	11.5%	12.0%
Yearbook	\$ 3,800.28	\$ 3,973.02	\$ 4,145.76
Drama (Half) 1 Performance	\$ 3,800.28	\$ 3,973.02	\$ 4,145.76
Drama (Half) 1 Performance	\$ 1,900.14	\$ 1,986.51	\$ 2,072.88
Cabaret (50% - 1 Performance)	\$ 1,900.14	\$ 1,986.51	\$ 2,072.88
	5.0%	5.5%	6.0%
Student Council	\$ 1,727.40	\$ 1,900.14	\$ 2,072.88
MS Student Council	\$ 1,900.14	\$ 1,900.14	\$ 1,900.14
Junior Class Advisor	\$ 1,727.40	\$ 1,900.14	\$ 2,072.88
	7.0%	7.5%	8.0%
Senior Class Advisor		\$ 2,591.10	
	3.0%	3.5%	4.0%
Freshman Class Advisor	\$ 1,036.44	\$ 1,209.18	\$ 1,381.92
Sophomore Class Advisor	\$ 1,036.44	\$ 1,209.18	\$ 1,381.92
FBLA Advisor	\$ 1,036.44	\$ 1,209.18	\$ 1,381.92
Honor Society - HS	\$ 1,036.44	\$ 1,209.18	\$ 1,381.92
Honor Society - MS	\$ 1,036.44	\$ 1,209.18	\$ 1,381.92
	1.5%	2.0%	2.5%
Odyssey of the Mind	\$ 518.22	\$ 690.96	\$ 863.70
Math Team - MS	\$ 518.22	\$ 690.96	\$ 863.70
Ski Club MS	\$ 518.22	\$ 690.96	\$ 863.70
	2.5%	3.0%	3.5%
Amigos Program	\$ 863.70	\$ 1,036.44	\$ 1,209.18
Humanitarian Group	\$ 863.70	\$ 1,036.44	\$ 1,209.18
	2.0%	2.5%	3.0%
Constitution/Fed Challenge	\$ 690.96	\$ 863.70	\$ 1,036.44
Youth & Government	\$ 690.96	\$ 863.70	\$ 1,036.44
Granite State Challenge	\$ 690.96	\$ 863.70	\$ 1,036.44
	1.5%	2.0%	2.5%
SADD Advisor	\$ 518.22	\$ 690.96	\$ 863.70
	1.5%	2.0%	2.5%
EF Student Council	\$ 518.22	\$ 690.96	\$ 863.70
EF ArtClub	\$ 518.22	\$ 690.96	\$ 863.70
EF Huskies in Training	\$ 518.22	\$ 690.96	\$ 863.70
EF Yearbook Coordinator	\$ 518.22	\$ 690.96	\$ 863.70

Appendix D (1)
Course Reimbursement Request

Name: _____ Teaching Area _____

Course Title and Number: _____

College offering course: _____

Dates and location of course: _____

The course is Bachelors Level _____ The course is Graduate Level _____

Number of Credits: _____ Cost per Credit: _____ Total Cost: _____

Is the course part of a Degree Program? _____ What Degree? _____

Will you receive outside financial assistance? _____ Amount: _____

From Where? _____

Have you read the Teacher's Association Agreement with the GRS Cooperative Board (Article XIII) regarding course reimbursement? _____

Employee's Signature: _____ Date: _____

Principal's Comments: _____

Principal's Signature: _____ Date: _____

Superintendent's Approval

Superintendent's Signature: _____ Date: _____

INSTRUCTIONS: *Submit this application in duplicate to your building principal for their review. The principal is responsible for forwarding the forms to the Superintendent's Office. One copy of the completed form will be returned to the teacher. Approval **MUST** be sought prior to registration for the course. Payment will be made when a copy of the grade report indicating a grade of B / 3.0 or better and a copy of the cancelled check or other evidence that the teacher has paid the tuition is received in the Superintendent's Office.*

7/01/10

Appendix D (2) – Track Movement



SCHOOL ADMINISTRATIVE UNIT #20

COMPENSATION ADJUSTMENT FORM

EMPLOYEE INFORMATION

Employee Name: _____
Last First M.I.

District: _____ School: _____ Date: _____

ADJUSTMENT INFORMATION

Reason for Pay Adjustment - ***Moving to a New Track:***

Current Track: AASOC BA BA+15 MA MA+15 MA+30

Anticipated New Track: BA BA+15 MA MA+15 MA+30

Rationale: College/University _____

Degree/Specialization _____

Other _____

****NOTE** – Notification must be received in writing by **December 15** prior to year of change.
– Supporting documentation must be forwarded to the SAU Office by **September 1** of year of change in order to take effect.

Effective Date: _____ ***To be completed by SAU Office***

Change Amount: _____ New Salary Amount: _____

SIGNATURES

Employee Signature: _____ Date: _____

GTA Representative
Signature: _____ Date: _____

Superintendent
Signature: _____ Date: _____

Appendix D (3) – Intent to Retire



School Administrative Unit #20

Notification of Intent to Retire

Employee Information

Employee Name:
District
School

Type of Retirement Requested:

- 2-Year Notice
No Notice (Use of Teacher ETF)

Date of Expected Retirement

Please Answer the Following Questions (yes/no):

- 1. Do you have 10 continuous years of service in the district?
2. Have you or will you be making provisions with the NH Retirement Service to begin receiving retirement benefits upon your retirement with the district?
3. Are you making this request by December 1 (2-year notice)? Or April 2 (no notice)?

If your answer is Yes to all of the above you may qualify for the retirement stipend. The no notice request is contingent on available funds in the Teachers Benefits Expendable Trust Fund. The stipend may be reduced to avoid NHRS penalty assessments.

Employee Signature(s) Date

Approving Officials' Signatures

- Approved
Pending Funding
Rejected

Comments:

GTA Representative Signature Date

Superintendent Signature Date

Appendix D (4) – Professional Day Request Form



SAU 20
123 Main Street
Gorham, NH 03581
603-466-3632

- Professional Day
 Conference/Workshop Day
(Please Check One)

Name: _____ Date of Request: _____

School: _____

Date(s) of Professional Day/Conference: _____

Title of Conference/Workshop: _____

Description/Purpose of Professional Day/Conference/Workshop: _____

Location of Professional Day/Conference/Workshop: _____

Anticipated Costs: _____

Sub(s) needed: _____ Coverage Needed: _____

Conference will be paid from:

- District Funds
 No Cost

Method of payment:

Direct payment to: _____

NOTE: If district funds are used, you must submit all expenses directly related to the conference on a Conference Reimbursement form, supported by receipts and copy of the conference application, and forward same to the Office of the Superintendent of Schools.

Signature of Applicant: _____

Approved by: _____ Date: _____

Copies:

- Staff
- Principal
- Superintendent

Revised: 9/12/07

