



COLLECTIVE BARGAINING AGREEMENT

BETWEEN

JAFFREY-RINDGE COOPERATIVE SCHOOL BOARD

AND

JAFFREY-RINDGE EDUCATION ASSOCIATION

JULY 1, 2024 – JUNE 30, 2027

PARTICIPANTS TO NEGOTIATION

FOR THE SCHOOL BOARD:

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PREAMBLE

This Agreement is effective July 1, 2024, by and between the Jaffrey-Rindge Cooperative School Board, Jaffrey, New Hampshire, (hereinafter the "Board") and the Jaffrey-Rindge Education Association (hereinafter the "Association"). Pursuant to RSA 273-A, the Board has the obligation and authority to bargain in good faith with the Association as the representatives of the employees of the District included in the unit as set forth in Article 1, The Recognition Clause.

ARTICLE 1 RECOGNITION

- 1-1 The Board recognizes the Association as the exclusive representative of all permanent teachers employed by the Jaffrey-Rindge School District for the purpose of negotiating with the Board with respect to the negotiable subjects specified in Article 3 of this Agreement. During the term of this Agreement, the Board agrees not to negotiate with any teacher or any teacher organization other than the designated unit in regard to any matter subject to negotiation. This shall not prevent the Board from communicating or consulting with any individual teacher or group of teachers for any purpose the Board deems desirable in the discharge of its responsibilities.
- 1-2 The Association agrees to represent equally all such teachers in these negotiations and in the administration of any agreement reached, without discrimination and without regard to membership in the Association.
- 1-3 The term "teacher" as used in this Agreement shall mean a professional employee of the Jaffrey-Rindge Cooperative School District under individual contract for the school year, whose position requires certification by the State Board of Education as a professional engaged in teaching or employed as a guidance counselor, specialist, or nurse. Superintendents, assistant superintendents, principals, assistant principals who are certified administrators and work more than 50% of the day in administration, directors of instruction, instructional coordinators, substitute teachers, teacher aides, secretaries, clerks, custodians, business administrators, or other persons employed by the State Board of Education and all other employees of the Jaffrey-Rindge Cooperative School District are excluded from this definition of "teacher" and from the bargaining unit by mutual agreement.

ARTICLE 2 JURISDICTION AND AUTHORITY OF THE SCHOOL BOARD

- 2-1 The Board, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations, to direct and manage all activities of the School District.
- 2-2 The Parties understand that neither the Board nor the Superintendent may lawfully delegate powers, discretions and authorities, which by law are vested in them, and this Agreement shall not be construed so as to limit or impair these respective statutory powers, discretions and authorities.

ARTICLE 3 NEGOTIATION PROCEDURE

- 3-1 Negotiations shall be conducted in accordance with RSA 273-A, as set forth by the State of New Hampshire Public Employee Labor Relations Law.
- 3-2 If the parties fail to reach agreement after a reasonable number of meetings, either party may declare an impasse and then follow provisions of RSA 273-A concerning mediation.
- 3-3 Any agreement reached which requires the expenditures of public funds for its implementation shall not be binding upon the Board unless and until the necessary appropriations have been made by the voters of the District. The voters of the District shall be provided with information regarding the financial terms relating to the entire term of a multiyear agreement as per "Sanborn" Guidelines. The Board shall make a good faith effort to secure the funds necessary to implement said agreements. If such funds are not forthcoming, the Board and the Association shall resume negotiations.

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ARTICLE 4
GRIEVANCE PROCEDURE

4-1 DEFINITION

A "grievance" shall mean a complaint by any member of the bargaining unit alleging that there has been a violation, inequitable application, misinterpretation of a specific provision of this Agreement, or act contrary to established policy or practice.

4-2 PROCEDURE

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

4-3 It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.

4-4 Any employee grievant who has a grievance shall discuss it first with his/her Principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level, who shall give his/her decision within five (5) school days. A school day is defined as a day in which school is in session.

4-5 The employee grievant, no later than ten (10) school days after receipt of the decision of the immediate superior, may appeal the decision to the Principal, or the Superintendent if the immediate superior is the Principal. The appeal to the Superintendent or the Principal must be made in writing specifying: (a) the nature of the grievance; (b) the results of previous discussions; (c) his/her dissatisfaction with the decision previously rendered.

The Superintendent or Principal shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent or the Principal shall communicate his/her decision in writing to the employee grievant, to the Association and to the Principal or other immediate superior within such ten (10) day period.

If the grievance occurs with less than ten (10) school days left in the year, then both parties in writing must agree upon the appeals process, as to how the process will be continued over the summer months. A good faith effort should be made to reduce the time when possible so that the grievance may be processed as soon as practicable.

4-6 If the Principal is involved in 4-5, the next step is the Superintendent and the same time limits prevail.

4-7 If the grievance is not resolved to the grievant satisfaction, he/she may request a review by the Board no later than five (5) school days after receipt of the Superintendent's decision. 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. The Board, or a committee thereof, shall review the grievance and may at the option of the Board, if a grievance is recognized, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association, within twenty (20) calendar days of the date of hearing.

The referred hearing, if granted, shall be held within a reasonably expeditious time after receipt of the appeal notice; however, in no event shall such hearing, if held, take place later than thirty (30) calendar days after receipt of appeal.

4-8 If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and he/she wishes a review by a third party, and if the Association determines that the matter should be reviewed further, it shall so advise the Board through the Superintendent within twenty (20) school days of receipt of the Board's decision.

4-9 The following procedure shall be used to secure the services of an arbitrator.

a) Either party may request the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

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- b) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they may request the American Arbitration Association to submit a second roster of names.
- c) If the parties are unable to determine within ten (10) school days of the second request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.

4-10 In matters of discipline the arbitrator shall apply the standard of progressive discipline. The arbitrator shall be limited to the issues submitted to him and shall consider nothing else. He/she can add nothing to nor subtract anything from the Agreement between the parties, or any policy of the Board. The recommendations of the arbitrator shall be binding.

4-11 RIGHTS OF TEACHER TO REPRESENTATION

Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, by a person of his/her choosing, or, by mutual agreement by the Association, or by a representative selected or approved by the Association.

4-12 When a teacher 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 Superintendent or at any later level, be notified by the Superintendent that the grievance is in existence. The Association may be present and present its views in writing.

4-13 The costs for the services of the arbitrator including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

4-14 All documents, communications and records dealing with the processing of a grievance may be filed; provided, however, that such documents, communications, or records shall not be forwarded to any prospective employer nor the grievance(s) be alluded to in any communication between the administration and said prospective employer. A copy of the record of such grievance(s) shall, upon request, be given to the employee.

ARTICLE 5

PEACEFUL RESOLUTION OF DIFFERENCES

5-1 The Association and the Board agree that any differences between the parties on matters relative to the Agreement, including grievances, arbitration and negotiations, shall be settled by the means herein provided. The Association, in consideration, shall not, during the term of this Agreement, engage in or condone any strike, work stoppage or other concerted refusal to perform any assignment on the part of the employee(s) represented hereunder, nor shall the Board sponsor any lockout.

ARTICLE 6

LEAVES OF ABSENCE

6-1 SICK LEAVE

Each teacher whose current term of employment by the District as a teacher began prior to July 1, 2007 shall be credited twelve (12) sick/personal days per year, which are cumulative from year to year. Each teacher whose current term of employment by the District as a teacher began on or after July 1, 2007 shall be credited with twelve (12) sick/personal days per year, which are cumulative from year to year to a maximum of 120 days. In addition, sick leave may be used for illness in the employee's immediate family and is to be reported as such.

6-1.1 It is agreed that a pooled sick day bank will be established to provide additional sick days to those teachers determined to be eligible based on criteria established by JREA as set forth in Appendix C.

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Each teacher has the option of contributing to the sick day bank, but only those who contribute may use the bank. Contributions will be made at the beginning of each school year prior to September 30th, and for teacher hired after the start of the school year, 30 days after employment begins. A minimum initial contribution of one (1) day is required to be eligible to use the bank, however more days can be contributed. The days in the bank will accumulate from year to year. If the number of days in the sick days bank falls below sixty (60), further contributions will be solicited. Continued coverage is dependent upon continued contributions.

The District will maintain accurate records of contributions and withdrawals to/from the sick bank.

