

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

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PREAMBLE

AGREEMENT made March 12, 2019 by and between the School Board of the Sanborn Regional School District (hereinafter called the "Board") and the Sanborn Regional Education Association (hereinafter called the "Association").

ARTICLE 1 – RECOGNITION

- 1.1 For purposes of collective negotiations, the Board recognizes the Sanborn Regional Education Association, NEA-New Hampshire, as the exclusive representative of all professional employees of the Sanborn Regional School District. Professional employees shall include any individual employed by the Sanborn Regional School District, the qualifications for whose position are such as to require him/her to hold an appropriate credential issued by the State Board of Education under the regulations governing the certification of professional school personnel. Although no certification by the State Board of Education is required, the School Nurse shall be recognized as a member of the bargaining unit and will be covered by all articles of the agreement unless specifically stated otherwise. The term, professional employee, does not include superintendents, assistant superintendents, business administrators, principals, directors of guidance, and other administrators. The Association agrees to represent equally all such professional employees in the unit designated above without discrimination and without regard to membership in the Association.
- 1.2 Definitions. The following list of terms will be used frequently in this Agreement and when they are used they will refer to the definitions described below unless otherwise stipulated.
- 1.2:a The term "School" used in this Agreement means any work location or functional division maintained by the Board where instruction is offered to the children enrolled in the Sanborn Regional School District.
- 1.2:b The term "Administrator" as used in this Agreement means a person employed by the School Board whose functions are primarily managerial in matters including but not necessarily limited to professional staff evaluations.
- 1.2:c The term "Principal" as used in this Agreement, means the responsible administrative head of his/her respective school.
- 1.2:d The term "Professional Staff Member" as used in this Agreement, means a person employed by the Board included in the unit defined in Article 1.1 of this Agreement.
- 1.2:e The term "Person" as used in this Agreement, means a person employed by the Board included in this unit defined in Article 1.1 of this Agreement.
- 1.2:f Wherever the singular is used in this Agreement, it is to include the plural and reference to male will include female. Whenever "Member" is used it shall refer to the members of the Bargaining Unit.

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ARTICLE 2 - NEGOTIATIONS PROCEDURES

- 2.1 Negotiations will be conducted in accordance with the procedures outlined in RSA 273-A. Should either party desire to negotiate a successor agreement, it shall notify the other on or before October 1 of the year preceding the expiration date of this Agreement.
- 2.2 In the event of an impasse, the cost for the services of the mediator and/or fact-finder, including per diem expenses if any, and actual and necessary travel and subsistence expenses will be equally shared by the Board and the Association.
- 2.3 The parties reserve the right at the conclusion of negotiations to reach an agreement regarding the non-cost items which will go into full force and effect at the beginning of the proposed contract term if the agreement is ratified by the Association and the School Board, even if the public vote to fund the cost items of the Collective Bargaining Agreement fails.

ARTICLE 3 - ASSOCIATION RIGHTS

- 3.1 The Association and its representatives shall have the right to use school buildings, facilities, and equipment according to school board policy.
- 3.2 Representatives of the Association and their affiliates shall be permitted to transact Association business on school property at reasonable times, provided that this shall not disrupt normal school operations.
- 3.3 The Association shall purchase its own bulletin board(s). Association bulletin boards shall be afforded space in the teachers break room at each building. The Association and its representatives shall have the exclusive right to post notices of activities and matters of Association concern on Association bulletin boards at each location. The Association shall also have the non-exclusive right to use member mailboxes and/or e-mail for communication to members, with prior notification to the principals.
- 3.4 The Board agrees to provide the President of the Association or his/her designee copies of agendas, minutes, and additions, and deletions to the policy manual. These materials shall be available at the superintendent's office on the day before a scheduled school board meeting.
- 3.5 At the beginning of each school year, the Association shall be credited with four (4) paid days to be used by professional staff members who are officers or agents of the Association. Such use shall be at the discretion of the Association, except that no one person will take more than two (2) days. The superintendent will be notified at least twenty-four (24) hours prior to the commencement of such leave.

ARTICLE 4 - BOARD RIGHTS

- 4.1 The Board, on its own behalf and on behalf of the district, hereby retains and reserves unto itself all powers, rights, authority and duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Hampshire and of the United States except as modified by the specific terms and provisions of this Agreement.

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ARTICLE 5 – PROFESSIONAL STAFF MEMBER RIGHTS

- 5.1 Members will not be required to perform any duty or act which threatens anyone's physical safety or well-being.
- 5.2 A professional staff member called to appear for legal proceedings, such as jury duty, shall not lose compensation for the performance of such obligations.
- 5.3 In Processing a grievance beyond level three (3), the Association shall work with the Superintendent to ensure that any employees called as witnesses shall be staggered to ensure the least disruption to the work force on the day of hearing.
- 5.4 No member of the Bargaining Unit shall be required to appear before the Board or its agents concerning any matter which could adversely affect the continuation of that member in his/her office, position, employment or the salary or any increments pertaining thereto, unless the member has been given seventy-two (72) hours' prior notice, excluding weekends and holidays, of the reason for such a meeting or interview, and he/she shall be entitled to have a representative of the Association present to advise him/her during such interview.
- 5.5 All Board policy governing professional staff and/or School Nurses shall be applied uniformly throughout the district.
- 5.6 Nothing contained herein shall be construed to deny to or to restrict any member such rights as he/she has under the laws of New Hampshire and the United States or other applicable laws, decisions, and regulations. The rights granted to professional staff members hereunder shall be deemed to be in addition to those provided elsewhere.
- 5.7 No member shall be required or expected to provide his/her own substitute. In situations where substitutes cannot be obtained, the administration may re-assign members to substitute, in which event the member so re-assigned shall be paid in accordance with the terms of Article 12.2.

ARTICLE 6 - ACADEMIC FREEDOM AND RESPONSIBILITIES

- 6.1 All monitoring or observation of the work performance of a professional staff member will be conducted openly and without attempt to avoid knowledge of the professional staff member.
- 6.2 In recognition of these rights, members shall act as responsible professionals consistent with the commitment expressed by members to serve in a dedicated manner, the best interests of the children in the district.
- 6.3 No member of the Bargaining Unit shall be disciplined except for just cause or be required to appear before the School Board without seventy-two (72) hours' prior notice, excluding weekends and holidays, except as mutually agreed upon by the parties.

