

**PROFESSIONAL AGREEMENT**

**2021-2024**

**Between the**

**WINDHAM EDUCATION ASSOCIATION**

**and the**

**WINDHAM SCHOOL BOARD**

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**WINDHAM SCHOOL DISTRICT  
PROFESSIONAL AGREEMENT**

**AGREEMENT** made by and between the School Board of the Windham School District, Windham, New Hampshire, (hereinafter called the "Board") and the Windham Education Association (hereinafter called the "Association").

**ARTICLE I - RECOGNITION**

The Board recognizes the Association as the exclusive representative of all teachers whose positions require certification from the State Board of Education as professionals engaged in classroom teaching, school nurses, physical therapists, occupational therapists, speech pathologists, guidance counselors, special education evaluators, RTI teachers, technology integration facilitators, and school psychologists who are employed by the Windham School District for the purposes of collective negotiations. The Board agrees to negotiate with representatives of the Association in accordance with the procedures outlined in Article II.

The Association agrees to represent equally all teachers covered by this Agreement without regard to membership in the Association.

During the term of this Agreement, and subject to the provisions of the RSA 273-A: 10, the Board agrees not to negotiate with any teacher's group or association other than the designated unit in regard to any matter subject to negotiation under Article II of this Agreement. Provided, however, that this shall not prevent the Board from communicating or consulting with any individual teacher or groups of teachers for any purpose the Board shall deem desirable in the discharge of its responsibilities, nor shall it preclude any teacher from appearing before the Board on his own behalf on matters relating to his employment by the Board.

Except where otherwise noted, the term "teacher" as used in this Agreement shall mean a professional employee whose position is included in this bargaining unit. Superintendent, Assistant Superintendent, principals, assistant principals, directors, Title I teachers, literacy success, tutors, and ESOL teachers are excluded from the negotiation unit and from this definition of teacher.

Notwithstanding any other provision in this Agreement, the Board has sole jurisdiction, authority and discretion to contract with individuals, companies or agencies to provide speech and language, speech pathology, special education evaluator, physical therapy, school psychologist, and occupational therapy services that otherwise would be performed by persons employed in this bargaining unit. Every effort will be made to fill vacant positions with bargaining members. In the event that there isn't a qualified bargaining member available according to the superintendent, the Board will contract out for the service.

Any reference to male teachers shall include female teachers. Whenever the singular is used in the Agreement, it is to include the plural.

## **ARTICLE II - NEGOTIATIONS**

- A. The parties will conduct negotiations in conformance with RSA 273-A as amended or may be amended.
- B. The parties shall share equally all fees and costs of mediation and fact finding as required by this Article.

## **ARTICLE III - PROFESSIONAL COMPENSATION**

- A. The salaries of teachers covered by this Agreement are set forth in the salary schedule, which is attached to and is incorporated in the Agreement as Appendix A. Such salary schedule shall remain in effect during the term of the Agreement.
- B.
  - 1. Placement on the salary schedule, at the time of hire shall be in accordance with the recommendation of the Superintendent with the final determination at the discretion of the Board. However, in consideration of restructuring step placements in 2021-22 and 2022-23 per Appendix C, in 2021-22 newly hired teachers with prior teaching experience shall be placed one step lower than their prior experience otherwise would call for, and in 2022-23 and subsequently newly hired teachers with prior teaching experience shall be placed two steps lower than their prior experience otherwise would call for. No placement shall exceed the total number of years experience or degree and credits earned. An exception may be made in the case of a person being hired to fill a position in an area designated by the NH Department of Education as a critical shortage area. The Superintendent, with the approval of the School Board, may place the person not more than one step higher on the appropriate salary track.
  - 2. In their second and subsequent years as teachers in the District, teachers who have completed at least ninety (90) days of service during the prior school year and who are not already on the top step of the salary schedule, will be placed on the salary schedule as provided in Appendix C.
- C.
  - 1. The salary schedule is based upon a school year not exceeding 186 work days. Teachers may accept additional compensation as determined by the Board for teaching assignments in excess of the school year. The District may require guidance counselors to work up to an additional four days, which will be compensated on a per diem basis.
  - 2. Seventh grade teachers who participate in the outdoor education program shall be paid a stipend of \$150 per overnight at the program. Eighth grade teachers who participate in the class trip to Washington, DC shall be paid a stipend of \$150 per overnight on the trip. If the administration permits a teacher from another grade level to participate as a teacher, that teacher also will receive a stipend of \$150 per overnight.

3. Staff members who are required by the District to attend IEP or other meetings after the final day of the work year will be compensated at \$40.00 per hour. Staff members who accept ESY or other summer positions within the Windham School District will be paid \$40.00 per hour. Teachers asked by building administration to substitute teach during individual preparation time will be paid \$40.00 per hour.
- D. Teachers will have an option of having 21 or 26 equal pay periods within the fiscal year. Teachers must designate their option on the contract for the succeeding school year. Once the designation has been made, it is irrevocable.
- E. **LONGEVITY** - A teacher upon having completed ten (10) continuous years of service as a member of the bargaining unit in the Windham School District, (except for personnel on Board approved leaves), and upon reaching step 14 in 2021-22 and upon reaching step 13 in 2022-23 or subsequently, shall be paid an annual longevity stipend according to the following formula:
1. Beginning with the 11th year of service to the District and ending with the completion of the 15th year of service to the district, a teacher will be paid \$1,750 per year.
  2. Beginning with the 16th year of service to the district and ending with the 20th year of service to the district, a teacher will be paid \$2,250 per year.
  3. Beginning with the 21st year of service to the district and the years of service thereafter, a teacher will be paid \$2,750 per year.
- F. **SEVERANCE** - A teacher who is eligible for retirement in the New Hampshire Teacher Retirement System and retires from the Windham School District after fifteen (15) years of continuous service (except leaves of absence as approved by the School Board) shall receive reimbursement for all unused sick leave at the current daily substitute teacher rate of pay. After twenty (20) years of service to the district, a teacher shall receive reimbursement for all unused sick leave at 50% of the per diem base salary. After twenty five (25) years, a teacher shall receive reimbursement for all unused sick leave at 50% of the teacher's per diem base salary.

The Board and the Association agree to give their respective representatives authority to develop an appropriate document(s) to guide a teacher, who gives notice of her/his intent to retire, through the process of severing service with the District and commencing, in a timely fashion, application for retirement benefits.

Further, the developed and employed documents shall be reviewed annually by the parties' representatives for the purpose of making any necessary revisions. A meeting for this purpose shall take place prior to February 1 of each year.

- G. Ten (10) tax shelter annuity (TSA) companies shall be available for a teacher to participate in through payroll deduction. A teacher may change her/his choice of company, or companies, twice during the year.

Representatives of the parties shall meet and determine matters such as enrollment periods, periods for change in choice, frequency and method in the transmittal of funds from the district to the TSA accounts, enrollment periods and cessation procedures.

## **ARTICLE IV - EXTRA-CURRICULAR PAY SCHEDULE**

When the Windham School Board finds it necessary to recognize and institute extra-curricular positions, personnel assigned to said positions will be paid in accordance with the annual rate in Appendix B. New stipended positions may be added to those in Appendix B only if the Association and the Board agree in writing to do so.

