



REGULAR BOARD OF EDUCATION MEETING

Monday, March 28, 2022 7:00 PM

Hybrid in Town Council Chambers or use the link below to join the webinar:

<https://glastonburyus-org.zoom.us/j/86906828095?pwd=SWt6dTFOeE14SjBxTU5UWkRvSzVDUT09>
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Webinar ID: 869 0682 8095

Glastonbury Town Hall
2155 Main Street
Glastonbury, CT 06033

1. Call to Order
2. Pledge of Allegiance
3. Awards and Recognition
 - A. Glastonbury High School Girls' Indoor Track and Field 2022 CT Class LL Champions
 - B. Board of Education Members
4. Student Representatives' Report
 - A. Ben Wilkinson, Class of 2022
 - B. Jade Wong, Class of 2023
5. Informal Session for Public Comment
6. Business Requiring Action
 - A. Staff Resignation (consent)
 1. Kristen Apanaschik
 2. Lucien Bouffard
 3. Eileen McIntyre
 4. Coleen Moore
 5. Elizabeth Smith
 6. Martin Walsh
 7. Susan Williams
 - B. Approval of Adjustments to the Approved Board of Education 2022-2023 Budget
 - C. Approval of the ratification of the agreement between the Glastonbury Board of Education and Local #3817, Council #4, AFSCME, AFL-CIO, Glastonbury Part-Time Paraprofessional Union, July 1, 2022-June 30, 2026

- D. Approval of the ratification of the Agreement between the Glastonbury Board of Education and UE Local 222, CILU #27, Custodial/Maintenance and General Service Employees' Union
 - E. Non-Renewal of Long Term Substitutes' and Temporary Teaching Assignments
 - F. Approval of Board of Education Planning Framework 2022-2023
 - G. Approval to Combine the Board of Education Meetings of April 4, 2022, and April 25, 2022, to be held on April 25, 2022, at 7:00PM
 - H. Approval of Glastonbury High School Student Trip to Atlanta, Georgia
 - I. Acceptance of Board of Education Policy #5118.1 (Children of Out of Town Board of Education Employees) for First Reading.
 - J. Acceptance of Board of Education Policy # 3240 (Tuition Fees) for First reading
 - K. Acceptance of Board of Education Policy #4118.11/#4218.11 (Non Discrimination) for First Reading
 - L. Acceptance of Board of Education Policy #6141.2 (Technology and Instruction) for First Reading
- 7. Reports and Discussion
 - A. School Report
 - 1. Hebron Avenue School
 - 2. Gideon Welles School
 - B. Glastonbury Education Foundation
- 8. Approval of Minutes
 - A. Meeting Minutes of March 14, 2022
- 9. Committee Reports
- 10. Chairman's Reports
- 11. Superintendent's Report
 - A. Student Suspension Report, February, 2022
 - B. Dates to Remember
- 12. Adjournment
 - A. Please note: It is possible that the Board of Education may go into Executive Session

Timestamp	Your Full Name	Your STREET Address	Your Comment to be attached to the agenda of the next Glastonbury Board of Education meeting. NOTE: This field accepts up to 2500 characters. Please submit a second response to this form if you require additional text.
3/28/2022 10:07:44	Heather Simon	807 Main St	<p>Good evening. So glad to see the meetings return to in-person. I look forward to attending soon. I have a comment and questions about upcoming changes. It's been brought to my attention that there is a new curriculum being introduced in January called Whole Child. I am guessing this is news to many parents. Based on the buzz phrase "social emotional learning", whole child has many appealing elements but overall feels like another overstep for school systems. We just got our children out of masks and now I'm worried about who will be speaking to them about sex and gender. To quote the article I read on Whole Child, "Sex, gender, nutrition, finances are subjects usually left to parents, but not all parents fulfill this role. There are kids in every school district that don't get this kind of parenting at home. So, school districts are saying we will be the parents."</p> <p>As a parent, I'm respectfully saying that that is not and will never be the schools job. A financial literacy course at the high school level or nutrition education would be incredible. But when you begin to talk about sex or gender identity to kindergartners, you've crossed a line. I will never be against a population of students or people. I'm simply against any teacher regardless of sex, sexual orientation, and identity making MY decision to talk about sex and gender identity to my young children. Educators need to stay in their lane and allow me space in mine. Furthermore, much of this is being pushed in the name of inclusion. I have two young children and one thing that I have never had to teach them is to be inclusive. They will accept, include, be kind and curious to just about anyone they meet because that is who children are by birth. Children are inclusive by their very nature. Instead of pushing an agenda in the name of "inclusion" why not focus on what we send our kids to schools for? Why not place the center of our education on academics and work on closing academic gaps brought on my the last two years?</p> <p>So just a few questions for the board,</p> <ol style="list-style-type: none"> 1. Is Whole child in fact being rolled out in Glastonbury Public Schools this January? 2. If yes, what are the Opt Out options for parents? Are their Opt Out options for teachers? 3. What basis is there for this curriculum? Is this evidence based? If yes, where can we find that research? <p>Thank you</p>

Recommendation for Budget Adjustments

- Reduction by Town Council \$300,000
- Eight GHS teaching positions needed more than budgeted \$75,000 x 8 = \$600,000

Total Reduction Needed = \$900,000

4% Reduction to health premiums (-9.3%) \$600,000

Increase Excess Cost Offset \$290,000

Increase Personnel Turnover \$10,000

Recommended Total Reduction \$900,000

Reserve Balance Analysis						
Scenario 1 - Reserve Draw Down Equal to 9.3% Budget Reduction Annually for 6 Years						
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Formula Budget	\$17,344,300	\$17,106,200	\$16,291,100	\$15,514,800	\$14,775,500	\$14,071,500
Applied Budget	\$16,291,600	\$15,515,300	\$14,776,000	\$14,071,900	\$13,401,400	\$12,762,900
Applied Budget Change - \$	(\$1,613,000)	(\$1,590,900)	(\$1,515,100)	(\$1,442,900)	(\$1,374,100)	(\$1,308,600)
Applied Budget Change - %	-9.3%	-9.3%	-9.3%	-9.3%	-9.3%	-9.3%
Beginning Reserve Balance	\$11,100,000	\$9,487,000	\$7,896,100	\$6,381,000	\$4,938,100	\$3,564,000
Reserve Draw Down	(\$1,613,000)	(\$1,590,900)	(\$1,515,100)	(\$1,442,900)	(\$1,374,100)	(\$1,308,600)
Ending Reserve Balance	\$9,487,000	\$7,896,100	\$6,381,000	\$4,938,100	\$3,564,000	\$2,255,400
Ending Reserve % of Total Budget	58.2%	50.9%	43.2%	35.1%	26.6%	17.7%
Ending Reserve Months	7.0	6.1	5.2	4.2	3.2	2.1

Contract Changes
Part Time Paraprofessional Union

4 Year Contract

Article 2.3 - If an employee is asked to substitute for another employee in which their hourly rate is higher, the employee will automatically be paid the higher rate for all hours substituting

Article 5 – Language change to address delayed opening

Article 6 – Holidays - 22-23 add Martin Luther King Day and 25-26 add Labor Day

9.3 Each employee will receive full pay for a maximum of one (1) day for the cause of death in the immediate family. Immediate family shall be defined as mother, father, husband, wife, child, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, legal guardian, grandparents of the employee, siblings of employee's spouse, domestic partner, or any other relatives in the same household. A 2nd day will be granted for the death of a spouse, child or parent. Personal leave shall not be carried over from year to year.

Other minor language changes throughout the contract

Wages

Year One plus .50

Year Two plus .45

Year Three plus .45

Year Four plus .45

AGREEMENT

Between the

GLASTONBURY BOARD OF EDUCATION

And

LOCAL #3817 - COUNCIL #4, AFSCME, AFL-CIO

GLASTONBURY PART-TIME PARAPROFESSIONALS UNION

July 1, ~~2018~~ 2022 - June 30, ~~2022~~ 2026

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AGREEMENT

THIS AGREEMENT IS MADE AND ENTERED INTO on this _____ day of _____, ~~2018~~ 2022, by and between the GLASTONBURY BOARD OF EDUCATION (hereinafter referred to as the “Board”) and LOCAL #3817, COUNCIL #4, AFSCME, AFL-CIO, GLASTONBURY PART TIME 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 employees of the Board in the public school system of the Town of Glastonbury engaged in part-time paraprofessional work scheduled between 15 hours per week and 24 hours per week. 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 7-467-477, as amended 1967, General Statutes of Connecticut.

ARTICLE 2 - WAGES

2.1 Effective July 1, ~~2018~~ 2022 and lasting until June 30, ~~2022-2026~~, all employees shall be paid in accordance with the wage schedule annexed hereto and designated as Exhibit A.

2.2 If an employee in the bargaining unit is involuntarily transferred during the school year to a position with a lower wage rate, his/her higher wage rate will be maintained for the remainder of that school year only.

2.3 If an employee is asked to substitute for another employee in which their hourly rate is higher, the employee will automatically ~~make~~ be paid the higher rate for all hours substituting.

ARTICLE 3 - LONGEVITY

3.1 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 Two Hundred Fifty Dollars (\$250), to be paid in one lump sum in December of each year.

3.2 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 Five Hundred Dollars (\$500), to be paid in one lump sum in December of each year.

3.3 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 Dollars (\$1,000), to be paid in one lump sum in December of each year.

ARTICLE 4 - VACANCIES, TRANSFERS and EMPLOYMENT CONFIRMATION

Vacancies

4.1 The Superintendent of Schools/designee will send an email to union members three (3) days before external candidates are considered. Any interested employee may apply in accordance with specified time limits and application process as provided by the email.

4.2 Assignments and transfers of part-time paraprofessionals will be made by the Superintendent of Schools/designee to best serve the interests of the Glastonbury Public Schools.

Transfers

Voluntary Transfers:

4.3 A part-time paraprofessional may request a transfer to a different school or assignment by submitting such request to the Superintendent of Schools/designee.

Involuntary Transfers:

4.4 When a reduction in the number of part-time paraprofessionals to be assigned to a school or program is necessary:

Volunteers will be considered first.

Transfers will be based upon factors which include experience, training, and skill.

Seniority will be considered only if all other factors are equal.

4.5 Nothing in this document shall be construed to imply tenure of position or location.

4.6 Transfers will be made at the beginning of each school year except when in the opinion of the Superintendent of Schools/designee, an immediate transfer is necessary.

4.7 A report providing all active employees in the union with their title, work location and hire/rehire dates, as well as a list of terminations for that month, will be provided electronically to the President of the Union on a monthly basis from September through June of each school year.

New Employees into Bargaining Unit:

4.8 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.

Employment Confirmation

4.9 Employees will be advised by the end of the school year if their assignment will continue in the next school year. For positions that are district resources (i.e. Special Education Paraprofessional(s)), notification of specific assignments indicating location and hours of work will be made prior to July 31st of each year with the understanding that assignments are based on district needs and are subject to change.

ARTICLE 5 - HOURS OF WORK AND WORK SCHEDULES

5.1. When school is closed ~~or there is a delayed opening~~, due to an emergency situation, including inclement weather, part-time paraprofessionals will be released without loss of pay when teachers are released. ~~When there is a delayed opening, the employee part time paraprofessionals will not lose pay for hours not worked when they report late during their regular scheduled workday. When it affects their regular work hours due to an early release or delayed opening.~~

5.2. When the student to whom the part-time paraprofessional has been assigned is absent from school for all or part of the part-time paraprofessional's regularly scheduled work day, the part-time paraprofessional will be given an opportunity to accept another assignment. The part-time paraprofessional will be paid for those hours if he/she accepts the other assignment. If he/she does not accept the assignment, available paid Personal Leave will be used before any unpaid leave.

ARTICLE 6 - HOLIDAYS

6.1 All employees covered under this agreement will be paid for the following holidays:

- Thanksgiving Day - four (4) hours
- Christmas Day - four (4) hours
- New Year's Day* - four (4) hours
- Memorial Day - four (4) hours
- Good Friday - four (4) hours
- *Martin Luther King Day (4) hours
- **Labor Day

~~*Effective with the 2019/2020 school year.~~ *Effective with 2022/2023 school year

** Effective with 2025/2026 school year

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

ARTICLE 7 - SENIORITY LIST

7.1 The Board shall furnish to the Union, by November 1st of each year, a seniority list showing the length of service of all current part-time paraprofessionals in the bargaining unit. Mistakes shall be brought to the attention of the Superintendent of Schools/designee, within thirty (30) days of delivery of the list.

7.2 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 8 - LAYOFF AND RECALL

Layoff

8.1 A layoff is defined as the involuntary, non-disciplinary separation of an employee from Board service because of lack of work or other economic necessity. No employee shall be laid off except in compliance with this Article in this order:

- a. Temporary employees shall be laid off first
- b. The employee with the least qualifications and the least seniority shall be laid off next

Recall

8.2 Laid-off employees shall be rehired based on qualifications for the position in the reverse order of the layoff and no new employee shall be hired until all qualified laid-off employees have been given an opportunity to return to work. Notification will be made by email and will require a 48-hour response. No response will be an assumption of refusal, and shall result in forfeiture of recall rights. Recall rights will be good until December 1st of the school year following the layoff.

An employee being recalled from a layoff shall return to the same salary step of employment he/she would have been at if he/she had not been laid off provided that he/she had been at that previous step for a minimum of (6) months prior to the layoff.

A laid-off employee shall maintain his/her years of service for the purpose of longevity, however, no additional longevity time shall be accrued during layoff.

The RECALL LIST shall be administered in the following sequence to offer positions to Groups A, B & C employees:

Position available in Group A: a Group A employee (lateral) must accept it or fall off the recall list, a Group B & C employee does not have to accept a downgrade to Group A and remains on the list.

Position available in Group B: a Group B employee (lateral) must accept it or fall off the recall list; a Group A employee does not have to accept an upgrade to Group B & C and remains on the list.

Position available in Group C: a Group C employee (lateral) must accept it or fall off the recall list, a Group C employee does not have to accept a downgrade to Group A & B and remains on the list.

ARTICLE 9 - LEAVE

Paid Leave

9.1 After completion of one complete year of service calculated from the employee's seniority date in the contract, all part-time paraprofessionals covered under this agreement will be entitled, on an annual basis, to twenty (20) hours of paid leave, non-cumulative, for reasons of illness or personal business. Newly eligible employees will be pro-rated during their first school year of eligibility.

9.2 All requests for personal reasons must be approved by the employee's immediate supervisor at least five (5) workdays prior to the absence, except in emergency situations or funerals.

9.3 Each employee will receive full pay for a maximum of one (1) day ~~in any school year~~ for the cause of death in the immediate family. Immediate family shall be defined as mother, father, husband, wife, child, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, legal guardian, grandparents of the employee, siblings of employee's spouse, domestic partner, or any other relatives in the same household. A 2nd day will be granted for the death of a spouse, child or parent. Personal leave shall not be carried over from year to year.

Unpaid Leave

~~9.3~~ 9.4 After completion of one complete year of service calculated from the employee's seniority date in the contract, leaves of absence without pay may be granted by the Superintendent of Schools/designee for a limited, definite period not to exceed one school year.

ARTICLE 10 - 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 pursuant to the Connecticut Workers' Compensation Act Rules and Regulations.

ARTICLE 11 - JURY DUTY

Any employee required to report for jury duty on a scheduled work day shall receive full pay from the Board, minus any pay received for jury duty, during the first five (5) days of that jury duty assignment. An employee notified to report for jury duty shall notify her/his supervisor as soon as possible following receipt of such notice.

ARTICLE 12 - GRIEVANCE PROCEDURE

12.1 Purpose: The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems of part-time paraprofessionals. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure. It is understood by and between the parties that the grievance procedure should be applied as quickly as possible, with as few steps as possible.

12.2 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 part-time paraprofessional.

12.3 Procedure: It is important that grievances or disputes be processed as rapidly as possible. The time limits specified may be extended by mutual agreement.

A. Informal

Formal grievance procedure can begin only after the employee has first attempted to resolve his/her dissatisfaction with his/her supervisor on an informal basis. If there is no resolution during the informal level, the employee must submit the written formal grievance within fifteen (15) workdays of the incident upon which the grievance is based.

B. Level One - ~~Human Resources Manager~~ Business Manager or Designee

1. Employee presents a written statement of the grievance to the ~~Human Resources~~ Business Manager or designee within fifteen (15) workdays of the event giving rise to the grievance.

2. ~~Human Resources Manager~~ **Business Manager** or designee gives a written decision to the employee with the reasons therefore within five (5) workdays of receipt of the statement of B.1.

C. Level Two - Superintendent of Schools/Designee

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

D. Level Three - Board of Education or Designee

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

E. 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 13 - UNION MEDIATION & ARBITRATION

13.1 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 17 12 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 of Schools/designee with due notification that such representatives will be absent for participation in any mediation session.

13.2 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 14 - MANAGEMENT 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 10-220 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 15 - UNION SECURITY & DUES DEDUCTIONS

15.1 All employees covered by this Agreement, ~~may 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 case law and statutes.

15.2 The employer agrees to deduct from the pay of its employees who have signed an authorization card such membership dues or **voluntary** 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.

15.3 The deduction shall be made **weekly/biweekly** ~~twice a month~~ on regular pay dates as determined by the ~~Finance~~ **Business** Manager and shall be ~~remitted~~ **mailed or electronically delivered** to **AFCME 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~~ on a ~~weekly/biweekly/monthly~~ **weekly/biweekly** basis.

15.4 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.

15.5 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 16 - JOB CLASSIFICATIONS

Each employee upon assignment, 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.

ARTICLE 17 - RECLASSIFICATIONS

17.1 An employee may submit a request for reclassification on a form supplied by ~~Human Resources~~ **Business Manager**. Such request will be limited to one per school year and must be submitted between April 1st and May 1st.

17.2 The ~~Human Resources Manager~~ **Business Manager** shall notify the employee and the President of Local #3817 of the reclassification decision.

17.3 The decision for reclassification may be appealed by the employee to the Superintendent of Schools/designee.

ARTICLE 18 - 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 there of which it may approve.

ARTICLE 19 - DISCIPLINE

19.1 No employee shall be disciplined without just cause.

19.2 Disciplinary actions shall generally follow the following order:

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

19.3 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 20 - STAFF TRAINING

The Board of Education recognizes the importance of training for the part-time paraprofessional staff. In-Service opportunities will be provided on a regular basis as needed.

ARTICLE 21 - PERSONNEL RECORDS

21.1 Employee personnel files shall be defined in accordance with Section 31-128 of the Connecticut General Statutes, which defines a personnel file as paper, documents and reports, including electronic mail and facsimiles, pertaining to a particular employee's eligibility for employment, additional compensation, transfer, termination, disciplinary or other adverse personnel actions including employee reports relating to such employee's character, credit and work habits.

21.2 An employee covered by this Agreement shall at his/her request be allowed to review his or her personnel file. Such personnel file shall be kept at Central Office.

21.3 No performance evaluations or discipline documentation shall be placed in an employee's file unless the employee has had the opportunity to read, respond to and retain a copy.

21.4 If there is a disagreement with any information in a personnel record, the Board and the Union may mutually agree to remove or correct it. If agreement is not reached, the employee may submit a written statement explaining his/her disagreement. This statement must be retained in the personnel record.

ARTICLE 22 - NEGOTIATIONS OVER SUCCESSOR AGREEMENT

Not later than one hundred and twenty (120) 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.

