

AGREEMENT

**between THE BOARD OF EDUCATION of the
TOWN OF PLAINVILLE, CONNECTICUT**

and

EDUCATION ASSOCIATION OF PLAINVILLE, CONNECTICUT

JULY 1, 2023 through JUNE 30, 2026

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ARTICLE 1: PREAMBLE

A. This Agreement is negotiated to fix for its term the salaries and all other conditions of employment required to be negotiated pursuant to Sections 10-153b through 10-153i of the Connecticut General Statutes.

B. Unless it is specifically modified by any provision of this Agreement, it is recognized that the Board of Education and/or the Superintendent has and will continue to retain, whether exercised or not, the sole right, responsibility, and prerogative to direct the operation of the public schools in the town of Plainville as provided in the General Statutes of the State of Connecticut.

ARTICLE 2: RECOGNITION

A. The Board recognizes the Education Association of Plainville as the exclusive bargaining representative, as defined in §10-153 of the Connecticut General Statutes, as amended, for the entire group of certified professional employees of the Board in positions requiring a teacher special services certificate and employees holding a durational shortage area permit or a resident teacher certificate who are below the rank of assistant principal. The Board further recognizes the Association as the exclusive bargaining representative for all unit members whose positions require certification, in the areas of Summer School, Homebound Instruction and Driver Education.

B. Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement shall refer to all employees in the above unit.

C. The term "Superintendent" or "Superintendent of Schools" shall mean the Superintendent or their designee.

D. The Board agrees to provide the Association president and the chairperson of the Personnel Policies Committee with copies of the Board minutes and a complete package of information as presented to Board members within two working days after publication and with copies of the agenda of Board meeting at the same time as they are sent to Board members. The package of information as presented to Board members shall not include documents which are exempt from disclosure under the Freedom of Information Act, Conn. Gen. Stat § 1-210 et-seq., documents relating to matters to be disclosed in executive session, documents relating to collective bargaining and personal notes and documents. The provisions of this article relating to the disclosure of this packet shall be exempt from the grievance procedure.

ARTICLE 3: PROFESSIONAL NEGOTIATIONS

A. According to §10-153a through g of the Connecticut General statutes, as amended, the parties herein agree to start negotiating in good faith with the E.A.P. in the manner and for the purposes prescribed by law. The agreement as negotiated shall bind and inure to the benefit of the parties and shall be reduced to writing and signed by the Board and the E.A.P.

B. During the negotiations, the Board and the E.A.P. shall exchange relevant data, points of view, and proposals and counter-proposals with respect to salaries and any other conditions of employment about which either party wishes to negotiate. The Board shall provide budget information as it becomes ready and then on request of the Salary Committee. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

ARTICLE 4: GRIEVANCE PROCEDURES

A. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise under the terms of this agreement. Both parties agree that proceedings shall be kept as confidential as is appropriate.

B. Definitions

1. "Grievance" shall mean a claim based on an alleged violation, misinterpretation or misapplication of the specific terms of this Agreement.
2. "Teacher" shall mean any professional employee who is a member of the bargaining unit, and may include a group of teachers similarly affected by a grievance.
3. "Party in interest" shall mean the person or persons making the claim, including their designated representative as provided for herein, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
4. "Days" shall mean days when school is in session, except after May 1st, when days shall mean business days so that the matter may be resolved before the end of the school term or soon as possible thereafter.
5. "The Board" shall mean the Board of Education or a committee of the Board of Education which committee shall consist of no less than three (3) members of the Board.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement signed by the teacher (or a representative of the E.A.P.) and the Superintendent of Schools.
2. If a teacher does not file a grievance in writing under Section E of this Article within twenty-five (25) days after they knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.

3. Failure by the aggrieved teacher at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedures

1. If a teacher feels that they may have a grievance, they may first discuss the matter with their principal or other appropriate administrator in an effort to resolve the problem informally.

2. If the teacher is not satisfied with such disposition of the matter, they shall have the right to have the E.A.P. assist them in further efforts to resolve the problem informally with the principal or other appropriate administrator.

E. Formal Procedure

1. Level One - School Principal

(a) If an aggrieved teacher is not satisfied with the outcome of informal procedures, or if they have selected not to utilize such procedures, they may present their claim as a written grievance to their principal or other appropriate administrator.

(b) The principal shall, within five (5) days after receipt of the written grievance, render their decision and the reasons therefore in writing to the aggrieved teacher, with a copy of the decision sent to the E.A.P.

2. Level Two - Superintendent of Schools

(a) If the aggrieved teacher is not satisfied with the disposition of their grievance at Level One, they may, within three (3) days after the decision, or within eight (8) days after the formal presentation, file their written grievance with the E.A.P. for referral to the Superintendent of Schools.

(b) The E.A.P. shall, within five (5) days after receipt, refer the grievance to the Superintendent, but prior to so doing; the E.A.P. shall provide an opportunity for the aggrieved teacher to meet with the appropriate E.A.P. committee to review the grievance.

(c) The Superintendent shall, within ten (10) days after receipt of the referral, meet with the aggrieved teacher and with representatives of the E.A.P. for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the Superintendent and made available to any party in interest upon written request.

(d) The Superintendent shall, within three (3) days after the hearing, render their decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the E.A.P.

3. Level Three - Board of Education

(a) If the aggrieved teacher is not satisfied with the disposition of their grievance at Level Two, they may, within three (3) days after the decision, or within six (6) days after the hearing, file the grievance again with the E.A.P. for appeal to the Board of Education.

(b) The E.A.P. shall, within three (3) days after receipt, refer the appeal to the Board of Education.

(c) The Board of Education shall, within ten (10) days after receipt of the appeal, meet with the aggrieved teacher and with representatives of the E.A.P. for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the Superintendent and made available to any party in interest upon written request.

(d) The Board shall, within twenty (20) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved teacher with a copy to the E.A.P.

4. Level Four - Arbitration

(a) If the aggrieved teacher is not satisfied with the disposition of their grievance at Level Three, they may, within three (3) days after the decision, or within twenty three (23) days after the board meeting, request in writing to the president of the E.A.P. that the grievance be submitted to arbitration.

(b) If mutual attempts to resolve the grievance have been exhausted, the Association may submit the grievance to final and binding arbitration within ten (10) days of receipt of the request or within thirty three (33) days after the board meeting. The Association will provide a copy of submission to the arbitration to the Board.

(c) The chairperson of the Board and the president of the E.A.P. shall, within five (5) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator within this five day period, the Association may within three days submit the grievance to arbitration by filing a demand for arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association. The submission shall be filed simultaneously with the Superintendent of Schools and shall set forth the provisions of the Agreement which are alleged to have been violated, misinterpreted or misapplied.

(d) The arbitrator shall, render their decision in writing to all parties in interest, setting forth their findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall limit their decision strictly to an interpretation and application of the specific provisions of this Agreement and they shall have no authority to add to or delete from this Agreement.

The decision of the arbitrator shall be final and binding upon all concerned.

(e) The cost for the services of the arbitrator shall be borne equally by the Board and the E.A.P.

F. Rights of Teachers to Representation

1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
2. Any party in interest may be represented at Level Two and Three of the formal grievance procedure by a representative of the E.A.P. When a teacher is not represented by the E.A.P., the E.A.P. shall have the right to be present and to state its views at all stages of the procedure.
3. The E.A.P. may, if it so desires, call upon the professional services of the Connecticut Education Association for consultation and assistance at any stage of the procedure.

G. Miscellaneous

1. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
2. Forms for filing and processing grievances and other necessary documents, shall be prepared by the Superintendent, with the approval of the Association, and made available through the E.A.P. so as to facilitate operation of the grievance procedure. The aggrieved teacher shall cite the Articles breached and suggest a proposed remedy for their grievance.

ARTICLE 5: CLASS SIZE

A. The Board of Education and the E.A.P. recognize the desirability of achieving optimum teaching - learning conditions by assuring workable class size. To this end the Board agrees that the ultimate goal shall be a class size no more than twenty-five (25) pupils for all conventional academic classes, wherever such class size is practical as determined by the Board of Education.

ARTICLE 6: TEACHER WORK DAY AND TEACHER WORK YEAR

A. The teacher work year shall consist of the 181 day student year plus six (6) days. At least one of these days shall be designated a teacher work day and will occur before the beginning of the student school year and contiguous to it. No meetings or other administration directed activities will be scheduled for these teacher work days. At least two of the days will be scheduled either contiguous to or during the course of the student school year and will be used for professional development activities as directed and organized by the administration. An administrator/teacher committee will recommend to the Superintendent the use of the remaining days, which shall be contiguous to or during the student year.

B. The Board shall negotiate the impact of any change in the length of the teacher work year prior to making such change.

C. The Board shall negotiate the impact of any change in the length of the teacher work day prior to making such change.

ARTICLE 7: BEFORE OR AFTER SCHOOL MEETINGS

A. In an effort to allow staff member's adequate opportunity to schedule before or after school appointments, the Superintendent of Schools or designee shall make a reasonable effort to announce a schedule of school meetings at the beginning of the school year. Meetings will normally be held on the same day of the week.

