

**Collective Bargaining Agreement**  
**Between the**  
**Inter-Lakes School Board**  
**and the**  
**Inter-Lakes Education Association**  
**(ILEA)**  
  
**2023-2026**

School District Annual Meeting  
Approved: TBD

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## **Preamble**

The School Board of the Inter-Lakes School District and the Inter-Lakes Educational Association agree that the educational welfare of the children of the District is paramount in the operation of the schools.

The School Board and the Association recognize their responsibility towards each other, to the administration and to the community to communicate in good faith to reach agreement, which is mutually satisfactory.

The Agreement recognizes that teaching is a specialized profession with requirements that must be met to obtain certification, and that the interests of the professional employees and the School Board are both dedicated to the highest quality education in the District. Because of this fact, we willingly cooperate to obtain the best conditions possible to achieve this mutual goal.

All personnel concerned with this Agreement must remember that their value to the Inter-Lakes School District stems both directly and indirectly from their ability to contribute effectively to the total educational climate of the District.

## **Article 1. Jurisdiction and Authority of the School Board**

The School Board, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the unrestricted right (a) to direct and manage all activities of the School District; (b) to direct the work of their professional employees; (c) to hire, promote, transfer, assign and retain professional employees in positions within the school district and to suspend, demote, discharge, withhold all salary increases at the highest step or increment wage increases, whichever applies, or take any other disciplinary action against the professional employees; (d) to act unilaterally, including by adoption of rule or regulation, on any and all matters not excluded by RSA 273-A, provided said act, rule or regulation, does not conflict with or violate any of the terms of the Agreement; (e) to maintain the efficiency of government operations; (f) to relieve professional employees from duties because of lack of work or for other legitimate reason; (g) to take actions as may be necessary to carry out the mission of the agency in emergencies; and (h) to determine the methods, means and personnel by which operations are to be conducted.

The parties understand that the School Board may not lawfully delegate the power or authority which, by law, is vested in it, nor may the Superintendent lawfully delegate the power or authority which, by law, is vested in him/her; and this Agreement shall not be construed so as to constitute a delegation of the power or authority of either. The term “law” as used above shall include regulations lawfully passed by the New Hampshire State Board of Education.

## **Article 2. Association Rights**

- 2.1 A copy of all policies passed by the Inter-Lakes School Board shall be sent to the President of the Inter-Lakes Education Association, and to all professional employees in the system, or to all professional employees in a building, or to all in a particular subject area, whichever shall apply.

## **Article 3. Definition of Agreement**

- 3.1 This Agreement has been mutually agreed to by the Inter-Lakes School Board and the Inter-Lakes Education Association (ILEA). It is subject to modification or change, by agreement of the parties, except the School Board reserves the right of such modification of this Agreement that is clearly dependent upon adequate funds as voted by the School District. In such cases, either party may re-open negotiations as provided by RSA 273:A-3(II)(b).
- 3.2 The cost of printing and distributing copies of the Agreement will be shared equally by the parties. Copies will be available either electronically (via the school district website) or in print to each professional employee, administrator, and member of the School Board. A copy of this Agreement will be given to each newly hired professional employee at the same time and in the same manner as is the individual professional employee’s written contract. Additional copies can be obtained at the expense of the requesting party.

#### **Article 4. Peaceful Resolution**

- 4.1 The Association and the School Board agree that any difference between the parties on matters relative to this Agreement shall be settled by the means herein provided. The Association, in consideration of the Agreement and its terms and conditions, shall not engage in or condone any strike, work stoppage, or other concerted refusal to perform any job-related assignment, nor shall the School Board sponsor any lockouts. For purposes of this article, voluntary tasks shall not be considered job-related assignments.

#### **Article 5. Recognition**

- 5.1 For purposes of negotiations, the School Board recognizes the Inter-Lakes Education Association (as certified by the PELRB of the State of New Hampshire) as the representative of all full and part-time, regularly appointed professional employees.
- 5.2 The Association agrees to represent equally all in the unit as designated above without discrimination.

#### **Article 6. Definitions**

- 6.1 The term "School Board", as used in this Agreement, means School Board of the Inter-Lakes School District.
- 6.2 The term "school", as used in this Agreement, means any work location or functional division maintained by the School Board where instruction is offered to the children enrolled in the Inter-Lakes School District.
- 6.3 The term "Administrator", as used in this Agreement, means contracted professional by the School Board included in the unit defined in the Recognition Article of this Agreement.
- 6.4 The term "professional employee", as used in this Agreement, means contracted professional by the School Board included in the unit defined in the Recognition Article of this Agreement.
- 6.4.1 Classroom professional employees are teachers who work with students as a whole class and are responsible for the implementation, instruction, and assessment of the district curriculum in the K-12 continuum.
- 6.5 The term "Association", as used in this Agreement, means the Inter-Lakes Education Association, affiliated with NEA-NH/NEA.
- 6.6 The term "Immediate Family", as used in this Agreement, means grandparents, parents, siblings, children, spouse, and the same relation of the spouse, a person who has formerly acted as a parent to the professional employee or the professional employee's spouse, a legally recognized partner, or any other member of the family unit for whom the professional employee is acting in place of a parent and is living in the household of the professional employee.

- 6.7 The term "days", as used in this Agreement, means school days, except after the student school year (summer recess) when they shall be Monday through Friday, excluding holidays.
- 6.8 The term "off-step" applies to professional employees who were employed during the 2019/2020 school year and were at Step 10 or beyond Step 10.

#### **Article 7. Contract**

- 7.1 All professional employees will be employed in the Inter-Lakes School District by a standardized written contract between them and the School Board.
- 7.2 Engagement by contract will be the sole prerogative of the School Board upon nomination by the Superintendent of Schools.
- 7.3 Contracts will be prepared and offered to the professional employees within fifteen (15) days after the School District Meeting. All contracts must be returned to the Superintendent not later than fifteen (15) days after being offered. The contract shall state the date by which the contract must be returned. Return of a signed contract indicates acceptance of the offered position and the conditions appertaining thereto. An unsigned or unreturned contract indicates that the position is refused and the professional employee does not intend to return. Extension of the fifteen (15) day period will only be granted under unusual circumstances and only at the discretion of the Superintendent.
- 7.4 Termination of employment during the contractual year will be by mutual agreement or, in case of dispute, by legal means presently existing to adjudicate such disputes. The pertinent regulations concerning dismissal are contained in the current New Hampshire Statutes Annotated Relating to Public Schools.
- 7.5 The basic contract will call for 190 days of service to be served over 188 days for the duration of this contract between the starting day of the school calendar and June 30. If contracts are written wherein the length of service demanded or expected is more than 190 days of service, then compensation shall be granted for such extra days and will be computed for each individual professional employee on a per diem basis in accordance with his/her position on the schedule. The contract will state the number of days expected.
- 7.6 Each contract will indicate the step on the schedule that the contract covers.

#### **Article 8. Work Day/Work Load**

Professional employees agree to be on duty and to work the hours required to accomplish their total teaching assignment and responsibility. One such professional responsibility includes professional employees' participation in the special education and 504 processes relative to their learners and assignment. Because of basic differences in school-related responsibilities, it is impossible to keep the teaching day on a completely equal schedule. In fairness, however, to pupils, parents, and professional employees, and in the interest of some uniformity, the following shall be observed.

Full-time professional employees shall report to their school buildings at least twenty (20) minutes before the opening of the pupils' regular (6.75 hour) school day in the morning and shall remain for twenty-five (25) minutes after the close of the pupils' regular school day. Part-time professional employees shall report to their buildings at least twenty (20) minutes before their assigned teaching time and remain at least twenty-five (25) minutes following his or her assignment. Upon building administrator approval, the combined time before and after the school day can be reallocated per employee's individual request.

Part-time and full-time employment\* shall be defined as follows:

- At the elementary level: 50% = 3½ hours per day, or 2½ days or 17½ hours per week.
- Specialists: 50% = 17½ hours per week or 2½ days.
- At the high school, based upon a full-time professional employee teaching six (6) classes over the course of the year, the following percentages will be used for determining the pro-rated workload:

$$6/6 = 100\%$$

$$5/6 = 83.3\%$$

$$4/6 = 66.7\%$$

$$3/6 = 50\%$$

$$2/6 = 33.3\%$$

$$1/6 = 16.7\%$$

*\*Eligibility for all job and fringe benefits for part-time professional employees will be determined by averaging teaching time over the school year.*

Upon Building Administrator approval, the combined time before and after the school day may be occasionally reallocated per the employee's individual request for assistance in meeting a special circumstance. Special education and 504 meetings are scheduled when parents/guardians are available during the school week; efforts will be made to not have meetings begin later than 30 minutes after student dismissal.

Full and part-time professional employees are required to attend District parent/teacher conference days appropriate to their assignment. It is understood and accepted that professional employee attendance at school-affiliated evening meetings is desirable and beneficial.

Except for illness or other emergencies, professional employees will be required to attend such evening sessions as: open house, parent/teacher conferences, and any other evening session where parents visit classrooms and/or confer with professional employees.

## **Article 9. School Calendar**

**9.1** The Superintendent shall meet and confer with the Association regarding the ensuing year's school calendar and any mid-year changes in the calendar. Individual professional employees may make recommendations to the building principal(s) for the ensuing year's school calendar. The principal(s) in turn will make the professional employee's recommendation known to the Superintendent.

- 9.2 The School Board will make the final determination as to setting the ensuing year's calendar and any mid-year changes in any school calendar. The number of professional employee hours for returning professional employees shall not exceed 75.5 hours beyond the one-hundred-eighty (180) day instructional year. In no case will the in-service hours be scheduled to exceed a work day calendar of 188 days.
- 9.3 In the event days must be made up due to inclement weather or other possibilities, the Superintendent will consult with the Association about possible dates to meet state requirements. The School Board will make the final determination.
- 9.4 The hours in excess of the one-hundred-eighty (180) day instructional year for all professional employees shall be known as "in-service" hours. In the case of school cancellations, instructional days may be shifted to "in-service" hours. If the School Board approves shifting instructional days to "in-service" hours due to school cancellations, at least one such day of in-service will be completed through online training for professional staff.
- 9.5 Professional employees who are new to the District or returning after an absence of one or more years are required to attend one "orientation" day prior to the regular calendar. The first scheduled "in-service" hours for staff will be no earlier than 12 calendar days before Labor Day.
- 9.6 The 75.5 hours of "in-service hours" beyond the one-hundred-eighty (180) day instructional year shall be used for the following purposes: Time during in-service hours will be utilized for administrative matters; professional learning; parent/teacher conferences; mid-year semester break for on-site professional employee use; at least 7.5 hours will be used for classroom preparation any time during the 3 weeks prior to the opening of school; one 7.5 hour day within the three in-service days prior to the opening of school are to be used separate from Professional Development time for team collaboration (i.e. departmental, special education, grade level, committee, para-educator); a 7.5 hour day plus 2.5 flex hours the first half of the school year and a 7.5 hour day plus 2.5 flex hours the second half of the school year will be to support parent/student teacher conferences; the Building Principal will schedule the time for the 7.5 hour day; four (4) extended afternoon meetings totaling 7.5 hours will be scheduled with the purpose of participating/collaborating on the implementation of practices that support high quality learning experiences and three (3) hours to conclude professional activities on the final student early release day. The four (4) extended afternoon meetings will be communicated in June prior to the next school year. If a staff member is not able to attend an extended afternoon meeting they must communicate with their Building Principal and the appropriate time will need to be used (i.e. sick time, personal time, unpaid time).