ARTICLE 23 - DURATION

The provisions of this Agreement shall be effective July 1, ~~2018~~ 2022, and shall continue and remain in full force and effect up to and including June 30, ~~2022~~ 2026 unless an extension of the Agreement is expressly agreed to in writing by the parties before expiration of the Agreement.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this _____ day of _____, ~~2018~~ 2022,

GLASTONBURY BOARD OF
EDUCATION

LOCAL #3817, COUNCIL #4
AFSCME, AFL-CIO

By _____
Chairman

By _____
President

By _____
Representative, Council #4, AFSCME

EXHIBIT A

WAGE SCHEDULE

Note:

Year One plus .50

Year Two plus .45

Year Three plus .45

Year Four plus .45

A. Copy, Greeters, Library, Lunch/Recess, Office, Science Part-Time Paraprofessionals

	<u>1-2 Years</u>	<u>3-9 Years</u>	<u>10-15 Years</u>	<u>16+ Years</u>				
2018 22 – 2019 23	\$15.08	\$16.58	\$15.68	\$17.23	\$16.07	\$17.64	\$16.48	\$18.07
2019 23 – 2020 24	\$15.38	\$17.03	\$16.00	\$17.68	\$16.40	\$18.09	\$16.81	\$18.52
2020 24 – 2021 25	\$15.69	\$17.48	\$16.32	\$18.13	\$16.72	\$18.54	\$17.14	\$18.97
2021 25 – 2022 26	\$16.08	\$17.93	\$16.73	\$18.58	\$17.14	\$18.99	\$17.57	\$19.42

B. Classroom, Early Literacy Part-Time Paraprofessionals

	<u>1-2 Years</u>	<u>3-9 Years</u>	<u>10-15 Years</u>	<u>16+ Years</u>				
2018 22 – 2019 23	\$15.68	\$17.23	\$16.28	\$17.86	\$16.69	\$18.30	\$17.11	\$18.74
2019 23 – 2020 24	\$16.00	\$17.68	\$16.60	\$18.31	\$17.02	\$18.75	\$17.45	\$19.19
2020 24 – 2021 25	\$16.32	\$18.13	\$16.94	\$18.76	\$17.36	\$19.20	\$17.80	\$19.64
2021 25 - 2022 26	\$16.73	\$18.58	\$17.36	\$19.21	\$17.80	\$19.65	\$18.24	\$20.09

C. Special Education Part-Time Paraprofessionals

	<u>1-2 Years</u>	<u>3-9 Years</u>	<u>10-15 Years</u>	<u>16+ Years</u>				
2018 22 – 2019 23	\$16.53	\$18.40	\$17.13	\$19.03	\$17.82	\$19.76	\$18.52	\$20.51
2019 23 – 2020 24	\$16.87	\$18.85	\$17.47	\$19.48	\$18.17	\$20.21	\$18.89	\$20.96
2020 24 – 2021 25	\$17.46	\$19.30	\$18.08	\$19.93	\$18.79	\$20.66	\$19.52	\$21.41
2021 25 – 2022 26	\$17.90	\$19.75	\$18.53	\$20.38	\$19.26	\$21.11	\$20.01	\$21.86

D. “Grandfathered” Part-Time Paraprofessionals

As of 7/1/18 one part-time office paraprofessional (seniority date 2/12/96) has her hourly wages in effect on June 30, 2009 “red circled” until the schedule of hourly wages paid in classifications reaches \$18.00 per hour.

Contract Changes Custodial/Maintenance & General Service Employees

4 Year Contract

Longevity

Completion of five (5) years \$250.00

Completion of ten (10) years ~~\$500.00~~ \$525.00

Completion of fifteen (15) years ~~\$1,000.00~~ \$1,050.00

Completion of twenty (20) years ~~\$2,000.00~~ \$2,100.00

~~Years of service shall be determined by the anniversary date of employment. The employee shall receive longevity pay for the fiscal year within the year of service shown on the longevity schedule.~~ Any employee, who by July 31st of the school year, has completed the required years of employment with Glastonbury Public Schools under this contract, will receive a longevity payment in accordance with article 6.4

Added Juneteenth Day as a holiday

Earned Days- Each employee who maintains perfect attendance not interrupted by sick leave - ADDED- Family Medical Leave Act leave and workers compensation leave

Insurance Co-Pays – Employee Share increases .50% each year of the contract

Life Insurance – Increased from \$125,000 to \$175,000

Pension – Employee Contribution increases .25% each year of the contract

Wages – Increase 3% each year of contract

Maintainers holding a State of Connecticut Journeyman License stipend increased from five hundred (\$500.00) to one thousand dollars (\$1,000.00) per year.

Other minor language changes throughout the contract

AGREEMENT

BETWEEN

GLASTONBURY BOARD OF EDUCATION

AND

**UE LOCAL 222, CONNECTICUT INDEPENDENT
LABOR UNION LOCAL #27**

**CUSTODIAL/MAINTENANCE AND GENERAL
SERVICE EMPLOYEES' UNION**

July 1, 2018 ~~22~~-June 30, 2022-~~26~~

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PREAMBLE

This Agreement entered into by Glastonbury Board of Education, hereinafter referred to as the Employer or the Board, and Glastonbury Custodial/Maintenance and General Service Employee's Union, UE Local 222, CILU/CIPU, CILU #27 affiliated with the United Electrical, Radio and Machine Workers of America (UE), hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE I

UNION RECOGNITION

- 1.1 For the purposes of this Agreement, the term "Union" shall refer to UE Local 222, CILU/CIPU and its sub local CILU #27 affiliated with the United Electrical, Radio and Machine Workers of America (UE).
- 1.2 The Board recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining on matters of wages, hours and other conditions of employment for all of its custodial, maintenance, mechanics, dispatchers and general service drivers, except seasonal and part-time employees [defined as an employee who regularly works less than twenty (20) hours per week in a position authorized by the Board.]
- 1.3 The Union shall furnish the Board with a list of its officers, executive committee members, stewards and alternate stewards, shall notify the Board of the area of representation of each steward and shall notify the Board as soon as possible in writing of any changes. Such notification shall be sent to the Superintendent. No officer, executive committee member, steward or alternate steward shall be recognized by the Board until such written notification of his/her appointment shall be received by the Board from a duly authorized officer of the Union.

ARTICLE II

BOARD PREROGATIVES

- 2.1 It is recognized that the Board 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 its aspects, including, but not limited to, the following: to maintain all public schools and such other educational activities as in its judgment will best serve the interests of the Town of Glastonbury; to decide the need for school facilities; to determine the care, maintenance and operation of buildings, land, apparatus, and other property used for school purposes; to determine the type of work to be performed; to assign all work to employees or other persons; to determine shift schedules and hours of work; to select, hire and demote employees; including the right to prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Board of

Education, provided such rules and regulations are made known in a reasonable manner to the employees affected by them; to discharge or otherwise discipline any employee for just cause; to promote, transfer and layoff employees; to prepare and submit budgets to the Town and to allocate monies appropriated by the Town for the maintenance of the schools, and to make such transfers of funds within the appropriate budget as it shall deem desirable. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in violation of any of the specific terms and provisions of this Agreement.

ARTICLE III

UNION SECURITY AND DUES DEDUCTION

- 3.1 Every employee covered by this Agreement must, for the life of this Agreement after the grace period described in Section 2 below, satisfy an obligation to the Union as the unit's exclusive bargaining representative. Under this Agreement, employees must choose one of the two ways of satisfying this obligation, as described below. Every employee has the right to make this choice free of interference, restraint, or coercion:
- a. Full Union Membership: The employee chooses to join the Union as a full member, is subject to all rights and duties accorded members, and, as a condition of employment, must pay the full initiation fee (if applicable) and uniform periodic dues charged by the Union.
 - b. Agency Fee Payer: The employee does not become a full member of the Union, and thus is not entitled to the full range of rights and duties of Union membership; further, the employee informs the Union that he/she objects to the Unions spending part of the dues and fees collected under this Agreement for activities not germane to its role as the exclusive bargaining representative; this employee must, as a condition of continued employment, pay the percentage of fees and uniform, periodic dues used for activities germane to the Union's status as the unit's exclusive bargaining representative. The Union must provide this employee with information about its expenditures and this employee may challenge the Union's information.
- 3.2 Each employee covered by this Agreement, who is not a full member of the Union on the effective date of this Agreement (or hire date, if applicable), has the right to a "grace period" of twenty-nine (29) days in which to choose his/her status. Thus:
- a. For all employees who are in the unit and are not full Union members on the effective date of this Agreement (or the Agreement's date of execution, whichever is later), their chosen status, and their obligation to pay dues and fees, shall begin on the thirtieth day after the effective date of this Agreement (or the Agreement's date of execution, whichever is later).
 - b. For all new employees who are hired into the unit during the Agreement's life and are not full Union members on the date of hire, their chosen status, and their obligation to pay dues and fees, shall also begin on the thirtieth day after their date of hire (or the Agreement's date of execution, whichever is later).

- 3.3 Employees in the unit who are full Union members on this Agreement's effective date or, if hired during this Agreement's life, on their date of hire, do not receive the grace period. For these full Union members, their obligation to the Union is continuous and is not affected by this Agreement, although they are free to change their status.
- 3.4 Employees may elect to change their chosen status upon appropriate written notice to the Union once per year in the month of June. Such change will take effect in the first pay period in August.
- 3.5 The Board agrees to deduct from the pay of its employees, who have signed an authorization card, dues or service fees as noted above. Such deductions shall continue for the duration of this Agreement or any extension thereof, but may be discontinued upon the written request of an employee thirty (30) days in advance.
- 3.6 The dues so deducted and forwarded monthly to the Union shall be accompanied by a list of the names of all employees from whose wages such dues deductions have been made **not later than the last day of each month on a weekly/biweekly/monthly basis.**
- 3.7 The duly authorized financial officer of the Union shall certify to the Board the amount to be deducted periodically from the wages of such employees. If the amount so certified is to be changed, the amount to be deducted from the wages of an employee who has authorized deductions shall not be increased or decreased until thirty (30) days after written notice of such change has been received by the Superintendent from the duly authorized financial officer of the Union.
- 3.8 The Union agrees that it will indemnify and save the Board harmless from any and all liability, claim, responsibility, damage or suit which may arise out of any action taken by the Board in accordance with the terms of this Article or in reliance upon the authorization described herein.

ARTICLE IV

SENIORITY

- 4.1 Seniority shall be defined as the employee's total length of continuous service in a bargaining unit position with the Glastonbury Board of Education.
- 4.2 Seniority shall be considered broken and the employee shall forfeit all rights and benefits under this Agreement for such reasons as resignation or separation, discharge, layoff of more than two (2) years, absence for more than one (1) year due to injury or illness, excluding injuries or illnesses arising out of or in the course of employment, authorized leave, military leave, vacation, personal leave, or suspension for one (1) year or more, overstaying a leave of absence and/or taking a leave of absence for the purpose of working at another occupation.
- 4.3 No employee shall attain seniority rights under this Agreement until he/she has been employed continuously in a particular position of the payroll of the Board for a period of ninety (90) days. During such period, he/she shall be on probation and may be terminated by the Board in its sole discretion for any reason whatsoever, and neither the employee nor the Union, on his/her behalf,

shall have recourse to the grievance procedure provisions of this Agreement.

- 4.4 In the event the Board determines that a reduction in force is necessary, employees shall be laid off by seniority within the affected classification, with the least senior employee within such position classification being laid off first. In the event of a layoff, the ~~Human Resources Manager~~ **Business Manager** shall give written notice to the employee and to the Union of any proposed layoff and the reasons therefore not less than five (5) weeks prior to the effective date of such action.
- 4.5 An employee who has been laid off may assume a position according to the following replacement procedure:
- a. May displace the least senior employee in any lower classification in which he previously held a full-time position.
 - b. May displace the least senior employee in any lower classification for which he is qualified.
- 4.6 Laid-off employee(s) shall be recalled in the inverse order of layoff. No new employee shall be hired until all qualified laid-off employee(s) have been given an opportunity to return to work. Laid-off employee(s) shall be retained on a recall list and maintain their seniority status in the classification at the time of layoff for a period not to exceed two (2) years. An employee who refuses or does not respond to a recall shall lose further recall rights. Notice of recall will be sent by certified mail to the employee's last-known mailing address.
- 4.7 The Board shall maintain and furnish the Union President, on an annual basis, by October 1st, a list of employees, by department, showing their length of employment with the Board.
- 4.8 The names and starting dates of new employees **and position changes** shall be sent to the Union President within two weeks of hire or **position change**.

ARTICLE V

VACANCIES, TRANSFERS AND PROMOTIONS

- 5.1 Vacancies All openings for regular bargaining unit positions shall be emailed to employees ten (10) working days, prior to public announcement. Notices shall include position descriptions and statements of qualifications. Qualified bargaining unit members shall be given consideration for vacant positions in accordance with their ability, skill and seniority.
- 5.2 Transfers Employees desiring to apply for position vacancies shall file application in writing with the ~~School Human Resources Manager~~ **Business Manager** within the time limits specified in the notice. Consideration shall be given to internal transfer requests prior to filling the vacancy. Nothing in this document shall be construed to imply tenure of position or location.
- 5.3 Promotions
- a. Opportunities for job(s) at greater pay should be made available to employees on the basis

of their ability, skill and seniority, provided they can fully perform the work, before any person outside the bargaining unit shall be hired for such job. Notwithstanding the above, promotion to foreman may be made by the Board in its discretion without regard to the bargaining unit.

- b. Promotion to head custodian or maintainer will be based on ability, skill and seniority. The Board's decision to promote the head custodian will be final, provided it does not act unreasonably, arbitrarily or without reason in fact. Within five (5) working days of the decision, employees denied a transfer/promotion, shall be notified of the denial and the reasons why. The Business Office will endeavor to fill a transfer/promotion within forty-five (45) days whenever practicable. After sixty (60) days, if the person given the promotion is not working in that position or location he/she will be given the pay for that promotion.

5.4 Each employee, upon appointment or promotion, and thereafter upon request, shall be given a copy of his/her job description.

5.5 Promotion from custodian to head custodian or maintainer shall require a sixty (60) working day probationary period commencing on the date of the promotion. If the employee does not pass the probationary period they will be assigned back to their previous position.

5.56 Any employee who performs the work of a higher classification with the prior approval of the ~~Human Resources Manager~~ Business Manager shall, commencing with the first work day, be paid for such actual work at the rate as provided for such higher classification. In the event that the ~~Human Resources Manager~~ Business Manager is absent from the District, he/she may designate another individual to grant such approval.

ARTICLE VI

SALARIES, HOURS OF WORK AND OVERTIME

6.1 Salaries Effective July 1, 2018 ~~22~~, through June 30, 2022-~~26~~, each full-time employee shall be paid wages pursuant to Appendix A. **Direct Deposit is mandatory for all employees hired after July 1, 2022**

6.2 Hours of Work The regular work schedule for full-time employees covered by this Agreement shall be eight (8) hours per day and forty (40) hours per week Monday through Friday for fifty-two (52) weeks per year.

6.3 Overtime

- a. Time and one-half shall be paid for all hours worked after forty (40) hours in one week. Double time shall be paid for all hours worked on any Sunday.
- b. When an employee is called into work outside his/her regularly scheduled hours of work, he/she shall be compensated for a minimum of three (3) hours at the applicable rate, except

that for Thanksgiving, Christmas, New Year's and Independence Day, the employee shall be compensated a minimum of four (4) hours at the applicable rate.

- c. The Board shall endeavor to distribute overtime among Custodians and Maintenance employees equally within each school and general service employees within each classification. If Custodians regularly assigned to that school are not available, then employees in other schools will be given an opportunity to share in the overtime work.

6.4 Longevity

Effective July 1, 2010, all regular full-time employees shall be entitled to longevity pay in recognition of their length of service in accordance with the following schedule:

Completion of five (5) years	\$250.00
Completion of ten (10) years	\$500.00 \$525.00
Completion of fifteen (15) years	\$1,000.00 \$1,050.00
Completion of twenty (20) years	\$2,000.00 \$2,100.00

- a. ~~Years of service shall be determined by the anniversary date of employment. The employee shall receive longevity pay for the fiscal year within the year of service shown on the longevity schedule.~~ Any employee, who by July 31st of the school year, has completed the required years of employment with Glastonbury Public Schools under this contract, will receive a longevity payment in accordance with article 6.4
- b. Longevity payments will be made during the month of August by separate check. ~~or upon separation from employment, whichever occurs first.~~

ARTICLE VII

HOLIDAYS

7.1 All employees shall receive with pay the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Floating Holiday	Thanksgiving
President's Day	Day after Thanksgiving
Good Friday	Christmas
Memorial Day	Veterans' Day/Floating Holiday [‡]
Juneteenth Day	
Independence Day	

* Employees who are veterans may take Veterans' Day as a holiday so long as adequate staffing levels are maintained.

New Year's Day and Christmas Day shall be celebrated on January 1, and December 25, even if these holidays fall on Saturday or Sunday, for the purpose of the payment of overtime. Otherwise, if a legal holiday falls on a Saturday or Sunday, it shall be considered celebrated on the day off granted in lieu thereof.

- a. Payment for a holiday will be subject to the employee working both the day before and the day after the specified holiday, unless the employee is on approved paid leave.
- b. If a holiday occurs during a paid vacation of any employee, he/she shall be entitled to an additional day with pay.
- c. If Christmas, December 25th or New Year's Day, January 1st is preceded by a workday, employees will only be required to work a half day on such workday.
- d. Subject to meeting the requirements of (a) above, any employee required to work on a holiday specified as a paid holiday shall be paid one and a half times the hourly rate of pay in addition to holiday pay, except that for Thanksgiving, Christmas, New Year's Day, and Independence Day, the employee shall be paid twice the hourly rate in addition to holiday pay. If (a) above has not been satisfied, overtime shall be paid in accordance with Article VI, Salaries, 6.3.
- e. Holidays shall be defined as the twenty-four (24) hour period commencing at midnight before the holiday and ending at midnight on the holiday. Holiday pay shall only be earned for the hours worked on the holiday, regardless of when an employee's shift begins or ends.
- f. Employees shall request use of floating holidays one day in advance.

- 7.2
- a. When a specified holiday falls on a Saturday, the holiday leave shall be granted on the preceding scheduled work day.
 - b. When a specified holiday falls on a Sunday, the holiday leave shall be granted on the next scheduled work day.
 - c. If the preceding scheduled work day or the next scheduled work day is a day when school is in session, the parties shall agree upon a mutual alternate date for said holiday.

