

**BOARD OF EDUCATION
NEWINGTON PUBLIC SCHOOLS
NEWINGTON, CT 06111**

Newington Town Hall
Virtual
Wednesday, November 11, 2020
7:00 p.m.

[Join with Google Meet](https://meet.google.com/seb-hwid-fng)
<https://meet.google.com/seb-hwid-fng>

Phone number: 1 573-545-5256

PIN: 520 865 012#

AGENDA

- A. Call to Order
 - Pledge of Allegiance
 - Roll Call
- B. Presentations of Awards/Proclamations
 - 1. Presentation – Resolution Honoring Custodial/Maintenance Staff (Dick Vida)
 - 2. Everyday Hero
- C. Public Participation on Any Matter Related to Board Responsibilities
- D. Consent Agenda
 - 1. Approval of Minutes - Informational Meeting – October 14, 2020
- E. Superintendent of Schools' Report
 - RULER Training (James Marciano - Elizabeth Green School)
- F. New Business
 - Report – Standing Committee Information Items
 - Student Policy Committee
 - Finance Committee (11/04/20)
 - Facilities Committee (11/04/20)
 - Executive Committee
 - Curriculum Committee
 - Student Representatives (Vidhisha Thakkar, Mia Vendetti)
 - 1. Update – Weather Related Closures as Remote Learning Days
 - 2. Report – Annual Educator Evaluation Report (Stephen Foresi)
 - 3. Action – Newington Teachers' Association (NTA) Contract
 - 4. Action – Health Benefit Fund
- G. Public Participation on Any Matter Related to Board Responsibilities
- H. Remarks by Board Members
- I. Adjournment

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**BOARD OF EDUCATION
NEWINGTON PUBLIC SCHOOLS
NEWINGTON, CT 06111**

Newington Town Hall
Virtual
Wednesday, October 14, 2020
7:00 p.m.

REGULAR MEETING

PRESENT: Chairperson Paul Vessella, Michael Branda, Emily Guion, Beth Manke Hutvagner, Cindy Stamm, Robert Tofeldt, Jessica Weaver

ABSENT: Dr. Bruce Fletcher, Steven Silvia

ADMINISTRATION: Dr. Maureen Brummett, Lou Jachimowicz, Wendy Crouse, Stephen Foresi

A. Call to Order

Chairperson Paul Vessella called the Regular Meeting of the Newington Board of Education to order at 7:02 p.m.

Pledge of Allegiance

Roll Call

Michael Branda: Here
Dr. Bruce Fletcher: Absent
Emily Guion: Here
Beth Manke Hutvagner: Here
Steven Silvia: Absent
Cindy Stamm: Here
Robert Tofeldt: Here
Paul Vessella: Here
Jessica Weaver: Here

B. Presentation of Awards/Proclamations

1. Presentation - Resolution Honoring School Cafeteria Staff
2. Presentation - Resolution Honoring School Bus Drivers
3. Presentation - Everyday Hero

C. Public Participation on Any Matter Related to Board Responsibilities

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D. Consent Agenda

1. Approval of Minutes – Regular Meeting – September 30, 2020

MOTION: Cindy Stamm moved to approve the consent agenda as presented. Emily Guion seconded. The motion passed unanimously.

E. New Business

Standing Committee Information Items

- Report – Finance Committee (October 5, 2020)
- Report – Facilities Committee (October 5, 2020)
- Report – Student Policy Committee (October 7, 2020)
- Report – Curriculum Committee
- Report – Executive Committee
- Report – Hearing Committee
- Report – Student Representatives

1. Update - Bus Replacement Cycle
2. Update - School Reopen Plan

MOTION: Robert Tofeldt moved to suspend the rules for New Business items E3, E4, E5, and E6 to allow a vote to adopt these items in accordance with the Newington Board of Education bylaw 9314. Emily Guion seconded.

Roll Call

Michael Branda voted yes
Emily Guion voted yes
Beth Manke Hutvagner voted yes
Cindy Stamm voted yes
Robert Tofeldt voted yes
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed unanimously.

3. Discussion/Action - Series C-19, #1, Concerning Use of Face Coverings in School

MOTION: Robert Tofeldt moved the Board of Education approve the new Policy Series C-19, #1 - Policy Concerning Use of Face Coverings in School as recommended. Emily Guion seconded.

Roll Call

Michael Branda voted yes
Emily Guion voted yes

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Beth Manke Hutvagner voted yes
Cindy Stamm voted yes
Robert Tofeldt voted yes
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed unanimously.

4. Discussion/Action - Series C-19, #2, Policy 4115.01 - Evaluation and Support Program Flexibilities

MOTION: Beth Manke Hutvagner moved the Board of Education approve the revisions to Policy Series C-19, #2, Policy 4115.01 - Evaluation and Support Program Flexibilities as recommended. Emily Guion seconded.

Roll Call

Michael Branda voted yes
Emily Guion voted yes
Beth Manke Hutvagner voted yes
Cindy Stamm voted yes
Robert Tofeldt voted yes
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed unanimously.

5. Discussion/Action - Policy #4000.1 - Title IX

MOTION: Emily Guion moved the Board of Education approve the revisions to Policy #4000.1 - Title IX as recommended. Jessica Weaver seconded.

Roll Call

Michael Branda voted yes
Emily Guion voted yes
Beth Manke Hutvagner voted yes
Cindy Stamm voted yes
Robert Tofeldt voted yes
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed unanimously.

6. Discussion/Action - Policy #4131 - Professional Learning/Development

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MOTION: Emily Guion moved the Board of Education approve the revisions to Policy #4131 - Professional Learning/Development as recommended. Cindy Stamm seconded.

Roll Call

Michael Branda voted yes
Emily Guion voted yes
Beth Manke Hutvagner voted yes
Cindy Stamm voted yes
Robert Tofeldt voted yes
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed unanimously.

F. Public Participation on Any Matter Related to Board Responsibilities

G. Remarks by Board Member

H. Adjournment

MOTION: Michael Branda moved to adjourn. Emily Guion seconded. The motion passed unanimously.

The meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Steven Silvia, Secretary

Debra O. Craig, Board Clerk

PUBLIC PARTICIPATION

None

DATE: November 6, 2020

November 11, 2020

E

TO: Members of the Board of Education

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: SUPERINTENDENT'S MONTHLY REPORT – NOVEMBER 2020

ADMINISTRATION

Dr. Maureen L. Brummett, Superintendent of School

- Mr. James Marciano, Principal of Elizabeth Green School, will update the Board on his participation in the *RULER* training at Yale. Other Elizabeth Green participants included Amy Inzero, Literacy Coach, Erin Hall, School Psychologist, Lindsey DeBellis, Grade 1 Teacher, and Jaquelyn Taylor, school social worker. The training covered the skills of emotional intelligence and the tools developed at the Yale Center for Emotional Intelligence to support individual growth and to improve school climate at schools. During the training, teams had time to begin developing a plan for bringing *RULER* back to their school.
- The enrollment summary as of November 2, 2020 is attached.

The information that follows will highlight various activities in the different schools.

OFFICE OF HUMAN CAPITAL DEVELOPMENT

Stephen Foresi, Assistant Superintendent of Schools

Kim Davis, Director of Talent Management

- Enrollment projection for budgeting and resource allocation purposes is critical at this time of year. The Office of Human Capital has worked to compile information regarding staff and student enrollment to determine the number of certified staff needed for the 2021-2022 school year.
- Along with all other members of the organization, the Office of Human Capital has compiled data for the 2021-2022 school year budget.
- The Office of Human Capital Development has continued working with all beginning teachers and their mentors in making sure all requirements of the TEAM program are met.
- Mrs. Davis met with the district TEAM Coordinating Committee. This committee helps support Mentors and Beginning Teachers at the building level.
- A TEAM Orientation was held on Monday, October 19, 2020 for all Mentors and Beginning Teachers.
- Interviews were held for the Board Certified Behavioral Analyst as well as the Registered Behavior Technician vacancies.
- The Office of Human Capital Development continues to interview for Paraeducators to meet the needs of continued staff turnover.
- Many policies were compiled, revised and presented to the Board of Education Policy Subcommittee for review, feedback and refinement. A presentation of these policies were presented to the full Board at the October 14 meeting.
- Mrs. Davis and Mr. Foresi participated in Title IX Coordinator Training.
- Testing and interviews took place during the month of October to fill the vacant LT-6 Custodian position at Elizabeth Green School as well as the C-10 Account Clerk at Central Office.

- The Office of Human Capital Development continues to manage the fluctuation of available staffing due to illness and travel during the COVID pandemic.
- Mr. Foresi worked with the staff in the Childcare Program to consolidate locations and move some staff members into vacant permanent building substitute and Paraeducator positions.
- Mrs. Davis attended several unemployment hearings throughout the month.
- Mrs. Davis held interviews for Daily Substitutes and held a substitute orientation on October 21, 2020.
- Mr. Foresi worked with Dr. Brummett and NTA leadership to negotiate a fair and responsible teacher contract.
- In collaboration with the Curriculum Office, HCD has worked to prepare and organize professional learning for staff on Election Day, November 3rd.
- The Office of Human Capital Development continues to manage legal matters and unanticipated HR matters.

CURRICULUM, INSTRUCTION AND ASSESSMENT

Wendy Crouse, Assistant Superintendent of Curriculum & Instruction

Kristen Freeman, Director of Curriculum & Instruction

John (Jay) Salerno, Director of Educational Technology

- Teachers will participate in professional learning sessions during the November 3 Inservice Day. Sessions will support two areas of focus: Social Emotional Learning and enhancing instructional strategies in the current model. All staff will also participate in Sexual Harassment training as required by the state Department of Education.
- Although the Mastery-Based Learning Committee could not meet in October as originally planned, the district continues to move forward to incorporate critical elements of MBL. At the middle and high schools, teachers are reporting Habits of Work in the comment section of report cards, using a common rubric for grades 5-12. At the department level, coordinators began work with teachers to crosswalk the standards of the Portrait of a Graduate with key assessments.
- Grade 1 students received their own personal Chromebooks this past month. Kindergarten students will also be receiving their own device also in the near future.
- Renovation to both of the computer labs at the middle schools will begin this month to create more flexible spaces and begin the process of examining designs for classrooms of the future.

STUDENT SERVICES – Marilena Gulioso, Director of Student Services

Language/Speech/Hearing - Submitted by Tyyne Kelly

- Scheduling students both remote and in person
- Learning new ways to engage distance learners via online platforms
- Incorporating safety measures and the use of full PPE while conducting in person therapy
- Creating a video of ourselves for Open House
- Speech Language Pathologists have been conducting numerous evaluations that were originally due in the spring during COVID shutdown as well as conducting evaluations that are due now.
- Consultation meetings with Board Certified Behavior Analyst, Special Education teachers, Physical Therapist, Occupational Therapist, School Psychologist
- Attending PPTs that were due during the COVID shutdown as well as participating in current PPTs

- Processing new students
- Processing new referrals
- PMT refresher for some of the SLPs
- Speech Language Pathologists have been determining appropriate items to be entered into the Budget for 2021/2022
- Continuing to enter Medicaid billing units.

English Learners -Submitted by Tom Myler

- The 2020 - 2021 school year is off to an exciting start! This year there are 52 different languages, in addition to English, being spoken in Newington Public Schools. The top five languages are Spanish, Polish, Vietnamese, Portuguese and Malayalam.
- In September we welcomed over 260 English Learning (EL) students in Newington's 7 schools. This is an increase of over 13% from three years ago. The EL teachers screened 58 new Kindergarten students to see if they qualified for EL Services, and in the past two weeks, we have seen 5 potential EL students register at our middle schools.
- Working with this growing, diverse group of students in school and remotely, are 5 dedicated EL Teachers and 2 EL tutors. Michelt Vera, our new Bilingual EL tutor, is a welcomed addition to the EL Department. She is housed at the high school and works with the EL students, one on one or in small groups, and either in the EL class or pushing into the students' content classrooms. Michelt is helping the students access the curriculum while also working on building their English proficiency. Having a native speaker of Spanish on our team is amazing!
- The EL teachers are utilizing a variety of technology and online resources to instruct students. This year we are using Rosetta Stone and Imagine Learning to help beginning speakers of English practice the language, both in school and at home (especially important this year). Teachers can use Google meets, with Closed Captions translating English to a student's native language in real time, to provide meaningful instruction or hold a parent conference. Through the Talking Points app, EL teachers are able to send text messages from their computers to families. The messages are automatically translated from English to the desired language, and when the family responds, the message is translated back to English.
- It is with our dedication, hard work and new technology that EL Department plans on keeping our students and their families informed and engaged.

HEALTH SERVICE – Mercy Hetherington, Senior Nurse Administrator

- The Flu clinic was held at each school this year for the convenience of the staff. CVS provided this service this year. One of our own graduates ran the clinic and did a fantastic job!
- The nurses continue to monitor and assess knowledge and understanding of the health and safety practices/requirements related to COVID-19 as well as ensure follow through on a daily basis.
- The nurses are providing answers to COVID-19 questions or concerns regarding health and safety procedures and practices as needed, staying current on the latest guidelines of COVID-19.
- The nurses are monitoring staff and student absenteeism and track reasons for their absences, on a daily basis, so the nurse administrator and superintendent, along with local health officials, may identify any trends that would suggest spread of illness such as COVID-19. Currently tracking illness is requiring a good 3-4 hours of each nurse's time each day.

- The nurses had opportunity to hear a presentation/as questions from the Bioterrorism Response/Bacteriology/Mycobacteriology Laboratory Supervisor at the Connecticut Department of Public Health regarding COVID-19 in CT: A State Laboratory Response Perspective.

MAINTENANCE/CUSTODIAL SERVICES (Plant Operations) – Dick Vida – Supervisor

- Our district custodians are doing a wonderful job in meeting the many challenges cleaning and sanitizing our schools and continue to demonstrate our WIN & WIT work philosophy each and every day.

MAINTENANCE/CUSTODIAL SERVICES (Maintenance Department) Dick Vida – Supervisor

- Our maintenance staff continues to tackle the many important HVAC & electrical machinery and equipment issues that arise on a daily basis throughout our school district.
- General maintenance requests continue to be tackled by our staff from moving furniture, window repairs, minor equipment repairs, burn run, and assisting associated where needed.
- Elementary playscapes have been inspected and new swings will be ordered for Elizabeth Green and Anna Reynolds schools.
- Plumbing repairs at John Paterson, Elizabeth Green, and the High School have been completed.
- Newington High School 800KW generator maintenance inspection has been completed.
- Doors and hardware repair requests have been completed by our district locksmith.

TRANSPORTATION – Dean Barnes, Director of Transportation

- The CT DMV Disqualification List is checked weekly. There were no Newington drivers on the list.
- In the month of October over 300 transportation changes were made.
- Transportation was also provided to 35 athletic trips.
- We have had a very successful start to the school year- students have been very cooperative and great role models in wearing their masks on the buses. Drivers have been extra diligent in their efforts cleaning the buses and providing a safe way to and from school.

BUSINESS/NON-INSTRUCTIONAL OPERATIONS – Finance Office

Monthly Expenditure Summary Report through October 31, 2020 follows.

Newington Public Schools Total Enrollment For 11/2/2020

School	PK3	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 11/2/20	Total 10/1/20	Change	Part Time *	Open Choice **
Elizabeth Green	3	15	46	55	53	62	62									296	294	2	0	26
Anna Reynolds	7	24	68	76	76	69	81									401	396	5	1	0
Ruth Chaffee	4	15	71	62	63	62	77									354	350	4	0	11
John Paterson	5	22	67	84	85	61	65									389	389	0	1	18
Martin Kellogg								146	141	164	165					616	612	4	0	11
John Wallace								135	164	160	170					629	627	2	0	22
High School												324	321	319	319	1283	1283	0	7	21
IN DISTRICT TOTAL	19	76	252	277	277	254	285	281	305	324	335	324	321	319	319	3968	3951	17	9	109

Outplacement and Special Ed Magnet Student Enrollment For 11/2/2020

School	PK3	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 11/2/20	Total 10/1/20	Change	Part Time *	Open Choice **
SE Out of District DCF/DDS/Court Placement	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	2	2	0	0	0
SE Out of District LEA Placement	0	1	0	0	4	0	1	2	1	0	2	4	3	2	10	30	31	-1	2	2
SE Out of District Parent (Magnet) Placement	0	2	1	2	3	1	3	0	4	1	2	4	1	1	0	25	26	-1	1	0
SE OOD TOTAL	0	3	1	2	7	1	4	2	5	1	4	9	5	3	10	57	59	-2	3	2

* Included in totals. Part Time students do not attend the listed school for the full school day. This includes Pre-K Speech Only and Greater Hartford Academy of the Arts Part-Time students.

** Included in totals. Currently 2.8% of students are Open Choice

Regular Ed Magnet and Other Out of District Student Totals (As of Oct. 2020 PSIS reporting)

School	PK3 †	PK4 †	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 10/1/20
CREC Magnet	7	6	5	5	6	4	7	3	0	7	3	5	3	2	3	66
LEARN Magnet	0	0	1	1	0	0	1	1	0	0	0	0	1	0	1	6
Other LEA Magnet	0	0	0	0	1	0	0	0	1	0	0	1	1	2	0	6
Hartford Reg. Magnet †	10	12	5	4	11	3	2	4	4	5	2	2	5	2	8	79
Technical School †	0	0	0	0	0	0	0	0	0	0	0	3	3	4	2	12
Home Schooled †‡	0	0	2	4	4	3	1	1	5	5	3	2	3	1	1	35
RE OOD TOTAL	17	18	13	14	22	10	11	9	10	17	8	13	16	11	15	204

† No billing for HREM, Technical School, or Home Schooled Students. No billing for all PK3 or PK4 students

‡ Only Home Schooled students who have confirmed with the district this year are included.

Run Date 11/05/20 11:24 AM

For 10/01/20 - 10/31/20

Periods 04 - 04

Newington Board of Education

Expenditure Summary Report

Page No 1

FJEXS06A

Summary Expenditure Report

0 - Summary Format

Account No/Description	Original Budget	Adjusted Budget	Y-T-D Encumbrance	Period Expended	Y-T-D Expended	Available Balance	Percent
1002 Art	751,261.00	751,261.00	553,467.62	92,819.84	188,431.01	9,362.37	98.75
1006 Workforce Development	718,397.00	718,397.00	427,670.86	76,176.48	153,968.95	136,757.19	80.96
1008 Education Technology	1,761,847.00	1,761,847.00	959,947.84	164,583.68	523,996.64	277,902.52	84.23
1012 English/Language Arts	4,270,827.00	4,270,827.00	2,781,138.90	501,201.14	960,568.89	529,119.21	87.61
1014 World Language	1,365,420.00	1,365,420.00	1,014,286.14	166,833.42	333,647.89	17,485.97	98.72
1020 Mathematics	4,342,738.00	4,342,738.00	3,259,847.20	518,315.13	1,039,191.71	43,699.09	98.99
1022 Music	1,173,918.00	1,173,918.00	885,367.63	150,072.38	289,588.62	-1,038.25	100.09
1024 Wellness	1,548,038.00	1,548,038.00	1,168,456.60	179,743.90	366,063.53	13,517.87	99.13
1026 Reading	4,120,721.00	4,120,721.00	3,081,682.25	506,842.39	1,007,085.89	31,952.86	99.22
1028 Science	3,505,296.00	3,505,296.00	2,540,399.80	398,212.97	807,490.82	157,405.38	95.51
1029 STEM	610,511.00	610,511.00	443,620.75	66,530.64	135,310.76	31,579.49	94.83
1030 Social Studies	3,612,024.00	3,612,024.00	2,714,361.77	427,772.47	857,662.37	39,999.86	98.89
1190 Other Salaries	1,216,025.00	1,216,025.00	.00	30,457.60	81,870.60	1,134,154.40	6.73
1200 Special Education	10,804,854.00	10,804,854.00	6,688,609.30	1,566,585.78	2,591,362.03	1,524,882.67	85.89
1205 Homebound K-12	82,200.00	82,200.00	.00	380.00	2,546.76	79,653.24	3.10
1300 Continuing/Adult Education	104,949.00	104,949.00	16,109.62	4,927.44	10,774.26	78,065.12	25.62
2120 School Counseling Services	1,199,824.00	1,199,824.00	883,104.26	135,865.24	307,597.39	9,122.35	99.24
2130 Health/Nursing Services	630,007.00	630,007.00	440,368.24	71,447.95	156,197.81	33,440.95	94.69
2140 Psychological Services	1,282,176.00	1,282,176.00	978,939.30	146,719.35	300,984.70	2,252.00	99.82
2150 Speech/Hearing	681,843.00	681,843.00	519,183.91	80,975.83	175,179.66	-12,520.57	101.84
2210 Curriculum & Staff Development	324,399.00	324,399.00	94,780.94	17,586.02	91,869.83	137,748.23	57.54
2220 Media/Library Services	826,532.00	826,532.00	606,111.26	94,982.58	206,519.82	13,900.92	98.32
2310 Board of Education	567,784.00	567,784.00	65,701.60	3,659.97	33,453.39	468,629.01	17.46
2320 Central Direction	1,874,188.00	1,874,188.00	964,498.78	175,078.47	544,514.73	365,174.49	80.52
2410 Building Direction	3,916,490.00	3,916,490.00	2,171,342.46	430,653.47	1,156,096.56	589,050.98	84.96
2590 General Supplies	239,260.00	239,260.00	164,553.85	12,397.61	33,773.39	40,932.76	82.89
2610 Maintenance	2,226,885.00	2,226,885.00	641,256.33	128,781.45	532,232.20	1,053,396.47	52.70
2620 Plant Operation	4,909,874.00	4,909,874.00	2,047,886.55	511,171.98	1,460,251.02	1,401,736.43	71.45
2700 Transportation	3,364,257.00	3,364,257.00	1,211,278.47	267,914.28	501,785.50	1,651,193.03	50.92
2810 Evaluation, Planning & Dev	102,560.00	102,560.00	3,702.00	1,850.00	8,295.24	90,562.76	11.70
2900 Insurance	811,910.00	811,910.00	.00	.00	315,323.94	496,586.06	38.84
2950 Employee Benefits	12,942,342.00	12,942,342.00	353,585.44	342,369.16	5,165,302.36	7,423,454.20	42.64
3210 Student Activities-Non-Athletics	170,847.00	170,847.00	.00	280.51	1,900.51	168,946.49	1.11
3220 Student Activities-Athletics	607,407.00	607,407.00	130,747.11	38,427.19	71,982.60	404,677.29	33.38
3300 Community Services	100,400.00	100,400.00	.00	740.00	3,644.16	96,755.84	3.63
3600 COVID	.00	.00	462,805.54	327,033.36	452,894.44	-915,699.98	.00
10 General Fund	76,768,011.00	76,768,011.00	38,274,812.32	7,639,389.68	20,869,359.98	17,623,838.70	77.04

NOV 11 2020

BOARD OF EDUCATION
FINANCE / FACILITIES JOINT STANDING COMMITTEE
Wednesday, November 4, 2020 (Virtual)

6:00 p.m.