*(See Table Next Page)*

<b>School Calendar: In-Service Time</b>	
<b>In-Service Hours</b>	<b>Description</b>
7.5 Hours	- Classroom Preparation - Professional Employee Discretion
22.5 Hours (3 days @ 7.5 hours per day)	- Two (2) days (15 hours) for Opening School In-Service - One (1) day (7.5 hours) for Team Collaboration (i.e. Departmental, Special Education, Grade Level, Committee Collaboration with Para-Educators)
7.5 Hours (Scheduled by Principal) <i>And</i> 2.5 Flex Hours (Scheduled by Professional Employee)	- Ten (10) hours dedicated to Fall Parent/Student/Teacher Conferences
7.5 Hours (Scheduled by Principal) <i>And</i> 2.5 Flex Hours (Scheduled by Professional Employee)	- Ten (10) hours dedicated to Spring Parent/Student/Teacher Conferences
7.5 Hours	- Four (4) <i>Extended Afternoon Meetings</i> of 1.875 hours each Purpose participate/collaborate on the implementation of practices that support high quality learning. - Dates will be communicated at the start of the school year.
7.5 Hours	- One (1) day (7.5 hours) for On-Site Professional Employee Use
7.5 Hours	- In-Service Time
3 Hours	- Conclude Professional Activities on Final Student Early Release School Day
<b>75.5 Hours</b>	<b>Total In-Service Hours</b>

9.7 On the day prior to the December recess the school day will be a half day for students. Teachers may leave after completion of student dismissal.

## Article 10. Compensation

10.1 Compensation shall be made by check and the professional employee shall have the option, at the beginning of the school year only, of receiving such compensation in:  
(a) twenty-one (21) payments spaced at two-week intervals, September through June;  
(b) twenty (20) payments spaced in two-week intervals based on twenty-six (26) payment increments with the balance due and payable as the 21st payment.

10.2 In so far as possible, compensation for the basic salary will be evenly divided among the payments and all monies to be withheld by law shall be equal to all others. Exceptions may be as follows:

10.2.1 Odd cents in the division will be credited to the first or last check due.

- 10.2.2** Extra compensation for co-curricular activities will be paid in a lump sum at the end of the season or activity. Compensation for year-long co-curricular activities will be paid in two (2) equal payments, one in December and the other in June.
- 10.2.3** Individuals covered by this agreement who participate in district or building specific whole grade level curriculum-based overnight field experiences will receive a stipend of \$100 for each overnight of the field experience (ex., covered individuals participating in a Monday-Wednesday trip, i.e., three day trip with two overnights, would receive a \$200 stipend).
- 10.3** It is agreed that, upon written authorization of an Association member, the School Board shall deduct an amount to provide payment of dues to NEA-NH/NEA from the regular salary check of that professional employee. Deductions shall be in equal amounts for pay periods between October 1 and May 30. The amounts so deducted pursuant to such authorization of the professional employee shall be promptly remitted directly to the Association Treasurer. If so indicated on the authorization form, said deduction shall be continuous from year to year until the professional employee notifies the Central Business Office otherwise.
- 10.3.1** The Association agrees and accepts the insertion of a save harmless clause for all authorized Association dues. Said clause will read as follows: "The Association shall indemnify and save the Inter-Lakes School District and the School Board harmless against and from any and all claims, demands, suits, or other form of liability that may arise out of or by reason of action taken, or not taken, by the School Board for the purpose of complying with this request."
- 10.4** Final compensation shall be determined by the salary divided by the number of contracted days in the school calendar as referenced in Article 9.
- 10.5** The School Board will reimburse all school professional employees who are authorized to travel between schools or to other job sites as part of their teaching assignments at the current Internal Revenue Service rate. The District will not reimburse professional employees for travel to and from school each day.
- 10.6** Upon written request, direct deposit of a professional employee's entire pay check or portion thereof shall be made to a bank account specified by the professional employee.

## **Article 11. Basic Salary Schedule**

- 11.1** The accepted standard of professional preparation for employment shall be a Bachelor's Degree or its equivalent.
- 11.2** When a professional employee obtains, or anticipates earning credits which will affect their track placement on the salary schedule, the employee must notify the Superintendent by November 1<sup>st</sup> for budgeting purposes for the following fiscal year. The change of track will take place with the first payroll in the following

month after official transcript documentation is received that verifies the number of credits earned or degree awarded. There will be no penalty for anticipating a track change and not obtaining the track change.

- 11.3 Professional employees who are “off-step” who obtain the necessary credits or degree to change track will receive the track increment salary increase. In the case of a track change to Masters +15, Masters +30 or Masters +45, the professional employee will receive the “off-step” plus the track increment salary increase.
- 11.4 Placement on the salary schedule of experienced professional employees entering the District shall be based on degree status and years of teaching experience before entering this District. These factors shall be assessed by the Superintendent and School Board, and this shall serve as the basis for placing an incoming professional employee on an appropriate step on the Salary Scale.
- 11.5 No incoming professional employee will be placed on the scale at a higher salary than that of a professional employee presently in the system with equivalent training and experience.
- 11.6 The salary schedule covering the professional employees of the Inter-Lakes School District will be determined by the Basic Salary Schedule provided in Appendices A, B, and C.
- 11.7 Any professional employee employed by the District during the 2019/2020 school year at Step 10 and beyond Step 10 of the salary schedule will be entitled to the “off step” salary adjustment negotiated. Professional employees employed by the District during the 2019/2020 school year below Step 10 will only be eligible to advance up to Step 10. New professional employees beginning with the 2020/2021 school year will not receive an “off step” salary adjustment.

## **Article 12. Salary Schedules**

The schedules are attached hereto.

APPENDIX A - Salary Schedule, 2023-2024

APPENDIX B - Salary Schedule, 2024-2025

APPENDIX C –Salary Schedule, 2025-2026

APPENDIX D - Co-Curricular Salary Schedule, 2023-2026

## **Article 13. Co-Curricular Positions**

- 13.1 Salaries for co-curricular positions will be determined by years of experience in the field as per the Co-Curricular Salary Schedule in the appendix. Any and all co-curricular activities will be offered at the sole discretion of the School Board upon the recommendation of the Superintendent of Schools.
- 13.2 Notice of all co-curricular vacancies will be e-mailed to the staff five (5) school days prior to seeking non-school applicants to fill a specific position. After five (5) days, the vacant position will be posted on the District website.

**13.2.1** Vacancies that occur during the summer that must be filled prior to the opening of school shall be posted as above in 13.3. Individuals may also submit letters of interest for specific positions to the appropriate building principal in advance.

**13.3** Any co-curricular position newly created during the term of this Agreement shall be placed on the Co-Curricular Salary Schedule by the School Board until mutual agreement is reached.

**13.4** In October of each year, a meeting including representation from School Board, ILEA, and Administration will be conducted to review and update the Co-Curricular Salary Schedule.

**Article 14. Employment Conditions**

**14.1** The School Board agrees to meet and confer with the Association with regard to developing guidelines for teacher-pupil ratios and class size.

**14.2** (a) Classroom professional employees shall have daily an uninterrupted planning period equivalent to a class period (9-12)/specials period (K-8) except when ten times per school year, but no more than twice per month, this time will be used for collaborative work on the implementation of practices that support high quality learning experiences as organized by the Building Principal. The dates will be provided at the start of the school year.

(b) The District shall strive within the constraints of staffing and student needs to provide K-12 special education teachers with a daily planning period equivalent to a minimum of the time scheduled for a K-6 specials period, which may be broken into two roughly equivalent blocks. The parties agree that, if the planning periods for special education teachers are interrupted for emergencies, such interruptions shall not be considered a violation of this provision. By the last day of school, each special education teacher will submit a tentative schedule for the following school year. The Building Principal or Director of Student Services shall have final approval authority over the daily schedule. As changes may occur throughout each school year due to student enrollment/need for services, special education teachers, may be required to revise their schedules and submit the revised schedule to the Principal or Director of Student Services for final approval.

(c) The District shall strive within the constraints of staffing and student needs to provide non-classroom professionals, other than special education teachers and nurses, with a daily uninterrupted planning period of a minimum of thirty minutes, which may be broken into two fifteen minute blocks. The parties agree that, if the planning periods for these professionals are interrupted for emergencies, such interruptions shall not be considered a violation of this provision. By the last day of school, non-classroom professionals, except for special education teachers, will submit a tentative schedule for the following school year. The Building Principal or Director of Student Services shall have final approval authority over the daily schedule of non-classroom professionals. As changes may occur throughout each school year due to student enrollment/need for services, non-classroom, except

special education teachers, may be required to revise their schedules and submit the revised schedule to the Principal or Director of Student Services for final approval.

**14.2.1** At the elementary level, all specials (art, music, physical education, etc.) will be scheduled once per week at the same time for teams to allow for a common planning time.

**14.2.2** Except in an emergency, administrators will gain mutual agreement from faculty at least a day prior to encumbering a professional employee's planning time.

**14.3** The following shall apply except in the case of an emergency: There shall be no more than two faculty meetings per month in September, October, January, March, April, May, and June, with one faculty meeting in November, December, and February; all faculty meetings not to exceed approximately sixty-five (65) minutes each. These meetings will be scheduled for the first and third Tuesday of each month. Anyone who is unable to attend or needs to leave early shall notify the principal prior to the start of the meeting.

**14.4** If a professional employee's budget request is not approved at any level, the professional employee shall be entitled to reasons for the non-approval and given an opportunity to appeal through the chain of command, to the Superintendent, before the budget is finalized. This provision shall not be subject to the grievance or arbitration procedures set forth in this Agreement.

**14.5** Unless by mutual agreement, professional employees shall have a duty-free, uninterrupted lunch period.

## **Article 15. Leaves**

### **15.1 Sick Leave**

**15.1.1** Leaves of absence for personal illness or immediate family illness will be allowed at full pay for fifteen (15) working days per year.

Individual professional employees will accrue unused sick leave at a maximum rate of fifteen (15) days per year and will carry forward, for their use, an accrued balance from one school year to the next. The balance will not exceed ninety-five (95) days. A professional employee's annual sick leave allotment of fifteen (15) days will be added to their accrued balance at the start of each school year, the sum not to exceed one hundred ten (110) days.

Professional employees may use no more than fifteen (15) sick leave days for illness in the immediate family per school year. Under extenuating circumstances, additional paid leave of absence for immediate family illness may be granted by the School Board, not to exceed the total number of days accrued.