## **ARTICLE V - INSURANCE**

### **A. MEDICAL**

1. In 2021-22 and 2022-23, the Board shall offer employees who work 15 or more hours per week BlueChoice3TRDR, AccessBlue10, AccessBlue Site of Service 20/40/1KDED with prescription coverage R10/20/45. In 2023-24, the Board shall offer employees who work 15 or more hours per week BlueChoice3TRDR, AccessBlue 20, AccessBlue Site of Service 20/40/1KDED with prescription coverage R10/20/45. The Board shall offer an integrated Health Reimbursement Account (HRA) for employees who select the ABSOS20/40 plan.
2. Should a teacher elect not to subscribe to the medical insurance plan for a full school year, the teacher shall be paid the following sums if the teacher provides proof of coverage by alternative insurance, for the teacher and others for whom the teacher expects to claim a personal exemption deduction, from a non-District source that provides minimum essential coverage (other than in the individual market). The sums shall be \$3000 for opting out of single coverage, \$6000 for opting out of two-person coverage, or \$8000 for opting out of family coverage. If both spouses are employed by the District, and one is covered on the other's District-offered insurance, neither spouse will be eligible for the opt-out payment, but the District will pay an amount equal to 100% of the AB10 premium toward the spouses' premium if they continue to be married and they continue to be covered on the same District-offered insurance plan.
3. The district, at no cost to the teacher, shall provide a "Flexible Spending Arrangement" pursuant to the Internal Revenue Service (IRS) tax code, Section 125, for the purpose of setting aside funds as provided in sub-section 1 of this section.
4. For employees who work 30 or more hours per week and subscribe to the offered plan: The District shall pay toward the premium for whichever plan is selected by the employee, a dollar amount equal to: 89% of the AB10 premium in 2021-22, and 87% of the AB10 premium in 2022-23, and 87% of the AB20 premium in 2023-24.
5. For employees who work 15 — 29 hours per week and subscribe to the offered plan: The District will pay a prorated District contribution to the premium amount and to the HRA amount, calculated on a 35-hour (full-time) work week.

- B. LIFE** - For employees who work 30 or more hours per week, the Board agrees, to pay full coverage for a Life and Accident Policy for each teacher equal to the nearest \$1,000 of the teachers' annual salary with a company of the Board's discretion.

C. **LONG-TERM DISABILITY INSURANCE** - After an employee who works 30 or more hours per week has been totally disabled for a continuous period of ninety (90) days or the expiration of accumulated sick leave, whichever comes later, the plan pays a monthly benefit of 60% of basic monthly earnings to a maximum benefits of \$5,000 per month. The benefit duration shall be as set forth in the current LTD insurance policy.

D. **DENTAL INSURANCE**

1. **DENTAL** — For employees who work 15 or more hours per week, the Board agrees to pay 100% of a single premium; 85% of a 2 person, or family premium for Delta Dental; or by mutual consent between both parties, another plan of equal coverage. Orthodontia rider for adults.

Employees who work between 15 and 29 hours per week will pay a prorated employee contribution amount calculated on a 35 hr (full-time) work week.

2. Should a teacher who works 30 hours per week or more elect not to subscribe to the dental insurance plan for a full school year, the teacher shall be paid the sum of \$500. Payment will be made on or about June 1 of the year in which the teacher elects not to subscribe.

3. The plan as stated by Delta Dental is as follows:

- 100% Coverage A (examinations, x-rays, cleanings)
- 80% Coverage B (fillings, oral surgery, root canal, emergency treatment, some denture repair, gum disease treatment)
- 50% Coverage C (bridges, dentures, crowns, onlays)
- 50% Coverage D (orthodontia) Non Deductible
- \$1,000 contract year per person

**ARTICLE VI - SICK LEAVE**

A. Each full-time teacher shall be credited with fifteen (15) days of sick leave\* from each school year for absences caused by personal illness or physical disability of the teacher, provided there has been one (1) day of service in the Windham School District. Disabilities related to maternity- will be considered within the jurisdiction of this ARTICLE. Sick leave will accumulate to ninety (90) days. Teachers who have accumulated more than ninety (90) days of sick leave as of June 30, 1984 will be credited their accumulated number of days. Teachers who have accumulated 90 days will be able to utilize up to 15 days for illness without loss of any portion of their accrued 90 days.

B. To be eligible for sick leave benefits, a teacher after an appropriate warning, may be required to furnish satisfactory medical proof of illness or disability.

C. Teachers may use up to fifteen (15) days of their credited sick leave each year for illness or physical disability of their children or any family member living in their household. Due to extenuating circumstances and upon Superintendent approval, teachers may request more than 15 days. The Superintendent's decision is not subject to the grievance process.

- D. **SICK LEAVE BANK** - A sick leave bank is established from the annually credited sick leave days. Each employee covered by this agreement agrees to donate one (1) day from the fifteen annually credited any time the bank reaches a level of 100 days.

The Association shall appoint a committee to be known as the Sick Bank Administrative Committee, which shall decide all questions regarding the use of the bank by members. A member may apply for use of the bank when his/her accumulated sick leave has been exhausted. In order to qualify for the sick bank, an applicant must have completed a minimum of one year of service to the district as a member of the bargaining unit and must not be entitled to long term disability payment. An applicant must provide the following information to the Administrative Committee.

1. A statement requesting authorization to draw from the sick bank, including the date that this action would commence.
2. A doctor's statement indicating the nature of the illness and the reason(s) for the inability to work.
3. A doctor's statement indicating the current status of the illness at each 30 day interval.

The Administrative Committee shall determine which applicants are qualified to use the bank and the number of days that the applicant may use, and shall so advise the School Board, or its designee. The Administrative Committee's advice to the Board shall include copies of the materials called for in (1), (2), and (3) above. Approved applicants will be compensated at their regular rate of pay not to exceed fifty (50) school days per applicant per illness and only to the extent that there are days available in the bank.

As between the applicant and the Administrative Committee, decisions of the committee shall be final and not grievable. The only obligation of the Board hereunder shall be to account for the number of days in the Bank and to make the payments provided for herein.

- E. Each teacher shall receive one additional day's pay at the end of each one-half (1/2) year period during which s/he does not use any sick leave or personal leave and one (1) additional day's pay for not using any sick leave or personal leave during a full school year; the intent to be a total of three (3) days additional pay for not using sick and personal leave for the full year. This provision is not affected by the teachers' contribution to the sick bank. The payment will be made within four (4) weeks after the end of the one-half (1/2) year period.

## **ARTICLE VII - TEMPORARY LEAVES OF ABSENCE**

- A. **PERSONAL** - Upon notice to the building administrator, teachers shall be granted up to three (3) days of non-accumulated personal leave of absence for unusual and compelling personal or legal business which require the absence of the teacher and cannot be conducted other than during school hours. Personal leave may not be used for recreation. Personal leave taken the day before or the day after a holiday or school vacation period requires a reason to be stated on the form. Leaves the day before or day after a holiday or school vacation period may be requested as leave without pay. Forms containing certification that the use of the day meets the



requirements for personal leave must be completed 24 hours prior to the anticipated absence. Personal leave shall be approved after the fact in emergency situations provided the leave form is submitted immediately upon return to school.

- B. **PROFESSIONAL DAYS** - Professional leave shall be granted to attend workshops, conferences, seminars, and visitations to other schools of up to three (3) days per teacher per year, but no more than a maximum of four (4) teachers being absent from each school on any one school day. These activities must be directly related to the teacher's present responsibilities and must have the prior approval of the building principal and the Superintendent or the Superintendent's designee. A response shall be forthcoming within five (5) days after the request is submitted to the principal.
- C. **BEREAVEMENT** - Teachers shall be granted, upon request, up to five (5) days of leave during a school year without loss of salary for each death in the immediate family or member of the teacher's household. The term "immediate family" shall mean: spouse, child, sibling, parent, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, and son-in-law. A teacher shall be entitled to use two (2) separate days per year of bereavement leave for one other person who is not a member of the teacher's immediate family or household or two (2) separate days per year for two people not members of the teacher's household or immediate family.
- D. **UNPAID LEAVES OF ABSENCE**
1. **MILITARY LEAVES** of absence without pay or benefits shall be granted for any teacher who is drafted or enlists in any branch of the armed services of the United States for the period of induction or initial enlistment.
  2. **CHILD - REARING LEAVE OF ABSENCE**
    - a. A child-rearing leave without pay or other benefits of up to one year may be granted to teachers with at least one year's service with the district for the purpose of caring for a newborn child or adopted child five years of age or younger.
    - b. Any application for such leave must be made in writing to the Superintendent at least four (4) months in advance (except in extenuating circumstances in the case of an adoption) include the requested date of commencement and termination of the leave.
    - c. The leave shall commence and terminate on the date(s) requested by the teacher as approved by the Superintendent, provided however, that no such leave shall be approved to terminate later than the last day of a marking period.
    - d. A teacher returning from a child-rearing leave will be assigned to a position within the teacher's level of competence and certification.
    - e. A teacher on such leave for a full school year must notify the Superintendent, in writing, prior to March 1 of that year of his/her intention to return to work upon the termination of the leave.

