ROLLINSFORD SCHOOL DISTRICT

Rollinsford, New Hampshire

AGREEMENT

BETWEEN THE

ROLLINSFORD EDUCATION ASSOCIATION

AND THE

ROLLINSFORD SCHOOL BOARD

July 1, 2026-June 30, 2028

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ROLLINSFORD SCHOOL DISTRICT

An Agreement made between the Rollinsford Education Association and the School Board of Rollinsford, New Hampshire.

I. RECOGNITION

A. For the purposes of collective negotiations, the Rollinsford School Board (hereinafter referred to as the "Board") recognizes the Rollinsford Education Association (hereinafter referred to as the "Association") as the exclusive representative of all certified personnel under written contract and all paraprofessionals employed with the Rollinsford School District.

B. Certified instructional personnel shall include any individual employed by the Rollinsford School District who deals directly with children in the classroom, including instructional specialists, the qualifications of whose position are such as to require him or her to hold an appropriate credential issued by the State Board of Education under its regulations governing certification. Additionally, the nurse shall be governed by all articles in the Agreement, save Article XII which will be negotiated through the superintendent and the Association. Paraprofessionals shall include any individual employed by the Rollinsford School District in the capacity of a mainstream coach, aide or tutor.

C. The Association agrees to represent all such certified instructional personnel, all paraprofessionals and the nurse in Rollinsford School District designated above without discrimination and without regard to membership in the Association.

D. The term "school" as used in this Agreement means any work location or functional division maintained by the Board where instruction is offered to the children enrolled in the Rollinsford School District.

II. NEGOTIATIONS PROCEDURE

The Association and the Board agree to enter into collective negotiations over a successor Agreement in accordance with RSA 273-A, New Hampshire Public Employee Labor Relations Law.

A. Obtaining Objectives

The process described in this Agreement is dependent upon mutual understanding and cooperation. It therefore, requires a free and open exchange of views with all parties participating in deliberation leading to decisions affected by this

Agreement. Both parties agree to meet at reasonable times and places to negotiate in a good-faith effort to reach agreement on matters of mutual concern.

B. Representation

Members of the Board, or their designated representatives, and representatives named by the Association shall meet for the purpose of negotiating and seeking agreement on matters of mutual concern.

C. Negotiations Procedure

1. Not later than, the date specified by RSA 273-A:3 (II) (a), either party may submit to the other written notice of its intention to negotiate a successor Agreement concerning salaries, fringe benefits, and terms and conditions of employment other than managerial policy. Every reasonable attempt will be made by the Board and the Association to effect substantive agreement by December 1. Within (10) work days of the date of the request, a mutually convenient time and place for a meeting shall be established. The meeting shall take place within fifteen (15) workdays of the receipt of the request.

2. Thereafter, the parties shall meet at reasonable times and places and negotiate in a good-faith effort to reach agreement on all matters raised by either party. Additional meetings shall be agreed upon by the negotiations team as may be necessary to complete consideration of agenda items. Meetings shall be scheduled to avoid conflicts with school duties of Association representatives.

3. During such negotiations, the Board and the Association will present relevant data, exchange points of view, and make proposals and counterproposals. Upon request, the Board shall make available to the Association all pertinent data and information of the District as will assist the Association in developing proposals.

4. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist it in negotiations.

5. Any agreement reached shall be reduced to writing and be signed by the Board and Association. A copy of said Agreement shall be filed with the New Hampshire Public Employee Labor Relations Board within fourteen (14) workdays of the signing.

6. Any sections of the Agreement which require the expenditure of public funds for implementation shall not be binding unless and until the necessary appropriations have been made by the School District. The Association and the Board shall make every effort to promote and secure the funds necessary to implement the Agreement. If such funds are not forthcoming, the Association and the Board shall discuss the best use of money allocated.

7. When a substantive agreement is reached, it shall then be made in writing and submitted for ratification to the Board and the Association. When approved by both parties, it shall be signed by their respective representatives and shall be entered into the official minutes of the Board. Thereupon, the Agreement shall constitute a revision of the negotiated Agreement. Provisions of the substantive agreements shall be reflected in the individual contract except that the Board retains the right to withhold an increment or provide an additional increment when warranted. Notice of and reason for withholding an increment are to be sent to the teacher in writing by March 15.

D. Impasse Procedure

This section may be enforced by either party pursuant to RSA 273-A New Hampshire laws. If agreement is not reached by December 1 (at least sixty (60) days prior to budget submission date), either party may call for impasse resolution utilizing the procedures set forth herein. Further, the Board and the Association agree to reasonably ensure that the procedures for impasse resolution are not invoked prematurely or for inconsequential matters.

1. When the impasse is declared, either party may request that a mediator be appointed.

2. Should the parties be unable to agree upon a mediator, the New Hampshire Public Employee Labor Relations Board shall appoint a neutral party of its choosing to mediate. (RSA 273-A:12-1).

3. In either case, the mediator will meet with the parties either jointly or separately and will take such steps, as he/she may deem appropriate in order to persuade the parties to resolve their differences and effect a mutually acceptable Agreement. Any hearings will be held in closed session.