It shall be the responsibility of the professional employee to furnish proof of illness requiring more than three (3) consecutive days of leave, if requested

by the Superintendent.

**15.1.2** Employees may use up to six (6) weeks of accrued leave for the birth and care of a professional employee's child or placement for adoption or foster care of a child with an employee, so long as the employee provides the School District with at least thirty (30) days written notice (or as much notice as possible, if 30 days' notice is impracticable). Such leave will run concurrently with FMLA to the extent the employee is also eligible for FMLA.

**15.1.3** Sick leave benefits cannot be used during a leave of absence.

**15.1.4** A sick leave pool will be established. Professional employees may enroll in the pool each year by donating at least one day and up to three days. Enrollment in the pool must take place prior to September 30<sup>th</sup> each year. The sick leave pool may accrue up to 300 days, and the pool will be carried forward from year to year maintaining the cap at 300 days. A joint committee, to be known as the Sick Leave Bank Committee, will oversee established criteria, notify all members of the criteria, and determine whether requests for withdrawal from the sick leave bank will be granted. The committee will consist of four members: two from the Association, the respective building principal, and the Superintendent. Once decisions of this committee are made, a report of the proceedings will be provided to the office of the Superintendent and the professional employee within five (5) days. The final decision of the committee, relative to the request, is not grievable.

**15.1.5** Annual written notification of accumulated individual sick leave, as of September 1st of the current school year, shall be given to all professional employees by September 15th of the same year.

## **15.2 Bereavement Leave**

**15.2.1** Leave up to five (5) days at full pay shall be granted for death in the immediate family of the professional employee. This benefit would apply as many times in a school year as required.

**15.2.2** One (1) bereavement day at full pay will be granted annually for a death outside the immediate family.

**15.2.3** If requested, additional bereavement leave without pay may be approved by the Superintendent.

## **15.3 Personal Leave**

**15.3.1** Personal leave up to three (3) days per school year shall be submitted to the building principal. No personal leaves will be allowed for vacation purposes. Personal leave will be granted only upon (3) days' advance notice save in justified emergencies. At each school, no more than two (2) personal leaves for a particular day will be eligible to be approved at each school in September, May, and June. The Building Principal may

override this limit. The Building Principal will approve personal leave on a first come, first serve basis.

#### **15.4 Professional Leave**

**15.4.1** Each professional employee may be allowed, by approval of the administration, five (5) days per year for activities related to District or school needs and identified in the Professional Development Master Plan. Individual recertification will be considered a district need. Approval will be given only if such an activity is clearly and constructively pertinent to the professional employee's educational duties in this District. Full salary will be granted during the absence. These days shall not be accumulative. At each school no more than two (2) professional leaves for a particular day will be eligible to be approved at each school. The Building Principal may override this limit.

#### **15.5 Military Leave**

**15.5.1** Military personnel who are in reserve status and who are called to active duty in any of the United States' military services which cannot be postponed or deferred, such as Reserve Duty, Special Emergency Duty, etc., will be compensated for such absence from their contract duty to the District to the extent that the District will pay during a ten (10) day period, the difference between their per diem contract salary and their per diem military pay. Such compensation shall be made only after one (1) year of experience in the District. The intent is that such professional employee be assured of the equivalent of his/her per diem salary for a ten (10) day period per calendar year when the military salary is less than his/her teaching salary.

**15.5.2 Military Leave for Family Members:** Professional employees shall be granted up to five (5) days paid military leave when a family member is called to active duty in any of the United States' military services which cannot be postponed or deferred, such as Reserve Duty, Special Emergency Duty, etc., for qualifying events, including, but not limited to: arranging for childcare or parental care during the deployment; assisting in making legal or financial arrangements during the deployment; attending counseling; assisting the military member during rest and recuperation leave; attending military sponsored events or ceremonies; representing the military member at federal, state, or local events; or, addressing issues due to the military member's death.

Such leave shall run concurrently with the FMLA to the extent the employee is eligible for FMLA and the leave otherwise qualifies for the FMLA.

#### **15.6 Jury Duty Leave**

**15.6.1** Any professional employee of the District called to serve as a juror will continue to receive their contracted salary in addition to jury pay.

## **15.7 Sabbatical Leave**

- 15.7.1** All regularly employed professional employees, who have taught at least six (6) years in the Inter-Lakes School District, may, upon recommendation of the principal and with the approval of the School Board, be granted a Sabbatical Leave for professional activities, which the professional employee expects to pursue in furthering his/her professional competence.
- 15.7.2** The leave, if granted, shall be for one (1) school year and will require advance study, research, or other professional activities, or any combination thereof. Such activities must support and reinforce District and/or school needs.
- 15.7.3** Before submitting a proposal for a sabbatical, the interested employee will meet with their Building Principal and the School District's Curriculum Coordinator to develop a proposal. The final proposal should be submitted to the School Board at the time of request.
- 15.7.4** Only one (1) professional employee in the system will be granted this leave in any contract year.
- 15.7.5** Requests for this leave must be received by the Superintendent in writing no later than November 1, and action must be taken by the School Board on all requests no later than December 31.
- 15.7.6** The professional employee will be paid one-half of the gross annual salary during the period of absence and, upon return, will advance on the salary schedule in the usual manner, as if performing his/her regular duties. Compensation shall be paid in full at the beginning of the leave.
- 15.7.7** Professional employees on leave shall be entitled to all salary increments and other benefits in force during their leave, as if they had been fulfilling their normal school assignment.
- 15.7.8** Candidates for Sabbatical Leave are required to guarantee three (3) subsequent years of service to the District. A refund of leave salary must be made to the District if a candidate fails to return. Each professional employee on Sabbatical Leave shall issue a promissory note at the current rate of interest which shall become due if the professional employee does not return and shall be paid off within three (3) years. If the professional employee resigns or retires before completing three years, the balance is due at the time of resignation. Upon returning to his/her position, the professional employee shall be expected to demonstrate evidence of benefits gained by this leave at a School Board meeting and shall share these benefits with colleagues and students in the appropriate educational environment.
- 15.7.9** If the professional employee on sabbatical does not comply with any of the conditions of the leave, the right to such leave and/or right to return shall be denied.

## **15.8 Parenthood Leave**

- 15.8.1** A parenthood leave of absence without pay for a period of up to one year shall

be granted by the School Board upon request of the professional employee. In order to preserve the continuity of instruction, the leave time shall begin and end at a time mutually agreed upon between the School Board and the professional employee. Extended parenthood leave may be granted at the discretion of the School Board. Upon application by the professional employee, this leave may be terminated at the discretion of the School Board.

**15.8.2** The professional employee may continue personal payment, through the business office, for health insurance benefits after the benefits in the Family Medical Leave Act (FMLA) have expired.

**15.8.3** Upon return to service, the professional employee shall be granted the total number of sick leave days accumulated prior to the leave.

**15.8.4** Placement on the salary schedule, upon return from this leave, will be at the least the same as when the professional employee took leave. If the professional employee has worked at least ½ of the school year, advancement on the salary schedule will be entitled.

(Note: In addition, please see 15.1.2 regarding the use of Sick Leave for the birth or adoption of a child.)

#### **15.9 Absence**

**15.9.1** Professional employees who are on at least the fourth (4) year of their contract with the District may request a leave of absence without pay for one (1) school year. A written request must be submitted to the Superintendent no later than November 1. The School Board will act on the request no later than December 31. During the leave of absence, the professional employee may continue health/dental benefits through the business office at their own expense.

**15.9.2** Leave of absence without pay for extenuating circumstances may be granted at the discretion of the School Board.

#### **Article 16. Substitute Professional Employees**

**16.1** Efforts will be made to provide substitutes for all professional employees who are absent from school.

**16.2** The use of regular professional employees as substitutes shall be avoided whenever possible.

**16.3** Efforts will be made to secure substitutes fully certified to teach in the subject areas in which there is an opening.

**16.4** Efforts will be made to secure substitutes for paraprofessionals who are absent.

#### **Article 17. Recognition of Service**

## **17.1 Recognition of Service Lump Sum**

17.1.1 In the 2023/2024, 2024/2025, and 2025/2026 school years, up to three (3) eligible professional employees per identified school year will receive a Recognition of Service Lump Sum in their final year of employment equal to 50 percent of the retiree's highest earned salary in the District.

17.1.2 Professional employees hired by the District prior to the 2020/2021 school year are otherwise eligible to receive the Recognition of Service Lump Sum if they have attained the age of 57 and have worked for the full-time equivalent of 15 years within the Inter-Lakes School District as a professional employee. Professional employees hired by the District on or after July 1, 2020 are otherwise eligible to receive the Recognition of Service Lump Sum if they have attained the age of 58 and have worked for the full-time equivalent of 15 years within the Inter-Lakes School District as a professional employee. Eligibility will be determined by age of the retiree on June 30 of the final year of employment.

17.1.3 Notice of resignation and application for the Recognition of Service Lump Sum must be submitted to the Superintendent by November 1 of the final year of employment.

17.1.4 The School Board may waive the November 1 notice requirement or release the individual from his/her resignation commitment in case of an emergency or hardship. It may also increase the maximum number of eligible employees in any given year.

17.1.5 In the event of more than three eligible applicants, determination of the three eligible professional employees shall be made first on the basis of the sum of full-time equivalent years of service as a professional employee to the District and their age. If a tie-breaker is necessary, full-time equivalent years of service will be the first determining factor followed by date of birth. The School Board will notify all applicants by December 31.

17.1.6 Employees who receive the Recognition of Service Lump Sum shall not be eligible for rehire as a full-time professional employee with the District. Payment of benefit will be made no later than July 31<sup>st</sup> of the following fiscal year. This payment is intended to be part of the final year's compensation as defined by the New Hampshire Retirement System.

## **17.2 Recognition of Service Enhanced Salary**

17.2.1 Effective as of the 2026/2027 school year, up to three (3) eligible professional employees will receive a salary enhancement in their final year of full-time employment with the District equal to either a One-Time Payment equal to 50% of the employee's final year's salary ("One-Time Payment") or an Enhanced Salary equal to (a) 1.30 times the individual's prior year's salary plus any salary adjustment they would otherwise receive in their final year (for eligible professional employees that had not attained vested status within the NH Retirement System prior to

1/1/2012), or (b) 1.5 times the individual's prior year's salary plus any salary adjustment they would otherwise receive in their final year (for eligible professional employees that had attained vested status within the NH Retirement System prior to 1/1/2012) ("Enhanced Salary"). Eligible employees who elect the Enhanced Salary will receive the Enhanced Salary in lieu of the salary they would otherwise receive under Articles 11 and/or 12 (excluding pay due under the Co-Curricular Salary Schedule, Appendix D) of this Agreement, and it shall be considered the employee's base pay during the year in which it is received. The Enhanced Salary shall be paid in installments as outlined in Article 10.1. Employees who receive the Enhanced Salary or One-Time Payment shall not be eligible for rehire as a full-time professional employee with the District. Eligible employees who elect the One-Time Payment will receive the One-Time Payment in the second payroll in June of their final year of employment. The School Board has the sole discretion to increase the maximum number of professional employees who may receive the Enhanced Salary or One-Time Payment in any given year.

