



REGULAR BOARD OF EDUCATION MEETING

Monday, June 9, 2025 7:00 PM

Town Council Chambers

Glastonbury Town Hall

2155 Main Street

Glastonbury, CT 06033

1. Call to Order
2. Pledge of Allegiance
3. Awards and Recognition
 - A. Board of Education Student Representative, Hayley Lemieux, Class of 2025
4. Student Representatives' Report
 - A. Hayley Lemieux, Class of 2025
 - B. Amalia Baird, Class of 2027
5. Information Session for Public Comment
6. Business Requiring Action
 - A. Acceptance for First Reading Glastonbury East Hartford Elementary Magnet School Budget for the 2025-2026 School Year
 - B. Ratification of the Agreement Between the Glastonbury Board of Education and Local 1185, Council #4 AFSCME, AFLCIO, Glastonbury Educational Secretaries and Paraeducators Union, for the period of July 1, 2025-June 30, 2029
 - C. Approval of the May 19, 2025 Meeting Minutes
7. Reports and Discussion
 - A. Summer Professional Learning
 - B. Glastonbury Education Foundation
8. Committee Chair Reports
9. Chairman's Reports
10. Superintendent's Report
 - A. Self-Insurance Reserve Update, May 2025
 - B. Staff Appointments
 1. Nathan Murphy, Nayaug School, School Psychologist
 2. Carter Newman, Hopewell School, Grade 4 Elementary Teacher
 3. Brigitte Roy, Buttonball Lane School, Art Teacher
 4. Jacob Ruzsbatsky, Glastonbury High School, Special Education Teacher
 5. Lilith Schoenberg, Nayaug School, Grade 5 Elementary Teacher
 6. Kayla Simoes, Hebron Avenue School, Grade 2 Elementary Teacher

- 7. Marlene Suarez, Nayaug School, Social Worker
- 8. Colleen Wixom, Gideon Welles School, Speech & Language Pathologist
- C. School Enrollment, June 2025
- D. Dates to Remember
- 11. Adjournment
 - A. Please note: It is possible that the Board of Education may go into Executive Session

How to Participate in Board of Education Meeting Public Comments

At this time, there are two options for participating in public comment during Board of Education meetings.:

1) In-Person Comment.

The Board sets aside thirty (30) minutes for public comments. Comments are limited to 3 minutes per speaker and a person may speak only once. Each speaker must start by stating their name and address. There will be a sign-up sheet in the back of the room. In-person meetings are held in the Town Hall Town Council Chambers, 2155 Main Street, Glastonbury, unless otherwise noted on the [Board of Education Meeting webpage](#) and the Board Meeting agenda.

2) Written Comment.

Use the form below to submit a written comment before 12 noon on the meeting day. Written comments are attached to the BOE Meeting Agenda.

[Public Comments for Glastonbury Board of Education Meeting](#)

Public Comments for BOE Meeting (Responses) 2024-2025

Timestamp	Your Full Name	Your STREET Address	Your Comment to be attached to the agenda of the next Glastonbury Board of Education meeting. NOTE: This field accepts up to 2500 characters. Please submit a second response to this form if you require additional text.
6/9/2025 9:28:04	Kevin Anderson	209 Lancaster Rd.	<p>Chairman Foyle,</p> <p>The "Every Grade Has a Story" article that is posted on the Board of Education Website and was in the June 5, 2025 addition of The Glastonbury Citizen.</p> <p>The Article reads: 207 Students were recognized as Faculty Scholars— students who have achieved a 3.75 grade point average over their FOUR YEARS OF HIGHSCHOOL.</p> <p>Shouldn't the article read as: 207 Students were recognized as Faculty Scholars – students who have achieved a 3.75 grade point average AFTER THIRD QUARTER OF THE SENIOR YEAR?</p> <p>Is the BOE and the school district providing false information to the town residents?</p> <p>Also it is very interesting that the article on the Top Graduating Seniors Announced also in the June 5, 2025 addition of The Glastonbury Citizen specifically mentions "after the third quarter of senior year" for students with a 4.60 and 4.75 GPA and the article about the Faculty Scholars does not.</p> <p>Its fascinating, the separate articles describing two groups of students at GHS uses the same wording used in the 2024/25 Glastonbury High School Handbook:</p> <p>1.5 Faculty Scholar/Academic Honors (page 10) Graduating seniors with a GPA of 3.75 or better will be listed in the graduation program as Faculty Scholars. Those with a GPA of 3.0-3.75 will be designated in the program as receiving Academic Honors. Students who receive a 4.75 GPA or higher after the third quarter of senior year will be recognized during graduation, and students who receive a 4.6 GPA or higher after the third quarter of senior year will be recognized for the newspaper.</p> <p>Yet according to the final decision we received and made by the Glastonbury Board of Education and School Administration on Friday June 6, 2025. Corey Anderson who in the GHS Graduating Class of 2025 with a final 3.765 grade point average OVER HER FOUR YEARS OF HIGHSCHOOL does not get recognized by the Glastonbury Public School System as a Faculty Scholar on the night of graduation.</p> <p>The Glastonbury Public School System, Board of Education Members and all levels of School Administration from Alan Bookman – Superintendent of School, to Dr. Bean - Principle of Glastonbury High School, to Ted Gregorski - Head of Student Counseling at Glastonbury High School failed with the handling of this matter at hand.</p> <p>You have failed to listen, failed to support and failed to make right for a student of the Glastonbury School System.</p> <p>There is another story to be told here.</p>
6/9/2025 10:02:49	kevin anderson	209 Lancaster Rd.	<p>(Continuation of first post)</p> <p>The Board of Education Chairman and the School Administration mentioned above all have put their best interest for themselves in front of a Glastonbury student's best interest.</p> <p>That should never happen!</p> <p>To run a school system by the way of what is "traditionally" done and what has been done for "many decades" . The students of the Glastonbury School System deserve better.</p>

