

**MEMORANDUM OF AGREEMENT
BETWEEN
THE BOZRAH BOARD OF EDUCATION
AND
THE BOZRAH FEDERATION OF EDUCATIONAL PERSONNEL
AFT, CONNECTICUT AFL-CIO**

WHEREAS, the Bozrah Board of Education (the "Board") and the Bozrah Federation of Educational Personnel (the "Federation") (collectively, the "parties") are parties to a collective bargaining agreement effective July 1, 2021 through June 30, 2024 (the "Collective Bargaining Agreement"); and

WHEREAS, Article V, Section J (Resignation Pay), provides as follows:

J. Resignation Pay:

1. Bargaining Unit members with a minimum of ten (10) years of continuous service with the Bozrah Public Schools, shall be compensated for up to one hundred sixty (160) days of unused sick leave at a rate of ten (10) dollars per day, upon resignation.
2. Bargaining Unit members hired on or before June 30, 2010, shall be eligible to receive fifty (50%) percent of all accumulated unused sick days, based on salary at time of resignation.
3. To be eligible for the benefits described in (1) or (2), (30) days advance notice must be provided prior to termination of employment.

WHEREAS, the parties recently engaged in negotiations over a successor collective bargaining agreement and therein discussed the possibility of modifying the Collective Bargaining Agreement to address present financial priorities; and

WHEREAS, through further discussion, the parties have mutually agreed to modify the current contract to delete Article V, Section J(2) from the Collective Bargaining Agreement and wish to memorialize the terms of their agreement.

NOW, THEREFORE the Parties agree:

1. Effective upon the execution of this Memorandum of Agreement, Article V, Section (J) is amended to read as follows:

J. Resignation Pay:

1. Bargaining Unit members with a minimum of ten (10) years of continuous service with the Bozrah Public Schools, shall be compensated for up to one hundred sixty

(160) days of unused sick leave at a rate of ten (10) dollars per day, upon resignation.

2. To be eligible for the benefits described in (1), (30) days advance notice must be provided prior to termination of employment.

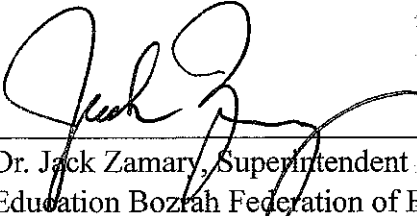
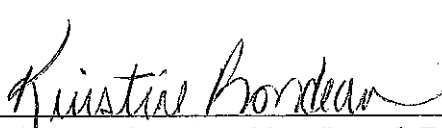
2. In consideration for the amendment set forth in Paragraph 1 of this Memorandum of Agreement, the parties agree that the six (6) individuals currently eligible to receive this benefit if they were to resign during the 2023-2024 school year shall receive a lump sum equivalent to fifty percent (50%) of their accumulated unused sick days as of June 1, 2024. Specifically, the Board agrees to compensate the following six (6) individuals up to the maximum as listed below:

- Keith Johns - \$15,300.48
- Karen Sanquendolce - \$9,731.82
- Kathy Schoepfer - \$8,877.63
- Laurie Tatro - \$6,318.77
- Donna Wallace - \$2,691.56
- Valarie Hendrix - \$0.00

3. The lump sum described in Paragraph 2 of this Memorandum of Agreement shall be payable to each employee on or before July, 15, 2024.

4. All provisions of the Collective Bargaining Agreement between the Board and the Federation shall remain in effect except to the extent such provisions have been modified by this Memorandum of Agreement.

5. This Agreement shall not be used as precedent or cited as practice by either the Board or the Federation in any proceeding whatsoever except to enforce the terms of the Memorandum of Agreement.

  By:
Dr. Jack Zamary, Superintendent By: Kristine Rondeau, President Bozrah Board of
Education Bozrah Federation of Educational Personnel

 
Date Date

AGREEMENT BETWEEN
THE BOZRAH BOARD OF EDUCATION

AND

THE BOZRAH FEDERATION OF EDUCATIONAL
PERSONNEL
AFT, CONNECTICUT AFL-CIO

July 1, 2024 to June 30, 2027

TABLE OF CONTENTS

	Page
MANAGEMENT RIGHTS	1
WORKING CONDITIONS	1
WORKDAY/WORK YEAR	2
MATERNITY AND CHILD REARING LEAVE	3
PAID LEAVE	3
LAYOFF AND RECALL	5
PERSONNEL FILES	6
GRIEVANCE PROCEDURE	6
FEDERATION RIGHTS	8
FRINGE BENEFITS	8
TUITION REIMBURSEMENT	9
SAVINGS CLAUSE	10
LONGEVITY	10
SALARY SCHEDULE	10
RETIREMENT ACCOUNT	11
DURATION	12
JOB DESCRIPTIONS and SPECIAL CIRCUMSTANCES	13