ARTICLE VIII

VACATIONS

- 8.1 Twelve (12) month, full-time employees shall earn vacation time as follows:
- a. Each twelve (12) month (52) week, full-time employee is entitled to two (2) weeks vacation with pay after completion of one (1) full year of employment. If the employment is terminated within the first year of employment, the employee will be entitled to one (1) day for each month worked less two (2).
 - b. After five (5) full years of employment as a twelve (12) month, full-time continuous employee, the employee shall be granted three (3) weeks of vacation with pay.
 - c. After ten (10) years of full-time continuous employment, each employee shall earn one (1) additional vacation day for each year completed until a maximum of five (5) weeks annual vacation days are reached.
 - d. Regular part-time employees who work more than twenty (20) hours per week in a position authorized by the Board shall be entitled to a prorated vacation.
- 8.2 Employees shall be permitted to accrue up to fifteen (15) vacation days and shall be so compensated when employment is severed for whatever reason.
- 8.3 Each employee who maintains perfect attendance not interrupted by sick leave, ~~family illness~~ **Family Medical Leave Act (see Appendix B), leave, workers compensation leave**, unauthorized absences or leave of absence without pay during an identified quarter of the year (three (3) months) shall receive one earned day. A maximum of four (4) days can be earned during a year except for employees who have earned maximum sick leave accrual, they shall receive a fifth earned day after four (4) quarters of perfect attendance during a year. Scheduled use of earned days must be approved in advance and earned days may be requested only for any days when school is not in session. An earned day(s) must be used by the end of the summer vacation period following the end of the fiscal year in which it was earned.
- 8.4 No more than ten (10) Custodians, four (4) Maintainers and three (3) Bus Yard employees may take the same vacation day, ~~or floating holiday or personal~~ when school is in session. With respect to the Bus Yard employee group, at least one (1) employee per job category (dispatcher, mechanic, and general service driver), must be available to work on any school day.
- 8.5 Employees shall request the use of vacation days at least one (1) day in advance. For vacation requests of more than three (3) days at a time, employees shall request this vacation at least three (3) days in advance. **For vacation days requested one (1) day in advance, the employee will be required to provide a reason for the requested days and the request will not be granted without approval from the supervisor.**
- 8.6 **Employees must contact their immediate supervisor as soon as possible by phone or text message**

notifying them they will be out on vacation, personal or Floating holiday due to an emergency.

ARTICLE IX

SICK LEAVE

- 9.1 Regular twelve (12) month (52 week) employees may receive full salary when absent because of illness for fifteen (15) working days in each period from July 1 through June 30, and thirty (30) working days at three-quarter (3/4) pay each year. The maximum sick leave which can be earned by any employee is one hundred twenty (120) days at full pay and one hundred eighty (180) days at three-quarters (3/4) pay. During the first year of employment, employees earn three (3) days per month at full pay, to a maximum of fifteen (15) days for the first year. Likewise, partial pay sick leave accrues at the rate of three (3) days per month to a maximum of thirty (30) days for the first year. Payroll deductions for absence due to sick leave will be made on the basis of the number of accrued days. Earned sick leave begins with the first day of employment. Used sick leave each year will be deducted from totals carried over.
- 9.2 The ~~Human Resources Manager~~ **Business Manager** shall grant sick leave to each employee who is incapacitated for duty to the extent that such leave has been accrued. Each employee shall be notified of his/her accumulated sick leave, in Frontline, on October 1st of each year.
- 9.3 In the event of chronic or extended absence due to illness or suspected misuse of sick leave, an employee may be required by the ~~School Human Resources Manager~~ **Business 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.
- 9.4 The Board shall grant a family and medical leave of absence pursuant to ~~Appendix B attached and made part of this Agreement.~~ **In accordance with Federal and State Laws.**
- 9.5 **Employees must contact their immediate supervisor as soon as possible by phone or text message notifying them they will be out sick.**

ARTICLE X

MISCELLANEOUS LEAVE TIME

- 10.1 Personal Leave.
- a. A twelve (12) month employee shall be granted six (6) days of Personal Leave without loss of pay in any school year for absence caused by death in the immediate family, care of ill members of the immediate family, attendance at funerals of the immediate family, or religious days of obligation as required by Church law. The immediate family shall be defined as mother, father, husband, wife, child, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, legal guardian, or any other relatives in the same household. Permission for this leave shall not be unreasonably withheld.
- b. Within the six (6) day limit prescribed above, leave for up to one (1) working day may be

granted by the ~~Human Resources Manager~~ **Business Manager** for attendance at a funeral of a relative or acquaintance not covered in Paragraph 10.1a. Permission for this leave shall not be unreasonably withheld.

- c. 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 he/she notifies the ~~Human Resources Manager~~ **Business Manager** twenty-four (24) hours in advance stating the reason for the requested absence. Granting of permission for this day shall not be reasonably withheld.
- d. **Both personal-personal days may not be taken on days adjacent to the same extended weekend, holiday, or vacation.**

Personal leave days may be used in one-quarter (1/4) day segments. Personal leave shall not be carried over from year to year.

10.2 Jury Leave. Whenever an employee is called for jury duty, the Board shall pay such employee full salary less pay received from court.

10.3 Unpaid Leave. Full-time employees may request a leave of absence, without pay, for up to one (1) year with no loss of seniority or benefits accrued as of the date the leave begins. Such leaves shall be granted at the discretion of the ~~Human Resources Manager~~ **Business Manager**. During such leave an employee shall be permitted to continue group insurance at his/her own cost.

10.4 Injury Leave.

- a. Injury leave as distinguished from sick leave shall mean leave given to an employee due to absence from duty caused by an accident, injury or sickness that occurred while the employee was engaged in the performance of his/her duties.
- b. The Board shall supplement payments due an employee under Workers' Compensation Insurance so that the employee will receive full pay during his/her absence.
- c. In the event of any injury causing temporary disability and absences of less than three (3) days, the employee shall receive his/her regular salary for such periods since payments are not made under Workers' Compensation for such accidents.
- d. All payments on injury leave shall be subject to the same rules and regulations as Workers' Compensation Insurance and shall not be payable if the injury is the result of intoxication or willful misconduct on the part of the employee.
- e. Injury leave shall not be charged to vacation or sick leave accruals.

10.5 Military Leave. Military leave shall be granted up to two (2) working weeks per year for all regular full-time employees who are also members of the National Guard or reserve components of the other military services of the United States when required to serve their annual tour of duty.

During this leave, the employee shall be paid only that portion of his/her regular salary which will, together with the military pay, equal his/her total normal salary for the same pay period. Normal full payroll deductions and Board contributions for insurance purposes shall be made by the Board to cover such periods.

- 10.6 Special Leave. The Board of Education recognizes the importance of continued professional growth for all bargaining unit staff. Employees may be granted special leave with full pay to attend conferences, conventions, courses of study, and/or other forms of professional improvement, all of which will contribute to or increase the knowledge of the employee with regard to the job or position. Attendance must be approved by the ~~Human Resources Manager~~ **Business Manager** or his/her designee.

ARTICLE XI

INSURANCE

- 11.1 Employees may elect individual, employee plus one dependent or family coverage, as appropriate, from the following health insurance policies:

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 unlimited	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, 2010 who enroll in health insurance shall be required to take the HDHP.

To be eligible to receive the benefits set forth in Section 11.1 above, the employee shall annually contribute the following amount for such benefits:

	<u>22-23</u>	<u>23-24</u>	<u>24-25</u>	<u>25-26</u>
a. Century Preferred (PPO):	25%	25.5%	26%	26.5%
b. Blue Care Plus Option I (HMO):	25%	25.5%	26%	26.5%
*c. Anthem (HSA):	15.50%	16%	16.50%	17%

11.1 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	30-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.

To be eligible to receive the benefits set forth in Section 11.1 above, the employee shall annually contribute the following amount for such benefits:

	18-19	19-20	20-21	21-22
a. Century Preferred (PPO):	21.5%	22.5%	23.5%	24.5%
b. Connecticare (HMO):	21.5%	22.5%	23.5%	24.5%
c. Blue Care Plus Option I (HMO):	21.5%	22.5%	23.5%	24.5%
*d. Anthem (HSA):	15%	15%	15%	15%
*e. Connecticare (HSA):	15%	15%	15%	15%

*Employees employed on or after July 1, 2010 shall be required to take one of the two High Deductible plans.

The amount of employee contribution is to be deducted from the first two paychecks of each month.

- 11.2 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~~ **Anthem BCBS** Full-Service ~~Plan Rider for Dental~~ **Plan Care**, including Riders A, B, C and D. Dependent children are eligible for Dental coverage **through the plan year in which they turn the** age of 25.
- 11.3 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 on a monthly basis. Such eligibility for participation by retired employees shall cease when the employee becomes Medicare eligible.
- 11.4 All insurance benefits and services shall be subject to an "or equal" provisions which shall allow the Board to effect whatever economies it may deem appropriate, provided there is no decrease in the benefit or services that is negotiated.
- 11.5
- a. ~~Effective July 1, 2005, the Board will provide each employee with term life insurance in the amount of seventy-five thousand dollars (\$75,000).~~
 - b. ~~Effective July 1, 2007, the Board will provide each employee with term life insurance in the amount of one hundred, twenty five thousand (\$125,000.)~~ **Effective July 1, 2022, the Board will provide each employee with term life insurance in the amount of one hundred, seventy-five thousand (\$175,000.)**
- 11.6 The Town of Glastonbury Retirement Income Plan, a contributory plan, shall be available to each

employee in accordance with its terms and conditions. ~~Effective July 1, 2018, the employee contribution will be 4.75%. Effective July 1, 2019 the employee contribution will be 5.25%; effective July 1, 2020, the employee contribution will be 6%; effective July 1, 2021, the employee contribution will be 6.75%. Effective July 1, 2022, the employee contribution will be 7.0% and go up 0.25% each subsequent year of the contract.~~

- 11.7 Effective January 1, 2006, the Board will provide the same disability insurance as for the administrators and non-contract personnel at no cost to the employees.

ARTICLE XII

DISCIPLINARY PROCEDURE

- 12.1 All disciplinary action must be for just cause, and shall be applied in a fair manner.
- 12.2 Disciplinary actions shall generally follow the following order:
- a. Documented Verbal Warning
 - b. Written Warning
 - c. Suspension and/or Discharge
- 12.3 A written notice of any disciplinary actions shall be provided to the employee with a copy to the Union President no later than seven (7) working days after such action is taken.

ARTICLE XIII

GRIEVANCE PROCEDURE

- 13.1 The purpose of this grievance procedure shall be to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the conditions of employment of employees. All parties agree that these proceedings shall be kept as confidential as is appropriate. Nothing in this contract shall be construed as limiting the right of any employee having a grievance or problem to discuss the matter informally with any appropriate member of the administration or with the Superintendent.
- 13.2 A grievance, for the purpose of the first four steps below, shall be interpreted as a written claim based upon an alleged violation of the application or interpretation by the administration of existing Board policy or provision of this contract as such event or condition may affect the salary or conditions of employment of an employee. Employees are encouraged to participate in any grievance related to discipline of such employee including but not limited to attending meetings related to such grievances. The fifth step is limited to grievances based upon the interpretation or application of a provision of this contract or grievances involving the discipline of an employee.
- 13.3 It is understood that employee shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
- 13.4 Procedure.

- a. Step One: ~~Human Resources Manager~~ **Business Manager**
1. Employee presents a written statement of the grievance to the ~~Human Resources Manager~~ **Business Manager** within fifteen (15) workdays of the event giving rise to the grievance.
 2. The ~~Human Resources Manager~~ **Business Manager** issues a written decision within fifteen (15) workdays of receipt of the statement of the grievance.
- b. Step Two: Superintendent of Schools
1. When the answer from Step 1 does not resolve the grievance, the employee delivers a request for appeal to the Superintendent of Schools within ten (10) workdays of receipt of the Step 1 decision.
 2. The Superintendent of Schools meets with the employee within ten (10) workdays of receipt of the grievance appeal.
 3. The Superintendent of Schools issues a written decision within fifteen (15) workdays of such meeting.
- c. Step Three: Board of Education/**Designee**
1. When the answer from Step 2 does not resolve the grievance, the employee files a request for appeal to the Board with the Superintendent of Schools or ~~Human Resources Manager~~ **Business Manager** within ten (10) workdays of receipt of the Step 2 decision.
 2. The Board/**designee** and the Superintendent of Schools or the ~~Human Resources Manager~~ **Business Manager** may meet with the employee within twenty (20) workdays of receipt of the appeal by the Superintendent of Schools or the ~~Human Resources Manager~~ **Business Manager**.
 3. If a meeting occurs, the Board of Education issues a written decision within twenty (20) workdays of such meeting.
- d. Step Four: Mediation
1. Absent satisfactory resolution at Step 3, the Union may petition the State Board of Mediation and Arbitration within ten (10) workdays of the receipt of the decision of the Board. The petition may request the assistance and intervention of the State Board of Mediation and Arbitration in resolving the grievance. If such a petition is filed, the parties agree to meet with representatives of the State Board of Mediation and Arbitration and attempt to resolve the grievance through conciliation and compromise. The mediator shall be requested to make a recommendation on the

grievance after learning of the position of the parties. His/her recommendation may be forwarded to the Board for reconsideration at the option of the employee.

2. It is expressly agreed and understood that any recommendation or action taken under this level shall be advisory only and shall not obligate the Board to resolve the grievance in a certain manner if, in the Board's opinion, a different result should obtain. The Board shall not be obligated to pay employees for time spent at the mediation level, except as provided for in Section 13.5a.

e. Step Five Arbitration (limited to grievances based upon the interpretation or application of a provision of this contract or grievances involving discipline of an employee).

1. If the Union is not satisfied with the result from Step Four, or if the Union decides not to petition for mediation, it may submit the grievance to the State Board of Mediation and Arbitration. The request for arbitration shall be filed within twenty (20) working days of the receipt of the answer to Step Four. The Board may elect to remove a grievance from the State Board to the American Arbitration Association (AAA) provided that the Board assumes all costs associated with such removal. If the Board wishes to select AAA to hear the grievance, it shall so notify the Union within ten (10) days of receipt of the Union's written notice of intent to proceed to Arbitration. In the event that the Board does not so notify the Union within ten (10) days, it shall waive its right to select AAA to hear the grievance.
2. The parties may, upon mutual agreement, use the expedited arbitration procedure of the CSBMA.
3. The arbitrator shall, within thirty (30) calendar days after the hearing, render his/her decision in writing to all parties in interest, setting forth his/her findings of fact, reasoning and conclusions in the issue submitted.
4. The arbitrator shall limit himself/herself to the issue submitted. He/she shall not add to, delete from or modify in any way any of the provisions of the Agreement. The decision of the arbitrator shall be binding upon both parties and all employees unless the same is contrary to law.
5. Fees and expenses of the arbitrator shall be borne equally by the Board and the Union.

13.5 General:

- a. One Union representative/steward from the bargaining unit shall be permitted to process grievances and represent employees at each step of the grievance procedure. Such representation shall not result in a loss of pay to the grievant or to the representative. The Union representative/steward shall notify management of the need to attend grievances as

provided in this section.

- b. The time limits may be extended or waived only by mutual agreement of the parties.
- c. A grievance once formally submitted to this procedure shall be terminated either by agreement of the parties concerned or by failure of the grievant or the Union to refer the grievance to the next level within the applicable time limit.
- d. If the employer fails to answer a grievance within the time specified, the grievance may be processed to the next higher step, and the same time limits apply as if the Employer's answer had been timely filed on the last day.

ARTICLE XIV

HEALTH, SAFETY AND CLOTHING

- 14.1 A joint Safety Committee shall be formed by the Board and the Union and shall meet upon request of either party to review and recommend safety and health conditions.
- 14.2 The Board will reimburse a bargaining unit employee up to five hundred dollars (\$500), or the amount of the employee's personal insurance deductible, whichever is less, for any personal property damaged, stolen or destroyed on Board property in the course of employment during working hours where such damage is not due in whole or in part to employee negligence. 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.
- 14.3 The Board of Education will provide a list of acceptable clothing, including work shoes, to be purchased on behalf of each employee up to a total of \$500 per year, per employee. Every employee will be required to wear only the clothing on the list when on the job.
- 14.4 The Board will provide seasonal jackets for each employee upon hiring and every three (3) years thereafter.

ARTICLE XV

OTHER EMPLOYMENT

- 15.1 The following provisions apply to employees who are volunteer fire and ambulance members:
 - a. Volunteer ambulance members may respond to calls only in extreme cases or emergencies.
 - b. When employees who are volunteer fire members are performing routine work for the Board, they shall be permitted to respond to all fire alarms for which their fire company is

summoned. Routine work is defined as work which can be delayed or left without danger to the public or adverse effects on Board operations.

- c. If employees are performing non-routine work they shall not respond to a fire alarm unless the fire is a house fire or unless the dispatcher calls for additional help.

ARTICLE XVI

MISCELLANEOUS

- 16.1 The Board will provide each employee with a copy of this Agreement within thirty (30) days after its signing. New employees will be given a **hard** copy of this Agreement at the time of hire. In addition, the Board shall provide four (4) original copies of this Agreement to the Union.
- 16.2 Bulletin board space shall be reserved at an accessible place in each school and the dispatch office for the exclusive use of the Union for the posting of official Union notices or announcements.
- 16.3 The Board agrees that there will be no lock-out of any employee during the life of this Agreement. The Union agrees that it will not call, authorize, instigate, sanction or condone any strike, slowdown or stoppage of work during the period of this Agreement or any extension thereof.
- 16.4 The Union may schedule a one-half (½) day service program for employees during school shutdown.
- 16.5 Employees who are assigned to more than one (1) school or use their personally-owned vehicles for conducting school business shall be reimbursed for all mileage so driven at the current rate set by the I.R.S. effective July 1st following any change in the rate.
- 16.6 Each employee shall have the right to see and receive a copy of, at no cost to the employee; his/her personnel file by appointment with the ~~Human Resources Manager~~ **Business Manager** or his/her designated representative. Such inspection shall occur at a mutually agreed upon time.
- 16.7 Employees shall continue to enjoy each right and benefit which they have enjoyed heretofore as a result of mutual understanding of the parties, unless such right and benefit is or has been specifically superseded by a provision of this Agreement, including but not limited to Article II, Board prerogatives.
- 16.8 Each employee shall be granted a thirty (30) minute break in his/her shift which includes any travel time. The 30-minute lunch break also includes any travel time. Break time and/or lunch time will not be taken in the last hour of an employee's shift unless mutually agreed.

ARTICLE XVII

UNION TIME

- 17.1 a. Up to four (4) members of the Union Negotiating Committee will be allowed to attend meetings with the Board for purposes of negotiating a successor agreement with the Board during working hours without loss of regular pay. Union officials may attend meetings during working hours without loss of regular pay when such meetings are requested by representatives of the Board.
- b. The Union agrees to provide the Superintendent or his/her designee with due notification that such representative(s) will be absent for participation in any negotiation session.
- 17.2 The parties further agree that ~~during the term of this Agreement~~ **annually**, officers of the Union may take up to one (1) day of paid leave and one (1) day of unpaid leave in the aggregate for attending education seminars on matters pertaining to duties and areas of interest to Union officers. Such leave may be taken in one (1) hour increments. Requests for leave shall be made forty-eight (48) hours in advance of taking such leave. The use of leave under this Article shall not impact earned time under Section 8.3 of this Agreement.
- 17.3 A Union officer shall be entitled to one half hour of time with all new hires for the purpose of orientation of newly hired employees without loss of pay.

ARTICLE XVIII

SAVINGS CLAUSE

- 18.1 Should any article, section or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific article, section or portion thereof, directly specified in the decision. Upon issuance of such a decision, the parties agree immediately to negotiate concerning a substitute for the invalidated article, section or portion thereof.

ARTICLE XIX

RULES AND REGULATIONS

- 19.1 Information about employees from either central personnel records or school records is not available to the public or to any member of the staff except authorized school employees, authorized agencies and as may be required by law. Information on credit inquiries will be limited to the employment status of employees. Any further request for information must be made in writing and submitted to the Superintendent.