[Join with Google Meet](#)

meet.google.com/qtr-iwhz-dvk

[Join by phone](#)

(US) +1 413-758-2753 PIN: 654 381 517#

MINUTES

I. The meeting was called to order at 6:05 pm

- Pledge of Allegiance
- Roll Call

Committee Members Present

Paul Vessella
Steven Silvia
Jessica Weaver
Robert Tofeldt
Dr. Bruce Fletcher
Cindy Stamm

Administration

Dr. Maureen Brummett
Lou Jachimowicz

II. Public Participation
None

III. New Business

The Committee discussed Capital Planning for 2021-2022. The Committee will present the CIP report to the full Board at the December 16, 2020 Board of Education meeting.

IV. The Committee meeting was adjourned at 7:35 pm

NOV 11 2020

BOARD OF EDUCATION
FINANCE / FACILITIES JOINT STANDING COMMITTEE
Wednesday, November 4, 2020 (Virtual)

6:00 p.m.

[Join with Google Meet](#)

meet.google.com/qtr-iwhz-dvk

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(US) +1 413-758-2753 PIN: 654 381 517#

MINUTES

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- Pledge of Allegiance
- Roll Call

Committee Members Present

Paul Vessella

Steven Silvia

Jessica Weaver

Robert Tofeldt

Dr. Bruce Fletcher

Cindy Stamm

Administration

Dr. Maureen Brummett

Lou Jachimowicz

II. Public Participation

None

III. New Business

The Committee discussed Capital Planning for 2021-2022. The Committee will present the CIP report to the full Board at the December 16, 2020 Board of Education meeting.

IV. The Committee meeting was adjourned at 7:35 pm

BOE DRAFT CIP PLAN

November 5, 2020

NEWINGTON BOARD OF EDUCATION

DRAFT



PROPOSED FOR: 2021 – 2026

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CAPITAL IMPROVEMENT PROGRAM

BACKGROUND

In November of 2006, the Town Council established the Capital Improvement Program Committee to develop recommendations for the funding and implementation of a multi-year capital improvement plan that would meet the capital and infrastructure needs of the town without increasing taxes. An annual sum of money was to be included in the operating budget, but capped to prevent any impact to taxes. This amount was set at \$6,300,000. The annually budgeted amount was to include all debt service first, with the remaining amount available for “Pay as you Go” projects. This strategy has served the Newington community well, as smaller capital projects have moved forward each year on a pay as you go basis, thereby minimizing the need to borrow money to fund large capital projects and the associated debt that goes with them. Most recently, the funding formula was changed to be 5.8% of the overall operating budget.

As of the writing of this update (11/4/20), the Town’s Capital Improvement Program approach is under review for possible changes.

THE PROCESS

Currently, a Capital Improvement Program Committee composed of three members of the Town Council, and two members of the Board of Education, is appointed and charged with providing a framework for the planning, scheduling, and financing of the town’s multi-year capital improvement plan. Each year, with assistance from staff, the committee evaluates the capital needs of the town, prioritizes the requests of all town departments, and recommends a multi-year capital improvement plan to the Town Council. The Town Council then votes to accept the recommendation of the committee or to make adjustments prior to inclusion in the annual budget. Although the capital improvement plan spans multiple years, the funding commitment is only for the upcoming fiscal year. Each year the plan is evaluated and adjusted based on the needs of the town and the available funding up to the capped amount included in the budget.

CAPITAL PROJECTS

Each year the town manager requests a list of Capital Improvement Projects for the upcoming year as well as anticipated projections for the next five-years. A Town Capital Improvement Project as defined in the Town Charter, is a single project with of cost of \$25,000 or more, and a life expectancy of at least seven years. Projects that do not meet these criteria must be included in the operating budget. As an example, the annual replacement cycle of laptops/devices or network devices to maintain or improve the technology infrastructure would not generally qualify as a capital project. A proposal to construct an entirely new fiber optic technology infrastructure would qualify as a capital project provided its expected lifespan exceeded seven years. In recent years, a more liberal interpretation of the charter has allowed certain reserve funds be used to purchase buses, technology and equipment if the total of the “bundled” items met the criteria. The purchase of school buses and student computing devices meets both the \$25,000 and seven year thresholds and has qualified as Town capital projects the past three years.

RESERVE FUNDING

The Town of Newington maintains several reserve accounts for capital projects. These reserve accounts are managed by the Finance Director for the Town of Newington and provide a way to save money over time to fund larger capital projects. The Town Finance Director will typically invest the balance of the combined reserve accounts and credit the interest proportionately to each reserve account.

PUBLIC SCHOOL CAPITAL IMPROVEMENT PROJECTS RESERVE FUND

As per Town of Newington Code of Ordinances 48-14 et seq., the Public School Capital Improvement Project Reserve Fund accepts revenues from the following sources: a) investment earnings, b) income from school rental fees, c) tuition received, and d) the annual appropriation from the Town of at least \$125,000 subject to the fund balance limit of \$1,200,000. The use of these revenues is limited to fund the repairs, renovations, and/or minor additions to buildings and/or facilities maintained by the Board of Education. These improvements need to have a life expectancy of at least seven (7) years. Costs for projects funded through this mechanism must be at least \$15,000 but cannot exceed the fund balance limit. Any balance in excess of the fund balance limit of \$1,200,000 will be immediately returned to the Town.

2021 – 2026 PROPOSED PSCIP RESERVE FUND / FIVE YEAR CAPITAL IMPROVEMENT PLAN

This report provides a multi-year proposal for both the Public School Capital Improvement Reserve Fund as well as a list of capital project priorities for consideration to be included in the town's operating budget. The following pages include:

PUBLIC SCHOOL CAPITAL IMPROVEMENT RESERVE FUND

- HISTORIC USE OF THE PSCIP RESERVE FUND
- PROJECTED REVENUE AND RECOMMENDATIONS FOR RESERVE ACCOUNTS

TOWN CAPITAL IMPROVEMENT PROGRAM [PAYG (Pay As You Go) / POSSIBLE BONDING]

- LIST AND RATIONALE OF CAPITAL NEEDS WITH APPROXIMATE COSTS
- PLANNING MATRIX FOR PLAN DEVELOPMENT 2021 – 2026

HISTORIC USE OF THE PUBLIC SCHOOL CIP RESERVE FUND

The following table provides examples of prior years' use of the PSCIP fund:

PRIOR YEARS' USE OF CIP RESERVE FUND	
PROJECT DESCRIPTION	AMOUNT
NHS South/East Parking Lot Resurfacing	\$157,075
Districtwide Technology Equipment *	\$333,323
Districtwide Playground Renovations *	\$134,023
Town Hall FF&E	\$333,146
School Buses	\$354,732
Districtwide Lavatory Renovations	\$75,000
Districtwide Painting *	\$65,000
Districtwide Security Devices *	\$100,856
Districtwide Lighting Upgrades *	\$41,861
Districtwide Flooring and Carpeting *	\$50,000
MKMS Rooftop Chiller	\$150,000
JP Partial Roof Replacement	\$242,581
HVAC Pneumatic Control Replacement (MK/NHS/JP) *	\$277,619
Districtwide Furniture Replacement	\$19,711
Districtwide HVAC Replacements	101,068
RC Cafeteria Air Conditioning	\$49,436

Annual Routine Capital Expenditures

Annual district-wide painting, carpeting, security system enhancements, LED lighting project, furniture replacement, etc.

Indicates multiple projects = *

PROJECTED AND HISTORICAL REVENUES OF THE PUBLIC SCHOOL CIP RESERVE FUND
FOR THE FISCAL YEARS 2020 – 2021 (Adopted) THROUGH 2025 – 2026 (Projected)

Revenue Estimates	2020-21*	2021-22	2022-23	2023-24	2024-25	2025-26
Appropriation from General Fund	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Investment Income	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Tuition Receipts	\$200,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
School Rental Receipts	\$73,000	\$73,000	\$73,000	\$73,000	\$73,000	\$73,000
Total Projected Revenue	\$400,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000

Historical Actual PSCIP Revenues	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Appropriation from General Fund	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Investment Income	\$1,471	\$2,170	\$6,122	\$14,513	\$24,258	\$16,057
Tuition Receipts	\$419,594	\$358,089	\$324,766	\$296,144	\$255,170	\$573,713
School Rental Receipts	\$66,459	\$75,539	\$65,167	\$98,562	\$124,697	\$101,989
Grant Revenues	\$0	\$0	\$0	\$1,409,871	\$0	\$0
Total Actual Revenues	\$612,524	\$560,798	\$521,056	\$1,944,090	\$529,124	\$816,759

Updated Revenue Estimates for 2020-21: *

Appropriation from General Fund	\$ 125,000
Investment Income	\$ 10,000
Tuition Revenue	\$ 600,000
School Rental Receipts	\$ 30,000
 Total Updated Revenue Estimates:	 \$ 765,000

**PROJECTED USE OF THE PUBLIC SCHOOL CIP RESERVE FUND
FOR THE FISCAL YEARS 2020 – 2021 (Adopted) THROUGH 2025 – 2026 (Projected)**

Project Title	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Athletic Improvements	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Lavatory Improvements	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide HVAC Upgrades	\$25,000	\$50,000	\$75,000	\$175,000	\$125,000	\$125,000
District-Wide Carpet/Floor Replacement	\$25,000	\$50,000	\$25,000	\$50,000	\$50,000	\$25,000
District-Wide Furniture Upgrades	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Painting	\$25,000	\$50,000	\$25,000	\$50,000	\$50,000	\$25,000
District-Wide Playground Renovations	\$15,000	\$50,000	\$15,000	\$15,000	\$15,000	\$15,000
District-Wide Security & Safety	\$25,000	\$100,000	\$50,000	\$25,000	\$50,000	\$25,000
District-Wide Technology *	\$50,000	\$0	\$0	\$0	\$0	\$0
District-Wide Lighting Improvements	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
John Paterson Windows + PCB/Asbestos	\$0	\$200,000	\$200,000	\$100,000	\$100,000	\$100,000
District-Wide Roof Replacements	\$25,000	\$200,000	\$50,000	\$50,000	\$50,000	\$50,000
District-Wide Corridor/Exterior Doors	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Building Systems & Controls	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
District-Wide Environmental Services	\$25,000	\$55,000	\$55,000	\$55,000	\$50,000	\$50,000
District-Wide Sidewalks & Concrete	\$15,000	\$25,000	\$25,000	\$60,000	\$25,000	\$25,000
District-Wide Electrical Infrastructure	\$15,000	\$25,000	\$25,000	\$15,000	\$25,000	\$25,000
District-Wide Blacktop/Paving	\$115,000	\$65,000	\$25,000	\$25,000	\$25,000	\$25,000
Track/Tennis/Basketball Surface Restoration	\$0	\$100,000	\$50,000	\$0	\$0	\$0
District-Wide Vehicles	\$25,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Total New Project Appropriations	\$500,000	\$1,150,000	\$800,000	\$800,000	\$800,000	\$800,000
Carryover Available to Spend	+\$221,039					
Available to Spend 20-21	\$721,039					
Undesignated Reserve at 6/30/20	\$321,760 +					

Notes: * = No Longer Considered Capital + = Available for Reappropriation after 1/01/2021 With Town Council Approval

FIVE YEAR TOWN CAPITAL IMPROVEMENT PLAN – PAY AS YOU GO RECOMMENDATIONS BOE - FOR THE FISCAL YEARS 2020 - 2021 THROUGH 2025 – 2026

2021 – 2026 TOWN CIP (PAYG)

PROJECT TITLE (PAYG)	COUNCIL ADOPTED	PROPOSED TOWN CAPITAL IMPROVEMENT PLAN				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Appropriation to PSCIP Reserve	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
School Entrances (Security) *		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Districtwide Roof Repair *		\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Districtwide HVAC Replacement		\$0	\$0	\$100,000	\$100,000	\$100,000
John Wallace Wings 3/4/6 Security *		\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000
Bus Replacement Program**	\$0	\$0	\$492,000	\$492,000	\$492,000	\$492,000
Technology Reserve	\$0	\$0	\$0	\$0	\$0	\$0
Total TOWN CIP PAYG	\$125,000	\$625,000	\$1,117,000	\$2,217,000	\$2,217,000	\$2,217,000

*Note: Technology Replacement Items Have
Been Determined to Not Qualify for
Inclusion in the Town CIP Plan*

*Potentially Eligible for School Construction
Grant **

* **Currently there is a balance of \$654,709 in account 30900-88625 held in the Town CIP Program for the Garfield Street Bus Yard Restoration. Any residual funds after the completion of the restoration can be applied to bus purchases.

2021 – 2026 Potential Town CIP Bonding Projects						
PROJECT TITLE	Priority	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Anna Reynolds Renovate to New * If Approved as a Renovate As New Project, Reimbursement Rate = 58.36%. Estimated Net Cost to Town: Approximately \$15 - \$16 million.	1	Referendum	\$35,500,000			
NHS Turf Fields (2)	2			\$4,000,000		
Pre-School Expansion *	3				T/B/D	
Martin Kellogg Renovate as New * (122,902 sq. ft.) – Five to Ten Years into the Future	4					T/B/D
Total Possible Bonding		\$0	35,500,000	\$4,000,000	\$0	\$0

* Potentially eligible for state school construction grant funding.

BOE CIP Priority List for 2020-21 and 2021-22

\$721,000 in available funds for 2020-21 Highest Priorities

NOV 11 2020

Project Description	Phases	Cost	Funding Source
NHS Roof Replacement-Sec A	1 of 5	\$250,000	BOE CIP
JP Window Replacement/Abatement	1 of 3	\$200,000	BOE CIP
NHS Hot Water Heater	1	\$95,000	BOE CIP
JP Hot Water Heater	1	\$65,000	BOE CIP
JP Rear Parking Lot	1	\$125,000	BOE CIP

****Garfield St Restoration
Balance-\$654,079-Town CIP



BOE CIP Priority List for 2020-21 and 2021-22

Additional Priorities

NOV 11 2020

Project Description	Phases	Cost	Funding Source
Expand NHS East Parking Lot	1	\$75,000	BOE CIP
Replace NHS Intrusion Detection System	1	\$85,000	BOE CIP
Mantrap for Martin Kellogg	1	\$200,000	Town CIP
Repave JW Front Parking Lot	1	\$50,000	BOE CIP
Resurfacing: NHS Tennis/Track, JW Basketball	1	\$150,000	BOE CIP
Repave NHS Student Parking Lot	1	\$150,000	BOE CIP



November 5, 2020

VIA EMAIL

Mr. Lucian G. Jachimowicz
Business Manager
Newington Public Schools
200 Garfield Street, 3rd Floor
Newington, CT 06111

Re: Reroofing and Related Work
Roof Areas A
Newington High School
605 Willard Avenue
Newington, CT

Dear Mr. Jachimowicz:

On the basis of our recent site evaluation and preliminary review of the project scope, I am pleased to offer the following four (4) phased proposal for architectural consulting services for the reroofing and related work of approximately 44,524 sq. ft. of roof area as show on the attached Roof Plan, designated as Roof Area A.

Phase 1 - Schematic Design / Design Development

The Schematic Design / Design Development Phase will entail defining inadequacies and establishing particular needs to correct problems you are presently experiencing with the existing roofs and associated features on these roof sections. At the start of this phase I will conduct field reviews of all roof surfaces, flashings, details, drainage, equipment type/location, and architectural features that could affect the performance of any new roof design. At the end of this phase, we will have arrived at a design solution to correct existing deficiencies. The project will be designed to meet State of Connecticut SCG requirements, however the Town will not file for State reimbursement.

Phase 2 - Contract Documents

The Contract Documents Phase will involve the production of a set of documents suitable for obtaining competitive bids from Contractors invited through the public bidding process. These documents will consist of construction plans, details and book form specifications thoroughly depicting the materials and methods required to successfully complete the specified work. Later this set of documents will be used for construction and implementation of our design solution. The plans and details for this project will be prepared in AutoCAD®, Architectural Desktop 2021. The specifications will be prepared utilizing Microsoft® Office 2010 software.

Phase 3 - Bidding

The Bidding Phase will involve preparation of the Contract Documents for the competitive bidding process. We will arrange all bidding procedures; securement of State of Connecticut Wage Rates, bid advertising, printing and distribution of documents, pre-bid meeting, processing and distribution of addendum if required and review of bids received. Following the review process, we will help in the selection of the Contractor and assist in the preparation of a contract for construction for signing between Newington Public Schools and selected Contractor.

Phase 4 - Construction

The Construction Phase will encompass our involvement in the administration of the Contract for Construction. This phase would commence with an on-site pre-construction conference to introduce all parties involved and establish a preliminary project schedule. The Contractor's requisitions for payment will also be processed through our office. The remainder of this phase will continue through shop drawing review, site Job Meetings with recording of minutes by our office, and close with a final review of the completed project.

Our fee for the above services will be lump sum broken down as follows:

Phase 1 - Schematic Design / Design Development	\$ 7,200.00
Phase 2 - Contract Documents	\$14,400.00
Phase 3 - Bidding	\$ 1,440.00
Phase 4 - Construction	<u>\$ 5,760.00</u>
Total Fee	\$28,800.00

The above **Total Fee** is for professional services for design documents for roof replacement for an area of approximately 44,524 sq. ft.

Work not included in this proposal are laboratory costs associated with testing of hazardous materials and costs of printing/copying and advertising of final Contract Documents. Printing costs of all preliminary phases of the project, travel expenses, postage and long distance communications are included in the Total Fee.

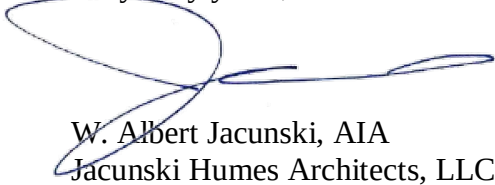
If additional services are required over and beyond this proposal, or services that could not have been foreseen at the time of this proposal, our compensation will be an hourly rate based on the following schedule.