4. If the mediation effort does not result in an Agreement by December 15, the parties shall attempt to select a fact finder. If the parties fail to agree on a fact finder, the New Hampshire Public Employee Labor Relations Board shall appoint one. The fact finder shall make and report findings of fact together with recommendations for resolving each of the issues remaining in dispute, which findings and recommendations shall not be made public until the negotiating team shall have considered them for ten (10) days.

5. If either negotiating team rejects the fact finder's recommendations, the findings and recommendations shall be submitted to the full membership of the Association and to the entire Board, which shall vote to accept or reject so much of the recommendation as it desires.

6. If the impasse is not resolved following the action of the Association or Board, the fact finder's recommendation shall be submitted to the legislative body of the public employer, which shall vote to accept or reject his/her recommendations.

7. If the impasse is not resolved following the action of the legislative body, negotiations shall be reopened. Mediation may be requested by either party. It may involve the Board of the Public Employer if the Mediator so chooses.

E. The parties shall share equally all fees and costs for the services of the mediation/fact finding.

F. Nothing in this article shall be construed to prohibit the Association and the Board from reaching agreement at any time between the declaring of impasse and the budget submission date.

III. GRIEVANCE PROCEDURE

A. Definition

A "grievance" shall mean a complaint by an employee represented by the Association or the Association itself concerning an infraction of the terms and conditions of the Agreement or a violation of any established policy or practice.

B. General

In every instance an attempt shall be made to resolve the issue at the lowest possible level. An aggrieved employee may be represented at all stages of the grievance procedure by himself/herself, the Association, or a representative agreeable to both. Failure to communicate a decision to the grievant within the specified time limits stated below shall permit the aggrieved party to go on to the next step in the grievance procedure.

C. Steps

1. Principal

The employee or Association will first discuss the grievance with the principal in an attempt to resolve it. If the aggrieved party does not receive proper redress from the principal, he/she will within ten (10) workdays reduce these concerns in writing to the principal. The principal will respond within five (5) work days in writing his/her decision to the aggrieved party.

2. Superintendent

If the aggrieved party is not satisfied with the decision of the principal, he/she may request in writing within five (5) work days upon receiving the principal's decision, a meeting with the superintendent or his/her designee. The meeting shall take place within five (5) work days.

3. School Board

After receipt of the response from the superintendent or his/her designee, if the aggrieved party is dissatisfied, he/she may request within five (5) work days to be heard by the Board. The superintendent will arrange a date for a meeting with the Board. The Board will hold a hearing with the aggrieved party within (15) fifteen school days or by the next regularly scheduled school board meeting whichever is sooner from the aggrieved party's request and render a decision in writing within five (5) work days of hearing. No reprisal of any kind will be taken by the Board or any member of the administration against any participant in the grievance procedure by reason of such participation.

4. Arbitration

If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and he/she wishes review by a third party, he/she shall so notify the Association within five (5) work days of receipt of the Board's decision. If the Association determines that the matter should be arbitrated, it shall, in writing, advise the Board through the superintendent within ten (10) workdays of receipt of the Board's decision. The parties will then initiate a request for arbitration under the procedure set forth herein with authority granted pursuant to N.H. RSA 542, as amended. The request for arbitration is a waiver of the right to said Association or grievant to submit the underlying dispute to any other administrative or judicial tribunal for resolution.

Procedure for Securing the Services of an Arbitrator

The following procedure will be used to secure the services of an arbitrator:

a. An arbitrator shall be secured through the American Arbitration Association according to its rules and regulations.

b. The arbitrator, immediately upon his/her selection, shall contact the parties and arrange the details of the arbitration hearing.

c. Neither the Board nor the Association will be permitted to assert any ground or evidence before the arbitrator which was not previously disclosed to the other party.

d. The Board, the aggrieved, and the Association shall receive copies of the arbitrator's report, said report of findings and decisions to be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearing.

e. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she may add nothing to nor subtract anything from the agreement between the parties. The findings and decision of the arbitrator shall be final and binding on the Association, the grievant, and the Board.

f. The Association and the Board agree that any differences between the parties on matters relative to this Agreement shall be settled by

the means herein provided. The Association in consideration of this Agreement and its terms and conditions shall not during the term of this Agreement, engage in nor condone any strike, work stoppage, or other concerted refusal to perform any assignment on the part of any employee (s) represented hereunder nor shall the Board sponsor any lockouts.

g. Costs

The fees and expenses of the arbitrator will be shared by the two parties equally.

D. Rights of Employees to Representation

1. An employee has the right to Association representation at all meetings where said meetings may result in said employee's rights under this contract being threatened or denied or at meetings held to resolve grievances.

2. When a grievance has been reduced to writing (step 1 of the grievance procedure outlined above) the Association retains the right to be present and to present its opinion of the grievance. Any resolution of a grievance shall be consistent with the terms of this Agreement, whether reached in the informal discussion stage or at subsequent stages in the procedure.

