

AGREEMENT

Between the

PEMI-BAKER COOPERATIVE SCHOOL BOARD

and the

PLYMOUTH REGIONAL EDUCATORS' ASSOCIATION

Plymouth, New Hampshire

School Year

2022-2023

2023-2024

2024-2025

2025-2026

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PREAMBLE

AGREEMENT entered into this _____ day of _____, 2022 by and between the PEMI-BAKER COOPERATIVE SCHOOL BOARD (hereinafter called the "Board") and the PLYMOUTH REGIONAL EDUCATORS' ASSOCIATION (hereinafter called the "Association").

WITNESSETH

WHEREAS, the Board and Association recognize that the development and operation of educational programs of the highest quality for the benefit of the students and the community are common objectives which require for their effective attainment cooperation among the Board, the Superintendent, the Administration, and the Teachers and since these groups have the same ultimate aim of providing the best possible educational opportunity for all pupils enrolled in the schools,

WHEREAS, the Board, the Superintendent, the Administration, and the Teachers can best attain their common objectives if each utilizes the ability, experience and judgment of the others in formulating policies and making decisions that involve matters of mutual concern and which affect the quality of the Pemi-Baker Regional School District's educational program, and *(This is a statement of philosophy and is not subject to the grievance procedure.)

WHEREAS, the Board and the Association have each negotiated in good faith, and

WHEREAS, the Board and the Association have reached certain understandings which they desire to confirm in this agreement,

NOW, THEREFORE, it is mutually agreed as stipulated in the aforementioned statements and as follows:

ARTICLE 1 -- PRINCIPLES

A. In order to achieve the professional goals of the Pemi-Baker Regional School District, a free exchange of views between the Board and the Association is desirable, proper, and necessary.

B. The Board and the Association agree to negotiate in good faith, in accordance with the procedures set forth herein, and consistent with appropriate states, to secure an agreement on school district policies and practices affecting terms and conditions of professional employment. The agreement so negotiated shall bind the Board and the Association and shall be reduced to writing and signed by the Board and the Association.

C. The chief executive officer is the Superintendent of Schools who is the Board's executive officer, professional advisor, and chief administrator of the schools. It is the duty of the Superintendent to exercise professional leadership by encouraging the professional staff to engage in the development of forward-looking proposals for study and adoption by the Board and the Administration in all matters pertaining to the improvement of the Plymouth Regional High School. (This is a statement of philosophy and is not subject to the grievance procedure.)

ARTICLE 2 -- RECOGNITION

A. For purposes of collective negotiations the Board recognizes the Association as the exclusive representative of all teachers of the Pemi-Baker Regional School District during the term of this agreement. The Association agrees to represent all teachers covered by the agreement without regard to membership in the Association.

B. The term "teacher", as used in this agreement, shall mean a professional employee of the Pemi-Baker Regional School District under contract for the school year whose position requires certification by the State Board of Education as a professional engaged in classroom teaching. The term "teacher" also includes all school counselors, librarians and media specialists. Superintendents, assistant superintendents, principals, assistant principals, psychologists(s), teacher aides, business administrators, student assistance coordinators, or persons employed by the State Board of Education are excluded from the negotiation unit and from this definition of teacher.

ARTICLE 3 -- SCHOOL BOARD AUTHORITY

The Board, subject only to the language of this agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations, to direct and manage all activities of the school district. The Board, on behalf of the District, is authorized to negotiate terms and conditions of employment and to enter into written agreements with recognized employee organizations. The parties understand that neither the Board nor the Superintendent may lawfully delegate powers, discretions, and authorities which by law are vested in them and this agreement shall not be construed so as to limit or impair their respective statutory powers, discretions, and authorities.

ARTICLE 4 -- ASSOCIATION RIGHTS

A. The Association will have the right to use school buildings at reasonable times, without cost, for meetings. Request for the use of the buildings will be made to the Principal in advance.

B. The Association will, upon request, be given an opportunity at building faculty meetings to present brief reports and announcements.

C. The Association will, upon request, be given a place on the agenda of the orientation program for all teachers.

D. The Association will have the right to post notices on its activities and matters of teacher concern in teachers' work rooms and shall continue to have the use of the teacher mail box systems.

E. Upon notification by an employee, the Board will deduct dues for the professional association and forward such deductions to the Association treasurer. On or before October fifteenth dues deductions will begin (See Appendix "C" for form). The Board shall be held harmless from any and all claims in connection therewith.

Any member of the bargaining unit who elects not to join the Association shall pay an agency fee of eighty-five percent (85%) of the dues of members. Such agency fees shall be deducted from the employee's salary beginning with the first pay period in October and transmitted to the Association monthly.

- F. Upon notification by an employee, the Board will make deductions for a legally chartered credit union.
- G. The Association may, with permission from the building Principal, use school equipment, normally used by teachers, for Association activities. However, expendable material will be at the expense of the Association.
- H. Rights granted to the Association under this Article shall not, in the judgment of the Board, be disruptive or injurious to the Plymouth Regional High School, the students, the faculty or administration, nor in violation of any of the provisions of this agreement.
- I. During the term of this agreement, the rights and privileges set forth in this Article shall not be granted to any other bargaining agent.
- J. Requests under the provisions of this Article shall mean permission and shall be made to the building Principal or his/her designee.
- K. The Association may request a place on the agenda of a regularly scheduled Board meeting. The Superintendent must be informed of the nature of the request at least seven (7) days prior to the meeting.

ARTICLE 5 -- NEGOTIATIONS PROCEDURE

- A. On or before September fifteenth of the prior year in which this agreement expires, the Association may notify the Board of its desire to terminate or modify the terms and conditions of this agreement and shall submit, no later than October first, to the Board, its demands on negotiable items. The parties shall, no later than October first, meet, confer, and negotiate in accordance with the procedures set forth in RSA 273A and in a good faith effort to reach a mutual understanding and agreement.
- B. The Negotiating Committee of the Board and the Negotiating Committee of the Association shall have authority to reach a complete agreement, subject to ratification by the Board and the qualified voting members of the Association covered by this agreement.
- C. The Board agrees to help the Association to obtain such non-confidential information in its possession as is reasonably requested. For extensive studies two working days may be required.
- D. Any agreement reached which requires the expenditure of public funds for its implementation shall not be binding upon the Board unless and until the necessary appropriations have been made by the voters of the District. The Board shall make a good faith effort to secure the funds necessary to implement said agreements.
- E. Either party may utilize the services of outside consultants and may call upon professional and lay representatives to assist or represent it in negotiations.

- F.** Any agreement reached shall be reduced to writing and be signed by the Board and the Association. A copy of the Agreement shall be filed with the New Hampshire Public Employee Labor Relations Board within fourteen (14) days of the signing.
- G.** If, after discussion of all negotiable matters, the parties fail to reach agreement, either party may declare an impasse. In the event of an impasse, either party may request a mutually acceptable mediator for the purpose of assisting them in reconciling their differences and resolving the controversy on terms which are mutually acceptable. The mediator will meet with parties forthwith, either jointly or separately, in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement.
- H.** If the mediator is unable to effect settlement of the controversy, either party may, by written notification to the other, request that their differences be submitted to fact finding. The fact finder will meet with the parties or their representatives, or both, forthwith, either jointly or separately, make inquiries and investigations, or hold hearings. Any such hearings will be held in closed session. The Board and the Association will furnish the fact finder, upon his/her request, all records, papers, and information in their possession relating to any matter under investigation by or in issue before the fact finder. If the dispute is not resolved prior thereto, the fact finder shall make findings of fact and suggest terms of settlement regarding the disputed matters submitted to him/her. The fact finder may make his/her report public.
- I.** The costs for the services of mediator and/or fact finder, including per diem expenses, if any, will be shared equally by the Board and the Association.
- J.** Determinations and/or recommendations under the provisions of Sections "G" and "H" of the Article will not be binding on the parties.
- K.** If, during the course of this contract, the Board adopts a, so-called, Mentoring Program, the Board shall notify the Association in order to negotiate the terms and conditions of employment in the program.

