

**BOLTON  
EDUCATION  
ASSOCIATION**

**July 1, 2024  
to  
June 30, 2027**

**PROFESSIONAL  
AGREEMENT**

**BOLTON BOARD OF EDUCATION**

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## **PREAMBLE**

### **PREROGATIVES OF THE BOARD**

- A. It is recognized that the Bolton Board of Education (henceforth referred to as the "Board") has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the total operation of the public schools in the Town of Bolton in all its aspects as set forth in Sections 10-220 and 10-221 of the General Statutes of Connecticut. Such right, responsibility and prerogative are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with, or in violation of, any of the specific terms and provisions of this Agreement.
- B. The Board recognizes and acknowledges, however, the important role, which teachers have in the education of Bolton students and, therefore, the Board will continue to encourage and expect the Administration to involve teachers at all levels of the program development, implementation and operation in a harmonious, cooperative relationship.

### **RECOGNITION OF THE ASSOCIATION**

- A. The Bolton Board of Education recognizes the Bolton Education Association (henceforth referred to as the "Association" or "BEA") as the exclusive representative as defined in Connecticut General Statutes 10-153b for the group of professional employees employed by the Board in positions requiring a teaching certificate, other certificate, and/or a durational shortage area permit, excluding temporary substitutes and employees in positions requiring an intermediate administrator or other supervisory certificate.
- B. **Durational Shortage Area Permit (DSAP)**
  - 1. In accordance with the provisions of Public Act 03-174, employees working in a teaching position solely on the basis of a Durational Shortage Area Permit (DSAP) shall be included in the bargaining unit. Such individuals shall be covered by all terms and conditions of the collective bargaining Agreement, except as follows:
    - a. A DSAP holder shall not accrue seniority or length of service for any purpose of this Agreement. Notwithstanding the foregoing, if a DSAP holder becomes certified as a teacher and is retained continuously by the Board as an employee after receiving such certification, with no break in service, then the individual shall be credited with seniority and length of service for all purposes under this Agreement, retroactive to the first date of employment by the Board.
    - b. The Board shall have the right, in its sole discretion, not to renew and/or to terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this Agreement with respect to such action.
  - 2. DSAP holders shall have no bumping rights or recall rights under this Agreement.
- C. **Association Representatives**

Prior to the first workday in each contract year, the Association shall provide the Superintendent of Schools with a written list of the "Association representatives" authorized to



take action on behalf of the Association during the ensuing work year. The Association shall also provide the Superintendent of Schools with written notification of any changes in such list within ten (10) days of such changes. "Association representative" shall mean an authorized officer of the Bolton Education Association or an authorized representative of the Connecticut Education Association.

## **WORKING AGREEMENT**

### **Article 1 - Grievance Procedure**

#### **1.1 Purposes**

- A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise affecting the working conditions of teachers. Both parties agree that proceedings shall be kept as confidential as is appropriate, to the extent provided by law.
- B. Nothing in this Agreement shall be construed as limiting the right of any teacher having a grievance or problem to discuss the matter informally with any appropriate member of the administration or with the Superintendent for referral to the Board of Education.

#### **1.2 Definitions**

- A. "Grievance" shall mean a claim based upon a disagreement arising from the interpretation or application of the language of this Agreement or an alleged breach thereof.
- B. "Teacher" shall mean any certificated professional employee included in the teachers' bargaining unit in accordance with the provisions of Section 10-153b of the Connecticut General Statutes, and may include a group of teachers similarly affected by a grievance.
- C. "Party in interest" shall mean the person or persons making the claim, including their designated Association representative as provided for herein, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
- D. "Days" as used in this Article shall mean days when school is in session during the school year, and business days during the summer recess.
  - 1. In the event a grievance is filed on or after May 15, the time limits set forth herein shall be reduced by mutual agreement in such a manner that the grievance procedure may be completed prior to the end of the school term or as soon thereafter as is practicable.
  - 2. In the event the grievance procedure cannot be completed by the end of the school year, the time schedule for its completion will be mutually agreed upon by the Board and the Association so that the matter will be completed before the start of the next school year.

#### **1.3 Time Limits**

- A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum. The time limits specified may, however, be extended by mutual agreement of the "parties in interest."

- B. If the Association does not file a written grievance within twenty (20) days after the teacher knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
- C. Failure by the Association at any level to appeal a grievance in writing to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
- D. Failure by the administrator involved to render in writing his/her decision within the specified time limits shall allow the Association to move the grievance to the next level.
- E. A grievance directly concerning an action or decision by the Superintendent of Schools may be presented at Level Two of the Formal Procedure set forth in this Article. Such a grievance must be presented within twenty (20) days after the teacher knew or should have known of the act or conditions on which the grievance is based.

#### 1.4 **Informal Procedures**

If a teacher feels that he/she may have a grievance, he/she shall first discuss the matter with his/her principal, or the principal's designee, in an effort to resolve the problem informally. If a teacher feels that he/she may have a grievance directly concerning an action or decision of the Superintendent of Schools, he/she shall first discuss the matter with the Superintendent in an effort to resolve the problem informally. The teacher shall have the right to have the Association assist him/her in efforts to resolve the problem informally.

#### 1.5 **Formal Procedures**

##### A. **Level One - School Principal**

- 1. If the informal procedures set forth above do not produce a satisfactory resolution and the teacher therefore wishes to have the Association process the grievance further, the teacher shall refer the grievance to the Association in time sufficient to allow the Association to file a written grievance within the time limits set forth above in Section 1.3B. If the Association and the teacher determine that grievance is meritorious and that the grievance should therefore be processed further, then the Association shall present the grievance as a written grievance to the teacher's building principal within the time limits set forth in Section 1.3B. The written grievance is to include the following items: precise nature of grievance, Agreement article or provision violated, action requested, grievance level, date and signature of an Association representative.
- 2. The principal shall, within ten (10) days after receipt of the written grievance, render his/her decision and the reasons therefore in writing to the Association, with a copy to the aggrieved teacher. The principal shall have the option to meet with the Association representative and the teacher to discuss and clarify the grievance before rendering his/her written response.

##### B. **Level Two - Superintendent of Schools**

- 1. If the Association and the teacher determine that the grievance has not been resolved satisfactorily at Level One and that the grievance should be processed further, the Association shall, within ten (10) days after the Level One decision or within ten (10) days after the filing of the grievance at Level One, file the



written grievance with the Superintendent of Schools.

2. The Superintendent shall, within ten (10) days after receipt of the referral, meet with the Association representative and the aggrieved teacher for the purpose of resolving the grievance.
3. The Superintendent shall, within ten (10) days after the meeting, render his/her decision and the reasons therefore in writing to the Association, with a copy to the aggrieved teacher.

C. Level Three - Board of Education

1. If the Association and the teacher determine has not been resolved satisfactorily at Level Two and that the grievance should be processed further, the Association shall, within five (5) after the decision or within fifteen (15) days after the Level Two meeting file a request for appeal to the Board of Education with a copy to the Superintendent.
2. The Board of Education shall, within twenty (20) days, meet with the Association representative and the aggrieved teacher for the purpose of resolving the grievance.
3. The Board shall, within five (5) days after such Level Three meeting, render its decision and the reasons therefor in writing to the Association, with a copy to the aggrieved teacher.

D. Level Four - Arbitration

1. If the Association and the teacher determine that the grievance has not been resolved satisfactorily at Level Three and that the grievance should be processed to arbitration, the Association shall, within ten (10) days after the decision, or within ten (10) days after the Level Three Board meeting, submit the grievance to arbitration by so notifying the Board in writing.
2. The representatives of the Board and the Association shall, within five (5) days after such written notice, jointly select a single Arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an Arbitrator within five (5) days, the American Dispute Resolution Center, Inc. shall immediately be called upon to select the single Arbitrator.
3. The Arbitrator selected shall confer promptly with representatives of the Board and the Association and shall hold such hearings with the aggrieved teacher and other parties in interest, as he/she shall deem requisite. Such proceedings shall be conducted in accordance with the ADRC, Inc. rules and regulations concerning labor arbitration.
4. The Arbitrator shall render his/her decision in writing to all parties in interest, setting forth his/her findings of fact, reasoning and conclusions on the issues submitted. The Arbitrator shall be bound by and must comply with all the terms of this Agreement. He/she shall have no power to add to, delete from or modify in any way any of the provisions of this Agreement. The decision of the Arbitrator shall be final and binding upon all parties in interest, except as otherwise provided by law.