3. The Board and the Association shall assure that the parties in interest and witnesses are guaranteed freedom from restraint, interference, coercion, discrimination, or reprisal with respect to the processing of a grievance. In communication with any prospective employer, the administration shall avoid reference to the filing of a grievance by any employee.

E. Personnel Files

All documents communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and shall not be forwarded to any prospective employer of the grievant nor shall such documents be revealed, or the grievance(s) alluded to in any communication between the administration and said prospective employer.

F. Uniform Interpretation of Regulations

All rules and regulations applying to teachers and paraprofessionals shall be interpreted and applied uniformly throughout the District.

IV. CONTINUITY OF OPERATIONS

Both parties recognize the desirability of continuous and uninterrupted operation to the instructional program during the school year and the avoidance of disputes which threaten to interfere with such operation. The Association accordingly agrees, during the period of this Agreement, that it will not nor will any person acting in its behalf cause, authorize, or support, nor will any of its members take part in a strike relating to any item within the terms of the Agreement.

V. CONSULTATION OF EDUCATIONAL PROGRAMS

A. The Board desires the participation of the Association in the development of sound educational programs and policies, in the development of personnel policies, and in improving working conditions.

B. In connection with making major changes in programs and policies, the Association or a committee thereof will be notified by the superintendent of schools. The Association has the right to meet with the School Board or a committee of the Board following meeting with the superintendent. The Board agrees to give due consideration to recommendations of the Association. It is understood that the final decision with respect to programs and policies is the responsibility of the Board, and it is free to consult with such members of the District's staff and other persons as it may elect at any time.

C. Budget Reduction

In the event of a district meeting budget reduction, the administration will meet with and receive input from the Association concerning their priority requests before making recommendations to the school board.

VI. ELECTION TO OR TERMINATION OF CONTRACT

A. The Board decision concerning the election to, or termination of employment is final as governed by appropriate state law (RSA 189:13 and 189:14-A). Teachers shall be notified of their contract for the ensuing year no later than April 15. If the Board is considering any action concerning a teacher's contract, the teacher shall be so notified in writing prior to April 15 of each year. Paraprofessionals will be notified of their contract for the ensuing year no later than May 15 of each year.

B. If an administrator has a concern about a teacher's performance, he/she will voice those concerns in writing to that teacher prior to January 15 so that the teacher will have ample time to remedy the problem before the Board takes any action concerning the nonrenewal of the teacher. It is understood by the parties that new

problems occurring after January 15 that are documentable may affect contract renewal.

C. No teacher or paraprofessional shall be discharged, non-renewed, reduced in rank or compensation without a due process hearing before the Board after the completion of their third year of employment with the district. All information forming the basis for disciplinary action will be made available to the teacher or paraprofessional.

D. No teacher or paraprofessional shall be disciplined except for just cause.

VII. GRANTING BONUS OR WITHHOLDING INCREMENT

The Board reserves the right to grant a bonus and the right to withhold an increment from a teacher or paraprofessional for just cause. If the Board is considering any action concerning the withholding of a teacher's or paraprofessional's increment, the reason(s) shall be so stated in writing and accompany the teacher's or paraprofessional's contract. The letter shall stipulate that the Board is considering withholding an increment. The teacher or paraprofessional shall have the right to request, within ten (10) workdays, a hearing with the Board. Said hearing shall take place within seven (7) workdays of the request, and the teacher or paraprofessional shall be notified within five (5) work days thereafter.

VIII. ASSOCIATION RIGHTS

A. The Association will have the right to reasonable use of school facilities and equipment in accordance with written policy for holding of meetings and preparing the business of the Association. The cost of supplies used for Association business will be borne by the Association.

B. The Executive Committee of the Association or its designee shall have the right to place notices, circulars, and other materials in members' mailboxes, provided that such materials shall not relate to any local, state, or national political matter of a non-educational nature, or any partisan political electioneering matter. The Executive Committee shall take all reasonable steps to ensure that any information that is placed in members' mailboxes by members of the Executive Committee of the Association shall be in good taste. Copies of all such materials shall be filed with the principal of school or his/her designee prior to dissemination. Questionable materials removed by administrators shall be returned directly to the disseminator.

C. The Association has the responsibility to see that individual members advise the Board of any anticipated change in attendance or employment status.

D. Association members may voluntarily authorize the District to deduct their Association dues from their paychecks. Said monies shall be transmitted to the Association Treasurer on a monthly basis. Should there be a dispute between members of the bargaining unit and the Association (and/or the District) over the matter of any such deductions, the Association agrees to defend, indemnify and hold harmless the Board, the District, and their agents and administrators in any such dispute.

IX. BOARD RIGHTS

The Board, on its own behalf and on behalf of the District, hereby retains and reserves unto itself all powers, rights, authorities, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Hampshire and of the United States.

X. OBSERVATIONS, EVALUATIONS, AND RECORDS

A. The parties recognize the importance and value of a procedure for using our Professional Partnerships Model as part of our new Educator Support System. We believe the process is to encourage and engage professional partnerships that nourish a supportive, risk-taking, transparent approach to effective teaching and learning which ensures a comprehensive and holistic learning experience for all children.