ARTICLE 6 -- TEACHER EMPLOYMENT

- A.** The Board will hire only those teachers who are certifiable by the New Hampshire State Department of Education for every regular teaching assignment. The exception will be that this provision shall not apply in the instance where, in the opinion of the Superintendent, availability of personnel is critical, and an appropriate waiver is granted by the Department of Education.
- B.** Except in extenuating circumstances, teachers will be notified of their teaching assignment on or before the last day of the academic school year for the ensuing year. Under Article XIX Grievance Procedure, this will be grievable through Level Three.

- C. Employment opportunities are defined as follows: all employee openings, be they new positions, replacements, transfers, or promotions. Said opportunities shall be adequately publicized by the Central Office in accordance with the following procedure. Notice of all teaching and co-curricular employment opportunities shall be posted in each faculty workroom for at least ten (10) school days or fifteen (15) calendar days, whichever occurs first, prior to posting outside the school district. The posting time may be waived if the principal declares a vacancy to be an emergency; the principal's decision is subject to the Grievance Procedure through Level III. In the event that an employment opportunity occurs during the summer recess, the Superintendent will inform the president and vice-president of the Association. Consideration will be given to certified applicants already employed by the Pemi-Baker Regional School District. Length of service in the Pemi-Baker Regional School District will be one of the factors weighed in the deliberations.

ARTICLE 7 -- TEACHERS' RESPONSIBILITIES

- A. The Association and its members recognize that each teacher has a professional responsibility to provide the best possible opportunity to each and every student. The Association agrees that a teacher's day is not necessarily coterminous with that of the pupil.
- B. Teachers are expected to put in whatever time is necessary to carry out their professional duties, including faculty meetings, conferences with parents or students, extra help to students, open house, or conferences with the administration as required. Such meetings shall be of reasonable duration.
- C. Except for duties which may be assigned by the Principal, the teachers' workday will begin fifteen minutes before the opening of school and will terminate one-half hour following the close of school. There may be one regularly scheduled teachers' meeting called by the Principal each month. However, special meetings may be called in cases of extenuating circumstances. (24-hour notice will be given except in cases of extreme emergency.)
- D. 1. Prior to changing or adjusting the schedule, a scheduling committee composed of three members of the Association and three members of the Administration will meet to discuss issues around the operation and function of the daily schedule.

Changes or adjustments to the draft schedule (attached as Appendix D) will be made if agreed upon by both parties to the scheduling committee, provided that these changes or adjustments do not result in an increase in the teacher's normal teaching and duty assignments, an increase in the length of the school day, or a loss of a teacher's normal prep time or duty-free lunch time.

Association and Board approval will be required for any proposed changes or adjustments to the draft schedule that would result in an increase in the teacher's normal teaching and duty assignments, an increase in the length of the school day, or a loss of a teacher's normal prep time or duty-free lunch time.

2. The normal teaching schedule will be five teaching assignments, one assigned duty period every other day, one assigned academic intervention group, one daily duty-free lunch, and one daily preparation period equivalent to the length of one full teaching block. No teacher will be scheduled for six teaching assignments without the teacher's agreement. Any teacher who chooses six teaching assignments will not be assigned a duty period.
- E. No teacher shall sell textbooks, supplies, or other materials to be used in the teacher's class, unless it is a usual and customary practice without the written permission of the Superintendent or his/her designee.
- F. The Board and the Association recognize that certain classes must be limited in size due to subject content, room capacities, or student safety, to provide the best educational opportunities for our students. The administration agrees to consult with the Association to determine appropriate class size. Under Article 19 Grievance Procedure, this will be grievable through Level Three.

ARTICLE 8 -- SALARY

- A. The basic salaries of teachers covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this Agreement.
- B. A teacher entering the school district shall begin on the appropriate salary track as determined by the Board upon the recommendation of the Superintendent.
- C. A probationary teacher employed prior to February fifteenth of the school year shall receive a full year's credit on the salary schedule and if approved for appointment to the next school year, shall be moved to the next higher step on the salary schedule as of September first of the next school year.
- D. The Superintendent shall continue to have the right to withhold, for just cause, all or part of any salary to which any employee covered by the Agreement may be entitled hereunder.
- E. Co-curricular activities which the Board offers are not considered part of a teacher's normal duties and responsibilities. Qualified employees who may now, or in the future, contract with the Board to perform co-curricular service(s) are free to discuss their respective salaries and working conditions with the administration; except that no agreements shall be reached which are in conflict with the terms or conditions of the Agreement.
- F. With the exception of co-curricular salaries (Appendix B) and consideration for equally qualified applicants already employed by the Pemi-Baker Regional School District (Article VI-C), the terms and conditions of the Agreement do not apply to co-curricular positions.
- G. When the accumulated number of semester hours beyond the Bachelor's degree reaches the next level on the salary schedule, the teacher shall be placed on the track which reflects this accumulation of credits upon presenting evidence of same. Any condition which changes the status of an individual teacher during the school year, such as compensation for credits earned or the awarding of a degree will become effective on the ensuing school year and not at the time of the change. For budgetary purposes the

Superintendent must be notified in writing by December first preceding the following school year of the probable change of track for individual teachers.

- H. The Board may, at its discretion, allow an amount above a teacher's place on the schedule for outstanding service to the school.
- I. In addition to deductions described elsewhere in this Agreement, the Board will provide payroll deductions to financial institutions of a teacher's choice. Teachers will pay a one-time fee of five dollars (\$5) at the time this is authorized by the teacher under this Article VIII Section I.
- J. "Any earnings in addition to contracted salary, including co-curricular activities, shall be pro-rated and included into the teacher's bi-weekly paycheck upon request of the teacher. This will commence at the beginning of the first pay period after the activity has begun".

ARTICLE 9 -- SPECIALTY POSITIONS

Position

Instructional Coordinators (6) 4 teaching periods and no assigned duty

Should any specialty positions be created during the term of this contract, the School Board and Association shall bargain in good faith with respect to remuneration.

ARTICLE 10 -- INCENTIVE FOR PROFESSIONAL GROWTH

- A. Professional development is an important part of the teaching profession. Professional development activities may include (but are not limited to) courses, workshops, combinations of course/workshop, visitations, projects, or other types of activities as listed in the SAU #48 Master Plan for Staff Development.
- B. Reimbursement for courses, workshops or other professional development activities will require prior approval of the Principal and the Superintendent of Schools by submission of the appropriate "mylearningplan.com". To be eligible for reimbursement, a teacher must present to the administration a photocopy of a transcript or other acceptable documentation of successful completion of the activity. A teacher will not be reimbursed to the amount a grant-in-aid is received. Teachers will be reimbursed for courses/workshops within thirty (30) days of submission of the appropriate paperwork. The total annual allotment for all reimbursements for a teacher will not exceed, without prior approval of the Principal and the Superintendent, the total cost equivalent of nine (9) graduate credits at Plymouth State University. Funding will be limited to the amount budgeted. The Board agrees to budget \$45,000 beginning in the 2022-2023 school year.

