

AGREEMENT  
BETWEEN  
THE  
**SOUTHWICK-TOLLAND-GRANVILLE  
REGIONAL SCHOOL COMMITTEE**  
AND THE  
**SOUTHWICK-TOLLAND-GRANVILLE  
EDUCATION ASSOCIATION, INC.**  
AFFILIATED WITH THE  
**M.T.A. AND THE N.E.A.**

**AUGUST 25, 2019 TO AUGUST 24, 2022**

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## **PREAMBLE**

1. It is the intent of the Association and the Committee to continue their harmonious relations and to promote mutual cooperation, respect and understanding.
2. The Committee and the Association are committed to provide education of the highest quality possible for the children of the Southwick-Tolland-Granville Regional School District. The Committee and the Association enter into the following agreements believing that positive professional conditions are an essential component in creating a productive learning and teaching environment. Good morale within the teaching staff and a collegial environment are critical to the achievement of that goal.
3. The Committee and the Association enter into the following agreements believing that they will help to provide the best attainable professional conditions for the teachers of the STGRSD.
4. The Association and the Committee understand and agree that providing the highest quality depends upon the free exchange of ideas. Teachers' opinions will be considered on matters that affect the system and its programs. Neither the Committee, its agents, nor the Association shall take any adverse actions or make threats thereof against any staff members for expressing opinions that are not detrimental to the operations of the school system.
5. The Committee and the Association affirm their belief that an informed Committee and an actively involved professional staff should guide a complex and progressive school district. Fulfillment of these respective responsibilities can be facilitated and supported by consultation and free exchange of views and information among the Committee, the Superintendent, Principals, Assistant Principals, Administrators, and Teachers in the formulation and application of policies relating to wages, hours, and other conditions of employment for the Teachers; and so the following procedures are hereby adopted.

## **ARTICLE I - RECOGNITION**

1. Pursuant to the provisions of (M.G.L.) Chapter 150E, this contract is made this 25<sup>th</sup> day of August, 2019 by the Southwick-Tolland-Granville Regional School Committee, and the Southwick-Tolland-Granville Education Association, Inc.
2. The Southwick-Tolland-Granville Education Association, Inc. shall herein be referred to as the "Association" for the purposes of this agreement.
3. The Southwick-Tolland-Granville Regional School Committee shall herein be referred to as the "Committee" for the purposes of this agreement.
4. The Committee recognizes the Association for the purposes of collective bargaining as the exclusive representative of a Unit A, consisting of all qualified teachers, guidance counselors, computer coordinators, School Adjustment Counselors, Physical and Occupational Therapists, Behavior Specialist, Speech Pathologist, School Psychologists, School Nurses, department heads and adult education and to establish Appendix B salaries. Instructional Coaches are excluded from the bargaining unit.

## **ARTICLE II - NEGOTIATIONS PROCEDURE**

1. During negotiation, the Committee and the Association will present relevant data, exchange points of view, and make proposals and counterproposals. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiation.
  - a. If the negotiations described in this Section 1 have reached an impasse, the procedure described in M.G.L. Chapter 150E, will be followed.
2. Before the Committee adopts a change in policy which affects wages, hours, or any other condition of employment which is not covered by the terms of this Agreement and which has not been proposed by the Association, the Committee will notify the Association in writing that it is considering such a change. The Association will have the right to negotiate with the Committee provided that it files such a request with the Committee within five (5) school days after receipt of said notice.
  - a. Any agreement reached with the Committee, will be reduced to writing, will be signed by the Committee and the Association, and will become an addendum to this Agreement.
3. The parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement and therefore agree that negotiations will not be re-opened on any item specifically covered by this Agreement, during the life of this Agreement. The above will not preclude the parties from mutually agreeing to re-open any item(s).

## **ARTICLE III - GRIEVANCE PROCEDURE**

1. A “grievance” is a claim based upon an event or condition which affects the welfare and/or conditions of employment of a teacher or group of teachers and/or the interpretation, meaning, or application of any of the provisions of this Agreement or any subsequent agreement entered into pursuant to this Agreement.
2. An “aggrieved person” is the person or persons making the claim.
3. A “Party in interest” is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of teachers. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.
5. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process.
6. A “grievance” shall be deemed to have been waived, and shall not be further processed under this grievance process if it has not been presented or pursued within those time limits herein set forth. The time limits specified may be extended by a mutual agreement in writing.
7. Level One - A teacher with a grievance will present it, in writing, to his/her building principal, either directly or through the Association, or appointed representative of the Association within fifteen (15) school days of the time of the teacher or the Association knew or should have known of the act or condition on which the grievance is based. The building principal will respond in writing within five (5) school days of receipt of the written grievance.

8. Level Two - If the grievance is not resolved to the satisfaction of the grievant and/or the Association within five (5) school days after submission at Level One, the teacher or the Association may present the grievance in writing to the Superintendent within ten (10) School days.

If in the judgment of the Association and within fifteen (15) school days of the time of the teacher or the Association knew or should have known of the act or condition on which the grievance is based, a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

The Superintendent will meet with the Association within ten (10) school days of receipt of the written grievance. The Superintendent will respond in writing within five (5) school days of the meeting.

9. Level Three - If the grievance is not resolved to the satisfaction of the grievant and/or the Association, the grievant and/or the Association may present the grievance in writing to the School Committee within ten (10) school days of the date the Superintendent's written response was due. The School Committee will schedule a hearing of the grievance at its next regularly scheduled meeting or within fifteen (15) school days whichever is sooner.
10. Level Four - If the grievance is not resolved to the satisfaction of the Association within ten (10) school days, after being heard by the School Committee, the Association may submit the grievance for arbitration. The Association will have an additional ten (10) days from this time to decide if it will submit the grievance to arbitration.
  - a. Only a grievance involving a claim that the School Committee has violated, misinterpreted, or misapplied any of the provisions of this agreement or any subsequent agreement entered into pursuant to this agreement shall be subject to arbitration.
  - b. The School Committee and/or the Association may submit the grievance to the American Arbitration Association for disposition in accordance with the appropriate rules of the said American Arbitration Association.
  - c. The decision of the arbitrator shall be final and binding on the School Committee, the Association, and the grievant(s). The arbitrator shall be bound by all the terms of this Agreement and shall have no power to add to, subtract from, or in any way modify its provisions.
  - d. The expenses for such arbitrators' fees shall be shared equally by the School Committee and the Association.
11. No reprisals of any kind will be taken by the School Committee or by any member of the administration against any party in interest, any member of the Association, or any other participant in the grievance procedure by reason of such participation.
12. Decisions rendered at Levels One, Two, Three, and Four of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the representative of the Association.
13. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
14. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be jointly prepared by the Superintendent

and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

#### **ARTICLE IV - SALARIES**

1. Appendix A, Schedules I, II, and III attached hereto, shall be, and hereby is, incorporated herein and made a part of this contract.
2. Appendix B, attached hereto shall be, and hereby is, incorporated herein and made a part of this contract.
3. Teachers will receive bi-weekly paychecks during the school year with the balance of the paychecks to be issued no later than June 30.
4. Teachers shall direct deposit their paychecks to the bank of their choice.
5. Teachers entering the school system other than at the beginning of the school year shall be considered employed for the full year for the purposes of receiving increments and/or longevity provided such teacher has taught in the District for one-hundred (100) days or more.

#### **ARTICLE V - SUBSTITUTE TEACHERS AND TUTORS**

1. Whenever any teacher is absent, the Committee will make every reasonable effort to secure a substitute.
2. Tutors appointed for authorized home tutoring by the Committee, will be chosen from a list of volunteer applicants. Consideration will be given to a teacher's major and minor field of study, quality of teaching performance, and length of service in the Southwick-Tolland-Granville Regional School District.
3. Regular full-time teachers will be given first consideration for employment as tutors.

#### **ARTICLE VI - TEMPORARY LEAVES OF ABSENCE**

1. Paid temporary leaves of absence defined in numbers 2-7 below will be in addition to any sick leave accumulated by the teacher, and must be taken in half-day or full-day increments.
2. A maximum of three (3) days of absence will be allowed for religious observances during the school year, where the tenets of the religion require the person to refrain from work or attend a religious ceremony which conflicts with the employee's work hours.
3. The Committee agrees to remunerate the difference between an employee's wages, on a per diem basis, and any compensation received for time spent on Jury Duty. An employee actually serving on Jury Duty or who actually reports to Court for jury service as required by said Court for any portion of the workday shall receive his/her regular rate of pay for each day served, reduced by the amount of jury pay received from the Court. (Jury pay received for service on non-working days shall not be deducted from the employee's pay.) Jury pay, however, shall not include any meal or travel expenses paid by the Court. The normal pay of an employee shall not be interrupted by Jury Duty. However, if the employee has not reimbursed the School District for Jury pay within two (2) weeks of receiving such pay, the District shall deduct said amount from the employee's pay. Verification of jury duty will be required and filed in the employee's personnel file.

An employee who is required by the School Committee to appear in court on behalf of the School District shall be considered to be on working time during such appearance.

An employee who is subpoenaed to testify at a court trial as a result of his/her employment with the School District shall also be considered on working time provided the employee is not a party plaintiff in a non-criminal matter or the defendant in a criminal matter on a work day. In the sole discretion of the Superintendent, an employee who is subpoenaed to testify at a court trial as result of his/her employment with the School District and who is the defendant in a criminal matter on a work day may be considered on working time.

4. A maximum of five (5) teacher days annually for the system, will be allowed for Association Representatives to attend meetings, conferences, and/or conventions of the Massachusetts Teachers Association (MTA) or the National Education Association (NEA). Up to five (5) additional days may be added at the discretion of the Superintendent.
  - a. The Association will notify the Superintendent in writing five (5) school days in advance of the members who are to attend specified events along with the duration of their absence.
  - b. The above does not preclude the Superintendent from granting approval to individuals for meetings which are conducted primarily for the improvement of instruction as contrasted with those which have to do primarily with other business of the respective Association.
5. Two (2) personal days may be taken per school year. The Superintendent, within his/her sole discretion, may also grant one (1) additional personal day for compelling personal reasons. Effective August 24, 2021, the preceding two sentences shall be null and void and instead three (3) personal days may be taken per school year. Personal day requests must be submitted in writing to the Principal at least two (2) work days before the day is actually taken, and prior approval to take a personal day must be obtained from the Superintendent. No more than five (5) teachers may be absent from each building on any given day. If more than five (5) teachers per building apply for a given day, then allowance for personal days will be given based on order of request starting with the first request. During the month of May, personal days may not be taken on Mondays or Fridays. Teachers can request a meeting with the Superintendent in order to discuss whether the Superintendent will grant a waiver due to exceptional circumstances and/or life events. Any such waiver is at the sole discretion of the Superintendent. Personal days shall not be used to extend a vacation or a holiday.
6. Longevity Day - In addition, there will be one (1) longevity day for teachers with 15 or more years of service in the district. A 48-hour notice will be given to the Superintendent for the longevity day. No more than five (5) teachers may be absent from each building on any given day. The Longevity Day shall not be used to extend a vacation or a holiday. If more than five (5) teachers per building apply for a given day, seniority will be used to determine who shall qualify for receipt of the Longevity Day.
7. Any unused business/legal, personal, or longevity day will be added to the teacher's sick leave accumulation.
8. A maximum of twenty (20) days in total may be taken annually for the following:
  - a. One to five (5) calendar days' leave of absence may be taken at one time in the event of death in the immediate family. Immediate family will be considered to be spouse, sons, daughters, step-children, father, mother, brothers, sisters, grandparents, step-parents, significant others who reside in the same domicile as the member of the unit, and in-laws. Any others will be at the discretion of the Superintendent of Schools.
  - b. Non-consecutive periods of five (5) days emergency leave may be taken annually for each member of the immediate family. Days in excess of ten (10) to be charged against the teacher's sick leave account. Immediate family will be considered to be spouse, sons,

daughters, step-children, father, grandparents, significant others who reside in the same domicile as the member of the unit, and mother.