June 9, 2025

To the Members of the Board of Education,

On behalf of the entire GEHMS community, I would like to express our heartfelt gratitude to the Board of Education and the Town of Glastonbury for your continued support of our students, staff, and programs.

First and foremost, I want to extend sincere appreciation to the Glastonbury Police Department, particularly our School Resource Officers. In every interaction, they have exemplified professionalism, compassion, and a steadfast commitment to the well-being of our school community. Their proactive approach to safety and their strong partnership with our staff have been invaluable in creating a secure and trusting school environment.

This year, we were proud to continue our *One School, One Book* initiative for a second consecutive year. Every GEHMS family received a copy of *Fenway and Hattie*, along with weekly prompts, discussion questions, and extension activities designed to support literacy and family engagement. The initiative culminated in a wonderful display of family projects at our annual art show, reflecting the enthusiasm and creativity of our students and their families.

In alignment with our district's commitment to equity, relationships, and instruction, GEHMS once again participated in CREC's Racial Justice Action Week. This marked our sixth year of involvement, and we were especially proud to have student-created project-based learning artifacts featured at the districtwide art exhibition—an inspiring celebration of student voice and advocacy.

We also continued our valued partnership with the Bushnell Theater in Hartford, now in its sixth year. This collaboration has provided unique, arts-integrated experiences for our students and continues to enrich our identity as a STEAM school. This year, Mr. Lawrence, music teacher Kevin Maki, and I were honored to receive the William Yandow Educator Award in recognition of our advocacy for arts education.

New this year, every K–5 classroom participated in a field trip to the Yellow Farmhouse Education Center in Stonington, where students experienced hands-on learning about farming, food systems, and sustainability. This experience complemented our school's garden initiative supported by Glastonbury Parks and Rec and the **CT Grown for CT Kids Grant**, which has helped us expand our outdoor learning spaces and deepen students' connections to agriculture, healthy eating, and environmental stewardship.

I would also like to take a moment to apologize for not being able to share this message in person. I am currently on medical leave. Please know that I remain proud of the work being done at GEHMS. Thank you again for your partnership and support. We look forward to the continued growth of our school community and the future we are building together.

Wishing you a restful and joyful summer.

Warm regards,
Kristi Hummel
Principal, GEHMS

Capitol Region Education Council
Glastonbury-East Hartford Magnet School
2025-2026 Budget Proposal



Submitted by Kristi Hummel
Principal
June 2025

Preface

The figures and narratives in this document are based on the FY2025-2026 budget approved by the CREC Council on May 21, 2025 and do not reflect final funding amounts from the State of Connecticut resulting from the 2025 legislative session.

GEHMS Student Enrollment 2025-2026

GEHMS Enrollment as of October 1, 2024					
Grade	East Hartford	Glastonbury	Hartford	Other	Total
PreK 3	2	5	8	7	22
PreK 4	3	14	15	6	38
K	12	11	28	19	70
1	16	5	23	20	64
2	12	10	28	15	65
3	14	5	25	21	65
4	16	3	22	22	63
5	12	9	31	13	65
Total	87	62	180	123	452
% of Total	19%	14%	40%	27%	100%

GEHMS Anticipated Enrollment 2025-2026					
Grade	East Hartford	Glastonbury	Hartford	Other	Total
PreK 3	4	10	8	8	30
PreK 4	3	6	11	10	30
K	12	11	25	18	66
1	12	10	26	18	66
2	16	6	24	20	66
3	12	10	29	15	66
4	14	6	25	21	66
5	16	3	25	22	66
Total	89	62	173	132	456
% of Total	19%	14%	38%	29%	100%