**17.2.2** Professional employees hired by the District prior to the 2020/2021 school year are eligible to receive the Enhanced Salary or One-Time Payment if they have attained the minimum age of 57 and have worked the full-time equivalent of at least fifteen (15) years within the Inter-Lakes School District as a professional employee. Professional employees hired by the District on or after July 1, 2020 are eligible to receive the Enhanced Salary or One-Time Payment if they have attained the minimum age of 58 and have worked the full-time equivalent of at least fifteen (15) years within the Inter-Lakes School District as a professional employee. Eligibility will be determined by the age of the employee on June 30th in the school year in which payment of the Enhanced Salary would commence.

**17.2.3** Applications to receive an Enhanced Salary or One-Time Payment must be submitted to the Superintendent by November 1st of the school year prior to school year when payment of the Enhanced Salary would commence (i.e., requests to receive an Enhanced Salary or One-Time Payment for the 2026/2027 school year must be received by November 1, 2025). The School Board may, at its sole discretion, waive or modify the application deadline.

**17.2.4** In the event the Superintendent receives more than three timely applications from eligible professional employees, applications shall be granted for the three eligible applicants with the highest sum of full-time equivalent years of service as a professional employee in the District and their age. If a tiebreaker is necessary, full-time equivalent years of professional service will be the first determining factor followed by date of birth. The School Board will notify all applicants by December 31st. Receipt of an Enhanced Salary or One-Time Payment is contingent upon each selected applicant submitting, within ten (10) school days of being notified that they have been selected to receive the Enhanced Salary or One-Time Payment, an irrevocable, written notice of resignation, effective June 30th of the school year in which they will receive the Enhanced Salary or One-Time Payment, and acknowledging that the individual is not eligible for rehire as a full-time professional employee with the District following resignation. In the event a timely irrevocable, written notice of resignation is not submitted, the Enhanced Salary/One-Time

Payment opportunity will be offered to the next eligible applicant, as outlined in this section, if any.

**17.2.5** The School Board may release a professional employee from their irrevocable, written notice of resignation in case of an emergency, hardship, or other good reason as determined by the Board in its sole discretion. In the event such a release occurs after the individual has already begun receiving the Enhanced Salary, effective the first day of the first pay period following such release, the individual will be entitled to receive the pro-rated salary they would otherwise have received pursuant to Articles 11 and/or 12 of this Agreement, in lieu of the remainder of the Enhanced Salary, in equal installments based on the remaining number of pay periods in the applicable school year. Any professional employee who is released from an irrevocable, written notice of resignation by the School Board shall be thereafter ineligible to apply for the Enhanced Salary in any subsequent school year.

**Article 18. Insurance**

- 18.1** Liability insurance protecting professional employees against suits resulting from accidents to students and Workers' Compensation will be in effect and the premium paid by the District. Pay for each day of sick leave that is covered by Workers' Compensation will be the difference between the regular net per diem salary and the amount paid by insurance with the same fractional part to be deducted from the professional employee's accumulated sick leave.
  
- 18.2** The Inter-Lakes School District shall provide the following health insurance options for single, 2-person, or family:

*(see next page for options)*

<b>Anthem Access Blue New England HMO AB20</b>		
<b>Year</b>	<b>Contribution to Premium</b>	
	<b>Professional Employee</b>	<b>District</b>
2023/2024	17%	83%
2024/2025	17%	83%
2025/2026	17%	83%

  

<b>Anthem Access Blue New England HMO with Deductible ABSOS20/40/1KDED</b>		
<b>Year</b>	<b>Contribution to Premium</b>	
	<b>Professional Employee</b>	<b>District</b>
2023/2024	10%	90%
2024/2025	10%	90%
2025/2026	10%	90%

  

<b>Anthem Access Blue New England HMO with Deductible 25/50/3KDED*</b>		
<b>Year</b>	<b>Contribution to Premium</b>	
	<b>Professional Employee</b>	<b>District</b>
2023/2024	0%	100%
2024/2025	0%	100%
2025/2026	0%	100%

\*For Anthem Access Blue New England HMO with Deductible 25/50/3KDED Plan the District shall fund a Health Reimbursement Account (HRA) to offset copays and deductibles in the amount of the \$1,500 per year per subscriber.

**Anthem Access Blue Choice 2T20**

Starting 2020/2021 only current and retired employees who are enrolled in Choice 2T20 have the option to remain enrolled in this plan. The District shall pay a dollar amount equal to the district’s share of the premium for Anthem Access Blue New England HMO AB20; and the professional employee shall pay the dollar amount difference. If the District’s insurance provider eliminates the Blue Choice 2T20 plan during the term of the Agreement, the parties agree to reopen the contract solely to address the necessary change in health insurance for employees who were eligible to enroll in the Blue Choice 2T20 plan under this section.

For each of the health insurance plans outlined above, starting January 1, 2022 the Professional Employee will pay 50% of the adjustment for a high cost plan, plus any contributions to an FSA and/or HRA as outlined below:

The adjustment for high cost plan shall equal 40% of the excess of the plan’s cost over \$941.66 per month (\$11,300 per year) for single coverage or over \$2,533.33 (\$30,400 per year) for two-person or family coverage. The plan’s cost for purposes of this adjustment equals the aggregate premium, plus any contributions to an FSA and or an HRA. In the event that 26 U.S.C. 4980I (excise tax under the Affordable Care Act on high cost employer-sponsored health coverage) is amended during the term of this Agreement, then the Board or

the Association may reopen negotiations on Article 19 to address the impact of that amendment.

- 18.2.1** All of the plans shall have the Prescription plan R10/25/40 M10/40/70
- 18.2.2** Professional employee contribution to premiums shall be paid through payroll deductions on a pre-tax basis in equal installments based on twenty-one (21) pay periods.
- 18.2.3** A professional employee must enroll as a subscriber under the provisions of Section 18.2 in order to be eligible for benefits or contributions set forth therein.
- 18.2.4** Part-Time Professional Employees
- a. Through August 24, 2005 any professional employee hired for a position of 50% or more shall be eligible for the Inter-Lakes School District Health Plan. Part-time professional employees\* who teach less than 50 percent will be eligible for benefits paid by the District at that same percentage as their employment. \*(Footnote on page 7 applies.)
  - b. Beginning on August 24, 2005, any professional employee who is hired by the District prior to July 1, 2005 shall be grandfathered to be eligible for the benefits described in paragraph a. above. Beginning August 25, 2005, any professional employee who is hired by the District on or after July 1, 2005 who teaches less than 100%-time will be eligible for benefits paid by the District at the same percentage as their employment. Eligibility for all job and fringe benefits for part-time professional employees will be determined by averaging teaching time over the school year.
- 18.2.5** In lieu of District-provided health insurance and when the professional employee provides proof of health insurance, a two thousand dollar (\$2,000.00) cash opt-out will be allotted. Payment will be made in equal installments throughout the contracted year in conjunction with payroll. Part-time professional employees who teach less than 100% will be eligible for opt-out, prorated according to their teaching assignment. A professional employee desiring to enroll in the Inter-Lakes School District's Health Insurance Plan during the plan year may do so only if there is a qualifying event. In absence of a qualifying event, professional employees will have the opportunity to rejoin the plan during the annual open enrollment period.
- 18.2.6** To the degree allowable under Section 125 of the Internal Revenue Service Code, professional employees will be allowed to designate a portion of their salary to be deducted for the purpose of paying out-of pocket medical expenses. To the degree allowable under Section 125 of the Internal Revenue Service Code, individuals or couple may set up a Section 125 fund for dependent care. In the case of dependent care funds, current claims cannot exceed current professional employee contributions. Once designated, unused money may not be reclaimed by professional employees (tax code requirement).

**18.2.7** Prior to the next contract, the Inter-Lakes School District will investigate other health insurance possibilities. This process will include representation from each of the various stakeholders for health insurance within the School District. If a different option appears favorable prior to the end of this contract, both parties agree to reopen negotiations for the sole purpose of addressing changes to health insurance.

### **18.3 Retiree Health Insurance**

#### **18.3.1 Eligibility**

- a. Professional employees who both were employed and had completed 10 years of service to the District as of July 1, 2005, shall be eligible for the benefits set forth in Section 18.3.2, provided that they meet the requirements set forth in Section 18.3.2.
- b. Professional employees who were employed but had not completed 10 years of service to the District as of July 1, 2005, shall be eligible for the benefits set forth in Section 18.3.2 until such time as they reach Medicare eligibility age, provided that they meet the requirements set forth in Section 18.3.2.
- c. Professional employees who were not employed by the District as of July 1, 2005, shall not be eligible for any benefits under Section 18.3.2.

#### **18.3.2 Benefits**

- a. The District shall pay the same percentage for eligible retirees that it paid for active professional employees as of the time of retirement toward the cost of all the provisions detailed in Article 18.2 (or Medicare/MediComp plan when the retiree is eligible) at the single or two-person level and shall reimburse eligible retirees, as detailed in Article 18.2.4, for any professional employee who retires from the District after September 1, 1988, provided such retiree has reached age 55 at the time, has ten (10) or more years of service to the District, is employed by the District at the time of retirement, and does not opt for medical insurance through any other employer; or,
- b. The District shall pay the same percentage for eligible retirees that it paid for active professional employees as of the time of retirement toward the cost of all the provisions detailed in Article 18.2 (or Medicare/MediComp plan when the retiree is eligible) at the single or two-person level and shall reimburse eligible retirees as detailed in Article 18.2.4, for any professional employee who retires from the District after September 1, 1988 at any age due to medical disability provided the retiree has ten (10) years of service to the District. Should retirees' medical insurance be funded by the State Retirement System, this provision shall be revoked, except as necessary to maintain the same level of coverage.

- 18.4 A \$50,000 term life and accidental death insurance policy will be provided by the District for each professional employee.
- 18.5 Effective July 1, 2015, the District will pay 90% of the single, two-person, or family coverage cost of Delta Dental Plan 3B. Professional employees electing for single, two-person or family dental coverage must execute a payroll deduction authorization for their respective 10% contribution to the cost of this coverage.
- 18.6 Determination of insurance carriers will be at the sole discretion of the District.