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ARTICLE 7 - GRIEVANCE PROCEDURE

7.1 Definitions

- 7.1:a A grievance is a claim made by a professional staff member or by the SREA President on behalf of a specific named professional staff member based upon an alleged violation of a specific provision of this agreement. A grievance, to be considered under this procedure, must be initiated in writing by the professional staff member or the SREA President on behalf of the specific named professional staff member within 15 calendar days of the professional staff member's awareness of its occurrence.
- 7.1:b An aggrieved person is the person or persons making the claim. An aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or, at his/her option at level two and beyond, by the Association or by a representative selected or approved by the Association.
- 7.1:c The term "days" shall be interpreted as meaning calendar days unless otherwise stipulated.

7.2 Purpose

- 7.2:a The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise concerning the application of the terms of this Agreement.
- 7.2:b Both parties agree that these proceedings will be kept as confidential as possible.
- 7.2:c Nothing herein contained will be construed as limiting the rights of any aggrieved person having a grievance to discuss matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement.
- 7.2:d All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not be forwarded to any prospective employer of the grievant.

7.3 Structure

- 7.3:a The Board will act in its own behalf at Level Three procedure. It may, at its discretion, designate a committee to fulfill its obligations at this level.
- 7.3:b A grievance may be withdrawn at any level.
- 7.3:c Five (5) copies of all forms for filing grievances and other related documents shall be made: One for the grievant, one for the building principal, one for the Board, one for the Association, and one for the superintendent. See Page 27 for the Grievance Form.

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7.4 Initiation and Processing

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

7.4:b Level One – Principal

Any member who has a grievance shall discuss it first with his/her principal in an attempt to resolve the matter. If as a result of the discussion, the matter is not resolved to the satisfaction of the member within five (5) school days, he/she shall set forth his/her grievance in writing to the principal specifying:

7.4:b-1 The nature of the grievance and the date occurred;

7.4:b-2 The nature and extent of the injury, loss, or inconvenience;

7.4:b-3 The result of previous discussions;

7.4:b-4 His/her dissatisfaction with decisions previously rendered;

7.4:b-5 Remedy sought;

7.4:b-6 The principal shall communicate his/her decision to the member in writing within five (5) days of receipt of the written grievance.

7.4:c Level Two – Superintendent

The member, no later than five (5) school days after receipt of the principal's decision, may appeal the principal's decision to the superintendent of schools. The appeal must be made in writing, reciting the matter submitted to the principal as specified in 7.4:b-1 through 5 above. The superintendent shall meet with the member to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The superintendent shall communicate his/her decision in writing to the member and the principal within ten (10) days thereafter.

7.4:d Level Three - School Board

If the grievance is not resolved to the employee's satisfaction, he/she, no later than five (5) school days after receipt of the superintendent's decision, may request a review by the Board. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board within five (5) business days of receiving the grievance. The Board shall review the grievance and may hold a hearing with the employee and shall render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board or of the hearing with the employee, whichever comes later.

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7.4:e Level Four – Arbitration

If the employee is not satisfied with the disposition of the grievance by the School Board or its designee, he/she shall notify the Association within five (5) work days after receipt of the School Board's decision. If the Association determines the matter should be arbitrated, it shall advise the School Board through the Superintendent in writing within ten (10) work days of receipt of the employee's request. If the parties fail to agree upon an arbitrator within fourteen (14) days after the employee has requested arbitration, then either party may apply to the American Arbitration Association for the designation of an arbitrator. The arbitrator shall proceed forthwith to make a final and binding disposition of the grievance by such means and methods as he/she may determine to be necessary. The arbitrator is limited in his/her authority to the interpreting of the contract in the resolution of the issue submitted to him/her by the parties and has no authority to alter, change, or modify any provision in this Agreement.

7.5 Rights of Professional Staff Members to Representation

7.5:a When a professional staff member is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance, in writing, to the principal, or any higher level, be notified by the principal in writing that the grievance is in process. The Association shall have the right to be present to present the professional staff member's position in writing at all hearing sessions held subsequent to level one concerning such grievance and shall receive a copy of all decisions rendered.

7.5:b The Board and the Association shall assure that the parties in interest and witnesses are guaranteed freedom from restraint, interference, coercion, discrimination or reprisal with respect to the processing of a grievance.

ARTICLE 8 - SAVINGS CLAUSE

8.1 If any article or part of this Agreement is held to be invalid by operation of law, or if compliance with or enforcement of any article or part should be held contrary to applicable laws, then such provision or application of the terms of the Agreement shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. In such instance, the parties shall meet within thirty (30) days of such legal determination by a court of competent jurisdiction, for the purpose of adjusting the article affected so that it will conform with the provisions of the law.

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ARTICLE 9 - DEDUCTIONS

- 9.1 It is agreed by and between the Sanborn Regional School District and the Sanborn Regional Education Association that upon receipt of written authorization signed by the member, the Board shall deduct an amount to provide bi-weekly payments of dues for membership in the local, state, and/or national education associations from the regular salary check of such member each two weeks and that the amounts so deducted pursuant to such written authorization as contained in page 28, and signed by the member shall be promptly remitted as deducted directly to the Sanborn Regional Education Association. It is further agreed by and between the Sanborn Regional School District and the Sanborn Regional Education Association that such authorization for deduction of dues shall continue in full force and effect with the Sanborn Regional School District until thirty (30) days after the member submits, via the superintendent, a written revocation of such authorization to the Board.
- 9.2 The School Board agrees to deduct and transmit bi-weekly monies, authorized in writing by the member to companies providing annuities according to the regulations established by the School Board.

ARTICLE 10 - PEACEFUL RESOLUTION OF DIFFERENCES

- 10.1 In consideration of this Agreement and its terms and conditions, the Association, its officers, representatives and members shall not, during the terms of this Agreement, engage in or condone any strike, slow down, work stoppage, or other concerted refusal to perform any usual and customary assignment on the part of any employee(s) represented hereunder, nor shall the Association or its members take part in or condone "sanctions" against the school board or the school district.