3. The Superintendent will consider requests for leaves of absence, without pay or benefits, from those who have completed at least one year of service in the Windham School District. Requests will be considered for such reasons as health, family illness, study, or other personal circumstances at the discretion of the Superintendent. All leaves which are granted shall be in writing specifying beginning and termination dates of the leave.
4. Extensions, renewals, or modifications of leaves may be granted upon the teacher's written request to the Superintendent of Schools and the Superintendent's approval. Said leave, if granted, shall be in writing.
5. All benefits to which a teacher was entitled at the time of the leave commencing and which are in effect, including unused accumulated sick leave shall be restored upon return to employment to the district. A teacher returning from an unpaid leave of absence will be assigned a position within the scope of certification as determined by the Superintendent. Failure to return from the unpaid leave at the expiration date will be considered a resignation.
6. A teacher on an unpaid leave of absence must notify the Superintendent of Schools no later than March 1 of their intent to return to the employment of the school district for the succeeding school year.

E. **SABBATICAL** - A teacher who has completed seven consecutive years of service with the Windham School District may be granted a sabbatical leave for the purpose of approved full-time graduate study in an accredited college or university. The term of the sabbatical leave shall be either for one year, coinciding with the school year (July 1 to June 30), or teachers may elect to take a half year sabbatical leave at full pay and benefits. One (1) teacher may be eligible to participate in the sabbatical leave program in any school year. A written request for sabbatical leave must be received by the superintendent of schools no later than December 1 for leave commencing the succeeding school year. Teachers shall submit, by January 1, a detailed summary of the plan of study to be undertaken. The superintendent will make recommendations to the Board by February 1, and the teacher selected must accept or reject the sabbatical leave by March 15 of the school year preceding the school year for which the leave is requested.

The teacher on full-year sabbatical leave shall be compensated one-half the salary that would have been received during the term of the sabbatical leave. The continuation of fringe benefits during the sabbatical leave is contingent upon the conditions of the contract in accordance with one-half of the total benefits provided teachers.

Upon return from sabbatical leave, a teacher will be placed on the step of the salary schedule following the one on which the teacher last taught. Upon returning to the school district, the teacher will be assigned a position that best serves the school district as determined by the Superintendent and the Board, provided the teacher will not be assigned to a position for which the teacher is not certified.

As a condition of the sabbatical leave and in consideration of the payments made by the Board to the teacher during the leave, the teacher must file an agreement with the Superintendent

which states that the teacher will return to the Windham School District for at least two (2) full school years at the conclusion of the sabbatical leave. Failure to meet this stipulation will require the teacher to reimburse the district the full amount received as salary and fringe benefits, including any course and text reimbursement, during the sabbatical leave.

## **ARTICLE VIII - PROFESSIONAL IMPROVEMENT**

- A. **COURSE REIMBURSEMENT** — Full reimbursement will be made for up to nine (9) credits per contract period. To be eligible, a teacher must be enrolled in an advanced degree program. Reimbursement for four (4) credits per contract period will be made to any teacher who is not in a degree program. Cost reimbursement shall not exceed the University of New Hampshire's rate. The cost of the texts for the course are not eligible for reimbursement. Courses taken during the summer session may be applied to the previous year provided course approval has been granted by June 30 of the current school year. However, in no event shall the School District pay more than a total of \$125,000 per contract year for all teachers under Article VIII(A) of the contract. In the event a teacher is denied reimbursement for a course or courses because the \$125,000 cap on course reimbursement has been exhausted in one year, that teacher will be given first preference for reimbursement for a course or courses the following year.
- B. **CONFERENCE REIMBURSEMENT** - Full time teachers shall be reimbursed for costs and mileage at the current IRS rate per mile, incurred while attending conferences and workshops that are curriculum oriented. Such conferences and workshops must be approved in advance by the Superintendent's office. After an employee has been reimbursed by the district for \$600 per contract year, any additional conference, workshop or seminar expenses shall be eligible for reimbursement under the provisions of Article VIII(A)(1).
- C. **TIMING OF FUNDS FOR COURSE REIMBURSEMENT** – Money budgeted for reimbursement for professional development and educational improvement will be divided in the following manner and course requests will be accepted on a first come/first served basis:
1. Fifty percent (50%) of the funds will be spent on courses which have been attended and completed during the period of June 26 – December 31.
  2. Funds not expended during June 26 – December 31 will automatically be applied to the period covering January 1 – June 25.
  3. Fifty percent (50%) of the funds will be spent on courses which have been attended and completed during the period of January 1 – June 25.
- D. **SALARY SCHEDULE ADVANCEMENT** - College and/or university credits may be applied to both Professional Development clock hours and toward advancement on the salary schedule. Salary track changes will be made twice yearly (August and January). Teachers will notify the Superintendent of the pending change one year in advance. (By September 1 and February 1 of the preceding year). Such notice shall be in writing and will be confirmed by the Superintendent in writing.

Teachers who earn a master's degree shall carry with them all credits from their salary schedule bachelor lane status that are not applied to the master's degree. The non-applied credits shall be used for the purpose of salary schedule placement in the lanes that follow the master's lane in the same manner they were applied in the bachelor's lane.

E. **TGIF COMMITTEE** - The committee shall be composed of a school board member and an administrator selected by the District, four teachers selected by the Association, and a community member annually selected by the Committee's District and Association representative members. (A total composition of 7 members). The Committee Chairperson shall be responsible for informing the Superintendent's Office that their committee may meet the requirements of reimbursement. Committee members will be reimbursed for the meetings that they attend. The schedule and methods for reimbursement will be the same for all committees.

F. **TEACHER GRANTS AND INCENTIVES FUND** - An incentive program for both motivating and rewarding employees, and designing opportunities for work, achievement, and professional growth that will enrich the work experience while making important contributions to the district's programs will be instituted. It will be the intent of the Teacher Grant and Incentive Fund to compensate teachers for performing services and assuming responsibilities that support school district and building goals and that are beyond the usual high expectation for Windham classrooms.

The Fund will have two component areas, which will be funded and distributed with a total of \$55,000:

1. Committee Service Program
2. Teacher Improvement Program

The administration will determine each year how much of the \$55,000 will be allocated to each program.

A Teacher Grants and Incentives Program Committee is an integral part of this model. It should represent the stakeholders of the Windham educational community (board, community, administrators, and teachers) with a majority representation comprised of teachers.

**Committee Service** - Active participants on committees are eligible to receive additional compensation for their time and efforts. Such committees must serve the interest of multiple schools and include representation from multiple schools. Curriculum committees may meet these criteria, including those that primarily serve the needs of one building, such as Health Education. In order to be eligible, a committee must meet a minimum of five (5) hours of formal meeting time between September 1 and June 30. Current Windham Committees that might be eligible include Professional Development, UBD, Wellness, TGIF, Communications, local planning groups, or curriculum committees. The rate of compensation shall be at \$ 40.00 per hour of meeting time. Eligible committees will be determined by the Superintendent of Schools based on meeting eligibility criteria, availability of funding, and committee recommendation.

**Teacher Improvement Program** -Skills application monies are made available to teachers who acquire skills that have been identified by the Professional Development Committee as supporting the goals and priorities of the school and/or the district's education improvement plan. Assessments will be developed by the principal and will define the required standards for demonstrating these skills.