The SAU 104 Professional Partnerships Educator Support and Growth Model adopted April, 2023 shall be the district document regarding Teacher Observation/Evaluation.

All summatives will be completed by May 1 each year.

If there is a concern regarding a teacher's performance, then the observation of that teacher must be completed prior to the January 30 deadline and the teacher notified prior to January 30.

B. The purpose of evaluations is to help the paraprofessional employee. The principal shall perform evaluations annually with direct input from professional staff who work directly with the paraprofessional and use the input to write the formal evaluation. A formal summative shall be completed each year by May 1. The paraprofessional shall have a right to append his/her comments to the formal summative and any or all such remarks shall be included in the paraprofessional's file. Signature does not necessarily signify agreement with the evaluation. No such report shall be included in the paraprofessional's file without prior knowledge of the paraprofessional.

C. In the event that an employee feels that his/her evaluation was unjust, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file.

A copy of the summative evaluation signed by the Principal and the teacher shall be submitted to the Superintendent. A teacher's signature shall indicate only that he/she has seen the evaluation and nothing else. No teacher shall sign a blank or incomplete form.

D. Complaint Procedure

Specific complaints regarding a teacher or paraprofessional made by any parent, student, or other person shall be referred to the Superintendent and promptly and properly investigated. The Superintendent or designee will notify the teacher within seventy-two (72) hours if an investigation is to ensue. The teacher or paraprofessional shall be given an opportunity to respond to and/or rebut those complaints. Documents related to the investigation will be maintained in an investigation file which will be added to the personnel file if disciplinary action is taken.

E. Personnel Folders

1. A personnel folder shall be maintained by the superintendent for all teachers and paraprofessionals in the School District. Said folder shall contain the application for employment, college credentials, transcripts, evaluation reports, recommendations and correspondence pertaining to the individual's job performance.

2. These folders shall be considered confidential and shall be kept in locked files.

3. The teacher or paraprofessional has the right to review the material and the signature of the teacher or paraprofessional is required to indicate that the teacher or paraprofessional has exercised the right of review. Said signature shall in no way indicate agreement by the teacher or paraprofessional with the contents herein.

4. Recommendations received by the superintendent sent in confidence will not be subjected to review by the teacher or paraprofessional without written authorization by the sender. However, such recommendations shall be removed from the file at the request of the teacher or paraprofessional

after one year from the date of receipt or date of employment, whichever occurs last.

5. The superintendent shall, upon request, permit teachers and paraprofessionals to review the complete contents of their own personnel files and make copies of the same. Teachers and paraprofessionals have the right at any time to indicate those documents and/or other materials in their files which they believe to be obsolete or otherwise inappropriate to retain and to recommend removal of such material. A copy of the teacher's or paraprofessional's disapproval and reason for same may be filed by the teacher or paraprofessional.

6. All personnel folders maintained by persons other than the superintendent shall be subjected to the same rights as described herein.

XI. TIME REQUIREMENTS

A. Calendar

The school calendar for employees of the Rollinsford School District is set forth in the Appendix of this Agreement and made a part thereof.

Teachers shall be employed for the number of student days plus eight (8) additional days .

The work year for the Paraprofessionals shall equal the number of annual student days plus seven (7) workshop days.

Up to three school day cancellations will be waived (i.e., not added/rescheduled to the end of the school year). After three cancellations, make-up days will be added to the end of the school year.

The Rollinsford Education Association will be consulted when the calendar is being considered for adoption and approval by the Board with opportunity for staff input and suggestions provided.

B. School Day

As a professional, each teacher is expected to devote to their work the time necessary to accomplish the task at hand. Teachers shall be required to be at work in the buildings for no longer than seven and one quarter (7.25) hours daily,

except on days with scheduled staff meetings and open houses. Exceptions made by mutual agreement.

The Association agrees that a teacher's day is not necessarily coterminous with that of a pupil and, further, that the Board has a right to establish the time of the pupils' and teachers' day.

Teachers are expected to arrive at school approximately fifteen minutes before school and to remain approximately fifteen minutes after school, except on Friday or the day before a vacation when teachers may leave at the close of school.

The only exceptions to the above are snow days, emergencies (onetime occurrence) beyond the control of the Board when the starting time may be delayed or early dismissal may be granted.

No change in the present school day will be made without consultation with the Rollinsford Education Association and the School Board.

C. Meetings and Other Responsibilities.

As part of their professional responsibilities, teachers shall with reasonable notice:

1. Attend department and other professional staff meetings designed to provide meaningful professional growth or to clarify school business in general.

   Required professional staff meetings will be limited to twenty (20) per school year not to exceed three (3) per month exclusive of workshop days and meetings held within the fifteen (15) minutes before and after the school day.

   Whenever practical, the here-mentioned staff meetings will not exceed sixty (60) minutes in duration with notice of meetings and topics to be discussed provided teachers at least twenty-four (24) hours before said meetings.

   Required open houses shall be limited to one (1) per year for approximately two (2) hours in duration.

2. Provide academic assistance to students as needed on an after school basis. Parent requests for extra student assistance will be provided, when appropriate, under conditions of mutual convenience to the teacher and student.