Jacunski Humes Architects, LLC

see attached Schedule of Hourly Rates

It would be our pleasure to provide you with complete architectural design services.
I look forward to hearing from you, and thank you for this opportunity.

Very truly yours,



W. Albert Jacunski, AIA
Jacunski Humes Architects, LLC

Encl.: Jacunski Humes Architects, LLC, Schedule of Hourly Rates
Roof Plan, dated October 21, 2020

G:NEWINGTON22.PRO

Schedule of Hourly Rates

January 2020

Jacunski Humes Architects, LLC

Principal Architect

W. Albert Jacunski, AIA	\$180.00/hour
Brian W. Humes, AIA	\$180.00/hour

Senior Project Architect

Mark Allen, AIA	\$160.00/hour
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Project Architect

Kevin W. Lipe, AIA	\$140.00/hour
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Job Captain

Michael J. Rinaldi	\$120.00/hour
Andrew G. Whitehouse	\$120.00/hour

Draftsperson

Benjamin F. Kelly	\$85.00/hour
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Clerical

Jennifer A. Hotchkiss	\$60.00/hour
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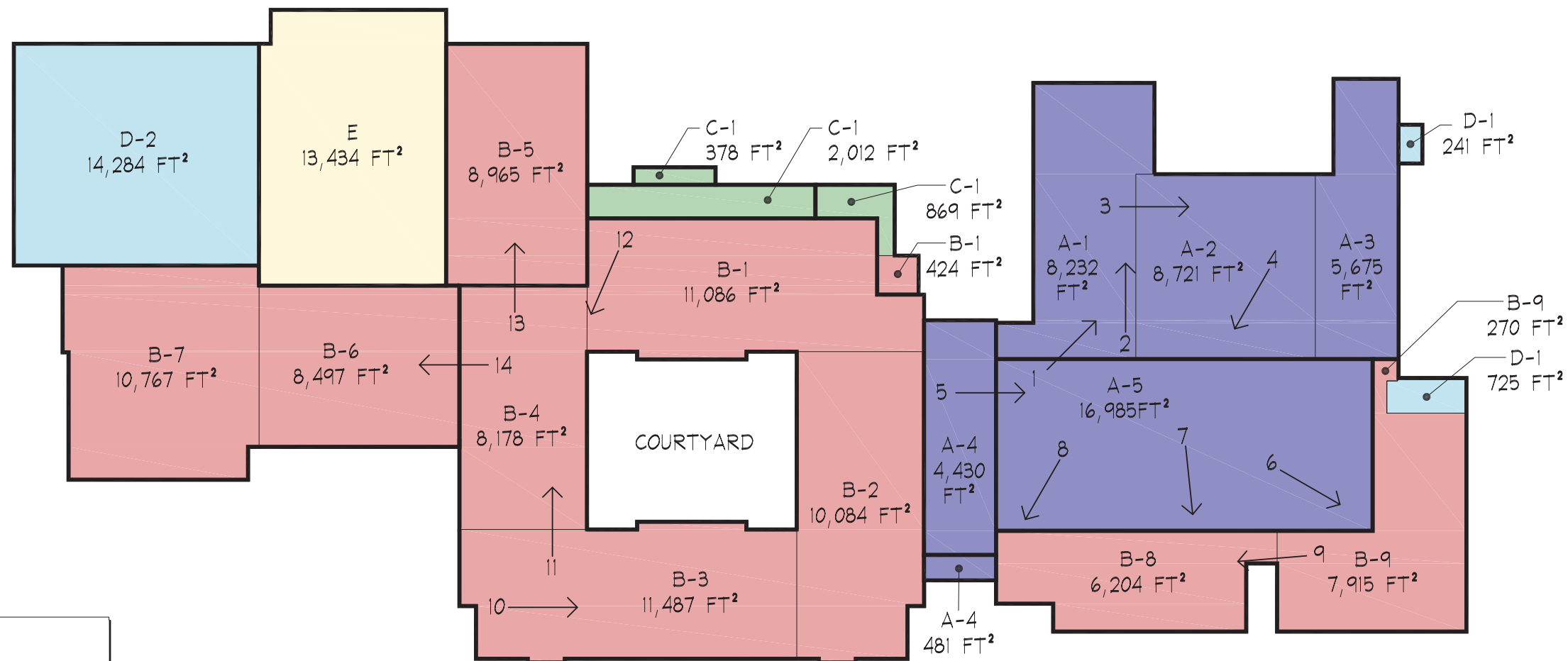
Intern

\$50.00/hour

Reimbursable Expenses (if applicable)

Mileage	\$0.57.5/mile
Consultant Services	cost + 15%
Reimbursable Expenses	cost + 10%

WAJJHHOURLYRATE20



LEGEND:
PROPOSED
REROOFING PERIOD
 (IN YEARS)

A		0 - 3
B		3 - 6
C		6 - 18
D		18 - 29
E		29+

3 —→ PHOTO NUMBER
 AND DIRECTION
 OF VIEW

R ROOF PLAN
 SCALE: N.T.S.



REMARKS:	
DESCRIPTION	DATE
ROOF REVIEW NEWINGTON HIGH SCHOOL 606 WILLARD AVENUE NEWINGTON, CONNECTICUT	
 JACUNSKI HUMES ARCHITECTS, LLC 15 MASSIRIO DRIVE SUITE 101 BERLIN, CT 06037 TEL 860-828-9221 FAX 860-828-9223	
ROOF PLAN	
PROJ. NO. JH2026 SCALE: N.T.S. DATE: OCTOBER 21, 2020	DRAWING NO. R-1

NOV 11 2020

FI

DATE: November 6, 2020

TO: Members of the Board of Education

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: **WEATHER RELATED CLOSURES AS REMOTE LEARNING DAYS**

An update will be provided regarding a recent communication received from the State Board of Education on guidance for *Weather Related Closures as Remote Learning Days* (State memo attached).

The Connecticut State Board of Education has approved for the duration of the 2020-2021 school year, Superintendents may choose to treat "snow days" as a Remote Learning Day (RLD) or a day to be made up later in the school year as we have in the past. The decision will be made at the school level led by the Superintendent in consultation with local officials.

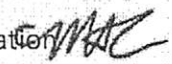
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STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



TO: Superintendents of Schools

FROM: Dr. Miguel A. Cardona, Commissioner of Education 

DATE: October 27, 2020

SUBJECT: Weather Related Closures as Remote Learning Days

Connecticut Public Schools have been resilient in developing plans for the continuity of learning since the emergency closure of schools as a result of COVID-19. To implement both hybrid and remote learning plans, districts developed plans that required each to develop a robust infrastructure. This infrastructure includes internet connectivity, a plan to work toward a student-to-device ratio of 1:1 across all grades, a common learning management system, high impact, high quality digital tools, and resources and curricula aligned to educational standards. Combined, they provide continuity of learning, flexibility, and confidence with an orientation toward equity of access and opportunity.

As approved during the CSDE Board of Education meeting on October 7th, 2020, and for the duration of the 2020-2021 school year, Superintendents may choose to treat "snow days" as a Remote Learning Day (RLD) or a day to be made up later in the school year as you have in the past. When necessary, districts can decide to provide all students with remote learning on those days in a manner that is consistent with the regulatory requirements outlined in Adapt, Advance, Achieve and Addendum 12. This decision will be made at the local level led by the superintendent in consultation with local officials. Districts should continue to use an internal set of guidelines and geographical understanding to determine what is best for their district and community.

A "snow day" is intended to limit student movement to and from school where conditions are deemed unsafe. A district "snow day" in the form of a Remote Learning Day remains a work day for all faculty and staff. Superintendents with district leadership can determine the location of work for each staff member.

Developed in collaboration with Connecticut Superintendents, CAPSS, and other educators, listed below are guidance to support superintendents and districts in the development of protocols, policy, and regulations when determining weather related closures as a Remote Learning Day. The guidance outlined is intended to support the unique needs of each community and the current configuration or learning model of each district.

If you have any questions, please contact Chief Academic Officer Irene Parisi at Irene.parisi@ct.gov or 860-713-6852.

Guidance for Consideration when Implementing Remote Learning Days due to Inclement Weather

Decision Making

- Time permitting, Superintendents network with their area superintendent group to engage in discussion and decision making related to a potential closure.
- To provide time for appropriate planning and access, when possible, Superintendents should analyze all available information to determine the extent of the closure the night before.

Teaching and Learning (Taken from ReOpening Plan and Addendum)

- Teachers should utilize learning management systems to deliver instruction through the daily learning plan to include taking attendance. Instructional Guidance for Remote Learning should be Implemented.
- In the event of a weather related closure, all impacted district schools apply the instructional learning model that is specific to their district and aligned with CSDE Addendum 12 Plan for Hybrid and Remote Instructional Guidance. Districts will plan the length of the PK–12 remote instructional day of direct engaged learning to not be less than the allocated hours listed below of 4.5 hours for elementary and 5.0 hours for secondary with a 50/50 plan for synchronous and asynchronous delivery of learning.
- The student day should be organized around content specific learning outcomes for each block or period.
- Daily learning plans and schedules should be communicated by district and school leaders to families through the appropriate learning management system and other communication channels.
- Districts should consider not holding extra-curricular activities on a day that has been declared a Remote Learning Day.
- The outline of the district's remote learning during inclement weather strategy should parallel their plan toward 1:1 digital access strategy. This can vary from district to district or from level to level within a district. Daily learning plans should review Design Principles in the Plan for Reimagining CT Classrooms for Continuity of Learning to align with Principle 4 and its focus on equity (page 2).
- All students are expected to complete the requirements of the remote daily learning plan and assignment in a manner consistent with the timeline and quality expectations of the district. Districts are required to align with the guidance outlined in Addendum 6 to provide learning to students with special needs.

Staff and Student Logistics

- All Remote Learning Days (RLD) are considered a staff work day. All certified staff (administrators, teachers, etc.) are expected to be available by email or other forms of communication channels (learning management system) to support students who are engaged in daily learning plans. If the faculty or staff member cannot be available to learners, they should apply for the appropriate leave as they would on any other regular scheduled school day.
- Superintendents have engaged and planned with each bargaining units to establish roles and responsibilities on an emergency closure for non-certified staff and personnel, e.g., paraprofessional. The plan may include considerations for accessing and connecting to technology.
- Districts should direct all staff to maintain a system of record for attendance and work completion, as well as communication of all assignments and lesson activities.
- A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day” (Connecticut State Board of Education, 2008). For more information on planning the instructional time for remote learning and establishing structures and systems to support greater student/family participation in remote learning, please see the guidance documents titled Tracking Daily Attendance on Remote Days in 2020–21 and Supporting Student Attendance during Remote Learning.
- Consideration should be given to the number of students and faculty who may be under power or internet outage circumstances before declaring a remote learning day when closed for inclement weather, as it may be detrimental to the participant’s ability to successfully participate in these activities. If a widespread power outage exists, superintendents with local officials can determine schools are closed and the day is recorded as a closure. The closure will require make up at the end of the school year.
- Staff should be able to respond to appropriate requests for student assistance during the duration of a RLD. These responses should be in the form of email or other acceptable forms of electronic communication and should be in a manner deemed to be timely by all parties involved.
- Districts can decide what the obligation of non-certified staff is on Remote Learning Days.
- Districts are required to align with the guidance outlined in Addendum 13 to provide meals to students on Remote Learning Days in place of a called “snow day.”

For latest version of the ReOpening plan and Addendums, visit:

<https://portal.ct.gov/SDE/COVID19/COVID-19-Resources-for-Families-and-Educators/Addendums-and-FAQs>

DATE: November 5, 2020

TO: Dr. Maureen Brummett, Superintendent of Schools
Board of Education Members

NOV 11 2020

F 2

FROM: Mr. Stephen Foresi, Assistant Superintendent of Schools



SUBJECT: **ANNUAL STATUS REPORT ON STAFF EVALUATION**

Section 10-151(b) of the Connecticut General Statutes requires the Superintendent of Schools of each school district, in accordance with guidelines established by the State Board of Education, to evaluate or cause to be evaluated, the members of the district's certified staff. This section also requires an annual status report to the Board of Education on the implementation of these procedures.

An important note: Due to COVID-19, the Board of Education exercised its right to grant the State flexibility waiver. This waiver eliminated the submission of state scores to the State Department of Education for the 2019-2020 and 2020-2021 school years.

HISTORY OF THE EDUCATOR EVALUATION SYSTEM AND DEVELOPMENT PLAN

The evaluation of all certified staff is accomplished in accordance with the current edition of the *Newington Public Schools Educator Evaluation System and Development Plan* and the *Newington Public Schools Administrator Evaluation System and Development Plan*. These procedures were developed in 2013 to comply with State Board of Education *Guidelines for Teacher and Administrator Evaluation*. The Professional Development and Evaluation Committee (PDEC), comprised of teachers, administrators, and representatives from the Newington Teachers' Association, worked collaboratively to develop the current plans. The plans are reviewed and revised annually by PDEC, and resubmitted to the State Department of Education for annual approval. A revised plan was approved by the State in 2019, and again this Fall, 2020. In the 2019-2020 school year, we had 365 certified staff evaluated under the *Educator Evaluation System and Development Plan*.

COMPONENTS OF THE EDUCATOR EVALUATION SYSTEM AND DEVELOPMENT PLAN

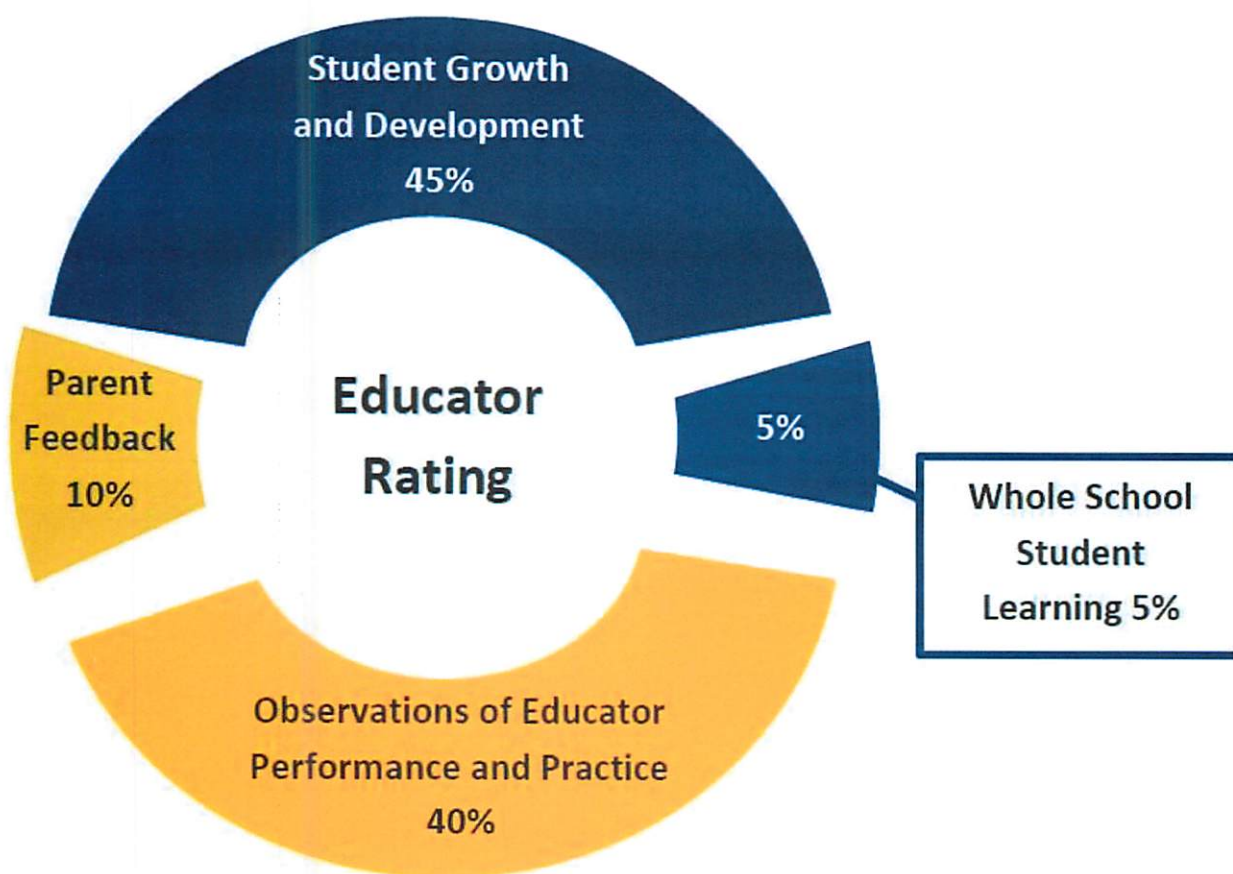
The evaluation framework consists of multiple measures to paint an accurate and comprehensive picture of educator performance. All educators are evaluated in four components, grouped in two major categories.

1. **Educator Practice-Related Indicators:** An evaluation of the core instructional practices and skills that positively affect student learning. This category is comprised of two components:
 - (a) Observation of educator performance and practice (40%) as defined in the Danielson's Framework for Teaching 2013, which articulates the domains of educator practice (*Educator practice rubrics exist for the following content areas: Classroom Teachers, Counselors, Instructional Coaches, Media Specialists, Psychologists, Speech/Language Pathologists, and Social Workers*), and
 - (b) Parent feedback (10%) on educator practice through surveys based on group feedback.

2. **Student-Related Indicators:** An evaluation of educators' contribution to student academic progress, at the school and classroom level. This category is comprised of two components:
- (a) Student growth and development (45%) as determined by the educator's student learning objective (SLO), and
 - (b) Whole-school measure of student learning (5%) as determined ratings on Principal SLO.

Scores from each of the four components are combined to produce a final performance rating, which is rounded to the nearest whole number. The performance levels are defined as:

- Distinguished (4) – Substantially exceeding indicators of performance
- Effective (3) – Meeting indicators of performance
- Developing (2) – Meeting some indicators of performance but not others
- Below Standard (1) – Not meeting indicators of performance



Educators are organized into two categories for evaluation, Tenured and Non-Tenured.

THE NON-TENURED EDUCATOR EVALUATION PROCESS

The Newington Public Schools recognizes the intensity of the novice teacher's experience in the non-tenured phase of his/her teaching career. Therefore, the *Educator Evaluation System and Development Plan* non-tenured evaluation process is designed to support, encourage, assess and provide effective feedback to beginning teachers. This four-year process includes goal setting, a minimum of three (3) informal observations, two (2) formal observations, a mid-year review of practice, a self-assessment and end-of-year conference concluding in a summative rating. Newly hired staff who have previously acquired tenure in another district will be assigned to the non-tenured process for two years. During the

2019-2020 school year, 57 out of 365 (or 16%) of certified staff were supervised and evaluated in accordance with the non-tenured process.

New teachers are also provided support over time which includes: (1) a strong mentoring program through the completion of the TEAM Program; (2) training and assistance in order to acquire and refine basic teaching skills; (3) opportunities to discuss and reflect on TEAM teaching practices; and (4) instructional coach support. Teachers completing the TEAM Program have the opportunity to participate in collaborative conversations and discussions among year one and two teachers and their mentors at each building level. These dialogues are facilitated by a TEAM trained mentor; providing the mentee with professional learning opportunities relevant to this stage of his/her career.

THE TENURED EDUCATOR EVALUATION PROCESS

Newington Public Schools places the same levels of support to educators in the tenured evaluation process as with those in the non-tenured process. Our goal is to ensure high quality teachers in every classroom, every day. To that end, the *Educator Evaluation System and Development Plan* is designed to encourage, assess and provide effective feedback for continuous professional growth and development to our tenured staff. Educators in the tenured process are divided into three categories, and rotate categories each year. The three categories include: Cycle 1, Cycle 2 and Cycle 3. Educators in Cycle 1 engage in the goal setting process, have a minimum of 1 formal and 1 informal observation, and engage in a mid-year review of practice, a self-assessment and end-of-year conference concluding in a summative rating. Educators in Cycles 2 and 3 engage in the goal setting process, have a minimum of 3 informal observations, and engage in a mid-year review of practice, a self-assessment and end-of-year conference concluding in a summative rating. During the 2019-2020 school year, 308 out of 365 (or 84%) of certified staff were supervised and evaluated in accordance with the tenured process.