**Article 19. Professional Standards**

- 19.1 Professional employees will maintain their proficiency and certification in accordance with certification regulations and directives issued by the State Board of Education or other State Licensing Board pertaining to the professional employee's assignment.
- 19.2 No professional employee shall be engaged or continue in employment who shall fail to meet the above provisions of this School Board Professional Employees Agreement as stated in Article 20, Section 19.1.
- 19.3 All personnel are expected to conduct themselves in a professional and ethical (as referenced in School Board Personnel Policy) manner in their contact with pupils, parents, their peers, and the administration and the School Board.
- 19.4 It is expected, throughout the life of this Agreement and during the normal school year, the School Board will authorize committees comprised of professional employees, administrators, School Board members and others if need be, to study a specific problem or concern, e.g., curriculum study, textbook selection. Staffing of such committees will be done on the basis of volunteers and will not be compensated.
  - 19.4.1 All professional employees are expected to serve on the school re-evaluation and accreditation committees. Attendance at such reevaluation and accreditation committee meetings or work assigned for such committees before and after student hours will be limited to three (3) hours a month. When additional time is needed during a month, the professional employee will seek approval for compensation from the administration. Additional time spent on committee meetings or work assigned to the committee member shall be compensated at an hourly rate of \$40/hour. The professional employee shall be responsible for submitting the appropriate form to the Building Principal within one week of the committee meeting to be eligible for reimbursement under this article. Extenuating circumstances will be reviewed by the School Board.
  - 19.4.2 Such committees may schedule meeting times that are mutually agreeable to the committee members, so long as such meetings do not interfere with scheduled student classes and are approved by the supervising principal(s).

**19.4.3** Expenses for the purpose of completing a committee's work may be approved in advance by the Superintendent. Committee members shall receive additional compensation for this service if such services are performed during the summer vacation.

**19.5** The District's Recertification Plan, which is a section of the District's Professional Development Master Plan, shall be a plan which is developed by the cooperative efforts of the administration and professional employees and approved by the School Board. All future modifications to this Master Plan during its life span must also be developed cooperatively and have the approval of the School Board. The professional employee representatives to the District's Professional Development Committee will be elected, at the building level, from the entire staff in elections conducted by the Association.

## **Article 20. Professional Improvement**

**20.1** The School Board agrees to budget \$100,000 for each year 2023/2024, 2024/2025, and 2025/2026 for professional improvement. Funding will be limited to the amount budgeted. For the duration of this contract, the Association will allow \$1,000 for professional improvement activities and up to \$3,000 for coursework per employee. If the employee chooses to take coursework and professional improvement activities, the maximum amount that the employee may spend is \$3,000.

**20.2** Applications will be processed by the building principal as received. The principal shall request that the professional employee explain how the activity is relevant to his or her own employment in the school district. The professional employee may be asked to prepare a presentation for the Superintendent and/or the School Board that summarizes the benefits of the professional development. Final determination as to whether the activity is eligible for payment or reimbursement rests with the Principal. All professional improvement requests must be submitted for approval by May 15.

Requests for pre-payment shall be submitted to the principal at least thirty (30) calendar days prior to the start of the professional improvement activity. If pre-payment is issued and the employee does not attend and/or successfully complete the activity, the employee agrees to reimburse the full amount to the District within thirty (30) calendar days of the scheduled activity's completion date. In the event that the District is not reimbursed by the professional employee, the professional employee forfeits access to any professional development funds until pre-paid funds are reimbursed.

**20.2.1** Upon successful completion of an activity, proof of payment and any additional expenses, where allowed, must be submitted to the principal within thirty (30) calendar days of receipt of the grade and/or proof of successful attendance. Exceptions to the timelines may be granted by the Superintendent.

**20.2.2** If the pre-payment option was not requested, the District shall reimburse the professional employee for the activity within thirty (30) calendar days after the professional employee submits the documentation required by Section 20.2.1.

**20.2.3** Reimbursement shall be made only for courses in which the professional employee receives a grade of B (3.0) or better.

**20.3** Individual professional employees may request additional unencumbered professional improvement money by submitting a request to the Superintendent prior to May 15. The formula established by the Unencumbered Professional Improvement Funds Committee will be used to allocate any of these unspent funds. The formula is: Additional Funds Received by Professional Employee = (Amount Requested/Total Amount of Requests) multiplied by Remaining Funds

## **Article 21. Professional Employee Protection and Student Discipline**

### **21.1 Assistance in Assault Cases**

**21.1.1** Professional employees will immediately report all cases of assault sustained by them in connection with their employment to their principal and submit a written report of the incident within forty-eight (48) hours, except in extenuating circumstances. The Superintendent or designee shall acknowledge to the professional employee receipt of such report within 48 hours whenever practical or as soon thereafter as possible. The professional employee's report will then be forwarded to the Inter-Lakes School Board.

**21.1.2** The attorney for the School Board shall advise the professional employee of his/her rights and provide such information in writing; provide the professional employee the relevant information concerning the incident known to the administration, police or other agencies involved; accompany the professional employee in court appearances; and advise the professional employee in investigations by police or other legally conducted investigations.

### **21.2 Legal Counsel**

The School Board agrees to provide legal counsel to professional employees in any civil action or criminal proceedings arising out of any disciplinary action taken against any pupil of the school district while in the discharge of duties within the scope of his employment. The professional employee must, however, within ten (10) days of service of summons, complaint, or other legal paper, deliver the original or a copy to the School Board.

### **21.3 Compensation for Lost Time and Destruction of Personal Property**

**21.3.1** If such an assault (as in 22.1) on a professional employee results in lost time, the professional employee shall be paid in full and such paid absence shall not be deducted from any accumulated sick leave to which such professional employee is entitled under this Agreement.

**21.3.2** If a professional employee suffers loss or destruction of personal belongings while in the line of duty (e.g., to stop a disturbance, is assaulted by a student, or while attempting to prevent the destruction of district property, such as fire), the School Board will assume the reasonable cost of the replacement or

repair of such item(s) provided such loss, damage, or destruction was not due to the professional employee's negligence or otherwise covered by Worker's Compensation or insurance benefits provided by the District. The professional employee must report the incident and loss to the building principal in writing within forty-eight (48) hours or as soon as possible after the incident occurred. In no event shall a professional employee seek duplicate compensation from both the District and a private insurer.

#### **21.4 Student Discipline**

The administration will meet and confer with the Association to review/develop rules and regulations for student discipline. Final authority for the development of such rules and regulations rests with the School Board. Such rules and regulations shall be distributed to students, professional employees and parents at or near the beginning of the school year.

### **Article 22. Professional Employee Evaluations**

**22.1** The evaluation program is to be used to assist professional employees in the performance of their duties and as a means of guiding and counseling for continued improvement in the educational standards of the School District and maintenance of competent professional employees. The preparation of annual evaluations is the responsibility of the supervising principals and/or other appropriate administrators using the Framework for Teaching Evaluation Instrument (Danielson, 2007, 2013 eds). The administrator will use the appropriate Professional Employee Evaluation Rubric (PEER) based on the professional employee's position in the district. See Appendix D. Appendix D will be available on line and in each school library.

#### **22.1.1 Inter-Lakes Professional Employee Evaluation Plan**

Created by: The Professional Employee Evaluation Committee:  
Kathleen Hill – Curriculum Coordinator  
Dr. Steven Kelley – Elementary School Principal  
Patricia Kennelly – High School Principal  
Richard Hanson – School Board Chair  
Sally Whalen – School Board Member  
Stephanie Howard – Professional Employee  
Susan Greenlaw - Professional Employee  
Alesia Parks - Professional Employee  
Mark Parsons - Professional Employee  
Jeremy Hillger – Professional Employee

In accordance with Section 22.1.1 (2012-2015 Professional Agreement), a committee was created in the Fall of 2012. The committee, which was comprised of school board members, administrators and professional employees, was charged with reviewing the current evaluation tool and making recommendations for improvement. In addition, the committee addressed the federal and state mandate that at least twenty percent (20%) of a professional employee's evaluation be based on student performance data. The committee worked through the Fall of 2014, and the decisions of the committee are as follows:

The evaluation program is to be used to assist professional employees in the performance of their duties and as a means of guiding and counseling for continued improvement in the educational standards of the school district and maintenance of competent professional employees. The preparation of annual evaluations is the responsibility of the supervising principals and/or other appropriate administrators using the *Framework for Teaching Evaluation Instrument* (Danielson, 2007, 2013 eds.). The administrator will use the appropriate Professional Employee Evaluation Rubric (PEER) based on the professional employee's position in the district. See Appendix E.

An evaluation will represent a numeric composite score of the professional employee's total job performances, including observation by administration, student performance data and performance of daily job-related responsibilities since the last evaluation. A professional employee will be evaluated using five domains.

The following correlation between numeric scores and levels will be used:

Unsatisfactory = 1 Basic = 2 Proficient = 3 Distinguished = 4

The first four domains, which will account for eighty percent (80%) of the professional employee's total score, will come directly from Danielson's *Framework for Teaching Evaluation Instrument*. A professional employee will receive a numeric score of one through four (1-4) on each of these domains.

The fifth domain, which will account for twenty percent (20%) of the professional employee's total score, will be determined using student performance data. This will be calculated using a *District Based Shared Attribution Component (50%)* and a *Student Learning Outcome (SLO) Component (50%)*. These components will use the one through four (1-4) numeric scale.

*District Based Shared Attribution*: is defined as professional employees of the district sharing standardized assessment results and attributing those results to the performance of their school. This score will be derived from the Smarter Balance Assessment results. Professional employees of the Inter-Lakes School District will share and receive the same numeric score. The District Based Shared Attribution score will be scored on the numeric (1-4) scale, and calculated using a three-year average.

*Student Learning Outcome (SLO)*: is defined as measurable student results that will be created and agreed upon by the professional employee and his/her administrator during the annual goal setting meeting. The professional employee and the administrator will determine how the SLO will correlate to the numeric (1-4) scale.

At the end of the three-year cycle, a professional employee's domain five score will be the sum of their shared attribution scores and their SLO scores. The professional employee will receive an average score for each domain. This will be calculated by dividing the professional employee's cumulative domain points by the number of components per domain. The final score of the evaluation will be based on the average score of the five domains and will be reported on a numeric (1-4) scale. The score will be rounded appropriately to the nearest whole number.

Please see the Inter-Lakes School District's faculty page for the P.E.E.R's and P.E.E.F's.

- 22.2** Evaluations will be done using the Professional Employee Evaluation Rubrics (PEER), Professional Employee Evaluation Levels (PEEL), Professional Employee Evaluation Form (PEEF), Professional Employee Evaluation Handbook (PEEH), and Professional Employee Evaluation Glossary (PEEG) that are in Appendix D.
- 22.3** During the first three weeks of school, an administrator shall orient professional employees new to the District regarding evaluation procedures.
- 22.4** An evaluation will represent a composite of the professional employee's total job performances, including observation by administration and while performing daily job-related responsibilities since the last evaluation.
- 22.5** Whenever a professional employee is rated unsatisfactory on the PEEF, an explanation shall be provided, and shall have been preceded by assistance, when possible, as spelled out elsewhere in this Agreement.
- 22.6** A professional employee shall be given a copy of any evaluation report prepared by his/her evaluators at least one day before any conferences held to discuss it.
- 22.7** All professional employees are to be formally observed in their job assignment prior to receiving their evaluation. Each formal classroom observation shall be scheduled with the professional employee for a minimum of thirty (30) minutes or the duration of the activity or lesson. All formal classroom observations of the performance of a professional employee shall be conducted openly and with full knowledge of the professional employee.
- 22.8** No professional employee shall receive adverse comments from any administrator in the presence of the pupils, except in extraordinary situations requiring immediate action.
- 22.9** A formal classroom observation report shall be given to the professional employee as soon as possible after each formal observation. A post-conference between the administrator and the professional employee shall occur after each formal classroom observation to discuss the observation. A copy of the formal observation report, signed by the professional employee and administrator, shall be submitted to the Superintendent within seven (7) school days after the conference. The professional employee's signature shall indicate only that the report has been read by the professional employee and shall not be interpreted to indicate agreement with the contents. No professional employee shall be required to sign a blank or incomplete observation report form.
- 22.10** All other observations of the professional employee's work performance, which are to be made part of his/her file, will be made known to the professional employee in a timely manner. No written report shall be submitted to the Superintendent, placed in the professional employee's file, or otherwise acted upon without a prior conference with the professional employee.