3. Be available for conferences with parents and students relative to the educational welfare of the student. Parent conferences shall be scheduled by the teacher and parent at a mutually convenient time.

As part of their responsibilities, paraprofessionals shall with reasonable notice:

1. Be required to attend five (5) professional staff meetings each year designed to provide meaningful professional development. Each professional staff meeting will be no longer than one (1) hour in length. The principal will determine which staff meetings paraprofessionals will attend and will provide reasonable notice to the employees.

2. Be required to attend open house and/or student showcase to be limited to a total of two (2) hours in length.

D. Duties

Assignment to scheduled duties will be equitably distributed among all Teachers and Paraprofessionals.

Teachers and Paraprofessionals shall not be required to absorb duties beyond those in existence at the signing of this Agreement. Current duty classifications include: recess duty, lunch duty, consultation coverage and bus duty.

Exceptions to these provisions may be made only in cases of emergency (one-time occurrence).

E. Lunch Period

Teachers will be provided a duty-free lunch period daily of no less than thirty (30) minutes. Teachers will not be required to cover another classroom to facilitate this except in an emergency.

F. Preparation Time

Teachers shall be entitled to the equivalent of 225 minutes of preparation or team meeting time in a typical five (5) day week. . Substitute teachers will be provided for specialists to ensure teacher preparation time.

G. Workshop Days

Two of the eight scheduled workshop days will be designed in conjunction with the teachers. All others will be left to the discretion of the Building Level Council (B.L.C.) with final approval by administration.

H. Paraprofessionals' Holidays, Vacation and Lunch

1. Holidays: Paraprofessionals will receive eleven (11) paid holidays provided they are within their contracted work schedule:

   Labor Day, Columbus Day, Veterans Day, Thanksgiving Day (2), Christmas Day (2), New Year's Day (2), Martin Luther King Jr. Day, and Memorial Day.

If the school year does not end prior to Juneteenth (June 19th), paraprofessionals will receive an additional paid holiday in addition to the 11 paid holidays.

2. Vacation. Paraprofessionals will earn the following vacation each year, which must be taken on days that school is not in session for students.

1-5 yrs.....5 days
6-10 yrs.....10 days
10+ yrs.....16 days

Any Paraprofessional who has been granted more vacation days than stated in this plan as of June 30, 2012, will have those days grandfathered and will accumulate additional vacation days when their years of service have aligned with the vacation schedule outlined above.

3. Lunch. Paraprofessionals will receive a paid lunch of no less than approximately 30 minutes.

XII. TEACHING CONDITIONS

A. Special Needs Students

The Administration will make every effort to ensure a balance of students with special needs in all classrooms.

B. Petty Cash

Teachers will be reimbursed for previously approved purchases of teaching materials.

C. Money and Supplies

Each year prior to completion of the school budget, the principal shall meet with each teacher to determine needed equipment and materials.

XIII. SALARY

A. General

According to years taught and education level, each teacher employed by the District shall be placed on his/her proper step and track.

B. Salary Schedule

The salary scale for teachers for the School District covered by this Agreement is set forth in the Appendix, attached hereto, and made part thereof.

Longevity

$28 per year after 9 years of full-time service in Rollinsford.
$100 per year after 14 years of full-time service in Rollinsford.

A teacher in the system who asks for and receives a leave of absence shall receive a credit toward longevity if he/she taught for ninety (90) days of the school year in question.

In the event that a full-time teacher is reduced to part-time status, the teacher will retain their full-time longevity benefits for the years of full-time teaching employment and will receive pro-rated longevity benefits for any year of part-time teaching employment that is greater than 50%.

C. Professional Compensation

Teachers shall be paid biweekly. Each teacher shall have the option of salary payments prorated on the basis of twenty-two or twenty-six pay periods. Teachers electing twenty-six pay periods shall have the balance of their salary in a lump sum on the last day of school in June. Once a teacher signs the contract and elects your compensation status for the coming contract, he/she may not change their status for that year.

D. Summer Work

The Board agrees to pay teachers at the rate of $266 for summer work per day. In the event the work to be done is of a project nature (no set time schedule for completion), a rate mutually agreed upon may be paid.

E. Paraprofessionals Compensation

1. Paraprofessionals shall be compensated according to Appendix C.
2. When a workday is shortened due to delayed opening or early release, paraeducators will be paid for a full workday.
3. By Mutual Agreement between the Board and the Association, if the school year is shortened and student days are waived, the District shall pay paraprofessionals to complete Professional Development in an equivalent number of hours for each of the waived student days. Professional Development will be offered in the form of in-service workshops, webinars, or other opportunities as determined by the Building Administrator.
4. When a paraprofessional is asked to serve as a substitute for a teacher or specialist by an administrator for a half day or longer, the employee will be paid twenty-five dollars ($25) in addition to their hourly wages for that day. For a full day, the employee will be paid fifty dollars ($50) in addition to their hourly wages for that day.