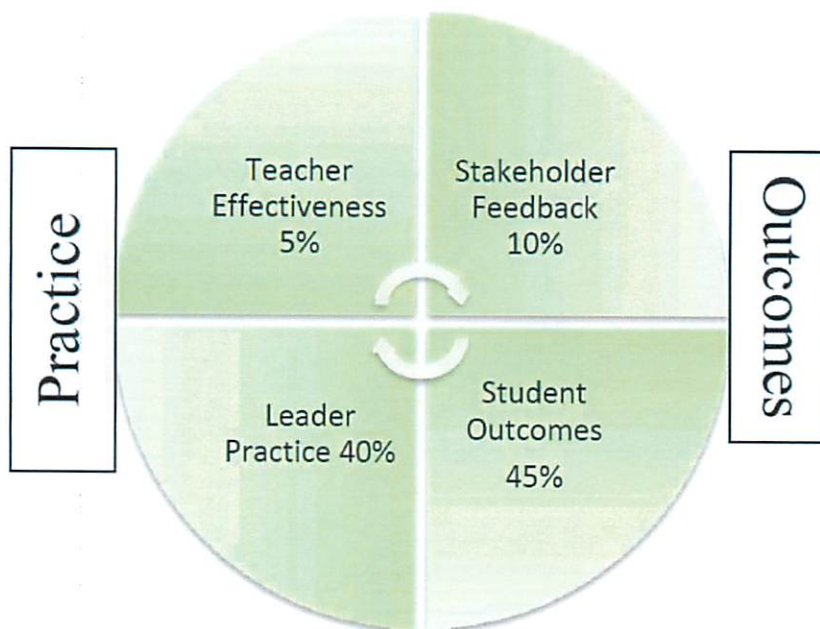
SUPPORT AND DEVELOPMENT FOR EDUCATORS

As a standalone, evaluation cannot hope to improve teaching practice and student learning. However, when paired with effective, relevant and timely support, the evaluation process has the potential to help move educators along the path to Distinguished practice.

If an educator's performance is rated as developing or below standard, it signals the need for an assistance plan. There are three types of assistance plans that may be provided: (1) Structured Support; (2) Special Assistance; and (3) Intensive Assistance. The purpose of **Structured Support** is for the educator and evaluator to work collaboratively to focus and remedy an identified area of concern(s). It is intended to address an area(s) of concern in the early stage within a short term or series of short-term plans. Structured Support is intended to be positive, remedial, and supportive. Educators assigned to **Special Assistance** will work cooperatively with their evaluators to develop and implement an individualized remediation plan designed to assist the educator in meeting proficiency. Staff members assigned to **Intensive Assistance** will work cooperatively with their evaluators to develop and implement an individualized remediation plan designed to address serious concerns and assist the staff member in meeting proficiency.

COMPONENTS OF THE ADMINISTRATIVE EVALUATION SYSTEM AND DEVELOPMENT PLAN

The evaluation of administrators, as well as supports for their ongoing growth and development, are based on four (4) components: (1) Teacher Effectiveness; (2) Stakeholder Feedback; (3) Leader Practice; and (4) Student Outcomes. Each component is weighted as follows:



An assessment of an administrator's leadership practice, by direct observation of practice and the collection of other evidence, is 40% of an administrator's summative rating. Leadership practice is described in the *Newington School Leadership Standards*, adopted by the Newington Board of Education in May 2017.

Leadership Domains

- Domain 1: Instructional Leadership
- Domain 2: Talent Management
- Domain 3: Organizational Systems
- Domain 4: Culture and Climate

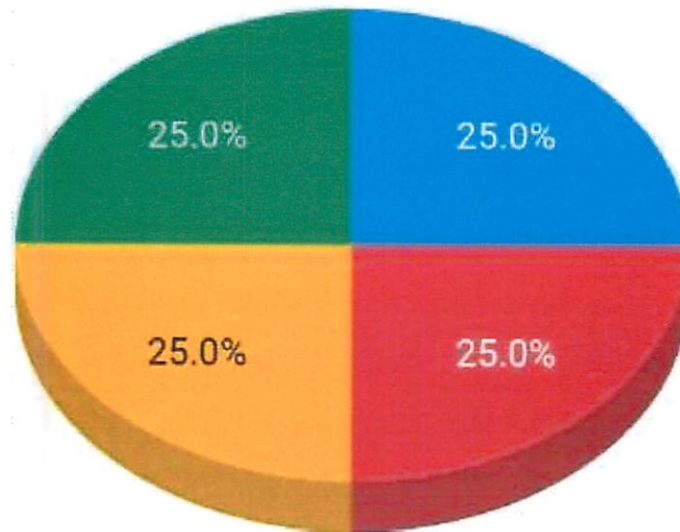


Figure 1: Instructional Administrators

1. ***Instructional Leadership:*** Education leaders ensure the success and achievement of all students by developing a shared vision, mission and goals focused on high expectations for all students, and by monitoring and continuously improving curriculum, instruction and assessment.
2. ***Talent Management:*** Education leaders ensure the success and achievement of all students by implementing practices to recruit, select, support and retain highly qualified staff, and by demonstrating a commitment to high-quality systems for professional learning.
3. ***Organizational Systems:*** Education leaders ensure the success and achievement of all students by managing organizational systems and resources for a safe, high-performing learning environment.
4. ***Culture and Climate:*** Education leaders ensure the success and achievement of all students by collaborating with families and other stakeholders to respond to diverse community needs and interests, by promoting a positive culture and climate, and by modeling ethical behavior and integrity.

All four (4) of these leadership standards contribute to successful schools, and maintain equal weight and importance.

There are two levels of administrator evaluation, the non-tenured and tenured level.

THE NON-TENURED ADMINISTRATOR EVALUATION PROCESS

Administrators in the non-tenured process of the *Newington Public Schools Administrator Evaluation System and Development Plan* engaged in the following process: goal setting, a minimum of four (4) site visits, observations or reviews of practice, a mid-year review, self-reflection and end of year conference concluding in a summative rating. During the 2019-2020 school year, 2 out of 28 (or 7%) of certified administrative staff were supervised and evaluated in accordance with the non-tenured process.

THE TENURED ADMINISTRATOR EVALUATION PROCESS

Administrators in the tenured process of the *Newington Public Schools Administrator Evaluation System and Development Plan* engaged in the following process: goal setting, a minimum of two (2) site visits, observations or reviews of practice, a mid-year review, self-reflection and end of year conference concluding in a summative rating. During the 2019-2020 school year, 26 out of 28 (or 93%) of certified administrative staff were supervised and evaluated in accordance with the tenured process.

ADMINISTRATOR ANNUAL EVALUATION CYCLE



SUPPORT AND DEVELOPMENT FOR EDUCATORS

The *Administrator Evaluation System and Development Plan* mirrors the same process for support and development as outlined above in the *Educator Evaluation System and Development Plan*, focusing on three types of assistance plans that may be provided: (1) Structured Support; (2) Special Assistance; and (3) Intensive Assistance.

OTHER STAFF EVALUATIONS

In addition to the annual evaluation of all certified staff members, evaluation reviews are also conducted for all non-certified employees. This assessment includes the completion of a performance checklist by the employee and supervisor, which is reviewed and discussed during an appraisal conference.

The school district has many hourly part-time employees. These include paraeducators and academic tutors at all three levels. Each of these employee groups is evaluated bi-annually (mid and end of year).

The district has implemented a system-wide evaluation of the substitutes it employs. Teachers complete an evaluation form for the substitute assigned to their class. This completed evaluation form is forwarded to the school principal for review. The substitute is given an opportunity to complete a self-evaluation form for their assignment. This is also forwarded to the principal.

Both the certified and non-certified appraisal processes, which are administered by the Office of Human Capital Development, strive to ensure that all employees are consistently and successfully meeting their job performance expectations.

NOV 11 2020

F3

DATE: November 6, 2020
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **NTA CONTRACT APPROVAL**

Attached is the Agreement reached by the Negotiation's Committee and Newington Teachers' Association.

Recommended Motion:

Move to approve the Agreement Between the Board of Education of the Town of Newington and the Newington Teachers' Association July 1, 2021 to June 30, 2024 as proposed.

AGREEMENT

Between

THE BOARD OF EDUCATION

of the

TOWN OF NEWINGTON

and the

NEWINGTON TEACHERS' ASSOCIATION

July 1 2021 - June 30, 2024

**THE NEWINGTON BOARD OF EDUCATION AFFIRMS A
CONTINUING POLICY OF EQUAL EMPLOYMENT AND
PROMOTIONAL OPPORTUNITIES WITHOUT DISCRIMINATION**

NEWINGTON PUBLIC SCHOOLS

Board of Education Members

Paul Vessella, Chairperson

Robert Tofeldt, Sr., Vice-Chairperson

Steven Silvia, Secretary

Michael Branda
Bruce Fletcher
Emily Guion

Beth Manke Hutvagner
Cindy Stamm
Jessica Weaver

SUPERINTENDENT OF SCHOOLS

Dr. Maureen L. Brummett

ASSISTANT SUPERINTENDENT OF SCHOOLS

Mr. Stephen Foresi

CHIEF FINANCE & OPERATIONS OFFICER

Mr. Lucian G. Jachimowicz

NEWINGTON TEACHERS' ASSOCIATION

2020-2021

OFFICERS

President	Holly Miotke
Vice President	Heidi Florian
Secretary	Jamie Rodriguez
Treasurer	Paul Kemp
Membership Chairperson	Denise MacDonald

NEGOTIATIONS AND GRIEVANCE COMMITTEE

Co-Chairpersons Heidi Florian & Steve Debiase

Christa Cote
Jordan Jarvis
Craig Guyette
Denise MacDonald
Betsy Francischelli
Lynne Gagliardi

CEA Uniserv Representative

Justin Zartman

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AGREEMENT
between the
NEWINGTON BOARD OF EDUCATION
and the
NEWINGTON TEACHERS' ASSOCIATION

This Agreement is made and entered into on this 1st day of July, 2021 by and between the Newington Board of Education (hereinafter referred to as the "Board" and the Newington Teachers' Association (hereinafter referred to as the "Association").

ARTICLE I
RECOGNITION

1 - 1 The Board recognizes the Association for the purpose of professional negotiation as the exclusive representative, pursuant to Section 10-153a through 10-153g of the Connecticut General Statutes, as amended, of all those certificated professional employees of the Board in positions requiring teaching or special certificates, durational shortage area permits, other than temporary substitutes.

1 - 2 The Association accepts such recognition and agrees to represent equally all teachers included in the unit defined above without regard to membership or participation in, or association with the activities of the Association or any other employee organization.

1 - 3 The Association recognizes the statutory rights, powers, obligations and responsibilities of the Board.

1 - 4 Despite reference herein to the Board and the Association as such, each reserves the right to act hereunder by committee, individual member or designated representative, professional or lay, whether or not a member.

1 - 5 All provisions of the Collective Bargaining Agreement apply to persons employed pursuant to a durational shortage area permit, except for Article 14, Section 14-4.4.

ARTICLE II
RIGHTS OF THE BOARD OF EDUCATION

2 - 1 This Agreement shall not affect the discretion and responsibilities reposed in the Board by law. Unless expressly limited by a specific section of this Agreement which is subject to the above reservation, the rights, powers and authority held by the Board under any Town Charter, general or special act of the Legislature, town ordinance, regulation or other type of lawful provision, over matters involving the Newington School System including, but not limited to, full control over the policies, practices, procedures and regulations with respect to employees of the Board at all its schools, shall remain vested solely, and exclusively in the Board.

2 - 2 The policies, practices, procedures and regulations of the Board may be changed by amendment, addition, subtraction, or modification, but no such amendment, addition, subtraction, or modification shall contradict or supersede any provision of this Agreement.

ARTICLE III
PROFESSIONAL NEGOTIATION

3 – 1 Negotiation of Successor Agreement

3 – 1.1 Subject to the provisions set forth in Article XVII and not later than the date mandated by State statute, the Board and the Association agree to negotiate in good faith, in accordance with and subject to the provisions of Section 10-153d of the Connecticut General Statutes to secure a successor agreement and such agreement as shall be reached shall be reduced to writing and signed by the Board and the Association.

3 – 1.2 During such negotiations, the Board and the Association shall exchange relevant data, points of view and proposals. Counterproposals may be exchanged as each party sees fit. Either party may at its own expense, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in negotiations.

3 – 2 Agreement Continuation

3 – 2.1 This Agreement shall be and remain in full force and effect until a successor Agreement is either agreed upon by the Board and the Association, or becomes operative pursuant to statute.

ARTICLE IV
GRIEVANCE PROCEDURE

4 – 1 Purposes and Definition

4 – 1.1 For the purposes of this Agreement, a grievance shall be defined to mean a dispute between a member of the unit or the Association and the Board over the interpretation or application of a specific section of this Agreement. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

4 – 1.2 Nothing herein contained shall be construed as limiting the right of any member of the unit having a grievance or dispute to discuss the matter with an authorized representative of the administration.

4 – 2 Procedure

Since it is important that grievances or disputes be processed as rapidly as possible, the number of days indicated at each level should be considered as the maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by written mutual agreement. Failure on the part of the grievant to process the grievance to the next level within the time limit specified shall terminate the grievance.

4 – 2.1 Level One – Principal or Immediate Supervisor

(a) A member of the unit with a grievance or dispute shall file it in written form as provided in Appendix F with the immediate supervisor or principal within fifteen (15) school days after the member knew or should have known of the act or condition on which the

grievance is based. If the member fails to file the grievance within the time limit set forth in this section, then the grievance of the member shall be waived.

(b) Within five (5) school days after receipt of the written grievance, the principal or immediate supervisor shall meet with the aggrieved person in an effort to resolve it.

(c) The teacher shall have the right to have the Association assist him/her in the effort to resolve the grievance.

(d) In the event that the aggrieved member of the unit is not satisfied with the disposition of the grievance at Level One, or in the event that no decision has been rendered within five (5) school days after a presentation of the grievance, or no decision has been rendered within five (5) school days after the expiration of any extension of time, the written grievance may be filed with the Negotiations and Grievances (NAG) Committee of the Association within five (5) school days thereafter.

(e) The NAG Committee shall meet to consider the merits of the grievance, and if deemed meritorious by the NAG Committee, it shall, within ten (10) school days after receiving such written grievance, refer the grievance to the Superintendent of Schools.

(f) If the member of the unit does not file the written grievance with the NAG Committee as provided under 4-2.1(d), then such grievance shall not be further processed.

4 -2.2 Level Two – Superintendent of Schools

(a) The Superintendent shall represent the administration at this level of the grievance procedure. Within five (5) school days after receipt of the written grievance by the Superintendent, the Superintendent shall meet with the aggrieved person together with an authorized representative of the Association in an effort to resolve it.

(b) In the event that the aggrieved member of the unit and the NAG Committee are not satisfied with the disposition of the grievance at Level Two, or in the event no decision has been rendered within ten (10) school days after the conclusion of the meeting with the Superintendent, such grievance may be presented by the NAG Committee to the Board within ten (10) school days thereafter.

4 – 2.3 Level Three – Board of Education

(a) A committee of the Board shall meet with the aggrieved member of the unit together with an authorized representative of the Association within fifteen (15) school days after receipt of the written grievance for the purpose of resolving the grievance.

(b) The decision thereon shall be rendered by the Board within ten (10) school days after the meeting.

4 – 2.4 Level Four – Binding Arbitration

(a) If the NAG Committee determines that the matter should be submitted to arbitration, and so notifies the Board in writing ten (10) school days after the Board decision, a single arbitrator shall be jointly selected within ten (10) school days who is an experienced, impartial

and disinterested person of recognized competence. The cost of such arbitration shall be borne equally by the parties.

(b) If the parties are unable to agree upon an arbitrator, a request shall be made to the American Arbitration Association by either party for a determination of the issues. The parties shall be bound by the rules and procedures of the American Arbitration Association.

(c) The responsibility of the arbitrator shall be to determine whether the term(s) of the Agreement have been misapplied or misinterpreted. The arbitrator shall make no decision which violates, modifies, or amends any of the terms of the Agreement.

(d) The decision of the arbitrator shall be binding upon both parties and all employees during the life of the Agreement unless the same is contrary to law.

4 – 3 Rights of Teachers to Representation

4 – 3.1 No reprisals of any kind shall be taken by the Board or by any member of the administration against anyone by reason of participation in the grievance procedure or support of any participant thereto.

4 – 3.2 Any member of the unit or the Board may be represented at any stage of this grievance procedure by any person of the member's choice, provided, however, that exclusive organizational representation shall be provided by the Association. When a member of the unit is not represented by the Association, the Association shall be given an opportunity to present and state its views at any stage of this grievance procedure.

4 – 4 Miscellaneous

4 – 4.1 If the grievance cannot be resolved by the Building Principal or the grievant's immediate supervisor, and if, in the judgment of the President of the Association or the Chairman of the NAG Committee, a grievance affects a group or class of members of the unit, the President of the Association or such authorized Association representative may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

4 – 4.2 Decisions rendered at Levels One, Two, Three, and Four of the grievance procedure shall be in writing setting forth the decision and the reasons therefore.

4 – 4.3 All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

4 – 4.4 The Board and the Association hereby adopt the grievance form in Appendix F for standardized use under the provisions of Article IV.

ARTICLE V **RESOLUTION OF EMPLOYEE'S CONCERN**

5 – 1 When a member of the unit desires resolution of a problem arising out of the member's employment, the member may, through appropriate channels, pursue the resolution of concern. Prior to submitting the written concern, the teacher shall meet with the building principal or

supervisor to discuss the concern. This procedure will terminate at the level of Superintendent of Schools. This procedure is designed to effectively resolve employee concerns at the lowest possible administrative level. Employees using this procedure must seek resolution through their immediate superior prior to proceeding to the level of Superintendent. The decision of the Superintendent on matters initiated under this procedure shall be final. These procedures apply to matters outside the definition of a grievance. Written responses to Resolutions of Employee Concern at Level One and Level Two shall be submitted by the respondent within fifteen (15) school days.

ARTICLE VI **SALARIES**

6 – 1 Salary Schedule

The salaries of all persons covered by this Agreement are set forth in appendix A which is attached hereto and made a part of this Agreement.

6 – 2 Miscellaneous and Coaching Differentials

Salary differentials applicable to persons covered by this Agreement are set forth in the following appendices:

Appendix B - Miscellaneous Differentials
Appendix C – Coaching Differentials

Forms for notification of assignment and compensation are attached hereto in the appendices.

6 – 3 Long-Term Substitutes

(a) When long-term substitutes are employed they shall be paid at the daily rate of \$150. The Board may, however, grant payment at a higher daily rate based on years of teaching and/or other relevant experience. In addition they shall be credited with sick leave and temporary leave days at the rate of 1 1/2 sick days and 1/2 temporary leave day for each twenty (20) working days of their assignment.

If a long-term substitute is employed for a full school year and commences his/her teaching responsibilities within the first fifteen (15) school days the long-term substitute will be entitled to the insurance benefits available to members of the unit.

If a long-term substitute who has been employed in Newington in a full year assignment is placed under contract for the following year, credit for the long-term substitute year or consecutive years of long-term substituting will be given in determining placement on the salary schedule.

(b) If a long term substitute is hired as a permanent staff member in the Town of Newington within the first three weeks of the next school year (15 school days) following such employment in a full year assignment, the year(s) served as a long-term substitute shall count towards seniority and longevity.

Any sick time earned as a long-term substitute in a full year assignment will be accrued towards the accumulated limits for all teachers.

The provisions of this Section (b) are effective July 1, 2005 and shall not be applied retroactively.

6 – 4 **Initial and Long-term Contracts**

The Board and Association hereby adopt the Teacher's Initial Contract and Teacher's Long-Term Contract as appendices to this Agreement. An individual printed notification of salary will be given to each teacher each year.

6 – 5 **Military Service Credit**

(a) Any teacher whose initial employment by the Board begins on or after July 1, 1968 shall receive credit on the salary schedule at the rate of one (1) year for each two (2) years of active military service not to exceed two (2) years credit on the salary schedule.

(b) Any teacher whose initial employment by the Board begins on or after September, 1, 1984, shall receive credit on the salary schedule at the rate of one (1) year for each two (2) years of active military service not to exceed two (2) years credit on the salary schedule, provided the teacher has received an honorable discharge from the military service.

6 – 6 **Payment Schedule**

Members of the unit may elect to be paid on a 22 or 26 payment basis. Persons who elect the 26 payment schedule may further choose to have their final four (4) payments issued on a date prior to the last day of school, which such payment date shall be determined by the Board of Education. Once such election has been made for any school year, it may not be changed.

