

AGREEMENT

between the

Wilton-Lyndeborough Cooperative
School Board

and the

Wilton-Lyndeborough Certified
Teachers Association NEA-NH

July 1, 2011-June 30, 2014

TABLE OF CONTENTS

Preamble.....	Page 1
Article I Recognition.....	Page 2
Article II Negotiations Procedure.....	Page 2
Article III Association Rights.....	Page 3
Article IV Employee Rights.....	Page 4
Article V Management Rights.....	Page 4
Article VI Payroll Deductions.....	Page 5
Article VII Grievance Procedure.....	Page 5
Article VIII Improvement of Instructional Staff.....	Page 7
Article IX Insurance.....	Page 9
Article X Retirement.....	Page 11
Article XI Working Conditions.....	Page 11
Article XII Leaves.....	Page 14
Article XIII Reduction in Force.....	Page 18
Article XIV Compensation.....	Page 19
Article XV Savings Clause and Reservation to Voters.....	Page 21
Article XVI Duration.....	Page 22
APPENDIX A	Payroll Deduction Authorization Form
APPENDIX B	WLC Certified Staff Members Request for Sabbatical Leave
APPENDIX C	WLC, FRES and LCS Master Schedules
APPENDIX D	Salary Schedule
APPENDIX E	Pay Scale

PREAMBLE

To encourage and increase effective and harmonious working relationships between the Wilton-Lyndeborough Cooperative School Board (hereinafter the “Board”) being the Board of Education for the Wilton-Lyndeborough Cooperative School District (hereinafter the “District”) and its employees represented by the Wilton-Lyndeborough Certified Teachers Association (hereinafter the “Association” or “WLCTA”), the Board and the WLCTA join in this agreement.

THIS AGREEMENT, made and entered into April 12, 2011 by and between the Board, acting for the District, and the Association,

WITNESSETH:

THAT the Board and the Association recognize and declare that providing a sound and quality education for the children of Wilton and Lyndeborough is their mutual aim, and that the character of such education depends largely upon excellence of the teaching service, and

THAT, pursuant to RSA 273-A, the Board has the authority to bargain in good faith with the representatives of the Association, and

THAT it is understood that this Agreement shall not preclude the Board or its authorized representatives from informally communicating or consulting with any teacher and vice-versa,

THEREFORE The Board and the Association have reached certain understandings which they desire to confirm in this Agreement, as follows:

DEFINITIONS

“School” means any work location required under the terms of this Agreement.

“School Buildings include WLC (Wilton-Lyndeborough Cooperative Middle/Senior High School), FRES (Florence Rideout Elementary School), and LCS (Lyndeborough Central School).

“LCS teacher means a teacher working in the LCS Building”

“FRES teacher means a teacher working in the FRES building”

“WLC teacher means a teacher working in the WLC Building”

“Teacher” or “Employee” means a person in the bargaining unit as defined in Article I below.

“Board” means the School Board or any of its agents.

ARTICLE I

RECOGNITION

- A. The Board recognizes the Wilton-Lyndeborough Certified Teachers' Association, NEA/NH for purposes of collective negotiations pursuant to RSA 273-A as the exclusive representative of all certified teaching employees, including nurses and guidance personnel, of the Wilton-Lyndeborough Cooperative School District, certified by the New Hampshire Public Employees Labor Relations Board excluding superintendent, principal, assistant principal, director of guidance, director of technology and teaching aides.
- B. Unless noted otherwise, wherever the term "teacher", "staff", or "employee" is used, it shall refer to all members of the bargaining unit.
- C. Except as otherwise noted, economic benefits for part-time employees shall be prorated based on percentage of time worked; i.e. 20 percent teacher receives 20 percent benefit.
- D. Pro-ration of benefits at the middle/high school shall be based on the six (6) hour forty minute student day and at the elementary schools pro-ration of benefits shall be based on the six (6) hour and twenty minute student day.
- E. The above section shall not prejudice either party's position in petitioning for modification of the bargaining unit before the New Hampshire Public Employee Labor Relations Board.

ARTICLE II

NEGOTIATIONS PROCEDURE

- A. On or before October 1 of any year preceding the expiration date of this Agreement, either party may notify the other party in writing of its intent to negotiate terms of a successor agreement within fourteen (14) calendar days of the receipt of the notice the parties shall meet to exchange proposals.
- B. The parties agree to negotiate according to the procedures set forth in RSA 273-A, and that such negotiations will be in good faith. Each party shall make proposals, counter proposals and exchange data in an effort to reach an accord on all issues raised with respect to terms and conditions of employment.
- C. Any agreement reached upon ratification shall be reduced to writing and signed by the Board and the Association.

- D. If any agreement is not reached by December 1 preceding the termination date of any year, either party may declare an impasse pursuant to RSA 273-A:12.
- E. Either party may, if it desires, utilize the services of outside consultants.

ARTICLE III

ASSOCIATION RIGHTS

The Association shall have, in addition to other rights expressly set forth or provided by statute, the following rights:

- A. Special conferences for important matters will be arranged between the Association and the designated representative of the Board upon request of either party. Such meetings shall be between at least two representatives of the Association and one representative of the Board.
- B. The Association shall be provided with bulletin boards or sections thereof, for the purpose of posting Association materials. The Association shall also have the right to use the school mails to distribute Association materials.
- C. The Association shall have the right to use school facilities for meetings and school equipment, including computers, printers, and all types of audio-visual equipment when such equipment is not otherwise in use.
- D. Duly authorized representatives of the State and National levels of the Association shall be permitted to transact official Association business on school property provided that this shall not interfere with nor interrupt normal school operations.
- E. Association officers or their designees, if reasonably required, may represent employees and investigate and present grievances to the employer during working hours without loss of time or pay.
- F. The Association shall be given an opportunity at faculty meetings to make announcements.
- G. The Association shall be given sufficient time on the agenda of the orientation/opening day of school/welcoming ceremony to make a brief presentation.

- H. At the request of the Association and with at least forty-eight (48) hours prior notice, the Board shall place the Association on its agenda for regular School Board meetings.

ARTICLE IV

EMPLOYEE RIGHTS

- A. Pursuant to the RSA 273-A, the Board hereby agrees that every employee shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations. The Board agrees that it will not directly or indirectly discourage, deprive or coerce any employee in the enjoyment of any rights conferred by the Act; that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association; his/her participation in any activities of the Association or collective negotiations with the Employer, his/her institution of any grievance, complaint, or proceeding under this Agreement, or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained within this Agreement shall be construed to deny or restrict to any employee rights he/she may have under any applicable law or regulation. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The Employer agrees that it will in no way discriminate against or between employees covered by the Agreement because of their race, creed, religion, color, national origin or ancestry, age, sex, marital status, physical characteristics, or place of residence. The private and personal life of any employee is not within the appropriate concern or attention of the Employer, unless it adversely affects the teacher's performance.

ARTICLE V

MANAGEMENT RIGHTS

Except as otherwise provided in this contract and subject to applicable laws, the School Board reserves to itself sole and exclusive jurisdiction and authority over matters of policy and retains the unrestricted right to direct and manage the School District as per RSA 273-A.

ARTICLE VI

PAYROLL DEDUCTIONS

- A. The Board agrees that upon receipt of written authorization thereof, signed by a Staff Member covered by this Agreement, the Board will deduct from the regular salary check of such Staff member an amount specified by the Association to provide payment of dues for membership in the Association, NEA-New Hampshire.
- B. In addition to legally required deductions, upon request, the Board will deduct and timely transmit from each employee authorized monies up to eight payroll deductions, including dues to professional organizations, credit unions/banks, health clubs, annuities, health insurance, dental insurance, life insurance and charitable donations.

ARTICLE VII

GRIEVANCE PROCEDURE

A. DEFINITION

A “grievance” is a complaint by a staff member or members, or the Association that there has been a violation, misapplication or misinterpretation of any provision of this Agreement. All time limits in this Article shall mean calendar days.

B. PURPOSE

The parties acknowledge that it is more desirable for a staff member and his/her immediately involved supervisor to resolve problems through free and informal communication. Grievances which are not satisfactorily settled in an informal way shall be reduced to writing (See Appendix B attached hereto) and referred to the following grievance procedure.

C. RIGHTS OF REPRESENTATION

A Staff member covered by this Agreement shall have the right to have an Association representative present at any time, subject to his/her requesting such representation.

D. TIME LIMIT

A grievance to be considered under this procedure must be initiated in writing within twenty-one (21) days of when the grievant became aware of the incident giving rise to the grievance.

E. FORMAL PROCEDURE

Level 1: Within five (5) days of receipt of a formal grievance, the building principal shall meet with the aggrieved staff member. Within five (5) days following any such meeting, the principal shall give his/her answer in writing. If the grievance is not settled at this level, then it may be referred to Level 2 within five (5) days of the receipt of any answer given at this level.