ARTICLE XX

PEACEFUL RESOLUTION OF DIFFERENCES

- 20.1 The Union and the Board agree that any differences between the parties or matters relative to the Agreement shall be settled by the means herein provided. The Union, in consideration of this Agreement and its terms and conditions, shall not, during the term of this Agreement, engage in or condone any strike, work stoppage or other concerted refusal to perform any assignment on the part of any employee(s) represented hereunder, nor shall the Board sponsor any lockouts.

ARTICLE XXI

ON-CALL MAINTAINER / MECHANIC

- 21.1 The Maintainer/Mechanic who is "On Call," will be paid at the rate of one (1) hour per day to carry the portable cellular telephone.
- 21.2 When that employee is called into work outside his/her regularly scheduled hours of work, while "on call," he/she will be paid for a minimum of three (3) hours for each call for which he/she must return to the district. When a problem can be resolved from home, the employee will be paid at the rate of one and one-half (1-1/2) hours for each call.
- 21.3 The Maintainer/Mechanic will receive no mileage reimbursement for any calls.
- 21.4 The Maintainer/Mechanic will drive his/her own vehicle to pick up a Board owned maintenance vehicle at the Maintenance Shop when responding to a call.
- 21.5 The Board of Education will provide insurance to cover Board-owned tools in the on-call Maintainer's/Mechanic's private vehicles, and for employee-owned tools in Board-owned vehicles, based on an inventory provided by the Maintainer/Mechanic, and verified by the Board.
- 21.6 The Board of Education will provide a portable cellular telephone for use by the "on call" Maintainer/Mechanic, and which will be transferred from one "on call" Maintainer/Mechanic to the next "on call" Maintainer/Mechanic.
- 21.7 Maintainers/Mechanics hired prior to May 9, 1997, shall, at his or her request be excluded from the call-back list.

ARTICLE XXII

DURATION

- 22.1 The provisions of the Agreement shall be effective upon the signing thereof and shall continue and remain in full force and effect to and including June 30, 2022~~26~~. The 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.

ARTICLE XXIII

NEGOTIATIONS OF SUCCESSOR AGREEMENT

23.1 Not later than one hundred fifty (150) 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.

GLASTONBURY BOARD OF EDUCATION UE LOCAL 222, CILU/CIPU, CILU #27

By: _____
Glastonbury Board of Education

By: _____
Stephen J. Stenger III, For CILU #27

Date:

Date:

APPENDIX A
HOURLY WAGE RATE SCHEDULE

Effective July 1, 2018-22, the parties agree to the Hourly Wage Rate Schedule as outlined below, representing a ~~2-3%~~ increase in **2022-2023, 2023-2024, 2024-2025, 2025-2026**. ~~2018-19 retroactive to July 1, 2018, a 2% increase in 2019-20, a 2.25% increase in 2020-21, and a 2.5% increase in 2021-22.~~

	7/1/18	7/1/19	7/1/20	7/1/21
	7/1/22	7/1/23	7/1/24	7/1/25
Custodian	\$24.09	\$24.58	\$25.14	\$25.77
	\$26.54	\$27.34	\$28.16	\$29.00
Head Custodian II	\$27.94	\$28.50	\$29.15	\$29.88
	\$30.78	\$31.70	\$32.65	\$33.63
Head Custodian I	\$29.70	\$30.30	\$30.99	\$31.77
	\$32.72	\$33.70	\$34.71	\$35.75
Maintainer Helper II	\$24.09	\$24.58	\$25.14	\$25.77
	\$26.54	\$27.34	\$28.16	\$29.00
Maintainer Helper I	\$27.94	\$28.50	\$29.15	\$29.88
	\$30.78	\$31.70	\$32.65	\$33.63
Maintainer (Plus \$3,000 Stipend for Lead Maintainer)	\$30.57	\$31.19	\$31.90	\$32.70
	\$33.68	\$34.69	\$35.73	\$36.80
General Service Driver I	\$23.90	\$24.38	\$24.93	\$25.56
	\$26.33	\$27.12	\$27.93	\$28.77
General Service Driver II	\$20.52	\$20.94	\$21.42	\$21.96
	\$22.62	\$23.30	\$24.00	\$24.72
Mechanic/Dispatcher I	\$26.59	\$27.13	\$27.75	\$28.45
	\$29.30	\$30.18	\$31.09	\$32.02
Dispatcher II	\$24.68	\$25.18	\$25.75	\$26.40
	\$27.19	\$28.01	\$28.85	\$29.72
Lead Mechanic (Plus \$3,000 Stipend for Lead Mechanic)	\$28.55	\$29.13	\$29.79	\$30.54
	\$31.46	\$32.40	\$33.37	\$34.37

- a. Newly hired employees shall be compensated at a rate equal to forty cents (\$.40) per hour less than the lowest hourly rate in effect in the applicable job classification.
- b. Upon completion of six (6) months of continuous service an employee's rate of pay shall be increased to twenty cents (\$.20) per hour less than the hourly rate in effect in the applicable job classification.
- c. Upon the completion of one (1) year of continuous service an employee's rate of pay shall be raised to the hourly rate set forth in the salary schedule for the applicable job classification.

Maintainers holding a State of Connecticut Journeyman License will receive a yearly stipend of ~~five hundred~~ **one thousand dollars (\$1,000.00)**. Said stipend shall be paid in equal amounts every pay period.

APPENDIX B

FAMILY & MEDICAL LEAVE ACT STATEMENT OF BOARD OF EDUCATION POLICY

In accordance with the Family and Medical Leave Act (FMLA) of 1993, Glastonbury Public Schools will grant job-protected unpaid family and medical leave to eligible male or female employees. ~~for up to 16* weeks over 12-month period for any one or more of the following reasons:~~

1. Birth of a child and to care for such child.
2. Placement of child with the employee for adoption or foster care.
3. Care for a member of the employee's immediate family (spouse, child, or parent) due to serious health condition.
4. Serious health condition that makes the employee unable to perform the functions of his/her position. Intermittent leaves and reduced work schedules may be taken when "medically necessary." Only time actually taken off from work can be offset against the employee's 12-week entitlement.

- ~~* 1. Connecticut Law states that an employee may take up to 16 weeks however, after 12 weeks, all benefits would be paid fully by the employee, under COBRA.~~
- ~~2. Since Connecticut Law provides leaves of up to 16 weeks in a two-year period, an employee can take up to 16 weeks leave in one year and up to 12 weeks in the next.~~

COVERAGE AND ELIGIBILITY

~~-Must have been employed a minimum of 12 months prior to the commencement of the family or medical leave.~~

~~-Must have worked at least 1,250 hours over the previous 12-month period. (10-month employees must have worked at least 7 hours per day for 183 days).~~

REQUIREMENTS

~~-You are required to give 30 days notice in the event of a foreseeable leave. A "Request for Family/Medical Leave" form (see attached) should be completed by the employee and returned to his/her supervisor. In unexpected or unforeseen situations, an employee should provide as much notice as is practicable.~~

~~-You may be required to provide a medical certificate from a doctor.~~

~~-You may be required to use accrued paid vacation or personal leave as part of a leave for the first three reasons above. You may be required to use accrued paid vacation, sick, or personal leave for a serious health condition. If paid leave is for fewer than 12 work weeks, the additional weeks of leave necessary to attain 12 weeks will be unpaid.~~

~~-If both husband and wife are employed by the Glastonbury Board of Education and eligible, FMLA limits the leave that may be taken to a combined total of 16 work weeks during any 12-month period if leave is taken for the birth of a child or a child's placement for adoption or foster care.~~

~~-All documentation related to the employee's or family member's medical condition will be held in strict confidence.~~

EFFECT ON BENEFITS

-An employee granted leave under this policy will continue to be covered under Glastonbury Public Schools insurance plans under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.

-Employee co-pay contributions will be required either through payroll deduction or by direct payment to Glastonbury Public Schools. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment.

-If an employee's co-pay contribution is more than 30 days late, coverage may be terminated.

-If the employee fails to return to work, Glastonbury Public Schools may seek reimbursement from the employee for the employer portion of the premiums paid on behalf of the employee during the period of leave unless the employee does not return because of the continuation or onset of a serious health condition as defined by FMLA.

-An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave.

JOB PROTECTION

~~-If the employee returns to work within 16 weeks following the start of a family/medical leave, he/she will be reinstated to his/her former position or an equivalent position with equivalent pay, and benefits.~~

~~-The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.~~

~~-If, at the end of family/medical leave, the employee's situation requires more than the allotted 16 weeks, employment status will have to be clarified with the Superintendent.~~

**MEMORANDUM OF UNDERSTANDING BETWEEN
CILU LOCAL #27
AND
THE GLASTONBURY BOARD OF EDUCATION**

The criteria for promotions from Maintainer Helper II to Maintainer Helper I is as follows:

The Maintainer Helper II must be employed by the Glastonbury Public Schools, as a Maintainer Helper II, for a minimum six months of continuous service.

The Maintainer Helper II must have a satisfactory rating in all rated job elements on the Glastonbury Public Schools Performance Appraisal Form, for the six months prior to the request for promotion.

In addition, the following will be considered by the Maintenance Foreman in approving or disapproving a request for promotion from Maintainer Helper II to Maintainer Helper I:

1. Must exhibit sufficient technical aptitude.
2. Must demonstrate experience in the safe operation of hand and power tools.
3. Must be familiar with recognized trade practices.

The supervisor must observe the performance of duties assigned to the Maintainer Helper II, which include: total volume of work produced under normal conditions, over-all quality of work performed, ability to deal with teachers, staff, public and fellow workers, problem-solving and judgment.

AGREED:

Suzanne Galvin
Board of Education

Stephen J. Stenger
President, CILU #27

Date: 6/20/96

Wayne Gilbert, Representative, CILU #27

Re: Glastonbury Board of Education and CILU Local #27

This letter will confirm that it is the intention of the Glastonbury Board of Education that bargaining unit employees should follow the procedures currently in effect for requesting personal leave days for the duration of the 1995-1998 collective bargaining agreement, unless the parties mutually agree otherwise.

Very truly yours,

Suzanne Galvin
GLASTONBURY BOARD OF EDUCATION

**MEMORANDUM OF UNDERSTANDING
BETWEEN
GLASTONBURY BOARD OF EDUCATION
AND
GLASTONBURY BOARD OF EDUCATION CUSTODIAN & MAINTENANCE
EMPLOYEES UNION
CILU LOCAL #27**

The parties agree to the following changes in the retirement plan for all enrolled employees, effective July 1, 1996:

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

<u>Years of Continuous Service</u>	<u>Percentage</u>
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. The social security offset shall be eliminated from the plan for members of this bargaining unit.
4. Establish the Basic Formula as follows:

Effective July 1, 1996, 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 June 30, 1996, based on the Plan provisions as then in effect.

5. ~~Effective July 1, 2018, the employee contribution will be 4.75%. Effective July 1, 2019 the employee contribution will be 5.25%; effective July 1, 2020, the employee contribution will be 6%; effective July 1, 2021, the employee contribution will be 6.75%.~~

AGREED:

For Glastonbury Board of Education

For CILU Local #27

Date:

Date:

**MEMORANDUM OF UNDERSTANDING
BETWEEN
GLASTONBURY BOARD OF EDUCATION
AND
GLASTONBURY BOARD OF EDUCATION CUSTODIAN & MAINTENANCE
EMPLOYEES UNION
CILU LOCAL #27**

The Board of Education further agrees to review the issue of Hepatitis B shots for persons over age 40 and if such review finds such booster shots are necessary or desirable, the Board of Education shall provide such booster shots.

AGREED:

Suzanne Galvin
For Glastonbury Board of
Education

Date: 6/20/96

Stephen J. Stenger
For CILU Local #27

Date: 6/20/96

**MEMORANDUM OF UNDERSTANDING
BETWEEN
GLASTONBURY BOARD OF EDUCATION
AND
CUSTODIAL/MAINTENANCE AND GENERAL SERVICE EMPLOYEE’S UNION
CILU LOCAL #27**

The parties agree to the following conditions applicable to the General Service Driver who works the school year (“the Ten (10) Month Employee”).

1. The Ten (10) Month Employee may receive full salary when absent because of illness for ten (10) working days in each period from July 1 through June 30. Such employee may receive three-quarters (3/4) salary when absent because of illness for an additional ten (10) days. The maximum sick leave which can be accumulated by the ten (10) month employee is sixty (60) days at full pay and thirty (30) days at three-quarters (3/4) pay. During the first year of employment, such employee earns one (1) day per month at full pay to a maximum of ten (10) days for the first year. Payroll deduction for absence due to sick leave will be made on the basis of the number of accrued days. Earned sick leave begins with the first day of employment. Used sick leave will be deducted from the totals carried over.

2. Ten (10) Month Employee shall be paid for seven (7) holidays as follows:

Columbus Day	Veterans’ Day
Thanksgiving Day	Day after Thanksgiving
Martin Luther King Day	Good Friday
Memorial Day	

3. The Ten (10) Month Employee may receive one (1) earned day off with pay after ninety (90) consecutive work days of perfect attendance, not interrupted by sick leave, unauthorized absence or leave of absence without pay, with a maximum of two (2) per year.

4. The Ten (10) Month Employee is allowed one (1) day of “personal leave” as set forth in Section 10.1.

AGREED:

Helen D. Stern
Glastonbury Board of
Education

Stephen J. Stenger
CILU Local #27

Date: 11/5/01

Date: 11/05/01

MEMORANDUM OF UNDERSTANDING
GLASTONBURY BOARD OF EDUCATION
AND CONNECTICUT INDEPENDENT LABOR UNION, LOCAL #27

In order to provide continuity in the buildings in the event of a long-term absence, the Board and the Union agree as follows:

1. In the event that the administration receives information that a bargaining unit member will be absent from work for fifteen (15) work days or more, the Board will hire a substitute employee on a full-time (40 hours per week) basis for the duration of the leave.
2. The collective bargaining agreement will not control the terms and conditions of employment for such substitute, nor will the substitutes be members of the bargaining unit.

FOR THE BOARD OF EDUCATION

FOR THE UNION

Suzanne Galvin

Stephen J. Stenger III

Date: 3/26/99

Date: 3/24/99

MEMORANDUM OF UNDERSTANDING
GLASTONBURY BOARD OF EDUCATION
AND CONNECTICUT INDEPENDENT LABOR UNION, LOCAL #27

JOB DESCRIPTION – LEAD MAINTAINER

In addition to the responsibilities of maintainer, the lead maintainer will:

- Provide technical advise/expertise to the Director of Facilities
- Demonstrate a general understanding of all trades pertinent to GPS
- Pursue, through continuing education, familiarity with changing codes and industry trends
- In the absence of the Director of Facilities, the lead maintainer may authorize overtime labor in emergencies
- Supervise subcontracted work at the direction of the Director of Facilities

The annual stipend of \$3,000.00 will be paid on a bi-weekly basis in the amount of \$115.38 per pay period.

FOR THE BOARD OF EDUCATION

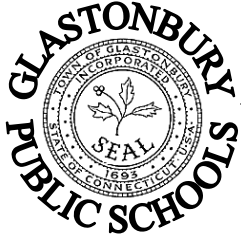
FOR THE UNION

Suzanne Galvin

Stephen J. Stenger III

Date: 3/26/99

Date: 3/24/99



Office of the Superintendent

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March 28, 2022

TO: Board of Education
FROM: Alan B. Bookman, Superintendent of Schools
RE: Non-Renewal of Long-Term Substitute Agreements and
Non-Renewal of Temporary Teaching Assignment

I recommend that the Board of Education non-renew agreements of eight (8) long-term substitutes and one (1) temporary teaching assignment at the end of the 2021-2022 school year in accordance with the provisions of Connecticut General Statutes 10-151 (copy attached). These recommendations are being made because long-term substitutes and temporary teaching assignments are generally filling positions for certified staff on leave and these staff members will be returning.

All staff members recommended for non-renewal received written notice prior to this meeting that I intended to make this recommendation, including the reason for the action.

ABB:kd
Attachment

Sec. 10-151. Employment of teachers. Definitions. Tenure. Notice and hearing on failure to renew or termination of contract. Appeal. (a) For the purposes of this section:

(1) “Board of education” means a local or regional board of education, a cooperative arrangement committee established pursuant to section 10-158a, or the board of trustees of an incorporated or endowed high school or academy approved pursuant to section 10-34, which is located in this state;

(2) “Teacher” includes each certified professional employee below the rank of superintendent employed by a board of education for at least ninety calendar days in a position requiring a certificate issued by the State Board of Education;

(3) “Continuous employment” means that time during which the teacher is employed without any break in employment as a teacher for the same board of education;

(4) “Full-time employment” means a teacher's employment in a position at a salary rate of fifty per cent or more of the salary rate of such teacher in such position if such position were full-time;

(5) “Part-time employment” means a teacher's employment in a position at a salary rate of less than fifty per cent of the salary rate of such teacher in such position, if such position were full-time;

(6) “Tenure” means:

(A) The completion of forty school months of full-time continuous employment for the same board of education, provided the superintendent offers the teacher a contract to return for the following school year on the basis of effective practice as informed by performance evaluations conducted pursuant to section 10-151b. For purposes of calculating continuous employment towards tenure, the following shall apply: (i) For a teacher who has not attained tenure, two school months of part-time continuous employment by such teacher shall equal one school month of full-time continuous employment except, for a teacher employed in a part-time position at a salary rate of less than twenty-five per cent of the salary rate of a teacher in such position, if such position were full-time, three school months of part-time continuous employment shall equal one school month of full-time continuous employment; (ii) a teacher who has not attained tenure shall not count layoff time towards tenure, except that if such teacher is reemployed by the same board of education within five calendar years of the layoff, such teacher may count the previous continuous employment immediately prior to the layoff towards tenure; (iii) a teacher who has not attained tenure shall not count authorized leave time towards tenure if such time exceeds ninety student school days in any one school year, provided only the student school days worked that year by such teacher shall count towards tenure and shall be computed on the basis of eighteen student school days or the greater fraction thereof equaling one school month; (iv) for a teacher who has not attained tenure and who is employed by a local or regional board of education that enters into a cooperative arrangement pursuant to section 10-158a, such teacher may count the previous continuous employment with such board immediately prior to such cooperative arrangement towards tenure; and (v) for a teacher who has not attained tenure and who is employed by a local board of education or as part of a cooperative arrangement, pursuant to section 10-158a, and such board or cooperative arrangement joins a regional school district, such teacher may count the previous continuous employment with such local board or cooperative arrangement immediately prior to employment by the regional board of education towards tenure.

(B) For a teacher who has attained tenure prior to layoff, tenure shall resume if such teacher is reemployed by the same board of education within five calendar years of the layoff.

(C) Except as provided in subparagraphs (B) and (D) of this subdivision, any teacher who has attained tenure with any one board of education and whose employment with such board ends for any reason and who is reemployed by such board or is subsequently employed by any other board, shall attain tenure after completion

of twenty school months of continuous employment, provided the superintendent offers the teacher a contract to return for the following school year on the basis of effective practice as informed by performance evaluations conducted pursuant to section 10-151b. The provisions of this subparagraph shall not apply if, (i) prior to completion of the twentieth school month following commencement of employment by such board such teacher has been notified in writing that his or her contract will not be renewed for the following school year, or (ii) for a period of five or more calendar years immediately prior to such subsequent employment, such teacher has not been employed by any board of education.

