

BOARD OF EDUCATION REGULAR MEETING

Monday, May 24, 2021 7:00 PM

Board of Education Meeting Glastonbury Town Hall Town Council Chambers 2155
Main Street Glastonbury, CT 06033, 628 Hebron Avenue, Glastonbury, CT 06033

1. Call to Order

2. Pledge of Allegiance

3. Awards and Recognition

A. CAFE Student Leadership Awards

1. Anmol Chowdhary and Zachary Booth-GHS CAFE Student Leadership Awards
 2. Luke Smith and Sarah Hogan- Smith Middle School CAFE Student Leadership Awards
- #### **B. Rita Oleksak-Director of World Languages**

4. Student Representatives' Report

A. Ben Wilkinson, Class of 2022

B. Jade Wong, Class of 2023

5. Informal Session for Public Comment

6. Special Reports

A. School Operations Update

7. Business Requiring Action

A. Staff Resignations (consent)

1. Jena Luginbuhl

B. Approval of Submission of STARTALK Pilot Program Grant

C. Ratification of Agreement Between the Glastonbury Board of Education and Local 1303219, Council #4, AFSCME, AFLCIO, Glastonbury Board of Education Nurses Union, for the period July 1, 2021-June 30, 2025

D. Ratification of Agreement Between the Glastonbury Board of Education and Local 1185, Council #4 AFSCME, AFLCIO, Glastonbury Educational Secretaries and Paraprofessionals Union, for the period July 1, 2021-June 30, 2025

E. Ratification of Agreement Between the Glastonbury Board of Education and Glastonbury School Administrators' Association for the period July 1, 2022-June 30, 2026

F. Approval to Participate in the Healthy Foods Certification Standard (Under Section 10-215f of the Connecticut General Statutes)

G. Approval of Moving the Board of Education Meeting on August 9, 2021, to Monday, August 2, 2021, to be held at 7:00PM in Town Hall, Council Chambers.

8. Reports and Discussion

A. Glastonbury Education Foundation

9. Approval of Minutes

A. Meeting Minutes of May 10, 2021

10. Committee Reports

11. Chairman's Report

12. Superintendent's Report

A. Self Insurance Reserve Update April 2021

B. School Suspension Report, April 2021

C. Staff Appointments

1. Mikayla Glasgow-Naubuc School, Grade 1

2. Olga Gotta-Foreign Language, Glastonbury High School (Russian)

3. Karen Petrik-Hopewell School, 4th grade

4. Sheri Winchell-LaPlaca-Career Technology Education /STEAM, Glastonbury High School

D. Dates to Remember

13. Adjournment

A. Please note: It is possible that the Board of Education may go into Executive Session

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

**Title of Report: 2021 Grant Solicitation, STARTALK Pilot Programs
August 2021-August 2023**

Board Meeting: May 24, 2021

Action: X Report: Information: Discussion:

Overview: We are requesting Board approval of submission of the 2021 Grant Solicitation, STARTALK Pilot Programs, and August 2021-August 2023.

“STARTALK is a federal grant program funded by the National Security Agency with the objective of increasing the number of US citizens learning and teaching less commonly taught languages throughout our nation and inspiring those students to language careers, thereby contributing to language workforce development for the Federal Government. Established in 2006 in response to the President’s National Security Language Initiative (NSLI), STARTALK provides funding and support to institutions to conduct K-16 language student education and teacher development programs of less commonly taught and critical-need language that meet the national security and defense priorities.”

The STARTALK program is shifting from being a distinctly summer camp program to becoming a program that focuses on year-round outreach with a targeted audience. This grant opportunity is a pilot that would eventually be replicated nationally. Given our 15 years of receiving STARTALK summer only grants and our successful experiences, I believe that we are poised to run this pilot. The program will reflect diversity in the curriculum and will consist of:

- A blended learning experience that is designed to move students forward in their Chinese language proficiency development during the academic year.
- A three-week intensive in-person summer program which will run from July 5-22, 2022
- Approximately 40 students at the grades 6-11, level from Novice to Intermediate-mid language proficiency range, will participate for a total of 84 instructional hours in the summer of 2022.
- An opportunity for students to participate in a minimum of 10 hours of pre-program instruction in the spring of 2022 and continuation activities, a minimum of 35 hours, throughout the academic year 2022-2023 in a blended format.
- Participating in the Oral Proficiency Interview computerized (OPIc) / Writing Proficiency Test (WPT) at the end of 2023 academic year to assess students’ increase in proficiency.

Funding for this program type has been requested in the amount of \$174,997.82 (max award is \$175,000)

Submitted by:
Rita A. Oleksak, Director
World Languages/ELL

Reviewed by:
Alan B. Bookman, Ph.D.

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

Title of Report: Contract for Glastonbury Nurses Union

Board Meeting Date: May 24, 2021

Action: X Report: Information: Discussion:

Overview: The Board Negotiating Team (Doug Foyle, Alison Couture, and Evan Seretan) has set the parameters and received reports about informal negotiations between the superintendent/HR Director and two officers of the Union Negotiating Team. After several meetings, the two negotiating teams agreed on contract changes. The entire membership of the union then voted on and approved of the new contract. The following major changes in the contract are recommended by the Board Negotiating Team:

- Four Year Contract
- Increase in employee share of health insurance going up from 24% to 26% of PPO and HMO
- Increase in employee contribution to pension going up .25% each year from 6.5% to 7.5%
- Elimination of ConnectiCare Health Plans
- 2% increase annually to all steps of the contract

All other agreed upon changes in the contract are listed in red.

Submitted By: Alan Bookman

Draft (3) 05.05.2021

AGREEMENT

Between

GLASTONBURY BOARD OF EDUCATION

And

LOCAL 1303219, COUNCIL #4, AFSCME, AFLCIO

GLASTONBURY BOARD OF EDUCATION NURSES UNION

July 1, ~~2017~~ 2021 June 30, ~~2021~~ 2025

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PREAMBLE

This Agreement is made and entered into this ____ day of _____, 2017 2021 by and between the Glastonbury Board of Education (hereinafter referred to as the "Board"), and the Glastonbury Board of Education Nurses Union, 1303219, AFSCME, Council 4 (hereinafter referred to as the "Union").

ARTICLE 1 RECOGNITION

The Board recognizes the Union as the sole and exclusive representative for the purpose of collective bargaining with respect to the rates of pay, wages, benefits, hours of work and other conditions of employment for all Glastonbury Board of Education Registered Nurse positions with the exception of Registered Nurse positions with regular hours of less than 20 hours per week, Substitutes and IDEA Nurses.

The Union agrees to represent equally all employees within the unit described above without regard to membership or participation in or association with the activities of the Union or any other employee organizations, and to continue to admit to membership without qualification other than employment by the Board and payment of dues.

ARTICLE 2 BOARD RIGHTS AND RESPONSIBILITIES

Unless expressly and specifically limited, modified, abridged or relinquished by a specific provision of this Agreement, and whether exercised or not, the rights, powers and authority heretofore held by the Board pursuant to any general or special statute, regulation or other lawful provision, over the complete operations, practices, procedures and regulations with respect to the bargaining unit employees shall remain vested solely and exclusively in the Board, including, but not limited to, the following: determine the standard of services to be offered by Board employees; determine the standard for selection for Board employment; direct its employees; take disciplinary actions; hire, assign, transfer or promote its employees, and relieve employees from duty because of lack of work or for other reasons; issue and enforce rules and regulations including those affecting working conditions and from time to time change them; maintain the efficiency of the operation of the public schools in the Town of Glastonbury; determine work schedules and business hours; determine the methods, means and personnel by which the Board's operations are to be conducted; determine the content of job classification; exercise complete control and discretion over its organization and technology of performing its work; and fulfill all of its responsibilities to the citizens and students of the Town of Glastonbury.

The Board further retains all other rights and prerogatives including those exercised unilaterally in the past, subject only to clear and express restrictions governing the exercise of these rights as are expressly provided for in this Agreement.

ARTICLE 3 GRIEVANCE PROCEDURE

Section A

A grievance is hereby defined as a claimed misinterpretation or misapplication of a specific section of this Agreement to an individual employee. A grievance must be in writing and must set forth the specific section(s) of the Agreement alleged to have been misinterpreted or misapplied, and the relief requested.

Section B

The purpose of the grievance procedure shall be to resolve, at the lowest possible administrative level, issues which may arise from time to time with respect to the provisions of this Agreement.

Section C

The parties mutually agree that grievances should be processed as rapidly as possible. The number of working days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. Any grievance not taken to a higher step in the grievance procedure in accordance with the prescribed time limitations shall be deemed settled on the basis of the last decision rendered by the Board and shall not be subject to further processing. However, any of the above time limits, except for the initial filing period, may, in particular circumstances, be reduced or extended by mutual agreement which must be reduced to writing and signed by both parties.

Section D Procedure

LEVEL ONE School Principal or Immediate Supervisor

Within seven (7) working days of the occurrence which gives rise to the grievance, the employee must present a written statement of the grievance to the principal or the employee's immediate supervisor. The matter may be discussed between the school principal or immediate supervisor and the employee, and the principal or supervisor shall render a decision in writing to the employee within ten (10) working days of receipt of the grievance or of any discussion which may take place between the principal or supervisor, whichever is later.

LEVEL TWO Superintendent of Schools

If the employee is not satisfied with the disposition of the grievance at Level One, the written grievance shall be presented to the Superintendent of Schools or his/her designee within five (5) working days of receipt of the decision at Level One. The grievance shall be considered by the Superintendent or his/her designee, who may meet with the employee in an effort to resolve the grievance. The Superintendent or his/her designee shall render a decision in writing on the grievance within fifteen (15) working days of its receipt or of any meeting with the employee, whichever is later.

LEVEL THREE Board of Education

If the employee is not satisfied with the disposition of the grievance at Level Two, the employee files a request for appeal to the Board of Education with the Superintendent within seven (7) working days of receipt of the decision at Level Two. The Board of Education and the Superintendent meet with the employee within twenty (20) working days of receipt of the request for appeal to the Board of Education by the Superintendent. The Board of Education issues a written decision within twenty (20) working days of such meeting.

LEVEL FOUR Mediation

Absent satisfactory settlement of the grievance at Level Three, the Union may request the services of the State of Connecticut Board of Mediation and Arbitration as mediator of the grievance. The request for mediation must be in writing and must be filed with both the State Board and the Superintendent within ten (10) working days of receipt of the decision of the Board of Education under Level Three above. The mediator's role shall be strictly advisory and neither party shall be required to accept or adopt the mediator's advice if deemed contrary to its interest. Any costs of mediation shall be shared equally by the Board of Education and the Union.

LEVEL FIVE Arbitration

Absent satisfactory settlement of the grievance at Level Four, the Union may file within ten (10) working days of its receipt of the answer in Level Four, a request for arbitration with the Connecticut State Board of Mediation and Arbitration. A copy of said request will be sent to the Board of Education. Both the selection of the arbitrator and the arbitration hearing shall be conducted in accordance with the administrative procedures, practices and rules of the Connecticut State Board of Mediation and Arbitration. The arbitrator shall limit himself/herself to the issue submitted. He/she shall be bound by and must comply with all the terms of this Agreement. He/she 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 upon both parties. The cost for the services of the arbitrator, including per diem expenses, if any, and actual travel and subsistence expenses, shall be borne equally by the Board and the Union.

Section E

The Union shall designate its representatives in writing to the Board for the purpose of adjusting grievances. The Board and the Union will mutually agree upon the number of such representatives who shall participate in the grievance procedure. Grievances shall be processed after normal working hours, and the Board will not pay employees for time spent conducting such business. Any employee may at any time present a grievance and have the grievance adjusted without intervention of the Union, provided the adjustment shall not be inconsistent with this Agreement. The Union shall be given notice of the adjustment.

ARTICLE 4 UNION SECURITY AND DUES DEDUCTIONS

Section A

All employees in the bargaining unit ~~shall~~ **may elect to** ~~as a condition of employment~~ become a member of the Union in good standing, or pay a **voluntary** service charge equal to the monthly Union dues, for the duration of this Agreement or any extension thereof.

Section B

Upon receipt of individual written authorization from Union members, the Board agrees to deduct Union dues **and voluntary service charges** bi-weekly, each full month worked, from earned wages and remit promptly to AFSCME, 444 East Main Street, New Britain, CT 06051, and not later than the last day of each month. **An employee who elects to rescind or withdraw their membership in the Union and/or dues or voluntary fees. Authorization shall notify the Union of regrets in writing.**

Section C

The union agrees to comply with all laws and regulations regarding employees' right to authorize and/or revoke authorization of dues or fees; and the Union shall notify the Board of any approved changes.

Section D

The Union agrees to indemnify and to hold the Board harmless against any and all claims, demands, suits or other forms of liability that shall, or may, arise out of, or by reason of, action taken by the Union for the purpose of complying with the provisions of this Article.

ARTICLE 5 VISITATION CLAUSE

A duly authorized nonemployee representative of the Union shall have the privilege of visiting the premises of the Board during working hours and at reasonable times, to discuss grievances involving provisions of the Agreement, provided, however, that such representative shall immediately notify the Board's representative of his or her presence on such visits and shall not cause any interference or delay in the operation of the school system.

ARTICLE 6 NO STRIKE/NO LOCKOUT

Section A

The parties to this Agreement mutually recognize that the services performed by employees covered by this Agreement are services essential to the health, safety and welfare of the public, and in particular the students of the Town of Glastonbury school system. The Union and the employees therefore expressly agree that there shall be no interference of these services for any cause whatsoever by the employees, nor shall there be any concerted failure by the employees to report to duty, nor shall the employees absent themselves from their work, stop work, or abstain in whole or in part from the full, faithful and proper performance of the duties of their employment. The Union

and employees further agree that there shall be no strikes, slowdowns, sitdowns, stayins, mass resignations, stoppage of work or any act, concerted activities or similar forms of conduct that interfere in any manner or to any degree with the operations of the Town of Glastonbury school system.

Section B

Any violation of the foregoing may be made the subject of disciplinary action or discharge from employment, as to any or all employees participating, and/or of exercise of any legal right or remedy as to the Union, and/or cancellation of this Agreement by the Board.

Section C

The Board agrees that there shall not be any lockout by the Glastonbury Board of Education in any part of the Glastonbury Board of Education's operation affecting employees within this bargaining unit.

ARTICLE 7 APPOINTMENTS TO POSITIONS

The matter of filling job vacancies shall be solely within the discretion of the Board. When a vacancy for a position in the bargaining unit exists, which is to be filled, the Board shall email the vacancy to active employees of the Union for a period of no less than five (5) working days prior to the issuance of any public notice of said vacancy.

During summer vacation periods, announcements of vacancies shall be made at least seven (7) days prior to the filling of the vacancy to allow any interested employees to apply. The Superintendent or his/her designee shall provide written notice of vacancy to the president of the union or her/his designee, who shall be responsible for providing notice to all members of the bargaining unit. In addition, the Superintendent or his/her designee will post each announcement of vacancy in the central office.

Any interested employee may apply on-line in accordance with specified time limits. Whenever possible, the Superintendent or his/her designee will give consideration to requests for voluntary transfers prior to filling a vacancy. However, nothing herein provided shall be construed as a guarantee that vacancies shall be filled from the existing employee force, nor shall anything in this Agreement be construed to imply tenure of position or location. The decision as to which, if any, of the interested employees shall be selected to fill a vacancy shall be within the sole discretion of the Board.

ARTICLE 8 PROBATIONARY PERIOD

New employees shall serve a probationary period of sixty (60) working days during which time they shall not attain seniority, and such probationary employees may be terminated at the sole discretion of the Board during the probationary period. Neither such employees nor the Union, or any other party on their behalf, shall have recourse to the grievance provisions of this Agreement. The probationary period of any employee may be extended for an additional period not to exceed forty

(40) working days beyond the initial sixty (60) working day period set forth above. The Board will notify an employee prior to the expiration of the initial probationary period if she/he will be subject to an extension. Upon satisfactory completion of the employee's probationary period, seniority shall date back to the original date of employment.

ARTICLE 9 NO DISCRIMINATION

The Union and the Board agree that there shall be no unlawful discrimination against any employee because of race, creed, color, national origin, gender, religion, sexual orientation, gender identity or expression, marital status, disability, **civil air patrol status** or age. The Union and the Board further agree that there will be no unlawful discrimination against any employee on the basis of age, marital status, ~~or~~ membership or nonmembership in the Union **or any other unlawful basis**.

Any reference herein to a particular gender shall apply equally to all persons regardless of gender.

ARTICLE 10 HOURS OF WORK

Section A

Hours of work shall be determined by the Superintendent of Schools consistent with the operational requirements of the Town of Glastonbury school system. Nothing provided herein shall be construed as a guarantee or promise of any schedule of hours, minimum workweek, or minimum workday.

Section B

1. The normal work schedule for full-time employees shall be thirty-five (35) hours worked per week, consisting of seven (7) hours worked per day exclusive of lunch period. Each full-time employee shall receive an additional daily guaranteed thirty (30) minute unpaid duty free lunch period taken according to a schedule established by the Superintendent of Schools or his/her designee. No full-time member of the bargaining unit shall be required to work during her/his designated duty free lunch period.
2. The normal work schedule for part-time employees shall be twenty (20) hours worked per week, consisting of four (4) hours worked per day. Part-time employees who work twenty (20) hours per week shall not receive a lunch period and shall remain on duty during their entire scheduled work hours.
3. The Board may in its discretion maintain and/or institute a schedule of coverage among members of the bargaining unit whereby any problems requiring involvement of a school nurse which may arise during her/his duty free lunch period shall be referred to another employee who is then "on call" and who is not at the time on lunch period.

Section C

The normal work year for employees shall be no more than the one-hundred eighty three (183) day work year. Any employees required to work more than one hundred eighty three (183) days per year for any reason will be paid for the additional work at their applicable rate.

Section D

Nurses may work up to 25 (twenty-five) hours between July 1 and August 31st in order to complete duties associated with the start of the school year. Any employee so required to work must obtain prior approval by the Head Nurse or Principal and will be paid at the applicable hourly rate.

