

**SAU #1 Agreement
2019-2020**

A. Recognition

1. The Contoocook Valley School Board, CVSB (i.e. the Board) and the Contoocook Valley Administrators' Association (i.e. the CVAA) hereby agree to meet and work together annually, or as mutually agreed upon, to determine salaries and benefits for all school based principals, assistant principals, directors, teaching principals, Community Principals, and any other (additional) personnel who, by mutual agreement between the Board and the CVAA, serve(s) in an administrative capacity* within the Contoocook Valley Regional School District (i.e. CVRSD).

*a list of qualifying positions is attached (Appendix A)

2. A committee from each group shall be selected for the purpose of discussing and determining the specific areas listed below (see A-3). These meetings shall begin each year, as mutually agreed upon, and continue until an agreement, for the following year is reached and ratified by both groups, (target date of completion is November 1st). Both parties agree to share non-confidential information necessary to formulate agreements.
3. Specific areas to be discussed and determined shall include, but not be limited to, the following:
 - a. Salaries and Ranges
 - b. Health, Life, Disability, and Dental Insurance
 - c. Retirement and Annuity Benefits
 - d. Dues for Professional Organizations
 - e. Recertification Fees
 - f. Award for Higher Education Professional Degrees
 - g. Course Tuition Reimbursement
 - h. Conference Expenses

B. Seniority

1. "Seniority", as used in this agreement, is defined as the length of unbroken service to the district as a member of the CVAA and as a teacher.
2. Such seniority will be kept by mutual consent and agreement of the Board and the CVAA on two separate lists:

Appendix A will establish those CVAA members who have served (or who are serving) as teachers or other professionally certified positions. Appendix A is to be integrated with the list kept for all teachers. Such integration will ensure CVAA members' proper placement above (before) persons with lesser experience and certification, should occasion arise where a CVAA administrator-teacher seeks (or is asked) to vacate his/her administrative post for full-time teaching, especially in cases of Reduction-In-Force (RIF). An administrator, having received tenure as a teacher with the CVRSD, shall retain that teacher tenure during employment within the CVRSD.

3. Should a CVAA member return to a full-time teaching position, his/her membership in the CVAA will be terminated automatically

C. Conversion to Administrator within the District

1. Any currently employed staff member who accepts an administrative position (qualifying as a CVAA member), will be given an Annual Administrator work contract. If he/she is offered continuation of annual employment as an Administrator, it will be on an Annual work contract for year two and year three. If employment continues as an Administrator after year three, the contract for year four will be a Continuing work agreement.
2. Contract work years will count the same for less than 12 month Administrators as it does for 12 month Administrators.

D. Due Process

1. CVAA members are entitled to a due process procedure in case of a grievance. The grievance refers to a claim by a member that s/he has suffered a personal loss, an injury, or an inconvenience due to a violation, misinterpretation, or inequitable application of any provision of this Agreement.
2. Due process shall follow these steps:
 - a. An individual should address any grievance directly with her/his supervisor to obtain informal resolution whenever possible.
 - a. If a resolution cannot be reached, the grievance should be reduced to writing by the grievant, including a clear summary of the issue, identification of the affected individual(s), and a description of desired results. The written grievance must be submitted to the Superintendent within twenty (20) calendar days of the action or decision giving rise to the grievance. The Superintendent shall issue a written decision within twenty (20) calendar days of receiving the grievance.
 - b. If the grievant is dissatisfied with the decision made by the Superintendent (in b. above) he/she may appeal to the Board. The grievance must be submitted to the Board within ten (20) calendar days of the Superintendent's decision. Once the grievance is presented to the Board, a decision will be made within twenty (20) calendar days and written notification will be sent to grievant. The decision of the School Board is final and binding on both parties.

E. Purposes and Function of the CVAA

Among the purposes and functions of the Contoocook Valley Administrators' Association are: 1.

