

AGREEMENT

BETWEEN THE

KEENE BOARD OF EDUCATION

AND THE

KEENE ASSOCIATION OF PRINCIPALS AND SUPERVISORS

July 1, 2021 to June 30, 2025

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ARTICLE I

RECOGNITION

- 1.1 For purposes of collective negotiations, the Board recognizes the Association as the exclusive representative of employees of the Keene School District as certified presently or as may be amended in the future by the New Hampshire Public Employee Labor Relations Board, and excludes all other employees. A copy of the current certification letter is included as Appendix E.
- 1.2 Unless otherwise indicated, the term "employee", when used hereinafter in this agreement, shall refer to all administrative personnel represented by the Association in the negotiating unit as above defined.
- 1.3 Whenever the singular is used in this agreement, it is to include the plural where the context clearly so indicates.
- 1.4 Except as otherwise provided in this agreement, or otherwise agreed to in writing between the parties, the determination of policy, the operation and management of the schools, and the control, supervision and direction of the staff are vested exclusively in the Board.

ARTICLE II

DEFINITIONS

- 2.1 The term "Superintendent" as used in this agreement means the Superintendent of Schools for NH Administrative Unit #29 or his/her designee.
- 2.2 The term "length of service" as used in this agreement shall mean active employment except as otherwise provided. In the event of authorized paid leave granted pursuant to this contract, the Association member on such paid leave shall continue to accrue length of service. In the event of authorized unpaid leave, or layoff, the Association member shall retain such length of service as was accrued on the date of the authorized unpaid leave or layoff upon return to active employment, but shall commence further accrual only upon such return and shall not accrue length of service during such leave or layoff period.
- 2.3 Definition of Employee Status:
Administrators working 260 days per year are considered "full-time" employees and are eligible for all benefits specified in this contract.

Administrators working between 209 and 259 days are considered "regular" employees and are eligible for all benefits specified under this contract except vacation time.

Administrators working less than 209 days are considered "part-time" employees and are eligible for all non-monetary provisions of this contract. They are, however eligible to participate in the Section 125 Medical Spending and Dependent Care Spending accounts and are eligible for sick time accrued at .046 days sick accrued for each contracted day per year further cumulative to a maximum of .385 for each contracted day.

ARTICLE III

CONFORMITY TO LAW AND SAVING CLAUSE

- 3.1 If any provision of the agreement or any application to any group of employees is or shall at any time be determined contrary to law by a court of competent jurisdiction, then such provision shall not be applicable or performed or enforced except to the extent permitted by law. In the event that any provision of this agreement is or shall at any time be determined to be contrary to law by a court of competent jurisdiction, all other provisions of this agreement shall continue in effect.

ARTICLE IV

RESOLUTION OF DIFFERENCES & PROCEDURES FOR NEGOTIATING A SUCCESSOR AGREEMENT

- 4.1 The Association and the Board agree that differences between the parties shall be settled by means as stated within this agreement. The Association in consideration of the value of this agreement and its terms and conditions will not engage in, instigate or condone any strike during the length of the contract. The Board agrees not to instigate any lockouts.
- 4.2 On or about August fifteenth (15th) of the prior year in which this agreement expires, and subject to compliance with Article IV, the Association may, in writing by certified mail, return receipt requested, notify the Board of its desire to terminate or modify the terms and conditions of this agreement and shall submit, during the month of October, its proposal to the Board. The parties shall, thereafter, meet, confer, and negotiate in a good faith effort to reach a mutual understanding and agreement under RSA 273-A.
- 4.3 The Negotiating Committee of the Board and the Negotiating Committee of the Association shall have authority to reach a complete agreement, subject to ratification by the Board and the qualified voting members of the Association.
- 4.4 Any agreement reached shall be reduced to writing and signed by the Board and Association. Any agreement reached which requires the expenditures of additional public funds for its implementation shall not be binding on the Board, unless and until the necessary appropriations have been made by the Annual School District Meeting. The Board shall make a good faith effort to secure the funds necessary to implement said agreements.
- 4.5 During negotiations, the committee of the Board and the committee of the Association will present relevant data, exchange points of view and make proposals and counterproposals. The Board agrees to provide the Association with all reasonable information and material not of a confidential nature.
- 4.6 A copy of any agreement reached hereunder will be filed with the New Hampshire Public Employees Labor Relations Board (NHPELRB) by the Board within fourteen (14) days of its execution.
- 4.7 The parties may, by mutual agreement, pass over mediation and go directly to fact-finding.
- 4.8 The cost of mediation and fact-finding will be shared equally by the parties.

- 4.9 It is understood that upon mutual agreement the Board and the Association may agree to use an alternative decision-making process, including “non-traditional”, to form a new agreement.

ARTICLE V

ASSOCIATION PRIVILEGES AND RESPONSIBILITY

- 5.1 Official List of Keene Association of Principals and Supervisors Representatives
The Association shall furnish the Board with a list of its officers and mailing addresses and shall, as soon as possible, notify the Board in writing of any changes. No Association representative shall be recognized by the Board except those designated in writing by the Association.
- 5.2 Discrimination
There shall be no discrimination against any administrator because of legally permissible Association activities or because of membership in the Association, or because of the filing or processing of any grievance under this contract. The parties to this agreement agree that they shall not discriminate against any person because of race, religion, color, age, sex, sexual preference, disability, pregnancy, veteran status, or national origin and they shall receive the full protection of this agreement.
- 5.3 Distribution of Materials
Officers of the Association shall have the right to use reasonably administrative office school information systems, and/or e-mail for distribution of Association material.
- 5.4 Association Meetings
The authorized representative of the full Association shall have the right to schedule Association meetings in a building before or after regular work hours as long as meetings are scheduled through normal channels.
- 5.5 Board Agendas and Meeting Minutes
The Board agrees to post the agendas of regular Keene Board of Education meetings electronically. If the Board is unable to make the agendas available then they must forward them to the Association President prior to the meeting taking place. In addition, the Board will also make the minutes available to the Association President exclusive of minutes taken in non-public session.
- 5.6 The Board agrees to respect the rights of all members of the Association.
- 5.7 Expenses of Printing and Distributing Agreement
The Board agrees to make this agreement electronically available to all members. Administrators may request a paper copy of this agreement from the Human Resources Department at no cost.