B. Meetings shall not normally be longer than one hour. Meetings scheduled before school shall normally be convened no earlier than one hour before the start of the student instructional day with mutual agreement of the Administration and staff, and meetings after school shall normally be convened within fifteen minutes after student dismissal.

C. In the event that the Superintendent or their designee finds it necessary to call a meeting on days other than those scheduled, the following guidelines shall be invoked:

1. Whenever possible, one week's prior notice will be given to all staff members involved.
2. Teachers having prior commitments which cannot be rescheduled shall request permission not to attend the meeting.
3. Principals shall normally permit teachers having previously scheduled commitments to be in non-attendance without penalty, provided at least one day's notice is given by the teacher, except in emergency situations.

D. Under normal circumstances, staff members shall be required to attend no more than four {4} meetings per month nor shall they normally be required to attend more than one (1) meeting per week.

E. A meeting, for the purpose of this article, is defined as full faculty or all faculty meetings.

Excluded are professional development, curriculum, curriculum sub-committee, department meetings or meetings called by non-administrators.

ARTICLE 8: DUTY-FREE LUNCH, RECESS DUTY

A. In accordance with Conn. Gen. Stat. § 10-156a teachers shall have an uninterrupted, duty free lunch period daily of thirty (30) minutes. Should § 10-156a be no longer in effect, secondary school teachers shall have an uninterrupted duty-free lunch period daily of twenty minutes and elementary school teachers, including pre-kindergarten teachers, shall have a duty-free lunch period of twenty-five minutes.

ARTICLE 9: PREPARATION PERIOD

A. All secondary classroom teachers shall have, in addition to their lunch period, at least one (1) preparation period per day equal in time to one (1) full instructional period. The preparation period as indicated shall not include regularly assigned supervisory responsibilities. If a change in scheduling generates a change in the length of the instructional period, then this provision shall be subject to impact bargaining.

B. Each elementary classroom teacher shall use the time during art, music, library and physical education as preparation periods. During these periods, teachers shall be in their classrooms or otherwise engaged in preparation. In the event that a special subject teacher in art, music, library, and physical education is absent, the administration will make a reasonable effort to obtain a substitute. If a substitute cannot be obtained, the teacher will be required to remain with their class and the administration will make a reasonable effort to schedule a comparable period of time, within one (1) week, for the purpose of preparation.

In addition, elementary teachers, including pre-kindergarten teachers, will be scheduled for an additional 20 minutes per day as self-directed time to engage in preparation for class, parent conferences, or other school related activities. Pre-kindergarten teachers shall use the time during rest time as a preparation period.

Volunteers for any duty in the elementary school for the twenty minutes shall be compensated at \$1,030 for the year.

C. The President of the Association (or a teacher whom the President so designates in writing) will be released from duties such as bus duty, lunch duty, recess duty, and study hall for enrichment for the purpose of conducting necessary Association business.

ARTICLE 10: TEACHING PERIODS

A. Secondary school teachers shall not be required to teach more than two (2) subjects or to have more than three (3) teaching preparations within said subjects or combination of subjects at any one time.

In this reference preparations shall be defined as any of the following:

1. Special areas within one discipline, e.g., U. S. History, Asian History, Geography or Civics.
2. Levels within one discipline, e.g., English I, II, III, IV.
3. Divisions among special areas and divisions among levels not to exceed three (3) (Honors or Advanced, All Others).
4. Excluded are special education and related service teachers when such teachers must provide individual or small group instruction in multiple subjects to meet the individualized education plans of students identified with special needs.

In addition to a normal teaching program, teachers may be required to teach one limited enrollment course provided that they are relieved from study hall obligations.

ARTICLE 11: TEACHING ASSIGNMENTS

A. Teachers initially employed by the Board shall receive their building grade and/or subject assignments from the Superintendent's office.

B. Teachers already in the system shall receive notification of their programs for the ensuing school year prior to the close of the current school year.

C. Teachers shall be notified in writing of any changes in their programs and schedules for the ensuing school year, including the schools to which they will be assigned the grade and/or subjects that they will teach, and any special or unusual classes or assignments that they will have. In the event of a change in circumstances or conditions during the months of May through August such assignments may be changed only as required thereby, with prompt notice in writing to both the teacher and the E.A.P.

D. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned to subjects and/or grades or other classes outside the scope of their teaching certificates except as provided by state law or regulations 10-145d-418, as may be amended.

E. In the determination of assignments, the convenience and wishes of the teacher shall be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and the pupils as determined by the Superintendent of Schools.

F. In arranging schedules for teachers who are assigned to more than one school, a reasonable effort shall be made to limit the amount of inter-school travel. Such teachers shall be notified of any changes in their schedules by the close of the current school year.

ARTICLE 12: TEACHER TRANSFERS

A. Voluntary Transfers

1. Transfers, as used in this section, means any movement to a position vacated by death, retirement, discharge, resignation or to a newly created position within a certification area for which no differential is paid.

2. Teachers who desire to transfer to another grade and/or subject assignment and/or school assignment, shall file a written statement with reasons for such desire with the Superintendent by March 1. Such statement shall include the grade and/or subject assignment and/or school assignment (in order of preference, if the teacher has a preference) to which they desire to be transferred.

3. Teacher transfers shall be made without regard to age, race, creed, color, religion, nationality, or marital status.

4. Consideration shall be given to those teachers who have expressed a desire to be transferred to a vacant position pursuant to Subsection A (2), above. The administration shall give careful consideration to internal applicants and shall guarantee said applicants an interview. Positions shall be posted for at least seven days internally before advertising externally.

5. Preference shall be given to the most qualified applicant either from within or from outside the system and seniority shall control if candidates for the position have equal qualifications so long as the educational interests of the system are best served.

B. Involuntary Transfers

1. Transfer shall always be based on the best interests of the educational process as determined by the Superintendent. No involuntary transfer will be made unless there has been a meeting of the teacher(s) involved and an appropriate administrator named by the Superintendent. However, consideration must be given to the availability of people concerned during the summer months.

2. When an involuntary transfer to another building is necessary, written notification shall be given to the teacher if practical by June 1. The transfer shall be to a position for which the teacher is certified or holding a durational shortage area permit. Enrollment changes during the summer, however, may not allow for such notification prior to the close of the school year.

3. When an involuntary transfer within the same building is necessary, the school principal shall notify the involved teachers in writing if practical by June 1. Enrollment changes during the summer, however, may not allow for such notification prior to the close of the school year.

4. A teacher who does not wish to be transferred may appeal the decision of the Superintendent by following the grievance procedure.

ARTICLE 13: PROMOTIONS

A. Promotions, as used in this section, means any movement to a position which pays a salary differential and/or requires additional certification.

B. The Board shall maintain a promotion list of those teachers interested in being considered for promotion to administrative positions or vacancies. It shall be the responsibility of the teacher to notify the administration of their interest in specific positions. Upon request the Board shall provide job specifications and remuneration for all professional positions other than classroom teacher.

C. When a vacancy exists or a new position is created, the staff shall be notified as follows:

Vacancies in all positions, other than that of academic classroom teacher shall be posted in all schools a minimum of 2 weeks before the closing date of the applications. If a vacancy occurs when school is not in session, those persons whose names are on the promotion list shall receive notice by mail at least two weeks before the closing date of applications.

D. Nothing in this Article shall require the Board to promote a bargaining unit member to a promotional vacancy.

ARTICLE 14: TEACHER FACILITIES

The Board and the E.A.P. agree that each school shall have the following facilities:

1. A room furnished as a faculty lounge.
2. Well-lighted and clean teacher rest rooms, with separate facilities for men and women.
3. An adequate dining area provided for the teachers, separate from that of the students.

ARTICLE 15: USES OF SCHOOL FACILITIES

A. The E.A.P. will have the right to use school buildings without cost at reasonable times for meetings, provided, however, that the E.A.P. will be required to pay for any additional custodial costs involved by reason of said meetings.

B. There will be one (1) bulletin board in each school building which will be placed in the faculty lounge, for the purpose of displaying notices, circulars, and other material. Copies of all such material will be given to the building Principal, but the Principal's advance approval will not be required. The E.A.P. agrees that it will not post any material which is derogatory to the administration, the Board of Education or any member thereof, or the School System.

ARTICLE 16: DUPLICATING FACILITIES

Photocopy machines, computers, fax machines, transparency machines, laminating machines, and book binding machines in each school are available for the use of teachers in preparing instructional materials.

ARTICLE 17: TEXTBOOKS

A. The Board guarantees that it will provide sufficient textbooks, in hard copy or electronic format, to ensure that each pupil in a classroom has textbooks for their own use.

ARTICLE 18: CONTRACTS

The Board agrees to use as the form for the written contract of employment of each individual certified professional employee and the teacher's annual salary statement attached hereto as Appendix B.