A committee established by JREA will review requests for withdrawals from the sick bank. All requests will be considered on a case-by-case basis.

6-1.2 Teachers shall be allowed up to three (3) days per year of the sick/personal days under Section 6-1 to be used for unusual and compelling personal or legal business which requires the absence of the teacher and cannot be conducted other than during school hours. Teachers shall submit requests for personal leave to the building Principal in writing at least one week in advance, except in emergency cases. Teachers shall disclose to the Principal the specific reason for personal leave that is taken on work days immediately before or after vacations or holidays.

6-1.3 There shall be available to each teacher Attendance Credits that may be redeemed (as per Article 8-5) upon retirement by employees having reached 50 years of age. Each teacher shall accumulate twelve (12) Attendance Credits per year, which are cumulative from year to year. The number of Attendance Credits actually accumulated in any year shall be equal to twelve minus the number of days absent due to reasons other than those classified as school business, staff development, bereavement leave or jury duty.

Individuals will be notified by the District Office when they have used twelve (12) days in any given year and/or reached a zero (0) balance. (See Article 8-5)

6-2 **BEREAVEMENT LEAVE**

The employee shall be granted a maximum of five (5) paid leave days per death of an immediate family member. Immediate family shall be interpreted as spouse of the employee and the employee's or spouse's mother, father, brother, sister, children, grandchildren and grandparents or any person with whom the employee currently makes his/her home. The employee may take one (1) paid day per death to attend the funeral of any close friend or other relative. Unused bereavement/funeral leave shall not be cumulative.

6-3 **JURY DUTY**

When a teacher is called to jury duty, the teacher shall receive full pay and benefits. It is understood that the teacher shall turn over jury duty pay to the District for any days served that are also contracted teacher work days. At the conclusion of the teacher's daily period of jury duty, he/she shall return to work if such can be accomplished during the school day.

6.4 **PEACE CORPS, AMERICORPS/VISTA, SABBATICALS**

At the recommendation of the Professional Educator's Review Council, and with the approval of the Board, up to two (2) years leave of absence may be granted to any continuing contract teacher who joins the Peace Corps or Americorps/Vista. Upon return from such leave, a teacher who, while on leave, served in a teaching capacity shall be placed on the salary schedule at the level, which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence. To ensure a position for the next school year, a teacher shall notify the Board in writing on or before March 1st of his/her intent to return.

6.5 **SABBATICALS**

At the recommendation of the Professional Educators Review Council and with the approval of the Board a one (1) year or a one-half (1/2) year sabbatical may be granted any continuing contract teacher that has been a full-time employee of the Jaffrey-Rindge Cooperative School District for seven (7) or more years, for a program of study beneficial to the District. A teacher on sabbatical leave shall be compensated one-half (1/2) the salary and full insurance benefits that

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would have been received during the term of the sabbatical leave. Anything other than full-time college study must be directly related to the teacher's service to the District. No more than one (1) such leave or two (2) one-half (1/2) year leaves may be granted by the Board in any one (1) year. Any teacher granted such leave of absence should agree to return to the District for at least two (2) years upon completion of the leave of absence. The teacher is obligated to pay back the entire sum should he/she not return to the District for two (2) years. All proposals must be submitted to the Professional Educators Review Council for consideration no later than November 1st, of the year preceding the proposed leave. The proposal must include the benefit of the leave to the District. Upon completion of the leave of absence, the teacher will appear before the Board and submit a written report.

If a teacher terminates his/her employment prior to the completion of this required two-year period, he/she must repay the Jaffrey-Rindge Cooperative School District on a prorated basis within a five-year period the full amount of salary and expenses granted by the District for the sabbatical. The teacher shall sign a statement in the form of a promissory note indicating the amounts, method, and schedule of repayments required. Repayment is not required in the event of death or permanent disability. Upon return from the sabbatical a teacher shall be placed on the salary schedule at the level, which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence.

6-6 **MILITARY LEAVE**

6-6.1 Military leave without pay or any other benefits shall be granted to any teacher as mandated by state or federal law.

6-6.2 A teacher required by official orders to attend National Guard, or other military reserve duty, during the school year shall receive pay for such period equal to his/her regular pay, less the amount he/she received from the military for said required temporary service.

6-7 **PARENTAL, CHILD BIRTH AND REARING LEAVE**

6-7.1 Employees shall be provided with twenty (20) days of paid parental leave after the birth or adoption of a child. Thereafter, in accordance with the Family and Medical Leave Act and any other applicable federal and state laws, an unpaid Parental, Child Birth and Rearing Leave of Absence shall be granted. This unpaid leave may be up to one (1) year in duration with an ending date intended to align with important transition points in the school year calendar; additional leave time may be granted at the recommendation of the Superintendent with the approval of the Board. Paid parental leave shall run concurrently with other leave taken in connection with the birth or adoption of a child. Employees will be entitled to use sick leave for the period of disability as defined by their doctor after the expiration of paid parental leave. Before returning to work, the employee may be required to present a physician's certificate of physical fitness.

6-7.2 A teacher on Parental, Child Birth and Rearing Leave may have the opportunity to substitute at the sole discretion of the Superintendent.

6-7.3 In extraordinary circumstances, a teacher may request to cancel a previously approved leave or return earlier than scheduled if a leave has already commenced. Cancellation of leave or early return to work is at the sole discretion of the Superintendent.

6-8 **NATIONAL EDUCATION ASSOCIATION OF NEW HAMPSHIRE AND NATIONAL EDUCATION ASSOCIATION LEAVES OF ABSENCE**

A leave of absence for a period not to exceed two (2) years may be granted for the purpose of serving the National Education Association of New Hampshire or the National Education Association. No more than two (2) persons in any one (1) year shall be granted a leave of absence under the above provision. Before returning to work the employee shall notify the Board of his/her intent to return on or before March 1st to commence at the beginning of the following school year.

6-9 All benefits to which a teacher was entitled at the time his/her leave of absence commenced, including unused accumulated Attendance Credits, shall be restored to him/her upon his/her return, providing that those benefits are not greater than the benefits currently being provided to

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teachers. Teachers changing status with their return to work (such as shifting from a full-time to a part-time position) will receive revised benefit standing, consistent with other teachers in the same status.

- 6-10 All requests for leaves of absence, other than sick leave, shall be initially made in writing or delivered in writing as soon as reasonable if initial circumstances preclude a written request, and shall not be modified except in writing. The initial granting of a leave of absence as well as extensions or renewals shall be determined at the sole discretion of the Board upon the recommendations of the Superintendent. Other leaves of absence may be granted at the discretion of the Board.
- 6-11 Provisions of Article 6 shall be applied in a manner which meets the requirements of the Family and Medical Leave Act and the Americans with Disabilities Act Amendments Act. A year for purposes of applying the FMLA shall be a rolling 12-month period measured backward from the date that an employee uses any FMLA leave.
- 6-12 All paid leaves in Article 6 are listed for full-time unit members. Members who work less than full-time will receive a pro-rated portion of the applicable paid leave based on the percentage of full-time hours actually worked. By way of examples, a 0.5 full-time equivalent teacher who works 5 half days per week or 2.5 full days per week will be credited with twelve (12) sick days per year at half pay or six (6) sick days per year at full pay.

Article 7 INSURANCE PROVISIONS

7-1 MEDICAL INSURANCE

The District shall continue to provide the medical insurance benefits according to the following terms.

- (a) (1) The District shall pay the share of the premium for any full-time teacher who wishes to enroll in same, according to the following schedules:

PLAN	COVERAGE	DISTRICT
School Care Yellow With Choice Fund	1 Person	85%
	2 Person	80%
	Family	80%
School Care Yellow Without Choice Fund	1 Person	85%
	2 Person	80%
	Family	80%
School Care Orange	1 Person	85%
	2 Person	80%
	Family	80%

- (2) The District shall contribute \$400 to the Medical Flexible Spending Account (FSA) (Section 125 Cafeteria Plan) for any teacher enrolling in the Yellow Plan without Choice Fund or the Orange Plan, unless the teacher declines the District's contribution. As an alternative, teachers enrolling in those plans may elect to receive the District contribution into a Dependent Care FSA. Tax code permitting, teachers may defer up to a maximum of \$2,000 additional salary into their FSA. Teacher minimum FSA

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contributions are \$100. Tax code permitting, the District will implement a two and a half (2 ½) month grace period at year-end for the Medical FSA. The teacher may decline the District's contribution to the FSA by notifying the District's business administrator in writing."

