



**State of New Hampshire**  
Public Employee Labor Relations Board

**Moultonborough Education Support Team, NEA-NH**

and

**Moultonborough School District, SAU #45**

**Case No. E-0286-1**

**Decision No. 2024-159**

Order

On June 28, 2024, the Moultonborough Education Support Team, NEA-NH filed an election petition for certification seeking to represent certain employees of the Moultonborough School District, SAU #45. The petition was supported by a requisite number of confidential authorization cards as reflected in the July 16, 2024 PELRB Report re: Inspection of Confidential Authorization Cards. The District assented to the composition of the proposed unit. The proposed bargaining unit was approved. See PELRB Decision No. 2024-127. However, on July 17, 2024, the Association filed a Motion to Amend the Proposed Bargaining Unit seeking to add the positions of “all full-time and part-time administrative assistants, receptionists, and secretaries.” The Association’s motion to amend the proposed unit was granted. See PELRB Decision No. 2024-158. The District filed a limited objection to the amended petition for certification on the grounds that the Administrative Assistant to the Superintendent (one employee) and School Level Administrative Assistants to the District’s Principals (three employees) were confidential employees within the meaning of RSA 273-A:1, IX (c) and that they lacked a community of interest with the rest of the proposed bargaining unit. A hearing on the District’s objections was scheduled for August 15, 2024.

Subsequently, the parties filed a joint motion to amend the proposed bargaining unit. Based on the motion, the parties agree to the following proposed bargaining unit:

**Unit:** All full time and part time administrative assistants, custodians, library assistants, maintenance, paraprofessionals, receptionists, secretaries, and Title I assistants.

**Excluded:** All certified classroom teachers, media generalist, reading teachers, guidance counselors, superintendent, principal, assistant principal, allied health professionals, facilities director, food services director, technology director, curriculum coordinator, special education director, administrative assistant to the superintendent, administrative assistant to the Central School principal, administrative assistant to the Academy Middle Level principal, and administrative assistant to the Academy High School principal.

No other objections, exception or motions to intervene were filed in this case.

The proposed bargaining unit is approved. Accordingly, the August 15, 2024 hearing is cancelled. The PELRB will conduct a secret ballot election pursuant to RSA 273-A:10 to determine the exclusive representative of the approved unit, if any. "Moultonborough Education Support Team, NEA-NH" and "No Representative" will be included on a ballot.

The District shall file an amended employee list containing bargaining unit employees' names, positions, dates of hire, and probationary status. The list shall also contain employees' home addresses as required under Admin. Rule Pub 303.01 (b). An Order for Election shall be issued, and a pre-election conference shall be conducted pursuant to Admin. R. Pub 303.02.

So ordered.

Date: August 14, 2024

/s/ Karina Lange  
Karina A. Lange, Esq.  
Staff Counsel/Hearing Officer

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