

PROFESSIONAL AGREEMENT

between the

REGIONAL SCHOOL DISTRICT NO. 17

and the

HADDAM-KILLINGWORTH ADMINISTRATORS' ASSOCIATION

COVERING THE PERIOD BEGINNING

July 1, 2020 to June 30, 2023

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ARTICLE I

General

- A. It is the intent and purpose of the parties hereto that their agreements promote and improve the quality of education in Regional School District No. 17, Haddam- Killingworth, provide for orderly professional negotiation between the Board and the Association, and secure prompt and fair disposition of grievances so as to promote positive influences upon the operation of the educational program.
- B. Except as expressly provided otherwise by the terms of this Agreement, the determination and administration of educational policy, the operation of the schools, and the direction of the professional staff are vested exclusively in the Board or in the Superintendent of Schools when so delegated by the Board.
- C. Despite reference herein to the Board and the Association as such, each reserves the right to act hereunder by officially designated committee or representative.
- D. If any portion of this Agreement is declared illegal, the remainder of the Agreement shall remain in full force and effect. This agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE II

Recognition

- A. The Board recognizes the Association for the purpose of professional negotiation as the exclusive representative of the entire unit consisting of the Principals of the five schools, High School Assistant Principal, Student Services Coordinator, Director of Student Services, K-12 Literacy/Humanities Curriculum Coordinator, K-12 Math/Science/Technology Curriculum Coordinator, pursuant to, and with all of the rights and privileges as provided by Sections 10-153b to 10-153f, as amended, of the general statutes of Connecticut. Unless otherwise indicated, the employees in such unit are hereinafter generally called "administrators".
- B. The Association accepts such recognition, and agrees to represent equally all administrators, as listed above, without regard to membership or participation in, or

Association with the activities of, the Association or any other employee organization. During the terms of this contract or the extension thereof, all bargaining unit members shall have the opportunity to join the Association upon the submission of an appropriate written voluntary authorization for salary deduction. The Board agrees to deduct from each Administrator upon executing a voluntary authorization an amount equal to the Association membership dues by means of payroll deductions. The amount of Association membership dues shall be certified by the Association to the Board prior to the opening of each school year.

Those administrators whose employment commences after the start of the school year shall pay a pro-rated amount equal to the percentage of the remaining school year upon submission of an appropriate written voluntary authorization for salary deduction. The Board of Education agrees to forward to the Association each pay period a check for the amount of money deducted during that month. The Board shall include with such a checklist of administrators for whom such deductions were made. The Association agrees to indemnify and save the Board harmless from any claim or lawsuit arising from the Board's fulfillment of its obligation under this section.

ARTICLE III

Professional Negotiations

- A. No later than two hundred ten (210) days prior to the Regional School District No. 17 meeting at which the budget is submitted, the Board and the Association agree to negotiate in good faith in accordance with the procedures set forth in 10-153b through 10-153g of the Connecticut general statutes as amended. Either party may utilize the services of outside negotiators or consultants.
- B. During direct negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter proposals.

ARTICLE IV

Duration and Renewal

The provisions of this Agreement shall be effective as of July 1, 2020, and shall continue and remain in full force and effect until June 30, 2023.

For a three (3) year period, this Agreement shall be binding upon the Board and the Association.

ARTICLE V

Grievance Procedure

- A. The purpose of the grievance procedure is to contribute to good human relations on the job, to maintain good employee morale, increase productivity and achieve greater efficiency of school operations. It is believed that these objectives can be furthered by providing a means of orderly discussion of grievances.
- B. A grievance shall mean a claim by an administrator that his/her rights under the specific language of this Agreement have been violated, or that as to him/her there has been a misapplication or misinterpretation of the specific provisions of this Agreement.
- C. If an administrator feels that he/she may have a grievance, he/she shall first discuss the matter with the Superintendent of Schools in an effort to resolve the problem in an informal meeting. The informal meeting shall be held within ten (10) days of the event or condition giving rise to the alleged grievance.
- D. If the grievance is not satisfactorily settled at the informal stage, the administrator, within ten (10) days after the informal meeting, may make a written appeal to the Superintendent of Schools. The Superintendent of Schools will review the appeal. Within fifteen (15) days of having received this request for appeal, the Superintendent of Schools will send a copy of the decision to the administrator. Within ten (10) days after receipt of the written decision, the administrator may appeal the decision of the Superintendent of Schools to the Board of Education or its designated committee. The Board of Education or its designated committee agrees to meet with the administrator and any other relevant parties (witnesses) within fifteen (15) days after receiving a written request. The decision of the Board shall be rendered in writing within ten (10) days after meeting with the administrator.