Administrative Forum

- a. To advise the Superintendent
- b. To act as a sounding board for the Superintendent

- c. To review, on a regular basis, district policies and programs
- d. To express personal opinions and concerns to the administrative team
- e. To provide a vehicle for disseminating the Board's and the Superintendent's goals, objectives and policies
- f. To share ideas and information
- g. To develop coordination and consistency in all aspects of administration

2. Staff Development

- a. To provide opportunities for administrative training, growth, and development
- b. To develop an administrative "esprit de corps"
- c. To provide each administrator with a forum to present and exchange ideas and philosophical view points

3. Wages and Benefits

To represent all school based supervising principals, assistant principals, directors, teaching principals, Community Principals and any other (additional) personnel who, by mutual agreement between the Board and the CVAA, serve(s) in an administrative capacity within the Contoocook Valley Regional School District as wages and benefits are determined in meetings and conferences with the Board.

F. Leaves of Absence

1. Sick/Personal Leave Time

- a. Members of the CVAA will be allowed paid leave time for personal illness and for personal reasons which are, by nature, necessities or emergencies. Members will receive ninety (90) days of Sick/Personal Leave Time at the beginning of each contract year. No Sick/Personal Leave Time may accumulate from year to year and unused days will not be paid at termination of employment.
- b. Administrative approval is required for use of personal days and a medical certificate must be submitted to support personal illness, if requested.
- c. Members of the CVAA will be allowed two (2) of the ninety (90) days of Sick/Personal Leave Time per year for undisclosed personal reasons provided that the approval of the supervisor has been obtained in advance. A supervisor may withhold permission only if, in his/her opinion, granting such permission would be detrimental to the functioning of the building. No undisclosed personal days may be taken on workshop days, during the first and last five (5) days of school, or contiguous with school vacation periods or student holidays. Undisclosed personal days that are not used do not accumulate from year to year.
- d. Members who contract a terminal illness (as diagnosed by a physician) shall be eligible for paid Sick/Personal Leave Time (covering absent work days) up to a period of ninety (90) days, at which time Long Term Disability (LTD) insurance shall take effect. The Board shall continue to pay the District's portion of the member's health benefits for a period of one year from the commencement of LTD. The effective member's employment will also

terminate one year from the commencement of LTD.

2. Vacations

Only Twelve-month administrators will be eligible for Vacation time. Twelve-month administrators on Annual work contracts shall receive twenty (20) days of vacation at the beginning of each contract year.

Twelve month administrators on a Continuing work contract shall receive twenty-five (25) days of vacation at the beginning of each contract year.

Use of any vacation days must be approved by the immediate supervisor and Superintendent.

Unused vacation days can accumulate and be paid out at the time of voluntary resignation as set forth in section G.5.

3. Leaves of Absence: Service-Related

A leave of absence of up to two years, without pay or other benefits, may be granted to any continuing contract CVAA member who joins the Peace Corps, or Vista. Upon return from such leave, a CVAA member who, while on leave served in a teaching capacity, shall be assigned a salary at the level which s/he would have achieved had s/he remained actively employed in the district during the period of her/his absence. CVAA members shall notify the board of her/his intent to return from such leave on or before March 1st, in order to return to work at the beginning of the following school year. Failure to notify the Board on or before March 1st will not be guaranteed re-employment for the next school year.

4. Leaves of Absence: Sabbatical

The CVAA and the CVSB recognize the inherent value of a sabbatical leave of absence. A CVAA member wishing to take a sabbatical leave should prepare a detailed proposal and present it to his/her supervisor no later than October 1st of a given year. A proposal receiving preliminary approval by a Supervisor must then be presented for final approval by the School Board no later than November 1st of the year prior to the requested sabbatical leave. The Board will be responsible for determining whether the leave of absence will be with or without pay or benefits.

5. Leaves of Absence: New Born/Adopted Child

Any CVAA member shall be entitled to a New Born/Adopted Child Leave of Absence upon the birth of her/his child, or upon custody of an adopted child. Written application for New Born/Adopted Child Leave must be made to the Superintendent no later than twenty (45) calendar days before the birth or adoption of a member's child. The Board will be responsible for determining whether the leave of absence will be with or without pay or benefits. The Leave shall be in compliance with the Family and Medical Leave Act FMLA.