5. The costs for the services of the Arbitrator shall be borne equally by the Board and the Association.

1.6 **Participation in Grievance Procedure**

- A. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- B. The Association may seek outside consultation and assistance at any stage of this procedure and may have a representative present at Levels Two, Three and Four. The Association will inform the Superintendent of any intention to involve such a representative. The Superintendent will inform the Association of any similar intent.

1.7 **Miscellaneous**

- A. All documents, communications and records dealing with the processing of a grievance shall be filed separate from the personnel files of the participants.
- B. Forms for filing and processing grievances shall be prepared by the Association and made available in the Superintendent's Office so as to facilitate operation of the grievance procedure.

**Article 2 - Salary Schedules and Additional Stipends**

2.1 **Definitions**

- A. The Board and the Association agree to the following definitions for determination of placement on the appropriate salary schedule:
1. **Bachelor's Degree**  
A Baccalaureate Degree earned at an accredited college or university.
  2. **Master's Degree**  
A Master's Degree earned through matriculation at an accredited college or university in the field of education, or the completion of thirty credits beyond a Bachelor's Degree (in accordance with the provisions of Section 2.2).
  3. **Certificate of Advanced Graduate Study (Sixth Year)/Master's Degree plus Thirty Credits**  
A C.A.G.S. certificate earned at an accredited college or university, or the completion of thirty (30) credits beyond a Master's Degree at an accredited college or university (in accordance with the provisions of Section 2.2 below).
  4. **Doctoral Degree**  
A Ph.D. or Ed.D. Degree earned at an accredited college or university.
- B. **Additional Credits**  
College or university credits earned beyond the B.A., M.A., or C.A.G.S. salary schedule at an accredited college or university.

## 2.2 **Degree Clarification**

- A. Degrees earned through matriculation at accredited colleges or universities are accepted for advancement on the salary schedule. Salary schedule advancement may occur upon successful completion of a Master's Degree/Bachelors plus thirty (30), or Master's Degree plus thirty (30) graduate level credits in the field of education. Successful completion of a C.A.G.S. program or Ph.D. program is also accepted for advancement on the salary schedule.
- B. The Board of Education has delegated the Superintendent of Schools the responsibility for determining the acceptability of these additional credits for the purpose of advancement on the appropriate salary schedule. For this purpose, teachers should obtain prior approval of graduate course work and furnish satisfactory evidence of completion of such graduate course work prior to advancement on the salary schedule.
- C. Teachers of Grades 7-12 who plan to enroll in a Master's Degree or C.A.G.S. program, and who have certification in only one (1) academic area will be encouraged to take course work toward a second certification.
- D. Teachers who expect to become eligible to advance to a higher salary schedule must give preliminary notification on the appropriate form to the Superintendent by November 1 of the previous year or no schedule advancement will be made for one (1) school year.

## 2.3 **Salary Schedules**

The Board and the Association agree to the schedules in Appendix B.

## 2.4 **Longevity**

- A. Employees will receive longevity payments in addition to their regular salary in recognition of their length of service in the Bolton Schools on the following basis:
  - 1. Eight hundred dollars (\$800.00) starting with the twentieth (20th) year of continuous service in the Bolton Schools.
- B. A teacher shall receive the longevity payments set forth above only if he or she has been on the maximum step of a salary lane for at least one (1) full work year.
- C. Only teachers employed by the Bolton Board of Education prior to July 1, 1995 shall be eligible to receive longevity payments.

## 2.5 **Additional Stipends**

- A. Additional stipends are attached hereto as Appendix C.
- B. Additional Responsibility Area: Appointments may be made to these assignments on an annual basis. Assignments may alternate among staff members as determined by the building principal and the needs for operating programs in the best interest of students. Insofar as it is possible, in the best interest of the school's operation, and dependent upon an applicant's abilities, teachers' requests for assignments may be met. However, in the final analysis, appointment to the position is a prerogative of the administration. Recommendations for appointments will be made annually by the principal to the Superintendent of Schools. The Association recognizes that in the event that the most



qualified applicant for a stipend position is not from within the teachers' bargaining unit (in the judgment of the Superintendent or his/her designee), the Superintendent has the right to appoint an individual outside the bargaining unit to the position.

C. Coaching assignments will be on a voluntary basis.

2.6 **Homebound Instruction and Tutoring**

Teachers who provide homebound instruction will be paid thirty-two dollars (\$32.00) per hour for the duration of the Agreement.

2.7 **Mentor Teachers**

A. Any teacher who has successfully completed mentor training through an approved State Department of Education "*Mentor Training Program*" and who thereafter accepts an assignment to serve as a mentor for new teachers under the TEAM Program shall be paid a total stipend of five hundred dollars (\$500) for the first year of mentoring one (1) or more new teachers and a total stipend of eight hundred dollars (\$800) for the second year of mentoring one (1) or more new teachers in the two-year TEAM cycle program. Teachers will not be paid multiple TEAM mentor stipends for mentoring more than one (1) teacher. If a teacher is serving as a TEAM mentor for only one (1) new teacher and the new teacher leaves the Board's employ for any reason during the course of a school year, the stipend for the TEAM mentor shall be pro-rated based on the number of months remaining in the school year at the time the teacher leaves the Board's employ.

B. Service as a TEAM mentor shall be voluntary in nature and all volunteers must be approved by the Superintendent of Schools or his/her designee.

2.8 **Summer PPT**

Any teacher who is called in beyond the school year to voluntarily participate in a student PPT will be paid forty-seven dollars (\$47.00) per hour, with any portion of an hour worked paid on a pro-rata basis.

2.9 **Extended School Year Instruction**

Teachers who provide extended school year instruction will be paid fifty-nine dollars (\$59.00) per hour for the duration of the Agreement.

**Article 3 - Initial Contracts**

3.1 All teachers shall be placed on the appropriate step of the salary schedule, taking into consideration the following:

A. Degree Status as defined in Section 2, Article 2.1.

B. Credit for previous teaching in public, private and military dependent schools, provided that such experience shall have been continuous service of at least six (6) months of any school year, shall be granted at the discretion of the Superintendent of Schools.

3.2 The Superintendent may grant credit on the salary schedule for other than teaching experience if such work experience is recent, related to area of certification and it has been continuous service experience of at least six (6) months of any work year.



- 3.3 Placement on the salary schedule for teachers hired in a shortage area as defined by the State Department of Education shall be at the sole discretion of the Superintendent of Schools.

#### **Article 4 - Professional Obligations**

- 4.1 The Association and the Superintendent shall work together to devise an annual salary agreement form which will serve to notify each teacher of his or her assignment(s), step placement and the like. Whenever there is a conflict between the terms of the salary agreement and the terms of this collective bargaining Agreement, the terms of the collective bargaining Agreement shall control.
- 4.2 Teachers shall give at least thirty (30) days' notice of intent to resign. They shall make all reasonable effort to terminate employment during June and July and not during August.
- 4.3 It is suggested and hoped for that teachers considering severance will request a conference with the principal or the Superintendent. The Board shall make all reasonable effort to give prompt notice to teachers of any change of availability of positions.

#### **Article 5 - Insurance**

##### **5.1 Health Insurance**

- A. The Board shall offer each bargaining unit member the opportunity to participate in the Connecticut State Partnership Plan 2.0 (SPP) for health benefits, vision benefits and dental benefits. The health plan benefits shall be as set forth in the SPP effective on July 1, 2024, including any subsequent amendments or modifications made to the SPP by the State and its employee representatives. The dental and vision benefits shall also be provided through the SPP. The administration of the SPP, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SPP.
- a. The premium rates shall be set by the SPP. Based on such rates, the Board shall establish a blended rate to provide the same rate to active and retired teachers in accordance with statute.
- b. The SPP contains a Health Enhancement Plan (HEP) component. All employees participating in the SPP are subject to the terms and provisions of the HEP. In the event SPP administrators impose the HEP non-participation or noncompliance \$100 per month premium cost increase or the \$350 per participant to a maximum of \$1400 family annual deductible, those sums shall be paid 100% in their entirety by the non-participating or non-compliant employee. No portion or percentage shall be paid by the Board. The \$100 per month premium cost increase shall be implemented through payroll deduction, and the \$350/\$1400 annual deductible shall be implemented through claims administration.
- c. In the event any of the following occur, the Board or the Association may reopen negotiations in accordance with Conn. Gen. Stat. Section 10-153f(e) as to the sole issue of health insurance, including plan design and plan funding,

premium cost share and/or introduction of replacement medical insurance in whole or in part.

i) If the SPP in its current form is no longer available; or if the benefit plan design of the SPP is modified as a result of a change in the State's collective bargaining agreement with SEBAC, if such modifications would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or

ii) If Conn. Gen. Stat. Section 3-123rrr et seq. is amended, or if there are any changes to the administration of the SPP, or if additional fees and/or charges for the SPP are imposed so as to affect the Board, any of which amendments, changes, fees or charges (individually or collectively) would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or

iii) If the cost of medical insurance plan offered herein is expected to result in the triggering of an excise tax under The Patient Protection and Affordable Care Act or any other State or Federal statute or regulation and/or if there is any material amendment to the ACA that would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan.

