

**COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE
WATERTOWN BOARD OF EDUCATION
AND THE
WATERTOWN EDUCATION ASSOCIATION**

The contract shall be effective September 1, 2019, subject to the provisions of Connecticut General Statutes 10-153d, and shall remain in full force through August 31, 2021.

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ARTICLE I

For the purposes of this agreement, a teacher shall be defined as any certified professional employee who is employed in a position requiring a teaching certificate or other certificate who is not included in the administrator's unit or excluded from the purview of Section 10-153a to 10-153n inclusive.

ARTICLE II

- A. The Board recognizes the Association as the exclusive collective bargaining representative as defined in Section 10-153b of the Connecticut General Statutes for all personnel in the teachers' unit as certified on May 29, 1985. "Board" shall mean the Board of Education or a designated committee of the Board.
- B. Any teacher working in a substitute teaching position for forty (40) school days or more shall be paid on the initial step of the appropriate salary lane and shall be covered by all terms and conditions of the WEA collective bargaining agreement.

ARTICLE III

GENERAL PROVISIONS

- A. This agreement contains the full and complete agreement between the Board and the Association on all negotiable issues, and neither party, nor any individual teacher, shall be required during the term hereof to negotiate upon any issue, whether it is covered or not covered in this agreement.
- B. All rights, powers, authority and prerogatives of the Board shall continue to remain exclusively vested in the Board unless specifically limited by the express provisions of this agreement. Except as otherwise specifically agreed to herein, the educational policy, operation and management of schools, including the control, supervision and direction of certified staff are vested exclusively in the Board.
- C. Negotiations between the Board and the Association for a successor agreement will begin in accordance with the provisions of Connecticut General Statutes Section 10-153d (b) and any subsequent revisions thereof. The Board and the Association agree to negotiate in good faith, pursuant to the Connecticut General Statutes as amended, in accordance with the procedures set forth therein, to secure a successor agreement concerning salaries and other conditions of employment. The agreement so negotiated shall be reduced to writing and signed by the Board and the Association.

- D. The Association agrees that it shall not call, authorize, instigate, sanction or condone any strike, slowdown, work stoppage or other concerted refusal to perform any assignment on the part of any teachers during the period of any agreement or any extension hereof.
- E. The Superintendent and the Association shall meet, generally once a month, to discuss conditions which affect the welfare of the teachers in the Watertown School System.
- F. It is the intent of the parties that this contract comply in all respects with Federal and State laws regarding discrimination in employment including the provisions of Connecticut Public Act 05-10, "An Act Concerning Civil Unions," as amended from time to time.

ARTICLE IV

GRIEVANCE PROCEDURE

DEFINITIONS:

- A. A "grievance" shall mean a complaint by a teacher, or a group of teachers of the Association, that his/her rights under the specific language of this Agreement have been violated, or that as to him/her there is some misinterpretation or misapplication of the specific provisions of this Agreement. An alleged violation, misinterpretation or misapplication of existing policies, rules or regulations of the Board by the Administration may be reviewed through this procedure, but the Board's decision on such matters at Step 3 shall be final.
- B. The purpose of the grievance procedure is to secure, at the lowest possible administrative level, solutions to any problems which may arise under this contract.
- C. No reprisals of any kind shall be taken by any member of the Board or Administration against any participant in the grievance procedure by reason of such participation.
- D. "Days" shall mean days when school is in session, except at the close of the academic year when days shall mean workdays, excluding holidays and weekends.
- E. By mutual consent days will be counted consecutively at the end of the school year.

PROCEDURES:

A grievant shall first discuss the grievance with the grievant's immediate administrative superior.

The grievant shall have the right to have the Association assist at all stages of the grievance proceeding after the discussion with the grievant's immediate administrative superior.

Step 1 - If the matter is not satisfactorily adjusted within three (3) days of the informal meeting, the grievant shall submit the grievance in writing to the grievant's immediate administrative superior except as provided below. Such written grievance must be filed within fifteen (15) days of the date the grievant knew or should have known of the act or circumstance giving rise to the grievance, except that an extension beyond fifteen (15) days shall be given in cases of serious illness, but such extension shall not exceed fifteen (15) days. If the grievance pertains to salary or fringe benefits, it shall be filed within such time period at Step 2 with the Superintendent. In all other cases, the administrative superior shall meet with the grievant within ten (10) days of receipt of the grievance and must render his/her decision to the grievant and the Association within five (5) days of his meeting with the grievant. The administrative superior will state the reasons for his/her decision in writing, however, he/she shall not be precluded from raising additional defenses or legal arguments in arbitration.

Step 2 - Failing satisfactory settlement, the grievant may within five (5) days after receipt of the decision of the administrative superior, appeal in writing to the Superintendent, and such writing shall set forth specifically the basis of the grievance. The Superintendent or his/her designee shall meet with the grievant within ten (10) days of receipt by him/her or such appeal and shall give his/her decision in writing to the grievant and the Association within five (5) days of such meeting. The superintendent will state the reasons for his/her decision in writing, however, he/she shall not be precluded from raising additional defenses or legal arguments in arbitration.

Step 3 – If no solution has been reached, the grievant may, within five (5) days after receipt of the Superintendent's decision, file an appeal to the Board. The Board or a subcommittee of the Board shall hold a hearing within fifteen (15) days and shall render a decision in writing to the grievant and to the Association within twelve (12) days after the grievance has been presented. The Board or a subcommittee of the Board will state the reasons for its decision in writing, however, it shall not be precluded from raising additional defenses or legal arguments in arbitration.

Step 4 - Arbitration

- (a) If the decision of the Board does not resolve the grievance to the satisfaction of the grievant, he/she may request the Association to submit the grievance to arbitration, and the Association may elect to submit such grievance to arbitration by a single arbitrator mutually agreeable to the Board and the Association. Whether or not previously indicated at earlier steps, the provisions of the contract which are involved shall be identified in the submission. If the parties are unable to agree upon an arbitrator within five (5) days, the American Dispute Resolution Center (ADRC) shall immediately be called upon to select the single arbitrator. Alternatively, if the parties mutually agree, the Association shall submit the demand for arbitration to the American Arbitration Association (AAA) in accordance with its administrative procedures, practices and rules.
- (b) Notice of intention to submit to arbitration under subsection (a) above, must be in writing addressed to the Superintendent of Schools, and the submission to arbitration before the single arbitrator must be made not later than thirty (30) days following receipt of the Board's decision.

- (c) The arbitrator shall hear and decide only one grievance in each case. He/She shall be bound by and must comply with all the terms of the contract. He/She shall have no power to add to, delete from, or modify in any way any of the provisions of this contract.
- (d) The arbitrator shall issue his/her decision not later than thirty (30) days from the date of the closings of these hearings, or if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issues submitted. The arbitrator shall limit his/her decision strictly to the application and interpretation of this Agreement. The decision of the arbitrator shall be final and binding on both parties, except as otherwise provided by law.
- (e) Fees and expenses of the arbitrator shall be borne equally by the Board and the Association. Only the Association may submit a grievance to arbitration.