- (b) The District shall pay any full-time teacher who does not enroll in any of the Medical Plans outlined above an opt-out payment, provided the teacher complete a Waiver of Health Coverage Affidavit confirming 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 amount of the opt-out payment shall be \$1,000. The payment shall be made on or about June 15th of each contract year after the teacher has completed the full contract year and has not received any medical benefits. Teachers are not eligible to receive this payment if said teacher is also receiving medical benefits from the District as a dependent of another covered employee. Teachers otherwise entitled to the insurance opt-out payment under this section who begin employment by the District after the start of the work year and remain employed for the remainder of the work year will receive an insurance opt-out payment that is prorated based upon the portion of the year employed.
- (c) Any teacher employed after July 1, 1993 as a 0.6 time or above is eligible for insurance benefits as specified on this agreement on a pro-rated basis.
- (d) Teachers employed prior to June 30, 1993 will be eligible for full insurance benefits as specified in this Agreement provided they remain employed a minimum of 0.6 time.
- (e) A health insurance committee may be formed to study, review and monitor existing and alternative health insurance plans that deliver health services to employees in the most cost-effective manner. This committee shall issue a report that includes findings and recommends changes to existing insurance options. The committee's recommendations shall not be binding upon the School Board or the Association. The committee will include three (3) representatives of the Association and three (3) representatives of the School Board/administration.

7-2 LIFE, ACCIDENTAL DEATH & DISMEMBERMENT AND LONG-TERM DISABILITY INSURANCE

The District shall provide life insurance and accidental death and dismemberment insurance, each in the amount of \$50,000, as detailed in the *Certificate Summary, Class 5, All Eligible Full-Time and Part-Time Teachers*, available on the SAU website at: <http://www.sau47.org/forms-district-benefits>. The District shall also provide long-term disability insurance, covering up to 66 2/3% of basic monthly earnings to a maximum monthly benefit of \$5,500, as detailed in *Summary of Coverage, Class 4, All Eligible Full-Time and Part-Time Teachers*, available on the SAU website at: <http://www.sau47.org/forms-district-benefits>.

in Appendix A.

7-3 DENTAL

- a) The District shall pay 100% of the cost for individual dental insurance under HealthTrust Option 1S for each member of the bargaining unit who opts to enroll in same.
- b) The two-person or family dental option may be selected provided that the employee pays the additional premium through payroll deduction.

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ARTICLE 8 SALARIES

8-1 SALARY SCHEDULE

Newly hired bargaining unit members shall be initially placed on the salary schedule as determined by the Superintendent. Thereafter, bargaining unit members who are not already on the top step of the salary schedule shall advance on the salary schedule as follows:

- 2024-25: All bargaining unit members shall advance one (1) step on the salary schedule for the 2024-25 contract year.
- 2025-26: Bargaining unit members who have at least ten (10) years of service in this bargaining unit as of July 1, 2025 shall advance two (2) steps on the salary schedule for the 2025-26 contract year; said bargaining unit members are listed in Appendix F. All other bargaining unit members shall advance one (1) step on the salary schedule for the 2025-26 contract year.
- 2026-27: Bargaining unit members who have at least ten (10) years of service in this bargaining unit as of July 1, 2026 shall advance two (2) steps on the salary schedule for the 2026-27 contract year; said bargaining unit members are listed in Appendix F. All other bargaining unit members shall advance one (1) step on the salary schedule for the 2026-27 contract year.

Upon request, the Superintendent shall report to the Association president or the president's designee relevant information used to place new hires on the salary schedule.

8-2 LANE CHANGES

8-2.1 Teachers may qualify to increase their salary through earning additional educational credits. Credit levels are identified as "lanes" on the Salary Schedule and movement across lanes is subject to the provisions of the Professional Development Master Plan approved by the State of New Hampshire, provided the course or other activity is pre-approved by the Superintendent or his/her designee and is relevant to the teacher's current position or goals or to an area of need for the District. The Superintendent or his/her designee shall either approve or deny courses or activities under this section within fifteen (15) business days.

8-2.2 All teachers may increase their salary by gaining the extra credits required to move from left to right across the salary schedule set forth in Appendix E.

8-3 PRO-RATING SALARIES FOR LESS THAN FULL-TIME WORK

All salaries and payment schedules in Article 8 are listed for full-time unit members. Members who work less than full-time will receive a pro-rated portion of the identified amounts based on the % of full-time hours actually worked. By way of example, a full-time Teacher C on Lane B+00 Step 15 earns \$59,750. Part-time Teacher D on Lane B+00 Step 15 works half-time and is pro-rated by 50%. Teacher D earns 50% x \$59,750 or \$29,875.

8-4 CO-CURRICULAR STIPENDS

The determination of which stipended activities are offered and of the stipend amounts will be approved by the Board after input from the administration and the Association.

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8-5 BUY BACK

The Board agrees to buy back from teachers fifty (50) years of age or older retiring from the profession any accumulated Attendance Credit up to one hundred ten (110) days at the teacher's per diem rate for the prior contract year and according to the following schedule:

YEARS OF EXPERIENCE IN THE DISTRICT	PERCENTAGE OF SICK DAYS ALLOWED FOR BUY BACK
25 YEARS	100%
20 YEARS	83.3%
15 YEARS	66.6%
10 YEARS	50%

The employee applying after October 15th of the year preceding their retirement may receive this benefit one (1) year after retirement. If the employee applies prior to October 15th those benefits will be paid by the last day of the first month of the next fiscal year.

Individual requests for information regarding these credits may be obtained from the Business Office. Individuals will be notified by the District Office when they have used twelve (12) days in any given year and/or reached a zero (0) balance.

For the purposes of this benefit:

- (1) For employees initially employed by the District before July 1, 2007, "years of experience in the District" means years of at least 60%-time service in a position, regardless of whether it is in this bargaining unit.
- (2) For employees initially employed by the District on or after July 1, 2007, "years of experience in the District" means years of at least 60%-time service in a position in this bargaining unit.

An employee may not withdraw his/her application after November 30 of the year preceding retirement; however, the Board shall waive the deadline for withdrawal if the employee presents evidence of a personal emergency or significant change in circumstances.

8-6 The District shall reimburse each member of the bargaining unit toward the cost of his/her recertification, criminal history check and Praxis examination a maximum of \$130 once every three (3) years. Nurses, occupational therapists and speech-language pathologists will be reimbursed for New Hampshire licensing fees up to a maximum of \$225 every two (2) years."

8-7 The District may offer summer contracts to those instructional personnel who choose to apply and whose applications are accepted by the Summer Contract Review Team.

All applications for a summer contract must be submitted to the Summer Contract Review Team by May 1st. Applicants shall be advised of the acceptance or rejection by June 1st. Guidelines for submitting applications are detailed in Appendix B.

Teachers hired to do curriculum work will be paid on a per diem rate based on their level on the Salary Schedule. Teachers hired to do summer contract work will be paid a per diem of the base pay.

8-7.1 A statement of credits toward movement on the Salary Schedule will be issued to each teacher by November 1st of each contract year.

8-7.2 Staff Development hours accrued for re-certification will be issued in accordance with the Staff Development Handbook.

8-8 Teachers using their preparation periods to cover classes for absent colleagues will be compensated at the rate of \$35.00 per hour when a full day substitute is unavailable.

8-9 Teachers who have completed ten (10) or more years in a position in this bargaining unit and are in their second or subsequent year on the top step of the salary schedule shall receive a longevity payment of \$1,000 in 2024-25, \$1,000 in 2025-26, and \$1,000 in 2026-27.

8-10 Special education teachers, including special education case managers and behavior specialists, shall receive an annual salary differential of \$1,500 in addition to their salaries under Appendix E.

8-11 The administration may require school nurses to work up to 17 days in addition to the number of days required by Article 11, and the secondary guidance counselors to work up to five days in

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addition to the number of days required by Article 11. Said additional days will be worked prior to the start of the first contracted day required by Section 11-1 on dates agreed upon by the employee and the administration. Said employees will be paid per diem pay for days worked in addition to the days required by Section 11-1.