Section E

1. In the event of a true emergency or crisis nursing event which requires the school nurse to work a substantial period of time outside of the nurse's standard work schedule, and with the advance approval of the Head Nurse or Principal, the nurse may be granted limited compensatory time off. Compensatory time is not to be earned or granted on a routine basis and/or for responsibilities which fall within the normal scope of the nurses' work responsibilities and standard schedule. Athletic program training assigned off hours to the school nurse may result in compensatory time off.

2. Unused Compensatory time off shall not be paid out and will not carry over or accumulate.

ARTICLE 11 SALARY PAYMENT PLANS

Section A

Effective July 1, ~~2017~~ 2021 and lasting until June 30, ~~2021~~ 2025 all employees shall be paid in accordance with the wage schedule, Appendix A.

Section B

During the month of May, the Board of Education shall offer to nurses the option of receiving their twenty-one (21) payments for the following school year in either of two (2) ways:

1. Each payment at one twenty-first (1/21) of the annual salary rate, or
2. The first twenty (20) payments at one twenty-sixth (1/26) of the annual salary rate and the twenty-first (21st) payment at three-thirteenths (3/13) of the annual salary rate.

Nurses employed prior to the first day of the school year must make a pay option selection prior to the first work day of the school year and that election will be irrevocable for the school year.

If a nurse takes a leave during the year and returns within the year, he/she cannot change the pay option that was in place prior to the leave.

New nurses hired after the first work day of the school year will have thirty (30) days from the date of hire to make an election which will be irrevocable for that school year.

Section C

The board shall implement, commencing with the first paycheck in September, whichever of the options of Section B selected by the nurse.

Section D

All new employees shall be required to receive compensation in accordance with the salary payment plan (Appendix A) in effect at that time.

ARTICLE 12 INSURANCE

Section A

All insurance benefits and services shall be subject to an "or equal" provision which shall allow the Board to affect whatever economies it may deem appropriate, provided there is no decrease in the benefit or services that is negotiated.

Section B

All employees who work thirtyfive (35) hours or more per week are entitled to insurance benefits of full-time employees. Employees who work between twenty (20) and thirty-four (34) hours per week shall be eligible for insurance benefits as part-time employees and the Board agrees to pay fifty percent (50%) of the premiums selected by a part-time nurse for ~~2 a, b, c, d, e and 3 below~~ coverage under Section C and #3 below.

Section C

1. ~~Employees may elect to participate in one of the following insurance options:~~

a. ~~Anthem Blue Cross/Blue Shield Century Preferred Plan (PPO) with a twenty dollar (\$20) office visit co-pay and prescription co-pays as follows:~~

~~Prescriptions: \$3 mail order, \$15 generic, \$30 brand name~~

~~Annual maximum—\$2,000~~

~~In-patient Co-pay:—\$250~~

~~Out-patient Co-pay: \$100~~

~~Emergency Room:—\$75~~

b. ~~Connecticare HMO with a twenty dollar (\$20) office visit co-pay and prescription co-pays as follows:~~

~~\$1030-day supply generic~~

~~\$10 brand name (plus differential from generic, unless pre-authorized by Connecticare)
\$30 up to 100-day supply generic mail order (after two \$10 co-pays for mail order generic)~~

~~In-patient Co-pay: \$250~~

~~Out-patient Co-pay: \$100~~

~~Emergency Room: \$100~~

~~c. Blue Care Plus Option I HMO with a fifteen-dollar (\$15) office visit co-pay and prescription co-pay as follows:~~

~~Prescriptions: \$3 mail order, \$15 generic, \$30 brand name
Annual maximum unlimited~~

~~In-patient Co-pay: \$250~~

~~Out-patient Co-pay: \$100~~

~~Emergency Room: \$75~~

~~d. Anthem High Deductible/HSA. The plan includes:~~

- ~~• Annual Deductible: \$2,500/\$5,000.~~
- ~~• Board Contribution to Deductible: \$1,250 Employee only
\$2,500 Employee +1/Family~~
- ~~• 100% coverage for preventative/routine care.~~
- ~~• Board shall make contribution to employee's account on July 1st of each year.~~

~~e. Connecticare High Deductible/HSA~~

- ~~• Annual Deductible: \$2,500/\$5,000.~~
- ~~• Board Contribution to Deductible: \$1,250 Employee only
\$2,500 Employee +1/Family~~
- ~~• 100% coverage for preventative/routine care.~~
- ~~• Board shall make contribution to employee's account on July 1st of each year.~~

Anthem BCBS Century Preferred (PPO)	Anthem Blue Care Plus Option 1 (HMO)	Anthem High Deductible Health Plan (HDHP with HSA). HDHP includes:
\$20 office visit co-pay	\$15 office visit co-pay	<u>Annual Deductible:</u> \$2,500 Employee only coverage \$5,000 Employee+1/Family coverage \$0 office visit co-pays after annual deductible is met
Prescriptions: \$3 mail order, \$10 generic, \$30 brand name; Annual max = \$2,000	Prescriptions: \$3 mail order, \$10 generic, \$30 brand name; Annual max unlimited.	100% coverage for preventative/routine care
Inpatient Co-Pay \$250	Inpatient Co-Pay \$250	Board Contribution towards annual deductible: \$1,250 Employee Only Coverage \$2,500 Employee +1/Family Coverage
Outpatient Co-Pay \$100	Outpatient Co-Pay \$100	Board shall make contribution to employee's account on July 1st of each year.
Emergency Room \$75	Emergency Room \$75	*Employees hired after July 1, 2013 who enroll in health insurance shall be required to take the HDHP.

2. To be eligible to receive the benefits set forth in Section C above, the full-time employee shall annually contribute the following amount for such benefits. For part-time employees, see Section B above.

	2017-2018	2021-2022	2018-2019	2022-2023	2019-2020	2023-2024	2020-2021	2024-2025
Century Preferred (PPO)	21%	24%	22%	25%	23%	26%	24%	26%
Connecticare (HMO):	21%	n/a	22%	n/a	23%	n/a	24%	n/a
Blue Care Plus Option I (HOM)	21%	24%	22%	25%	23%	26%	24%	26%
Anthem (HSA)	15%	15%	15%	15%	15%	16%	15%	16.5%
Connecticare (HAS)	15%	n/a	15%	n/a	15%	n/a	15%	n/a

***Employees employed on or after July 1, 2013 shall be required to take ~~one of the two~~ High Deductible plan.**

3. The Board of Education agrees to pay a percentage equal to medical coverage for the individual, employee plus one dependent or family premium for the Blue Cross Full-Service Plan Rider for Dental Care, including Riders A, B, C, and D.

4. If the total cost of a group health plan or plans offered under this contract triggers an excise tax under Internal Revenue Code Section 4980I, any other local, state or federal statute or regulation,

the Glastonbury Public Schools reserves the right to offer a group health plan or plans with a total combined cost that falls below the excise tax thresholds. Eligible employees will be given the option to enroll in the lower cost coverage option(s). If the employee chooses to enroll themselves and/or their eligible family members in a coverage option or options that triggers an excise tax, 100% of any such excise tax will be borne solely by the employee.

Section D

The Board will provide each employee with term life insurance in an amount of \$145,000.

Section E

Nurses who have worked in the Glastonbury Public Schools for a minimum of fifteen (15) years, and are retiring, may continue participation in the Health Insurance Plan as specified in this Article by paying to the Board 100% of the applicable premium on a monthly basis. Such eligibility for participation by retired employees shall cease when the employee becomes Medicare eligible.

Section F

The Board shall provide a group long-term disability plan to Nurses. The Board shall assume one hundred percent (100%) of the cost of the premium.

Section G

A contributory retirement plan shall be available to each bargaining unit employee eligible under the plan, one (1) year from the date of commencement of continuous employment. Membership in said plan shall commence with the date of enrollment in the plan of each bargaining unit member in accord with the plan's provision. Effective July 1, ~~2017~~ 2021, the employee contribution will be ~~5.75%~~ 6.75%. Effective July 1, ~~2018~~ 2022, the employee contribution will be ~~6.0%~~ 7.0% and will go up by 0.25% each subsequent year of the contract.

ARTICLE 13 WORKERS' COMPENSATION

Whenever a Nurse is absent from school as a result of personal injury which is covered by the regulations of workers' compensation, he/she has filed for and is currently being paid workers' compensation, he/she shall be paid at his/her full salary (less the amount of the worker's compensation award made) for the time on the approved workers' compensation leave. The Board shall deduct from the Nurse's accumulated sick leave the total number of days absent, but shall not leave the Nurse with less than fifteen days sick leave allowance remaining for the balance of the school year after return to Nursing assignment. If less than fifteen days accumulated sick leave is left, the Board shall reinstate such number of days as necessary to total fifteen days, said portion to be noncumulative.

ARTICLE 14 TRANSPORTATION ALLOWANCE

Employees who, at the request of the Board, use their personally owned automobile for conducting

school business shall be reimbursed for all mileage so driven at the current rate set by the Board.

ARTICLE 15 SAFETY

The Board will reimburse a Nurse up to five hundred dollars (\$500) or the amount of the nurse's personal insurance deductible, whichever is less, for any personal property damaged, stolen, or destroyed on Board property as a result of documented student negligence, theft, or malice. The Board's liability in this respect shall not exceed five hundred dollars (\$500) to any one (1) person per incident, or five thousand dollars (\$5,000) per school year. Claims will be paid each June. If the claims exceed five thousand dollars (\$5,000), the Board may, in its sole discretion, make additional reimbursements upon request, and may prorate claims as needed to meet the five thousand dollar (\$5,000) limit or any increase thereof which it may approve.

ARTICLE 16 LEAVE PROVISIONS

Section A

A regular employee, upon proper application in writing to and upon written approval of the Superintendent or his/her designee, in their sole discretion, may obtain a continuous leave of absence without pay for a period not to exceed one (1) year. During this leave, there shall be no accumulation of benefits under this Agreement provided; however, that seniority shall continue to accumulate during the leave of absence. Insurance benefits may be continued upon full payment of the premiums by the employee.

Section B

Applications for such leaves of absence must state the reason for the request and the length of time desired.

Section C

A medical certificate acceptable to the Superintendent of Schools or his/her designee shall be required before an employee shall return to work from any leave of absence taken for health reasons. If the Superintendent requires the employee to submit to a medical examination, such examination will be administered without cost to the employee by a qualified physician designated by the Superintendent or his/her designee.

Section D

Employees on authorized Family and Medical Leave (FMLA) shall continue their health insurance for up to twelve (12) weeks at the same rate as active employees. Upon exhaustion of 12 weeks the employee will be responsible for 100% cost.

ARTICLE 17 SICK LEAVE

Section A

Upon the completion of the probationary period of employment, full-time employees (working thirtyfive (35) hours or more per week) and part-time employees (working twenty (20) hours per week) shall be entitled to sick leave with pay, which shall accrue at the rate of one and one-half (1 1/2) days per month worked, paid at applicable per diem rates. Unused sick leave may be accumulated from year to year, so long as the employee remains continuously in the service of the Board, and as authorized by the Board, but such accumulation of sick leave shall not be more than one hundred eighty (180) working days.

Section B

Payroll deductions for absence due to sick leave will be made on the basis of the number of accrued days. Used sick leave each year will be deducted from the totals carried over.

Section C

Sick leave shall not be considered as a privilege, which an employee may use at her or his discretion. The parties hereby agree that sick leave shall be allowed only in the event of actual illness of an employee. Sick leave shall not be allowed for lost time for optical or dental appointments during working hours.

Section D

In the event of absence for which sick leave is claimed, the office of the Superintendent of Schools or his/her designee may require verification of illness in the form of a physician's certificate. If the employee who claims sick leave cannot provide such a certificate because she/he did not consult a physician, the Superintendent or his/her designee may require the employee to be examined by a physician selected by the Superintendent at no cost to the employee, in which case the physician shall furnish a certificate to the Superintendent. Such verification shall state the nature of the illness or injury and its expected duration. Failure to provide such verification upon request shall be sufficient to deny sick leave payment or to impose other discipline.

Section E

For any absence for which sick leave is claimed, notice must be given to a designated representative of the Board no later than thirty (30) minutes before the starting time of scheduled work. Failure to provide such notice without acceptable excuse shall be sufficient to deny sick leave payment or to impose other discipline.

Section F

A Sick Leave Bank is available for employees who have used all accumulated sick leave. It shall be administered by the Glastonbury Board of Education Nurses **Union**. No employee, however, shall be granted more than twenty (20) working days from the Sick Leave Bank in any one year.

The Sick Leave Bank shall operate as follows:

Each employee may elect to donate to the Sick Leave Bank, one (1) day per year of accumulated sick leave. Such declaration of intent to donate must be made no later than July 1st of each year. An employee may request that her/his election be considered a standing election from year to year until such time as the employee has no accumulated sick leave, terminates employment, or rescinds such election.

A request for use of the Sick Leave Bank shall be submitted to the Union President. The employee must provide medical documentation of the need for leave of absence to **Human Resources**. The requesting employee must have donated a day each year in order to participate in the Sick Leave Bank. The Union President will submit the request for approval for use of the Sick Leave Bank to the Sick Leave Bank Committee which has been appointed by the Union President.

On June 1st of each year, the union president shall receive a written report on the status of the Sick Leave Bank, including names of donors and total number of days in the bank.

Section G

A school nurse who has completed at least fifteen (15) years of continuous employment with Glastonbury Public Schools and provides notice by February 1st for a June 30th retirement, shall, upon retirement receive a stipend of \$3,750 for full time nurses and \$2,500 for part-time nurses. If the nurse was a first time employee for at least five (5) of their last fifteen (15) years they shall receive the full time retirement stipend of \$3,750.

No employee shall be eligible to receive the retirement stipend more than once, even if subsequently re-hired.

ARTICLE 18 PROFESSIONAL LEAVE and Tuition

Section A

Employee absences for professional reasons to attend recognized educational meetings may be authorized at the sole discretion of the Superintendent of Schools or his/her designee on the basis of written requests submitted at least one (1) week in advance of the requested absence unless the notice of the meeting is not received one (1) week in advance, provided that at least two (2) working days' advance request shall be required in all cases.

Section B

The Board shall set aside a fund of ~~\$2,500~~ **\$6,000** each year to be used for payment of reasonable expenses, including fees; meals, lodging and/or transportation incurred by employees who attend professional workshops, seminars and/or conferences, where the Board determines that attendance

at such meetings will be of specific benefit to the school system **and/or for tuition, books, course fees of continuing education in fields directly related to school nursing**. An employee request for reimbursement must be submitted in advance, in writing, to the Superintendent of Schools or designee, together with a description of the arrangement(s) for such a meeting. Employees whose requests are approved shall receive reimbursement up to ~~the total fund~~ **a maximum of \$2,500-\$1,000 per employee, per year**. Reimbursements will be prorated if necessary so as not to exceed the overall funding level. **Effective July, 2024, the fund shall increase to \$8,000 per year.**

Section C

Employees shall suffer no loss of pay for attending educational seminars or conferences, as approved by the Administrative Supervisor, during normal working hours.

ARTICLE 19 PERSONAL AND BEREAVEMENT LEAVE

During the term of this Agreement, bargaining unit members shall be eligible to receive a maximum of three and one-half (3 1/2) days off with pay in any one (1) school year for bereavement, legal matters, graduation of members of the immediate family, wedding of employee, wedding of an employee's immediate family member, or care of ill members of the immediate family. An additional two (2) days may be taken off with pay each school year for unspecified reasons, provided that notice of intention to take such day must be given in writing to the Superintendent or his/her designee at least one (1) week in advance except in extreme emergencies when a shorter notice period will be allowed. All leave under this Article except as otherwise provided above shall be governed by the provisions of applicable Board of Education leave policy.

ARTICLE 20 JURY DUTY

Any employee required to report for jury duty shall receive full pay from the Board minus pay received for jury duty, while absent for such duty, to a maximum of thirty days. An employee notified to report for jury duty will notify the Administrative Supervisor as soon as possible following receipt of such notice. The Board, at its discretion, may request a release from jury duty when such an absence would impose a burden upon the school system.

ARTICLE 21 SENIORITY

Section A

For the purpose of this Agreement, seniority is hereby defined as the employee's total length of continuous, unbroken service with the Board of Education in a position covered by the bargaining unit dating from the most recent date of hire as a new employee. Seniority shall be considered broken for such reasons as resignation or separation, discharge, layoff of more than twentyfour (24) months, overstaying a leave of absence, and disability or illness for a period exceeding the available leave of absence. Seniority credit for part-time service shall be on the basis of one-half (1/2) year credit for each year of part-time service. Seniority shall be calculated as years of seniority.

Section B

The Board of Education shall have the sole authority to determine whether or when a layoff shall occur. In the event nurse positions must be eliminated from the School program, layoffs shall be affected on the basis of seniority within a school nurse position.

Section C

Those employees who are laid off shall be retained by the Board on preferential recall list for a period not to exceed twentyfour (24) months. Prior to hiring new employees from outside sources to fill positions, which become open and are to be filled from within the bargaining unit, the Board will offer reemployment in inverse order of layoff to those individuals on the recall list. An employee shall forfeit her/his recall rights if she/he fails to report to work within ten (10) working days after due notice by the Board to the employee's last known address.

Section D

All employees must keep the Board advised in writing of their current mailing address. Any obligation that the Board may have to recall a laid off employee shall be fully discharged by sending written notice of recall, by certified mail, to the last address of the employee appearing on the Board's records.

Section E

Employees on layoff shall receive no benefits under this Agreement during the period of layoff and shall have no rights with respect to reemployment once their recall rights expire. If rehired thereafter, it will be as a new employee.

ARTICLE 22 SENIORITY LIST

The Board shall furnish to the Union, by October 1st of each year, a seniority list showing the years of seniority of employees in the bargaining unit. Unless mistakes are brought to the attention of the Superintendent of Schools, or his/her designee, within ten (10) days of delivery of the list, the list shall be considered conclusively to be correct.