**AGREEMENT BETWEEN
THE BOZRAH BOARD OF EDUCATION
AND THE BOZRAH FEDERATION OF EDUCATIONAL PERSONNEL
AFT, Connecticut AFL-CIO**

THIS AGREEMENT IS MADE AND ENTERED INTO by and between the Bozrah Board of Education of the Town of Bozrah (herein referred to as the "Board") and the Bozrah Federation of Educational Personnel (hereinafter referred to as the "Federation")

**ARTICLE I
MANAGEMENT RIGHTS**

The Board of Education reserves and retains, whether exercised or not, all the lawful and customary rights, powers, and prerogatives of public-school management. Such rights include, but are not limited to, establishing standards of productivity and performance of its employees, determining the mission of the Board and the methods and the means necessary to fulfill that mission, including the discontinuation of services, positions, or programs in whole or in part; the determination of the content of job classification, the appointment, promotion, assignment, direction and transfer of personnel; the suspension, demotion; discharge or other discipline of its employees; the establishment of reasonable work rules; and the taking of necessary actions to carry out its mission in emergencies.

These inherent management rights, not restricted by a specific provision of this agreement, are not in any way, directly or indirectly, subject to any grievance procedure.

**ARTICLE II
WORKING CONDITIONS**

1. No employee shall be suspended without pay or discharged without just cause. Objections to earlier written or verbal discipline or suspensions with pay may be raised at the time of suspension or discharge.

Any employee who has been employed fewer than sixty (60) work days shall be considered a probationary employee and shall have no recourse with regard to suspension without pay or discharge.

2. Bargaining unit vacancies caused by the creation of new positions or separation from employment shall be posted for five (5) school days during the school year, and five (5) business days during the summer. Vacancies shall be posted electronically so that everyone has a chance to see them and will be sent to the Federation President, or her/his designee.

The Superintendent shall have full authority to transfer or reassign personnel according to the needs of the school district within the policies of the Board of Education. Employees shall not be reduced in salary through any such transfer or reassignment except for cause, which may include the elimination of a position.

When a bargaining unit member permanently fills another bargaining unit position where the

hourly wage for Step 1 of the new position more than the unit member's current hourly wage is, he/she shall receive the new position's Step 1 rate of pay. A person outside of the bargaining unit who fills an open position shall start at Step 1 rate of pay. The Superintendent shall have full authority to grant an exception to the starting step of pay.

3. All bargaining unit members working at least six and one-half (6.5) hours per day shall be entitled to at least a twenty-five (25) minute unpaid duty-free lunch in addition to the normal workday.
4. Any employee required by the Board to use his/her personal automobile in the discharge of his/her job duties shall be reimbursed for his/her mileage at the IRS approved rate. The Federation shall provide the board with the IRS approved rate.
5. When the opening of school is delayed due to inclement weather, all bargaining unit members, with exceptions noted in specific job pages in the appendix of this document, shall report to work at the same time as students.

When school is closed early due to inclement weather, all bargaining unit members, with exceptions noted in the appendix, shall leave after student dismissal.

Staff member(s) responsible for monitoring buses shall remain until all students are safely loaded onto the buses.

Bargaining unit members shall be paid for hours actually worked on such days.

6. A. A bargaining unit member assigned to cover another bargaining unit position with a higher hourly wage for Step 1 than the unit member's current hourly wage, shall receive the higher pay position's Step 1 rate of pay for the time worked in that position, if he/she works in that position for more than two (2) consecutive hours.
- B. When a paraprofessional is required by the building administrator or his/her designee to cover a class for one hour or more in the absence of a certified teacher, he/she shall receive a four dollar (\$4.00) per hour differential for the time spent providing teacher coverage. If a paraprofessional covers a class in the absence of a teacher for a full day, he/she shall receive either a four dollar (\$4.00) per hour differential or substitute teacher pay, whichever is greater.

ARTICLE III WORK DAY/WORK YEAR

- A. All union positions that follow the school year calendar will work five (5) hours or more per day for each full day that students are in attendance. An additional three days will be available and may be required to fulfill professional development needs.
- B. The twelve-month office staff position is no less than thirty-five (35) hours per week for fifty-two weeks per year.
- C. Part-time positions: The work year and work day will be determined by the Superintendent. A school-year employee who is hired for the same summer position which she/he has held during the

school year shall be paid at her/his current rate.

- D. Overtime shall be paid for all hours worked over forty (40) hours in a work week.

ARTICLE IV MATERNITY AND CHILD REARING LEAVE

Maternity Leave: In conformance with the law, the Board of Education shall provide maternity leave to its employees.

Child rearing Leave: Any bargaining unit member shall be entitled to a leave without pay for the purposes of child rearing, apart from any period of childbirth disability leave, in addition to leave that the bargaining unit member may be entitled to as a matter of law.

A bargaining unit member may continue to participate in group insurance plans at his/her own expense during the period of leave if the bargaining unit member pays the Board the total cost of the insurance benefit during that period at least two weeks before the Board would regularly make its payment or payments.

