

Southington Board of Education Meeting

Thursday, November 15, 2012 7:30 PM
Municipal Center Public Assembly Room 200 North Main Street
Southington, CT 06489
200 North Main Street
Southington, CT 06489



REGULAR BOARD OF EDUCATION MEETING

1. Board Recognitions~ 7:00 p.m. ~ Borghesi Building & Engineering Co., Inc. Allan Borghesi, Chairman & Marc Borghesi, Project Manager
2. CALL TO ORDER
3. Pledge of Allegiance
4. Approval of Minutes ~ October 25, 2012
5. Communications
 - a. Communications from Audience
 - b. Communications from Board Members and Administration
 - c. Communications from Student Representatives
6. Report of Superintendent
 - a. Personnel Report
7. Committee Reports
 - a. Curriculum & Instruction Committee Meeting ~ October 24, 2012
8. Old Business
 - a. Town Government Communications
 - b. Construction Update
9. New Business
 - a. Ratification of SEA Contract
 - b. Policy #3324, Preferential Bidding Procedure ~ Second Reading
 - c. All-Day Kindergarten Proposal
10. Adjournment

SOUTHINGTON BOARD OF EDUCATION

SOUTHINGTON, CONNECTICUT

REGULAR MEETING

OCTOBER 25, 2012

The regular meeting of the Southington Board of Education was held on Thursday, October 25, 2012 at William M. Strong Elementary School, 820 Marion Avenue, Plantsville, Connecticut.

1. CALL TO ORDER

2. EXECUTIVE SESSION FOR SEA CONTRACT NEGOTIATIONS

An Executive Session meeting was held 6:25 p.m. through 7:03 p.m. (*Minutes attached*).

3. BOARD RECOGNITIONS

a. Retirees of the Southington Board of Education

At 7:12 p.m., Administration recognized the distinguished retirees from 2011-2012 and gave a brief history of each of the retirees in attendance. They were presented with a clock and a box of Fascia chocolates by Mr. Goralski, Chair, Mrs. Carmody, Vice-Chair and Mrs. Notar-Francesco, Secretary. The retirees in attendance were:

Name	Facility	Position	Yrs. of Service
Elaine Ainsworth	SHS	World Language Teacher	10
Angelo Campagnano	JFK	Principal, JFK	34
Lucyann Carbone	JFK	Math Teacher	32
Lois Carrier	JFK	Guidance Office Secretary	28
Dolores Castiola	JFK	Paraprofessional	7
Diane Countryman	Plantsville	Grade 2 Teacher	32
Deborah Francis	Derynoski	Grade 5 Teacher	35
Anita Holtz	ALTA	English	25
Martha LaBrie	SHS	Paraprofessional	19
Beecher Lajoie	Thalberg	Principal	38
Ann Lorenzo	Flanders	Paraprofessional	38
Kathleen Marsan	Hatton	School Nurse	13
Sharon Mirisola	SHS	Paraprofessional	26
Arlene Mobarak	Derynoski	Kindergarten Teacher	32
Maureen Murphy	Strong	Grade 1 Teacher	32
Mary Niezgorski	Plantsville	School Secretary	25
Ann Pleva	JFK	Language Arts/Social Studies	35
Marcia Riccio	SHS	Health & PE Teacher	36
Christine Ryder	JAD	Social Studies Teacher	26

Elizabeth Scirpo	JFK	Science Teacher	38
Marica Smedley	JFK	Art Teacher	25
Edward Szydlowski	Maintenance	Carpenter	34
Sandra VanValkenburgh	JAD	Literacy Specialist	31
Lucy Wasserback	Plantsville	Grade 1 Teacher	15
Carol Welch	Strong	School Nurse	26

Retirees unable to attend were:

Name	Facility	Position	Yrs. of Service
David Germano	SHS	Assistant Principal	38
Roberta McAloon	Hatton	Principal	39
Regina Wolak	Thalberg	Paraprofessional	36

4. RECONVENE MEETING ~ REGULAR SESSION

The regular session was called to order at 7:50 p.m. by Chairperson, Mr. Brian Goralski. Board members present were Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana, and Mrs. Patricia Queen.

Present from the administration were Dr. Joseph Erardi, Jr., Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent; Mrs. Sherri DiNello, Director of Business and Finance; Mr. Frederick Cox, Director of Operations and Dr. Perri Murdica, Senior Special Education Coordinator.

Student Representative present was Miss Whitney DiMeo.

There were approximately 35 people in the audience.

5. PLEDGE OF ALLEGIANCE

Miss DiMeo led in reciting the Pledge of Allegiance.

6. APPROVAL OF MINUTES ~ October 11, 2012

MOTION: by Mr. Derynoski, seconded by Mrs. Notar-Francesco:

“Move to approve the minutes of the regular Board of Education meeting of October 11, 2012.”

Motion carried unanimously by voice vote.

7. COMMUNICATIONS

a. Communications from Audience

Dr. Mary Yuskis, 74 Valley View Court spoke of her support for All-Day Kindergarten in Southington in 2013. She has three daughters who attended Preschool and did very well interacting with other children and learned rules and behavior expectations from authority figures other than herself and her husband. Her children thrived in Preschool and looked forward to going to Kindergarten. As great as it was to go to elementary school, they were not enjoying their experience as much as they did Preschool because they were only going to school for a half-day, and had no time to play and spend time enjoying the camaraderie of their peers because they were constantly working. Her youngest daughter will be attending Kindergarten next year and she worries that being there half-day will limit her opportunities to further develop the foundational skills that she learned in Preschool as the curriculum requirements intensify and the creative interaction with her peers is virtually non-existent. Dr. Yuskis felt that All-Day Kindergarten would only continue to enhance these experiences of being a child making friends and enjoying the camaraderie and respect of a teacher. Continuing half-day Kindergarten makes these things virtually impossible because every moment is taken up by the academic and district requirements that are being put forth on the children. They have so much more opportunity to discover and make mistakes and learn when given the gift of time. She and her husband were in 100% support of All-Day Kindergarten.

b. Communications from Board Members and Administration

Communication from the Board Members:

MOTION: by Mrs. Carmody, seconded by Mrs. Notar-Francesco:

“Move to move Agenda Item 10.a ‘Overnight and Foreign Field Trip Approvals’ to Agenda Item 7.d and Agenda Item 10.d ‘Short Term /Long Term Capital Improvement Plan’ to Agenda Item 7.e.”

Motion carried unanimously by voice vote.

Mrs. Carmody spoke about the student mock election held at Southington High School on Tuesday, October 24 that was sponsored by the Social Studies Department. The results for President of the United States were: Barak Obama received 827 votes (55%) and Mitt Romney received 684 votes (45%). For Senate: Linda McMahon received 830 votes (55%) and Christopher Murphy received 692 votes (42%).

Mrs. Carmody reported that last week the first Business Advisory meeting was held regarding DECA and FBLA. She thanked the Southington businesses who support the Southington High School Business Department.

Mr. Derynoski reported that the Technology Advisory Board, co-chaired by Nancy Chiero and Justin Mirante, held their second meeting of this year. It is supported by local businesses who offer help to the students regarding careers in business, manufacturing and construction. He felt that it could be a model for the state.

Mrs. Lombardi attended the Vision 2020 Strategic Planning Committee that is doing the work of what learning will look like in the year 2020 and the skills that would be required and how to prepare the students for 2020. She was impressed by the work that has already been

undertaken by the Administrative Cohort. These future administrators are participating in shaping their own future on what Southington would look like in 2020.

Mr. Goralski stated that he had information about conferences and workshops through CABE and the National School Board Association for any Board member who was interested. He received a letter from Senator Richard Blumenthal who was responding to Mr. Goralski's letter on behalf of the Board about Sequestration. Senator Blumenthal was the only person from the federal delegation who responded. He will have Mrs. Blanchard e-mail the letter to the Board members.

Communication from Administration:

Dr. Erardi reported on the following:

1. CREC / Magnet Southington Public School Enrollment: Dr. Erardi thanked Mrs. Notar-Francesco, who serves as Chair of the CREC Council this year, for providing him the CREC packet so he could look at their work. One item of interest was student enrollment by towns in the magnet schools in the state. He thought that it would be good information to compare and contrast with Southington.
2. SEA Recommendation - Calendar: Dr. Erardi reported that the Southington Education Association (SEA) Union President, Mr. Bob Brown, sent him a letter expressing a concern of the SEA to leave the April school vacation intact. This would come before the Board for discussion at their December Board meeting.
3. Music of the Knight: Dr. Erardi announced that the Music of the Knight will take place at Cheshire High School on Saturday, October 27 at 3:00 p.m.
4. Ladies Auxiliary – Gift Giving SHS: Dr. Erardi stated that Ms. Rachel Wache from the American Legion Ladies Auxiliary presented Dr. Semmel [Southington High School Principal] a gift of \$1,800 for an intensive reading program that a high school Literacy Specialist offers to high school students.
5. Adult Education: Dr. Erardi introduced the new Adult Education Director, Jen Discenza, to the School Board. Ms. Discenza thanked Dr. Erardi for establishing the Southington Administrative Cohort program in which she was able to expand her leadership experiences and to work with outstanding administrators and mentors in the Southington school system. She stated that she looked forward to identifying the continuing education needs of Southington. She has already met with some of the Adult Education staff.

c. Communication from Student Representative:

Miss DiMeo reported on the following:

- She congratulated the retirees.
- A Blood Drive, sponsored by the National Honor Society, was held at the high school two weeks ago. They collected approximately 46 pints of blood.

- The PSATs were held with the 10th and 11th graders taking the test in their homerooms. It is mandatory now and increases the participation.
- Tuesday, October 23 was Financial Aid Night at the high school.
- The mock election sparked a lot of political debates within the school and was integrated throughout the disciplines.
- The Student Council is hosting a Food Drive that ends mid-November. If you bring in the most food, you get a breakfast by Fancy Bagels.
- She noted that the students were sad but supportive of moving the Music of the Knight to Cheshire.

d. Overnight and Foreign Field Trip Approvals (*formerly Agenda Item 10.a*)

Mrs. Smith reported that there were three overnight field trips. The first overnight foreign field trip was to Rome and Sicily in April of 2014. She invited Mrs. Maureen Waldron [Southington High School Latin Teacher] to speak on behalf of this trip. This is the fourth time that Mrs. Waldron will be taking students to Italy. Mrs. Notar-Francesco asked how many days of school would the students miss. Mrs. Waldron replied that this particular trip was for 11 days with two days of travel back and forth. It depends on whether or not Good Friday falls into the vacation time. Mrs. Johnson asked how particular sites were chosen for students to visit. Mrs. Waldron responded that the sites they will be visiting are integrated into what the students are learning in their classes and connected to the curriculum.

Mrs. Smith asked Antoinette Delfino [Spanish Teacher] and Christopher Conant, Earth Science Teacher, to come forward to speak on the field trip to Costa Rica. The trip will combine the disciplines of Earth Science with the Spanish culture. The students will be learning in their classes about the sites that they will be visiting. Mrs. Lombardi thought that the combination of the two disciplines was great. She questioned the safety perspective of horseback riding and kayaking that was on the itinerary. Ms. Delfino replied that students will be wearing helmets and have a training lesson before they go kayaking on the calm waters of the river. Last year, it was one of the highlights of the trip for the students. The horseback riding is optional to the students with parent consent. The kayaking is part of the itinerary and the horseback riding is optional and not part of the trip. Mrs. Lombardi was nervous about the horseback riding piece of the trip. Mrs. Johnson asked if Mr. Conant planned on instructing the science part of the trip in Spanish. Mr. Conant replied that he knew enough Spanish to understand it and get by. In conjunction with the travel guide, he planned on teaching the students specifically about the volcano and hot springs.

Mrs. Smith asked Renate Ringstad [German Teacher] and Karen Cavanaugh [Special Education Teacher] to speak on the field trip to Germany and the Czech Republic. This trip will take place on April 13-20 of this school year. Ms. Ringstad pointed out that Ms. Cavanaugh was very familiar with Prague and had been a great chaperone on previous trips that they have taken with students. Mr. Derynoski stated that Ms. Ringstad picked a great travelling companion because he knows how well that Ms. Cavanaugh works under stress having been stuck in Paris [the year the volcano erupted in Finland resulting in an ash cloud throughout Europe]. Mrs. Queen asked them to talk about the LEAP activities. Ms. Ringstad replied that LEAP is a hands-on activity provided by the travel vendor. One of the LEAP activities is a culinary experience in Berlin at a culinary institute with a chef. Another LEAP activity is interactive where they will be talking about *Ich bin ein Berliner*. There will also be a debate to keep the students engaged.

Dr. Erardi pointed out that the Board has three stipulations regarding foreign field trips: 1) The Board of Education has the right to rescind up to the day of the trip. 2) If the trip is cancelled, the staff is expected to return to work. 3) If the trip is rescinded, it is at no cost to the Board of Education.

MOTION: by Mrs. Lombardi, seconded by Mrs. Notar-Francesco:

“Move to approve the Foreign Field Trips, as presented, with the stipulations.”

Motion carried unanimously by voice vote.

e. Short Term / Long Term Capital Improvement Plan ~ Town Proper
(formerly Agenda Item 10.d)

Dr. Erardi introduced Town Manager, Garry Brumback, who shared with the Board of Education a very important question that will be presented to the community within the November 6th Referendum. Dr. Erardi had the privilege to co-develop the Capital Plan with Mr. Brumback and noted that the Southington Public Schools administration sees the Pavement Management as a plus for the Board of Education and the opportunity to provide safe roads and walkways for the students. He felt that it was an opportunity to show partnership between the Town Proper and the Board of Education.

Mr. Brumback gave a PowerPoint presentation on Pavement Management that will be on the November referendum. His purpose was not to advocate for one way or the other but to educate. He gave an overview of the public referendum regarding Phase I, which would cost \$11 million to repair and restore Southington's roads. Southington has 202.9 miles of roads at a cost of \$500-\$600 per mile to replace. A study was commissioned on all 202.9 miles of Southington roadways to determine what shape they are in right now, what it would take in order to repair them to a reasonable standard and how best to approach that going forward to get the most value out of the dollars to be spent. He spoke about the pavement management concepts, pavement deterioration, roadway conditions and the Pavement Condition Index (PCI), funding scenarios, an annual maintenance cost comparison and timeframe with construction to begin by April 2013 and completed by 2015, if approved.

Mrs. Johnson had asked what the cost would be for the average citizen. Mr. Brumback replied that it was equated to a \$100,000 value of a home to what the increase in the mill rate would be. It would be about \$30 per \$100,000 worth of value or \$2.50 a month.

Mr. Brumback stated that, if the referendum was successful, the names of the streets to be repaired under Phase I could be found on the Town of Southington website and the Town Highway Department's website.

Mrs. Queen asked how economic development would be tied to the road maintenance. Mr. Brumback replied that transportation as a form of economic development ranks right behind quality of schools for attracting businesses. They want people to want to come to Southington but businesses can only come here if they can transport their goods and services out of here.

Mrs. Lombardi asked what the state would provide to the town as far as reimbursement. Mr. Brumback replied that they right now get about \$600,000 a year toward the \$1 million to \$1.5 million that they are currently spending. He expects that would remain; however, it was not adequate.

Mrs. Clark was a big proponent of taking care of what one already has. She was glad to see that the Town was taking that direction as well with the roads. She felt that they have been neglectful of the infrastructure in Southington. She thanked Mr. Brumback for his leadership and initiative in this effort.

Mr. Oshana asked if sidewalks would be put in where they don't currently exist. Mr. Brumback replied that it would not happen with this money. However, today the Town had a kick-off meeting on Safe Routes to Schools where they would put sidewalks in where they had not been previously. This would be a long-term process; however, the first priority is to restore the roads. The secondary priority would be alternative transportation about five to 10 years out.

Mrs. Queen asked if bicycle lanes would be put in as part of this project. Mr. Brumback replied they would be put in where possible. A lot of the roads are narrow and don't have the capacity. They are not looking to expand the existing roads; they are looking at restoring what we have.

8. COMMITTEE REPORTS:

a. Policy & Personnel Committee Meeting ~ October 15, 2012

Mrs. Clark reported that the committee discussed Policy #3324, Preferential Bidding Procedures, and the first reading will be brought to the Board later on the agenda. The committee also continued discussion of the 2000 Series. She thanked Mr. Oshana for his work with the Organizational Chart. A title change for the Senior Coordinator of Pupil Personnel Services was discussed as well as the role of Middle School Facility Managers and PTO calendars to be updated online. The next committee meeting will be November 26 at the Municipal Center.

9. OLD BUSINESS

a. Town Government Communications

Mr. Goralski stated that he and Mrs. DiNello attended the Town Board of Finance meeting and again the Board of Finance asked them to share the procedure of returning funds to the Board of Education. He noted that Mrs. DiNello found her previous explanation to them and will share it with the Board of Finance once again. Mr. Goralski stated that Mr. Leary [Board of Finance Chair] is looking to finally make this process seamless and smooth. He noted that Mr. Leary asked Emilia Portelinha, Town Finance Director, to attach the procedure, reasoning and understanding to the agenda each time the Board of Education makes this request and it will remain on their consent agenda.

Dr. Erardi announced that the dedication of the Municipal Center will take place on Sunday, December 2, 2012 at 1:00 p.m. The Board of Education will be taking responsibility for the program and the invitation. He will work with Mr. Brumback to create the invitation list.

b. Construction Update

Mr. Cox reported that the Municipal Center casework has been completed and the furniture arrived last Friday and is in place. The wireless was completed; however, the only thing that will be lacking at the next Board meeting will be the permanent audio system. They will be using the “road show” equipment for the next Board meeting. The permanent audio will be in place and completed just before Thanksgiving.

Mr. Cox reported that the Building Committee continues to meet on the middle school projects. Newfield Construction gave a report on the findings of the oil tank testing and the soils around DePaolo Middle School. The estimate was slightly over \$121,000 to remedy that particular situation. Newfield Construction will continue working with Fletcher Thompson’s estimators in order to present the design document estimates for both projects at the November 6 meeting. Hygenix, the hygienic company, was in both schools over the Columbus Day weekend and took 250 samples with the test results to be reported at the November 6 meeting.

c. Air Quality Testing ~ Derynoski / Flanders / Kelley

Dr. Erardi reported that the testing would take place on Sunday, October 28, at all three schools. The test will be collected prior to the start of the Monday school day and the usual lab return time is less than two weeks. The update will be on or before the next Board of Education meeting. Mr. Goralski noted there has been very little talk about this in the community other than the appreciation for the Board of Education for being proactive in addressing safety.

10. NEW BUSINESS

a. Overnight and Foreign Field Trip Approvals (*Moved to Agenda Item 7.d*)

b. Return 49 Beecher Street Property over to Town Proper

Dr. Erardi thanked Mr. Cox who had oversight for emptying Beecher Street. Everything that was needed has been taken, and if not needed it has been removed and discarded. Beecher Street is in move-in condition with carpets vacuumed and the interior presentable for any new prospective buyer. The use of Beecher Street has ended and the protocol in Southington has been for the School Board to take action to allow the Board of Education Chair to send a letter to the Town Manager returning the building back to the Town Proper.

MOTION: by Mr. Derynoski, seconded by Mrs. Notar-Francesco:

“Move that the Board of Education return the facility at 49 Beecher Street back to the Town and request that the Board Chair write a letter in that regard.”

Mrs. Johnson noted that the contract with the realtor has expired. She asked what people should do if they were interested in buying it. Dr. Erardi replied that they should contact

Attorney Mark Sciota. Mr. Goralski felt that there was a clear understanding through Mr. Brumback that the Town Council knows this vote was coming. Dr. Erardi replied that it was expected.

Mr. Derynoski asked at what point the Board of Education relinquishes any maintenance or costs incurred. Dr. Erardi replied that, when the letter is sent forward, the Board of Education would no longer be responsible for energy management of that building. Mrs. Johnson suggested that this letter be sent certified mail so that there is a time, date stamp on it. Mr. Goralski was comfortable with a standard delivery and electronic delivery so there is a date correspondence. He was opposed to incurring the cost for the certified mail. Mrs. Johnson noted that her concern was the liability issue in formal notification because there is a time lag between when it is mailed and received. Mr. Goralski stated that he would contact Attorney Sciota first thing Friday morning. Dr. Erardi replied that he could hand-deliver the letter to which the Board agreed.