**22.11** The Administration shall offer direct assistance including specific recommendations to help the professional employee improve if performance has shown need for improvement. A reasonable time for improvement will be given.

**22.12** If the professional employee disagrees with any evaluation or observation report, such disagreement may be so indicated in writing within seven (7) school days of receipt of the evaluation and, upon request, a written statement of disagreement shall be placed in the professional employee's personnel file and attached to the relevant documents.

### **22.13 Complaints**

Those job-related complaints regarding a professional employee made to any member of the administration by any parent, student, or other person who may be used in evaluating the professional employee shall be promptly investigated. Professional employees shall be given an opportunity to meet personally and respond to and/or rebut those complaints which, if substantiated as a result of the investigation, may become a part of their file. With the professional employee's consent, an alternative means of interaction may be used in place of the personal meeting.

**22.13.1** The professional employee shall acknowledge that he/she has had the opportunity to review such complaint by signing the copy to be filed, with the understanding that such signature indicates only that the report has been read by the professional employee and shall not be interpreted to indicate agreement with the contents.

**22.13.2** The professional employee shall also have the right to submit a written response to such material which shall be reviewed and initialed by the Superintendent and attached to the file copy.

### **22.14 Personnel Files**

Each professional employee shall be entitled to knowledge of, and access to, his/her personnel file and have the right to reproduce materials in that file.

**22.15** Professional employees shall receive a copy of any materials placed in their personnel file, except routine materials such as payroll or insurance forms, and will indicate receipt by returning a signed copy to the Superintendent's office within five (5) days. If a signed copy is not returned, the school district will contact the professional employee to verify receipt of such material. If the document remains unsigned, the material shall be filed unsigned. The professional employee's signature shall indicate only that the report has been read and shall not be interpreted to indicate agreement with the contents.

**22.16** A professional employee may submit to the Superintendent a written statement regarding any material placed in the professional employee's personnel file, together with any materials supporting the written statement. The written statement and supporting materials shall be maintained as part of the professional employee's personnel file.

- 22.17 No materials may be removed from the personnel file of any professional employee without the written consent of the Superintendent and the professional employee.

**Article 23. Professional Employee Discipline**

- 23.1 A professional employee shall be entitled to have a representative of the Association present during any meeting that may lead to disciplinary action. When a request for such representation is made, no action shall be taken with respect to the professional employee until such representative of the Association is present. If disciplinary action is likely to occur at a given meeting, the professional employee shall be advised immediately of said possibility.
- 23.2 No professional employee shall be discharged or disciplined without just cause.

**Article 24. Reduction in Force**

- 24.1 If it is necessary to reduce the number of professional employees employed by the District for legitimate reasons such as a substantial decrease in student enrollment or reduced funding, the School Board may lay off or reduce professional employees. The School Board will make every reasonable effort to minimize the effect of reduction in force on professional employees by absorbing as many positions as possible through attrition (retirements, resignations, refusals to contract, or leaves of absence). The School Board, in determining which professional employees shall be laid off or reduced to part time, will take the following into equal consideration: the job performances of each individual, as established through a review of the written Professional Employee Evaluation; areas of certification; specialized area(s) of training needed for the continuation of District instructional programs; seniority in the District; and level of educational attainment.
- 24.2 Seniority shall be determined only by the number of years as a duly-certified professional employee of the Inter-Lakes School District.
- 24.3 The School Board and the Association shall collaboratively create and maintain a database that lists each professional employee's area(s) of certification, specialized area(s) of training, seniority in the District, and level of educational attainment. This database will be updated annually. The administration will create and distribute an annual list of specialized areas of training needed for the continuation or implementation of District instructional programs. This list will be developed annually by June 1<sup>st</sup> for the upcoming school year.
- 24.4 Professional employees who are laid off or reduced shall be reinstated in inverse order of their being laid off or reduced for any vacancy for which they carry the appropriate certification. Reinstatement shall not result in a loss of credit for previous years of experience both within the District and elsewhere. Rights to reinstatement shall be in effect for three years and ninety days from the last day of employment within the District.
- 24.5 No new or substitute appointments may be made while there are laid off or reduced professional employees who are qualified and certified to fill any vacancy and willing to accept the available assignment.

- 24.6** Seniority for years of part-time employment shall be pro-rated and cumulative. There shall be no seniority among temporary professional employees.
- 24.7** The Association shall be notified and the School Board shall give written notice of recall by sending a registered or certified letter to said professional employee, at his/her last known address. If a professional employee fails to sign and return a contract within the specified time frame, said professional employee shall be considered as a voluntary resignation, thereby terminating the individual's professional employee contract and any other employment relationship with the School Board.

**Article 25. Transfer, Assignment, Reassignment**

- 25.1** For the purpose of this article, transfer shall be defined as moving a professional employee from one school, grade or position to another or, at the elementary level, moving a professional employee from one grade to another.
- 25.2** All open positions will be posted in all school buildings and on the District website as soon as they become available.
- 25.2.1** As a result of the posting, volunteers may apply. The Superintendent shall consider all volunteers before making any involuntary transfers.
- 25.3** Professional employees who desire a change in grade and/or subject assignments may file a written statement of such desire with the Superintendent no later than April 15. The Superintendent shall retain such request on file for a full calendar year after such a request is made. Such statement shall include the grade and/or subject to which the professional employee desires to be assigned, in order of preference, and reason for change. All requests will be acknowledged in writing. Seniority, the individual's qualifications and system-wide balance of experience and inexperience, as well as the desire of the professional employee, shall be considered. The final decision pertaining to assignments rests with the Superintendent of Schools.
- 25.4** If the Superintendent decides to transfer a professional employee:
- a. The professional employee will be given as much prior notice as possible in writing.
  - b. The professional employee may, within ten (10) school days of receipt of such notice, request in writing a meeting with the Superintendent.
  - c. Within ten (10) school days of receipt of such request, the Superintendent and/or his designee shall meet with the professional employee. The professional employee may be accompanied by a representative of the Association or other chosen representative.
  - d. At that meeting, the professional employee will be given the reason for the transfer, and the transfer will be discussed.
  - e. A good faith effort shall be made to consider the wishes of the professional employee.
  - f. Within ten (10) school days of such meeting, the Superintendent shall notify the professional employee involved and the School Board of his/her decision.

- 25.5** As soon as practicable, and no later than the last two weeks of school, the appropriate administrator shall notify individual professional employees of their tentative assignments for the ensuing year.
- 25.6** In order to assure that pupils are taught by professional employees working within their areas of competence, professional employees will not generally be assigned outside the scope of their teaching certificates and/or their major or minor fields of study.
- 25.7** Notice of all open certified positions in the Inter-Lakes School District shall be posted in the schools and on the district website. The posting notice shall set forth the qualifications for the position. Individuals interested in applying for the position shall do so in the manner prescribed in the notice, within five (5) days, after the date of the notice. No permanent appointment to a position shall be made, until five (5) days after notice has been issued. Any professional employee who applies for a position will:
- a. Receive notice of receipt of his/her application.
  - b. Receive notice of the decision on his/her application.

## **Article 26. Grievance Procedures**

- 26.1** Definition: A "grievance" shall mean an alleged violation, misinterpretation or misapplication with respect to one or more professional employees of any provision of the collective bargaining agreement. See RSA 273-A:1(V).
- 26.2** Purpose: The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise affecting the welfare and/or working conditions of the professional employees. Both parties agree that these procedures will be kept informal and confidential at any level of the procedure.
- 26.3** A grievance to be considered under this procedure must be initiated by the professional employee, the Association or the School Board within ten (10) school days of its known occurrence. The professional employee will present the grievance to the administrator whose action is the subject of the grievance during non-instructional time with the objective of resolving the matter informally. If the grievance is not resolved through this informal process, the professional employee may proceed to Level 1 by submitting the grievance in writing to the Administrator within ten (10) school days of the informal meeting. The Administrator shall provide a copy to the Association building representative.
- 26.4** Procedure: If a grievance concerns another professional employee, that professional employee must be notified in writing that action is being taken. After the informal meeting, all grievances and decisions on all levels must be in writing. It is understood that all professional employees shall, at the discretion of the School Board, with full salary during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the School Board until such grievance and any effect thereof shall have been fully determined. Should a

grievance extend beyond the school year, the procedure shall continue as prescribed. It is the intent of the parties to proceed to resolution of grievances in an expeditious manner.

- 26.4.1** Grievances submitted by the Association shall be filed at the appropriate level. Grievances initiated by the School Board, or its designee, shall be submitted in writing to the President of the Association. The Association shall advise the School Board of its position in writing within ten (10) school days. Disputes not resolved in this manner shall be submitted directly to Level Four.
- 26.5** The grievant may be represented at all levels of the grievance procedure, at his/her option, by himself/herself or by his/her chosen representative, or by a representative selected by the Association. The Association shall have the right to be present and participate at all levels of the grievance procedure and shall receive a copy of all decisions rendered.
- 26.6** Level One: The Administrator shall respond in writing to all parties involved within ten (10) days of receipt of the written grievance.
- 26.7** Level Two: If the grievance is not resolved at Level One, it must be submitted in writing within ten (10) days to the Superintendent. The Superintendent, the aggrieved professional employee and/or his/her chosen representative shall meet within a reasonable time in an attempt to resolve the matter and the Superintendent shall render his/her decision, in writing, to the aggrieved and the Association within ten (10) days.
- 26.8** Level Three: If the grievance is not resolved at Level Two, the professional employee shall have the right to file said grievance with the Secretary of the School Board within ten (10) days of the decision rendered in Level Two. The School Board shall conduct a grievance meeting within a reasonable time in an attempt to resolve the matter, and the School Board shall render its decision, in writing, to the aggrieved professional employee and the Association within ten (10) days.
- 26.9** Level Four: If not resolved at Level Three, the grievance may be submitted to binding arbitration or to the New Hampshire Courts. The aggrieved, through an election of forum, must choose (in writing) either arbitration or the Courts (and in doing so is then precluded from attempting to follow the second route also). If the grievance is submitted to arbitration, the following procedure shall apply. The School Board shall be notified in writing within ten (10) days after the date of its decision that the grievance is being submitted for arbitration. The following procedure shall be used to secure the services of an arbitrator:
- 26.9.1** The parties will attempt to agree upon a mutually satisfactory third party to serve as arbitrator. If no agreement is reached within ten (10) days, the Public Employee Labor Relations Board (PELRB) will be notified and requested to submit a roster of persons qualified to function as arbitrator.
- 26.9.2** If the parties are unable to determine within ten (10) days of receipt of the list, a mutually satisfactory arbitrator, the PELRB may be requested by either party to designate an arbitrator.