**Commented [ER1]:** Can we please move mother up next to father. This is a strange way to word it.

- c. One to five (5) days emergency leave of absence may be taken annually for brother, sisters, grandparents, and significant others who reside in the same domicile as the member of the unit.
- d. Effective August 25, 2020, employees may use a total of five (5) emergency leave days under sections 8(b and c) above. Effective August 25, 2021 through the end of the 2021-2022 school year only, employees may use a total of two (2) emergency leave days under sections 8(b and c) above. Effective August 24, 2022, sections 8(b and c) shall be eliminated and the emergency leave day benefit shall be eliminated.
- e. Any other situations will be considered at the discretion of the Superintendent of Schools.
- f. Bereavement Day. No more than five (5) teachers may be absent from each building on any given day. If more than five (5) teachers per building apply in a given day, seniority will be used to determine who shall qualify for receipt of the Bereavement Day.
  - g. One to five (5) days domestic violence leave may be taken annually with written documentation from a probate court, state agency, and/or criminal court.
9. Other requests for paid absences may be reviewed by the Superintendent of Schools.
10. Personal absence, which has been authorized by the Superintendent, will be deducted from the teacher's salary at the rate 1/184 of the annual salary.
11. The leave benefits in this section will be prorated based upon the employee's FTE and/or if the employee was hired after the commencement of the work year.

#### **ARTICLE VII - SICK LEAVE**

1. Fifteen (15) days of sick leave will be credited each school year (pro-rated at one and one half (1 1/2) days per school month), and one hundred eighty-four (184) days of sick leave may be accumulated. Effective August 25, 2020, teachers may use up to fifteen (15) of their fifteen (15) annual days of sick leave per school year for the purpose of caring for a parent, child, spouse, grandparent, sibling, or other family member or significant other living in the same domicile. In addition, if the leave is covered by an approved FMLA application to care for an immediate family member, then the employee may use an additional ten (10) days of their accumulated sick leave.
2. Sick leave exceeding accumulated leave will be deducted from the teacher's pay at the rate of 1/184 of the annual salary per day.
3. The Superintendent of Schools may request a doctor's certificate for absence due to illness of the employee, family member or significant other as listed in Section 1 above after three (3) consecutive days or on days before or after a holiday or vacation, or in cases where abuse is suspected.
4. The leave benefits in this section will be prorated based upon the employee's FTE and/or if the employee was hired after the commencement of the work year.

#### **ARTICLE VIII - SICK LEAVE BANK**

1. It shall be the policy of the Southwick-Tolland-Granville Regional School Committee to establish a Sick Leave Bank, the purpose of which shall be to enable the members of the bargaining unit

covered by the current working agreement between the Southwick-Tolland-Granville Regional School Committee and the Southwick-Tolland-Granville Education Association to voluntarily contribute a portion of their sick leave accumulation for use by a participating member whose sick leave accumulation is exhausted through prolonged illness.

2. Eligibility for membership in the Sick Leave Bank is gained by:
  - a. Agreement by an applicant to contribute one earned sick leave day to the bank. This agreement must be in written form.
  - b. Application for membership is through the Southwick-Tolland-Granville Education Association Sick Leave Bank Committee via the President of the Association.
  - c. The initial list of participating members shall be posted not later than thirty (30) days after the implementation of the Sick Leave Bank, and a supplementary list will be posted as required.
  - d. Applications for membership to the Sick Leave Bank may be made upon completion of thirty (30) working days.
  - e. A participating member is one who has contributed an earned day, and remains a member until such time as the Bank is depleted.
  - f. Payments from the Sick Leave Bank are made on a teaching workday basis.
  - g. The bank will be considered depleted if its number of days on deposit goes down to one-third (1/3) of the number of participants. Then all participants will be assessed an additional day.
  - h. Anyone using sick days from the bank should make every effort to pay back to the bank the days they have taken. Arrangements for repayment shall be made through the Sick Leave Bank Committee.
  
3. The Sick Leave Bank Committee shall consist of-
  - a. One member of the Southwick-Tolland-Granville Regional School Committee;
  - b. Two (2) Southwick-Tolland-Granville Education Association members chosen by the Association;
  - c. The President of the Southwick-Tolland-Granville Education Association;
  - d. The Superintendent of Schools and one (1) additional member chosen by the Superintendent of Schools.
  
4. The duties of the Sick Leave Bank Committee shall be as follows:
  - a. To govern all phases of the Sick Leave Bank, including the option to accept or reject an application for sick leave.
  - b. Receipt of days from the Sick Leave Bank requires a majority vote (i.e., four (4) affirmative votes) of the Sick Leave Bank Committee.
  - c. The decision of the Sick Leave Bank Committee will be final and binding and not subject to the grievance procedure.
  - d. A review of long-term cases will be in order after each thirty (30) day withdrawal, and an attending physician's statement must be forwarded to the Sick Leave Bank Committee by the attending physician.
  
5. The benefits of the Sick Leave Bank are as follows:
  - a. Participants must exhaust all accrued sick days before drawing from the Sick Leave Bank.
  - b. Application to the Sick Leave Bank Committee may be made prior to expiration of sick days, including certification by a physician, to expedite benefits;
  - c. A maximum benefit of one full year, 184 days, of sick leave may be drawn from the Sick Leave Bank. Sick days are defined as teaching days excluding holidays and vacations.



4. Sabbatical Leave is available to members of the professional staff subject to the following conditions:
- a. Application is open to any full-time professional staff member who has completed twelve (12) years of continuous service in the employ of the School Committee. Application shall be made in writing to the Superintendent no later than January 15, preceding the academic leave-taking year. Such Application will be in the form of a planned program; providing for the professional growth of the individual applying, and shall be beneficial to the school system.
  - b. The application shall be reviewed by a sub-committee consisting of:
    - 1 School Committee Member
    - The Superintendent
    - 1 Representative teacher elected by the Association

The sub-committee shall bring their recommendation before the School Committee no later than March 1, and the School Committee shall make a decision on the applicant no later than April 15. Notification to the applicant of the decision shall be made at the earliest possible time.
  - c. Sabbatical Leave may be granted to a maximum of two (2) applicants per school year. Sabbatical Leave may be granted for either one full year of 1/2 year duration.
  - d. Applicants recommended by the sub-committee and approved by the School Committee shall be paid 1/2 of their regular salary for the duration of the leave.
  - e. For salary schedule purposes, the time spent on Sabbatical Leave shall count as an equivalent amount of time of teaching service and includes all the accumulation of sick and health benefits normally provided by the School Committee.
  - f. Singularity of application does not presuppose approval.
  - g. No sub-committee member is eligible to consider his/her own application.
  - h. A written report from the leave-taker will be filed with the Superintendent within three (3) months of the end of the Sabbatical Leave.
 

The teacher will agree to return to employment in the Southwick-Tolland-Granville Regional School District for one (1) full year in a semester's leave and two (2) full years in the event of a full year's leave, in accordance with M.G.L. c. 71 §41A
5. Other leaves of absence of up to one (1) year without pay may be granted by the Committee.
6. Teachers on extended leave of absence must notify the Superintendent, in writing, at least thirty (30) days prior to the intended expiration of the leave or February 1st of the previous school year, whichever occurs sooner, of intent to return from leave. This requirement may be deferred to June 30 in cases of medical emergency.
7. Family and Medical Leave – The District agrees to comply with the provisions of the Family and Medical Leave Act (FMLA) and any amendments thereto.
8. The School Committee shall abide by the provisions of the Small Necessities Leave Act (SNLA) and Domestic Violence Act (DVA). The School Committee's policies regarding the above-referenced laws are posted in a conspicuous location in each building.

**ARTICLE X - ACCIDENT AND HEALTH INSURANCE**

1. The Southwick-Tolland-Granville School Committee will renew and pay the maximum percentage permitted by law of the cost of the following types of insurance coverage as provided by M.G.L. c. 32B and as voted by the School Committee.
  - a. A \$10,000 term life insurance plan of the type presently available to teachers.
  - b. Individual or family coverage, whichever applies in the particular case, for appropriate health coverage equivalent to that presently available to teachers and/or retired teachers. Current and retired teachers shall have the option of either an H.M.O. plan or a P.P.O. plan (Blue Cross/Blue Shield Master Medical Plan is no longer an option).
  - c. Insurance riders will be made available to the bargaining unit members provided the rider conforms to State Laws (32B) and the insurance carrier(s) clauses as contracted by the Regional District and as bargained by the Association.
  - d. The District shall pay 50% towards Delta Dental Plan and the individual or family shall pay 50%.
2. The School Committee shall maintain a Cafeteria Plan of the type authorized by Chapter 697, Section 132 of the Acts of 1987, for the single purpose of enabling teachers to pay their share of the premiums for their health insurance with pre-tax earnings.
3. The Committee agrees to continue to offer non-deductible plans through June 30, 2022, unless said plans are no longer offered by MIIA. The Committee agrees to pay for the administrative costs of a Flexible Spending Account for bargaining unit members.

#### **ARTICLE XI - PAYROLL DEDUCTIONS**

1. Tax-Sheltered Annuities. Teachers will be eligible to participate in tax sheltered annuity plans, in conformity with M.G.L. c. 71 §37B. If a teacher wishes to modify the amount of the payroll deductions or change the party to whom the payroll deduction is to be sent, the teacher must notify the business office of this intent in writing. No individual may change their TSA more than twice in one school year. Changes will be made by the Administration as soon as possible.
2. Accident and Health Insurance. Payroll deductions of insurance premiums will be made upon mutual agreement between the teacher and the School Committee.
3. Dues Deduction - The School System agrees to deduct from the salaries of teacher's dues for the Southwick-Tolland-Granville Education Association, the Massachusetts Teachers Association, and the National Education Association, as said teachers individually and voluntarily authorize the School System to deduct, and to transmit the moneys to the Southwick Tolland Education Association. The teacher's authorization and direction for payment of said deduction to the Southwick-Tolland-Granville Education Association will be in writing and filed with the District Treasurer.