- 8-12 Except for temporary assignments (i.e. tutoring, mentoring, grant projects, etc.), summer programs (i.e. Best, PEP, and ESY), and summer contracts under Appendix B, if the administration requires employees to work more than the number of days required by Section 11-1, the employees will be paid per diem for the additional days.
- 8-13 A music teacher who directs a student musical performance outside the regular work day will receive a stipend of \$200, provided the principal approves the teacher's direction of the performance in advance.
- 8-14 Employees who the administration directs to relocate their classrooms or offices shall be paid at their per diem rate for one (1) day spent packing and unpacking.
- 8-15 Teachers who participate with their students in the American Heritage Tour, Environmental Camp, or the Senior Class Trip will receive a stipend of \$150 per overnight on the trip. Other overnight trips may be added to the stipend list by mutual agreement.

ARTICLE 9 RIGHTS OF PARTIES

- 9-1 The Board agrees that the individual teacher shall have full freedom of association, self-organization, or the designation of representatives of his own choosing, to negotiate in respect to the term defined herein, and that he/she shall be free from interference, restraint or coercion by the Board, or its agents, in the designation of such representatives or in self-organization or in other concerted activities for the purpose of collective bargaining or other mutual aid or protection.
- 9-2 The Association and its representatives shall have the right to use school buildings and equipment at all reasonable hours for meetings or workshops or other Association business.
- 9-3 Representatives of the Association and their affiliates shall be permitted to transact Association business on school property at all reasonable times provided that this shall not disrupt normal school operations.
- 9-4 At the beginning of every school year, the Association shall be granted a total of five (5) days at the Association's expense to be used by teachers who are officers or agents of the Association, such use to be at the discretion of the Association with substitute costs being shared by the Association and the District. The Superintendent and Principal will be notified no less than twenty-four (24) hours prior to the commencement of such leave.
- 9-5 The Association shall be notified of the formation of any District level standing or ad hoc committee upon which teachers will sit and the Association in collaboration with the administrators will identify and appoint interested teachers without regard to their membership status in the Association.
- 9-6 The Board agrees to make available minutes of Board meetings to each Association building representative and to the Association President.
- 9-7 The Superintendent agrees to make available to the Association a complete copy of the proposed administrative budget at the time it is presented publicly to the Board.


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ARTICLE 10
MISCELLANEOUS PROVISIONS

- 10-1 The parties agree that the provisions of this Agreement are severable, and that if any provisions of the Agreement or application thereof to any teacher or group of teachers shall be determined by a Court of competent jurisdiction to be contrary to law, then such provision or application thereof shall be severed from the Agreement. In the event that a particular provision or application of the Agreement is found contrary to law, the severance of that application or provision shall not affect the remaining portions of the Agreement, but shall remain in effect and enforceable to the extent permitted by law. If permissible aspects of any State or Federal legislation affecting collective negotiations with School District employees come into conflict with the provisions of this Agreement, the provisions of this Agreement shall prevail to the extent permitted by law.
- 10-2 This Agreement may not be modified, in whole or in part, by the parties, except by an instrument in writing, duly executed by both parties.
- 10-3 Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party may do so by email with return receipt requested, registered, certified or priority mail, at the following addresses: If by Association, to Jaffrey-Rindge School Board, School Administrative Unit #47, 1 Conant Way, Jaffrey, NH 03452. If by Board, to the President of the Association at his/her appropriate address as filed with the Board, or if he/she is unavailable, to the registered agent of the Association at the address of the registered office of the corporation as filed with the Board.
- 10-4 Subsequent articles may be added by mutual consent.
- 10-5 A committee will be established, consisting of the Association's negotiating team members together with the School Board negotiating team members to meet as needed to discuss issues and concerns. It is understood that issues to be addressed include but are not limited to teacher assignment, time commitments for meetings, and class size/inclusion. The Superintendent will be a consultant to the group.
- 10-6 Appreciation awards may be provided by the School Board to recognize innovation, exceptional achievement, cost saving or other activities beneficial to the District.
If a teacher resigns or abandons his/her employment with the District on or after July 1st, and thereby fails to work for the District for the entire school year as required by his/her teaching contract, the teacher shall pay the District the sum of \$500 as reasonable liquidated damages to compensate the District for expenses incurred by reason of the teacher's resignation or abandonment. The Board may waive liquidated damages when the Board deems waiver to be necessary and appropriate under the circumstances.

ARTICLE 11
CALENDAR

- 11-1 Starting in the 2012-2013 School Year, the School District will convert to an hours basis for establishing compliance with state requirements for instructional time. For the duration of this Agreement, the calendar for teachers shall not exceed 186 days (or 190 days for newly appointed teachers) and is expected to consist of up to 177 days of instruction, with a minimum of five (5) workshop days (or a minimum of nine (9) workshop days for newly appointed teachers) managed by the administration, two (2) workshop days managed by a joint committee of administrators and teachers, one (1) day before the first instructional day for uninterrupted teacher preparation, and one (1) day after the last instructional day for uninterrupted teacher close-out responsibilities. The Association will have input in the planning of 2 of the 4 extra days for the new hires. New Hires will receive a stipend of \$500 for the 4 extra days.
- 11-2 The JREA will notify the Superintendent by January 1st of each year as to whether the State Teacher's Conference day of that calendar year will be a "no school" day.
- 11-3 A committee consisting of administrators and a JREA representative from each building will meet to review staff input of the proposed District calendar prior to it being submitted to the Board and

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following the Tri-District calendar meeting(s). The proposed calendar shall be submitted to the School Board.

ARTICLE 12 THE PROFESSIONAL EDUCATORS REVIEW COUNCIL

12-1 The Professional Educators Review Council shall function to review and recommend to the Board the following types of proposals:

- a) Peace Corps and Americorps/Vista
- b) Sabbatical leave

Upon rejection of any proposal, the Professional Educators Review Council shall advise the applicant relative to the reasons for the rejection and establish guidelines for resubmission if applicable. Those persons who submit proposals that do not meet the criteria will be notified as to the reason for the rejection and will be given seven (7) days to resubmit if they so desire.

12-2 Membership of the Professional Educators Review Council shall consist of the Superintendent or his designee, two (2) administrators, two (2) Board members, the Director of Curriculum, Chair of the Professional Development Committee, and four (4) teachers (one (1) representative from each building). All representatives shall be selected by the members of their constituent group by October 1st of the current school year. The Council Chairperson shall be selected by the above group for the following year.

ARTICLE 13 REDUCTION IN FORCE

13-1 If it is necessary to reduce the number of professional teaching staff (teachers), the following procedure will be utilized:

13-1.1 As soon as a reduction in force is being considered by the Board, the President of the Association shall be notified in writing, by the Board Chair or designee, specifying the nature of the proposed reduction.

13-1.2 Reductions will first be accomplished by attrition (i.e., resignations, retirements, etc.).

13-1.3 If additional reductions in force are necessary, then teachers shall be laid off based on the following classification:

- a) Elementary Education
 - By endorsement
- b) Middle School and High School
 - By endorsement
- c) Special Education
 - By endorsement - if applicable

Within these classifications, teachers will be laid off in the following order:

1. Teachers with Intern Licenses
2. Part-time, non-continuing teachers
3. Full-time, non-continuing teachers
4. Part-time, continuing teachers
5. Part-time, continuing teachers on full-time, temporary status

If necessary, teachers with continuing contracts will be laid off in an order determined by cumulative evaluations. If evaluations are determined to be substantially equal, seniority (defined as cumulative time served in the District beginning with their date of hire in bargaining unit) will be used as the secondary criterion.


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13-1.4 Multiple Endorsements

A continuing contract teacher with multiple endorsements whose position, or portion thereof, is eliminated shall be offered a position in one (1) or more of the classifications found in 13-1.3, where there is a non-continuing contract teacher. Said continuing contract teacher must:

- Hold current endorsement; and
- Have served the District as a teacher, at that grade level, for a minimum of one (1) year in that alternative endorsement area within the last five (5) years.

If the teacher chooses not to accept the position offered in the alternative endorsement area, that teacher will be placed on the recall list as per 13-2.

13-1.5 Letters of Notification

Teachers who lose their positions through this Reduction in Force provision will be notified in writing, in accordance with New Hampshire RSA 189:14-a, that their non-renewal is due to a reduction in force.