GENERAL PROVISIONS:

- A. A grievant may be represented at any step of this grievance procedure by the Watertown Education Association and/or its parent affiliates. In the event that a grievant is not represented by the Association, the Association shall have the right to be present in any grievance proceeding.
- B. Nothing contained herein shall be construed to prevent any individual employee from informally discussing a complaint with his/her immediate superior or processing a grievance in his/her own behalf in accordance with the grievance procedure.
- C. Meetings held under this procedure shall generally be conducted on non-school time at a place which will afford a fair and reasonable opportunity for all persons proper to be present and to be heard. If, at the option of the Board, hearings are held during school hours, persons proper to be present shall be excused without loss of pay.
- D. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
- E. Failure of the grievant at any step to appeal a grievance to the next step within the specified time limit shall make the last decision rendered final.
- F. Failure of the Administration or the Board to render a decision within the specified time limits shall be deemed to be a denial of the grievance submitted and the grievant may proceed to the next step within the time limit which would apply if a written denial had been rendered on the day on which the time period for response had expired.

ARTICLE V

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 actively teaching in the system shall receive notification, in writing, of their tentative assignments for the ensuing school year from the principal prior to the close of the current school year.
- C.** In arranging schedules for teachers who are assigned to more than one school, every effort shall be made to limit the amount of inter-school travel. The mileage allowance paid to teachers using their automobiles to travel between schools and for those engaged in educational activities authorized by the Board of Education and/or Superintendent of Schools will be in accordance with the prevailing IRS allowance.
- D.** Teachers in grades 6 through 12 shall have approximately 230 minutes of preparation periods per week.
- E.** Teachers in grades 6 through 12 who teach the equivalent of six (6) teaching periods per day (approximately 275 to 285 minutes per day), shall not be required to fulfill any extra duty during the school day other than homeroom duty. Unless and until seventy percent (70%) of secondary school teachers are teaching the equivalent of six (6) teaching periods per day, those teachers who are teaching the equivalent of six (6) teaching periods per day will be excused from bus duty rotation. While teachers are teaching a six (6) period day, they will be provided a preparation period on a daily basis.
- F.** In setting up the equivalent of a six (6) period schedule, there will be a consultative procedure including the department head/coordinator, building administrator and/or department members. After the consultation, the building administrator will assign appropriate staffing for the six (6) period or equivalent day. Any teacher interested in volunteering to teach the equivalent of a six (6) period day may inform his/her department head/coordinator and/or building administrator.

At the end of each school year, the aforementioned individuals will meet to evaluate issues and opportunities pertaining to the sixth (6th) period or equivalent teaching day. In any event, the administrator may require any high school or middle school teacher to teach a six (6) period day.

- G.** There will be a stipend paid at the end of the school year for a teacher to monitor high school detention periods. If there are no volunteers for detention duty then detention will be equally assigned to eligible teachers. The stipend will then be divided equally among those who perform detention duty.

- H. If the Board schedules the equivalent of a six (6) period teaching day, no teacher who is employed as of May 1, 1997, and remains employed, may be laid off. Should any of these teachers be laid off, the schedule shall revert back to the five (5) period teaching day as set forth in Article V, Section D of the 1995 through 1997 contract.
- I. Teachers in grades Pre-K through 5 shall receive not less than 225 minutes of preparation time per week. Preparation time shall not be scheduled in less than 25 minute increments, and at least one such increment will be available each day. Classroom teachers will receive them when a special teacher is present. Should a special teacher be absent, the Board shall make every effort to obtain a substitute. A library period will serve as fourth preparation period when facilities and scheduling permit. Should the library clerk be absent, every effort will be made to obtain a substitute. If any change in this practice is necessary because of curriculum changes, the parties shall discuss the impact on such teachers.
- J. The Board agrees not to interfere with teacher preparation periods, and the teachers also agree that these preparation periods would be utilized for only professional responsibilities. Should a teacher be required to give up his/her preparation period for coverage as requested by an administrator, the teacher will be compensated at the rate of \$25.00 per hour.
- K. The Administration will make every effort to assign duties in a most equitable manner within each school building.
- L. All elementary teachers will be relieved of cafeteria duty.
- M. The teacher's normal work day will be approximately seven (7) hours and ten minutes as scheduled by the building principal. Whenever possible, if a teacher comes in early for a duty or stays late for a duty, the principal will attempt to balance his/her day to equal approximately a seven (7) hour and ten minute day. It is recognized that there are currently some duties (for example, detention, late bus and those parent conferences and open houses provided for in Article XV) that extend beyond a seven (7) hour and ten minute day, and will continue to do so. However, no new duties which would extend the seven (7) hour and ten minute day will be added beyond those which existed in the 1988-89 school year without negotiation with the Association.
- N. Any teacher applying for a transfer to a different grade and/or subject assignment and/or school assignment, who is not selected, may request that the Superintendent consider his/her transfer to that position at the beginning of the next school year. Any applicant who is not selected shall, at his/her request, have a hearing before the Superintendent of Schools.
- O. The WEA will have the opportunity to have a meeting with the Board budget committee prior to presentation to the Town Council.

ARTICLE VI

DUTY FREE LUNCH

The Board agrees that teachers shall have a twenty-five (25) minute uninterrupted duty free lunch period daily. It is understood that teachers are free to leave the school during their lunch period but are required to sign out and sign in at the school office.

ARTICLE VII

CLASS SIZE

While it recognizes that class size is a legitimate concern of teachers, it is the Board's position that class size is the result of some of the most important educational policy decisions it must make and the product of school management in its totality. The Board agrees, however, that it is in the best interests of the Board, the Association, and the students to keep class size as small as possible, and the Board agrees to make its best effort to do so.

ARTICLE VIII

ABSENCES

1. Sick Leave
 - a. Provisions for payment of salaries to teachers for time lost due to personal illness or injury is in the best interest of the entire school community. Teachers shall have as many sick leave days each school year as provided by State Statute. Sick leave shall be taken in full or half day increments. The Board, by special vote, may recognize a need in individual cases beyond the accumulated total.
 - b. Teachers shall be notified of their accumulated and available sick leave each year.
 - c. Teachers will be allowed to accumulate unlimited sick leave.
 - d. A teacher may use five (5) of his/her annually awarded sick days for immediate family illness. Immediate family shall be defined as the teacher's spouse, fiancé/fiancée, parent, mother in law, father-in law, child, grandparent, grandparent-in law, grandchild or sibling. This definition may also include any relative of the teacher or of his/her spouse who is domiciled in the teacher's household.
 - e. A doctor's certificate showing date of illness or incapacity may be required after five (5) consecutive working days of absence or in cases of suspected abuse.