ARTICLE 23 UNION BULLETIN BOARD

The Board agrees to provide bulletin board space in the Teachers' Lounge at Glastonbury High School, which may be used by the Union for the following notices:

- a. notices of union meetings;
- b. notices of union elections and the results where they pertain to the Board's employees;
- c. notices of union recreational and social events.

Prior to posting any notice, a copy will be furnished to the Board's designated representative. No union notices may be posted elsewhere on Board property. Unless the Union is advised to the contrary in writing, the Board's designated representative for the purpose of this section shall be the Human Resources Manager.

ARTICLE 24 UNION MEETING ON SCHOOL PROPERTY

The Union may, upon prior request made by its President or her/his designee to a representative designated by the Board of Education and approval by such representative of the Board, in specific instances, conduct an official Union meeting on the Board's premises during non working hours, provided that such a meeting does not conflict with the operation of the school system, other scheduled school activities or programs, and further provided that the Union agrees to assume any costs arising out of the use of such facilities. The Union shall utilize the standard facilities request form in requesting use of Board premises for meetings.

ARTICLE 25 EMPLOYEE ACCESS TO PERSONNEL RECORDS

Each employee shall have the right to see her or his personnel file by appointment with the Human Resources Manager or his/her designated representative, provided that the employee shall exercise this right during non working hours.

ARTICLE 26 MISCELLANEOUS

Section A

The Employer agrees to provide each employee with a copy of the Agreement within thirty (30) days after the execution date thereof.

Section B

The Employer agrees to provide new employees with a copy of this Agreement at their time of hire.

Section C

The Employer agrees to provide the Council #4 Office of the Union with six (6) original, signed, contracts at the time of the signing.

ARTICLE 27 SAVINGS CLAUSE

The Board and the Union agree that if any provision of this Agreement is determined to be unlawful by a court or legal agency of competent jurisdiction or by legislative enactment, the remaining provisions shall remain in effect consistent with prevailing principles of contract interpretation.

ARTICLE 28 SCOPE OF AGREEMENT

Section A

This contract constitutes the entire Agreement between the Board and the Union and fully settles any and all demands and issues for the term of the contract with respect to any and all matters subject to negotiation.

Section B

For the duration of this contract, the Board and the Union expressly waive any right to negotiate and each agrees that the other shall not be obligated to negotiate with respect to any subject or matter which is subject to negotiation whether or not such subject or matter is specifically referred to herein.

ARTICLE 29 - DURATION

Section A

The provisions of this Agreement shall become effective July 1, ~~2017~~ 2021, and shall remain in full force and effect until June 30, ~~2021~~ 2025.

Section B

This Agreement shall be automatically renewed from year to year except that it may be amended, effective at the date of expiration, provided that either party shall furnish the other party written notice by certified or registered mail at least one hundred fifty (150) days prior to the expiration date (or, if renewed, the anniversary date) of intention to commence negotiations for amendment or modification of this Agreement. Such negotiations shall commence at least one hundred twenty (120) days prior to the expiration or anniversary date.

Section C

This Agreement shall remain in full force and be in effect during such negotiations and all increases in wages and benefits shall be retroactive to the expiration date specified in Section A.

IN WITNESS WHEREOF, the undersigned parties hereto have set their hands and Seals this _____ day of _____, ~~2017~~2021.

GLASTONBURY BOARD
OF EDUCATION

GLASTONBURY BOARD OF EDUCATION NURSES
LOCAL 1303219, COUNCIL #4, AFSCME, AFLCIO

By _____ By _____
(duly authorized) (duly authorized)

By _____
(duly authorized)

**WAGE SCHEDULE
APPENDIX A**

STEP	17/18	18/19	19/20	20/21
1	\$44,174	\$44,174	\$44,174	\$44,174
2	\$45,720	\$45,720	\$45,720	\$45,720
3	\$47,886	\$47,886	\$47,886	\$47,886
4	\$49,743	\$49,743	\$49,743	\$49,743
5	\$57,255	\$58,400	\$59,568	\$60,759

Step	21/22	22/23	23/24	24/25
1	\$51,000	\$52,020	\$53,060	\$54,122
2	\$52,500	\$53,550	\$54,621	\$55,713
3	\$54,000	\$55,080	\$56,182	\$57,305
4	\$55,500	\$56,610	\$57,742	\$58,897
5	\$61,975	\$63,215	\$64,479	\$65,768

- a. Each nurse below the top step shall move one step on the schedule above
- b. A new employee may be placed at any step, provided she/he is not compensated at a rate in excess of the rate currently paid to a school nurse with the same or comparable experience.
- c. A part-time nurse who works less than thirty-five (35) hours per week shall be compensated by prorating the salary designated for the appropriate step according to the number of hours worked.
- d. The Head Nurse shall receive a stipend of THIRTEEN THOUSAND FIVE HUNDRED DOLLARS (\$13,500) per school year. The Head Nurse may be required to work up to a maximum of ~~ten (10)~~ **15 (fifteen)** days during the summer. The Head Nurse shall be compensated for these days. This may be at the supervisor's request or with the supervisor's approval at the Head Nurse's discretion.
- e. Any full-time nurse who, on the anniversary date of her/his employment, has completed five (5) years of employment with the Glastonbury Public Schools, will receive a longevity payment in the amount of One Thousand Dollars (\$1,000), to be paid in one lump sum during the month in which the anniversary date occurs.
- f. Any full-time nurse who, on the anniversary date of her/his employment, has completed ten (10) years of employment with the Glastonbury Public Schools, will receive a longevity payment in the amount of Thirteen Hundred Dollars (\$1,300), to be paid in one lump sum during the month which the anniversary date occurs.
- g. Any full-time nurse who, on the anniversary date of her/his employment, has completed fifteen (15) years of employment with the Glastonbury Public Schools, will receive a longevity payment in the amount of Fifteen Hundred Dollars (\$1,500), to be paid in one lump sum during the month which the anniversary date occurs.

h. Any full-time nurse who, on the anniversary date of her/his employment, has completed twenty (20) years of employment with the Glastonbury Public Schools, will receive a longevity payment in the amount of Two Thousand Dollars (\$2,000), to be paid in one lump sum during the month which the anniversary date occurs.

i. Effective July 1, 2013, any part-time Nurse who works at least 20 hours per week, on each anniversary date designed above in sections e, f, g, & h for all full-time Nurses shall receive a prorated longevity payment based on their FTE status. Effective July 1, 2017, any part-time Nurse hired on or after July 1, 2017 will receive their longevity payment based on their years of seniority.

j. Any school nurse who holds the National Association of School Nurses Certification shall receive an annual stipend of three hundred-fifty dollars (\$350). Proof of current certification status will be provided by the nurse Human Resources annually.

MEMORANDUM OF UNDERSTANDING
Between
GLASTONBURY BOARD OF EDUCATION
And
GLASTONBURY BOARD OF EDUCATION NURSES
LOCAL 1303-219, COUNCIL #4
AFSCME, AFL-CIO

The Board agrees to deduct, from the pay of each of its employees who authorize such from his wages, voluntary contributions in the amount specified by such employee for the PEOPLE Qualified Committee, AFSCME, AFL-CIO, PO Box 65334, Washington DC 20035, to be used in accordance with the by-laws of the PEOPLE Qualified Committee for the purpose of making political contributions. All employees who elect to make such voluntary contributions shall be required to complete and sign an authorization form. Such authorization form shall include the following provisions:

I hereby authorize the Glastonbury Board of Education and associated agencies to deduct each pay period the amount certified above as a voluntary contribution to be paid to the treasurer of the PEOPLE Qualified Committee, AFSCME, AFL-CIO, PO Box 65334, Washington DC 20035, to be used in accordance with the by-laws of the PEOPLE Qualified Committee for the purpose of making political contributions. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal, and that I may revoke this authorization at any time by giving written notice.

In accordance with federal law, the PEOPLE Committee will accept contributions only from members of AFSCME and their families.

Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.

Richard C. Brown
FOR THE BOARD OF EDUCATION

November 29, 2005
DATE

Betty Kuehnel
FOR THE UNION

November 29, 2005
DATE

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

Title of Report: Contract for Glastonbury Educational Secretaries / Paraprofessionals Union

Board Meeting Date: May 24, 2021

Action: X Report: Information: Discussion:

Overview: The Board Negotiating Team (Doug Foyle, Dave Peniston, and Julie Thompson) has set the parameters and received reports about informal negotiations between the superintendent/HR Director and two officers of the Union Negotiating Team. After several meetings, the two negotiating teams agreed on contract changes. The entire membership of the union then voted on and approved of the new contract. The following major changes in the contract are recommended by the Board Negotiating Team:

- Four Year Contract
- Increase in employee share of health insurance going up from 24% to 26% of PPO and HMO
- Increase in employee contribution to pension going up .25% each year from 6.5% to 7.5%
- Elimination of ConnectiCare Health Plans
- 2% increase annually to all steps of the contract

All other agreed upon changes in the contract are listed in red.

Submitted By: Alan Bookman

Draft (3) 05.04.2021

AGREEMENT

Between the

GLASTONBURY BOARD OF EDUCATION

And

LOCAL ~~1303197~~ 1185, COUNCIL #4 AFSCME, AFLCIO

**GLASTONBURY EDUCATIONAL SECRETARIES AND
PARAPROFESSIONALS UNION**

~~July 1, 2017—June 30, 2021~~

July 1, 2021- June 30, 2025

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Memorandum of Understanding

AGREEMENT

THIS AGREEMENT IS MADE AND ENTERED INTO on this _____ day of _____, ~~2017~~ 2021, by and between the GLASTONBURY BOARD OF EDUCATION (hereinafter referred to as the "Board") and LOCAL ~~1303197~~ 1185 COUNCIL #4 AFSCME, AFLCIO, GLASTONBURY EDUCATIONAL SECRETARIES AND PARAPROFESSIONALS UNION (hereinafter referred to as the "Union").

ARTICLE 1 RECOGNITION

The Board hereby recognizes and certifies the Union as the exclusive representative for all employees in the unit consisting of all employees of the Board engaged in clerical, secretarial, or paraprofessional work in the public school system of the Town of Glastonbury, except for employees in supervisory positions as defined by the Municipal Employees Relations Act, so called, and except for secretaries to the Board, Superintendent of Schools, and Human Resources Manager. This recognition agreement is made for the purpose of, and in accordance with, all of the rights and privileges as provided by the Municipal Employees Relations Act, Chapter 113, section 7467477, as amended 1967, General Statutes of Connecticut.

ARTICLE 2 WAGES

2.1 Effective July 1, ~~2017~~ 2021 and lasting until June 30, ~~2021~~ 2025 all employees shall be paid in accordance with the wage schedule annexed hereto and designated as Exhibit A.

2.2 Placement:

All employees who have completed a full fiscal year will be entitled to the next step annual wage increment provided satisfactory service has been rendered. Employees hired during the fiscal year, and before March 1, shall be granted the normal increment at the beginning of the following fiscal year, provided service has been satisfactory. Employees hired after March 1 shall not be entitled to a service increment for the following fiscal year. Determination of satisfactory service will be at the discretion of the administration.

2.3 Longevity:

Any employee, who, by October 31st of the school year, has completed ten (10) years of employment with the Glastonbury Public Schools, will receive a longevity payment in the amount of Five Hundred Dollars (\$500), to be paid in one lump sum in December of each year.

Any employee, who, by October 31st of the school year, has completed fifteen (15) years of employment with the Glastonbury Public Schools, will receive a longevity payment in the amount of One Thousand Dollars (\$1,000), to be paid in one lump sum in December of each year.

Any employee, who, by October 31st of the school year, has completed twenty (20) years of employment with the Glastonbury Public Schools, will receive a longevity payment in the amount of One Thousand Five Hundred Dollars (\$1,500), to be paid in one lump sum in December of each year.

ARTICLE 3 OVERTIME

3.1 Overtime: If an employee is requested by her/his superior to work beyond her/his regular assignment, compensation shall be either at a rate equal to one and one-half (1 1/2) times the regular hourly rate of pay for each hour worked in addition to forty (40) hours per week, or by compensatory time equal to one and one-half (1 1/2) times the hours worked over forty (40) hours per week, such compensatory time to be taken in the same work week.

Hourly wages for hours worked between the regular assignment and forty (40) hours per week will be paid at a rate equal to her/his regular hourly rate of pay. The manner of compensation shall be determined jointly between the department head and the employee prior to the overtime being worked.

For purposes of this section, credit will be given for holiday hours when computing hours worked in any work week.

3.2 Additional Workdays Outside of Contract: All ten (10) and eleven (11) month employees shall be paid at their hourly rate for additional work required by the Human Resources Manager or Board, not contracted for separately.

ARTICLE 4 INSURANCE

4.1 Employees may elect to participate in one of the following insurance options:

Anthem BCBS Century Preferred (PPO)	Anthem Blue Care Plus Option 1 (HMO)	Anthem High Deductible Health Plan (HDHP with HSA). HDHP includes:
\$20 office visit co-pay	\$15 office visit co-pay	<u>Annual Deductible:</u> \$2,500 Employee only coverage \$5,000 Employee+1/Family coverage \$0 office visit co-pays after annual deductible is met
Prescriptions: \$3 mail order, \$10 generic, \$30 brand name; Annual max = \$2,000	Prescriptions: \$3 mail order, \$10 generic, \$30 brand name; Annual max unlimited.	100% coverage for preventative/routine care
Inpatient Co-Pay \$250	Inpatient Co-Pay \$250	Board Contribution towards annual deductible: \$1,250 Employee Only Coverage \$2,500 Employee +1/Family Coverage
Outpatient Co-Pay \$100	Outpatient Co-Pay \$100	Board shall make contribution to employee's account on July 1st of each year.
Emergency Room \$75	Emergency Room \$75	*Employees hired after July 1, 2013 who enroll in health insurance shall be required to take the HDHP.

~~a. Anthem Blue Cross/Blue Shield Century Preferred Plan (PPC) with a twenty dollar (\$20) office visit co-pay and prescription co-pays as follows:~~

~~Prescriptions: \$3 mail order, \$15 generic, \$30 brand name~~

~~Annual maximum \$2,000~~

~~In-patient Co-pay: \$250~~

~~Out-patient Co-pay: \$100~~

~~Emergency Room: \$ 75~~

~~b. Connecticare HMO with a twenty dollar (\$20) office visit co-pay and prescription co-pays as follows:~~

~~\$10 34-day supply generic~~

~~\$10 brand name (plus differential from generic, unless pre-authorized by Connecticare)~~

~~\$30 up to 100-day supply generic mail order (after two \$10 co-pays for mail order generic)~~

~~In-patient Co-pay: \$250~~

~~Out-patient Co-pay: \$100~~

~~Emergency Room: \$100~~

~~b. Blue Care Plus Option I HMO with a fifteen dollar (\$15) office visit co-pay and prescription co-pay as follows:~~

~~Prescriptions: \$3 mail order, \$15 generic, \$30 brand name~~

~~Annual maximum unlimited~~

~~In-patient Co-pay: \$250~~

~~Out-patient Co-pay: \$100~~

~~Emergency Room: \$ 75~~

~~e. Anthem High Deductible/HSA. The plan includes:~~

~~• Annual Deductible: \$2,500/\$5,000.~~

~~• Board Contribution to Deductible: \$1,250 Employee only
\$2,500 Employee +1/Family~~

~~• 100% coverage for preventative/routine care.~~

~~• Board shall make contribution to employee's account on July 1st of each year.~~

~~e. Connecticare High Deductible/HSA~~

~~• Annual Deductible: \$2,500/\$5,000.~~

~~• Board Contribution to Deductible: \$1,250 Employee only
\$2,500 Employee +1/Family~~

~~• 100% coverage for preventative/routine care.~~

~~Board shall make contribution to employee's account on July 1st of each year.~~

4.2 To be eligible to receive the benefits set forth in Section 4.1 above, the employee shall annually contribute the following amount for such benefits:

	2021-2022	2022-2023	2023-2024	2024-2025
Century Preferred (PPO)	24%	25%	26%	26%
Blue Care Plus Option I (HMO)	24%	25%	26%	26%
Anthem HDHP (HSA)	15%	15%	16%	16.5%

***Employees employed on or after July 1, 2013 shall be required to take ~~one of the two~~ the Anthem (HSA) High Deductible plan.**

4.3 The Board of Education agrees to pay a percentage equal to medical coverage for the individual, employee plus one dependent, or family premiums for the Blue Cross Full-Service Plan Rider for Dental Care, including Riders A, B, C and D.

4.4 If the total cost of a group health plan or plans offered under this contract triggers an excise tax under Internal Revenue Code Section 4980I, any other local, state or federal statute or regulation, the Glastonbury Public Schools reserves the right to offer a group health plan or plans with a total combined cost that falls below the excise tax thresholds. Eligible employees will be given the option to enroll in the lower cost coverage option(s). If the employee chooses to enroll themselves and/or their eligible family members in a coverage option or options that triggers an excise tax, 100% of any such excise tax will be borne solely by the employee.

4.5 The Board will provide each employee with term life insurance in the amount of 2.5 times the approved annualized wages.

4.6 A contributory retirement plan shall be made available to all employees one (1) year from date of employment. Effective July 1, ~~2017~~2021, the employee contribution will be ~~5-7.5~~ 6.75%. Effective July 1, ~~2018~~ 2022 the employee contribution will be ~~6-7~~% and go up 0.25% each subsequent year of the contract.

4.7 Employees who are retiring may continue participation in the Health Insurance Plan as specified in this Article by paying to the Board, 100% of the applicable premium(s) on a monthly basis. Such eligibility for participation by retired employees shall cease when the employee becomes Medicare eligible.

4.8 All insurance benefits and services shall be subject to an "or equal" provision which shall allow the Board to effect whatever economies it may deem appropriate, provided there is no decrease in the benefits or services that are negotiated.

4.9 The Board will provide the same long term disability insurance as for the administrators and non-contract personnel at no cost to the employee.

4.10 If a plan is chosen that requires the “Cadillac Tax” to be in effect, the employee must choose a less costly plan that does not exceed the tax threshold.