Level 2: Within five (5) days of grievance being referred to this level, the Superintendent will meet with the participants of Level I and examine the facts of the grievance. The Superintendent shall give his/her answer within five (5) days of any such meeting. If the grievance is not settled at this level, then within five (5) days from receipt of the answer rendered at this level the grievance may be referred to Level 3, the School Board.

Level 3: Within fourteen (14) days of a grievance being referred to this level, the Board will hold a hearing with the participants and examine the facts of the grievance. The hearing shall be in non-public session at the request of the grievant. The Board will thereafter, within fourteen (14) days of such hearing, give its answer, in writing. If the grievance is still not settled, the matter may be referred to arbitration by the Association as set forth in Level 4 of this procedure.

Level 4: If the matter is referred to arbitration, then the parties shall first attempt to agree on a mutually acceptable arbitrator. If they are unable to do so within ten (10) days of the Association's request for arbitration, then either party shall apply to the American Arbitration Association to name an arbitrator under the rules and procedure of the Service. The arbitrator shall use his/her best efforts to arbitrate the grievance, including matters of procedural and substantive arbitrability, but he/she shall have no power to add to or subtract from, alter, or modify any of the said provisions. The arbitrator shall thereafter submit a written decision to both parties. The arbitrator's decision, which must be in writing and contain the reasons and basis for the decision, shall be binding on both parties. However, it is understood that either party may elect to exercise their right of review as provided by RSA 542, the terms of which are incorporated herein by reference. The parties agree to share equally in the compensation and expenses of the arbitrator.

F. Time periods specified in this procedure may be extended by mutual agreement.

- G. Grievance(s) of a general nature, or involving decisions by the Superintendent or School Board may be submitted by the Association to Level 2.
- H. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits (unless extended by mutual agreement) shall permit the aggrieved person to proceed to the next level.
- I. The parties agree that staff members covered by the Agreement shall enjoy freedom from restraint, interference, coercion, discrimination, or reprisal for participating in any grievance proceeding.
- J. Grievances shall not be made part of any employee's personnel file or used in making employment references.

ARTICLE VIII

IMPROVEMENT OF INSTRUCTIONAL STAFF

A. Staff Development

- 1. Each teacher will complete the required Staff Development hours within the 3 year recertification period, as described in the professional development master plan.

B. Course Reimbursement

- 1. Teachers will be eligible for reimbursement for courses that will enhance the teacher's ability to improve student academic performance.
- 2. To be eligible for reimbursement, courses must be approved by the Staff Development Committee (employing the program of staff development mandated by the state as an integral part of the teacher's recertification process) prior to taking the course, and advance approval from the Superintendent of Schools is required.
- 3. Upon successful completion of the course with a grade of "B" or better, and submission of a transcript or signed official grade report and verification of tuition payment to the superintendent, the teacher will be reimbursed for the cost of tuition and registration fees.
- 4. Payment of course reimbursement is for tuition and related fees only. An individual is entitled to receive 2/3 reimbursement cost for 6 graduate level credits during each year of this contract not to exceed the New Hampshire resident UNH graduate level dollar amount plus any related fees.
- 5. Advance Payment Plan - Each September a teacher will elect to either participate or not participate in Advanced Payment Plan(See Appendix A) for professional

development. The District will prepay for any course that has been approved by the Staff Development Committee (employing the program of staff development mandated by the state as an integral part of the teacher's recertification process). Each participating teacher will enter into an agreement with the District to submit receipts, grades, and other paperwork for the course that was prepaid. The teacher will agree in writing to keep his/her Advanced Payment Account records up-to-date. If the teacher fails to fulfill the requirements of the Advanced Payment Plan, the teacher agrees that the District will withhold any balance due the District from the last paycheck under the teacher's contract.

C. Workshops

1. The District will make up a minimum of \$425 per teacher available to pay for tuition, registration, materials, and travel expenses.
2. The teacher will seek pre-approval any workshop from the professional growth committee, the building principal and the superintendent of schools prior to registration.
3. Upon completion the teacher will supply the PGC and the Superintendent's office a certificate of completion for the workshop or course.
4. After June 1st any remaining unencumbered balance will be available to be divided evenly by those requesting reimbursement over the \$425 per teacher limit.
5. The district will prepay for a workshop that has been approved by the Professional Growth Committee, subject to meeting the requirements in Section C of this article.
6. To qualify for pre-payment, the request must be submitted to the SAU office by the 10th of the month in which the pre-payment is requested.
7. Each teacher agrees to submit to the district receipts and other paperwork for any workshop that was prepaid.

D. Committees

1. The Wilton-Lyndeborough Cooperative School Board agrees that any work performed by individual teachers for various committees as assigned by the administration *may be* allowed as staff development credit hours. The employee will need to provide to the PGC documentation of the approved committee work by the building level principal or superintendent.

E. Accounting

1. Before the beginning of each school year, each staff member shall be notified in writing of the following:
 - a. Accumulated degree-credit hours to date.
 - b. Accumulated staff-development hours to date.
 - c. Date of recertification for renewal of state certificate.

F. Per Diem

1. Teachers will be paid their per diem rate for any requested curriculum restructuring work performed in the summer.
2. However, teachers who volunteer to work on special projects will be paid at the current rate of offering for such projects.

ARTICLE IX

INSURANCE

A. Health Insurance

Any changes to the current health care or dental provider will result in equal or better benefits for equal or less cost. The Board may present other alternative plans to the association for consideration and adopted only by mutual agreement.

1. It is agreed that the District will provide the teacher a choice of the following:
 - a. HMO Plan
 - b. POS Plan
 - c. OAPOS Plan

The District will pay:

Single	80%
2-Person	80%
Family	80%

The employee’s contribution to the premium shall be deducted via payroll contributions before taxes under section 125.

Upon retirement an employee may continue participation in this group plan until eligible for Medicare. The employee shall be responsible for payment of the premium.

The District will pay an equal amount toward health insurance if a teacher is not eligible for benefits of the established insurance provider due to age.

2. Staff taking no health plan will receive \$2,000.00, provided resulting enrollment produces no penalty. Staff electing no health plan shall be paid the money either in one lump sum, or in biweekly installments added to their paycheck; prorated monthly

if a staff member withdraws from the plan during the school year. This option shall be the choice of each participating teacher. It is further understood that duplicate family coverage (each spouse carrying coverage through two separate insurance companies) shall not be allowed.

B. Medical Reimbursement Plan

The district will make a Flexible Spending Account (“FSA”) plan available for reimbursement of health, dental and child care expenses as provided under Section 125 of the Internal Revenue Code. The District will make a flexible spending account available for those member who elect to participate for the total of \$150.00. The District will be responsible for all third party fees and costs required for administration of the plan.

C. Dental Plan

The District will agree to pay 100% of the cost for employee coverage or 80% of 2 person or family coverage. The following coverages will be provided:

Coverage A: Diagnostic (Cleanings, Preventive)	100%
Coverage B: Restorative (Fillings)	80%
Coverage C: Prostandontics (Bridges, Crowns)	50%

Annual maximum \$1,500 per person

Coverage D: Orthodontics 50%

Lifetime Maximum per patient \$1,500

No Coverage D for Adults

There shall be no deductibles on any of these coverages.

D. Life Insurance

The District will provide each WLCTA member with a life insurance policy in the amount of \$50,000.

E. Annuities

The District will make available a 403b plan. Any fees associated with an individual’s 403b plan will be paid by the vendor or the participant, not the District.

F. Long-Term Disability

The District will pay the full cost of a long-term disability program (LTD) that pays 66 2/3% of monthly salary, up to \$3,500 per month, to normal Social Security retirement age, with a 90-day waiting period.

ARTICLE X

RETIREMENT

1. Retirement Plan

A teacher who has worked in the District for at least 15 years, who is eligible for New Hampshire Retirement System (age 50) and who give notice by December 1st of the year of retirement, shall receive a recognition of service award based upon the following schedule:

With 15 years of service in the district	\$5,000
With 16-20 years of service in the district	\$7,000
With 21 or more years of service in the district	\$10,000

In the event of extenuating circumstances, the board will consider requests/notifications which are received after the December 1 deadline.

Sick Day Buyback: The District will “buy back” at a rate of \$25 per day up to 90 accumulated sick days from teachers 50 years or older who are retiring from the profession.

ARTICLE XI

WORKING CONDITIONS

1. **SCHOOL YEAR-** is not to be in excess of 180 school days and up to 5 professional days devoted to school and educational work during the period of this contract. One of the 5 professional days will be for uninterrupted teacher classroom preparation on the day before school begins. The Association will be informed of the remaining four days no later than September 1 and the days may be modified by mutual agreement. The Board

shall solicit input from the Association prior to the adoption of the school calendar.