Additional skill development monies will be awarded to teachers who train colleagues to apply the same skills in their classrooms. Payment will be two hundred dollars (\$200.00) for acquiring and using and two hundred dollars (\$200.00) for sharing with colleagues.

A week long summer workshop will be made available to teachers who will be compensated at a rate of \$ 40.00 per hour for participation on all days of the program. These workshops will focus on improving teacher effectiveness, learning new successful teaching practices, improving curriculum, and applying research to improving teaching and learning. They will be from three to five days in duration. The Windham representatives to Professional Development and the Superintendent will act as the planning committee that will identify, arrange, and oversee the summer workshop.

Application materials and procedures and grant awards will be the responsibility of the TGIF Committee with approval of the Superintendent.

## **ARTICLE IX - WORKING CONDITIONS**

- A. **DUTY FREE LUNCH** - The Board will make every effort to provide a duty free lunch for each teacher of no less than twenty (20) minutes daily except in the case of an emergency.
- B. **PREPARATION TIME**
1. Preschool, Elementary School and Middle School —Teachers in an interdisciplinary team setting shall be provided with one planning period per day of not less than 45 minutes, of which one day will be for uninterrupted personal planning time. Teachers in departmentalized situations, who are assigned to teach a 6<sup>th</sup> instructional period in a seven period schedule, or a 7<sup>th</sup> period in an eight period schedule, shall be paid 1/7 or 1/8, respectively, of their per diem rate.
  2. High School — Under a modified block schedule teachers will teach no more than 12.5 blocks per week with no more than 5 classes per semester. Teachers that teach an extra instructional period will be paid 1/8 or 1/4 of their per diem pay depending on the daily schedule. Teachers receive a minimum of 4 block prep periods per week. Teachers shall not be required to perform more than 2.5 blocks of non-instructional duties per week. Professional Learning Communities will be required for 1 block period per week. Non-instructional duties are defined as duties that do not require certification or licensure. Example include, but are not limited to, bus duty, cafeteria duty, recess duty, study hall duty and hall duty.
- C. **RESPONSIBILITIES** - Teachers as defined by RSA 189:14-a shall not be required to perform personal hygiene or medical procedures for any student.

## **D. FAIR TREATMENT**

1. **COMPLAINTS** - 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 evaluating a teacher shall be promptly investigated. Every effort shall be made to enable the teacher to respond and meet with the person making the complaint. 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 his/her answer shall be reviewed by the Superintendent or his designee and attached to all copies. Whenever reasonably possible, a teacher only will be reprimanded, warned or disciplined in private conference.

### **2. REVIEW OF PERSONNEL FILES**

- a. A teacher shall have the right, upon request, to review the contents of his personnel file and to receive copies at district expense of any documents contained therein. A teacher shall be entitled to have a representative of the Association accompany him/her during such review. All personnel files will be reviewed in the presence of the Human Resources Director, and any requested copies will be made by the Human Resources Director.
- b. No material derogatory to a teacher's conduct, service, character, or personality shall be placed in his/her file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he/she has had the opportunity to review the material 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 his/her answer shall be reviewed by the Superintendent or his designee and attached to all copies. The Association shall be notified if a teacher refuses to sign derogatory or evaluation material that is being placed in his/her file prior to such placement in the file.

### **3. CAUSE OF ACTION**

A teacher shall not be disciplined, reprimanded in writing, suspended, demoted, dismissed, non-renominated, non reelected without just cause.

Teachers as defined by RSA 189:14-a who meet the standards pursuant to that statute shall elect use of the grievance procedure or statutory methods to seek a remedy to actions of suspension, dismissal, failure to renominate, and failure to re-elect.

Discrimination - A teacher shall not be discriminated against based on gender, race, creed, religion, color, handicap, disability, or age.

4. **EVALUATION** - Teacher evaluations shall be conducted openly and with full knowledge of the teacher. A post-conference will be held within five days following any evaluation unless the absence of the evaluator or the teacher renders this impossible. If, in the opinion of the administration, a deficiency in teacher performance exists, a teacher shall be given suggestions for corrections of said deficiency.

E. **TEACHER ASSIGNMENT** - By the close of each school year, every teacher shall know his/her specific assignments for the coming year (grade level and/or subject(s) to be taught).

Notwithstanding any language contained herein, the Association recognizes that changes in teacher assignments (grade level and/or subject(s) to taught) may be required as a result of staff turnover during the summer months. In the event that changes are made, the affected teacher(s) will be notified by the principal of the particular school as soon as possible.

F. **RESIGNATIONS - LIQUIDATED DAMAGES** - Should the teacher resign his/her employment with the school district during the term of this contract thereby failing to work for the school district for the full school year as required by this contract without the written permission of the school district thereby willfully violating the terms of this contract, the teacher agrees to pay to the school district the sum of \$500, with a pro-rated percentage for part-time employees, as reasonable liquidated damages to compensate the school for expenses incurred by reason of the teacher's resignation unless the school district is notified in writing of the resignation thirty (30) days prior to the contract date of employment for that school year. For the purposes of this provision, a resignation shall not be considered a "willful violation" where the teacher resigns because of family or personal problems or circumstances such as illness, a spouse's transfer to another area, or family problems making it impossible for the teacher to continue employment outside the home.

G. **CONTRACTED WORK YEAR** - The contracted work year shall begin no earlier than the Monday before Labor Day and end no later than June 30th. It shall consist of 186 work days of which 180 shall be for student instruction and 6 for teacher preparation, in-service education and/or parent conferences. The District may require guidance counselors to work up to an additional four days, which will be compensated on a per diem basis. District-wide and building-level staff meetings will occur on the first day of the work year. On one of the non-instructional days that are scheduled before the start of the instructional year, at least five consecutive hours will be provided for classroom set-up. The Superintendent or his/her designee will seek input from the Association regarding the six non-instructional days

H. **NON INSTRUCTIONAL DUTIES** - The maximum amount of non-instructional duties for teachers at the high school is set forth in Article IX(B)(2).<sup>1</sup> Teachers at other schools shall not be required to perform more than 60 hours of non instructional duties annually. Non instructional duties are defined as, but not limited to bus duty, cafeteria duty, recess duty, study hall duty and hall duty.

I. The School Board and the Association acknowledge the educational value of favorable class sizes, but recognize that limitations on facilities and funding necessarily may affect

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<sup>1</sup> This amendment is for clarification only, and is without prejudice to the Board's position that Article IX(B)(2) already governs the maximum amount of non-instructional duties at the high school.

class sizes. The Board and the administration will have the following goals for maximum class sizes:

Elementary and Middle Schools (excluding Band and Physical Education):	
Pre-Kindergarten	18
Kindergarten	18
Grade 1	20
Grade 2	22
Grade 3	23
Grades 4-8	24
High School (excluding Band and Physical Education):	
For each teacher present	24

These are goals, not requirements, and failure to meet them will not be subject to the grievance process or any other remedy.

## **ARTICLE X - VACANCIES, TRANSFERS, REASSIGNMENTS**

### **A. NOTIFICATION OF VACANCIES**

1. Notices of vacancies will be posted on the official bulletin board in each school and sent to all bargaining unit members via e-mail at their work email address as soon as the administration is aware of the existence of such vacancies and intends to fill them. A vacancy shall occur when a teacher holding the position severs employment, goes on an extended leave for one school year or transfers to another position, when the administration creates an extracurricular position, or when the Board creates some other position. Notification of vacancies during the summer will be communicated to the Association president via e-mail and/or home address and e-mailed to each bargaining member at their work e-mail address.

The posting period for notice of vacancy shall be seven (7) contracted days during the school year and five (5) weekdays during the period from the end of the teacher work year to the first workday in the succeeding year, excluding holidays.