2. Sick Leave Bank

For the purpose of providing additional coverage after the exhaustion of individual annual and/or accumulated sick leave in the event of a personal catastrophic illness as evidenced by medical certification, the parties agree to establish a Sick Leave Bank on the following terms:

- a. In order to be a participating member of the Sick Leave Bank (the "Bank"), teachers must contribute one (1) day of accumulated sick leave to the Bank. Once such days are contributed, they are forfeited and will not be returned to a teacher under any circumstances.
- b. The Bank shall be administered by a committee of five: two representatives of the administrative staff, two members of the WEA, and the Superintendent of Schools. This committee shall consider the eligibility of teachers to draw from the Bank.
- c. The following criteria shall be used by the Sick Leave Bank Committee in determining the eligibility of a teacher to draw from the Bank and determining the amount of leave:
 - A teacher must have attained tenure in Watertown.
 - For requests arising out of a teacher's catastrophic illness, the teacher must first have used up all accumulated full pay sick leave.
 - A teacher must submit competent and timely evidence that a request is necessary due to a catastrophic and lengthy illness that is not covered by workers' compensation.
- d. Upon compliance with Section C above, the Sick Leave Bank Committee may issue up to two (2) grants of days from the Sick Leave Bank for a teacher in connection with the catastrophic illness of the teacher. The cumulative total of the two (2) grants shall not exceed ninety (90) days per teacher.
- e. The Sick Leave Bank shall have a minimum of twenty-five (25) days in reserve. If the number of days falls below 25, then Section A shall be reapplied. However, the total number of Sick Leave Bank days in reserve shall not exceed three hundred (300). In the event the 300 maximum is exceeded, then Section A of this Article will not be reapplied. A waiting list will be established in the event that more than 300 days has been accumulated.
- f. The decisions of the Sick Leave Bank Committee shall be final and binding and not be subject to the grievance procedure or arbitration. In addition, the decisions of the Sick Leave Bank Committee shall not establish a practice or precedent for any purpose. The Union further agrees to save the Board of Education and the Administration harmless from any and all claims of any kind arising out of the

legality of the sick leave bank and its operation, including contributions to or withdrawals from the bank.

3. Leave Without Pay

It is agreed that the Superintendent may recognize unique circumstances not covered elsewhere in this Article which might provide justifiable causes for teachers being allowed days off without pay. Application for such days must be filed in the manner prescribed for personal days. The decision of the Superintendent in such instances shall be final and not subject to the grievance procedure.

4. Personal Absences

- a. Teachers shall be allowed not more than four (4) days for personal leave. Personal leave shall be taken in full or half day increments. This leave will be in addition to leave granted in other provisions of this agreement and is not to be accumulated. The granting of such personal leave is subject to the approval of the principal and/or superintendent. Such personal leave days shall be granted for the following reasons only:
 1. Because of critical illness of a member of the teacher's immediate family or absence necessitated by the birth of the spouse's child.
 2. To attend one's own wedding or that of siblings or children of the teacher (up to two consecutive work days per occurrence);
 3. To attend high school or college graduation of a son, daughter, self or spouse;
 4. To enable the teacher to change local residence (up to two consecutive work days per occurrence);
 5. To attend mortgage closings and other important business that cannot be conducted outside the regular school day (up to two consecutive work days per occurrence);
 6. To observe up to two recognized religious holidays. Such leave shall not count against the number of personal leave days.
 7. Emergency situations.

The teacher shall receive full pay if the personal day is taken for one of the stated reasons.

- b. Teachers shall be entitled to leave up to five (5) days with pay upon the death of a member of the immediate family. This leave is available per occurrence and is

not to be accumulated. "Immediate family" shall include the spouse of the teacher, fiancé/fiancée and the parent, child, grandparent, grandchild, brother or sister of the teacher or his spouse. This definition may also include any relative of the teacher or of his spouse who is domiciled in the teacher's household. Up to one (1) day bereavement leave may be granted by the Superintendent in cases where the deceased is not in any of the categories above but with whom the employee has a close relationship.

- c. Absence may be allowed for visiting days, attendance at conventions, participation in school evaluations, educational conferences, and other forms of professional improvement, without pay deduction, if approval is granted by the Superintendent of Schools.
- d. A leave of absence may be granted by the Board for health reasons for a period not to exceed one year. The affected teacher shall have the option of continuing any and all group insurances at his/her own expense, to the extent permitted by the carrier.
- e. The procedure for obtaining personal leave shall be as follows:
 - (1) Requests for personal day leave, complete with reasons, must be submitted in writing to the building principal at least one week in advance of the day for which the leave is desired. All such requests, in turn, will be forwarded to the Office of the Superintendent of Schools within twenty-four (24) hours.
 - (2) It is understandable that emergency situations might occasionally develop which would force the teacher to request a personal day with less than the normally required notification period. Under such conditions, leave would normally be granted and the decision concerning payment made at the earliest practical time. Requests for such leave must be made in writing within forty-eight (48) hours following the teacher's return to school.
 - (3) An opportunity should be provided for the teacher to explain his/her request verbally to the building principal and the Superintendent if it is necessary. Such verbal requests are to be accompanied by a written request.
 - (4) It is also understood that certain requests for leave are of a truly personal nature. To better provide for such a situation, the teacher after informing the principal, may make such a request directly to the Superintendent of Schools.

5. Child Bearing Leave

To the extend required by law, any period of disability arising during child-bearing or in conjunction with or because of the birth of a child shall be treated as a temporary disability, and the teacher shall be entitled to use accumulated sick leave and retain fringe benefit coverage. Teachers who are pregnant are presumed to be disabled for up to six (6) to eight (8) weeks, depending on the nature of the delivery, following childbirth. If a teacher is disabled beyond six (6) to eight (8) weeks, the Superintendent may require a doctor's note substantiating the disability.

6. Pay Deductions

The Board and the Association recognize that professional ethics and optimum educational opportunities for our students mandates that each staff member shall be in attendance on every school day, except when illness or equally important personal or professional business necessitate otherwise. In cases of teachers being absent in excess of time permitted by the provisions herein, per diem salary deductions will be computed by dividing the annual salary by one hundred eighty-six (186) days.

7. Child Adoption Leave

Child adoption leave may be given by the Board of Education to any tenured teacher who has definite plans to adopt a preschool child. This leave may be long term, without pay (one year maximum) or short term up to six (6) weeks at seventy five (75%) percent of regular pay.

ARTICLE IX

SABBATICAL LEAVE

Desiring to reward professional performance and encourage independent research and achievement, the Board may grant sabbatical leave to teachers, upon recommendation by the Superintendent, for approved scholarly programs whether or not carried on in an academic institution subject to the following conditions:

1. No more than one (1) percent of the teaching staff shall be absent on sabbatical leave at any one time.
2. Request for sabbatical leave must be received by the Superintendent in writing, in such form as may be required by the Superintendent no later than April 30th of the year preceding the school year for which the sabbatical leave is requested. In cases of emergency, the Superintendent may waive the above date requirement. A teacher receiving such leave shall retain all privileges and fringe benefits that he would have received had he/she not been on such leave.
3. The teacher has completed at least seven (7) consecutive full school years of service in the Watertown School System.

4. A teacher on sabbatical leave shall be paid one-half of his/her annual salary rate, provided that his/her total pay (that received from the Town of Watertown and that received as the result of any program grant) shall not exceed the teacher's full annual salary rate.
5. The teacher shall agree to return to employment in Watertown for two (2) full years. Upon such return, the teacher shall be placed on the appropriate step in the salary schedule as though such teacher had not been on leave.
6. The teacher shall execute a note for the amount of payment to be received from the Town of Watertown, one-half (1/2) of such repayment to be credited for each school year, or prorated for each portion thereof, of employment after sabbatical leave is terminated. It is the intention of this contract to provide that service after sabbatical leave shall be a credit toward payment of said note on the basis of the period of employment, the note in full to be canceled after two (2) school years of employment.