GEHMS Revenue Projections

- GEHMS receives revenue from the State of Connecticut Department of Education and the Boards of Education of the sending districts, as well as other small amounts from various grants. We also operate a Before and After Care program that brings in revenue sufficient to cover the expenses of the program.
- The State Department of Education and the State Legislature paid the Interdistrict Magnet School Grant at the statutory level of \$10,443 per student from 2010-2011 through 2015-2016. The grant was reduced by approximately 5% to \$9,921 for 2016-2017 and 2017-2018, then returned to \$10,443 for 2018-2019. The grant amount included in the 2019-2020 through 2023-2024 State budgets was \$10,652. Public Act 24-81 changed the mechanism for funding magnet schools by increasing the Magnet School Grant to \$13,558 per pupil and phasing in a reduction in the tuition rates we are allowed to charge districts. CREC's tuition rates to districts are limited to 58% of 2023-2024 rates per Public Act 24-81; therefore, tuition charged to the sending districts for GEHMS will be $\$6,335 * 58\%$, or \$3,674 per student.
- We anticipate a student population of 456 students during the 2025-2026 school year resulting in total projected revenue of \$11,166,469.

GEHMS Budget Highlights

- The proposed 2025-2026 expenses reflect an increase of \$700,590 (6.7%) over the previous year budget. Salary increases of \$315,257 were budgeted at 4.0% for teachers and administrators per contract, 4.5% for paraprofessionals per contract, and 3.0% for other positions.
- For 2025-2026, salaries and benefits reflect an increase of 3.5 FTE SPED Certified positions, 3.0 FTE Support Staff positions, and 2.0 FTE other noncertified positions.
- Lines 210-270 Benefits reflects \$16,800 per FTE for Health Insurance.
- Lines 341 External Staffing and 139 Temporary Employees show a combined decrease of \$123,000. These lines reflect the use of either external consultants or temporary staff on payroll.
- Line 423 Custodial Services, provided by Glastonbury Public Schools, is budgeted at \$475,000, an increase of \$25,000 over the current year.
- Line 611 Instructional Supplies reflects a decrease of \$18,200.
- Line 620 Utilities/Energy is budgeted at \$299,000, a \$49,000 increase over current year.

CREC's Allocation of its Indirect Costs

- CREC's indirect costs are allocated at \$530,099 in line item "311/312 CREC Admin in the 2025-2026 GEHMS budget.
- CREC's indirect costs are organizational costs that are not attributable to a single program or type of program. They are the total cost of our divisions of business services (accounting, contract and insurance administration, and payroll), human resources, communications, grants and development, and CREC's central office facilities.
- The extent to which CREC's indirect costs are charged to its state grants is strictly governed by SDE regulations. The \$530,099 charge to this budget is 5.00% of program expenses. CREC's indirect rate is the lowest of Connecticut's six regional education service centers.

CREC's Allocation of its Magnet School Management Services Costs

- CREC magnet school central office management services costs of \$509,341 for 2025-2026 are on line item "315 Management Services". This is an increase of \$20,300 over the 2024-2025 budget.
- CREC's magnet school management services costs consists of the CREC Council-approved Magnet School Office budget.
- The Management Services on line 315 represents the *direct* supervisory, administrative and professional support costs exclusively associated with CREC's 19 magnet schools and programs. It includes the personnel and non-personnel costs attributable to our superintendent of magnet schools; assistant superintendents of magnet schools; business manager; intervention teams and district Special Education staff; curriculum directors and science, math and reading coaches.
- The extent to which CREC's magnet school management services costs are charged to each magnet school is approved by SDE as part of its review of each school's annual budget. These costs are assigned to all CREC magnet schools on a per student basis. In 2025-2026, the costs are budgeted at \$1,117 per student.

GEHMS Budget Summary

The table below shows the past two years of GEHMS budgets, and the approved 2025-2026 budget.

	2023-2024 Budget	2024-2025 Budget	2025-2026 Council Approved Budget	Increase (Decrease) from 2024- 2025 Budget
Salaries				
101/102 Certified Salaries	\$4,158,342	\$4,399,550	\$4,739,035	\$339,485
122 Paraprofessionals	606,801	522,049	499,805	(\$22,244)
123 Support Staff	416,244	496,998	652,207	\$155,209
129 Other Non-certified	114,077	137,794	274,786	\$136,992
139 Temporary	45,000	85,000	187,000	\$102,000
Benefits				
210 Health Insurance	1,293,760	1,300,708	1,443,792	\$143,084
220 FICA	150,963	156,882	192,172	\$35,290
250 Unemployment Ins	15,886	16,669	18,497	\$1,828
260 Workers Comp	63,546	66,677	73,990	\$7,313
270 Retirement Insurance	42,074	42,803	52,792	\$9,989
Prof/Tech. Services				
311/312 CREC Admin	428,598	470,773	530,099	\$59,326
314 Computer Services	129,330	156,527	173,115	\$16,588
315 Management Serv.	356,096	489,041	509,341	\$20,300
320 Prof. Consulting	0	5,000	3,000	(\$2,000)
32210 CREC Staff Dvlpmnt	19,074	18,549	20,040	\$1,491
333 Other consultants	21,420	36,000	45,000	\$9,000
341 External Staffing	300,000	575,000	350,000	(\$225,000)
Property Services				
411 Safety & Security	96,000	110,000	130,000	\$20,000
423 Custodial	450,000	450,000	475,000	\$25,000
430 Maintenance & Repairs	30,000	275,000	62,000	(\$213,000)
442 Equipment Rental	12,000	11,000	11,000	\$0
490 Other Property Services	55,000	40,000	40,000	\$0