2. **ASSIGNMENTS**—Each teacher may be assigned only to such position as the teacher is qualified and certified by the State Board of Education to fill. Each teacher is to teach the grade(s), classes or course delineated in the individual contract, except that in the best interest of the students, course assignments may be changed prior to June 30 of that contract year for the ensuing year. Changes in course assignments after June 30 due to extenuating circumstances must be by mutual agreement of the administration and teacher or with the approval of the WLCTA Executive Board.
3. **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.
4. **NON-INSTRUCTIONAL DUTIES**—Shall, in the aggregate, be equitably assigned among staff. This generally means that duty assignments will be distributed equally among all members to the extent practicable. Upon the recommendation of the Principal, a teacher may not be assigned a duty period if the teacher is working on a special project in cooperation with the Principal. In the middle/high school each teacher is assigned after school detention fewer than five times per school year and a teacher assigned after school detention is expected to work the “normal workday” in addition to the detention period.
5. **CONTRACTUAL RIGHTS**—The District may, without liability, terminate an individual teacher's contract in accordance with New Hampshire RSA 189:13, 31, 32 with amendments thereto, and all other statutory provisions pertaining to the relations between the District and teachers.
6. **RIGHT OF REMOVAL**—A teacher's individual contract shall become void, subject to appeal, if the teacher is removed by the Superintendent or if the Teacher's Certificate is revoked by the Commissioner of Education.
7. **ELIGIBILITY OF EMPLOYMENT**-The individual teacher's contract is void unless the Teacher holds a valid credential to teach in the position for which he/she has been employed and completes the required number of clock hours in three years, as approved by the Staff Development Committee, in the area which he/she is teaching. Each new teacher elected before June 30 for employment in the following school year shall, no later than August 1, provide to the Superintendent's office proof that such member holds appropriate and then current New Hampshire or other required credentials for the position to which the person was elected. For purposes of this section “appropriate credentials” would include any statutory or regulatory exceptions, alternatives, or waivers to full credentials (e.g. “Permission to Employ” letters, “In Process of Certification” status, etc.)
8. **LEGISLATIVE CHANGES**—The District and the Teachers agree to be bound by all present and subsequent legislation made by the New Hampshire Legislature and all administrative rulings having the effect of law.
9. **UNIFORM INTERPRETATION OF RULES AND REGULATIONS**—All rules and regulations applying to employees shall be interpreted and applied reasonably and fairly throughout the District.
10. **REPRESENTATION**—Any staff member shall, upon request, be entitled to have

present a representative of the Association during any meeting which involves or may involve disciplinary action. When a request for such representation is made, no action shall be taken with respect to the employee until such a representative from the Association is present. Should disciplinary action likely occur at a given meeting, the staff member shall be advised immediately of said possibility and be advised by the Employer of the right of representation under this provision.

11. **PERSONNEL FILES**—Teachers shall be allowed to examine the contents of their personnel file at a time that is mutually agreeable to the teacher and the administrator within two working days of the said request. No derogatory material shall be placed in the teacher’s file without his/her knowledge and receipt of a copy. No unsubstantiated complains, as determined by the administration, nor any anonymous complaints be placed in the teacher’s file. No school documents may be used as evidence against a teacher in any proceeding unless the document is included in the official file of the teacher maintained at the SAU office. A copy of any material in the file, with the exception of pre-employment materials which are excluded from the purview of this article, shall be provided to the teacher upon request. The teacher may attach a written rebuttal to any material in his/her file. The administration shall acknowledge receipt of any rebuttal material.
12. **COMPLAINTS**-Parents or other members of the community who have complaints or concerns regarding a teacher shall be strongly encouraged by the School Board and the Administration to communicate directly with the teacher. No such complaints or concerns will be used to evaluate or discipline a teacher without the teacher being given a timely opportunity to meet and discuss the matter with the parent or other member of the community.
13. **WORK DAY**
 - a. The school day is no more than 7 hours and 20 minutes including a duty free lunch.
 - b. The 2010-2011 daily/weekly schedule will be the standard schedule. (See appendix C). The schedule may be changed for a school with mutual consent of the Board and the WLCTA.
 - c. Each teacher will have an uninterrupted daily planning period of no less than 45 minutes in length.
14. **ELEMENTARY SSCHOOL HEAD TEACHER**

Elementary school head teachers will be selected by September 1 through the mutual agreement of the WLCTA Executive Board and the administration. The selected teachers will be available to accept the principals’ role in the absence of the principal. In the absence of the principal, the Head teacher could be called upon when needed:

 - a. In emergency situations.
 - b. To do minor organizational tasks
 - c. To do minor administrative tasks.
 - d. To meet with visitors.

- e. To take some phone calls when necessary to protect classroom learning from undue interruptions.
- f. To report any emergency to proper authorities including the physical plant of the school.
- g. To assist with minor bus problems.
- h. To handle discipline issues.
- i. To oversee emergency situations involving injured or ill students with the assistance of school secretary and nurse as applicable.

Duties performed by the Head Teacher do not constitute a condition of employment and is voluntary.

The principal will make every effort to coordinate the use of the Head Teacher in advance. Emergency use of the Head Teacher will be handled on an as needed basis.

In the event that the principal's absence is a day or more, the head teacher will have authority to bring a substitute into their class.

ARTICLE XII

LEAVES

It is agreed that the use of leave days will be confined to the legitimate purposes provided in this section.

A. Personal Illness

Sick leaves shall be confined to a disabling physical or mental condition of the teacher, or family member excluding work-connected disability covered by New Hampshire Workers' Compensation Laws.

Teachers will begin the contract year with a credit of Fifteen (15) days sick leave pay at their applicable salary rate. The board agrees to permit accumulation to a maximum of Ninety (90) days. Teachers shall be allowed to add each year's sick leave days to the total prior year's sick leave as long as it does not exceed the total maximum days of 105.

The immediate Supervisor and/or Superintendent may request medical evidence of the illness after 3 consecutive school days.

- 1. Sick Bank:** That there shall be established, a sick bank to which persons covered by this contract will contribute up to two days per year. Said sick bank to be

cooperatively administered by the WLCTA and the Superintendent of Schools. By the first paycheck in September, teachers shall be informed of their total accumulated sick leave.

a. Purpose-The purpose of the sick bank is to provide additional sick days to teachers who have exhausted earned sick days at a time of serious and prolonged personal illness. Other hardship situations may be brought to the review board for consideration.

b. Administration-The sick bank will be administered by the WLCTA Executive Board in consultation with the superintendent

c. Contributions-Each person covered by this contract will contribute up to 2 days of his/her earned sick days.

d. Balances

(a) Beginning Balance-the aggregate of sick days available in the individual school's sick banks at the end of the 2010-2011 school year.

(b) Maximum Balance-Sick days may be accumulated to One Hundred Eighty (180) days after the beginning balance has dropped below 180.

B. Bereavement Leave

Bereavement leave of up to three (3) days will be granted for the death of a family member. The teacher may take one paid day per death to attend the funeral of any close friend. Extension of time may be given in extenuating circumstances and with the approval of the Principal and the Superintendent.

C. Personal Leave

Personal leave will be granted for up to three (3) days with approval by the principal and/or Superintendent; forty-eight hour prior notice should be given if possible. Personal leave may be taken for matters that cannot be conducted outside school hours. It will not be granted adjacent to school holidays or vacations except in emergencies or special events

Attendance award: Any teacher using two or fewer days of personal leave, prorated for part-time teacher, shall be granted an annual award:

0 days	\$200
1 day	\$150
2 days	\$100

D. Military, Jury Duty

Teachers will be granted leave for military reserve duty, or for jury duty.

Teachers called to military reserve duty will receive the difference, if any; between their military pay and the compensation they would receive if teaching. Said employee shall be entitled to return to a comparable position upon completion of duty and be given experience credit for their service to the nation.

Compensation for teachers on jury duty or otherwise subpoenaed requests will be the difference between their compensation for such duty and their normal pay.

E. Sabbatical Leave

A Sabbatical Leave shall be available to staff members who have completed seven (7) years of service to the district. (See Appendix B)

1. This may be a full year leave at half pay or a half-year leave at full pay.
2. One sabbatical per year will be granted.
3. Any application for a Sabbatical leave is subject to the review of the administration and the approval of the school board. Such application must be in writing and filed with the principal and/or the Superintendent of Schools no later than December 1st of the year preceding the start of the leave. The Board will respond by January 5th.
4. Any Sabbatical leave granted is with the understanding that upon completion, the staff member will return to the District for a minimum of two additional years of service.
5. This is available to staff members on a seven (7) year recurring basis upon receipt of the application by the Principal and/or Superintendent of Schools and approval by the Board.
6. Any teacher who has been granted a sabbatical leave shall advance to the next step on the salary schedule in the following year.
7. A teacher who does not serve the two (2) additional years referred to in # 4 will reimburse the District a proportional amount of the compensation that he/she received while out of the sabbatical leave.
8. A teacher returning from a sabbatical leave will not lose his/her step increment due to the sabbatical leave. The continuation of economic fringe benefits during the Sabbatical is contingent upon the teacher continuing the required contributions. Additional sick leave days will not accrue during the Sabbatical but all previously acquired sick leave days will be retained. Tuition reimbursement, up to the maximum allowed per teacher does apply to teachers on a Sabbatical. The person on the

Sabbatical will resume his/her former assignment and responsibility unless a mutually satisfactory agreement is reached on a different assignment and responsibility.