6. Leaves of Absence: General Provisions

- a. All benefits, to which a member was entitled at the time of her/his leave of absence commenced, including accumulated Sick/Personal Leave Time and accrued seniority, shall be restored to her/him upon her/his return if legally permissible.
- b. All requests of leave of absence shall be in writing, and shall not be modified except in writing. Extensions or renewals shall be determined at the sole discretion of the Board upon the recommendation of the Superintendent.

G. Direct Reimbursements

1. Medical/Hospital/Dental Benefits

- a. The Board shall provide health and dental benefit plans for CVAA members. The School Board has yet to determine the percent of the premium that the District will pay for the base medical insurance plan for 2019-20. The base plan for 2019-20 will be ABSOS 20/40 1KDED. Once the District percent contribution has been established, it will be offered to the CVAA members, if he/she elects that plan. The CVAA members will pay the same percent of the premium as established for the other district Staff. If the cost of the Premium is split differently that 88% District responsibility, and 12% Staff member responsibility, this will re-open negotiations.

The ABSOS 20/40 1KDED plan has a \$1000 deductible* for the employee and their dependents.

*The Medical Plan allows you to be reimbursed by the employer for the last \$750 of the \$1000 individual deductible which you have to meet under our \$1000 deductible group medical plan, which is incurred by you or your dependents. The maximum allowed each school year is \$750 per individual to a maximum of \$2250 per family.

- b. Any CVAA member may choose a different level of coverage offered by the selected carrier, but any additional cost, above the District's contribution as stated in G.1.a. will be the responsibility of the CVAA member.
- c. The Board shall provide and pay the premium for Long Term Care Indemnity Insurance as outlined in the attached addendum #1.
- d. Per School year (July 1 through June 30), the Board will offer, to the fulltime CVAA member, a monetary incentive for declining District provided medical health insurance, providing the employee submits proof of alternative (non-District) medical health coverage (excluding Affordable Care Act subsidized insurance). Proper forms must be submitted to the Human Resources office. The amount of the monetary incentive will be equal to 50% of the District's monthly premium portion of the employee's present plan (upon conversion), for the number of whole months the employee is no longer on the plan. The monetary incentive amount shall not be payable to (or, if already paid, must be immediately repaid to the District by) an employee who has enrolled in a qualified health plan for which a premium tax credit,

cost sharing reduction or other subsidy is allowed or paid for the employee, with the result that the District is subject to an assessable payment for that employee. Note: the incentive will be considered as taxable income, paid out on a quarterly basis, with all applicable payroll deduction.

e. The monetary incentive shall be paid quarterly, commencing September 30th. If a person rejoins the district medical plan under a qualifying event, they will owe the district for any un-earned monetary incentive payments.

f. Employees making a late election will receive a prorated monetary incentive payment. Proration is calculated effective the first day of the month following receipt of the employee's Reimbursement Request. (i.e. request received Jan. 23rd, proration begins February 1st.)

2. Dental Insurance

The Board will provide Dental Insurance, and the District will pay 100% of the premium cost for the CVAA member. He/she may purchase Dental coverage for 2 Person or Family coverage, with the addition cost being paid solely by the CVAA member.

3. Life Insurance

The Board shall provide group-term, double-indemnity life insurance coverage at \$350,000 to all CVAA members with the premiums paid by the district.

4. Disability Insurance

The Board shall provide Long Term Disability (LTD) insurance pay, with premiums to be paid by the district. Administrators will be covered by their ninety (90) days of Sick/Personal Leave Time (covering absent work days) until the disability insurance becomes effective (90 calendar days).

5. Retirement Plans

a. An annuity will be applied at the rate of \$15 per diem per each member's contracted days and will be paid as an annual compensation benefit. This benefit may not be taken as cash, but as an employer contribution to an approved 403(b) annuity program.