(D) For a teacher who has attained tenure and is employed by a local or regional board of education that enters into a cooperative arrangement pursuant to section 10-158a, such teacher shall not experience a break in continuous employment for purposes of tenure as a result of such cooperative arrangement.

(E) For a teacher who has attained tenure and is employed by a local board of education or as part of a cooperative arrangement, pursuant to section 10-158a, and such board or cooperative arrangement joins a regional school district, such teacher shall not experience a break in continuous employment for purposes of tenure as a result of joining such regional school district.

(7) "School month" means any calendar month other than July or August in which a teacher is employed as a teacher at least one-half of the student school days.

(b) Any board of education may authorize the superintendent to employ teachers. Any superintendent not authorized to employ teachers shall submit to the board of education nominations for teachers for each of the schools in the town or towns in such superintendent's jurisdiction and, from the persons so nominated, teachers may be employed. Such board shall accept or reject such nominations not later than thirty-five calendar days from their submission. Any such board of education may request the superintendent to submit multiple nominations of qualified candidates, if more than one candidate is available for nomination, for any supervisory or administrative position, in which case the superintendent shall submit such a list and may place the candidates on such list in the order in which such superintendent recommends such candidates. If such board rejects such nominations, the superintendent shall submit to such board other nominations and such board may employ teachers from the persons so nominated and shall accept or reject such nominations not later than one month from their submission. Whenever a superintendent offers a teacher who has not attained tenure a contract to return for another year of employment, such offer shall be based on records of evaluations pursuant to subsection (a) of section 10-151b. The contract of employment of a teacher shall be in writing.

(c) The contract of employment of a teacher who has not attained tenure may be terminated at any time for any of the reasons enumerated in subdivisions (1) to (6), inclusive, of subsection (d) of this section; otherwise the contract of such teacher shall be continued into the next school year unless such teacher receives written notice by May first in one school year that such contract will not be renewed for the following year. Upon the teacher's written request, not later than three calendar days after such teacher receives such notice of nonrenewal or termination, a notice of nonrenewal or termination shall be supplemented not later than four calendar days after receipt of the request by a statement of the reason or reasons for such nonrenewal or termination. Such teacher, upon written request filed with the board of education not later than ten calendar days after the receipt of notice of termination, or nonrenewal shall be entitled to a hearing, except as provided in this subsection, (1) before the board, or (2) if indicated in such request and if designated by the board, before an impartial hearing officer chosen by the teacher and the superintendent in accordance with the provisions of subsection (d) of this section. Such hearing shall commence not later than fifteen calendar days after receipt of such request unless the parties mutually agree to an extension not to exceed fifteen calendar days. The impartial hearing officer or a subcommittee of the board of education, if the board of education designates a subcommittee of three or more board members to conduct hearings, shall submit written findings and recommendations to the board for final disposition. The teacher shall have the right to appear with counsel of the teacher's choice at the hearing. A teacher who has not attained tenure shall not be entitled to a hearing concerning nonrenewal if the reason for

such nonrenewal is either elimination of position or loss of position to another teacher. The board of education shall rescind a nonrenewal decision only if the board finds such decision to be arbitrary and capricious. Any such teacher whose contract is terminated for the reasons enumerated in subdivisions (3) and (4) of subsection (d) of this section shall have the right to appeal in accordance with the provisions of subsection (e) of this section.

(d) The contract of employment of a teacher who has attained tenure shall be continued from school year to school year, except that it may be terminated at any time for one or more of the following reasons: (1) Inefficiency, incompetence or ineffectiveness, provided, if a teacher is notified on or after July 1, 2014, that termination is under consideration due to incompetence or ineffectiveness, the determination of incompetence or ineffectiveness is based on evaluation of the teacher using teacher evaluation guidelines established pursuant to section 10-151b; (2) insubordination against reasonable rules of the board of education; (3) moral misconduct; (4) disability, as shown by competent medical evidence; (5) elimination of the position to which the teacher was appointed or loss of a position to another teacher, if no other position exists to which such teacher may be appointed if qualified, provided such teacher, if qualified, shall be appointed to a position held by a teacher who has not attained tenure, and provided further that determination of the individual contract or contracts of employment to be terminated shall be made in accordance with either (A) a provision for a layoff procedure agreed upon by the board of education and the exclusive employees' representative organization, or (B) in the absence of such agreement, a written policy of the board of education; or (6) other due and sufficient cause. Nothing in this section or in any other section of the general statutes or of any special act shall preclude a board of education from making an agreement with an exclusive bargaining representative which contains a recall provision. Prior to terminating a contract, the superintendent shall give the teacher concerned a written notice that termination of such teacher's contract is under consideration and give such teacher a statement of the reasons for such consideration of termination. Not later than ten calendar days after receipt of written notice by the superintendent that contract termination is under consideration, such teacher may file with the local or regional board of education a written request for a hearing. A board of education may designate a subcommittee of three or more board members to conduct hearings and submit written findings and recommendations to the board for final disposition in the case of teachers whose contracts are terminated. Such hearing shall commence not later than fifteen calendar days after receipt of such request, unless the parties mutually agree to an extension, not to exceed fifteen calendar days (A) before the board of education or a subcommittee of the board, or (B) if indicated in such request or if designated by the board before an impartial hearing officer chosen by the teacher and the superintendent. If the parties are unable to agree upon the choice of a hearing officer not later than five calendar days after the decision to use a hearing officer, the hearing officer shall be selected with the assistance of the American Arbitration Association using its expedited selection process and in accordance with its rules for selection of a neutral arbitrator in grievance arbitration. If the hearing officer is not selected with the assistance of such association after five days, the hearing shall be held before the board of education or a subcommittee of the board. When the reason for termination is incompetence or ineffectiveness, the hearing shall (i) address the question of whether the performance evaluation ratings of the teacher were determined in good faith in accordance with the program adopted by the local or regional board of education pursuant to section 10-151b and were reasonable in light of the evidence presented, and (ii) be limited to twelve total hours of evidence and testimony, with each side allowed not more than six hours to present evidence and testimony except the board, subcommittee of the board or impartial hearing officer may extend the time period for evidence and testimony at the hearing when good cause is shown. Not later than forty-five calendar days after receipt of the request for a hearing, the subcommittee of the board or hearing officer, unless the parties mutually agree to an extension not to exceed fifteen calendar days, shall submit written findings and a recommendation to the board of education as to the disposition of the charges against the teacher and shall send a copy of such findings and recommendation to the teacher. The board of education shall give the teacher concerned its written decision not later than fifteen calendar days after receipt of the written recommendation of the subcommittee or hearing officer. Each party shall share equally the fee of the hearing officer and all other costs incidental to the hearing. If the hearing is before the board of education, the board shall render its decision not later than fifteen calendar days after the close of such hearing and shall send a copy of its decision to the teacher. The hearing

shall be public if the teacher so requests or the board, subcommittee or hearing officer so designates. The teacher concerned shall have the right to appear with counsel at the hearing, whether public or private. A copy of a transcript of the proceedings of the hearing shall be furnished by the board of education, upon written request by the teacher within fifteen days after the board's decision, provided the teacher shall assume the cost of any such copy. Nothing herein contained shall deprive a board of education or superintendent of the power to suspend a teacher from duty immediately when serious misconduct is charged without prejudice to the rights of the teacher as otherwise provided in this section.

(e) Any teacher aggrieved by the decision of a board of education after a hearing as provided in subsection (d) of this section may appeal therefrom, not later than thirty calendar days after such decision, to the Superior Court. Such appeal shall be made returnable to said court in the same manner as is prescribed for civil actions brought to said court. Any such appeal shall be a privileged case to be heard by the court as soon after the return day as is practicable. The board of education shall file with the court a copy of the complete transcript of the proceedings of the hearing and the minutes of board of education meetings relating to such termination, including the vote of the board on the termination, together with such other documents, or certified copies thereof, as shall constitute the record of the case. The court, upon such appeal, shall review the proceedings of such hearing. The court, upon such appeal and hearing thereon, may affirm or reverse the decision appealed from in accordance with subsection (j) of section 4-183. Costs shall not be allowed against the board of education unless it appears to the court that it acted with gross negligence or in bad faith or with malice in making the decision appealed from.

(1949 Rev., S. 1438; 1949, 1955, S. 938d; 1959, P.A. 625; 1961, P.A. 480; 556; February, 1965, P.A. 278; 1969, P.A. 532; 1971, P.A. 61; P.A. 73-456, S. 1, 2; P.A. 74-278, S. 3, 5; P.A. 75-435; 75-615; P.A. 76-436, S. 297, 681; P.A. 78-218, S. 99; 78-280, S. 1, 127; P.A. 79-90; 79-504, S. 1, 4; P.A. 80-354, S. 1-3; P.A. 81-216, S. 1, 2; P.A. 82-257; P.A. 83-398, S. 1, 2; P.A. 85-230; 85-343, S. 1, 2, 5; P.A. 86-22, S. 1, 2; P.A. 95-58, S. 2, 4; P.A. 97-247, S. 25, 27; P.A. 00-13, S. 1, 2; P.A. 01-173, S. 16, 67; P.A. 10-111, S. 9; P.A. 11-28, S. 8; 11-135, S. 10; 11-136, S. 14; P.A. 12-116, S. 57; P.A. 13-31, S. 12; 13-245, S. 4; P.A. 15-215, S. 21; P.A. 19-139, S. 2.)

History: 1959 act added Subsec. (e); 1961 acts amended Subsec. (a) by providing for the supplying of a statement of the reasons for failure to renew the contract upon request, amended Subsec. (b) to provide for giving copy of transcript to teacher and added first proviso to Subsec. (e); 1965 act added Subsec. (f) re appeals to court of common pleas; 1969 act included in Subsec. (a) provisions for filling supervisory or administrative positions; 1971 act amended Subsec. (a) to require that board accept or reject nominations within 35 days rather than within one month; P.A. 73-456 inserted new Subsec. (c) re teacher evaluations, relettering following subsections accordingly and deleted reference to supervising agents in Subsec. (d), formerly (c); P.A. 74-278 deleted Subsec. (c), relettering following subsections accordingly; P.A. 75-435 included in provisions of Subsec. (e) teachers who leave employment and are subsequently rehired in the same municipality or school district; P.A. 75-615 amended section to include provisions concerning hearings before impartial hearing panels; P.A. 76-436 amended Subsec. (f) to substitute superior court for court of common pleas, effective July 1, 1978; P.A. 78-218 made technical changes; P.A. 78-280 deleted reference to counties in Subsec. (f); P.A. 79-90 amended Subsec. (a) to delete provision which had forbidden court appeal from decisions of impartial panel and clarified circumstances in which teachers whose contracts have been terminated may appeal; P.A. 79-504 extended provisions of section to include certified professional employees of incorporated or endowed high schools; P.A. 80-354 clarified application of provisions to professional employees of incorporated or endowed high schools by requiring them to choose coverage in Subsec. (a) and amended Subsec. (b)(5) re loss of position to another teacher and clarified provisions concerning layoffs and added to Subsec. (b) general proviso re agreements with bargaining representatives; P.A. 81-216 amended Subsec. (c) to define "continuous employment" and "part-time employment" for purposes of clarifying the provisions of the teacher fair dismissal law; P.A. 82-257 amended Subsec. (c) to require that authorized leave time be treated in the same manner as layoff time for purposes of computing continuous employment where previously authorized leave was entirely excluded in computations; P.A. 83-398 redesignated former Subsec. (c) containing definitions as Subsec. (a), adding definitions of "board

of education”, “full-time employment”, “tenure” and “school month” and redefining “part-time employment”, redesignated former Subsec. (a) as Subsec. (b) and limited provisions to employment of teachers, moved provision re termination of contract of employment previously contained in former Subsec. (a) to Subsec. (c) for teachers who have not attained tenure and Subsec. (d) for tenured teachers; and repealed former Subsec. (e) re employment and termination of contracts for tenured teachers, effective July 1, 1983, provided provisions of P.A. 83-398 shall not apply to layoff, nonrenewal or termination proceedings initiated prior to that date; P.A. 85-230 amended Subsec. (d) to provide for hearing before a single impartial hearing officer if both parties agree; P.A. 85-343 amended Subsecs. (c) and (d) to allow the board to designate a subcommittee to conduct hearings and submit written findings and recommendations to the board for final disposition in certain teacher termination cases and made technical changes; P.A. 86-22 required that findings be submitted within 90 days after receipt of the request for a hearing rather than within 15 days after the close of the hearing in Subsec. (d); P.A. 95-58 amended Subsec. (a)(2) to add employment “for at least ninety days”, Subsec. (a)(6)(A) to apply the 30 school months to teachers hired prior to July 1, 1996, and to require teachers hired after said date to be employed for 40 school months provided the superintendent offers the teacher a contract to return for the following school year, Subsec. (a)(6)(C) to change 16 to 20 school months for the attainment of tenure by teachers who previously attained tenure with the same or a different board of education, Subsec. (b) to require the superintendent to base the offer of a contract to return on the records of evaluations, Subsec. (c) to allow a terminated teacher to request and receive a statement of the reason for such termination, to remove provision for hearings for nonrenewal, to add alternative for a hearing before an impartial hearing officer, to limit extensions for the commencement of hearings to 15 days, to require the submission of written findings and recommendations to the board of education in all cases not just in the case of teachers whose contracts are terminated for the reasons stated in Subsec. (d)(5), to remove the right to an appeal for teachers terminated for the reasons enumerated in Subsec. (d) (1) and (2), Subsec. (d) to replace board of education with superintendent re notice to teachers that termination is under consideration and provision of statements in writing of the reasons upon request, to allow boards of education to designate subcommittees to conduct hearings in all cases not just terminations for the reasons stated in Subdiv. (5), to limit extensions to 15 days, to substitute agreement by the teacher and superintendent for “both parties” re hearings before single impartial hearing officers, to substitute superintendent for board of education re appointment of panels, to add provision for appointment of third panel member with the assistance of the American Arbitration Association, to reduce the time for the submission of findings from 90 to 75 days, to specify that the Subsec. does not limit the right of a superintendent to suspend a teacher and to make technical changes, deleted former Subsec. (e) specifying that the provisions of a special act regarding the dismissal or employment of teachers prevail over the provisions of the section in the event of conflict and relettered Subsecs., and amended newly designated Subsec. (e), formerly Subsec. (f), to require submission of the minutes of board of education meetings relating to the termination, including the vote of the board on termination, removed language allowing parties to the appeal to introduce evidence and added requirement that the court affirm or reverse the decision appealed from in accordance with Sec. 4-183(j), effective July 1, 1995; P.A. 97-247 amended Subsec. (c) to provide for a hearing for nonrenewal unless the contract of a teacher who has not attained tenure is not renewed due to elimination of the position or loss of position to another teacher and to provide that the board of education rescind a nonrenewal decision only if the board finds such decision to be arbitrary and capricious, effective July 1, 1997; P.A. 00-13 amended Subsec. (d) to add requirement for the determination of incompetence to be based on evaluations, effective July 1, 2000; P.A. 01-173 amended Subsec. (d) to make technical changes, effective July 1, 2001; (Revisor's note: In 2005 the Revisors changed the reference to “subsection (f)” in the phrase “shall have the right to appeal in accordance with the provisions of subsection (f) of this section”, at the end of Subsec. (c), to “subsection (e)”, to correctly reflect the relettering of the subsections by P.A. 95-58); P.A. 10-111 amended Subsec. (a)(6) by replacing “subparagraph (B)” with “subparagraphs (B) and (D)” in Subpara. (C) and adding Subpara. (D) re attainment of tenure for employment in a priority school district, effective July 1, 2010; P.A. 11-28 made technical changes in Subsec. (a), effective June 3, 2011; P.A. 11-135 amended Subsec. (a) by adding provision re cooperative arrangement committee in Subdiv. (1), adding Subdiv. (6)(A)(iv) re previous continuous employment immediately prior to cooperative arrangement for purposes of attaining tenure, adding Subdiv. (6)(E) re tenured teachers employed by board that enters into cooperative arrangements, and making technical changes, effective July 1, 2011; P.A. 11-136 amended Subsec.

(c) by replacing “April” with “May” and making technical changes, effective July 1, 2011; P.A. 12-116 amended Subsec. (a)(6) to redefine “tenure” by replacing “thirty” with “forty” re school months of continuous employment and adding provision re contract based on effective practice as informed by performance evaluations in Subpara. (A) and by adding provision re contract to return offered by superintendent based on effective practice as informed by performance evaluations in Subpara. (C), amended Subsec. (c) by revising time periods re statement of reasons for nonrenewal or termination and re hearing request and deleting provisions re hearing panel, amended Subsec. (d) by adding “or ineffectiveness” and replacing “July 1, 2000” with “July 1, 2014” in Subdiv. (1), deleting provision re written request filed by teacher following notice that contract is under consideration for termination, requiring request for hearing to be filed not later than 10 calendar days after receipt of written notice, deleting provisions re hearing panel, adding provision re hearing process when reason for termination is incompetence or ineffectiveness, and requiring submission of written findings and recommendation not later than 45 calendar days after receipt of hearing request, and replaced “days” with “calendar days” and made technical and conforming changes throughout, effective July 1, 2014; P.A. 13-31 made technical changes in Subsecs. (d) and (e), effective July 1, 2014; P.A. 13-245 amended Subsec. (d) by replacing “developed” with “adopted” in clause (i), effective July 1, 2014; P.A. 15-215 amended Subsec. (a)(6) by adding clause (v) re joining a regional school district in Subpara. (A) and adding Subpara. (F) re joining a regional school district, effective June 30, 2015; P.A. 19-139 amended Subsec. (a)(6) by deleting former Subpara. (D) re teacher or administrator employed by priority school district may attain tenure after ten months if such teacher or administrator previously attained tenure with another school district, redesignating existing Subparas. (E) and (F) as Subparas. (D) and (E), and making a conforming change, effective July 1, 2019.

See Sec. 4d-85 re state-wide standard for teacher and administrator competency in use of technology for instructional purposes.

See Sec. 5-242 re appointment and tenure of teachers in state institution schools.

See Sec. 17a-101i re suspension when child abused by a certified public school employee in a position requiring a certificate.

Cited. 138 C. 280; 152 C. 148. Language of former Subsec. (b) clearly concerned with defining grounds for discharge of a teacher. Id., 150. Cited. Id., 568. Section says nothing about form of notice. 165 C. 671. Right of appeal provided by former Subsec. (f) applies only to tenured teachers. 166 C. 189. Hearing re termination of teacher's contract held a “contested case” in the meaning of Sec. 4-166(2). 167 C. 368. Right of appeal is granted by section only to tenured teachers; teacher employed who does not have appropriate state certificate is illegally employed and not entitled to benefits of section. Id., 444. Cited. 168 C. 435; 170 C. 36; Id., 43; 171 C. 691; 173 C. 462; 174 C. 366; Id., 414; Id., 522; 175 C. 445. Absence of prior board authorization for teacher tenure hearing and failure to advise of right to legal representation deemed not prejudicial given all the circumstances involved. 176 C. 466. Judicial review of decisions of boards of education can be had only as authorized by section. Id., 630. Violation of terms of a decision of board is not violation of “reasonable rules” under former Subsec. (b); insubordination in and of itself constitutes other due and sufficient cause for termination of contract and is valid statutory basis for dismissal, however dismissal under facts of case determined to be excessive punishment, an abuse of discretion. 177 C. 572. Where his position is eliminated, board not required to assign tenured teacher to comparable position held by nontenured teacher, only required to assign to a vacant position. 178 C. 618. Cited. 179 C. 428. Teacher Tenure Act (Sec. 10-151 et seq.) not applicable to reassignments of administrators. 180 C. 66. Cited. Id., 96. A teacher discharged for cause under statute is entitled, as a matter of constitutional law, to a written statement of decision reached, the reasons for the determination and a fair summary of evidence relied on. 181 C. 69. Cited. 182 C. 93; 187 C. 94. Board of education may not terminate a teacher's contract unless the board first notifies the teacher that such action is under consideration. 189 C. 585. Cited. 190 C. 748; 195 C. 174; 196 C. 647; 198 C. 229. Doctrine of exhaustion of administrative remedies discussed; judgment of Appellate Court in 2 CA 36 reversed in part and case remanded with direction that judgment of trial court be reinstated. 199 C. 70. Judgment of Appellate Court in 2 CA 551 reversed and case

remanded with direction to reinstate the judgment of the trial court. Id., 231. Cited. 200 C. 21; Id., 376; 206 C. 113; 210 C. 286; 216 C. 541; 226 C. 475; Id., 704; 227 C. 333; 231 C. 308; 232 C. 198; 240 C. 119.