2. Such notices shall contain the date of posting and closing, a description of the position, and instructions for how and when to submit the application.
3. Teachers will be provided an opportunity to complete a preference sheet indicating their desire to change their teaching assignment, position, school and/or grade level. Preference sheets are to be delivered to the Human Resources office by April 1. Submission of a preference sheet does not guarantee that the requested change will be granted.



- B. **CONSIDERATION** - In the event a teacher, currently employed by the Windham School District, is interested in being a candidate for said vacancy, the administration of the District will assure priority consideration provided: (1) the teacher is certified for the position and (2) the teacher is qualified to discharge the responsibilities of the position.

## **ARTICLE XI - GRIEVANCE PROCEDURE**

### **A. DEFINITION**

1. A "Grievance" shall mean an alleged violation, misinterpretation or misapplication of any of the provisions of this Agreement.
2. "Grievant" is the person or persons filing the grievance.
3. The term "Days" when used in this article shall mean working school days; except after the end of the school year when they shall be Monday through Friday, thus weekend or vacation days are excluded.
4. The "Grievance Committee" shall be comprised of the current Executive Board members of the Windham Education Association.

### **B. INITIATION AND PROCESSING:**

A grievance to be considered under this procedure must be initiated in writing by the teacher within thirty (30) days of its occurrence, or within thirty (30) days of when the teacher should have known of its occurrence. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to appeal a grievance to the next level within the specified time limits or shall be deemed to be a waiver of further appeal of the decision and acceptance of the decision rendered at that level.

#### **1. Level One- Principal**

- a. The parties agree that it is desirable for an employee and his/her supervisor to resolve issues through informal communications whenever possible. Accordingly, an employee with a grievance will first discuss it with his Building Administrator with the objective of resolving the matter informally.
- b. If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant, the grievant may present the grievance in writing to the principal on the appropriate form. The principal shall render his written decision within five (5) days of his receiving the written grievances.

#### **2. Level Two - Superintendent**

If the grievance is not resolved to the grievant's satisfaction, the teacher appeal to the Superintendent in writing within five (5) school days. The Superintendent shall arrange for a meeting to take place within five (5) school days of his receipt of the appeal. Upon conclusion of the meeting, the Superintendent shall render his written decision to the

grievant, to the Association, and to the administrators involved at the previous step of the grievance procedure within five (5) school days.

3. Level Three - Binding Arbitration

- a. If the decision of the Superintendent does not resolve the grievance to the satisfaction of the grievant, he/she shall notify the Association within five (5) days of the receipt of the Superintendent's decision. If the Association determines that the matter should be submitted to binding arbitration, it shall in writing, so advise the Superintendent within five (5) school days.

The parties will then initiate a request for an arbitrator by a neutral party. The neutral party will immediately, after the receipt of the request, submit a list of qualified arbitrators for selection by the parties, in accordance with rules and procedures prescribed by it for making such designation.

- b. Neither the Board nor the Association will be permitted to assert any ground or evidence before the arbitrator which was not disclosed to the other party.
- c. The arbitrator shall limit himself to the issues submitted to him, and shall consider nothing else. In being bound by the terms of this agreement, he/she shall have no power to delete from or modify any of the provisions of the agreement.
- d. The Board, the grievant, and the Association shall receive copies of the arbitrator's report. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearing.
- e. The decision of the arbitrator shall be binding on both parties.
- f. The Board and the Association recognizes this Agreement as a legal document and to that extent may utilize the courts to enforce such document.
- g. The fees and expenses of the arbitrator will be shared by the Board and Association equally.

**C. RIGHTS OF TEACHER TO REPRESENTATION**

1. An aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, may also have a representative of the Association present to represent him.
2. When a teacher is not represented by the Association in the processing of a grievance, the Association shall at the time of the submission of the written grievance to the principal, at level 1 b, be notified immediately by the principal in writing that the grievance is in process. The Association shall have the right to be present and present its position in writing at all hearing sessions held at level 1b and beyond concerning such grievance and shall receive a copy of all decisions rendered.
3. Any resolution of the grievance shall not be inconsistent with the terms of this Agreement.

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

D. **PERSONNEL FILES** - 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, nor shall such documents be revealed or the grievance(s) be alluded to in any communication between the administration and said prospective employer.

## **ARTICLE XII - REDUCTION IN FORCE**

When the Windham School Board finds it necessary to reduce the number of certified full time and/or part-time positions for reasons of declining enrollment, budget reduction, change in or consolidation of board authorized programs, or for any other reason determined necessary by the school board, the following Reduction In Force (RIF) policy will be implemented.

### A. **Notice**

1. As soon as the reduction in force is seriously contemplated, the Superintendent of Schools shall notify the President of the WEA and all other teachers in the specific classification(s) and assignment area(s) in which it is contemplated that a position will be eliminated.
2. Classifications and assignment areas are defined as follows:

<u><b>Classification</b></u>	<u><b>Assignment Area</b></u>
Preschool — Grade 5	
Grades 6-8	Mathematics, science, social studies, language arts, world languages, elementary education, computer technology, and health.
Grades 9-12	Mathematics, science, social studies, English, world languages, comprehensive business education, comprehensive marketing, computer technology, and health.
Specialists	Special education and RTI teachers, physical education, guidance, speech and language specialist, speech pathologist, career & technology specialties, media specialist/librarian, family and consumer science, art, music, reading specialist, comprehensive technology education, technology integration facilitator, nurse, physical therapist, occupational therapist, special education evaluator, and school psychologist.

**B. Procedures for determining Reduction in Force (RIF)**

1. The school board will make every reasonable effort to minimize the effects in the Reduction in Force on the current staff in the classification and assignment area identified for reduction by absorbing as many positions as possible through attrition (retirement, resignation, and refusal of contract).
2. Teachers whose continuing employment has been adversely affected shall receive lay-off notices by March 31st.
3. A teacher whose position has been identified to be eliminated shall have the right to be considered for a contract for the following year for a position for which the teacher is certified, including HQT and provided that a position and certification area becomes vacant and available prior to the commencement of the next school year. There will be no obligation on the part of the School Board to offer a position to a teacher if there is no known vacancy for the following school year for which the teacher is certified. A teacher whose position has been identified to be eliminated will be given preference for a vacancy for which they are certified and HQT, provided they notify the superintendent in writing of their interest in the position as specified in Notice of Vacancies, Article XI.
4. Teachers who have taught in the classification and assignment area that is being reduced fewer than the number of years required for continuing contract status under RSA 189:14-a shall be initially reduced, providing there are teachers on the staff to assume their present staff positions.
5. In identifying which teachers to release from a classification and assignment area, the school board shall, through the recommendations of the superintendent and other administrative staff, consider the following factors: seniority, certification, academic preparation, and job performance. Seniority is defined as the total number of years of continuous, uninterrupted service as a member of the bargaining unit. Seniority for teachers on leave shall continue to accrue while on leave unless the leave is without pay. In such circumstances, the seniority will be put on hold until the teacher's return.
6. Teachers shall be recalled in inverse order of lay-off for any position within the classification and assignment area from which they were laid off that is within their certification.
  - a. Laid-off teachers shall be eligible for recall for a 26 month period following the first day of the subsequent contract year (after June 30).
  - b. Teachers shall be responsible for notifying the superintendent in writing of their current address. Recall notices shall be mailed certified, return receipt requested.
  - c. Teachers shall have 20 business days to respond to any recall notice.
  - d. No new employees shall be hired for any vacancy while there are laid-off personnel available to fill those positions. Vacancy includes positions where a bargaining unit member is on any type of long-term leave.