ARTICLE X

JURY DUTY

A teacher who is called for jury duty shall notify the Superintendent within twenty-four (24) hours of receiving notification. If he/she is not excused from jury duty, he/she shall receive necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive the difference in pay between the jury fee he/she receives for the jury duty and the amount of his/her salary.

ARTICLE XI

CHILD-REARING LEAVE

1. Any teacher who is expecting a child, or whose spouse is expecting a child, or who has firm plans to adopt a child in the immediate future may, at the Board's option, be granted a long-term leave without pay for the purposes of child-rearing.
2. The teacher shall request such leave at least sixty (60) days prior to the anticipated commencement of such leave.
3. A teacher who is granted a child-rearing leave shall retain medical insurance coverage from the commencement of the leave through the birth of the child. Thereafter, the teacher may elect to continue such coverage at his/her own expense for the duration of the leave.

4. To minimize classroom disruption upon return from childrearing leave, such leave shall terminate only at the beginning of the school year or at the beginning of the second semester of the school year, except as otherwise provided by the FMLA.

ARTICLE XII

AUTHORIZED LEAVE

Teachers with five (5) years experience may apply for a leave of absence for graduate study.

The Board, in its sole discretion, may grant such leave for a period not to exceed one year, or in the case of elective office, in accordance with the provisions of the Connecticut General Statutes as amended. The teacher may continue insurance coverage at his/her own expense during such leave.

ARTICLE XIII

YEAR

- A. There will be one hundred eighty-six (186) working days with one hundred eighty-one (181) teaching days and five (5) professional development days, with one four hour block for room set up.. All professional development activities shall be determined by the Superintendent and/or his/her designee in consultation with the Professional Development and Evaluation Committee (PDEC).
- B. Any teacher working additional days beyond one hundred eighty-six (186) working days shall be compensated at the per diem rate of 1/186th of his/her annual salary.
- C. The Guidance Counselors and Psychologists will work an additional ten (10) days beyond the one hundred eighty six (186) days which are required by other professional staff. These days will be scheduled as five (5) days at the conclusion of the school year and five (5) days prior to the beginning of the school year. By mutual agreement between the Superintendent and the individual staff member, other days can replace the scheduled days. Said days will be based on the normal school hours for the building that the said staff member is employed in.
- D. It is expected that all teachers will work approximately a seven (7) hour and ten minute work day as scheduled by the building principal. In addition, all teachers who are not otherwise assigned to a scheduled school activity by the building principal are expected to attend one faculty meeting per month that will not exceed sixty (60) minutes beyond ten (10) minutes following the student dismissal bell. Teachers shall be given an annual schedule of monthly faculty meetings at the beginning of each school year.

ARTICLE XIV

CURRICULUM REVISION/HOMEBOUND TUTORING

The teacher shall play an active role in the development of curriculum; it being expressly understood that the final determination on any curriculum revision lies solely with the Board of Education. The teacher shall either have released time or be paid a stipend equal to \$38.00 per hour. All positions on curriculum committees shall be posted. All homebound tutoring shall be paid a stipend of \$38.00 per hour. Homebound tutoring opportunities shall be offered initially to teachers of the student before going to the Central Office list of available tutors. Any bargaining unit members who wish to be on the list should make their request at the beginning of the school year. Qualified bargaining unit members on the list will be contacted first for tutoring opportunities.

ARTICLE XV

PARENT CONFERENCES AND OPEN HOUSES

Parent conferences and open houses will be scheduled on normal school days. Teachers are expected to be available for the open house and parent conferences, including two (2) evening parent conference sessions at all schools in the district. Evening parent conference sessions shall be held on a district wide half-day. This does not preclude a teacher or parent from scheduling individual conferences. One parent conference period will occur on an evening during the fall semester, and one parent conference period will occur on an evening during the spring semester. Open houses will occur once annually in September.

ARTICLE XVI

PROFESSIONAL GROWTH

All members of the professional staff who have completed at least fifteen (15) semester hours of approved study beyond the Bachelor's Degree, Master's Degree or Sixth Year Degree, shall receive four hundred dollars (\$400.00) additional pay. Such additional pay of \$400.00 shall not apply to new employees hired on or after July 1, 2013. Such fifteen (15) hours shall be completed under a planned program and shall be earned at an institution of higher learning recognized by the Connecticut State Department of Education as qualified to offer such courses. These fifteen (15) hours of a planned program must have the approval of the proper authorities of the qualified institution or the Superintendent. The fifteen (15) hours of a planned program beyond the Sixth Year Degree must have the approval of the Superintendent. Evidence, such as grade cards, substantiating any educational credits for which the staff member seeks payment

shall be in the office of the Superintendent of Schools not less than one (1) week before the first salary payment in September.

Teachers eligible for salary column advancement must notify the Superintendent of Schools by December 1 in order to advance on the salary scale in the proceeding academic year.

ARTICLE XVII

STUDENT-MASTER TEACHER

1. Each teacher shall have the right to accept or reject a student teacher.
2. Generally no student teacher shall be assigned to a teacher who does not have a Professional Educator Certificate in his/her field.
3. The Board and Association agree that the beginning support, assessment, and cooperating teacher program will be implemented in accordance with Connecticut General Statutes and the regulations adopted by the State Board of Education.

ARTICLE XVIII

DEGREE DEFINITIONS

The Salary Schedules attached as part 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.

Masters A master's degree earned at an accredited college or university; or the completion of thirty (30) credits beyond the baccalaureate degree in a program approved by an accredited college or university.

Sixth Year A second master's degree in a discipline 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, a "Sixth Year Certificate" from an accredited college or university, or sixty (60) credits beyond the bachelor's degree in a planned program.

ARTICLE XIX

CONSULTATION PROCEDURE

To achieve rapport between the Board and the Association, informal meetings at a mutually convenient time and place may be held only by mutual consent between representatives of each organization as requested in writing. The requesting party shall state in its request the purpose for which the meeting is sought.

ARTICLE XX

RESIGNATION NOTICE

All members of the professional staff agree to give thirty (30) days notice upon presenting resignation from the school system. Failure to provide such required notice shall constitute a breach of this contract and, up to the time the teacher's replacement is teaching, may subject the affected teacher to legal action therefore.

ARTICLE XXI

REDUCTION IN STAFF

This section provides the methodology for the termination of contracts of tenured teachers because of elimination of positions by the Board, including eliminations due to changes in enrollment, economic conditions or the requirements of the educational program. The contracts of non-tenured teachers shall be terminated in accordance with statute, in the order determined by the Board.

1. Period of Service

For purposes of this Article a teacher's period of service shall be the total number of days of continuous service as a fully certified professional employee employed under a standard contract by the Watertown Board of Education. For any teacher who begins work in the school system after the effective date of this Agreement time, spent on leave of absence for any reason for a period equal to or longer than a school year will not count toward length of service.

2. Termination of Tenured Teachers

Subject to the provisions herein set forth, no tenured teacher shall be terminated as a result of the elimination of his/her position unless, at the time of the contemplated termination, there is no other position in the Watertown School System for which the teacher is certified which is occupied by a teacher with a shorter period of service.