6 – 7 **Change in Salary Schedule**

6 – 7 **Change in Salary Schedule**

Changes in salary scale placement must follow the procedures described below:

(a) Teachers, in order to qualify for a change in salary scale, must provide the administration with official transcripts of all applicable course work by September 15. When transcripts for summer course work are not provided by the college or university to meet the September deadline, grade reports may be temporarily accepted pending the receipt of the official transcript. This is the only condition under which grade reports will be accepted in lieu of an official transcript.

(b) A revised salary notice will then be prepared and the new salary will be implemented retroactive to the beginning of the school year.

(c) Course work to be applied toward changes in salary scale must be approved in advance by the Superintendent or his designee and be from an accredited college or university and either relate to the current professional responsibility of the staff member or be part of a planned program leading to additional certification or an additional degree.

This course work will generally be on the graduate course level, but undergraduate courses may be applied to changes in salary scale placement with the prior approval of the Superintendent of Schools or his designee. A Request for Prior Approval of Salary Scale Change Form, will be required to obtain and document prior approval for course work to be applied toward changes in salary scale.

(d) In addition to the course work described in (c) above, salary scale placement may also be affected by the following professional growth equivalent experiences with the prior approval of the Superintendent of Schools or his designee:

1. staff development programs sponsored by the Newington School System, which are conducted beyond working hours, and which address topics to improve the school system and/or its programs, or professional growth credit earning activities;
2. non-credit courses which meet the requirements of Section (c) and are offered either with college credit for an additional fee or without college credit at a lower fee; or
3. other after-hours professional growth programs, which are sponsored by such organizations as the Capitol Region Education Council and the Connecticut Education Association, which are related to the professional responsibilities of the staff member and which receive prior approval as indicated above.

The Newington Public Schools will use a time measurement of hours for professional growth conducted beyond working hours to advance the salary scale. A total of ten (10) hours of approved non-credit professional growth will be considered the equivalent of one (1) semester hour of college credit. No more than six (6), or 60 hours, of the fifteen (15) credits needed to change salary scales may be earned through non-college credit programs.

A Professional Growth Experience(s) Request and Approval Form will still be required to obtain and document prior approval for the professional learning. Participants will then assume the full responsibility for presenting official written evidence of their successful completion of the program and of the program hours to the Office of Human Capital Development.

6 – 8 Withholding of Increments

Except as provided below, teachers shall move one step on the salary schedule in years in which step advancement is granted provided that they have worked at least 40% of the student school days that year. Notification of withholding of increments or withholding of up to fifty-five (55%) percent of an annual salary increase for those not scheduled for an increment and the reasons thereof must be made by the Superintendent of Schools to the teacher concerned by April 1. Upon notification, a program to address the concerns for the withholding shall be implemented by the Superintendent of Schools or his designee for a period of not less than 60 calendar days. Upon completion of this period, a final decision will be made by the Superintendent. In the event the withholding is in the opinion of the Superintendent of Schools due to an act of misconduct or an instance of gross professional misjudgment in the performance of the member's responsibilities, or in the event the withholding is for conduct or performance

that was previously subject to a corrective program under this Article, notification of withholding will be made within a reasonable time of such conduct or performance and the program requirements of the Article will not be applicable.

In the event an increment is withheld from a teacher after June 30, 1989, such teacher will be placed on the salary schedule step the teacher would have been on (had the increment not been withheld) after three consecutive years of successful teaching experience. These three years must all occur subsequent to the withholding of the increment. This provision will not prevent a teacher from otherwise reaching the maximum step of the salary schedule, e.g., a teacher who is on the second highest step will reach the maximum step one year after the increment withholding, provided there is not a further withholding of the increment.

ARTICLE VII

SALARY DEDUCTIONS

7 –1 Association Service Fee

7 – 1.1 All teachers employed by the Newington Board of Education shall, as a condition of employment, join the Newington Teachers' Association or pay a service fee to the Association. Said service fee shall be determined by the Association. A teacher employed for less than half-time shall pay half of the amount determined by the Association.

7 –1.2 The Board agrees to deduct from each teacher an amount equal to the Association membership dues or the Association service fee, whichever is applicable, by means of payroll deductions and to transmit the monies by check within five (5) working days to the Association. The Board shall include with such check a list of teachers for whom such deductions were made.

7 – 1.3 Those teachers whose employment commences after the start of the school year shall pay a prorated amount equal to the percentage of the days remaining in the school year. Long-term substitutes employed for a full school year who commence their teaching responsibilities within the first fifteen (15) school days shall be subject to the provisions of this section.

7 – 1.4 The Association shall certify to the board in writing the current rate of its membership dues. The Association shall give the board thirty (30) days written notice prior to the effective date of a change in the rate of its membership dues.

7 – 1.5 Deductions referred to in Section 7 – 1 shall be made in equal payments from the first twenty (20) paychecks of the school year.

7 – 1.6 By October 15 of each school year the Board shall provide the Association with a list of all certified employees of the Board and the positions held by said employees. The Board shall notify the Association of any changes in said list, within five (5) working days of such changes.

7 – 1.7 The Association shall save the Board harmless against all claims, demands, suits, or other forms of liability brought by the Association or members of the unit which may arise out of action taken in making deductions and remitting the same to the Association pursuant to this article. The Board may choose to use Association appointed legal services for the settling of any claims, demands, suits, or other forms of liability arising pursuant to this article. Any claims, demands, suits, or other forms of liability arising pursuant to this article as a result of intentional

acts by non-certified employees of the Board of Education will not be subject to this hold harmless clause.

7 – 2 Tax Sheltered Annuities

7 – 2.1 Members will have a limited choice of twenty companies for the purpose of investing in tax-sheltered annuities. Teachers, who as of July 1, 1989, are investing in an annuity offered by a company which is not one of the twenty will be allowed to continue investing in such annuity.

7 – 2.2 There will be two Tax Sheltered Annuity Enrollment and Investment Change Periods. Enrollment or change in investment amounts may be made effective in the month of January by giving notice to the Office of the Business Administrator no later than December 1 and in the month of September by giving notice no later than July 1.

7 – 2.3 The above notification date of July 1 shall be extended 30 days beyond the final contract settlement date in the event the contract is not settled prior to June 1. The effective date for change will be September 1 or 30 days after the enrollment or change period extension should it run beyond August 1.

7 – 2.4 Members of the unit may discontinue annuity deductions at any time by giving thirty (30) days notice to the Office of the Business Administrator.

7 - 2.5 In view of these agreements contained in Article VII, the Association agrees that it will hold the Board harmless in the event of any claim against the Board arising out of teacher participation in the tax sheltered annuity program.

7 - 3 IRS Section 457 Plan

The Board will establish and maintain an IRS Section 457 plan for teachers, provided that any administrative costs of such plan shall be borne by the participants.

ARTICLE VIII WELFARE PROVISIONS

8– 1 Insurance Benefits

8– 1.1 The Board shall provide individual, two-person or family coverage for each member who wishes to participate in the following insurance benefit option:

(a) High Deductible Health Plan (HDHP) with Health Savings Account

- All services are subject to the deductible except for preventive services allowed under HDHP rules. Preventive services are covered at 100% and are not counted against the deductible. The list of approved preventive services can be periodically changed at the discretion of the insurance carrier to maintain compliance with mandated requirements based on Health and Human Services (HHS) recommendations.

- Calendar year deductible: one person - \$2,000
two person or more than two person - \$4,000

- (b) The insurance benefits HDHP will be provided on a premium sharing basis whereby the member will pay a percentage of the allocation rate (projected claims, administrative fees and stop loss).

(c) The Board will adopt an Internal Revenue Code Section 125K plan for member premium contributions. The Internal Revenue Code and its implementing regulations shall govern the administration of this plan.

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(e) The Board of Education shall establish and maintain an IRS Section 125 Flexible Spending Account (FSA) for teachers. The account shall be designed to permit exclusion from taxable income for each teacher's share of health and medical premiums, deductibles, co-insurance and unreimbursed medical expenses as well as cost of dependent care. As allowed by law, the Dependent Care Account shall have a \$5000 maximum, automatically increasing upon any change in the law. The Medical Account shall have a maximum as allowed by law. Federal Regulations prohibit individuals that participate in the HDHP with an HSA account to also have an FSA account, unless the FSA account is for Dependent Care.

8- 1.4 The Board shall pay 100% of the costs to the individual for the following:

(a) Group life insurance in the amount of \$10,000. Additional group life insurance, in increments of \$10,000, to a maximum of \$50,000 may be purchased by the individual at the prevailing group rate. The provision of this benefit is subject to insurance carrier rules and regulations including minimum enrollment and evidence of insurability requirements.

(b) Accidental Death and Dismemberment Insurance

8- 1.5 The Board shall reimburse 100% of the costs to the individual member of the unit over 65 of his/her payment under Part B of Medicare for retired employees if and for the period that such retired employees are eligible for Board-paid health insurance in accordance with Section 8 - 1.6, below.

8- 1.6 The Board agrees to continue insurance coverage pursuant to the appropriate medical insurance plan, to age 65 for retirees from the school system who are actively collecting from the Connecticut Teachers' Retirement System under the following conditions:

(a) The Board shall pay the costs of such individual insurance coverage for those retirees who have at least 105 unused accumulated sick days as of the date of their retirement for a one-year period from the September 1 following the effective date of their retirement. For those retirees who have at least 210 unused accumulated sick days as of the date of their retirement, the board shall pay the cost of such insurance coverage for a two-year period from the September 1 following the effective date of their retirement. Retirees will receive the HSA funding contributions towards deductible (\$1,000/\$2,000 based on \$2,000/\$4,000 deductible) that are paid while they are receiving insurance coverage under this provision. Such employer HSA funding contribution towards deductible will end when Board-paid coverage under this provision terminates.

(b) Retirees may purchase dependent or family coverage for the opted insurance program provided the retiree pays to the Board the difference between the full cost and the individual cost of the program.

(c) Continuance of the opted Anthem insurance coverage pursuant to this section for retirees who do not qualify for such coverage beyond the time limit set forth in Section 8-1.6(a) shall be contingent upon the retiree paying the full cost of such coverage to the Board.

(d) The Board agrees to continue Anthem coverage for retirees, as defined herein, who are 65 and older and who are ineligible for Medicare. It is understood that continuance of

Anthem insurance coverage for retirees pursuant to this paragraph shall be contingent upon the retiree paying the full cost of such coverage to the Board.

8- 1.7 Any member who resigns is entitled to all appropriate insurance benefits through August 31 of the year of resignation provided the member has fully performed the contract obligation through the end of that school year.

8- 1.8 There shall be no change in the present insurance benefits set forth in Article VIII except by agreement of the parties. In the event the Board finds that it can provide substantially 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 an 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.

8 - 1.9 The Board shall exercise due diligence to cause the insurance carriers to prepare for distribution to all members of the unit a brochure outlining the benefits to be provided pursuant to this Article VIII and any new or revised benefit plans or programs during the term hereof.

8 - 2 **Reimbursement for Damaged and Lost Property**

8- 2.1 The Newington Board of Education hereby agrees to allocate the sum of three thousand five hundred (\$3,500) dollars for the following purposes:

(a) To provide compensation to any member of the unit who suffers loss or damage to personal property while on school grounds or while performing school related duties off school grounds. Said loss or damage shall be limited to teaching materials and/or instructional materials owned or supplied by the teacher.

(b) To provide compensation to a member of the unit who suffers loss as a result of damage to his or her vehicle while on school grounds if it appears from the nature of said damage that it is more probably than not that the damage was caused by vandalism.

8- 2.2 In the event that the loss or damage is caused by the employee's carelessness, the Board shall not be obligated to provide reimbursement.

8- 2.3 If the member has insurance covering the property loss or damage or the event which caused said loss or damage, the Board shall not be obligated to provide reimbursement beyond the deductible.

8- 2.4 Said claims shall be paid in June, and if the total of all claims allowed exceeds three thousand five hundred (\$3,500) dollars, then the claims shall be paid on a pro rata basis.

8 - 2.5 After the claims have been paid, the Board shall forward to the Association an accounting of the number of claims filed and paid. This accounting shall also include the amount of dollars claimed and the amount of dollars disbursed.

8 - 3 Retirement Increment

After a minimum of fifteen (15) years of service to the Newington School District, any member of the unit who meets the eligibility requirements of the Connecticut Teachers' Retirement System and who will have been a member of the retirement system for a minimum of 25 years or will be at least 60 years of age during the calendar year of the retirement date, is eligible for a retirement increment as follows:

(a) In order to be eligible to receive a retirement increment, the member must notify the Assistant Superintendent of Schools, on the designated form, during November of the fiscal year prior to the first year of increment payment and must submit a letter of resignation to take effect on the intended retirement date. This letter of resignation must be submitted prior to the June 1 date preceding the initial year of increment eligibility. This requirement can be waived when in the judgment of the Superintendent of Schools it is considered in the best interests of the school system. The maximum retirement increment, as defined in 8-3 (b) shall be three (3) years.

(b) The Board shall, upon receipt of such notice and letter of resignation, grant a salary increment equal to five (5) per cent of the member's annual base salary (including any longevity salary) plus one-half (1/2) percent for each year of service to the district beyond fifteen (15). This salary increment shall be granted to the member for each of the three (3) school years immediately preceding the date of retirement.

(c) In the event the member gives only two (2) years notice in the letter of resignation, the increment will be payable only during the two (2) years immediately preceding the member's date of retirement.

(d) In the event the member gives only one (1) year notice in the letter of resignation, the increment will be payable only during the one (1) year immediately preceding the member's date of retirement.

(e) If, after submitting the letter of resignation and collecting the retirement increment for one or more years, extenuating circumstances cause the member of the unit to want to postpone the intended retirement date, the member shall contact the Assistant Superintendent of Schools to discuss the circumstances and desired postponement. Procedures, for applying the increment to different years from those originally intended and for the pay back of any increment money received for years prior to the revised eligibility period, will be determined and implemented by the Assistant Superintendent of Schools.

(f) If a member rescinds his/her retirement he/she will never be able to receive more than what he/she had originally been entitled to at the original time of notification. An individual shall not be able to rescind after October 1 of the school year of retirement. This penalty can be waived when in the judgment of the Superintendent of Schools it is in the best interest of the school system.

8 - 4 Sick Leave

8 - 4.1 Each member of the unit is entitled to sick leave with full pay up to fifteen (15) school days in each year of this contract. Unused sick leave shall be accumulated from year to year, so long as the member of the unit remains continuously in the service to the Board, up to but not in excess of two hundred and ten (210) school days unless increased by state law.

8 - 4.2 For absence for sickness during a school year in excess of five (5) continuous school days after accumulated sick leave is exhausted, a member of the unit may be granted the difference between such member's substitute pay and regular salary at the discretion of the board. Such difference if granted shall be payable from the first day of such extended absence.

8- 4.3 Sick leave, of the type specified in Sections 8 - 4.1 and 8 - 4.2, shall be affirmed by a certificate of an attending physician if requested by the Superintendent.

8- 4.4 Teachers shall be given an accounting of their accumulated sick leave time and the name, if any, of their current designated beneficiary in writing before October 15 of each school year.

8- 4.5 Any teacher who becomes permanently disabled from performance of teaching responsibilities as shown by competent medical evidence shall receive payment for all unused accumulated sick days prior to release from Board of Education employment. The Board may require that the teacher be evaluated by a physician of its choosing.

8- 4.6 Teachers may use up to three (3) days of sick leave for illness of other members of the teacher's immediate family residing in the same household.

8- 5 **Death Benefit**

Upon death of member, the designated beneficiary or estate shall receive 100% of such member's accumulated unused sick leave. This benefit will be calculated by taking the number of accumulated unused sick days times the member's daily salary rate (1/184.5 of the annual salary.)

Upon the death of a member, the Board will contact the designated beneficiary or estate to inform of the availability of this benefit and procedures for collecting it. Designated Beneficiary Forms shall be found in Appendix G.

8 - 6 **Injury Leave Supplement to Worker's Compensation**

In case of absence because of injury which the worker's compensation commissioner or the Board's insurance carrier has determined to have arisen out of or in the course of employment, the employee shall be allowed full pay minus whatever worker's compensation payments the employee may receive covering loss of time. A maximum of one hundred fifty (150) days shall not be deducted from the employee's accumulated sick leave for this cause. Any absence in excess of one hundred fifty (150) days will be deducted from the employee's accumulated sick leave.

8 - 7 **Temporary Leave of Absence**

8- 7.1 Each member of the unit shall be entitled to five (5) days leave of absence with pay each year for legal, business, principal Jewish holy days or similar days for other religions, household or family matters which, after a good faith effort, cannot be scheduled or accommodated outside of the school day.

Application for such leave shall be in writing on the form found in Appendix L and the reason for the leave shall be checked. Application shall be made as far in advance as practicable

and ordinarily at least forty-eight (48) hours in advance. In the event of extreme emergencies, additional days of temporary leave may be granted by the Superintendent. The decision to grant or refuse to grant such leaves shall not be grievable. Teachers requesting leave under this emergency provision shall clearly state the reasons for prior utilization of temporary leave time.

8– 7.2 The Association and the Board jointly accept the responsibility to encourage staff members to use temporary leaves of absence days with discretion. The Association shall receive annually a list of all staff members who have used temporary leave of absence days and the number of such days used. Such temporary leaves of absence shall not be utilized for vacation, recreational, or other purposes not consistent with the permitted uses of legal, business, principal Jewish holy days or similar days for other religions, household or family matters.

The individual's responsibility to the students and to the instructional program must be considered when scheduling legal, business, household and family matters during school hours.

8– 7.3 Temporary leaves of absence shall not be taken the day before or the day after school holidays or school vacation periods unless the Superintendent has specifically approved the reason for taking such leave. Such approval shall be in writing.

8– 7.4 All members of the unit may be permitted additional time at the discretion of the Superintendent for the following educational reasons:

Attending educational meetings which have direct value to the pupils.

School visitations which have been planned in advance.

Members of the unit serving as chairperson of curriculum workshop committees may be given time to carry out the duties of the chairperson during the school day.

Serving the local, state or national education associations. For the welfare of the school, attendance at such meetings must necessarily be kept to a minimum.

8 – 8 **Deductions for Days Out**

Deductions for days out for reasons other than those permitted under 8 – 4, 8 – 6, and 8– 7 will be made at the rate of 1/184.5 of the member's annual salary. The prior approval of the Superintendent of Schools is required before days are taken under this section.

8 – 9 **Protection of Teachers**

The Board of Education expressly recognizes the provisions of Connecticut General Statutes, Section 10-236 (a) and P. A. 79-464.

8– 9.1 **Just Cause**

No teacher shall be reprimanded in writing or suspended from teaching duties without pay without reasonable and just cause.

ARTICLE IX
EXTENDED LEAVES

9 – 1 Leaves For Improvement or Education

Leaves of absence without pay may be granted at the discretion of the Board to members of the unit for acquiring experiences in learning which would contribute to the member's effectiveness as an employee of the Newington School System provided that applications for such leaves of absence must be made in writing prior to March 1 of the preceding year.

Upon their return to Newington, employees who have been absent on leave will be given the positions they formerly held or others for which they are qualified. Leaves for improvement through experience or education shall be granted only to those who have completed three (3) years of service in Newington. When employees return from this type of leave, their years of absence shall be credited to them for determining their position on the salary schedule. Leaves of this type shall be granted for only one (1) year. Requests for extension, if granted, shall be for only one (1) additional year. Leaves for improvement or education may be granted for the following purposes:

1. Study at accredited colleges or universities.
2. Travel for professional improvement.
3. Teaching in the military service.
4. Teaching in a foreign country.
5. Teaching in another part of the United States.

When a leave is granted solely to study at accredited colleges or universities, a minimum of nine (9) semester hours will be carried each semester while the leave is in effect.

9 – 2 Sabbatical Leaves

Sabbatical Leaves of one-half (1/2) year or one (1) full year may be granted at the discretion of the Board to members of the unit upon recommendation by the Superintendent for approved scholarly programs whether or not carried on in an academic institution, subject to the following conditions:

9– 2.1 Not more than 1% of the teaching staff shall be absent on Sabbatical Leave at any one time.

9– 2.2 Requests for Sabbatical Leave must be received by the Superintendent no later than December 31 of the year preceding the school year for which the Sabbatical Leave is requested. It is understood that the deadline of December 31 may be waived at the discretion of the Superintendent when fellowship grants and/or scholarships awarded late in the year make such a deadline unreasonable.

9–2.3 The applicant has completed at least four (4) consecutive full years of service in the Newington Schools.

9– 2.4 Teachers on Sabbatical Leave will be paid 75% of their annual contract rate in effect for the contract year in which the Sabbatical Leave occurs. Insurance programs will be continued and all normal deductions shall be made.