- E. If, after such decision, the administrator is not satisfied with the disposition of the matter, the dispute may, by mutual agreement, be attempted to be resolved before a mediator mutually agreed upon by the parties. If agreement is not reached through mediation both parties agree to submit the matter to arbitration for resolution. Within ten (10) days after written notice of submission to arbitration, the Board and the administrator shall agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator, a request for a list of arbitrators shall be made to the American Arbitration Association by either party. The parties shall be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. The arbitration hearing shall be scheduled in a timely manner. Within thirty (30) days from the date of closing of the arbitration hearings, the arbitrator shall render his decision in writing, setting forth his findings of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding upon all parties and interests.
- F. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, shall be borne equally by the Board and the Association. Each party shall be responsible for expenses of its own witnesses.
- G. At any stage of the hearing procedure, the aggrieved may be represented by a person or persons of his own choosing.
1. No reprisals of any kind shall be taken by either party against any participant in the hearing procedure by reason of such participation.
- H. If an administrator does not follow the grievance procedures as outlined in Sections D and E, then the grievance process shall be considered waived.

ARTICLE VI

Salaries

- A. Salaries of all administrators covered by this Agreement are set forth in the appendices which are attached hereto and made part of this Agreement.

ARTICLE VII

Fringe Benefits Provisions

- A. Choice of coverage (individual, two-person or family) is up to the individual administrator. Administrators may enroll in the State of Connecticut Partnership 2.0 Plan, or any substitute plan.
- B. Full cost for individual life insurance with a value equal to 2.5 times the administrators salary set forth in the salary schedule in Appendix A to be paid by the Board.
- C. In contract year 2005-2006 and thereafter, the total disability insurance annual premium not to exceed \$7,150 (seven thousand one hundred fifty dollars) for all administrators to be paid by the Board.
- D. The Board has the discretion to change insurance carriers or programs at any time provided that the replacement carrier(s) coverage is comparable but not necessarily the same as the existing coverage in benefits and function. The Board will make every effort to consult with the Association before changing carriers or programs.
- E. Insurance premium cost sharing plan.
The Board of Education will pay 78% for 2020-21, 77% for 2021-22 and 76% for 2022-23 of the premiums for the health plan described above, for the individual, two- person, or family coverage. The administrator, through payroll deduction, shall pay the balance of the premium for the plan selected.
- F. The Board shall contribute annually to the participating 403(b) plan of his or her choosing as described in the following:
1. Principals and Director of Student Services: \$3200
 2. Assistant Principals and Student Services Coordinators: \$2700
 3. K-12 Literacy/Humanities and K-12 Math/
Science/Technology Curriculum Coordinators: \$1500
- Administrators on Step 1 and Step 2 of the salary schedule shall not be eligible for above contributions. Administrators on Step 3 and Step 4 shall receive 50% of the above contributions. Administrators on Step 5 shall receive the full contribution.
- G. Administrators may participate in the District's established 457 plan.

ARTICLE VIII

Protection of Administrators

If an administrator suffers an injury, other than assault, arising out of and in the course of his employment (a compensable injury), any absence caused thereby will not be charged against his/her sick leave. Any administrator receiving a compensable injury shall receive compensation in amounts and manner in accordance with the statutes pertaining thereto and the difference between such compensation and the salary schedule applicable at the time of such injury shall be paid by the Board of Education for a period not to exceed one year.

ARTICLE IX

Sick Leave

- A. All administrators shall be granted annually twenty-one (21) days of sick leave with full pay. The accumulation of unused sick leave shall not exceed 227 days.
- B. In the event of catastrophic illness, special consideration for extension of sick leave may be given by application, accompanied by a physician's certification, through the Superintendent. Final approval must be given by the Board of Education.

ARTICLE X

Vacation

- A. All administrators will work a twelve (12) month year.
- B. Administrators shall be entitled to twenty-seven (27) vacation days. Each administrator's vacation schedule shall be subject to the approval of the Superintendent. Vacation days when school is in session should be avoided when possible. With the approval of the Superintendent, an administrator may carry over a maximum of five (5) vacation days from one year to the next. However, the number of vacation days an administrator is normally entitled to in any given year shall not exceed thirty-two (32) days. However, in unique circumstances with special Board of Education approval, an administrator may carry over up to an additional five (5) days.

- C. If an administrator is taking an educational course during the summer which involves a period of time beyond the twenty-seven (27) vacation days, he/she may be allowed the time required to complete the course with full salary reimbursement for this period, providing the individual remains a member of the local staff for the following year. Permission for this extra time may be granted at the discretion of the Superintendent.
- D. Any administrator leaving the employ of the Regional School District No. 17 shall be entitled to payment of 1/260 of his/her current salary for each day of unused vacation leave for that year. The Board has the option of requiring the administrator to take the vacation time prior to leaving the system.
- E. Notwithstanding the foregoing, any administrator who leaves the employ of the district prior to January 1st would be paid for unused vacation days on a prorated monthly basis.