3. Reduction in Force Procedure

- A. If a grade and/or subject matter teacher is to be eliminated, then the teacher in that school with the least amount of system-wide seniority in that grade or in that subject matter will be reviewed for termination, if there is no other position in the Watertown School System for which the teacher is certified (refer to 3b) which is occupied by a teacher with a shorter period of service.
- B. If a teacher has certification in K-8, 7-12 or K-12*, this necessitates the teacher with the least seniority in the system will be the one affected by the reduction in force regardless of where it is necessary to reduce a teacher for enrollment decline, etc. (system-wide seniority).

4. The Superintendent shall maintain a list of teachers who have been terminated according to this Article. Each teacher so terminated shall remain on said list for a period not to exceed eighteen (18) months from the date of his/her termination. Each teacher shall advise the Superintendent every six (6) months of his/her desire to remain on said list and of any change in his/her address. Failure to advise the Superintendent shall cause deletion of the teacher's name from said list. If a position is available within a teacher's certification, the Superintendent shall offer the position to the properly certified teacher on said list with the longest period of service as defined in No. 1 above. The teacher shall have ten (10) days to accept said position. If it is not accepted, the Superintendent shall offer said position to the teacher with the next longest period of service and the process shall be repeated as necessary. Non-tenured teachers who have actually worked in the school system prior to September 1, 1992 whose contracts are terminated because of elimination of the position shall be afforded recall rights as set forth above. No other non-tenured teachers have recall rights. Refusal of an offered position by any teacher will remove the teacher's name from the recall list.

ARTICLE XXII

SCHOOL CALENDAR

The Association may at its request confer with the Superintendent regarding the school calendar prior to Board approval.

* (Certification K-12 shall be applicable to the following special subject areas: Physical Education, Music, Art, Speech, Guidance, Industrial Arts, Home Economics, Special Education and Reading).

ARTICLE XXIII

NOTIFICATION OF SYSTEM VACANCIES

A list of all open positions in the teacher's bargaining unit in schools shall be made available to all teachers. Open positions are those which are newly created or vacated through resignation, termination, promotion or death. All vacancies will be posted at least five (5) school days for application. During the Christmas, February and April recess and the months of July and August, this would be two (2) days. The President of the Association would be sent copies of these postings during these recess periods. In addition all open positions will be posted in www.ctreap.net and www.cea.org.

ARTICLE XXIV

PROMOTIONS

1. Positions as used in this section mean any position covered by this collective bargaining agreement, including those positions which pays a salary differential and/or involves additional or higher level of responsibility.
2. A list of all open positions in schools shall be made available to all teachers. Open positions are those which are newly created or vacated through resignation, retirement, termination, promotion or death. All vacancies will be posted at least five (5) school days prior to the closing for applications. During the Christmas, February, and April recess and the months of July and August, this would be two (2) days. The President of the Association would be sent copies of these postings during these recess periods. In addition all open positions will be posted in www.ctreap.net and www.cea.org.
3. For purposes of this section, an opening for a posting occurs with respect to an Administrative position after the Board has exercised its transfer rights among existing members of the Administrative Bargaining Unit.

The assignment of teachers is the responsibility of the Superintendent of Schools and/or his/her designee. When a teacher must be transferred from one building to another, the Board will first solicit volunteers by informing potentially affected staff members and the Union of the need for transfer. If a teacher volunteers for transfer, he or she shall be transferred, if qualified. If it is necessary to transfer a staff member involuntarily, the teacher with the least district wide seniority in the affected building or department shall be the first to be involuntarily transferred, provided he or she possesses the requisite certification. The Superintendent or his or her designee shall meet with the affected teacher, and a representative of the Union, if requested, to explain the circumstances and conditions of the transfer.

ARTICLE XXV

SALARIES

1. Salaries

The salary schedules in effect for the duration of this Agreement, subject to Article XXIX, are set forth as Appendix A1 and A2 and being attached hereto and made part of this Agreement. The Board of Education will have the right to withhold salary increments for unsatisfactory performance.

The initial salary placement for newly hired teachers will be at the discretion of the Superintendent and will be based on qualifications, availability of applicants and market conditions. However, no new teacher may be placed at a step level higher than a teacher already in the school system with the same amount of experience except by mutual agreement.

2. Longevity

- A. It is understood that longevity payments are in recognition of length and quality of service to the Watertown School System. Beginning with the sixteenth (16th) year of service in the Watertown School System, each teacher hired previous to July 1, 1988 shall receive, each contract year, separate and in addition to the amounts called for in the Appendix dealing with teacher salaries, the amount of five hundred dollars (\$500.00).
- B. Each teacher qualifying for longevity payment shall annually select the date on which such payment shall be made from options supplied from the central office.

3. Per Diem Rate

For all salary purposes the per diem rate of pay shall be the teacher's annual salary divided by 186.

ARTICLE XXVI

COACHES SALARIES AND EXTRA-CURRICULAR ACTIVITIES

- A. The coaches' salary schedule and extra-curricular compensation schedules are attached to this contract as Appendix B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8 and B-9 and C-1, C-2.
- B. The Board of Education will provide tuition reimbursement for required coaching certification courses when said courses are approved by the Superintendent of Schools.

C. In the event a new club or extra-curricular is created in the Watertown School District, any teacher who volunteers to serve as an advisor for the activity will do so for the first academic year without compensation. If the activity is approved as an endorsed organization, based upon a criteria to be established by the parties', for a second and third year of operation, the advisor of the activity shall qualify for a stipend of \$700 per year. After the activity has successfully completed three years of operation, a new stipend will be negotiated based upon the criteria of stipends of similar clubs and activities, including but not limited to the number of students served, benefit to students, linkage to curricular of the District and needs of students. Once the adjusted activity stipend is established, it will be placed as an extra duty position in the collective bargaining agreement as appropriate.

ARTICLE XXVII

INSURANCE BENEFITS

Except where prohibited by regulations limiting or prescribing coverage on employees over sixty-five (65) years of age, the following insurance benefits will be provided. Where such limitations do exist, the Board will provide coverage in accordance with such limitations.

1. Medical Insurances

A. High Deductible/HSA Plan

The High Deductible/HSA Plan shall be the sole insurance plan. The deductible for the HSA plan shall be \$2,000 for single coverage and \$4,000 for family coverage. The Board will fund fifty percent (50%) of the applicable HSA deductible amount for each full-time teacher who elects coverage under the High Deductible/HSA plan (with pro-rated funding of the deductible for part-time teachers).

The Board's contribution toward the HSA deductible will be deposited into the HSA accounts in two equal installments, on or about April 1 and on or about October 1. The parties acknowledge that the Board's contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed teachers. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment. If the high deductible/HSA plan is implemented after the start of the calendar year, the Board's contribution toward the funding of the deductible shall be pro-rated for that year.

In addition to the above, the HSA plan will include the following elements:

	In-Network	Out-of-Network
--	------------	----------------

Annual Deductible (Individual/Aggregate Family)	\$2000/4000	\$2000/4000
Co-insurance Maximum (Individual/Aggregate Family)	Not applicable	\$2,000/4,000
Cost Share Out of Pocket Maximum (Individual/Aggregate Family)	\$3,000/\$6,000	\$5,000/10,000

Following exhaustion of the applicable deductible, prescription drugs shall be subject to post-deductible co-payments of \$5/20/35.