ARTICLE 19: COVERAGE AND COMPENSATION

A. When a teacher is requested to cover a classroom of another teacher during their preparation period, the present policy of providing no financial reimbursement shall be continued.

ARTICLE 20: ANNUITY PLAN

Teachers shall be eligible to participate in a "tax sheltered" Annuity Plan established pursuant to United States Public Law No. 87-370.

ARTICLE 21: PROTECTION OF TEACHERS

A. Teachers shall report immediately in writing to their principal and to the central office all cases of assault suffered by them in connection with their employment.

B. Such report shall be forwarded through the Superintendent to the Board which shall comply with any reasonable request from the teacher of information in its possession not privileged under law which relates to the incident or the persons involved.

C. The Board agrees to protect and to save harmless a teacher from financial loss and expense arising from the result of an assault upon a teacher in accordance with the standards set forth in Conn. Gen. Stat §10-236a or as a result of a claim, demand, suit or judgment in accordance with the standards set forth in Conn. Gen. Stat. §10-235.

D. Whenever a teacher is absent from school as a result of personal injury caused by an assault arising out of and in course of their employment, they shall be paid their full salary for the period of such absence without having such absence charged to their annual or accumulated sick leave. Any amount of salary payable pursuant to this Section shall be reduced by the amount of any worker's compensation award for temporary disability due to the said assault injury for the period for which such salary is paid. 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 their duties.

E. Any substantive, serious complaint made to the school administration against a teacher by any parent, student, or other person shall promptly be called to the attention of the teacher. In no case shall any anonymous complaint or other complaint of third parties not investigated by the administration be placed in any teacher's file.

F. In the event that a teacher is called upon to meet with the Superintendent and/or principal(s) or their immediate supervisor for the purpose of discussing (1) the possibility of being formally reprimanded or disciplined; (2) involuntary transfer; (3) salary; (4) promotion or demotion; (5) discharge or resignation; or (6) a complaint by a parent, guardian, etc.; association representation shall be accorded any teachers who desire it. The administrator or supervisor requesting the meeting shall immediately confirm the reason for the meeting and the content of the discussion.

G. No material, excluding ordinary business records, originating after the initial date of employment, shall be placed in any teacher's personnel file unless the teacher has had an opportunity to review and an opportunity to sign the material. Such signature shall indicate their awareness of the material, but in no instance shall said signature be interpreted to mean the teacher's agreement with the content of the material. The teacher shall also have 30 days to write a response to said material. This written response shall then stay in the personnel file as long as such material stays in the file

H. No teacher shall be disciplined without pay except for just cause.

ARTICLE 22: PERSONAL INJURY BENEFITS

Whenever a teacher is absent from school as a result of personal injury caused by an accident arising out of and in the course of employment, they shall be paid their full salary (less the amount of any worker's compensation award made for temporary disability due to said injury) for the period of such absence up to a maximum of one hundred (100) days or the point of maximum recovery, whichever comes first. No part of such absence shall be charged to their annual or accumulated sick leave.

ARTICLE 23: TEMPORARY DISABILITY LEAVE

A. Members of the bargaining unit shall be entitled to fifteen (15) days of sick leave cumulative to the number of days in the teacher work year.

B. Teachers shall be notified of the number of sick days accumulated by October 1.

C. A teacher on approved FMLA for their own serious health condition shall have their paid sick leave run concurrently with FMLA.

D. A teacher shall be entitled to use available personal days and up to ten (10) additional sick leave days for parental leave, including absences required by the adoption process.

E. In the case of an impending temporary disability, the Board may request a monthly statement of fitness to work.

F. In the case of an extended disability, the teacher may be required to present proof of disability by their doctor.

Sick Leave Bank

The parties shall establish a pool of sick leave days not to exceed one (1) day per teacher x the number of teachers wishing to participate in the sick leave pool. The one (1) day per teacher shall come from the annual allotment of sick leave days granted to teachers.

If a teacher becomes seriously ill and uses up their unused total sick leave account they may apply to the Teacher Committee on the Sick Leave Bank for the purpose of receiving an additional number of days to add to their own account. The decision of the Committee shall be final and not appealable. Only teachers who donate days to the Bank shall

participate in the program. In no event may the Committee grant more than a total of one hundred (100) days per teacher per year.

Any sick leave days remaining in the Bank at the end of the year will be carried over to the following year and shall be accumulated from year to year not to exceed a maximum of one thousand (1000) days. The current accumulation of sick leave days (as of June 30, 1997) shall remain in effect until "drawn down" to the cap.

Teachers hired on or after July 1, 1997, may not participate in the bank until after their fifth year of employment.

ARTICLE 24: SEVERANCE PAY

A. Upon the retirement of a teacher, such teacher shall be paid thirty-three (33%) percent of their accumulated sick leave, over and above their regular compensation. Teachers hired on or after July 1, 1997, shall be paid twenty (20%) percent of their accumulated sick leave, over and above their regular compensation. Teachers hired on or after July 1, 2013, shall not be eligible for this payment.

Teachers employed prior to July 1, 2013 are eligible for this benefit only after twenty (20) or more years of service to the Plainville Board of Education as a certified employee. Teachers shall also qualify for this benefit if, at the time of retirement, the teacher has worked for the Plainville Board of Education as a certified employee for at least fifteen (15) full years and is eligible for immediate payment of retirement benefits pursuant to Chapter 167a of the Connecticut General Statutes, as amended (§§10-183b and following).

B. Upon the permanent disability or death of a teacher, such teacher/teacher's estate shall be paid thirty-three (33%) percent of their accumulated sick leave, over and above their regular compensation.

Teachers hired on or after July 1, 1997, shall have taught ten (10) or more years in Plainville in order to be eligible for this benefit.

Disability shall mean the inability to perform the customary and necessary tasks of a certified employee as determined by competent medical evidence. The Board may require the employee to be examined by its physician at Board expense.

C. Payment of the retirement benefit under this Article shall be within thirty (30) days of their separation date and shall be made to either a Medical Expense Reimbursement Plan and Trust or into a 403b deferred compensation plan. A teacher planning to retire shall give no more than one year's written notice and no less than six months' written notice to the Superintendent prior to the date of retirement.

The Medical Expense Reimbursement Plan and Trust, for those to whom it is applicable, will provide retiring employees eligible through Article 24 and over the age of 55 the value of their accrued sick leave within thirty (30) days of their separation date through either of the following as determined by the Board based upon each employee's specific situation:

1. A Medical Reimbursement Plan and Trust to pay for the retiring employee's health insurance premiums and unreimbursed medical expenses specified under Internal Revenue Code Section 213

OR

2. A payout into the employee's existing or new deferred compensation plan, 403b.

Furthermore, the Board is designated or may appoint the Plan Administrator. Within sixty (60) days of receiving written notice of an employee's retirement, the Board will elect the form in which the retiring employee will receive benefits.

For a retiree who is younger than 55 years of age or does not otherwise qualify for the Medical Expense Reimbursement Plan and Trust, the payout will be made to the employee's existing or new deferred compensation plan, 403b.

The Agreement to provide this Medical Expense Reimbursement Plan and Trust may be terminated by the Board or the Association at any time. If termination of the Medical Expense Reimbursement Plan and Trust occurs, the severance payment shall be made to the employee's existing or new deferred compensation plan, 403b.

ARTICLE 25: PERSONAL DAYS

A. All teachers shall be entitled to the following leaves of absence with full pay:

1. One day per year for marriage (self, children, parent, sibling, and sibling of spouse);
2. One day per year for illness in the immediate family;
3. One day per year for attendance at graduation exercises (self, spouse, child);
4. One day per year for attendance at a professional conference at institutions of education, by mutual agreement with the Principal;
5. One day for birth of child by spouse;
6. One day per year to participate in wedding of a friend or relative as a member of the wedding party, such as bride's maid, best man, usher;
7. One day per year to attend the funeral of a friend or relative.
8. One (1) day per year to attend to unspecified personal business. Personal leave should not be used to extend vacation periods or holidays. If extenuating circumstances arise concerning the latter, appeal may be made directly to the Superintendent of Schools;
9. Three (3) days for death in the immediate family. Immediate family shall refer to spouse, parents, grandparents, children, mother-in-law, father-in-law, brothers, sisters, and legal guardians;

10. Three (3) days per year to observe mandatory religious holidays during which the performance of servile work is prohibited by the tenets of the teacher's faith.

B. Application for leave in the provisions above shall be made to the immediate supervisor at least five school days before taking such leave (except in the case of emergencies where five school days are not feasible).

C. Leaves taken pursuant to the above provisions shall be in addition to any sick leave to which the teacher is entitled.

D. For leaves of absence other than those covered by any portion of this Agreement, the rate of deduction for such absences shall be based on the number of days in the teacher work year (e. g. (2 absences/187 work days) X basic salary = deduction.

ARTICLE 26: JURY DUTY

Any teacher who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or personal days. The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee.