	2023-2024 Budget	2024-2025 Budget	2025-2026 Council Approved Budget	Increase (Decrease) from 2024- 2025 Budget
Other Services				
51901 Field Trips	8,000	10,000	5,000	(\$5,000)
521 Property Insurance	1,500	1,500	1,400	(\$100)
522 Liability Insurance	28,002	30,659	34,399	\$3,740
531 Postage	2,500	3,000	3,000	\$0
532 Telephone	9,500	11,000	11,000	\$0
540 Advertising	10,000	1,000	1,000	\$0
550 Printing	3,000	2,000	2,000	\$0
581 Travel	2,500	2,000	0	(\$2,000)
591 Workshop Expenses	6,000	6,500	6,500	\$0
592 Other Purchased Serv	19,350	25,000	45,000	\$20,000
Supplies				
611 Instructional Supplies	117,000	133,700	115,500	(\$18,200)
613 Maintenance Supplies	3,500	3,000	5,000	\$2,000
614 Other Materials & Supplies	20,500	42,000	42,500	\$500
615 Medical Supplies	2,500	1,500	2,000	\$500
616 Office Supplies	3,500	3,500	10,000	\$6,500
617 Pupil Incentives	2,500	2,500	2,500	\$0
620 Utilities	240,000	250,000	299,000	\$49,000
641 Textbooks	2,500	0	0	\$0
642 Library Books	5,000	4,000	4,000	\$0
643 Software	25,000	20,000	43,000	\$23,000
Equipment				
733 Equipment (\$5000+)	110,000	50,000	50,000	\$0
Other Objects				
810 Dues & Fees	1,000	1,000	1,000	\$0
Totals	\$9,427,563	\$10,465,879	\$11,166,469	\$700,590

AGREEMENT

Between the

GLASTONBURY BOARD OF EDUCATION

And

LOCAL 1185, COUNCIL #4 AFSCME, AFLCIO

**GLASTONBURY EDUCATIONAL SECRETARIES AND
FULL-TIME PARAEDUCATORS UNION**

July 1, 2025-June 30, 2029

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AGREEMENT

THIS AGREEMENT IS MADE AND ENTERED INTO on this ~~24th day of May, 2021~~, by and between the GLASTONBURY BOARD OF EDUCATION (hereinafter referred to as the "Board") and LOCAL 1185 COUNCIL #4 AFSCME, AFLCIO, GLASTONBURY EDUCATIONAL SECRETARIES AND FULL-TIME PARAEDUCATORS UNION (hereinafter referred to as the "Union").

ARTICLE 1 RECOGNITION

The Board hereby recognizes and certifies the Union as the exclusive representative for all employees in the unit consisting of all employees of the Board engaged in clerical, secretarial, or Paraeducator work in the public school system of the Town of Glastonbury, except for employees in supervisory positions as defined by the Municipal Employees Relations Act, so called, and except for secretaries to the Board, Superintendents of Schools, and Business Manager. This recognition agreement is made for the purpose of, and in accordance with, all of the rights and privileges as provided by the Municipal Employees Relations Act, Chapter 113, section 7467477, as amended 1967, General Statutes of Connecticut.

ARTICLE 2 WAGES

2.1 Effective July 1, 2025 and lasting until June 30, 2029 all employees shall be paid in accordance with the wage schedule annexed hereto and designated as Exhibit A.

2.2 Placement:

All employees who have completed a full fiscal year will be entitled to the next step annual wage increment provided satisfactory service has been rendered. Employees hired during the fiscal year, and before March 1, shall be granted the normal increment at the beginning of the following fiscal year, provided service has been satisfactory. Employees hired after March 1 shall not be entitled to a service increment for the following fiscal year. Determination of satisfactory service will be at the discretion of the administration.

2.3 Longevity:

~~Any employee, who, by October 31st of the school year, has completed ten (10) years of employment with the Glastonbury Public Schools, will receive a longevity payment in the amount of Five Hundred Dollars (\$500), to be paid in one lump sum in December of each year.~~

~~Any employee, who, by October 31st of the school year, has completed fifteen (15) years of employment with the Glastonbury Public Schools, will receive a longevity payment in the amount of One Thousand Dollars (\$1,000), to be paid in one lump sum in December of each year.~~

~~Any employee, who, by October 31st of the school year, has completed twenty (20) years of employment with the Glastonbury Public Schools, will receive a longevity payment in the amount of One Thousand Five Hundred Dollars (\$1,500), to be paid in one lump sum in December of each year.~~

Effective July 1, 2025, all regular full-time employees shall be entitled to longevity pay in recognition of their length of service in accordance with the following schedule:

Completion of five (5) years	\$250.00
Completion of ten (10) years	\$525.00
Completion of fifteen (15) years	\$1,050.00
Completion of twenty (20) years	\$2,100.00

- a. Any employee, who, by October 31st of the school year, has completed the required years of employment with Glastonbury Public Schools under this contract, will receive a longevity payment in accordance with article 2.3.
- b. Longevity payments will be made during the month of December.