Mr. Derynoski was concerned about liability insurance that covers the facility. Mrs. DiNello pointed out that the Board of Education and the Town were together in the policy and she did not see any change in the overall insurance coverage. Mr. Derynoski asked if they would maintain some form of liability coverage if they were to walk away from a building. Mrs. DiNello replied that she would work with Attorney Sciota on that; however, she believed all the buildings were on one policy and the cost of the bill was split.

ROLL CALL VOTE: YES – Mr. Derynoski, Mrs. Johnson, Mrs. Lombardi, Mrs. Notar-Francesco, Mr. Oshana, Mrs. Queen, Mrs. Carmody, Mrs. Clark, Mr. Goralski. **Motion carried unanimously.**

c. Policy #3324, Preferential Bidding Procedures ~ First Reading

Mrs. Clark reported that Mrs. DiNello brought to the committee's attention that they had no options in the event of a tied situation. The committee added language in Section B and Section C to address that.

d. Short Term / Long Term Capital Improvement Plan ~ Town Proper
(moved to Agenda Item 7.e)

11. ADJOURNMENT

MOTION: by Mr. Derynoski, seconded by Mrs. Notar-Francesco:

“Move to adjourn.”

Motion carried unanimously by voice vote.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,
Linda Blanchard
Recording Secretary

**SOUTHINGTON BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

**EXECUTIVE SESSION
OCTOBER 25, 2012**

Board Members Present: Mrs. Terri Carmody, Mrs. Colleen Clark, Mr. David Derynoski, Mrs. Patricia Johnson, Mrs. Terry Lombardi, Mrs. Jill Notar-Francesco, Mr. Zaya Oshana, Mrs. Patricia Queen, and Mr. Brian Goralski.

Administration Present: Dr. Joseph V. Erardi, Jr., Superintendent of Schools, Mrs. Karen Smith, Assistant Superintendent, and Mrs. Sherri DiNello, Director of Business and Finance.

2. CALL TO ORDER

Mr. Brian Goralski, Board Chairperson, called the meeting to order at 6:25 p.m.

3. EXECUTIVE SESSION FOR SEA CONTRACT NEGOTIATIONS

MOTION: by Mr. Derynoski, seconded by Mrs. Carmody:

“Move to go into Executive Session, excluding the public and the press, for the purpose of discussing SEA Contract Negotiations, and upon conclusion reconvene to public session.”

Motion carried unanimously by voice vote.

The Board went into Executive Session at 6:25 p.m.

MOTION: by Mrs. Johnson, seconded by Mrs. Notar-Francesco:

“Move to reconvene into public session.”

Motion carried unanimously by voice vote.

The Board reconvened into public session at 7:03 p.m.

Respectfully submitted,



Jill Notar-Francesco, Secretary
Southington Board of Education

Administration: Board of Education Update November 8, 2012

1. **BOE Request: Concussion Information** (Attachment #1)
2. **Vision 2020** (Attachment #2)
3. **STEPS Partnership: Tip Line**
4. **Professional Development - 11/6**

Joseph V. Cascardi
11/8/12

SOUTHINGTON ATHLETICS

CONCUSSION MANAGEMENT

AGENDA

Wednesday October 10, 2012 6 p.m.

Southington High School Auditorium

1. INTRODUCTION
2. PROGRAM
3. STATISTICAL DATA
4. POLICIES AND PROCEDURES
5. DR. CARL NISSEN
6. QUESTIONS

ERIC SWALLOW – DIRECTOR OF ATHLETICS
LORI MARTIN – SELECT PHYSICAL THERAPY – TRAINER
ALEX SABIA – SELECT PHYSICAL THERAPY – TRAINER
DR. CARL NISSEN

TO: Joe Erardi
FROM: Eric Swallow
RE: Concussion Management/Signs and Symptoms
DATE: Monday November 5, 2012

Per your request, I am submitting a review of the recent presentation that was given by the Southington High School athletic program to address concussion management/signs and symptoms. The intent of the presentation was to improve the overall understanding and knowledge of concussions and how they affect student-athletes. The presentation was broken down into a format to discuss the athletic program policies and procedures as well as the coaching certification requirements and how it relates to prevention, identification, treatment and return to play policies that are adhered to.

The athletic sports medicine staff (Laurie Martin and Alex Sabia) was present and gave their perspective on how they work with student-athletes in identifying and treating signs and symptoms of concussion. They are also responsible for the implementation of our pretest program (IMPACT testing) as well as the posttest application when required. They provided excellent insight into how they service the student-athletes in the Southington community.

Dr. Carl Nissen was present and spoke to the health ramifications of concussion and head injury and gave an informative review of the law that he helped write: Public Act #10-62 AN ACT CONCERNING STUDENT ATHLETES AND CONCUSSIONS.

In review, the information that was provided was instrumental for all student athletes and parents to have a clear understanding of the ramifications of concussion/head injury.

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE

CONCUSSION MANAGEMENT AND RETURN TO PLAY REQUIREMENTS

"WHEN IN DOUBT – SIT IT OUT"

A concussion is a type of traumatic brain injury or (TBI), "that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost" (Centers for Disease Control and Prevention, 2009).

PART I -- SIGNS AND SYMPTOMS OF A CONCUSSION

– A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure.

1. **Signs of a concussion may include (what the athlete looks like):**

- Confusion / disorientation / irritability
- Trouble resting / getting comfortable
- Lack of concentration
- Slow response / drowsiness
- Incoherent / slurred speech
- Slow / clumsy movements
- Loss of consciousness
- Amnesia / memory problems
- Act silly / combative / aggressive
- Repeatedly ask same questions
- Dazed appearance
- Restless / irritable
- Constant attempts to return to play
- Constant motion
- Disproportionate / inappropriate reactions
- Balance problems

2. **Symptoms of a concussion may include (what the athlete reports):**

- Headache or dizziness
- Nausea or vomiting
- Blurred or double vision
- Over sensitivity to sound / light / touch
- Ringing in ears
- Feeling foggy or groggy

Note: Public Act No. 10-62 requires that a coach MUST immediately remove a student-athlete from participating in any intramural or interscholastic athletic activity who (A) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or (B) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred.

PART II – RETURN TO PARTICIPATION (RTP)

– Currently, it is impossible to accurately predict how long concussions will last. There must be full recovery before someone is allowed to return to participation. Connecticut Law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (Physician, Physician Assistant, Advanced practice Registered Nurse, Athletic Trainer) trained in the evaluation and management of concussions.

Concussion management requirements:

1. No athlete SHALL return to participation (RTP) on the same day of concussion.
2. Any loss of consciousness, vomiting or seizures the athlete MUST be immediately transported to the hospital.
3. Close observation of an athlete MUST continue following a concussion. This should be monitored for an appropriate amount of time following the injury to ensure that there is no escalation of symptoms.

4. Any athlete with signs or symptoms related to a concussion MUST be evaluated from a licensed health care professional (Physician, Physicians Assistant, Advanced Practice Registered Nurse, Athletic Trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain written clearance from one of the licensed health care professionals mentioned above directing them into a well defined RTP stepped protocol similar to one outlined below. If at any time signs or symptoms should return during the RTP progression the athlete should cease activity*.
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals mentioned above for them to fully return to unrestricted participation in practices and competitions.

Medical Clearance RTP Protocol (Recommended one full day between steps)

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified.	Recovery
2. Light aerobic activity	Walking, swimming or stationary cycling keeping intensity, <70% of maximal exertion; no resistance training	Increase Heart Rate
3. Sport Specific Exercise	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add Movement
4. Non-contact training drills	Progression to more complex training drills, i.e., passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination and cognitive load
5. Full Contact Practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff

* If at any time symptoms should return during the RTP progression the athlete should stop activity that day. If the athlete's symptoms are gone the next day, s/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don't resolve, the athlete should be referred back to their medical provider.

References:

1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition), 2008: 77-82.
<http://www.nfhs.org>
2. McCrory, Paul MBBS, PhD; Meeuwisse, Willem MD, PhD; Johnston, Karen MD, PhD; Dvorak, Jiri MD; Aubry, Mark MD; Molloy, Mick MB; Cantu, Robert MA, MD. Consensus Statement on Concussion in Sport 3rd International Conference on Concussion in Sport Held in Zurich, November 2008. *Clinical Journal of Sport Medicine*: May 2009 - Volume 19 - issue 3 - pp 185-200
http://journals.www.com/cjsportsmed/Fulltext/2009/05000/Consensus_Statement_on_Concussion_in_Sport_3rd.1.aspx
3. Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports*.
http://www.cdc.gov/NCIPC/tbi/Coaches_Tool_Kit.htm.
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Resources:

- Centers for Disease Control and Prevention. *Injury Prevention & Control: Traumatic Brain Injury*. Retrieved on June 16, 2010.
<http://www.cdc.gov/TraumaticBrainInjury/index.html>
- Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports Guide for Coaches*. Retrieved on June 16, 2010.

SOUTHINGTON PUBLIC SCHOOLS

We want **YOU** to have a voice
in Southington's future

How do we prepare Southington students
for the challenges and opportunities they
will face in the 21st century?

VISION



2020

“SPS Lights the Way to the Future”

Join us for a
Community Conversation

Monday, November 12, 2012
7:00 pm – 9:00 pm

Hatton Elementary School
50 Spring Lake Road
Southington, CT 06489

RSVP by Nov. 7, 2012 to one of the committee members:

Kelly Nichols – knichols@southingtonschools.org

Tina Riccio - triccio@southingtonschools.org

Marisa Calvi-Rogers – mcalvi-rogers@southingtonschools.org

SOUTHINGTON PUBLIC SCHOOLS

We want **YOU** to have a voice
in Southington's future

How do we prepare Southington students
for the challenges and opportunities they
will face in the 21st century?

VISION



2020

“SPS Lights the Way to the Future”

Join us for a
Community Conversation

Tuesday, November 20, 2012
7:00 pm – 9:00 pm

Southington Fire Department Headquarters
310 North Main Street
Southington, CT 06489

RSVP by Nov. 15, 2012 to one of the committee members:

Kelly Nichols – knichols@southingtonschools.org

Tina Riccio - triccio@southingtonschools.org

Marisa Calvi-Rogers – mcalvi-rogers@southingtonschools.org

JOSEPH ERARDI

From: MARISA CALVI-ROGERS
Sent: Thursday, November 01, 2012 11:05 AM
To: JOSEPH ERARDI; JENNIFER DISCENZA; AMY M. PERRY; DAN MURDZEK; HOLLY BOUDREAU; JESSICA BRUENN; JULIE ZELLNER; KELLY NICHOLS; TINA RICCIO
Cc: PERRI MURDICA; TERRY LOMBARDI; KAREN SMITH; DEBI ALBAITIS
Subject: RE: Parents/BOE Action Plan

Team members:

Just want to recap all of the upcoming activities to reach our stakeholders based upon everyone's feedback-

November 12, 2012:

Surveys to faculty will be sent (on or prior)
Community Forum will take place at Hatton Elementary School - all invitations have been sent

November 15, 2012: Brown Bag Lunch - presentation to PTO members

Nov. 5- 19 - Attend PTO meetings - conversation and encourage parents to take the surveys

November 20 - Government Forum - Fire House - all invitations have been sent.

11/13, 15, 19, & 20 - PTC's - make brochures available. (Jen can you email the brochure to everyone? We could make copies for our respective schools.)

November 29 - Next Committee meeting - 3:30 p.m. Dr. Erardi's office - (data should be tabulated by this meeting, if possible)

December 13 - Sub committee presentation/conversation to BOE

For the forums, depending upon the response, we may need additional facilitators and note takers. The RSVP date for Nov. 12 is early next week. We'll keep you posted.

For the PTO visits, let us know what you need.

Love the idea for student volunteers to assist. We would also like their input. Let's think about the approach to reach them.

We have a busy several weeks ahead. Stay in touch!!

Marisa Calvi-Rogers, 860-628-3229 x. 361
Southington High School
Business/Marketing Teacher/ DECA Advisor
President Connecticut DECA
SHS Wrestling/Rugby

From: JOSEPH ERARDI
Sent: Thursday, November 01, 2012 8:31 AM
To: JENNIFER DISCENZA; AMY M. PERRY; DAN MURDZEK; HOLLY BOUDREAU; JESSICA BRUENN; JULIE ZELLNER;

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date November 8, 2012

Decision Requested X

Agenda Code 6.a

AGENDA REPORTING FORM

Agenda Topic: Personnel Report

Summary of Issue: This Personnel Report includes appointments, resignations, retirements, and transfers for certified and classified personnel for 2012 – 2013.

Background: The attached report lists personnel activity from October 1, 2012 through October 31, 2012.

Alternative Strategies: _____

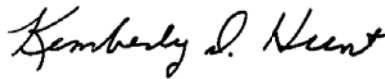
Cost (if applicable): N/A

Funding Source: Board of Education

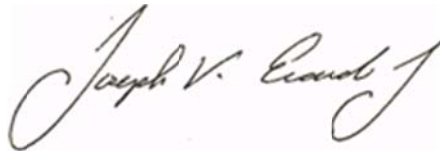
Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: Recommend that the Personnel Report be approved as submitted.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. Personnel Report

Agenda – November 2012

PERSONNEL ACTIVITY REPORT

FOR: November 2012

APPOINTMENTS

Certified

Name	Position	School	FTE If Less Than 1.0	Effective Date	Highest Degree	University / School	Salary
No certified appointments in month of October							

Classified

Name	Position	School	Hours Per Week	Effective Date	Salary / Hourly Rate
Wright, Sherry	Grant Funded Sp Ed Paraprofessional	South End	15.00	To be determined	\$13.60
Sikoski, Dennis	Security Attendant	SHS	36.25	To be determined	\$17.00
Flood, Mary Beth	Grant Funded Math Tutor	South End	15.00	To be determined	\$12.91
Kittleman, Desa	Part-Time Sp Ed Paraprofessional	Flanders	16.00	To be determined	\$13.60
Kagan, Gregory	Technology Analyst	District	37.50	To be determined	\$54,000.00 pro-rated
Dubinsky, Ellen	Special Education Paraprofessional	Thalberg	15.75	To be determined	\$13.60
Niezgorski, Mary	Clerk	Kelley	15.00	October 9, 2012	\$14.68
Whittaker, Carol	Grant Funded Math Tutor	DES	15.00	October 11, 2012	\$12.91
Luise, Kari	Special Education Paraprofessional	JFK	31.25	October 15 2012	\$13.60
Drexler, Ingrid	Grant Funded Math Tutor	DES	30.00	October 15, 2012	\$13.16
Martin, Brian	Special Education Paraprofessional	JFK	31.25	October 15, 2012	\$13.60
Roy, Joan	Grant Funded Sp Ed Paraprofessional	JFK	19.00	October 15, 2012	\$13.60
Sullivan, Audra	Grant Funded Reading Tutor	DES	30.00	October 15, 2012	\$12.91
Gazaferi, Maria	Grant Funded Math Tutor	JFK	30.00	October 17, 2012	\$13.16
Mazur, Beverly	Grant Funded Math Tutor	Hatton/Strong	15.00	October 17, 2012	\$12.91
Longo, Jill	Grant Funded Reading Tutor	Strong	15.00	October 18, 2012	\$12.91
Strahowski, Matthew	Grant Funded Reading Tutor	DES	30.00	October 18, 2012	\$12.91
Ceruti, Rachel	Grant Funded Math Tutor	JAD	30.00	October 22, 2012	\$12.91
Proffitt, Maria	Choices Funded Sp Ed Paraprofessional	DES	15.75	October 22, 2012	\$13.60
Surowaniec, Amanda	Grant Funded Reading Tutor	PES/TES	30.00	October 22, 2012	\$12.91
Turci, Sarah	Grant Funded Reading Tutor	South End	30.00	October 22, 2012	\$12.91
King, Susan	Special Education Paraprofessional	SHS	19.50	October 22, 2012	\$13.60
Swanson, Kimberly	Grant Funded Reading Tutor	Flanders	15.00	October 23, 2012	\$12.91
Swanson, Stacie	Grant Funded Sp Ed Kindergarten Para	Kelley	15.00	October 23, 2012	\$13.60
Amaio, Ruth	Grant Funded Reading Tutor	Kelley	15.00	October 24, 2012	\$12.91
Henderson, Patricia	Special Education Paraprofessional	JFK	19.50	October 26, 2012	\$13.60

APPOINTMENTS

Classified continued

Cranney, Christine	Grant Funded Math Tutor	FES/PES	15.00	October 29, 2012	\$13.60
Perri, Bryan	Grant Funded Sp Ed Paraprofessional	JFK	19.50	October 29, 2012	\$13.60
Oparowski, Jared	Maintenance (General) Technician II	District	40.00	October 30, 2012	\$24.34
Mallett, Sharon	Grant Funded Reading Tutor	JAD/Hatton	30.00	November 1, 2012	\$12.91
Wagner, Kathleen	Reading Tutor	DES	30.00	November 5, 2012	\$12.91
Drechsler, Diana	Special Education Paraprofessional	SHS	31.25	November 19, 2012	\$13.60

RESIGNATIONS

Certified

Name	Position	School	Effective Date	Years of Service	Retire
No certified resignations in month of October					

Classified

Name	Position	School	Effective Date	Years of Service	Retire
Saucier, Theresa	Part-Time Sp Ed Paraprofessional	Thalberg	October 11, 2012	12 years	No
Martin, Brian	Part-Time Sp Ed Paraprofessional	JFK	October 13, 2012	1 year	No
Luisse, Kari	Part-Time Sp Ed Paraprofessional	JFK	October 13, 2012	1 year	No
Rizzo, Lisa	Part-Time Sp Ed Paraprofessional	Flanders	October 20, 2012	1 year	No
Peerless, Janine	Full-Time Sp Ed Paraprofessional	JFK	November 10, 2012	10 years	Yes
Drechsler, Diana	Part-Time Paraprofessional	Derynoski	November 17, 2012	2 years	No
Hills, Richard	Full-Time Sp Ed Paraprofessional	JFK	January 1, 2013	5 years	Yes

TRANSFERS

Certified

Name	From Position	From School	To Position	To School	Effective Date
No certified transfers in month of October					

Classified

Name	From Position	From School	To Position	To School	Effective Date
No classified transfers in month of October					

UNPAID LEAVES OF ABSENCE

Name	Position	School	Start Date	End Date	Reason
Nocera, Michon	Paraprofessional	JAD	October 16, 2012	November 12, 2012	Personal

COACHING / STIPENDS

Appointments

Name	To Position	School	Effective Date	Stipend
Maddalena, Marguerite	Unified Sports Coordinator	SHS	October 4, 2012	\$596.00
Miller, Deborah	Lead Technology Analyst	SPS	October 15, 2012	\$1,460.00 pro-rated
Lodovico, Michael	Head Coach, Boys Basketball	JAD	November 1, 2012	\$2,896.00
Discenza, Jennifer	Continuing Education Director	SPS	November 5, 2012	\$8,077.00 pro-rated
O'Donnell, Kaitlyn	Head Coach, Gymnastics	SHS	November 26, 2012	\$5,062.00

Resignations

Name	From Position	School	Effective Date
St. Pierre, Kevin	Freshman Coach, Boys Lacrosse	SHS	October 3, 2012



SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut Curriculum and Instruction Committee Meeting October 24, 2012

Committee chairperson, Mrs. Terri Carmody, called the Curriculum and Instruction Committee meeting to order at 9:00 a.m.