13-2 RECALL

Teachers shall be recalled in reverse order of layoff for any open positions within the classification in which the layoff occurred.

13-2.1 Laid off teachers shall be eligible for recall for a two (2) year period following their final date of employment.

13-2.2 Teachers shall be responsible for notifying the Superintendent in writing of their current address. Recall notices shall be mailed certified or priority mail, return receipt requested.

13-2.3 Teachers shall have twenty (20) business days to respond to any recall notice. Failure to accept recall within this period shall terminate the teacher's rights under this article.

13-2.4 No new employees shall be hired for any vacancy within a classification while there are laid off personnel from those classifications eligible for recall.

DEFINITIONS:

FULL-TIME: A person employed at or above 0.8 FTE (80%), anything less than 0.8 FTE (80%) will be considered part-time.

DATE OF HIRE: For purposes of this contract, date of hire shall be the date of Board Action (or Superintendent's offer of employment with Board approved hiring authority) on the teacher's appointment to his/her position within the bargaining unit. If more than one (1) teacher in a classification is affected, the order in which they appear in the official minutes shall be used to determine seniority (i.e., last listed in those minutes would be released first.)

ARTICLE 14 WORKING CONDITIONS

14-1 **DUTY FREE LUNCH** - A daily, uninterrupted duty-free lunch period at least equal to the time of the students' lunch period will be scheduled for each teacher.

14-2 **LENGTH OF DAY** - The start time of the teachers' on-site work day shall be addressed in each faculty handbook. The length of the teachers' on-site work day at all schools shall be 7.5 hours except in extenuating circumstances and except for meetings subject to the limitations below:

14-2.1 The administration will limit the number of staff, faculty, department, grade-level team, and committee meetings that the administration requires the teacher to attend outside the time frame described in section 14.2 to an average of 1 per week, but no more than 3 in any one week and no more than 30 per year.

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14-2.2 The administration will limit the duration of staff, faculty, department, grade-level team, and committee meetings that the administration requires the teacher to attend outside the time frame described in section 14-2 to 60 minutes after the teacher work day. However, up to 4 extended meetings of more than one hour, but less than two hours, in duration may be scheduled during the year. Each extended meeting shall count as 2 of the 30 meetings. Except in extenuating circumstances, employees shall be notified of scheduled meetings at least two weeks in advance.

14-2.3 Sections 14-2.1 – 14-2.2 do not limit student meetings, parent meetings, special education team meetings, 504 meetings. Nothing in sections 14-2 -14.2.3 changes past practices regarding attendance at open houses, field trips, or other non-meetings.

- 14-3 **PLANNING TIME-** Each full-time teacher will have a minimum of two hundred (200) minutes of planning time each five (5) day instructional week. The two hundred (200) minutes may include both individual and collaborative planning. Planning time shall be scheduled in increments of no less than thirty (30) minutes and shall be unencumbered. For part-time teachers, planning time will be prorated.
- 14-4 **CLASS SIZE-** Class size shall be established in accordance with School Board policy. The Board agrees not to change its class size policy for the duration of this contract without notification and input from the Association.
- 14-5 The District shall make reasonable efforts to issue contracts to teachers by May 1st each year. Teachers shall return signed contracts to the Superintendent or his/her designee within fourteen (14) days of their issuance; if the signed contract is not returned by that date, the teacher will be deemed to have resigned and the position shall be deemed vacant.”
- 14-6 All proposals for job sharing shall be submitted to the Board Chair. Applications shall be submitted prior to February 15th of each contract year.
- 14-7 **REASSIGNMENT**
- Assignments/transfers in the District will be done in the best interest of the students, teachers, and School District in accordance with the following.
- 14-7.1 Principals have responsibility for the assignment of staff within the school building and assignments should be made prior to the beginning of school year. The Principals shall first seek volunteers for the assignment(s) and involuntary assignment(s) will be avoided whenever possible. Returning teachers shall be notified in writing of their class assignments by July 1st for the upcoming school year, and shall be notified of their class schedules no later than two (2) weeks before the first instructional day; however, the administration may change class and schedules due to a change in circumstances with prior notice.
- 14-7.2 Assignments/transfers between buildings shall be made by the Board with the acknowledgement of the teacher(s) involved. The Board shall first seek volunteers for the transfer(s). If an involuntary transfer is required and directed by the Board, it shall require that the teacher be certified and qualified for the position.
- 14-7.3 All staff members who have been involuntarily transferred may resign without prejudice.
- 14-7.4 As soon as a reassignment is being considered by the Board, the President of the Association shall be notified in writing by the Board Chair or designee specifying the nature of the proposed reassignment.
- 14-8 No written record of a complaint against a teacher shall be incorporated into the teacher’s personnel file unless the teacher has been informed of the complaint and the complaint has been investigated and substantiated. If a record of such a complaint is incorporated into a teacher’s personnel file, the teacher shall have a right to provide a written response to the complaint, which shall be included along with the record of the complaint.
- 14-9 School nurses and other Allied Health professionals may use up to two (2) non-student days to participate in off-site professional development activities that have been pre-approved by the Director of Student Services and the building principal, instead of attending up to two (2) scheduled in-District professional days. The Director of Student Services and the building

principal must approve which scheduled in-District professional days the employee will not attend.

ARTICLE 15 EVALUATION OF TEACHERS

- 15-1 Evaluation of all teachers shall be conducted in accordance with the procedures in the School District Educator Support and Evaluation Process. The Board agrees not to change the procedures in the Educator Support and Evaluation Process without notification and input from the Association. Performance criteria and work expectations will be applied consistently. Each teacher shall be evaluated by an administrator who observed the teacher's work.
- 15-2 A teacher new to the District will be assigned a qualified mentor, as outlined in the School District's Educator Support and Evaluation Process, for his/her first year of service. Additional mentoring may be granted at the discretion of the appropriate administrator.

ARTICLE 16 STAFF DEVELOPMENT

- 16-1 The District recognizes the importance of continued professional development and agrees to fund the District Staff Development Plan as approved by the State of New Hampshire Department of Education.
- 16-2 All activities not sponsored by the District must be pre-approved by the educator's supervisor and must be aligned with District and/or school goals or the individual's Professional Growth Plan. Prior approval by the administrator is required to receive reimbursement for any conference, workshop, college course or other legitimate professional development expenses as defined in the District Professional Development Master Plan. The educator's supervisor will approve or deny the request within fifteen (15) business days.
- 16-3 All reimbursements are subject to the availability of funds.
- 16-4 The budget total for Staff Development will be \$50,000 annually.
- 16-5 A teacher may receive up to \$1,600 each contract year for staff development.

ARTICLE 17 STUDENT LOAN REPAYMENT ASSISTANCE

- 17-1 The District will provide a pool of up to \$20,000 each year for the purpose of student loan repayment assistance for eligible teachers. An eligible teacher is a teacher who: (a) is employed by the District for the complete school year; (b) is on step 7 or lower of the salary schedule; (c) has been employed by the District for 5 years or less; and (d) is not in default on his/her student loan(s). The maximum student loan repayment assistance that any eligible teacher may receive is \$2,000 per year, or the remaining balance on the loan(s), whichever is less. In the event that eligible teachers apply for more than \$20,000 in student loan repayment assistance in the same year, the pool will be divided equally among all eligible teachers on a per capita basis.
- 17-2 Application for student loan repayment assistance by an eligible teacher shall be submitted in writing to the Superintendent or his/her designee by December 1st each year. The application shall include documentation of the loan, the lender, the outstanding balance, a year-end summary of repayment activity, and corroboration that the loan is not in default. Loan repayment assistance shall be paid by the District directly to the financial institution holding the eligible teacher's loan on or before June 15th each year.
- 17-3 The teacher will remain liable for the loan debt. The teacher also will be responsible for payment of any taxes and for payment of any employee contributions to the New Hampshire Retirement System that are due on payments made by the District.



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**ARTICLE 18
DURATION OF AGREEMENT**

This Agreement shall become effective on July 1, 2024, and shall continue in effect until June 30, 2027.