ARTICLE VI

BENEFITS

6.1 Workers' Compensation

Administrators shall continue to be covered by the provisions of the New Hampshire Workers' Compensation Act.

6.2 Pension

The parties agree that all provisions of the New Hampshire Retirement System shall be made a part of this agreement.

6.3 Health Insurance

The Board agrees to offer at least three (3) plan options including the AB 20 (or its equivalent) and at least two (2) additional options. The board may offer more than three (3) plan choices. The contribution rates listed below shall be applied to the plan chosen. If the plan chosen is more costly than the AB20, contributions will be capped at the AB20 contribution costs.

<u>Contribution Rates</u>	
2021-25	80%

An employee must enroll as a member of one of the health plans offered to this group by the District to be eligible for contribution benefits under this Article. Administrators may elect not to join the plan or may elect single, two-person or family coverage.

Health insurance offered by the District seeks to comply with the Patient Protection and Affordable Care Act of 2010, Pub. L. 111-148 (the "ACA"), as it may be amended, to the extent it is applicable, so as to avoid the imposition of any penalty, fine, or tax or other material adverse financial impact to the District. Accordingly:

The District may increase the amount of its health insurance contribution on a per employee basis by such amount necessary to comply with the affordability requirements set forth in §1401 the ACA, and any applicable rules promulgated pursuant to that Section, as they may be amended.

The District and Association seek to avoid the imposition of an excise tax on high cost employer-sponsored health coverage under 26 U.S. C. § 4980 (the "Cadillac Tax"). If the board determines that a plan offered will result in the imposition of such tax, it shall notify the Association and the parties shall reopen negotiations for the sole purpose of identifying a substitute plan. The substitute plan will seek to maintain the benefits of the original plan, but both parties recognize that the plan may be diminished for the purpose to avoid the tax. If the parties are unable to agree on a substitute, the Association and the District shall share the costs of the excise penalty equally.

Employees electing not to join one of the health plans for the entire membership year, who secure substitute group health insurance coverage of comparable quality, supply the district with proof of the aforementioned coverage, and are not receiving District funded subsidies for alternative health coverage, shall be eligible to receive a payment upon the

close of the applicable school year in accordance with the payment amount below. The amount shall not be prorated and no consideration for partial years will be given.

Payment Amount
2021-22 \$6,000
2022-23 \$7,000
2023-24 \$7,000
2024-25 \$7,000

6.4 Dental

The Board agrees to contribute up to the amount of \$1,150 toward the cost of single, 2 person, or family coverage of the Delta Dental Plan Option #8, no deductible.

Eligibility shall be in accordance with the rules of Northeast Delta Dental.

The Board shall have exclusive right to determine the carrier used to provide the benefits set forth in this Article VI, including the right to self-insure; however the Board shall not have the right to diminish any of the benefits provided herein.

6.5 Married Couples

The Board agrees to provide up to the full coverage set forth in the medical and dental insurance coverages above for married couples employed by the district in compliance with respective master contracts.

6.6 Pretax Health and Dental Insurance Deductions

The parties agree that payroll deductions for health and dental insurance will be taken on a pretax basis.

The parties agree that any deductions made by the district from the compensation of the employee which result from district error and which exceed the amount actually authorized for deduction by the employee shall be refunded to the employee.

The Board agrees to establish a Section 125 Medical Spending Account, with a \$200 minimum and a \$2,500 maximum and Dependent Care Spending Account with a \$200 minimum and a \$5,000 maximum at District expense for all full-time and regular employees. The Board reserves the right to limit contributions to Flexible Spending Accounts as necessary to avoid "Cadillac Tax" under ACA.

6.7 Life Insurance

The district will provide term life insurance for each administrator defined herein, the amount of 5x annual base salary. The District shall pay 60% of the premium and the employee shall pay 40% of the premium. The plan provides for waiver of premium benefit in event of total and permanent disability prior to age 70 and provides for a thirty-day (30) conversion privilege for terminating employees.

6.8 Early Retirement

See Appendix A and B

6.9 The District may provide a voluntary 457(b) retirement plan for group members. Contributions shall be made via payroll deduction in accordance with plan provisions and employee elections.

ARTICLE VII

COURSE REIMBURSEMENT / PROFESSIONAL DEVELOPMENT

- 7.1 The Board will provide up to \$13,500 per year during the life of this contract for the purpose of tuition and professional development payment(s). The applicant shall demonstrate the value of the course to the satisfaction of his/her supervisor. Each employee will be eligible for up to nine (9) credits on a first come, first served basis, but if course reimbursement funds are unused by April fifteenth (15th) of the school year, then an employee may exceed the nine (9) credit limit, again on a first come, first served basis. In order to receive reimbursement the employee must submit proof of payment from the institution where the course is to be taken. The employee shall be required to earn a grade of "C" or better (or Pass in a Pass/Fail course) and submit their grade reports within two weeks of receipt. If the employee does not earn a grade of "C" or better (or Pass in a Pass/Fail course) the amount of tuition paid will be deducted in equal installments from the employee's remaining paychecks. If the employee does not submit a grade report indicating satisfactory completion of the reimbursed course within six (6) months of the course start date or 30 days upon completion of the course, the amount of tuition paid will be deducted in equal installments from the employee's remaining paychecks. Employees who access the course reimbursement benefit will be required to return to service in the Keene School District for one year or must repay the full amount of tuition back to the District. If all funds allocated for tuition reimbursement are not expended during the year they shall not be carried over into the next year.