ARTICLE 11 – MISCELLANEOUS

- 11.1 It is understood that both parties have had an opportunity to make proposals and counterproposals on all negotiable issues during negotiations and that this written agreement reached as a result represents the total of all negotiated agreements between the parties for the contract term.
- 11.2 This Agreement may not be altered, changed, or modified except through the voluntary, mutual consent of the parties in a written and signed amendment to this agreement.
- 11.3 Any individual contract between the Board and an individual "member" (as defined in Article 1.2:f) hereafter executed shall not be inconsistent with the terms and conditions of this Agreement.
- 11.4 All members covered under this Agreement, who participate in production of tapes, publications, or other produced educational material shall retain residual rights should they be copyrighted or sold by the district.

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- 11.5 Copies of this Agreement between the Sanborn Regional School Board and the Sanborn Regional Education Association, NEA-New Hampshire, shall be reproduced within thirty (30) days after the Agreement is signed by the parties. The cost for the reproduction of the Master Agreement shall be shared equally between the District and the SREA. A copy of this Agreement shall be distributed to all members now employed or hereafter employed. Further, the Board shall furnish twenty (20) copies of the Agreement to the Association for its use.
- 11.6 Non-certified professional staff must demonstrate to the Superintendent progress toward certification within 90 days, or be released from their contracts, and could face termination.

**ARTICLE 12 - SANBORN REGIONAL PROFESSIONAL STAFF' SALARY SCHEDULE
AND COMPENSATION FOR PROFESSIONAL DUTIES**

- 12.1 Salary schedules shall reflect the following “cost of living” adjustments and step movement, if any:

2019-2020 Step Schedule-1.75% plus Step
2020-2021 Step Schedule-2.25% plus Step

Top step each year lump sum \$1,000

2019-2020 Step Schedule

STEP	B	B+15	B+30	M	M+30	CAGS/PhD
1	37,548	38,800	40,052	42,555	43,698	44,268
2	38,581	39,867	41,153	43,938	45,080	45,651
3	39,641	40,964	42,284	45,366	46,509	47,080
4	41,030	42,397	43,765	46,840	47,982	48,554
5	42,464	43,881	45,296	48,362	49,504	50,075
6	43,951	45,416	46,882	49,934	51,076	51,648
7	45,489	47,006	48,523	51,557	52,699	53,270
8	47,082	48,651	50,221	53,233	54,375	54,947
9	48,730	50,354	51,978	54,962	56,105	56,677
10	50,435	52,116	53,797	56,749	57,892	58,462
11	52,201	53,940	55,681	58,593	59,735	60,307
12	53,688	55,505	57,629	60,497	61,640	62,212
13	55,219	57,087	59,271	62,464	63,607	64,178
14	56,792	58,714	60,961	64,493	65,636	66,208
15	58,412	60,387	62,698	66,590	67,733	68,304
16	60,075	62,107	64,485	68,755	69,897	70,468

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2020-2021 Step Schedule

STEP	B	B+15	B+30	M	M+30	CAGS/PhD
1	38,393	39,673	40,953	43,512	44,681	45,264
2	39,449	40,764	42,079	44,927	46,094	46,678
3	40,533	41,886	43,235	46,387	47,555	48,139
4	41,953	43,351	44,750	47,894	49,062	49,646
5	43,419	44,868	46,315	49,450	50,618	51,202
6	44,940	46,438	47,937	51,058	52,225	52,810
7	46,513	48,064	49,615	52,717	53,885	54,469
8	48,141	49,746	51,351	54,431	55,598	56,183
9	49,826	51,487	53,148	56,199	57,367	57,952
10	51,570	53,289	55,007	58,026	59,195	59,777
11	53,376	55,154	56,934	59,911	61,079	61,664
12	54,896	56,754	58,926	61,858	63,027	63,612
13	56,461	58,371	60,605	63,869	65,038	65,622
14	58,070	60,035	62,333	65,944	67,113	67,698
15	59,726	61,746	64,109	68,088	69,257	69,841
16	61,427	63,504	65,936	70,302	71,470	72,054

12.1a Expiration of Salary Schedules

Notwithstanding any other provisions in this Agreement, in the event the Evergreen Law, RSA 273-A:12, VII, would apply to the expiration of this agreement, the salary schedules in Section 12.1 shall expire on June 28, 2021; step raises on the salary schedule shall not be considered part of the pay plan in effect when this agreement expires on June 30, 2021. Staff will be frozen at the step on which they are placed during the last year of the agreement until a successor agreement is approved by the voters.

12.2 EXTRA CLASSES

Professional staff who teach an extra class during their scheduled work day shall receive compensation equal in salary to a percentage increase in instructional duties for the professional staff member.

12.3 ADDITIONAL DUTIES

All reimbursement for additional days worked will be computed on the basis of 1/186 of the contracted salary.

12.4 NURSES

School Nurses will work five (5) additional school days. The additional days will be before and/or after the school year. The additional days will be for the purpose of transition, file transfer and student health planning. Compensation will be at the per diem rate of the Nurse.

12.5 SPECIAL EDUCATION COORDINATORS:

Special Education Coordinators shall be required to work five (5) additional days and shall receive an additional per diem stipend.

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12.6 GUIDANCE COUNSELORS

Guidance Counselors will work additional days as outlined in this paragraph. The additional days will be before and/or after the school year, as needed, for the purpose of transition, file transfer, resolution of student issues and the like. It is anticipated that high school counselors will work no more than 8 additional days, middle school counselors 5 days, and elementary school counselors 3 days. The principal or designee together with the counselor will determine the need for additional days. The intent of these extra days is that they be divided equally, or near equally, between the beginning of the school year and the end of the school year. Compensation will be at the per diem rate of the counselor.

12.7 LIBRARIANS

Librarians will have the option to work 2 additional days per year based on the tasks associated with the opening and closing of the library. The principal or designee together with the Librarian will determine the need for additional days in order to make the library available to students on the first through the last day of school. Compensation will be at the per diem rate of the librarian.

12.8 TEACHER LEADERS

Teacher Leaders are those staff members responsible for a group of people in their curricular or grade level area. All teacher leaders K-12 are described as Professional Learning Community (PLC) Leaders and all PLC leaders share the equitable responsibilities and expectations for leading their peers. Professional Learning Community Leaders will be paid a \$1500.00 stipend for the school year.