Signed:

4/10/24
Date




Christopher Ratcliffe, Board Chair
Jaffrey-Rindge School Board

3/28/24
Date



Erica Jordan, Co-President
Jaffrey-Rindge Education Association

4/2/24
Date



Allison Maher, Co-President
Jaffrey-Rindge Education Association

MEMORANDUM OF AGREEMENT – JOINT COMMITTEE TO STUDY WORK DAYS

The Board and the Association recognize that some school districts have modified or are considering modifying traditional employee work years and work days (e.g., by adjusting the number of work days, by changing the school calendar, by staggering the hours worked by some employees, by remote instruction, and by other means). Accordingly, the Board and the Association agree to create a joint committee to study the possibility and advisability of such modifications in the Jaffrey-Rindge Cooperative School District. The committee shall be comprised of five members appointed by the Board (including at least one Board member, one SAU administrator and one building administrator) and five members appointed by the Association. The committee will issue a written report to the Board and the Association by June 30, 2025, which report will address the possibilities and advisability of such modifications. The committee's conclusions will not be binding on the Board or the Association, but Board and the Association may consider the report in future rounds of collective bargaining.


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APPENDIX A

GROUP TERM LIFE INSURANCE, ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS, AND LONG-TERM DISABILITY SCHEDULE OF BENEFITS

CLASS: All Eligible Employees

Life Insurance: \$50,000

Accidental Death & Dismemberment Benefits: Life insurance and AD&D benefits will terminate at age 70

Long-Term Disability Benefits: All permanent active full-time employees of Jaffrey-Rindge School District who are under the limiting age.

Limiting Age: 70 years

Individual Eligibility Date: The date on which you enter an eligible class.

Basis of Insurance: The date on which you enter an eligible class.

Participant Employer Effective Date: March 1, 1980

Qualifying Period: The first three (3) months of any one period of total disability.

Pre-existing Conditions Limitation: Either a Treatment Free Period of three (3) months or a Period of Coverage of twelve (12) months.

Earnings Factor: 66 $\frac{2}{3}$ %

Maximum Monthly Benefit: \$3,000.00

Calculation of Monthly Benefit:

As used in the following calculation:

"Monthly Income" means the sum of your monthly rate of basic earnings and the amount, if any, of monthly disability or retirement benefits, which are being paid to you on the date you become totally disabled, exclusive of disability or retirement benefits provided under the participant employer's employee benefit plan or under any individual policy issued to you.

- a. Multiply your monthly income by the earnings factor shown above. Carry forward the lesser of (A) the product, or (B) the maximum monthly benefit shown above.
- b. From the amount carried forward from Item 1., subtract:
 1. "Other Income Benefits", including those for which you may be eligible but have failed to apply for which would be payable for the same monthly period, and
 2. That portion of income received from any rehabilitative employment as determined in accordance with the "Rehabilitation Provision" appearing in this booklet, and
 3. The amount of all other income received for the same monthly period from any employer or from any occupation for remuneration or profit.

If benefits are payable for a period of total disability which is less than a full month, the benefit payable for such period will be 1/30 of the monthly benefit times the number of days of total disability within such period.


Other Income Benefits shall include the following:

1. Disability or retirement benefits provided for under any group insurance or pension plan.
2. Disability, retirement or unemployment benefits provided under any law of a government.
3. Disability, unemployment, retirement, pension or annuity benefits provided under any plan or arrangement of coverage, whether insured or not, which is made available as a result of employment by or association with the participant employer or as a result of membership in or association with any group, association, union, or other organization. Other income benefits will include benefits to which your dependents are entitled by reason of your disability or retirement under the Federal Social Security Act.

Other income benefits will include both temporary disability benefits and permanent disability benefits provided for under any worker's compensation law or any other similar law.

Other income benefits will include all worker's compensation benefits, which you received at any time and also any worker's compensation act benefits to which you would be entitled in the absence of any recovery of damages or a settlement from a third party by you, your employer and any workers' compensation carrier.

The insurance company may make a retroactive allocation of any retroactive other income benefit payment.


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APPENDIX A (CONT'D)



Outline of Benefits

This Outline of Benefits is an important part of your Dental Plan Description that describes the specific coverage categories and level of Benefits provided under your employer's HealthTrust Dental Plan. This information is only an outline of your coverage; certain Benefit limitations, exclusions and other terms and conditions apply. For further details, please refer to your Dental Plan Description and other information about your Dental Plan coverage available through your account on HealthTrust's Secure Enrollee Portal (SEP) at www.healthtrustnh.org.

Dental Plan Option 1S

Coverage A Diagnostic/Preventive	Coverage B Basic	Coverage C Major	Coverage D Orthodontics
Deductible: \$0 There is no deductible on this plan			
Covered at 100%*	Covered at 80%*	Covered at 50%*	Covered at 50%*
<p>Diagnostic: Evaluations - twice in a calendar year; this includes periodic, limited, problem-focused, and comprehensive evaluations</p> <p>X-rays - complete series or panoramic film - once in a 5-year period; Bitewing x-rays - once in a calendar year; X-rays of individual teeth - as necessary</p> <p>Brush biopsy - once in a calendar year, no age limit</p> <p>Preventive: Cleanings - four per calendar year</p> <p>Fluoride - twice in a calendar year through age 18</p> <p>Space maintainers - through age 15</p> <p>Sealant application to permanent molars - once in a 3-year period per tooth, for children through age 18</p>	<p>Restorative: Amalgam (silver) fillings and/or resin (white) fillings</p> <p>Oral Surgery: Surgical and routine extractions</p> <p>Endodontics: Root canal therapy</p> <p>Periodontics: Periodontal cleaning - four cleanings per calendar year; these may be routine (Coverage A) or periodontal (Coverage B)</p> <p>Treatment of gum disease</p> <p>Clinical crown lengthening: Once in a lifetime per tooth</p> <p>Denture Repair: Repair of a removable denture to its original condition</p> <p>Emergency Palliative Treatment: Treatment for the relief of pain</p>	<p>Prosthodontics: Removable and fixed partial dentures (bridge); complete dentures</p> <p>Rebase and reline (dentures)</p> <p>Crowns</p> <p>Onlays</p> <p>Implants</p>	<p>Orthodontics: Correction of crooked teeth for dependent children through the end of the month in which the child turns 19</p>

*Benefit percentages shown are based upon the lesser of the submitted charge or Delta Dental's allowance under the Plan.

Plan Year: July 1 through June 30

Plan Year Maximum: \$2,000 per person (Coverages A, B and C combined)

Orthodontic Lifetime

Maximum: \$1,000 Per Person

This Outline of Benefits should be used only as a guideline for your Dental Plan coverage. For detailed information on your Plan's terms, conditions, limitations and exclusions, please refer to your Dental Plan Description. In the event of a conflict or discrepancy between this Outline of Benefits and either the Dental Plan Description or Plan Document, the Dental Plan Description or the Plan Document will control.

[Handwritten Signature]
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APPENDIX B

SUMMER CONTRACTS

SECTION A

All proposals shall:

1. Be used only to enhance and/or improve existing curriculum.
2. Include a statement of purpose detailing how the proposal enhances and/or improves the existing curriculum.
3. Include a description of the project.
4. Include a method of evaluation.
5. Propose the amount of time, list the individuals involved and include the cost of salary based on per diem of base pay.
6. Include list and cost of materials.

If more than one project is submitted, teachers should prioritize their requests. Information regarding Summer Projects shall be distributed to the staff by the Building Principals no later than February 1st. Proposals shall be submitted no later than May 1st to your building principal. Applicants shall be advised of the acceptance or rejection by June 1st.

Projects will be reviewed and approved by the corresponding Summer Contract Review Team.

- a) The High School Summer Contract Review Team shall consist of a Conant administrator, Curriculum Coordinator and three Conant High School teachers.
- b) The Middle School Summer Contract Review Team shall consist of a Jaffrey-Rindge Middle School administrator, Curriculum Coordinator and three Jaffrey-Rindge Middle School teachers.
- c) The Elementary School Summer Contract Review Team shall consist of a Rindge Memorial School administrator, Jaffrey Grade School administrator, Curriculum Coordinator, two Rindge Memorial School teachers and two Jaffrey Grade School teachers.

The finished project will be submitted to the Building Principal for his/her approval. Upon acceptance the Building Principal will fill out the miscellaneous pay form and submit it to the Office of the Superintendent for payment. All projects must be completed by September 15th of the year they are accepted to receive compensation.

Any and all completed projects may be reviewed by the School Board, at its request.