- d. In any negotiations triggered under subparagraph c above as well as negotiations for a successor to this collective bargaining agreement, the parties shall consider the High Deductible Health Plan with Health Savings Account to be the baseline for such negotiations, and the parties shall consider the following additional factors:
- Trends in health insurance plan design outside of the SPP;
  - The costs of different plan designs, including a high deductible health plan structure and a PPO plan structure.

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

**B. Health Insurance Premium Shares**

The employee percentage share of such premium cost shall be as follows:

1. 2024-25: 21.0%
2. 2025-26: 21.5%
3. 2026-27: 22.0%
4. The Board shall maintain a Section 125 Plan (as permitted by law) for the purpose of permitting the teachers to make such premium contributions on a pre-tax basis.



C. Dental Insurance Premium Shares

The employee percentage share of such premium cost shall be as follows:

1. 2024-25: 21.0%
2. 2025-26: 21.5%
3. 2026-27: 22.0%

5.2 Life Insurance

The Board agrees to assume full premium cost of a one hundred thousand dollar (\$100,000) face value term life insurance policy for all employees under this Agreement who have three (3) or more years of complete service in the Bolton School System. The Board agrees to assume fifty percent (50%) of the cost of a one hundred thousand dollar (\$100,000) face value term life insurance policy for all personnel under this Agreement who have had less than three (3) years of complete service in the Bolton School System.

5.3 Carrier Change

The Board shall meet and confer with the Association prior to implementing any change in insurance carriers. If the Board elects to provide insurance coverage through alternative carriers, it will provide benefits that are substantially equivalent to the coverage in place prior to the move to the CT Partnership Plan (the HDHP/HSA plan), when considered as a whole.

5.4 Mid-Term Negotiations

Should any Federal statute or regulation be mandated to take effect during the contract year triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered in the parties' collective bargaining Agreement, the parties agree to commence mid-term negotiations to address the excise tax in accordance with the Teacher Negotiation Act. Such negotiations shall be limited solely to the distribution of payment of the excise tax, health insurance plan offerings, coverage, design and premium cost share. Other negotiated subject matter in the collective bargaining Agreement shall not be subject to this reopener.

## Article 6 - Payroll Deductions

6.1 General Deductions

The Board agrees to deduct from salaries, at a member's request, professional dues, credit union payments, and/or savings, tax sheltered annuities in cooperation with the companies approved by the Association and recommended to the Board, insurance premiums, and all deductions required by federal or state law or regulations. Desired deductions are to be requested initially on the appropriate form by teachers previous to the close of school in June of each year. Upon teachers' requests, changes will be accepted through the first week of September, after which date it is discretionary with the Superintendent of Schools as to approval or disapproval of such individual requests. New teachers to the system will complete request forms when they are employed.

6.2 Dues Deduction

A. Deductions

Upon receipt of written authorization from a teacher permitting the deduction of dues



from payroll, the Bolton Board of Education agrees to deduct from the pay of such teacher an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction from each paycheck for membership dues shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board of Education prior to the opening of school each year.

B. Subsequent Employment

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

C. Forwarding of Monies

The Board of Education agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of teachers from whom such deductions were made.

D. Lists

No later than the first paycheck in October of each school year, the Board of Education shall provide the Association with a list of all bargaining unit employees and the positions (salary, step and stipend) held by such employees. The Board shall notify the Association monthly of any changes in said list.

E. Reference to Association

The singular reference to the Association in this article shall be interpreted as referring to the Bolton Education Association, the Connecticut Education Association and the National Education Association.

F. Hold Harmless

The Association agrees to indemnify and to hold and save the Bolton Board of Education harmless against any and all claims, suits or other forms of liability, including reasonable fees for an attorney selected by the Association, that shall or may arise out of or by reason of any action taken by the Board for the purpose of complying with the provisions of this Article. In the event that any court of last resort determines that this article is contrary to the laws of the State of Connecticut or is unenforceable under such laws, the parties will meet and bargain such new language as is necessary to comply with the law as determined by such court.

6.3 **Section 125**

As provided for in IRS regulations, as amended, and subject to any applicable federal and state laws and regulations, the Board shall maintain a Section 125 plan to provide teachers with a pre-tax dollar treatment of unreimbursed medical expenses and dependent child care expenses.

### **Article 7 - Salary Checks**

- 7.1 Salary payment to teachers will be made according to the following schedule: the first payment due on the first or second Friday of the school year with subsequent payments on a biweekly schedule. All required deductions will be made from the final check.
- 7.2 Teachers will elect in June of the preceding year to receive salary payments in either twenty-one (21) or twenty-six (26) installments, such election to be irrevocable after the first week of school. Unpaid installments, when twenty-six (26) have been elected, will be included in the last June paycheck. New teaching personnel appointed after July 1 shall elect a payment schedule when they sign their initial contract.
- 7.3 A schedule of pay dates for the next work year, as determined by the Superintendent of Schools, will be issued by the last day of the teacher work year.
- 7.4 Equal retirement deductions will be taken from each check with the understanding that any teacher leaving the Board's employment before the end of a contractual year shall be required to pay a full month's retirement payment for the last month of employment. In such cases of early termination of employment, a teacher's pay will be prorated on the basis of the number of days worked.
- 7.5 **Direct Deposit**
- Teachers shall annually select a bank or credit union of their choice for the direct deposit of their paycheck.

### **Article 8 - Leaves**

#### **8.1 Personal Leave**

- A. The Association and the Board recognize that during the year it may be necessary to conduct personal business, which cannot be scheduled outside of the workday. Therefore, five (5) personal days have been set aside for conducting such business, including:
1. Legal or financial business that requires the employee's attendance and cannot be scheduled outside the work day (e.g., house closing);
  2. Marriage (self, children, parents, siblings);
  3. Attendance at graduation exercises for self, spouse or children;
  4. Care for an ill or injured parent, spouse, child or sibling;
  5. Attendance at the funeral of a non-family member;
  6. Medical or dental appointments that cannot be scheduled outside the workday.
- B. These days are non-cumulative from year-to-year. Vacation or recreational use is not permitted. When requesting a personal day, a teacher will be required to state, in general terms, the reason for the request. One (1) of these days may be taken for unspecified reasons.
- C. Application for such leave shall be made through the immediate supervisor at least twenty-four (24) hours before the requested day of leave (except in emergencies).



- D. Absence for personal reasons, in excess of the number of days allowable may result in a deduction of the equivalent of one (1) day's salary.
- E. Personal days for death in the family do not count in the one (1) unspecified day, but are applied for and approved by the Superintendent of Schools.
- F. In order to prevent the disorganization of classes, or the abuse of the privileges of personal leave, the application of personal leave allowances shall not normally apply on the last day of school prior to a holiday or vacation or the first day of school after a holiday or vacation.
- G. Approved requests for personal leave prior to or immediately following a holiday or vacation may result in a deduction of the equivalent of one (1) day's salary.

## 8.2 **Religious Holidays**

After five (5) days of personal leave have been used, additional personal days will be granted upon request to the Superintendent for recognized religious holy days. The Board recognizes the granting of up to three (3) days of personal leave for observance of religious holidays with the same application procedure as in Section 8.1.