12.9 MENTORS

Mentors are defined as those staff members responsible for helping a teacher new to the District in a given year. Mentors will be paid a stipend of \$750 annually per new teacher with a cap of Two (2). The Administration will establish a handbook of responsibilities with the SREA.

12.10 MILEAGE

Members who are required to use their personal automobiles to travel between professional assignments in the course of a single day shall receive mileage compensation at the current IRS rate.

12.11 LONGEVITY BONUS

Unit members shall receive annually an additional \$750 upon completion of twenty (20) years of service to the District through the twenty-fifth (25th) year. Unit members shall receive annually an additional \$1,000 upon completion of twenty-five years (25) of service to the District through the thirtieth (30th) year. Unit members shall receive annually an additional \$1,500 upon completion of thirty (30) years of service to the District, which will continue for each additional year of service thereafter.

12.12 EXTRA-CURRICULAR ACTIVITIES SALARY SCHEDULE

Extra-curricular stipends will be paid according to Appendix (page 23-26). The School Board reserves the right to change activities with the recommendation from the building administrator based upon student interest and need.

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Extra-curricular stipends for the 2019-2021 Contract years shall be as follows:

2019-2020 2% increase
2020-2021 2% increase

The Labor Management Committee for Extra-Curricular Activities shall meet for the purpose of reviewing the index and its use, addressing compensation rates for activities, and disbursing, as necessary, the amount referenced below. The committee shall consist of one (1) board member, two (2) administrators, four (4) association members (one from each building), as well as the Superintendent (or his/her designee), who shall serve in an advisory capacity. The committee shall meet three (3) times a year (Sept/Jan/May). The committee will maintain an annual list of Extra-Curricular Activities and publish said list at the beginning and end of each year.

The Labor Management Committee for Extra-Curricular Activities has established the following guidelines for non-athletic extra-curricular activities in each of the schools (athletics will remain the same):

	2017-2019	2019-2020	2020-2021
D.J. Bakie School	\$ 9,168	\$ 9,351	\$ 9,538
Memorial School	\$ 9,168	\$ 9,351	\$ 9,538
Sanborn Regional Middle School	\$ 12,603	\$12,885	\$13,112
Sanborn Regional High School	\$ 32,874	\$33,531	\$34,202

ARTICLE 13 - PAYMENT

13.1 The annual salary shall be payable every other Thursday beginning with the second Thursday of the school year at the rate of one twenty-second (1/22) or one twenty-sixth (1/26) of the annual salary per payment. When a member leaves or enters service in the district during the school year, the salary due him/her shall be that proportion of his/her contract salary that the number of days served is of 186. The additional days will be utilized for professional development and curricular activities. The number of student contact days will remain 181. For staff members new to the district, their initial year will contain 187 days allowing for a day of induction training.

ARTICLE 14 - STEPS

14.1 Each incoming member will be assigned to a step on the appropriate track, with non-degree professional staff members entering the district assigned to a step on the Bachelor's track, but it should be noted that steps do not necessarily correspond to years of teaching experience. Normally each member will advance from step to step each year, except as outlined in Article 16 and also in the case where a member gains enough credits prior to September 1 to cross from one scale to the other; i.e., from the Bachelor's scale to the Bachelors +15 scale or from the Bachelor's + 15 scale to the Master's scale, etc.

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ARTICLE 15 - EXPERIENCED PROFESSIONAL STAFF ENTERING THE DISTRICT

- 15.1 Preparation and years of professional experience before entering the district shall be evaluated by the Superintendent of Schools and the School Board. This shall serve as a basis for placing an incoming professional staff member on an appropriate track and step.

ARTICLE 16 – EARLY RELEASE FROM CONTRACT

- 16.1 All member contracts will be given out as soon as practicable after the school district meeting and must be returned to the school office no later than fourteen (14) calendar days following issuance date. Members who do not return contracts by the specified date will be considered as not returning and replacements will be secured.
- 16.2 If a professional member under contract chooses to leave employment with the district he/she will provide the district with at least one calendar month notice prior to departure. The employee may be released prior to the month notice with Superintendent approval.

If an employee should terminate their employment with the District in the first three weeks of the school year, they shall be responsible for reimbursing the district for the costs associated with insurance that was provided to them in July and August. (summer period)

Lastly, departing employees understand that they will be responsible for their portion of the health and dental insurance for the month in which they terminate.

- 16.3 When the release is sought prior to June 30 and approved by the School Board, no summer (July and August) health and dental benefits will be provided (unless the professional staff member elects to continue coverage as provided by law {COBRA}). When such release occurs after June 30, but prior to the beginning of the next school year, the professional staff member shall reimburse the District for the District's cost of the health and dental benefits incurred during July and/or August of the new fiscal year.
- 16.4 The District benefit year shall be defined as to coincide with the fiscal year of the District (e.g. beginning July 1st of each year and ending June 30th of each year). Health, dental, and life insurance benefits shall apply to new hires who have signed contracts for the upcoming school year with coverage in effect as soon after the execution of the signed contract as permitted by the insurance enrollment procedures.

ARTICLE 17 - SICK LEAVE AND SEVERANCE SICK LEAVE PAY

- 17.1 All full time professional staff will be credited with thirteen (13) sick days at the beginning of the school year and may accumulate up to 120 days. .

A first year professional staff member may use up to 13 days of sick leave any time within his/her first year, provided that said professional staff member remains in the district as a full-time professional staff member until the end of the school year. If any professional staff

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member should receive all or a portion of these 13 days' sick leave and is dismissed or leaves the district prior to the end of the regular school year, a refund of unearned sick leave will be necessary.

Part-time staff will be credited with a prorated amount of sick days at the beginning of the school year in accordance with their work year.