Members Present: Mrs. Terri Carmody, Mrs. Jill Notar-Francesco, Mrs. Patricia Queen

Members Absent: Mrs. Patricia Johnson

Present from the Administration and Faculty: Dr. Joseph Erardi, Superintendent of Schools; Mrs. Karen Smith, Assistant Superintendent of Schools; Dr. Perri Murdica, Senior Coordinator of Pupil Services; Ms. Sandy Kujawski, Special Education Coordinator; Ms. Sally Kamerbeek, Principal, South End Elementary School; Ms. Christy Michalak, Teacher, South End Elementary School

Teacher Leader Presentation

Christy Michalak presented the committee with a vision for developing teacher leaders within the district. As a recent graduate of the administrative cohort in Southington (092 certification program), her plan included a definition of teacher leader, the qualifications of a teacher leader, and the possible responsibilities for teacher leaders. Dr. Erardi commented that Mrs. Michalak's timing with the proposal coincided with the upcoming Education Evaluation Plan that will require extensive restructuring of every administrator's job description. This topic will be revisited again during budget preparation for 2013-2014.

Preschool and ABA Programming at Hatton School

The committee received an overview of the preschool program including what services are offered to children with an Individualized Education Plan (IEP). The Applied Behavioral Analysis Program (ABA) was also reviewed as an important service provided to children who require this intensive intervention. CREC is contracted by the Southington Board of Education to provide a Board Certified Behavioral Analyst (BCBA) together with a team of ABA therapists. The committee toured the preschool classrooms and the ABA resource center and was able to speak with staff in all settings. Sandy Kujawski, Sally Kamerbeek, and Perri Murdica shared information about the fee structure for both ABA and preschool tuitions based upon enrollment. The Board of Education will further discuss preschool programming as we prepare for 2013-2014 and beyond.

SOAR (Southington's Opportunities, Activities, and Resources for Total Talent Development)

Dr. Erardi and Mrs. Smith presented an overview of the SOAR Program as it relates to programming, inclusion, identification, enrichment, and communication. The Otis Lennon School Ability Achievement Test (OLSAT) was explained as one part in determining if a student might be identified under state law as being 'gifted and talented.' Other criteria include: Achievement, Creativity, Task Commitment, and a Characteristic Profile. Once a nomination by the classroom teacher is completed, the identification committee of Dr. Murdica, Mrs. Knight, and Mrs. St. John complete the selection process and submit names of identified students to the State of Connecticut. In an attempt to further reach the needs of all students, the SOAR team has expanded the number of students who receive enrichment in a variety of ways. All Grade 3, 4, and 5 classrooms will receive 'push-into the classroom' enrichment support from the SOAR team around the common themes of technology WebQuests and Common Core State Standards enrichment. In an attempt to

JOSEPH V. ERARDI, JR., Ed.D.
SUPERINTENDENT OF SCHOOLS

KAREN L. SMITH
ASSISTANT SUPERINTENDENT
FOR INSTRUCTION AND LEARNING

BOARD OF EDUCATION

BRIAN S. GORALSKI
BOARD CHAIRPERSON

TERRI C. CARMODY
VICE CHAIRPERSON

JILL NOTAR-FRANCESCO
SECRETARY

COLLEEN W. CLARK

DAVID J. DERYNOSKI

PATRICIA P. JOHNSON

TERRY G. LOMBARDI

ZAYA G. OSHANA

PATRICIA A. QUEEN

200 NORTH MAIN STREET
SOUTHINGTON, CT
06489

WWW.SOUTHINGTONSCHOOLS.ORG

OFFICE TELEPHONE
(860) 628-3202

FAX
(860) 628-3205

improve the process of communication, parents of students in Grade 3 will be informed during their fall report card conferences the results of their child's OLSAT with individual information being shared as required by the teacher. The SOAR program has a goal of providing enrichment to an expanded number of students and teacher, student, and parent feedback will provide the basis for continued growth in this area.

The next meeting of the Curriculum and Instruction Committee will be held on Thursday, November 15, 2012 at Southington High School beginning at 10:00 a.m. The agenda will include *Student Success Planning in Grades 6-12*.

Motion:

By Mrs. Queen, seconded by Mrs. Notar-Francesco

“Move that the Curriculum and Instruction Committee meeting be adjourned.”

Roll Call Vote: Mrs. Notar-Francesco, Mrs. Queen, Mrs. Carmody

Voted: Unanimously

The meeting was adjourned at 10:30 a.m.

Respectfully Submitted,



Karen L. Smith
Assistant Superintendent for Instruction and Learning

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only Board Meeting Date November 8, 2012

Decision Requested _____ Agenda Code 8 a.

AGENDA REPORTING FORM

Agenda Topic: Town Government Communications

Summary of Issue: Communications (when applicable) will be discussed.

Background: N/A

Alternative Strategies: N/A

Cost (if applicable): N/A **Funding Source:** N/A

Beginning Date of Program or Project: N/A

Ending Date of Program or Project: N/A

Recommendation or Comment: N/A



Signature of Superintendent of Schools

BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT

Informational Only _____ X _____ Board Meeting Date November 8, 2012
Decision Requested _____ Agenda Code 8 b.

AGENDA REPORTING FORM

Agenda Topic: Construction Update

Summary of Issue: Phase II Construction and Renovation/Expansion of buildings are listed below with their current status.

Phase II Construction Projects:

Plantsville Elementary School – Renovation/Expansion: The building committee will meet in the near future to approve the final costs presented by the Construction Manager following completion of Change Order reviews by the School Facility Unit.

South End Elementary School - New Construction: The building committee will meet in the near future to approve the final costs presented by the Construction Manager following completion of Change Order reviews by the School Facility Unit.

Municipal Center – Renovation: The Board of Education will hold their November 8th meeting at the Municipal Center Assembly Room. The Municipal Center Grand Opening Ceremony will be held on Sunday December 2, 2012 at 1:00 p.m.

Kennedy & DePaolo Middle School - Renovation/Expansion: Newfield will provide updated estimates on November 6th to the Building Committee. Hygenix is scheduled at the same meeting to update the committee regarding environmental test results.

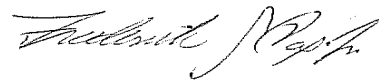
Background: At the September 14, 2000 Board of Education meeting, Chairman, David Derynoski, requested a permanent agenda report for school construction projects.

Cost (if applicable): \$15,825,000 – Plantsville \$16,860,000 – South End \$85,000,000 Middle Schools

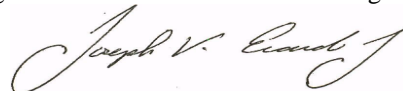
Funding Source: State & Local

Beginning Date of Program/Project: Varied **Ending Date of Program or Project:** Varied

Recommendation or Comment: _____



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

AGREEMENT
BETWEEN
THE SOUTHLINGTON BOARD OF EDUCATION
AND
THE SOUTHLINGTON EDUCATION ASSOCIATION

FOR THE PERIOD JULY 1, 2013 THROUGH JUNE 30, 2016

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AGREEMENT

THIS AGREEMENT IS MADE AND ENTERED INTO on this __ day of _____, 2012, by and between the SOUTHLINGTON BOARD OF EDUCATION (hereinafter referred to as the "Board") and the SOUTHLINGTON EDUCATION ASSOCIATION (hereinafter referred to as the "Association"), affiliated with the CONNECTICUT EDUCATION ASSOCIATION and the NATIONAL EDUCATION ASSOCIATION. This Agreement shall be in force until June 30, 2016.

ARTICLE I RECOGNITION

- A. The Board recognizes the Association for the purpose of professional negotiations as the exclusive representative of the entire unit, consisting of all certified professional employees of the Board in positions requiring a teaching or other certificate including long-term substitutes, excluding the Superintendent, all other central office administrators, federally and state funded tutors and members covered by the administrators' bargaining unit other than temporary substitutes (hereinafter referred to as "teachers") pursuant to and with all rights and privileges as provided by §10-153 of the General Statutes of the State of Connecticut, as amended. The Association was designated as the exclusive bargaining agent for the teachers unit pursuant to an election held on December 17, 1975.

ARTICLE II NEGOTIATIONS

During the term of such agreement, neither party shall be required to negotiate with respect to any matters whether or not covered by such agreement.

ARTICLE III GRIEVANCE PROCEDURE

- A. Definition
1. A "grievance" is a claim based upon an event or condition which affects the conditions of employment of a teacher or group of teachers and/or the interpretation, meaning or application of any of the provisions of this Agreement.
 2. An "aggrieved person" is the person or persons making this claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may from time to time arise. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration.

C. Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is possible.

1. Level One

A teacher with a grievance shall first discuss it with his/her principal or immediate superior, either directly or through the Association's school representative, with the objective of resolving the matter informally.

2. Level Two

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) school days after presentation of the grievance, he/she may file the grievance in writing with the chairperson of the Association's Committee on Personnel Policies within five (5) school days after the decision at Level One or fifteen (15) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the chairperson shall refer it to the Assistant Superintendent of Schools, or his/her designee.

- b. The Assistant Superintendent or his/her designee shall represent the administration at this level of the grievance procedure. Within ten (10) school days after receipt of the written grievance by the Assistant Superintendent or his/her designee, the Assistant Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve it.
- c. If a teacher does not file a grievance in writing with the chairperson of the Personnel Policies Committee, and the written grievance is not forwarded to the Assistant Superintendent or his/her designee within thirty (30) school days after the teacher knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered as waived. A dispute as to whether a grievance has been waived under this paragraph shall be subject to arbitration pursuant to Level Four.

3. Level Three

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) school days after he/she has first met with the Assistant Superintendent or his/her designee, he/she may file the grievance in writing with the chairperson of the Personnel Policies Committee of the SEA within five (5) school days after a decision by the Assistant Superintendent or his/her designee, or fifteen (15) school days after he/she has met with the Assistant Superintendent or his/her designee, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairperson of the Personnel Policies Committee of the SEA shall refer it to the Board. Within ten (10) school days after receiving the written grievance, the Board or its designated committee shall meet with the aggrieved person for the purpose of resolving the grievance.

4. Level Four

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, or if no decision has been rendered within ten (10) school days after he/she has first met with the Board/Board Committee, he/she may, within five (5) school days after a decision by the Board/Board Committee or fifteen (15) school days after he/she has first met with the Board/Board Committee, whichever is sooner, request, in writing, the chairperson of the Personnel Policies Committee to submit his/her grievance to arbitration. If the Personnel Policies Committee determines that the grievance is meritorious, that it involves the interpretation, meaning or application of any of the provisions of this Agreement and that submitting it to arbitration is in the best interest of the Southington school system, it may, by written notice to the Board,

submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person. Grievances which do not involve the interpretation, meaning or application of any of the provisions of this Agreement may be processed through Level Three, but shall not be arbitrable.

- b. Within ten (10) school days after such written notice of submission to arbitration, the Superintendent or Superintendent's designee and the Personnel Policies Committee shall agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon the arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators shall be made to the American Dispute Resolution Center (ADRC) by either party. The parties shall be bound by the rules and procedures of the American Dispute Resolution Center (ADRC) in the selection of an arbitrator.
- c. The arbitrator so selected shall confer with representatives of the Board and the Personnel Policies Committee and hold hearings promptly and shall issue his/her decision in accordance with the rules and procedures of the ADRC. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusion on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. Arbitration of grievances involving the interpretation, meaning or application of any of the provisions of this Agreement shall be final and binding.
- d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, shall be borne equally by the Board and the Association.

D. Rights of Teachers to Representations

- 1. No reprisals of any kind shall be taken by either party or any member of the administration against any party in interest, any school representative, any member of the Personnel Policies Committee or any other participant in the grievance procedure by reason of such participation.
- 2. Any party in interest may be represented at all stages of the grievance procedure by an Association representative. When a teacher is not represented by the Association and is representing himself or herself, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

E. Miscellaneous

1. If, in the judgment of the Personnel Policies Committee, a grievance affects a group or class of teachers, the Personnel Policies Committee may submit such grievance, in writing, to the Assistant Superintendent directly and the processing of such grievance shall be commenced at Level Two.
2. Decisions rendered at Level One, when the grievance is presented in writing, and at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the chairperson of the Personnel Policies Committee. Decisions rendered at Level Four shall be in accordance with the procedure set forth in Section C, paragraph 4.c.
3. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared and given appropriate distribution by the Superintendent so as to facilitate operation of the grievance procedure.
5. The sole remedy available to any teacher for any alleged breach of this Agreement or any alleged violation of his/her rights hereunder shall be pursuant to the grievance and arbitration procedure, provided, however, that nothing contained herein shall deprive any teacher of any legal right which he/she presently has.

ARTICLE IV
SALARIES

- A. The salary schedules for all employees covered by this Agreement are set forth in Appendix A.
- B. The salaries listed in such schedules are for services provided by all employees identified in Article I, Section A, for the duration of this Agreement.
- C. All salary payments shall be paid by direct deposit. All personnel covered by this agreement shall be paid their salary on either 22 equal payments or 21 equal payments of 1/26th of their salary for each payment with a final balloon payment on the 22nd payment of the remainder of their salary. The following positions are paid their salary in twenty-six (26) equal installments through the fiscal year July 1 – June 30: Director of Guidance (High School), Vocational Agriculture Department Head, Vocational Agriculture Teachers (2).

Selection forms for the twenty-one (21), or twenty-two (22) payment basis will be supplied by the payroll office and must be completed and submitted to that office no later than the first Friday after the opening of school. No payment basis plan can be changed after that date.

D. Yearly increments under multiple-year agreements and/or increases under multiple-year agreements or one-year agreements may be withheld for cause by the Superintendent if supported by at least two (2) supervisors.

E. Placement of a teacher in any of the five (5) classifications of the salary schedules will be based on the following definitions:

B.A. A baccalaureate degree earned at an accredited college or university resulting in certification as a teacher or a baccalaureate degree earned at an accredited college or university and subsequent courses resulting in certification.

M.A. One (1) year's work beyond and subsequent to the qualification for placement on the B.A. schedule as follows:

1. A master's degree in the field of education or related to the teacher's assignment earned at an accredited college or university.
2. The completion of thirty (30) credit hours earned at an accredited college or university in an approved program in education beyond and subsequent to the baccalaureate degree qualification above.
3. The completion of thirty (30) credit hours earned at an accredited college or university in a program approved by the Superintendent of Schools.

6th Year One (1) year's work beyond and subsequent to the qualification for placement on the M.A. schedule as follows:

1. The completion of an approved program in education resulting in a "Certificate of Advanced Graduate Study" or "Sixth-Year Certificate" from an accredited college or university.
2. A second master's degree from an accredited college or university in a discipline in the field of education other than the discipline in which the initial master's degree was attained or related to the teacher's assignment.
3. The completion of thirty (30) credit hours beyond and subsequent to the master's degree qualification in the field of education or related to the teacher's assignment in a program approved by the Superintendent at an accredited college or university.

4. The completion of thirty (30) credit hours beyond and subsequent to the qualifications for the master's degree classification in a program approved by the Superintendent of Schools at an accredited college or university.

6th Year + 30 Hours (7th Year)

One (1) year's work beyond and subsequent to the qualification for placement on the 6th year schedule as follows:

1. The completion of thirty (30) credit hours or an advanced degree beyond and subsequent to the master's and 6th year classification in the field of education or related to the teacher's assignment in a program approved by the Superintendent at an accredited college or university.
2. The completion of thirty (30) credit hours or an advanced degree beyond and subsequent to the qualifications for master's and 6th year degree classification in a program approved by the Superintendent of Schools at an accredited college or university.

Ph.D. or Ed.D.

An earned doctorate at an accredited college or university in the field of education or in a program related to the teacher's assignment.

- F. Classification changes will take place in either September or February following the completion of the requirements leading to the change. Changes in September will take place when and if all courses are completed prior to September as verified by transcripts/certification. Salary reclassification forms must be completed prior to August 15 in order for reclassification to take place in September. If verification is not completed prior to September 30, reclassification shall take place in February. Changes in February will take place when and if all courses are completed as verified by transcripts/certification prior to February 1 and salary reclassification forms are completed prior to January 15. (Salary reclassification forms are available in the Office of the Personnel Manager).
- G. New employees to the Southington Public Schools or former employees returning to the Southington Public Schools shall be placed on the salary schedule in the following manner:
 1. Teachers shall be credited for all certified teaching service in a position requiring certification to date of hire in Southington.
 2. New employees with full-time work experience (other than certified teaching experience) relevant to their Southington assignment may be granted step

placement credit up to one year for each two years of such relevant work experience to the nearest lower whole number. In no event shall such placement exceed Step 7. In no event shall a new employee be placed higher on the salary schedule than teachers with the same number of years of teaching experience as the new employee has work experience divided by two. Work experience shall not be credited if seven or more years have elapsed since the ending date of such work experience and the date of hire in Southington. In addition, notwithstanding section E of this Article, any new employee who was first qualified to teach when he/she obtained his/her master's degree or higher, shall be placed in the Masters or appropriate advanced degree lane. Such lane placement shall apply prospectively to current employees.

3. In certified employee shortage areas, as determined by the State Department of Education, the Superintendent may place a new employee up to three (3) steps higher than noted in subsection 1 above. Any current employee in the same shortage area at a lower step shall be advanced the same number of steps on the schedule as the new employee.

In no event shall new or former employees be placed on a step higher than current employees with the same number of years of teaching experience, except as noted above in Sections 1 & 3.

Up to three (3) years' credit for placement on the salary schedule will be given for active military service in time of national defense which interrupts or has interrupted teaching service in any Connecticut public school with such salary credit to terminate when that person reaches maximum step.

ARTICLE V **INDEMNIFICATION**

The Association shall indemnify and save the Board harmless against all claims, demands, suits or other forms of liability, including attorney's fees, which may arise by reason of any action taken in making deductions and remitting the same to the Association under Article VI, Dues Deduction and Service Fee Deduction.

ARTICLE VI **DUES DEDUCTION AND SERVICE FEE DEDUCTION**

A. Conditions of Continued Employment

All teachers employed by the Southington Board of Education shall, as a condition of continued employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required

of members to underwrite the costs of collective bargaining, contract administration and grievance adjustment.

B. Deductions

The Southington Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues or service fee by means of payroll deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership dues or service fee divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of Association membership dues and service fee shall be certified by the Association to the Board of Education prior to the opening of school each year.

C. Subsequent Employment

Those teachers whose employment commences after the start of the school year shall pay a prorated amount equal to the percentage of the remaining school year.

D. Forwarding of Monies

The Board of Education agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of teachers for whom such deductions were made.

E. Lists

No later than the first paycheck in October of each school year the Board of Education shall provide the Association with a list of all employees of the Board of Education and the positions held by said employees. The Board shall notify the Association monthly of any changes in said list.

F. Reference to Association

The singular reference to the "Association" herein shall be interpreted as referring to the Southington Education Association, the Connecticut Education Association and the National Education Association.

ARTICLE VII

DUES DEDUCTION FOR VALLEY TEACHERS' FEDERAL CREDIT UNION

- A. The Board agrees to deduct from the salaries of its employees dues for the Valley Teachers' Federal Credit Union as said teachers individually and voluntarily authorize the Board to deduct, and to transmit the monies promptly to the Valley Teachers' Federal Credit Union. Teacher authorizations shall be in writing and transmitted to the Board of Education.

- B. Deductions referred to in Section A above shall be made each payroll period. One (1) change per year will be allowed provided a new authorization card is submitted to the Board thirty (30) days prior to the effective date of such change.
- C. The Board agrees to notify the applicable Association and/or institution on or about November 1 of each year of the employees authorizing such deductions.

ARTICLE VIII
PAYROLL DEDUCTIONS - THRIFT PLAN

- A. The Board agrees to deduct from the salaries of its employees monies to be transmitted promptly to a savings institution designated by the Southington Education Association as said teachers individually and voluntarily authorize the Board to deduct for the Employee Thrift Plan. Teacher authorization shall be in writing in the form set forth (as provided by the institution).

(NAME) _____ (ADDRESS) _____ I, the undersigned, hereby authorize and direct you --

- B. Deductions referred to in Section A above shall be made each payroll period. One (1) change per year will be allowed, provided a new authorization card is submitted to the Board thirty (30) days prior to the effective date of such change.
- C. Any teacher desiring to have the Board discontinue deductions he/she has previously authorized must notify the Board and the institution concerned in writing thirty (30) days prior to the effective date of discontinuance.
- D. The Board agrees to notify the applicable association and/or institution on or about November 1 of each year of the employees authorizing such deductions.