4.11 For those employees who are enrolled in Medicare and are covered under ~~one of~~ the High Deductible Health Plan (HDHP), because no further contributions may be made to a Health Savings Account (HSA), the contracted money to cover the deductible will be deposited into his/her payroll account and is taxable.

4.12 For the plans listed within this article, dependent coverage shall include domestic partners only for those covered as of June 30, 2017. The term domestic partner shall be deemed to include a covered person’s domestic partner of the same sex who has executed an affidavit in accordance with this provision.

ARTICLE 5 VACANCIES, TRANSFERS, PHYSICALS

5.1 Vacancies: During the school year announcements shall be made at least seven (7) days prior to the filling of the vacancy to allow any interested employees to apply. During summer vacation periods, announcements of vacancies shall be made at least fourteen (14) days prior to the filling of the vacancy to allow any interested employees to apply. The Superintendent or his/her designee shall provide notice of vacancy to the President of the Union, or her/his designee, who shall be responsible for providing notice to all members of the bargaining unit. In addition, the Superintendent or his/her designee will post each announcement of vacancy in the Central Office, and send each announcement of vacancy to every school office. Any interested employee may apply on-line to the Superintendent of Schools or his/her designee in accordance with specified time limits.

5.2 Transfers: Present staff members may apply for transfers at the time of announcement of vacancies or by indicating their request on-line at any time.

5.3 Physicals: In the event that, as a condition of initial employment, any employee is required to undergo a physical examination, a prospective employee shall receive notice of said requirement as part of the initial application process, including the fact that said physical shall be at the applicant's expense

ARTICLE 6 HOURS OF WORK AND WORK SCHEDULES

6.1 The work year for twelve (12) month employees shall consist of fifty-two (52) weeks. The workweek shall be consistent with the position description, and shall consist of thirty-five (35) or forty (40) hours per week. Employees shall be expected to report to work on days when schools are closed due to inclement weather. These employees should make every effort to arrive within two hours of the time due. Employees shall work with their supervisors and create their work/vacation schedule at the beginning of each school year based on the needs of the school system.

6.2 The work year for eleven (11) month employees shall consist of two hundred and thirteen (213) days. The work week shall be consistent with the position description, and shall consist of thirty-five (35) or forty (40) hours per week. Employees shall work with their supervisors and create their work schedule at the beginning of each school year based on the needs of the school system.

6.3 The work year for ten (10) month secretarial employees shall be no more than 193 days. The work

week shall be consistent with the position description, and shall be thirty-five (35), or forty (40) hours per week. Any ten (10) month secretaries required to work more than 193 days, for any reason, will be paid for the additional work at their regular rate. Employees shall work with their supervisors and create their work schedule at the beginning of each school year based on the needs of the school system.

6.4 The work year for paraprofessionals shall be no more than the school year plus 3 days. The work week shall consist of 31 hours, 40 minutes, excluding lunch period. Each paraprofessional will be given a work schedule with a minimum of four (4) hours each day. Employees shall work with their supervisors and create their work schedule at the beginning of each school year based on the needs of the school system.

6.5 Upon request of an employee, and by mutual agreement between the employee and the Human Resources Manager, the employee's work schedule may be arranged to accommodate needs in such areas as child care, transportation or participation in an educational program.

6.6 All employees who work twenty (20) hours or more per week shall be entitled to twenty (20) minutes of break time per day, to be taken at a time or times determined by the administration, provided that such break time or times shall not interfere with specific student needs.

6.7 When school is closed due to an emergency situation, all classroom paraprofessionals will be released without loss of pay when teachers are released. All other employees will be released without loss of pay as soon as the essential work has been completed and the Building Administrator releases them.

6.8 Paraprofessionals, ten (10) month and eleven (11) month employees are not required to report for work when schools are closed due to an emergency situation.

6.9 When school is opened late or closed early due to inclement weather, employees shall be paid for their regularly scheduled work day.

6.10 In the event the Governor of the State declares a State of Emergency and closes the public highways/roads, 12 months employees will not be required to report to work without loss of pay.

6.11 If the Governor of the State of Connecticut announces that “non-essential” employees shall not report to work on a given snow day and/or schools are closed or switched to an E-learning day due to inclement weather/snow, the full time 12 month employees shall receive a total of one (1) “personal snow day” each year to be used in the manner described in section 6.10 above.

6.12 Effective July 1, 2022 the “personal snow/inclement weather” day of this Section shall increase to a total of two (2) inclement weather days each year to be used in the event schools are closed for the day or switched to E-Learning for the day due to inclement weather/snow or as a result of the Governor announcing that “non-essential” employees shall not report to work due to snow.

ARTICLE 7 HOLIDAYS

7.1 All twelve (12) month employees shall be paid for thirteen (13) holidays as follows:

Labor Day	Martin Luther King Day
Columbus Day	Presidents' Day
Floating Holiday*	Floating Holiday*
Thanksgiving Day	Good Friday
Day after Thanksgiving Day	Memorial Day
Christmas Day	Fourth of July
New Year's Day	

* The Floating Holiday may be requested for a date which is mutually agreed upon by the employee and his/her supervisor.

7.2 All eleven (11) month employees, regularly scheduled for thirty (30) hours or more per week, shall be paid for ten (10) holidays as follows:

Labor Day	New Year's Day	
Columbus Day		Martin Luther King Day
Floating Holiday		Good Friday
Thanksgiving Day		Memorial Day
Day after Thanksgiving Day		Christmas Day
One Day in summer (Fourth of July or Day in August)		

7.3 All ten (10) month employees, regularly scheduled for thirty (30) hours or more per week, shall be paid for eight (8) holidays as follows:

Labor Day	Day after Thanksgiving Day	
Columbus Day		Martin Luther King Day
Floating Holiday		Good Friday
Thanksgiving		Memorial Day
Christmas Day		New Year's Day

7.4 The paid holiday will be subject to the employee working both the day before and the day after the specified holiday. However, this condition shall not apply to paraprofessionals whose 31 hours and 40 minutes work schedule in any week provides a regularly scheduled day off before or after the day on which the holiday falls.

7.5 In the event a holiday occurs during paid vacation of any employee, she/he shall be entitled to one (1) additional vacation day with pay.

7.6 If any Christmas or New Year's Day is preceded by a work day, employees who work one-half (1/2) of their scheduled work day shall be paid their full work day.

ARTICLE 8 VACATION

8.1 Each twelve (12) month (52week), fulltime employee is entitled to two (2) weeks' vacation with pay. **Newly hired employees' two (2) weeks' vacation shall be pro-rated in their first school year of employment** hires will accrue two (2) weeks' vacation time pro-rated from **their** date of hire through June 30. ~~After 6 months of service, an employee can borrow and use up to five (5) days of vacation time from the allotted days to which the employee would become entitled after completing one (1) year of service on July 1 following date of hire.~~

8.2 After five (5) years of satisfactory employment as a twelve (12) month, fulltime continuous employee, the employee shall be granted three (3) weeks of vacation pay.

8.3 From ten (10) to fifteen (15) years of twelve (12) month, fulltime continuous employment, one (1) day shall be added for each year completed. This will total to four (4) weeks after fourteen (14) years.

8.4 From fifteen (15) years to nineteen (19) years of twelve (12) month, full-time continuous employment, one (1) day shall be added for each year completed. This will total to five (5) weeks after nineteen (19) years.

8.5 Vacation time, up to a maximum of ten (10) days per year, may be carried over from one year to the next year, provided that the Human Resources Manager is notified on or before May 15th. Additional carry-over of vacation time may be approved by the Human Resources Manager.

8.6 When a conflict arises in vacation scheduling between members of the bargaining unit, seniority will be considered.

ARTICLE 9 TERMINATIONS

No employee shall be terminated without just cause unless the position is eliminated. In the event that the Board decides to abolish positions covered by the bargaining unit, including but not limited to the position of ten (10) month secretaries, the Board agrees to discuss with the Union the impact of such decision.

New employees into this contract shall be on probation for a period of ninety (90) calendar days and may be terminated by the Superintendent/Designee in his/her sole discretion for any reason whatsoever, and neither the employee nor the Union, on his/her behalf, shall have recourse to the grievance procedures of this Agreement.

ARTICLE 10 - SENIORITY LIST

The Board shall furnish to the Union, by October 1st of each year, a seniority list showing the length of service of employees in the bargaining unit. Mistakes shall be brought to the attention of the Superintendent of Schools, or his/her designee, within thirty (30) days of delivery of the list.

ARTICLE 11 REDUCTION IN FORCE

11.1 The Board of Education shall have the sole authority to determine whether or when a layoff shall

occur. However, when layoffs become necessary, the Board shall review the employees in the area to be affected by the layoff and shall determine where, in the interest of overall efficient operations, the layoff should impact.

11.2 An employee scheduled for layoff may only bump the least senior employee in her/his particular job classification as listed below:

Accounts Payable Coordinator	Administrative Secretary I – Central Office	Health Paraprofessional
Finance Manager Assistant/Purchasing Agent	Administrative Secretary I – Facilities/SFSD	Library Paraprofessional
Human Resources Coordinator	Administrative Secretary I – System wide	Science Paraprofessional
Payroll Coordinator	Administrative Secretary I – Elementary	Special Education Paraprofessional
Registration Coordinator	Administrative Secretary I – Secondary	Administrative Secretary II
Student Activities Coordinator	Administrative Secretary I – Guidance	Office/School Paraprofessional

~~Payroll Coordinator~~ — ~~Health Paraprofessional~~ —————
 _____ Library Paraprofessional
~~Accounts Payable Coordinator~~ ————— ~~Science Paraprofessional~~
 _____ Special Education Paraprofessional
~~Human Resources Coordinator~~ ————— ~~Technology Paraprofessional~~

~~Finance Manager Assistant/Purchasing Agent~~

~~Student Activities Coordinator~~ ————— ~~Office/School Paraprofessional~~

~~Administrative Secretary I – Central Office~~ — **Registration Coordinator**
~~Administrative Secretary I – Facilities/SFSD~~
~~Administrative Secretary I – System wide~~ —
~~Administrative Secretary I – Elementary~~
~~Administrative Secretary I – Secondary~~
~~Administrative Secretary I – Guidance~~

11.3 The name(s) of all employees who are laid off shall be retained by the Board on a preferential recall list for a period equal to their seniority as of the date of the layoff or a period not to exceed eighteen (18) months, whichever comes first. If the particular position from which an employee was laid off becomes available during the eighteen (18) months, employees on the recall list for that position will be called back in inverse order of their layoff. Prior to hiring new employees from outside sources to fill positions that become open and are to be filled within the bargaining unit, the Board agrees to first review the recall list to determine whether or not a person on the list is fully qualified in terms of skill and ability to perform the available work. If there is a fully qualified employee on the recall list, the available work shall be offered to such employee. Seniority shall also be a factor in choosing among employees from the recall list, but shall not be a controlling factor.

All employees must keep the Board advised in writing of their current mailing address. Any obligation that the Board may have to recall a laid off employee shall be fully discharged by sending written notice of recall, by certified mail, to the last address of the employee appearing on Board records, with a five (5) day grace period on reporting.

11.4 Employees on layoff shall receive no benefits under this Agreement during the period of layoff and shall have no rights with respect to re-employment once their recall rights expire. If rehired thereafter, it will be as a new employee.

11.5 For the purpose of this Agreement, seniority shall be defined as an employee's continuous unbroken service as an employee of the Board of Education in a position covered by the bargaining unit dating from most recent date of hire as a new employee.

ARTICLE 12 SICK LEAVE

12.1 Employees may receive wages when absent because of illness according to the following schedules, in each period from July 1 through June 30. Payroll deductions for absence(s) due to sick leave will be made on the basis of the number of accrued days of earned sick leave beginning with the first day of employment:

FULL WAGES

Twelve month employees:

Earn/Month	Annual	Maximum	Maximum
First Year	Accrual	Annual	Accumulation
	Accrual	Thereafter	Accumulation
Pro-rated	15 Days	15 Days	150 Days

Eleven month employees:

Earn/Month	Annual	Maximum	Maximum
First Year	Accrual	Annual	Accumulation
	Accrual	Thereafter	Accumulation
Pro-rated	12 Days	12 Days	72 Days
2021	12 Days	12 Days	77 Days
2022	12 Days	12 Days	82 Days
2023	12 Days	12 Days	87 Days
2024	12 Days	12 Days	92 Days

Ten month employees:

Earn/Month	Annual	Maximum	Maximum
First Year	Accrual	Annual	Accumulation
	Accrual	Thereafter	Accumulation
Pro-rated	10 Days	10 Days	60 Days
2021	10 Days	10 Days	65 Days
2022	10 Days	10 Days	70 Days
2023	10 Days	10 Days	75 Days
2024	10 Days	10 Days	80 Days

THREE-QUARTER WAGES

Twelve month employees:

Earn/Month	Annual	Maximum	Maximum
First Year	Accrual	Annual	Accumulation
Accrual		Thereafter	Accumulation
Pro-rated	15 Days	15 Days	150 Days*

Eleven month employees:

Earn/Month	Annual	Maximum	Maximum
First Year	Accrual	Annual	Accumulation
	Accrual	Thereafter	Accumulation
Pro-rated	12 Days	12 Days	36 Days
2021	12 Days	12 Days	41 Days
2022	12 Days	12 Days	46 Days
2023	12 Days	12 Days	51 Days
2024	12 Days	12 Days	56 Days

Ten month employees:

Earn/Month	Annual	Maximum	Maximum
First Year	Accrual	Annual	Accumulation
	Accrual	Thereafter	Accumulation
Pro-rated	10 Days	10 Days	30 Days
2021	10 Days	10 Days	35 Days
2022	10 Days	10 Days	40 Days
2023	10 Days	10 Days	45 Days
2024	10 Days	10 Days	50 Days

***Those hired and beginning employment before July 1, 2017, may accumulate up to 180 days.**

12.2 In the event of chronic or extended absence due to illness, an employee may be required by the Human Resources Manager to submit a physician's or practitioner's certificate indicating the nature of the illness and certification of the employee's ability to return to work, at the employee's expense.

12.3 The Board may grant a leave of absence without pay for personal ill health or serious illness in the immediate family. Immediate family shall be defined as mother, father, husband, wife, child, brother, sister, father-in-law, mother-in-law, legal guardian and any other relatives in the same household. This shall not entitle the employee to credit for experience factor on the wage schedule.

12.4 Glastonbury Board of Education will provide unpaid Family and Medical Leave (FMLA) in accordance with its Family and Medical Leave of Absence Policy and associated regulations. Available paid time off options, such as Sick Leave, Personal Leave, Vacation, etc., will be used in accordance with contract parameters and prior to the leave being unpaid, and will run concurrent with FMLA leave.

12.5 A Sick Leave Bank is available for employees who choose to participate by donating to the sick leave bank at least one (1) day per year and have used all accumulated sick leave. It shall be administered by the Glastonbury Educational Secretaries and Paraprofessionals Union. The Sick Bank Committee shall be appointed by the Union President and has the option of granting up to a maximum

of thirty (30) days to any member who, **due to the employee's for an unforeseen or extended serious health condition which Human Resources authorizes as FMLA or other approved medical leave, extended illness,** has used all of their own accumulated sick leave in any one year. All requests shall be reviewed by the committee. Requests for use of Sick Leave Bank days should be submitted in writing, ~~with a doctor's note attached,~~ to the President of the Glastonbury Educational Secretaries and Paraprofessionals Union. **Employees requesting sick leave bank shall not be required to provide medical documentation or information about the nature of the medical condition to the Union when making their request.** The Sick Leave Bank shall operate as follows:

Each employee may elect to donate to the Sick Leave Bank, one (1) day per year of accumulated sick leave. Such declaration of intent to donate must be made no later than July 1st of each year. An employee may request that her/his election be considered a standing election from year to year until such time as the employee has no accumulated sick leave, terminates employment, or rescinds such election. New hires shall have a one (1) year waiting period to participate in the sick leave bank.

ARTICLE 13 WORKERS COMPENSATION BENEFITS

Whenever an employee is absent as a result of personal injury which is covered by the regulations of Workers Compensation, she/he shall be paid full wages (less the amount of workers' compensation award made for the temporary disability due to said injury for the full period of absence), but not to exceed a period earned as described in Article 12. Sick leave earned under Article 12 shall not be reduced until absence subject to this provision exceeds thirty (30) working days in any one (1) fiscal year.

ARTICLE 14 PERSONAL LEAVE

14.1 Each twelve (12) month employee may receive full pay for a maximum of six (6) days in any school year for absence caused by death in the immediate family, care of ill members of the immediate family, attendance at funerals, attendance at graduation of spouse or children, compulsory legal matters or religious days. The immediate family shall be defined as mother, father, husband, wife, child, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, legal guardian, grandparents of employee, siblings of employee's spouse, domestic partner, and any other relatives in the same household.

Within the six (6) day limit prescribed above, leave up to one (1) working day may be granted by the Human Resources Manager for attendance at a funeral of a relative or acquaintance not covered above. Permission for this leave shall not be unreasonably withheld.

Effective July 1, 2022

Within the six (6) day limit prescribed above, leave up to one (1) workday may be used in the school year for an absence caused by attendance at an immediate family member's wedding. The immediate family shall be defined for this purpose only as mother, father, sibling, child, step-child, or relative who resides in the employee's household.

Within the six (6) day limit prescribed above, a twelve (12) month employee may be allowed two (2) days of personal leave without loss of pay, providing she/he notifies the Human Resources Manager one (1) week in advance stating the reason for requested absence.

14.2 Each ten (10) or eleven (11) month employee may receive full pay for a maximum of five (5) working days in any school year for absence caused by death in the immediate family, care of

ill members of the immediate family, attendance at funerals, attendance at graduation of spouse or children, compulsory legal matters or religious days. The immediate family shall be defined to include mother, father, husband, wife, child, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, legal guardian, grandparents of employee, siblings of employee's spouse, domestic partner, and any other relatives in the same household.