- 26.9.3** The arbitrator shall limit him/herself to the issues submitted to him/her. The arbitrator shall be bound by, and must comply with, all of the terms of this Agreement. The arbitrator shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement. The decision of the arbitrator shall be binding.
- 26.9.4** The School Board, the aggrieved, and the Association shall receive copies of the arbitrator's report. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearing.
- 26.9.5** The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the School Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.
- 26.10** All interested parties shall have the right to be represented by counsel of their own choosing, to present such witnesses and documentary evidence as may be pertinent, and to cross examine witnesses offered by other parties.
- 26.11** All parties shall be afforded the opportunity for oral arguments and shall be permitted to file written briefs. Copies of all briefs, notices and requests shall be furnished to the opposing parties.
- 26.12** Any and all deadlines set forth in this Article may be extended by mutual agreement of the parties. Any step of the grievance process may be waived by mutual agreement of the parties. The grievance shall be considered resolved if one of the parties involved has not responded before the time period for appealing has passed.
- 26.13** Documents, communications, or records concerning the processing of a grievance shall not be placed in a professional employee's personnel file, except as mutually agreed by the parties; nor forwarded to any prospective employer of the grievant, nor shall such documents be revealed or the grievance(s) be alluded to in any communication between the administration and said prospective employer. There shall be no retaliation in any form taken against a professional employee for filing a grievance.

**Article 27. Miscellaneous**

**27.1 Tuition Free for Non-Resident Professional Employee Children**

Non-resident professional employees may enroll their children tuition free in the District in accordance with School Board policies, e.g., School Board, Non-Resident Admission Policy. This provision is not grievable.

**Article 28. Entire Agreement Clause**

- 28.1** This Agreement supersedes previous Agreements, based on alleged past practices, between the School Board and the Association and constitutes the entire Agreement between the parties. Any amendment or Agreement supplemental hereto shall not be binding upon either party unless executed in writing.

**Appendix A**  
**2023-2024 Inter-Lakes Salary Schedule**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
1	45,588	48,547	51,506	52,983	54,588	56,347
2	48,547	51,506	54,464	55,942	57,546	59,306
3	51,506	54,464	57,423	58,900	60,505	62,265
4	54,464	57,423	60,382	61,859	63,464	65,223
5	57,423	60,382	63,341	64,818	66,422	68,182
6	60,382	63,341	66,299	67,776	69,381	71,141
7	63,340	66,299	69,258	70,735	72,340	74,099
8	66,299	69,258	72,217	73,694	75,298	77,058
9	69,258	72,217	75,175	76,652	78,257	80,017
10	72,216	75,175	78,134	79,611	81,216	82,975

**Off Step = \$3,500.**

**Appendix B**  
**2024-2025 Inter-Lakes Salary Schedule**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
1	47,298	50,368	53,437	54,970	56,635	58,460
2	50,368	53,437	56,507	58,039	59,704	61,530
3	53,437	56,507	59,577	61,109	62,774	64,600
4	56,507	59,577	62,646	64,179	65,843	67,669
5	59,577	62,646	65,716	67,248	68,913	70,739
6	62,646	65,716	68,785	70,318	71,983	73,808
7	65,716	68,785	71,855	73,388	75,052	76,878
8	68,785	71,855	74,925	76,457	78,122	79,948
9	71,855	74,925	77,994	79,527	81,192	83,017
10	74,925	77,994	81,064	82,596	84,261	86,087

**Off Step = \$3,000.**

**Appendix C**  
**2025-2026 Inter-Lakes Salary Schedule**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
1	48,953	52,130	55,308	56,894	58,617	60,506
2	52,130	55,308	58,485	60,071	61,794	63,683
3	55,308	58,485	61,662	63,248	64,971	66,861
4	58,485	61,662	64,839	66,425	68,148	70,038
5	61,662	64,839	68,016	69,602	71,325	73,215
6	64,839	68,016	71,193	72,779	74,502	76,392
7	68,016	71,193	74,370	75,956	77,679	79,569
8	71,193	74,370	77,547	79,133	80,856	82,746
9	74,370	77,547	80,724	82,310	84,033	85,923
10	77,547	80,724	83,901	85,487	87,210	89,100

**Off Step = \$2,600.**

**Appendix D**  
**Co-Curricular Salary Schedule**

Level/Description				Salary 2023/2024 - 2025/2026
<b>Level I</b>				\$4,811
<b>Athletic Coaches:</b> Varsity Football, Varsity Basketball				
<b>Co-Curricular Advisors/Coaches:</b> HS Theatre				
<b>Level II</b>				\$4,182
<b>Athletic Coaches:</b> Varsity Baseball, JV Football, Head MS Football, JV Basketball, Varsity Cross Country, Varsity Ski Coach Nordic, Varsity Soccer, Varsity Softball, Varsity Track, Varsity Volleyball, Varsity Lacrosse, Varsity Tennis				
<b>Co-Curricular Advisors/Coaches:</b> Interact Club, FIRST Robotics				
<b>Level III</b>				\$3,344
<b>Athletic Coaches:</b> JV Baseball, Varsity Golf, JV Softball, JV Volleyball, JV Soccer, Varsity Ski Coach Alpine, First Robotics Assistant Coach, Indoor Track*				
<b>Co-Curricular Advisors/Coaches:</b> HS Math Team, MHS Student Media Broadcast Director, LEGO Robotics, MHS Yearbook, MHS Band, MHS Chorus				
<b>Coordinators:</b> FIRST Robotics				
<b>Level IV</b>				\$2,506
<b>Athletic Coaches:</b> MS Baseball, MS Basketball, MS Football Assistant, Freshman Basketball, MS Cross Country, MS Ski Coach Alpine and Nordic, MS Soccer, MS Softball, MS Track, Reserve Volleyball, MS Volleyball, HS Assistants				
<b>Co-Curricular Advisors/Coaches:</b> Destination Imagination Team**, MS Drama, Elementary Drama, Outing Club, Senior Class, Granite State Challenge				
<b>Level V</b>				\$1,877
<b>Athletic Coaches:</b> MS Assistants, Destination Imagination				
<b>Co-Curricular Advisors/Coaches/Coordinators:</b> Running Club, Elementary Band, Elementary & SCS Chorus, Junior Class, FBLA, National Honor Society, HS Student Council				
<b>Coordinators:</b> Destination Imagination Coordinator				
<b>Level VI</b>				\$1,458
<b>Co-Curricular Advisors/Coaches:</b> Art Club, Freshman- Sophomore Class, Math Clubs, MS Student Council, SCS Student Council, Student Council 5/6, ILES International Club, SCS International Club, ILMHS International Club, Flag Squad, Unified Sports, Weightlifting Club, Blue Wave Broadcasters, ESports Club, Unified Club				
<b>Coordinators:</b> LEGO Robotics				

\* Starting 2026-2027

\*\* If the DI Team goes to Globals, the DI Coach will be paid the differential between Level III and Level IV.

The following levels will be assigned for the positions listed below when there are two (2) advisors or one (1) advisor:

Position	2 Advisors	1 Advisor
Freshman Class Advisor	Level VI	Level V
Sophomore Class Advisor	Level VI	Level V
Junior Class Advisor	Level V	Level IV
Senior Class Advisor	Level IV	Level III
Middle School Student Council Advisor	Level VI	Level V
ILES Student Council 5/6 Advisor	Level VI	Level V
Senior High Student Council Advisor	Level V	Level IV
National Honor Society Advisor	Level VI	Level V
FBLA Advisor	Level VI	Level V

Per section 13.4, the Co-Curricular Salary Schedule Committee annually reviews the placement and descriptions of the Co-Curricular Salary Schedule, which may result in adjustments.

VI = \$1,458
V = \$1,877
IV = \$2,506
III = \$3,344

## **Appendix E**

### **Professional Employee Evaluation Levels (PEEL)**

The criteria for the evaluation levels are applied to each single evaluation and are not to be used cumulatively. The following levels are used for observation and evaluation:

- Level 1 – professional employees will be observed and evaluated every year.
- Level 2 – professional employees will be observed and evaluated once every two years.
- Level 3 – professional employees will be observed and evaluated once every three years.
- Non-tenured – professional employees will be observed twice (2) a year and evaluated every year.
- Focused Assistance – professional employees will be observed as frequently as determined by the administrator and will be evaluated every year.

**LEVEL 1** – A professional employee previously on Focused Assistance or previously Non-Tenured will be placed on Level 1 by meeting the following criteria:

- No UNSATISFACTORY scores
- No more than three (3) BASIC scores
- No more than two (2) BASIC scores in any one domain

**LEVEL 2** – A professional employee will be placed on Level 2 by having no UNSATISFACTORY scores and meeting the following criteria for each of the past two evaluations:

- All scores of ACCOMPLISHED or
- At least two (2) DISTINGUISHED scores and no more than two (2) BASIC scores

**LEVEL 3** – A professional employee will be placed on Level 3 by meeting the following criteria for each of the past two (2) evaluations:

- No UNSATISFACTORY scores
- No BASIC scores
- At least five (5) DISTINGUISHED scores

#### **Grandfathering Guidelines**

Upon ratification, professional employees will be placed on an evaluation level as determined below by their 2001-2002 evaluation and their years of experience:

- Non-Tenure: Any non-tenured professional employee.
- LEVEL 1: Tenured professional employee who meets the Level 1 PEER requirements.
- LEVEL 2: Tenured professional employee who has a minimum 3 years experience and meets the Level 2 PEER requirements. The professional employee shall be observed and evaluated once within this initial two-year period and then every other year thereafter.
- LEVEL 3: Tenured professional employee who has a minimum 6 years experience and meets the Level 3 PEER requirements. The professional employee shall be observed and evaluated once within this initial three-year period and then every third year thereafter.
- As of July 1, 2002, professional employees new to the district shall be observed every year for three (3) years and then placed on the Evaluation Level appropriate with the years of experience and PEER scores as listed above.

The principals shall give the professional employees placed on Levels 2 and 3 the opportunity to state their preference for the year of the initial observation and evaluation. Preferences will be granted based upon seniority in the district. Any professional employee scoring at least one BASIC in the 01-02 school year evaluation may request an observation/evaluation for the 02-03 school year.