## 8.3 **Sabbatical Leave**

- A. Teachers who have served seven (7) consecutive years of satisfactory service with the Bolton Board of Education and who hold a Master's degree or have completed thirty (30) hours beyond the Bachelor's degree may, upon recommendation of the Superintendent and with the approval of the Board, be granted leave of absence for the purpose of advanced graduate study in the field of education, or in a program outlined by the teacher and the Board. The following conditions will apply:
  - 1. Applicants must file with the Superintendent of Schools a statement of the definite purpose for which such leave of absence is desired. In the case of sabbatical leave for study, this statement must include the institution at which the individual is to study and courses to be pursued. In cases of other than advanced graduate study, the program must be completely outlined by the teacher and approved by the Board.
  - 2. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be required no later than January 1 of the year proceeding the school year in which the sabbatical is requested. It is understood that the deadline of January 1 may be waived at the discretion of the Superintendent.
  - 3. Teachers granted sabbatical leaves of absence are required to report once during the semester to the Superintendent of Schools concerning current program status. If such reports are unsatisfactory or not in keeping with the program as described, the leave may be terminated by the Board at any time at the recommendation of the Superintendent.
  - 4. Such leave shall be granted for one (1) full semester or one (1) entire year. Teachers taking leave shall not be eligible for such leave again until five (5) years have expired after return to service. One (1) sabbatical leave only will be granted in any one (1) year.



5. A teacher on sabbatical leave will receive one-half (1/2) of his/her present base salary for one full year of leave.
  6. The teacher, as a condition to the acceptance of a sabbatical leave, shall agree to return to employment in the system for three (3) full years. In the event the teacher does not return, the teacher shall reimburse the Board fully for all sabbatical payments.
  7. In case a teacher returns for part of the three (3) year period, the reimbursement will be prorated. A legal agreement will be signed to this effect (see Appendix A). In the event of default, the Board will exercise whatever means available to collect all monies not repaid.
  8. Applications for such leave of absence granted within any school year shall be acted on by the Board at its first business meeting in January of the preceding year.
  9. The year in which a leave of absence takes place will be designated as a year of credit on the salary schedule. The sabbatical shall not affect continuity of service or accrual of seniority toward longevity payments. All fringe benefits provided for the professional staff will be granted to the teacher on sabbatical leave.
- B. Any teacher who has been granted sabbatical leave shall return to the position in which he/she was employed when the leave became effective or to a comparable position.

#### 8.4 **Sick Leave**

- A. The Board agrees that fifteen (15) days accumulative to one hundred eighty-five (185) days be provided under this Agreement.
- B. The administration may request a medical verification from a physician for consecutive absence in excess of three (3) days or in cases of suspected abuse of sick leave. A physician's certificate attesting to the employee's sickness may be required of an individual teacher who demonstrates a pattern of taking sick leave on professional development days.
- C. Up to eight (8) sick days may be used for the care of an ill parent, child, spouse or member of the teacher's household.

#### 8.5 **Extended Sick Leave**

Extended sick leave for teachers with three (3) years of service in Bolton may be granted upon written request to the Board by the teacher and subsequent approval by the Board.

#### 8.6 **Salary Deduction**

Absence in excess of accumulated sick leave and not granted as extended sick leave will result in a deduction of the equivalent of one (1) day's salary arrived at by dividing the individual's annual salary by the number of working days in the school calendar for each day of excess absence.

8.7 **Accumulated Sick Leave for Retirement**

- A. Any teacher retiring from the Bolton School System and from teaching with fifteen (15) years or more of service in the Bolton School System will receive upon retirement an amount equal to accumulated sick leave, but not to exceed sixty-five (65) days at seventy-five dollars (\$75.00) per day. Only teachers employed by the Bolton Board of Education prior to July 1, 2018 shall be eligible to receive payment for accumulated sick leave upon retirement as set forth above.
- B. In order to be eligible to receive the benefits set forth in this section, the teacher must provide written notification of retirement to the Superintendent of Schools no later than December 15<sup>th</sup> of the school year in which the teacher intends to retire.

8.8 **Childrearing Leave**

- A. Any teacher shall be entitled, upon written request submitted to the Superintendent of Schools, to an extended leave without pay for purposes of childrearing, apart from any period of childbirth disability with pay. Such teachers shall be entitled to such leave for any school year, or reasonable requested portions thereof, in which the child is born, adopted, fostered, and for one (1) additional year, if requested by teacher.
- B. Childrearing leave shall be subject to the following provisions:
  - 1. A request in writing must be made by the teacher to the Superintendent of Schools at least thirty (30) days prior to commencement of leave.
  - 2. Maximum length of childrearing leave is one (1) year plus any fraction of a year, provided that a teacher shall not be permitted to return to work during a school year if there are fewer than ninety (90) school days remaining in that school year, unless there is a vacancy available for which the teacher is certified and qualified, as determined by the Administration.
  - 3. Notification shall be given by the teacher to the Superintendent of Schools by January 1 of intent to return the following September so that proper and adequate notification can be given to the long-term substitute teacher.
  - 4. The guarantee to tenured teachers to return to a teaching position shall be subject to the Board's RIF policy. Non-tenured teachers return to a position shall be based on availability of position, certification to serve in available position and willingness to serve in available position. A teacher on child-rearing leave shall earn full salary credit, for purposes of advancement on the salary schedule, for any school year during which the teacher taught for at least ninety (90) school days. The teacher shall also retain any accumulated sick leave earned previous to the leave.
  - 5. Only one (1) spouse, if both are employed by the Bolton School System, will be granted childrearing leave at a time.
  - 6. Teachers on leave will be eligible to continue participation in the teachers' retirement program in accordance with all applicable laws. The teacher will also be eligible to participate in any of the insurance programs provided for in the BEA/BOE. Agreement at his/her own expense.



8.9 **Jury Duty**

Teachers shall be provided leave with pay (less any jury duty fees paid to the teacher) for any time period during which they are required to serve jury duty. Any teacher receiving notice of jury duty shall immediately forward a copy of such notice to his/her building principal.

8.10 **Adoption Leave**

The Board recognizes the possible need for additional personal leave when a teacher is adopting a child. Accordingly, after the exhaustion of personal days, five (5) days of personal leave upon the adoption of a child may be granted with the same procedure as set forth in Section 8.1, hereinabove.

8.11 **Bereavement Leave**

Teachers may be granted up to a maximum of five (5) school days of bereavement leave with pay per school year, in the event of the death of a spouse/partner, child/step child, parent(s), step parent(s), brother and sister. Teachers may be granted up to three (3) school days of bereavement leave with pay per school year, in the event of death of a-mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents or grandchildren.

**Article 9 — Teacher Work Year/Work Day/After School Meetings**

9.1 **Work Year**

- A. The salaries provided in this Agreement are based upon an employment year of one hundred eighty-six (186) days, which shall consist of one hundred eighty-one (181) full school sessions, as defined in the Connecticut General Statutes, and five (5) additional days. One of the five (5) days shall be designated as professional development/ curriculum teacher workdays. The remaining four (4) days shall be designated as non-teaching days, with the activities for such days to be determined by the Board with input from the school district's Professional Development/Teacher Evaluation Committee. No more than three (3) of the five (5) additional workdays shall be scheduled immediately preceding the teacher work year. In the event that the Board of Education increases the teacher work year, the Board shall negotiate with the Association over the impact of such increase.
- B. Notwithstanding the foregoing, if the Board is required by state law to offer additional in-service and professional development training during the life of the Agreement, and such programs require additional workdays beyond the employment year specified above, such days will not be considered to have any impact upon salaries or conditions of employment and, therefore, will not be subject to negotiation or to Section 9.3 (Additional Days) of the Agreement.

9.2 **Work Day**

All teachers shall be in the building at least fifteen (15) minutes before the official start of the student day and shall remain in the building at least ten (10) minutes after the official dismissal of students. Teachers may request specific arrangements with their building principals, or designee, for late arrival and/or early departure.

9.3 **Additional Days**

Teachers who work additional days beyond the school calendar as part of their contract will be reimbursed on a per diem basis determined by the number of days in the teachers' work year.

9.4 **After School/Evening Meetings**

- A. It is agreed that teacher and/or general faculty meetings to promote and to improve the quality of education are necessary and are accepted as a condition of employment. The Board has delegated the accountability for the administration of after school meetings to the Superintendent of Schools. These meetings are to include a monthly faculty meeting and another monthly meeting of teachers. The duration of such meetings shall be no more than one (1) hour following the end of the teachers' work day. The administration, however, maintains the right to call emergency meetings at any time.
- B. The Board and the Association, recognizing the importance of a close working relationship between teachers, parents, students, and the community at large, encourage teachers to attend school wide sponsored functions involving Bolton students. Notwithstanding the provision herein and excluding parent/teacher conferences, three (3) evening meetings and/or school sponsored events per school year shall be required of all teachers.