The School Committee agrees that in accordance with the above, it will deduct from the teacher's salary, in equal installments, an amount authorized for Association dues. The School System in no event will be liable for the payment of any dues for any teacher under the article.

#### **ARTICLE XII - TEACHER PROTECTION**

1. Assault - Principals and teachers shall be required to report in writing within five (5) school days or ten (10) calendar days, whichever comes first, any case of assault of teachers in connection with their employment to the Superintendent of Schools or his representative. The Superintendent of Schools or his representative shall acknowledge receipt of such report, and shall report this information to the School Committee.

- a. The alleged assault will be promptly investigated by the principal or his/her designated representative. Subject to the requirements of the following two paragraphs below, he/she and the Superintendent shall determine what action shall be taken. This decision will be communicated to the teacher concerned. If the assault is by an adult who is not a pupil, the school administrator will promptly report the incident to the proper law enforcement authorities. In any case, (pupil, non-pupil or adult), the School administrator will render all reasonable non-monetary aid to the teacher in connection with handling of the incident by law enforcement, legal, and medical authorities. Whenever a teacher is absent from school as a result of personal injury occurring in the course of his/her employment, he/she will receive his regular salary less the amount of salary paid by Workers' Compensation for the period of such absence not to exceed one calendar year, and no part of such absence will be charged to his annual or accumulated sick leave.
2. Indemnification - So far as permitted by M.G.L. c. 41 §100C as amended by Chapter 572 of the Acts of 1992, the School Committee shall provide indemnification whenever any teacher shall become eligible therefore.

### **ARTICLE XIII - PROFESSIONAL IMPROVEMENT**

#### 1. Horizontal Movement

- a. A teacher must give written notice to the Superintendent of Schools by December 1<sup>st</sup> of the year preceding that which he/she expects to be eligible for horizontal movement on the salary schedule (for example, notice must be given by December 1, 2013 in order to be eligible for horizontal movement in the 2013-2014 school year). The teacher must present copies of degrees or transcripts documenting the eligibility for the status change to the Superintendent of Schools no later than August 31<sup>st</sup> of the year in which the status change is to occur. A teacher may submit a letter from the appropriate college or university in lieu of the degree or transcript should the office of the registrar indicate that the documents are not available by August 24th. Failure to meet the timelines above will result in no movement on the salary schedule in the school year in which the status change was to occur (i.e., the horizontal movement will be delayed until the following school year).
  - b. A teacher may participate in a teacher workshop which will strengthen or broaden the teacher's background; update teaching theories and methods; keep the teacher abreast with current educational and subject matter, content, trends, and developments; contribute to increasing the quality of the teacher's service to his/her classes in particular and to the public in general. If the workshop occurs during regular work hours, earned PDP's for this kind of activity may be used for license renewal. If the workshop occurs outside of regular work hours, then the teacher may seek prior approval for up to three (3) credit hours toward salary movement.
  - c. A teacher may participate in external conferences.
  - d. Beginning September 1, 1998, the formula for converting in-service hours and activity clock hours is thirty (30) hours of previously approved in-service equals one college credit for the purpose of salary advancement. Effective September 1, 1990, three (3) in-service credits equal one college credit for purposes of horizontal movement on the wage scale.
2. Changes in salary column.  
Salary credits will become effective the first workday of the school year. Official notification for all levels of training shall be in the form of an official transcript and/or certified form from the school district, college or university.

- a. Degrees must be awarded or course work completed no later than August 24 of the year in which the status change occurs.
  - b. The teacher must present copies of degrees or transcripts documenting the eligibility for the status change no later than thirty (30) days after completing the last requirement or course. A teacher may submit a letter from the appropriate college or university official in lieu of the degree or transcript should the office of the registrar indicate that the documents are not available within the time limits.
3. Effective August 25, 2019, the School Committee will reimburse each teacher for the cost of one (1) three (3) credit graduate course each contract year, at an approved institution, successfully completed with a grade of B or better, in an amount up to One Thousand and Fifty Dollars (\$1,050) (note: if the course is less than three (3) credits, then the amount will be prorated). However, the total amount available for the bargaining unit for course reimbursement shall be a maximum of Thirteen Thousand Dollars (\$13,000). Effective August 25, 2020, the total amount available for the bargaining unit for course reimbursement shall be a maximum of Twenty Thousand Dollars (\$20,000). Reimbursement shall be made on a first-come first-served basis until the maximum bargaining unit amount is reached at which point no further reimbursements shall be made. Teachers will be notified when submitting for the course if monies are still available, and if the course can be reimbursed.
4. The number of District-approved PDP's that the teachers have earned as of the conclusion of the preceding school year shall be available online.

#### **ARTICLE XIV - RE-LICENSURE**

It is the teacher's responsibility to maintain their educator licensure at all times.

#### **ARTICLE XV - TEACHER FACILITIES AND MATERIALS**

1. Physical - The School Committee will make every reasonable attempt to have the following facilities: space in each classroom in which teachers may safely store instructional materials and supplies; a teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials; and appropriately furnished room to be reserved for the exclusive use of the teachers and staff as a faculty lounge. Said room will be in addition to the aforementioned teacher work area; a serviceable desk and chair for the teacher in each classroom; a communication system so that teachers can communicate with the main building office from their classroom; a well-lighted and clean male teacher restroom and a well-lighted and clean female teacher restroom; a separate, private dining area for the exclusive use of the teachers and staff; and an adequate portion of the parking lot at each school will be reserved for teacher parking.
2. Academic - Recognizing the role of the School Committee in the adoption of textbooks and also the professional competence and skills of the staff in relation to textbook selection, the Association and the School Committee agree that the selection of textbooks to be used in the schools shall continue to be cooperatively arrived at through a joint consultation among the teachers, administrators, and School Committee.
3. The School Committee and the Association recognize that teachers should have the ability to make suggestions and recommendations about the services they render -- i.e., instructional methods, preparation time, staffing structure, changes in the school day, use of consultants, materials and the allocation of available resources.

To this end, there shall be established a Joint Labor Management Committee, to discuss these and other matters of mutual concern. Said Committee shall consist of three (3) members chosen by the Association, two (2) members chosen by the School Committee, and one (1) administrator or selected by the School Committee.

It is understood that this Committee shall not discuss pending grievances and shall have no power to alter or amend this Agreement.

4. The Association will have the right to use school buildings, facilities and equipment without cost at reasonable times provided, however, that any additional service cost necessitated by such use shall be paid by the Association. Requests for, and use of school facilities under this section will, other than stated above, be in full conformity with the established policies of the committee in regard to the use of school facilities.
5. The Committee agrees to provide the Association with a suitable work area, if available, to be used solely for Association business. Such work area will include space in which the Association may securely store materials, and a serviceable desk, chair and file system. The President of the Association will be allowed to install, for Association use, a telephone line and facsimile line at the expense of the Association at a location agreed upon by the principal and/or Superintendent and the Association President. Use of the telephone line or facsimile shall not interfere with professional responsibilities.

#### **ARTICLE XVI - TEACHING LOAD AND ASSIGNMENT**

1. The Committee and the Association agree that the size of classes should be educationally desirable. The Committee and the Association recognize and agree that a teacher's responsibility to his/her students and his/her profession generally entails the performance of duties and the expenditure of time beyond the regular work day, but that time and work schedules can and should be established applicable to teachers in the normal course of their employment.
2. No later than the preceding June 1st teachers will be notified in writing of their programs for the coming school year, including the schools to which they will be assigned, the grades and/or subjects that they teach, any special or unusual classes that they will have. If unforeseeable circumstances arise after June 1, teachers will be notified as soon as possible by certified mail of changes in their assignment(s). In order to assure that pupils are taught by teachers working within their areas of competence, teachers will not be assigned, except temporarily and for good cause, outside the scope of their teaching licensure beyond twenty (20%) of their work schedule.
3. The Committee and the Association acknowledge that a teacher's primary responsibility is to teach, and that this energy should, to the extent possible, be utilized to this end. Therefore, non-professional assignments shall be kept to a minimum. Teachers will be relieved of sidewalk duty, collecting lunch money, and keeping attendance registers.
4. Positions which will be vacant for at least one semester will, to the extent possible, be filled by personnel who have met state certification requirements.
5. There will be a thirty (30) minute duty-free lunch period for all teachers.
6. No member of the bargaining unit as defined in this agreement shall be laid-off or terminated because of the sub-contracting of work presently being performed by members of the unit. Anything in this section to the contrary notwithstanding, the Committee reserves the right to enter into collaborative agreement as provided in M.G.L. c. 40 §40E.
7. When a special teacher assumes the responsibilities of the classroom, the regular teacher may absent himself/herself from the classroom to use the time for preparation. All teachers (K-8) will be provided with at least two hundred and fifty (250) minutes of preparation time per week,

which shall consist of one (1) contiguous preparation period per day, except when there are less than five (5) full school days in a given week in which case the number of minutes will be reduced accordingly. If due to District scheduled meetings, a teacher does not receive the two hundred and fifty (250) minute minimum, time missed must be documented on a timesheet and will be compensated at the teacher's hourly rate in a minimum of fifteen (15) minute increments (note: any teacher who misses additional preparation time beyond the two hundred and fifty minutes due to District scheduled meetings shall not be eligible for compensation). Administration will make every effort to ensure that District meetings are scheduled so that teachers have some prep time each day.

8. All teachers (9-12) will be provided with at least three hundred and seventy-eight (378) minutes of duty-free preparation time per week, which shall consist of one (1) contiguous preparation period per day, except when there are less than five (5) full school days in a given week in which case the number of minutes will be reduced accordingly. Teachers (9-12) will have no assigned non-teaching duties other than homeroom and hallway passing time supervision during the normal teacher day. If due to District scheduled meetings, a teacher does not receive the three hundred and seventy-eight (378) minute minimum, time missed must be documented on a timesheet and will be compensated at the teacher's hourly rate in a minimum of fifteen (15) minute increments (note: any teacher who misses additional preparation time beyond the three hundred and seventy-eight (378) due to District scheduled meetings shall not be eligible for compensation). Administration may use up forty-two (42) minutes of unscheduled time (i.e., the time beyond three hundred and seventy-eight (378) minutes per week) once per week beyond the three hundred and seventy-eight (378) minutes required above. The high school principal will make class assignments in consultation with the department chair recognizing the desirability of no more than two (2) preparations per semester.
9. Within each building every effort will be made that all non-teaching duties normally required will be assigned to all professional staff members employed by the Committee on an equitable basis.
10. When a teacher voluntarily agrees to cover a regular class during his/her preparation period he/she will be compensated according to a schedule set forth in Appendix A.
11. Teachers will not be required to drive pupils to activities which take place away from the school building.
12. Each Unit A professional who is required to use his/her own vehicle in the performance of his/her duties, excluding normal commuting, will be compensated per mile at the district rate.