ARTICLE VIII

EMPLOYMENT STATUS

- 8.1 Vacancies and New Positions
An administrator shall be eligible to apply for any administrative vacancy or new position the Board wishes to fill for which the administrator is qualified.
- Such vacancies and new positions shall be posted electronically for a minimum of seven (7) days concurrent with posting outside the district. A notice shall be sent to the Association President when posted.
- 8.1.1 Administrative Searches
All Keene School District administrative searches conducted will include at least one (1) member of KAPS. The Human Resources Director will contact the Association President who will propose a member for the committee. If the Human Resources Director and Association President cannot mutually agree on a KAPS member each will suggest a member and both will serve on the search committee. The parties acknowledge the benefit of having a KAPS member serve on central office administrative search committees. The Association agrees that management has the right to make the final decision on hiring.
- 8.2 Voluntary Transfers

Any employee represented by the Association may apply for a transfer out of an administrative position to another administrative position within the district and to any other Keene district position for which the member is certified and/or qualified.

Application for such transfer shall be made in writing to the Superintendent and shall include a statement of the reasons justifying or otherwise explaining the request for the transfer.

Applications for transfer may be submitted at any time. The Superintendent's decision shall be final and not subject to the grievance procedures of this agreement.

8.3 Involuntary Transfer

An administrator who has been transferred and objects to the transfer may request a meeting with the Superintendent, with or without an Association representative, to discuss the transfer. Such a meeting will be scheduled within ten (10) days of receipt of the request.

8.4 Reduction in Force

The Board has developed a reduction in force procedure for administrators in consultation with the Association. This procedure may be changed after the Board does the following:

- a. Notify the Association of any proposed changes;
- b. Meet with the Association on any concerns it has with respect to the changes;
- c. Give due consideration to such concerns.

The Board and KAPS agree that no more than one position, as defined by the job classifications listed in Appendix C, will be eliminated per year.

After full compliance with Article VIII, the decision of the Board will be final.

8.5 Employment Screening

All employment offers are contingent upon successful completion of a pre-employment physical and drug screening with negative results, both administered at the Districts' expense by a licensed provider.

ARTICLE IX

SALARY AND RATE OF PAY

9.1 Basic Salary Schedule

a. Salaries

Salaries for administrators will be in accordance with Appendix C, which is attached to and made part of this agreement.

b. Anniversary Date

For the purpose of salary payment administrators' salaries will become effective July first (1st) or on the first day of the collective bargaining agreement, whichever shall be later as agreed by the Board of Education.

9.2 Notification of Salary

Administrators shall be notified of their upcoming annual salary in writing no later than April fifteenth (15th) as specified under "RSA 189:14A".

9.3 Professional Activities

The Board recognizes the advantages to the individuals and the district resulting from professional activities. To that end, the Board will provide the opportunity to upgrade professional knowledge and skills for members of the unit. The Board has developed a policy regarding professional leave(s) (Article XII). This policy may be changed after the Board:

- a. Notifies the Association of any proposed changes;
- b. Meets with the Association on any concerns it has with respect to the changes;
- c. Gives due consideration to such concerns.

9.4 Mileage Allowance

The Board agrees that administrators authorized by the Superintendent to use private automobiles on school business shall be reimbursed at a rate equal to the current IRS deduction in accordance with District policy for their use of their automobiles for business purposes. Reimbursement for mileage and other necessary and required expenses submitted within sixty (60) days of accruing the expense and approved by the Superintendent shall be paid to the administrators within one (1) month of voucher submission in accordance with annual guidelines established by the Business Office.

9.5 Method and Time of Salary Payment

Salaries of administrators shall be paid bi-weekly in equal installments, starting with the first administrator pay period in July or on the first day of the contract or whichever shall be later. Salary shall be distributed by direct deposit. Members will receive payroll verification in a confidential manner which shall include deduction and accrual information.

Voluntary dues deductions for KAPS shall be authorized from the salary of an administrator who files an appropriate request within one (1) month of the date on which dues are to be deducted. The deduction form is to be provided by the Association on a monthly basis.

9.6 Severance Pay

Upon leaving the employ of the Keene School District, the Board shall pay to the administrator, or the administrator's estate in case of death, full accrued vacation at a per diem rate for each day of the administrator's accumulated vacation leave then remaining.

9.7 Salary Placement

Administrators shall be placed on the salary schedule using professional administrative experience and educational attainment. The salary range shall be divided into a continuum based on experience. Additional "steps" along the continuum shall be given for education above the minimum requirements for the position. Placement shall not be arbitrary and the association may request explanation of any new placement. Upon written request on an individual basis the association shall be provided the continuum used and experience and education assumptions to arrive at the salary placement.

9.8 Compensatory Time

KAPS members shall be given one (1) day of compensatory time if they are explicitly required to attend a board meeting on a non-work day (weekends, holidays). Use of earned compensatory days shall be entered into the District's time and attendance system, indicating the date the time was earned, for approval by the respective supervisor. Compensatory days shall only be earned as stated herein.

9.9 Inclement Weather

Part of the Superintendent's duty and obligation is to ensure the care and protection of students. As such, the Superintendent has the authority to delay or cancel school during inclement weather to protect students.

The Superintendent is concerned for the safety of staff as well. However, staff members are able to make their own decisions, based on their individual circumstances, whether it is safe for them to report to work or to leave early. The following is to clarify our current procedures for KAPS members, recognizing that some positions may be required to report during inclement weather.