ARTICLE IX
ANNUITY PLAN

Teachers shall be eligible to participate in a "tax-sheltered" annuity plan established and maintained by the Board pursuant to Internal Revenue Code Section 403(b) and the regulations thereunder, as amended.

The Southington Board of Education agrees to offer the CASBO 457 Deferred Compensation Plan. All teachers are eligible to participate.

ARTICLE X
HEALTH INSURANCE

The Board may change insurance carriers provided that the change can be made without reducing coverage. Before making any change in carrier, the Board shall meet with the Association and discuss the nature of the change and the effects on the benefit program.

- A. The Board shall provide insurance coverages as summarized in Appendix E plus all state and federal mandates legislated and signed into law as of November 2006. All mandates shall be effective on the insurance contract's renewal date.
- B. Individual life insurance of forty-thousand (\$40,000) dollars (group term).
- C. Full service Blue Cross Dental Plan with Rider A for employee and dependents. (As set forth in Dental Rider A, dependents must be unmarried and under the age of 19).
- D. The Century Preferred Plan offers second surgical opinions as noted in the benefit plan.
- E. The insurances noted above shall be provided subject to the Blue Cross/Blue Shield Managed Benefits Program.
- F. Effective July 1, 2013, the teachers shall contribute twenty percent (20%) toward the costs of the insurance coverage set forth above. Effective July 1, 2014, and effective on each July 1st thereafter, a teacher's premium contributions shall be reduced as set forth below if during the preceding calendar year the teacher and the teacher's enrolled spouse and dependents (as applicable) participated in all applicable components of a wellness incentive program to be established by the Board in coordination with the Board's insurance plan administrator. The wellness incentive program will include age-based preventive physical examinations and age-based preventive screenings, and will be designed to provide early diagnosis and appropriate information to the participants in the health insurance plan so that they and their health care professionals can determine appropriate, timely courses of treatment as needed.

Accordingly, the teachers shall pay the following percentages toward the costs of the insurance coverage set forth above, as applicable, based on compliance with the wellness provisions set forth above:

	Discounted Contribution	Non-discounted Contribution
Effective July 1, 2014	21%	24%
Effective July 1, 2015	22%	26%

Teachers hired after July 1, 2013 will pay the discounted contribution percentage until they have had one (1) complete calendar year of employment with the Board to fulfill the components of the wellness incentive program.

The Board shall establish and maintain an IRS Section 125 Flexible Spending Account (FSA) for teachers. The account shall be designed to permit exclusion from taxable income each teacher's share of health and medical premiums, deductibles, co-insurances and unreimbursed medical expenses as well as the cost of dependent care. As allowed by law, the dependent care account shall have a \$5,000 maximum, automatically increasing upon any change in the law. The medical account shall have a \$4,000 maximum.

The Board makes no representations or guarantees as to the initial or continued viability of such a salary reduction agreement, and shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax-exempt status of employee insurance premium contributions. So long as the Board makes a good faith effort to comply with this paragraph, neither the Association or any teacher covered by this agreement shall make any claim or demand, nor maintain any action against the Board or any of its members or agents for taxes, penalties, interest or other cost or loss arising from a flaw or defect in the salary reduction agreement, or from a change in law which may reduce or eliminate the employee tax benefits to be derived therefrom.

Except as otherwise noted in this Article, and except as otherwise required by applicable law, dependent insurance for the above coverages will cover dependent to age 24 for unmarried full-time student.

- G. Employees covered by this Agreement who retire during the term of this Agreement and receive pension benefits under the State Teachers Retirement Fund may participate, at their expense, in any existing health benefits in which they are participating at the time of their retirement, with the following stipulations:
 - 1. such participation is limited through age sixty-five (65);
 - 2. rules and regulations of the insurance carrier will permit such participation.

- H.
 - 1. Notwithstanding the above, teachers may voluntarily elect to waive in writing all health insurance coverages outlined above, and, in lieu thereof, shall receive an annual payment of one thousand (\$1,000) dollars in cash. Payment to those employees waiving such coverage shall be made in one lump sum payment during the month of December. This provision shall only apply to those who have elected this waiver prior to July 1, 2001 and who continue to maintain said waiver thereafter.
 - 2. Where a change in a teacher's status prompts the teacher to resume Board-provided insurance coverage, the written waiver may, on written notice to the

Board of Education, be revoked. Upon receipt of revocation of the waiver, insurance coverage shall be reinstated as soon as possible; subject, however, to the rules and regulations of the Internal Revenue Service and the §125 Plan and to any other regulations or restrictions, including waiting periods, which may then be prescribed by the appropriate insurance carriers. Depending upon the effective date of such reinstated coverage, appropriate financial adjustments shall be made between the teacher and the Board to insure that the teacher has been compensated, but not overcompensated, for any waiver elected under Section H.1. above.

Teachers who receive the above noted payment (\$1,000) shall be obligated to refund a prorated amount of said payment upon severance from the system prior to the end of the year.

Notice of intention to waive insurance coverage must be sent to the Business Manager not later than June 15 of the prior school year.

- I. During the 2014-15 contract year, the Board and the Association shall establish a joint committee to study health insurance in preparation for the parties' 2015 contract negotiations. The committee's study will include but will not be limited to evaluating existing insurance plans, renewal cost of any health insurance plans, calculation of premium equivalent rates based on expected claims, administrative fees and stop loss insurance costs.

Also to be included in the review will be broker agent forms of compensation to include but limited to consultant fees, commission fees, retention fees, overrides, bonuses, contingent commissions, annual payments for the amount of business placed with the insurer and the persistency rate.

The committee's study will include, but not limited to High Deductible Health Plan/Health Savings Account plan, the potential impact of the tax to be imposed on high cost health insurance plans under the National Health Care Reform Act Beginning in 2018 and possible alternatives to lessen or eliminate the exposure to that tax.

ARTICLE XI **PROTECTION**

- A. Teachers shall immediately report all cases of assault suffered by them in connection with their employment to their principal in writing.
- B. This report shall be forwarded to the Superintendent and then to the Board, which shall comply with any reasonable request from the teacher for information in its possession relating to the incident or the persons involved and shall act in appropriate ways as liaison between the teacher, the police and the courts.

- C. If criminal or civil proceedings are brought against a teacher alleging that he/she committed an assault in connection with his/her employment, such teacher may request the Board to furnish legal counsel to defend him/her in such proceedings. If the Board does not provide such counsel and the teacher prevails in the proceedings, then the Board shall reimburse the teacher for reasonable counsel fees incurred by him/her in defending the proceedings.

ARTICLE XII
PERSONAL INJURY BENEFITS

- A. Whenever a teacher is absent from school as a result of personal injury caused by an accident or an assault arising out of and in the course of his/her employment, he/she shall be paid his/her full salary (less the amount of any workers' compensation award made from temporary disability due to said injury) for the period of such absence, and no part of such absence shall be charged to his/her annual or accumulated sick leave. Such salary continuation shall continue for a maximum of eighteen (18) calendar months from the date of injury, except in the case of an assault covered by Section 10-236a of the Connecticut General Statutes. The Board shall have the right to have the teacher examined by a physician designated by the Board for the purpose of establishing the length of time during which the teacher is temporarily disabled from performing his/her duties and, in the event that there is no adjudication in the appropriate workers' compensation proceeding for the period of temporary disability, the opinion of the said physician as to the said period shall control.
- B. The Board shall allocate a sum not to exceed Two Thousand (\$2,000) Dollars for the purpose of reimbursing teachers for loss or damage to their personal property, excluding cash and automobile, incurred while in the performance of duty. Payment for loss or damage shall not duplicate those losses covered by the teacher's insurance. All reimbursements for the foregoing will be held until the end of the school year, at which time reimbursement will be made in full if the amount allocated is sufficient for such purpose; otherwise prorated reimbursements will be made according to the demands made on the allocated fund of Two Thousand (\$2,000) Dollars.

ARTICLE XIII
SICK LEAVE

- A.
 - 1. Teachers shall be entitled to fifteen (15) sick leave days each school year. Unused sick leave days may be accumulated up to the number of days in the teacher's work year. Teachers may use up to four (4) days of their accrued sick leave per year, on a non-cumulative basis, for the care of a teacher's spouse, parents or children.
 - 2. Teachers who have accumulated the maximum number of days based on their school year will continue to receive fifteen (15) days each year which are not

cumulative above the teacher's maximum accumulation but may be used during that year without reducing the teacher's maximum accumulation.

B. In the event circumstances arise whereby a member of the unit exceeds the allotted number of days for any of the provisions in Section A above, he/she may, at the discretion of the Superintendent of Schools:

1. receive his/her pay minus substitute's pay for each day provided ample notice and reasons have been submitted and prior approval received;
2. have 1/186 of his/her base pay deducted for each day in excess of accumulated sick leave; or
3. have no deduction made.

Such excess as noted above shall in no case exceed fifteen (15) days. Cases of undue hardship exceeding the above may be given additional consideration.

4. In cases of extreme hardship or prolonged illness, a teacher may petition the Board of Education, through the Superintendent of Schools, for additional sick leave. Among the factors to be given consideration of the request will be:
 - a. the nature and projected duration of the illness or disability involved;
 - b. the applicant's prior record of sick leave use;
 - c. loss of further accumulation in past years because the maximum had been reached; and
 - d. any other consideration that the Board deems to be pertinent to the situation.

Board decision in the application of Section B.4 above will not be subject to the grievance procedure.

C. If a teacher is absent because of illness due to childhood communicable disease definitely traceable to contact made in school, the absence will not be charged against the teacher's sick leave.

D. The benefit set forth in this section shall apply only to teachers hired prior to July 1, 2013. Upon retirement under the Connecticut Teachers' Retirement Act or death, teachers or their estates will be paid 25% of accumulated unused sick leave up to a maximum of 180 days of such accumulated unused sick leave at their daily rate (based on 1/number of days in their work year) at the time of retirement or death. Teachers intending to retire shall notify the administration in writing prior to December 1st that they are retiring effective June 30th of that school year. The teachers giving such notice

shall be entitled to health insurance benefits under Article X of the collective bargaining agreement for an additional two (2) months.

Beginning June 2001, the per diem basis used to calculate sick day severance pay for retirees will be derived from the annual salary as reported to the Connecticut State Teachers' Retirement Board. This reported salary presently includes base salary, longevity pay, and department head stipend, if applicable.

The Southington Education Association understands that this agreement is in effect only for retirees from June 2001 through subsequent years as long as longevity remains in the contract language.

- E. In the event of absence of a teacher for illness in excess of five (5) consecutive working days, the Board may require an examination by an independent physician, such examination to be at the Board's expense.
- F. Each teacher shall receive, by October 15 of each year, a statement as to unused accumulated sick leave.
- G. Temporary disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom shall be interpreted as being within the meaning of the term "sick" as used in Statute, Sec. 10-156 of the Connecticut General Statutes.
- H. The Board of Education shall have full subrogation rights in any case where teachers received court judgments or settlements for lost wages or medical benefits received by teachers covering any period during which the teacher has received continued salary payments or has been reimbursed for medical expenses from the Board during a period of absence. If the Board exercises its subrogation rights and recovers monies covering absences for which accumulated sick leave was utilized, no sick leave shall be deducted from an employee's credit for such periods.

ARTICLE XIV **LEAVE OF ABSENCE**

- A. Up to a maximum of three (3) days' leave of absence in any one (1) year, with pay, will be granted subject to application by the teacher, in writing, to the Principal or designee through the immediate supervisor no later than five (5) school days before the requested absence (except in the case of emergencies) and written approval of the Principal or designee for the following reasons: (Three days total, not for each reason.) Paid leaves under this Article may not be granted on the day immediately preceding or the day immediately following a school vacation or holiday without the approval of the Superintendent.
 - 1. Illness in the immediate family (parent, husband or wife, son or daughter, or a brother or sister).

2. Attendance at graduation ceremonies (high school, college or military) of self, spouse, son or daughter.
 3. Attendance at the funeral services of a person whose relationship to the teacher warrants such attendance.
 4. Participation in wedding ceremonies.
 5. Birth of a child to spouse or time necessary to complete adoption procedures.
 6. Moving one's domicile.
 7. Legal affairs which cannot be handled normally outside school hours.
 8. Warranted travel time for leaves under this Article.
 9. Personal or emergency matters which cannot be handled normally outside school hours. Approval may be granted subsequent to the absence where it is impossible to make a prior request.
- B. Days for the fulfillment of religious obligations will be granted as personal days with pay when they occur on a scheduled school day.
- C. In the event that circumstances arise whereby the teacher exceeds the allotted number of days for any of the provisions above or other extenuating circumstances, he/she may, at the discretion of the Superintendent of Schools, receive his/her pay minus substitute's pay for each day, provided ample notice and reasons have been submitted and prior approval received, or have no deduction made, or have 1/186 of his/her base pay deducted for each day allowed.
- D. Up to a maximum of three (3) days, including the day of the funeral, will be granted, with pay, for each occurrence of death of a parent, spouse, child, brother, sister, mother-in-law or father-in-law.
- E. Up to a maximum of two (2) days, including the day of the funeral, will be granted, with pay, for each occurrence of death of a grandparent, brother-in-law or sister-in-law.
- F. Personnel covered by this Agreement who are called to jury duty shall be granted the difference between jury duty pay and their regular salary and such jury duty is not to be chargeable against allotted sick leave or leave of absence.
- G. When school is not in session and a teacher is requested to appear as a witness by the Superintendent or the Board's representatives at any legal proceeding, such teacher shall be paid his/her per diem hourly rate for all hours requested to be spent at such proceedings. If the teacher has to prepare, said teacher and the Superintendent (or

designee) will determine amount of preparation time for which the teacher will be paid. When school is in session, such leave shall not be charged against allotted sick leave or personal time.

If a teacher is subpoenaed by a third party (a party other than the Administration for the Southington Public Schools) to appear as a witness for a matter arising out of the teacher's professional duties and responsibilities, the Administration and the Southington Education Association will determine an appropriate compensation arrangement for the teacher, based on the applicable circumstances.

- H. Teachers shall be granted a leave of absence of one (1) day per year to participate in professional development activities. Up to a maximum of fifteen (15) teachers, at the discretion of the administration, will be allowed to leave at any one time.
- I. All leaves of absence provided for under the terms of this article are non-cumulative.
- J. Any certified professional employee shall be granted, upon written request submitted to the Superintendent of Schools, a leave of absence without pay for purposes of childrearing. Such employee shall be granted such leave for the school year, or a reasonably requested portion thereof, in which the child is born, adopted or fostered, provided the written request is received within sixty (60) days prior to the anticipated date of commencing the leave.

Any approved leave commencing after February 1 of any school year may be extended through the next school year.

- K. Any certified professional employee may be granted an extended leave without pay or benefits upon the recommendation of the Superintendent and approval of the Board of Education. Such request shall be submitted to the Superintendent in writing stating the reasons for the request.

ARTICLE XV **SABBATICAL LEAVES**

- A. Sabbatical leaves may be granted at the discretion of the Board of Education to certificated personnel upon recommendation by the Superintendent of Schools providing the following conditions are accepted:
 - 1. No more than one percent (1%) of the certificated staff may be on sabbatical leave at any one time.
 - 2. Application must be made to the Superintendent of Schools no later than December 31 of the school year preceding the school year in which the sabbatical is to be taken.

3. Leaves may be granted for up to a full year to personnel with seven (7) or more years of continuous service in Southington.
4. One-half ($\frac{1}{2}$) the salary rate of the year of leave will be paid provided the recipient agrees:
 - a. to return to teach in Southington for three (3) full years for each year of sabbatical leave; and
 - b. to refund the Town of Southington on a pro-rata basis that fraction of sabbatical payment received which will be equivalent to the fraction of time not completed under paragraph 4.a.
5. The recipient agrees to spend at least four-fifths ($\frac{4}{5}$) of the sabbatical leave time in academic study and submit evidence of such or make refund under the same terms as paragraph 4.b.
6. Sabbatical leave may be used for travel purposes at the discretion of the Board of Education.
7. When teachers return from sabbatical leave, their time of absence shall be credited to them for determining their position on the salary schedule.

ARTICLE XVI
CLASS SIZE

- A. 1. By the beginning of the 1987-88 school year, the maximum number of pupils per teacher shall be as follows:
- | | |
|---|-----|
| Kindergarten and first-grade classes | 27 |
| Traditional classes, both in elementary and secondary schools* | 31 |
| Maximum load for secondary teachers in traditional classes shall be | 140 |
| Remedial Groups | 25 |
| Special education classes | 14 |
| Middle school developmental reading classes, over a two day period | 170 |

The term "traditional classes" shall not include study halls, team teaching or physical education classes.

Elementary physical education 250 per day

Secondary physical education 35

Elementary music and art – one (1) traditional class at a time.

Special education resource teachers will have a maximum caseload of 35 students.

*Unless otherwise indicated, the phrase "secondary schools" is used in this Agreement to include both middle school and senior high school.

2. The Board and the Association agree that further reduction in the class size limitations set forth above are desirable and, to the extent possible under the circumstances (e.g., availability of staff and facilities), such reductions shall be made.
 3. The Board and the Association agree that the above class sizes are dependent upon such factors as availability of classroom space and physical plant. No classes which are commenced consistent with the above class sizes will be "split" after ten (10) school days unless the Board agrees to do so.
- B. No teacher shall be assigned responsibility for more than seventy-five (75) pupils at any moment in time.
- C. The provision of sections A or B above may be modified only if the Superintendent of Schools determines that it is necessary to do so. The Association shall be notified in writing of each instance in which the Superintendent has so determined. A disagreement over whether an exception is justified shall be subject to the grievance procedure and shall be initiated at Level Two thereof.

ARTICLE XVII

TEACHING HOURS AND TEACHING LOAD

A. Workday

1. Except as noted below, if the Board, at its discretion, lengthens the school day beyond the hours in effect during the 2012-2013 school year, it shall compensate the professional staff members at a rate of compensation based upon prorating of the staff members' annual salary equal to a percentage of the time the school day is extended. The teacher workday (not school day) is seven (7) hours and fifteen (15) minutes.

2. a. All elementary school teachers will be in their classrooms or at their assignments fifteen (15) minutes before the starting time and thirty (30) minutes after the dismissal time of the students in the school to which they are assigned.
- b. All middle school teachers will be in their classrooms or at their assignments fifteen (15) minutes before the starting time and twenty-five (25) minutes after the dismissal time of the students in the school to which they are assigned.
- c. All high school teachers will be in their classrooms or at their assignments ten (10) minutes before the starting time and twenty-seven (27) minutes after the dismissal time of the students in the school to which they are assigned.

Should the Board in its discretion during the term of this Agreement extend the requirements for the beginning or end of the teacher workday beyond those set forth in the preceding paragraph, the Board shall give at least sixty (60) days' written notice of such extension to the President of the Association. Upon request of the Association, the Board and the Association agree to immediately commence bargaining over the impact/effect of such extension upon members of the bargaining unit. Such negotiations, if not amicably resolved, shall be subject to the impasse resolution procedures set forth in Sec. 10-153 of the Connecticut General Statutes, as amended, including mediation and binding arbitration, and either party may make a request for the commencement of mediation under said procedures if agreement has not been reached within thirty (30) days after the start of such negotiations. Once mediation has been requested, the time lines and procedures set forth in Section 10-153 shall be followed for purposes of any additional impasse resolution which shall be necessary.

B. Work Year

1. The work year of teachers covered by the teacher salary schedule (other than new personnel who may be required to attend orientation sessions amounting to no more than two additional workdays) shall normally terminate no later than June 30, but shall in no event be less than one hundred eighty (180) nor more than one hundred eighty-six (186) scheduled workdays to include a student school year, one (1) day before the student school year, and up to five (5) days for professional development programs. Professional development days shall not be scheduled during Christmas or winter vacation weeks or the day after Thanksgiving. When an administrator requests and a guidance counselor agrees to work additional days, such days shall be paid at the guidance counselor's per diem rate.

The two additional work days for new teachers shall be designated by the Administration in either full-day or half-day increments. The additional work days will not be scheduled to occur on weekends or on holidays, or during a

school recess occurring during the school year. Such additional work days shall be part of the contractual work year for the new teachers, and shall be part of their contractual salaries, as set forth in the salary schedule. Such new teachers shall receive no additional compensation over and above the applicable salaries from the salary schedule.