#### **ARTICLE XVII - TEACHER EVALUATION**

The Committee and the Association have agreed to implement and abide by the attached evaluation system, which is hereby made an Appendix to this Agreement.

#### **ARTICLE XVIII - SPECIALISTS**

1. The Committee and the Association recognize the fact that an adequate number of competent specialists is essential to the operation of an effective educational program.

#### **ARTICLE XIX - VACANCIES AND NEW POSITIONS**

1. Every teacher in the Southwick-Tolland-Granville Regional Schools will be eligible to apply for any vacancy or new position, full or part-time, in the Southwick-Tolland-Granville Regional

Schools regardless of level or present teaching position. Notice of all possible vacancies or new positions will be posted on the District’s website at least fourteen (14) calendar days before the position is to be filled, and will remain posted until the application deadline is reached. In addition to the posting on the website, an email shall be sent to the Association President notifying the President of any vacancies at the time of the posting, which shall be at least fourteen (14) calendar days before the position is to be filled, and the notices will be posted in the central office. During the school year, notices will be posted in a central location in each school building. The posted notices will clearly set forth the following:

- a. Qualifications for the position.
  - b. Duties.
  - c. Rate of Compensation.
2. All qualified teachers will be given adequate opportunity to make application for such position and the principal and/or superintendent as applicable agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system and other relevant factors. In filling such vacancies, first consideration will be given to qualified teachers already employed by the Committee. If all the factors for selection are relatively equal, preference for appointment will be given to the teacher already in the employ of the Committee. Each teacher applicant shall be granted an interview by the principal and/or superintendent or his/her designee as applicable before the appointment is made.
  3. The School Committee meeting minutes will be posted on the District’s website within fourteen (14) calendar days of approval by the Committee. Employees who have separated employment, newly hired employees, and employees on extended leave are contained in the minutes. In addition, the Association President shall be notified of all new hires and transfers on or around the start of each new academic year and/or as they occur. Such notification shall include position, date of hire, transfer information, personal email, and phone number as applicable.

**ARTICLE XX SEVERANCE PAY/SICK LEAVE BUYBACK**

1. (a) Upon accumulation of 184 sick days, an additional eighteen (18) sick days per year may be accumulated in a “severance pay account.”
- (b) Sick days used for illness, etc., will be deducted from accumulated sick leave. Days may not be taken from the “severance pay account” and used as regular sick time.
- (c) Each teacher will receive credit for up to eighteen (18) days per year for each year of service in which he/she had accumulated at least 184 days of sick leave as of the first day of school in that year. Total sick days used in each year of service will be subtracted from eighteen (18) days and the remainder will be added to the severance pay account for that year.
- (d) Upon retirement or resignation, after fifteen (15) years of cumulative service in the school system, an amount calculated according to the formula below, will be paid to the teacher, or in the event of death, to his/her estate. Said payment will be added to the teacher's final pay.

|          |                              |       |
|----------|------------------------------|-------|
| Formula: | 15-30 years - service rate   | =.10  |
|          | 31-40 years - service rate   | =.105 |
|          | 41 plus years - service rate | =.11  |

$1/184$  (teacher's pay) x service rate x (accumulated sick days + accumulated severance pay days)  
= severance pay amount.

2. Notification of intent to retire or resign must be submitted by January 15 of the year previous to the intended final year of employment to permit payment at the beginning of the next school year, otherwise, payment will be at the beginning of the following school year.
3. In case of death or incapacitating injury or illness, the one (1) year notification shall be waived by the School Committee.
4. The District will make every effort to provide teachers with an annual report between July 1st and the end of September indicating the number of sick days that the teachers have accumulated in the severance pay account as of the conclusion of the preceding school year.

#### **ARTICLE XXI - EARLY RETIREMENT INCENTIVE**

1. a) A full-time member of Unit A with ten (10) or more cumulative years of employment in the Southwick-Tolland-Granville Schools who, before January 15 of the school year prior to the year in which retirement takes place to permit payment at the beginning of the next school year, otherwise, payment will be at the beginning of the following school year, gives notice of intent to retire or resign shall be entitled to a one time separation benefit payable at the time of retirement or resignation.  
b) Early retirement incentive twenty percent (20%) after retiring with state system. Retirement must be effected within one (1) year after termination of employment in order to be eligible for the incentive with notice.
2. Full-time members of Unit A who retire or resign under the above conditions will receive the following compensation:  
No age limit = 20% of current salary
3. This benefit will only be available for eligible members who were employed by the Committee prior to April 1, 1998.

#### **ARTICLE XXII - REDUCTION IN FORCE**

1. In the event it becomes necessary to reduce the number of employees in the bargaining unit, the Committee will consider ability, qualifications, the teacher's area licensure, indicators of job performance, including overall ratings resulting from comprehensive evaluations conducted consistent with M.G.L. c. 71, § 38 and the best interests of the students in the Southwick-Tolland-Granville Regional School District; and provided further, that for the purposes of this Article, no distinction shall be made between the overall performance ratings established by the Department of Elementary and Secondary Education finding that the teacher has met or exceeded acceptable performance standards developed under said § 38 and that are defined by the board as proficient and exemplary. The number of summative evaluations compared will include all those evaluations written for teachers during the time equal to the most recently hired professional status teacher in the targeted licensure area. If the above-referenced factors are equal, then the least senior teacher in the licensure area will be laid off first.
2. An employee whose position is eliminated shall: replace the employee with the lowest seniority anywhere within the school system in an area in which the laid-off employee is qualified or becomes qualified by the time the reduction-in-force becomes effective.

- a. "Qualified" means that the teacher has on file with the Superintendent's office evidence that he/she possesses the necessary qualification or can obtain said qualifications by the effective date of his/her layoff which is the beginning of the school year.
  - b. "Seniority shall mean the employee's last date of hire in the Southwick-Tolland-Granville Regional School District or in each of the districts which regionalized to constitute the Southwick-Tolland-Granville Regional School District. Effective September 1982, part-time teacher's seniority will be pro-rated on the above. (Example: A 1/2 time teacher will receive 1/2 year seniority for each year of employment as a 1/2 time teacher.)  
  
Teachers shall be credited for seniority purposes with all time spent on any leave of absence provided for in this Agreement.
  - c. In cases involving teachers who have identical seniority, preference for retention shall be given to the teacher who has achieved the highest level of training.
3. Employees being considered for lay-off will be notified by June 1 of the school year preceding that in which they will no longer be employed.
  4. Released employees shall be notified by certified mail to their last address of record and given first preference for positions as they develop, providing an affirmative reply by certified mail is received by the office of the Superintendent of Schools within fifteen (15) days of issuing such notice.
  5. In the event it becomes necessary to reduce the number of assistant principals, she/he will be returned to a teacher status according to her/his certification and seniority in Unit A at the time he/she assumed the assistant principal position as long as the least senior member of Unit A has less seniority.
  6. The association president will be notified by June 1 of any position(s) being considered for elimination and employee(s) being considered for layoff.

#### **ARTICLE XXIII - RECALL**

1. Laid-off employees shall retain the right to call back for a period of two (2) years from the date of their respective lay-off.
2. Qualified employees shall be re-hired in the inverse order of their release, and all benefits to which an employee was entitled at the time of his/her lay-off including salary step attained and accumulated sick leave shall be restored in full upon re-employment within the recall period.
3. Laid-off employees may continue group insurance coverage available through the Committee during the recall period by reimbursing the Committee for premium costs. Failure to forward premium payment to the Committee on a previously stipulated schedule or refusal to return to employment upon notice of position opening will terminate this option.
4. A list specifying the seniority of each member of the bargaining unit shall be prepared by the Committee and forwarded to the Association President within thirty (30) days following execution of this Agreement. An updated seniority list shall be supplied by the Committee annually thereafter on or before October 15 of each year.
  - a. If the teacher or Association does not file a grievance within thirty (30) school days after an up-dated seniority list is verified by the Association president, all grievances regarding the seniority portion of said list shall be waived. The Association president will have twenty (20) school days to verify such seniority list.

**ARTICLE XXIV - INVOLUNTARY TRANSFER**

1. Although the Committee and the Association recognize that some transfer of teachers from one school to another is unavoidable, they also recognize that frequent transfer of teachers is disruptive to the educational process and interferes with optimum teacher performance. Therefore, they agree as follows:
  - a. When a transfer is necessary, qualified volunteers will be transferred first.
  - b. When involuntary transfers are necessary, a teacher's area of competence, teacher's area of certification, quality of teaching performance, and length of service in the school system will be considered in determining which teacher is transferred. Teachers being involuntarily transferred will be transferred only to the available position most comparable to the one they previously held. An involuntary transfer will be made only after a meeting between the teacher involved and the Superintendent (or his/her designee), at which time the teacher will be notified in writing of the reasons of the transfer.
  - c. Notice of transfer will be given to teachers as soon as practicable and under normal circumstances not later than June 1.
  - d. In the event the teacher is dissatisfied with the transfer, appeal may be made to the School Committee. Such appeal to be made within fourteen (14) days from the date of notification or transfer. No teacher will be transferred for arbitrary, capricious or punitive reasons.
  - e. The School Committee decision regarding Article XXIV shall be considered final and binding and shall not be subject to the arbitration procedure as outlined in this agreement.

**ARTICLE XXV - WORK DAY**

It is expected:

1. That there will be the same seven (7) hour continuous work day for all teachers located in the same building, except where otherwise provided below.

Nurses shall work seven (7) hours each day, including a ½ hour paid lunch.
2. School Hours
  - a. Southwick-Tolland-Granville Regional High School    7:30-2:30  
Powder Mill Middle School                                    8:00-3:00  
Woodland Elementary School                                    8:40-3:40

The times above will not be adjusted by more than five minutes.

  - b. There will be two (2) evening Parent/Teacher conferences at all schools per year. There shall be a three (3) hour early release time on the last school day of the two week period during which conferences are held in the three buildings.
  - c. There will be one (1) faculty meeting of one (1) hour maximum after school each month. This does not preclude additional meetings during the seven (7) hour teacher day when necessary.
3. That teachers may leave the last school day of each week as soon after closing as possible provided his/her students have been cared for, plans for the next day are completed and details are

in proper order. By the end of each week, teachers will have prepared lesson plans for the following week.

4. Teachers may mutually agree with principals, subject to the approval of the superintendent, to adjust reporting and leaving times to accommodate special supervision, meetings, or other special demands on a teacher's time.