ARTICLE 27: EXCHANGE TEACHERS

In any year teachers may be exchanged for teachers from some other school administration district in the United States or in a foreign country. Such exchange shall be initially recommended by the Superintendent to the Board of Education, which shall take final action approving or disapproving such application for leave. All rights and privileges of the exchanged teacher shall continue in full force and effect during the exchange period.

Whenever a leave encompasses a full year or more the teacher shall notify the Superintendent by April 15 (of the leave year) in writing of their intent to return. The teacher shall, prior to commencement of the leave, agree in writing that failure to comply with the agreed-upon date will be considered as a resignation, effective on that date.

Further, it is understood that teachers on leave of absence are subject to the provisions of §10-151 of the Statutes and/or prevalent contract language or Board policy on "Reduction in Force."

ARTICLE 28: SABBATICAL LEAVE

The Board of Education may review and approve worthwhile sabbatical programs or independent work subject to the following conditions:

A. No more than one (1%) percent of the total staff shall be absent on sabbatical leave at any one time.

B. Requests for sabbatical leave must be received by the Board of Education in writing in such forms as may be required no later than the first of March preceding the school year for which the sabbatical is requested. It is understood that the deadline of March 1 shall be waived at the discretion of the Board of Education when fellowships, grants, or scholarships awarded later in the year make such a deadline unreasonable.

C. The teacher will be eligible for an initial sabbatical leave after at least seven (7) consecutive full school years of active service in Plainville. A second sabbatical may be granted after another ten (10) year period.

D. A sabbatical leave shall be for a full academic year and the professional staff member shall be paid at 1/2 their annual salary rate, or as otherwise agreed by the Board, the Association and the teacher, provided that the total compensation of any program grant, scholarship, assistantship or other compensation and the sabbatical pay does not exceed the teacher's full annual salary rate. In this instance, "full annual salary rate" shall be defined as that salary from which retirement is deducted. The Board of Education shall continue to include said teacher in the group insurance plans and the Connecticut Teachers' Retirement Association during the sabbatical year.

E. The teacher, as a condition to the acceptance of the sabbatical leave, shall agree to return to employment in the system for two (2) full years. Upon return from sabbatical, the teacher shall be assigned to an equivalent position, whether full or part time, to that which they held prior to the sabbatical leaves. Each teacher shall, prior to sabbatical, sign a promissory note for the amount of such sabbatical pay. Said note shall provide that it shall be forgiven in whole in the event the teacher shall complete two (2) years service after return from sabbatical, or shall die, and shall be forgiven in part, pro rata, in the event the teacher shall serve less than two (2) full years after return from sabbatical.

Should the teacher fail to remain in service for two years after return from sabbatical, the promissory note shall be payable upon demand entitling the Board of Education to the legal rate of interest from the date of separation on the amount then due and owing and the costs of collection, including attorney's fees.

F. Whenever a leave encompasses a full year or more the teacher shall notify the Superintendent by April 15 (of the leave year) in writing of their intent to return. The teacher shall, prior to commencement of the leave, agree in writing that failure to comply with the agreed upon date will be considered as a resignation, effective on that date.

G. Further, it is understood that teachers on leave of absence are subject to the provisions of §10-151 of the Statutes and/or prevalent contract language or Board policy on "Reduction in Force."

H. The teacher returning from sabbatical leave shall be placed on the appropriate step on the salary schedule as though they had been in active service in the system for the year of the sabbatical leave. The sabbatical shall not affect continuity of service or accrual of seniority toward longevity benefits.

I. A final report, in writing in such form as may be required regarding the results of the sabbatical leave, must be submitted by the teacher to the Board of Education by November 1st of the year in which they resume teaching in Plainville.

ARTICLE 29: CHILD-REARING LEAVE

For child rearing purposes, tenured teachers in the Plainville system may request leave from the Board of Education subject to the following conditions:

A. Such leave may be requested any month, but such request shall be submitted in writing at least thirty (30) days prior to the expected commencement date of leave.

B. No experience credit on the salary schedule shall be granted for the period of leave.

C. Such leave shall be without compensation.

D. Such leave may extend for the remainder of the school year and the ensuing year. The actual return date of the teacher shall be mutually agreed upon in advance, taking into consideration the best educational interests of the school system.

E. Whenever a leave encompasses a full year or more the teacher shall notify the Superintendent by April 15 (of the leave year) in writing of their intent to return. The teacher shall, prior to commencement of the leave, agree in writing that failure to comply and notify the Superintendent on the agreed date or to return to work on the agreed date, shall be considered as a resignation, effective immediately upon such failure.

F. Further, it is understood that teachers on leave of absence are subject to the provisions of §10-151 of the Statutes and/or prevalent contract language or Board policy on "Reduction in Force."

G. Upon return from leave, the teacher shall be assigned by the Superintendent to their former position or an equivalent position.

ARTICLE 30: PEACE CORPS LEAVE

A. Leaves of absence may be granted of up to two (2) years to teachers with tenure status who join the Peace Corps as full-time participation in such program.

B. No compensation shall be paid for such service.

C. The teacher returning from Peace Corps leave shall be placed on the appropriate step in the salary schedule as though they had been in active service in the system for the period of such leave.

D. Whenever a leave encompasses a full year or more the teacher shall notify the Superintendent by April 15th (of the leave year) in writing of their intent to return. The teacher shall, prior to commencement of the leave, agree in writing that failure to comply with agreed-upon date to notify the Superintendent or failure to return to the position shall

be considered as a resignation, effective immediately upon the failure to notify or the failure to return.

E. Further, it is understood that teachers on leave of absence are subject to the provisions of §10-151 of the Statutes and/or prevalent contract language or Board policy on "Reduction in Force."

ARTICLE 31: E.A.P. LEAVE

A. If negotiations meetings between the Board and the E.A.P. are scheduled during normal working hours of a school day, not more than five (5) representatives of the Association shall be relieved from all regular duties without loss of pay in order to permit their attendance at such meetings. In the event that more representation is necessary, the E.A.P. will assume the costs of substitutes. Teachers shall attend these meetings without loss of pay. In no event shall the number of representatives exceed eight (8).

B. When it is necessary, pursuant to the Grievance Procedure in Article 4, "Grievance Procedure", for a school representative, member of the Committee on Professional Rights and Responsibilities, or other representative designated by the Association to attend a hearing which cannot be reasonably scheduled at a time other than during a school day, they shall, upon notice to their supervisor and/or Principal and notice to and approval by the Superintendent, be released without loss of pay in order to permit participation in such hearing. This privilege shall be limited to one E.A.P. representative per grievance hearing per day. Any teacher whose appearance as a witness is necessary in such hearings shall be accorded the same right. The E.A.P. agrees that these rights shall not be abused.

ARTICLE 32: GENERAL LEAVE

A. A teacher may be allowed leave by the Superintendent not in excess of five (5) school days to begin programs of study which result from foundation or scholarship grants and which necessitate personal presence in advance of the close of the school year. Payment for the substitute teacher will be deducted from the teacher's salary based on the ratio of 1/the number of days in the teacher work year.

B.1. Leaves of absence without pay may be granted upon application to the Board to tenured teachers on regular appointment for the following purposes:

- (a) Study related to the teacher's certification field.
- (b) Study to meet eligibility requirements for certification other than that held by the teacher.
- (c) Acceptance of a teaching position in a foreign county for one year, with such leave renewable for an additional year. Such teaching position shall be sponsored or approved by the government of the United States.
- (d) In cases of extreme personal hardship such as serious illness to a spouse, parent, or legal dependent.
- (e) Other extended leaves may be granted by the Board of Education.

2. Except as noted above, leaves without pay shall be limited to one year.
 3. All requests (with (d) above excepted) must be presented to the Board of Education by April 15, except in cases of unusual circumstances.
 4. Requests must be in writing, spelling out concisely, and details of anticipated plans.
- C. Whenever a leave encompasses a full year or more -
- Exchange Teachers Leave
 - Sabbatical Leave
 - Child-rearing Leave
 - Peace Corps Leave
 - General Leave

The teacher shall notify the Superintendent by April 15 (of the leave year) in writing of their intent to return. The teacher shall, prior to commencement of the leave, agree in writing that failure to comply with agreed-upon date will be considered as a resignation, effective on that date.

Further, it is understood that teachers on leave of absence are subject to the provisions of §10-151 of the Statutes and/or prevalent contract language or Board policy on "Reduction in Force."

ARTICLE 33: GENERAL PROVISIONS

- A. There shall be no reprisals of any kind taken against any teacher by reason of their membership in a professional organization or participation in its activities.
- B. All provisions of this Agreement shall apply equally to all teachers, without discrimination on any basis prohibited by law.