- 17.2 Sick leave is interpreted to mean absence due to sickness of the professional staff member or illness in his/her immediate family; or disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom. No employee shall be denied usage of accrued sick leave during maternity leave.
- 17.3 Members will be given a written accounting of their accumulated sick leave at the beginning of each school year. It will be assumed by the school administrative office that the written account is correct if no questions are raised by the member within thirty (30) school days. As detailed member absence forms are retained for only one year, it should be understood that the only year in question should be the previous school year.
- 17.4 With the approval of the school board, a professional staff member may be allowed to receive the difference between his/her pay and the substitute's pay for time lost over and above cumulative sick leave.
- 17.5 Any full-time professional staff member who has been employed by the Sanborn School District for a minimum of fifteen (15) consecutive years who chooses not to renew his/her contract, will receive an amount of money equal to sixty per cent (60%) of the current substitute rate multiplied by the professional staff member's unused sick leave days. If notice is given to the Superintendent by February 1, the money will be available by July 1 of that year. If notice is delayed, the money will be available on July 1 of the following year.
- Example: $60\% \times \$80.00$ (substitute daily rate) $\times 50$ unused sick leave days = \$2,400 from the Sanborn Regional School District.
- 17.6 This severance pay provision does not apply to a professional staff member who is dismissed or who leaves the District during the contract year.
- 17.7 All professional staff members who do not use any sick time during a given year (except for a donation to the sick leave bank) shall receive two days' per diem salary at the conclusion of the school year. All professional staff who utilize no more than two sick days during a given year (except for the donation to the sick leave bank) shall receive one day's per diem salary at the conclusion of the year.

ARTICLE 18 - SICK LEAVE BANK

- 18.1 The Board shall recognize a Sick Leave Bank.
- 18.2 The Association shall establish a Sick Leave Bank Committee of not more than seven members, not less than one member for each administrative unit.

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- 18.3 The Sick Leave Bank Committee and the school administrative office shall keep a record of the current total number of days in the Sick Leave Bank up to a cap of 800 days.
- 18.4 When appropriate, upon receipt of written authorization therefor, signed by the member, the school administrative office shall:
- 18.4:a Deduct one day from that member's unused sick leave.
- 18.4:b Add one day to the Sick Leave Bank.
- 18.5 These written authorizations must be received by the school administrative office by September 15th for all contributing members who are on a year-long contract. Any member who joins the district after September 1st and who wishes to contribute to the Sick Leave Bank shall have two weeks from the day they begin to get their written authorization by the school administrative office.
- 18.6 The Sick Leave Bank shall become effective on September 15th for all sick bank members on a year-long contract, and upon receipt of their written authorization by the school administrative office for any sick bank member who joins the district after September 1st.
- 18.7 In the event any sick bank member has used all his/her accumulated sick leave because of extended or chronic illness, he/she shall apply to the Sick Leave Bank Committee for additional sick days to be drawn from the Sick Leave Bank.
- 18.8 The Sick Leave Bank Committee shall be responsible for the approval of member applications for Sick Leave Bank loans and shall notify the district office and the member of approved loans. The district shall then withdraw the approved days from the bank.
- 18.9 Any unused portion of the Sick Leave Bank shall be cumulative and shall carry over to the next year.

ARTICLE 19 - EMERGENCY/PERSONAL LEAVE

- 19.1 Members shall be entitled to the following non-accumulative leaves of absence each school year:
- 19.1:a Three (3) days leave of absence with pay for personal, legal, business, household or family matters which require absence during school hours, except that this leave shall not be taken for vacation or recreational purposes or to extend a vacation or holiday.

For the first of these days each year, the member will notify his/her principal in writing at least one day in advance of such leave (except in cases of emergency). For the second and third day each year, the member will notify the principal at least one week in advance (except in cases of emergency).

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Such notification shall indicate if the request is due to personal, legal, business, household or family matters. Administrators have the authority to ask the member to reschedule the personal time if there is a difficulty in

securing a substitute or if the number of requests would have a negative impact upon the operations of the building.

19.1:b The employee shall be granted a maximum of three (3) paid leave days per death. Immediate family shall be interpreted as husband, wife, children, mother, father, brother, brother-in-law, sister, sister-in-law, step-father, step-mother, stepchildren, grandparents, grandchildren, father in-law, and mother in-law, or any other person living in the home of the employee or persons for whom the employee is supporting.

19.1:c Additional days for "bereavement" leave may be granted by the superintendent of schools under extenuating circumstances; such days will be drawn from sick leave.

ARTICLE 20 – INSURANCES

20.1 HEALTH INSURANCES

Each year, the District will offer the following Cigna/SchoolCare health insurance coverage to each full-time employee: Yellow Open Access Plan with Choice Fund, Yellow Open Access Plan without Choice Fund, or Orange Open Access Plan and dental insurance (which includes child orthodontics), provided the member completes the teacher service specified in his/her individual contract or is released there from. The District will pay the following percentage toward the monthly premium for whichever plan and coverage (single, 2 –person or family) is selected by the employee:

2019-2020 89%
2020-2021 88%

20.1.1 FLEXIBLE SPENDING ACCOUNT

Beginning on July 1, 2017, the Board agrees to establish an IRS Section 125 Medical Flexible Spending Account. These funds may be used to offset any medical or other expenses allowed by law. Employees will be allowed to voluntarily contribute up to the maximum allowed by law per year to the Section 125 Plan by payroll deduction if allowed by law. Up to \$500 in funds not expended by a participating employee by the end of the plan year may be rolled over for use by that employee in the next plan year if allowed by law.

20.2 WAIVER OF HEALTH INSURANCE BENEFITS

Employees who would otherwise be eligible for district coverage, who elect insurance coverage under their spouse's plan, or another comparable insurance plan, will be eligible for compensation in lieu of the district's health insurance plan. Eligible employees will be compensated Three Hundred Dollars (\$300) per month for waiver of the benefit.

To be eligible for this benefit, the employee must meet the following criteria:

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- 20.2a. Have and show proof of their health insurance coverage in a comparable plan;
- 20.2b. Initially, attend informational seminar to hear an explanation of the effect of this waiver;
- 20.2c. Sign a "Waiver of Health Insurance Benefits" form discontinuing health insurance coverage with the district.

Employees who sign a "Waiver of Health Insurance Benefits" form may re-enroll in the district's health plan at the district's annual renewal/open enrollment date, subject to the qualifications established by the provider or carrier.

- 20.3 The Board will provide Fifty Thousand Dollars (\$50,000) life insurance for each professional staff member. Both the Board and the SREA must agree to any change in insurance carrier.