- e. Teachers recalled shall retain previous seniority and other accrued contract benefits, such as accumulated leave,
- 7. Any transfer, assignments, or reassignments resulting from or involved with the reduction in staff will be made at the sole discretion of the superintendent after having received recommendations from other administrative staff. In the event a change of assignment or transfer is a result of the reduction in force, the teacher involved shall be notified of such change by May 15th.
- 8. Any teachers laid off due to a reduction in force, and having completed at least five continuous, uninterrupted years of service to the district (including any board approved leaves), shall be reimbursed 75% of his/her accumulated sick leave benefits based on an average salary of the previous five years up to a maximum of \$3,500. This payment shall be available to any individual at the conclusion of the twenty-six month recall period, given that they have not been offered, or returned to, full time teaching status in the district.

### **ARTICLE XIII - SAVINGS CLAUSE**

If any provision of this Agreement or any application of the Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall be deemed not valid and subsisting, except to the extent of the law, but all other provisions or applications shall continue in full force and effect. In such instance, the Board and the Association shall meet within a reasonable amount of time of such legal determination for the purpose of adjusting the Article(s) so that it (they) will be in accordance with the law.

### **ARTICLE XIV - DUES DEDUCTION**

It is agreed by and between the Windham School District and the Windham Education Association that upon receipt of written authorization therefore, signed by the teacher, the Board shall deduct an amount to provide payment of dues for membership and assessments in the Windham and New Hampshire Education Association from the regular salary check of such teacher. The Association will deliver the signed authorizations to the Business Administrator or his/her designee by October 15, and deductions shall be made in equal amounts for 10 pay periods beginning with the second payroll in November. If a teacher leaves the district before the full dues authorized have been deducted, the balance due shall be deducted from the teacher's final paycheck.

Those teachers who elect not to join the Association shall be required to pay a service fee, not to exceed actual membership dues. Said fee will be payroll deducted in equal amounts for ten pay periods and transmitted to the Association. Should there be a dispute between a teacher and the Board/Association regarding payment of said fee, the Association agrees to hold the Board and its agents harmless in any such dispute.

## ARTICLE XV - RETIREMENT SEVERANCE

**Experience and Eligibility:** A bargaining unit member covered by this agreement when he/she retires must meet all of the following criteria:

1. Completed at least 15 years of service as teacher in the Windham School District;
2. Is at least 55 years of age; and
3. Actually retires under the New Hampshire Retirement System.

**Benefit Maximum:** Effective July 1, 2017, a maximum of seven (7) employees per year may begin receiving this benefit. If more than seven (7) employees in the same year give notice of intent to retire under this plan, employees with the greatest number of years of service as teachers in the Windham School District shall receive preference. The Board, at its sole discretion, may waive the seven-employee maximum for a particular year, but such waiver shall not establish a practice that is binding in future cases.

**Notice of Intent:** Notice of one's intention to retire under this plan must be submitted in writing to the Superintendent of Schools no later than September 30 of the school year preceding the intended final school year of employment. The teacher may reconsider this decision if the teacher notifies the Superintendent in writing by December 1 of the intended final school year of employment.

**Incentive Payment:** The incentive payment shall be determined by the following formula:

A. For employees who had completed at least five (5) years of service to the Windham School District by July 1, 2005, the employees may choose either A1 or A2:

1. Payment for two years:

16-20 years of service to the Windham School District 25% x last salary x two years

21-25 years of service to the Windham School District 35% x last salary x two years

26+ years of service to the Windham School District 45% x last salary x two years

The individual may choose to accept the first year's payment in a single sum to be paid by June 30 in the year of retirement with the second installment to be paid thirteen (13) months later.

2. Payment for one year and insurance:

Same age/percentage chart as in above for one year, and an amount contributed annually by the District toward the cost of the retiree's medical and dental insurance that is equal to the amount being paid during the year of retirement, such annual payment to continue until the retiree is eligible for Medicare.

B. For employees who had not completed at least five (5) years of service to the Windham School

District by July 1, 2005:

16-20 years of service to the Windham School District 25% x last salary x one year

21-25 years of service to the Windham School District 35% x last salary x one year

26+ years of service to the Windham School District 45% x last salary x one year

**C. Definitions**

Years of Service. Actual years served teaching under a contract in the Windham School District.

Last Salary. Shall mean only the amount earned in the last full year as a member of the bargaining unit and may include stipends earned under TGIF and extracurricular programs, but may not include a severance benefit if any is available.

Insurance Benefits. Each employee selecting Article B, provided under this agreement will receive said benefit until said employee qualifies for Medicare/Social Security.

Survivors' Payment. Should an employee who has elected early retirement, die prior to receiving any payment due on the selected schedule, the school district will continue to make payments to the estate of the deceased retiree in accordance with the selected schedule.

Severance. Remains the same as listed in accordance with Article III F, with an \$8,000 cap in the severance when a teacher receives early retirement.

**ARTICLE XVI - DURATION**

- A. The provisions of this Agreement will be effective as of July 1, 2021, and shall remain in full force and effect until June 30, 2024.
- B. This Agreement may not be altered, changed, added to, deleted from, or modified except through voluntary, mutual consent of the parties in written and signed amendment of this Agreement.

## MEMORANDUM OF AGREEMENT ON EXTRA-CURRICULAR PAY SCHEDULE

A joint committee of three (3) members appointed by the Association and three (3) members appointed by the School Board will review and may recommend revisions to the positions and stipend amounts in Appendix B. The committee shall make its recommendations in writing by June 30, 2018. The total amount recommended by the committee for extra-curricular stipends each year will be \$484,000 for 2018-19 and \$499,000 for 2019-20. The committee's recommendations will not be binding on the Association or the School Board. If the Board and the Association both accept the committee's recommendations, Appendix B shall be amended accordingly. Unless and until the Board and the Association both agree to amend Appendix B, the extended 2017-2018 memorandum of understanding (i.e., with the June 30, 2018 sunset date eliminated) will apply.



## Appendix A- Salary Schedule

### 2021-22 Salary Schedule

Old Step	New Step	B	B+15	B+30	M	M+15	M+30	CD
1		38,003	38,917	40,135	43,790	44,703	45,921	49,575
2	1	39,402	40,350	41,613	45,402	46,347	47,611	51,400
3	2	40,852	41,834	43,144	47,073	48,054	49,363	53,291
4	3	42,356	43,375	44,732	48,805	49,824	51,181	55,253
5	4	43,915	44,971	46,379	50,601	51,657	53,065	57,278
6	5	45,532	46,627	48,085	52,464	53,558	55,018	59,396
7	6	47,208	48,343	49,855	54,395	55,529	57,043	61,582
8	7	48,946	50,122	51,692	56,398	57,573	59,143	63,849
9	8	50,747	51,967	53,594	58,473	59,693	61,320	66,199
10	9	52,616	53,880	55,566	60,626	61,890	63,578	68,636
11	10	54,552	55,864	57,612	62,858	64,168	65,917	71,163
12	11	56,650	57,920	59,733	65,171	66,530	68,344	73,783
13	12	58,642	60,051	61,931	67,570	68,980	70,860	76,498
14	13	60,801	62,261	64,210	70,057	71,519	73,468	79,313
	14	63,038	64,552	66,573	72,635	74,151	76,172	82,232
15	15	66,897	68,503	70,648	77,080	78,690	80,834	87,265

### 2022-23 Salary Schedule

Old Step	New Step	B	B+15	B+30	M	M+15	M+30	CD
4	-	39,402	40,350	41,613	45,402	46,347	47,611	51,400
2	1	40,852	41,834	43,144	47,073	48,054	49,363	53,291
3	2	42,356	43,375	44,732	48,805	49,824	51,181	55,253
4	3	43,915	44,971	46,379	50,601	51,657	53,065	57,278
5	4	45,532	46,627	48,085	52,464	53,558	55,018	59,396
6	5	47,208	48,343	49,855	54,395	55,529	57,043	61,582
7	6	48,946	50,122	51,692	56,398	57,573	59,143	63,849
8	7	50,747	51,967	53,594	58,473	59,693	61,320	66,199
9	8	52,616	53,880	55,566	60,626	61,890	63,578	68,636
10	9	54,552	55,864	57,612	62,858	64,168	65,917	71,163
11	10	56,650	57,920	59,733	65,171	66,530	68,344	73,783
12	11	58,642	60,051	61,931	67,570	68,980	70,860	76,498
13	12	60,801	62,261	64,210	70,057	71,519	73,468	79,313
14	13	63,038	64,552	66,573	72,635	74,151	76,172	82,232
	14	65,358	66,928	69,023	75,308	76,880	78,975	85,258
15	15	68,402	70,045	72,238	78,815	80,460	82,653	89,229