Additional guidelines for reimbursement for specific types of activities are listed below.

1. Course Reimbursement. The School District shall reimburse each teacher at the rate of Plymouth State University graduate credit courses for each credit the teacher may acquire beyond the Bachelor's degree at an accredited college or university up to a maximum of nine (9) credits per year. No more than four (4) credits will be reimbursed during any one semester of the calendar year unless

written permission is granted by the Principal and Superintendent. Allowable expenses for course reimbursement are registration fees and tuition. (Mileage reimbursement is not included.)

2. **Workshop Reimbursement.** Expenses which will be reimbursed are registration fees, lodging, meals, mileage and workshop materials.
3. **Workshop/Course Reimbursement.** If a teacher wishes to attend a workshop for which optional graduate college credit may be obtained for an additional fee, the teacher must indicate on "upon completion of mylearningplan.com" at the time of initial request which option is being selected (workshop option or course credit option). If the workshop option is elected at the time of request for approval, reimbursement will include workshop-related expenses as listed above in (2) Workshop Reimbursement. If the optional graduate credit is elected at the time of request for approval, reimbursement will include workshop-related expenses (excluding mileage) and course-related expenses (including tuition). The agency awarding such credit must be an accredited degree- or credit-granting educational institution (college or university).
4. Courses or workshops that are run at the request of the administration to meet district or SAU curriculum goals will not be considered part of a teacher's individual staff development reimbursement allotment. The cost for such SAU or district courses or workshops shall be budgeted above and beyond the usual and customary staff development reimbursement under this contract.

ARTICLE 11 -- LONGEVITY STIPEND

- A.** Teachers shall have added to their yearly contracts a longevity stipend which is calculated by the following formula:

Beginning in the contract year 1999/2000 the longevity will be figured as follows:

For those teachers employed by the district from 4-9 years:

The number of years employed in the district x \$50

For those teachers employed by the district for 10 or more years:

The number of years employed in the district below 10 x \$50 PLUS

The number of years employed in the district 10 years and above x \$100
retroactive to year 10

Total longevity compensation will be limited to \$2,000 per teacher.

- B.** The stipend will begin with the issuing of the fourth contract. The total longevity stipend will be listed as a separate item on the regular teaching contract.
- C.** The teacher will have the option of:
1. Receiving half the longevity payment the first pay period in December and half in the last pay period of the contract year OR
 2. Receiving longevity payment throughout the contract year.

ARTICLE 12 -- SUBSTITUTES

The Board will maintain an adequate list of substitute teachers. Teachers shall be informed of a telephone number they may call between 5:30 and 6:00 a.m. to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. The use of professional staff regular teachers as substitute teachers shall be only in emergencies.

ARTICLE 13 -- STAFF EVALUATION

- A.** The parties recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced teachers for the purpose of improving instruction. The Summative Evaluation shall be utilized for the observation/evaluation of district teachers, the form of which will be agreed upon by the administration and faculty.
- B.** All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The primary purpose of observation is to improve instruction. Therefore, observations are to be followed up as soon as possible by a conference to constructively review the teacher's performance in an effort to improve the effectiveness of the teacher. Written supervisory reports of teacher observations will be prepared except during the first one month of employment.
- C. Observation of probationary teachers**
- 1.** A probationary teacher is any teacher who has taught for fewer than three consecutive years in the school district. A teacher who has taught three consecutive years in any other school in the state will obtain non-probationary status after teaching two years in this school district. The purpose of this section is to define a probationary teacher for the purpose of evaluation only.
 - 2.** Observations of probationary teachers shall be conducted at least three (3) times during the school year.
 - 3.** The written report of each observation shall be discussed in detail with the teacher within seven (7) school days after the observation. The teacher and observer shall acknowledge the review of all reports by affixing their signatures to each report prior to the filing of said reports. A signature does not necessarily mean agreement.
 - 4.** No probationary teacher will be formally observed twice in the same day.
 - 5.** Teacher observation during the last period on Fridays will be avoided unless circumstances make it necessary.
- D.** Normally all non-probationary teachers shall be observed once every other school year. The same observation procedures as detailed for probationary teachers shall be followed for non-probationary teachers.

- E.** In the event that the teacher feels his/her evaluation was incomplete or unjust, the teacher may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her file of teacher evaluations within ten (10) school days of the post conference.
- F.** Any complaint regarding a teacher made to any member of the administration by a parent, student, or other person which may be used in any manner in evaluating a teacher shall be promptly investigated. The teacher shall be given an opportunity to respond to and meet with the person making the complaint in order that he/she may rebut the complaint. If the person making the complaint refuses to participate in this procedure, any and all references to the complaint shall be removed from the teacher's file. The teacher shall acknowledge that he/she had the opportunity to review such complaint by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material, and the teacher's answer shall be reviewed by the Superintendent or his/her designee and attached to all copies.
- G.** During the first three (3) weeks of school, the administration shall orient all teachers new to the district regarding evaluative procedures and instruments.
- H.** In recognition of the concept of improvement, the Administration shall promptly notify a teacher in writing of any alleged deficiencies, indicate expected correction, and indicate a reasonable period for correction. In the event that a deficiency could result in termination of employment, copies of any notice to the teacher shall be promptly forwarded to the Association at the teacher's request.
- I.** A teacher will be given advance notice of the purpose of a meeting between the administration or School Board, parents or guardians, and that teacher.
- J.** No teacher shall be discharged, non-renewed, suspended, disciplined, reprimanded, adversely evaluated, reduced in rank or compensation, or deprived of any professional advantage without just cause. All information forming the basis for disciplinary action will be made available to the teacher and if the teacher so desires, to the Association. However, a first year or second year teacher may be non-renewed in accordance with state law on probationary teachers, RSA 189:14-a.
- K. Suspension**
1. In accordance with RSA 189:31, 32, the Superintendent may suspend a staff member with pay, pending action by the Board. Such School Board action shall occur within thirty (30) days of the date of the suspension.
 2. The Superintendent shall file written charges with the School Board and shall forward copies of the charges to the suspended staff member and, if the teacher so desires, to the Association.

ARTICLE 14 – PERSONNEL FOLDER

- A.** It is recognized that there is to be only one personnel file for each teacher and it is located in the SAU office. Material may not be used against a teacher unless it is in the SAU personnel file and the teacher has received a copy of the material when it is placed in the file.
- B.** Each teacher will have the right upon request and in the presence of the Superintendent of Schools or his/her designee to review and copy the contents of his/her complete personnel file, with the exception of confidential references and recommendations. A teacher will be entitled to have a representative of the Association accompany him/her during such review.
- C.** The teacher will acknowledge the review of such material by affixing his/her signature to the copy filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher will also have the right to submit a written answer to such material and that answer shall be reviewed by the Superintendent and attached to the file copy.
- D.** No anonymous or unsubstantiated material will be placed in a teacher's file. If any negative material is to be used against a teacher, the teacher has the right to review it before it is used and has the right to attach any comment to it.