ARTICLE 21 - REIMBURSEMENT FOR APPROVED COLLEGE COURSES

- 21.1 Reimbursement will be made at the cost per credit, but not to exceed the prevailing rate for graduate courses at the University of New Hampshire, for the successful completion of courses with a grade of "B" or better. Members may request reimbursement for up to two (2) courses/eight (8) credits per fiscal year. The sum of Fifty-Five Thousand Dollars (\$55,000) is available for course reimbursement. The Sanborn Regional School District shall apportion the funds equally in the Course Reimbursement Account semi-annually to ensure that all members have an opportunity to take courses and be reimbursed. Implementation must be consistent with school board policy. (Refer to School Board Policy GCI.) In the event tuition reimbursement funds remain unspent, a professional staff member who completes more than two (2) courses/eight (8) credits during the fiscal year may apply for reimbursement on a first come first serve basis and no later than July 31st of the following fiscal year.
- 21.2 Professional staff members who receive reimbursement for approved college courses and who return their contract unsigned or resign from the District for the year after taking the course and receiving the reimbursement shall refund the District for the cost of the course.

ARTICLE 22 - REQUEST FOR INPUT

- 22.1 The Sanborn Regional Education Association will be asked for input in an advisory capacity to help devise evaluation procedures that may be adopted by the school district.

ARTICLE 23 – PROFESSIONAL STAFF WORK DAY

- 23.1 The normal professional staff school day shall be no longer than eight (8) consecutive hours. The normal professional staff week shall be no longer than thirty-seven and one-half (37.5) hours. The two and one-half (2.5) hour buffer zone (37.5 to 40 hours) may be used for normal professional duties currently being performed by professional staff in the District such as contacting parents and giving extra help to students. Professional staff members shall receive compensatory time off for duties performed in excess of forty (40) hours, provided they receive prior approval from the administration for the duties being performed.

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The compensatory time off shall be taken before the start of the school day and/or after the students have been dismissed at the end of the school day. The administration may set the time for up to one (1) hour of faculty meetings each week and will schedule times for parent conferences. All professional staff in the District shall be given a thirty (30) minute duty-free lunch bell to bell. All professional staff shall, each week, have five (5) uninterrupted preparation periods equal to a regular class period for that school.

ARTICLE 24 – CLASS SIZE

- 24.1 The District will make every effort to limit class size to eighteen (18) students in Kindergarten, twenty (20) students in Grades one through three (1-3) and twenty-five (25) students in Grades four through twelve (4-12).

ARTICLE 25 – REDUCTION IN FORCE

- 25.1 When the Board finds it necessary to reduce the number of certified full time and/or part time positions for reasons of declining enrollments, budget reduction, change in or consolidation of board-authorized programs, or reorganization, the following reduction in force procedure will be utilized.
- 25.2 Reductions will take place within the following classifications:
- Kindergarten through fifth grade (elementary schools)
 - Sixth through eighth grade (middle school)
 - Nine through twelve (high school)

In the middle school, classifications will be defined by major teaching subject areas.

In the high school, classifications will be defined by major teaching subject areas.

The major subject areas for each school shall be: English, Social Studies, Math, Science, World Languages, Business Education, Family and Consumer Science, and Industrial Arts/Technology Education.

In each school, Special Education, Guidance and the Unified Arts subjects including Music, Art, Library, Physical Education, Enrichment, etc. will be treated as a group.

- 25.3 When implementing a reduction in force, the District will make every reasonable effort to minimize the effect of reduction in force. The Board will first examine if the reduction can be accomplished through attrition. (retirements/resignations).

If additional cuts are still needed after the District has exhausted alternatives outlined above, then the District shall eliminate non-tenured teachers first in reverse order of seniority.

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If after eliminating all non-tenured teachers/employees additional cuts are still needed, then the District shall identify tenured teachers for layoff in order of the following criteria:

1. Teachers/Employees who are on improvement plans in reverse order of Seniority.
2. Non-highly qualified employees/Teachers (HQT) in reverse order of seniority.

Professional staff whose only break in employment is as a result of authorized leave(s) of absence shall be considered to be continuously employed with the following restriction:

The time taken for authorized leave shall not be included in total years of service.

If additional cuts are still needed, then the District shall identify additional positions to cut in reverse order of seniority.

- 25.4 Recall: All employees laid off shall retain rights to recall for a period of two (2) years from the date of layoff.

Employees shall be entitled to be recalled to the same or similar position for which they were laid off. No employees shall be required to accept a position that results in loss of salary or benefits association with the prior position held.

If an employee refuses to be recalled to the same or similar position with the same benefits and wages of their prior position, the employee shall lose rights of recall.

Upon recall all benefits shall be restored.

Employees who gained additional experience within classification while laid off shall have that experience counted toward placement on the salary scale.

Employees shall be responsible for keeping the District updated as to their current address. The District shall be responsible for informing the Association within thirty (30) days in advance of all reductions in force and recalls.

- 25.5 The school Board will accept any presentation from SREA regarding the proposed reduction in force prior to any final decision regarding layoff.

ARTICLE 26 - ADDITIONAL COMPENSATION PLAN

- 26.1 The Additional Compensation Plan will be funded at One Hundred Thousand Dollars (\$100,000) for each of the 2017-2018 and 2018-2019 school years. Of these funds, Twenty Thousand Dollars (\$20,000) will be designated for use by the ACP Committee for professional staff initiatives on a yearly basis, Fifty Thousand Dollars (\$50,000) will be designated to fund Summer Renewal, Fifteen Thousand Dollars (\$15,000) will be designated for reimbursement for the cost of conferences and workshops with prior approval of the building principal and Fifteen Thousand Dollars (\$15,000) will be available for payment of district-wide committee work. Workshops and conferences will be reimbursed up to Three

**SANBORN REGIONAL SCHOOL DISTRICT
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Hundred Dollars (\$300) per professional staff member per year. Professional staff members will be paid One Hundred and Fifty Dollars (\$150) for each day spent in a school district sponsored summer workshop or staff initiated summit.

- 26.2 The approved additional compensation system will be included in the contract as a separate article and grievances pertaining thereto will be subject to binding arbitration.