Should the Board in its discretion extend the scheduled work year for teachers beyond one hundred eighty-six (186) days, the Board shall provide the President of the Association with written notice of such extension at least sixty (60) calendar days before the effective date of the extension. Upon request of the Association, the Board and the Association agree to immediately commence bargaining over the impact/effect of such extension upon members of the bargaining unit. Such negotiations, if not amicably resolved, shall be subject to the impasse resolution procedures set forth in Sec. 10-153 of the Connecticut General Statutes, as amended, including mediation and binding arbitration, and either party may make a request for the commencement of mediation if agreement has not been reached within thirty (30) days after the start of such negotiations. Once mediation has been requested, the time lines and procedures set forth in Sec. 10-153 shall be followed for purposes of any additional impasse resolution which shall be necessary.

2. The school year calendar, when established by the Board, shall be as set forth in Appendix F.
3. Absence Reporting – Absence reporting and attendance recording of personnel shall be as determined by the administration.
4. Reporting of Non-work Days (48-week employees only)
Employees will report to the Superintendent's office annually, not later than April 30, when they propose to take their non-work days time. They must obtain the approval of the Business Manager or Personnel Manager.

C. After School Meetings

1. Regular classroom teachers may be required to remain after school for up to one (1) hour to attend the following staff meetings, which shall be held on Tuesdays:
 - a. One (1) day each month - building meetings called by the school principal.
 - b. One (1) day each month - subject field groups, grade level groups, special groups or individual meetings as authorized by the Superintendent of Schools, or other meetings called by the Superintendent of Schools.

If a meeting scheduled for a Tuesday is canceled due to a school closing or early dismissal, the Administration will reschedule the meeting, with notice of at least one (1) week to teachers.

2. Up to one (1) two hour meeting shall be held each month for curriculum work as authorized by the Superintendent of Schools. The Superintendent of Schools shall notify the Association no later than August 15th of the day of the week on which the meeting shall be held during the first semester of the academic year, and shall notify the Association no later than December 1, of the day of the week on which such meetings shall be held during the second semester of the academic year.
 3. Other than regular classroom teachers may be required to attend meetings in addition to, or instead of, the above if required for the proper performance of their job functions. Should the Board in its discretion determine to schedule additional staff meetings during the term of this Agreement beyond the schedule of such meetings set forth above, the Association shall be notified in writing at least sixty (60) calendar days in advance and shall be furnished with the amended meeting schedule by the Board. Upon request of the Association, the Board and the Association agree to immediately commence bargaining over the impact/effect of such extension upon members of the bargaining unit. Such negotiations, if not amicably resolved, shall be subject to the impasse resolution procedures set forth in §10-153 of the Connecticut General Statutes, as amended, including mediation and binding arbitration, and either party may make a request for the commencement of mediation if agreement has not been reached within thirty (30) days after the start of such negotiations. Once mediation has been requested, the time lines and procedures set forth in §10-153 shall be followed for purposes of any additional impasse resolution which shall be necessary.
 4. All part-time teachers will attend one 2-hour curricular meeting per month and shall attend all meetings contiguous to their work day.
 5. Less than full-time staff are required to attend professional development days on a prorated basis based on their part-time status. Said teachers shall be paid for professional development days beyond those required at their per diem rate.
- D. All teachers shall have an uninterrupted duty-free lunch period daily.
1. Elementary school teachers, including itinerant teachers, shall have an uninterrupted duty-free lunch period equivalent in length to that of the students' lunch period or one-half (1/2) hour, whichever is the greater. It is understood and agreed that students' lunch period does not include any portion of a student's recess time.

2. Secondary school teachers and special class elementary school teachers shall have an uninterrupted duty-free lunch period equivalent in length to that of the students' lunch period or one-half (1/2) hour, whichever is the greater. It is understood and agreed that the students' lunch period does not include any portion of a student's recess time.
- E. Teachers shall be allowed to leave the school building during their duty-free lunch period only if they give prior notice to their principal of this intention and do not abuse the privilege.
- F. All secondary school teachers shall, in addition to their lunch period, have at least one (1) preparation period each day, during which they shall not be assigned to any other duties.
- G. 1. All elementary school teachers shall have at least one (1) uninterrupted preparation period each school day of not less than thirty (30) minutes duration during which time they shall not be assigned to any other duties.

All elementary classroom teachers (except kindergarten) shall have at least three (3) of the aforementioned preparation periods extended to forty (40) minutes. During school weeks of fewer than five (5) days of instruction, or shortened days, preparation time shall be adjusted on a pro rata basis.

- H. 1. Academic subject area secondary school teachers shall not be assigned more than five (5) teaching periods per day in a seven (7) period day and a sixth teaching period in an eight (8) period day with the sixth period being on a voluntary basis. Special subject area secondary school teachers may be assigned six (6) teaching periods per day provided they are relieved of homeroom duties. The normal school day is a seven (7) period day.
- a. Academic subject areas are defined as English, Languages, Social Studies, Mathematics and Science.
 - b. Special subject areas are defined as Technology Education, Family and Consumer Education, Business, Music, Art, Physical Education, Distributive Education, Vocational Agriculture and Vocational Education.
2. Academic area secondary school teachers shall not be required to teach more than three (3) teaching preparations at any one time. Classes which require different syllabi, teaching materials or textbooks shall be considered different teaching preparation.
3. Exceptions to the provision of paragraphs H.1 or H.2 above may be made only if the Superintendent determines that it is necessary to do so in the best interests of the educational process. The Association shall be notified in writing of each

instance in which the Superintendent shall so determine. A disagreement over whether an exception is justified shall be subject to the grievance procedure and shall be initiated at Level Two thereof.

- I. Teacher participation in extracurricular activities for which no additional compensation is paid shall be strictly voluntary. At the same time, the teachers recognize that their responsibility to their students and their profession requires the performance of duties that involve the expenditure of time beyond that of the normal working day.
- J. In the event of an early dismissal due to weather conditions, the teachers will be dismissed fifteen (15) minutes after the students are dismissed. At the discretion of the Superintendent this time can be extended to meet an emergency situation.
- K. Self-contained special education teachers shall be given two (2) released days each spring to complete required paperwork (i.e., annual reviews, triennials, IEPs, etc.). All other special education teachers shall be given one released day to complete required paperwork. The dates of these released days will be mutually agreed on by the special education teacher and his/her immediate supervisor.
- L. Middle school and high school teachers shall be required to attend two evening meetings per school year. One shall be for Open House and the other will be for evening parent conferences. Teachers shall not be required to stay longer than two hours at such meetings.
- M. Elementary school teachers shall be required to attend one evening meeting per year for Open House. Teachers shall not be required to stay longer than two hours at such meetings.
- N. The high school library will be open for student use ten minutes each morning before the student day. The library shall remain open until 3:00 p.m. on two afternoons per week. Teacher librarians will be required to provide coverage during those hours. The teacher remaining late may arrive in the morning late so that the length of the teacher's required on-site workday remains unchanged.
- O. The middle school libraries will be open ten minutes in the morning each day before the commencement of the student day for student use. Teacher/librarians will be required to provide coverage for this time.

ARTICLE XVIII **NON-TEACHING DUTIES**

The Board and the Association acknowledge that a teacher's primary responsibility is to teach and that his/her energies should, to the extent possible, be utilized to this end. Therefore, they agree as follows:

- A. To the extent possible, teachers shall be relieved of non-teaching administrative assignments. Administrative assignments shall not become burdensome.
- B. Secondary school teachers, other than physical education teachers and nurse-teachers shall be relieved of health service duties (e.g., administering eye or ear examinations, weighing and measuring pupils).
- C. Teachers shall not be required to collect money from students for non-educational purposes (e.g., charities, P.T.A. dues). Although teachers may be required to collect and transmit to an appropriate person within their school buildings student accident insurance premiums and money to be used for educational purposes, they shall not be required to tabulate or account for such money.

ARTICLE XIX
TEACHING ASSIGNMENTS

- A. Teachers shall be notified in writing of their programs for the coming school year, including the schools to which they will be assigned, the grades and/or subject that they will teach and any special or unusual classes that they will have, as soon as practicable and under normal circumstances not later than June 15th. In the event that some change such as resignation, death, leave of absence, promotion, etc., takes place during the period between June 15th and the first work day of the following school year, the assignment of a teacher may be changed as required thereby with prompt notice to the teacher.
- B. Changes in grade assignment in the elementary schools and in subject assignment in the secondary schools are sometimes necessary and even beneficial. To the extent possible, such changes in grade and subject assignments shall be voluntary (especially changes affecting probationary teachers), but the Board reserves the right to make such changes.
- C. In arranging schedules for teachers who are assigned to more than one school, an effort shall be made to limit the amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable. Teachers who are assigned to more than one school in any one school day shall receive IRS rates for all inter-school travel.
- D. Teachers' assignments shall be made without unlawful discrimination with regard to race, creed, color, religion, national origin, ancestry, genetic information, sex, sexual orientation, gender identity or expression, age, marital status or disability as provided by applicable statutes.

ARTICLE XX
TRANSFERS

In the determination of transfers, the convenience and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and best interest of the school system and the pupils.

A. Voluntary Transfers

1. A teacher wishing to be transferred to another school or teaching position must file such a request with the Superintendent of Schools prior to April 30 of each year.
2. Such teacher's name will be placed on a "request for transfer" list which will be kept by the Superintendent of Schools.
3. A tentative list of teaching vacancies shall be publicized and posted in all schools on or about May 15 of each year.
4. A teacher on intensive assistance (as defined in the district's evaluation plan) cannot volunteer for a transfer until the intensive assistance has been lifted.
5. When a reduction in the number of teachers in a school is necessary, volunteers shall be transferred first, except where pupil welfare may otherwise dictate.

B. Involuntary Transfers

1. Involuntary transfers shall be made by the Superintendent or his/her designee.
2. Such transfers will be made only on the recommendation of two (2) supervisors to the Superintendent or designee.
3. Non-tenured teachers will not be involuntarily transferred, if at all possible.
4. Subject to the provisions of paragraph B.3 above, when transfers are necessary, an effort shall be made to transfer teachers with lesser service in the Southington Public Schools. Involuntary transfers will be to positions within the teacher's area of certification.
5. Prior to an involuntary transfer, the transfer shall be made only after a meeting with the teacher involved and an Association representative, at which time the teacher shall be notified of the reason(s) for the transfer.

ARTICLE XXI
PROMOTIONS

- A. All openings for positions paying a salary differential and positions other than regular teaching assignments (i.e., career education, drug education, drama coordinator) shall be adequately publicized by posting in every school as far in advance of the appointment as possible, and ordinarily at least thirty (30) days in advance and the qualifications for the positions shall be clearly set forth.
- B. All teachers certified for the posted vacancies shall be given adequate opportunity to make application for such positions. If, in the determination of the Superintendent, the qualifications of applicants are substantially equivalent, preference shall be given to Board employees in positions requiring teacher certification who are qualified and certified for the position. Appointments shall be made without regard to race, creed, color, religion, national origin, ancestry, genetic information, sex, sexual orientation, gender identity or expression, age, marital status or disability as provided by applicable statutes.
- C. All salary differential positions shall be posted separately and not combined with regular contracted teaching positions.

ARTICLE XXII
REDUCTION IN FORCE AND RECALL

- A. The Board may reduce the teaching staff according to the needs of the school system as determined by the Board.
 - 1. If it becomes necessary to reduce the teaching staff, non-tenured teachers within the area of certification in which the reduction is to be made shall be laid off first.
 - 2. If it becomes necessary to further reduce the teaching staff, then tenured teachers within the area of certification in which the reduction is to be made shall be laid off, with one of the prime considerations for continued employment being seniority.
 - 3. The Board agrees to maintain a "recall list" of all teachers who have been separated as a result of the above procedure. Each separated teacher's name shall remain on the "recall list" for a period of one (1) year provided that, if a reappointment is offered by the Board and refused by the teacher, such teacher's name shall be stricken from the "recall list."
 - 4. The Board agrees to offer employment to former teachers on the "recall list" who are qualified and possess the necessary certification for an opening before new teachers are hired.

5. The offer of employment as provided for above shall be made to the teacher who formerly had the longest period of service within the area of certification for the position to be filled in the Southington School System.
 6. Teachers who are recalled under this article will not lose prior service for purposes of seniority, salary or sick leave.
- B. In the event that the Board determines to close a school, the Association will be provided as much advance notice as is feasible and will be given an opportunity to express to the Board and/or the administration its views on such matters as transfers. Written guidelines for transfers in connection with school closings shall be prepared by the Board and copies shall be posted in each school.
- C. All administrators employed by the Southington Board of Education who are covered by the provisions of the Teacher Fair Dismissal (tenure) Law and who are laid off from work due to a reduction in administrative staff shall have rights to displace teachers covered by this Agreement in positions where said administrators are qualified and certified as determined by this article in a manner provided by applicable law. No administrator shall be discriminated against with respect to such displacement rights by virtue of his/her service outside the teacher bargaining unit.

This provision is negotiated subject to the decision of the Connecticut State Board of Labor Relations (Case No. TDR-7161; Decision No. 2225, August 15, 1983, In the Matter of the Petition for Declaratory Ruling Filed by: Connecticut State Council of AFSA Locals, AFL-CIO). In the event that such decision is reversed or modified by a court decision or legislative enactment, any layoff rights set forth herein shall be restricted, to the extent permitted by such decision or enactment, to the members of the teachers' bargaining unit exclusively.

ARTICLE XXIII **TEACHER FACILITIES**

Each school shall have the following facilities:

- A. space in which teachers may safely store instructional materials and supplies;
- B. a teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials; and
- C. an appropriately furnished room to be used as a faculty lounge. To the extent possible, said room shall be in addition to the aforementioned teacher work area.

ARTICLE XXIV
TEXTBOOKS

Prior to changing a textbook or selecting a new textbook, the teachers affected and/or a committee of such teachers shall be given the opportunity to meet and consult with the Superintendent or his/her designee regarding the proposed change or selection.

ARTICLE XXV
SUBSTITUTE TEACHERS

The Board will make every reasonable effort to provide well-qualified substitute teachers who are certified either as substitute or regular teachers whenever a certified teacher is absent.

ARTICLE XXVI
SUMMER SCHOOL PROGRAM

- A. Positions in the Southington Summer School Program shall, to the extent possible, be filled by regularly appointed teachers in the Southington Public Schools.
- B. In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study and quality of teaching performance.

ARTICLE XXVII
ADULT EDUCATION PROGRAM

Non-resident employees of the Board covered by this Agreement will be eligible to take courses in the Southington Adult Education Program in accordance with the tuition rate charged to Southington residents on a space-available basis after final registration for Southington residents is completed.

ARTICLE XXVIII
STRIKES

During the term of this Agreement the Association shall not cause or sponsor, and no professional employee shall cause or participate in, any strike or work stoppage. If the Association disclaims in writing to the Board responsibility for any act prohibited hereby, it shall not be liable in any way therefore. Employees who participate in any such act may be disciplined or discharged without recourse to arbitration; provided, however, that the question of their participation shall itself be subject to arbitration.

ARTICLE XXIX
GENERAL

- A. There shall be no reprisals of any kind taken against any teachers by reason of their membership in the Association or participation in its activities, or by reason of non-membership in the Association.
- B. Teachers shall be given a copy of any evaluation report prepared by their supervisors which relates to the salary or other benefits which they are to receive in the course of their employment, and they shall have the right to discuss such reports with their supervisors. Any such evaluation report or other written statement or criticism may not be contained in the individual teacher's personal or other file longer than thirty (30) days unless such report has been shown to the subject teacher and such individual has been afforded an opportunity to acknowledge the report by signature. Additional comments within a thirty (30) day period beginning with the date of the report may be added to the evaluation report by the teacher for the purpose of clarification.
- C. If negotiation meetings between the Board and the Association are scheduled during a school day, the representatives of the Association shall be relieved from all regular duties without loss of pay as necessary in order to permit their participation in such meetings. When it is necessary, pursuant to Article III, Grievance Procedure, for a school representative, member of the Professional Rights and Responsibilities Committee or other representatives designated by the Association to investigate a grievance or attend a grievance meeting or hearing during a school day, he/she shall, with the permission of his/her principal or immediate superior and upon notice to the Superintendent by the Association, and with the approval of the Superintendent or his/her designee, be released without loss of pay as necessary in order to permit participation in the foregoing activities. Any teacher whose appearance in such investigations, meetings or hearings as a witness is necessary shall be accorded the same right. The Association agrees that these rights shall not be abused.
- D. The Board agrees that two (2) teachers designated by the Association shall, upon request, be granted a leave of absence for up to two (2) years without pay for the purpose of engaging in Association activities. A teacher on leave of absence under this section for no more than one (1) year who returns to his/her position at the end of that leave shall, upon such return, be considered as if he/she were actively employed by the Board during the leave and receive the same salary he/she would have received if he/she had not been absent.
- E. Each teacher shall be provided with a copy of whatever school handbook is available at his/her school.
- F. It is understood that this Agreement is subject to, and shall operate within the framework of, the statutes of the State of Connecticut.

- G. It is understood that teachers shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and administrative policies, rules and regulations, including those set forth in the Southington Teachers' Manual, as amended, provided that the provisions of this Agreement shall supersede and prevail over any conflicting provisions.
- H. If any portion of this Agreement is ruled invalid for any reason, the remainder of this Agreement shall remain in full force and effect.
- I.
 1. It is recognized by the Board and the Association that all situations and developments could not be anticipated at the time of negotiation of this document. To achieve rapport between the Board and the Association, periodic and formal meetings may be held by the negotiating groups of any organization as requested by either the Association or the Board.
 2. Any agreement approved by both the Board and the Association as a result of said consultation procedure shall be reduced to writing, signed by the Board and the Association and shall become an addendum or amendment to the existing Agreement.
 3. Consultations with respect to this Article XXX, Sections I.1 and 2, as set forth hereinabove shall apply only to those portions of the Agreement that do not relate to salaries and fringe benefits.
 4. Notwithstanding the language herein contained, it is agreed by the Board and the Association that the Board may, in its sole discretion, consult with the Association with respect to any article of this Agreement.
- J. Any substantive, serious complaint made against a teacher or person for whom the teacher is administratively responsible, by any parent, student or other person, as determined by the responsible administrator, shall promptly be called to the attention of the teacher. In no case shall a complaint, not investigated by the Administration, be called to the attention of the teacher. In no case shall any anonymous complaint be placed in any teacher's file.
- K. No employee shall be demoted, suspended or otherwise disciplined without just cause.
- L. The President of the Association shall be released from one duty period per day in order to carry out his/her responsibilities as President of the Association.

ARTICLE XXX
MAINTENANCE OF STANDARDS

All present benefits and working conditions shall be maintained during the term of this Agreement.

ARTICLE XXXI
TUITION REIMBURSEMENT

- A. Teachers who take and satisfactorily complete courses in an area identified by the Board of Education as one of special need in the Southington School System shall receive tuition reimbursement within the constraints of the Board of Education's budget. This section shall apply only to courses in areas designated as such courses shall be subject to the prior approval of the Superintendent of Schools or his/her designee. Once such approval has been given, tuition reimbursement will be made upon satisfactory completion regardless of the budgetary constraints.
- B. For eligible teachers (as described in this section), the Board will provide tuition reimbursement for up to two three-credit graduate level courses taken at an accredited college or university during each fiscal year, subject to a total maximum reimbursement of twenty thousand dollars (\$20,000) dollars in the aggregate for the bargaining unit for each fiscal year.