F. MATERNITY/ADOPTION/PATERNITY LEAVE

The District shall grant leave to teachers without pay subject to those state and federal laws, including the Family and Medical Leave Act of 1993.

Within the first four months of pregnancy the teacher shall so inform the Superintendent in writing, together with a letter from her attending physician, giving the expected date of birth of the child, and a statement of the teacher's physical qualifications to continue working. Continued employment will be permitted as long as the teacher is able to adequately perform her duties, and can supply the Board sufficient medical evidence to insure her health and safety. In the case of adoption, the teacher will inform the Superintendent as soon as the expected arrival date is known.

A pregnant teacher is entitled to the same rights as any other teacher, relative to insurance coverage for injury to herself, as defined in the provisions of this agreement. However, as it is the teacher's decision to continue her employment while pregnant, the board, district, and the administration shall be held harmless from claims related to her pregnancy.

By the beginning of the seventh (7th) month, the teacher shall advise the principal in writing of the date of her said leave and the date she intends to return.

1. A teacher who has completed less than three (3) years of service prior to the commencement of a maternity/adoption leave shall be granted an unpaid leave of absence for a period of up to 12 weeks as requested by the teacher or later if prescribed by the teacher's attending physician. If the teacher does not return at the expiration of his/her maternity/adoption leave, there is no responsibility on the part of the administration or superintendent to assign his/her a position within the Wilton-Lyndeborough School District.
2. A teacher who has been employed by the School Board on an annual or continuing contract, who has complied with the provisions stipulated above, and who wishes to continue in services, shall be granted an unpaid leave of absence for a period of 12 weeks as requested by the teacher or later if prescribed by the teacher's attending physician. A teacher who has completed three years of service prior to the commencement of his/her maternity/adoption leave shall be granted an extended maternity leave beyond 12 weeks for a specific duration mutually agreed to by the teacher and the administration. The Superintendent will then assign the teacher to the same position as she held prior to her leave.

3. Paternity leave will be granted with sick pay of three (3) days.
4. Where a pregnant teacher is unable to adequately perform her teaching duties, the board may, after consultation by the superintendent with the teacher, her principal, and a WLCTA representative, direct her in writing to begin her pregnancy leave as of a date set by the board. She will be permitted to exhaust the accumulated sick leave prior to the start of her unpaid maternity leave provided that sick leave is available only during the period when the teacher is medically unable to work, as certified by her physician, as distinct from the time for child rearing or personal convenience. In accordance with the Family and Medical Leave Act of 1993, the District will maintain coverage under any group health plan for a 12 week duration at the level and conditions coverage would have been provided if the employee had continued in employment continuously.
5. If a teacher decides not to return to work at the end of her leave, she should notify the superintendent as soon as she has changed her intention to return.

G. Unpaid Leave

The Superintendent, as a representative of the District, may approve unpaid leave upon the recommendation of the principal.

During any approved unpaid leaves seniority shall not continue to accumulate, however the employee shall retain the seniority held at the start of the unpaid leave. The employee will be able to continue insurance benefits by reimbursing the district for coverage at the group rate, if permitted by the insurance carrier.

Request for leaves of absence shall be in writing to the Superintendent of Schools and include the reason for the leave along with notification of the beginning and ending dates of said leaves.

ARTICLE XIII

REDUCTION IN FORCE

- A. Should the School Board find it necessary to reduce the number of certified teaching positions, the following reduction in force procedure will be followed:

1. The Superintendent will notify the President of the Association when discussion of a reduction in force is placed on the School Board agenda.
2. Before the School Board decides that a reduction in force is required, the School Board must allow presentations regarding said reduction in force from the Teachers' Association and individual teachers at a public meeting.
3. The Superintendent will use the following procedure in determining the personnel involved in the reduction of force.
 - a. Reductions will be made in the following manner:
 1. Retirement
 2. Resignation
 3. Non-renewal of contract for probationary teachers
 4. If further reductions are necessary, the least senior teacher within the affected certification will be laid off first.

Seniority is defined as the length of continuous service to the district within a bargaining unit position. Approved leaves shall not result in the loss of previously earned seniority. However, such leaves shall not count towards seniority. Ties in seniority shall be resolved based on dates of appointment by the School Board.

- B. Teachers shall be recalled in reverse order of layoff for any open position for which they are certified.
 1. Laid off teachers shall be eligible for recall for a two-year period following their final date of employment.
 2. Teachers shall be responsible for notifying the Superintendent in writing of their current address. Recall notices shall be mailed certified, return receipt requested, at the last known address. The District shall attempt to telephone the teacher, as well.
 3. Teachers shall have fourteen (14) business days from the date they receive a recall notice to respond to the recall.
 4. No new employee shall be hired for any vacancy while there are laid off personnel qualified to fill the position.
 5. Any teacher recalled shall retain all previously accrued benefits including, but not limited to, seniority and sick leave.

Article XIV

COMPENSATION

- A. Bargaining unit members will be paid in accordance with the salary schedules set forth as Appendix D. Each member's current salary and transition salary will be also included in Appendix E.

- B. Teachers will be paid bi-weekly, and will have the option of choosing to receive salary payments prorated on the basis of 21 or 26 pay periods. If the teacher elects to receive pay on the 26th payment basis, the teacher will receive the balance of salary in a lump sum with the 21st paycheck. The first paycheck will be made within the first two weeks of the school year.
- C. It is the intent of this agreement that no new employee will be placed on a level higher than that of an existing employee with the same level of experience and education.

ASSIGNMENTS, TRANSFERS & VACANCIES

- A. The Superintendent of Schools shall make all assignments and transfers within the Wilton-Lyndeborough Cooperative School District subject to the provisions of this Article and Article XI.
- B. Said assignments shall be given in writing to all teachers for the forthcoming school year by April 15, or thirty days after the annual school district meeting, whichever comes later, subject to reassignment where necessary in the best interests of the School District and in accordance with this Article.
- C. Prior to involuntary transfer, the Superintendent will first seek volunteers who are certified and qualified to fill said vacancy. Any involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent at which time the teacher shall be notified of the reason for transfer. In the event that a teacher objects to the transfer, he/she must notify the Superintendent within seven (7) calendar days. The Association will be notified and the Superintendent will meet with the Association representative and teacher within seven (7) calendar days to discuss the transfer.
- D. The term "transfer" shall include all changes in subjects to be taught, department or grade level changes and building assignments
- E. The parties agree that involuntary transfers are to be avoided whenever possible, subject to the provisions of this Article. Staff members are not to be transferred for disciplinary reasons. Any staff member involuntarily transferred may resign his/her position with the District, without prejudice.
- F. Notice of any bargaining unit vacancies (including newly created positions) shall be posted on the official bulletin board at school for at least ten (10) calendar days prior to the deadline for application, except in case of emergency. The posting shall state the specific position to be filled, qualifications, starting date, and other relevant terms of employment. Teachers who are Interested in being assigned to another position for the next school year may make known their interest by submitting a written statement to the

Principal. Said teacher(s) shall be contacted by the administration should a vacancy arise in the area of indicated interest. During the summer recess, notice of vacancies shall be mailed to the Association President.

- G. The parties agree that vacated positions will be posted in accordance with F. above prior to authorizing a voluntary transfer.

ARTICLE XV

SAVINGS CLAUSE AND RESERVATION TO VOTERS

A. Saving Clause

If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law and substitute action shall be subject to appropriate consultation and negotiation by the parties.

In the event that any provision of this Agreement is or shall be contrary to law, all other provisions of this Agreement shall continue in effect. The Teacher agrees to work for the District for said period at said salary, and regulations which may be enacted relative to the conduct of the schools and teachers, and such other laws, rules, and regulations as may be enacted during the terms of this Agreement. Except in case of an emergency or as otherwise provided by law, or when a teacher must relocate in excess of fifty miles from the district, teachers shall be expected to give 30 days notice of their intent to resign. It is the intent of the parties that emergency be defined as including a physical or emotional crisis of the teacher or the immediate family of the teacher where reemployment is not contemplated or undertaken.

B. Reservation to Voters on Financial Matters

The Board and teachers agree to support mutually agreed to settlements before the Budget Committee and voters of the District. However, any agreement reached herein 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. In the event the voters shall not approve the District Budget as proposed by the Board, the Board and the Association shall resume negotiations.

ARTICLE XVI

DURATION

This agreement shall extend from July 1, 2011 to June 30, 2014, unless extended or modified in writing signed by both parties.