2023-24 Salary Schedule

Step	B	B+15	B+30	M	M+15	M+30	CD
1	40,852	41,834	43,144	47,073	48,054	49,363	53,291
2	42,356	43,375	44,732	48,805	49,824	51,181	55,253
3	43,915	44,971	46,379	50,601	51,657	53,065	57,278
4	45,532	46,627	48,085	52,464	53,558	55,018	59,396
5	47,208	48,343	49,855	54,395	55,529	57,043	61,582
6	48,946	50,122	51,692	56,398	57,573	59,143	63,849
7	50,747	51,967	53,594	58,473	59,693	61,320	66,199
8	52,616	53,880	55,566	60,626	61,890	63,578	68,636
9	54,552	55,864	57,612	62,858	64,168	65,917	71,163
10	56,650	57,920	59,733	65,171	66,530	68,344	73,783
11	58,642	60,051	61,931	67,570	68,980	70,860	76,498
12	60,801	62,261	64,210	70,057	71,519	73,468	79,313
13	63,038	64,552	66,573	72,635	74,151	76,172	82,232
14	65,358	66,928	69,023	75,308	76,880	78,975	85,258
15	67,763	69,391	71,563	78,079	79,709	81,881	88,395
16	70,257	71,944	74,196	80,953	82,642	84,894	91,648

Appendix B - Extra-Curricular Pay Schedules

<b>Activity</b>	<b>Level</b>	<b>Gender</b>	<b>School</b>	<b>Stipend</b>
Alpine Ski	Varsity	NA	WHS	3000
Alpine Ski	Asst	NA	WHS	1800
Bass Fishing	Varsity	NA	WHS	3000
Cross Country	Varsity	B	WHS	3000
Cross Country	Varsity	G	WHS	3000
Golf	Varsity	NA	WHS	3000
Golf	Asst	NA	WHS	1800
Gymnastics	Varsity	NA	WHS	3000
Fall Cheer	Varsity	G	WHS	3200
Fall Cheer	Asst	G	WHS	1920
Swimming	Varsity	NA	WHS	3200
Swimming	Asst	B	WHS	1920
Swimming	Asst	G	WHS	1600
Tennis	Varsity	B	WHS	3200
Tennis	Varsity	G	WHS	3200
Volleyball	Varsity	G	WHS	3200
Volleyball	Asst	G	WHS	1920
Volleyball	Asst	G	WHS	1600
Volleyball	Varsity	B	WHS	3200
Volleyball	Asst	B	WHS	1920
Winter Cheer	Varsity	G	WHS	3200
Winter Cheer	Asst	G	WHS	1920
Field Hockey	Varsity	G	WHS	4000
Field Hockey	Asst	G	WHS	2400
Field Hockey	Asst	G	WHS	2000
Indoor Track	Varsity	NA	WHS	4000
Indoor Track	Asst	NA	WHS	2400
Indoor Track	Asst	NA	WHS	2000
Indoor Track	Asst	NA	WHS	2000
Lacrosse	Varsity	B	WHS	4000
Lacrosse	Varsity	G	WHS	4000
Lacrosse	Asst	B	WHS	2400
Lacrosse	Asst	G	WHS	2400
Outdoor Track	Varsity	NA	WHS	4000
Outdoor Track	Asst	NA	WHS	2400

Outdoor Track	Asst	NA	WHS	2000
Outdoor Track	Asst	NA	WHS	2000
Soccer	Varsity	B	WHS	4000
Soccer	Varsity	G	WHS	4000
Soccer	Asst	B	WHS	2400
Soccer	Asst	G	WHS	2400
Soccer	Asst	B	WHS	2000
Soccer	Asst	G	WHS	2000
Softball	Varsity	G	WHS	4000
Softball	Asst	G	WHS	2400
Softball	Asst	G	WHS	2000
Baseball	Varsity	B	WHS	4000
Baseball	Asst	B	WHS	2400
Baseball	Asst	B	WHS	2000
Wrestling	Varsity	NA	WHS	5000
Wrestling	Asst	NA	WHS	2500
Wrestling	Asst	NA	WHS	2400
Basketball	Varsity	B	WHS	5000
Basketball	Varsity	G	WHS	5000
Basketball	Asst	B	WHS	3000
Basketball	Asst	G	WHS	3000
Basketball	Asst	B	WHS	2500
Basketball	Asst	G	WHS	2500
Football	Varsity	B	WHS	6000
Football	Asst	B	WHS	3360
Football	Asst	B	WHS	3360
Football	Asst	B	WHS	2800
Football	Asst	B	WHS	2800
Ice Hockey	Varsity	B	WHS	4000
Ice Hockey	Asst	B	WHS	2400
Cross Country	Middle	NA	WMS	2600
Cross Country	Middle	NA	WMS	2600
Golf	Middle	NA	WMS	2300
Tennis (Club)	Advisor	NA	WMS	1500
Volleyball A	Middle	G	WMS	2600
Volleyball B	Middle	G	WMS	2600
Spirit	Middle	G	WMS	2785
Baseball	Middle	B	WMS	2600
Field Hockey	Middle	G	WMS	2600

Outdoor Track	Middle	NA	WMS	2600
Outdoor Track	Middle	NA	WMS	2600
Outdoor Track	Middle	NA	WMS	2600
Soccer	Middle	B	WMS	2600
Soccer	Middle	G	WMS	2600
Softball	Middle	G	WMS	2600
Wrestling	Middle	NA	WMS	2600
Boys Basketball A	Middle	B	WMS	2785
Boys Basketball B	Middle	B	WMS	2785
Girls Basketball A	Middle	G	WMS	2785
Girls Basketball B	Middle	G	WMS	2785
US First Robotics	Advisor	NA	WHS	2600
US First Robotics	Advisor	NA	WHS	2600
Weight Room Supervisor 1	Advisor	NA	WHS	1500
Weight Room Supervisor 2	Advisor	NA	WHS	1500
Weight Room Supervisor 3	Advisor	NA	WHS	1500
Theater Asst Fall	Advisor	NA	WHS	1500
Theater Asst Spring	Advisor	NA	WHS	1500
Theater Director Fall	Advisor	NA	WHS	2600
Theater Director Spring	Advisor	NA	WHS	2600
Theater Producer Fall	Advisor	NA	WHS	1500
Theater Producer Spring	Advisor	NA	WHS	1500
Band Theater	Advisor	NA	WHS	1500
Choir Theater	Advisor	NA	WHS	1500
Band	Advisor	NA	WHS	3725
Chorus	Advisor	NA	WHS	2600
Tri M Honor Society	Advisor	NA	WHS	1050
A Capella	Advisor	NA	WHS	2200
Jazz Band	Advisor	NA	WHS	2200
Art Club	Advisor	NA	WHS	1500
FACS Club (starting in 2022-23)	Advisor	NA	WHS	1050
Fashion & Knitting Club	Advisor	NA	WHS	1500
Photography Club	Advisor	NA	WHS	1500
Dance Team	Advisor	NA	WHS	1500
Debate Club	Advisor	NA	WHS	1500
Model UN	Advisor	NA	WHS	2200
Future Business Leaders of America	Advisor	NA	WHS	2200
SMILES	Advisor	NA	WHS	2200
French Honor Society	Advisor	NA	WHS	1050