Bargaining unit members requesting leave shall submit written notice not less than sixty (60) days prior to the anticipated date of commencing maternity or child rearing leave.

At the expiration of the child rearing leave, the bargaining unit member shall be restored to a position of like nature, fringe benefits, pay, and seniority, based on the number of years at the time child rearing leave commences, provided that the bargaining unit member remains eligible for reinstatement under other rules and regulations of the Board.

After the birth of a child, an employee shall only be eligible for paid sick leave for the period of disability following birth as determined by her physician. The employee will be required to submit the status of her disability prior to the 8th week of her leave.

ARTICLE V PAID LEAVE

A. Sick Leave:

1. Bargaining unit members shall earn one and one-quarter days per month up to 12.5 days of sick leave per year for school-year employees and 15 days for 12-month employees. Any unused sick days shall accumulate to one hundred sixty (160) days, so long as the bargaining unit member remains continuously in the service of the Board.
2. A notification of sick leave accumulated to September 1st will be given to each bargaining unit member during the first month of each school year.
3. Bargaining unit members who are to be absent because of illness shall record the absence on the school's absence management system as soon as they are aware they will be absent. The administration may require a doctor's certificate when bargaining unit members are habitually or frequently absent because of illness or in cases of absence of greater than three (3) days

duration.

B. Personal Leave:

Personal leave up to four days per year, or additional with special permission of the superintendent, without loss of pay, will be permitted to each bargaining unit member for personal matters that cannot take place outside of working hours. Personal days are not to be used as vacation days. Unused personal days cannot be carried over to the next school year.

Examples of permissible personal leave absences would be bereavement, a house closing, any legal matter requiring one's attention, a move from one household to another, or a wedding requiring travel.

Except in cases of emergency, notice shall be given to the school principal at least forty-eight hours in advance of the need for a personal day.

Bonus Days:

All employees who have completed one full year of work with a 97% attendance record in the school calendar year will be granted two additional bonus leave days in the following school year. These days are not cumulative and may not be carried over to the subsequent year. Leave days taken for bereavement, maternity, FMLA, religious leave, jury duty, or personal leave would not count as an absence for the purposes of this article.

C. Educational meetings or conferences:

Each bargaining unit member may be permitted one day each year for attendance at recognized educational meetings or conferences. If the attendance and projected expenses are approved, those costs will be paid by the Board on presentation of receipts. Also, if attendance is required by the Board, mileage will be paid to and from the educational meeting at the IRS rate using Fields Memorial School as the starting point of the basis for measurement. Mileage reimbursement for required attendance at an educational meeting will be made only to bargaining unit members who can demonstrate that they drove.

D. Jury Duty:

Any bargaining unit member who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or personal leave.

E. Military Leave:

The Board shall provide military leave as provided by law.

F. Holidays

All members of this bargaining unit shall be entitled to the following paid holidays:

New Years Day	Memorial Day	Thanksgiving
MLK Jr. Day	Labor Day	Day after Thanksgiving

Presidents Day	Columbus Day	Christmas Eve
Good Friday	Veterans Day	Christmas Day

Employees who work a full-year schedule (not a school year schedule with additional summer days in an additional capacity) shall also be entitled to the following paid holidays:

Juneteenth

Independence Day

Twelve month employees shall be entitled to an additional floating holiday that can be taken with three days' notice.

G. Vacation:

Twelve-month employees who work thirty-five (35) hours or more per week are eligible for vacation at the following rate:

After 1 year	10 days
After 5 years	15 days
After 10 year	20 days

H. General Leave:

Extended leaves, with or without salary, may be granted at the discretion of the Superintendent. If the Board has already paid all or a part of the cost of any insurance or other benefit covering the period of such leave, the expense must be repaid prior to the commencement of such leave. A bargaining unit member may continue to participate in group insurance plans and receive other available benefits at his/her own expense during the period of leave if he/she pays the Board the total cost of the insurance benefit during that period at least two weeks before the Board would regularly make its payment or payments.

I. Resignation Pay:

1. Bargaining Unit members with a minimum of ten (10) years of continuous service with the Bozrah Public Schools, shall be compensated for up to one hundred sixty (160) days of unused sick leave at a rate of ten dollars (\$10.00) per day, upon resignation.
2. To be eligible for the benefit employees must inform administration of their plans to retire by January 1 of the year of the planned retirement, and the date of termination must be at the end of that school year.

ARTICLE VI LAYOFF AND RECALL

In the event that layoffs become necessary, the bargaining unit member whose position is affected shall have the right, in order of his/her seniority, to replace the least senior bargaining unit member in their category.

All employees who have been laid off will be placed on our recall list for one (1) year and must be recalled

for any position within their categories before any new people can be hired to fill vacant positions. Notification of recall shall be mailed, return receipt requested, to the last address given by the employee. Seniority is defined as a bargaining unit member's last date of hire. Approved leaves and layoffs do not create a break in seniority.