XIV. INSURANCE

A. Health Insurance

The Board will provide the following health insurance plan to teachers; School Care YELLOW CDHP with Choice Fund

Single	91%
2-Person	86%
Family	86%

In the event the Board or the Association wishes to change to another insurance carrier, that change will only become effective upon the mutual agreement of both the Board and the Association.

The Board will reimburse each teacher who does not take health insurance $1,500 each school year. Part-time teachers contracted at fifty (50) percent or more time are entitled to the reimbursement based on a pro-rata system related to the percentage of time that they teach in the District.

The Board agrees that all teacher health contributions shall be made in accordance with and pursuant to Internal Revenue Service section 125.

The Board will furnish the Association annually information relative to health care experience costs and the benefits being provided no later than July 1.

Part-time teachers contracted at fifty (50) percent or more time are entitled to coverage based on a prorata system related to the percentage of time that they teach in the District. Part-time teachers currently receiving benefits shall continue to receive it.

The Board will provide the following health insurance plan to paraprofessionals; School Care YELLOW CDHP with Choice Fund.

Single	80% (2026-2027)
Single	85% (2027-2028)

If a paraprofessional chooses a Two-Person Plan or Family Plan, the Board/District will contribute the same dollar amount as 80% (2026-2027) and 85% (2027-2028) of the Single Plan toward the premium for a Two-Person or Family Plan.

B. Life Insurance

The District shall provide a 100% contribution for group term life insurance in an amount equal to two times the teacher's annual salary.

C. Long-term Disability Insurance

The Board will provide long-term disability insurance for teachers and paraprofessionals, paying two-thirds of salary after ninety days of disability. Part time teachers and paraprofessionals contracted at fifty (50) percent or more time are entitled to coverage based on a pro-rata system related to the percentage of time that they teach in the District.

D. Dental Insurance

The District will pay for teachers 100% of the premium for single membership, or the same dollar amount as 100% of the single premium toward the premium for 2-person or family membership, for each professional in a Board selected dental plan with benefits equivalent to Delta Dental plan II, coverage A, B and C, Option 3B.

E. The District will provide continued benefits to teachers upon retirement if the professional so desires. The professional will submit to the Board by November 1st of their last full year of teaching their intent with regard to retirement benefits.

A retired professional will submit group rate payment premiums to the SAU office in accordance with the payment schedule.

F. Flexible Spending Accounts

The District will create an IRS section 125 Flexible Spending Account Plan (FSA). These funds may be used to offset any medical, childcare, or other expenses allowed by law. Employees will be allowed to voluntarily contribute by payroll deduction to the Section 125 plan up to limit allowed by law.

XV. SICK LEAVE

A. Teachers:

Each teacher shall be allowed thirteen (13) days of sick leave each year without loss of pay. The unused days of annual sick leave will be accumulated to the teacher's credit of one hundred and fifty (150) days. The Administration shall request a certificate from a physician for absences extending more than three consecutive work days.

Part-time teachers shall be eligible for a proportionate number of sick days and accumulation afforded full-time teachers. The Board may require a certificate from a physician for an absence due to long-term illness.

Upon leaving the district after ten (10) years of service, the teacher shall be reimbursed at the rate of $35 per day for each day of unused accumulated sick leave. The teacher must inform the District of the intent to leave by November 1st of the current school year in order to receive payment by July 1 of the succeeding fiscal year. If notification is made after November 1, payment will be delayed one fiscal year.

B. Paraprofessionals:

Each paraprofessional shall be allowed ten (10) days of sick leave each year without loss of pay. The paraprofessional's unused days of annual sick leave will accumulate to a maximum of 70 days. However, any paraprofessional who accumulated more than 70 days as of June 30, 2015, shall have those days grandfathered until, through usage, the accumulated days left are 70 or less, and

thereafter the maximum shall be 70 days. Part-time paraprofessionals shall be eligible for a proportionate number of sick days. The Administration shall request a certificate from a physician for absences extending more than three consecutive work days. Paraeducators shall be allowed to use leave in hourly increments.

By September 15 of each school year each employee shall receive from the superintendent's office a record of sick leave stating the number of accumulated sick days as of September 1 of each year.

C. Sick Bank

If an employee encounters a personal illness or disability that prevents the employee from working, and the employee has exhausted all their available leave, the employee may petition the school board to allow other employees to donate sick days to the employee. The school board has final approval over this process as they deem appropriate.

XVI. EMERGENCY/PERSONAL LEAVE

A. Each teacher shall be granted five (5) days emergency/personal leave not to be deducted from sick leave. Each paraprofessional shall be granted three (3) emergency/personal days not to be deducted from sick leave. Such leave shall cover:

1. Personal business which cannot reasonably be accomplished on other than a school day; or

2. Illness or death in the immediate family or attendance at funeral of other relatives or friends.

B. Employees shall be granted leave to serve on jury duty or witness service. Compensation for this leave shall be the employee's daily rate less payment received for such service.

Notification of such leaves shall be made to the principal, giving a minimum of twenty-four hours notice except in an emergency.

XVII. GENERAL LEAVE

A. A teacher in the system who asks for and receives a leave of absence shall receive credit for a year's teaching if he/she has taught for ninety (90) days of the school year in question.