Salaried employees must report full or half day absences by entering accrued vacation time used into AESOP. Alternately, a salaried employee may also use an earned compensatory day to cover the absence (See 9.8). Employees who do not report to work during inclement weather must report the absence using accrued time. Use of accrued sick leave is only for illness.

ARTICLE X

TERMS AND CONDITIONS OF EMPLOYMENT

10.1 All evaluations will be in accordance with the evaluation forms and procedures adopted by the Board. If changes in the forms or procedures are contemplated, the Board agrees to:

- a. Notify the Association of any proposed changes;
- b. Meet with the Association on any concerns it has with respect to the changes;
- c. Give due consideration to such concerns.

After full compliance with Article X, the decision of the Board will be final.

10.2 Termination

NEW HAMPSHIRE RSA, CHAPTER 189:13, 14, 14-a, 14-b, 31, 32, with any amendments thereto, and all other statutory provisions pertaining to the relations between district and administrator are applicable to the nonrenewal or termination of the contracts of all Association members. The Board shall have the right to terminate a member's contract of employment if the Commissioner of Education revokes the certificate, license or permit required by the administrator to hold his/her position.

10.3 Length of Contract

In the event that an administrator who is represented by the Association has his/her contract reduced from full year to less than full year, salary will be determined by dividing the Administrator's full-time salary by the original days worked then multiplying that per diem rate by the number of new days worked (which includes paid holidays.)

Carolyn Paris, whose contract is between 180 and 230 days will be grandfathered to receive all benefits she was entitled to at the time of the reduction.

10.4 It is understood and agreed that maintaining a middle manager's supervisory rights and prerogatives is in the mutual interest of KAPS and the Board. When the Board or SAU administrative personnel is in the process of making a decision involving other employee groups or other employee grievances, and such decision might impact the supervisor/supervisee relationship, such potential decision shall be discussed with the appropriate middle manager representative prior to implementation, subject to the exigencies of the bargaining, grievance or legal processes.

As the educational leaders in middle management positions, it is vital that managers be included in all appropriate communication from the Board and SAU administrative personnel. Decisions impacting educational programming within job related duties will include a collaborative approach with the Board, SAU administrative personnel and KAPS middle managers. It is understood that the Board has the right to make the final decision.

When the Board has agreed to purge material from an employee's file over the objection of the employee's supervisor, the Board acknowledges that this can undermine the authority and/or accountability of the supervisor and shall inform the supervisor of the decision. A written explanation of the action will be provided to the supervisor upon request.

The Board, through its SAU administrative staff, agrees to notify KAPS members when there are changes in labor agreements with other groups or changes in Board policy, and these changes impact the supervisor/supervisee relationship.

10.5 If a KAPS member's decisions and/or actions need to be investigated, the investigation should first be conducted by the direct supervisor of the member being investigated before involving other members of KAPS. A KAPS member who is not the employee's supervisor may decline participation in such an investigation.

ARTICLE XI

GRIEVANCE PROCEDURE

- 11.1 A "grievance" is a claim based upon an event or condition which affects the terms and/or conditions of employment of an employee or group based upon the interpretation, application, or violation of any of the provisions of this agreement. An "aggrieved employee" is the person or persons making the claim. All time limits specified in Article XI shall mean calendar days.
- 11.2 The parties acknowledge that it is more desirable for an employee and his/her immediately involved supervisor to resolve problems through free and informal communications. Grievances which are not satisfactorily settled in an informal way shall be reduced to writing and referred to in the following formal grievance procedure.

Under the Keene School District grievance procedure, employees may submit grievances in the following manner:

Step 1.

The aggrieved employee, with or without an Association representative, shall present the grievance in writing to the employee's immediate supervisor within ten (10) calendar days of the date of the occurrence of the matter being grieved. The employee's supervisor shall attempt to satisfactorily address the matter and reply to the employee in writing within ten (10) calendar days of the grievance. Failure to file a grievance within the time frames specified herein shall render the grievance null and void.

Step 2.

In the event that the employee is not satisfied with the supervisor's decision, he/she may, within ten (10) calendar days from receipt of the supervisor's decision in Step 1, present the grievance in writing to the building principal who will arrange to meet within ten (10) calendar days of receipt of the grievance with the employee and any witness called by either party and shall hold a hearing to ascertain the facts surrounding the dispute and reply to the grievance in writing to the employee within ten (10) calendar days of the conclusion of the hearing.

Step 3.

In the event that the building principal's decision is not satisfactory to the employee, the employee may, with or without an Association representative, within ten (10) calendar days of the receipt of the answer, present the grievance in writing to the Assistant Superintendent of Schools. The parties to the dispute shall meet with the Assistant Superintendent in an attempt to resolve the dispute based on the facts presented. The Assistant Superintendent shall render a decision in writing to the employee within ten (10) calendar days after the hearing.

Step 4.

In the event that the decision of the Assistant Superintendent of Schools is not satisfactory to the employee, the employee may, with or without an Association representative, within ten (10) calendar days of receipt of the answer, present the grievance in writing with all supporting documentation to the Superintendent of Schools. The Superintendent shall arrange any meetings he/she feels necessary

to determine all the facts relevant to the grievance and shall respond in writing within fifteen (15) calendar days of receipt of the grievance.

Step 5.

In the event that the Superintendent's decision is not satisfactory to the employee, the employee may, within ten (10) calendar days of receipt of the answer, present the grievance in writing to the Chairperson of the Keene School Board who shall then arrange a meeting of the Keene School Board, represented by a quorum, in which all parties to the grievance will be heard. The chairperson shall issue the Board's written response within twenty (20) calendar days of his or her receipt of the grievance.