ARTICLE VII PERSONNEL FILES

Bargaining unit members shall have access to their personnel files in accordance with the General Statutes of the State of Connecticut. Each bargaining unit member shall be permitted to file a brief written statement concerning any item in the bargaining unit member's own personnel file with which the bargaining unit member disagrees. Bargaining unit members shall, within reason, be able to make copies of the contents of their personnel files.

Bargaining unit members shall be notified by the administration when there has been a request for information from their personnel file.

ARTICLE VIII GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise affecting the welfare or working conditions of bargaining unit members not in conflict with the welfare of students. Both parties agree that proceedings shall be kept as confidential as appropriate.

B. Definitions

1. A "grievance" is any complaint by a bargaining unit member or the Federation that his or her rights have been violated by the misapplication or misinterpretation of a specific provision of this collective bargaining agreement.
2. "Grievant" shall mean the bargaining unit member or bargaining unit members or the Federation making the claim.
3. "Days" shall mean calendar days.

C. Time Limits

1. Since it is important that the grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as the maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If a bargaining unit member does not file a grievance in writing within fifteen (15) days after he/she knew, or should have known, of the act or condition on which the grievance is, then the grievance shall be considered to have been waived.

3. Failure by the bargaining unit member at any level to appeal a grievance to the next level within the specific time limits shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedures

1. If a bargaining unit member feels that he/she may have a grievance, he/she will first discuss the matter with the school principal in an effort to resolve the problem informally. If the individual bargaining unit member so desires, a Federation representative may accompany him/her to the meeting as an observer. The Federation, as the recognized representative of the bargaining unit member, has the right to grieve any violation of the negotiated contract. It is understood that the Federation has the right to represent (a) bargaining unit member(s), who so wish(es), in any grievance procedure.
2. If the bargaining unit member is not satisfied with such disposition of the matter, he/she shall have the right to have the Federation assist in further efforts to resolve the problem informally with the principal or other administrator.

E. Formal Procedures

1. Level One: Principal

If the bargaining unit member or Federation is not satisfied with the outcome of the informal procedures, it may present its claim as a written grievance to the principal within fifteen (15) days after he/she knew or should have known of the act or condition upon which the grievance is based. The principal shall, within five (5) days after the receipt of the written grievance, render his or her decision in writing, stating that the grievance is either upheld or denied, with copies given to the bargaining unit member, the Superintendent of Schools, and the Federation.

2. Level Two: Superintendent

If the bargaining unit member or the Federation is not satisfied with the disposition of the grievance at Level One, he/she may, within ten (10) days after the receipt of the principal's decision, file an appeal in writing to the Superintendent and such writing shall set forth specifically the act or condition on which the grievance was based on Level One, the section of the contract alleged to be involved, its disposition at Level One, the grounds on which the appeal is based, and the remedy requested.

The superintendent and/or his/her representative shall meet with the bargaining unit member or Federation within fifteen (15) days after receipt in writing by him/her of such appeal and shall give his decision in writing to the bargaining unit member or Federation within ten (10) days of such meeting stating that the grievance is either upheld or denied.

3. Level Three: Board

In the event that the bargaining unit member or Federation is not satisfied with the disposition of the grievance at Level Two, he/she may, within ten (10) days after the decision, file a written grievance indicating such dissatisfaction with the Board of Education, via the secretary of the

Board.

Within twenty (20) days after receiving the written grievance, the Board or a committee of the Board shall schedule a meeting with the grievant for the purpose of resolving the grievance. The decision shall be given in writing to the grievant within fifteen (15) calendar days of said meeting stating that the grievance is either upheld or denied.

Nothing contained above shall be construed as preventing the Superintendent at Level Two or the Board at Level Three from requiring the involved principal and/or immediate supervisor to be present.

4. Level Four: Arbitration

In the event that the Federation is not satisfied with the disposition of the grievance at Level Three, it may, within twenty (20) days, refer the matter to the American Arbitration Association for beginning arbitration. The costs of arbitration shall be shared equally by the Federation and the Board of Education.

ARTICLE IX FEDERATION RIGHTS

The Board agrees to deduct from the pay of bargaining unit members who elect to become members of the Union such membership dues as may be fixed by the Federation. Such deduction shall continue for the duration of the Agreement or any extension thereof unless the bargaining unit member advises the Human Resources Office in writing that he/she elects to discontinue dues deductions.

The Federation shall supply to administration written notice at least thirty(30) days prior to the effective date of any change in the rate of Federation dues. The Federation will also furnish The Human Resources Office with an authorization card signed by the employees authorizing the Board to make such deductions.

The Federation agrees to indemnify and hold the Board of Education harmless against any and all claims, demands, suits, damages and costs, including attorney's fees or any other form of liability that may arise out of, or by reason of, actions taken by the Board of Education for the purpose of complying with the provisions of this Article.

ARTICLE X FRINGE BENEFITS

All employees who work thirty (30) hours or more and work ten months or more shall be entitled to participate in the Board's health care program.