The following conditions shall apply to such reimbursement:

1. In order to be eligible for tuition reimbursement, an applicant must hold a Master's Degree and must have been employed by the Board as a teacher for a minimum of two (2) complete school years.
2. All courses must be taken in a program approved by the Superintendent of Schools or designee.
3. An application for tuition reimbursement must be submitted in writing to the Superintendent of Schools or designee prior to the start of the course. The application shall include a statement of purpose, description of content, and endorsement of the supervisor to which the applicant is assigned. Applications for fall semester courses must be submitted by August 15th, and applications for spring semester courses must be submitted by January 1st.
4. In order to be eligible for tuition reimbursement, an applicant must earn a grade of B+ or higher in the course.
5. Upon successful completion of the first course, a teacher whose application for reimbursement was pre-approved, shall be reimbursed as follows: (1) the cost of the course, subject to a maximum reimbursement of three hundred dollars (\$300) for the course. All disbursement of monies for a first course shall be made at the end of the school year. At the end of the school year, any remaining balance in the tuition reimbursement account will be distributed among all eligible and approved applicants who completed a second course,

subject to a maximum reimbursement of three hundred dollars (\$300) for the course.

6. In the event that the total amount available for tuition reimbursement is insufficient to reimburse all eligible teachers as set forth above, each eligible teacher shall be reimbursed on a pro-rated basis within the total amount available for the bargaining unit.

ARTICLE XXXII

INCENTIVE PAY PROGRAM

This program enables teachers who make exceptional contributions to student performance, professional growth applied to teaching, curriculum development or professional development to earn \$1,089 in addition to their regularly scheduled salary. The plan's key features include:

- A. Teachers who apply for incentive payments shall be on tenure and shall have received an overall acceptable evaluation in the most recent year evaluated.
- B. Applicants for incentive pay are to present evidence of one or more of the following accomplishments:
 1. Significant pupil performance growth in one or more instructional areas for students taught.
 2. Substantial growth in personal professional competence during the year, including evidence of applying such growth to the instructional program.
 3. Substantial contributions to the improvement of the curriculum of the schools or the professional competence of Southington teachers.
- C. A letter of interest in applying for incentive pay shall be submitted to the Superintendent by October 1. (See the attached Incentive Pay Proposal Form, which must be submitted with teacher's letter of interest, and which will produce the responses outlined in D. below). This letter of interest does not commit a teacher to submitting a final application the following May.
- D. An Incentive Pay Review Committee shall consist of two teachers each from the high school, middle schools, and elementary schools (selected by the SEA President), and six administrators designated by the Superintendent. This committee will review all proposals, comment on each, and state whether each proposal meets the incentive pay program requirements. Proposals that the Committee feels do not meet Incentive Pay requirements may be revised and resubmitted by November 15.

- E. The Incentive Pay Review Committee shall be available to teachers during the year for consultation and advice. Any teacher wishing such consultation purposes will then be set up.
- F. Teachers shall gather evidence of successful accomplishment of their proposal and prepare a Final Incentive Pay Report.
- G. Final Incentive Pay Reports shall be received by the Superintendent no later than May 1 each year. These reports shall be reviewed by the Incentive Pay Review Committee. Incentive pay shall be awarded in June to those recommended by the committee.
- H. An Incentive Pay Application Rating Sheet shall be completed by the committee for each application received. This Rating Sheet shall be returned to the teacher.
- I. Teachers, whose final applications are not approved, will be provided with the opportunity to meet with the committee and submit additional documentation and explanation to support the accomplishment of their proposal. Such requests must be submitted in writing within three (3) working days after receiving the Incentive Pay Committee's Rating Sheet.
- J. The Committee shall use the following criteria to determine whether an incentive pay will be granted or not:
 - 1. Significant pupil performance -
 - performance above that which would normally be expected
 - the intensity of the impact on individual students
 - the relatedness of the performance to system goals
 - 2. Substantial professional growth applied to teaching -
 - the importance of the growth
 - the relatedness of the growth to system goals or teacher assignment
 - the degree to which the growth affects pupil performance
 - 3. Substantial contributions to curriculum or professional development -
 - the importance of the curriculum or the professional development to the system
 - the scope or breadth of the curriculum or professional development

- the degree to which the curriculum or professional development was applied in the classroom
- K. Evidence to support the criteria, which may include the following:
1. Evidence of significant pupil performance -
 - process evidence - for example, samples of lessons or work completed by students which are above and beyond what is normally expected
 - product evidence - show the effect of the teacher's work, such as pre and post test comparisons on standardized tests, comparison of test scores to the norm, previous students, or comparison of pre and post writing samples or speech tapes by independent rates
 2. Evidence of substantial professional growth applied to teaching -
 - evidence of substantial professional growth signifies the acquisition of real knowledge or skills of considerable worth to the teacher, such as a course completed or workshop or conference attended
 - evidence of the application to teaching again may be process or produce, as explained above (J.1.). A videotape, audio tape, or observation may also be evidence
 3. Evidence of substantial contributions to the improvement of curriculum or training of Southington teachers -
 - evidence that curriculum is written with an eye to implementation
 - evidence curricular materials are useful to a number of other teachers, not just the writer
 - evidence of implementation or follow-up activities for teacher professional development

ARTICLE XXXIII
DURATION

This Agreement shall become effective July 1, 2013, and shall remain in full force and effect through June 30, 2016.

If no successor agreement is reached prior to June 30, 2016, the provisions of this Agreement shall continue to be in full force and effect until such time as a successor agreement has been reached and signed by the parties.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this ___ day of November, 2012.

SOUTHINGTON EDUCATION ASSOCIATION

Date _____

By _____
Robert Brown, President

SOUTHINGTON BOARD OF EDUCATION

Date _____

By _____
Brian Goralski, Chairperson

APPENDIX A

TEACHER SALARY SCHEDULES

2013-2014

STEP	BA Salary	MA Salary	6th Year Salary	6th Yr. + 30 Salary
1	43,200	46,750	50,350	51,950
2	44,025	47,440	51,170	52,825
3	44,880	48,500	52,255	53,920
4	45,945	49,625	53,405	55,125
5	47,160	50,900	54,700	56,570
6	48,425	52,235	56,075	58,080
7	50,160	54,150	57,980	60,100
8	51,685	56,110	60,210	62,410
9	53,300	59,000	63,700	65,300
10	55,000	63,000	67,750	70,000
11	59,000	68,000	72,800	75,100
12	65,000	74,000	78,700	81,250
13	73,770	81,780	86,965	89,635

Effective at the beginning of the 2013-14 contract year, each teacher shall advance one step on the salary schedule.

2014-2015

STEP	BA Salary	MA Salary	6th Year Salary	6th Yr. + 30 Salary
1	43,200	46,750	50,350	51,950
2	44,025	47,440	51,170	52,825
3	44,880	48,500	52,255	53,920
4	45,945	49,625	53,405	55,125
5	47,160	50,900	54,700	56,570
6	48,425	52,235	56,075	58,080
7	50,160	54,150	57,980	60,100
8	51,685	56,110	60,210	62,410
9	53,200	58,000	62,700	64,300
10	54,750	62,000	66,750	69,000
11	58,750	66,500	71,300	73,600
12	64,750	72,000	76,700	79,250
13	74,510	82,600	87,835	90,530

Effective at the beginning of the 2014-15 contract year, each teacher shall advance one step on the salary schedule.

2015-2016

STEP	BA Salary	MA Salary	6th Year Salary	6th Yr. + 30 Salary
1	45,100	48,600	52,410	54,105
2	45,900	49,500	53,300	55,000
3	46,760	50,500	54,350	56,100
4	47,995	51,800	55,665	57,570
5	49,280	53,100	57,065	59,110
6	50,635	54,400	58,530	60,645
7	52,000	55,775	59,955	62,105
8	53,400	57,795	62,015	64,500
9	54,800	60,555	65,395	68,150
10	56,700	64,890	69,785	72,100
11	61,100	70,040	74,925	77,395
12	66,900	76,100	80,950	83,630
13	75,865	84,105	89,435	92,180

There shall be no step advancements during the 2015-16 contract year.

APPENDIX A

2013-14, 2014-15 AND 2015-16 STIPEND SCHEDULE

1. **Director of Guidance:**

Work Year: This position is subject to thirty-two (32) days of assignment beyond the teacher work year. Based on two (2) weeks before, two (2) weeks after school year begins and ends, and the remaining days by mutual consent.

Compensation: Payment at per diem rate for the thirty-two (32) additional days beyond the teacher work year, plus an annual stipend of \$3,000.

2. **Middle School Guidance Department Head:**

Work Year: This position is subject to twenty-two (22) days of assignment beyond the teacher work year. Five (5) days shall be assigned before the start of the work year and five (5) days shall be assigned after the end of the work year. The remaining schedule of days shall be by mutual consent between the employee and administrator subject to negotiations.

Compensation: Payment at per diem rate for the twenty-two (22) additional days beyond the teacher work year.

3. **Vocational Agriculture Department:**

Department Head:

Work Year: 228 days in fiscal year July 1 through June 30 to include the school calendar, and the remaining days by mutual consent. Salary is based on additional duties, including supervision of supervised Agricultural Experience Program, Continuing Education Teaching and other Vocational Agriculture related activities.

Compensation: Payment at per diem rate for the forty-two (42) additional days beyond the teacher work year, plus an annual stipend of \$3,000.

Teachers:

Work Year: 228 days in fiscal year July 1 through June 30 to include the school calendar, and the remaining days by mutual consent. Salary is based on additional duties, including supervision of supervised Agricultural Experience Program, Continuing Education Teaching and other Vocational Agriculture related activities.

Compensation: Payment at per diem rate for the forty-two (42) additional days beyond the teacher work year.

4. **Cooperative Work Experience**
Business Office Education
Assignment (1) 1.10 of step on salary schedule.
- Work Year: 206 days in fiscal year July 1 through June 30, based on ten (10) days before, ten (10) days after teacher work year begins and ends.
5. **Cooperative Work Experience**
Diversified Occupations
Assignment (1) 1.10 of step on salary schedule.
- Work Year: 206 days in fiscal year July 1 through June 30, based on ten (10) days before, ten (10) days after teacher work year begins and ends.
6. **Cooperative Work Experience**
Marketing Education
Assignment (2) 1.10 of step on salary schedule.
- Work Year: 206 days in fiscal year July 1 through June 30, based on ten (10) days before, ten (10) days after teacher work year begins and ends.
7. **Media Specialist/
Technology Trainer** (1) Per diem daily rate based on step of salary schedule for 10 days worked in addition to the teacher work year.
- Work year: 196 days in fiscal year July 1 through June 30, based on five (5) days before, five (5) days after teacher work year begins and ends.
8. **Alternative to Suspension** Hourly per diem of step on salary schedule.
After School Program
Social Worker/Psychologist
9. **Department Heads – High School:**
- Language Arts, Math, Special Education, Science, and Social Studies department heads will receive 1.08 on salary schedule.
 - World Language and Physical Education department heads will receive 1.065 on salary schedule
 - Remaining department heads will receive 1.053 on salary schedule.

Five (5) or less in department – assignment of five (5) class periods with the fifth period on a voluntary basis.

Six (6) and above in department – assignment of three (3) class periods with additional periods on a voluntary basis.

Assistant Department Head – High School

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
English with assignment of five (5) class periods	\$1,086	\$1,097	\$1,117
Special Education with assignment of five (5) class periods	\$1,086	\$1,097	\$1,117

Department Facilitator – High School

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
English with assignment of five (5) class periods	\$1,086	\$1,097	\$1,117
Math with assignment of five (5) class periods	\$1,086	\$1,097	\$1,117
Special Education with assignment of five (5) class periods	\$1,086	\$1,097	\$1,117

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
10. <u>Curriculum Specialist - Middle Schools</u>	\$1,403	\$1,417	\$1,443
<u>Team Leader – Middle Schools</u>	\$1,403	\$1,417	\$1,443

11. **Specialists (grandfathered prior to 7/01/77):**

- a. Special Education - \$325 above step on salary schedule
- b. Literacy Teacher - \$225 above step on salary schedule
- c. Social Workers - \$325 above step on salary schedule
- d. Guidance Counselors - \$325 above step on salary schedule

12. **Class Advisor(s):**

with assignment of five (5) class periods, 2 each class level	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Freshman Class	\$1,025	\$1,035	\$1,054
Sophomore Class	\$1,025	\$1,035	\$1,054
Junior Class	\$1,259	\$1,272	\$1,295
Senior Class	\$2,054	\$2,075	\$2,113

13. **Emblem Advisor**

And with assignment of five (5) class periods;
with a fifth period on a voluntary basis.

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Step 1	\$2,201	\$2,223	\$2,263
Step 2	\$2,312	\$2,335	\$2,377

~ OR ~

14. <u>Chronicle Advisor</u> with assignments of four (4) class periods		<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
	Step 1	\$1,313	\$1,326	\$1,350
	Step 2	\$1,380	\$1,394	\$1,419
		<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
15.	<u>Middle School Year Book Advisors</u> (2)	\$1,015	\$1,025	\$1,044
16.	<u>Honor Society Advisor</u> (1)	\$976	\$986	\$1,004
	<u>Middle School Honor Society Advisors</u> (2)	\$879	\$888	\$904
17.	<u>High School Math Club Advisor</u> (1)	\$976	\$986	\$1,004
18.	<u>High School Key Club Advisor</u> (2)	\$976	\$986	\$1,004
19.	<u>DECA Advisor</u>	\$934	\$943	\$960
20.	<u>FBLA Advisor</u> (1)	\$934	\$943	\$960
21.	<u>Family, Career & Community Leaders of America (FCCLA) Advisor (SHS)</u> (1)	\$936	\$945	\$962
22.	<u>First Robotic Advisor</u>	\$1,288	\$1,301	\$1,325
23.	<u>SHS Student Council Advisor</u> (1)	\$1,120	\$1,131	\$1,152
	<u>Middle Schools Student Council Advisors</u> with assignment of five (5) class periods (2)	\$561	\$567	\$577
24.	<u>SADD Advisor</u> (1)	\$976	\$986	\$1,004
25.	<u>Drama Advisor</u> (1)	\$1,680	\$1,697	\$1,728
	<u>Drama Asst. Advisor</u> (1)	\$1,304	\$1,317	\$1,341
	<u>Middle School Drama Club Advisors</u> (2)	\$1,015	\$1,025	\$1,044
26.	<u>Musical Advisor</u> (1)	\$1,120	\$1,131	\$1,152
	<u>Music Specialist K-12</u> (1)	\$4,940	\$4,989	\$5,080
27.	<u>Band Directors</u>			
	High School (1)	\$4,940	\$4,989	\$5,080
	Assistant High School (1)	\$2,963	\$2,993	\$3,047
	Middle School (2)	\$1,726	\$1,743	\$1,775
	Silver Star Band (2)	\$1,726	\$1,743	\$1,775
	Elementary Band (per night performance)	\$110.97	\$112.08	\$114.12
	Directors and the Orchestra Directors (per night performance)	\$110.97	\$112.08	\$114.12
	Vocal Music Teachers (per night performance)	\$110.97	\$112.08	\$114.12
28.	<u>Band Camp</u>			
	Band Director	\$3,258	\$3,291	\$3,351
	Asst Band Director	\$1,865	\$1,884	\$1,918

		<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
29.	<u>Jazz Band Advisor (SHS)</u> (1)	\$2,434	\$2,458	\$2,503
30.	<u>Middle School Jazz Band Advisors</u> (2)	\$1,015	\$1,025	\$1,044
31.	<u>March Band Drill Writer (SHS)</u>	\$1,030	\$1,040	\$1,059
32.	<u>Marching Band Asst.</u> (1)	\$1,303	\$1,316	\$1,340
33.	<u>Winter Color Guard Advisor (SHS)</u> (1)	\$676	\$683	\$695
34.	<u>Flag Team Color Guard</u>	\$1,303	\$1,316	\$1,340
35.	<u>Adult Education Program</u> (per hour)	\$33.55	\$33.89	\$34.51
36.	<u>Homebound Instructor</u> (per hour)	\$33.55	\$33.89	\$34.51
	<u>Learning Academy Instructor</u>	\$33.55	\$33.89	\$34.51
	<u>CAPT District Assessment Administration</u>	\$33.55	\$33.89	\$34.51
37.	<u>Summer School Teachers</u> (per hour)	\$33.55	\$33.89	\$34.51
38.	<u>In-Service Presenter</u> Any teacher who is requested by the Superintendent or his designee to present an in-service program will receive an hourly rate for preparation time for each hour of in-service presentations.	\$40.55	\$40.96	\$41.71
39.	<u>Curriculum Work</u> Scheduled on non-scheduled work days shall be paid per hour	\$29.78	\$30.08	\$30.63
	<u>Curriculum Unit</u> A teacher who is requested by the Assistant Superintendent or his designee to write a curriculum unit will be paid a stipend. This payment will be made after the Assistant Superintendent or his designee has signed-off on the completed and approved curriculum unit that was prepared.	\$290	\$293	\$298
40.	<u>Detention Program</u> (per hour weekdays)	\$33.55	\$33.89	\$34.51
	(per hour weekends)	\$50.30	\$50.80	\$51.72
41.	<u>Chaperones (high school teachers)</u> (per event)	\$39.10	\$39.49	\$40.21
42.	<u>Faculty Managers at Middle Schools</u> relieved of one (1) supervisory period per day	\$5,227	\$5,279	\$5,375
43.	<u>Lego Advisors at Middle School</u>	\$840	\$848	\$863
44.	<u>Newspaper Advisors at Middle School</u>	\$840	\$848	\$863
45.	<u>Stock Market Advisors at Middle School</u>	\$840	\$848	\$863
46.	<u>Speech Language Pathologist</u> (Summer) (per hour)	\$33.55	\$33.89	\$34.51

COACHES STIPENDS
2013-2014

	1st STEP	2nd STEP
A. FOOTBALL		
<i>High School:</i>		
Head Coach	\$7,357	\$8,532
Assistant Coach	\$4,412	\$5,355
Freshman Head Coach	\$4,118	\$5,085
Freshman Assistant Coach	\$2,372	\$3,205
B. BASKETBALL & WRESTLING		
<i>High School:</i>		
Head Coach	\$5,884	\$6,946
Assistant Coach	\$3,532	\$4,403
Freshman Coach	\$3,232	\$4,142
<i>Middle School:</i>		
Head Coach	\$2,947	\$3,767
7C. BASEBALL, SOCCER, TRACK, FIELD HOCKEY, VOLLEYBALL, CHEERLEADERS, SOFTBALL, GYMNASTICS, LACROSSE, ICE HOCKEY		
<i>High School:</i>		
Head Coach	\$5,151	\$6,151
Assistant Coach	\$3,091	\$3,926
Freshman Coach	\$2,818	\$3,706
<i>Middle School:</i>		
Head Coach	\$2,576	\$3,373
D. CROSS COUNTRY, GOLF, TENNIS, SWIMMING		
<i>High School:</i>		
Head Coach	\$3,681	\$4,566
Assistant Coach	\$2,208	\$2,971
Freshman Coach	\$2,012	\$2,833
<i>Middle School:</i>		
Head Coach	\$1,836	\$2,576
E. INTRAMURALS (per session)		\$30.33
F. UNIFIED SPORTS - SITE COORDINATOR		\$606

COACHES STIPENDS
2014-2015

	1st STEP	2nd STEP
A. FOOTBALL		
<i>High School:</i>		
Head Coach	\$7,431	\$8,617
Assistant Coach	\$4,456	\$5,409
Freshman Head Coach	\$4,159	\$5,136
Freshman Assistant Coach	\$2,396	\$3,237
B. BASKETBALL & WRESTLING		
<i>High School:</i>		
Head Coach	\$5,943	\$7,015
Assistant Coach	\$3,567	\$4,447
Freshman Coach	\$3,264	\$4,183
<i>Middle School:</i>		
Head Coach	\$2,976	\$3,805
C. BASEBALL, SOCCER, TRACK, FIELD HOCKEY, VOLLEYBALL, CHEERLEADERS, SOFTBALL, GYMNASTICS, LACROSSE, ICE HOCKEY		
<i>High School:</i>		
Head Coach	\$5,203	\$6,213
Assistant Coach	\$3,122	\$3,965
Freshman Coach	\$2,846	\$3,743
<i>Middle School:</i>		
Head Coach	\$2,602	\$3,407
D. CROSS COUNTRY, GOLF, TENNIS, SWIMMING		
<i>High School:</i>		
Head Coach	\$3,718	\$4,612
Assistant Coach	\$2,230	\$3,001
Freshman Coach	\$2,032	\$2,861
<i>Middle School:</i>		
Head Coach	\$1,854	\$2,602
E. INTRAMURALS (per session)		\$30.63
F. UNIFIED SPORTS - SITE COORDINATOR		\$612

COACHES STIPENDS
2015-2016

	1st STEP	2nd STEP
A. FOOTBALL		
<i>High School:</i>		
Head Coach	\$7,566	\$8,774
Assistant Coach	\$4,537	\$5,507
Freshman Head Coach	\$4,235	\$5,229
Freshman Assistant Coach	\$2,440	\$3,296
B. BASKETBALL & WRESTLING		
<i>High School:</i>		
Head Coach	\$6,051	\$7,143
Assistant Coach	\$3,632	\$4,528
Freshman Coach	\$3,323	\$4,259
<i>Middle School:</i>		
Head Coach	\$3,030	\$3,874
C. BASEBALL, SOCCER, TRACK, FIELD HOCKEY, VOLLEYBALL, CHEERLEADERS, SOFTBALL, GYMNASTICS, LACROSSE, ICE HOCKEY		
<i>High School:</i>		
Head Coach	\$5,298	\$6,326
Assistant Coach	\$3,179	\$4,037
Freshman Coach	\$2,898	\$3,811
<i>Middle School:</i>		
Head Coach	\$2,649	\$3,469
D. CROSS COUNTRY, GOLF, TENNIS, SWIMMING		
<i>High School:</i>		
Head Coach	\$3,786	\$4,696
Assistant Coach	\$2,271	\$3,056
Freshman Coach	\$2,069	\$2,913
<i>Middle School:</i>		
Head Coach	\$1,888	\$2,649
E. INTRAMURALS (per session)		\$31.19
F. UNIFIED SPORTS - SITE COORDINATOR		\$623

APPENDIX B

LONG -TERM SUBSTITUTES

Teachers who are hired to replace other teachers who will be out on long-term leaves (for example, on disability leave due to maternity, long-term illness) and are hired to substitute for that teacher for forty (40) days or more will be covered by this Article.