**Article 10 - Lunch Periods**

- 10.1 The Association agrees that schedules for supervision of lunch periods will be established by the building principal. Instructional assistants will be provided to assist in supervising the lunchroom.
- 10.2 The Board agrees that pre-K-8 teachers shall have a thirty (30) minute duty free lunch except on early dismissal days when it shall be equivalent to the length of the students' lunch period or the time required in Conn. Gen. Stat. 10-156a, whichever is greater. High school teachers shall have a duty free lunch period equivalent to the length of the students' lunch period or the time required in Conn. Gen. Stat. 10-156a, whichever is greater.
- 10.3 According to the Connecticut State Commissioner of Education, the term "duty free" suggests that the General Assembly intended that during this period the teacher should be free from school responsibilities. Where the teacher spends his/her time or what activities he/she engages in are matters for the teacher to determine. A teacher leaving the school grounds during his/her duty free lunch period shall inform the building principal or his/her designee prior to leaving.

**Article 11- Teacher Load**

- 11.1 "Preparation Periods" are defined as time for teachers to plan student lessons, etc., or communicate with the principal, other staff members, parents and students, and prepare classrooms, displays, etc. for instruction and professional functions as needed. Any use of preparation periods other than defined above requires approval by the building principal.
- 11.2 Teachers of Grades 9-12 on average shall not be assigned more than five (5) teaching periods per day unless a teacher agrees to additional classes.
  - A. One (1) period per day will be set aside as a preparation period. The building principal



will assign additional duty periods and up to one (1) period per day as a remediation period.

- B. In lieu of a duty assignment, teachers of English, the Athletic Director and Curriculum Leaders may have an additional preparation period, provided that all full-time teachers shall teach five (5) periods per day.

Notwithstanding the provisions of any other section of this Agreement, the parties recognize the Board's unilateral right to alter the scheduling of the student day and or create new programs, including block scheduling. If the Board exercises such rights, the parties will bargain over any impact for which impact bargaining is required under C.G.S. 10-153f.

- 11.3 Staff personnel in Grades 6-8 will be scheduled for the average of one (1) preparation period per day. Teacher of Grades 6-8, on average, shall not be assigned more than five (5) teaching periods per day unless a teacher voluntarily agrees to additional classes.
  - A. An average of one (1) period per day equivalent in length to a teaching period will be set aside as a preparation period. The building principal will assign additional duty periods and up to one (1) period per day as a remediation period.
- 11.4 Teachers in Grades pre-K-5 shall have an average of five (5) preparation periods per five (5) day week. For teachers in Grades K-5, these preparation periods will be an average of forty (40) minutes in length, but no less than thirty (30) minutes. For teachers in Grades pre-K, two (2) of these planning periods will be a minimum of thirty (30) minutes in length. If, in the sole and unreviewable discretion of the Superintendent, the scheduling of the system permits, then all five (5) preparation periods for teachers in Grades pre-K shall be forty (40) minutes in length. Preparation periods are made available by the use of special area teachers. In the event that the special area teacher is absent and no substitute is available, it is understood that the classroom teacher will assume responsibility for his/her class.
- 11.5 After any teacher in Grades pre-K-12 loses eight (8) scheduled preparation periods during the year because of emergency situations in which he/she is assigned additional responsibilities by the principal, or the absence of a special area teacher, the teacher will receive compensation for each such period at the rate of one teaching period of his/her per diem. It is understood that building administrators will make every effort to rotate these emergency coverages among all available staff members. One (1) payment for this Article will be made in June.

#### 11.6 **Part-time Teachers**

- A. The provisions of this section shall apply to any teacher who is regularly assigned to work less than the full-time work week. For each part-time teacher, the Board shall determine a ratio applicable to the teacher, based on the regular weekly work schedule of the teacher, in proportion to the regular weekly work schedule of a full-time teacher.
- B. Such ratios shall be applied in accordance with the following provisions:
  - 1. Salary  
Salary shall be pro-rated, using the applicable ratio for each teacher.
  - 2. Insurance Benefits  
Teachers assigned to work less than half-time shall not be eligible for insurance benefits. For any teacher assigned to work half-time or more, the Board will make a pro-rated contribution toward the costs of insurance benefits, based on

the ratio applicable to each part-time teacher, in relationship to the Board's contribution toward the costs of insurance benefits for full-time teachers. Teachers hired prior to July 1, 2004 who were enrolled in the Board's health insurance plan during the 2003-2004 contract year will be treated as full-time for the purposes of insurance benefits as long as they continue working at least half-time.

3. Leave Time

All leave time shall be pro-rated, using the applicable ratio for each teacher.

4. Faculty Meetings

Part-time teachers working half-time or more shall be required to attend all faculty meetings.

5. Preparation Time

Part-time teachers shall receive one (1) preparation period for each full teaching day or the equivalent thereof.

6. Duties

Part time teachers shall share in all the duties and responsibilities as provided in this Agreement on an equitable basis.

- 11.7 Teachers who are required to provide their own transportation in order to carry out the authorized duties on behalf of the Bolton Board of Education shall be reimbursed for their mileage at the current internal Revenue Service (IRS) rate.

### **Article 12 - Class Size**

- 12.1 Board Policy shall determine the minimum class size in the Bolton Schools with consideration to be given to organizational patterns, instructional programs and activities to be carried out at the various grade levels.
- 12.2 When class size reaches the upper limits set by Board policy, consideration will be given by the Board to alleviate oversize classes in accordance with Board policy.

### **Article 13 - Curriculum Planning and Professional Development**

- 13.1 In accordance with Connecticut General Statute §10-220a(b), the Board shall establish a district-wide Professional Development and Evaluation Committee, which shall have at least one (1) teacher as a representative member of the bargaining unit being appointed to the committee by the BEA President, and such other personnel as the Board deems appropriate.
- 13.2 Any teacher who volunteers to be a facilitator for professional development shall receive an honorarium of one hundred dollars (\$100.00) for every professional development session he/she conducts as long as that individual teacher does not have a training component as part of his/her job responsibilities.
- 13.3 Bolton teaching personnel employed by the Board to work on curriculum planning and development, other than during the normal workday and/or work year, will be reimbursed at the rate of forty dollars (\$40.00) per hour for the duration of this Agreement.



**Article 14 - Assignments, Promotions and Transfers**

14.1 All assignments, promotions and transfers will be made on the basis of the best interests of the Bolton School System. The following guidelines will be used in making assignments, promotions or transfers unless the Board shall determine that the best interests of the school system require otherwise.

14.2 **Vacancies**

- A. A vacancy shall be defined as a position, which the Board has, in its sole discretion, decided to fill, caused by death, retirement discharge, resignation, leave of absence, or the creation of a new position.
- B. When the Board decides to fill a vacant position, the position shall be posted in the school buildings and in Central Office, and the President of the Association shall receive a copy of the posting. The posted vacancies shall set forth the qualifications and job description for the vacant position.
- C. Postings shall be for a minimum of five (5) school days, or for five (5) days when Central Office is open for business during the period following the end of the school year and the beginning of the school year.
- D. Any teacher who desires to apply for any vacancy shall submit a written letter of intent for any vacant position with the office of the Superintendent within the time limit specified in the posting.
- E. Any internal candidate who applies for a posted vacancy shall be given the opportunity to be interviewed for the vacant position.

14.3 **Transfers**

- A. Current employment in the Bolton School System shall be a positive factor to be considered in making assignments, promotions and transfers.
- B. Any teacher wishing to be transferred, or reassigned, shall file his/her request with the principal and the Superintendent on or before March 1. Written notice of the action taken will be given to the teacher by the Superintendent as soon as practicable and under normal circumstances no later than the close of school in June.
- C. When involuntary transfers or assignments may be necessary, the availability of qualified personnel and volunteers, length of service in the Bolton School System, and the teaching level or area of teaching will be prime factors to be considered.
- D. Any teacher being considered for reassignment, promotion or transfer will have an opportunity to discuss the change with his/her principal and/or the Superintendent prior to final action.

14.4 Teachers shall be notified in writing of their teaching assignments and extra-curricular appointments no later than July 15th. In the event of a change in circumstances, the teacher shall be notified in writing as soon as possible by the building principal.