ARTICLE XI

Leaves

A. Personal

- 1. Administrators shall have two (2) personal leave days with full pay annually.
- 2. Administrator's use of personal days shall be approved by the Superintendent.

B. Jury Duty

Upon request of the Superintendent, an administrator called to jury duty shall ask for exemption. If such exemption is denied, the administrator shall report for whatever period is assigned by the court. Such administrator will not have such time charged against sick leave or personal leave. Such administrator shall receive from the Board compensation so that the stipend from jury duty and the Board's payment amount are equal to his/her regular salary payment.

C. Leaves Without Pay

- 1. Leaves of absence without pay may be granted:
 - a. For the purpose of further study. (Benefits paid by Board of Education).
 - b. For health reasons, upon advice of a physician.

- c. For other valid reasons subject to the review and recommendation of the Superintendent of Schools.
2. Applications for such leaves of absence must be made in writing and the leave must be approved by the Board of Education.

D. Professional Leave and Development

1. Administrators may, with prior approval of the Superintendent, be absent without the loss of pay because of:
 - a. Attendance at professional meetings or conferences.
 - b. Visitation to other schools.
2. The Board has a strong philosophical belief in the need for and the value of professional growth and continued education of the administrators. Therefore, a professional growth and development pool, in the amount of \$1500 per administrator shall be set aside annually. The professional growth and development pool will be administered and distributed by the Superintendent of Schools. Funds from this pool shall pay the reasonable expenses (including fees, meals, lodging and/or transportation), incurred by the administrators who attend workshops, seminars, conferences or other professional improvement sessions at the request of or with the approval of the Superintendent.
3. With advance approval of the Superintendent and administrator holding office in a professional organization or invited to participate in a program of that organization may be excused from duty because of such obligations. Absences for other professional obligations of a similar nature may also be approved.

E. Family Leave

1. Pregnant administrators shall inform the Superintendent as soon as their condition of pregnancy is known.
2. Administrators shall be entitled to all applicable rights under federal and state statutes.

- F. Any paid leave provided for in this Agreement which also qualified for FMLA treatment shall count towards FMLA eligibility.

ARTICLE XII

Paid Holidays

- A. Administrators are entitled to the following paid holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and the Friday after Thanksgiving, Christmas Eve Day and Christmas Day.
- B. If schools are in session on any of the above days, it is understood that administrators will be in attendance.

ARTICLE XIII

Policy in the Reduction of Administrative Personnel

It is understood that it is within the discretion of the Board of Education to reduce the educational program, curriculum, and staff when economic, pupil enrollment decline and other justifiable reasons dictate.

If, in the Board's opinion, it is necessary to reduce the administrative staff, the following procedures will be utilized:

1. Any administrator relieved of his/her duties because of reduction of staff, shall be offered an administrative opening in his/her classification, if one exists, for which he/she is certified and qualified. The determination of whether an administrator is qualified for a specific position shall be the responsibility of the Superintendent, provided that he/she does not exercise that responsibility in an arbitrary or capricious manner. In making the determination, the Superintendent may consider such factors of professional certification, training and experience as he/she deems relevant to the position in question, including but not limited to whether the administrator has previous experience in such a position.
2. If there is no existing administrative opening in his/her classification for which he/she is certified and qualified, the displaced administrator shall be offered the

position of the administrator who has the least seniority in the classification of the displaced administrator, for which he/she is certified and qualified.

3. If there is no opening in the classification of the displaced administrator and the displaced administrator has the least seniority in this classification, he/she will be offered any vacant position in an administrative tier below the classification of the displaced administrator.
4. In the absence of any administrative vacancy either in the classification of the displaced administrator or in the lower tier, and where the displaced administrator has the least seniority in his/her present classification, but has administrative seniority over an administrator in the lower tier for which he/she is certified and qualified, the displaced administrator will be offered the position held by the least senior administrator in the lower tier.
5. If an administrator is relieved of his/her duties because of a reduction in staff or abolishment of position and another administrative position is not available, he/she will be offered a teaching position that he/she is certified and qualified to teach with credit for his/her length of service with the Board as an administrator and/or teacher.
6. If an administrator is relieved of his/her duties because of a reduction in staff and then employed as a teacher, he/she will be given the experience credit on the salary schedule according to the teacher contract for his/her administrative and teaching experience both within and outside the school system.
7. For purposes of the Article, and for all relevant provisions in this Agreement, seniority shall be defined as the length of continuous service as an administrator in Regional School District No. 17, beginning on the first day of actual service and ending on the date for which such determination is made. Continuous service shall be deemed to be unbroken during periods on the reappointment list and during authorized leave. In the event of a tie, continuous non- administrative certified employment with the Regional School District No. 17 Board of Education, immediately preceding service as an administrator, shall be considered.
8. The classifications referred to in this Article are as follows:

	<u>Building and Curriculum</u>	<u>Student Services</u>
Tier 1	HKHS Principal HKMS Principal Elementary/HKIS Principal	Director of Student Services
Tier 2	HKHS Assistant Principal HKMS Assistant Principal	Student Services Coordinator
Tier 3	Literacy/Humanities Curriculum Coordinator Math/Science/Technology Curriculum Coordinator	

Administrators shall be notified of the first vacancy for which they are certified and qualified.