**ARTICLE XXVI - WORK YEAR**

1. The work year of teachers will begin no earlier than the last Monday in August and terminate no later than June 30, but will in no event, be longer than one hundred eighty-four (184) days (i.e., one hundred and eighty (180) student days, three (3) professional development days, and one (1) opening day). One of the first three (3) teacher workdays prior to the first student day shall be a half day for bargaining unit members to set up their classrooms with the other half of the day being professional development or other activities scheduled by administration. February vacation will be scheduled for the week in which Presidents' Day falls and April vacation will be scheduled for the week in which Patriots' Day falls. The work year will include days when pupils are in attendance, orientation days at the beginning of the school year, professional development days, conference days and any other days on which teacher attendance is required. Any work required beyond the one hundred eighty-four (184) days will be reflected in a proportional increase in individual salaries.
2. Any teacher who is required to work beyond the 184 days as stated above will be notified of such work by May 1st.
3. The Committee may offer professional and curriculum development activities and similar non-student contact employment opportunities on days other than the 184 teacher days at a rate less than the 1/184th of annual salary per day rate. These opportunities will be voluntary and there shall be no negative consequence for any teacher who declines to participate in these activities. These opportunities will be scheduled so that a minimum of four (4) hours will be offered to participating teachers on any day. Where qualifications are substantially equal, seniority in the district will be used to determine selection. The rate is set forth in Appendix A.
4. The work year of guidance positions will be as follows:

|   |          |
|---|----------|
| Guidance Director                                     | 198 days |
| Southwick Regional School (SRS) Guidance Counselor(s) | 194 days |
| SRS Career Facilitator                                | 184 days |
| Powder Mill School Guidance Counselor(s)              | 184 days |
| Woodland School Guidance Counselor(s)                 | 184 days |

The above days shall be scheduled at the sole discretion of Administration. In addition, additional days may be required by Administration at the employee's applicable per diem rate.

5. Nurses shall work one hundred and eighty-four (184) days in a contract year beginning no earlier than August 15, and terminating no later than June 30. Up to five (5) additional days may be authorized by the Director of Curriculum and Instruction, and will be paid at the current per diem rate.
6. The District will notify the Association as soon as possible regarding any changes to the school calendar.

### **ARTICLE XXVII – GENERAL**

1. A Committee of Association representatives shall meet once every two (2) months with the Superintendent of Schools or his designee to discuss matters of educational policy, curriculum, and improvement of the educational climate. Both parties may submit items for the agenda.
2. For the duration of this contract, members of the Committee along with high school administrators and teachers will jointly meet once each year before April 1 to discuss the impact and educational benefits of block scheduling.
3. A copy of the agenda and official minutes of all School Committee meetings shall be posted in each school building and made available to the Association President when they become available to the School Committee.
4. Individual Contracts: The Association and the School Committee mutually agree to adopt the attached revised contract forms. These include: Teacher’s Initial Contract, (teachers without professional teacher status); Teacher’s Long Term Contract, (fourth year - PTS); and Teacher's Annual Salary Agreement.

### **ARTICLE XXVIII- CRIMINAL OFFENDER RECORD INFORMATION CHECKS**

The following applies to criminal offender record information (“CORI”) checks pursuant to Chapter 385 of the Acts of 2002:

1. CORI checks will be conducted once every three (3) years for employees covered by this Agreement, or more often with reasonable cause.
2. A copy of a CORI report will be available to the employee. If the CORI report shows any activity, a copy will be sent to the employee.
3. All CORI reports will be maintained in the Superintendent’s office in separate confidential files.
4. The Superintendent or other administrator in his/her central office designated by the Superintendent will be the only persons authorized to request CORI checks.
5. Any disciplinary action taken as a result of CORI checks will be in accordance with this Agreement and/or law.

### **ARTICLE XXIX – NATIONAL BACKGROUND CHECKS**

In accordance with “An Act Relative to Background Checks”, all educators must submit to a National Fingerprint-Based Criminal History Record Information (CHRI). Storage and destruction of such national background information shall be in accordance with State and Federal Law. Based upon the results of the CHRI the District will make a suitability determination. If the District is inclined to make an adverse decision based on an individual's National Background Check, the District will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time to correct or complete the CHRI.

### **ARTICLE XXX- FEDERAL DRUG-FREE WORKPLACE**

Alcoholism and drug abuse are recognized by the parties to be treatable illnesses. Without detracting from existing rights and obligations of the parties recognized in the other provisions of this contract, management and the Association agree to cooperate in encouraging employees afflicted with alcoholism or drug abuse to undergo a program designed to rehabilitate the employee.

If the employee refuses to avail him or herself of assistance and/or experience this problem more than two (2) times within a five-year period and/or alcoholism or drug abuse impairs work performance, attendance, conduct, or reliability, the normal contractual disciplinary procedures for dealing with problem employees will be used.

### **ARTICLE XXXI – ANTI-DISCRIMINATION**

The Superintendent and the Association agree that there will be no discrimination of employees or in their training, assignment, promotion, transfer, or discipline because of race, creed, color, religion, national origin, political activities, sex, pregnancy, pregnancy-related condition, marital status, sexual orientation, gender identity, or participation in any teacher organization activities.

### **ARTICLE XXXII – PERSONNEL FILES**

The District shall maintain, in one central location, a current cumulative personnel file for each member of the bargaining unit. Teachers will have the right, upon request and at reasonable times, to review the contents of their personnel file and to request copies of such contents and records as concern his/her work and/or him/herself. Such review will be conducted in the presence of a member of the school administration or designee of the superintendent.

If any complaint is received by the administrator from a parent, pupil, or other individual concerning the work performance of any teacher, which complaint is to be the subject of disciplinary action or is to be placed in the teacher's personnel file, such complaint shall be promptly called to the attention of the teacher and the complainant identified. No material derogatory to a teacher's conduct, service, character or personality will be placed in his/her personnel file unless the teacher has been notified that the material is being placed in his/her file. The teacher will have the right to submit a written answer to such material and his/her answer will be attached to the file copy.

When an oral reprimand is given to a teacher by an administrator, this reprimand will not occur in the presence of parents, pupils, or other employees.

### **ARTICLE XXXIII – DISCIPLINE**

The Association recognizes the authority and responsibility of the Superintendent and/or Principal for disciplining or reprimanding a teacher for delinquency of professional performance. If any disciplinary action is to be taken against a teacher, he/she will be entitled, at his/her option, to have a representative present. No such disciplining or reprimanding will be made in the presence of persons not members of the administration or the School Committee or its attorneys unless that person is chosen by the teacher to be present. The Association will be notified of each instance and may attend if requested by the teacher.

### **ARTICLE XXXIV - DURATION**

1. Except as otherwise specified, the provisions of this agreement will be effective August 25, 2019 and will remain and continue in effect until August 24, 2022.

2. The provisions of Appendix A (Salary Schedules I, II, & III) will become effective August 25, 2019 and remain in full force and effect until August 24, 2022.
3. Not later than October 1, 2021, the parties will enter into negotiations over a successor agreement.
4. Should no agreement be reached by August 25, 2022, this Agreement will, nevertheless, remain in full force and effect until a successor Agreement is reached.

SOUTHWICK-TOLLAND-  
GRANVILLE REGIONAL SCHOOL  
COMMITTEE

SOUTHWICK-TOLLAND-  
GRANVILLE EDUCATION  
ASSOCIATION

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DATE: \_\_\_\_\_

**SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT  
APPENDIX A**

**TEACHERS' SALARY TABLE — 2019-2020**

| <b>2%</b> | <b>B</b> | <b>B15</b> | <b>M</b> | <b>M+30</b> | <b>M+45</b> | <b>2M/CAGS<br/>OR EQUIV.</b> |
|-----------|----------|------------|----------|-------------|-------------|------------------------------|
| 1         | 44,180   | 45,395     | 46,545   | 47,843      | 49,800      | 51,736                       |
| 2         | 46,215   | 47,287     | 48,483   | 49,833      | 51,877      | 52,883                       |
| 3         | 47,942   | 49,253     | 50,500   | 51,911      | 54,038      | 55,085                       |
| 4         | 49,938   | 51,307     | 52,609   | 54,074      | 56,293      | 57,379                       |
| 5         | 52,019   | 53,451     | 54,800   | 56,324      | 58,636      | 59,771                       |
| 6         | 54,567   | 55,865     | 57,083   | 58,676      | 61,078      | 62,262                       |
| 7         | 57,019   | 58,758     | 59,461   | 61,120      | 63,623      | 64,854                       |
| 8         | 59,178   | 60,789     | 61,938   | 63,665      | 66,272      | 67,556                       |
| 9         | 61,503   | 63,179     | 64,907   | 66,318      | 69,034      | 70,374                       |
| 10        | 64,943   | 66,693     | 67,455   | 69,466      | 72,296      | 73,315                       |
| 11        |          |            | 71,165   | 72,199      | 75,139      | 76,746                       |
| 12        |          |            |          | 76,120      | 79,193      | 79,764                       |
| 13        |          |            |          |             |             | 84,030                       |

**TEACHERS' SALARY TABLE — 2020-2021**

| <b>2.75%</b> | <b>B</b> | <b>B15</b> | <b>M</b> | <b>M+30</b> | <b>M+45</b> | <b>2M/CAGS<br/>OR EQUIV.</b> |
|--------------|----------|------------|----------|-------------|-------------|------------------------------|
| 1            | 45,395   | 46,643     | 47,825   | 49,159      | 51,170      | 53,159                       |
| 2            | 47,486   | 48,587     | 49,816   | 51,203      | 53,304      | 54,337                       |
| 3            | 49,260   | 50,607     | 51,889   | 53,339      | 55,524      | 56,600                       |
| 4            | 51,311   | 52,718     | 54,056   | 55,561      | 57,841      | 58,957                       |
| 5            | 53,450   | 54,921     | 56,307   | 57,873      | 60,248      | 61,415                       |
| 6            | 56,068   | 57,401     | 58,653   | 60,290      | 62,758      | 63,974                       |
| 7            | 58,587   | 60,374     | 61,096   | 62,801      | 65,373      | 66,637                       |
| 8            | 60,805   | 62,461     | 63,641   | 65,416      | 68,094      | 69,414                       |
| 9            | 63,194   | 64,916     | 66,692   | 68,142      | 70,932      | 72,309                       |
| 10           | 66,729   | 68,527     | 69,310   | 71,376      | 74,284      | 75,331                       |
| 11           |          |            | 73,122   | 74,184      | 77,205      | 78,857                       |
| 12           |          |            |          | 78,213      | 81,371      | 81,958                       |
| 13           |          |            |          |             |             | 86,341                       |