## **Article 15 Reduction in Force and Recall**

### **15.1 Reduction in Force**

- A. If the Board finds it necessary to reduce professional staff because of enrollment decrease, budgetary considerations or other circumstances, the procedures listed below shall be followed.
- B. Order of Release - Determination of those to be released shall be in the following order with due consideration of criteria cited in Section C below.
  - 1. Voluntary retirements and resignations.
  - 2. Non-tenured teachers.
  - 3. Tenured teachers.
- C. Definition and Clarification of Terms
  - 1. Seniority - shall be defined as a teacher's total length of system wide service in Bolton beginning with the teacher's most recent official date of hire by the Board.
  - 2. In the event of a tie and two (2) or more teachers have the same amount of Bolton seniority, and then the following procedure shall be utilized in descending order to determine which teacher has more seniority:
    - (a) Administration's official letter of intent to hire.
    - (b) Date the teacher signed the initial contract.
    - (c) Total years of certified and documented teaching experience.
  - 3. Full Certification - a teacher is considered to be fully certified when credentials are on file or when written guarantee of certification is provided by the State Department of Education's certification office.
- D. Seniority and Other Criteria - A teacher's certification status in the subjects taught and seniority are the primary factors at arriving at staff reduction decisions. Other factors to be considered are as follows:
  - 1. Demonstrated ability for a specific assignment.
  - 2. Qualifications and ability as determined by evaluation of service.
  - 3. Multi certification.
  - 4. Other due and sufficient reasons.

### **15.2 Recall Procedure**

- A. Teachers terminated under this Agreement will be placed on a recall list. Offers to return to active service will be considered in reverse of Section B (last terminated/first considered for rehire) above, with the Superintendent considering those factors cited in Section D, above.
- B. Teachers placed on a recall list will remain on said list for two (2) years provided they have not refused reappointment in Bolton to a position equal in time to the one from



which they were released and provided they have applied on their own initiative by registered mail for retention of their name on the list on or before March 1 of each year subsequent to said termination. Refusal of a reappointment offer or unavailability of the teacher within ten (10) business days from the date an offer is made by mailing automatically eliminates the teacher from further consideration.

- C. The termination of a teacher pursuant to this procedure will not affect any fringe benefits earned and/or accumulated, or benefits to be earned and/or accumulated, if re-employed with the exception of salary schedule increments, years of service as applied to teachers' retirement, sick days and longevity.
- D. A re-employed teacher shall be placed on the next salary schedule step above the one on which he/she was terminated provided that during the year of termination ninety (90) days or more of service were rendered.
- E. Time served for longevity will be continuous but intervening years between termination and reemployment will not be counted toward longevity pay.

### 15.3 **Hearing Rights**

- A. Formal written notification will be given any teacher terminated pursuant to these procedures and such notification will be given at the earliest possible date.
- B. The provisions of Section 15.1 shall not be subject to the grievance and arbitration provisions of this Agreement. It is understood that a layoff is a termination of employment subject to administrative and/or judicial review in the manner set forth in Connecticut General Statute 10-151 as amended, and in no other manner.

## **Article 16 - Board of Education Policy**

- 16.1 Copies of the Board of Education Policy Manual are available online on the district website. The Board and the Association agree that, unless matters contained in said policies are otherwise expressly provided for in this Agreement, they remain in full force and effect.

## **Article 17 - Savings Clause**

- 17.1 If any portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of the Agreement shall remain in full force and effect.
- 17.2 This Agreement shall not be altered, amended, or changed except in writing, signed by both the Board and the Association, which amendment shall be appended hereto and become a part thereof.
- 17.3 The Board and the Association agree that all matters not covered by the Agreement or by current Board policies remain the prerogative of the Board and any contractual omission shall not imply a surrendering on the part of the Board of any duty or responsibility properly its province in the maintaining of the Bolton Public Schools as defined by law.
- 17.4 Nothing in this Section negates the rights of the Bolton Education Association under Section 10-153b of the General Statutes of Connecticut, revision of 1958 as amended.

**Article 18 - No Strike Clause**

- 18.1 The Association agrees that it will not call, authorize, instigate, sanction or condone any strike, slowdown or stopping of work during the period of this Agreement or any extension thereof.

**Article 19 - Health Risks**

- 19.1 The Administration shall inform teachers of health risks involved in their assignments to the extent required under State and Federal law.

**Article 20 - Just Cause**

- 20.1 No teacher shall be suspended without pay without just cause. If a teacher is to be suspended without pay, he/she shall receive a written statement of reasons for such action.
- 20.2 Any substantive complaint received by the administration, which is made against a teacher by any parent, student or other person shall promptly be called to the attention of the teacher. In no case shall any anonymous and/or unsubstantiated complaint be placed in a teacher's personnel file.

**Article 21- Duration of Agreement**

21.1 **Duration**

This Agreement shall be effective as of July 1, 2024, and shall remain in full force and effect until June 30, 2027.



**SIGNED FOR THE BOLTON EDUCATION  
ASSOCIATION**



Daniel Ayer  
President

10/12/23

Date

**SIGNED FOR THE BOLTON BOARD OF  
EDUCATION**



Andrew Broneill  
Chairperson

10/12/23

Date

**Appendix A**  
**BOLTON PUBLIC SCHOOLS**  
**BOLTON, CONNECTICUT**  
**SABBATICAL LEAVE CONTRACT**

I hereby agree, upon the completion of my sabbatical leave dated from \_\_\_\_\_, 20 \_\_\_\_ to \_\_\_\_\_, 20 \_\_\_\_, to return to an assignment in the Bolton Public Schools for a period of at least three (3) years.

It is my understanding that should I not perform this agreement, I shall repay to the Board of Education a sum bearing the same ratio to the amount of salary received while on leave of absence that the unfulfilled portion of the two (2) subsequent years' service bears to the two (2) full years. I further understand that I shall be released from this commitment should my failure to meet this contract result from illness, disability, death, or involuntary release from the position by the Board of Education.

It is also my understanding that this contract shall in no way preclude the right of the Board of Education to terminate my employment for reason of elimination of position resulting from reduction of staff in accordance with Policy GBN of the Board of Education. In such case, this contract shall become null and void.

\_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of Superintendent of Schools

Witnessed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

(Seal)

\_\_\_\_\_  
Signature of Notary Public

Commission expires \_\_\_\_\_, 20 \_\_\_\_



## **Appendix B** **Salary Schedules**

### **2024-25**

| <b>STEP</b> | <b>BA</b> | <b>MA</b> | <b>MA+30</b> | <b>PHD</b> |
|-------------|-----------|-----------|--------------|------------|
| 1           |           |           |              |            |
| 2           |           |           |              |            |
| 3           | 48,690    | 55,672    | 60,302       | 64,652     |
| 4           | 50,999    | 58,364    | 63,013       | 67,388     |
| 5           | 53,417    | 61,188    | 65,845       | 70,237     |
| 6           | 55,953    | 64,148    | 68,806       | 73,209     |
| 7           | 58,605    | 67,251    | 71,901       | 76,306     |
| 8           | 61,385    | 70,505    | 75,131       | 79,535     |
| 9           | 64,297    | 73,915    | 78,510       | 82,900     |
| 10          | 67,346    | 77,490    | 82,040       | 86,406     |
| 11          | 70,543    | 81,239    | 85,730       | 90,060     |
| 12          | 73,406    | 84,578    | 89,102       | 93,479     |
| 13          | 79,343    | 91,462    | 96,202       | 100,804    |

Teachers not on the maximum step of the 2023-2024 salary schedule shall advance one (1) step on the 2024-2025 salary schedule. After step movement, Steps 1 and 2 will be dropped from the schedule.

### **2025-26**

| <b>24-25<br/>STEP</b> | <b>NEW<br/>STEP</b> | <b>BA</b> | <b>MA</b> | <b>MA+30</b> | <b>PHD</b> |
|-----------------------|---------------------|-----------|-----------|--------------|------------|
| 3                     |                     |           |           |              |            |
| 4                     | 1                   | 51,662    | 59,123    | 63,832       | 68,264     |
| 5                     | 2                   | 54,111    | 61,983    | 66,701       | 71,150     |
| 6                     | 3                   | 56,680    | 64,982    | 69,700       | 74,161     |
| 7                     | 4                   | 59,367    | 68,125    | 72,836       | 77,298     |
| 8                     | 5                   | 62,183    | 71,422    | 76,108       | 80,569     |
| 9                     | 6                   | 65,133    | 74,876    | 79,531       | 83,978     |
| 10                    | 7                   | 68,221    | 78,497    | 83,107       | 87,529     |
| 11                    | 8                   | 71,460    | 82,295    | 86,844       | 91,231     |
| 12                    | 9                   | 74,360    | 85,678    | 90,260       | 94,694     |
| 13                    | 10                  | 81,128    | 93,520    | 98,367       | 103,072    |

Teachers not on the maximum step of the 2024-2025 salary schedule shall advance one (1) step on the 2025-2026 salary schedule using the 24-25 step numbers. After step movement, step 3 will be dropped from the schedule and all steps will be re-numbered 1-10.