B. Any teacher who requests and receives a leave of absence will, upon his/her return, be placed in a position on the proper salary step.

C. Any teacher who accepts a long-term assignment (90 school days or more) to cover for a teacher granted a leave of absence shall be offered, within ten (10) work days of appointment, a signed, written statement from the administration regarding the duration, salary, and benefits connected with the position.

D. Any teacher who is on leave may continue his/her insurance benefits providing that insurance premiums are received at the Central Office thirty (30) days prior to the premium due date.

E. All persons on leave of absence shall notify the Superintendent in writing by March 1 of their intent to return to work at the start of the following school year in order to qualify for assignment to a position for the following school year.

*Teachers taking a family or medical leave shall have their insurance premiums paid by the district according to the Family and Medical Leave Act of 1993.

XVIII. PROFESSIONAL LEAVE

A. Visitation Leave

Each teacher shall be allowed five (5) days leave per year, non-cumulative, for the purpose of visiting other educational programs, attending workshops, or pursuing activities related to an approved staff development plan. This leave is not to be deducted from other leaves of the teacher's salary.

B. Professional Leave

The School District will allow two (2) days professional leave for Association business. Notice of when these days will be used shall be submitted to the principal in writing.

C. Sabbatical Leave

An eighty per cent (80%) teacher having served for seven (7) consecutive full years, shall be eligible for sabbatical leave for a full school year. The teacher will receive no salary or benefits during the sabbatical.

Up to twenty percent (20%) of the eligible teachers, increased to the nearest whole person, may be approved for sabbatical by the Board each year. The Board will decide whether to grant requests by teachers for sabbaticals based upon the

merits of the proposals, longevity and quality of service as recommended by the Superintendent. Request for sabbatical leave by a teacher must be submitted in writing to the superintendent not later than November 1 of the year preceding the school year anticipated for sabbatical leave.

Upon the teacher's return, he/she shall be placed in an equivalent position.

XIX. PARENTAL LEAVE

Any professional who is about to become a parent and becoming a parent will affect their working day will notify the superintendent three (3) months prior to the anticipated date of the birth except in the case of adoption the parent to be will notify the superintendent as soon as the adoption is known.

The parent to be may choose one of the following options:

1. 6 to 8 weeks sick leave.
2. Request a leave of absence without pay.
3. A combination of one and two.

XX. LAYOFFS

A. Teacher Layoffs: In the event the Board finds it necessary to reduce the number of teachers in the District, the Board shall retain those teachers who, based upon their evaluations, will be the most qualified teachers for the school system. However, probationary teachers would be affected before non-probationary teachers. All evaluations being equal, seniority shall govern. All layoffs shall be in accordance with state laws. Any teachers laid off because of a reduction in staff shall have a letter placed in his/her personnel file stating that said teacher was not offered a new contract because of a reduction in staff. Such information shall also be contained in any requests for recommendation. Any teacher so affected shall have the right to appeal to the Board within ten (10) days of said notification and may follow the procedures established by state law (RSA 189:14-A and -B). This article is not subject to the grievance procedure as set forth in Article II of the Agreement.

B. Paraprofessional Layoffs: In the event the Board finds it necessary to reduce the number of paraprofessionals in the District, the decision will be determined by the building Administrator in conjunction with the Special Education Team based on qualifications and evaluations. All qualifications and evaluations being equal, seniority will be the tie-breaker.

In the event of a paraprofessional transfer to another building, the building Administrator in conjunction with the Special Education Team will determine those paraprofessionals

best suited for the position. Those Paraprofessionals deemed suitable for the position have the right of refusal to be relocated to another building. If all suitable paraprofessionals refuse relocation and a layoff is necessary, the decision will be determined by the building Administrator in conjunction with the Special Education Team. Seniority will be part of the consideration, but not the final determining factor. All paraprofessionals transferred to another building shall remain employees of the Rollinsford School District.

XXI. SPECIAL PERSONNEL SUBSTITUTES

The Administration agrees to maintain a list of substitute teachers updated twice annually. Staff shall be informed of a telephone number that they may call prior to 7 a.m. to report unavailability for work. Once a staff member has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute. Substitutes shall be provided for all staff who are absent from school. The use of regular staff as substitutes shall be only in emergencies.

XXII. CONTINUING EDUCATION

Recognizing the value of further training and professional advancement, the following allowances shall be made.

A. For all advancement courses for teachers at an accredited college or university, approved by the Superintendent and the Board, the Board will pay the tuition (up to a maximum of the University of New Hampshire's graduate course tuition rate per credit hour for in-state residents) upon registration of the course or courses. A grade of B or better must be achieved in order to receive course reimbursement. A copy of a college transcript must be provided to the Central Office upon completion of any and all advancement courses.

B. By November 1 of each year, teachers must inform the principal of the number of college courses they anticipate taking in the next budget year (July to June).

C. Paraprofessionals holding a Para II certification or have held a professional educator certification will be paid a rate of $0.25 higher than the rate in appendix C.