The Board and the teachers shall pay the following percentages of the costs for coverage in the High Deductible/HSA plan:

	<u>2019-20</u>	<u>2020-21</u>
Board	87%	86%
Teachers	13%	14%

2. Dental Plan

The currently existing dental plan shall be continued over the period covered by this Agreement. The Board and the teachers shall pay the following percentages of the costs for coverage in the dental plan:

	<u>2019-21</u>
Board	84.5%
Teachers	15.5%

3. Life Insurance

A fifty thousand dollar (\$50,000) life insurance coverage will be provided at Board's expense.

4. Having successfully performed his contract obligations to the school system, a teacher who resigns to accept a new position is entitled to appropriate fringe benefits through August 31st.
5. Retired teachers will be allowed to continue participation in the school health insurance programs on a self-paid basis so long as they are eligible for such coverage under the carrier's requirements.

The Board of Education reserves the right to change any insurance carrier at any time providing it gives prior notice to the Association and providing that the Board certifies in writing to the Association that the insurance coverage under the substituted insurance carrier's policy is essentially equivalent to or better than the coverage under the policies then in effect.

6. Excise Tax.

The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) has set forth and codified under the Internal Revenue Code (IRC) §4980I the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. The impact of the excise tax is scheduled to take effect in 2022. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the Teacher Negotiation Act. During such mid-term negotiations, the parties will reopen Article XXVII ("Insurance Benefits") (including the related Appendix D of the contract) for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

7. Wellness Incentive.

If a teacher and the teacher's enrolled spouse and dependents (if applicable) each complete one preventive physical examination during calendar year 2019, the teacher will pay the discounted premium contribution set forth below for the costs of insurance coverage, effective April 1, 2020. If a teacher and the teacher's enrolled spouse and dependents (if applicable) do not each complete one preventive physical examination during calendar year 2019, the teacher will pay the non-discounted premium contribution set forth below for the costs of insurance coverage, effective April 1, 2020.

	Discounted Contribution	Non-discounted Contribution
Effective April 1, 2020	14.0%	15.0%

The wellness incentive set forth above shall apply to all teachers who are employed by the Board as of January 1, 2019. Any teacher hired after January 1, 2019 will pay the discounted premium contribution percentage for the 2020-21 contract year.

ARTICLE XXVIII

SEVERANCE PAY

After twenty (20) years teaching service in the town of Watertown and upon death or retirement of a member of the professional staff, said member or his or her estate shall be paid the equivalent of one half his or her accumulated sick leave up to one hundred fifty (150) days at that teacher's existing per diem rate, and ten (10%) percent of those in excess of one hundred fifty (150) days at that teacher's existing per diem rate, over and above his or her regular compensation. No teacher hired after May 1, 1997, will be entitled to severance pay. The total

severance pay, per diem rate and accumulated days will be capped as of the amount each teacher hired prior to May 1, 1997, has as of July, 2000.

Both the Board and the Association agree that this Article will not be the subject of future negotiations and that the above language is intended to be a final resolution of the severance pay issue. The parties agree that the above severance benefit shall not terminate until all teachers currently employed as of May 1, 1997 retire.

ARTICLE XXIX

RENEGOTIATION

Any item in this Agreement may be renegotiated if both parties agree to the need for renegotiation.

ARTICLE XXX

SALARY PAYMENT

- A. All teachers shall have the option of being paid on either a: (1) Ten month basis-twenty-one (21) payments; (2) Twelve month basis-twenty-six (26) payments. Such installments will be paid bi-weekly on Thursday.
- B. The Board will offer direct deposit to banks or credit unions that are mutually agreed upon by the Board and the Association. All paychecks shall be distributed via direct deposit.

ARTICLE XXXI

TEAM MENTOR COMPENSATION

Any teacher who has successfully completed mentor training through an approved State Department of Education "Mentor Training Program" and who thereafter accepts an assignment to serve as a mentor for new teachers under the Teacher Education and Mentoring Program (TEAM) shall be paid in accordance with the State reimbursement model. In the event the State ceases its contributions to this program, the Board shall pay each mentor an annual stipend of five hundred dollars (\$500.00) per mentee, not to exceed a maximum individual reimbursement of one thousand five hundred dollars (\$1,500.00) annually. In no event, shall the Board's total reimbursement under this program exceed an annual contribution of twenty-thousand dollars (\$20,000.00). Service as a mentor teacher shall be voluntary in nature and all volunteers must be approved by the Superintendent or his/her designee.

ARTICLE XXXII

MILEAGE AND TRANSPORTATION

In the event a teacher must use his/her personal vehicle for school related activities, the teacher shall be reimbursed at the prevailing IRS mileage allowance provided Board approval is granted for such activity.

ARTICLE XXXIII

DUES DEDUCTION

- A. Upon the submission of a voluntary written authorization signed by a teacher, the Watertown Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues by means of payroll deduction. The amount of the deduction of Association membership dues from each paycheck shall be equal to the total dues divided by the number of paychecks from and including the first paycheck in October and including the last paycheck in May. The amount of Association dues shall be certified by the Association to the Board of Education prior to the opening of school each year. The Association will notify the Business Office in writing, by September 15 all members who will have membership deductions. The Board agrees to retain copies of requests from teachers for dues deductions.
- B. Subsequent Employment. Subject to the provisions above, those teachers whose employment comes after the start of the school year shall pay a prorated amount equal to the percentage of the remaining school year.
- C. The Association agrees to indemnify and save the Board harmless from any claim or lawsuit arising from the Board's fulfillment of its obligations under Section A. The Board agrees that the Association shall assume the exclusive legal defense of any such claim or lawsuit. In assuming such defense on the Board's behalf, the Association will hire and compensate legal counsel. Legal counsel hired by the Association shall confer with the Board or its representatives concerning the defense of claims and lawsuits against the Board. The Association shall have the right to compromise or settle any claim or lawsuit against the Board under this section.

ARTICLE XXXIV

JUST CAUSE

No teacher shall be disciplined (including reprimands, disciplinary reduction in rank or compensation, denial of increments or suspensions) without reasonable and just cause.

ARTICLE XXXV

PERSONNEL FILES

All official teacher personnel files shall be maintained under the following conditions:

1. With the exception of references and information obtained in the process of hiring a teacher, no material derogatory to that teacher's conduct, service, character, or personality shall be placed in the official personnel file unless the teacher has had an opportunity to read such material. The teacher shall acknowledge his/her reading of the material by affixing his/her signature and date to the actual copy of the material to be filed. Such signature does not necessarily indicate agreement with its content.
2. The teacher shall have the right to respond in writing to any material filed, and his/her response shall be attached to the file copy.
3. All documents pertaining to a teacher's evaluation shall be maintained in the teacher's file.

ARTICLE XXXVI

FACILITIES

All teachers will have access to adequate equipment and supplies including a computer, printer and copy machine to aid in the preparation of instructional materials.

ARTICLE XXXVII

DISTANCE LEARNING

The Association recognizes the District's right to offer internet, software based and distance learning courses as part of the curriculum. The District agrees that a certified staff member will be assigned to oversee any such courses.

ARTICLE XXXVIII

SEVERABILITY

If any portion of this Agreement is ruled invalid for any reason by any authority of competent legal jurisdiction, said portion of the agreement shall be deleted and the remainder of this Agreement shall remain in full force and effect.