ARTICLE 15 -- LEAVES OF ABSENCE

A. Absences for Personal Illness and Illness in the Immediate Family.

1. Conditions

- a.** A full-time professional employee may be absent fifteen (15) working days each year without loss of pay during the school year subject to the conditions stated herein. The total number of allowable days leave may be used for personal illness or illness in the immediate family.
- b. Immediate Family**
The immediate family shall include the following members of the professional employee's household: wife, husband, and unmarried children. Exception to this definition shall be made for grandparents, spouse's siblings, married son, daughter, and the father, mother, brother, and sister of the professional employee or his or her spouse who permanently reside in the employee's household. Also included in the exception, a person who is not related to the professional employee but who permanently resides in his or her home and is considered a member of the immediate family (excluding those unrelated household residents whose major reason for residing in the household is to share expenses).

- c. A full-time professional employee may accumulate up to one hundred twenty (120) days of allowable leave without loss of pay. Accumulated days may only be applied for teacher absences described above (in Item a) as personal illness or disability. Such absences will be deducted from accumulated leave after the days granted on an annual basis have been used.
- d. **Child Care**
An employee who requests days to be absent for child care on a short term emergency basis because of illness or hospital confinement of the spouse shall be charged under illness in the immediate family.
- e. **Medical Emergency**
In the event of critical illness to a member of the immediate family who is not a member of the household, an employee may be absent from his or her teaching duties under illness in the immediate family. The administration may request medical documentation, and it shall be attached to the absence form when submitted to the Central Office.

2. Medical Certificate

It is the responsibility of the professional employee's personal physician to diagnose illness or injury as it pertains to either the teacher or a member of his immediate family. Therefore, for any absence claimed under personal illness or illness in the immediate family which exceeds five (5) consecutive working days, the administration may request substantiation by a certificate from the attending physician indicating diagnosis and treatment.

3. Worker's Compensation Injuries

An employee who is absent due to a work related accident or illness as defined in Worker's Compensation laws shall receive the net difference between Worker's Compensation payments and his/her full pay at his/her applicable salary rate. Such payment by the Board shall continue for a period of time up to the total number of sick days accumulated. These days will not be subtracted from accumulated sick leave. These benefits apply to a specific incident. They may not be applied on a second occasion for the same incident upon returning to work. The teacher shall notify the Superintendent's Office when benefits are being received.

B. Absences for Personal, Business and Religious Observance

Teachers shall be entitled to a maximum of three (3) paid non-accumulating personal leave days as follows: conducting important affairs which cannot be accomplished at any other time or important Holy days. Except that, additional days, with or without pay, shall be at the discretion of the Superintendent, and such action by the Superintendent shall not be subject to the grievance procedures of the Agreement and excludes such things as social affairs, pleasure trips, and recreation. To be eligible for personal leave under this section, written notification shall (except in an emergency) be presented to the Principal at least two (2) days prior to any such personal leave.

C. Absences for Professional Development

This schedule recognizes the fact that professional development is an important part of the teaching profession. Recognition of professional affiliations of teachers should be considered to the extent of two (2) non-accumulating days annual leave approved by the Principal, without loss of pay, for attendance at workshops, conventions, or for school visitations. Teachers must request permission from their Principal at least seven (7) days prior to leave unless there are extenuating circumstances. Each teacher will file with the Principal a general summary of the meetings attended within seven (7) days of said activity. Deadlines are established for the presentation of staff development proposals and authorization from the staff development committee regarding formal completion. The Association will assist in publicizing any such deadlines.

D. Absences for Death in the Immediate Family

A maximum of five (5) days leave without loss of pay or deduction of leave allowance shall be allowed for each death in the immediate family as defined (employee's household residence requirement waived). A death which requires the absence of a professional employee and is not covered under immediate family may be charged from the teacher's annual sick leave.

E. Absences for Jury Duty

An employee called as a juror will be paid the difference between the fee he/she received for such service and the amount of earnings lost by him/her by reason of such service, based on the employee's regular daily rate.

F. Extended Leaves of Absence

1. All members of the professional staff who have been granted non-probationary status may apply for a leave of absence from their professional duties for a period of one school year, said leave to begin at the opening of school in September, in order that continuity of class work during the term may be insured, and renewal for one additional year, without salary or continuation of other employee benefits. Approval by the Superintendent of such requests is subject to the employment of a suitable replacement teacher and initial approval of the building Principal.
2. Extended leaves will be granted for the following reasons:
 - a. Military duty - exception - leave shall be granted to the full extent of military service.
 - b. Peace Corps, VISTA, Exchange Teacher, and Teacher Corps.
 - c. Participation in educational and/or public service.
 - d. President of NEA-NH.
 - e. An employee called to serve not more than a fourteen (14) day annual training tour of duty with the National Guard or Armed Forces Reserves will be paid the difference between his/her pay for such government service and the amount of earnings lost by him/her for reason of such service based on the employee's daily rate.
 - f. Other extended leaves may be granted at the discretion of the Board.

3. Parental Leave

- a. A pregnant teacher may continue in active employment so long as the teacher is able to adequately perform the teacher's duties and can supply medical evidence to insure the teacher's health and safety.
 - b. Upon request, a pregnant teacher may take a leave of absence to the extent of the teacher's accumulated sick time as follows: the teacher may use up to eight (8) weeks of accumulated sick time without a physician's certificate of disability and beyond eight (8) weeks of accumulated sick time with a physician's certificate of disability resulting from pregnancy, miscarriage, or child birth. Such leave will begin at any time between the commencement of the teacher's pregnancy and one (1) school year after the child is born. The teacher will notify the Superintendent at least thirty (30) days prior to the date on which the leave is to begin, except in cases of emergency.
 - c. Upon request, a teacher may take a leave of absence for the purpose of caring for the teacher's newborn infant or adopted infant up to the age of 18 months. A teacher may use up to eight (8) weeks of accumulated sick time for this purpose. After eight (8) weeks, the leave will be without pay.
 - d. Leaves of absence will be for the requested length of time, but for no longer than the remainder of the current school year and the next full school year.
4. Upon return from a leave of absence the teacher will be assigned to substantially the same teaching assignment completed prior to the leave. For a leave of absence less than a full school year, there will be no loss of steps on the salary schedule, and the teacher will advance to the next step on the salary schedule that corresponds to the teacher's placement prior to the leave. For a full school year leave of absence, there will be no step advancement on the salary schedule or credit given towards tenure. Regardless of the duration of a leave of absence, the teacher on leave will not earn or accumulate sick days.
5. The board reserves the right to review employee requests for an extension of benefits based upon unusual circumstances not covered by the contract in effect with an employee group and the Board. Any extension of contract benefits by School Board action shall be based upon the individual circumstances of the employee request and shall not be construed by the Association as a precedent binding future actions of the School Board.

ARTICLE 16 -- SABBATICAL LEAVE

The granting of sabbatical leave to professional staff members is subject to the following conditions.

- A. Sabbatical leave will not be granted for purposes of studying for another trade or profession or for the purpose of engaging in gainful employment, provided however, that a staff member on leave and undertaking a full-time program of graduate work shall be

permitted to undertake compensable part-time teaching and/or accept a scholarship or fellowship stipend.