## **Appendix E**

### **Professional Employee Evaluation Glossary (PEEG)**

#### **Curriculum**

Written Academic and Personal Competency documents as defined by the Inter-Lakes School District and/or state or national standard.

#### **Content**

Area of specialization (i.e., English, Social Studies) or the vehicle through which curriculum is developed.

#### **High-Level Learning**

As per Marzano's Taxonomy.

#### **School and District Resources**

Personnel and materials available to assist in teaching learning. Examples include: guidance counselors, nurses, special education staff, behavior specialists, administrators, librarians, professional development collections, iBooks and other technology, the World Wide Web, audio visual materials, software.

#### **Involves Students in Thinking About Their Own Learning**

Engaging students in a systematic review of their own performance for the purpose of improving that performance or comparing oneself against established criteria. There is evidence that students contribute to the development of the criteria and standards.

#### **Reflects on Teaching**

Professional employees constantly raise the question, "Why do I teach as I do and what difference does it make in the learning of my students?"

#### **School Community**

Elements are relationship with colleagues, service to the school and participation in school and district projects.

#### **Collaboration**

Professional employees working together as a community of professionals toward a common vision of teaching and learning that transcends individual classrooms, grade levels, and departments. Examples of collaboration include formal and informal meetings of professional employees to examine student work together, to share effective classroom practices, or to observe and critique each other's teaching.

#### **Appropriate**

What is appropriate should be evaluated from the perspective of an objective, reasonable person. That is, would a reasonable person under similar circumstances deem the action appropriate.

#### **Professionalism**

Consists of appropriate appearance, demeanor, self-control and ethical behavior.

**Appendix F**  
**Evaluation Pilot Sidebar – 2023/2024 – 2025/2026**

The Inter-Lakes School Board and the Inter-Lakes Education Association agree that, for the duration of the 2023-2026 collective bargaining agreement (“CBA”) between the parties, members of the bargaining unit may elect to be evaluated under the process outlined in Article 22 of the CBA or under the process outlined in the following “Evaluation Pilot.” In the absence of a clear election, an employee will be evaluated in accordance with the process outlined in Article 22. In the event an individual requests to convert to the Evaluation Pilot process after an evaluation in accordance with Article 22 has already begun, the District may grant such request within its discretion.

This Sidebar shall go into effect on July 1, 2023 and remain in effect until midnight, June 30, 2026, unless mutually extended by the parties.

Evaluation Pilot

Teachers shall be employed on a year-to-year basis and will be informally and formally observed and formally evaluated as described in the chart below. The table below provides a summary of the Teacher observation and evaluation process. Following the table are detailed descriptions of terms and elements of the Teacher Evaluation system.

<b>Teacher Observation and Evaluation Process</b>	
<b>Teacher Description</b>	<b>Summary of Process*</b>
New to District Teacher	<ul style="list-style-type: none"> <li>➤ <b>By September 30<sup>th</sup></b> - Submits Professional Growth Plan for approval by September 30<sup>th</sup> of first year of hire.</li> <li>➤ <b>By March 1<sup>st</sup></b> - Formally observed by an assigned Administrator minimally five (5) times and a maximum of ten (10) each year as a New to District Teacher. Formal observations are unannounced and use a “mini-observation” format. Formal observations are completed by March 1 of the evaluation year.</li> <li>➤ Informally observed ongoing basis.</li> <li>➤ <b>By March 15<sup>th</sup></b> - Evaluation summary of overall performance provided by March 15<sup>th</sup> of each evaluation year.</li> </ul>
Experienced District Teacher	<ul style="list-style-type: none"> <li>➤ <b>By September 30<sup>th</sup></b> - Submits Professional Growth Plan for approval by September 30<sup>th</sup>.</li> <li>➤ <b>By March 1<sup>st</sup></b> - Formally observed by an assigned Administrator minimally five (5) times and a maximum of ten (10) during the evaluation year. Formal observations are unannounced and use a “mini-observation” format. Formal observations are completed by March 1st of the evaluation year.</li> <li>➤ Informally observed ongoing basis.</li> <li>➤ <b>By March 15<sup>th</sup></b> - Evaluation summary of overall performance provided by March 15<sup>th</sup> of each evaluation year. Overall performance includes the time since the previous evaluation year.</li> </ul>

\*More specific language/descriptions can be found in the description section. The purpose of this section is to provide a summary of the process.

## **Definitions & Descriptions**

### **New to District Teachers:**

- If employed as a teacher by a school district in the State of NH prior to July 1, 2011 for three (3) consecutive years, the Teacher will be a New to District Teacher in Inter-Lakes for three (3) years.
- If employed as a teacher by a school district in the State of NH after July 1, 2011 for five (5) consecutive years, the Teacher will be a New to District Teacher in Inter-Lakes for five (5) years.

### **Experienced District Teacher:**

A teacher who has been successfully and consecutively employed as a teacher by the Inter-Lakes School District beyond the required years as a New to District Teacher.

### **Direct Assistance Plan:**

If an Experienced District Teacher's performance has shown a need for improvement, the Administration shall provide direct assistance including specific recommendations to help the Experienced District Teacher improve; this assistance and recommendations will be written as a Direct Assistance Plan. A reasonable time for improvement will be given.

### **Professional Growth Plan:**

All Teachers will develop a Professional Growth Plan. The Professional Growth Plan timeline is based on the individual Teacher's professional license/certification cycle (e.g. three (3) year license/certification Professional Growth Plan every three (3) years). If changes are desired/needed prior to the completion of a cycle, revisions may be made and approved. The Professional Growth Plan is completed using the established School District Guidelines for Professional Growth Plans and requires final approval from the assigned Administrator. New to District Teachers must submit Professional Growth Plans must be submitted for approval no later than September 30 of the start of the new license/certification cycle. New to District Teachers must submit Professional Growth Plans for approval no later than September 30 of first year of hire. In the case of a Teacher hired after the start of the school year, the Teacher will have thirty (30) days from the start date to submit a Professional Growth Plan for approval. Experienced District Teachers will submit Professional Growth Plans for approval no later than September 30 of the start of the new license/certification cycle.

### **District Rubrics for Teacher Performance:**

Performance rubrics have been established and are adapted from The Framework for Teaching by the Danielson Group. The performance rubrics are broken down by domains; within each domain are components. In addition to the performance rubrics, the School District has developed a non-comprehensive list of examples for each of the component areas in the various domains.

### **Formal Observation:**

Formal observations are completed a minimum of five (5) times and a maximum of ten (10) times. If additional formal observations are needed due to performance concerns, the Administration will communicate this in writing to a New to District Teacher and to an Experienced District Teacher. New to District Teachers will be formally observed and evaluated each year the Teacher is New to District; Experienced District Teachers are formally

observed and evaluated on a three (3) year cycle. Formal observations will be conducted using a “mini-observation” model which means an Administrator will observe classroom performance for approximately ten (10) minutes per “mini-observation”. Formal observations will focus on two domain areas: Learning Environment and Instruction. Each “mini-observation” will be unannounced. Following a “mini-observation” the Administrator will provide the Teacher with a summary of the “mini-observation”; if there are concerns noted, the Administrator will schedule a meeting with the Teacher to review and the Teacher at the completion of the meeting will sign the “mini-observation summary”. If there are no concerns, the Teacher will be asked to sign and return the “mini-observation” summary. Observation summaries are included in the Teacher’s Personnel File and used as part of the evaluation summary. Formal observations are to be completed by March 1 of the evaluation year.

**Informal Observation:**

Informal observations by the Administration occur on a regular and ongoing basis in and outside of the evaluation cycle. If during informal observations, the Administration observes concerns relative to a Teacher’s performance, the Administration will address the concerns with the Teacher by scheduling a meeting to discuss the concerns; following the meeting the Administration will provide written follow-up. Performance observed during informal observations may be included in the formal evaluation of the Teacher.

**Artifacts:**

In order to have a body of evidence to evaluate performance areas outlined in the domain area Planning & Preparation, artifacts will be collected throughout the evaluation period. Professional time will be designed to support the collection of artifacts for the focused component identified for the school year. New to District Teachers will collect and share the focused component artifacts for the school year; Experienced District Teachers will collect and share artifacts for the focused component for each school year of the three (3) year evaluation cycle. The Teacher will share the collection of artifacts with the assigned Administrator by February 1 of the evaluation year. The focused component area and associated school year is identified below.

School Year	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
<b>Focused Component Area</b>	1a: Demonstrating Knowledge of content and pedagogy	1b: Knowing and valuing learners	1c: Designing coherent instruction	1d: Designing and analyzing assessments	1e: Engaging in reflective practice	1a: Demonstrating Knowledge of content and pedagogy

**Evaluation Summary/Cycle:**

A summary of overall performance will be provided by March 15<sup>th</sup> of the evaluation year. This summary will be recorded on the Inter-Lakes Professional Employee Evaluation Form. New to District Teachers will be formally observed and evaluated each year the Teacher is New to District; Experienced District Teachers are formally observed and evaluated on a three (3) year cycle. Overall performance includes the time since the previous evaluation year.

**Agreement**

- A. The School Board and the Association agree that this Agreement and its provisions shall take effect on **July 1, 2023**, and shall remain in effect until midnight, **June 30, 2026**.
- B. The parties agree that negotiations for a new Agreement shall take place in accordance with RSA 273-A. Negotiations may take place prior to the termination of this Agreement starting April 1, 2025.

Inter-Lakes Education Association:

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Date 4/11/2023

Inter-Lakes School Board:

J. Merrill

Corey Blum

Charles J. Hanson

Date \_\_\_\_\_



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made by and between Inter-Lakes School District ("ILSD") and Inter-Lakes Education Association ("ILEA").

WHEREAS, the ILSD and ILEA are parties to a collective bargaining agreement, effective between July 1, 2023 and June 30, 2026 ("CBA");

WHEREAS, during the negotiations of the CBA, the Parties mutually overlooked an unintended negative consequence of the agreed-upon Off-Step increase for the 2023-2024 school year;

NOW, THEREFORE, for mutual consideration, the Parties wish to remedy the oversight as follows:

1. The Parties agree to replace the current language in Article 11.3 of the CBA with the following (new language shown as underlined for ease of reference only):

**11.3** Professional employees who are "off-step" who obtain the necessary credits or degree to change track will receive the track increment salary increase or off-step salary increase, whichever amount is greater. In the case of a track change to Masters +15, Masters +30, or Masters +45, the professional employee will receive the "off-step" plus the track increment salary increase.

2. The Parties agree that the added language, as outlined above, will be automatically added to the Parties' agreements during any subsequent negotiations for a successor agreement without the necessity of further negotiation.
3. By signing this MOU, all Parties affirm that they have read it carefully and are signing voluntarily with full knowledge of its significance.
4. This MOU shall go into effect retroactively effective July 1, 2023.

Inter-Lakes Education Association:

Kelly Brunell  
Kim Barron

Date

9/6/23

Inter-Lakes School Board.

L. Merrill  
Charles J. Hanson

Date

9/21/23