Step 6.

The decision of the Board shall be considered final and binding on all parties.

- 11.3 In the event that one's supervisor is a person designated at a higher level in the grievance procedure, the grievance should proceed to the appropriate level of this grievance procedure.
- 11.4 Failure at Steps 1 through 4, inclusive, of this procedure to communicate the decision on the grievance within specified time limits (unless extended by mutual agreement) shall permit the aggrieved person or the Association to proceed to the next level. All time line extensions shall be reduced to writing.
- 11.5 Failure at any level of the procedure to appeal the grievance at the next level within the prescribed time period shall be deemed to be acceptance of the decision rendered at that level.

ARTICLE XII

LEAVES OF ABSENCE

- 12.1 Sick Leave
 - a. Full-time and regular employees shall receive one (1) day sick leave per month cumulative to twelve (12) days per year, further cumulative to a maximum of one hundred (100) days. However, during the first year of employment, a new employee shall be credited with that year's twelve (12) days sick leave at the commencement of employment. Part-time employees shall accrue sick time at .046 days for each contracted day further cumulative to a maximum of .385 sick days for each contracted day.
 - b. Sick leave is defined as workdays as opposed to consecutive days.
 - c. Employees are entitled to sick leave at full pay until their accumulated sick leave is exhausted.
 - d. Employees covered under this agreement may use up to ten percent (10%) of their accumulated sick leave for an immediate family emergency or long-term care. Immediate family is defined as spouse, child, parent, grandparent, grandchild, parents of spouse or any person permanently residing in the employee's household.
- 12.2 Disability

Disability is defined as the condition resulting from the sickness or injury of an employee, which prevents such employee from doing each of the material duties of his or her regular occupation. Disability benefits as defined hereunder shall commence on the tenth (10th) consecutive day following the beginning of the absence of the employee, or upon the exhaustion of all accumulated sick leave, whichever date is last. Provided, however, that an employee shall not be entitled to disability benefits for disability resulting from sickness or injury that was diagnosed and/or treated within six (6) months before the commencement of an employee's employment with the district or which disability commences during the first twelve (12) months of "employment" with the district. Provided, further, that an employee will not be entitled to disability benefits if the sickness or injury resulting in disability is caused or substantially caused as a result of other employment.

Disability benefits shall terminate on the second anniversary of the beginning of the absence unless, at that date, the employee is totally disabled. An employee is totally disabled if the employee is then unable to perform each of the material duties of any occupation for which he or she is reasonably suited by training, education, or experience.

Disability benefits will also terminate at an employee's death if the disability is caused by a non-work connected accident. Otherwise, disability benefits will also terminate on the June thirtieth (30th) following or being the seventieth (70th) birthday of the employee.

Disability benefits shall be reduced by the full amount received by the disabled employee for benefits paid to him or her under workers' compensation, social security, or the New Hampshire retirement system. An employee who, prior to his or her disability, has requested and been granted early retirement pursuant to this agreement shall not be entitled to disability benefits.

An employee whose disability commences while he or she is on leave, including the normal school summer recess period, shall not be entitled to disability benefits until the expiration of such leave.

All entitlements to disability benefits which are the responsibility of a third party insurance carrier shall not be subject to the grievance and arbitration procedure of this agreement unless agreed to by the carrier. All determinations by the carrier shall be final and binding upon the employee, subject to the rights of the employee to appeal in any fashion the determination of the carrier.

A disabled employee receiving disability benefits hereunder acknowledges the district's right to be reimbursed by the insurance carrier for all amounts paid directly to the employee by the district and which are covered by the disability insurance policy maintained by the district.

- 12.3 Upon the request of the administration, an employee claiming sick leave or disability benefits shall provide or cooperate to provide such evidence of sickness or disability as may be reasonably required by the district and/or its disability insurance carrier. Upon failure to so provide such evidence or failure to so cooperate, the employee's claim for sick leave or disability may be denied and all disability benefits paid by the district shall be returned by the employee.

12.4 Short Term Disability Payments

Disability benefits for the period of the tenth (10th) consecutive day to the eighty-ninth (89th) consecutive day following the beginning of absence shall be sixty percent (60%) of the employee's gross annual base salary divided by twenty-six (26). Payment shall be made to the employee according to the usual payroll schedule of the district.

12.5 Long Term Disability Payments

Disability benefits for the ninetieth (90th) consecutive day following the beginning of the absence to the termination of entitlement to disability benefits shall also be sixty percent (60%) of the employee's gross annual base salary as determined at the commencement of the disability divided by twelve (12). Payment shall be made to the employee monthly during this period.

- 12.6 Subject to the rules and regulations of the health and dental insurers, the Board will continue to contribute toward health and dental insurance as indicated in this policy while an employee is out on long-term disability for a period of seven (7) years following the date of initial disability. This provision will be in effect for the following KAPS members: Alix Bond, Richard Cate, Kenneth Dooley, Erik Kress, Carolyn Paris, Rachael Summe-Leonard, and Patricia Yoerger. Administrators hired between June 30, 2012 and July 1, 2015 the Board's obligation to provide health and dental insurance shall be for a period of five (5) years following the date of the initial disability. In the case of any others hired after June 30, 2015, the Board's obligation to provide health and dental insurance shall be for a period of twenty-four (24) months following the date of the initial disability. At the end of this period, subject to the rules and regulations of the health and dental insurers and COBRA, the employee may be eligible for an additional eighteen (18) months of coverage at his/her own expense.

12.7 Leaves of Absence

Upon request, an employee may, at the discretion of the Board, be granted a leave of absence for reasons not contemplated specifically in Article VIII, including improvement of professional qualifications. The determination of the Board shall not be subject to the grievance and arbitration procedures of this agreement.