ARTICLE 3 OVERTIME

3.1 Overtime: If an employee is requested by her/his superior to work beyond her/his regular assignment, compensation shall be either at a rate equal to one and one-half (1 1/2) times the regular hourly rate of pay for each hour worked in addition to forty (40) hours per week, or by compensatory time equal to one and one-half (1 1/2) times the hours worked over forty (40) hours per week, such compensatory time to be taken in the same work week.

Hourly wages for hours worked between the regular assignment and forty (40) hours per week will be paid at a rate equal to her/his regular hourly rate of pay. The manner of compensation shall be determined jointly between the department head and the employee prior to the overtime being worked.

For purposes of this section, credit will be given for holiday hours when computing hours worked in any work week.

3.2 Additional Workdays Outside of Contract: All ten (10) and eleven (11) month employees shall be paid at their hourly rate for additional work required by the Business Manager or Board, not contracted for separately.

ARTICLE 4 INSURANCE

4.1 Employees may elect to participate in one of the following insurance options:

Anthem BCBS Century Preferred (PPO)	Anthem Blue Care Plus Option 1 (HMO)	Anthem High Deductible Health Plan (HDHP with HSA). HDHP includes:
\$20 office visit co-pay	\$15 office visit co-pay	<u>Annual Deductible:</u> \$2,500 Employee only coverage \$5,000 Employee+1/Family coverage \$0 office visit co-pays after annual deductible is met
Prescriptions: \$3 mail order, \$10 \$15 generic, \$30 brand name; Annual max = \$2,000	Prescriptions: \$3 mail order, \$10 \$15 generic, \$30 brand name; Annual max unlimited.	100% coverage for preventative/routine care
Inpatient Co-Pay \$250	Inpatient Co-Pay \$250	Board Contribution towards annual deductible: — \$1,250 Employee Only Coverage — \$2,500 Employee +1/Family Coverage 50% in 2025-2026 50% in 2026-2027 40% in 2027-2028 40% in 2028-2029
Outpatient Co-Pay \$100	Outpatient Co-Pay \$100	Board shall make contribution to employee's account on July 1st of each year.
		*Employees hired after July 1, 2013 who enroll

Emergency Room \$75	Emergency Room \$75	in health insurance shall be required to take the HDHP.
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4.2 To be eligible to receive the benefits set forth in Section 4.1 above, the employee shall annually contribute the following amount for such benefits:

	2021-2022	2022-2023	2023-2024	2024-2025
Century Preferred (PPO)	24%	25%	26%	26%
Blue Care Plus Option I (HMO)	24%	25%	26%	26%
Anthem HDHP (HSA)	15%	15%	16%	16.5%

	2025-2026	2026-2027	2027-2028	2028-2029
Century Preferred (PPO)	26.5%	27%	27.5%	28%
Blue Care Plus Option I (HMO)	26.5%	27%	27.5%	28%
Anthem HDHP (HSA)	17.5%	18.5%	19.5%	20.5%

***Employees employed on or after July 1, 2013 shall be required to take the Anthem (HSA) High Deductible plan.**

4.3 The Board of Education agrees to pay a percentage equal to medical coverage for the individual, employee plus one dependent, or family premiums for ~~the Blue Cross Full Service Plan Rider for Dental Care, including Riders A, B, C and D.~~ **Delta Dental Care**

4.4 If the total cost of a group health plan or plans offered under this contract triggers an excise tax under Internal Revenue Code Section 4980I, any other local, state or federal statute or regulation, the Glastonbury Public Schools reserves the right to offer a group health plan or plans with a total combined cost that falls below the excise tax thresholds. Eligible employees will be given the option to enroll in the lower cost coverage option(s). If the employee chooses to enroll themselves and/or their eligible family members in a coverage option or options that triggers an excise tax, 100% of any such excise tax will be borne solely by the employee.

4.5 The Board will provide each employee with term life insurance in the amount of 2.5 times the approved annualized wages.