D. Staff Development

1. Teachers' staff development hours must be in agreement with the SAU 104 Staff Development Master Plan.

2. Each fifteen (15) hours of staff development, each teacher shall receive one (1) credit toward degree level on the salary schedule.

3. On November 1 of each year, teachers must inform the principal in writing if they anticipate changing degree levels on the salary schedule for the following budget year.

XXIII. RETIREMENT

A. Eligibility

An employee who has completed at least 20 consecutive years of service as a teacher in the Rollinsford School District immediately prior to retirement, shall be eligible to receive a retirement payment, provided that the employee submits written notice of his/her intention to retire to the Superintendent of Schools no later than November 1st of the last school year of employment. Each year of leave of absence that is approved by the board will not count as a year of service, and also will not count as an interruption to the consecutive nature of years of service.

B. Formula for Implementation

The payment paid to an employee under this Article shall equal 1% of the employee's last salary times the number of consecutive years that the employee served as a teacher in the Rollinsford School District immediately prior to retirement. However, in no event shall the School District pay more than 40 percent of an employee's last salary under this provision. **"Last salary" for the purposes of this Article shall include the salary set forth in Appendix A plus longevity which was paid to the employee during his/her last school year of employment.**

C. Timing

Payment will be paid in a lump sum in the first July after the teacher's retirement. The retirement date will coincide with the end of a school year unless otherwise approved by the Rollinsford School Board. After informing the Board of his/her desire to retire, if the retiree should die before the date of retirement, payment shall be paid to the retiree's beneficiary in a lump sum in the first July after the teacher's death.

XXIV. SAVINGS CLAUSE

If any article or part of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such tribunal, the remainder of the Agreement shall not be affected thereby and the parties shall enter into immediate negotiations for the ~~propose~~ purpose of arriving at a mutually satisfactory replacement for such article or part.

XXV. DURATION

The duration of this Agreement is from July 1, 2026 through June 30, 2028. The provisions of this Agreement will continue and remain in full force and effect until June 30, 2028, unless either the Board or Association gives written notice to the other by the date specified by RSA 273-A:3(II)(a) that it desires to improve or terminate this Agreement.

ROLLINSFORD EDUCATION ASSOCIATION

By: _____
Co-President

3/12/2026
Date

By: _____
Co-President

3/23/2026
Date

_____
Witness

ROLLINSFORD SCHOOL DISTRICT

By: _____
Chairperson, School Board

3/12/2026
Date

_____
Witness

APPENDIX A

TEACHER SALARY SCHEDULES

Rollinsford School District						
Teacher Salary Schedule 2026-2027 (3.75% increase from 2025-2026)						
Track	1	2	3	4	5	6
Step	BA	BA15	BA30	BA45 MA	MA15	MA30
1	46,001	48,302	50,718	53,255	55,914	58,712
2	48,927	51,285	53,842	56,529	59,344	62,303
3	51,854	54,271	56,969	59,799	62,769	65,893
4	54,783	57,253	60,092	63,073	66,197	69,482
5	57,709	60,241	63,219	66,344	69,625	73,071
6	60,637	63,227	66,343	69,618	73,051	76,661
7	63,563	66,212	69,468	72,890	76,479	80,250
8	66,491	69,197	72,592	76,161	79,906	83,840

Rollinsford School District						
Teacher Salary Schedule 2027-2028 (3.75% increase from 2026-27)						
Track	1	2	3	4	5	6
Step	BA	BA15	BA30	BA45 MA	MA15	MA30
1	47,726	50,113	52,620	55,252	58,011	60,914
2	50,762	53,208	55,861	58,649	61,569	64,639
3	53,799	56,306	59,105	62,042	65,123	68,364
4	56,837	59,400	62,345	65,438	68,679	72,088
5	59,873	62,500	65,590	68,832	72,235	75,811
6	62,911	65,598	68,831	72,229	75,791	79,536
7	65,947	68,695	72,073	75,623	79,347	83,259
8	68,985	71,792	75,314	79,017	82,903	86,984

Step placement shall equal the employee's years of professional (teaching, therapy, nursing, etc) experience.

The Nurse will receive 100% of their appropriate step on the teacher's salary schedule, provided that the nurse has earned at least a Bachelor's degree.

Nurses who have less than a Bachelors' degree will receive 80% of their appropriate step on the teacher's salary schedule

For initial placement of nurse on salary schedule, one step on the salary schedule shall be granted for every two years of nursing experience, other than school nursing experience.

APPENDIX B

A copy of the school calendar will be distributed following its approval by the School Board.

APPENDIX C – PARAPROFESSIONAL WAGE SCHEDULE

PARAPROFESSIONAL SALARY SCHEDULE 2026-2027

$1.25/hour increase from 2025-2026

Step	**Hourly Rate**
01	$18.55
02	$19.55
03	$20.55
04	$21.55
05	$22.55

PARAPROFESSIONAL SALARY SCHEDULE 2027-2028

$1.50/hour increase from 2026-2027

Step	Hourly Rate
01	$20.05
02	$21.05
03	$22.05
04	$23.05
05	$24.05

* Step placement shall equal the employee's years of relevant experience.