ARTICLE 34: STAFF SALARIES

- A. The salaries of all teachers covered by this Agreement are set forth in the Appendices which are attached hereto and made a part of the Agreement. In no event shall a salary differential be paid unless full state certification requirements are satisfied. In lieu of full state certification requirements, state approval may suffice temporarily at the discretion of the Superintendent. Salary differentials paid to any certified employee of the Board - below the rank of Superintendent - shall be specified in a job description which shall be made available upon request.
- B. Increments (step increases) are earned for satisfactory service. If the performance of a teacher is such as to be deemed unsatisfactory to the Superintendent or designee, upon recommendation of the principal or supervisor may withhold an increment (but not any salary schedule increase). The following procedures will be followed;
 1. Notice that the teacher's performance is unsatisfactory must be given to the teacher in writing no later than January 31.

2. The teacher shall have three (3) months to show enough improvements in performance to merit satisfactory performance.
3. If the principal or supervisor informs the Superintendent or designee that the teacher's performance is satisfactory by April 30 the increment shall be restored to the teacher.
4. The withholding of an increment is both grievable and arbitrable.

ARTICLE 35: DEGREE CHANGE NOTIFICATION

Notification of degree changes is the responsibility of the individual teacher. Such notification must be submitted to the central office by December 15 prior to the school year in which the degree change is to take effect.

The central office, in an attempt to remind staff members of the foregoing requirement, will place a notice of this requirement in the pay envelopes of teachers sometime during the month of November.

ARTICLE 36: DEGREE DEFINITIONS AND SALARY PLACEMENT

The Salary Schedules listed in the Appendices of this Agreement shall be interpreted and applied in accordance with the following definitions:

Bachelor

A baccalaureate degree earned at an accredited college or university.

Master

A master's degree earned at an accredited college or university or completion of a thirty (30) hour program approved by the Plainville Board of Education through the A.S.C.

Master Plus Fifteen

Completion of fifteen (15) or more credits beyond a master's degree; or accredited the completion of fifteen (15) or more credits beyond a master's degree approved by the Plainville Board of Education through the A.S.C.

Sixth Year

A second master's degree in a discipline relevant to the teacher's assignment other than the discipline in which the initial master's degree was attained or the completion of thirty (30) credits beyond the master's degree in a program approved by an accredited college or university; or a "sixth-year certificate" from an accredited college or university or completion of a sixth year program approved by the Plainville Board of Education through the A.S.C.

Doctorate

A Ph.D. or Ed.D. earned at an accredited college or university.

The Board shall honor any programs for track advancement approved by the A.S.C. prior to July 1, 2013.

A teacher who has been placed on the MA + 15 salary lane and who fails to satisfactorily complete course work required for placement on the sixth year lane within a period of five years from their initial placement on the MA+15 lane, shall be placed on the next lower lane. A teacher who is placed on the next lower lane shall be eligible to advance to the sixth year lane upon satisfactory performance of course work in accordance with the provisions of this Article.

Explanation Page for Article 36

Advanced Studies Committee (ASC) shall be composed of the following members:

- 2 E.A.P. appointed teachers serving alternating 3 year terms.
- 1 School Building Administrator
- 1 Human Resource Specialist
- 1 Superintendent of Schools or designee.

In addition, the Advanced Studies Committee shall meet as needed, by mutual consent, for the purpose of establishing and updating guidelines for course approval, under the direction of the Board of Education.

TEACHER SHORTAGE AREAS

Notwithstanding Article 36 of the Collective Bargaining Agreement between the below-signed parties, it is agreed that the administration may initially credit new staff in teacher shortage areas with additional step placement on the salary schedule for relevant work experience. Such step credit shall be in addition to credit granted for prior full time teaching experience. New staff receiving teaching credit and/or additional work experience credit will not be placed higher on the salary schedule than an existing staff member with similar credit and experience.

In addition, the parties agree that current staff in teacher shortage areas may petition the administration for additional step credit placement of up to two years based upon a review of relevant work experience. Each year administration shall determine teacher shortage areas and notify the association of the shortage areas prior to the hiring process. The administration shall support such determination with relevant data, including statistical information, relative numbers of applications for particular positions, and numbers of qualified applicants and information from the State Department of Education.

In all cases of placement pursuant to this letter, the administration shall notify and consult with the Association.

The decision of the administration is to grant additional staff credit placement pursuant to this provision shall be final.

SUPPLEMENTAL ACADEMIC TRAINING

The Board of Education and the E.A.P. recognize the desirability of having teachers upgrade themselves periodically.

Further, there will be constant attempt by the E.A.P. and the Board to set up jointly in-service programs to partially satisfy the above recommendation.

When determining salary step placement, no teacher may be hired below their creditable years of teaching experience and credit up to two years for military service shall be granted to all new employees hired under the terms of this agreement.

ARTICLE 37: REDUCTION IN PROFESSIONAL STAFF

Separation - This procedure shall apply to all certified employees of the Plainville Board of Education. When voluntary retirements, voluntary terminations, or non-renewal for non-continuing contracts are insufficient to meet a required staff reduction, certification and years of regular service to the Plainville School System will be the primary considerations in determining those to be separated. The reduction and recall procedure under this Article 37 shall not apply to teachers who only hold a durational shortage area permit or a resident teacher certificate and are not otherwise certified.

The following guidelines will apply:

A. If positions are eliminated, the persons with the least total regular service in the Plainville School System holding these positions will be considered first for reassignment or release. The following guidelines shall be used when considering those to be separated:

1. non-tenured teachers in order of seniority
2. tenured teachers holding a provisional educator's certificate in order of seniority
3. tenured teachers holding a professional educator's certificate in order of seniority

B. All certification on file in the personnel office for the members affected will be reviewed by a joint committee composed of the Superintendent and the E.A.P. and reassignment will be made to another position for which certification is held.

C. If no appropriate position is available for reassignment but the staff member whose position has been eliminated has had more regular service in Plainville than others in that certification area, the staff member with the least service in that area of certification in the Plainville School System will be released.

D. Regular service for this purpose includes total years of educational service rendered under a normal individual salary agreement. It does not include service as a long-term or day-to-day substitute, student teaching, or volunteer service.

RECALL

Recall Procedure:

A. The names of all teachers whose services have been terminated because of the elimination of a position shall be placed on a reappointment list and shall remain on such list for a period of two (2) years: provided such teacher notifies the office of the Superintendent in writing of their desire to remain on such list on or before March 1 of each year subsequent to their termination.

B. A list of teaching vacancies shall be made available on or before May 1, June 1, and July 15, by mail, to those teachers on the reappointment list. Deadlines for applications will be May 30, June 30, and July 30. Positions opening after the July 15 vacancy list shall be filled by the Superintendent with system-wide notification but, in such event, such filling shall be considered temporary and such position (unless eliminated) shall be included on the list circulated on the next May 1.

C. Recall will be based on a reversal of the staff reduction criteria.

D. Teachers on the re-employment list in the order of length of time served, as determined in accordance with this agreement, shall be offered the opportunity to fill any position becoming vacant for which said teacher is then certified under certification regulations promulgated by the State Department of Education. A teacher who fails to accept recall after layoff within seven calendar days after notice of an available position has been sent by registered mail to the employee's last known address or fails to provide a reasonable excuse within such seven days for not accepting the position shall be eliminated from the reappointment list. A reasonable excuse shall be defined as grounds which would qualify for either sick or maternity leave under the collective bargaining agreement. If a teacher provides a reasonable excuse in seven days or is unable to accept a position on account of such reasonable excuse, said teacher shall be placed at the bottom of the reappointment list. If a teacher has secured temporary employment elsewhere, they shall be allowed thirty (30) calendar days of time before being required to report for work.

E. No new teacher shall be hired in a certification area until all teachers on the reappointment list with that certification have been recalled or decline the opening.

F. All benefits, except for those the State excludes, to which a teacher was entitled at the time of their lay-off, including but not limited to such items as unused sick leave, pension rights, seniority, etc., shall be restored to the teacher upon their return to active employment if within the specified three year period as defined in Section A. above.

G. While on lay-off, the teacher will have the option when permitted by statute or the insurer, to remain an active participant in fringe benefit programs, by contributing the full amount they would have been required to contribute, if any, plus the amount the Board would have had to pay for said group rates.

1. Upon their return to active employment, the teacher shall be assigned to the position held at the time of the lay-off, if possible, or to a position within their certification.

H. Any employee hired to replace a member of the bargaining unit who is taking a leave of absence pursuant to contract or otherwise is not eligible to be placed on the recall list under this Article and shall have no seniority with respect to reduction in force unless that employee is subsequently hired in a permanent teaching position.

ARTICLE 38: LONGEVITY

A teacher will be paid \$500, in addition to their scheduled base salary, for the 15th, 16th, 17th, 18th, 19th, 20th year of service to Plainville.

Beginning with the twenty-first year of service at the beginning of the school year to the Plainville Public Schools, the teacher shall receive their base salary, according to schedule, plus \$1,000. This shall continue for the 21st, 22nd, 23rd, and 24th year of service.

Beginning with the twenty-fifth year of service at the beginning of the school year to the Plainville Public Schools, the teacher shall receive their base salary, according to schedule, plus \$1,500. This shall continue for each succeeding year of service.