4.6 A contributory retirement plan shall be made available to all employees one (1) year from date of employment. Effective July 1, 2021, ~~the employee contribution will be 6.75%. Effective July 1, 2022 the employee contribution will be 7% and go up 0.25% each subsequent year of the contract.~~ **Effective July 1, 2025, the employee contribution will be 7.75%. Effective July 1, 2026 the employee contribution will be 8% and go up 0.25% each subsequent year of the contract.**

4.7 Employees who are retiring may continue participation in the Health Insurance Plan as specified in this Article by paying to the Board, 100% of the applicable premium(s) on a monthly basis. Such eligibility for participation by retired employees shall cease when the employee becomes Medicare eligible.

4.8 All insurance benefits and services shall be subject to an "or equal" provision which shall allow the Board to effect whatever economies it may deem appropriate, provided there is no decrease in the benefits or services that are negotiated.

4.9 The Board will provide the same long term disability insurance as for the administrators and non-contract personnel at no cost to the employee.

4.10 ~~If a plan is chosen that requires the "Cadillac Tax" to be in effect, the employee must choose a less costly plan that does not exceed the tax threshold.~~

4.11 For those employees who are enrolled in Medicare and are covered under the High Deductible Health Plan (HDHP), because no further contributions may be made to a Health Savings Account (HSA), the contracted money to cover the deductible will be deposited into his/her payroll account and is taxable.

4.12 For the plans listed within this article, dependent coverage shall include domestic partners only for those covered as of June 30, 2017. The term domestic partner shall be deemed to include a covered person's domestic partner of the same sex who has executed an affidavit in accordance with this provision.

ARTICLE 5 VACANCIES, TRANSFERS, PHYSICALS

5.1 Vacancies: During the school year announcements shall be made at least seven (7) days prior to the filling of the vacancy to allow any interested employees to apply. During summer vacation periods, announcements of vacancies shall be made at least fourteen (14) days prior to the filling of the vacancy to allow any interested employees to apply. The Superintendent or his/her designee shall provide notice of vacancy to the President of the Union, or her/his designee, who shall be responsible for providing notice to all members of the bargaining unit. In addition, the Superintendent or his/her designee will post each announcement of vacancy in the Central Office, and send each announcement of vacancy to every school office. Any interested employee may apply on-line to the Superintendent of Schools or his/her designee in accordance with specified time limits.

5.2 Transfers: Present staff members may apply for transfers at the time of announcement of vacancies or by indicating their request on-line at any time.

5.3 Physicals: ~~In the event that, as a condition of initial employment, any employee is required to undergo a physical examination, a prospective employee shall receive notice of said requirement as part of the initial application process, including the fact that said physical shall be at the applicant's~~

ARTICLE 6 HOURS OF WORK AND WORK SCHEDULES

6.1 The work year for twelve (12) month employees shall consist of fifty-two (52) weeks. The workweek shall be consistent with the position description, and shall consist of thirty-five (35) or forty (40) hours per week. Employees shall be expected to report to work on days when schools are closed due to inclement weather. These employees should make every effort to arrive within two hours of the time due. **Employees arriving after two hours will be paid for the hours they work and not their full work day. When school is opened late due to inclement weather, twelve (12) month employees shall arrive within ninety minutes of their start time. Employees arriving after ninety minutes will only be paid for the hours they work and not their full work day.** Employees shall work with their supervisors and create their work/vacation schedule at the beginning of each school year based on the needs of the school system.

6.2 The work year for eleven (11) month employees shall consist of two hundred and thirteen (213) days. The work week shall be consistent with the position description, and shall consist of thirty-five (35) or forty (40) hours per week. Employees shall work with their supervisors and create their work schedule at the beginning of each school year based on the needs of the school system.

6.3 The work year for ten (10) month secretarial employees shall be no more than 193 days. The work week shall be consistent with the position description, and shall be thirty-five (35), or forty (40) hours

per week. Any ten (10) month secretaries required to work more than 193 days, for any reason, will be paid for the additional work at their regular rate. Employees shall work with their supervisors and create their work schedule at the beginning of each school year based on the needs of the school system.

6.4 The work year for Paraeducators shall be no more than the school year plus 3 days. The work week shall consist of 31 hours, 40 minutes, excluding lunch period. Each Paraeducator will be given a work schedule with a minimum of four (4) hours each day. Employees shall work with their supervisors and create their work schedule at the beginning of each school year based on the needs of the school system.

6.5 Upon request of an employee, and by mutual agreement between the employee and the **Business Manager**, the employee's work schedule may be arranged to accommodate needs in such areas as child care, transportation or participation in an educational program.

6.6 All employees who work twenty (20) hours or more per week shall be entitled to twenty (20) minutes of break time per day, to be taken at a time or times determined by the administration, provided that such break time or times shall not interfere with specific student needs.

6.7 When school is closed due to an emergency situation, all classroom Paraeducators will be released without loss of pay when teachers are released. All other employees will be released without loss of pay as soon as the essential work has been completed and the Building Administrator releases them.

6.8 Paraeducators, ten (10) month and eleven (11) month employees are not required to report for work when schools are closed due to an emergency situation.