A board of education may not terminate a teacher's contract unless the teacher is first notified by the board that such action is "under consideration". 2 CA 36; judgment reversed in part, see 199 C. 70. Cited. 2 CA 551; judgment reversed, see 199 C. 231; 3 CA 630. Full trial-type evidentiary hearing held before impartial hearing panel pursuant to section fulfills the right to due process. 4 CA 1. An appeal may be taken only from a decision to terminate a contract of employment; there is no right to appeal from suspension of employment. Id., 87. Cited. Id., 464; 5 CA 253; 8 CA 508; 9 CA 260; 20 CA 231; 31 CA 690; 32 CA 6; Id., 395; 33 CA 78. Determination of voluntariness is prior to and thus outside the scope of a hearing pursuant to section. 36 CA 282. Cited. 42 CA 480; 44 CA 179; Id., 677. Plaintiff would need to follow provisions of section only after initial determination was made that her resignation was involuntary. 53 CA 252. Section mandates continued employment for tenured teacher unless statutory ground for termination has been found, but is silent re continuing pay during period of administrative leave. 90 CA 59. Plaintiff not permitted to file a direct action against board of education and town for terminating her employment contract because plaintiff lacked standing individually to enforce provisions of the collective bargaining agreement as she failed to identify any provision in the agreement permitting her individually to enforce the agreement, plaintiff did not allege that union had breached its duty of fair representation, and plaintiff did not allege a violation of her constitutional right to due process. 158 CA 872.

Cited. 9 CS 442. Injunction does not lie to prevent impending breach of contract. 12 CS 174. Board of education has broad powers in superintendence of school affairs. 14 CS 280. To fulfill the intent and purpose of statute, a local board of education must exercise a sound and reasonable discretion in making decisions to renew or not renew the contracts of nontenured teachers. 26 CS 102. Cited. Id., 107. Plaintiff working under temporary emergency teaching certificate does not meet technical requirements of tenure defined by former Subsec. (b); tenure is statutory not contractual. 32 CS 264. Policy decision by board of education to eliminate a teaching position may not be challenged by teacher at hearing. 34 CS 115. Former Subsec. (b)(5) violated where school board terminated plaintiff tenured teacher's employment while nontenured teacher had the same position in school system; section encompasses entire school system and is not limited to school classifications created by school board; board's staff reduction policy prohibiting "bumping" between levels of organizational classifications absolutely at variance with statute. 35 CS 55. Sufficiency of board's termination hearing and its proposed findings and conclusion discussed; appeal dismissed. 45 CS 171.

Subsec. (a):

Assistant superintendent is "below the rank of superintendent" and thus a teacher as defined in Subsec. 261 C. 287.

Subsec. (d):

Purpose of Subsec. is reciprocal: To provide framework for termination of tenured teacher's contract while protecting teacher's right to due process of law; teacher not required to exhaust administrative remedies if such recourse is futile or inadequate. 246 C. 456; overruled in part re recognition of cause of action, see 319 C. 36.

BOE PLANNING FRAMEWORK 2022-2023sy

DRAFT

The following planning topics are proposed for the school year with the understanding that this schedule remains flexible. This list does not preclude adding items to the agenda, but instead serves as a basis for year-long planning.

AUGUST 2022

- End of Year Financial Reports and Final Budget Transfers for 2021-2022
- Transfer of Funds and Expenditures of Funds 1% non-lapsing account
- School Food Service Report
- LINKS update
- Student Activities Report
- SRBI/PBIS End of Year Report
- School Report Newsletter
- Opening Day Celebration/Convocation
- New Teacher Orientation

SEPTEMBER 2022

- Update on CIP and other Maintenance Projects
- Establish Date for Graduation 2023
- STEAM Update
- Revision to the 2022-2023 School Calendar
- Status Report of Enrollment
- Opening of School Report
- Opening Days Professional Development
- Board of Education Policy Updates
- Summer Professional Development Review
- Summer Enrichment Camps Report
- Budget Planning Begins
- Program Reports Begins
- Approval of Submission of CABA BOE Recognition Award
- Fall Professional Development
- Approval of submission of Consolidated Grant Application 2022-2023
- Scholastic Aptitude Test (SAT) and Advanced Placement Results (AP)
- Post-Secondary Planning Graduating Class 2022
- State Summative Assessment Results (SBAC, NGSS)
- Update on Early Learning Center

OCTOBER 2022

- Update on Town Budgetary Process
- Program Reports Continue
- Curriculum Review Reports
- Employee Recognition Event
- Board of Education Policy Updates
- October Budget Revisions
- Capital Improvement Projects (CIP) Review and Recommendations (2024-2028)
- Approval District TEAM Mentors
- Approval of Submission of Title ELL Title III Grant
- Approval of Submission of Title IV Grant
- Approval of Submission of STARTALK Grant
- Professional Development Curriculum Council Report and Calendar 2022-2023 (Oct)
- Strategic Action Plans 2022-2023

NOVEMBER 2022

Acceptance Program of Studies- Glastonbury High School and Smith Middle School
School Report Newsletter
Setting CIP Priorities
Election Day Professional Development
Veteran's Day Celebrations
Review Programs of Study – Glastonbury High School and Smith Middle School
Curriculum Council Update Including Calendar of Review
Budget Planning Continues
Program Reports Completed
Board of Education Budget Workshop Dates
Board of Education Meeting Dates 2024-2025
Strategic Action Plan Review
Approval of Perkins Vocational and Technical Education Grant

DECEMBER 2022

Receive Superintendent's proposed 2023-2024 Budget
Diversity, Equity and Inclusion Update
Magnet School Participation
Approve Programs of Study – Glastonbury High School and Smith Middle School
Board of Education Policy Update

JANUARY 2023

Budget Workshops
Review and Approval of Board of Education Budget for 2023-2024
Capital Improvements Projects (CIP) Workshop with the Town Council
Town Meeting on Town/Education 2023-2024 Budget Proposal
Approval to Go Out for School Bus Bids
School Food Service Mid-Year Report
School Reports
Open Choice Participation 2023-2024
Adult and Continuing Education Courses for Winter/Spring
Board of Education Ethics Training (January 2023)
2024-2025 Glastonbury Public Schools Calendar
2025-2026 Glastonbury Public Schools Calendar

FEBRUARY 2023

Workshops BOE, Town Council and Board of Finance to Review Education Budget
School Report Newsletter
School Reports
Summer Enrichment Camps
Teacher Education and Mentoring Report (TEAM)

MARCH 2023

School Reports
Board of Education Policy Updates
Recruitment/Hiring
Approval District TEAM Mentors
Non-Renewal of Teachers' Contracts in Accordance with CT Statutes 10-151
Approval Board of Education Planning Framework
Approval of Town Council Budget for Education and CIP
State Mandated Testing Schedule 2023
Next Generation Accountability Results (moved to March)
Spring Professional Development

APRIL 2023

School Reports
2022-2023 Education Budget Revisions
Non-Renewal Long Term Substitutes Agreement
Non-Renewal of Teachers' Contracts in Accordance with CT Statutes 10-151
Student Participation through Lottery for Magnet Schools
Board of Education Policy Updates
Recruitment/Hiring Continues
Approval of April Budget Revisions
IDEA B Grant Approval
TEAM Process and Training Report

MAY 2023

Approval of IDEA Grant for 2023-2026
School Reports Newsletter
GEHMS Contract Expires June 2023
Superintendent's Evaluation
Recruitment/Hiring Continues
Healthy Foods Certification
Board of Education Policy Updates
Board Self-Evaluation
Recognition of Certified Retirees
Capital Improvement Projects Update (CIP)
ED 165 (Profile and Performance Report)
Approval of Submission of Confucius Classroom Program Grant
Approval of Open Choice Expenditures

JUNE 2023

Graduation Celebration, 2023
Summer Professional Development Report
Glastonbury/East Hartford Elementary Magnet School Financial Report/Budget Approval
Recruitment/Hiring Continues
Children of Out of Town Staff Members Tuition
Board of Education Policy Updates
Approval of Non-Affiliated Wage Increases
Elementary School Staffing Adjustments
50th Class Reunion Breakfast
Superintendent's Contract
Teacher Evaluation Update

JULY 2023

Recruitment/Hiring Continues
School Report Newsletter
Technology Annual Report
Board of Education Policy Updates
Summer Professional Development Report
Elementary School Staffing Adjustments
Board of Education Policy Updates
Adult and Continuing Education Courses Fall
LINKS Update
CIP Projects Update

Glastonbury Public Schools

TRAVEL APPROVAL FORM

THIS FORM MUST BE COMPLETED AND APPROVED BEFORE PARTICIPANTS ARE SOLICITED

INTERNATIONAL _____ US x CT _____

DESTINATION: Atlanta, Georgia

DEPARTURE DATE: Saturday April 23, 2022 RETURN DATE: Wednesday April 27, 2022

ESTIMATED NUMBER OF PARTICIPANTS: 7 WILL ANY SCHOOL TIME BE USED: yes

SPONSORING TEACHER: Arlette de Koning COST PER PARTICIPANT: est. \$1000-\$1500
(depending on how many students attend and boy/girl ratio as it affects hotel room and advisor costs)

OTHER CHAPERONE(S): _____

AGENCY/ORGANIZATION MAKING ARRANGEMENTS: DECA

SCHOOL(S) PARTICIPATING: MANY: up to 14,000 participants total _____

STUDENTS' REQUIREMENTS FOR PARTICIPATION: Placing in the top 3 of the DECA State Competition.

PURPOSE OF TRIP: GHS DECA members participated in the DECA State Competition, which included a 100 question test and a roleplay which students had prepared for since the fall. The students who placed in the top 3 qualified to compete in the International DECA competition in Atlanta, Georgia. This event is held annually and it is a great honor to represent GHS there. The last two years the event was canceled due to Covid, so our current participants did not have a chance before to participate. Registration is due by Mar 18, 2022, which is really soon. We just found out during the evening of Mar 7, 2022 who qualified.

ITINERARY (MAY BE ATTACHED):

For more info on the conference:

<https://www.deca.org/wp-content/uploads/2022/01/DECA-2022-ICDC-Registration-Guide-Associations.pdf>

STATEMENT OF ANTICIPATED OUTCOMES FOR STUDENTS:

In this international conference participants will compete in different business, entrepreneurship and financial related events and gain invaluable experience by exposure to and interaction with fellow high-level competitors, advisors, judges etc.

APPROVAL:

DIRECTOR: Alizah Alwale 3/21/2022 (DATE)

PRINCIPAL(S): [Signature] 3/21/2022 (DATE)
(of first school where trip is taking place) (of second school if applicable) (DATE)

PRINCIPAL(S): _____ (DATE)
(of first school where chaperones teach) (of second school if applicable) (DATE)

SUPERINTENDENT APPROVAL: Alan Burke 3/22/22 (DATE)

2019-2020

BOARD OF EDUCATION APPROVAL DATE: _____

Children of Out-of-Town Board of Education Employees

The Board of Education believes that permitting the children of its non-resident employees to attend its schools may be advantageous in its recruitment efforts. This may be especially beneficial as the district competes for certain highly competitive teaching, administrative and support positions. Accordingly, the children of Board of Education employees who live out-of-town may attend the Glastonbury Public Schools at a special tuition rate approved annually by the Board.

All requests to be included in this program must be endorsed by the superintendent and submitted to the Board for approval. Under normal conditions, students will be accepted only at the beginning of the school year. Notification of acceptance and tuition amount will be sent to out-of-town staff after Board approval. Attendance will be permitted only on a space available basis determined by the superintendent. The parent/guardian will be responsible for transportation to and from school.

The Board of Education instructs the superintendent/ designee to set the tuition for this program annually at **\$1,000 per child**. ~~50% of the district's per pupil cost as published in the most recent Profile and Performance Report (PPR) produced by the Connecticut Department of Education.~~ In addition, any costs for additional services required under an IEP or 504 Plan will be paid by the employee.

~~Children approved for inclusion in this program prior to the start of the 2006-2007 school year will continue to pay a tuition based on the formula for tuition in place in 2005-2006.~~

Policy

Adopted: March 10, 1986

Revised: April 19, 1993

Revised: October 7, 1996

Revised: January 24, 2005

Revised: September 26, 2005

Revised: June 25, 2012

Revised: April 21, 2014

Revised: March 11, 2016

Revised:

Tuition Fees

Where tuition is charged for non-resident pupils who attend the Glastonbury Public Schools, it is established annually by the Board of Education.

In the case of students attending our vocational agricultural program, tuition is calculated using the formula mandated in section 10-65 of the Connecticut General Statutes.

Students enrolling in the district's schools whose parents/guardians intend to but have not yet become Glastonbury residents may be charged a tuition rate based upon the formula mandated for that purpose found in section 10-186 of the Connecticut General Statutes.

Children of non-resident Board of Education employees who attend Glastonbury Public Schools are charged a tuition ~~based upon a formula~~ explained in Policy 5118.1.

Legal Reference: Connecticut General Statutes

10-65 Grants for construction and operating vocational agriculture centers. Tuition charges.
(amended by PA 04-197)

10-186 Duties of local and regional Boards of Education re school attendance.

10-220 Duties of Board of Education

(cf. Policy 5118.1 - Children of Out-of-Town Board of Education Employees)

(cf. Regulation 5118 – Residency Requirements)

Policy

Adopted: October, 1981

Revised: September 26, 2005

Revised:

Nondiscrimination

In compliance with regulations of Title VI of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the American with Disabilities Act, the Glastonbury board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policy. The Glastonbury Board of Education prohibits acts of discrimination in all matters dealing with employees and applicants for positions with the school district and endorses the principle of equal employment opportunity in all actions affecting employees and applicants. As an equal opportunity employer, the Glastonbury Board of Education declares that no discrimination based on race, creed, color, national origin, gender, sexual orientation, religion, gender identity or expression, marital status, veteran status, disability or age will exist in the school district with regard to employment, screening candidates for employment or in retention and promotion of employees. Sexual harassment has been established as a form of sexual discrimination as defined by Glastonbury Board of Education Policy 4118.12, in accordance with federal and state law.

The District recognizes that it is a discriminatory practice to request, on an initial employment application, a prospective employee's age, date of birth, dates of attendance at or date of graduation from an educational institution on an initial employment application, unless requesting or requiring such information is based on a bona fide occupational qualification or need, or when such information is required to comply with any provision of state or federal law.

“Race” is inclusive of ethnic traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, head wraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Equal Education Opportunity

Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the Glastonbury Board of Education.

The Civil Rights Compliance Officers for the Glastonbury Board of Education have the responsibility to monitor the compliance of this policy. The names and location of the Civil Rights Compliance Officers are posted in each school annually.

Areas in which employees/applicants shall not be discriminated against, include but are not limited to:

- Hiring and Promotion
- Compensation
- Job Assignments
- Leaves of Absence
- Fringe Benefits
- Labor Organization
- Contracts or Professional Agreements

Personnel – Certified/Classified

Policy 4118.11(a)
4218.11(a)
Revised

Policy

Adopted: October, 1981
Revised: November 14, 2005
Revised: August 12, 2013
Revised: May 22, 2018
Revised: October 4, 2021
Revised:

DISCRIMINATION COMPLAINTS (PERSONNEL)

Any employee or employment applicant who feels that he/she has been discriminated against on the basis of race, creed, color, national origin, religion, gender, sexual orientation, gender identity or expression, marital status, disability, or age may discuss and/or file a grievance with the appropriate compliance officer (Title VI, Title IX, ADA, and Section 504) of the Glastonbury Public Schools. Reporting should take place, in writing, within forty (40) calendar days of the alleged discrimination.

The compliance officer will commence an effective, thorough, objective and complete investigation of the complaint within ten (10) working days after receipt of the complaint. The compliance officer will consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged violator, any witnesses to the conduct, and the victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigation process, due process rights will be upheld. No reprisals will be taken or permitted for truthfully asserting a complaint.

The compliance officer shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged violator, and, as appropriate, to all others directly concerned within fifteen (15) working days after receiving the complaint.

If the complainant is not satisfied with the decision of the compliance officer, an appeal in writing may be made to the Glastonbury Board of Education within ten (10) days of receipt of the decision.

The Board within thirty (30) working days, will investigate the complaint and may conduct a hearing to gather additional information. The Board will give a written response within ten (10) working days following the completion of the hearing.

Legal Reference:

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (as amended by PA 21-2 §441.)

46a-51 Definitions as amended by PA 17-127 and PA 21-2)

46a-60 Discriminatory employment practices prohibited. (as amended by PA 17-127 and PA 21-69)

P.A. 11-55 An Act Concerning Discrimination

10-153 Discrimination on account of marital status.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, *et seq.*

Connecticut General Statutes § 10-15c and § 46a-81a, *et seq.*

Discrimination on basis of sexual orientation

Section 504 of the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706 (7) (b)..

Public Act 11-55 An Act Concerning Discrimination

American Disability Act of 1989, as amended by the ADA Amendments Act of 2008

Civil Rights Act of 1987.

Title IX Final Rule, May 6, 2020

Regulation

Adopted: March 26, 2012

Revised: August 12, 2013

Revised: October 4, 2021

Revised:

Technology and Instruction

Internet Safety and Acceptable Use of Glastonbury Public Schools (GPS) Technology Systems

~~The purpose of the policy and the following regulation is to explain the rights, responsibilities, etiquette, privacy considerations, security requirements, Internet safety, technology protections measures and possible consequences and liability concerns of accessing Glastonbury Public School's technology systems.~~

Glastonbury Public School believes that access to technology systems, networks, the Internet and other electronic resources is an essential component of every student's learning experience. Usage of all information technology tools in the schools is to exclusively support the education process including but not limited to instruction, assessment, professional development and management of educational tasks.

The Glastonbury Board of Education (**Board**) directs the superintendent/designee to develop and make available to staff, students and their parents/guardians regulations and guidelines to ensure awareness of the responsibilities, ethics, and legal issues associated with using Glastonbury Public School ~~computers,~~ **devices**, networks, electronic resources, the Internet and any other technology based tools. An Acceptable Use Agreement must be signed by all students ~~and/or their parents/guardians (if students are under 18 years of age) in Grades K-12 before they are permitted access to Glastonbury Public Schools technology systems.~~ Students new to Glastonbury and/or their parents/guardians (if students are under 18 years of age) will sign an Acceptable Use Agreement as part of the registration process. ~~In Grades K-12 the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* may be reviewed annually at the beginning of each school year. The signed Acceptable Use Agreement shall be maintained by the administration.~~

The Internet is a global electronic network used by innumerable organizations and individuals. In schools and libraries, the Internet is primarily used as a teaching and learning resource.