1. Said teacher shall be paid based on the BA first step, on a per diem basis, starting the first day they substitute for the first thirty-nine (39) days of work.
2. From the fortieth (40th) day forward, said teacher shall be placed on the proper step on the SEA salary schedule according to their degree status and years of experience.
3. If it is known from the first day that the teacher who is to be out of school is to be out ninety (90) days or more, then the teacher, replacing the teacher who is out, shall be placed on the proper step of the SEA salary schedule from the first day of the long-term substitute assignment.

APPENDIX C

LONGEVITY

Teachers with twenty (20) through twenty-four (24) years of service will receive a longevity payment of \$250 each school year.

Teachers with twenty-five (25) years of service will receive a longevity payment of \$500 each school year.

Teachers hired on or after July 1, 2000 shall not be eligible for longevity pay.

APPENDIX D

**SOUTHINGTON PUBLIC SCHOOLS
SOUTHINGTON, CONNECTICUT**

INCENTIVE PAY PROGRAM PROPOSAL FORM

This form is to be submitted to the Superintendent along with your letter of interest in applying for the Incentive Pay Program.

1. Rationale/background. (Why are you proposing the project?)

2. Incentive Target Area(s). (Which of the incentive pay target areas are you designing this project to achieve?)

3. Brief description of the project you are planning. (Include process outcomes/results.)

Signature of Teacher

Date

APPENDIX E

SOUTHINGTON TEACHERS BENEFIT PROGRAM

Note: This summary serves as a reference. The Summary Plan Description (SPD) is the governing document regarding the provisions of the insurance plan.

Summary Covered Services	Benefit In Network	Benefit Out Of Network
July 1, 2013 – June 30, 2014		
Inpatient hospital services-semi private room (medically necessary private room), physicians and surgeons charges, maternity charges for mother and child, diagnosis and lab fees, PT and OT, drugs, operating room fees, dialysis, biologically based mental illness, and specialty hospitals...etc.	Covered above \$250 co-pay, subject to pre-admission notification, concurrent review and managed care non compliance penalties. Medical excellence program on an optional basis.	Up to 30 days per year covered at 80% of reasonable fees above deductible. Subject to pre-admission notification, concurrent review and managed care non compliance penalties.
Outpatient hospital services-Operating and recovery room, surgeon fees, lab and x-ray, dialysis, radiation and chemo...etc.	Covered above \$100 co-pay and subject to pre-admission notification, second surgical opinion, concurrent review and managed care non compliance penalties.	Covered at 80% of reasonable fees above deductible. Subject to pre-admission notification, second surgical opinion, concurrent review and managed care non compliance penalties.
Inpatient Mental and Substance Abuse Mental Health Inpatient Substance Abuse Inpatient	Southington Board of Education will comply with the state mental health mandate as of November 2006 and treat it as any other illness with prior authorization needed after 30 visits. Covered in full for up to 45 days per year subject to pre-admission notification, concurrent review and managed care non compliance penalties. Half days substituted on a 2 for 1 basis.	Southington Board of Education will comply with the state mental health mandate as of November 2006 and treat it as any other illness with prior authorization needed after 30 visits. Covered for up to 60 days per year at 80% of reasonable fee above deductible. Subject to pre-admission notification, concurrent review and non compliance penalties. (Non-biological) Covered for up to 45 days per year at 80% of reasonable fee. Subject to pre-admit review, concurrent review and non compliance penalties. Half days substituted on a 2 for 1 basis.

Summary Covered Services	Benefit In Network	Benefit Out Of Network
July 1, 2013 – June 30, 2014		
Emergency Care	Covered above \$100 co-pay, sudden and serious guidelines apply. Subject to state statute.	Covered above \$100 co-pay, sudden and serious guidelines apply. Subject to state statute.
Walk in care (walk in center or physician's office)	Covered in full above \$75 co-pay.	Covered at reasonable fee above \$75 co-pay if sudden and serious. Otherwise at 80% of reasonable fee above deductible.
Ambulance	Covered in full for land, \$5,000 max air.	Covered subject to deductible and coinsurance.
Medical Care (Physicians Services) (clinical indications of illness) biologically based mental illness	Covered in full above \$30 co-pay. No annual or lifetime maximum.	Covered at 80% of reasonable fee above deductible. No annual or lifetime maximum. \$30 co-pay.
Allergy Care	Covered in full above \$30 co-pay for examination. No co-pay for injections. No annual or lifetime maximum. Subject to case management.	Covered at 80% of reasonable fee above deductible. Injections at 80% of reasonable fee above deductible. Subject to case management.
Well Child Care (no clinical indications or history)	Covered in full above \$0 co-pay. Subject to standard ABCBS age based schedule.	Covered at 80% of reasonable fee above deductible. Subject to standard ABCBS age based schedule.
Adult Physical Examinations (Physicians Services) (no clinical indications or history)	Covered in full above \$0 co-pay. Subject to standard ABCBS age based schedule.	Covered at 80% of reasonable fee above deductible. Subject to standard ABCBS age based schedule.
Routine Mammography (no clinical indication or history)	Covered in full above \$0 co-pay. Subject to standard ABCBS age based schedule.	Covered at 80% of reasonable fee above deductible. Subject to standard ABCBS age based schedule.
Routine Gynecological (no clinical indication or history)	Covered in full above \$0 co-pay. Limited to one examination per year.	Covered at 80% of reasonable fee above deductible. Limited to one examination per year.
Hearing Screening (Vision screening is in rider)	Covered in full above \$0 co-pay. Limited to one examination per year.	Covered at 80% of reasonable fee above deductible. Limited to one of each per year.
Outpatient Therapy Coverage		
Speech Therapy, OT, PT and Chiropractic Services	Covered in full after \$30 co-pay. Maximum of 50 combined visits per year. Subject to case management after first visit. After maximum is reached further unlimited benefits are available	Covered at 80% of reasonable fee above deductible. Maximum of 60 combined visits per year. Subject to case management after first visit.

Summary Covered Services	Benefit In Network	Benefit Out Of Network
July 1, 2013 – June 30, 2014		
Electroshock Therapy	subject to deductible and coinsurance. Covered above \$30 co-pay for up to 15 visits per annum. Subject to case management.	Covered at 80% of reasonable fee above deductible for up to 15 visits per annum. Subject to case management.
Prescription Drug Benefits	\$10 Generic Formulary. \$25 Brand Formulary. \$40 Non-Formulary. Unlimited Calendar Year Max 2x Co-pay for Mail Order	Covered at 80% of allowance above deductible.
Maternity Care (Prenatal and Postnatal)	Covered in full after \$30 co-pay	Covered at 80% reasonable fee above deductible.
Outpatient Mental Health and Substance Abuse	Southington Board of Education will comply with the state mental health mandate as of November 2006 and treat it as any other illness with prior authorization needed after 30 visits.	Southington Board of Education will comply with the state mental health mandate as of November 2006 and treat it as any other illness with prior authorization needed after 30 visits. 30 visits per year covered at 80% of reasonable fee above deductible. Coinsurance does not accrue to stop loss. (Non-biological)
Durable Medical Equipment and Prosthesis	Covered in full subject to case management and buy/lease decision.	Covered at 80% of reasonable fee above deductible subject to case management and buy/lease decision.
Home Health and Hospice Home Health Aid	Covered in full for 80 days subject to case management.	Covered at 80% of reasonable fee above deductible for 80 days per year, subject to case management.
Nursing and Therapeutic Services	Covered in full for 300 days per year subject to case management.	Covered at 80% of reasonable fee above deductible for 300 days per year, subject to case management.
Hospice Care	Covered in full up to last 6 months of life subject to case management.	Covered at 80% of reasonable fee above deductible for up to 80 days per year subject to case management.
Skilled Nursing Facility	Covered above \$250 co-pay, for up to 120 days per year subject to case management. Additional coverage available as out of network service subject to deductible and coinsurance.	Covered at 80% of reasonable fee above deductible for up to 120 days per year subject to case management.

Summary Covered Services	Benefit In Network	Benefit Out Of Network
July 1, 2013 – June 30, 2014		
Eligibility	Insured, spouse & dependents to age 26.	Insured, spouse & dependents to age 26
Non-compliance Penalties	\$500 per event.	\$500 per event.
Deductible	Generally not applicable in Network.	\$400/\$800/\$1,000 individual, one and one, and family.
Coinsurance	Generally not applicable in Network.	20% to 8,000/16,000/20,000
Maximum Out of Pocket	Generally not applicable in Network.	\$2,000/\$4,000/\$5,000
Payment Basis	Negotiated fees no balance billing.	80 percentile of reasonable fee.

*Standard ABCBS definitions apply.

The insurance program summarized in the above Appendix E will include and be modified by all State and Federal mandates legislated and signed into law as of November 2006, upon insurance contract renewal.

Appendix E
Southington Teachers Benefit Program

Note: This summary serves as a reference. The Summary Plan Description (SPD) is the governing document regarding the provisions of the insurance plan.

Summary Covered Services	Benefit In Network	Benefit Out Of Network
July 1, 2014 – June 30, 2015		
Inpatient hospital services-semi private room (medically necessary private room), physicians and surgeons charges, maternity charges for mother and child, diagnosis and lab fees, PT and OT, drugs, operating room fees, dialysis, biologically based mental illness, and specialty hospitals...etc.	Covered above \$250 co-pay subject to pre-admission notification, concurrent review and managed care non compliance penalties. Medical excellence program on an optional basis.	Up to 30 days per year covered at 80% of reasonable fees above deductible. Subject to pre-admission notification, concurrent review and managed care non compliance penalties.
Outpatient hospital services-Operating and recovery room, surgeon fees, lab and x-ray, dialysis, radiation and chemo...etc.	Covered above \$150 co-pay and subject to pre-admission notification, second surgical opinion, concurrent review and managed care non compliance penalties.	Covered at 80% of reasonable fees above deductible. Subject to pre-admission notification, second surgical opinion, concurrent review and managed care non compliance penalties.
Inpatient Mental and Substance Abuse Mental Health Inpatient Substance Abuse Inpatient	Southington Board of Education will comply with the state mental health mandate as of November 2006 and treat it as any other illness with prior authorization needed after 30 visits. Covered in full for up to 45 days per year subject to pre-admission notification, concurrent review and managed care non compliance penalties. Half days substituted on a 2 for 1 basis.	Southington Board of Education will comply with the state mental health mandate as of November 2006 and treat it as any other illness with prior authorization needed after 30 visits. Covered for up to 60 days per year at 80% of reasonable fee above deductible. Subject to pre-admission notification, concurrent review and non compliance penalties. (Non-biological) Covered for up to 45 days per year at 80% of reasonable fee. Subject to pre-admit review, concurrent review and non compliance penalties. Half days substituted on a 2 for 1 basis.
Emergency Care	Covered above \$150 co-pay, sudden and serious guidelines apply. Subject to state statute.	Covered above \$150 co-pay, sudden and serious guidelines apply. Subject to state statute.

Summary Covered Services	Benefit In Network	Benefit Out Of Network
July 1, 2014 – June 30, 2015		
Walk in care (walk in center or physician's office)	Covered in full above \$75 co-pay.	Covered at reasonable fee above \$75 co-pay if sudden and serious. Otherwise at 80% of reasonable fee above deductible.
Ambulance	Covered in full for land, \$5,000 max air.	Covered subject to deductible and coinsurance.
Medical Care (Physicians Services) (clinical indications of illness) biologically based mental illness	Covered in full above \$30 co-pay. No annual or lifetime maximum.	Covered at 80% of reasonable fee above deductible. No annual or lifetime maximum. \$30 co-pay.
Allergy Care	Covered in full above \$30 co-pay for examination. No co-pay for injections. No annual or lifetime maximum. Subject to case management.	Covered at 80% of reasonable fee above deductible. Injections at 80% of reasonable fee above deductible. Subject to case management.
Well Child Care (no clinical indications or history)	Covered in full above \$0 co-pay. Subject to standard ABCBS age based schedule.	Covered at 80% of reasonable fee above deductible. Subject to standard ABCBS age based schedule.
Adult Physical Examinations (Physicians Services) (no clinical indications or history)	Covered in full above \$0 co-pay. Subject to standard ABCBS age based schedule.	Covered at 80% of reasonable fee above deductible. Subject to standard ABCBS age based schedule.
Routine Mammography (no clinical indication or history)	Covered in full above \$0 co-pay. Subject to standard ABCBS age based schedule.	Covered at 80% of reasonable fee above deductible. Subject to standard ABCBS age based schedule.
Routine Gynecological (no clinical indication or history)	Covered in full above \$0 co-pay. Limited to one examination per year.	Covered at 80% of reasonable fee above deductible. Limited to one examination per year.
Hearing Screening (Vision screening is in rider)	Covered in full above \$0 co-pay. Limited to one examination per year.	Covered at 80% of reasonable fee above deductible. Limited to one of each per year.
Outpatient Therapy Coverage Speech Therapy, OT, PT and Chiropractic Services	Covered in full after \$30 co-pay. Maximum of 50 combined visits per year. Subject to case management after first visit. After maximum is reached further unlimited benefits are available subject to deductible and coinsurance.	Covered at 80% of reasonable fee above deductible. Maximum of 60 combined visits per year. Subject to case management after first visit.

Summary Covered Services	Benefit In Network	Benefit Out Of Network
July 1, 2014 – June 30, 2015		
Electroshock Therapy	Covered above \$30 co-pay for up to 15 visits per annum. Subject to case management.	Covered at 80% of reasonable fee above deductible for up to 15 visits per annum. Subject to case management.
Prescription Drug Benefits	\$10 Generic Formulary. \$25 Brand Formulary. \$40 Non-Formulary. Unlimited Calendar Year Max 2x Co-pay for Mail Order	Covered at 80% of allowance above deductible.
Maternity Care (Prenatal and Postnatal)	Covered in full after \$30 co-pay	Covered at 80% reasonable fee above deductible.
Outpatient Mental Health and Substance Abuse	Southington Board of Education will comply with the state mental health mandate as of November 2006 and treat it as any other illness with prior authorization needed after 30 visits.	Southington Board of Education will comply with the state mental health mandate as of November 2006 and treat it as any other illness with prior authorization needed after 30 visits. 30 visits per year covered at 80% of reasonable fee above deductible. Coinsurance does not accrue to stop loss. (Non-biological)
Durable Medical Equipment and Prosthesis	Covered in full subject to case management and buy/lease decision.	Covered at 80% of reasonable fee above deductible subject to case management and buy/lease decision.
Home Health and Hospice Home Health Aid	Covered in full for 80 days subject to case management.	Covered at 80% of reasonable fee above deductible for 80 days per year, subject to case management.
Nursing and Therapeutic Services	Covered in full for 300 days per year subject to case management.	Covered at 80% of reasonable fee above deductible for 300 days per year, subject to case management.
Hospice Care	Covered in full up to last 6 months of life subject to case management.	Covered at 80% of reasonable fee above deductible for up to 80 days per year subject to case management.
Skilled Nursing Facility	Covered above \$250 co-pay, for up to 120 days per year subject to case management. Additional coverage available as out of network service subject to deductible and coinsurance.	Covered at 80% of reasonable fee above deductible for up to 120 days per year subject to case management.
Eligibility	Insured, spouse & dependents to age 26.	Insured, spouse & dependents to age 26
Non-compliance Penalties	\$500 per event.	\$500 per event.
Deductible	Generally not applicable in Network.	\$400/\$800/\$1,000 individual, one and one, and

Summary Covered Services	Benefit In Network	Benefit Out Of Network
July 1, 2014 – June 30, 2015		
		family.
Coinsurance	Generally not applicable in Network.	20% to 8,000/16,000/20,000
Maximum Out of Pocket	Generally not applicable in Network.	\$2,000/\$4,000/\$5,000
Payment Basis	Negotiated fees no balance billing.	80 percentile of reasonable fee.

*Standard ABCBS definitions apply.

The insurance program summarized in the above Appendix E will include and be modified by all State and Federal mandates legislated and signed into law as of November 2006, upon insurance contract renewal.

Appendix E
Southington Teachers Benefit Program

Note: This summary serves as a reference. The Summary Plan Description (SPD) is the governing document regarding the provisions of the insurance plan.

Summary Covered Services	Benefit In Network	Benefit Out Of Network
July 1, 2015 – June 30, 2016		
Inpatient hospital services-semi private room (medically necessary private room), physicians and surgeons charges, maternity charges for mother and child, diagnosis and lab fees, PT and OT, drugs, operating room fees, dialysis, biologically based mental illness, and specialty hospitals...etc.	Covered above \$300 co-pay subject to pre-admission notification, concurrent review and managed care non compliance penalties. Medical excellence program on an optional basis.	Up to 30 days per year covered at 80% of reasonable fees above deductible. Subject to pre-admission notification, concurrent review and managed care non compliance penalties.
Outpatient hospital services-Operating and recovery room, surgeon fees, lab and x-ray, dialysis, radiation and chemo...etc.	Covered above \$150 co-pay and subject to pre-admission notification, second surgical opinion, concurrent review and managed care non compliance penalties.	Covered at 80% of reasonable fees above deductible. Subject to pre-admission notification, second surgical opinion, concurrent review and managed care non compliance penalties.
Inpatient Mental and Substance Abuse Mental Health Inpatient Substance Abuse Inpatient	Southington Board of Education will comply with the state mental health mandate as of November 2006 and treat it as any other illness with prior authorization needed after 30 visits. Covered in full for up to 45 days per year subject to pre-admission notification, concurrent review and managed care non compliance penalties. Half days substituted on a 2 for 1 basis.	Southington Board of Education will comply with the state mental health mandate as of November 2006 and treat it as any other illness with prior authorization needed after 30 visits. Covered for up to 60 days per year at 80% of reasonable fee above deductible. Subject to pre-admission notification, concurrent review and non compliance penalties. (Non-biological) Covered for up to 45 days per year at 80% of reasonable fee. Subject to pre-admit review, concurrent review and non compliance penalties. Half days substituted on a 2 for 1 basis.
Emergency Care	Covered above \$150 co-pay, sudden and serious guidelines apply. Subject to state statute.	Covered above \$150 co-pay, sudden and serious guidelines apply. Subject to state statute.