This annuity is available only to CVAA members, who were members during the 2007-2008 contract year. It will not be available to CVAA members whose contract start after 7-1-2008. Any CVAA member, eligible for the annuity, will forfeit the ability to continue contributions to an annuity upon beginning employment in a different position within or outside the CVAA.

b. The twelve-month administrators will be able to accumulate unused vacation days, (Banked vacation) to a maximum of 50 days. Once the maximum of 50 days has been reached, current annual vacation must be used in the year earned or it

will be forfeited.

- c. Any CVAA member, eligible for Banked vacation, will forfeit the ability to continue contributions to Banked vacation upon beginning employment in a different position within the District and outside the CVAA. The Banked vacation will be paid out at retirement per G.5.d. or may be paid out at the time of beginning employment in a different position within the district and outside the CVAA, per G.5.e.

d. Retirement Buy Back Plan on Vacation Days

If at the time of voluntary retirement from the District a member has at least three (3) years of consecutive service to the district and is either, (1) eligible for retirement benefits under the New Hampshire Retirement system, or (2) eligible for social security disability benefits, the District shall pay that member for current unused vacation days, and Banked vacation days not to exceed 50 days from previous years.

Notification of intent to retire shall be made in writing to the Superintendent on or before September 1st of the school calendar year (July 1 - June 30) of retirement. Unless otherwise approved by the School Board. Example: If retirement is planned for July 1, 2013, notification must be made by September 1, 2012.

e. Voluntary Resignation Buy Back Plan on Vacation Days

If at the time of voluntary resignation from the District, a member has at least three (3) years of consecutive service to the District; the District shall pay that member for the current unused vacation days. In addition, accrued Bank vacation days, not to exceed 50 days from previous years will be paid as specified in the table below.

Completed years of consecutive service to the District*	% of eligible days paid
< 3	0
3	20
6	40
9	60
12	80
15	100

*in any regular fulltime or part-time position in or out of the CVAA

Notification of intent to voluntarily resign shall be made in writing to the Superintendent on or before September 1st of the school year (July 1 - June 30) of voluntary resignation, unless otherwise approved by the School Board. Example: If voluntary resignation is planned for July 1, 2013, notification must be made by September 1, 2012.

6. National Conferences

Each member will be permitted, to attend a national conference annually, subject to approval by the Superintendent. Funding (\$2000.00 per member) for these conferences shall be

budgeted within the member's school accounts. In the event that a member cannot attend a planned/budgeted conference, those available funds could be allocated to another member to use for a conference, subject to approval by the Superintendent.

7. Course Reimbursement

The Board will pay for up to eight (8) graduate credits (at the University system of New Hampshire rate) per year per member, provided the course work is in an approved graduate or certification program in an accredited institution, and provided that the CVAA member earns a grade of "B" or higher in each funded course. Any request for additional credits beyond eight (8) graduate credits per year per member, will require approval by the Superintendent. Funding for this course work shall be budgeted within the member's school accounts, and the amount shall be kept separate from CVEA staff development accounts.

CVAA members understand that tuition benefits are taxable as of December 31, 1988.

CVAA members must make application to their immediate supervisor who will, in turn, send a recommendation of approval/rejection to the Superintendent.

8. Recertification

- a. Workshops/Staff Development Activities: \$500 per member/per annum, maintained in a separate account from CVEA negotiated totals for district staff development.
- b. The district agrees to reimburse all administrators for all costs associated with New Hampshire State Department of Education recertification.

9. Salary Increases

At the end of the 2018-2019 contract year, each CVAA member will be eligible for a 0%-4% Merit Increase or lump sum bonus. At the discretion of the Superintendent, the amount of the individual's increase or bonus will be based on such things as: the individual's Performance Evaluation, Goals Achievement (as reflected in the individual's professional annual goals), Budget Responsibility, Performance Management, and other performance related factors. The available Merit fund to be distributed will be based on 4% of the current annual salaries of the eligible CVAA members.