Effective July 1, 2022

Within the five (5) day limit prescribed above, leave up to one (1) workday may be used in the school year for an absence caused by attendance at an immediate family member's wedding. The immediate family shall be defined for this purpose only as mother, father, sibling, child, step-child, or relative who resides in the employee's household.

Within the five (5) day limit prescribed above, leave up to one (1) working day may be granted by the Human Resources Manager for attendance at a funeral of a relative or acquaintance not covered above. Permission for this leave shall not be unreasonably withheld.

Within the five (5) day limit prescribed above, a ten (10) or eleven (11) month employee may be allowed two (2) days of personal leave without loss of pay providing she/he notifies the Human Resources Manager one (1) week in advance stating the reason for requested absence.

ARTICLE 15 PROFESSIONAL LEAVE

Absence may be allowed for visiting days, attendance at conventions, education conferences and/or other forms of professional improvement, without pay deduction, if approval is granted by the employee's supervisor with approval of the Superintendent/designee.

Absence for professional leave shall not be deducted from personal leave granted in Article 14 above. Professional leave shall be a maximum of one (1) day per year unless the Superintendent in his or her sole discretion permits an additional day.

The Board of Education recognizes the importance of continued professional growth of the clerical, paraprofessional, and secretarial staff.

ARTICLE 16 - TUITION REIMBURSEMENT

Each year of this Agreement, funds shall be allocated to support educational costs for employees who are furthering their education (credit or non-credit).

There shall be a maximum of \$1,000.00 tuition reimbursement per employee, per year. The employee shall submit an appropriate form not less than two (2) weeks prior to the start of the course. Acknowledgement of approval by the Board shall be sent to the employee prior to the start of the class. As soon as possible following the completion of the course(s), the employee shall submit documentation of payment and successful course completion.

Upon completion of the necessary forms, tuition reimbursement shall be made to the employee within thirty (30) days.

ARTICLE 17 - JURY DUTY

Any employee required to report for jury duty shall receive full pay from the Board, minus any pay received for jury duty, while absent for such duty, to a maximum of thirty (30) working days annually. An employee notified to report for jury duty shall notify her/his supervisor as soon as possible following receipt of such notice. The Board, at its discretion, may request an exemption from jury duty when such an absence would impose a burden upon the school system.

ARTICLE 18 EARNED DAYS

18.1 Any employee who has a record of one (1) school year's perfect attendance, not interrupted by sick leave, unauthorized absences or leave of absence without pay, shall be entitled to one (1) day off with pay. This shall be taken the following year at a date determined by mutual agreement between the Superintendent of Schools or his/her designee and the employee. This earned day shall not be taken immediately before or after a holiday or vacation.

18.2 One (1) school year shall mean an employee's assigned work year. The paraprofessionals shall have a daily schedule established by the principal.

18.3 This section shall be applicable only to employees employed for a full school year. No employees beginning work after October 1st of the school year shall be eligible for earned days their first year of employment. Commencing with the first full school year of employment, such employee will be eligible for earned days.

ARTICLE 19 GRIEVANCE PROCEDURE

19.1 Purpose: The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems of secretaries and paraprofessionals. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

19.2 Definition: A grievance shall be interpreted as a claim based upon challenge of interpretation or application by the administration of existing Board of Education policy or this Agreement, as such event or condition may affect the salary or condition of employment of a secretary or paraprofessional.

19.3 Procedure: It is important that grievances or disputes be processed as rapidly as possible. Employees are encouraged to meet with their supervisors in an effort to resolve the dispute. The time limits specified may, however, be extended by mutual agreement. The employee may accept the decision at Level One or Two without further action.

A. Level One Human Resources Manager

1. Employee presents a written statement of the grievance to the Human Resources Manager within fifteen (15) workdays of the event giving rise to the grievance.
2. Human Resources Manager gives a written decision to the employee with the reasons therefore within five (5) workdays of receipt of the statement of A.1.

B. Level Two Superintendent of Schools

1. Employee delivers a request for appeal to the Superintendent within ten (10) workdays of receipt by the employee of the decision of A.2.
2. The Superintendent of Schools and Human Resources Manager meet with the employee within five (5) workdays of receipt by the Superintendent of the request of B.1.
3. The Superintendent gives a written decision to the employee within five (5) workdays of the meeting in B.2.

C. Level Three Board of Education

1. Absent satisfactory settlement at Level Two, the employee files a request for appeal to the Board of Education with the Superintendent of Schools within fifteen (15) workdays of receipt of the decision of Level B.3 by the employee.
2. The Board of Education and the Superintendent meet with the employee within twenty (20) workdays of receipt of the request for appeal to the Board of Education by the Superintendent.
3. The Board of Education gives a written decision with the reasons therefore to the employee within ten (10) workdays of the meeting of C.2.

D. Level Four Arbitration

Absent satisfactory settlement of the grievance at Level Three, the Union may file within ten (10) days of its receipt of the Board's decision a request for arbitration with the Connecticut State Board of Mediation and Arbitration. A copy of said request will be sent to the Board of Education. Both the selection of the arbitrator and the arbitration hearing shall be conducted in accordance with the administrative procedures, practices and rules of the Connecticut State Board of Mediation and Arbitration. The arbitrator shall be bound by and must comply with all the terms of this Agreement. He/she 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 upon both parties. The cost for the services of the arbitrator, including per diem expenses, if any, and actual travel and subsistence expenses, shall be borne equally by the Board and the Union.

ARTICLE 20 UNION MEDIATION AND ARBITRATION REPRESENTATION

20.1 The Board shall permit one (1) or two (2) specified Union representatives to attend mediation sessions held for the purpose of dealing with grievances at Level Four of the grievance procedure established under Article 18 of this Agreement without loss of pay. Such representatives shall be paid only for hours thus spent which would have otherwise been worked. The Union agrees to provide the Superintendent or his/her designee with due notification that such representatives will be absent for participation in any mediation session.

20.2 The grievant and one (1) representative of the Union shall not suffer a loss of pay if it is necessary to schedule a grievance procedure or arbitration hearing(s) during said employees' normal work hours.

ARTICLE 21 PRESERVATION OF RIGHTS

Nothing in this contract shall be construed to alter existing rights, benefits or privileges afforded employees heretofore, except those subject to administrative decision, unless it is specifically stated in this contract. It is recognized that the Board of Education has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of Glastonbury in all of its aspects as set forth in section 10220 of the Connecticut General Statutes. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any part of specific terms and provisions of this Agreement.

ARTICLE 22 UNION SECURITY AND DUES DEDUCTION

22.1 All employees covered by this Agreement **may elect to**, ~~shall be required, as a condition of continued employment,~~ to become members of the Union or pay a **voluntary** service fee on or within thirty (30) days of the date of hiring or within thirty (30) days after the effective date of this Agreement, whichever is later. Said service fee shall be in an amount determined by the Union in accordance with applicable law and statutes.

22.2 The employer agrees to deduct from the pay of its employees who have signed an authorization card such membership dues or service fees as may be fixed by the Union. Such deductions shall continue for the duration of this Agreement or any extension that might be agreed upon **unless revoked by both the Union and Employee in writing to the Board in a manner consistent with applicable law.**

22.3 The deduction shall be made bi-weekly on a regular pay date as determined by the Human Resources Manager and shall be remitted to Council #4 together with a list of names of employees from whose wages such deductions have been made not later than the last day of each month. **An employee who elects to rescind or withdraw their membership in the Union and/or dues or voluntary fees deductions authorization shall notify the Union of their request in writing.**

22.4 The Union agrees to **comply with all laws and regulations regarding employees' right to authorize dues and/or fees payments and/or revocation of dues or fees payments and the Union shall provide written notice to the employer in the event an employee authorizes, initiates, revokes or modifies their dues or fees authorization election. The Union agrees to** indemnify, defend and to hold the Board harmless (including payments of all Board costs and legal fees) against any and all claims for damages, demands suits or other forms of liability that shall or may arise out of, or by reason of, carrying out the provisions of this Agreement concerning the deduction from wages of such dues or fees that are specified above and the Union also agrees that the Board is entitled to legal representation of its choice in any such contested matters.

Further, the Union agrees that neither it, nor any of its representatives, will challenge or contest the validity or enforceability or legality of this clause in any form.

ARTICLE 23 JOB CLASSIFICATIONS

23.1 Each employee upon promotion or appointment, and thereafter upon request, shall be given a copy of his/her job specification. Reasonable work assignments shall be in accordance with that job specification.

23.2 Wherever the phrase "and performs related duties as required..." appears in the job specifications

for job classifications within this bargaining unit, the term "related duties" shall be interpreted to mean duties and responsibilities which could reasonably be expected to be required in accordance with the overall job specification.

23.3 An employee who performs the work of a higher classification, with the prior approval of the Human Resources Manager shall, commencing with the first work day, be paid for such actual work at the rate as provided in 2.3 (Promotion).

23.4 No employee will be changed from a ten (10) month to a twelve (12) month position or from a twelve (12) month to a ten (10) month position without the consent of the employee.

23.5 Any employee promoted from a ten (10) month or eleven (11) month position to a twelve (12) month position shall carry with her/him service credit toward annual vacation for previous years of service within this contract to the school system, prorated based upon the number of months worked per year.

23.6 The pay groups shall be as follows:

Pay Group A	Accounts Payable Coordinator Finance Manager Assistant/Purchasing Agent Human Resources Coordinator Payroll Coordinator Registration Coordinator Student Activities Coordinator
Pay Group B	Administrative Secretary I
Pay Group C	Administrative Secretary II Health Paraprofessional Library Paraprofessional Science Paraprofessional Special Education Paraprofessional Technology Paraprofessional
Pay Group D	Office/School Paraprofessional

ARTICLE 24 – RECLASSIFICATION

- a. An employee will submit a request for reclassification to the Human Resources Manager.
- b. The Human Resources Manager will advise the employee whether or not he/she will be reclassified.
- c. The decision regarding reclassification may be appealed to the Appeals Committee, consisting of three members from the union and three members from management, which may include one or more members of the Board of Education, for a total of three members from each side.
- d. If the Appeals Committee deadlocks, the decision will be referred to a Referee who will review the application for reclassification and written submissions from the Union and the Board and

issue a final decision regarding reclassification. The Board and the Union will select a Referee to serve in this capacity until the end of the term of this agreement. The Board and the Union will share the cost of the Referee equally.

- e. An employee is limited to one (1) application for reclassification per fiscal year. Applications for reclassification must be submitted between April 1st and May 1st in order for the reclassification to be effective in the next fiscal year, if approved.

ARTICLE 25 SAFETY

The Board will reimburse an employee up to five hundred dollars (\$500) for any personal property damaged or destroyed on Board property as a result of documented student negligence or malice. The Board's liability in this respect shall not exceed five hundred dollars (\$500) to any one (1) person per incident, or five thousand dollars (\$5,000) per school year. Claims will be paid each June. If the claims exceed five thousand dollars (\$5,000), the Board may, in its sole discretion, make additional reimbursements upon request, and may prorate claims as needed to meet the five thousand dollar (\$5,000) limit or any increase thereof which it may approve.

ARTICLE 26 DISCIPLINE

26.1 No employee shall be disciplined without just cause.

26.2 Disciplinary actions shall generally follow the following order:

- a. Verbal Warning
- b. Written Warning
- c. Suspension and/or Discharge

26.3 All suspensions and discharges shall be given in writing to the employee and shall state the reason for such action. A copy shall be forwarded to the President of the Union at the time of the suspension and/or discharge.

ARTICLE 27 RESIDENCY

The parties agree that it shall not be a condition of employment to reside in the Town of Glastonbury. Any employee residing outside the Town of Glastonbury shall not be discriminated against regarding promotions and other conditions of employment because they are not a resident of the Town of Glastonbury.

ARTICLE 28 EDUCATION AND TRAINING

When the Board implements the use of new technology, employees shall be provided with training. The Board of Education will endeavor to provide uninterrupted participation in the training. If an employee is assigned to a position using technology for which she/he has not previously been trained, she/he shall also be provided training as specified above.

ARTICLE 29 PAYMENT UPON TERMINATION

Upon termination, except for cause, an employee shall receive payment for all earned vacation time to date of termination.

ARTICLE 30 DURATION

The provisions of this Agreement shall be effective July 1, ~~2017~~ 2021, and shall continue and remain in full force and effect until June 30, ~~2024~~ 2025.

ARTICLE 31 NEGOTIATIONS OVER SUCCESSOR AGREEMENT

Not later than one hundred and fifty (150) days preceding the expiration date of this Agreement, the Board agrees to begin to negotiate with the Union over a successor agreement in accordance with the procedure set forth herein in a good faith effort to reach agreement concerning salaries and conditions of employment.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this _____ day of _____, ~~2017~~ 2021.

**GLASTONBURY BOARD
OF EDUCATION**

**LOCAL ~~1303197-1185~~ 1185, COUNCIL #4,
AFSCME, AFLCIO:**

BY _____

BY _____
President

BY _____
Representative, Council #4, AFSCME

MEMORANDUM OF UNDERSTANDING
Between
GLASTONBURY BOARD OF EDUCATION
And
GLASTONBURY EDUCATIONAL SECRETARIES AND PARAPROFESSIONALS UNION
LOCAL 1303-197, COUNCIL #4
AFSCME, AFL-CIO

The Board agrees to deduct, from the pay of each of its employees who authorize such from his wages, voluntary contributions in the amount specified by such employee for the PEOPLE Qualified Committee, AFSCME, AFL-CIO, PO Box 65334, Washington DC 20035, to be used in accordance with the by-laws of the PEOPLE Qualified Committee for the purpose of making political contributions. All employees who elect to make such voluntary contributions shall be required to complete and sign an authorization form. Such authorization form shall include the following provisions:

I hereby authorize the Glastonbury Board of Education and associated agencies to deduct each pay period the amount certified above as a voluntary contribution to be paid to the treasurer of the PEOPLE Qualified Committee, AFSCME, AFL-CIO, PO Box 65334, Washington DC 20035, to be used in accordance with the by-laws of the PEOPLE Qualified Committee for the purpose of making political contributions. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal, and that I may revoke this authorization at any time by giving written notice.

In accordance with federal law, the PEOPLE Committee will accept contributions only from members of AFSCME and their families.

Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.

Richard C. Brown
FOR THE BOARD OF EDUCATION

November 29, 2005
DATE

Betty Kuehnel
FOR THE UNION

November 29, 2005
DATE

MEMORANDUM OF UNDERSTANDING
Between
GLASTONBURY BOARD OF EDUCATION
And
GLASTONBURY EDUCATIONAL SECRETARIES AND PARAPROFESSIONALS UNION
LOCAL 1303-197, COUNCIL #4
AFSCME, AFL-CIO

The parties agree to the following changes in the retirement plan for all enrolled employees effective January 1, 1995;

1. Change the interest on employee contributions to 6%.
2. Change the vesting schedule to a graded 5 to 10 year schedule, as follows:

Years of continuous service	Percentage
less than 5 years	0%
5 years	50%
6 years	60%
7 years	70%
8 years	80%
9 years	90%
10 or more years	100%

3. Change the employee's contributions from 3.25% of earnings to 3.75% of earnings not in excess of the maximum amount of annual earnings subject to social security tax, plus 6% of that portion of earnings in excess of the maximum amount of annual earnings subject to social security tax.

4. Establish the Basic Formulas as follows:

Effective January 1, 1995, the yearly amount of basic retirement income payable on or after Normal Retirement Date under the plan will be determined as follows:

2% of final Earnings, as described in the Plan, multiplied by Years of Credited Service, but no less than, the participant's accrued benefit as of December 31, 1994, based on the Plan provisions as then in effect.

AGREE:

Suzanne Galvin
Glastonbury Board of Education

Karen Bonfiglio
Glastonbury Educational Secretaries and
Paraprofessionals Union

Dated 12/20/94

Betty Kuehnel
Staff Representative, Council #4
AFSCME, AFL-CIO

EXHIBIT A

2017-2018 WAGE SCHEDULE

STEP	1	2	3	4	5	6	7
PAY GROUP							
A	25.21	25.96	26.77	27.52	28.33	29.09	31.73
B	22.99	23.73	24.47	25.22	25.96	26.72	29.19
C	18.62	19.33	20.10	20.78	21.51	22.23	24.36
D	16.04	16.72	17.37	18.05	18.69	19.35	21.25

2021-2022 WAGE SCHEDULE

Step	1	2	3	4	5	6	7
Pay Group							
A	25.71	26.48	27.31	28.07	28.90	29.67	34.36
B	23.45	24.20	24.96	25.72	26.48	27.25	31.61
C	18.99	19.72	20.50	21.20	21.94	22.67	26.38
D	16.36	17.05	17.72	18.41	19.06	19.74	23.02

1. Effective July 1, ~~2017-2021~~, employees shall advance one (1) step on the ~~2017-2018~~ **2021-2022** Wage Schedule.

Newly hired employees shall be compensated at a rate equal to fifty cents (\$.50) per hour less than the applicable hourly rate in effect at the time of hire. Upon completion of three (3) months continuous service, the employee's hourly rate will be increased to the applicable hourly rate set forth in the wage schedule.

All employees shall be hired at Step 1. However, when it becomes necessary for recruitment reasons, an employee may be hired in up to Step 5.

2. Longevity – See Article 2 - Wages

EXHIBIT A

2018-2019 WAGE SCHEDULE

STEP	1	2	3	4	5	6	7
PAY GROUP							
A	25.21	25.96	26.77	27.52	28.33	29.09	32.37
B	22.99	23.73	24.47	25.22	25.96	26.72	29.78
C	18.62	19.33	20.10	20.78	21.51	22.23	24.85
D	16.04	16.72	17.37	18.05	18.69	19.35	21.68

2022-2023 WAGE SCHEDULE

Step	1	2	3	4	5	6	7
Pay Group							
A	26.23	27.01	27.85	28.63	29.47	30.27	35.05
B	23.92	24.69	25.46	26.24	27.01	27.80	32.24
C	19.37	20.11	20.91	21.62	22.38	23.13	26.90
D	16.69	17.40	18.07	18.78	19.45	20.13	23.48

1. Effective July 1, ~~2018~~ 2022, employees shall advance one (1) step on the ~~2018-2019~~ 2022-2023 Wage Schedule

Newly hired employees shall be compensated at a rate equal to fifty cents (\$.50) per hour less than the applicable hourly rate in effect at the time of hire. Upon completion of three (3) months continuous service, the employee's hourly rate will be increased to the applicable hourly rate set forth in the wage schedule.