6.9 When school is opened late or closed early due to inclement weather, employees shall be paid for their regularly scheduled work day. **Employees arriving after the delay start time will only be paid for the hours they work and not their full work day.**

6.10 In the event the Governor of the State declares a State of Emergency and closes the public highways/roads, 12 months employees will not be required to report to work without loss of pay.

6.11 If the Governor of the State of Connecticut announces that “non-essential” employees shall not report to work on a given snow day and/or schools are closed ~~or switched to an E-learning day~~ due to inclement weather/snow, full time 12 month employees shall receive a total of ~~one (1)~~ **two (2)** “personal snow days” each year to be used in the manner described in section 6.10 above.

~~6.12 Effective July 1, 2022 the “personal snow/inclement weather” day of Section 6.11 shall increase to a total of two (2) inclement weather days each year for full time 12 month employees, to be used in the event schools are closed for the day or switched to E-Learning for the day due to inclement weather/snow or as a result of the Governor announcing that “non-essential” employees shall not report to work due to snow.~~

ARTICLE 7 HOLIDAYS

7.1 All twelve (12) month employees shall be paid for ~~thirteen (13)~~ **14 fourteen** holidays as follows:

Labor Day	Martin Luther King Day
Columbus Day	Presidents' Day
Floating Holiday*	Floating Holiday*
Thanksgiving Day	Good Friday
Day after Thanksgiving Day	Memorial Day
Christmas Day	Juneteenth Day
New Year's Day	Fourth of July

* The Floating Holiday may be requested for a date which is mutually agreed upon by the employee and his/her supervisor.

7.2 All eleven (11) month employees, regularly scheduled for thirty (30) hours or more per week, shall be paid for eleven (11) holidays as follows:

Labor Day	New Year's Day
Columbus Day	Martin Luther King Day
Floating Holiday	Good Friday
Thanksgiving Day	Memorial Day
Day after Thanksgiving Day	Christmas Day
One Day in summer (Fourth of July or Day in August)	

7.3 All ten (10) month employees, regularly scheduled for thirty (30) hours or more per week, shall be paid for ten (10) holidays as follows:

Labor Day	Day after Thanksgiving Day
Columbus Day	Martin Luther King Day
Floating Holiday	Good Friday
Thanksgiving	Memorial Day
Christmas Day	New Year's Day

7.4 The paid holiday will be subject to the employee working both the day before and the day after the specified holiday. However, this condition shall not apply to Paraeducators whose 31 hours and 40 minutes work schedule in any week provides a regularly scheduled day off before or after the day on which the holiday falls.

7.5 In the event a holiday occurs during paid vacation of any employee, she/he shall be entitled to one (1) additional vacation day with pay.

7.6 If any Christmas or New Years' Day is preceded by a work day, employees who work one-half (1/2) of their scheduled work day shall be paid their full work day.

ARTICLE 8 VACATION

8.1 Each twelve (12) month (52 week), full-time employee is entitled to two (2) weeks' vacation with pay. Newly hired employees' hired on or after July 1, 2021 shall have their two (2) weeks' vacation pro-rated in their first school year of employment from their date of hire through June 30.

8.2 After five (5) years of satisfactory employment as a twelve (12) month, fulltime continuous employee, the employee shall be granted three (3) weeks of vacation pay.

8.3 From ten (10) to fifteen (15) years of twelve (12) month, fulltime continuous employment, one (1) day shall be added for each year completed. This will total to four (4) weeks after fourteen (14) years.

8.4 From fifteen (15) years to nineteen (19) years of twelve (12) month, full-time continuous employment, one (1) day shall be added for each year completed. This will total to five (5) weeks after nineteen (19) years.

8.5 Vacation time, up to a maximum of ten (10) days per year, may be carried over from one year to the next year, ~~provided that the Business Manager is notified on or before May 15th.~~ Additional carry-over of vacation time may be approved by the Business Manager.

8.6 When a conflict arises in vacation scheduling between members of the bargaining unit, seniority will be considered.

ARTICLE 9 TERMINATIONS

No employee shall be terminated without just cause unless the position is eliminated. In the event that the Board decides to abolish positions covered by the bargaining unit, including but not limited to the position of ten (10) month secretaries, the Board agrees to discuss with the Union the impact of such decision.

New employees into this contract shall be on probation for a period of ninety (90) calendar days and may be terminated by the Superintendent/Designee in his/her sole discretion for any reason whatsoever, and neither the employee nor the Union, on his/her behalf, shall have recourse to the grievance procedures of this Agreement.

ARTICLE 10 SENIORITY LIST

The Board shall furnish to the Union, by October 1st of each year, a seniority list showing the length of service of employees in the bargaining unit. Mistakes shall be brought to the attention of the Superintendent of Schools, or his/her designee, within thirty (30) days of delivery of the list.

ARTICLE 11 REDUCTION IN FORCE

11.1 The Board of Education shall have the sole authority to determine whether or when a layoff shall occur. However, when layoffs become necessary, the Board shall review the employees in the area to be affected by the layoff and shall determine where, in the interest of overall efficient operations, the layoff should impact.