- 12.8 All employees on a leave of absence will be permitted to reimburse the district for the district's cost of health and life insurance benefits as the employee may wish to continue during the leave of absence. Such continuation of insurance benefits must be approved by the insurance carriers, which determination is not subject to the grievance and arbitration procedures of this agreement. The employee shall be responsible for submitting a request for continuation of insurance benefits in a timely manner.

- 12.9 All benefits to which an employee was entitled at the time his or her leave of absence commenced, exclusive of exhausted sick leave or other benefits exhausted by the leave will be restored to the employee upon his or her return.

12.10 Personal Leave

Personal leave for urgent and legitimate reasons, including bereavement, may be granted by the employee's immediate supervisor in conjunction with the Superintendent.

Upon the approval of the Superintendent, new administrative employees may be granted personal days for reasons relating to relocation.

12.11 Extended Leave

- a. The Board, at its discretion, may grant an unpaid extended leave for a period up to two (2) full semesters. The Board, at its sole discretion, may extend such leave for up to two (2) additional semesters.
- b. An administrator returning from such a leave shall be assigned to (1) his/her former position or (2) a position equivalent to the one vacated at the time of said leave.
- c. For the purpose of salary placement, the administrator, upon return, will be granted credit for length of service earned as of the last day of active service prior to the beginning of the leave but shall not accrue additional length of service during said leave.

12.12 Jury Duty

Members of the Association called for and serving on jury duty shall receive the necessary leave to fulfill the legal obligation. The person shall be paid during such time an amount equal to the difference between his/her salary and the compensation received for such services.

12.13 Release Time

In the event it is necessary for a member of the Association by virtue of his/her office, to be present at a meeting involving contract negotiations with the Board, the member shall be permitted to attend such a meeting without loss of salary.

12.14 Vacation Time

Two (2) days/month paid vacation time will be provided to full year employees.

Except Carolyn Paris, employees working less than two hundred and sixty (260) days per year excluding pro-rated contracts due to a late start date are not eligible to earn vacation time.

Vacation for those employees working two hundred and five (205) days or more, but less than two hundred and sixty (260) days, will be prorated according to the following formula:

Number of days contracted for, times the appropriate accrual factor, divided two hundred and sixty (260) days equals the accrual factor.

Example: Two hundred and twenty (220) day person with less than ten (10) years of service:

$220/260 \times 2 = 1.7$ days/month (but subject to the maximum two hundred and sixty (260) accumulation per year of eighteen (18))

The cap on the number of days accrued for employees who work less than two hundred and sixty (260) days shall be eighteen (18) a year.

Employees may accumulate up to a maximum of sixty-five (65) days adjusted annually on June 30. Leave may be advanced to each member of the Association by the Superintendent. If an Association member leaves the employ of the district prior to earning such advanced leave, reimbursement to the district will be made for the amount not earned. All requests for vacations must be approved in advance by the immediate supervisors.

At any time during the first year of employment a new administrator may be granted as many as five (5) days in advance of earning those vacation days by the Superintendent. Any unearned vacation balance will be repaid upon termination of employment.

KAPS employees who have exceeded twenty-two (22) years of service, eligibility begins on their twenty-third (23rd) year, to the Keene School District, at least the last five (5) of which have been consecutive and within the KAPS group, shall be eligible to redeem up to five (5) unused vacation days at their current per diem rate on June thirtieth (30th) except in their final year with the District so that this provision shall not increase the total payout allowable of sixty-five (65) days in any three hundred and sixty-four (364) day period. To redeem, employees must have an unused vacation accrual and request in writing to the Director of Human Resources their intention to redeem. The request must state the number of their unused days one-to-five (1-5) they would like to have reimbursed. Requests must be received no later than June first (1st) of that year.

- 12.15 Part-time Administrators who are not eligible for vacation time may be granted up to two (2) paid personal days for urgent and legitimate reasons, including bereavement, by the employee's supervisor.

12.16 Paid Holiday Time (Full-time/Part-time administrative employees)

The following shall be recognized as paid holidays:

New Year's Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Labor Day	Martin Luther King, Jr. Day

In addition, there shall be four (4) floating days off with pay which shall be scheduled annually by the Superintendent of Schools and published in advance.

If a holiday falls on Sunday, then Monday will be a paid holiday. If a holiday falls on a Saturday, then Friday will be a paid holiday, providing that school is not in session.

12.17 Limited Leave for Extended Professional Development

The Keene Board of Education employing administrative and management techniques consistent with modern management development, will provide leadership personnel such professional development opportunities which will assist each person in making a maximum contribution to the school district's effort to provide a quality educational program for all students.

Consistent with this objective of providing leadership personnel with the opportunity for continuous professional renewal the Keene Board of Education will provide a professional leave opportunity for administrative/managerial personnel.

The following will outline the procedures for applying for a professional leave:

1. An individual will become eligible for a professional leave after three (3) full years of employment covered by this agreement.
2. A total of three (3) professional leaves will be available during a fiscal year; none of the professional leaves will run concurrently.
3. The individual will submit an application to the Superintendent of Schools outlining the benefits of the professional leave both to the individual and to the district. The plan will also outline the process in which the individual's position responsibilities will be covered or reassigned during the leave.
4. The professional leave will be awarded for a period of up to six (6) weeks with full pay and benefits.
5. Applications for professional leaves should be submitted at least three (3) months but no later than one (1) month in advance and will not be awarded unless adequate coverage can be assigned by the administration.
6. The professional leave requests could be for such purposes as: graduate level study; special research projects; new program development, personnel management coursework; etc.
7. Once awarded a professional leave an individual could reapply for a professional leave after an additional three (3) full years of employment covered by this agreement.