SECTION B

The budgetary allotment for summer contracts is \$12,000 per year apportioned as follows:

- a) 25% to the High School Summer Contract Team.
- b) 25% to the Middle School Summer Contract Team
- c) 50% to the Elementary Schools Summer Contract Team

The Superintendent may alter the apportionment based on specific educational needs.



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APPENDIX C

SICK BANK

CRITERIA FOR USE OF SICK DAY BANK

1. Employees must have exhausted all of their own accumulated sick days.
2. Employees must provide satisfactory medical documentation of their or family member's disability or illness to the JREA Review Board.
3. Work related accidents are excluded from use of the bank.
4. A waiting period of thirty (30) calendar days (not school days) is required from the time of diagnosis of initial illness or disability.
5. An employee may draw up to sixty (60) days for personal illness/disability and up to thirty (30) days for immediate family illness/disability from the bank in any one (1) school calendar year.
6. The sick day bank can be used only for illness or disability of a district employee or their immediate family members.
7. Sick bank time may be used for absences related to the personal illness or disability for which an employee applied and the JREA Review Board approved it. If sick bank absences are sought for a different illness or disability, the employee must go through a separate application procedure as outlined below.

Immediate family shall be interpreted as spouse of the employee and employee's or spouse's mother, father, brother, sister, children, grandchildren and grandparents or any person with whom the employee currently makes his/her home and step-children.

SICK BANK APPLICATION PROCEDURE

1. Employee must submit a written request to the President of JREA, which should include satisfactory medical documentation of the illness or disability.
2. The JREA Review Board which consists of the President, Vice President, (or Co-Presidents) and one (1) designated member-at-large known as the Sick Bank Coordinator, will make a decision within two (2) weeks.
3. Additional medical documentation may be requested.
4. All information and records will be treated confidentially.
5. The Association will review the Sick Bank records with the District on an annual basis.
6. A member of the sick bank who has been denied their request may appeal the decision.
7. The appeal will be reviewed by three (3) alternate JREA members.


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APPENDIX E SALARY SCHEDULES

2024-25	1	2	3	4	5	6	7	8	9
	N	B-00	B-15	B-30	B-45	M-00	M-15	M-30	M-45
Step 1	\$48,550.00	\$47,550.00	\$48,500.00	\$49,450.00	\$50,400.00	\$51,900.00	\$53,400.00	\$54,900.00	\$56,400.00
Step 2	\$49,650.00	\$48,650.00	\$49,600.00	\$50,550.00	\$51,500.00	\$53,000.00	\$54,500.00	\$56,000.00	\$57,500.00
Step 3	\$50,750.00	\$49,750.00	\$50,700.00	\$51,650.00	\$52,600.00	\$54,100.00	\$55,600.00	\$57,100.00	\$58,600.00
Step 4	\$51,850.00	\$50,850.00	\$51,800.00	\$52,750.00	\$53,700.00	\$55,200.00	\$56,700.00	\$58,200.00	\$59,700.00
Step 5	\$52,950.00	\$51,950.00	\$52,900.00	\$53,850.00	\$54,800.00	\$56,300.00	\$57,800.00	\$59,300.00	\$60,800.00
Step 6	\$54,050.00	\$53,050.00	\$54,000.00	\$54,950.00	\$55,900.00	\$57,400.00	\$58,900.00	\$60,400.00	\$61,900.00
Step 7	\$55,150.00	\$54,150.00	\$55,100.00	\$56,050.00	\$57,000.00	\$58,500.00	\$60,000.00	\$61,500.00	\$63,000.00
Step 8	\$56,250.00	\$55,250.00	\$56,200.00	\$57,150.00	\$58,100.00	\$59,600.00	\$61,100.00	\$62,600.00	\$64,100.00
Step 9	\$57,350.00	\$56,350.00	\$57,300.00	\$58,250.00	\$59,200.00	\$60,700.00	\$62,200.00	\$63,700.00	\$65,200.00
Step 10	\$58,450.00	\$57,450.00	\$58,400.00	\$59,350.00	\$60,300.00	\$61,800.00	\$63,300.00	\$64,800.00	\$66,300.00
Step 11	\$59,550.00	\$58,550.00	\$59,500.00	\$60,450.00	\$61,400.00	\$62,900.00	\$64,400.00	\$65,900.00	\$67,400.00
Step 12	\$60,650.00	\$59,650.00	\$60,600.00	\$61,550.00	\$62,500.00	\$64,000.00	\$65,500.00	\$67,000.00	\$68,500.00
Step 13	\$61,750.00	\$60,750.00	\$61,700.00	\$62,650.00	\$63,600.00	\$65,100.00	\$66,600.00	\$68,100.00	\$69,600.00
Step 14	\$62,850.00	\$61,850.00	\$62,800.00	\$63,750.00	\$64,700.00	\$66,200.00	\$67,700.00	\$69,200.00	\$70,700.00
Step 15	\$63,950.00	\$62,950.00	\$63,900.00	\$64,850.00	\$65,800.00	\$67,300.00	\$68,800.00	\$70,300.00	\$71,800.00
Step 16	\$65,050.00	\$64,050.00	\$65,000.00	\$65,950.00	\$66,900.00	\$68,400.00	\$69,900.00	\$71,400.00	\$72,900.00
Step 17	\$66,150.00	\$65,150.00	\$66,100.00	\$67,050.00	\$68,000.00	\$69,500.00	\$71,000.00	\$72,500.00	\$74,000.00
Step 18	\$67,250.00	\$66,250.00	\$67,200.00	\$68,150.00	\$69,100.00	\$70,600.00	\$72,100.00	\$73,600.00	\$75,100.00
Step 19	\$68,350.00	\$67,350.00	\$68,300.00	\$69,250.00	\$70,200.00	\$71,700.00	\$73,200.00	\$74,700.00	\$76,200.00
Step 20	\$69,450.00	\$68,450.00	\$69,400.00	\$70,350.00	\$71,300.00	\$72,800.00	\$74,300.00	\$75,800.00	\$77,300.00
2025-26	1	2	3	4	5	6	7	8	9
	N	B-00	B-15	B-30	B-45	M-00	M-15	M-30	M-45
Step 1	\$50,300.00	\$49,300.00	\$50,250.00	\$51,200.00	\$52,150.00	\$53,650.00	\$55,150.00	\$56,650.00	\$58,150.00
Step 2	\$51,400.00	\$50,400.00	\$51,350.00	\$52,300.00	\$53,250.00	\$54,750.00	\$56,250.00	\$57,750.00	\$59,250.00
Step 3	\$52,500.00	\$51,500.00	\$52,450.00	\$53,400.00	\$54,350.00	\$55,850.00	\$57,350.00	\$58,850.00	\$60,350.00
Step 4	\$53,600.00	\$52,600.00	\$53,550.00	\$54,500.00	\$55,450.00	\$56,950.00	\$58,450.00	\$59,950.00	\$61,450.00
Step 5	\$54,700.00	\$53,700.00	\$54,650.00	\$55,600.00	\$56,550.00	\$58,050.00	\$59,550.00	\$61,050.00	\$62,550.00
Step 6	\$55,800.00	\$54,800.00	\$55,750.00	\$56,700.00	\$57,650.00	\$59,150.00	\$60,650.00	\$62,150.00	\$63,650.00
Step 7	\$56,900.00	\$55,900.00	\$56,850.00	\$57,800.00	\$58,750.00	\$60,250.00	\$61,750.00	\$63,250.00	\$64,750.00
Step 8	\$58,000.00	\$57,000.00	\$57,950.00	\$58,900.00	\$59,850.00	\$61,350.00	\$62,850.00	\$64,350.00	\$65,850.00
Step 9	\$59,100.00	\$58,100.00	\$59,050.00	\$60,000.00	\$60,950.00	\$62,450.00	\$63,950.00	\$65,450.00	\$66,950.00
Step 10	\$60,200.00	\$59,200.00	\$60,150.00	\$61,100.00	\$62,050.00	\$63,550.00	\$65,050.00	\$66,550.00	\$68,050.00
Step 11	\$61,300.00	\$60,300.00	\$61,250.00	\$62,200.00	\$63,150.00	\$64,650.00	\$66,150.00	\$67,650.00	\$69,150.00
Step 12	\$62,400.00	\$61,400.00	\$62,350.00	\$63,300.00	\$64,250.00	\$65,750.00	\$67,250.00	\$68,750.00	\$70,250.00
Step 13	\$63,500.00	\$62,500.00	\$63,450.00	\$64,400.00	\$65,350.00	\$66,850.00	\$68,350.00	\$69,850.00	\$71,350.00
Step 14	\$64,600.00	\$63,600.00	\$64,550.00	\$65,500.00	\$66,450.00	\$67,950.00	\$69,450.00	\$70,950.00	\$72,450.00
Step 15	\$65,700.00	\$64,700.00	\$65,650.00	\$66,600.00	\$67,550.00	\$69,050.00	\$70,550.00	\$72,050.00	\$73,550.00
Step 16	\$66,800.00	\$65,800.00	\$66,750.00	\$67,700.00	\$68,650.00	\$70,150.00	\$71,650.00	\$73,150.00	\$74,650.00
Step 17	\$67,900.00	\$66,900.00	\$67,850.00	\$68,800.00	\$69,750.00	\$71,250.00	\$72,750.00	\$74,250.00	\$75,750.00
Step 18	\$69,000.00	\$68,000.00	\$68,950.00	\$69,900.00	\$70,850.00	\$72,350.00	\$73,850.00	\$75,350.00	\$76,850.00
Step 19	\$70,100.00	\$69,100.00	\$70,050.00	\$71,000.00	\$71,950.00	\$73,450.00	\$74,950.00	\$76,450.00	\$77,950.00
Step 20	\$71,200.00	\$70,200.00	\$71,150.00	\$72,100.00	\$73,050.00	\$74,550.00	\$76,050.00	\$77,550.00	\$79,050.00
2026-27	1	2	3	4	5	6	7	8	9
	N	B-00	B-15	B-30	B-45	M-00	M-15	M-30	M-45
Step 1	\$52,050.00	\$51,050.00	\$52,000.00	\$52,950.00	\$53,900.00	\$55,400.00	\$56,900.00	\$58,400.00	\$59,900.00
Step 2	\$53,150.00	\$52,150.00	\$53,100.00	\$54,050.00	\$55,000.00	\$56,500.00	\$58,000.00	\$59,500.00	\$61,000.00
Step 3	\$54,250.00	\$53,250.00	\$54,200.00	\$55,150.00	\$56,100.00	\$57,600.00	\$59,100.00	\$60,600.00	\$62,100.00
Step 4	\$55,350.00	\$54,350.00	\$55,300.00	\$56,250.00	\$57,200.00	\$58,700.00	\$60,200.00	\$61,700.00	\$63,200.00
Step 5	\$56,450.00	\$55,450.00	\$56,400.00	\$57,350.00	\$58,300.00	\$59,800.00	\$61,300.00	\$62,800.00	\$64,300.00
Step 6	\$57,550.00	\$56,550.00	\$57,500.00	\$58,450.00	\$59,400.00	\$60,900.00	\$62,400.00	\$63,900.00	\$65,400.00
Step 7	\$58,650.00	\$57,650.00	\$58,600.00	\$59,550.00	\$60,500.00	\$62,000.00	\$63,500.00	\$65,000.00	\$66,500.00
Step 8	\$59,750.00	\$58,750.00	\$59,700.00	\$60,650.00	\$61,600.00	\$63,100.00	\$64,600.00	\$66,100.00	\$67,600.00
Step 9	\$60,850.00	\$59,850.00	\$60,800.00	\$61,750.00	\$62,700.00	\$64,200.00	\$65,700.00	\$67,200.00	\$68,700.00
Step 10	\$61,950.00	\$60,950.00	\$61,900.00	\$62,850.00	\$63,800.00	\$65,300.00	\$66,800.00	\$68,300.00	\$69,800.00
Step 11	\$63,050.00	\$62,050.00	\$63,000.00	\$63,950.00	\$64,900.00	\$66,400.00	\$67,900.00	\$69,400.00	\$70,900.00
Step 12	\$64,150.00	\$63,150.00	\$64,100.00	\$65,050.00	\$66,000.00	\$67,500.00	\$69,000.00	\$70,500.00	\$72,000.00
Step 13	\$65,250.00	\$64,250.00	\$65,200.00	\$66,150.00	\$67,100.00	\$68,600.00	\$70,100.00	\$71,600.00	\$73,100.00
Step 14	\$66,350.00	\$65,350.00	\$66,300.00	\$67,250.00	\$68,200.00	\$69,700.00	\$71,200.00	\$72,700.00	\$74,200.00
Step 15	\$67,450.00	\$66,450.00	\$67,400.00	\$68,350.00	\$69,300.00	\$70,800.00	\$72,300.00	\$73,800.00	\$75,300.00
Step 16	\$68,550.00	\$67,550.00	\$68,500.00	\$69,450.00	\$70,400.00	\$71,900.00	\$73,400.00	\$74,900.00	\$76,400.00
Step 17	\$69,650.00	\$68,650.00	\$69,600.00	\$70,550.00	\$71,500.00	\$73,000.00	\$74,500.00	\$76,000.00	\$77,500.00
Step 18	\$70,750.00	\$69,750.00	\$70,700.00	\$71,650.00	\$72,600.00	\$74,100.00	\$75,600.00	\$77,100.00	\$78,600.00
Step 19	\$71,850.00	\$70,850.00	\$71,800.00	\$72,750.00	\$73,700.00	\$75,200.00	\$76,700.00	\$78,200.00	\$79,700.00
Step 20	\$72,950.00	\$71,950.00	\$72,900.00	\$73,850.00	\$74,800.00	\$76,300.00	\$77,800.00	\$79,300.00	\$80,800.00