- A. The Board's share of premium costs for such insurance shall be eighty-three percent (83%) for the 2024-2027 contract years and the eligible employee shall pay the remaining seventeen percent (17%) through payroll deduction.
- B. In the event that the Partnership Plan administrators impose a HEP non-participation penalty on the basis of an employee's non-compliance with the terms of the HEP or any non-compliance on the part of an individual covered under the employee's insurance, any such penalty shall be fully paid by the noncompliant employee, by payroll deduction. The employee will also be charged any

apportioned fee that was assessed to the Board of Education. That fee will be determined by the number of employees that have been non-compliant and pro-rated by the employee's level of coverage.

- C. The Board shall provide Bargaining unit members with \$30,000 term life insurance at no cost to the employee.
- D. The Board of Education reserves the right to change insurance carriers at any time so long as it gives prior notice to the Federation and so long as the coverage under the substituted insurance carrier's policy is substantially similar considering administration and benefits. Once the Federation is notified that the Board intends to change insurance carriers, the Federation has fifteen (15) calendar days to examine the new insurance carrier's proposal. If the Federation feels that the coverage under the new proposal is not substantially similar, it must object to the change in writing during those fifteen (15) days. If the parties are unable to informally resolve the matter within the following thirty (30) days, an arbitrator with expertise in the field of insurance shall be mutually selected or, if the parties cannot agree, shall be selected forthwith by the American Arbitration Association. The arbitrator shall be asked to decide the following question:

Is the coverage under the substituted insurance carrier's proposal substantially similar to the current insurance carrier's policy considering administration and benefits?

The arbitrator must render his decision within thirty days. In a situation where a complaint has been lodged by the Federation, the Board will not institute the new insurance coverage until an agreement has been reached or until an arbitrator has decided that the substitute coverage is substantially similar to the current coverage. The Board of Education may change insurance carriers no more than once every two years.

- E. Any bargaining unit member who, at the beginning of the school year, elects in writing not to participate in the package of health insurance package plans provided by the Board of Education, shall receive, in lieu thereof, payment of \$2,000. The Board reserves the right to limit the number of bargaining unit members who may elect this option if the group who maintains insurance would be reduced to a size that would be charged a higher premium because of the smaller size of the group. Also, it is understood that this benefit can only be implemented to the extent permitted by the Board's insurance carrier(s), without any additional cost to the Board. This election of a stipend in lieu of insurance may be exercised annually, in writing, at the beginning of the school year or the time of initial employment. Employees who elect the stipend need to show proof of insurance to receive the \$2000 payment.

ARTICLE XI

TUITION REIMBURSEMENT

Bargaining unit members who meet the following conditions shall receive partial reimbursement for the cost of tuition incurred in taking college level courses:

1. The particular courses must be approved by the Superintendent in advance. The Superintendent's decision is final and not subject to the grievance procedure.

2. The bargaining unit member must receive at least a "B" for a final grade. A transcript or other official record of grade must be provided.
3. Prior to each school year, the Board, in its sole discretion, shall designate how much money will be available to the staff for course reimbursement, in no case less than \$6,000 per fiscal year. A deadline for applications shall be set.
4. Any bargaining unit member whose course is approved shall submit evidence of the costs of tuition and the Board shall, if all conditions are met, reimburse the Bargaining unit member eighty-five percent (85%) of such agreed upon costs, unless the \$6,000 spending limit has been met.
5. No bargaining unit member shall receive reimbursement for more than one course in any school year unless, after the deadline has passed, and after all applications have been approved or disapproved, the amount of funds designated for that year have not been exhausted. Requests for reimbursement must be made in writing within two months of course completion.
6. Any courses that are relevant to the bargaining unit member's field of work shall be recorded in his/her personal file.

ARTICLE XII SAVINGS CLAUSE

In the event that any provision or 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 this Agreement shall remain in full force and effect.

ARTICLE XIII LONGEVITY

All members of the bargaining unit shall receive one of the following longevity stipends below, as earned:

Ten (10) years and over more of continuous service - one hundred dollars (\$100)
Fifteen (15) years and over more of continuous service - three hundred dollars (\$300)
Twenty (20) years and over more of continuous service - five hundred dollars (\$500)

ARTICLE XIV SALARY SCHEDULE

All payrolls will be fulfilled through direct deposit. The board agrees to permit voluntary deductions for all bargaining unit members into any bank.