IN WITNESS WHEREOF, the parties have executed this agreement on the 12th day of April, 2011.

Wilton-Lyndeborough Cooperative School Board

**Wilton-Lyndeborough Certified
Teacher's Association**

By Kimberly Reynolds

By Sandra M. Cordogone

By Joyce Link

By Kathy Hamel

By Matthew Kelly

By Walter J.

By Fred M. Buzick

By Julie Lemire

By Maureen

By [Signature]

By Gene Zwick

APPENDIX A

Payroll Deduction Authorization Form

**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL DISTRICT
REQUEST FOR COURSE APPROVAL**

Date: _____

Staff Member Name: _____

School: _____

Name of Course: _____

Location of Course: _____
College/University

Beginning Date: _____ Ending Date: _____

Staff Member Signature

Date

Signatures below acknowledge approval of the staff member's participation in the above referenced course:

Chair, Staff Development Committee

Date

Superintendent

Date

Cost of course: _____ (*cancel check and/or receipt of payment from the school is attached*)

Final grade: _____ (*School's Official Transcript or Grade Report is attached, shows a final grade of "B" or better, upon completion of the course*)

Credits Earned: _____

Reimbursement will be issued upon successful completion of the course. Proof of successful completion will be submitted with this form for reimbursement to the office of the Superintendent of Schools .

**Approval prior to attendance at the course must be obtained before reimbursement will be considered. In addition, staff members must have submitted intent to participate in the Professional Development program each year, before approval/reimbursement for courses will be issued. If staff member did not show intent to participate in the program, no approval or reimbursement will be issued.*

APPENDIX B

WLC Certified Staff Members Request
for Sabbatical Leave

WLC Certified Staff Members Request for Sabbatical Leave

Date: _____

1. Name: _____

2. Present Teaching Position: _____

Title

_____ Building

3. Number of years of teaching experience (including this year) _____

4. Number of years of teaching experience in SAU 63
(exclude years in which you have had a leave of absence) _____

5. Highest Degree _____ B.A. _____ M.A. _____ Other

6. Credits beyond highest degree (specify quarter or semester) _____

7. Have you ever had a sabbatical leave granted by SAU 63? _____

8. Briefly describe any sabbatical leaves granted by any other district. (Please use a separate sheet if necessary to explain more in detail.)

9. Please indicate your plans for sabbatical leave. Be specific.

10. Please describe why you feel this experience will benefit your teaching in SAU 63. (Keep in mind that the selection of candidates will be based largely on the benefit of the leave to the school district.) If your proposed sabbatical leave will allow you to change teaching emphasis or programs, please be sure to include this information in your description.

Leave Blank
Date Received _____
Ranking _____

Signature of Applicant

APPENDIX C

WLC, FRES and LCS Master Schedules

2010 - 2011 Master Schedule

Department			English										
Per	Time												
			Daly		Neilan		Contarino		Gladsden				
1	7:55	8:44		Poets & Poetry		Graphic Novels	English 11		Short Takes				
2	8:48	9:36	Creative Writing		English 10			Hero's Journey	H English 12				
Adv.	9:44	10:04	Advisory		Advisory		Advisory		Advisory				
3	10:07	10:56	H English 9		Graphic Novels		English 11		AP English				
4	10:59	11:48	English 9		English 10		Public Speaking		English 12				
HS lunch 1	11:51	12:16	M-W, F	M-W, F			M-W, F	M-W, F	M-W, F	M-W, F			
5	11:51	1:08	English 9		H English 10		H English 11		English 12				
HS lunch 2	12:43	1:08	Th	Th	M-F	M-F	Th	Th					
6	1:11	2:00	English 9		English 10		English 11			Drama			
7	2:03	2:52	M, T, F - Library W-Café D-G	SEER	M-T, W, F Café L-O	SEER	M, T, W, F Café P-S	SEER	M, T, Th, F 9th Grade SEER	SEER			

2010 - 2011 Master Schedule

Department		Social Studies									
Per	Time	Thomas		Meyer		Dupont		Garnham	Yannone		
1	7:55 8:44	World History				US GOV			History in Movies		
2	8:48 9:36	World History		US History			Intro to Phil	Psychology	Sr. Project		
Adv.	9:44 10:04	Advisory		Advisory		Advisory		Advisory			
3	10:07 10:56	World History		Cont. Asia	Revolutions	Honors US GOV			History in Movies		
4	10:59 11:48			US History		Cont Issues		AP European History			
HS lunch 1	11:51 12:16	M-W, F	M-W, F			M-F	M-F	M-F	M-F		
5	11:51 1:08	Street Law	Cont. Mid East	US History		US GOV		H World History			
HS lunch 2	12:43 1:08	Th	Th	M-F	M-F						
6	1:11 2:00	Intro to Arch	Intro to Arch	Honors US History		Honors US GOV		Yearbook	Psychology		
7	2:03 2:52	M-T,Th,F Café P-S	SEER	M,T,W,F 9th Grade SEER	SEER	M,T,Th,F 9th Grade SEER	SEER	M,T,W,F Café A-C	SEER		

2010 - 2011 Master Schedule

Department			Science					
Per	Time							
			Tokson		Kalsi		McQueeny	
1	7:55	8:44			A&P		Earth Sci: L&S	Honors Chemistry
2	8:48	9:36	Physical Science			A&P	General Chemistry	
Adv.	9:44	10:04	Advisory		Advisory		Advisory	
3	10:07	10:56	Physical Science		H. Biology		Chemistry	
4	10:59	11:48	Physical Science		Biology		General Chemistry	
HS lunch 1	11:51	12:16	M-F	M-F	M-F	M-F	M-F	M-F
5	11:51	1:08	Physical Science		Biology			Physics
HS lunch 2	12:43	1:08						
6	1:11	2:00	Env. Cons.	Env. Cons.	Biology		Earth Sci: Sky & Space	
7	2:03	2:52	M,T,W,F 9th Grade SEER	SEER	M,T,Th,F Café L-O	SEER	M,T,W,F - Computer Lab	SEER

2010 - 2011 Master Schedule

Department		Mathematics						Business	
Per	Time	Fisher		Schneider		Bourassa		Cordleone	
1	7:55 - 8:44			Honors Algebra 2	Algebra 2	Pre-Calculus	Calculus	Intro to Comp	Intro to Comp
2	8:48 - 9:36	Pre-Algebra						Intro to Comp	Intro to Comp
Adv.	9:44 - 10:04	Advisory		Advisory		Advisory		Advisory	
3	10:07 - 10:56	Applied Math		Geometry			Adv Math / Alg 3?	Intro to Comp	
4	10:59 - 11:48	Alg I				Consumer Math			Bus Center
HS lunch 1	11:51 - 12:16								
5	11:51 - 1:08	Intro to Alg		Geometry		Consumer Math		UA1	UA1
HS lunch 2	12:43 - 1:08	M-F	M-F	M-F	M-F	M-F	M-F	M-F	M-F
6	1:11 - 2:00	Alg I		Honors Algebra 1		Honors Geometry		UA2	UA2
7	2:03 - 2:52	M, T, W, F 9th Grade SEER	SEER	M, T, Th, F 9th Grade SEER	SEER	M, T, W, F Computer Lab	SEER	M, T, Th, F Computer Lab	SEER

2010 - 2011 Master Schedule

Department			Unified Arts								
Per	Time										
			<i>D. Finch</i>		<i>B. Miller</i>		<i>J. Wing</i>		<i>O. Clark</i>		
1	7:55	8:44	Fr. PE	Fr. PE	Health				Life Skills		
2	8:48	9:36	Fr. PE		Health	HS Phys Ed		2-D Art	3-D Art	Parenting & Child Care	
Adv.	9:44	10:04	Advisory		Advisory		Advisory		Advisory		
3	10:07	10:56		Health	HS Phys Ed		Fit for Life	Appreciating Art through Time		Creative Arts	
4	10:59	11:48	HS Phys Ed	Health					Creative Cooking		Creative Arts
HS lunch 1	11:51	12:16	M-F	M-F							
5	11:51	1:08	Fit for Life	Fit for Life	UA1	UA1	UA1	UA1	UA1	UA1	
HS lunch 2	12:43	1:08									
6	1:11	2:00			UA2	UA2	UA2	UA2	UA2	UA2	UA2
7	2:03	2:52	<i>M,T,W,F - Gym/weight room</i>	SEER	<i>AD duties if free then help in gym/weight room</i>	SEER	<i>M,T,W,Thu - Café D-G</i>	SEER	<i>M,T,W,Th Café D-G</i>	SEER	