Should the anniversary date of any of the above occur during the course of the school year the added remuneration will commence the following September.

ARTICLE 39: INSURANCE BENEFITS

The Board shall provide insurance coverage and pay the premium in accordance with the following terms and conditions.

A. The Board shall offer each bargaining unit member the opportunity to participate in the Connecticut State Partnership Plan 2.0 (SPP) for health benefits. The health plan benefits shall be as set forth in the SPP including any subsequent amendments or modifications made to the SPP by the State and its employee representatives. The dental benefits shall be provided through Delta Dental. The administration of the SPP, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SPP.

The Board shall offer to all employees a Vision Plan at 100% employee cost. This plan shall not be administered under the SPP.

- a. The premium rates shall be set by the SPP. Based on such rates, the Board shall establish a blended rate to provide the same rate to active and retired teachers in accordance with statute.
- b. The employee percentage share of such premium cost shall be as follows: Premium cost share 18.5% paid by the teacher and 81.5% paid by the Board for the 2023-24 school year and 19% paid by the teacher and 81% paid by the Board for the 2024-25 and 2025-26 school years.

- c. The SPP contains a Health Enhancement Plan (HEP) component. All employees participating in the SPP are subject to the terms and provisions of the HEP. In the event SPP administrators impose the HEP non-participation or noncompliance \$100 per month premium cost increase or the \$350 per participant to a maximum of \$1400 family annual deductible, those sums shall be paid 100% in their entirety by the non-participating or non-compliant employee. No portion or percentage shall be paid by the Board. The \$100 per month premium cost increase shall be implemented through payroll deduction, and the \$350/\$1400 annual deductible shall be implemented through claims administration.
- d. In the event any of the following occur, the Board or the Association may reopen negotiations in accordance with Conn. Gen. Stat. Section 10-153f(e) as to the sole issue of health insurance, including plan design and plan funding, premium cost share and/or introduction of replacement medical insurance in whole or in part.
- i) If the SPP in its current form is no longer available or if the SPP participation agreement allows for a contract re-opener reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or
 - ii) If Conn. Gen. Stat. Section 3-123rrr et seq. is amended, or if there are any changes to the administration of the SPP, or if additional fees and/or charges for the SPP are imposed so as to affect the Board, any of which amendments, changes, fees or charges (individually or collectively) would substantially increase the cost of the medical insurance plan offered herein. For purposes of this Agreement, a substantial increase shall be defined as five percentage points above national trend. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or
 - iii) If the cost of medical insurance plan offered herein is expected to result in the triggering of an excise tax under The Patient Protection and Affordable Care Act ([ACA; P.L. 111-148], as amended, inter alia, by the Consolidated Appropriations Act of 2016 [P.L. 114-113]) reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan.
- e. In any negotiations triggered under subparagraph d above as well as negotiations for a successor to this collective bargaining agreement, the parties shall consider the following additional factors:
- Trends in health insurance plan design outside of the SPP;
 - The costs of different plan designs, including a high deductible health plan structure and a PPO plan structure.

Should such negotiations be submitted to arbitration for resolution, the arbitration panel shall consider the foregoing in applying the statutory criteria in making its ruling.

B. Connecticut Blue Cross Co-Pay Dental Plan with Dental Rider A and Dental Rider for Unmarried Dependent Children or their equivalent. The Board pays 80% of the premium and the teacher pays 20% of the premium, for both individual and family coverage.

C. All teachers shall be entitled to the following coverage:

1. Group Life Insurance of \$75,000 benefit coverage, including \$40,000 of Accidental Death and Dismemberment Insurance. The Board pays 90% of the premium and the teacher pays 10% of the premium.

D. Change of Insurance Carrier

In the event the Board finds that it can provide equivalent benefits and services through an alternative carrier of its choice, it shall seek mutual agreement of the Association for such change. The Association shall have thirty (30) working days to examine the Board's proposal. If the parties are unable to agree to the alternative carrier, a mutually agreed upon arbitrator shall be appointed and the decision of the arbitrator shall be binding upon the parties. If the parties are unable to agree on an arbitrator within ten (10) days of a request by either party to arbitrate, the American Arbitration Association shall be requested to appoint an arbitrator with expertise in the health insurance field in accordance with its rules and regulations.

Note:

For continuance through the months of July and August, the teacher should have the moral obligation to expect to return to work in September in the Plainville schools.

E. Eligibility for Benefits

1. All insurance benefits shall be provided in accordance with the terms of the insurance carrier.

2. Disputes concerning an employee's eligibility or entitlement to the benefits contained herein are matters which are to be resolved by the employee and the insurance carrier administering the plan.

3. Dispute concerning coverage shall not be subject to the grievance procedure contained in this agreement.

F. Duplicate Coverage.

1. Teachers may voluntarily elect, in writing, to waive insurance coverages listed above, and in lieu thereof, receive an annual payment of \$500 for single coverage, \$600 for single

plus one coverage and \$750 for family coverage. This waiver will not be available for teachers not electing it as of June 30, 2016.

2. Payment to those employees shall be made in one lump sum during the month of March.

3. Where a change in a teacher's status prompts the teacher to resume board provided insurance coverage, the prior written waiver may, following written request to the Superintendent, be revoked. On receipt of revocation of the waiver, insurance coverage shall be reinstated as soon as possible. Such coverage shall be subject to any regulations or restrictions, including waiting periods, which may be prescribed by the appropriate insurance carriers.

4. Depending upon the effective date of such reinstated coverage, appropriate financial adjustment shall be made between the teacher and the Board to insure that the teacher has been compensated, but not over compensated for any waiver elected in the preceding subsection. Teachers who receive the above-noted payment shall be obligated to refund the prorated amount of said payment upon severance from the system prior to the end of the year.

5. In order to receive full payment, notice of intent to waive insurance coverage must be sent to the Superintendent not later than June 1 of the prior current school year; otherwise, the payment will be prorated based on the date the employee decided to exercise the waiver.

G. Subject to the rules and regulations of the Internal Revenue Service and the Town of Plainville flexible benefits plan, health insurance premium contributions by teachers shall be excludable from income for federal tax purposes. The Board shall establish and maintain an IRS Section 125 Limited Purpose Flexible Spending Account (FSA) for teachers. The account shall be designed to permit exclusion from taxable income each teacher's share of vision and dental expenses as well as the cost of dependent care. As allowed by law, the dependent care account shall have a \$5,000 maximum, automatically changing upon any change in the law. The limited purpose medical account shall have a maximum as allowed by law with no adverse tax consequences.

H. The Board and the Association recognize that escalating health care costs are a problem for both employer and employees and thereby agree to create a joint Health Insurance Study Committee composed of three (3) members appointed by the Board of Education and three (3) members appointed by the President of the Association. In addition, the parties encourage representation of other employee groups on the Committee. The Health Insurance Study Committee will review alternative coverage, programs and methods and make recommendations for positive changes which will help contain the Board health insurance costs. The Committee shall be an ongoing committee whose purpose will be to continually review health insurance and cost containment issues.

I. If the total cost of a group health plan or plans offered under this contract is reasonably projected to trigger an excise tax during the contract term under Internal Revenue Code Section 4980I or any other related local, state or federal statute or regulation, the parties shall conduct reopener negotiations in accordance with Conn. Gen. Stat. Section 10-153f(e)

over an insurance plan that will reduce the cost of the plan to be under the excise tax thresholds.

ARTICLE 40: PART-TIME EMPLOYMENT

Members of the bargaining unit employed in positions equal to .5 full time teaching equivalents (FTE), but less than 1.0 FTE shall receive fringe benefits on a prorated basis. Bargaining unit members in positions of less than .5 FTE shall receive no fringe benefits.

ARTICLE 41: EXTRA PAY FOR EXTRA DUTY

Extra duty for which extra compensation shall be paid and the amounts of such compensation are set forth in Appendix A which is attached hereto and made a part of this Agreement.

ARTICLE 42: SPECIAL SCHOOL PROGRAMS

These provisions apply to such programs as Driver Education, Homebound Instruction and Intramurals:

A. Positions in these programs shall be filled first by teachers regularly employed in the school system so far as possible. In no event shall participation be made compulsory.

B. In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, length of service in the system, and prior experience in these programs, if any.

C. All openings for these positions shall be listed as early as possible so interested teachers may apply.

D. For each hour of Homebound Instruction, the teacher shall be paid \$23.01/hour for the 2023-24 school year, \$23.24/hour for the 2024-25 school year, and \$23.47/hour for the 2025-26 school year. For every hour of homebound instruction assigned, the teacher shall be paid one-half hour (0.5) of preparation time at the current homebound instruction hourly rate.

ARTICLE 43: PAYROLL DEDUCTIONS

A. In addition to those payroll deductions required by the law the following agencies are eligible for payroll deductions. All requests for deductions must be written on approved authorized forms.