2024-2025 Schedule

	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk	16.60	17.16	17.71	18.33	18.79
General Custodial/Cafeteria	17.75	18.30	18.90	19.52	20.00
Paraprofessional	19.41	20.07	20.72	21.44	21.98
Head of Custodial/Cafeteria	22.80	23.34	23.94	24.54	25.16
Secretary	23.01	23.57	24.18	24.77	25.39
Business Admin Asst.					27.08
RBT	26.58	27.10	27.63	28.16	28.69
Library	27.76	28.26	28.90	29.47	30.22
Technology Coordinator					32.79
Nurse	42.92	43.47	44.04	44.62	45.74

2025-2026 Schedule

	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk	17.18	17.77	18.34	18.98	19.45
General Custodial/Cafeteria	18.33	18.91	19.53	20.17	20.66
Paraprofessional	19.99	20.68	21.35	22.09	22.64
Head of Custodial/Cafeteria	23.38	23.95	24.57	25.19	25.82
Secretary	23.59	24.18	24.81	25.42	26.05
Business Admin. Asst.					27.74
RBT	27.16	27.71	28.26	28.81	29.35
Library	28.34	28.87	29.53	30.12	30.88
Technology Coordinator					33.45
Nurse	43.50	44.08	44.67	45.27	46.40

2026-2027 Schedule

	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk	17.78	18.39	18.98	19.64	20.13
General Custodial/Cafeteria	18.93	19.53	20.17	20.83	21.34
Paraprofessional	20.59	21.30	21.99	22.75	23.32
Head of Custodial/Cafeteria	23.98	24.57	25.21	25.85	26.50
Secretary	24.19	24.80	25.45	26.08	26.73
Business Admin. Asst.					28.42
RBT	27.76	28.33	28.90	29.47	30.03
Library	28.94	29.49	30.17	30.78	31.56
Technology Coordinator					34.13
Nurse	44.10	44.70	45.31	45.93	47.08

Once placed on the salary scale, union members will advance one step each year until they reach the top step.

ARTICLE XV
RETIREMENT ACCOUNT

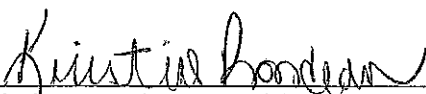
All eligible bargaining unit members shall be enrolled in CMERS.

ARTICLE XVI
DURATION

This agreement shall be effective as of July 1, 2024 and shall remain in effect through June 30, 2027.

SIGNATURE PAGE

BOZRAH FEDERATION OF EDUCATIONAL PERSONNEL:



Kristine Rondeau, President

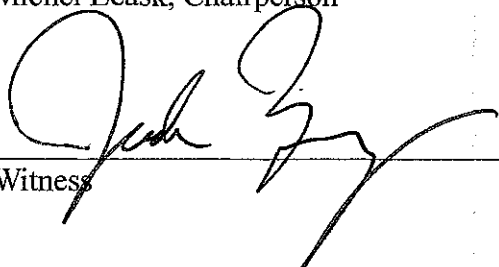
March 5, 2024
Date

BOZRAH BOARD OF EDUCATION:



Michel Leask, Chairperson

3/5/2024
Date



Witness

3/5/2024
Date

APPENDIX A
JOB DESCRIPTIONS AND SPECIAL CIRCUMSTANCES

Custodians

Responsibilities and duties:

The custodians shall ensure that the school building is maintained and kept in a clean, well-lighted condition; emergencies are reported immediately; economy is practiced in the operation of the department; the cleaning program does not interfere with school activities; good communication is maintained with the head custodian; a harmonious working relationship is maintained with the superintendent, principal, the head custodian, custodial, certified and non-certified staff; all doors and windows are locked every night; the security alarm is set every night.

The twelve-month custodial position is forty hours per week for fifty-two weeks per year.

When school is delayed or closed early due to inclement weather, the custodians shall be required to work their normal shifts.

Night Shift custodians shall be granted a paid $\frac{1}{2}$ hour supper break as long as they remain on school grounds. If a night shift custodian chooses to leave school grounds he/she must mark the time on his/her time sheet. Upon return, he/she shall complete the remainder of their shift so that on campus time equals eight hours.

Custodians who work when school is canceled due to weather conditions shall work until they complete their normal shift unless conditions pose a safety hazard to return home. In the case when the Governor announces a state of emergency, all employees shall be required to leave the building and return to home.

All twelve-month custodians shall be compensated at a holiday rate of pay for all hours they are required to work on a holiday (in case of emergency only). The holiday rate of pay shall be the custodian's regular hourly rate plus time and a half.

Any custodian called in at a time not contiguous to his/her normal working hours to respond to an emergency situation shall be compensated for a minimum of two hours at his/her normal rate of pay. Any hours worked above two shall be compensated at his/her normal rate of pay.

All custodial overtime shall be offered to the building custodian(s) prior to seeking help from any outside individual.

School Nurse

Responsibilities and duties:

The school nurse is responsible for planning, implementing, coordinating and evaluating school health services that: 1) maximize the quantity of in class time by reducing the incidence of health related absenteeism, 2) eliminate or minimize health problems which impair learning, and 3) achieve the highest degree of independent functioning possible. More specifically, the school nurse: 1) identifies the health care needs of specific student populations and the availability of health services/resources, 2) plans and implements services to meet those health care needs, 3) assesses and evaluates the effectiveness of the services and health care plans, and 4) collaborates with a wide variety of school system and professional disciplines to enhance the educational process and the promotion of an optimal level of wellness for students, families and staff. The school nurse functions independently under state and school guidelines and policies without on-site supervision. Work is self-directed and clinically autonomous. Limited supervision may be exercised over volunteers and/or unlicensed personnel.