All employees shall be hired at Step 1. However, when it becomes necessary for recruitment reasons, an employee may be hired in up to Step 5.

2. Longevity – See Article 2 - Wages

EXHIBIT A

~~2019-2020 WAGE SCHEDULE~~

2023-2024 WAGE SCHEDULE

STEP	1	2	3	4	5	6	7
PAY GROUP							
A	25.21	25.96	26.77	27.52	28.33	29.09	33.02
-							
B	22.99	23.73	24.47	25.22	25.96	26.72	30.38
-							
C	18.62	19.33	20.10	20.78	21.51	22.23	25.35
-							
D	16.04	16.72	17.37	18.05	18.69	19.35	22.12

Step	1	2	3	4	5	6	7
Pay Group							
A	26.75	27.55	28.41	29.20	30.06	30.87	35.75
B	24.40	25.18	25.97	26.76	27.55	28.36	32.89
C	19.76	20.51	21.33	22.05	22.83	23.59	27.44
D	17.02	17.74	18.43	19.15	19.83	20.53	23.95

1. Effective July 1, 2019 ~~2023~~, employees shall advance one (1) step on the ~~2019-2020-2023-~~ **2024 Wage Schedule**.

Newly hired employees shall be compensated at a rate equal to fifty cents (\$.50) per hour less than the applicable hourly rate in effect at the time of hire. Upon completion of three (3) months continuous service, the employee's hourly rate will be increased to the applicable hourly rate set forth in the wage schedule.

All employees shall be hired at Step 1. However, when it becomes necessary for recruitment reasons, an employee may be hired in up to Step 5.

2. Longevity – See Article 2 - Wages

EXHIBIT A

~~2020-2021 WAGE SCHEDULE~~

2024-2025 WAGE SCHEDULE

STEP	1	2	3	4	5	6	7
PAY GROUP							
A	25.21	25.96	26.77	27.52	28.33	29.09	33.69
-							
B	22.99	23.73	24.47	25.22	25.96	26.72	30.99
-							
C	18.62	19.33	20.10	20.78	21.51	22.23	25.86
-							
D	16.04	16.72	17.37	18.05	18.69	19.35	22.57

Step	1	2	3	4	5	6	7
Pay Group							
A	27.29	28.10	28.98	29.79	30.67	31.49	36.47
B	24.89	25.69	26.49	27.30	28.10	28.92	33.54
C	20.15	20.92	21.76	22.49	23.28	24.06	27.99
D	17.36	18.10	18.80	19.54	20.23	20.95	24.43

1. Effective July 1, 2020 ~~2021~~ **2024**, employees shall advance one (1) step on the ~~2020-2021~~ **2024-2025** Wage Schedule.

Newly hired employees shall be compensated at a rate equal to fifty cents (\$.50) per hour less than the applicable hourly rate in effect at the time of hire. Upon completion of three (3) months continuous service, the employee's hourly rate will be increased to the applicable hourly rate set forth in the wage schedule.

All employees shall be hired at Step 1. However, when it becomes necessary for recruitment reasons, an employee may be hired in up to Step 5.

2. Longevity – See Article 2 - Wages

MEMORANDUM OF UNDERSTANDING
Between
GLASTONBURY BOARD OF EDUCATION
And
GLASTONBURY EDUCATIONAL SECRETARIES AND PARAPROFESSIONALS UNION
LOCAL 1185, COUNCIL #4
AFSCME, AFL-CIO

The parties agree as follows:

Consistent with past practice and the parties' interpretation of Article 2, Section 2.3, Longevity shall continue to be based on an employee's continuous uninterrupted employment in a position covered by this collective bargaining agreement (union contract) with Glastonbury Public Schools.

The responsibilities, duties and work previously assigned to an Administrative Secretary I to support the IT Department, which includes but is not limited to Powerschool and related IT clerical and administrative support work, will be removed from the bargaining unit and is hereby excluded from the bargaining unit and contract. As such, the Board has no obligation or responsibility to discuss the impact, salary, conditions, benefits and/or any other term or condition of the position including but not limited to the work, classification, duties and responsibilities which will be a non-bargaining unit Technology Department position. The Union agrees that the Board has met all contractual and statutory obligations, if any, to discuss the impact of reclassifying this position from an Administrative Secretary I to a Paraprofessional position under this Agreement and during such discussions the parties agreed the work and position shall be excluded from the bargaining unit.

The parties had full opportunity to discuss and negotiate over the terms and conditions of the 2021-2025 contract. Any topic, issue or subject not expressly covered by the 2021-2025 contract shall not be subject to bargaining during the term of the Agreement.

For the Union:

For the Board of Education:

Jean Miller, President Local 1185

Rose Brown, HR Manager

Date: _____

Date: _____

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

Title of Report: Approval of Agreement between BOE and GSAA

Board Meeting Date: May 24, 2021

Action: X Report: Information: Discussion:

Overview: The Board Negotiating Team (Doug Foyle, Rose Coggeshall, Matt Saunig, and Advisor Larry Niland) has set the parameters and received reports about informal negotiations between the superintendent and two officers of the GSAA Negotiating Team. After several meetings, the GSAA Negotiating Team and the Board Negotiating Team agreed on contract changes. The membership of the GSAA then voted on and approved the contract. The following changes in the GSAA contract are recommended by the Negotiating Team:

- Increase in reimbursement for advanced studies from \$1,800 to \$2,700, consistent with the change to the GEA contract
- Availability of Childrearing Leave equivalent to GEA contract
- Compensatory Day request available to Special Education Supervisors
- Increase in employee contribution to health insurance in years 2, 3, and 4 of the contract to be consistent with GEA and other contracts
- Elimination of ConnectiCare Health Plans
- 2% increase annually to all steps of the contract

No other changes were agreed to for this contract. All of the changes above are shown in the attached contract in red.

Submitted By: Alan Bookman

Draft 3
May 6, 2021

Agreement

*Between the
Glastonbury Board of Education and
Glastonbury School Administrators' Association*

for the period July 1, 2018 ~~2022~~-June 30, 2022-2026

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**AGREEMENT BETWEEN THE
GLASTONBURY BOARD OF EDUCATION
AND THE
GLASTONBURY SCHOOL ADMINISTRATORS' ASSOCIATION**

The Agreement is made by and between the Glastonbury Board of Education (hereinafter referred to as the “Board”) and the Glastonbury School Administrators’ Association (hereinafter referred to as the “Association”).

The Agreement shall be construed as though it were a policy of the Glastonbury Board of Education in the subject areas covered by the Agreement for the duration of the Agreement and shall not be changed except by mutual consent of the parties of this Agreement. Such mutually consented change shall be in writing. Previously adopted policies, rules and/or regulations, to the extent that they be in conflict with this Agreement, are superseded by this Agreement. However, nothing in this Agreement which changes pre-existing Board policy will have retroactive applicability or operation unless specifically stated.

**ARTICLE 1
RECOGNITION**

1.1 The Board recognizes the Association for the purpose of professional negotiations as the exclusive representative of the administrative/supervisory personnel employed by the Glastonbury Board of Education. Excluded from the unit are the Superintendent of Schools, Assistant Superintendents, Administrator for Pupil Services, ~~Director of Education Technology~~, **Chief Technology Officer, Director of Equity, Diversity and Inclusion**, Director of Athletics, and all classified administrative personnel.

1.2 The Association agrees to represent equally all employees within the unit described in Section 1.1 (hereinafter referred to collectively as “administrators”) without regard to membership or participation in the activities of the Association and to continue to admit administrators without qualifications other than employment in the Glastonbury School system.

ARTICLE 2

BOARD OF EDUCATION FUNCTIONS

2.1 It is recognized that the Board of Education has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of Glastonbury in all of its aspects as required by all applicable statutes and regulations.

2.2 These rights, responsibilities and prerogatives are not subject to delegation in whole or in part. No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the grievance provisions of the Agreement.

ARTICLE 3

ADMINISTRATORS' SALARY SCHEDULE

The Administrators' Salary Schedules for ~~2018-2019~~ **2022-2023**, ~~2019-2020~~ **2023-2024**, ~~2020-2021~~ **2024-2025**, and ~~2021-2022~~ **2025-2026** are attached as Appendix A and B. Each administrator will move up one step each year over the course of the contract with the following exceptions: 3.1 and 3.2.

3.1 No provision of this section prohibits the Board of Education from withholding a normal salary schedule increment, an adjusted raise to a new salary schedule, or both, for reason of less than satisfactory performance.

3.2 No provision of this section prohibits the Board of Education from granting more than one normal salary schedule increment to an employee for outstanding performance.

ARTICLE 4

GRIEVANCE PROCEDURE

4.1 Nothing in this agreement shall be construed as limiting the right of any administrator having a problem to discuss the matter informally with any appropriate member of the administration or with the Superintendent for referral to the Board.

4.2 A grievance shall be interpreted as a claim based upon a challenge of interpretation or application of existing Board of Education policy or this agreement as such event or condition may affect the salary or conditions of employment of an administrator.

ARTICLE 4 – GRIEVANCE PROCEDURE (Continued)

4.3 Any administrator who has a grievance may appeal to the Superintendent of Schools, at which time the administrator may be represented by the Glastonbury School Administrators' Association or by any person of his/her own choice. Such an appeal must be made in writing within fifteen (15) days of the event which gave rise to the complaint. Upon receipt of this appeal, the Superintendent of Schools must respond to the administrator, in writing within fifteen (15) days.

4.4 If the grievance is not resolved to the satisfaction of the administrator by the Superintendent of Schools, the administrator may appeal to the Board of Education, submitting the appeal in writing at least ten (10) days before the next Board meeting at which meeting the hearing shall be held. The administrator may be represented by the person of his or her choice at the hearing.

4.5 The Board of Education shall decide on the appeal and reply in writing within fifteen (15) days after the hearing.

4.6 Arbitration:

(a) The administrator files a request for arbitration with the President of the Glastonbury School Administrators' Association. A copy of the request is delivered to the Superintendent of Schools within three (3) days of receipt by the administrator of the decision of 4.5.

(b) If the Association, after discussion with the administrator, feels a grievance still has sufficient merit, the Association President delivers a notice to the Superintendent within eight (8) days of the receipt by the administrator of the decision of 4.5 above.

(c) The Association President and the Board of Education Chairperson sign an agreement designating an arbitrator within ten (10) days of receipt by the Superintendent of the notice of 4.6(b).

(d) The arbitrator reviews the record, holds hearing, receives statements, and then renders to all parties in interest his/her action within twenty (20) days of his/her designation as arbitrator. The fees and expenses charged by the arbitrator shall be shared equally by the Association and the Board of Education.

(e) The decision of the arbitrator shall be final and binding.

(f) If no agreement can be reached in 4.6(c) as to the designation of an arbitrator, an arbitrator shall be chosen by the American Arbitration Association under its Rules for Voluntary Labor Arbitration.

NOTE: In each instance where a specified number of days is provided for filing, response, etc., the number of days shall be administrator work days and shall exclude weekends and designated holidays.

ARTICLE 5

ADDITIONAL COMPENSATION

5.1 The Glastonbury Board of Education shall, upon presentation of proper evidence of completion, reimburse administrators for advanced studies, up to two courses, up to ~~one~~ **two** thousand ~~eight~~ **seven** hundred dollars (~~\$1,800~~ **\$2,700**) per course per **semester (fall and spring)** ~~school year~~, provided that prior approval has been granted by the Superintendent of Schools.

5.2 Protection of Administrators:

The Board will reimburse an administrator up to two hundred dollars (\$200) or the amount of the administrator's insurance deductible, whichever is less, for any personal property damaged or destroyed on Board property as a result of documented student negligence or malice. The Board's liability in this respect shall not exceed two hundred dollars (\$200) to any one person per incident or two thousand five hundred dollars (\$2,500) per school year. Claims will be paid each June. If the claims exceed \$2,500 the Board may, in its sole discretion, make additional reimbursements upon request, and may prorate claims as needed to meet the \$2,500 limit or any increase thereof which it may approve.

ARTICLE 6

PAYROLL DEDUCTIONS

6.1 The Board of Education agrees to deduct from the salaries of its employees payments which the employees may request to pay.

ARTICLE 7

PAYMENT PLAN

7.1 The Board of Education shall pay all administrators in twenty-six (26) equal payments between July 1 of one year and June 30 of the next year. Payment will be made on alternate Friday's beginning in July.

ARTICLE 8

SICK LEAVE

8.1 Administrators may receive full salary when absent because of illness for fifteen (15) working days in each school year. This is effective from the beginning of the school year. Unused sick leave may be accumulated up to a total of one hundred and eighty (180) working days.

8.2 In the event of chronic or extended absence due to illness, an administrator may be required by the office of the Superintendent of Schools to submit a physician's or practitioner's certificate indicating the nature of the illness and certification of the employee's ability to return to work.

8.3 The Board of Education may grant a leave of absence without pay for ill health. This shall not entitle the administrator to credit for the experience factor on the salary schedule.

8.4 Administrators having worked in the Glastonbury School system for seven (7) years shall become eligible to begin accumulating fifteen (15) working days per year of seventy-five percent (75%) payment cumulative to ninety (90) working days. Such seventy-five percent (75%) payment sick leave shall be available after expiration of sick leave as provided in section 8.1 above.

8.5 A sick leave bank is available for administrators who have used all accumulated sick leave. It shall be administered by the Glastonbury School Administrators' Association. However, no administrator shall be granted more than twenty (20) working days from the sick leave bank in any one year.

The sick leave bank shall operate as follows:

Each administrator may elect to donate to the sick leave bank, one day per year of accumulated sick leave. Such declaration of intent to so donate must be made no later than July 1st of each year. An administrator may request that his/her election be considered a standing election from year to year until such time as the administrator has no accumulated sick leave, terminates employment, or rescinds such election.

ARTICLE 9

PERSONAL INJURY BENEFITS

9.1 Whenever an administrator is absent from school as a result of a personal injury which is covered by the regulations of workers' compensation, and where he/she has filed for and is currently being paid workers' compensation, he/she shall be paid at his/her full salary (less the amount of the workers' compensation award made) for the balance of the contract year. The Board shall deduct from the administrator's accumulated sick leave one-third ($\frac{1}{3}$) of the total number of days absent, but shall not leave the administrator, for the balance of the school year, with fewer than fifteen (15) days' sick leave allowance remaining after return to his/her assignment. If fewer than fifteen (15) days' accumulated sick leave is left, the Board shall reinstate such said portion to be non-cumulative.

ARTICLE 10

SABBATICAL AND PROFESSIONAL LEAVES OF ABSENCE

10.1 The maximum number of administrators that may be granted either a sabbatical or a professional leave of absence in any one (1) year will be left to the discretion of the Superintendent of Schools and approval of the Board of Education.

10.2 Application Requirements and Procedures for Sabbatical Leave of Absence.

(a) For an administrator who has been an active member of the Glastonbury Public Schools staff for a minimum of seven (7) years or an administrator for a minimum of five (5) years, a sabbatical leave of absence for a minimum of one academic semester and a maximum of one academic year may be granted for professional improvement, as detailed in a planned program of study, combined travel and study, research, or writing and publication. Application for such leave must be submitted in writing to the office of the Superintendent of Schools on or before February 1, prior to the school year for which the requests made. The application shall include a statement of the definite purpose for which such leave of absence is desired

(b) At the mid-point and conclusion of the sabbatical leave of absence, the administrator granted the leave will submit a written report to the Superintendent of schools, indicating the extent of study of school systems either at home or abroad in case of sabbatical leave for travel. In case of sabbatical leave for research, or writing and publication, the report shall include an outline of the work and recommendation concerning its applicability toward improving the instructional program in Glastonbury.

ARTICLE 10 – SABBATICAL AND PROFESSIONAL LEAVES OF ABSENCE (Continued)

(c) The period of absence will be designated as credit on the salary schedule and shall be considered service to the Glastonbury Public School system.

The Board of Education will insure maintenance of a position for which the member of the professional staff is certified. After granting such a leave, a letter shall be sent to the administrator stating the intent of the Board of Education.

The position which is vacated by a sabbatical or professional leave shall only be filled on a temporary basis. It is understood that if the position is abolished by the Board of Education, or if that position is exclusively in a school which is closed, the administrator will be assigned to another position for which he/she is certified.

(d) If the administrator contracts to return to the Glastonbury Public School system for three (3) years, during the period of absence the Board of Education will pay the member of the professional staff seventy-five percent (75%) of the annual salary he/she would be entitled if actively employed in the school system. Release of the member of the professional staff from the three (3) year additional service requirement will be only upon application by the administrator and approval of the Board, and upon reimbursement by the member of the professional staff to the Board of the entire salary payment received during the year's leave of absence. Release after one (1) of the three (3) will be contingent upon repayment by the member of the professional staff of two-thirds ($\frac{2}{3}$) of the salary payment, while release after two (2) of the three (3) years will be contingent upon repayment by the member of the professional staff of one-third ($\frac{1}{3}$) of the salary payment.

(e) Application for sabbatical leaves may be acted upon by the Board of Education not later than March 1 prior to the school year for which application is made. The Board of Education shall have the authority to approve or reject such applications following review and recommendation of the Superintendent of Schools.

(f) The full contracted benefit package will remain in force during the sabbatical year.

ARTICLE 10 – SABBATICAL AND PROFESSIONAL LEAVES OF ABSENCE (Continued)

10.3 Application Requirements and Procedures for Professional Leave of Absence:

(a) For an administrator who has been an active member of the Glastonbury Public Schools staff for a minimum of one (1) year, a leave of absence of one (1) academic semester or year may be granted to permit participation in academic year institutes, approved programs of graduate study, or overseas teaching assignments. Although the leave of absence will not be designated as a year of credit on the salary schedule, The Board of Education will ensure maintenance of a position for which the member of the professional staff is certified.