Spanish Honor Society	Advisor	NA	WHS	1050
Math Honor Society	Advisor	NA	WHS	1050
Travel Math Team	Advisor	NA	WHS	2200
NEML	Advisor	NA	WHS	1050
Marine Biology	Advisor	NA	WHS	1500
Science Olympiad	Advisor	NA	WHS	1500
DECA	Advisor	NA	WHS	2600
JagSat	Advisor	NA	WHS	2200
GSA (LGBT)	Advisor	NA	WHS	2200
JCA 1	Advisor	NA	WHS	1500
JCA 2	Advisor	NA	WHS	1500
Yearbook Advisor 1	Advisor	NA	WHS	2600
Yearbook Advisor 2	Advisor	NA	WHS	2600
School Newspaper	Advisor	NA	WHS	2200
Literary Magazine	Advisor	NA	WHS	1500
Book Club	Advisor	NA	WHS	1500
National Honor Society	Advisor	NA	WHS	2600
Science Honor Society	Advisor	NA	WHS	1050
Student Council	Advisor	NA	WHS	2600
SALT	Advisor	NA	WHS	2200
Nurse Leader	Admin	NA	WHS	2600
Library Leader	Admin	NA	WHS	2600
NH Faculty Council 1	Admin	NA	WHS	200
NH Faculty Council 2	Admin	NA	WHS	200
NH Faculty Council 3	Admin	NA	WHS	200
NH Faculty Council 4	Admin	NA	WHS	200
NH Faculty Council 5	Admin	NA	WHS	200
Freshman Advisor 1	Admin	NA	WHS	1050
Freshman Advisor 2	Admin	NA	WHS	1050
Sophomore Advisor 1	Admin	NA	WHS	1050
Sophomore Advisor 2	Admin	NA	WHS	1050
Junior Advisor 1	Admin	NA	WHS	1500
Junior Advisor 2	Admin	NA	WHS	1500
Senior Advisor 1	Admin	NA	WHS	2600
Senior Advisor 2	Admin	NA	WHS	2600
Pre-School Team Leader	Admin	NA	GBS	2600
Team Leader Kindergarten	Admin	NA	GBS	2600
Team Leader Grade 1	Admin	NA	GBS	2600
Team Leader Grade 2	Admin	NA	GBS	2600

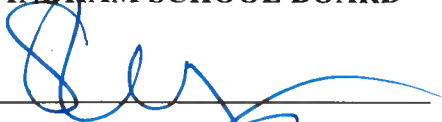



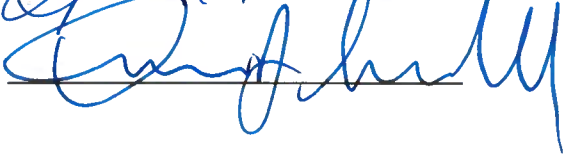
Team Leader Grade 3	Admin	NA	GBS	2600
Team Leader Grade 4	Admin	NA	GBS	2600
Team Leader SPED	Admin	NA	GBS	2600
Team Leader Unified Arts Change to Fine Arts	Admin	NA	GBS	2600
Team Leader Wellness	Admin	NA	GBS	2600
Department Head ELA	Admin	NA	GBS	1500
Department Head Math	Admin	NA	GBS	1500
Department Head Reading	Admin	NA	GBS	1500
Department Head Science	Admin	NA	GBS	1500
Department Head SPED	Admin	NA	GBS	1500
Department Head Social Studies	Admin	NA	GBS	1500
Destination Imagination 1	Admin	NA	GBS	1500
Destination Imagination 2	Advisor	NA	GBS	1500
Student Council	Advisor	2	GBS	1050
Robotics	Advisor	2	GBS	1050
Floor Hockey	Advisor	3	GBS	1050
Team Leader Grade 5	Admin	NA	WCS	2600
Team Leader Grade 6	Admin	NA	WCS	2600
Team Leader SPED	Admin	NA	WCS	2600
Destination Imagination	Admin	NA	WCS	1500
Band 4/5/6	Advisor	NA	WCS	2600
Bowling Club	Advisor	NA	WCS	1050
Drama Club	Advisor	NA	WCS	1050
Floor Hockey	Advisor	NA	WCS	1050
Games Club	Advisor	NA	WCS	1050
Homework Club	Advisor	NA	WCS	2600
Jr. Book Beat	Advisor	NA	WCS	1050
Math Olympiads	Advisor	NA	WCS	1050
Robotics	Advisor	NA	WCS	1500
Select Chorus	Advisor	NA	WCS	1500
Ski Club	Advisor	NA	WCS	2600
Student Council	Advisor	NA	WCS	1050
Team Leader Unified Arts	Admin	NA	WCS	2600
Yearbook	Advisor	NA	WCS	1500
Coed Volleyball Club	Advisor	B/G	WMS	1050
Yearbook	Admin	NA	WMS	2200
Art Club	Advisor	NA	WMS	1050
Athletic Director	Admin	NA	WMS	6000
Bookbeat Club	Advisor	NA	WMS	1050

Bowling Team	Advisor	NA	WMS	1050
Team Leader SPED	Admin	NA	WMS	2600
Team Leader 7th	Admin	NA	WMS	2600
Team Leader 8th	Admin	NA	WMS	2600
Drama 1	Advisor	NA	WMS	1500
Drama 2	Advisor	NA	WMS	1500
Game Club	Advisor	NA	WMS	1050
Homework Club *	Advisor	NA	WMS	2600
Homework Club Add	Advisor	NA	WMS	2600
Honors Band	Advisor	NA	WMS	2600
Jazz Band	Advisor	NA	WMS	2600
Lego Robotics	Advisor	NA	WMS	1500
Lego Robotics	Advisor	NA	WMS	1500
Destination Imagination 1	Advisor	NA	WMS	1500
Curriculum Trip Coordinator (DC Trip)	Admin	NA	WMS	2200
M2M	Advisor	NA	WMS	1050
M2M	Advisor	NA	WMS	1050
M2M	Advisor	NA	WMS	1050
Math Counts Club	Advisor	NA	WMS	1050
Outdoor Education Coordinator (Nature's Classroom)	Admin	NA	WMS	2200
Select Chorus	Advisor	NA	WMS	2600
Ski Club	Advisor	NA	WMS	2600
SMILES	Advisor	NA	WMS	1050
String Ensemble	Advisor	NA	WMS	1500
Student Council	Advisor	NA	WMS	1500
Team Leader Unified Arts	Admin	NA	WMS	2600
Intramurals	Advisor	NA	WCS	2000
Intramurals	Advisor	NA	WCS	2000


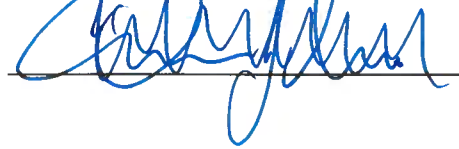


WITNESS our hands this 24 day of August, 2021.

**WINDHAM SCHOOL BOARD**

  
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**WINDHAM EDUCATION ASSOCIATION**

  
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APPENDIX C – STEP PLACEMENTS

Subject to Article III(B)(2), teachers employed in this bargaining unit in 2020-21 shall be placed on steps of the salary schedule as follows in 2021-24.<sup>2</sup>

<u>If a teacher was on this step in 2020-21</u>	<u>The teacher will be on these steps in</u>		
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
1	1	1	2
2	2	2	3
3	3	3	4
4	4	4	5
5	5	5	6
6	6	6	7
7	7	7	8
8	8	8	9
9	9	9	10
10	10	10	11
11	11	11	12
12	12	12	13
13	13	13	14
14	14	14	15
15	15	15	16

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<sup>2</sup> Example: A teacher who was on B/step 5 (\$43,915) in 2020-21, will be on new B/step 5 (\$45,532) in 2021-22, new B/step 5 (\$47,208) in 2022-23, and step 6 (\$48,946) in 2023-24.