2010 - 2011 Master Schedule

Department			Unified Arts				World Languages			
Per	Time		N. Tong		J. Lambert		A. Nolin		D. Clark	
1	7:55	8:44	Music Theory		Construction Systems	Carpentry	French 1		Spanish 2	
2	8:48	9:36		Kybrd/ Guitar			French 2			
Adv.	9:44	10:04	Advisory		Advisory		Advisory		Advisory	
3	10:07	10:56		Kybrd/ Guitar	Electronics & Robotics		French 3 / 4	French 4?	Spanish 1	
4	10:59	11:48	Kybrd/ Guitar						Spanish 1	
HS lunch 1	11:51	12:16								
5	11:51	1:08	UA1	UA1	UA1	UA1		UA1	UA1	UA1
HS lunch 2	12:43	1:08								
6	1:11	2:00	UA2	UA2	UA2	UA2	French 1		UA2	UA2
7	2:03	2:52	M - open music room T-F Band/Chorus		M-F Robotics	SEER	M, T, W, F 9th grade SEER	SEER	M, T, TH, F Café A-C	SEER

PowerSchool

School: Wilton-Lymborough Middle School
Term: 10-11 Quarter 4

Logout

Start Page > Master Schedule - School Year By Teachers

(Last Login: 4/4/2011 at 7:42 AM) Bemales, Donna

Master Schedule - School Year By Teachers

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLaunch
- Reports
- Schedule Functions
- Teacher Schedules
- Setup
- Personnel
- School Staff
- System Disabled
- Administrator
- PT Administrator
- Reprints/Forms

Teacher	Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period LUJ	Period UAI	Period ADV	Period UA2	Period SR
Clark, Denise MS (102: UnifiedArt)	A													
	B													
	C													
	D													
Clark, Olympi MS (5030: UnifiedArt)	A													
	B													
	C													
	D													
Cardione, LMS (5035: UnifiedArt)	A													
	B													
	C													
	D													
Droper, Linda (60)	A													
	B													
	C													
	D													
Ding, Michael (46: 5.S.)	A													
	B													
	C													
	D													

Spright - B
MS
993.4 16/25
Room 102
UA2(D)
Term: Q4

Family & Consumer Science 7
855.3 13/25
Room 171
UAI(D)
Term: Q4

Computers 8
602.4 13/18
Room 131
UA2(D)
Term: Q4

VIACS
VIACS100.24 1/4
Room 115
1-2(D) 3-4(C)
5-6(B) 7-8(A)
Term: 10-11

VIACS
VIACS100.24 1/4
Room 115
1-2(D) 3-4(C)
5-6(B) 7-8(A)
Term: 10-11

VIACS
VIACS100.24 1/4
Room 115
1-2(D) 3-4(C)
5-6(B) 7-8(A)
Term: 10-11

VIACS
VIACS100.24 1/4
Room 115
1-2(D) 3-4(C)
5-6(B) 7-8(A)
Term: 10-11

VIACS
VIACS100.24 1/4
Room 115
1-2(D) 3-4(C)
5-6(B) 7-8(A)
Term: 10-11

Extended - 7th grade
001.1 12/25
Room 204
SR(A-D)

Advisory 7th grade
001.1 11/25
Room 204
1(A-D)

Social Studies 7
201.4 15/25
Room 204
2-3(D) 4-5(C)
6-7(B) 8(A)

Social Studies 7
201.3 7/25
Room 204
2-3(C) 4-5(B)
6-7(A) 8(D)

Social Studies 7
201.3 7/25
Room 204
2-3(C) 4-5(B)
6-7(A) 8(D)

Social Studies 7
201.2 14/25
Room 204
2-3(B) 4-5(A)
6-7(D) 8(C)

Social Studies 7
201.2 14/25
Room 204
2-3(B) 4-5(A)
6-7(D) 8(C)

Social Studies 7
201.1 14/25
Room 204
2-3(A) 4-5(D)
6-7(C) 8(B)

Social Studies 7
201.1 14/25
Room 204
2-3(A) 4-5(D)
6-7(C) 8(B)

SR(A-D)
Term: 10-11

Room 108
ADV(A-D)
Term: 10-11

1-2(C) 3-4(B)
5-6(A) 7-8(D)
Term: 10-11

1-2(C) 3-4(B)
5-6(A) 7-8(D)
Term: 10-11

1-2(B) 3-4(A)
5-6(D) 7-8(C)
Term: 10-11

1-2(B) 3-4(A)
5-6(D) 7-8(C)
Term: 10-11

1-2(A) 3-4(D)
5-6(C) 7-8(B)
Term: 10-11

1-2(A) 3-4(D)
5-6(C) 7-8(B)
Term: 10-11

1-2(D) 3-4(C)
5-6(B) 7-8(A)
Term: 10-11

1-2(D) 3-4(C)
5-6(B) 7-8(A)
Term: 10-11

Art 7
851.4 12/25
Room 170
UAI(D)
Term: Q4

Art 7
851.3 12/25
Room 170
UAI(O)
Term: Q4

WHP, Judi
MS 5195:
Unifordvst

A
B
C
D

Show Preferences

Specials Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15-9:00		5M – P.E.	5M - Music 5Z – P.E.	5Z – Art	5Z – P.E.
9:00-9:45	6D – P.E. 6J – Art KMA- Music (week 1)	6D – Library 6J – P.E. KMA-Art (week 2)	6D – P.E. 6J – Music	6D – Art 6J – Library KMA – P.E.	6D – Music 6J – P.E.
9:45-10:15					
10:15-11:00	5M – P.E. 5Z – Music 3H – Library 3M – Art	5Z - Library 3H – Art 3M – P.E.	3H – Music 3M – P.E.	5M – Art 3H – P.E 3M – Library	5M – Library 3H – P.E. 3M – Music
11:00-11:45	4B – P.E. 4M – Library	4B – Art 4M – P.E.	4B – P.E. 4M – Music	4B – Library 4M – Art	4B – Music 4M – P.E.
11:45-1:00	12:15-12:30 Recorders		12:15-12:40 Chorus		12:15-12:40 Orffens
1:00-1:45	1A – P.E. 1C - Art 1M – Music	1A – Art 1C – P.E. 1M – Library	1A – Library 1C – Music 1M – P.E.	1A – P.E. 1C – P.E. 1M – Art	1A – Music 1C - Library 1M – P.E.
1:45-2:30	2D – Music 2H – Art KMP – P.E.	2D – Library 2H – P.E. KMP - Art	2D – P.E. 2H – Library KMP – Music	2D – Art 2H – P.E.	2D –P.E. 2H – Music

		(Week 1)	(Week 2)		
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2010-2011 Specials Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15-9:00	5M - P.E. 5Z - Library KMA - Art/Music (8:30-9:00)	5M - Art 5Z - P.E.	5M - Music 5Z - P.E.	5M - P.E. 5Z - Art	5M - Library 5Z - Music KMA - P.E. (8:30-9:00)
9:00-9:45	6D - P.E. 6J - Art	6D - Library 6J - P.E.	6D - P.E. 6J - Music	6D - Art 6J - Library	6D - Music 6J - P.E.
9:45-10:30	Planning	Planning	Planning	Planning	Planning
10:30-11:15	4F - P.E. 4M - Music	4F - Art 4M - P.E.	4F - P.E. 4M - Library	4F - Library 4M - Art	4F - Music 4M - P.E.
11:25-12:10	3H - Art 3M - Music	3H - P.E. 3M - Library	3H - Music 3M - P.E.	3H - P.E. 3M - Art	3H - Library 3M - P.E.
11:45-1:00	12:10-12:35 Recorders		12:10-12:35 Orffens		12:10 -12:35 Chorus
1:10-1:55*	1A - P.E. 1M - Music	1A - Art 1M - Library	1A - Library 1M - P.E.	1A - P.E. 1M - Art	1A - Music 1M - P.E.
1:55-2:40**	2D - Library 2H - P.E. KMP - Art/Music (2:00-2:30)	2D - P.E. 2H - Art	2D - Music 2H - P.E.	2D - Art 2H - Library KMP - P.E. (2:00-2:30)	2D - P.E. 2H - Music

*1Mac's class will be divided into 1A and 1M for all specials.