- B. Teachers who have been employed for seven (7) consecutive years in the Pemi-Baker Regional School District may submit an application.
- C. A sabbatical shall be for a full school year or for one-half school year (one semester).
- D. A leave may be granted for full-time graduate study or educational research.
- E. Application for leave shall be submitted in writing to the Principal and Superintendent on or before January fifth stating fully the purpose for which leave is requested. The Superintendent will then make recommendations to the Board. The Board reserves final judgment in granting any and all sabbaticals.
- F. Sabbatical leaves, if granted, shall not exceed 1 teacher for every 25 full-time equivalent teachers.
- G. A teacher granted a one-year sabbatical will receive one-half of the regular scheduled salary. A teacher granted a one-semester sabbatical will receive half salary.
- H. A teacher granted a sabbatical agrees to return to the Pemi-Baker Regional School District for a period of not less than two (2) years.
- I. Upon returning from sabbatical leave, an employee shall be restored to his/her former position or, after consultation with the teacher and with the teacher's approval, to a position of comparable status.

ARTICLE 17 -- SCHOOL CALENDAR

- A. The Association and individual teachers may make recommendations to the building Principal for the ensuing year's school calendar. The Principal, in turn, will make the teachers' recommendations known to the Superintendent. The Board will make the final determination. The number of teacher days shall not exceed 187, except for extra contracted days for the following positions at the per diem rate: Library Media Specialist (12 extra days); School Counselor (10 extra days); and any other position whose job description inherently requires additional days worked on a continual, annual basis beyond the school year.

Of the 187 teacher days, 180 days will be teaching days and 7 days will be in-service days; up to 2 in-service days, however, may be eliminated by mutual agreement of the Principal and Association. A minimum of one of the in-service days just prior to school opening will be a day free of meetings.

- B. Compensation for teachers beyond the number of days in their contract, up to a maximum of 20 days, will be at the per diem rate based on their current salary.
- C. Whenever time permits, the Superintendent shall consult with the Association prior to making a calendar change.

- D. In the event days must be made up due to inclement weather or other possibilities, the Superintendent will consult with the Association about possible dates to meet State requirements. The Board will make the final determination.

ARTICLE 18 -- REDUCTIONS IN FORCE

- A. It is agreed that the Board has the right to lay off teachers in order to adjust staff to the budget, enrollment, or changes in the curriculum.
- B. A laid-off teacher is one whose contracted position has been eliminated or reduced because of lack of work, or funds, or under conditions where continuation of such work would be inefficient and non-productive.
- C. In the event that it should become necessary for the School Board to reduce the number of teachers, the reduction, insofar as possible, will be effected through normal attrition.
- D. If it should become necessary for the Board to further reduce the number of teachers, this will be done whenever possible in inverse order of service to the Pemi-Baker Regional School District. A teacher will not be laid off when there is a position for which he/she is certified, which is then held by a teacher with less service to the Pemi-Baker Regional School District. There can be extenuating circumstances where the level of the educational system will dictate that the foregoing sentences will not apply.
- E. Laid-off teachers shall have the following re-employment rights:
 - 1. Laid-off teachers will be considered for re-employment during the school year they are laid off plus the following school year and will be offered positions for which they are certified.
 - 2. Such re-employment shall not result in loss of credit for previous years of experience.
 - 3. No new or substitute appointment may be made while there are laid-off teachers available and certified to fill the positions.
- F. Certification shall be determined by the Board, subject to challenge by any aggrieved teacher under the grievance procedure described in Article XIX.

ARTICLE 19 -- GRIEVANCE PROCEDURE

- A. The parties acknowledge that it is more desirable for an employee and his/her immediately involved supervisor to resolve problems through free and informal communications. Grievances which are not satisfactorily settled in an informal way shall be reduced to writing.
- B. In order to establish a more harmonious and cooperative relationship among teachers, administrators, and members of the School Board which will enhance the educational program of the Pemi-Baker Regional School District, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly as they arise, and to assure equitable and proper treatment of teachers pursuant to established rules, regulations, and policies of the district.

C. Definitions

1. Any misapplication, misinterpretation, or violation of this contract, applicable Board policy or practice pertaining to the content of this contract, or applicable law shall be deemed a grievance.
2. The term "supervisor" shall mean any principal or assistant principal responsible for the area in which an alleged grievance arises.
3. "Association" shall mean the Plymouth Cooperative Education Association.
4. "Aggrieved party" shall mean any person or persons in the negotiating unit filing a grievance.
5. The date of the "alleged grievance" is that date when the event or condition constituting the grievance occurred or that date upon which the grievant knew or reasonably should have known of the event or condition.
6. "Date of receipt" shall mean the date the item is physically received or three (3) days after it is mailed, whichever is earlier.

D. Procedures

1. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged. Failure to perform within the procedural time limits shall be deemed a waiver.
2. A grievant shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination, or reprisal.
3. A grievant shall have the right to be represented at any stage of the procedures by a person of his/her own choice.
4. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.
5. Each supervisor shall have the responsibility to consider promptly each grievance presented to him/her and make a determination within the authority delegated to him/her within the time specified in these procedures.
6. The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations, and policies which relate to or affect the grievant in the performance of his/her assignment. They are not designed to be used for changing such rules or establishing new ones.

7. All grievances shall include the following:
 - a. the name and position of the aggrieved party;
 - b. the identity of the provision of the Agreement involved in said grievance;
 - c. the time when and the place where the alleged events or conditions constituting the grievance occurred;
 - d. the party responsible for causing said events or conditions, if known to the aggrieved party; and
 - e. a general statement of the nature of the grievance and the redress sought.
8. All records pertaining to a grievance will be kept separate from the grievant's personnel file.
9. Nothing herein shall be construed as limiting the right of a grievant to discuss the matter informally with any appropriate member of the administration and having the grievance informally resolved.

E. Level One

If the grievant is not satisfied with the informal disposition of his/her grievance, he/she shall within thirty (30) school days of the alleged grievance, or when the grievant could have reasonably known of the date of the alleged grievance, submit a written statement of the grievance to his/her supervisor. The supervisor shall submit a written response to the grievant within five (5) school days after the receipt of the written submission of the statement of the grievance. A copy of the decision will be forwarded to the Association.

F. Level Two

1. If the grievant is not satisfied with the disposition of his/her grievance at Level One, the grievant may, within five (5) school days of receipt of the supervisor's response, file an appeal to the Superintendent of Schools. The appeal papers shall include the statement, at the option of the grievant, of specific objections to the supervisor's response; and a written statement, at the option of the supervisor, in support of the supervisor's decision.
2. Within ten (10) school days of receipt of the grievance by the Superintendent of Schools, the Superintendent or his/her designee shall schedule a meeting with the grievant in an effort to resolve the matter.
3. The Superintendent of Schools shall submit a written response to the grievant within fifteen (15) school days after the receipt of the grievance. A copy of the decision will be forwarded to the Association.