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AM
CTR

For employees who receive longevity under Section 8-9, the total of the salary on schedule plus longevity will equal:

YEAR	N	B	B+15	B+30	B+45	M	M+15	M+30	M+45
2024-25	\$70,450	\$69,450	\$70,400	\$71,350	\$72,300	\$73,800	\$75,300	\$76,800	\$78,300
2025-26	\$72,200	\$71,200	\$72,150	\$73,100	\$74,050	\$75,550	\$77,050	\$78,550	\$80,050
2026-27	\$73,950	\$72,950	\$73,900	\$74,850	\$75,800	\$77,300	\$78,800	\$80,300	\$81,800

APPENDIX F

STEP REPLACEMENTS

The following teachers will advance two steps on the salary schedule for 2025-26 and/or 2026-27, per section 8-1:

2025-26:

BELCHER, KAREN M
 BOSSE, AMY S
 BOULLE, PATRICIA A
 DEAN, HEATHER L
 DINSMORE, JACQUELYN E
 DUGGAN, JONATHAN O
 HARRIS, MATTHEW R
 JACKSON, DAYNA M
 JORDAN, ERICA H
 KERR, ROBYN J
 LAMBERT, COURTNEY A
 MAHER, ALLISON M
 MCGONAGLE, JULIE A
 MCLAUGHLIN, KAITLYN
 MCNAMARA, TAYLOR L
 MEEHAN, DOROTHY H
 NORBY, JAMES M
 PELLETIER, ELIOT R
 PIKCILINGIS, SAMANTHA J
 ROWLAND, MICHAEL E
 SMITH, SHAUNA G
 STEVENS, DEBORAH L
 SULIN, KIMBERLY H
 SWIFT, KARIE S
 TENTERS, NICOLLE R
 TRUONG, JENNIFER C
 WHEELER, ANN C

2026-27:

BELCHER, KAREN M
 BOSSE, AMY S
 BOULLE, PATRICIA A
 DEAN, HEATHER L
 DINSMORE, JACQUELYN E
 GALLAGHER, JAMES P
 GRAHAM, SARAH E
 HARRIS, MATTHEW R
 JACKSON, DAYNA M
 JORDAN, ERICA H
 KERR, ROBYN J
 LAMBERT, COURTNEY A
 MAHER, ALLISON M
 MCCORMACK, KERRI A
 MCLAUGHLIN, KAITLYN
 MCNAMARA, TAYLOR L
 MEAGHER, WANDA L
 NORBY, JAMES M
 PELLETIER, ELIOT R
 PIKCILINGIS, SAMANTHA J
 SMITH, SHAUNA G
 STEVENS, DEBORAH L
 SULIN, KIMBERLY H
 SWIFT, KARIE S
 TENTERS, NICOLLE R

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