Summary Covered Services	Benefit In Network	Benefit Out Of Network
July 1, 2015 – June 30, 2016		
Walk in care (walk in center or physician's office)	Covered in full above \$100 co-pay.	Covered at reasonable fee above \$100 co-pay if sudden and serious. Otherwise at 80% of reasonable fee above deductible.
Ambulance	Covered in full for land, \$5,000 max air.	Covered subject to deductible and coinsurance.
Medical Care (Physicians Services) (clinical indications of illness) biologically based mental illness	Covered in full above \$35 co-pay. No annual or lifetime maximum.	Covered at 80% of reasonable fee above deductible. No annual or lifetime maximum. \$35 co-pay.
Allergy Care	Covered in full above \$35 co-pay for examination. No co-pay for injections. No annual or lifetime maximum. Subject to case management.	Covered at 80% of reasonable fee above deductible. Injections at 80% of reasonable fee above deductible. Subject to case management.
Well Child Care (no clinical indications or history)	Covered in full above \$0 co-pay. Subject to standard ABCBS age based schedule.	Covered at 80% of reasonable fee above deductible. Subject to standard ABCBS age based schedule.
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The insurance program summarized in the above Appendix E will include and be modified by all State and Federal mandates legislated and signed into law as of November 2006, upon insurance contract renewal.

APPENDIX F

SCHOOL CALENDAR 2013-14

To be supplied when decided.

MEMORANDUM OF AGREEMENT

The Southington Board of Education and the Southington Education Association agree as follows with respect to student assessments:

Elementary Schools:

- During those weeks in which classroom teachers have substantial responsibilities related to student assessments (as determined by the Principal in each building), the classroom teachers will be permitted to use the Library/Media period for the purposes of carrying out responsibilities related to student assessments.
- The Administration will provide substitute teacher coverage for each classroom teacher for a two-hour block, three times per school year, for the purposes of carrying out responsibilities related to student assessments. The Principal in each building will determine the schedule for such substitute coverage within the building.

Middle School:

- On three occasions per school year, the Middle School Principal will permit core subject area teachers to perform work related to student assessments during the time that would otherwise be used for Tuesday staff meetings. The specific dates for those three occasions will be determined by the Principal in each building.

High School:

- On two occasions per school year, the High School Principal will permit core subject area teachers to perform work related to student assessments during the time that would otherwise be used for Tuesday staff meetings. The specific dates for those two occasions will be determined by the Principal in each building.

This Memorandum of Agreement will be in effect for the 2013-14 and 2014-15 school years. This Memorandum of Agreement will expire at the end of the 2014-15 school year unless it is extended by mutual agreement.

Date _____

By _____
Robert Brown, President

SOUTHINGTON BOARD OF EDUCATION

Date _____

By _____
Brian Goralski, Chairperson

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date November 8, 2012

Decision Requested X

Agenda Code 9 a.

AGENDA REPORTING FORM

Agenda Topic: Ratification of Southington Education Association (SEA) Contract

Summary of Issue: The Southington Education Association (SEA) and the
 Southington Board of Education have been negotiating a contract for a three (3) year
 agreement beginning July 1, 2013 through June 30, 2016.

Background: N/A


Alternative Strategies: N/A

Cost (if applicable): N/A **Funding Source:** N/A

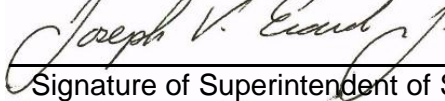
Beginning Date of Program or Project: July 1, 2013

Ending Date of Program or Project: June 30, 2016

Recommendation or Comment: Recommend approving the tentative agreement
 between the Southington Education Association and the Southington Board of Education.



Signature of Staff Member Submitting Report



Signature of Superintendent of Schools

Titles of Attachments:

1. SEA Contract – To be posted at a later date.
2. _____

SPD/lb #16.agndaboe.1213.seacontract.11-8-12.doc

**BOARD OF EDUCATION
SOUTHINGTON, CONNECTICUT**

Informational Only _____

Board Meeting Date November 8, 2012

Decision Requested X

Agenda Code 9 b

AGENDA REPORTING FORM

Agenda Topic: Policy #3324, Preferential Bidding Procedures ~ Second Reading

Summary of Issue: The Board of Education Policy and Personnel Committee revised policy #3324 to include the procedures that will implemented in the event a tie bid.

Background: The Board of Education Policy and Personnel Committee reviewed and supports the proposed changes to policy and regulation #3324.

Alternative Strategies: The Board may suggest further changes.

Cost (if applicable): N/A

Funding Source: N/A

Beginning Date of Program or Project: July 2012

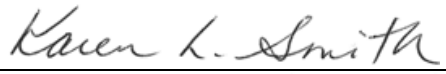
Ending Date of Program or Project: N/A

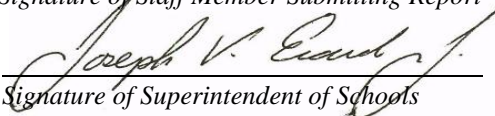
Recommendation or Comment: The Board of Education accepts the recommendation from the Policy and Personnel Committee and approves the Preferential Bidding Procedures policy as presented.

Titles of Attachments:

1. Draft Policy #3324

mp\Board\11.8.12, PrefBidding.doc



Signature of Staff Member Submitting Report


Signature of Superintendent of Schools

DRAFT

Policy #3324, Preferential Bidding

*Clean copy of the draft policy that
is recommended by the Policy and
Personnel Committee.*

Series 3000: Business and Non-Instructional Operations**Preferential Bidding Procedures**

A. For the purpose of this section, “town-based business” means a business with a principle place of business located within the town. A business shall not be considered a town-based business unless satisfactory evidence has been produced to the Board of Education Business Office whereby the business establishes that it owns property which has its principle place of business and pays taxes on real and personal property to the Town of Southington.

Such evidence may include proof of ownership of real estate by copy of deed and copies of paid tax bills for real and personal property. The personal property shall be used for the business in the performance of the bid.

B. On any project, which shall be defined as all contracts to be made or let for work to be done or for supplies to be purchased for the Board of Education that is bid, ties will be handled as follows:

- When the low bid results in a tie involving a town-based bidder and a non-town-based bidder, the bid will be awarded to the town-based bidder.

C. On any project, as defined in section B which is \$10,000 or more, the lowest bidder shall be determined in the following manner:

1. Any town-based bidder which has submitted a bid of no more than 5 percent higher than the low bid, when such bid is between \$10,000 and \$500,000, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 5 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which has submitted the lowest bid.
2. Any town-based bidder which has submitted a bid of no more than 3.5 percent higher than the low bid, when such bid is between \$500,001 and \$1,000,000, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 3.5 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which has submitted the lowest bid.

Series 3000: Business and Non-Instructional Operations**Preferential Bidding Procedures**

3. Any town-based bidder which has submitted a bid of no more than 2 percent higher than the low bid, when such bid is over \$1,000,001, provided such town-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one town-based bidder has submitted a bid no more than 2 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such town-based bidder which as submitted the lowest bid.
 4. The low bidder.
- D. The provisions of this section shall not apply to any projects which prohibit preferential bidding procedures which may include but may not be limited to state and federally funded projects.

Policy Adopted: March 2010
Policy Revised: November 2012



**Southington
Public
Schools**



Full-Day Kindergarten 2013-2014

*A Proposal to the Southington Board of
Education and the Community*

Committee Members



Curriculum Study

Megan Bennett
Principal, Thalberg School

Kerry Bonaiuto
Teacher ~ Grade 1

Teresa Burger
Speech and Language Pathologist

Betsy Chester
District Language Arts Coordinator

Patricia Corvello
Principal, Plantsville School

Paula Gorham
Teacher ~ Extended Day Kindergarten

Robin Hirsh
Literacy Specialist

Marilyn Kahl
Assistant Principal, Derynoski School

Sally Kamerbeek
Principal, Hatton School

Sandra Kujawski
Special Education Coordinator

Linda Lackner
Principal, Strong School

Betty Lutz
Principal, Kelley School

Patricia Mazzarella
Principal, Flanders School

Dr. Perri Murdica
Sr. Coordinator of Pupil Services

Moira Myers
Learning Specialist

Carole Needham
Kindergarten Teacher

Krista Pringle
Family Resource Center Director

James Quinn
Principal, South End School

Dale Riedinger
District Science/Math Coordinator

Rosemary Risser
Teacher ~ Kindergarten

Karen L. Smith
Assistant Superintendent of Schools

Jan Verderame
Principal, Derynoski School

Lynne Verrilli
Teacher ~ Extended Day Kindergarten

Jeanne Walsh
Teacher ~ Special Education

Committee Members



Facilities/Staffing/Supplies Study

Frederick Cox
Director of Operations

Sherri DiNello
Director of Business and Finance

Dr. Joseph Erardi
Superintendent of Schools

Philip Goodwin
Purchasing Agent

Kimberly Hunt
Personnel Manager

Betty Lutz
Principal, Kelley School

Dr. Perri Murdica
Director of Pupil Services

Karen L. Smith
Assistant Superintendent

Karen Veilleux
Director of Technology

Jan Verderame
Principal, Derynoski

What do we know about kindergarten children?



What do we know about kindergarten children? They...

- Enter kindergarten with different experiences and degrees of readiness.

- Range in age from 4-6 years old.

- Require selected and special activities to meet individual stages of developmental growth.

- Learn by doing.

- Need to be actively involved in the learning process and they need to use all of their senses to collect and evaluate information.

- Must be able to move often because physical development may impact learning. Small muscles tend to develop after large muscles.

- Require structure with predictable outcomes yet are developing independence in their wider environment.

- Require activities that meet individual developmental needs resulting in social, emotional, and academic growth.

Background Information



Community Conversation held September 2005 Conclusions ~ Need/desire for Family Resource Center(s) and Full-Day Kindergartens within our public school system

Study Committee 2010-2011 ~ Extended Day Kindergarten Program

Year 1, 2011-2012 ~ Extended Day Kindergarten Programs at Derynoski and South End Elementary Schools (60 students)

Year 2, 2012-2013 ~ Extended Day Kindergarten Programs at Derynoski and South End Schools (60 students)

**Full-Day Kindergarten Curriculum Committee Meetings in 2012:
*September 19, September 26, October 3, October 23***

Public Forums on Full-Day Kindergarten:

October 1 ~ Local nursery schools, daycare providers, home daycare providers, ECCS

October 4 ~ Community-at-large

November 14 ~ Families of Incoming Kindergarten Students

Results of Extended Day Kindergarten Program ~ Indicated positive experiences. End-of-year benchmark data included letter and sound identification, high frequency words recognition, phonological awareness, developmental reading assessment, concepts about print, common core state standards math assessment, writing sample, anecdotal evidence from parent feedback and teacher observations. Data tracking continues in Grade 1.



Recommendations



From the Curriculum Study Committee



- ❖ **Create a full-day kindergarten program that meets the academic, social, emotional, and behavioral needs of children who range from 4-6 years of age.**
- ❖ **Integrate the Common Core State Standards into all subjects throughout the school day.**
- ❖ **Develop a kindergarten day that includes social skill time, play centers, lunch and recess, longer time with specials, quiet time, greater variety and depth of experiences, opportunities for more 'push-in' support services, and more time for appropriate pacing of curricular objectives and full participation with all school-based assemblies and cultural arts offerings.**
- ❖ **All sites to have full-day kindergarten ~ exceptions to participation in a full-day program would be made in consultation between families and school administrators and would be based on individual need.**

Research



Published from the Connecticut State Department of Education in October 2011

✓ There is a growing increase in the number of school districts that have implemented or are in the process of implementing full-day programs.

✓ Within our DRG:
14 ~ Full-Day
2 ~ Proposing for 2013-14
7 ~ Not there yet; but hopeful



Research



Published from the Connecticut State Department of Education in October 2011

✓ The state does not require any districts to switch to full-day kindergarten. The state has not studied whether students who participate in full-day programs are better prepared than those in half- or extended-day programs. *Jim Polites, CSDE*

✓ The US Department of Education is funding an extensive evaluation of full-day kindergarten by the Center for Evaluation and Education Policy (CEEP). The department states, “*Although correlational, causal-comparative, and other non-experimental designs appear to support the effectiveness of full-day kindergarten relative to half-day programs, results from quasi-experimental designs are mixed, probably due to nonequivalence of control and treatment groups. The argument for full-day kindergarten should not be based on making kids smarter but should be based on having the “luxury of time”, i.e. time for hands-on-discovery, time for experimenting and ‘making mistakes’, time for reading the whole story, time for deeper, richer, more developmentally appropriate learning.*”

✓ The Wisconsin Department of Public instruction report of 2008 responded to questions about the advantages and disadvantages of providing full-day kindergarten programs.



Research



Published from the Connecticut State Department of Education in October 2011



The Wisconsin Department of Public Instruction report of 2008 responded to questions about the advantages and disadvantages of providing full-day kindergarten programs.



ADVANTAGES

More time for a variety of experiences

More time for screening, assessment, and early intervention

More occasions for good quality interaction between adults and students

Academic advantages after the full-day experience

~ Thomas Stinard, 1982

Cost to implement

Requirement for more space

May become too academic

DISADVANTAGES

Research



Hanover Research of Washington, DC ~ 2012

- ✓ Studies that purport to offer authoritative answers regarding the long-term effectiveness of one kindergarten dosage over another have been retroactively identified as largely flawed.
- ✓ There is no clear consensus regarding the long-term effects of full-day versus half-day kindergarten.
- ✓ There is insufficient longitudinal research to determine the long-term academic benefits of full-day versus half-day kindergarten.
- ✓ The clearest academic benefits to full-day kindergarten occur during the kindergarten year and can potentially affect achievement through the early elementary years.
- ✓ Other benefits to full-day kindergarten are not academic in nature but do assist students in acclimating to the school environment and can therefore set students up for success in school.



Research



Hanover Research of Washington, DC ~ 2012

While research may be inclusive regarding full-day kindergarten's long-term academic effects, it is useful to examine the other impacts that full-day kindergarten might have on children.

- ✓ Increased social and emotional development.
- ✓ Reduced retention and remediation rates.
- ✓ Improved student attendance.
- ✓ Increase in independence learning.
- ✓ Greater classroom involvement, productivity, and ability to reflect amongst kindergarteners.
- ✓ Greater continuity of day-to-day activities, field trips, and free play.
- ✓ Time for teachers to become familiar with each student's developmental needs.



Research



Whitman Elementary School ~ Portland, Oregon

- ✔ Implemented full-day kindergarten in the 2001-2002 school year and have reviewed ten years of experience.
- ✔ More time to work on math daily.
- ✔ More time for individual reading activities.
- ✔ More time to work on large motor skills using games and other activities.
- ✔ More time for developing themes and working on science and art projects.





**Arrival
Morning Routines
(15 min)**

**Morning Meeting
(15 min)**

**Social Studies,
Science, Health
(30 min)**

**Math
(60 min)**

**Developmental Play
Centers, Play, Quiet
Time
(30-60 min)**

**Lunch/Recess
(60 min)**

**Snack
(2 x 10 min)**

**Specials
(40 min)**

**Language Arts
(90 min ~ 2 hrs)**

**Full-Day
Kindergarten**

To Summarize



The Gift of Time

From 450 hours to 900 hours per year, means...

Literacy

Language Development

Science and Health

Math

**Peer Interactions and
Teacher-Child Interactions**

**Art, Music, Physical
Education**

Remediation

Enrichment

Social Studies

Social/Emotional Needs

Learning through play

Exploration & Hands-On Discoveries

Writing

Fine and Gross Motor Skills



FINANCIAL IMPACT



Goal

Look at everything involved in funding a full-day kindergarten program and what resources within the district are currently available to offset the costs.

Certified Staff



		# STAFF	
Kindergarten	2012-13 Sections: $26 \times \frac{1}{2} = 13 + 1$ parochial enrollment	14	\$644,840
Grade 1-5	Enrollment Shift ~ Staff Reduction	(6)	
Extended K	Extended Day Kindergarten ~ BOE Funded	(1)	
		Subtotal: 7	
Middle School	Staff Reduction	(2)	
High School	Staff Reduction	(2)	
		Total: 3	\$138,180

Non-Certified Staff



		# STAFF
Paraprofessionals	Classroom ~ .5 FTE per class added	7
Paraprofessionals	Special Education Projection	5.75

Total: 12.75

\$198,186



9 Classrooms

NO Impact to

Art

Music

Community Rooms

Curriculum Related Material



- Curriculum Guide
- Manipulatives
- Big Books

Math

 **2,787**

- Curriculum Guide
- Science Supplies
- Big Books

Science

 **2,457**

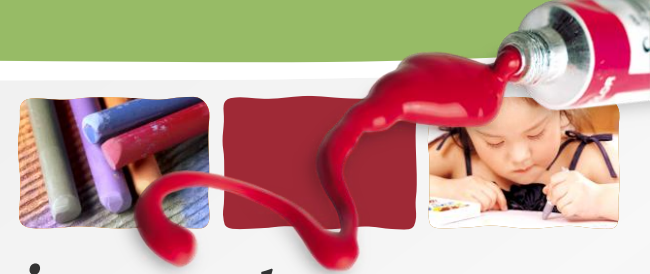
- Curriculum Guide
- Book Bins
- Alphabet (Zaner Bloser)
- Big Books
- Guided Reading Books
- Leveled Reading Books

Lang Arts

 **1,106**

Classroom FF&E

Furniture/Fixtures/Equipment



DESCRIPTION
Child-size Tables & Chairs
Kidney Table
Listening Center Table
Reading/Writing Easel
Set of Blocks
Book Cases ~ Storage
Book Cases w/ Bins for Library
Movable Math Cart w/ Big Book Holder
Display Bookcase
Computers
File Cabinet

DESCRIPTION
Teacher Desk
Area Rug
Adult Chairs
Cubbies
SmartBoard Package
Coat Hooks
Kitchen Set
Water/Sand Table
Teacher Work Station for Computer/Document Camera

Classroom Costs...



if we did not have any existing resources:

Per classroom cost

\$ 77,028

of Classrooms

× 14

Total

\$ 1,078,392*

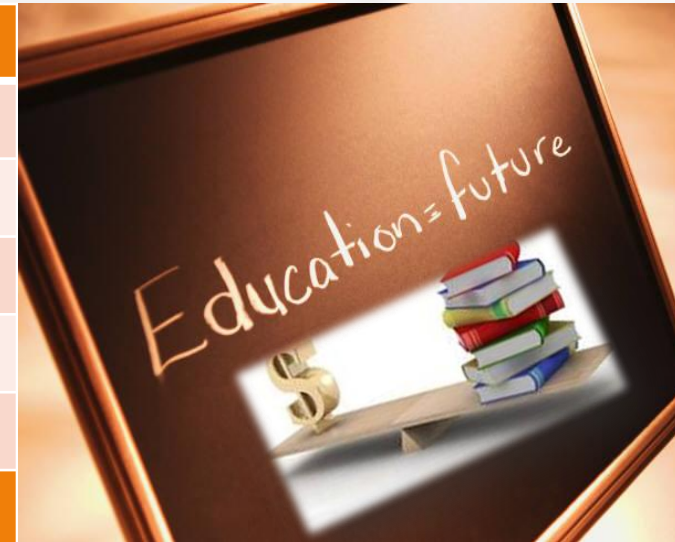
➔ % Budget Impact would be 1.31%

** Does not include any special education staff*

Full-Day Kindergarten Costs



DESCRIPTION	AMOUNT
Salaries ~ Certified	\$ 644,840
Salaries ~ Non-Certified	198,186
FF&E, Supplies	118,238
Curriculum Related Materials	59,669
TOTAL COST	1,020,933
LESS	
Existing Budgeted Staff	\$ (506,660)
Existing FF&E, Supplies	(30,162)
Transportation Savings (Noontime)	(84,900)
Crossing Guard (DES Noontime)	(2,800)
SUBTOTAL	(624,522)
TOTAL BUDGET IMPACT: \$ 396,411	



\$143,545 is a ONE-time expenditure

% Budget Impact = 0.48 ~ less than 1/2 of a percent



Thank You!