To accomplish these responsibilities, the school nurse serves in the roles as program manager/coordinator, case manager/direct care provider, collaborator/advocate, educator and counselor for the entire school/school district.

The ten-month school nurse position is seven and a quarter hours per day for each full day that students are in attendance, plus three days available per year for professional development activities. The nurse has a paid lunch because she is on-call during all lunch periods.

Paraprofessionals

Responsibilities and Duties

The paraprofessional shall reinforce the educational and disciplinary philosophy advocated by the school. The paraprofessional shall be directly responsible to the building principal or his/her designee.

General Responsibilities:

1. Assist individual students or groups of students to reinforce learning or skills initially introduced by the teacher.
2. Assist in the performance of clerical tasks necessary for classroom operation or the operation of the school.
3. Supervise individual students or groups of students during school-sponsored activities in and out of the building.
4. Supervise areas of the building as directed by the building principal or his/her designees; areas to include, but not be limited to, playground, cafeteria, corridors, study halls, etc.
5. Perform other duties as directed by the building principal or his/her designee.

Registered Behavioral Technicians (RBTs)

Role: The Registered Behavior Technician (RBT) provides 1:1 behavioral intervention or group program services to students with special education needs. The RBT works collaboratively with parents and school staff including special education teachers, BCBA, regular education teachers, paraprofessionals, and related service providers. RBT's are responsible for implementing Applied Behavior Analysis (ABA) based programs under the supervision of the Board-Certified Behavior Analyst (BCBA).

Primary Responsibilities:

Assist with delivering behavior analysis services and practice under the direction of the BCBA

Implement programs and behavior intervention plans provided by a special education teacher/BCBA/School Psychologist

Collect and record data regarding student behavior including progress notes

Maintain accurate records of student data

Communicate with school staff regarding student plans

Maintain confidentiality and professional boundaries with staff, students, and parents

Assist special education teacher/BCBA with providing discrete trial instruction

Collaborate with all team members including teachers, paraprofessionals, administrators, related service providers, and parents

Follow RBT ethics codes as required by the BCBA

Immediately reports to special education teacher or BCBA any student incidents or complaints

Perform other responsibilities as designated by the Director of Student Services and supervisory BCBA

Maintains PMT training

Participates in team meetings including Planning and Placement Team (PPT) meetings, as requested

Attends all required staff meetings

Library Supervisor

Responsibilities and Duties

The library supervisor for the Bozrah Public Schools will have charge of the school library, reporting directly to the principal.

The library supervisor's duties will include, but not be limited to, the following:

- The opening and closing of the library according to the schedule established with the approval of the superintendent.
- Supervision of the library during its open hours except as relieved by arrangement with the superintendent.
- Pupil supervision and discipline in the library.
- Care of and maintenance of the library's books, equipment and housing.
- Recommending the purchase of new books, equipment and supplies.
- Cooperating with teachers in providing instruction (under the direct supervision of a certified teacher) to pupils in the library usage.
- Cooperating with town and area libraries so as to enrich the services of the school library.
- Supervising the signing out and returning of books. Shelving books.
- Selecting and ordering all books, periodicals, records, reference and other materials for the library.
- Monitoring and keeping a working account of the library budget.
- Maintaining an active list of book requests from teachers, parents and students. Cataloging, inventory, collection analysis, magazines.
- Maintaining an up to date catalog of all the books in the library, noting purchase price, purchase date, and bar code number.
- Processing new books, classifying and marking books according to the Dewey Decimal System. Placing labels and card pockets in each book and arranging books on shelves.
- Repairing library books and keeping the library attractive.
- Helping students with writing reports.
- Assisting parents in choosing reading materials for their children.
- Working with teachers in getting groups of books together for reports or for certain subjects a particular class may be studying.
- Maintaining an up-to-date list of the books contained in the summer reading series and noting which are present in the library.
- Reporting circulation of materials and other reports that are necessary. Typing of reports, letter writing, filing, and in general, performing all office duties necessary to maintain the library so it can run effectively.

The library supervisor works the school-year schedule plus an additional five days, generally over the summer.

Administrative Assistants

The administrative assistants ensure smooth and efficient office operations by performing a variety of clerical and administrative duties. Administrative assistants report to Administration. Administrative assistants work twelve months.