It is mutually understood that a replacement for the individual granted the professional leave is important for maintaining supervision in the school.

The decision of the Superintendent of Schools in awarding a professional leave shall be final and not subject to the grievance and arbitration procedures of this contract.

ARTICLE XIII

FINAL RESOLUTION

- 13.1 This agreement represents the final resolution of all matters in dispute between the parties, and shall not be changed or altered except by mutual agreement as evidenced in writing by the parties.
- 13.2 The Board agrees that, in the event of a change in the title(s) of position(s) included in the bargaining unit, it will reopen discussions with representatives of the Keene Association of Principals and Supervisors for the purpose of determining whether the new position(s) should be included in the unit.
- The Board or its designee shall meet with the Association's President or designee each June to discuss any District position which has supervisory responsibility as to its merits for inclusion in the Association. Either side may propose a position for consideration. The position must have supervisory duties. If both sides agree to include the position, then a side bar will be drafted as to the amended agreement, including job title and salary range. If the sides are unable to mutually agree then the position may become a subject of the upcoming contract negotiation.
- 13.3 This agreement constitutes the entire agreement of the parties with respect to the matters herein contained. In order for any modification or alteration of this agreement to be valid and enforceable, it must be in writing and signed by duly authorized representatives of the parties hereto.

ARTICLE XIV

DURATION

The provisions of this contract will become effective as of July 1, 2021 and shall continue in effect until June 30, 2025.

KEENE BOARD OF EDUCATION

By: [Signature]
CHAIRPERSON OF THE SCHOOL
BOARD

DATE: May 21 2021

KEENE ASSOCIATION OF PRINCIPALS AND
SUPERVISORS

By: [Signature]
PRESIDENT OF THE ASSOCIATION

DATE: May 20, 2021

APPENDIX A

ELIGIBILITY - EARLY FULL RETIREMENT

The parties intend to gradually eliminate the "Early Full Retirement" benefit by "grandfathering" its provisions to incumbent administrators (as of June 30, 2001). Therefore, any full-time or regular member of the bargaining unit as of June 30, 2001 and who is or becomes at least fifty-five (55) years of age and who acquires at least twenty (20) years of full-time service in the Keene School District, at least the last five (5) of which have been consecutive and within the KAPS group, may apply for early retirement under this plan as of July first (1st) in the calendar year in which said member reaches age fifty-five (55) or as of the first of July in any year thereafter. Said application to retire early shall be made on December first (1st) prior to the intended July first (1st) retirement date on a form approved by the Keene School Board. The application will be approved by the Board on or before March first (1st). The determination by the Board of approval or disapproval shall be final.

Bargaining unit members who qualify for total disability under the benefits program for the Keene Association of Principals and Supervisors are ineligible for the early retirement plan.

Said early full retirement participants shall receive from said date until the normal retirement age of sixty-five (65) an annual stipend in accordance with the following schedule

Early retirement stipend as a percentage of the average of the preceding five (5) years annual salary

35	39.0%
34	38.5%
33	38.0%
32	37.5%
31	37.0%
30	36.5%
29	36.0%
28	35.5%
27	35.0%
26	34.5%
25	34.0%
24	33.5%
23	33.0%
22	32.5%
21	32.0%
20	31.5%

Any employee who participates in this early retirement plan shall not be entitled to any benefits whatsoever except the stipend set forth herein. Nor shall the annual salary computation include the value of such fringe benefits. Meaning and intending that the early retirement participant shall not be entitled to medical/dental insurance, life insurance or other benefits provided to members of the bargaining unit; nor shall the stipend percentage be applied to the value of such benefits.

No amendment or termination of early full retirement shall affect any participant then governed by its terms.

Stipends provided to employees under this plan shall automatically terminate upon the occurrence of either of the following:

1. Sixty-fifth (65th) birthday of an employee;
2. Death of an employee; in such an event, the benefits of this plan shall not vest in the employee's estate.

During the term of this agreement, the Board will grant no more than three (3) early retirements in any given year and no more than five (5) during the life of the contract.

In the event that there are more qualified applicants for early retirement than would be accommodated under the above, the plan shall be limited to the most senior applicants. Seniority shall be determined first by age, then by years of service in the Keene School District, then by birth date. Or the Board of Education may, at its discretion, approve additional applications for the plan.

The following cap on the annual stipend will apply to any early retirements granted during the life of this contract: \$33,000.

*The early retirement benefit as defined in Appendix A is available to Alix Bond. The early retirement benefit, Appendix A, shall expire in its entirety on July 31, 2022.

APPENDIX B

EARLY RETIREMENT

The following early retirement provisions are a replacement retirement plan for the early full retirement provisions set forth in Appendix A. KAPS members not eligible for the benefit outlined in Appendix A are covered under the early retirement provision outlined in Appendix B. Administrators named in Appendix A are not eligible under Appendix B. If an administrator eligible under Appendix A changes positions, but remains in the bargaining unit, that administrator remains eligible under Appendix A, not Appendix B.

Any employee who is contracted to work two hundred and five (205) or more days a year with a minimum of ten (10) years of service whose age plus years of service equal seventy (70) may be paid additional compensation in up to the final three (3) years of employment with the Keene School District in accordance with the following formula:

$$.005 \times \text{years of service}^* \times \text{annual salary}$$

To be eligible for this compensation the employee must give written notice of his/her intent to retire not later than December first (1st) of the school year prior to the first school year, beginning July first (1st), in which he/she is eligible to receive the payment.

Accordingly, the decision to retire may be made over three (3) years in advance of retirement. However, the decision to retire may only be rescinded in writing at any time prior to July first (1st) of the year in which the early retirement stipend begins.