B. A list of approved deductions is as follows:

Life Insurance, Disability Insurance, Education Association of Plainville Connecticut Education Association, National Education Association Tax Sheltered Annuity Plans Blue Shield Blue Cross, and other insurance premiums, United Way, Valley Teachers Federal Credit Union

C. Dues Deduction

1. Deductions

Upon the submission of a voluntary written authorization signed by a teacher, the Plainville Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership dues 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 shall be certified by the Association to the Board of Education prior to the opening of school each year.

2. Subsequent Employment

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

3. 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 the deductions were made.

4. 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.

5. Reference to Association

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

6. Indemnification

The Association agrees to hold the Board harmless from any financial loss and any and all damages and liabilities which may be sustained or which may arise as a result of making the deductions called for in Article 43, Payroll Deductions, except for loss, damage or liability resulting from negligence of Board employees.

ARTICLE 44: EVALUATION REPORTS

A. Teachers shall be given a copy of any evaluation report prepared by their supervisors which shall be considered in determining the salary or other benefits which they are to

receive in the course of their employment or which is used as a basis for terminating their employment, and they shall have the right to discuss such reports with their supervisors.

B. Any written evaluation report or other written statement of criticism may not be contained in the individual teacher's personnel or other file longer than thirty (30) days unless a notice is sent to their last known address by certified mail, return receipt requested, or placed in their school message box and the teacher has been given an opportunity to review the material and respond in writing within a thirty (30) calendar day period beginning from the receipt of the notice.

ARTICLE 45: FULL AND COMPLETE AGREEMENT

This Agreement contains the full and complete agreement between the Board and the Association on all negotiable items, and neither party shall be required during the term thereof to negotiate upon any issue, whether it is covered or not covered in this Agreement.

ARTICLE 46: CURRICULUM REVISION

A. If approved by the Board, the Superintendent will nominate from among the planning committee members, a curriculum writing team, for employment to write and publish the curriculum at the rate of \$32.06 per hour for the 2023-24 school year, \$32.39 per hour for the 2024-25 school year, and \$32.71 per hour for the 2025-26 school year per person.

B. Materials needed to implement the new curriculum should be made available to the teachers concerned prior to the start of the new program.

C. The Board will encourage and support in-service training programs to prepare teachers for the new curriculum and will consider the use of released time when in the judgment of the Administration it is required for an effective in-service workshop.

ARTICLE 47: ACADEMIC FREEDOM

A. The private and personal life of a teacher is not within the appropriate concern or attention of the Board of Education except as it may interfere with the teacher's responsibilities to and relationships with students and/or the school system.

B. Teachers will be entitled to full rights of citizenship. No religious or political activities of any teacher or the lack thereof will be grounds for any discipline or discrimination with respect to the employment of such teacher.

ARTICLE 48: TEACHER-PARENT CONFERENCES

If the Board, at its discretion, changes its 1984-85 practice of shortening days when conferences and open houses are held, the professional staff members shall be compensated at a rate of compensation based upon a pro-ration of the staff member's annual salary equal to a percentage of the time the work day is extended.

ARTICLE 49: AMENDMENT

This Agreement shall not be altered, amended, or changed except in writing, signed by both the Board and the E.A.P., which amendment shall be appended hereto and become a part hereof.

ARTICLE 50: SEVERABILITY

In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.

ARTICLE 51: SUBSTITUTES

A. After forty consecutive days in the assignment, a teacher hired to replace another teacher shall be placed on the appropriate step and lane of the salary schedule. After the 90th day, the teacher shall be entitled to ten days sick leave and shall be eligible for insurance benefits in accordance with the terms of the carrier and upon application of the teacher.

B. When it is clear that a teacher will be absent on leave for a full school year, that teacher's replacement who is hired for that full year shall be entitled to all the rights and benefits under the collective bargaining agreement between the parties.

C. Teachers who are hired for a full year to substitute in various assignments and to do other work shall be paid in accordance with the Board's policy on schedule of payments for substitute work. The schedule of payments is based on an increasing rate of pay for consecutive number of days worked. However, a substitute may be absent (unpaid) up to five days in any school year without breaching the "consecutive day" rule.


ARTICLE 52: DURATION

The provisions of this Agreement shall remain in full force and effect from July 1, 2023 through June 30, 2026.

ARTICLE 53: SIGNATURE BLOCK

IN WITNESS WHEREOF, the parties hereunto have caused these presents to be executed by their proper officers, hereunto duly authorized, and their seals affixed as of the date and year first above written.

EDUCATION ASSOCIATION OF PLAINVILLE

By:  Date: 12/16/2022
President

PLAINVILLE BOARD OF EDUCATION

By:  Date: 12/16/2022
Chairperson

APPENDIX A

2023-24 SALARY SCHEDULE

Old Step	(NEW STEP)	BA	MA	MA+15	Sixth
3	(1)	48,033	51,294	52,885	54,779
4	(2)	49,451	53,104	54,761	56,735
5	(3)	50,908	54,982	56,705	58,763
6	(4)	52,156	56,920	58,717	60,860
7	(5)	53,692	58,931	60,805	63,034
8	(6)	55,276	61,012	62,963	65,284
9	(7)	56,909	63,167	65,200	67,614
10	(8)	58,589	65,397	67,514	70,029
11	(9)	60,315	67,708	69,912	72,528
12	(10)	62,165	70,052	72,328	74,954
13	(11)	65,823	74,429	76,842	79,557
14	(12)	69,168	78,453	80,992	83,782
15	(13)	72,514	82,478	85,142	88,008
16	(14)	79,793	87,367	90,186	93,155
17	(15)		95,221	98,287	101,461

2024-25 SALARY SCHEDULE

Old Step	(NEW STEP)	BA	MA	MA+15	Sixth
3	(1)	49,282	52,628	54,260	56,203
4	(2)	50,737	54,485	56,185	58,210
5	(3)	52,232	56,412	58,179	60,291
6	(4)	53,512	58,400	60,244	62,442
7	(5)	55,088	60,463	62,386	64,673
8	(6)	56,713	62,598	64,600	66,981
9	(7)	58,389	64,809	66,895	69,372
10	(8)	60,112	67,097	69,269	71,850
11	(9)	61,883	69,468	71,730	74,414
12	(10)	63,408	71,453	73,775	76,453
13	(11)	65,823	74,429	76,842	79,557
14	(12)	69,168	78,453	80,992	83,782
15	(13)	72,514	82,478	85,142	88,008
16	(14)	81,389	87,367	90,186	93,155
17	(15)		97,125	100,253	103,490

2025-26 SALARY SCHEDULE

Old (NEW Step STEP)	BA	MA	MA+15	Sixth
3 (1)	50,859	54,312	55,996	58,001
4 (2)	52,361	56,229	57,983	60,073
5 (3)	53,903	58,217	60,041	62,220
6 (4)	55,224	60,269	62,172	64,440
7 (5)	56,851	62,398	64,382	66,743
8 (6)	58,528	64,601	66,667	69,124
9 (7)	60,257	66,883	69,036	71,592
10 (8)	61,374	68,506	70,724	73,359
11 (9)	63,183	70,927	73,236	75,977
12 (10)	64,740	72,954	75,324	78,059
13 (11)	67,205	75,992	78,456	81,228
14 (12)	69,168	78,453	80,992	83,782
15 (13)	72,514	82,478	85,142	88,008
16 (14)	83,017	87,367	90,186	93,155
17 (15)		99,068	102,258	105,560

There shall be step advancement in each year.

APPENDIX A

COACHES' SALARY SCHEDULE

The salary schedule for coaches is in Sections A-C of this Appendix A.

INSTRUCTIONAL LEADERS

Instructional leaders shall be paid \$6,608, effective July 1, 2023, \$6,675 effective July 1, 2024 and \$6,741 effective July 1, 2025. Instructional leaders supervising more than ten teachers shall be paid \$7,068, effective July 1, 2023, \$7,139 effective July 1, 2024 and \$7,210 effective July 1, 2025.

The Board shall pay an annual stipend of \$2,000 to any teacher who is certified by the National Board of Teacher Certification.

TEAM LEADERS

Team leaders shall be paid \$1,822, effective July 1, 2023, \$1,840 effective July 1, 2024, and \$1,859 effective July 1, 2025.

HEAD TEACHERS

Head teachers shall be paid \$7,909, effective July 1, 2023, \$7,988 effective July 1, 2024, and \$8,068 effective July 1, 2025.

ATHLETIC MANAGER

The Athletic Manager shall receive \$7,736, effective July 1, 2023, \$7,813 effective July 1, 2024, and \$7,891 effective July 1, 2025

JOB-RELATED TRAVEL

Job-related Travel Allowance - at the I.R.S. allowable rate per mile paid semiannually (January and June).

- a. Any teacher that is assigned to more than one school and is required to travel between schools during the school day.
- b. The Instructional Technology Specialist for all job-related travel required by the Board or its designee.
- c. The Diversified Work Experience Program Coordinator for all job-related travel that is required by the Board or its designee.
- d. Speech Specialists for all job-related travel that is required by the Board or its designee.
- e. Social Workers and Psychologists for all job-related travel that is required by the Board or its designee.

f. Any teacher - that is requested by the board or its designee to attend a conference, workshop, seminar, etc., out of Plainville.

g. Homebound Instruction teachers for travel to the place of instruction.