**2026-27**

| <b>STEP</b> | <b>BA</b> | <b>MA</b> | <b>MA+30</b> | <b>PHD</b> |
|-------------|-----------|-----------|--------------|------------|
| 1           | 52,334    | 59,892    | 64,662       | 69,151     |
| 2           | 54,814    | 62,789    | 67,568       | 72,075     |
| 3           | 57,417    | 65,827    | 70,606       | 75,125     |
| 4           | 60,139    | 69,011    | 73,783       | 78,303     |
| 5           | 62,991    | 72,350    | 77,097       | 81,616     |
| 6           | 65,980    | 75,849    | 80,565       | 85,070     |
| 7           | 69,108    | 79,517    | 84,187       | 88,667     |
| 8           | 72,389    | 83,365    | 87,973       | 92,417     |
| 9           | 75,327    | 86,792    | 91,433       | 95,925     |
| 10          | 82,953    | 95,624    | 100,580      | 105,391    |

Teachers not on the maximum step of the 2025-2026 salary schedule shall advance one (1) step on the 2026-2027 salary schedule.



## **Appendix C**

### **Additional Stipend for Multiple Subject Area Certification Endorsements**

Teachers who are assigned to teach Grades 7-12 and who hold a Connecticut teaching certification endorsement in more than one subject area shall receive an additional stipend in the total amount of five hundred dollars (\$500) per year during each year in which they actually teach in multiple subject areas. For the purposes of this contract section, the following (and only the following) shall be considered distinct subject areas for certification purposes:

Business, 7-12  
English, 7-12  
French, 7-12  
Latin, 7-12  
Spanish, 7-12  
History and Social Studies, 7-12  
Mathematics, 7-12  
Biology, 7-12  
Chemistry, 7-12  
Physics, 7-12  
Earth Science, 7-12  
General Science, 7-12  
Art, pre-k-12  
Health, pre-k-12  
Physical Education, pre-k-12  
Family and Consumer Sciences, pre-k-12  
Technology Education, pre-k-12  
Music, pre-k-12  
Comprehensive Special Education, 1-12

Notwithstanding the foregoing, the Board shall have the right to add subject area endorsements to those set forth above in the event that the Board decides to offer courses to students in subject areas not offered in Bolton and not covered by the certification endorsements set forth above.

Note: Grandfather current personnel receiving the stipend during the life of the successor Agreement only and adhere to the existing language prospectively as of July 1, 2012 with payment being made only if the multiple certifications are actually used.

**Appendix D**  
**Stipends**

|                                      | <b><u>Points</u></b> | <b><u>2024-2025</u></b> | <b><u>2025-2026</u></b> | <b><u>2026-2027</u></b> |
|--------------------------------------|----------------------|-------------------------|-------------------------|-------------------------|
| <b><u>BHS ACTIVITY -- SPORTS</u></b> |                      |                         |                         |                         |
| BHS Varsity Boys Soccer              | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS Varsity Girls Soccer             | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS Cross Country                    | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS Girls Volleyball                 | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS Varsity Boys Basketball          | 14                   | \$6,538                 | \$6,608                 | \$6,678                 |
| BHS Varsity Girls Basketball         | 14                   | \$6,538                 | \$6,608                 | \$6,678                 |
| BHS Indoor Track                     | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS Cheerleading                     | 5                    | \$2,335                 | \$2,360                 | \$2,385                 |
| BHS Varsity Baseball                 | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS Varsity Softball                 | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS Boys Tennis                      | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS Girls Tennis                     | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS Golf                             | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS Track & Field                    | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS JV Boys Soccer                   | 7                    | \$3,269                 | \$3,304                 | \$3,339                 |
| BHS JV Girls Soccer                  | 7                    | \$3,269                 | \$3,304                 | \$3,339                 |
| BHS JV Volleyball                    | 7                    | \$3,269                 | \$3,304                 | \$3,339                 |
| BHS Assistant Cross Country          | 7                    | \$3,269                 | \$3,304                 | \$3,339                 |
| BHS JV Boys Basketball               | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS JV Girls Basketball              | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |
| BHS Assistant Indoor Track           | 8                    | \$3,736                 | \$3,776                 | \$3,816                 |
| BHS JV Boys Baseball                 | 7                    | \$3,269                 | \$3,304                 | \$3,339                 |
| BHS JV Girls Softball                | 7                    | \$3,269                 | \$3,304                 | \$3,339                 |
| BHS Assistant Track & Field          | 8                    | \$3,736                 | \$3,776                 | \$3,816                 |
| BHS Unified Fall Sport               | 2                    | \$934                   | \$944                   | \$954                   |
| BHS Unified Winter Sport             | 2                    | \$934                   | \$944                   | \$954                   |
| BHS Unified Spring Sport             | 2                    | \$934                   | \$944                   | \$954                   |
| BHS AD – 3 Seasons                   | 22                   | \$10,274                | \$10,384                | \$10,494                |
| <b><u>BCS ACTIVITY -- SPORTS</u></b> |                      |                         |                         |                         |
| BCS 6-8 Boys Soccer                  | 5                    | \$2,335                 | \$2,360                 | \$2,385                 |
| BCS 6-8 Girls Soccer                 | 5                    | \$2,335                 | \$2,360                 | \$2,385                 |
| BCS 6-8 Boys Basketball              | 7                    | \$3,269                 | \$3,304                 | \$3,339                 |
| BCS 6-8 Girls Basketball             | 7                    | \$3,269                 | \$3,304                 | \$3,339                 |
| BCS 6-8 Cross Country                | 5                    | \$2,335                 | \$2,360                 | \$2,385                 |
| BCS 6-8 Boys Baseball                | 5                    | \$2,335                 | \$2,360                 | \$2,385                 |
| BCS 6-8 Girls Softball               | 5                    | \$2,335                 | \$2,360                 | \$2,385                 |
| BCS Assistant Cross Country          | 3                    | \$1,401                 | \$1,416                 | \$1,431                 |
| BCS AD – 3 Seasons                   | 10                   | \$4,670                 | \$4,720                 | \$4,770                 |



|   | <u>Points</u> | <u>2024-2025</u> | <u>2025-2026</u> | <u>2026-2027</u> |
|---|---------------|------------------|------------------|------------------|
| <b><u>BHS ACTIVITY-CLUB/ADVISOR</u></b> |               |                  |                  |                  |
| Class Advisor -- Grade 9 (2)            | 3             | \$1,401          | \$1,416          | \$1,431          |
| -- Grade 10 (2)                         | 3             | \$1,401          | \$1,416          | \$1,431          |
| -- Grade 11 (2)                         | 4             | \$1,868          | \$1,888          | \$1,908          |
| -- Grade 12 (2)                         | 5             | \$2,335          | \$2,360          | \$2,385          |
| Language Club -- Latin                  | 3             | \$1,401          | \$1,416          | \$1,431          |
| -- Spanish                              | 3             | \$1,401          | \$1,416          | \$1,431          |
| -- French                               | 3             | \$1,401          | \$1,416          | \$1,431          |
| FBLA                                    | 3             | \$1,401          | \$1,416          | \$1,431          |
| National Honor Society                  | 3             | \$1,401          | \$1,416          | \$1,431          |
| Literary Magazine                       | 2             | \$934            | \$944            | \$954            |
| Writing Center                          | 6             | \$2,802          | \$2,832          | \$2,862          |
| Yearbook Advisor                        | 6             | \$2,802          | \$2,832          | \$2,862          |
| Student Council Advisor                 | 6             | \$2,802          | \$2,832          | \$2,862          |
| Job Shadow                              | 6             | \$2,802          | \$2,832          | \$2,862          |
| VHS Coordinator                         | 6             | \$2,802          | \$2,832          | \$2,862          |
| BHS Jazz Band Director                  | 5             | \$2,335          | \$2,360          | \$2,385          |
| Envirothon                              | 3             | \$1,401          | \$1,416          | \$1,431          |
| Peer Support                            | 3             | \$1,401          | \$1,416          | \$1,431          |
| Drama Club Advisor                      | 4             | \$1,868          | \$1,888          | \$1,908          |
| Drama Club Director                     | 4             | \$1,868          | \$1,888          | \$1,908          |
| Guidance Coordinator                    | 2             | \$934            | \$944            | \$954            |
| Forum                                   | 1             | \$467            | \$472            | \$477            |
| BHS Computer Coordinator                | 2             | \$934            | \$944            | \$954            |
| BHS Newsletter Coordinator              | 2             | \$934            | \$944            | \$954            |
| BHS Capstone Coordinator                | 7             | \$3,269          | \$3,304          | \$3,339          |
| BHS Bigs and Littles Advisor            | 3             | \$1,401          | \$1,416          | \$1,431          |
| BHS Math Center                         | 3             | \$1,401          | \$1,416          | \$1,431          |
| BHS Social Justice Center               | 3             | \$1,401          | \$1,416          | \$1,431          |
| BHS Robotics                            | 3             | \$1,401          | \$1,416          | \$1,431          |
| BHS Art Club                            | 2             | \$934            | \$944            | \$954            |
| BHS Music Activities Director           | 3             | \$1,401          | \$1,416          | \$1,431          |
| BHS Fitness Room Coordinator            | 3             | \$1,401          | \$1,416          | \$1,431          |
| BHS Guild Club Advisor                  | 2             | \$934            | \$944            | \$954            |
| BHS Homework Club Advisor               | 18            | \$8,406          | \$8,496          | \$8,586          |
| BHS AP Coordinator                      | 3             | \$1,401          | \$1,416          | \$1,431          |
| BHS Chess Club                          | 2             | \$934            | \$944            | \$954            |
| NGSS Testing Coordinator                | 1             | \$467            | \$472            | \$477            |
| Student Council Advisor                 | 5             | \$2,335          | \$2,360          | \$2,385          |
| Class Advisor - Grade 8                 | 3             | \$1,401          | \$1,416          | \$1,431          |
| Yearbook Advisor                        | 4             | \$1,868          | \$1,888          | \$1,908          |