The Internet is an unregulated communication environment where information changes constantly. Some of this information may be inappropriate based upon the age and development level of the user. Accordingly, the Glastonbury Public School system continuously takes precautions by installing "filter" applications. ~~and developing specific guidelines to limit student access to inappropriate material.~~ Although these measures cannot totally eliminate the possibility of inadvertent access to objectionable data, such possibilities will be significantly limited.

Users of Glastonbury Public School ~~computers~~ **devices**, tablets/mobile devices, networks, electronic resources, the Internet and any other technology based tools have certain rights and privileges. Infringement upon, or disrespect of, the rights of other members or users may result in the loss of network privileges and other disciplinary action including, but not limited to, suspension, expulsion, termination of employment and/or referral to appropriate law enforcement agencies.

~~The Glastonbury Board of Education~~ **Board** makes no warranties of any kind, whether expressed or implied, for the service it is providing. ~~The Board of Education~~ will not be responsible for any problems suffered while on the Internet. These problems include but are not limited to, loss of data as a result of delays or otherwise, no-deliveries, mis-deliveries, or service interruptions caused by the Internet or users which include errors or omissions. Use of any information obtained through the Internet is at the user's own risk. The Board does not accept any responsibility for the accuracy of information obtained through the Internet.

Policy

Adopted: December 7, 1998

Revised: October 16, 2006

Revised: May 24, 2010

Revised: October 15, 2012

Revised: May 13, 2013

Revised: March 28, 2016

Revised: February 10, 2020

Revised:

GLASTONBURY PUBLIC SCHOOLS
Glastonbury, Connecticut

Technology and Instruction

Internet Safety and Acceptable Use of Glastonbury Public Schools (GPS) Technology Systems

~~The purpose of the policy and this regulation is to explain the rights, responsibilities, etiquette, privacy considerations, security requirements, Internet safety, technology protections measures and possible consequences and liability concerns of accessing Glastonbury Public School's technology systems.~~

I. TERMINOLOGY

Technology Systems - Glastonbury Public School computers, tablets, e-mail, mobile devices, cell phones, networks, electronic resources, information/data systems, the Internet (while accessing it via the GPS network), peripherals, portal and any other technology-based tools.

Users – Any staff (fulltime, part time or temporary) and/or students that access the GPS technology systems.

II. RIGHTS

A. Privacy/Monitoring Notification

All electronic data and communications systems received or continued on the network or any Glastonbury Public Schools technology system are the property of the Glastonbury Public Schools and are to be used only for school-related purposes.

The use of technology systems provided by the school system is restricted to school system business. Technology systems are not to be used for personal or private business. To ensure the proper use of our technology systems, **computer device** use, including, but not limited to e-mails, electronic messaging, Internet use, word processing, and information storage may be monitored at any time by the superintendent/designee. **As part of the monitoring process, the district will retain the capacity to bypass any individual password of a student or other users.** There should be no expectation of privacy when using or accessing school district technology systems.

There also may be a need to access private files as part of regular system maintenance and security audits. An attempt will be made to notify users of this in advance whenever possible. It is important that users recognize the fundamental difference between public and private forms of communication.

B. Equal Access

Users will be granted free and equal access to technology systems as deemed appropriate by GPS administration and/or supervisors. Exploration of the Internet is encouraged if consistent with the mission and policies of the Glastonbury Public Schools. No single user should monopolize a technology system or the network it uses. Personal files or applications are not permitted on the network or technology systems **without official authorization from administration.**

INSTRUCTION

Regulation 6141.2(a)

Revised

Technology and Instruction (continued)

C. Safety

To the greatest extent possible, users of technology systems will be protected from harassment and unwanted contacts. Any user who receives threatening or unwelcome communications should bring them to the attention of a teacher or administrator. Users must be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. The designers and managers of the technology systems cannot eliminate access to all such services, nor can they identify all of them. Individual users must take responsibility for their own actions when navigating the technology systems.

D. Intellectual Freedom

The technology systems of the Glastonbury Public Schools provide a free and open forum for expression, including differing viewpoints. Users should be aware, however, that others may be openly critical of such opinions. ~~Occasionally, a posted message may be received from outside the local school network with harsh criticism (a practice known as “Flaming” or “Slamming”). It is best not to respond to such attacks. Personal attacks are not an acceptable use of the technology systems at any time.~~ The Glastonbury Board of Education does not officially endorse any opinions stated on the technology systems. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the Glastonbury Public Schools.

III. RESPONSIBILITIES

Users need to become familiar with their responsibilities while using the GPS technology systems. Failure to adhere to them may result in the loss of access privileges on the technology systems of the Glastonbury Public Schools and possible disciplinary action including, but not limited to, suspension, expulsion, due process procedures, termination of employment and/or referral to the appropriate law enforcement agencies.

- A. Users have the full responsibility for the use of their account. Users must never share their passwords or account with anyone. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. ~~Under no conditions should users give their passwords to other users.~~
- B. Users must not knowingly degrade or interfere with the performance of the technology systems.

Technology and Instruction (continued)

- C. Users must obey the rules of copyright and fair use. They must respect all legal issues regarding software, information and attributions of authorship. Commercial software may not be installed/downloaded on the technology systems without going through the software review and acquisition process and/or approval by the curriculum director and Chief Technology Officer.
- D. Posting personal communications to a public forum without the original author's prior consent is prohibited. To do this is a violation of the author's privacy. However, all messages posted in a public forum, such as news groups or alias E-mail, may be copied in subsequent communications, so long as proper attribution is given.
- E. Use of the technology systems for any illegal activities is prohibited. Illegal activities include tampering with technology systems' hardware or software, unauthorized entry into technology systems, or vandalism or destruction of technology systems files, unauthorized access to the network and/or information systems. Such activity is considered a crime under state and federal law.
- F. Users must avoid the knowing or inadvertent spread of computer viruses, spam, malware and other nuisance applications. Deliberate attempts to degrade or disrupt system performance of any GPS technology systems or any other computer system on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
- G. Users must employ appropriate language. Profanity or obscenity will not be tolerated on the technology systems. All users should employ language appropriate for school/professional situations as indicated by school codes of conduct and the Connecticut Code of Conduct for School Teachers and Administrators, Board of Education policies and school rules.
- H. Users should avoid offensive or inflammatory speech. Users must respect the rights of others that utilize the technology systems. Personal attacks are unacceptable use of the technology systems.
- I. Impersonations, misrepresentations, anonymity, or pseudonyms are not permitted.
- J. Exemplary behavior is expected in all online applications, collaborative sites or other online communication systems. When visiting locations on the Internet, using video conferencing, screen sharing communication tools, and distance learning environments users must conduct themselves as representatives of the Glastonbury Public Schools and in a manner consistent with all Board of Education policies and district standards/expectations.
- K. Any device provided to staff or students by Glastonbury Public Schools is the property of Glastonbury Public Schools and therefore must be surrendered to appropriate administrators when deemed necessary.
- L. Staff and Students are responsible for the general care of the device that they have been issued by the Glastonbury Public Schools.

INSTRUCTION

Technology and Instruction (continued)

Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of privileges to use the technology systems of the Glastonbury Public Schools and possible disciplinary action including, but not limited to, suspension or expulsion, due process proceedings, and/or referral to the appropriate law enforcement agencies.

IV. NETWORK ETIQUETTE AND PRIVACY

Users of the Glastonbury Public School Technology Systems are expected to follow the accepted rules of technology etiquette. These rules include, but are not limited to, the following. Users must:

- A. Be polite
- B. Use appropriate language. Users are representatives of the Glastonbury Public Schools. What is written can be viewed in-house and worldwide. Use of offensive or obscene words or any other inappropriate language is prohibited.
- C. Report information relating to illegal activities to a teacher or administrator since there is no guarantee of privacy when using GPS technology systems.
- D. Not share, post or distribute personal information or names, home addresses and phone numbers of any other person while utilizing GPS technology systems.
- E. Not send or encourage others to send abusive messages.
- F. Not disrupt the technology systems in any way.

V. PROHIBITIONS

The use of the technology systems of the Glastonbury Public Schools for illegal, inappropriate, unethical purposes by users is prohibited. More specifically:

- A. Use of the technology systems of the Glastonbury Public Schools to facilitate illegal activity is prohibited.
- B. Use of the technology systems of the Glastonbury Public Schools for commercial or for-profit purposes is prohibited.
- C. Use of the technology systems of the Glastonbury Public Schools for non-educational purposes that do not directly relate to instruction or execution of job functions is prohibited.

INSTRUCTION

Regulation 6141.2(d)

Revised

Technology and Instruction (continued)

- D. Use of the technology systems of the Glastonbury Public Schools for product advertisement, solicitation, political lobbying, advocacy for groups, issues, agencies or entities that are not directly related to the curriculum and instruction is prohibited.
- E. Malicious use of the technology systems of the Glastonbury Public Schools to develop programs that harass other users or infiltrate a technology system and/or damage the software or a computer or system is prohibited.
- F. Harassment, discriminatory remarks, and other anti-social communications/productions on the technology systems of the Glastonbury Public Schools are prohibited. Users should promptly inform appropriate staff of any communications/productions that may be construed as threatening, harassing, or otherwise inappropriate.
- G. The technology systems will not be used to obtain, store, use, access, create, copy or disseminate obscene or pornographic material. There is to be no creation, production, display, storage or transmission of sexually explicit images, messages, or cartoons that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious and political beliefs. The technology systems should not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-school related solicitations.
- H. Use of the technology systems of the Glastonbury Public Schools to create, obtain, store, display, copy and/or transmit material likely to be offensive or objectionable to recipients is prohibited.
- I. Use of the technology systems of the Glastonbury Public Schools intentionally to obtain or modify files, passwords, network settings/policies, resources or data belonging to other users is prohibited.
- J. Use of the ~~computer network~~ **technology systems** of the Glastonbury Public Schools to misrepresent other users ~~on the technology systems of the Glastonbury Public Schools~~^[1] **(use another person's password)** is prohibited.
- K. Use of the technology systems Glastonbury Public Schools for fraudulent copying, communication, creation, production or modifications of materials in violation of law is prohibited and will be referred to appropriate authorities.
- L. Loading or use of unauthorized games, program, files and other electronic media is prohibited. Any downloads or installs must be approved by appropriate administrators.
- M. Users will not be allowed on-site or remote access to District technology systems without official authorization **from administration**
- N. The hardware and software of other users shall not be destroyed, modified or abused in any way.

INSTRUCTION

Regulation 6141.2(e)

Revised

Technology and Instruction (continued)

O. Personal computers, software, peripherals, etc. are not allowed onto the technology systems **without official authorization from administration.**

Abuse of any one of the above activities may result in the loss of privileges to the technology systems of the Glastonbury Public Schools and possible disciplinary action including, but not limited to suspension or expulsion, due process proceedings, termination of employment and/or referral to the appropriate law enforcement agencies.

VI. SECURITY/FILTERING

Security on the technology systems is a high priority. If users of the technology systems of the Glastonbury Public Schools identify a security problem, the user must notify a teacher or administrator at once without discussing it or showing it to another user. The user must not use another individual's account. Any user identified as a security risk will be denied access to the technology systems of the Glastonbury Public Schools.

Filtering should be viewed as one of a number of techniques used to manage users' access to the Internet and encourage acceptable use. It should not be viewed as a foolproof approach to preventing access to inappropriate material. Filtering will be used in conjunction with:

- Active classroom supervision while students are using technology systems
- Electronic monitoring of inappropriate access
- Professional development and educational units on ethical and legal uses of computing technology **with the Connecticut Information and Technology Curriculum Framework**

The placement of filters on the District technology systems are viewed as an exercise of the Board's of Education's right to determine educational suitability of materials used in the schools. Filters will be used to block pre-selected sites, block words or phrases, block categories such as chat, newsgroups, etc. In accordance with the Children's Internet Protection Act, filters will be maintained to block websites deemed to be obscene, pornographic, and/or harmful to minors. Additional categories of websites to be blocked will be determined by the superintendent/designee. Users' online activities will be electronically monitored and logged via technology protection measures.

Filtering categories of websites may often block access to sites that are instructionally appropriate for classroom lessons, research projects, and/or other appropriate educational purposes. Staff who wish to have a website unblocked must follow the school district process outlined on the Technology and Information Services section of the GPS Staff Site. If the sites are determined to have valid educational purpose, access to these sites will be unblocked temporarily and/or permanently.

Occasionally, students and/or staff may access websites that are objectionable. These should be reported to the superintendent/designee for consideration to be blocked by the filtering system.

INSTRUCTION

Regulation 6141.2(f)

Revised

Technology and Instruction (continued)

VII. CONSEQUENCES

Users of the technology systems of the Glastonbury Public Schools shall be responsible for damages to the equipment, system and software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to gain access to the technology systems of the Glastonbury Public Schools. Other appropriate disciplinary procedures may take place as needed.

Illegal use of the technology systems of the Glastonbury Public Schools, intentional deletion or damage of files or data belonging to others, and copyright/fair use violations or theft of services will be reported to the appropriate legal authorities for possible prosecution and other consequences.

USERS

Students, teachers, and other staff members from the Glastonbury Public Schools are potential users of the Internet, computers/network and related electronic learning resources provided by the Board. ~~Five user levels are defined for the purposes of organizing supervision for group instruction and personal use of these information resources. All authorized employees must receive training on acceptable use of GPS technology systems prior to working with students.~~

Students in Grades K through 12 will be on a continuum toward being independent users of the Internet, devices, network, related electronic learning resources and other information technologies. The user will take full responsibility for his or her actions.

Students entering Kindergarten will be provided a school issued device to be used for educational and instructional purposes. Students will be allowed to take these devices home in the evening and use them where appropriate during the school day. Students issued devices must abide by all provisions of policy 6141.2 including the following:

When students graduate, withdraw, are expelled, are outplaced or otherwise end their enrollment in the district school for any other reason, they must return their individual school issued device. If the device is lost, stolen and/or damaged, the student/parent or guardian may be responsible for the replacement cost of the device.

USER LEVELS

~~Level I — Students in Pre-kindergarten through and including grade 3 will use the Internet and other technology systems with direct supervision of a teacher or paraprofessional. Direct supervision means that the adult will guide the student through the Internet session and will have a continuous view of the student's computer/Internet interactions. All Internet searches~~

will be conducted using *the Glastonbury Public Schools Preferred Digital Resources for Grades PreK-5*.

~~In grades PreK-3, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.~~

~~Level II—Students in grades 4 and 5 may access specific web addresses and E-mail accounts as listed or book marked by the teacher when a teacher or paraprofessional is in the same room as the user. Students in grades 4 and 5 may do subject searches and send E-mail with direct supervision of a teacher or paraprofessional. All Internet searches will be conducted using the *Glastonbury Public Schools Preferred Digital Resources for Grades PreK-5*.~~

INSTRUCTION

GLASTONBURY PUBLIC SCHOOLS
Glastonbury, Connecticut
Regulation 6141.2(g)

Revised

Technology and Instruction (continued)

~~In Grade 4-5, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.~~

~~Level III—Students in Grades 6, 7 and 8 may access specific web addresses and E-mail accounts as listed or book marked by the teacher and may do subject searches and send E-mail when a teacher or paraprofessional is in the same room as the user.~~

~~In Grade 6, parents and students will be asked to read the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* and sign the Acceptable Use Agreement (Policy 6141.2).~~

~~In Grades 7-8, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.~~

~~Level IV—Students in Grades 9 through 12 will be on a continuum toward being independent users of the Internet, computers/network, related electronic learning resources and other information technologies. The user will take full responsibility for his or her actions.~~

~~In Grades 9-12, administrators/teachers will review the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* with all students at the beginning of the year before access is allowed to the computers/network.~~

~~Students entering Grade 4 will be provided tablets to be used for educational and instructional purposes while they are attending SMS and GHS. Students will be allowed to take these tablets home in the evening and use them where appropriate during the school day. Students issued tablets must abide by all provisions of policy 6141.2 including the following:~~

- ~~The tablet is school property and all users must abide by Policy 6141.2.~~
- ~~Parents and students must sign and return the *Glastonbury Public Schools iPad Acceptable Use Agreement* (see Appendix A) before the tablet can be issued to their child.~~
- ~~Periodically, students may be required to return their tablets for periodic maintenance and compliance of BOE and school policies. This is an opportunity for the district to ensure that the devices are functioning correctly and are being appropriately maintained. All efforts will be made to ensure that this will not interfere with the student's use of the tablet for learning.~~

GLASTONBURY PUBLIC SCHOOLS
Glastonbury, Connecticut

Technology and Instruction (continued)

- ~~When students graduate, withdraw, are expelled, are outplaced or otherwise end their enrollment in the district school for any other reason must return their individual school provided tablet. If the tablet is lost, stolen and/or damaged, the student is responsible for the replacement cost of the tablet.~~
- ~~The student will be responsible for any damage to the tablet, and must return it and accessories to the school in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the tablet. Parents may wish to purchase supplemental insurance policy to mitigate loss, theft or accidental damage.~~
- ~~For purposes of security and network manageability, the tablets are equipped with Wi-Fi networking capabilities only and will access the District's network via a managed Wi-Fi connection. No access to 3G or 4G networks will be provided. Students will be allowed to set up wireless networks on their tablets. This will assist them with tablet use while at home. However, students must ensure that they do not adjust settings in such a way as to interfere with Wi-Fi network use at school.~~
- ~~All required instructional and productivity apps, will be provided by the school district.~~
- ~~The software/apps selected and purchased by the school must be installed and remain on the tablet in usable condition and be easily accessible at all times.~~
- ~~Each student may be required to have an Apple account to access and load Apps (if using iPads).~~

Tablet Care

- ~~Students are responsible for the general care of the tablet that they have been issued by the school.~~
- ~~Tablets that are broken or fail to work properly must be taken to the school technology office for an evaluation of the equipment.~~
- ~~Only use a clean, soft cloth to clean the screen, no cleansers of any type (refer to tablet user guide for further instructions).~~
- ~~Cords and cables must be inserted carefully into the tablet to prevent damage.~~
- ~~Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Glastonbury Public Schools.~~
- ~~Other recommendations per the tablet's user guide~~

The guidelines below should be followed:

- ~~Tablets must never be left in an unlocked locker, unlocked car or any unsupervised area.~~
- ~~Students are responsible for keeping their tablet's battery charged for school each day.~~

Technology and Instruction (continued)

- ~~Tablets should be carried in a protective case when carried. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet screen. The screens are particularly sensitive to damage from excessive pressure on the screen.~~
- ~~The tablet screens can be damaged if subjected to rough treatment.~~
- ~~Do not lean on the top of the tablet when it is closed.~~
- ~~Do not place anything near the tablet that could put pressure on the screen.~~
- ~~Do not place anything magnetic on or near the screen.~~
- ~~Do not place anything in the carrying case that will press against the cover.~~
- ~~Clean the screen with a soft, dry cloth or anti-static cloth.~~
- ~~Do not “bump” the tablet against lockers, walls, car doors, floors, etc.~~

~~Level V — The Glastonbury Public Schools staff (including long-term substitutes, interns, student teachers and other temporary staff) and other authorized adult users will be independent users with full responsibility for their actions in accordance with the *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* (Policy 6141.2). Each current and new staff member will receive training on the expectations, responsibilities and acceptable uses of Glastonbury Public Schools technology resources.~~

DISTRICT RESPONSIBILITIES

The following outlines district responsibilities with regard to:

Technology-Systems:

- Respect the privacy of individual user’s electronic data. However, users should be aware that, unless specifically protected by Connecticut’s Freedom of Information statute, all information is in the public domain. Users should not have expectations of personal privacy when utilizing any of the systems. Only authorized staff shall have access to data as required to do so by law, Board policy or terms of *Internet Safety* and *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* (6141.2).
- Take prudent steps to develop, implement, and maintain security procedures to insure system, file, and data integrity.
- Attempt to provide error-free, dependable access to electronic resources.
- Refrain from denying or removing user privileges without just cause.
- Undertake due process against users whose behaviors are not in keeping with the *Internet Safety* and *Acceptable Use of the Glastonbury Public Schools Technology Systems Policy* (6141.2). These actions shall be consistent with Board of Education policy, guidelines, and collective bargaining agreements.