* For purposes of this calculation, years of service shall include years as a central office administrator in SAU 29 or as a principal, assistant principal, teaching principal, administrator, or director in any of its member districts. Time spent as a teacher in the Keene School District will be counted for purposes of this calculation as two (2) years' service for one (1) year credit.

APPENDIX C

SALARY FOR THE TERM OF THE CONTRACT

Employees who are under their maximum salary range and qualify for the bargained pay increase shall receive their entire increase. Those employees whose salary is currently equal to or over the salary ranges for their position will have their salary frozen. Employees whose pay is equal to or above the salary range will receive a one percent (1%) payment, not to be included in the base pay and not to exceed the overall approved raise, in a lump sum payment.

Upon the completion of the tenth (10th) year in the employees current KAPS position (8th year for assistants), the employee's salary shall be equal to or greater than the mid-point for their position's salary range. Any person below the mid-point shall receive an equity adjustment equal to the mid-point of their salary scale.

Any scheduled increases or mid-point adjustment may be withheld as a result of unsatisfactory performance evidence by a performance plan. Once performance at a satisfactory level is reestablished, the employee shall receive an annual increase and/or mid-point adjustment, which would bring their annual salary to the amount it would have been if the increments had not been withheld. No "back pay" or pro-rated adjustment for lost wages shall be due. The adjustment shall be on a go forward basis only.

The salary ranges for each position shall be as follows:

SALARY RANGES 2021-2025:

JOB CLASSIFICATIONS:	Minimum	Mid-Point	Maximum
High School Principal	\$109,000	\$124,000	\$139,000
Middle School Principal	\$99,000	\$111,500	\$124,000
Career Center Director	\$87,500	\$97,500	\$107,500
Elementary School Principal	\$94,000	\$104,000	\$114,000
Assistant Principal- KMS	\$83,000	\$94,000	\$105,000
Assistant Principal/Curriculum/Dean Students - KHS	\$83,000	\$94,000	\$105,000
Director of School Counseling-KHS	\$80,000	\$91,500	\$103,000
Director of Buildings and Grounds	\$80,000	\$90,000	\$100,000
Director of Preschool	\$80,000	\$88,500	\$97,000
Athletic Director	\$78,000	\$86,000	\$94,000
Special Ed. Administrator- KHS, KMS, ELE	\$78,000	\$85,500	\$93,000
Director of Community Ed.	\$70,000	\$78,000	\$86,000
Director of Food Services (230 days)	\$57,500	\$68,000	\$78,500
Supervisor of Custodial Services	\$58,500	\$68,500	\$78,500
Assist. Director of Comm. Education(240 days)	\$45,000	\$56,000	\$67,000
Assistant Director Food Services (220 days)	\$43,000	\$51,000	\$59,000

APPENDIX D

GRIEVANCE REPORT FORM

Grievance No. _____

Keene School District

To: _____
(Name of Supervisor/Principal)

Complete with copies to:
1. Supervisor/Building Principal
2. Assistant Superintendent
4. Association
4. Human Resources Director

School: _____ Name of Grievant: _____
Date Filed: _____

LEVEL A

1. Statement of Grievance (be sure to include the specific violation or condition with proper references to the Contract agreement):

2. Relief sought:

Grievant's Signature

Date

Supervisor/Principal's Signature

Date Rec'd

Answer given by Supervisor/Building Principal:

Supervisor/Principal's Signature

Date

Grievant's Signature Date Rec'd

Position of Grievant:

Grievant's Signature

Date

Principal's Signature Date Rec'd

LEVEL B

Date received by Ass't Superintendent: _____

Answer given by Ass't Superintendent:

Superintendent's Signature

Date

Grievant's Signature Date

Position of Grievant:

Grievant's Signature
Signature Date Received _____

Date

Ass't Superintendent's

LEVEL C

Date received by Superintendent: _____

Answer given by Superintendent:

Superintendent's Signature

Date

Grievant's Signature

Date

Position of Grievant:

Grievant's Signature

Date

Superintendent's Signature

Date Received _____

LEVEL D

Date Received by Arbitrator: _____

Disposition of Arbitrator:

Arbitrator's Signature

Date

APPENDIX E

Unit Modification



State of New Hampshire
Public Employee Labor Relations Board

Keene School District
and
Keene Association of Principals and Supervisors
Case No. E-0087-6
Decision No. 2021-061

Modification of Certified Bargaining Unit

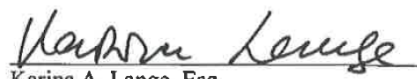
Pursuant to RSA 273-A and PELRB Decision No. 2021-060 granting the District's petition for modification, the existing certification, set forth in PELRB Decision No. 2020-147 (July 13, 2020), is amended; and it is hereby ordered that the composition of the modified bargaining unit, represented by the Keene Association of Principals and Supervisors for purposes of collective negotiations and settlement of grievances, is as follows:

Unit: All Elementary, Middle, and High School Principals, Assistant Principals/Teaching Principals, Career Center Director, Athletic Director, Director and Assistant Director of Community Education, Director of Buildings and Grounds, Supervisor of Custodial Services, Director and Assistant Director of Food Services, Director of Preschool, Special Education Administrators (Elementary, Middle, and High School levels), Keene High School Director of School Counseling, Keene High School Director of Curriculum and Assessment, and Keene High School Dean of Students.

The Keene School District shall negotiate with the Keene Association of Principals and Supervisors as exclusive representative on the terms and conditions of employment for the members of the bargaining unit and shall recognize the right of the Keene Association of Principals and Supervisors to represent employees in the settlement of grievances.

So ordered.

Date: 4/14/2021


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

Distribution: Robert H. Malay, Superintendent
Kenneth Dooley, Director of Buildings and Grounds