ARTICLE 27 - EARLY RETIREMENT

- 27.1 Any full time professional staff member who has taught a minimum of twenty (20) years, of which fifteen (15) consecutive years (not withstanding approved leaves of absences) have been within the Sanborn Regional School District, and who is at least 55 years of age, may submit a request for early retirement to the Board.

The request shall be dated and signed by the professional staff member submitting it, shall be submitted by October 1st of the year preceding the year in which the retirement shall commence, and shall specify the date selected by the professional staff member for retirement, which must be at the end of a school year. The Board shall act upon the request no later than December 30th.

New staff hired for the 2011-2012 school year and those hired thereafter shall not be eligible for this provision.

Any staff hired from the 2002-2003 school year through the 2010-2011 school year, inclusive, will be eligible to receive the benefits under Article 27.3 only; they will not be eligible to receive the health insurance coverage pursuant to Article 27.4 and/or 27.7b.

- 27.2 Up to three (3) requests for early retirement per year shall be approved by the School Board, although more than three (3) requests may be granted at the discretion of the Board. Those professional staff members with the greatest seniority will be given first consideration. If a professional staff member is not granted early retirement for the year initially requested, that professional staff member will retain an advantage over any teacher requesting early retirement at a later date.
- 27.3 If approved the District shall pay professional staff members granted early retirement in accordance with the following schedule:
- 27.3a. Professional Staff Members who have taught for at least twenty (20) years, ten (10) of which must be in the District and applied for early retirement in 2015 or 2016 or who were hired prior to 1986 or who previously retired under the provisions of 27.1 shall receive 25% of the professional staff member's last salary annually for a five (5) year period or (refer to 27.3 B provision);
- 27.3b. Professional staff members who have taught at least twenty (20) years in the District and applied for early retirement in 2015 or 2016 or who were hired prior to 1986 or who previously retired under the provisions of 27.1 shall receive 30% of the professional staff member's last salary annually for a five (5) year period.

SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT

- 27.3c. Eligible Professional staff members who have taught twenty (20) years total with fifteen (15) years in the District who do not meet the provisions of 27.3a. or 27.3b shall receive 25% of the Professional staff member's last salary annually for a five (5) year period.
- 27.3d. Eligible Professional staff members who have taught twenty (20) years in the District who do not meet the provisions of 27.3a or 27.3b shall receive 30% of the Professional staff member's last salary annually for a five (5) year period.
- 27.4 For all categories as described in Article 27.3, health insurance coverage will be provided by the District for up to a two-person plan. This coverage will continue until the retired professional staff member reaches age of 65.
- 27.5 The approval of early retirement shall be treated as a voluntary termination and the professional staff member shall have no right to continue teaching in the District after the effective date of the early retirement. Further, acceptance of the early retirement by the requesting professional staff member shall indicate that the professional staff member intends to retire from the profession.
- 27.6 Professional Staff Members granted early retirement may, if they so request by April 1, receive their full first year's salary in accordance with article 27.3 within one hundred twenty (120) days of the effective date of their retirement.
- 27.7 In the event of the death of the retired professional staff member, the District will terminate health insurance at the end of the month in which the death occurs. If the spouse of the retired professional staff member is insured, the spouse will be given the option to continue under the COBRA law. The spouse will be responsible for the monthly premiums.
- 27.8 Retirees will pay the same percentage of premium as current employees, as outlined in Article 20.1.

ARTICLE 28 - DURATION AND EFFECTIVE DATE

- 28.1 This Agreement shall become effective as of July 1, 2019 and shall continue in effect until June 30, 2021. Any extension shall be mutually agreed upon in writing by the parties, and unless such extension is agreed upon, this Agreement shall expire on the date indicated herein.

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

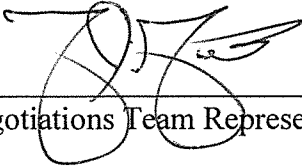
IN WITNESS WHEREOF the parties have caused this Agreement to be signed by their respective president/chairperson and attested by their respective negotiations committee chairperson and/or representative.

SANBORN REGIONAL EDUCATION ASSOCIATION



Sanborn Regional Education Association President

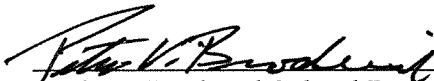
5-14-19
Date



Negotiations Team Representative

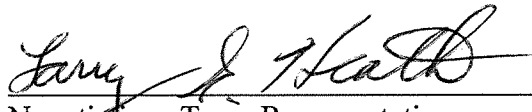
5/14/19
Date

SANBORN REGIONAL SCHOOL BOARD



Sanborn Regional School Board Chair

5-14-2019
Date



Negotiations Team Representative

5/14/19
Date

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

High School-Athletics	2019-2020	2020-20221
Fall		
Football Varsity	5,679	5,793
Football Assistant JV	3,976	4,055
Football Assistant 2	2,783	2,838
Football Assistant 3	2,783	2,838
Football Assistant 4	2,783	2,838
Total Football	18,003	18,363
Soccer, Varsity-Boys	3,630	3,703
Soccer, JV -Boys	2,541	2,592
Total Soccer-Boys	6,171	6,294
Soccer, Varsity-Girls	3,630	3,703
Soccer, JV -Girls	2,541	2,592
Total Soccer-Girls	6,171	6,294
Field Hockey-Varsity	3,566	3,637
Field Hockey-JV	2,496	2,546
Total- Field Hockey	6,062	6,183
Cross-Country	3,565	3,636
Golf	2,816	2,873
Spirit-Fall	2,935	2,993
Winter		
Basketball, Varsity-Boys	5,243	5,348
Basketball, JV-Boys	3,670	3,743
Basketball-Freshmen-Boys	3,050	3,111
Basketball-Varsity Assist-Boys	620	633
Total Basketball-Boys	12,583	12,834
Basketball, Varsity-Girls	5,243	5,348
Basketball, JV-Girls	3,670	3,743
Basketball-Freshmen-Girls	3,050	3,111
Basketball-Varsity Assist-Boys	620	633
Total Basketball-Girls	11,963	12,202
Indoor Track-Boys	3,131	3,194
Indoor Track-Girls***	3,131	3,194
Total Indoor Track	6,263	6,388