|                                      | <u>Points</u> | <u>2024-2025</u> | <u>2025-2026</u> | <u>2026-2027</u> |
|--------------------------------------|---------------|------------------|------------------|------------------|
| <b><u>BCS ACTIVITY/CLUBS</u></b>     |               |                  |                  |                  |
| Art Fair Advisor                     | 3             | \$1,401          | \$1,416          | \$1,431          |
| Jazz Band Coordinator                | 2             | \$934            | \$944            | \$954            |
| Art Club 6-8                         | 1             | \$467            | \$472            | \$477            |
| Spelling Team 6-8                    | 1             | \$467            | \$472            | \$477            |
| BCS Newsletter Coordinator (PK-5)    | 2             | \$934            | \$944            | \$954            |
| BCS Newsletter Coordinator (6-8)     | 2             | \$934            | \$944            | \$954            |
| BCS Guitar Club                      | 2             | \$934            | \$944            | \$954            |
| BCS Book Club                        | 2             | \$934            | \$944            | \$954            |
| BCS Bulldog Newspaper Advisor        | 3             | \$1,401          | \$1,416          | \$1,431          |
| BCS Music Activities Director        | 2             | \$934            | \$944            | \$954            |
| BCS Robotics                         | 3             | \$1,401          | \$1,416          | \$1,431          |
| BCS Fifth Grade Yearbook             | 1             | \$467            | \$472            | \$477            |
| BCS Video Club                       | 1             | \$467            | \$472            | \$477            |
| BCS Homework Club Supv-AM            | 4             | \$1,868          | \$1,888          | \$1,908          |
| BCS Winter Season Activities Supv-PM | 2             | \$934            | \$944            | \$954            |
| BCS School Store K-5                 | 1             | \$467            | \$472            | \$477            |
| BCS School Store 6-8                 | 1             | \$467            | \$472            | \$477            |
| BCS Computer Coordinator             | 3             | \$1,401          | \$1,416          | \$1,431          |
| BCS Open Choice Coordinator          | 4             | \$1,868          | \$1,888          | \$1,908          |
| BCS Invention Convention Coordinator | 3             | \$1,401          | \$1,416          | \$1,431          |
| <b><u>ACADEMIC LEADERS</u></b>       |               |                  |                  |                  |
| BHS English/Language Arts            | 9             | \$4,203          | \$4,248          | \$4,293          |
| BHS Social Studies                   | 9             | \$4,203          | \$4,248          | \$4,293          |
| BHS Math                             | 9             | \$4,203          | \$4,248          | \$4,293          |
| BHS Science                          | 9             | \$4,203          | \$4,248          | \$4,293          |
| BHS Library Media                    | 9             | \$4,203          | \$4,248          | \$4,293          |
| BCS Language Arts 6-8                | 9             | \$4,203          | \$4,248          | \$4,293          |
| BCS Math 6-8                         | 9             | \$4,203          | \$4,248          | \$4,293          |
| BCS Social Studies 6-8               | 9             | \$4,203          | \$4,248          | \$4,293          |
| BCS Science 6-8                      | 9             | \$4,203          | \$4,248          | \$4,293          |
| BCS Language Arts K-5                | 9             | \$4,203          | \$4,248          | \$4,293          |
| BCS Math K-5                         | 9             | \$4,203          | \$4,248          | \$4,293          |
| BCS Social Studies K-5               | 9             | \$4,203          | \$4,248          | \$4,293          |
| BCS Science K-5                      | 9             | \$4,203          | \$4,248          | \$4,293          |
| BCS Library Media                    | 9             | \$4,203          | \$4,248          | \$4,293          |
| <b><u>K-12 ACADEMIC LEADERS</u></b>  |               |                  |                  |                  |
| Music/Band Director                  | 13            | \$6,071          | \$6,136          | \$6,201          |
| CTE                                  | 13            | \$6,071          | \$6,136          | \$6,201          |
| English Language Learner (ELL)       | 10            | \$4,670          | \$4,720          | \$4,770          |
| Health/PE                            | 13            | \$6,071          | \$6,136          | \$6,201          |
| World Language                       | 13            | \$6,071          | \$6,136          | \$6,201          |



|  | <u>Points</u> | <u>2024-2025</u> | <u>2025-2026</u> | <u>2026-2027</u> |
|--|---------------|------------------|------------------|------------------|
| <b><u>MISCELLANEOUS STIPENDS</u></b>   |               |                  |                  |                  |
| Dance Chaperones                       |               | \$72.00          | \$73.00          | \$74.00          |
| SAT Preparation (maximum: 6 positions) |               | \$321.00         | \$324.00         | \$327.00         |

C.1 Point Value:

The value of each point is a contractual issue, which would be negotiated the same as the salary schedule. The value of each point for 2024-25 is four hundred sixty-seven dollars (\$467); for 2025-26 is four hundred seventy-two dollars (\$472); and for 2026-27 is four hundred seventy-seven dollars (\$477). Teachers would be compensated at the negotiated point value under this formula.

C.2 Committee of Review:

- A. A "Committee of Review" made up of six (6) members consisting of two (2) administrators, which shall include an Administrator from the high school, and an Administrator from the Center School, and four (4) BEA members determined by the Association. This committee will meet no later than October 1st of each school year to consider changes to the stipend schedule, to hear from members of the faculty, to consider new stipends and to formulate recommendations to the Superintendent.
- B. The Committee of Review will publish its agenda at least five (5) school days before each meeting.
- C. Within ten (10) school days after each of its meetings, the minutes of each Committee of Review Meeting will be sent to the President(s) of the Bolton Education Association and will be available upon request to all teachers.

C.3 New Stipend Positions or Change in Point Value:

Any new stipend position which is created and for which compensation is being sought, or any adjustment of the point value for an existing stipend position, must be recommended by the Committee of Review to the Superintendent or the authorized designee by November 15, and acted upon by the Superintendent or his/her authorized delegate by January 15 preceding the school year in which the proposed addition or change will take effect. The Superintendent shall report any action on such recommendations to the Board of Education.

C.4 Qualifications for Participation:

- A. In order to have an extra-curricular activity considered for the extra compensation program (Appendix C), a staff member must:
  1. Show evidence that the duties related to such activity are beyond those designated as the basic teaching responsibility.
  2. Be endorsed by the building administrator that such duties conform to the job description.
  3. Submit such documentation to the Committee of Review for study and point assignment.

- B. When a vacancy occurs in a building in the extra compensation program (Appendix C), the administration shall announce the position on a system wide basis. If there is no qualified, competent applicant in the Bolton Public Schools, the position will then be opened to a qualified, competent person outside the Bolton Public Schools.
- C. Flexible Stipends — flexible stipends can be created on an as needed basis with the agreement of the Committee of Review for a one (1) year term.