G. Level Three

1. If the decision of the Superintendent does not resolve the grievance to the satisfaction of the grievant, he/she may so notify the School Board in writing through the Superintendent within ten (10) school days of receipt of the Superintendent's decision.
2. The School Board shall meet with the grievant, Principal, and Superintendent at the next regularly scheduled School Board meeting and review the complaint. The Board shall, within ten (10) school days, submit its findings in writing to the grievant. A copy of the decision will be forwarded to the Association.
3. Certain clauses within this contract shall be grievable only through this Level Three: Article VI, Section B (notification of teaching assignment), and Article VII, Section F (confer on class size). These are the only items which stop at this level of the grievance procedure.

H. Level Four

1. If the grievant is not satisfied with the disposition of his/her grievance at Level Three, and the Association determines that the grievance is justified and that appealing it is in the best interests of the school system, it may submit the grievance for arbitration by written notice to the Board within fifteen (15) school days of receipt of the decision at Level Three. Arbitration shall be limited solely to grievances involving provisions of this Agreement:
2. Within fifteen (15) school days after receipt of the appeal by the Board, the Board or its designee and the Association will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the Board and the Association are unable to agree upon an arbitrator, or are unable to receive a commitment to serve within thirty (30) school days, a demand for arbitration shall be submitted by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association.
3. The arbitrator shall confine his/her decision to the application and interpretation of this Agreement. The arbitrator shall be without power to add to, modify, or vacate any of the terms of this Agreement or make any decision contrary to, or inconsistent with, the terms of this Agreement, or which violates any rule or regulation having the force and effect of law.
4. In an arbitration case, the costs for the services of the arbitrator, if any, shall be shared equally by the Board and the Association.
5. In a binding arbitration case, the decision of the arbitrator, made in accordance with his/her authority and jurisdiction under this Agreement, shall be binding upon the parties. Binding arbitration shall apply to all provisions of this Agreement unless otherwise so stipulated.

ARTICLE 20 -- HEALTH CARE AGREEMENT

A. Health Insurance Plan Options

1. HMO – Access Blue (AB5-RX10/20/45) – Covered by the District at 90% for all appropriate single, two person, and family plans.
2. Blue Choice Point of Service (BC3T5-RX10/20/45) – Covered by the District to the same dollar amount as is funded for all appropriate single, two person, and family plans for AB5-RX10/20/45.
3. AB20-RX10/25/40M10/40/70 – Covered by the District at 95% for all appropriate single, two person, and family plans.
4. ABSOS20/40/1KDED-RX10/25/40M10/40/70 – Covered by the District at 95% for all appropriate single, two person, and family plans. The District agrees to reimburse within 30 days, the cost of any and all deductibles incurred by the teacher as a result of services provided under this plan.

Any teacher hired after June 30, 2017 will only be eligible to choose the AB20 or ABSOS20/40 plan.

- B. Teachers will be responsible for any costs associated with the Excise Tax (aka the "Cadillac Tax").
- C. Employees showing proof of other health care coverage not subsidized under PPACA, for the full year, shall receive \$5,000 prior to July 1.
- D. Pharmaceutical Prescription Coverage Plan shall be the 10/20/45 plan.
- E. Dental: 100% payment of a single premium for Delta Dental Option 13 (100%A, 70%B, 50%C, \$0 deductible, \$2,000 annual maximum) providing 365 day coverage shall be provided by the School District. A teacher may pay the difference between the single membership contribution of the district and the two person or family coverage if allowed by the insurance plan.
- F. Pre-tax contributions: Section 125 accounts will be made available to bargaining unit members for the subscriber contribution of health insurance premiums. In addition to pretax deductions authorized by section 125 of the Federal Income Tax Guideline described elsewhere, the Board will provide pretax deductions for:
 1. Childcare
 2. Medical expenses not covered by insurance
 3. Dental expenses not covered by insurance
 4. Vision care not covered by insurance.

- G. Life Insurance** – Each teacher shall receive life insurance coverage equal to an amount of 1.5 times his/her annual salary, to a maximum per teacher of \$50,000, with double indemnity accidental death coverage.

ARTICLE 21 -- MAINTENANCE OF STANDARDS

Conditions and benefits of employment so designated below shall be maintained at the same level as at the signing of this agreement.

- A. PREPARATION PERIOD:** Teachers have one (1) period for daily planning.
- B. LUNCH DUTY:** Teachers have duty-free lunch periods.
- C. TELEPHONE FACILITIES:** Teachers will have telephones made available to them for use. At least one telephone should be maintained in a private area.
- D. FACULTY ROOM:** Faculty room(s) will be provided that includes lockers, copy machine(s), soft drink machine, refrigerator, microwave oven, couches, chairs and tables that will be maintained by the school district.
- E. ADMITTANCE TO SCHOOL FUNCTIONS:** Teachers are admitted free to all functions sponsored by the Plymouth Regional High School.
- F. PARKING:** There will be no reserved parking except for handicapped (Section 504).

ARTICLE 22 -- SICK-LEAVE BANK

- A.** The Board agrees to establish a sick-leave bank to cover employees in the event of a long-term illness. The sick-leave bank shall be administered by the Board.
- B.** Each employee wishing to participate and therefore be covered under this plan shall donate one (1) day from the fifteen (15) days he/she is allowed to accrue in a one-year period, to be deposited in said bank and such day to be deducted from the teacher's annual sick leave. Members may enroll as soon as they have a sick day to contribute. This procedure will be implemented by a form to be filed with the Superintendent of Schools no later than November 1.
- C.** A member shall become eligible to request extended benefits from the sick-leave bank after any incapacitating illness or disability of fifteen (15) working days, provided the member has exhausted all of his/her accrued sick leave.
- D.** Upon presentation of satisfactory medical evidence of disability or illness to the Board, a member may be granted up to twenty (20) days of sick leave from the sick-leave bank. Should the member be disabled after this time, he/she may request that his/her case be reviewed for additional days.
- E.** All unused days in the bank from the previous year will be carried forward, except that the total number of days shall not exceed in any one calendar year a number equal to three (3) times the number of full-time equivalent (FTE) teaching positions.

ARTICLE 23 -- RETIREMENT PLAN

- A. Any teacher employed by the Pemi-Baker Regional School District ("District") who is at least 55 years of age and has taught full-time (as defined in NHRS Administrative Rule Ret 302.05) in the District for at least 15 years preceding June 30 of the stated last year of teaching will be eligible to participate in this Retirement Plan ("Plan").
- B. Notice of a teacher's intention to retire under this Plan must be submitted in writing to the Superintendent of Schools no later than November 1 of the last year of teaching. The notice must include the teacher's choice of "Option 1 (Stipend only)" or "Option 2 (Stipend and Health Insurance)" as described in C.1. and 2. below. Up to three retirements will be permitted under this Plan each year. The Board has the discretion, however, to permit additional retirements under this Plan.
- C. Teachers retiring under this Plan have two options:
1. **Option 1 (Stipend only).** A retiring teacher will receive \$1,000 for each year of teaching prior to 2003-2004 and \$1,250 for each year of teaching beginning 2003-2004; or
 2. **Option 2 (Stipend and Health Insurance).** A retiring teacher will receive \$1,000 for each year of teaching. In addition, upon retirement, the District will pay \$8,500 per year (for a teacher who taught 100% full-time for 10 or more years, otherwise prorated based on the split between the years taught at the minimum percentage for full-time under NHRS Administrative Rule Ret 302.05 and 100% full-time) toward coverage under any health insurance plan offered by the District until the retiring teacher is eligible for Medicare. The amount paid toward coverage will be adjusted each year of the Agreement by HealthTrust's annual rate change to the plans offered by the District.
- D. At the discretion of the District, payment of any stipend in C.1. or 2. above may be front loaded or delayed up to 60 days before or after June 30 for budgetary or statutory reasons.
- E. **Definitions:**
1. **Age.** A teacher's age in years on June 30 of the last year of teaching (i.e., June 30 in the year of retirement).
 2. **Years of Teaching.** A teacher's number of contracts executed for full-time teaching except by limited by this provision. Prior years of teaching in the Plymouth or Ashland School Districts will count only for those teachers who were employed by the District during 1990-1991. Prior years of teaching in any other school district, leaves of absence (Article 10) of more than 60 days in a year, sabbatical leaves (Article 16) (either half or full year), and reductions in force (Article 18) will not count toward years of teaching.