**TEACHERS' SALARY TABLE — 2021-2022**

| <b>3%</b> | <b>B</b> | <b>B15</b> | <b>M</b> | <b>M+30</b> | <b>M+45</b> | <b>2M/CAGS<br/>OR EQUIV.</b> |
|-----------|----------|------------|----------|-------------|-------------|------------------------------|
| 1         | 46,757   | 48,042     | 49,260   | 50,634      | 52,705      | 54,754                       |
| 2         | 48,911   | 50,045     | 51,310   | 52,739      | 54,903      | 55,967                       |
| 3         | 50,738   | 52,125     | 53,446   | 54,939      | 57,190      | 58,298                       |
| 4         | 52,850   | 54,300     | 55,678   | 57,228      | 59,576      | 60,726                       |
| 5         | 55,054   | 56,569     | 57,996   | 59,609      | 62,055      | 63,257                       |
| 6         | 57,750   | 59,123     | 60,413   | 62,099      | 64,641      | 65,893                       |
| 7         | 60,345   | 62,185     | 62,929   | 64,685      | 67,334      | 68,636                       |
| 8         | 62,629   | 64,335     | 65,550   | 67,378      | 70,137      | 71,496                       |
| 9         | 65,090   | 66,863     | 68,693   | 70,186      | 73,060      | 74,478                       |
| 10        | 68,731   | 70,583     | 71,389   | 73,517      | 76,513      | 77,591                       |
| 11        |          |            | 75,316   | 76,410      | 79,521      | 81,223                       |

**NURSES' SALARY TABLE**

|                             | <b>FY '20</b> | <b>FY '21</b> | <b>FY '22</b> |
|-----------------------------|---------------|---------------|---------------|
|                             | 2%            | 2.75%         | 3%            |
| Bachelor's Degree < 5 yrs.  | 55,280        | 56,800        | 58,504        |
| Bachelor's Degree > 5 yrs.* | 56,280        | 57,828        | 59,563        |
| Master's Degree < 5 yrs.    | 56,261        | 57,808        | 59,542        |
| Master's Degree > 5 yrs.*   | 57,261        | 58,836        | 60,601        |

\*Step is reached after the completion of five (5) consecutive full-years of service as a School Nurse in the bargaining unit.

|    |        |        |        |
|----|--------|--------|--------|
| 12 | 80,559 | 83,812 | 84,417 |
| 13 |        |        | 88,931 |

Effective September 1, 2013, Granville teachers will be placed on the salary schedule if the teacher’s current step placement would result in the same or additional compensation. If placement on the salary schedule would result in a lesser rate of compensation, said teacher will be red-circled at his/her current rate of compensation plus any applicable wage increases, unless or until placement on the schedule would result in the same or additional compensation.

Effective September 1, 2013, the school nurse leader shall receive a stipend of \$2,000 per year.

\*The second step of the Nurse Salary Schedule above shall be reached after the completion of five (5) consecutive full years of service as a School Nurse in the bargaining unit.

**Longevity Pay Table for Service in Southwick and Southwick-Tolland-Granville Schools** to be divided among final five (5) checks each year after service of

|           |                  |         |
|-----------|------------------|---------|
|           | 15-24            | \$500   |
|           | 25-30            | \$800   |
|           | 31-33            | \$1,000 |
|           | 34 or more years | \$1,300 |
| Effective | 15-24            | \$600   |
| August    | 25-30            | \$900   |
| 25,       | 31-33            | \$1,100 |
| 2020:     | 34 or more year  | \$1,400 |

**Rate for voluntary class coverage (ARTICLE XVI, 10)**

|                  |      |
|------------------|------|
| Up to 30 minutes | \$10 |
| Up to 60 minutes | \$15 |
| Up to 90 minutes | \$20 |

**Rate for non-required professional & curriculum development (ARTICLE XXVI, 3)**

Effective August 25, 2019, \$30/hour for minimum of 4 hours

**Masters plus 45 (MA+45) requires that at least 15 credits are:**

1. In a planned program, or
2. Working toward a second masters of CAGS, or
3. Meeting state administration requirement, or
4. In the teacher’s major field of instruction

Teachers assigned to the Granville Village School shall be entitled to all of the benefits contained in the collective bargaining agreement between the Southwick-Tolland-Granville Regional School Committee and the Southwick-Tolland-Granville Education

Association, Inc. effective September 1, 2013. Any benefits and/or other terms and conditions of employment contained in the prior collective bargaining agreement between the Granville School Committee and the Granville Teachers Association shall be null and void, except that any teacher who is currently receiving the \$1,500 longevity benefit during the 2012-2013 school year shall continue to receive said benefit (instead of the longevity benefit listed above) until said teachers separate employment with the District.

**APPENDIX A-1 WAGE TABLE**

Granville Professional Staff Salary Information

(Staff not listed are compensated according to the STGRSD Collective Bargaining Agreement - Appendix A)

|               | <u>FY '20</u> | <u>FY '21</u> | <u>FY '22</u> |
|---------------|---------------|---------------|---------------|
| L. Scorzafava | \$73,264      | \$75,279      | \$77,537      |

Any of the above teachers who are currently receiving the \$1,500 longevity benefit during the 2012-2013 school year shall continue to receive said benefit until said teachers separate from employment with the District.

## **APPENDIX B**

### **SALARY DIFFERENTIALS**

1. Separate contracts shall be initiated for all teacher salary differentials and athletic salary differential positions.
2. Method of payment for services referenced in Appendix B shall be made in accordance with established procedure unless a lump sum payment at the end of the contract period is requested by the employee. Seasonal coaches will be paid at the end of the contract year.
3. If a new position is established, the Committee will negotiate with the Association over the appropriate salary for such position.
  - A. If there are any substantial changes in the duties of any existing position, the School Committee shall notify the Association of the intended changes. The Association must notify the School Committee within thirty (30) days of such notification its intent to negotiate possible modifications in the salary differentials and/or duties.
4. The Committee and the Association agree that the performance of the duties as provided below shall be voluntary and subject to the compensation as provided below. All positions shall be posted annually and all assignments for the performance of duties shall be for a period of one school year.
  - A. In the event a position is not filled or a teacher is not rehired for the following school year said teacher or the Association may appeal to the School Committee. Such appeal to be made fourteen (14) days from the date of notification that said position is not filled or the said teacher is not rehired. The School Committee's decision shall be considered final and binding and shall not be subject to the arbitration procedure as outlined in this agreement.
5. The parties agree to create a Joint Labor Management Committee (JLMC) to review and/or modify the current schedules. Said JLMC shall consist of up to three (3) members chosen by the Association and up to the three (3) members chosen by the Committee and/or administration. The JLMC will provide its recommendations to the respective bargaining teams.

## APPENDIX B

| ACTIVITY                        | STEPS           |  |  |  | 2016-2019 |
|---------------------------------|-----------------|--|--|--|-----------|
| <b>ADVISORS</b>                 |                 |  |  |  |           |
| A. Class                        |                 |  |  |  |           |
|                                 | Freshman (2)    |  |  |  | 411       |
|                                 | Sophomore (2)   |  |  |  | 483       |
|                                 | Junior (2)      |  |  |  | 720       |
|                                 | Senior (2)      |  |  |  | 820       |
| B. Debating Team (1)            |                 |  |  |  |           |
|                                 | Judge           |  |  |  | 1,181     |
| C. Literary Magazine (2)        |                 |  |  |  |           |
| D. National Honor Society       |                 |  |  |  |           |
|                                 |                 |  |  |  | 411       |
| E. Newspaper                    |                 |  |  |  |           |
|                                 |                 |  |  |  | 1,379     |
| F. Student Council              |                 |  |  |  |           |
|                                 | High School (1) |  |  |  | 1,101     |
|                                 | Powder Mill (1) |  |  |  | 409       |
| G. Year Book                    |                 |  |  |  |           |
|                                 | High School     |  |  |  | 2,206     |
|                                 | Powder Mill     |  |  |  | 411       |
| H. "As Schools Match Wits"      |                 |  |  |  |           |
|                                 |                 |  |  |  | 1,227     |
| I. Mock Trial Advisor           |                 |  |  |  |           |
|                                 |                 |  |  |  | 1,227     |
| J. Model Congress               |                 |  |  |  |           |
|                                 |                 |  |  |  | 861       |
| <b>CLUBS</b>                    |                 |  |  |  |           |
| A. Drama                        |                 |  |  |  |           |
|                                 | High School     |  |  |  | 1,237     |
|                                 | Powder Mill     |  |  |  | 908       |
| B. Computer Club (WES)          |                 |  |  |  |           |
|                                 |                 |  |  |  | 276       |
| C. Glee                         |                 |  |  |  |           |
|                                 | High School     |  |  |  | 686       |
|                                 | Powder Mill     |  |  |  | 483       |
|                                 | Woodland        |  |  |  | 185       |
| D. Lithography/Graphics         |                 |  |  |  |           |
|                                 |                 |  |  |  | 411       |
| E. One-Act Plays                |                 |  |  |  |           |
|                                 | Freshmen        |  |  |  | 325       |
|                                 | Sophomore       |  |  |  | 325       |
|                                 | Junior          |  |  |  | 325       |
|                                 | Senior          |  |  |  | 325       |
|                                 | WES             |  |  |  | 325       |
| F. Ski                          |                 |  |  |  |           |
|                                 | High School     |  |  |  | 411       |
|                                 | Powder Mill     |  |  |  | 411       |
| G. Spanish                      |                 |  |  |  |           |
|                                 |                 |  |  |  | 276       |
| H. Stage Craft                  |                 |  |  |  |           |
|                                 |                 |  |  |  | 686       |
| I. Powder Mill Activity         |                 |  |  |  |           |
|                                 | Coordinator     |  |  |  | 105       |
|                                 |                 |  |  |  | 647       |
| J. Powder Mill Intramural       |                 |  |  |  |           |
|                                 | Coordinator     |  |  |  | 105       |
|                                 |                 |  |  |  | 647       |
| K. SADD                         |                 |  |  |  |           |
|                                 |                 |  |  |  | 266       |
| L. Diversity                    |                 |  |  |  |           |
|                                 |                 |  |  |  | 1,379     |
| M. Renaissance                  |                 |  |  |  |           |
|                                 |                 |  |  |  | 1,379     |
| N. STRHS Music Theater Director |                 |  |  |  |           |
|                                 |                 |  |  |  | 1,882     |
| O. STRHS Musical Director       |                 |  |  |  |           |
|                                 |                 |  |  |  | 1,882     |
| P. STRHS Choreographer          |                 |  |  |  |           |
|                                 |                 |  |  |  | 1,003     |