(b) Application for professional leave of absence must be submitted in writing to the office of the Superintendent of Schools on or before March 1 prior to the school year for which the request is made. The application shall include a statement of the definite purpose for which said leave is desired.

(c) Application for professional leave of absence shall be acted upon by the Board of Education not later than April 1 prior to the school year for which the application is made. The Board of Education shall have the authority to approve or reject such applications following review and recommendation of the Superintendent of Schools.

(d) The full benefit package will remain in force during the leave of absence.

ARTICLE 11

PERSONAL ABSENCES

11.1 Each administrator may receive full pay for a maximum of six (6) days in any school year for absences caused by death in the immediate family and for attendance at the resulting funeral, care of ill members of the immediate family, Glastonbury Public Schools cancellation due to emergencies and snow, weddings, graduations and legal matters at which attendance is required by a court of law. The immediate family shall be defined to include parents, spouse, domestic partner, child, siblings, spouse's parents, legal guardian, and any other relatives living in the employee's household. Under unusual circumstances the Superintendent of Schools may, in a particular instance, extend the definition of immediate family to include relatives other than those enumerated above and extend the maximum allowance of six (6) days per year.

11.2 A maximum of three (3) additional days at full pay in any school year will be allowed for observance of religious holidays obligated by church laws.

11.3 Permission for other absences for personal business may be approved by the Superintendent of Schools if specifically requested sufficiently in advance. One (1) day's salary deduction for each day of absence will be made from the employee's pay.

11.4 Special Education Supervisors/Elementary Assistant Principals and Supervisor of Secondary English/Library Media may request from the Superintendent a compensatory day off from work that will be made up during the school year.

ARTICLE 12

ANNUAL LEAVE AND HOLIDAYS

12.1 Annual leave shall be earned at the rate of thirty-five (35) days per year for administrators in Category 1B and 1C, Appendix A. Annual leave shall be earned at the rate of twenty-three to twenty-eight days (23-28) per year for administrators in Category 2, Appendix B.

ARTICLE 12 – ANNUAL LEAVE AND HOLIDAYS (Continued)

12.2 An annual leave schedule for the succeeding year shall be submitted to the Superintendent no later than June 1 for his/her approval. Normally, annual leave will be scheduled for days when school is not in session. However, the Superintendent may grant permission to use up to three (3) days annual leave while school is in session upon written request by an administrator. For administrators within the bargaining unit prior to July, 2001, it is expected that earned annual leave will be used each year; however, annual leave may be accumulated up to a maximum of forty-five (45) days. For administrators within the bargaining unit beginning July 1, 2001, it is expected that earned annual leave will be used each year, however, annual leave may be accumulated up to a maximum of thirty-five (35) days.

12.3 Administrators are entitled to thirteen (13) paid holidays as determined annually by mutual agreement between the Superintendent of Schools and the Association.

ARTICLE 13

CHILDREARING LEAVE OF ABSENCE

13.1 An Administrator may request, and will be granted, a leave of absence for up to one (1) school year without pay for the purpose of child rearing leave, following sick or FMLA leave related to the birth of a child or for the purpose of adoption of a child after proper notification that a child is available. That leave may be requested for the remainder of the year of the birth or adoption or for the following year. This request may occur only twice for a birth or adoption. Further requests may be made of the Superintendent, who may or may not grant the request at his/her sole discretion.

13.2 The Board shall receive a written request by such Administrator at least forty (40) days prior to the onset of such leave.

13.3 The Administrator shall be given the opportunity to continue insurance coverage in the school insurance program at his/her own expense, paying one hundred percent (100%) of the cost, subsequent to the exhaustion of his/her rights within the Family Medical Leave Act (F.M.L.A.).

ARTICLE 13-14

RELATED BENEFITS – HEALTH INSURANCE

14.1 Employees may elect to participate in one of the following insurance options:

~~(a) — Anthem Blue Cross/Blue Shield Century Preferred Plan (PPO) with a twenty dollar (\$20) office visit co-pay and prescription co-pays as follows:~~

~~Prescriptions: \$3 mail order, \$15 generic, \$30 brand name~~

~~Annual maximum — \$2,000~~

~~In-patient Co-pay: — \$250~~

~~Out-patient Co-pay: — \$100~~

~~Emergency Room: — \$75~~

~~(b) — ConnectiCare HMO with a twenty dollar (\$20) office visit co-pay and prescription co-pays as follows:~~

~~— \$10 — 34 day supply generic~~

~~\$10 — brand name (plus differential from generic, unless pre-authorized by ConnectiCare)~~

~~\$30 — up to 100 day supply generic mail order (after two \$10 co-pays for mail order generic)~~

~~In-patient Co-pay: — \$250~~

~~Out-patient Co-pay: — \$100~~

~~Emergency Room: — \$100~~

~~(c) — Blue Care Plus Option I HMO with a fifteen dollar (\$15) office visit co-pay and prescription co-pay as follows:~~

~~— Prescriptions: \$3 mail order, \$15 generic, \$30 brand name~~

~~Annual maximum — unlimited~~

~~In-patient Co-pay: — \$250~~

~~Out-patient Co-pay: — \$100~~

~~Emergency Room: — \$75~~

~~(d) — Anthem High Deductible/HSA. The plan includes:~~

~~● Annual Deductible: \$2,500/\$5,000.~~

~~● Board Contribution to Deductible: — \$1,250 Employee only~~

~~— \$2,500 Employee +1/Family~~

~~● 100% coverage for preventative/routine care.~~

~~● Board shall make contribution to employee's account on July 1st of each year.~~

~~(e) — ConnectiCare High Deductible/HSA~~

~~● Annual Deductible: \$2,500/\$5,000.~~

~~● Board Contribution to Deductible: — \$1,250 Employee only~~

~~— \$2,500 Employee +1/Family~~

~~● 100% coverage for preventative/routine care.~~

~~● Board shall make contribution to employee's account on July 1st of each year.~~

Anthem BCBS Century Preferred (PPO)	Anthem Blue Care Plus Option 1 (HMO)	Anthem High Deductible Health Plan (HDHP with HSA). HDHP includes:
\$20 office visit co-pay	\$15 office visit co-pay	<u>Annual Deductible:</u> \$2,500 Employee only coverage \$5,000 Employee+1/Family coverage \$0 office visit co-pays after annual deductible is met
Prescriptions: \$3 mail order, \$10 generic, \$30 brand name; Annual max = \$2,000	Prescriptions: \$3 mail order, \$10 generic, \$30 brand name; Annual max unlimited.	100% coverage for preventative/routine care
Inpatient Co-Pay \$250	Inpatient Co-Pay \$250	Board Contribution towards annual deductible: \$1,250 Employee Only Coverage \$2,500 Employee +1/Family Coverage
Outpatient Co-Pay \$100	Outpatient Co-Pay \$100	Board shall make contribution to employee's account on July 1st of each year.
Emergency Room \$75	Emergency Room \$75	*Employees hired after July 1, 2014 who enroll in health insurance shall be required to take the HDHP.

ARTICLE 14 - RELATED BENEFITS – HEALTH INSURANCE (Continued)

14.2 To be eligible to receive the benefits set forth in Section ~~13.1~~ 14.1 above, the employee shall annually contribute the following amount for such benefits:

	18-19	19-20	20-21	21-22
a. Century Preferred (PPO):	22%	23%	24%	25%
b. ConnectiCare (HMO):	22%	23%	24%	25%
b. Blue Care Plus Option I (HMO):	22%	23%	24%	25%
c. *Anthem (HSA):	15%	15%	15%	15%
*e. ConnectiCare (HSA):	15%	15%	15%	15%

	2022-23	2023-24	2024-25	2025-26
Century Preferred (PPO)	25%	25.5%	26%	26.5%
Connecticare (HMO):	NA	NA	NA	NA
Blue Care Plus Option I (HOM)	25%	25.5%	26%	26.5%
Anthem (HSA)	15%	15.5%	16%	16.5%
Connecticare (HAS)	NA	NA	NA	NA

*Employees employed after July 1, 2014 shall be required to take ~~one of the two~~ the Anthem (HAS) High Deductible plans.

14.3 The Board of Education agrees to pay a percentage equal to medical coverage for the individual, employee plus one dependent or family premium for the Blue Cross Full-Service Plan Rider for Dental Care, including Riders A, B, and C and D.

14.4 If the total cost of a group health plan or plans offered under this contract triggers an excise tax under Internal Revenue Code Section 4980I, any other local, state or federal statute or regulation, the Glastonbury Public Schools reserves the right to offer a group health plan or plans with a total combined cost that falls below the excise tax thresholds. Eligible employees will be given the option to enroll in the lower cost coverage option(s). If the employee chooses to enroll themselves and/or their eligible family members in coverage option or options that triggers an excise tax, 100% of any such excise tax will be borne solely by the employee.

14.5 All insurance benefits shall be subject to an “or equal” provision which shall allow the Board to effect whatever economies it may deem appropriate provided there is no decrease in the benefit that is negotiated and provided that the individual will retain choice of physician including current physician.

14.6 Administrators retiring from the Glastonbury Public Schools following a minimum of fifteen (15) years of continuous service to the Glastonbury Public Schools as an administrator shall be entitled to the following postretirement benefit: For new retirees after June 30, 2018, the Board will pay \$2,000 annually toward medical/hospital insurance premiums commencing with retirement and continuing to age sixty-five (65). However, this benefit shall terminate if an administrator who has retired from the Glastonbury Public Schools becomes re-employed and has medical insurance provided by his/her new employer.

14.7 Subject to law, including the rules and regulations of the Internal Revenue Service, the Board shall maintain a “Section 125” salary reduction agreement which shall be designed to permit exclusion from taxable income of the employee’s share of health insurance premiums. The Board shall make available on an optional basis, a “Section 125” Flexible Spending Account for Dependent Care.

14.8 For the plans listed within this article, dependent coverage shall include domestic partners only for those covered as of June 2018. The term domestic partner shall be deemed to include the following:

A covered person’s domestic partner of the same sex who has executed an affidavit in accordance with this provision.

14.9 If a plan is chosen that requires the “Cadillac Tax” to be in effect, the employee must choose a less costly plan that does not exceed the tax threshold.

14.10 For those employees who are enrolled in Medicare and are covered under one of the High Deductible Health Plans (HDHP), because no further contributions may be made to a Health Savings Account (HAS), the contracted money to cover the deductible will be deposited into his/her account and is taxable.

ARTICLE 14 15

RELATED BENEFITS – LIFE INSURANCE

15.1 Each administrator may choose one of the following two options for term life insurance.

(a) The Board shall pay the premium necessary to provide a member of the Association with term life insurance in the amount of three and one-half (3.5) times the approved salary.

(b) The Board shall pay the premium necessary to provide a member of the Association with \$50,000 of term life insurance, plus an annual payment of \$900 in lieu of the additional term life insurance.

ARTICLE 15 16

LONG-TERM DISABILITY INSURANCE

16.1 The Board of Education will pay one hundred percent (100%) of the cost of the current long-term disability insurance.

ARTICLE 16 17

REDUCTION IN FORCE

If it is necessary to reduce the administrative staff, it shall be on the basis of length of administrative service within a titled position (secondary principal, elementary principal, secondary assistant principal, elementary assistant principal, special education supervisors, and a director in each of the disciplines per titled position) within the Glastonbury Public School System and certification.

In order to promote an orderly reduction in the administrative personnel, the following procedure will be used:

17.1 Any administrator relieved of his/her duties because of reduction of staff shall be offered an administrative opening for which he/she is certified and qualified as determined by the superintendent.

17.2 It is understood that in the event an administrative position is abolished, the Board of Education shall offer the administrator a vacant administrative position, if one exists, for which he/she is certified and qualified as determined by the superintendent.

17.3 If an administrator is relieved of his/her duties because of a reduction in staff or abolishment of position and does not qualify for another administrative position under this program, he/she will be offered a teaching position for which he/she is certified with full credit for his/her length of service with the Board as an administrator.

17.4 In the event an administrator is displaced to an administrative classification or to a teaching position with a salary lower than that which the displaced administrator previously earned, such administrator's salary shall not be reduced for the first two (2) years of the new assignment. From that point on, the administrator shall be compensated according to the salary schedule governing his/her position.

Section 17.4 will not apply for administrators hired for the school year 1995-96 or later.

17.5 Any administrator whose position has been eliminated will be placed on an administrative recall list for two years. If a vacancy occurs for which said administrator is certified and qualified as determined by the superintendent, he/she will be offered said position.

ARTICLE 18

ANNOUNCEMENT OF RETIREMENT

18.1 Administrators planning to retire at the end of the current year shall notify the Superintendent, in writing, on or before January 1st of the school year. The administrator shall receive a stipend of \$4,000. Such payment will be made during the month of July immediately following his/her retirement.

18.2 In order to qualify for this benefit, an administrator must qualify for any of the plans offered by the state Teachers' Retirement System. He/she will be required to provide documentation that he/she is receiving benefits.

18.3 Any administrator who elects to continue in an administrative role with the Glastonbury Public Schools while retired is ineligible for any benefits outlined in Article 17.1 until he/she permanently ends his/her employment with the Glastonbury Public Schools.

ARTICLE 19

CRIMINAL PROCEEDINGS INDEMNIFICATION

If criminal proceedings are brought against an administrator alleging an assault while acting in the scope of his employment, such administrator may request the Board to furnish legal counsel to defend him in such proceedings. If the Board does not provide such counsel, and the administrator prevails (including a nolle or dismissal) in the proceedings, then the Board shall reimburse the administrator a reasonable attorney's fee in defending the proceeding. The Board shall have no obligation under this paragraph if the administrator is convicted following a trial or the entering of a plea to the initial charge or a related charge.

ARTICLE 20

DURATION OF AGREEMENT

The provisions of this Agreement shall be effective as of July 1, 2018 ~~2022~~ and shall continue and remain in force and effect through June 30, ~~2022~~ ~~2026~~.

For the
Glastonbury Board of Education
Association

For the
Glastonbury School Administrators'

By _____
Dr. Douglas Foyle, Chairperson

By _____
Rebecca Comenale, President

Date: _____

Date: _____

APPENDIX A

ADMINISTRATOR CATEGORY 1 SCHEDULE

~~2018-2019~~ 2022-2023

Category 1A - Special Education Supervisors/~~Elementary Assistant Principals and Supervisor of Secondary English/Library Media~~ will be 207 Work Days
(194 work days plus 13 paid holidays)

Category 1B and 1C- 225 Work Days and 35 Annual Leave Days Per Year

STEP	1A	1B	1C
1	\$112,136	\$130,996	\$134,318
2	\$115,706	\$135,177	\$138,629
3	\$119,276	\$139,355	\$142,944
4	\$122,845	\$143,533	\$147,255
5	\$126,413	\$147,713	\$151,571
6	\$129,982	\$151,892	\$155,884
7	\$144,836	\$168,936	\$173,404

~~2019-2020~~ 2023-2024

Category 1A - Special Education Supervisors/ ~~Elementary Assistant Principals and Supervisor of Secondary English/Library Media~~ will be 207 Work Days
(194 work days plus 13 paid holidays)

Category 1B and 1C- 225 Work Days and 35 Annual Leave Days Per Year

STEP	1A	1B	1C
1	\$114,378	\$133,616	\$137,004
2	\$118,020	\$137,881	\$141,402
3	\$121,661	\$142,142	\$145,803
4	\$125,302	\$146,404	\$150,200
5	\$128,941	\$150,667	\$154,602
6	\$132,581	\$154,930	\$159,002
7	\$147,733	\$172,315	\$176,872

~~2020-2021~~ 2024-2025

Category 1A - Special Education Supervisors/ ~~Elementary Assistant Principals and Supervisor of Secondary English/Library Media~~ will be 207 Work Days
(194 work days plus 13 paid holidays)

Category 1B and 1C- 225 Work Days and 35 Annual Leave Days Per Year

STEP	1A	1B	1C
1	\$116,666	\$136,288	\$139,744
2	\$120,380	\$140,638	\$144,230
3	\$124,094	\$144,985	\$148,719
4	\$127,808	\$149,332	\$153,204
5	\$131,520	\$153,680	\$157,694
6	\$135,233	\$158,028	\$162,182
7	\$150,687	\$175,761	\$180,409

APPENDIX A - ADMINISTRATOR CATEGORY 1 SCHEDULE (Continued)

~~2021-2022~~ **2025-2026**

Category 1A - Special Education Supervisors/ **Elementary Assistant Principals and Supervisor of Secondary English/Library Media** will be 207 Work Days
(194 work days plus 13 paid holidays)

Category 1B and 1C- 225 Work Days and 35 Annual Leave Days Per Year

STEP	1A	1B	1C
1	\$118,999	\$139,014	\$142,539
2	\$122,788	\$143,451	\$147,115
3	\$126,576	\$147,885	\$151,693
4	\$130,364	\$152,319	\$156,268
5	\$134,150	\$156,754	\$160,848
6	\$137,938	\$161,189	\$165,425
7	\$153,701	\$179,276	\$184,017

CATEGORY 1

Category 1A:
Special Education Supervisors/ Elementary Assistant Principals and Supervisor of Secondary English/Library Media
Category 1B:
Directors of: Art, , Foreign World Language/ELL, Health and Physical Education, History and Social Sciences, Language Arts/Reading, Mathematics, Music, School Counseling, Science, and Career and Technical Education.
Category 1C: Elementary Principals, Director of Special Education.

Administrators holding a Doctorate degree will receive a stipend of \$4,000 over base salary per year.