9- 2.5 The teacher shall agree to return to employment in Newington for one and one-half (1 ½) years in the event of a one-half (1/2) year's leave, and three (3) full years in the event of a full year's leave. When teachers return from this type of leave, their time of absence shall be credited to them for determining their position on the salary schedule.

9 – 3 **Exchange Teaching**

9- 3.1 Exchange Teaching Leaves of one (1) full year may be granted at the discretion of the Board for certified personnel to participate in exchange teaching programs approved by the Superintendent and Board subject to the following conditions:

9- 3.2 The teacher has completed at least three (3) consecutive full years of continuous service in the Newington Schools.

9- 3.3 Teachers on Exchange Leaves shall be paid full salary. All regular deductions shall be made, and insurance programs shall be continued.

9- 3.4 The teacher shall agree to return to employment in Newington for three (3) full years after Exchange Teaching Leave. When teachers return from this type of leave, their time of absence shall be credited to them for determining their position on the salary scale.

9 – 4 **Health Leaves**

9- 4.1 Leaves of absence for health reasons may be granted by the Board to members of the unit on recommendation by the Superintendent subject to the following conditions:

9- 4.2 The applicant has completed at least three (3) consecutive full years of service in the Newington schools.

9- 4.3 This type leave shall be limited to one (1) year only.

9- 4.4 The year's absence shall not be credited to the teacher for determining position on the salary scale.

9- 4.5 Insurance programs will be continued.

9- 4.6 Upon return from a health leave, the teacher will be given the position formerly held or another for which the teacher is qualified and certified.

9 – 5 **Maternity Leaves**

9- 5.1 Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, shall be treated as temporary disabilities for all job-related purposes. (The term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in Section 10-156 of the Connecticut General Statutes.)

9- 5.2 Accumulated sick leave shall be available for use during periods of such disability.

9- 5.3 Disability leave beyond any accumulated sick leave shall be available, for such reasonable further period of time as the employee is determined by a physician to be disabled from performing the duties of the position, because of pregnancy or conditions attendant thereto.

9- 5.4 Policies involving commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, protection under health or temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

9- 5.5 Pregnancy or childbirth shall not be the basis for termination of employment or compulsory resignation.

9- 5.6 The teacher shall notify the Superintendent in writing at least two (2) months before the leave is to become effective unless emergency conditions exist.

9- 5.7 Prior to pregnancy-related disability leave becoming effective, the teacher must present a written statement from a physician certifying that she will be unable to perform employment duties as of a specific date or that continued employment might jeopardize the health of the member and/or the unborn child. To aid the school district in finding a satisfactory replacement during the period of leave, the written statement from the physician must set forth the anticipated duration of the disability. Should change in this anticipated duration occur supplementary written physician's statements must be provided.

9 - 6 Childrearing Leaves

9- 6.1 Leaves of absence for childrearing purposes may be granted by the Superintendent to members of the unit subject to the following conditions:

9- 6.2 In general, this type of leave shall be limited to one (1) year only provided, however, that in the discretion of the Superintendent of Schools, whenever a childrearing leave is granted within the middle of school year, the one (1) year may be extended to include the remainder of the following school year.

9- 6.3 The year's absence shall not be credited to the teacher for determining position on the salary scale.

9- 6.4 Life insurance shall be paid by the Board for teachers on childrearing leaves.

9- 6.5 Upon return from a childrearing leave the teacher shall be given the position formerly held or another for which the teacher is qualified and certified.

9 - 7 Military Service Leaves

Military Service Leaves shall apply as set forth in Section 10-156c and d of the General Statutes of the State of Connecticut.

9 – 8 **Career Enrichment Leaves**

9–8.1 Leaves of absence without pay may be granted at the discretion of the Board to tenured members of the unit for the purpose of exploring alternative vocations. In general these leaves shall coincide with the school year.

9– 8.2 These leaves shall be applied for prior to March 1 of the year preceding the year in which the leave is to be taken. The Superintendent of Schools, in his discretion, may extend this date to June 1 of such year. The duration of the leave shall be for one (1) full school year.

9– 8.3 At the end of the leave if the employee returns to employment in Newington, the teacher will be given the position formerly held or another for which the teacher is qualified and certified.

9– 8.4 The employee on leave will notify the Board, in writing, by the March 1 date prior to the expiration of the leave that the employee intends to return to employment in Newington.

9– 8.5 The year's absence shall not be credited to the teacher for determining position on the salary scale.

9 – 9 **Effect of Leaves of Absence on Section 14-4 of Article XIV**

Teachers on leave of absence are subject to the provisions of Section 14-4 of this Agreement. The only exception is those on Military Leave whose return to employment is governed by Section 10-156d of the General Statutes of the State of Connecticut.

9 –10 **Insurance Benefits and Extended Leaves**

When a member of the unit is on extended leave and insurance benefits listed in Section 8-1 are not provided by the Board of Education, these insurance benefits may remain in force throughout the extended leave provided the member of the unit pays the cost of such insurance to the business office one (1) month prior to the premium due date.

ARTICLE X
CLASS SIZE

10 – 1 The Board and the Association recognize that pupil-teacher ratio is one of the important aspects of an effective education program. Therefore, from an educational viewpoint and from the viewpoint of providing a good working environment for teachers, the parties recognize the desirability of limiting the number of students participating in class, of equalizing as much as possible the number of students assigned to the various classes conducted within a grade level or subject area, of limiting the number of students assigned to a student station in a class and, consistent with federal and state law, of giving equitable consideration to the assignment of students with special needs to non-special education classes and programs. To that end, it is the policy of the Board, to an extent consistent with sound educational principles, fiscal limitations, the physical facilities of the system, instructional time and the needs of the students, to limit and to equalize class size with regard to the needs of the students and/or the class.

An advisory committee for each building consisting of two (2) NTA representatives from that building will have an opportunity each year in May to provide advice to their building principal regarding class size.

On October 15 each year, Notice of Class Size report will be provided to the NTA President.

ARTICLE XI

PROFESSIONAL VACANCIES

11 – 1 A vacancy is defined as any open position as designated by the administration after allowances have been made for necessary interschool and intraschool adjustments, placement of staff returning from leave, and decisions concerning voluntary requests for transfer. The provisions of this article shall apply only to vacancies to be filled at the beginning of a school year and new positions established at any time by the Board of Education, and these shall be filled pursuant to the following procedures. Positions established for one school year or less than one (1) school year shall not be subject to the provisions of this paragraph.

11 – 1.1 Notice of such vacancies or new positions shall be posted in every school and a copy sent to the Association at least fifteen (15) days prior to the final date when applications must be submitted.

11 – 1.2 Said notice of vacancy or new position shall clearly set forth the qualifications for the positions.

11 – 1.3 Teachers who desire to apply for such vacancies or new positions shall file their applications in writing within the time limit specified in the notice.

11 – 1.4 Such vacancies or new positions shall be filled from applicants to include part-time and full-time teachers both within and outside the system on the basis of fitness for the vacant post, provided, however, that where two or more applicants are substantially equal in qualifications the applicant with the greatest amount of seniority in the Newington School System shall be given preference.

11 – 1.5 Notwithstanding the provisions of Section 11 – 1.1 above, all notices of vacancies or new positions occurring during the summer months prior to August 1 will be posted and kept up-to-date in the school administration office and a copy sent to every school for posting. A request for a list of openings will be honored.

ARTICLE XII

WORK DAY/WORK YEAR

12 – 1 Any extension of the work year, beyond that established for the 2014-2015 work year, shall be compensated at the per diem rate of 184.5 x the teacher's annual salary for each day the work year is extended for teachers.

12 – 2 A work day scheduled as a school day, which as a result of an emergency does not meet the legal requirements of a school day, shall not be considered a day in the work year.

12 – 3 The teacher work day shall generally be defined to include the student day plus forty (40) minutes. The teachers recognize that their responsibility to their students and their profession at times requires the performance of duties that involve the expenditure of time beyond that of the normal working day. The annual open house, conference days, staff meetings, department meetings and committee meetings are examples of such duties.

12–4 If the Board, at its discretion, lengthens the teacher work day beyond the hours in effect during the 2014-15 school year it shall compensate the professional staff members at a rate of compensation based upon a pro-rating of the staff members' annual salary equal to a percentage of the time the teacher work day is extended.

12 – 5 When meetings are called there shall be an agenda which identifies the purpose of the meeting, the business to be conducted, and the approximate duration.

In general, required meetings which occur outside the normal workday will be limited to one (1) per week, which in duration will be less than one (1) hour. PPT's are excluded.

12 –6 The teacher work day shall include a duty-free lunch period of twenty-five (25) minutes. The twenty-five minute duty free lunch shall commence when students are dropped off at the cafeteria and shall conclude when students are picked up from the cafeteria.

12 – 7 When members of the unit at any level are assigned for the purpose of supervising students at dances, concerts, middle school drama club performances, roller skating parties, the high school variety show, graduation, or on spectator buses to athletic events, such assignments shall first be made from a list of qualified volunteers, if any. If there are no such qualified volunteers, then, and only in such event, assignments of members of the unit shall be made on a rotational basis within each school. Compensation for such assignments shall be set forth in Appendix B. The time sheet to be used is also found in the appendices in this agreement. Those members already being compensated under Appendix B-2 and those members who perform such supervisory duties pursuant to the responsibilities of their job description shall not receive additional compensation under this article for activities involving their group.

ARTICLE XIII

RESEARCH AND DEVELOPMENT

13 – 1 The Board and the Association realize the positive value of research and development upon the improvement of instruction in the Newington schools.

ARTICLE XIV

TRANSFER AND/OR SEPARATION

14 – 1 Transfers may be voluntary or involuntary. A transfer is generally defined as a change in assignment from one school building to another school building. Staff members who are assigned by program rather than by building are an exception to this definition. For program staff a transfer is a change in assignment that results in a change from one program to another or from a program assignment to a regular building classroom position. Certification is a major consideration in all transfers.

14 – 2 **Voluntary Transfers**

14 – 2.1 Requests must be made to the Superintendent of Schools or his designee in writing no later than March 1 of the preceding school year.

14 – 2.2 Prior to submitting a written request for a transfer, the teacher will meet with the building principal or supervisor to discuss the request. This meeting will be necessary before a transfer request can be given consideration.

14 – 2.3 Transfers will be made only if an opening exists for which the teacher is certified and such transfer is in the best interest of the school system.

14 – 2.4 When voluntary transfers are approved, the greater length of full-time service in the Newington School System, since last date of hire, shall be a consideration.

14 – 2.5 All requests for transfer shall remain on file for one (1) year and shall be considered for any vacant position which would be filled by a person under a signed, initial teaching contract.

14 – 3 **Involuntary Transfers**

14 – 3.1 When a teacher is transferred involuntarily, it shall be to a position for which the teacher is certified and to a comparable position if possible.

14 – 3.2 An involuntary transfer shall be made only after meeting between the teacher involved and the Superintendent of Schools or the Assistant Superintendent of Schools at which time the teacher shall be notified in writing of the reason for the transfer.

14 – 3.3 When involuntary transfers are necessary, the greater length of full-time, continuous service in the Newington School System shall be a consideration.

14 – 4 **Separation and Recall Procedures**

14 – 4.1 Determination of those who are to be released is to be in the following order:

- (a) Voluntary retirement and terminations
- (b) Non-tenure teachers
- (c) Tenure teachers

14 – 4.2 Separation - This procedure shall apply only to members of the unit who hold tenure status. Determination of non-tenure teachers to be laid off shall be made by the Board, acting through the Superintendent. When voluntary retirements, voluntary terminations, or non-renewal of non-continuing contracts are insufficient to meet a required staff reduction, certification and years of regular service to the Newington School System, since last date of hire, will be the primary considerations in determining those to be separated.

The following guidelines will apply:

- (a) If positions are eliminated the persons with the least total regular service in the Newington School System holding these positions will be considered first for reassignment or release.
- (b) All certification on file in the personnel office for the staff members affected will be reviewed 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 Newington than others in that certification area, the staff member with the least regular service in the Newington School System will be released.
- (d) Regular service for this purpose includes only 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.
- (e) As a result of (a) through (d), staff reduction will affect, in general, those with the least amount of experience in the Newington School System.

14 - 4.3 **Recall** -

- (a) The name of any tenured teacher whose services have been terminated because of the elimination of a position or a reduction in professional staff shall be placed upon a reappointment list and remain on such list for three (3) years provided such teacher does not refuse a reappointment and provided such teacher applies in writing by registered mail for retention of his name on said list on or before March 1 of each year subsequent to his termination.
- (b) Recall will be based on a reversal of the staff reduction criteria.
- (c) 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, assuming requirements of 14-4.3 (a) have been met.

14 - 4. Layoff is a termination of employment governed by Conn. Gen. Stat. § 10-151, and it is subject to review in accordance with statute and in no other manner.

ARTICLE XV **TEACHING ASSIGNMENT**

15 - 1 **Notification of Assignment**

The teacher shall be notified in writing of the grade, subject(s), position, and school(s) to which they will be assigned as soon as practicable and under normal circumstances not later than ten (10) school days prior to the end of the preceding school year. In the event a change in circumstances or condition occurs after notification, assignments may be changed as required to meet the situation and the teacher will be notified as soon as possible.

15 - 2 **Planning Period**

In general, a minimum of one (1) planning period per day shall be given. A planning period shall be defined as self-directed time to be devoted to activities affecting teaching readiness and the improvement of pupil adjustment and achievement.

It is the goal of the Board of Education and the Superintendent of Schools to achieve an average of 45 minutes a day of planning time on a weekly basis for elementary staff, of which 25 minutes shall be daily, continuous and self-directed. With whatever staff is available at the beginning of each school year, the administration will develop a plan to provide adequate planning time for the staff. The "planning time" plans at each building will be developed in such a manner to assure staff input. On scheduled legal length days or on delayed opening days, each teacher in the elementary schools who is scheduled for a special will receive a condensed special on such days.

The Board of Education shall make a reasonable effort to provide a substitute for each teacher who is absent from school for illness or temporary leave. In the event that a substitute is not available, then a teacher may be assigned to the class of the absent teacher. Such assignments shall first be made from a list of qualified volunteers, if any. If there are no such volunteers or an insufficient number of volunteers, then and only in such event, assignment of members of the unit shall be made on a rotational basis within each school. When a teacher so assigned loses planning time, said teacher shall be compensated according to the schedule in Appendix B.

15 - 3 **Secondary Preparations**

In general, secondary teachers (9 - 12) shall not be required to teach more than two preparations per term. Exceptions may be made where curriculum offerings for more than one school year would have to be curtailed or where unusual circumstances of programming make no other efficient alternative possible. The above provision shall not prohibit any teacher from voluntarily agreeing to teach more than two preparations.

15 - 4 **Distribution of Duties**

In general, teacher assignments such as corridor duty, homeroom duty, study hall supervision, cafeteria supervision, playground duty and bus duty shall be equitably distributed among all teachers. When a teacher assigned to such duties or supervision in place of an absent teacher loses planning time as a result of such assignment, such teacher shall be compensated according to the schedule in Appendix B, pursuant to Section 15-2.

When a teacher is assigned to undertake the responsibilities of another teacher attending planning and placement team meetings, workshops and other school related meetings and such undertaking results in the loss of planning time, then such assigned teacher shall be compensated according to the schedule in Appendix B, pursuant to Section 15-2 on the previous page.

Itinerant teachers shall perform duties in one (1) school only.

15 - 4.1 Each member of the bargaining unit required to enter student based formative assessment data shall receive one data entry period per week in lieu of a designated duty. Time

allocation for data entry shall be, in general, 45 minutes a week of which 25 minutes shall be continuous. In the event that a teacher with formative assessment responsibilities does not receive the allotted 45 minutes per week, the teacher will be entitled to receive compensation for this lost time (up to a maximum of forty-five minutes per week) per the Loss of Data Entry Time provision in Appendix B. The 45 minute data period is based on a full week schedule. In weeks where modified schedules occur, the time allotment may vary.

ARTICLE XVI

GENERAL PROVISIONS

16 - 1 If any provision of this agreement or any application of this Agreement to any employee or group of employees is held contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

16 - 2 This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.

16 - 3 This Agreement incorporates the entire understanding of the parties on all matters which were the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any subject whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated and executed this Agreement.

16 - 4 A copy of the complete text of this Agreement or any successor Agreement will be provided for each member of the unit and a copy of the Board Policy Book will be available in each school.

16 - 5 The Board will keep an accurate, up-to-date, and complete listing of the following information and provide this information by November 1 of the current year to the Association. The Board will notify the Association's designated membership chair of any changes in a unit member's employment status within thirty (30) days of such change.

- (a) All personnel who are members of the unit.
- (b) The step, scale, and salary of all members of the unit.
- (c) The duration of employment in Newington of each member of the unit.
- (d) The number of credits on file for each member of the unit beyond his current salary scale.
- (e) A record of accumulated sick days for each member of the unit.
- (f) A record of supplementary duties under Appendices B and C of this Agreement.

16-6 The Board agrees that when reassigned to a new classroom for the year, the teacher will pack and label boxes of classroom materials, but will not be required to move the boxes.

16-7 Any member of the bargaining unit who agrees upon request by an administrator to translate/interpret for the school district at a PPT, meeting with an administrator, parent-teacher conference or school registration shall be paid at the curriculum rate as a stipend for the time spent providing such services.

16.8 Supplemental Pay for Professional Learning Facilitation. Certified staff who facilitate professional learning sessions for Newington educators on Learning Tuesdays and District PL days will be paid according to this following scale:

Task	Amount
Facilitation within the contracted day of a new workshop	- \$50 an hour for preparation time - 2 hours of prep for every hour of presentation
Facilitation within the contracted day of a previously prepared workshop	- \$50 an hour for preparation time - 1 hour of prep for every hour of presentation
If preparing and facilitating professional learning is part of a teacher's job description (instructional coaches, literacy coaches) they are not eligible to receive additional remuneration.	

The following procedures will be followed:

In order to maintain consistent and high expectations for professional learning in the district, presentations need to be vetted for content and format.	
Professional Learning sessions must be vetted through a district designee prior to the session.	<u>Designees:</u> - Elementary – Assistant Superintendent for Curriculum and Instruction - Middle School – Director of Secondary Education - High School – Director of Secondary Education
NPS Data will be enhanced to serve as the conduit for this process	
Designees are looking for: • alignment of content with school and district goals • accuracy and appropriateness of content • application driven and participatory format of presentation	
In the event that a designee has questions regarding the content or format, they will meet (in person, by phone or by email) with the facilitator within three school days of submission.	
The process for submission, approval and payment will take place within the existing NPS Data system.	
A common feedback form will be used for all PL sessions.	

For the purposes of this section, the following definitions apply:

- Planning and preparation - developing a session for professional learning, the planning of which takes place outside of the contracted school day.
- Facilitator - primary presenter, who coordinates the session

The parties agree that this section presents an opportunity for certified staff to earn additional compensation by facilitating professional learning above their normal salaried assignment by participating in a completely voluntary arrangement, and members of the bargaining unit are in no way obligated to perform the work described above. Denied facilitation is not grievable.

ARTICLE XVII
DURATION AND RENEWAL

17 - 1 The Board and the Association agree that all points covered herein above constitute the full and complete agreement between them. No member of the unit or authorized representative, agent or employee of the board may enter into any separate agreement or understanding which will be inconsistent with the terms of this Agreement. Any such separate agreement will not be binding upon the parties hereto, unless mutually agreed upon and expressly adopted in writing.

The provisions of the Agreement shall be effective as of July 1, 2021 and shall continue and remain in full force and effect to and including June 30, 2024

During the term of this Agreement, either the Association or the Board may initiate reopener negotiations over the provisions of Article VIII only in either of two circumstances: (1) 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]) or (2) if there is any material amendment to federal or state law that would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share, allocation of responsibility for paying an excise tax (if any), and/or introduction of an additional optional health insurance plan.

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

NEWINGTON BOARD OF EDUCATION

By _____
Paul Vessella, Chairperson Date _____

NEWINGTON TEACHERS' ASSOCIATION

By _____
Holly Miotke, President Date _____

APPENDIX A

184.5 Days

2021-2022 Salary Schedule

Lane Abandonment (BA+30, MA+30, 6th Yr+15)

Lane Abandonment (Steps 1-12) 1.445%

Lane Abandonment (Step 13) 1.445%

*Highlighted salary scale lanes are no longer available to members of the unit looking to advance on the salary scale after September 15, 2015 unless such advancement was approved prior to July 1, 2015.