**APPENDIX B (cont.)**

| ACTIVITY                       | STEPS       |                        |  | 2013-2016 |
|--------------------------------|-------------|------------------------|--|-----------|
| <b>DEPARTMENT CHAIRMEN</b>     |             |                        |  |           |
| A. 2,3 (HS)                    |             | Bus/Computer -         |  | 2,438     |
|                                |             | Tech Ed -              |  | 2,438     |
|                                |             | P.E. -                 |  | 2,438     |
| B. 4,5 (HS)                    |             | For. Lang. -           |  | 3,301     |
|                                |             | Math -                 |  | 3,301     |
|                                |             | Fine Arts -            |  | 3,301     |
| C. 6+ (HS)                     |             | Soc. St. -             |  | 4,133     |
|                                |             | Science -              |  | 4,133     |
|                                |             | English -              |  | 4,133     |
| D. Guidance Director           |             |                        |  | 4,133     |
| <b>SYSTEM SPECIALISTS</b>      |             |                        |  |           |
| A. Band                        |             |                        |  |           |
|                                | HS Director |                        |  | 1,099     |
|                                | HS Stage    |                        |  | 1,099     |
|                                | HS Summer   |                        |  | 411       |
|                                | PM Director |                        |  | 373       |
|                                | PM Summer   |                        |  | 411       |
| B. P.M. Team Leaders           |             | Gr. 5 -                |  | 2,116     |
|                                |             | Gr. 6 -                |  | 2,116     |
|                                |             | 7/8 Garnet -           |  | 2,116     |
|                                |             | 7/8 Red -              |  | 2,116     |
|                                |             | 7/8 Crimson -          |  | 2,116     |
|                                |             | Encore -               |  | 2,116     |
| C. Woodland Coordinator        |             | Science -              |  | 1,387     |
|                                |             | Math -                 |  | 1,387     |
|                                |             | Writing -              |  | 1,387     |
|                                |             | Soc.St. -              |  | 1,387     |
|                                |             | Reading -              |  | 1,387     |
| D. Peer Education Advisor      |             |                        |  | 1,980     |
| E. Powder Mill Coordinators    |             | Sci -                  |  | 1,387     |
|                                |             | SocSt.-                |  | 1,387     |
|                                |             | Math -                 |  | 1,387     |
|                                |             | L/A -                  |  | 1,386     |
| F. Special Ed. Coordinators    |             | K-4                    |  | 2,035     |
|                                |             | Gr. 5-8                |  | 2,035     |
|                                |             | Gr. 9-12 -             |  | 2,035     |
|                                |             | Preschool - 1/5 salary |  | 2,035     |
| G. Curriculum Coordinators (3) |             | STRHS -                |  | 1,387     |
|                                |             | PMMS -                 |  | 1,387     |
|                                |             | WES -                  |  | 1,387     |
| H. 504 COORDINATORS (3)        |             | WES -                  |  | 2,035     |
|                                |             | PMMS -                 |  | 2,035     |
|                                |             | STRHS -                |  | 2,035     |
| I. ODYSSEY OF THE MIND         |             |                        |  | 1,386     |
| J. NEASC Coordinator HS        |             |                        |  | 4,135     |
| K. AV COORDINATORS (3)         |             | WES -                  |  | 686       |
|                                |             | PMMS -                 |  | 686       |
|                                |             | STRHS -                |  | 686       |
| L. MENTOR                      |             |                        |  | 637       |
| M. MENTORING COORDINATOR       |             |                        |  | \$1,200   |
| N. ROBOTICS                    |             |                        |  | \$1,491   |

|  |  |  |  |  |
|--|--|--|--|--|
| O. WOODLAND SCHOOL SAT<br>COORDINATOR    |  |  |  |  |
| P. POWDER MILL SCHOOL SAT<br>COORDINATOR |  |  |  |  |

The Nurse Leader stipend shall be \$2,500. The Nurse Leader stipend includes nurse sub-calling as a responsibility.

The 504 Coordinators shall be removed from the bargaining unit effective August 25, 2020.

**ATHLETIC SALARY DIFFERENTIALS**

- A. Coaching salaries will be based on the following eight (8) criteria:
  1. Hours and time of day involved, to include total hours necessary to prepare and conduct the activity, including number of contests.
  2. Number of students included — to include the average number of students in the activity.
  3. Weekend and vacation time involved — to indicate premium time necessary for supervision of the activity.
  4. Crowd/spectator reaction, public interest and involvement — to indicate the degree or effect of activity performance on spectators and reflection on the coach.
  5. Injury element — to indicate significance of injury responsibility for the coach.
  6. Indoor and outdoor environmental factors — to indicate these factors in relation to the coach’s administration, including travel to and from the activity.
  7. Travel, bus supervision — to consider the amount of bus travel and supervision of students involved in the activity.
  8. Equipment, including care and inventory.

**APPENDIX B (cont.)**

| <b>ACTIVITY</b>   | <b>STEPS</b> |                   |  |  | <b>2013-2016</b> |
|-------------------|--------------|-------------------|--|--|------------------|
| <b>SPORTS</b>     |              |                   |  |  |                  |
| Athletic Director | L1           |                   |  |  | 5,003            |
|                   | L2/3         |                   |  |  | 5,898            |
|                   | L4/5         |                   |  |  | 6,769            |
|                   | L6/7         |                   |  |  | 7,660            |
|                   | L8           |                   |  |  | 8,541            |
| Basketball        | L1           | VB -              |  |  | 3,548            |
|                   | L2/3         | JVB - (67%)       |  |  | 4,051            |
|                   | L4/5         | VG -              |  |  | 4,471            |
|                   | L6/7         | JVG - (67%)       |  |  | 4,651            |
|                   | L8           |                   |  |  | 5,120            |
| Soccer            | L1           | VB -              |  |  | 2,514            |
|                   | L2/3         | JVG - (67%)       |  |  | 3,013            |
|                   | L4/5         | VG -              |  |  | 3,242            |
|                   |              | JVG - (67%)       |  |  |                  |
| Field Hockey      | L6/7         | V -               |  |  | 3,437            |
|                   | L8           | JV - (67%)        |  |  | 3,921            |
| Baseball          |              | VB -              |  |  |                  |
|                   |              | JVB -             |  |  |                  |
| Softball          |              | VG -              |  |  |                  |
|                   |              | JVG -             |  |  |                  |
| Wrestling         |              | V -               |  |  |                  |
|                   |              | Asst. Wrs - (67%) |  |  |                  |
| Track             | L1           |                   |  |  | 2,264            |
|                   | L2/3         | Asst. G -         |  |  | 2,730            |
|                   | L4/5         |                   |  |  | 3,010            |
|                   | L6/7         | VG -              |  |  | 3,184            |
|                   | L8           | VB -              |  |  | 3,541            |
| Cheerleaders      | L1           |                   |  |  | 1,805            |
|                   | L2/3         |                   |  |  | 2,164            |
|                   | L4/5         |                   |  |  | 2,355            |
|                   | L6/7         |                   |  |  | 2,528            |
|                   | L8           |                   |  |  | 2,815            |
| Cross Country     | L1           |                   |  |  | 1,805            |
|                   | L2/3         | VG -              |  |  | 2,164            |
|                   | L4,5         |                   |  |  | 2,355            |
|                   | L6,7         |                   |  |  | 2,528            |
|                   | L8           | VB -              |  |  | 2,815            |
| Golf              | L1           |                   |  |  | 1,485            |
|                   | L2/3         |                   |  |  | 1,784            |
|                   | L4/5         |                   |  |  | 1,933            |
|                   | L6/7         |                   |  |  | 2,080            |
|                   | L8           | V -               |  |  | 2,315            |
| Ice Hockey        |              |                   |  |  |                  |

## APPENDIX B

|                         |              |
|-------------------------|--------------|
| Dual Assistant Coaches: | 80% of above |
| Assistant Coaches:      | 67% of above |
| Freshman Coaches:       | 60% of above |
| Powder Mill Coaches:    | 50% of above |

The Athletic Director shall be removed from the bargaining unit effective August 25, 2020.

- B. Assistant experience counts as one-half on varsity salary levels when advancing to a head coaching position.
- C. The School Committee may place a new coach at whatever level they deem necessary on the coaching salary schedule.
- D. Advancement from one salary level to another salary level must be with the recommendation of the Superintendent, Principal, Athletic Director and upon approval of the School Committee.
- E. Powder Mill Intramural Activity Program
  - 1. Intramural Program for Grades 5-8
  - 2. Sports activities will be Physical Education oriented offerings consistent with middle school philosophy which will contribute to the physical development of students.  
Scheduling of activities can take place throughout the school year.
  - 3. Staff: People for intramurals will be hired for a session. A session consists of four (4) to six (6) days with daily participation to be a minimum of one (1) hour and fifteen (15) minutes.
  - 4. Reimbursement: A session will be reimbursed at the rate of:  
\$102.00 (2013-2016)
  - 5. Coordinator: Responsible to Principal — Overall responsibility for organization of total intramural program.
    - a. Coordinate intramural schedule with interscholastic schedule.
    - b. Responsible for development and organization of total intramural program
    - c. Reimbursement of: \$628.00 (2013-2016)

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**TITLE:** DEPARTMENT CHAIRPERSON

**QUALIFICATIONS:** 1. Certification and experience teaching in subject area.  
2. Such alternative to the above qualifications as the School Committee may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:** To promote effective use of departmental personnel and resources.

#### **PERFORMANCE**

**RESPONSIBILITIES:** 1. Plan, schedule, and conduct department meetings.  
2. Submit a copy of agenda and minutes of meetings.  
3. Supervise, investigate and recommend the selection of new textbooks and supplementary materials.  
4. Maintain current textbook/supply/equipment inventories.  
5. Prepare a department budget and justifications for school committee approval.  
6. Unpack, inventory, and store new equipment, books and supplies; expedite purchase orders; prior to the start of the school year and as required throughout the year.  
7. Interview teacher candidates.  
8. Assist principal with teacher/course assignments.  
9. Handle department mail and correspondence.  
10. Collect, review and submit final examinations.  
11. Maintain department records.  
12. Oversee the selection of candidates and appropriate awards for senior award recipients.  
13. Supervise the distribution of supplies and coordinate the use of equipment within the department.  
14. Foster professional growth within the department.  
15. Advise the principal.

#### **GENERAL INFORMATION**

1. Department Chairs will not have a homeroom and will teach three (3) courses each semester.
2. The administration will make every effort to provide release time, as necessary, for mentoring new/substitute teachers or other important functions.