APPENDIX B

ADMINISTRATOR CATEGORY 2 SCHEDULE 202-2023

~~2018-2019~~ **2022-2023**

232-237 Work Days and 23-28 Annual Leave Days Per Year

STEP	2A	2B	2C
1	\$134,679	\$144,727	\$153,314
2	\$138,991	\$149,193	\$157,782
3	\$143,303	\$153,662	\$162,255
4	\$147,614	\$158,129	\$166,726
5	\$151,930	\$162,598	\$171,197
6	\$156,243	\$167,065	\$175,666
7	\$173,712	\$185,674	\$195,054

~~2019-2020~~ **2023-2024**

232-237 Work Days and 23-28 Annual Leave Days Per Year

STEP	2A	2B	2C
1	\$137,373	\$147,621	\$156,380
2	\$141,771	\$152,177	\$160,937
3	\$146,169	\$156,735	\$165,501
4	\$150,566	\$161,291	\$170,061
5	\$154,969	\$165,850	\$174,621
6	\$159,368	\$170,406	\$179,180
7	\$177,186	\$189,387	\$198,955

~~2020-2021~~ **2024-2025**

232-237 Work Days and 23-28 Annual Leave Days Per Year

STEP	2A	2B	2C
1	\$140,120	\$150,574	\$159,508
2	\$144,608	\$155,221	\$164,156
3	\$149,092	\$159,870	\$168,811
4	\$153,578	\$164,517	\$173,462
5	\$158,068	\$169,167	\$178,113
6	\$162,555	\$173,814	\$182,763
7	\$180,730	\$193,175	\$202,934

APPENDIX B - ADMINISTRATOR CATEGORY 2 SCHEDULE (Continued)

~~2021-2022~~ **2025-2026**

232-237 Work Days and 23-28 Annual Leave Days Per Year

STEP	2A	2B	2C
1	\$142,922	\$153,585	\$162,698
2	\$147,498	\$158,325	\$167,439
3	\$152,074	\$163,067	\$172,187
4	\$156,649	\$167,807	\$176,931
5	\$161,229	\$172,551	\$181,675
6	\$165,806	\$177,290	\$186,419
7	\$184,345	\$197,038	\$206,992

CATEGORY 2

Personnel in Category 2 have twenty-three (23) annual leave days plus one (1) additional annual leave days for each year of completed service beginning the second year of employment, up to a maximum of five (5) days after six (6) years of service.

Category 2A:	Middle School Assistant Principal
	High School Assistant Principal
Category 2B:	Middle School Principal
Category 2C:	High School Principal

Administrators holding a Doctorate degree will receive a stipend of \$4,000 over base salary per year.
--

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

Title of Report: Healthy Food Certification Standard (Section 10-215f of the Connecticut General Statutes)

Board Meeting Date: May 24, 2021

Action: X Report: Information: Discussion:

Overview: The Glastonbury Board of Education accepted the Connecticut Nutrition Standards, Healthy Food Certification (HFC) in 2006. This is our fifteenth year participating in the program. Effective July 1, 2015, the Nutrition Standards for foods allowed to be sold under this program changed. The revised standards emphasize three main criteria. Foods sold must meet at least one of the following: be whole grain-rich; have a fruit, vegetable, or dairy/protein as the first ingredient; be a combination food (food item that contains at least ¼ cup of fruit or vegetable). The nutrition standards continue to emphasize portion control and have set limits on calories, fat, trans fat, sugar, and sodium found in foods.

HFC pertains to all foods sold to students separately from reimbursable school meals. The regulations overlap with the regular menu. For example, if a student chooses an entrée alone that is not offered as part of a reimbursable meal, this entrée would be subject to the HFC regulations.

HFC requirements apply to all food sales on school grounds including cafeterias, school stores, and vending machines. Vending machines that are in staff work areas and not accessible to students are not covered under HFC.

In addition, non-approved foods and beverages continue to be sold at events (e.g. sporting events, school plays, and community use events). Items sold at these events are not subject to meet the HFC requirements as long as they are sold 30 minutes after the end of the school day. Also, community groups such as Friends of Music continue to sell candy as part of their fund-raising activities.

We have received \$38,256 this year for participation in this program. It is unclear how funding for this program will be calculated going forward as it is based on previous years' meal sales. The USDA may allow the use of the meal counts from our last regular year prior to the impact caused by the pandemic which would be the 2018-19 school year.

We recommend that we continue to participate in this program during the 2021-22 school year.

Submitted By: Jessica D'Agnese

Reviewed By: Alan Bookman

BOARD OF EDUCATION REGULAR MEETING

May 10, 2021 7:00 PM

BOARD OF EDUCATION MEETING

ONLINE-ZOOM

Attendance Taken at 7:02 PM:

Present Board Members:

Mrs. Rosemary Coggeshall

Mrs. Alison Couture

Dr. Douglas Foyle

Mr. Ray McFall

Mr. David Peniston, Jr.

Mr. Matthew Saunig

Mrs. Julie Thompson

Mr. Evan Seretan

Also Present: Alan B. Bookman, Superintendent
Matthew Dunbar, Assistant Superintendent
Cheri Burke, Assistant Superintendent

1. Call to Order

Dr. Foyle called the meeting to order at 7:02 pm, followed by the Pledge of Allegiance.

2. Pledge of Allegiance

3. Awards and Recognition

3.a. Dr. Tonya Claiborne-Director of Equity, Diversity, and Inclusion

3.b. Glastonbury Public Schools Retirees

A slideshow presentation was shown for the Board recognizing staff members retiring this year:

Mary Andrea, Diane Biondello, Renee Davis, Virginia Edman, Janice Eklund, Judith Fitzgerald, Patricia Lignelli, Kathleen Murphy, Toussaint Olivetti, Theresa Romano, Thomas Zelek.

4. Student Representatives' Report

4.a. Ben Wilkinson, Class of 2022

4.b. Jade Wong, Class of 2023

Student representative Ben Wilkinson updated the Board on events at GHS.

5. Special Reports

5.a. Equity and Social Justice Update

David Peniston provided an update for the Board of the Equity and Social Justice committee meeting on March 31, 2021. The next meeting will be held on May 26, 2021. Mr. Peniston also provided information from the Racial Justice and Equity Commission (Town commission).

5.b. School Operations Update

Dr. Foyle highlighted for the Board public comment regarding school operations. Dr. Bookman provided an update on school operations for the Board. Enrollment continues to be monitored for grade 3 at Hebron Avenue School. A recommendation for an additional section of grade 3 will be made if deemed appropriate. Remote learning for 2021-2022 is still in the planning stages. It is likely that safety protocols will continue into next school year.

6. Business Requiring Action

6.a. Staff Resignations (consent)

6.a.1. Mary Andrea

6.a.2. Renee Davis

6.a.3. Virginia Edman

6.a.4. Judith Fitzgerald

6.a.5. Patricia Lignelli

6.a.6. Kathleen Murphy

6.a.7. Theresa Romano

Motion Passed: Board accepts the resignation of Mary Andrea, Renee Davis, Virginia Edman, Judith Fitzgerald, Patricia Lignelli, Kathleen Murphy, and Theresa Romano passed with a motion by Mrs. Julie Thompson and a second by Mrs. Rosemary Coggeshall.

Mrs. Rosemary Coggeshall	Yes
Mrs. Alison Couture	Yes
Dr. Douglas Foyle	Yes
Mr. Ray McFall	Yes
Mr. David Peniston, Jr.	Yes
Mr. Matthew Saunig	Yes
Mrs. Julie Thompson	Yes
Mr. Evan Seretan	Yes

6.b. Approval of May Revisions to the Approved 2020-2021 Board of Education Budget

The Budget Committee met to review these revisions on May 5, 2021. Mrs. Thompson provided an overview for the Board of this meeting. Dr. Bookman provided an overview of these budget revisions for the Board.

Motion Passed: Board approves the May Budget Revision to the Approved 2020-2021 Board of Education Budget passed with a motion by Mrs. Julie Thompson and a second by Mrs. Rosemary Coggeshall.

Mrs. Rosemary Coggeshall	Yes
Mrs. Alison Couture	Yes
Dr. Douglas Foyle	Yes
Mr. Ray McFall	Yes
Mr. David Peniston, Jr.	Yes
Mr. Matthew Saunig	Yes
Mrs. Julie Thompson	Yes
Mr. Evan Seretan	Yes

6.c. Approval of IDEA B Grant 2021-2023

Matt Dunbar provided an overview of this grant application for the Board.

Motion Passed: Board approves the IDEA B Grant 2021-2023 passed with a motion by Mrs. Julie Thompson and a second by Mrs. Rosemary Coggeshall.

Mrs. Rosemary Coggeshall	Yes
Mrs. Alison Couture	Yes
Dr. Douglas Foyle	Yes
Mr. Ray McFall	Yes
Mr. David Peniston, Jr.	Yes
Mr. Matthew Saunig	Yes
Mrs. Julie Thompson	Yes
Mr. Evan Seretan	Yes

6.d. Approval of 2020-2021 Open Choice Expenditure

Dr. Bookman provided an overview of this motion for the Board.

Motion Passed: Board approves the 2020-2021 Open Choice Expenditures passed with a motion by Mrs. Julie Thompson and a second by Mrs. Rosemary Coggeshall.

Mrs. Rosemary Coggeshall	Yes
Mrs. Alison Couture	Yes
Dr. Douglas Foyle	Yes
Mr. Ray McFall	Yes
Mr. David Peniston, Jr.	Yes
Mr. Matthew Saunig	Yes
Mrs. Julie Thompson	Yes
Mr. Evan Seretan	Yes

7. Reports and Discussion

7.a. Spring Professional Development

Cheri Burke, Assistant Superintendent, provided an overview of Spring Professional Development for the Board.

7.b. Glastonbury Education Foundation

Mrs. Thompson provided information about the Bill Landers 5K Run on June 12, 2021. There are opportunities to participate both in-person and on-line.

8. Approval of Minutes

8.a. Meeting Minutes of April 26, 2021

Motion Passed: Motion to approve the minutes of April 26, 2021 passed with a motion by Mrs. Julie Thompson and a second by Mrs. Rosemary Coggeshall.

Mrs. Rosemary Coggeshall	Yes
Mrs. Alison Couture	Yes

Dr. Douglas Foyle	Yes
Mr. Ray McFall	Yes
Mr. David Peniston, Jr.	Yes
Mr. Matthew Saunig	Yes
Mrs. Julie Thompson	Yes
Mr. Evan Seretan	Yes

9. Committee Reports

10. Chairman's Report

10.a. Public Comment

10.b. Glastonbury Board of Education Letter Regarding Teacher Appreciation Week

Dr. Foyle provided his Chairman's report for the Board. In-person Board meetings will resume in Town Hall chambers at the next meeting on May 24, 2021.

11. Superintendent's Report

11.a. School Enrollment Report, May 3, 2021

11.b. Suspension Report, April, 2021

11.c. Dates to Remember

Dr. Bookman provided his Superintendent's report for the Board. Social distancing measures will be in place for the in-person meetings in Town Hall chambers.

The bus and van driver appreciation breakfast will be held on May 26, 2021 at 9:00 am at the busyard.

12. Adjournment

The meeting adjourned at 8:39 pm.

Motion Passed: Motion to adjourn the meeting passed with a motion by Mrs. Julie Thompson and a second by Mrs. Rosemary Coggeshall.

Mrs. Rosemary Coggeshall	Yes
Mrs. Alison Couture	Yes
Dr. Douglas Foyle	Yes
Mr. Ray McFall	Yes
Mr. David Peniston, Jr.	Yes
Mr. Matthew Saunig	Yes
Mrs. Julie Thompson	Yes
Mr. Evan Seretan	Yes

12.a. Please note: It is possible that the Board of Education may go into Executive Session

Respectfully Submitted,

Rosemary Coggeshall, Secretary

Approved:

TOWN OF GLASTONBURY**MEMORANDUM****DEPARTMENT OF ADMINISTRATIVE SERVICES****FINANCIAL ADMINISTRATION**

TO: Board of Finance
Richard J. Johnson, Town Manager

FROM: *JBT* Julie Twilley, Director of Finance & Administrative Services

DATE: May 11, 2021

SUBJECT: Self Insurance Reserve Update April 2021

The attached report summarizes the Self Insurance Reserve fund through April 30, 2021. The total reserve is \$14,247,532 allocated \$2,113,573 and \$12,133,959 between Town and Board of Education, respectively. As of April the fund is experiencing a \$4,506,083 gain for the fiscal year.

There are 16 large loss claims which are defined as any claims that exceed \$50,000. BOE has 10 while the Town has 6 large loss claims. There are 3, one for BOE and two for the Town that have exceeded the individual Stop Loss limit. The Individual Stop Loss limit is \$200,000 for BOE and \$150,000 for the Town.

Enc.

cc: Dr. Alan Bookman, Superintendent
Karen Bonfiglio, Business Manager
Rose Brown, Human Resources Manager

SELF INSURANCE RESERVE FUND

YTD Balances As of: April 30, 2021

	Town	Education	Total
Contributions			
Employer	4,018,685	\$12,818,389	\$16,837,074
Employee	1,095,595	2,418,312	3,513,906
Stop Loss Reimbursement	31,657	33,689	65,346
Total Revenues	\$5,145,936	\$15,270,390	\$20,416,327
Expenditures			
Anthem			
ASO Fees	\$90,811	\$272,637	\$363,448
Claims	2,641,882	7,961,584	10,603,465
	\$2,732,692	\$8,234,221	\$10,966,914
CTCare			
ASO Fees	\$3,582	\$40,350	\$43,932
Claims	552,933	2,321,659	2,874,591
	\$556,515	\$2,362,008	\$2,918,523
Delta Dental			
ASO Fees	\$14,464	-	\$14,464
Claims	153,125	-	153,125
	\$167,589	-	\$167,589
Bank Fees/PCORI Fee	\$1,098	\$3,753	\$4,851
CT Prime	468,687	1,293,679	\$1,762,366
OneDigital Consultant Fees	18,000	72,000	90,000
	\$487,785	\$1,369,432	\$1,857,217
Total Expenditures	\$3,944,582	\$11,965,662	\$15,910,244
Current Year Revenues Less Expenses	\$1,201,355	\$3,304,728	\$4,506,083
Reserve July 1, 2020	\$912,218	\$8,829,231	\$9,741,449
Reserve at end of month	\$2,113,573	\$12,133,959	\$14,247,532

	Town		BOE		Total
Reserve at end of month	\$ 2,113,573	\$	12,133,959	\$	14,247,532
Recommended Minimum Reserve	\$ 1,286,153	\$	4,533,986	\$	5,820,139
Variance Over/(Under) Reserved	\$ 827,420	\$	7,599,973	\$	8,427,393

Glastonbury Public Schools Cumulative Summary of Suspensions

School: Glastonbury High School

School Year: 2020-2021

Reason	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
A. Alcohol Possession/Use/ Sale/Distribution/Manufacture											
B. Drugs Possession/Use/ Sale/Distribution/Manufacture											
C. Vandalism											
D. Fighting /Altercation								2			
E. Physical Attack on Student											
F. Physical Attack on Staff											
G. Threatening/Bullying											
H. Insubordination											
I. Cutting/Skipping Class											
J. Profanity											
K. Tardiness											
L. Harassment			1					1			
M. Weapon-Possession/Use											
N. Tobacco Possession/Use/ Sale/Distribution		1				1					
O. Theft											
P. Interference with school Safety/ Order/Discipline			1								
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention											

1. Total Number of Suspensions by Month		1	2	0	0	1	0	3	0			
In-School		1	1	0	0	1	0	3	0			
Out-of-School		0	1	0	0	0	0	0	0			
2. No. of 1 Day Suspensions		0	0	0	0	0	0	0	0			
3. No. of 2-4 Day Suspensions		1	2	0	0	1	0	3	0			
4. No. of 5-10 Day Suspensions		0	0	0	0	0	0	0	0			
5. * No. of Different Students Suspended for the Month		1	3	0	0	1	0	3	0			
6. * No. of Different Students Suspended this Year (Cumulative)		1	3	0	0	4	0	7	0			
7. * No. of Different Students Suspended More than Once this Month		0	0	0	0	0	0	0	0			
8. * No. of Students Suspended More than Once this Year (Cumulative)		0	0	0	0	0	0	0	0			

The building administrator reviews suspension notices. Copies of all suspension notices detailing the problem and the consequences are sent to the Superintendent. This information is reviewed in compliance with special education legislation and may result in a student's program being modified by a school team when appropriate.

5. No student is counted more than once per month.
6. No student is counted more than once during the school year. This number is cumulative.
7. Only students who have been suspended on more than one occasion this month are included.
8. This is a cumulative number and represents the number of students suspended more than once during this school year.

Glastonbury Public Schools Cumulative Summary of Suspensions

School: Smith Middle School

School Year: 2020-2021

Reason	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
A. Alcohol Possession/Use/ Sale/Distribution/Manufacture											
B. Drugs Possession/Use/ Sale/Distribution/Manufacture											
C. Vandalism											
D. Fighting / Altercation											
E. Physical Attack on Student											
F. Physical Attack on Staff											
G. Threatening/Bullying											
H. Insubordination											
I. Cutting/Skipping Class											
J. Profanity											
K. Tardiness											
L. Harassment											
M. Weapon-Possession/Use											
N. Tobacco Possession/Use/ Sale/Distribution											
O. Theft											
P. Interference with school Safety/ Order/Discipline									2		
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention											

1. Total Number of Suspensions by Month	0	0	0	0	0	0	0	0	2		
In-School									2		
Out-of-School									0		
2. No. of 1 Day Suspensions									0		
3. No. of 2-4 Day Suspensions									2		
4. No. of 5-10 Day Suspensions									0		
5. * No. of Different Students Suspended for the Month									2		
6. * No. of Different Students Suspended this Year (Cumulative)									2		
7. * No. of Different Students Suspended More than Once this Month									0		
8. * No. of Students Suspended More than Once this Year (Cumulative)									0		

The building administrator reviews suspension notices. Copies of all suspension notices detailing the problem and the consequences are sent to the Superintendent. This information is reviewed in compliance with special education legislation and may result in a student's program being modified by a school team when appropriate.

5. No student is counted more than once per month.
6. No student is counted more than once during the school year. This number is cumulative.
7. Only students who have been suspended on more than one occasion this month are included.
8. This is a cumulative number and represents the number of students suspended more than once during this school year.