Step	Bachelors'	+15	+30	Masters'	+15	+30	CAGS	+15	+30	Doctorate
1	47,635	49,121	50,669	51,480	53,090	54,772	55,631	57,385	59,199	60,130
2	48,641	50,166	51,748	52,568	54,225	55,937	56,817	58,609	60,466	61,420
3	49,648	51,211	52,827	53,658	55,360	57,103	58,004	59,832	61,735	62,710
4	51,649	53,281	54,953	55,822	57,587	59,411	60,349	62,267	64,245	65,256
5	53,817	55,514	57,269	58,169	60,008	61,914	62,876	64,881	66,935	67,994
6	56,133	57,908	59,747	60,677	62,612	64,593	65,617	67,704	69,856	70,950
7	58,654	60,507	62,425	63,415	65,418	67,504	68,571	70,749	72,993	74,149
8	61,376	63,319	65,324	66,364	68,464	70,629	71,758	74,034	76,395	77,602
9	64,307	66,350	68,457	69,537	71,747	74,027	75,204	77,599	80,067	81,339
10	67,483	69,631	71,840	72,966	75,298	77,692	78,917	81,442	84,034	85,369
11	71,090	73,358	75,690	78,942	81,464	84,058	85,390	88,126	90,928	92,379
12	73,188	75,524	77,925	82,262	84,890	87,596	88,985	91,839	94,760	96,274
13	77,498	79,972	82,514	87,629	90,429	93,311	94,793	97,834	100,946	102,561
14	83,616	86,286	89,029	95,051	98,090	101,216	102,825	106,123	109,501	111,256

Employees new to the school district shall be placed on the appropriate salary scale in accordance with official transcripts provided by them.

The Board shall pay an annual stipend of \$2,000 to any teacher who is certified by the National Board for Professional Teaching Standards (NBPTS)

Qualifications for the CAGS Scale will normally be through the receipt of a 6th year certificate or a second Masters' degree. A member of the unit who completes 30 credits beyond the Masters' placement not resulting in a 6th year certificate or a second Masters' degree, may request an evaluation of the 30 credit program by the Superintendent of Schools as an alternative means of qualifying for the CAGS Scale. The Superintendent's decision shall not be a subject for the grievance procedure.

Longevity: \$290 @ 15 years \$1,138 @ 20 years \$2,276 @ 25 years
 \$3,419 @ 30 years \$4,562 @ 35 years

APPENDIX A

184.5 Days

2022-2023 Salary Schedule

Lane Abandonment (BA+30, MA+30, 6th Yr+15)

Lane Abandonment (Steps 1-12) 1.45%

Lane Abandonment (Step 13) 1.45%

*Highlighted salary scale lanes are no longer available to members of the unit looking to advance on the salary scale after September 15, 2015 unless such advancement was approved prior to July 1, 2015.

Step	Bachelors'	+15	+30	Masters'	+15	+30	CAGS	+15	+30	Doctorate
1	47,668	49,155	50,705	51,516	53,127	54,811	55,670	57,425	59,240	60,172
2	48,675	50,201	51,784	52,605	54,263	55,976	56,857	58,650	60,509	61,463
3	49,683	51,246	52,864	53,695	55,398	57,143	58,045	59,874	61,778	62,754
4	51,685	53,318	54,992	55,861	57,627	59,452	60,391	62,311	64,290	65,301
5	53,855	55,553	57,309	58,210	60,050	61,957	62,920	64,927	66,982	68,042
6	56,172	57,948	59,789	60,720	62,656	64,638	65,663	67,751	69,905	71,000
7	58,695	60,550	62,469	63,459	65,463	67,551	68,619	70,799	73,045	74,201
8	61,419	63,363	65,369	66,411	68,512	70,679	71,808	74,086	76,449	77,656
9	64,352	66,397	68,505	69,585	71,797	74,079	75,256	77,653	80,123	81,396
10	67,530	69,680	71,890	73,018	75,350	77,746	78,973	81,499	84,093	85,428
11	71,139	73,409	75,743	78,998	81,521	84,117	85,449	88,188	90,992	92,444
12	73,239	75,577	77,979	82,320	84,950	87,657	89,048	91,903	94,827	96,342
13	77,552	80,028	82,572	87,690	90,492	93,376	94,860	97,902	101,017	102,633
14	84,846	87,556	90,339	96,450	99,533	102,704	104,338	107,684	111,112	112,892

Employees new to the school district shall be placed on the appropriate salary scale in accordance with official transcripts provided by them.

The Board shall pay an annual stipend of \$2,000 to any teacher who is certified by the National Board for Professional Teaching Standards (NBPTS)

Qualifications for the CAGS Scale will normally be through the receipt of a 6th year certificate or a second Masters' degree. A member of the unit who completes 30 credits beyond the Masters' placement not resulting in a 6th year certificate or a second Masters' degree, may request an evaluation of the 30 credit program by the Superintendent of Schools as an alternative means of qualifying for the CAGS Scale. The Superintendent's decision shall not be a subject for the grievance procedure.

Longevity: \$290 @ 15 years
\$3,419 @ 30 years

\$1,138 @ 20 years
\$4,562 @ 35 years

\$2,276 @ 25 years

APPENDIX A

184.5 Days

2023-2024 Salary Schedule

Lane Abandonment (BA+30, MA+30, 6th Yr+15)	
Lane Abandonment (Steps 1-12)	0.00%
Lane Abandonment (Step 13)	1.00%

*Highlighted salary scale lanes are no longer available to members of the unit looking to advance on the salary scale after September 15, 2015 unless such advancement was approved prior to July 1, 2015.

Step	Bachelors'	+15	+30	Masters'	+15	+30	CAGS	+15	+30	Doctorate
1	47,702	49,189	50,740	51,552	53,164	54,849	55,709	57,465	59,281	60,214
2	48,709	50,236	51,820	52,642	54,301	56,015	56,897	58,691	60,551	61,506
3	49,717	51,282	52,901	53,733	55,437	57,183	58,085	59,916	61,821	62,798
4	51,721	53,355	55,030	55,900	57,667	59,494	60,434	62,354	64,335	65,347
5	53,892	55,591	57,349	58,251	60,092	62,001	62,964	64,972	67,029	68,089
6	56,212	57,989	59,831	60,762	62,700	64,684	65,709	67,799	69,954	71,050
7	58,736	60,592	62,513	63,504	65,509	67,598	68,667	70,848	73,096	74,253
8	61,462	63,407	65,415	66,457	68,560	70,728	71,858	74,138	76,502	77,710
9	64,397	66,443	68,553	69,634	71,847	74,131	75,309	77,707	80,179	81,453
10	67,577	69,728	71,941	73,069	75,403	77,801	79,028	81,556	84,152	85,488
11	71,189	73,460	75,796	79,053	81,578	84,176	85,509	88,249	91,056	92,509
12	73,290	75,630	78,034	82,377	85,009	87,718	89,110	91,968	94,893	96,409
13	77,606	80,084	82,630	87,752	90,556	93,441	94,926	97,971	101,088	102,705
14	86,204	88,956	91,784	97,993	101,125	104,348	106,007	109,407	112,889	114,698

Employees new to the school district shall be placed on the appropriate salary scale in accordance with official transcripts provided by them.

The Board shall pay an annual stipend of \$2,000 to any teacher who is certified by the National Board for Professional Teaching Standards (NBPTS)

Qualifications for the CAGS Scale will normally be through the receipt of a 6th year certificate or a second Masters' degree. A member of the unit who completes 30 credits beyond the Masters' placement not resulting in a 6th year certificate or a second Masters' degree, may request an evaluation of the 30 credit program by the Superintendent of Schools as an alternative means of qualifying for the CAGS Scale. The Superintendent's decision shall not be a subject for the grievance procedure.

<u>Longevity:</u>	\$290 @ 15 years	\$1,138 @ 20 years	\$2,276 @ 25 years
	\$3,419 @ 30 years	\$4,562 @ 35 years	

APPENDIX B
MISCELLANEOUS SALARY DIFFERENTIALS

Appendix B-1

(Salary Differential for Extra Responsibility) **2021-2022** **2022-2023** **2023-2024**

Head Teacher	\$2,644	\$2,671	\$2,697
Program Leader	\$2,129	\$2,150	\$2,172
Program Leader (K-12)	\$4,121	\$4,162	\$4,204

Appendix B-2 (Extra Work)

Members of the unit who shall provide the extra services as set forth on this Appendix B-2 shall be selected first from qualified volunteers. In the event that no such qualified volunteer is available for such selection, then and only in such event, the members of the unit may be assigned for the period of one (1) school year to so provide such extra services.

Notice of Extra Work vacancies shall be posted in each school.

2021-2022 **2022-2023** **2023-2024**

HIGH SCHOOL:

Year Book

Advisor	\$4,205	\$4,247	\$4,289
Art	\$3,200	\$3,232	\$3,264

Music Production

Stage Director	\$3,328	\$3,361	\$3,395
Music Director (in charge of musical production)	\$3,697	\$3,734	\$3,771
Orchestral Director	\$2,776	\$2,804	\$2,832
Set Coordinator	\$1,838	\$1,857	\$1,875
Costume Coordinator	\$998	\$1,008	\$1,018
Audiovisual Club	\$2,286	\$2,308	\$2,332
Band Director	\$4,125	\$4,166	\$4,208
Chamber Choir	\$1,796	\$1,814	\$1,832
Chamber Orchestra	\$1,614	\$1,630	\$1,646
Culinary Events Coordinator	\$2,682	\$2,708	\$2,735
Choreographer	\$1,624	\$1,640	\$1,657
DECA Club	\$2,286	\$2,308	\$2,332
Dramatic Club	\$2,417	\$2,441	\$2,466
Dramatic Club Technical & Set Director	\$700	\$707	\$714
Jazz Ensemble	\$1,614	\$1,630	\$1,646
Mathematics League	\$2,286	\$2,308	\$2,332
Student Government Advisor	\$4,997	\$5,047	\$5,098
National Honor Society	\$2,828	\$2,856	\$2,885
Student Publication	\$4,112	\$4,153	\$4,194

Class Advisors

Senior Class Coordinator	\$2,338	\$2,362	\$2,385
Senior Class Advisor (2)	\$2,019	\$2,039	\$2,060
Junior Class Coordinator	\$2,258	\$2,281	\$2,304
Junior Class Advisor	\$1,935	\$1,955	\$1,974
Sophomore Class Coordinator	\$1,775	\$1,792	\$1,810
Sophomore Class Advisor	\$1,614	\$1,630	\$1,646
Freshman Class Coordinator	\$1,614	\$1,630	\$1,646

MIDDLE SCHOOL:

Student Publication	\$1,932	\$1,951	\$1,971
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	2021-2022	2022-2023	2023-2024
Student Government Advisor	\$3,622	\$3,658	\$3,695
Dramatic Club	\$2,254	\$2,277	\$2,300
Student Store	\$1,553	\$1,569	\$1,585
TV Studio	\$1,274	\$1,286	\$1,299

ELEMENTARY SCHOOL:

Student Government Advisor	\$1,075	\$1,085	\$1,096
TV Studio	\$1,274	\$1,286	\$1,299
Student Store	\$530	\$536	\$541

SCHOOL TREASURERS:

General Activities	\$3,007	\$3,037	\$3,067
High School Activities	\$4,618	\$4,664	\$4,711
Middle School Activities	\$1,692	\$1,709	\$1,726

**Appendix B- 4
(Clubs)**

	2021-22	2022-23	2023-24
<u>High School</u>			
Fund to compensate advisors of other high school clubs formed as a result of student and staff interest, recommended by the principal, and approved by the superintendent	\$16,160	\$16,160	\$16,160
<u>Middle Schools:</u>			
Fund to compensate advisors of other middle school clubs formed as a result of student and staff interest, recommended by the principal, and approved by the superintendent	\$9,090	\$9,090	\$9,090
<u>Curriculum Development, Summer School Staff, and Homebound Instruction:</u>	PER HR.	PER HR.	PER HR.
B.A. Degree Scale	\$40.40	\$40.40	\$40.40
M.A. Degree Scale	\$40.40	\$40.40	\$40.40
6th Yr. Degree Scale	\$40.40	\$40.40	\$40.40
Doctorate Degree Scale	\$40.40	\$40.40	\$40.40
Members of the unit serving as chairpersons or coordinators shall receive an additional	\$4.20	\$4.24	\$4.29
<u>Other:</u>			
TEAM Reader (per paper rate)	\$50.50	\$50.50	\$50.50
AP Booster	\$40.40	\$40.40	\$40.40
Adult Education Director	\$40.40	\$40.40	\$40.40
Supervisory Duties (Section 12-7)	\$40.40	\$40.40	\$40.40
Compensation for Loss of Planning Time (Section 15-2 or 15-4)	\$40.40	\$40.40	\$40.40
Compensation for Loss of Data Entry Time (Section 15-4.1)	\$40.40	\$40.40	\$40.40

When a member of the bargaining unit is assigned to attend a PPT meeting on a non-working day or for a portion of a meeting after 5:00 p.m. on a working day, he/she shall be compensated at a rate of \$40.40 for each year of the contract per hour for each hour or portion thereof worked.

	2021-2022	2022-2023	2023-2024
Unified Sports (High School)	\$2,472	\$2,497	\$2,522
Unified Sports (per each Middle School)	\$824	\$832	\$841
Unified Sports (per each Elementary School)	\$824	\$832	\$841

APPENDIX C
COACHING DIFFERENTIALS

2021-2022

Positions	Step 1	Step 2	Step 3	Step 4
Baseball (B)	\$3,310	\$3,862	\$4,414	\$5,017
Assistants (2)	\$2,208	\$2,574	\$2,943	\$3,347
Basketball (B)	\$4,416	\$5,151	\$5,885	\$6,689
Assistants (2)	\$2,944	\$3,437	\$3,926	\$4,462
Basketball (G)	\$4,416	\$5,151	\$5,885	\$6,689
Assistants (2)	\$2,944	\$3,437	\$3,926	\$4,462
Cheerleading	\$4,416	\$5,151	\$5,885	\$6,689
Assistant	\$2,943	\$3,437	\$3,926	\$4,462
Cross Country (B)	\$2,573	\$3,004	\$3,434	\$3,903
Assistant	\$1,718	\$2,004	\$2,291	\$2,602
Cross Country (G)	\$2,573	\$3,004	\$3,434	\$3,903
Field Hockey (G)	\$3,127	\$3,647	\$4,170	\$4,737
Assistants (2)	\$2,087	\$2,433	\$2,782	\$3,160
Football	\$5,518	\$6,440	\$7,357	\$8,361
Assistants (4)	\$3,682	\$4,296	\$4,908	\$5,576
Golf – Coed	\$2,573	\$3,004	\$3,434	\$3,903
Assistant	\$1,718	\$2,004	\$2,291	\$2,602
Gymnastics (G)	\$3,310	\$3,862	\$4,414	\$5,015
Ice Hockey (B)	\$4,046	\$4,721	\$5,395	\$6,132
Assistant	\$2,699	\$3,150	\$3,600	\$4,120
Indoor Track – Coed	\$3,496	\$4,077	\$4,660	\$5,294
Assistant	\$2,332	\$2,720	\$3,110	\$3,533
Lacrosse (B)	\$3,496	\$4,077	\$4,660	\$5,294
Assistants (2)	\$2,332	\$2,720	\$3,109	\$3,533
Lacrosse (G)	\$3,496	\$4,077	\$4,660	\$5,294
Assistants (2)	\$2,332	\$2,720	\$3,109	\$3,533
Soccer (B)	\$3,496	\$4,077	\$4,660	\$5,294
Assistants (2)	\$2,332	\$2,720	\$3,109	\$3,533
Soccer (G)	\$3,496	\$4,077	\$4,660	\$5,294
Assistants (2)	\$2,332	\$2,720	\$3,109	\$3,533
Softball (G)	\$3,127	\$3,647	\$4,170	\$4,737
Assistant	\$2,087	\$2,433	\$2,782	\$3,160
Swimming (B)	\$3,677	\$4,294	\$4,906	\$5,574
Assistant	\$2,453	\$2,862	\$3,270	\$3,718
Swimming (G)	\$2,759	\$3,220	\$3,679	\$4,181
Assistant	\$1,841	\$2,145	\$2,454	\$2,789
Tennis (B)	\$2,392	\$2,790	\$3,189	\$3,624
Assistant	\$1,718	\$2,004	\$2,291	\$2,602
Tennis (G)	\$2,573	\$3,004	\$3,434	\$3,903
Assistant	\$1,718	\$2,004	\$2,291	\$2,602
Track (B)	\$2,942	\$3,434	\$3,924	\$4,458
Assistant	\$1,961	\$2,290	\$2,618	\$2,973
Track (G)	\$2,759	\$3,220	\$3,679	\$4,181
Assistant	\$1,841	\$2,145	\$2,454	\$2,789
Volleyball (B)	\$2,573	\$3,004	\$3,434	\$3,903
Assistant	\$1,717	\$2,004	\$2,290	\$2,603
Volleyball (G)	\$2,573	\$3,004	\$3,434	\$3,903
Assistant (2)	\$1,717	\$2,004	\$2,290	\$2,603
Wrestling (B)	\$3,862	\$4,506	\$5,150	\$5,853
Assistant	\$2,574	\$3,004	\$3,436	\$3,904
Intramurals	Fall: \$563	Winter: \$994	Spring: \$472	

APPENDIX C
COACHING DIFFERENTIALS

2022-2023

Positions	Step 1	Step 2	Step 3	Step 4
Baseball (B)	\$3,343	\$3,901	\$4,458	\$5,067
Assistants (2)	\$2,230	\$2,600	\$2,973	\$3,381
Basketball (B)	\$4,460	\$5,203	\$5,944	\$6,756
Assistants (2)	\$2,974	\$3,471	\$3,965	\$4,507
Basketball (G)	\$4,460	\$5,203	\$5,944	\$6,756
Assistants (2)	\$2,974	\$3,471	\$3,965	\$4,507
Cheerleading	\$4,460	\$5,203	\$5,944	\$6,756
Assistant	\$2,973	\$3,471	\$3,965	\$4,507
Cross Country (B)	\$2,599	\$3,034	\$3,468	\$3,942
Assistant	\$1,735	\$2,024	\$2,314	\$2,628
Cross Country (G)	\$2,599	\$3,034	\$3,468	\$3,942
Field Hockey (G)	\$3,158	\$3,684	\$4,212	\$4,784
Assistants (2)	\$2,108	\$2,457	\$2,809	\$3,192
Football	\$5,573	\$6,504	\$7,430	\$8,444
Assistants (4)	\$3,719	\$4,338	\$4,957	\$5,632
Golf – Coed	\$2,599	\$3,034	\$3,468	\$3,942
Assistant	\$1,735	\$2,024	\$2,314	\$2,628
Gymnastics (G)	\$3,343	\$3,901	\$4,458	\$5,065
Ice Hockey (B)	\$4,087	\$4,768	\$5,449	\$6,193
Assistant	\$2,726	\$3,182	\$3,636	\$4,161
Indoor Track – Coed	\$3,531	\$4,118	\$4,707	\$5,347
Assistant	\$2,355	\$2,747	\$3,141	\$3,568
Lacrosse (B)	\$3,531	\$4,118	\$4,707	\$5,347
Assistants (2)	\$2,355	\$2,747	\$3,140	\$3,568
Lacrosse (G)	\$3,531	\$4,118	\$4,707	\$5,347
Assistants (2)	\$2,355	\$2,747	\$3,140	\$3,568
Soccer (B)	\$3,531	\$4,118	\$4,707	\$5,347
Assistants (2)	\$2,355	\$2,747	\$3,140	\$3,568
Soccer (G)	\$3,531	\$4,118	\$4,707	\$5,347
Assistants (2)	\$2,355	\$2,747	\$3,140	\$3,568
Softball (G)	\$3,158	\$3,684	\$4,212	\$4,784
Assistant	\$2,108	\$2,457	\$2,809	\$3,192
Swimming (B)	\$3,714	\$4,336	\$4,955	\$5,630
Assistant	\$2,478	\$2,891	\$3,303	\$3,755
Swimming (G)	\$2,787	\$3,252	\$3,716	\$4,223
Assistant	\$1,860	\$2,167	\$2,479	\$2,816
Tennis (B)	\$2,416	\$2,818	\$3,220	\$3,660
Assistant	\$1,735	\$2,024	\$2,314	\$2,628
Tennis (G)	\$2,599	\$3,034	\$3,468	\$3,942
Assistant	\$1,735	\$2,024	\$2,314	\$2,628
Track (B)	\$2,972	\$3,468	\$3,963	\$4,503
Assistant	\$1,981	\$2,313	\$2,644	\$3,003
Track (G)	\$2,787	\$3,252	\$3,716	\$4,223
Assistant	\$1,860	\$2,167	\$2,479	\$2,816
Volleyball (B)	\$2,599	\$3,034	\$3,468	\$3,942
Assistant	\$1,734	\$2,024	\$2,313	\$2,629
Volleyball (G)	\$2,599	\$3,034	\$3,468	\$3,942
Assistant (2)	\$1,734	\$2,024	\$2,313	\$2,629
Wrestling (B)	\$3,901	\$4,551	\$5,201	\$5,911
Assistant	\$2,600	\$3,034	\$3,470	\$3,943
Intramurals	Fall: \$568	Winter: \$1,004	Spring: \$476	