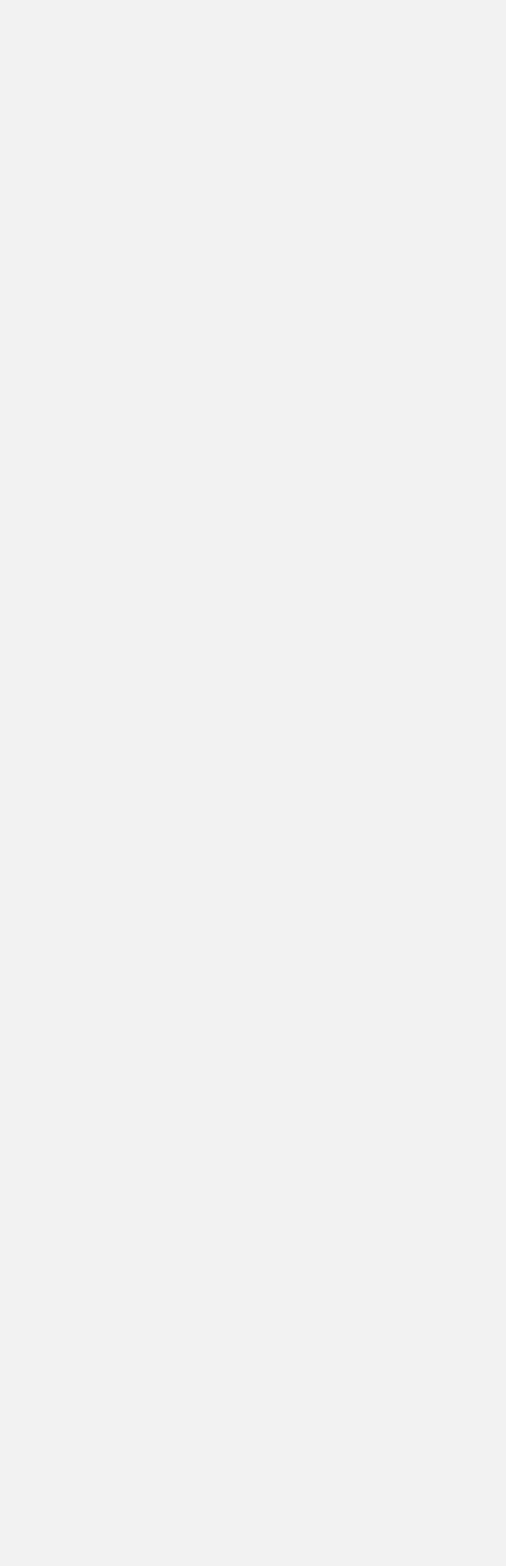
**TERMS OF EMPLOYMENT:** School year

**SALARY:** Per negotiated contract

**EVALUATION:** Annual reappointment by the Principal.

### **APPENDIX C**

**TEACHER EVALUATION**



**APPENDIX D**  
**SOUTHWICK-TOLLAND-GRANVILLE**  
**REGIONAL SCHOOL DISTRICT**  
**DRUG-FREE WORKPLACE POLICY**

1. The School Committee hereby notifies employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Southwick-Tolland-Granville Regional School District. Violation of such prohibition can lead to dismissal.
2. An ongoing drug-free awareness program is established to inform employees about:
  - The dangers of drug abuse in the workplace;
  - The Southwick-Tolland-Granville Regional School District’s policy of maintaining a drug-free workplace;
  - Any available drug counseling, rehabilitation and employee assistance programs; and
  - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. As a condition of continuing employment on a grant, employees will:
  - Abide by the terms of this policy; and
  - Notify the Southwick-Tolland-Granville Regional School District in writing of any criminal drug statute conviction for a violation occurring in the workplace (e.g., Southwick-Tolland-Granville Regional School District) no later than five (5) calendar days after such conviction.
4. The Southwick-Tolland-Granville Regional School District will notify the agency granting funds to the Southwick-Tolland-Granville Regional School District, in writing, within ten (10) calendar days after receiving notice under sub-paragraph (3) from an employee or otherwise receiving actual notice of such conviction.
5. The Southwick-Tolland-Granville Regional School District will take one of the following actions, within thirty (30) calendar days of receiving notice under sub-paragraph(3), with respect to any employee who is convicted:
  - Taking appropriate personnel action against such an employee, up to and including termination; or
  - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by the federal, state or local health, law enforcement or other appropriate agency.
6. Each employee engaged in the performance of a grant is given a copy of this policy annually.

This is to certify that I have received and read the Drug-Free Workplace Policy adopted by the Southwick-Tolland-Granville Regional School District. I understand that this acknowledgement and agreement are required as condition of continued employment.

\_\_\_\_\_

Name of Employee

\_\_\_\_\_

Date





|   |   |   |   |     |
|---|---|---|---|-----|
| Utilizes a distinct clinical knowledge base for decision-making in nursing practice.  | 3 | 2 | 1 | N/A |
| Participates in professional development programs to increase knowledge, update skills, and maintain certification.   | 3 | 2 | 1 | N/A |
| Demonstrates knowledge of an ability to administer and document medications appropriately, in keeping with state and school policy on the administration of medication in the school. | 3 | 2 | 1 | N/A |
| Attends committee meetings and conferences regarding health services and/or health curriculum.  | 3 | 2 | 1 | N/A |
| <b>Standard IV. Collegiality:</b> <i>The school nurse interacts with and contributes to the professional development of peers and school personnel as colleagues.</i>                 |   |   |   |     |
| Works cooperatively with other school staff to promote a positive work environment.   | 3 | 2 | 1 | N/A |
| Interacts with nursing and interdisciplinary colleagues to enhance professional practice and health care of students.   | 3 | 2 | 1 | N/A |
| Attends faculty meetings / nurse staff meetings as directed by the administration as per contract.  | 3 | 2 | 1 | N/A |
| <b>Standard V. Ethics:</b> <i>The School nurse's decisions and actions on behalf of clients are determined in an ethical manner.</i>  |   |   |   |     |
| Maintains the strictest standards of confidentiality within legal, regulatory and ethical parameters.   | 3 | 2 | 1 | N/A |
| Delivers care in a nonjudgmental and nondiscriminatory manner that is sensitive to student diversity in the school community.   | 3 | 2 | 1 | N/A |
| Delivers care in a manner that promotes and preserves student and family autonomy, dignity and rights.  | 3 | 2 | 1 | N/A |
| Understands the legal and moral responsibilities of the nursing profession and demonstrates the ability to learn from experience and supervision.                                     | 3 | 2 | 1 | N/A |
| <b>Standard VI. Collaboration:</b> <i>The school nurse collaborates with the student, family, school staff, community and other providers in providing student care.</i>              |   |   |   |     |
| Collaborates with appropriate personnel in the formation of health policies, goals, and objectives of the school department.  | 3 | 2 | 1 | N/A |
| Collaborates with community agencies and providers to assure continuity of service and care.  | 3 | 2 | 1 | N/A |
| Participates on the School Health Advisory Committee and Building Crisis Team.  | 3 | 2 | 1 | N/A |

|  |   |   |   |     |
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| Advises on modification of the educational program to meet the health needs of the individual student through the Chapter 766 Process. | 3 | 2 | 1 | N/A |
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**Standard VII. Research:** *The school nurse promotes use of research findings in school nursing practice.*

|  |   |   |   |     |
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| Identifies issues of concern, patterns of health/illness, function/disability, utilization of services or other phenomena as potential research questions. | 3 | 2 | 1 | N/A |
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| Collaborates with researchers from outside institutions whose research aims have legitimate health or educational purposes. | 3 | 2 | 1 | N/A |
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**Standard VIII. Resource Utilization:** *The school nurse considers factors related to safety, effectiveness, and cost when planning and delivering care.*

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| Observes school facilities and recommends modifications necessary to maintain optimum health and safety of students and school personnel. | 3 | 2 | 1 | N/A |
|---|---|---|---|-----|

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| Promotes positive safety practices both within and outside of school buildings and participates in the development of a school emergency plan. | 3 | 2 | 1 | N/A |
|--|---|---|---|-----|

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|---|---|---|---|-----|
| Contributes to the planning and maintaining of individual health office budget, including inventory and ordering of supplies. | 3 | 2 | 1 | N/A |
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**Standard IX. Communication:** *The school nurse uses effective written, verbal, and nonverbal communication skills.*

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| Prepares and submits required reports in a timely manner. | 3 | 2 | 1 | NA |
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| Demonstrates knowledge of the district’s philosophy and mission, the kind and nature of its curricular and extracurricular activities and its programs and special services. | 3 | 2 | 1 | N/A |
|--|---|---|---|-----|

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| Demonstrates knowledge of the roles of other school professionals and adjunct personnel. | 3 | 2 | 1 | N/A |
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| Communicates effectively with school personnel about adaptations to the comprehensive school program and school environment and/or interventions required for students to meet their individual health needs and/or learning needs. | 3 | 2 | 1 | N/A |
|---|---|---|---|-----|

|   |   |   |   |     |
|---|---|---|---|-----|
| Keeps substitute folder up to date and individualized health care plans, medication plans, and emergency plans are easily accessible. | 3 | 2 | 1 | N/A |
|---|---|---|---|-----|

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| Interprets school health regulations to families and school personnel. | 3 | 2 | 1 | N/A |
|--|---|---|---|-----|

|  |   |   |   |     |
|--|---|---|---|-----|
| Communicates with students in an age-appropriate manner and with parents and school staff in a clear, sensitive and understandable manner. | 3 | 2 | 1 | N/A |
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**Standard X. Program Management:** *The school nurse manages school health services.*

|   |   |   |   |     |
|---|---|---|---|-----|
| Organizes, carries out and reports on mandated health screening programs and does follow-up and makes appropriate referrals for vision, hearing and scoliosis failures. | 3 | 2 | 1 | N/A |
|---|---|---|---|-----|

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| Assumes the responsibility for the initiation of the student health record and maintains an accurate health record on each student.  | 3 | 2 | 1 | N/A |
| Screens all students to ensure compliance with immunization laws and makes recommendations for exclusion of students in noncompliance.   | 3 | 2 | 1 | N/A |
| Assess and evaluates a student's health and the possible impact of health problems on a student's educational progress.  | 3 | 2 | 1 | N/A |
| Develops and implements Individual Health Care Plans for students with significant health problems.  | 3 | 2 | 1 | N/A |
| Assumes a leadership role in the identification of students with health needs that interfere with effective learning.  | 3 | 2 | 1 | N/A |
| Maintains first aid supplies and equipment in an appropriate location.   | 3 | 2 | 1 | N/A |
| Provides first aid and illness assessment/care to students and staff; documents such care; completes incident reports; maintains a computerized log of health office visits.   | 3 | 2 | 1 | N/A |
| Provides counseling and crisis intervention when required, e.g., adolescent pregnancy, substance abuse, death; responds to child neglect or abuse issues (as required by MA statute).                                      | 3 | 2 | 1 | N/A |
| Performs skilled nursing procedures as necessary in a safe, competent and efficient manner.  | 3 | 2 | 1 | N/A |
| Supervises others in the performance of skilled nursing procedures where permitted by state and local law and state Nurse Practice Act.  | 3 | 2 | 1 | N/A |
| Orients and supervises LPN, health assistants, substitute nurses, and volunteers involved in health services delivery.   | 3 | 2 | 1 | N/A |
| <b>Standard XI. Health Education:</b> <i>The school nurse assists students, families, school staff, and community to achieve optimal levels of wellness through appropriately designed and delivered health education.</i> |   |   |   |     |
| Serves as a health consultant and resource person for the classroom teacher and conducts health related classes when requested.  | 3 | 2 | 1 | N/A |
| Acts as a professional, clinical resource to students, parents, staff and school administrators in matter pertaining to health.  | 3 | 2 | 1 | N/A |
| May provide or assist in the development of, in-service programs for school staff on first aid, emergency care procedures, disease prevention and other current health issues.   | 3 | 2 | 1 | N/A |

Observations:

Commendations:

Recommendations:

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Nurse's Signature

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Date

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Director of Health Services Signature

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Date