The administrative assistant duties and responsibilities are:

- Schedule and coordinate appointments and activities of the office.
- Act as a receptionist, greeting visitors, answering telephone calls in polite and efficient manner, and communicating effectively regarding routine, sensitive, and confidential matters.
- Serve as contact person and reference source for staff, parents, town departments, and general public, including requests for information under the Freedom of Information Act
- Complete state reports and electronically submit data to the State Department of Education
- Manage the PSIS and PowerSchool information for the district
- Coordinate facility use and maintain the School Use of Facilities calendar
- Act as registrar for new students to include notification of incoming/transferring students to teachers and staff, establish new student files, mail or request student records to/from transferred schools, enroll/unenroll in PowerSchool and PSIS, coordination of student bus assignment with bus company, update class lists
- Manage kindergarten registration activities
- Manage preschool screening process/registration
- Coordinate with list of high school choices for 8th grade student
- Maintain records on students (paper and electronic) including cumulative files, special education files, and transfer files
- Verify residency of non FMS high school students prior to enrolling in chosen high school
- Monitor high school census records to ensure accuracy
- Exit graduated students from PowerSchool and PSIS, coordinate delivery of cumulative files to chosen high schools, coordinate bus transportation with bus company
- Coordinate daily dismissal list and announce bus/pick-up dismissals daily
- Monitor bus routes in the afternoon to ensure all students arrive home safely. Communicate with bus and/or parent/guardian as necessary
- Manage school nutrition program including maintaining Direct Certification list, free/reduced applications, notify parent/guardian of eligibility, update eligibility in cafeteria point of sale system as needed, complete the lunch application packet at the start of school year, submit monthly CNP lunch claim
- Maintain office equipment and work areas (e.g. cleaning, clearing paper jams, changing toner/ink cartridges, service calls)
- Issue and keep record of Working Papers for Town of Bozrah

- Create/Post calendar reminders and other necessary communications to families/staff on ParentSquare
- Update/maintain school website including posting menus, calendar, registration packets, employment postings, BOE agendas, minutes, and policies
- Inventory and order staff/school supplies and materials (office supplies, consumables, non-consumables, and subscriptions)
- Manage School Photo Day including scheduling with photographer, providing class rosters to photographer, notifying families, collecting orders, supervising day of photos
- Human resource tasks such as posting vacancies, scheduling interviews, keeping records of all applications, processing new hires (forms, fingerprinting)
- Track student daily attendance and notifies teachers
- Obtain updated student forms at the start of school year and update information in PowerSchool as needed
- Coordinate student bus assignments each year with First Student by providing student rosters for FMS and high school students. Communicate bus times to each family
- Prepare for monthly, subcommittee and special Board meetings: post meetings within required time frame, complete documentation of agenda items and transcribe meeting minutes. Act as custodian of Board meeting minutes, resolutions, and other regulated documents. Disseminate information regarding changes to documents, policies and procedures, providing clarification as needed.
- Notify bus company and television/radio stations of early dismissals/delays/closures due to weather or emergency
- Prepare graduation diplomas, awards, caps & gowns, invitations, programs, and other materials related to 8th grade graduation. Communicate with award sponsors.
- Solicit, update and manage the FMS scholarship list annually
- Schedule Planning and Placement Team meetings and Section 504 meetings
- Prepare minutes of each PPT or Section 504 meeting
- Schedule coverage for staff members attending meetings during the school day
- Responsible for compliance with state and federal agencies regarding special education and section 504
- Data entry CT-SEDS
- SEDAC/MI/CMT Checklist, etc.
- Prepare contracts for special education students attending a facility other than FMS

Technology Coordinator

The technology coordinator for Bozrah Public Schools will help develop, implement, and monitor the educational technology program of the district. The technology coordinator reports to the principal.

The technology coordinator's duties, in addition to other assigned duties, are:

1. Address and problem-solve all technology needs, during working hours and off-hours as technology emergencies arise.
2. Assist school staff with use of technology-related educational programs and systems to achieve the educational goals and objectives of the school district.
3. Coordinate and maintain district hardware, software, networks and other tools related to maximize performance and availability of technology services for instructional and administrative use. (examples: desktops, servers, switches, email, CEN filter, school web page, student information system, PSIS).
4. Work with instructional leaders and curriculum committees to determine appropriate integration of technology in various subject areas.
5. Work with district staff to determine appropriate use of technology for management purposes and making data driven timely decisions.
6. Develop budgets and make purchasing recommendations for hardware, software, productivity tools, and infrastructure development.
7. Review and evaluate hardware and software. Recommend cost effective, user friendly product purchases that will aid in the implementation and improvement of technology instruction and management of the district.
8. Coordinate the distribution of technology hardware and software throughout the district in accordance with administrative and instructional needs.
9. Maintain an inventory of technology equipment and software in the district.
10. Make recommendations for technology related curriculum modifications and professional development. Provide staff development in the use of technology as an instructional and management tool.
11. Work with community, regional and state committees to establish and maintain alliances to establish as a recognized leader and model for technology integration within the state.
12. Provide awareness of the district educational technology program to the public through technology workshops and other presentations.
13. Attend workshops and conferences to maintain and expand technology skills and to stay current regarding technology standards and practices as they relate to education.
14. Proactively pursue grant monies to support the technology program.

The technology coordinator is a twelve month position that works 260 days per year.