APPENDIX C
COACHING DIFFERENTIALS
2023-2024

Positions	Step 1	Step 2	Step 3	Step 4
Baseball (B)	\$3,377	\$3,940	\$4,502	\$5,118
Assistants (2)	\$2,252	\$2,626	\$3,002	\$3,414
Basketball (B)	\$4,504	\$5,255	\$6,004	\$6,824
Assistants (2)	\$3,003	\$3,506	\$4,005	\$4,552
Basketball (G)	\$4,504	\$5,255	\$6,004	\$6,824
Assistants (2)	\$3,003	\$3,506	\$4,005	\$4,552
Cheerleading	\$4,504	\$5,255	\$6,004	\$6,824
Assistant	\$3,002	\$3,506	\$4,005	\$4,552
Cross Country (B)	\$2,625	\$3,064	\$3,503	\$3,981
Assistant	\$1,753	\$2,044	\$2,337	\$2,654
Cross Country (G)	\$2,625	\$3,064	\$3,503	\$3,981
Field Hockey (G)	\$3,190	\$3,720	\$4,254	\$4,832
Assistants (2)	\$2,129	\$2,482	\$2,837	\$3,224
Football	\$5,629	\$6,569	\$7,505	\$8,529
Assistants (4)	\$3,756	\$4,382	\$5,006	\$5,688
Golf – Coed	\$2,625	\$3,064	\$3,503	\$3,981
Assistant	\$1,753	\$2,044	\$2,337	\$2,654
Gymnastics (G)	\$3,376	\$3,940	\$4,502	\$5,115
Ice Hockey (B)	\$4,127	\$4,816	\$5,504	\$6,255
Assistant	\$2,753	\$3,214	\$3,672	\$4,203
Indoor Track – Coed	\$3,566	\$4,159	\$4,754	\$5,401
Assistant	\$2,379	\$2,775	\$3,172	\$3,604
Lacrosse (B)	\$3,566	\$4,159	\$4,754	\$5,401
Assistants (2)	\$2,379	\$2,775	\$3,171	\$3,604
Lacrosse (G)	\$3,566	\$4,159	\$4,754	\$5,401
Assistants (2)	\$2,379	\$2,775	\$3,171	\$3,604
Soccer (B)	\$3,566	\$4,159	\$4,754	\$5,401
Assistants (2)	\$2,379	\$2,775	\$3,171	\$3,604
Soccer (G)	\$3,566	\$4,159	\$4,754	\$5,401
Assistants (2)	\$2,379	\$2,775	\$3,171	\$3,604
Softball (G)	\$3,190	\$3,720	\$4,254	\$4,832
Assistant	\$2,129	\$2,482	\$2,837	\$3,224
Swimming (B)	\$3,751	\$4,380	\$5,004	\$5,686
Assistant	\$2,503	\$2,920	\$3,336	\$3,793
Swimming (G)	\$2,815	\$3,285	\$3,753	\$4,265
Assistant	\$1,878	\$2,188	\$2,504	\$2,845
Tennis (B)	\$2,440	\$2,846	\$3,253	\$3,697
Assistant	\$1,753	\$2,044	\$2,337	\$2,654
Tennis (G)	\$2,625	\$3,064	\$3,503	\$3,981
Assistant	\$1,753	\$2,044	\$2,337	\$2,654
Track (B)	\$3,001	\$3,503	\$4,003	\$4,548
Assistant	\$2,001	\$2,336	\$2,671	\$3,033
Track (G)	\$2,815	\$3,285	\$3,753	\$4,265
Assistant	\$1,878	\$2,188	\$2,504	\$2,845
Volleyball (B)	\$2,625	\$3,064	\$3,503	\$3,981
Assistant	\$1,752	\$2,044	\$2,336	\$2,655
Volleyball (G)	\$2,625	\$3,064	\$3,503	\$3,981
Assistant (2)	\$1,752	\$2,044	\$2,336	\$2,655
Wrestling (B)	\$3,940	\$4,596	\$5,254	\$5,971
Assistant	\$2,626	\$3,064	\$3,505	\$3,982
Intramurals	Fall: \$574	Winter: \$1,014	Spring: \$481	

APPENDIX D

TEACHER'S INITIAL CONTRACT

The Board of Education of the Town of Newington, Connecticut, hereby agrees to employ _____ and _____ (to whom the term "teacher" hereinafter refers) hereby agrees to serve, under the direction of the Superintendent of Schools as a teacher in the public schools of said Town, for the school year beginning _____ and ending June 30, _____, subject to the conditions stated below.

In accordance with the provisions of the prevailing salary schedule and accompanying regulations of the Board of Education for said Town, the Board hereby agrees to pay said teacher, and said teacher hereby agrees to accept, for service during the above stated period, an annual salary rate of \$ _____ in periodic installments, payable alternate Fridays, September through June beginning _____ and subject to required deductions for the State Teachers' Retirement Fund and the United States Withholding Tax, and other agreed-to deductions which the teacher may in writing authorize.

This contract shall be renewed annually by operation of law during the period of said teacher's, non-tenured service unless the teacher has been notified in writing prior to May 1 in any one school year that the contract will not be renewed for the following year. For each year for which this contract is renewed the annual salary of the teacher shall be in accordance with the provisions of the prevailing salary schedule and accompanying regulations of the Board of Education for said Town, as set forth in any annual salary notification.

This contract may be terminated by mutual consent at any time. It may be terminated by the Board as provided by Statute. The teacher may resign for good reason by submitting at least thirty days' written notice at any time except during the month of August, during which month, unless the contract has been terminated by mutual consent or Board action, the teacher will accept employment with no other Board of Education in Connecticut; provided that in the event no salary agreement for the ensuing year has been signed by August 1, limitations on the teacher's resigning shall not be binding until such an agreement has been signed.

The teacher may, upon written request as provided by statute file with the Board after the receipt of any notice from the Board of its intention to terminate or not to renew this contract, be entitled to a hearing as provided by statute.

Notwithstanding the foregoing, persons holding a durational shortage area permit are employees at will, and termination of contract is not governed by statute.

This contract is and shall be subject to the prevailing statutes of the State of Connecticut and the prevailing rules and regulations of the Board of Education.

SIGNED: _____ BOARD OF EDUCATION, NEWINGTON, CONNECTICUT

Teacher _____ By _____
Superintendent

Date _____ Date _____

APPENDIX E

TEACHER'S LONG-TERM CONTRACT

(Effective beginning with and subsequent to the year in which the teacher has completed forty (40) school months of continuous employment) or otherwise achieves tenure with the Newington Public Schools.

The Board of Education of the Town of Newington, Connecticut, hereby agrees to employ _____ and _____ (to whom the term "Teacher" hereinafter refers) hereby agrees to serve under the direction of the Superintendent of Schools, as a _____ in the public schools of said Town, on a continuing basis, subject to the conditions stated below beginning _____, _____. Said Board of Education agrees to pay said teacher an annual salary in accordance with the provisions of the prevailing salary schedule and accompanying regulations of the Board of Education for said Town, and as set forth in an annual salary notification.

This contract of employment shall continue in force from year to year, subject to the following conditions:

- (a) It may be terminated by mutual consent at any time.
- (b) The teacher may resign for good reason by submitting at least thirty days' written notice at any time except during the month of August, during which month, unless the contract has been terminated by mutual consent or Board action, the teacher will accept employment with no other Board of Education in Connecticut; provided that in the event no salary agreement for the ensuing year has been signed by August 1, limitations on the teacher's resigning shall not be binding until such an agreement has been signed.
- (c) The Board may terminate this contract at any time in accordance with the provisions of Connecticut General Statutes Section 10-151. The procedures for any such action shall be in accordance with that statute.

This contract is and shall be subject to the prevailing statutes of the State of Connecticut and the prevailing rules and regulations of the Board of Education.

SIGNED:

BOARD OF EDUCATION, NEWINGTON, CONNECTICUT

Teacher _____

By _____
Superintendent

Date _____

Date _____

APPENDIX F

GRIEVANCE

The undersigned grievant hereby submits the following grievance to:

_____ LEVEL: _____

- (a) The nature of the grievance and the desired relief is as follows:

- (b) Provision(s) of the agreement claimed to have been violated or misinterpreted:

- (c) State specifically the supporting facts or manner in which the provisions of the agreement claimed in (b) above have been violated or misinterpreted:

- (d) Previous discussion have resulted in the following disposition:

- (e) The grievant is dissatisfied with the previous decision in the following way:

Date: _____

Grievant: _____

Date: _____

Authorized _____

NTA Representative:

Section (f) below shall be filled out and signed by a NAG committee representative for all grievances processed beyond Level One.

- (f) The NAG committee has reviewed this grievance and is hereby forwarding the grievance to level Two – Three – Four (circle one)

Date: _____

Authorized _____

NAG Committee Representative:

Date Rec'd: _____

Administrator: _____

APPENDIX G

DESIGNATION OF BENEFICIARY FOR SECTION 8-5

I hereby designate _____

To be my designated beneficiary to receive payment pursuant to Section 8-5 of the Agreement between the Newington Teachers' Association and the Newington Board of Education; my estate shall, as by such Agreement provided, succeed to such payment in the event that such designated beneficiary is ineligible.

This form shall remain in effect unless the Board receives a written request for a change in beneficiary.

Signature: _____

Date: _____

APPENDIX H
NEWINGTON PUBLIC SCHOOLS
EMPLOYEE DAMAGED AND LOSS PROPERTY CLAIM

Date: _____

Name and Home Address of Claimant: _____

Duty Assignment with Newington Public Schools _____

A. Description of Teaching Materials and/or Instructional Materials Lost or Damaged:

Location of Property at Time of Loss (BE SPECIFIC) _____

Describe how Materials are Related to Teaching or Instruction _____

Description of Incident Resulting in Loss or Damage _____

Purchase Price or Original Cost of Instruction Material \$ _____

Date Purchased _____

From Whom Purchased _____

Name, Address, City or Town, State

Amount Claimed for this Loss \$ _____

B. Description of Automobile and Damage Sustained (BE SPECIFIC) _____

ALL CLAIMANTS MUST ALSO COMPLETE THE REVERSE SIDE OF THIS FORM

Location of Automobile at Time of Damage _____

In your Opinion, how was the Damage Caused to the Automobile _____

- B. Provide the following information with regard to automobile insurance policy and/or homeowners – renters insurance policy or other policies covering the property loss or damage:

Insurance Company _____

Agent _____

Policy # _____

If the loss was reported to the police,
on what date was the report made? _____

**SUBMIT AVAILABLE DOCUMENTATION TO SUBSTANTIATE AMOUNT
OF LOSS**

**THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF
MY KNOWLEDGE AND BELIEF.**

Signature

APPENDIX I

NEWINGTON PUBLIC SCHOOLS

STUDENT ACTIVITIES ASSIGNMENT AND COMPENSATION FORM (covered by Appendix B-2)

NAME _____ FOR _____ SCHOOL YEAR _____
SCHOOL _____
POSITION _____ AMOUNT OF
COMPENSATION \$ _____

This form is used for notification of assignment and compensation for positions listed in Appendix B-2 of the Agreement between the Newington Board of Education and the Newington Teachers' Association.

Payment will be issued in two equal installments on the first pay day of December and the first pay day of June. Federal Tax will be deducted as required.

Three copies are provided. Sign two copies and return one to the Assistant Superintendent of Schools. The second copy is returned to the building principal. Retain one copy for your records.

Principal or Supervisor

Student Activity Coordinator

Date

Date

APPENDIX J

NEWINGTON PUBLIC SCHOOLS

COACHING ASSIGNMENT AND COMPENSATION FORM
(covered by Appendix C)

NAME _____ FOR _____ SCHOOL YEAR _____

SCHOOL _____

POSITION _____ AMOUNT OF
COMPENSATION \$ _____

This form is used for notification of assignment and compensation for positions listed in Appendix C of the Agreement between the Newington Board of Education and the Newington Teachers' Association.

Payment for coaches will be issued upon completion of assigned duties. Federal Tax will be deducted as required.

Three copies are provided. Sign two copies and return one to the Assistant Superintendent of Schools. The second copy is returned to the Supervisor of Athletics. Retain one copy for your records.

Principal or Supervisor

Student Activity Coordinator

Date

Date

2021-2024

Time Sheet

Check One: _____ Loss of Planning OSLP (Articles 15-2 & 15-4)
_____ Loss of Data Entry OSLD (Article 15-4.1)
_____ Supervisory OSSD (Article 12-7)

Print Name: _____ Emp #: _____ Date: _____ School: _____

Activity: _____

Time worked: From _____ To _____ Total minutes worked _____

Rate for: 2021-24: \$ 40.40/hour

Teacher's Signature School Principal's Approval Assistant Sup't of Schools' Approval

See contract language for Articles 15-2, 15-4, 15-4.1, and 12-7.

12 – 7 When members of the unit at any level are assigned for the purpose of supervising students at dances, concerts, middle school drama club performances, roller skating parties, the high school variety show, graduation, or on spectator buses to athletic events, such assignments shall first be made from a list of qualified volunteers, if any. If there are no such qualified volunteers, then, and only in such event, assignments of members of the unit shall be made on a rotational basis within each school. Compensation for such assignments shall be set forth in Appendix B. The time sheet to be used is also found in the appendices in this agreement. Those members already being compensated under Appendix B-2 and those members who perform such supervisory duties pursuant to the responsibilities of their job description shall not receive additional compensation under this article for activities involving their group.

15 – 2 (Paragraph 3) The Board of Education shall make a reasonable effort to provide a substitute for each teacher who is absent from school for illness or temporary leave. In the event that a substitute is not available, then a teacher may be assigned to the class of the absent teacher. Such assignments shall first be made from a list of qualified volunteers, if any. If there are no such volunteers or an insufficient number of volunteers, then and only in such event, assignment of members of the unit shall be made on a rotational basis within each school. When a teacher so assigned loses planning time, said teacher shall be compensated according to the schedule in Appendix B.

15 – 4 In general, teacher assignments such as corridor duty, homeroom duty, study hall supervision, cafeteria supervision, playground duty and bus duty shall be equitably distributed among all teachers. When a teacher assigned to such duties or supervision in place of an absent teacher loses planning time as a result of such assignment, such teacher shall be compensated according to the schedule in Appendix B, pursuant to Section 15-2.

When a teacher is assigned to undertake the responsibilities of another teacher attending planning and placement team meetings, workshops and other school related meetings and such undertaking results in the loss of planning time, then such assigned teacher shall be compensated according to the schedule in Appendix B, pursuant to Section 15-2 on the previous page.

Itinerant teachers shall perform duties in one (1) school only.

15 – 4.1 Each member of the bargaining unit required to enter student based formative assessment data shall receive one data entry period per week in lieu of a designated duty. Time allocation for data entry shall be, in general, 45 minutes a week of which 25 minutes shall be continuous. In the event that a teacher with formative assessment responsibilities does not receive the allotted 45 minutes per week, the teacher will be entitled to receive compensation for this lost time (up to a maximum of forty-five minutes per week) per the Loss of Data Entry Time provision in Appendix B. The 45 minute data period is based on a full week schedule. In weeks where modified schedules occur, the time allotment may vary.

APPENDIX L

APPLICATION FOR TEMPORARY LEAVE OF ABSENCE

2021-2024

REFERENCE: Section 8-7 of the Agreement Between the Newington Board of Education and the
Newington Teachers' Association

NAME _____ DATE _____

Date(s) of Temporary Leave Day(s) Requested _____ Full Day ☐ Half Day ☐ AM ☐
PM ☐

Reason for Leave: _____ legal matters _____ household matters
_____ business matters _____ family matters
_____ principal Jewish holy days or similar days for other religions

Teacher's Signature Principal's Signature Date

Superintendent's Signature (if required) Date

***SEE REVERSE SIDE FOR CONTRACT LANGUAGE GOVERNING THE USE OF TEMPORARY LEAVE OF
ABSENCE***

9/97 10/04 5/07 1/08 11/11

8 - 7 Temporary Leave of Absence

8 - 7.1 Each member of the unit shall be entitled to five (5) days leave of absence with pay each year for legal, business, principal Jewish holy days or similar days for other religions, household or family matters which, after a good faith effort, cannot be scheduled or accommodated outside of the school day.

Application for such leave shall be in writing on the form found in Appendix L and the reason for the leave shall be checked. Application shall be made as far in advance as practicable and ordinarily at least forty-eight (48) hours in advance. In the event of extreme emergencies, additional days of temporary leave may be granted by the Superintendent. The decision to grant or refuse to grant such leaves shall not be grievable. Teachers requesting leave under this emergency provision shall clearly state the reasons for prior utilization of temporary leave time.

8 - 7.2 The Association and the Board jointly accept the responsibility to encourage staff members to use temporary leaves of absence days with discretion. The Association shall receive annually a list of all staff members who have used temporary leave of absence days and the number of such days used. Such temporary leaves of absence shall not be utilized for vacation, recreational, or other purposes not consistent with the permitted uses of legal, business, principal Jewish holy days, household or family matters.

The individual's responsibility to the students and to the instructional program must be considered when scheduling legal, business, household and family matters during school hours.

8 - 7.3 Temporary leaves of absence shall not be taken the day before or the day after school holidays or school vacation periods unless the Superintendent has specifically approved the reason for taking such leave. Such approval shall be in writing.

NOV 11 2020

F 4

DATE: November 6, 2020

TO: Members of the Board of Education

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: **HEALTH BENEFIT FUNDS**

In March of 2020, the Director of Finance indicated to the Board of Education, in accordance with the Health Benefits Fund Memorandum of Understanding, that the Town had revised the projection of the cost of the Board and Town health benefits for the 2019-2020 year. The recalculation provided the Board of Education with an opportunity to reallocate \$858,038 that had been budgeted for health care costs, but not anticipated to be spent. The Board chose to wait until the actual amount, rather than a projected amount, was determined. The Board would then use these funds to offset HBF Plan expenses for 2020-2021.

On October 9, 2020, the Town Director of Finance forwarded a memo to the Board of Education indicating the final calculation for the 2019-2020 year indicated the Board was due a credit of \$1,355,547. The Board will now forward a memo to the Town Finance Director indicating this credit would be used to offset the Board of Education obligation to the Health Benefit Fund for 2020-2021.

Recommended Motion:

Move that the Board of Education direct the Superintendent of Schools to inform the Town that the Health Benefit Credit in the amount of \$1,355,547 will be utilized to reduce required contributions for health benefits for the 2020-2021 fiscal-year. No action regarding the reallocation of funds from the Employee Benefits Account 2950 is authorized at this time.



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Finance Department

Janet Murphy
Director of Finance

Memorandum

To: Dr. Maureen L. Brummett, Superintendent of Schools
From: Janet Murphy, Director of Finance *JM*
Date: October 9, 2020
Re: Health Benefit Calculation 2019-20

This is to inform you that I have received the final Anthem BC & BS settlement report for the period ending 6/30/20. The calculation method as specified in Section 4 of the HBF Memorandum of Understanding is documented on the attached page.

Based on this, a credit in the amount of \$1,355,547 is due to the Board of Education. Please note that starting this fiscal year the drug rebates are given during the year and included in the claim totals.

Section 6 requires that the credit be utilized during the current fiscal year. You should notify me in writing within 30 days, for the disbursement schedule applying this credit.

CC: Town Manager
Jennifer Massaro-Cook

Board of Education

Actual Claims	\$	6,070,030
Retention & Network Access Fees	\$	<u>766,825</u>
Total	\$	6,836,856
Funding Required 2018-19 (per agent of record)		8,192,402
Excess (Shortage) Contributions over Required Funding	\$	1,355,547
Add: Drug Rebate		<u>-</u>
Credit Due	\$	1,355,547