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

Article 12.9 (Continued)

Spirit, Varsity	3,424	3,493
Spirit, JV	2,397	2,445
Total Spirit-Winter	5,821	5,938

Spring

Baseball, Varsity	3,489	3,559
Baseball, JV	2,442	2,491
Total Baseball	5,931	6,050

Softball, Varsity	3,489	3,559
Softball, JV	2,442	2,491
Total-Softball	5,931	6,050

Track, Varsity-Boys	3,552	3,623
Track, Varsity-Girls	3,552	3,623
Track, Assistant	2,487	2,536
Total Track	9,590	9,782

Tennis, Boys	3,218	3,282
Tennis, Girls	3,218	3,282
Total Tennis	6,436	6,565
Total HS	110,861	113,078

High School Activities

Book Club	977	997
Chess Club	977	997
Diversity	977	997
Drama	3,908	3,986
Drama	3,908	3,986
Film Club	449	458
Fitness After school	1,119	1,141
Fitness Before School	1,119	1,141
French Club	449	458
French Honor Society	227	232
Freshmen Advisor	670	684
Freshmen Advisor	670	684
Golf Club	670	684
Granite State Challenge	670	684
Junior Advisor	977	997
Junior Advisor	977	997
Key Club	977	997
Knitting Club	227	232
Lit Magazine	977	997

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

Article 12.9 (Continued)

Math Team	977	997
Music /Band	1,397	1,425
National Honor Society	977	997
Outing Club	977	997
Outing Club	977	997
Senior Advisor	1,119	1,141
Senior Advisor	1,119	1,141
Shop Club	977	997
Sophomore advisor	670	684
Sophomore advisor	670	684
Spanish Honor Society	227	232
Student Council	1,119	1,141
Yearbook	1,397	1,425
Total HS Activities	33,531	34,202

Middle School-Athletics

Fall

Soccer-Boys A	2,173	2,216
Soccer-Boys B	1,521	1,551
Total-Soccer-Boys	3,693	3,767

Soccer-Girls A	2,173	2,216
Soccer-Girls B	1,521	1,551
Total Soccer-Girls	3,693	3,767

Field Hockey-Girls A	2,173	2,216
Field Hockey-Girls B	1,521	1,551
Total Field Hockey	3,693	3,767

Cross Country Co-ed	2,043	2,084
Cross Country Assist.	1,430	1,459
Total Cross Country	3,473	3,543

Spirit	1,825	1,861
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Winter

Basketball-Boys A	2,857	2,914
Basketball-Boys B	1,999	2,039
Total Basketball	4,856	4,953

Basketball-Girls A	2,857	2,914
Basketball-Girls B	1,999	2,039
Total- Basketball	4,856	4,953

Spirit	2,354	2,401
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**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

Article 12.9 (Continued)

Spring

Baseball	2,083	2,124
Softball	2,083	2,124
Track, Boys and Girls	1,888	1,926
Track, Boys and Girls Assist	1,322	1,348
Track, Boys and Girls Assist	1,322	1,348
Track, Boys and Girls Assist	1,322	1,348
Total Track	5,854	5,971

Total Middle School Sports	38,464	39,233
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Middle School-Activities

Art Club	450	459
Book Club	977	997
Computer Club	977	997
Drama Club Assistant	1,119	1,141
Drama Club Assistant	1,119	1,141
Intramurals	977	997
NJHS	977	997
Music /Band	977	997
SAT Prep/John Hopkins Program	1,397	1,425
Science Club	977	997
Ski Club	670	684
Student Council	1,119	1,141
Yearbook	1,119	1,141
Total Middle School Activities	12,856	13,113

D. J. Bakie School

Total Activities	9,351	9,538
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Memorial School

Total Activities	9,351	9,538
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Total Athletics	149,325	152,311
Total Activities	65,089	66,391
Grand Total	214,414	218,702

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

Distribution of Copies:

- Grievant
- Principal
- Superintendent
- School Board
- SREA

**SANBORN REGIONAL SCHOOL DISTRICT
GRIEVANCE RECORD FORM
(For use at Levels 1, 2 & 3)**

Grievance No. _____

Name of Grievant _____ Date Filed/Appealed _____

Building _____ Assignment _____ Date of Alleged Violation _____

Article of the agreement allegedly violated: _____

Statement of the grievance: _____

Nature and extent of the injury or loss involved: _____

Results of previous discussions of the grievance: _____

Grievant's dissatisfaction with decisions previously rendered: _____

Remedy sought: _____

Signature of Grievant

Disposition by: _____ Principal _____ Superintendent _____ Board

Date Answered

Principal/Superintendent/Board

Grievance settled on basis of Principal/Superintendent/Board answer.

Grievant: _____

20____ to 20____ Professional Staff _____ Full Time _____ Part Time _____ Support Staff _____

**SANBORN REGIONAL SCHOOL DISTRICT
PROFESSIONAL STAFF COLLECTIVE BARGAINING AGREEMENT**

AUTHORIZATION TO DEDUCT MEMBERSHIP DUES

NAME _____ SS# _____

SCHOOL BUILDING _____ Sanborn Regional School District

To: Superintendent of Schools, Sanborn Regional School District

I hereby request and authorize the disbursing officer of the Sanborn Regional School District to deduct from my earnings the following amounts:

National Education Association	\$ _____
NH Education Association	\$ _____
Sanborn Regional Education Association	\$ _____
Region IV	\$ _____
	Subtotal \$ _____
NEA-PAC	\$ _____
NEA-NH-PAC	\$ _____
	Total \$ _____

In payment of yearly membership dues as certified by the organization indicated:

I understand that such deductions are to commence September ____ 20__ and are to be made in payments of \$____ every two weeks for the current school year and for succeeding school years.

I understand that such authorizations for deduction of dues shall continue in full force until I submit a written revocation of such authorization to the Superintendent of Schools not less than thirty (30) days prior to the date such written revocation shall become effective.

I hereby waive all right and claim of said monies so deducted in accordance with this authorization and relieve the School Board and all of its officers from any liability therefrom.

I designate the Sanborn Regional Education Association to receive all dues and distribute them to the organizations indicated.

Date _____ Signature _____