Technology and Instruction (continued)

Instructional Use:

- Develop and implement a process that makes all users aware of their rights and responsibilities and provide user agreements and a system for archiving them.
- Communicate the terms of the Acceptable Use Policy Agreement to parents of students and staff.
- Provide instruction to minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response.

Security, Internet Safety and Technology Protection Measures:

In order to maintain the safety of students, staff and resources (related to technology systems /network usage), security and confidentiality of information, and prevent unauthorized usage/intrusion of the Glastonbury Public Schools Technology Systems and Networks, the Department of Technology and Information Services will secure the electronic environment in accordance with the Children’s Internet Protection Act of 2000 **2011** (CIPA) by implementing, maintaining, updating and/or upgrading:

- systems updates as determined by best practices, industry recommendations and/or department recommendations
- firewall services
- anti-virus services
- Internet content filtering services
- network security services and group policies
- nuisance prevention systems (i.e. pop-ups, spam, etc)
- disaster recovery and business continuity systems
- ongoing testing of network security
- internet monitoring and logging services

Legal Reference: Connecticut General Statutes
10-184 Duties of parents
10-186 Duties of local and regional Boards of Education re school attendance
10-220 Duties of Boards of Education,
Section 53a -182b through Section 53a –183, Computer Related Offenses, as amended by Public Act 95–143, Act Concerning Harassment by Computer and Possession of Child Pornography
Children’s Internet Protection Act of 2000, **2011**

[Adoption of ISTE and Computer tech standards June 6, 2018](#)

[f](#)

[Adoption of the American Association of School Libraries \(AASL\) National School Library Standards for Learners, School Librarians, and School Libraries. December 1, 2021](#)

Regulation

Approved: December 7, 1998
Revised: October 16, 2006
Revised: May 24, 2010
Revised: June 25, 2012
Revised: October 15, 2012

Revised: May 13, 2013
Revised: March 28, 2016
Revised: July 7, 2017
Revised: February 10, 2020
Revised:

GLASTONBURY PUBLIC SCHOOLS
Glastonbury, Connecticut



Report to Glastonbury Board of Education

School: Hebron Avenue School

Prepared By: Linda Provost

Date: March 28, 2022

1. Notable school successes that have occurred within this past year

- Successful reopening of school for all students
 - Promote safety and wellness of students and staff
 - Reopening of Music and Art rooms
 - Reopening of the school Library Media Center
 - Continued adjustments to daily routines and pandemic protocols
- Focus on student needs
 - Meeting students where they are and adjusting support
 - Supporting social skills and emotional learning
 - Utilizing intervention systems to provide academic and behavioral support
 - Tutor support in classrooms to begin the school year
 - Early identification of students for intervention
 - Utilized rounds of intervention for efficiency
 - Strategies were put in place to address the needs of social/emotional learning
 - Second Step program lessons focused on skills for learning, empathy, emotion management, problem solving and friendship skills
 - The Second Step Anti-Bully unit was implemented this year
 - Proactive teaching of social skills outdoors at recess
- One District One Book program
 - Designed to create a shared reading experience across an entire school community
 - Establishing a culture of family literacy
 - Promoted the love and joy of reading
 - Features: Video reveal, reading for 15 nights, morning announcement trivia questions, fun discussions, activities, and a visiting “hamster”

2. New school initiatives that were introduced recently

- Read aloud program to promote social learning across all grade levels
- HAS PTO thought of creative ways for the community to come together
 - Trunk or Treat
 - Outdoor movie night
 - Outdoor book fair

- School activities to promote happiness and relationship building
 - Rubber duck battle
 - Virtual Veteran’s Day
 - Pajama day fundraiser for CT Children’s Medical Center
 - Holiday sing-a-long
 - Souper February Fridays
 - Valentine staff surprises
 - March madness faculty game
 - STEAM Month

3. Challenges and unique school level considerations

- The pandemic has set unique challenges for teaching and learning
 - Arrival and dismissal changes
 - Classroom instructional changes
 - Increase of duties for faculty
 - Contact tracing, isolating, quarantining
 - Tutor assignment
 - Staff and substitute shortages
 - Keeping up with ever changing protocols

4. Long-term plans that support your school’s interests and needs

- Continued support of social and emotional well-being for students and staff
- Continued focus on our intervention model and supporting student growth
- Reflection on what we have learned throughout the pandemic

Thank you to the Glastonbury Board of Education for all of your support and dedication to the staff, students, and families of Glastonbury.



Report to Glastonbury Board of Education

School: Gideon Welles School

Prepared By: Kent M. Hurlburt

Date: March 28, 2022

1. Notable school successes that have occurred within this past year

- **Teaching and Learning**

Throughout the last year GWS staff have remained committed to meeting individual students' needs while following changing COVID practices. Tutors, paras and technology have been especially valuable in supporting students. Our Navigators continue to thrive despite challenges they have faced during the pandemic.

- **School Community**

- **Clubs and Activities.** We are offering 17 clubs and activities this spring, to include: Club Creative, Homework Help, News and Broadcasting, [Rubik's Cube](#), [Echo the Gecko](#), [Greenhouse Growers](#) (cultivates plantings for various school events and works with Glastonbury Partners in Planting. There will be a May student-run plant sale!), **Math Center** (Staffed by math teachers and tutors four days a week to provide support for math content), **Students Helping Our Community Club "SHOC"** ([multiple outreach projects](#) including a virtual read-aloud with Naubuc Kindergartners, cutting shoe parts for children in Uganda, and raising funds for the Breast Friends Breast Cancer Research Fund.), **5th/6th Grade Student Council.** (Raised \$750 for "*Kids Saving the Rainforest*", partnered with United Way to adopt a family and purchase holiday gifts, school spirit days, etc.)
- Exploring the Arts. We continued offering cultural arts enrichment this year despite COVID. We are now welcoming artists, in-person, with scheduling adjustments to accommodate increased in-person attendance.
- Successful 5th grade transition from Hopewell School. Students and staff feel welcome and are thriving.

- **Awards and Recognition**

- Stock Market Game
 - For the first time ever GWS has the top 3 State winners
- Virtual Author visits were supported by the GWS PTO
 - Sarah Weeks - November 23 - *Save Me a Seat*
 - Jack Gantos - March 18th - Newberry author
- Book Swaps
 - Several Book Swap events were held this year. A third of our students brought in gently used books to trade for books brought in by peers.

- Connecticut Student Writers (CSW) Magazine Awards
 - 1 Platinum, 2 Silver, 3 Honorable Mentions
 - Two teachers recognized: Suzanne Lips and Eileen McIntyre
- Le Grand Concours
 - 25 students participated in this national French contest
- Student Recognition (PBIS)
 - Team Tickets and Raffles, Team Brag Tags, Quarterly Recognition
- Principal Brag Tag Awards
 - Honoring Gideon Welles' Core Values: Caring, Respect and Responsibility) [Slideshow of our recipients.](#)
- [6th Grade Orchestra, Band and Choral Concerts](#)
 - 3 nights of in-person music, with 2 nightly performances for Orchestra (2/24), Band (3/3) and Chorus (3/9)
- PBIS First Week Lessons
 - Revamped lessons during COVID
- **Care, Respect and Responsibility**
 - Town Hall Meetings
 - Monthly meetings that include general issues related to successes and areas for improvement (Glow and Grow)
 - No Place for Hate - Partnership with ADL
 - 1 - Form Committee, 2 - Pledge of Respect, 3 - Assess Climate, 4 - Implement Activities; Save Me A Seat, Tree of Respect, *Who are We?*
 - Professional Development - "*Adjusting My Lens*" (11/2/22) *Educators develop a deeper understanding of the impact of bias in schools.*

2. New school initiatives that were introduced recently

- Student Support Center
 - Our Student Support Clinician reports the following in regards to services: 55 students in total serviced
 - Check-in/out - 18 (33%)
 - Crisis Management - 1 (22%)
 - School Avoidance - 5 (9%)
 - Post-Hospital Support - 1 (2%)
 - Executive Functions Group - 5 (9%)
 - Goal Setting / Monitoring - 5 (9%)
 - Safe Space - 9 (16%)
- CHIME (*Challenging Highly Inspired Mathematicians through Enrichment*)
 - 93 students offered math enrichment over two semesters
- Fifth Grade Playscape
- GHS students zooming in to support Math and World Language classes as tutors
- PTSO Animals in the Classroom Grant
 - Mini grant funded Echo the Gecko and an [afterschool club](#) teaching students responsibility and environmental consciousness. Students from all teams are welcome to join the club.

3. Challenges and unique school level considerations

- Incoming 5th Grade students - Specials and Library scheduling, 6th Grade half days with 5th grade full days - specials and lunch arrangements.
- Safety and Security revisions, creating safe, meaningful learning opportunities.
- Adjusting instruction to accommodate quarantines and isolation periods.
- Contact Tracing faculty, staff, students and families and the resources involved.
- “How To Videos” - Committee of teachers created and presented tutorial videos for parent and student use of technology (Google classroom & Powerschool).
- Developmental Guidance lessons taught by Counselors to 6th graders.
- Internet Safety presentation for students and parents focused on relevant, current uses of technology, safety and digital citizenship.

4. Long-term plans that support your school’s interests and needs

- Continuing to welcome Fifth and Sixth Grade together into our school community. This will include future plans for additional fifth grade classrooms and a permanent book room.
- Revised building schedule to accommodate for increased physical activity and social development.
- Community service projects included Tigris Coat Drive (Burr School), Rio Grande Senior Social, Yukon Food Drive (Glastonbury Food Pantry).
- Incorporating 5th grade materials/resources/lessons into our Library Media Program.

Regular Board of Education Meeting

Monday, March 14, 2022 7:00 PM

MEETING ONLINE-ZOOM

Mrs. Alison Couture:	Present
Dr. Douglas Foyle:	Present
Ms. Jenn Jennings:	Present
Mr. Ray McFall:	Present
Mr. David Peniston, Jr.:	Present
Mr. Matthew Saunig:	Present
Mr. Evan Seretan:	Present
Ms. Julie Thompson:	Present

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 7:04 pm.

2. Pledge of Allegiance

3. Awards and Recognition

3.A. Congressional App Challenge: Rahul Jayachandran, Niteesh Kalangi and Jude Ramanan
Dr. Foyle recognized three GHS students as winners of the Congressional App Challenge: Rahul Jayachandran, Niteesh Kalangi and Jude Ramanan. The app that they created will be featured on the Congressional website.

3.B. Heather Newandee and Nicole Wijendra-2022 NCWIT Award for Aspirations in Computing
Dr. Foyle recognized Heather Newandee (Rising Star recipient) and Nicole Wijendra (CT Honorable Mention) who are recipients of the 2022 NCWIT Award for Aspirations in Computing. Heather and Nicole will be honored in a virtual celebration on 4/6/2022.

Brenda Gregorski, Director of Mathematics, provided some background on these awards for the Board.

4. Student Representatives' Report

4.A. Ben Wilkinson, Class of 2022

4.B. Jade Wong, Class of 2023

Student representative Ben Wilkinson introduced Devin Cross and Jachimma Anaedo, GHS students who are potential student representatives for next year. Devin and Jachimma updated the Board on events at Glastonbury High School.

5. Informal Session for Public Comment - none

6. Business Requiring Action

6.A. Acceptance for First Reading Board of Education Planning Framework 2022-2023

Dr. Bookman provided an overview of the Board of Education Planning Framework 2022-2023, presented for first reading.

Board accepts for First Reading Board of Education Planning Framework 2022-2023. This motion, made by Ms. Julie Thompson and seconded by Mr. Ray McFall, carried.

Mrs. Alison Couture: Yea

Dr. Douglas Foyle: Yea

Ms. Jenn Jennings: Yea

Mr. Ray McFall: Yea

Mr. David Peniston, Jr.: Yea

Mr. Matthew Saunig: Yea

Mr. Evan Seretan: Yea

Ms. Julie Thompson: Yea

6.B. Approval of a Tuition Waiver for five (5) Out of Town Staff Members' children to continue to attend Glastonbury Public Schools

Dr. Bookman provided an overview of this Tuition Waiver for the Board. The tuition waiver will be provided through grade twelve.

Dr. Foyle noted for the record that he has referred the tuition waiver portion of this policy to the Policy Committee.

Board approves a Tuition Waiver for five (5) Out of Town Staff Members' children to continue to attend Glastonbury Public Schools. This motion, made by Ms. Julie Thompson and seconded by Mr. Ray McFall, carried.

Mrs. Alison Couture: Yea

Dr. Douglas Foyle: Yea

Ms. Jenn Jennings: Yea

Mr. Ray McFall: Yea

Mr. David Peniston, Jr.: Yea

Mr. Matthew Saunig: Yea

Mr. Evan Seretan: Yea
Ms. Julie Thompson: Yea

7. Reports and Discussion

7.A. School Report

7.A.1. Hopewell School

Twana Shirden, Principal of Hopewell School, addressed the Board. She shared notable successes at her school; new school initiatives, challenges and unique school level considerations as well as long-term plans that will support Hopewell School's interests and needs.

7.A.2. Naubuc School

Michael Litke, Principal of Naubuc School addressed the Board. He shared notable successes at his school; new school initiatives, challenges and unique school level considerations, as well as long-term plans that will support Naubuc School's interests and needs.

7.B. State Mandated Testing 2022

Assistant Superintendent Cheri Burke provided the Board with an update on the State Mandated Testing for 2022.

7.C. Glastonbury Education Foundation

Mrs. Thompson provided an update on Glastonbury Education Foundation upcoming events: May 27, 2022, the Bill Landers 5K run will be held virtually or in person. On November 18, 2022, The Education Foundation Gala is scheduled.

8. Approval of Minutes

8.A. Meeting Minutes of February 28, 2022

Motion to approve the minutes of the February 28, 2022 Board of Education meeting. This motion, made by Ms. Julie Thompson and seconded by Mr. Ray McFall, carried.

Mrs. Alison Couture: Yea
Dr. Douglas Foyle: Yea
Ms. Jenn Jennings: Yea
Mr. Ray McFall: Yea
Mr. David Peniston, Jr.: Yea
Mr. Matthew Saunig: Yea
Mr. Evan Seretan: Yea
Ms. Julie Thompson: Yea

9. Committee Reports

10. Chairman's Reports

10.A. Board of Education Award of Distinction

Dr. Foyle provided his Chairman's report for the Board.

11. Superintendent's Report

11.A. School Enrollment Report, March 1, 2022

11.B. Self-Insurance Reserve Update February, 2022

11.C. Dates to Remember

Dr. Bookman provided his Superintendent's report for the Board, including an overview of the self-insurance reserve fund.

12. Adjournment

The meeting adjourned at 9:03 pm.

Motion to adjourn the meeting. This motion, made by Ms. Julie Thompson and seconded by Mr. Ray McFall, carried.

Mrs. Alison Couture: Yea

Dr. Douglas Foyle: Yea

Ms. Jenn Jennings: Yea

Mr. Ray McFall: Yea

Mr. David Peniston, Jr.: Yea

Mr. Matthew Saunig: Yea

Mr. Evan Seretan: Yea

Ms. Julie Thompson: Yea

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

Respectfully Submitted,

Ray McFall, Secretary

Approved:

**Glastonbury Public Schools
Cumulative Summary of Suspensions**

School: Glastonbury High School

School Year: 2021-2022

Reason	Aug.	Sept.	Oct	Nov	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
A. Alcohol Possession/Use/ Sale/Distribution/Manufacture						4					
B. Drugs Possession/Use/ Sale/Distribution/Manufacture		4	4		4	2					
C. Vandalism		1				1					
D. Fighting /Altercation		5	3	2	2	4					
E. Physical Attack on Student						3	2				
F. Physical Attack on Staff							1				
G. Threatening/Bullying			1	2							
H. Insubordination			8	3	2		3				
I. Cutting/Skipping Class		3	4		2		1				
J. Profanity				3	2	1	2				
K. Tardiness											
L. Harassment		1	8	6	1	3					
M. Weapon-Possession/Use			1				1				
N. Tobacco Possession/Use/ Sale/Distribution			1	4	1						
O. Theft											
P. Interference with school Safety/ Order/Discipline		3	6	5	6	3	3				
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention			1	4			1				

1. Total Number of Suspensions by Month		17	37	29	20	21	14					
In-School		14	34	29	18	21	12					
Out-of-School		3	3	0	2	0	2					
2. No. of 1 Day Suspensions		0	0	0	0	0	0					
3. No. of 2-4 Day Suspensions		8	25	21	13	14	7					
4. No. of 5-10 Day Suspensions		9	12	8	7	7	7					
5. * No. of Different Students Suspended for the Month		16	35	26	19	19	14					
6. * No. of Different Students Suspended this Year (Cumulative)		16	47	61	75	89	94					
7. * No. of Different Students Suspended More than Once this Month		1	2	1	1	1	0					
8. * No. of Students Suspended More than Once this Year (Cumulative)		1	7	12	15	19	22					

Revised 11.15.05

*See Reverse Side

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: 2021-2022

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			1								
D. Fighting / Altercation					2						
E. Physical Attack on Student											
F. Physical Attack on Staff											
G. Threatening/Bullying							1				
H. Insubordination		1					2				
I. Cutting/Skipping Class											
J. Profanity			1								
K. Tardiness											
L. Harassment		1					2				
M. Weapon-Possession/Use											
N. Tobacco Possession/Use/ Sale/Distribution											
O. Theft		1	1								
P. Interference with school Safety/ Order/Discipline		4	9	5	7	4	4				
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention											

1. Total Number of Suspensions by Month		7	12	5	9	4	9				
In-School		6	6	5	5	2	7				
Out-of-School		1	6	0	4	2	2				
2. No. of 1 Day Suspensions		3	3	2	1	2	3				
3. No. of 2-4 Day Suspensions		4	5	3	8	2	6				
4. No. of 5-10 Day Suspensions		0	4	0	0	0	0				
5. * No. of Different Students Suspended for the Month		7	10	5	9	3	8				
6. * No. of Different Students Suspended this Year (Cumulative)		7	17	21	26	29	35				
7. * No. of Different Students Suspended More than Once this Month		0	1	0	0	1	1				
8. * No. of Students Suspended More than Once this Year (Cumulative)		0	1	1	5	6	7				

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