** Second Grade teachers will meet class at specials and dismiss from there.

LCS

Lyndeborough Central School

2010-2011 Master Schedule Grade 1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-8:30	Arrival	Arrival	Arrival	Arrival	Arrival
8:30-9:00	Morning Mtg/Independent Work/ Math	Morning Mtg/Independent Work/Math	Morning Mtg/Independent Work/Math	Morning Mtg/Independent Work/Math	Morning Mtg/Independent Work/Math
9:00-9:30	Spelling	Spelling	Spelling	Spelling	Spelling
9:30-10:00	Grammar/ Writing	Grammar/ Writing	Grammar/ Writing	Grammar/ Writing	Grammar/ Writing
10:00-10:30	Snack/Recess	Snack/Recess	Snack/Recess	Snack/Recess	Snack/Recess
10:30-11:00	Calendar/ Social Studies	Calendar/ Social Studies	Calendar/ Social Studies	Calendar/ Social Studies	Calendar/ Social Studies
11:00-11:30	Reading Groups	Reading Groups	Reading Groups	Reading Groups	Reading Groups
11:30-12:00	Reading	Reading	Reading	Reading	Reading
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:00	Recess	Recess	Recess	Recess	Recess
1:00-1:30	RTI/ Math	PE	Art	Music	Library/ Computers
1:30-2:00	Math	PE	Art	Music	Library/ Computers
2:00-2:30	Guidance	Math	Math	Math	Math
2:30-3:00	Science	Science	Science	Science	Science

Lyndeborough Central School

2010-2011 Master Schedule **Grade 2**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-8:30	Arrival	Arrival	Arrival	Arrival	Arrival
8:30-9:00	Independent Reading	Math Facts	Journal Writing	Scholastic News	Puzzles
9:00- 9:30	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
9:30 – 10:00	Make A Book	Poetry	Handwriting	Fun Activity Papers	Finish up week's work
10:00 – 10:30	Snack/Recess	Snack/Recess	Snack/Recess	Snack/Recess	Snack/Recess
10:30 – 11:00	Language Arts	Language Arts	Language Arts	Language Arts	Science
11:00 – 11:30	Language Arts	Language Arts	Language Arts	Language Arts	Science
11:30 – 12:00	Language Arts	Language Arts	Language Arts	Language Arts	Science
12:00 – 12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30 – 1:00	Recess	Recess	Recess	Recess	Recess
1:00 – 1:30	RTI/Math	Read Aloud/Sharing	Read Aloud/Sharing	Read Aloud/Sharing	Read Aloud/Sharing
1:30 – 2:00	Guidance	Math	Math	Math	Library
2:00 – 2:30	Choice Time	Music	Art	PE	Computer
2:30 – 3:00	Scholastic News	Reading	Review Math Facts	Library Books	Finish up Week's Projects

Lyndeborough Central School

2010-2011 Master Schedule **Grade 3**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
8:20-8:30	Arrival	Arrival	Arrival	Arrival	Arrival	
8:30-9:00	Math	Math	Math	Math	Math	
9:00- 9:30	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts	
9:30 – 10:00	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts	
10:00 – 10:30	Snack/ Recess	Snack/ Recess	Snack/ Recess	Snack/ Recess	Snack/ Recess	
10:30 – 11:00	Math	Guidance	Math	Math	Computer	
11:00 – 11:30	Math	Music	Art	PE	Library	
11:30 – 12:00	Language Arts	Music	Art	PE	Library/ Math	
12:00 – 12:30	Lunch	Lunch	Lunch	Lunch	Lunch	
12:30 – 1:00	Recess	Recess	Recess	Recess	Recess	
1:00 – 1:30	RTI Math	Language Arts	Language Arts	Language Arts	Language Arts	
1:30 – 2:00	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts	
2:00 – 2:30	Science	Science	Science	Science	Science	
2:30 – 3:00	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies	

Lyndeborough Central School

2010-2011 Master Schedule Grade 4

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-8:30	Arrival	Arrival	Arrival	Arrival	Arrival
8:30-9:00	Language Arts	Language Arts	Library/ Computer	Language Arts	Language Arts
9:00- 9:30	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
9:30 – 10:00	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
10:00 – 10:30	Snack/Break	Snack/Break	Snack/Break	Snack/Break	Snack/Break
10:30 – 11:00	Guidance	Music	Art	PE	Language Arts
11:00 – 11:30	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
11:30 – 12:00	Language Arts	Language Arts	Language Arts	Language Arts	Health
12:00 – 12:30	Recess	Recess	Recess	Recess	Recess
12:30 – 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 – 1:30	RTI/Math	Math	Math	Math	Math
1:30 – 2:00	Math	Math	Math	Math	Math
2:00 – 2:30	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
2:30 – 3:00	Science	Science	Science	Science	Science

Lyndeborough Central School

2010-2011 Master Schedule **Grade 5**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-8:30	Arrival	Arrival	Arrival	Arrival	Arrival
8:30-9:00	Language Arts	Music	Art	PE	Language Arts
9:00- 9:30	Language Arts	Music	Art	PE	Language Arts
9:30 – 10:00	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
10:00 – 10:30	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
10:30 – 11:00	Break	Break	Break	Break	Break
11:00 – 11:30	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
11:30 – 12:00	Math	Math	Math	Math	Math
12:00 – 12:30	Recess	Recess	Recess	Recess	Recess
12:30 – 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 – 1:30	RTI/Math	Math	Math	Math	Math
1:30 – 2:00	Math	Math	Math	Math	Math
2:00 – 2:30	Science	Science	Science	Science	Science
2:30 – 3:00	Science	Science	Science	Science	Science

Lyndeborough Central School

2010-2011 Master Schedule Grade 6

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-8:30	Arrival	Arrival	Arrival	Arrival	Arrival
8:30-9:00	Language Arts	Music	Art	PE	Language Arts
9:00- 9:30	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
9:30 – 10:00	Break	Break	Break	Break	Break
10:00 – 10:30	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
10:30 – 11:00	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
11:00 – 11:30	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
11:30 – 12:00	Math	Math	Math	Math	Math
12:00 – 12:30	Recess	Recess	Recess	Recess	Recess
12:30 – 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 – 1:30	RTI/Math	Math	Math	Math	Math
1:30 – 2:00	Math	Math	Math	Math	Math
2:00 – 2:30	Science	Science	Science	Science	Science
2:30 – 3:00	Science	Science	Science	Science	Science

APPENDIX D

Salary Schedule

Years of Experience	B	400.00	B+15	400.00	B+30	600.00	M	600.00	M+15	600.00	M+30
0	\$ 34,750	\$ 1,250	\$ 35,150	\$ 1,400	\$ 35,550	\$ 1,450	\$ 36,150	\$ 1,500	\$ 36,750	\$ 1,600	\$ 37,350
1	\$ 36,000	\$ 1,150	\$ 36,550	\$ 1,400	\$ 37,000	\$ 1,450	\$ 37,650	\$ 1,500	\$ 38,350	\$ 1,600	\$ 39,150
2	\$ 37,150	\$ 1,150	\$ 37,950	\$ 1,300	\$ 38,450	\$ 1,350	\$ 39,150	\$ 1,500	\$ 39,950	\$ 1,600	\$ 40,950
3	\$ 38,300	\$ 1,150	\$ 39,250	\$ 1,300	\$ 39,800	\$ 1,350	\$ 40,650	\$ 1,500	\$ 41,550	\$ 1,600	\$ 42,600
4	\$ 39,450	\$ 1,150	\$ 40,550	\$ 1,300	\$ 41,150	\$ 1,350	\$ 42,150	\$ 1,500	\$ 43,150	\$ 1,550	\$ 44,250
5	\$ 40,600	\$ 1,150	\$ 41,850	\$ 1,300	\$ 42,500	\$ 1,350	\$ 43,650	\$ 1,500	\$ 44,700	\$ 1,550	\$ 45,900
6	\$ 41,750	\$ 1,150	\$ 43,150	\$ 1,300	\$ 43,850	\$ 1,350	\$ 45,150	\$ 1,500	\$ 46,250	\$ 1,550	\$ 47,550
7	\$ 42,900	\$ 1,150	\$ 44,450	\$ 1,200	\$ 45,200	\$ 1,350	\$ 46,650	\$ 1,500	\$ 47,800	\$ 1,550	\$ 49,200
8	\$ 44,050	\$ 1,150	\$ 45,650	\$ 1,200	\$ 46,550	\$ 1,350	\$ 48,150	\$ 1,500	\$ 49,350	\$ 1,550	\$ 50,850
9	\$ 45,200	\$ 1,150	\$ 46,850	\$ 1,200	\$ 47,900	\$ 1,350	\$ 49,650	\$ 1,400	\$ 50,900	\$ 1,550	\$ 52,500
10	\$ 46,350	\$ 1,150	\$ 48,050	\$ 1,200	\$ 49,250	\$ 1,350	\$ 51,050	\$ 1,400	\$ 52,450	\$ 1,550	\$ 54,150
11	\$ 47,500	\$ 1,150	\$ 49,250	\$ 1,200	\$ 50,600	\$ 1,350	\$ 52,450	\$ 1,400	\$ 54,000	\$ 1,450	\$ 55,800
12	\$ 48,650	\$ 1,150	\$ 50,450	\$ 1,200	\$ 51,950	\$ 1,350	\$ 53,850	\$ 1,350	\$ 55,450	\$ 1,450	\$ 57,450
13	\$ 49,800	\$ 1,150	\$ 51,650	\$ 1,200	\$ 53,300	\$ 1,350	\$ 55,200	\$ 1,350	\$ 56,900	\$ 1,450	\$ 59,100
14-16	\$ 50,950	\$ 1,150	\$ 52,850	\$ 1,200	\$ 54,650	\$ 1,350	\$ 56,550	\$ 1,350	\$ 58,350	\$ 1,450	\$ 60,750
17-19	\$ 52,100	\$ 1,150	\$ 54,050	\$ 1,200	\$ 56,000	\$ 1,250	\$ 57,900	\$ 1,350	\$ 59,800	\$ 1,450	\$ 62,400
20-22	\$ 53,250	\$ 625	\$ 55,250	\$ 625	\$ 57,250	\$ 625	\$ 59,250	\$ 800	\$ 61,250	\$ 975	\$ 64,050
23-25	\$ 53,875	\$ 800	\$ 55,875	\$ 800	\$ 57,875	\$ 800	\$ 60,050	\$ 975	\$ 62,225	\$ 1,100	\$ 65,025
26-28	\$ 54,675	\$ 975	\$ 56,675	\$ 1,000	\$ 58,675	\$ 1,050	\$ 61,025	\$ 1,100	\$ 63,325	\$ 1,300	\$ 66,125
29-31	\$ 55,650	\$ 1,100	\$ 57,675	\$ 1,150	\$ 59,725	\$ 1,200	\$ 62,125	\$ 1,300	\$ 64,625	\$ 1,400	\$ 67,425
32+	\$ 56,750		\$ 58,825		\$ 60,925		\$ 63,425		\$ 66,025		\$ 68,925