ARTICLE XXXIX

DURATION OF CONTRACT

This contract is the result of collective bargaining between the Board of Education and the Watertown Education Association which has been conducted under the requirements and directions of the Connecticut General Statutes. The board will furnish copies of the printed pages of the contract which will be collated and assembled by the bargaining unit.

The contract shall be effective September 1, 2019 subject to the provisions of Connecticut General Statutes 10-153d, and shall remain in full force through August 31, 2021 in accordance with statute.

WATERTOWN BOARD OF EDUCATION

WATERTOWN EDUCATION ASSOC.

Leslie Crotty _____ *Tracy Salk* _____
CHAIRPERSON PRESIDENT

Dawn Wilk _____ *Jenifer Caprari* _____
SECRETARY CHAIRPERSON, NEGOTIATION COMM.

Attest: _____ Date: _____
Notary Public

LETTER OF AGREEMENT
Side Letter of Agreement Regarding Seminar

Teachers in Grades 6 through 8 shall teach a Seminar. Seminar assignments shall be restricted as follows: 1) Teachers assigned to seminar shall not be required to develop and submit lesson plans; 2) Teachers shall not be formally evaluated in the seminar setting.


Watertown Board of Education


Watertown Education Association

Date: 12-6-2018 Date: 11/29/18

APPENDIX A-1

2019-20

TEACHERS' SALARY GUIDE

<u>STEPS</u>	<u>BA</u>	<u>MA</u>	<u>6th Yr</u>
3	46,817	49,648	52,480
4	48,235	51,773	53,896
5	49,648	53,896	56,729
6	51,066	56,020	59,559
7	53,896	58,853	62,390
8	56,729	61,683	65,224
9	58,853	64,514	68,761
10	60,975	67,347	72,300
11	63,099	70,884	75,132
12	65,224	73,736	78,673
13	68,912	78,292	83,411
14	72,601	82,847	88,149
15	75,356	86,086	91,505
16	78,110	89,324	94,860

Teachers will move from the step they were on during the 2018-19 school year to the next appropriate step in the schedule on September 1, 2019.

Credit will be granted for 15 semester hours beyond the B.A., M.A. Degree or Sixth Year in the amount of four hundred dollars (\$400.00), (subject to careful review and approval by the Superintendent of Schools). This provision shall not apply to employees hired on or after July 1, 2013.

Longevity payment (beginning with the 16th year of employment in Watertown for those teachers hired previous to the 1988-89 school year) shall be five hundred dollars (\$500.00).

APPENDIX A-2

2020-21

TEACHERS' SALARY GUIDE

Step	BA	MA	6TH
3	46,917	49,748	52,580
4	48,335	51,873	53,996
5	49,748	53,996	56,829
6	51,166	56,120	59,659
7	53,996	58,953	62,490
8	56,829	61,783	65,324
9	58,953	64,614	68,861
10	61,075	67,447	72,400
11	63,199	70,984	75,232
12	65,324	73,836	78,773
13	69,012	78,392	83,511
14	72,701	82,947	88,249
15	75,456	86,186	91,605
16	79,110	90,324	95,860

Teachers not on maximum step will move from the step they were on during the 2019-20 school year to the next appropriate step in the schedule on September 1, 2020.

Credit will be granted for 15 semester hours beyond the B.A., M.A. Degree or Sixth Year in the amount of four hundred dollars (\$400.00), (subject to careful review and approval by the Superintendent of Schools). This provision shall not apply to employees hired on or after July 1, 2013.

Longevity payment (beginning with the 16th year of employment in Watertown for those teachers hired previous to the 1988-89 school year) shall be five hundred dollars (\$500.00).

APPENDIX B-1

	POINTS	STEP	2019-21
HIGH SCHOOL			
BASEBALL, VARSITY	25	0	3,699
		1	3,849
		2	3,996
		3	4,146
		4	4,293
BASEBALL, JUNIOR VARSITY	16	0	2,368
		1	2,517
		2	2,663
		3	2,808
		4	2,960
BASEBALL, FRESHMAN	16	0	2,368
		1	2,517
		2	2,663
		3	2,808
		4	2,960
BASKETBALL, VARSITY (BOYS)	28	0	4,146
		1	4,293
		2	4,440
		3	4,589
		4	4,737
BASKETBALL, JUNIOR VARSITY (BOYS)	17	0	2,517
		1	2,662
		2	2,809
		3	2,960
		4	3,109
BASKETBALL, FRESHMAN (BOYS)	17	0	2,517
		1	2,663
		2	2,808
		3	2,960
		4	3,109

APPENDIX B-2

	POINTS	STEP	2019-2021
HIGH SCHOOL			
BASKETBALL, VARSITY (GIRLS)	28	0	4,146
		1	4,293
		2	4,440
		3	4,589
		4	4,737
BASKETBALL, JUNIOR VARSITY (GIRLS)	17	0	2,517
		1	2,663
		2	2,808
		3	2,960
		4	3,109
BASKETBALL, FRESHMAN (GIRLS)	17	0	2,517
		1	2,663
		2	2,808
		3	2,960
		4	3,109
CHEERLEADING, HEAD COACH	20	0	2,960
		1	3,109
		2	3,258
		3	3,407
		4	3,554
CHEERLEADING, ASSISTANT COACH	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
CROSS COUNTRY, HEAD COACH	16	0	2,368
		1	2,517
		2	2,663
		3	2,808
		4	2,960
CROSS COUNTRY, ASSISTANT COACHES	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517

APPENDIX B-3

	POINTS	STEP	2019-2021
HIGH SCHOOL			
DIVING - BOYS & GIRLS	20	0	2,960
		1	3,109
		2	3,258
		3	3,407
		4	3,554
FIELD HOCKEY, VARSITY	20	0	2,960
		1	3,109
		2	3,258
		3	3,407
		4	3,554
FIELD HOCKEY, JUNIOR VARSITY	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
FOOTBALL, VARSITY	35	0	5,280
		1	5,330
		2	5,477
		3	5,626
		4	5,770
FOOTBALL, ASSISTANT COACHES	20	0	2,960
		1	3,109
		2	3,258
		3	3,407
		4	3,554
GOLF, HEAD COACH	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517

APPENDIX B-4

	POINTS	STEP	2019-2021
HIGH SCHOOL			
ICE HOCKEY, HEAD COACH		0	4,146
		1	4,293
		2	4,440
		3	4,589
		4	4,738
ICE HOCKEY, ASSISTANT COACHES	17	0	2,517
		1	2,663
		2	2,808
		3	2,960
		4	3,109
INDOOR TRACK, HEAD COACH	17	0	2,517
		1	2,663
		2	2,808
		3	2,960
		4	3,109
INDOOR TRACK, ASSISTANT COACH	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
LACROSSE, VARSITY (BOYS)	20	0	2,960
		1	3,109
		2	3,258
		3	3,407
		4	3,554
LACROSSE, JUNIOR VARSITY (BOYS)	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
LACROSSE, VARSITY (GIRLS)	20	0	2,960
		1	3,109
		2	3,258
		3	3,407
		4	3,554