ARTICLE XIV

Administrators' Rights

- A. Administrators are entitled to full rights of citizenship and normal personal privacy. No religious or political activities or the lack thereof, provided such activities do not take place during his/her working hours, will be grounds for any disciplinary or discriminatory action with respect to the professional employment of such administrators.
- B. It is recognized that the inquiries or investigations need to be made when allegations or complaints are received regarding administrative personnel. The individual concerned will be given full information, including the identity of the complainant, in sufficient time to respond fully to the allegation. No conclusion will be reached or decisions made, however, until after the administrator has had a full opportunity to present his/her response.
- C. The inclusion of certain "Administrators' rights" or privileges in the Agreement shall not be interpreted to mean that administrators are denied others not listed.
- D. The Board shall provide each administrator with an Administrator's Manual, which shall include the complete text of this Agreement or any Successor Agreement and copies of all Board policies.

SIGNATURES

The parties agree to the contents of this Agreement as presented.


Board of Education of
Regional School District No. 17

By 
(SIGNATURE)

Suzanne Sack
(PRINTED NAME)

1/9/2020
(DATE)

Haddam-Killingworth
Administrators' Association

By 
(SIGNATURE)

Eric Larson
(PRINTED NAME)

1/9/2020
(DATE)

Appendix A
Salary Schedule

	2020-21	2021-22	2022-23
HS Principal			
<u>Step</u>			
1	\$148,723	\$152,441	\$156,252
2	\$150,953	\$154,727	\$158,595
3	\$153,218	\$157,048	\$160,974
4	\$155,516	\$159,404	\$163,389
5	\$157,849	\$161,795	\$165,840
HS Assistant Principal			
<u>Step</u>			
1	\$126,399	\$129,559	\$132,798
2	\$128,296	\$131,504	\$134,791
3	\$130,220	\$133,476	\$136,812
4	\$132,174	\$135,478	\$138,865
5	\$134,156	\$137,510	\$140,947
MS Principal			
<u>Step</u>			
1	\$143,082	\$146,659	\$150,326
2	\$145,229	\$148,859	\$152,581
3	\$147,407	\$151,092	\$154,870
4	\$149,618	\$153,359	\$157,192
5	\$151,862	\$155,659	\$159,550
Elementary//HKIS Principal			
<u>Step</u>			
1	\$135,807	\$139,202	\$142,682
2	\$137,844	\$141,290	\$144,823
3	\$139,912	\$143,410	\$146,995
4	\$142,011	\$145,561	\$149,200
5	\$144,141	\$147,744	\$151,438
Student Services Coordinator			
<u>Step</u>			
1	\$126,399	\$129,559	\$132,798
2	\$128,296	\$131,504	\$134,791
3	\$130,220	\$133,476	\$136,812
4	\$132,174	\$135,478	\$138,865
5	\$134,156	\$137,510	\$140,947

	2020-21	2021-22	2022-23
Director of Student Services			
<u>Step</u>			
1	\$139,671	\$143,162	\$146,741
2	\$141,766	\$145,310	\$148,943
3	\$143,892	\$147,489	\$151,177
4	\$146,051	\$149,702	\$153,444
5	\$148,241	\$151,947	\$155,746

	2020-21	2021-22	2022-23
K-12 Curriculum Coordinators			
<u>Step</u>			
1	\$115,889	\$118,786	\$121,756
2	\$117,627	\$120,568	\$123,582
3	\$119,391	\$122,376	\$125,436
4	\$121,182	\$124,212	\$127,317
5	\$123,000	\$126,075	\$129,227

NOTES:

1. New hires will be placed upon the appropriate step of the salary scale as determined by the Superintendent.
2. All current employees will be placed on Step 5 which is the current salary. There shall be step movement each year of this Agreement for those not on Step 5. In no event shall it take an employee hired on the new step scale more than five (5) years to reach the top step.

Appendix B
Insurance

Health Plan

Connecticut State Partnership Plan 2.0

- A. Cigna Full Dental and Dependent Dental Rider.
- B. Cigna Vision Rider