APPENDIX E

Current Staff Placement to achieve the
new salary schedule

13-14

Last Name	First Name	%	Degree	YrsExp	Sal. 10-11	Exp	2013-14 SCALE	35%	20%	45%
S ANDREASEN	JACQUELINE	1	B	11	\$ 45,856	14	\$ 50,950	\$ 1,783	\$ 47,639	\$ 48,658
S BOBER	AUDREY	1	M	8	\$ 43,862	11	\$ 52,480	\$ 3,006	\$ 46,868	\$ 48,585
S CARGILL	TAMARA	1	M15	8	\$ 44,729	11	\$ 54,000	\$ 3,245	\$ 47,974	\$ 49,828
S CARTON	KATHLEEN	1	B	10	\$ 43,455	13	\$ 49,800	\$ 2,221	\$ 45,676	\$ 46,945
S DANE	NICOLE	1	M	5	\$ 40,788	8	\$ 48,150	\$ 2,577	\$ 43,365	\$ 44,837
S STUBBS	SUSAN	1	B	10	\$ 43,455	13	\$ 49,800	\$ 2,221	\$ 45,676	\$ 46,945
S DESMARAIS	HEATHER	1	B	10	\$ 43,455	13	\$ 49,800	\$ 2,221	\$ 45,676	\$ 46,945
S DESROSIERS	APRYLLE	0.6	M15	15	\$ 34,534	18	\$ 35,880	\$ 471	\$ 35,005	\$ 35,274
S EBEL	JULIE	1	B	3	\$ 36,275	6	\$ 41,750	\$ 1,916	\$ 38,191	\$ 39,286
S DIGNAN	SAMATHA	1	B	11	\$ 45,859	14	\$ 50,950	\$ 1,782	\$ 47,641	\$ 48,659
S FULLER	BRIDGETTE	1	B	31	\$ 57,103	34	\$ 56,750	\$ 2,600	\$ 59,703	\$ 62,303
S HAMILTON	CATHY B.	1	B	7	\$ 42,813	10	\$ 51,050	\$ 2,883	\$ 45,886	\$ 47,343
S HEBERT	KRISTEN	1	M	4	\$ 35,722	7	\$ 42,900	\$ 2,512	\$ 36,234	\$ 37,670
S JUTRAS	CARL	0.8	B30	20	\$ 34,851	23	\$ 34,725	\$ 523	\$ 35,374	\$ 35,897
S KNOTTS	SHARON	0.8	B	1	\$ 20,675	4	\$ 23,670	\$ 1,048	\$ 21,723	\$ 22,322
S LEVESQUE	AMANDA	1	B	10	\$ 43,455	13	\$ 49,800	\$ 2,221	\$ 45,676	\$ 46,945
S MACPHERSON	VICKI	1	B	24	\$ 56,853	27	\$ 54,675	\$ 853	\$ 57,706	\$ 58,559
S MARTZ	CAROL	1	B	16	\$ 56,950	19	\$ 57,900	\$ 884	\$ 59,834	\$ 60,718
S MCGANDY	MELANIE	1	M	23	\$ 56,853	26	\$ 54,675	\$ 853	\$ 57,706	\$ 58,559
S MITCHELL	ALICE	1	B	3	\$ 38,876	6	\$ 45,150	\$ 2,196	\$ 41,072	\$ 42,327
S MOORE	MOLLY SHEP	1	M	5	\$ 39,055	8	\$ 45,650	\$ 2,308	\$ 41,363	\$ 42,682
S O'CONNOR(DUH, TAMMY	FREDERICK	1	B15	12	\$ 48,254	15	\$ 50,950	\$ 944	\$ 49,198	\$ 49,737
S SHENK	FREDERICK	0.5	B	36	\$ 29,475	39	\$ 31,713	\$ 783	\$ 30,288	\$ 30,706
S THIBEAULT	GAIL	1	M	12	\$ 49,989	15	\$ 54,650	\$ 1,631	\$ 51,620	\$ 52,553
S ZINK	GEORGE	1	B30	5	\$ 36,187	8	\$ 44,050	\$ 2,052	\$ 40,239	\$ 41,412
S ZOLTKO	DIANA	1	B	5	\$ 36,187	8	\$ 44,050	\$ 2,052	\$ 40,239	\$ 41,412
					\$ 1,029,924		\$ 1,073,436	\$ 43,512	\$ 1,100,748	\$ 1,156,060
							\$ 50,851	\$ 2,169	\$ 53,020	\$ 57,900
							\$ 56,281	\$ 1,429	\$ 57,710	\$ 60,925
							\$ 7,243	\$ 270	\$ 7,513	\$ 8,120
							\$ 60,008	\$ 682	\$ 60,690	\$ 62,225
							\$ 26,267	\$ 885	\$ 27,161	\$ 29,175
							\$ 44,323	\$ 2,254	\$ 46,578	\$ 51,650
							\$ 55,861	\$ 1,189	\$ 57,050	\$ 59,725
							\$ 63,282	\$ 875	\$ 64,157	\$ 66,125
							\$ 11,722	\$ 296	\$ 12,019	\$ 12,685
							\$ 50,378	\$ 1,899	\$ 52,277	\$ 56,550
							\$ 29,970	\$ 1,275	\$ 31,244	\$ 34,112
							\$ 7,243	\$ 270	\$ 7,513	\$ 8,120
							\$ 463,428	\$ 13,603	\$ 476,931	\$ 507,312
							\$ 23,630	\$ 88,573	\$ 3,585,514	\$ 3,763,193
							\$ 439,799			
							\$ 2,705,775	\$ 142,036	\$ 3,496,941	\$ 3,763,193

S ANDREASEN	JACQUELINE	1	M	14	\$ 47,055	17	\$ 57,900	\$ 3,796	\$ 50,851	\$ 53,020
S BUTTRICK	LINDA	1	B30	29	\$ 53,780	32	\$ 60,925	\$ 2,501	\$ 56,281	\$ 57,710
S COFFEY	JESSICA	0.2	B	2	\$ 6,771	5	\$ 8,120	\$ 472	\$ 7,243	\$ 7,513
S COTTLE	JACQUELINE	1	M15	20	\$ 68,814	23	\$ 62,225	\$ 1,194	\$ 60,008	\$ 60,690
S DUFOUR	JOANNE	0.8	M15	13	\$ 24,701	16	\$ 29,175	\$ 1,566	\$ 26,267	\$ 27,161
S LEMIRE	JULIE	1	B15	10	\$ 40,378	13	\$ 51,650	\$ 3,945	\$ 44,323	\$ 46,578
S NAHASS	KATHLEEN	1	B30	28	\$ 53,780	31	\$ 59,725	\$ 2,081	\$ 55,861	\$ 57,050
S PAWLK	MURIEL	1	M30	23	\$ 61,751	26	\$ 66,125	\$ 1,531	\$ 63,282	\$ 64,157
S PARKER	AMY	0.2	M	30	\$ 11,204	33	\$ 12,685	\$ 518	\$ 11,722	\$ 12,019
S RANCOURT	LISA	1	M	12	\$ 47,055	15	\$ 56,550	\$ 3,323	\$ 50,378	\$ 52,277
S SONGER	BRENDA	0.8	B30	10	\$ 27,739	13	\$ 34,112	\$ 2,231	\$ 29,970	\$ 31,244
S SWIM-GIFFORD	LAURA	0.2	B	5	\$ 6,771	8	\$ 8,120	\$ 472	\$ 7,243	\$ 7,513
S WARBURTON	KRISTIN	1	B	2	\$ 439,799	5	\$ 463,428	\$ 23,630	\$ 476,931	\$ 507,312