ARTICLE 24 -- BENEFIT CARRY-OVER

All teachers who were employed in the Pemi-Baker Regional School District for the 1990-91 school year and were employed in the Ashland High School or Plymouth AREA High School immediately prior to the establishment of the Pemi-Baker Regional School District will maintain all accumulated personal benefits (including but not limited to sick days, longevity, etc.) and eligibility for benefits (including but not limited to sabbatical, leave of absence, etc.).

ARTICLE 25 -- GENERAL PROVISIONS

- A. The Board and Association agree that there shall be no discrimination and that all practices, procedures and policies of the school district shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, age, sex, domicile, or marital status.
- B. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, it shall be considered invalid and this Agreement, during its duration, shall be controlling. Substitutes are excluded from this contract.
- C. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in a written and signed amendment to this Agreement.
- D. Copies of this Agreement between the Pemi-Baker Regional School District and the Plymouth Cooperative Education Association shall be printed and distributed to all teachers now employed, hereafter employed, administrators, Board members, and the Association officers. All costs incurred shall be shared equally by the Board and the Association.
- E. Written notice.
 - 1. Whenever written notice to the Board is provided for in this Agreement, such notice shall be addressed to the Pemi-Baker Regional School District, Old Ward Bridge Road, Plymouth, New Hampshire 03264, in care of Superintendent of Schools.
 - 2. Whenever written notice to the Association is provided for in this Agreement, such notice shall be addressed to the Plymouth Cooperative Education Association, Old Ward Bridge Road, Plymouth, New Hampshire 03264, in care of President.

ARTICLE 26 -- SAVINGS CLAUSE

If any provision of this agreement or any application of this agreement to any employee or groups of employees is changed by legislative action, by executive order, or by directive of the State Board of Education, or is held to be contrary to law by a court of competent jurisdiction, and a final determination had been made, then such provision or application shall no longer be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE 27 -- DURATION OF AGREEMENT

This agreement shall become effective on the first day of July 1, 2022 and shall continue in full force and effect until and including the thirtieth day of June 2026 or until a new contract negotiated except as amended in writing by mutual consent of both parties.

In the event a successor agreement is not reached, each teacher shall remain on the same salary step as in the final year of this agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties on
This 6th day of April, 2022.

PEMI-BAKER COOPERATIVE
SCHOOL BOARD

By: Lisa Ash
Chairman

PLYMOUTH REGIONAL
EDUCATORS' ASSOCIATION:

By: Richard Smith
President

By: Turpin
Negotiator

**APPENDIX A
PEMI-BAKER REGIONAL SCHOOL DISTRICT
SALARY SCHEDULE**

2022-2023

	BA	BA+15	MA/BA+36	MA+15	MA+30	MA+45
1	42,000	43,500	45,000	46,000	47,000	
2	43,500	45,100	46,600	47,700	48,700	
3	45,100	46,700	48,300	49,400	50,500	
4	46,700	48,400	50,000	51,200	52,300	
5	48,400	50,100	51,800	53,000	54,200	
6	50,100	51,900	53,700	54,900	56,100	
7	51,900	53,800	55,600	56,900	58,100	
8	53,800	55,700	57,600	58,900	60,200	61,600
9	55,700	57,700	59,700	61,000	62,400	63,800
10	57,700	59,800	61,800	63,200	64,600	66,100
11	59,800	61,900	64,000	65,500	66,900	68,500
12	61,900	64,100	66,300	67,800	69,300	70,900
13	64,100	66,400	68,700	70,200	71,800	73,400
14	66,400	68,800	71,200	72,700	74,400	76,000
15	68,800	71,300	73,700	75,300	77,100	78,700
Off Step	-					

2023-2024

	BA	BA+15	MA/BA+36	MA+15	MA+30	MA+45
1	42,000	43,500	45,000	46,000	47,000	
2	43,500	45,100	46,600	47,700	48,700	
3	45,100	46,700	48,300	49,400	50,500	
4	46,700	48,400	50,000	51,200	52,300	
5	48,400	50,100	51,800	53,000	54,200	
6	50,100	51,900	53,700	54,900	56,100	
7	51,900	53,800	55,600	56,900	58,100	
8	53,800	55,700	57,600	58,900	60,200	61,600
9	55,700	57,700	59,700	61,000	62,400	63,800
10	57,700	59,800	61,800	63,200	64,600	66,100
11	59,800	61,900	64,000	65,500	66,900	68,500
12	61,900	64,100	66,300	67,800	69,300	70,900
13	64,100	66,400	68,700	70,200	71,800	73,400
14	66,400	68,800	71,200	72,700	74,400	76,000
15	68,800	71,300	73,700	75,300	77,100	78,700
Off Step	-					

2024-2025

	BA	BA+15	MA/BA+36	MA+15	MA+30	MA+45
1	42,420	43,935	45,450	46,460	47,470	
2	43,935	45,551	47,066	48,177	49,187	
3	45,551	47,167	48,783	49,894	51,005	
4	47,167	48,884	50,500	51,712	52,823	
5	48,884	50,601	52,318	53,530	54,742	
6	50,601	52,419	54,237	55,449	56,661	
7	52,419	54,338	56,156	57,469	58,681	
8	54,338	56,257	58,176	59,489	60,802	62,216
9	56,257	58,277	60,297	61,610	63,024	64,438
10	58,277	60,398	62,418	63,832	65,246	66,761
11	60,398	62,519	64,640	66,155	67,569	69,185
12	62,519	64,741	66,963	68,478	69,993	71,609
13	64,741	67,064	69,387	70,902	72,518	74,134
14	67,064	69,488	71,912	73,427	75,144	76,760
15	69,488	72,013	74,437	76,053	77,871	79,487
Off Step	-					
Matrix change 1%						

2025-2026

	BA	BA+15	MA/BA+36	MA+15	MA+30	MA+45
1	42,844	44,374	45,905	46,925	47,945	
2	44,374	46,007	47,537	48,659	49,679	
3	46,007	47,639	49,271	50,393	51,515	
4	47,639	49,373	51,005	52,229	53,351	
5	49,373	51,107	52,841	54,065	55,289	
6	51,107	52,943	54,779	56,003	57,228	
7	52,943	54,881	56,718	58,044	59,268	
8	54,881	56,820	58,758	60,084	61,410	62,838
9	56,820	58,860	60,900	62,226	63,654	65,082
10	58,860	61,002	63,042	64,470	65,898	67,429
11	61,002	63,144	65,286	66,817	68,245	69,877
12	63,144	65,388	67,633	69,163	70,693	72,325
13	65,388	67,735	70,081	71,611	73,243	74,875
14	67,735	70,183	72,631	74,161	75,895	77,528
15	70,183	72,733	75,181	76,814	78,650	80,282
Off Step	-					
Matrix change 1%						

Teachers on the salary schedule will receive a step increase each year of the contract.