APPENDIX B-5

	POINTS	STEP	2019-2021
HIGH SCHOOL			
LACROSSE, JUNIOR VARSITY (GIRLS)	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
SOCER, VARSITY (BOYS)	20	0	2,960
		1	3,109
		2	3,258
		3	3,407
		4	3,554
SOCER, JUNIOR VARSITY (BOYS)	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
SOCER, FRESHMAN (BOYS)	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
SOCER, VARSITY (GIRLS)	20	0	2,960
		1	3,109
		2	3,258
		3	3,407
		4	3,554
SOCER, JUNIOR VARSITY (GIRLS)	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
SOCER, FRESHMAN (GIRLS)	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517

APPENDIX B-6

	POINTS	STEP	2019-2021
HIGH SCHOOL			
SOFTBALL, VARSITY	25	0	3,699
		1	3,849
		2	3,996
		3	4,146
		4	4,293
SOFTBALL, VARSITY ASSISTANT	16	0	2,368
		1	2,517
		2	2,663
		3	2,808
		4	2,960
SWIMMING, HEAD COACH (BOYS)	22	0	3,258
		1	3,407
		2	3,554
		3	3,699
		4	3,849
SWIMMING, ASSISTANT COACH (BOYS)	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
SWIMMING HEACH COACH (GIRLS)	20	0	2,960
		1	3,109
		2	3,258
		3	3,407
		4	3,554
SWIMMING, ASSISTANT COACH (GIRLS)	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517

APPENDIX B-7

	POINTS	STEP	2019-2021
HIGH SCHOOL			
TENNIS, HEAD COACH (BOYS)	14	0	2,071
		1	2,223
		2	2,368
		3	2,517
		4	2,663
TENNIS, ASSISTANT COACH (GIRLS)	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
TENNIS HEAD COACH (GIRLS)	14	0	2,070
		1	2,223
		2	2,368
		3	2,517
		4	2,663
TRACK, HEAD COACH (BOYS)	21	0	3,109
		1	3,258
		2	3,407
		3	3,554
		4	3,699
TRACK, ASSSISTANT COACH (BOYS)	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
TRACK, HEAD COACH (GIRLS)	21	0	3,108
		1	3,258
		2	3,407
		3	3,554
		4	3,699
TRACK, ASSISTANT COACH (GIRLS)	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517

APPENDIX B-8

	POINTS	STEP	2019-2021
HIGH SCHOOL			
VOLLEYBALL, VARSITY	20	0	2,960
		1	3,109
		2	3,258
		3	3,407
		4	3,554
VOLLEYBALL, JUNIOR VARSITY	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
UNIFIED SPORTS PROGRAM			
COORDINATOR AND ASSISTANT			30.39 PER HOUR
(PAID HOURLY)			

MIDDLE SCHOOL	POINTS	STEP	2019-2021
ATHLETIC COORDINATOR	17	0	2,517
		1	2,663
		2	2,808
		3	2,960
		4	3,109
BASEBALL	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
BASKETBALL (BOYS')	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
BASKETBALL (GIRLS')	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517

APPENDIX B-9

MIDDLE SCHOOL	POINTS	STEP	2019-2021
CHEERLEADING	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
CROSS COUNTRY	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
FIELD HOCKEY	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
SOCCER	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517
SOFTBALL	13	0	1,920
		1	2,070
		2	2,223
		3	2,368
		4	2,517

APPENDIX C-1 – CO-CURRICULAR AND SUPERVISORY SALARIES

HIGH SCHOOL COORDINATORS:		2019-2020
CAREER EDUCATION		2,849
ENGLISH		2,849
MATHEMATICS		2,849
SOCIAL STUDIES		2,849
SCIENCE		2,849
WORLD LANGUAGE		2,849
SYSTEMWIDE COORDINATORS:		
ART		2,849
PHYSICAL EDUCATION		2,849
MUSIC		2,849
SPEECH AND HEARING		2,849
MATH COORDINATOR		2,849
COORD/DEPT HD COMPUTER ED		2,849
PROFESSIONAL DEVELOPMENT COORDINATOR		3,428
READING/LANG. ARTS K-5		3,428
ALTERNATIVE SCHOOL COORD 9-12		2,849
GUIDANCE COORDINATOR 6-12		2,849
SPECIAL EDUCATION COORDINATOR 9-12		2,849
BUILDING COORDINATORS/TEAM LEADERS:		
MIDDLE SCHOOL MATH		2,020
MIDDLE SCHOOL SOCIAL STUDIES		2,020
MIDDLE SCHOOL SCIENCE		2,020
MIDDLE SCHOOL ENGLISH		2,020
MIDDLE SCHOOL TEAM LEADER (6)		2,020
WHS ADVISORS:		
HONOR SOCIETY		1,897
STUDENT COUNCIL		2,154
SENIOR CLASS		1,897
JUNIOR CLASS		1,079
SOPHOMORE CLASS		1,079
FRESHMAN CLASS		1,079
YEARBOOK		2,261
BAND		2,542
F.B.I.A.		2,422
DISTRIBUTIVE EDUCATION (DECA)		1,421
LINK CREW LEAD COORDINATOR		2,113
LINK CREW COORDINATOR (2)		1,057
ROBOTICS TEAM ADVISOR		1,897
9TH GRADE TEAM ADVISOR		2,021
HONORS COHORT TEAM LEADER		2,021
DANCE TEAM		1,897
CHEMICAL HYGIENE OFFICER		3,428
WORLD LANGUAGE HONOR SOCIETY		2,336
CARE ADVISOR		2,308
FALL PLAY DIRECTOR		2,093
HIGH SCHOOL COORDINATORS:		
FALL PLAY ASSISTANT DIRECTOR		1,033
DELTA CLUB		1,539
INTERACT CLUB		2,308
TRI-M MUSIC HONOR SOCIETY/CMEA REGIONAL CHAPERONE/ NORTHERN CT REGIONAL ADJUDICATIONS FESTIVAL		2,308

APPENDIX C-2 – CO-CURRICULAR AND SUPERVISORY SALARIES

<u>SWIFT MIDDLE SCHOOL ADVISORS:</u>		2019-2020
STUDENT COUNCIL		1,079
HONOR SOCIETY		1,079
YEARBOOK		1,411
NEWSPAPER		1,079
PEER LEADERS GRADES 6, 7 & 8 (3)		1,026
WATERTOWN OAKVILLE ADOLESCENT HERO (WOAH)		2,308
LEGO (1)		1,068
LEO CLUB		2,308
PEACE PALS		1,026
WOOD CLUB		513
HOMEWORK CLUB		1,569
<u>ELEMENTARY SCHOOL:</u>		
SCHOOL PLAY (2)/DRAMA		1,046
STUDENT COUNCIL (2)		1,046
HOMEWORK CLUB (2)		1,569
K-2 POD LEADER (9)		513
3-5 GRADE LEVEL LEADERS (6)		513
INVENTION CONVENTION		769
<u>OTHER:</u>		
WEBMASTER (5) ALL SCHOOLS		2,308
DETENTION: WHS (HOURLY)6		\$20.09 PER HOUR
DETENTIONS: SWIFT (STIPEND)		4,067
PROFESSIONAL LEARNING PRESENTER		\$38.00 PER HOUR
DIGITAL LEARNING COORDINATOR		\$38.00 PER HOUR

APPENDIX D

INSERT UPDATED SPREADHSEETS FROM INSURANCE COMPANY