By June 30, 2019 the Superintendent will provide each CVAA member with a notice of the amount they will receive.

For individuals whose salary is currently within the established pay range for the position, the Merit increase will be added to the individual's annual base salary for the following year. For individuals whose salary is currently at the pay range maximum, or outside the established pay range for the position, the individual will receive as a single lump sum bonus in the first payroll in July that will be subject to all applicable payroll deductions.

Wages as of July 1, 2020 (for 2020-21), in the form of such things as, but not limited to, salary, awards, lump sum bonus, or merit, will be negotiated and agreed upon by November 1, 2019.

H. Evaluation

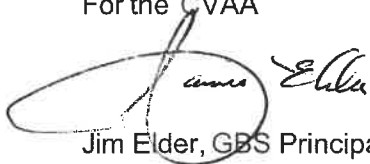
Evaluations shall be conducted in accordance with current School Board Policy.

I. Discipline

1. In the event that a CVAA member is formally disciplined, said employee shall be provided with written notice specifying the reasons for the disciplinary action. Formal disciplinary action shall be defined as written warnings or reprimands, suspension, reduction in rank, probation and dismissal.
2. Dismissal does not include non-renewal.
3. All CVAA members shall have the right to be represented by the CVAA president or her/his designee at formal disciplinary conferences. No written records of informal disciplinary action shall be filed in administrative personnel files. Administrators shall have the right to attach written responses to the formal disciplinary report.

The parties agree that all provisions of this agreement shall begin July 1, 2019. Signed:

For the CVAA



Jim Elder, GBS Principal, Representing the CVAA

Date: 1/10/19

For the CVSB



Myron Steere School Board Cha

Date: 1/15/19

Appendix A

CVAA - ConVal Administrator's Association

Membership by Current position:

CVHS Principal	Michelle Voto
CVHS ATC Director	Jen Kiley
AES Principal	Stephanie Syre-Hagar
BES Community Principal	*Katherine Morrocco
DCS Community School Principal	*Nicole Pease
SMS Principal	Anne O'Bryant
GBS Principal	Jim Elder
CVHS Athletic Director	*John Reitnauer
CVHS School Counseling Director	Kim Chandler
PES Principal	Larry Pimental
TES Teaching Principal	*Fabi Woods
SMS Assistant Principal	*Tim Conway
CVHS Dean of Students	*Steve Bartsch
CVHS Special Education Administrator	Michael Lucow
HES Community School Principal	*Amy Janoch
GES Community School Principal	*Colleen Roy
FES Community School Principal	*Kat Foecking

* has served as teacher or other professionally certified position, per B.2.

Memorandum of Understanding for the 2019-20 CVAA /School Board Agreement

It is understood by both parties that the language in this MOU will only be activated, if the 2019-21 CVEA warrant article is approved by voters.

There are two Saturday meetings that the Administrators are required to attend, the School Board Retreat during the summer and the Board Budget meeting in October/November. When the Administrator attends the entire meeting (or until released by the Superintendent) he/she will receive one "Exchange" day, and if present for both meetings, he/she would receive two Exchange days.

Use of an Exchange day:

Must be requested in advance and have prior approval from the Superintendent

Can only use when no students or staff (teachers, SSP's, or paras) are at school

Can only be used in whole day increments

Must be used within the school year it is received.

Will not carry over from one school year to the next

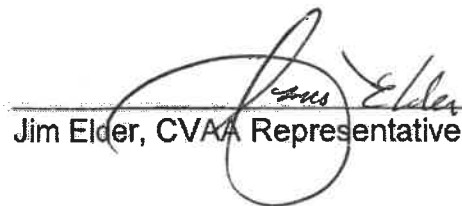
If not used within the school year received, it will be forfeited.

Both Parties Agree with their signature and date below:

For the Conval School Board


Myron Steere, School Board Chair 2/5/19 Date

For the CVAA


Jim Elder, CVAA Representative _____ Date