Teachers "off step" will receive a 2.5% salary increase each year.

*No teacher will be hired and placed on the salary schedule at a step higher than another teacher with the same number of years of experience.

**APPENDIX B
CO-CURRICULAR COMPENSATION**

Base salary for the current year is used for computing co-curricular compensation.

CATEGORY:

- | | |
|--|--|
| <p>A. 15% of base salary
 B. 12.5 % of base salary
 C. 9% of base salary
 D. 8% of base salary</p> | <p>E. 6.5% of base salary
 F. 4% of base salary
 G. 2.5% of base salary</p> |
|--|--|

Increment for categories A through F will be 0.5% with each year's experience to a maximum of 10 years (5%). Category G will be capped on experience after 5 years. All current advisors/coaches in these positions will be grandfathered up to 10 years experience. (Any teacher who currently has ten or more years experience in a particular co-curricular activity will be frozen at that level of longevity as their individual maximum.)

Completion of CPR/First Aid and American Coaching Effectiveness Program (ACEP) prior to commencing second contract for athletic activity

- \$150 one-time stipend upon completion of CPR/First Aid
- \$150 one-time stipend upon completion of ACEP

A. 15%	Head Football Coach	Theatre Director
B. 12.5%	Head Boys Basketball Coach	Head Girls Basketball Coach
	Fall Trainer	Winter Trainer
	Spring Trainer	Yearbook Advisor
C. 9%	Head Baseball Coach	Head Softball Coach
	Wrestling Coach	
	Tech Director for Fall Theatrical Production	
D. 8%	Head Boys Track Coach	Head Girls Track Coach
	Head Volleyball Coach	Field Hockey Coach
	Alpine Ski Coach	Nordic Ski Coach
	Ski Jumping Coach	Boys Soccer Coach
	Girls Soccer Coach	Girls Lacrosse Coach
	Boys Lacrosse Coach	Student Council Advisor
E. 6.5%	Boys Cross Country Coach	Girls Cross Country Coach
	Boys Tennis Coach	Girls Tennis Coach
	Assistant Football Coaches (2)	J.V. Football Coach
	J.V. Baseball Coach	J.V. Softball Coach
	Assistant Wrestling Coach	J. V. Boys Basketball Coach
	J.V. Girls Basketball Coach	J.V. Field Hockey Coach
	J.V. Soccer Coach	J.V. Volleyball Coach
	J.V. Girls Lacrosse Coach	J.V. Boys Lacrosse Coach
	Football Cheerleader Coach	Golf Coach
	Tech Director for Theatre Festival	Senior Class Advisor
	National Honor Society Advisor	Musical Director
	National Tech Honor Society Advisor	Band Director

F. 4%	Assistant Boys Track Coach	Assistant Girls Track Coach
	Assistant Cross Country Coach	Assistant Ski Coach(es)
	Basketball Cheerleader Coach	DECA Advisor
	Quiz Bowl Head Coach	Junior Class Advisor
	Amnesty International	Student Diversity
	Tech Director for One-Acts	TSA Advisor
G. 2.5%	Outing Club Advisor	Winter Carnival Advisor
	French Club Advisor	Spanish Club Advisor
	Math Team Advisor (2)	Quiz Bowl Team Asst. Coach
	FBLA Advisor	Literary Magazine Advisor
	Close-Up Advisor	Web Page Advisor
	Freshman Class Advisor	Sophomore Class Advisor
	Yearbook Assistant	Dance Club
	HOSA	Chamber Singers Advisor
	Astronomy Club Advisor	Britannia Society Advisor
	VEX Robotics Team Advisor	Media Club Advisor
	Organizer of Homecoming	

**APPENDIX C
PEMI-BAKER REGIONAL SCHOOL DISTRICT
DUES DEDUCTION AUTHORIZATION FORM**

NAME _____
(Please Print)

I hereby authorize the Pemi-Baker Regional School District to withhold from my salary the sum of \$ _____ (total) for membership dues as follows:

For my membership in the Plymouth Cooperative Education Association, the sum of \$ _____ per year.

For my membership in the New Hampshire Education Association, the sum of \$ _____ per year.

For my membership in the National Education Association, the sum of \$ _____ per year.

For my contribution to NEA-NH PAC fund, the sum of \$ _____.

For my contribution to NEA PAC fund, the sum of \$ _____.

The sums thus to be deducted are hereby assigned by me to the Plymouth Cooperative Education Association and are to be remitted by the Pemi-Baker Regional District to the Treasurer of the Association and having done so, the Board shall be held harmless from any claim(s) in connection with the provisions of this Appendix. It is further agreed that the Board assumes no financial liability except to forward to the Association those funds which have been properly authorized.

This authorization and assignment shall continue in full force and effect until revoked by me. Such revocation shall be effected by written notice to the School District and the Association giving thirty (30) days' notice prior to the end of the current year of my desire to revoke same.

Signature _____ Date _____

**APPENDIX D
DRAFT SCHEDULE (with Rotating Blocks and Bobcat Block)**

Daily schedule: 7:30-2:20

Set 1 (2 week period)	A,B Day
7:30-8:50	Block 1
8:50-9:00	Break
9:00-10:20	Block 2
10:25-10:45	Block 3
10:45-11:15	A lunch
11:15-11:45	B lunch
11:45-12:15	C lunch
12:20-1:40	Block 4
1:45-2:20	Bobcat Block

Set 2 (2 week period)	A,B Day
7:30-8:50	Block 2
8:50-9:00	Break
9:00-10:20	Block 4
10:25-10:45	Block 3
10:45-11:15	A lunch
11:15-11:45	B lunch
11:45-12:15	C lunch
12:20-1:40	Block 1
1:45-2:20	Bobcat Block

Set 3 (2 week period)	A,B Day
7:30-8:50	Block 4
8:50-9:00	Break
9:00-10:20	Block 1
10:25-10:45	Block 3
10:45-11:15	A lunch
11:15-11:45	B lunch
11:45-12:15	C lunch
12:20-1:40	Block 2
1:45-2:20	Bobcat Block

Additionally, there will be 4 scheduled delayed opening days (October, December, February, April for example) for staff to work on PLCs. There will be no Bobcat Block on these days.

Delayed opening schedule:

Time	Class
7:30-9:15	Teacher PLC work
9:30-10:30	First period
10:30-10:40	Break
10:45-11:45	Second period
11:45-12:15	A lunch/third period
12:15-12:45	B lunch/third period
12:45-1:15	C lunch/third period
1:20-2:20	Fourth period

Should a delayed opening schedule be required for weather-related or other emergency delays, the above delayed-opening schedule shall apply minus the teacher PLC work block.

**APPENDIX E
SIDEBAR COMMITTEE**

The Board seeks to revise and update Article 13 – Staff Evaluation. A committee composed of 3 members of the Association and 3 members of the Administration will meet as necessary to perform this task. The committee will make recommendations for Association and Board approval for implementation in the 2024-2025 school year.