PROFESSIONAL DEVELOPMENT TRAINERS

Certified staff who are required by the district to work outside the teacher work year, as professional development trainers, shall be paid at their per diem rate for a workshop day, prorated for any portion thereof. Certified staff who agree to perform professional development training outside the teacher work year shall be paid \$250 per diem for a workshop day, prorated for any portion thereof.

NEW TEACHER TRAINING

New teachers shall be encouraged to attend up to five days of in-service training sessions prior to the beginning of the school year. Said staff shall be paid \$400 for five days of training. The day shall be up to four hours in length, plus time for breakfast and lunch provided by the Board of Education.

SECONDARY SCHOOL INSTRUCTIONAL LEADERS

Secondary School Instructional Leaders are responsible for oversight of curriculum writing teams in secondary schools including organizing the teams, monitoring progress, setting time tables, and meeting with the teams periodically and performing other necessary related duties as are appropriate. Curriculum writing teams report to the Instructional Leaders. System wide Instructional Leaders are responsible for the same responsibilities Kindergarten through 12.

Designated administrators are responsible for supervising curriculum writing teams in elementary schools including organizing the teams, monitoring progress, setting time tables, and meeting with the teams periodically mid performing other necessary supervisory duties as are appropriate. Curriculum writing teams report to the designated administrators.

APPENDIX A

COACHES' SALARY SCHEDULE

- A. Salaries of head coaches shall be based on Bachelors Step 1 Salary for the current contract year.

<u>Position</u>	<u>Factor</u>
Basketball	.17
Football	.18
Baseball	.16
Soccer	.15
Indoor Track	.15
Outdoor Track	.15
Cross Country	.15
Golf	.14
Tennis	.14
Swimming	.15
Cheerleading Fall	.06
Cheerleading Winter	.08
Softball	.16
Volleyball	.15
Wresting	.15

- B. Salary of Middle School head coaches shall be based on Bachelors Step 1 Salary for the current contract year.

<u>Position</u>	<u>Factor</u>
Basketball	.08
Baseball	.08
Soccer	.06
Softball	.08
Pep Squad	.04

- C. Salaries of all assistant coaches shall be two-thirds (2/3rds) of the salaries of head coaches.

APPENDIX A

See Attached Memorandum of Understanding regarding Stipend Structure for Clubs and Activity Advisors.

2023-26 Club and Activity Category, Stipends, and Expectations

	2023-2024	2024-2025	2025-2026	
Category A	\$2,602	\$2,628	\$2,654	30 or more students, average 1-2 hrs./week over the course of the year
Category B	\$1,560	\$1,576	\$1,592	15 or more students, average 1-2 hrs./week over the course of the year
Category C	\$936	\$946	\$955	10 or more students, average 2 hrs./week over the course of the year
Category D	\$624	\$630	\$637	10 or more students, average 1 hr./week over the course of the year

PHX VEX Advisor 12% of Step 3 on teacher salary scale BA lane.

MSP VEX Advisor 8% of Step 3 on teacher salary scale BA lane.

ELEMENTARY SCHOOLS

Concert Night - Music Director

Year 1: \$51.52 effective July 1, 2023, Year 2 \$52.04 effective July 1, 2024 and Year 3 \$52.56 effective July 1, 2025.

ALL SCHOOLS

	2023-24	2024-25	2025-26
Chaperones (per person activity)	\$52	\$52	\$53
Passion Projects	\$33.33	\$33.66	\$34

Other clubs, as approved by the Plainville Community Schools, will be placed in the Appendix and paid a similar stipend as a comparable position.

In the event that a proposed activity fails to attract sufficient numbers and/or because of financial consideration, the activity may be cancelled at administrative discretion.

All stipends will be paid as in the past, but no later than 30 days after the completion of the duty.

APPENDIX B

PLAINVILLE BOARD OF EDUCATION
Plainville, Connecticut

Individual Teacher's Contract

To:

From: PLAINVILLE BOARD OF EDUCATION

I am pleased to offer you a position as a certified employee with the Plainville Board of Education commencing ____, at a starting salary of \$ ____.

Please sign and return to me one copy of this document indicating your acceptance.

Superintendent of Schools

Date

Accepted By:

Name

APPENDIX C

MEDICAL INSURANCE SUMMARY

The Board's consultant shall supply grids summarizing the benefits available to teacher pursuant to Article 39, Sections A and B of this agreement.

**Memorandum of Understanding between the Plainville Board of Education and the
Education Association of Plainville (EAP)**

SUBJECT: Stipend Structure for Clubs and Activity Advisors

Beginning in the 2015/16 school year, and as negotiated at the beginning of each school year, the EAP and the Board of Education agree to the following procedure and stipend structure for all PCS teachers serving as an advisor to a student club or activity.

Each year, by October 15 in accordance with the process set forth below, the administration will assign all approved clubs and activities to a “category” based on the number of students involved and an approximate time commitment related to advising the club/activity (as predetermined from previous year). The stipends paid for all activities/clubs will be consistent with the amount predetermined for that category (see table below). If there is a category change to a club/activity from one year to the next, the category assignment will be generated first by the administration, and then negotiated in a meeting between the administration and the EAP representative. If there is no change, the category assignment will be finalized in a meeting between the administration and the individual club advisor. In all cases, an “Activity Advisor Agreement” (attached) will be signed by the advisor and a school administrator to finalize the category, and the anticipated responsibilities and expectations for that club/activity. The forms will also be reviewed and signed by the Director of Athletics and Student Activities.

2015/16 Club and Activity Category, Stipends, and Expectations
Categories are paid per school year (Start of school to June 30th)

Category A	\$2,500	30 or more students, average 1-2 hrs./week over the course of the year
Category B	\$1,500	15 or more students, average 1-2 hrs./week over the course of the year
Category C	\$900	10 or more students, average 2 hrs./week over the course of the year
Category D	\$600	10 or more students, average 1 hr./week over the course of the year

In subsequent years, the general wage increase percentage of the EAP contract (or such other amount as may be negotiated by the administration and EAP representative when there is no general wage increase,) will be applied to the stipend amounts.

Clubs and activities that originate after the start of the school year will follow the same process. The stipends will be prorated on a monthly basis, with 1/10 of the stipend paid for each month remaining in the of the school year, (e.g. November 8/10, March 4/10).

A list of current clubs/activities has been generated for 2015-16 with category assignments, attached. Moving forward the list of clubs/activities and stipends will not be part of the contract document itself. Instead, the list of clubs/activities for each year as well as the complete set of signed Advisor Agreements will be finalized, reviewed by the EAP, and filed in the Business Office each year. When the Administration is award of a vacant advisor position, an internal posting will be generated using the same procedure to that called for within the collective bargaining agreement for vacant teaching positions. This memorandum will be attached to the EAP contract.

/S/ _____ 9/3/15
Susanne Bajek date
E.A.P. President

JOHN A.

/S/ _____ 9/2/15
Jeffrey C. Kitching, Ed.D. date
Superintendent of Schools

STUDENT ACTIVITIES AGREEMENT

Name of club/activity _____

School year _____

Advisor(s) _____

Anticipated number of meetings (average time(s) per week) _____

Anticipated number of students _____

List of Anticipated activities (use back of sheet if needed)

Assigned Stipend Category _____

SIGNATURES:

Advisor _____ Date _____

Principal _____ Date _____

Activities/Athletic Director _____ Date _____

Club	Category
Student Council	A
Year Book (for each of 2)	A
Main Stage (formerly Music Dir.)	A
Band director	A
Sr. Class Adv. (for each of 2)	A
Jr. Class Adv. (for each of 2)	A
DECA	A
Theatre Tech Club	A
Chemical Hygiene Office	A
PHS VEX Assistant Advisor	A
A.V. Coordinator	B
Soph. Class Adv. (for each of 2)	B
Fresh Class Adv. (for each of 2)	B
Environmental Club	B
Culinary Club	B
Interact	B
Robotics (for each of 2)	B
Graduation Organizer	B
ECE Coordinator	B
MSP VEX Assistant Advisor	B
Elementary VEX Advisor (for each of 3)	B
Musical Accompanist	C
Drama Director Non-Musical	C
Choral Director	C
National Honors Society	C
Percussion Instructor	C
Guts	C
Science NHS	C
Art Club	C
SALT	C
N.O.S.B.	C
Newspaper	D
FBLA	D
Lang Club (LIFE)	D
Spanish Club	D
Ski Club	D
Young Ed. (YES)	D
Assist T. Tech Club	D
Youth Board Advisor	D
Robotics Asst.	D
French NHS	D
Italian NHS	D
Spanish NHS	D
Intramural	D
Unified Sports	D
Weightlifting Supervisor (per season)	D