11.2 An employee scheduled for layoff may only bump the least senior employee in her/his particular job classification as listed below:

Accounts Payable Coordinator	Administrative Secretary I – Central Office	Health Paraeducator Student Support Center Paraeducator
Assistant to Administrator of Pupil Services Finance Manager Assistant/Purchasing Agent	Administrative Secretary I – Facilities/SFSD	Library Paraeducator
Human Resources Coordinator	Administrative Secretary I – System wide	Science Paraeducator
Payroll Coordinator	Administrative Secretary I – Elementary	Special Education Paraeducator
Registration Coordinator	Administrative Secretary I – Secondary	Administrative Secretary II
Student Activities Coordinator	Administrative Secretary I – Guidance	Office/School Paraeducator Building Substitute/Classroom Paraeducator

11.3 The name(s) of all employees who are laid off shall be retained by the Board on a preferential recall list for a period equal to their seniority as of the date of the layoff or a period not to exceed eighteen (18) months, whichever comes first. If the particular position from which an employee was laid off becomes available during the eighteen (18) months, employees on the recall list for that position will be called back in inverse order of their layoff. Prior to hiring new employees from outside sources to fill positions that become open and are to be filled within the bargaining unit, the Board agrees to first review the recall list to determine whether or not a person on the list is fully qualified in terms of skill and ability to perform the available work. If there is a fully qualified employee on the recall list, the available work shall be offered to such employee. Seniority shall also be a factor in choosing among employees from the recall list, but shall not be a controlling factor.

All employees must keep the Board advised in writing of their current mailing address. Any obligation that the Board may have to recall a laid off employee shall be fully discharged by sending written notice of recall, by certified mail, to the last address of the employee appearing on Board records, with a five (5) day grace period on reporting.

11.4 Employees on layoff shall receive no benefits under this Agreement during the period of layoff and shall have no rights with respect to re-employment once their recall rights expire. If rehired thereafter, it will be as a new employee.

11.5 For the purpose of this Agreement, seniority shall be defined as an employee's continuous unbroken service as an employee of the Board of Education in a position covered by the bargaining unit dating from most recent date of hire as a new employee.

ARTICLE 12 SICK LEAVE

12.1 Employees may receive wages when absent because of illness according to the following schedules, in each period from July 1 through June 30. Payroll deductions for absence(s) due to sick leave will be made on the basis of the number of accrued days of earned sick leave beginning with the first day of employment:

FULL WAGES

Twelve month employees:

Earn/Month First Year	Annual Accrual Accrual	Maximum Annual Thereafter	Maximum Accumulation Accumulation
Pro-rated	15 Days	15 Days	150 Days

Eleven month employees:

Earn/Month First Year	Annual Accrual Accrual	Maximum Annual Thereafter	Maximum Accumulation Accumulation	
Pro-rated	12 Days	12 Days	77 Days	2021
Pro-rated	12 Days	12 Days	82 Days	2022
Pro-rated	12 Days	12 Days	87 Days	2023
Pro-rated	12 Days	12 Days	92 Days	2024

Ten month employees:

Earn/Month First Year	Annual Accrual Accrual	Maximum Annual Thereafter	Maximum Accumulation Accumulation	
Pro-rated	10 Days	10 Days	65 Days	2021
Pro-rated	10 Days	10 Days	70 Days	2022
Pro-rated	10 Days	10 Days	75 Days	2023
Pro-rated	10 Days	10 Days	80 Days	2024

THREE-QUARTER WAGES

Twelve month employees:

Earn/Month	Annual	Maximum	Maximum
First Year	Accrual	Annual	Accumulation
Accrual		Thereafter	Accumulation

Pro-rated	15 Days	15 Days	150 Days*
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Eleven month employees:

Earn/Month	Annual	Maximum	Maximum
First Year	Accrual	Annual	Accumulation
	Accrual	Thereafter	Accumulation

Pro-rated	12 Days	12 Days	41 Days	2021
Pro-rated	12 Days	12 Days	46 Days	2022
Pro-rated	12 Days	12 Days	51 Days	2023
Pro-rated	12 Days	12 Days	56 Days	2024

Ten month employees:

Earn/Month	Annual	Maximum	Maximum
First Year	Accrual	Annual	Accumulation
	Accrual	Thereafter	Accumulation

Pro-rated	10 Days	10 Days	35 Days	2021
Pro-rated	10 Days	10 Days	40 Days	2022
Pro-rated	10 Days	10 Days	45 Days	2023
Pro-rated	10 Days	10 Days	50 Days	2024

***Those hired and beginning employment before July 1, 2017, may accumulate up to 180 days.**

12.2 In the event of chronic or extended absence due to illness, an employee may be required by the Business Manager to submit a physician's or practitioner's certificate indicating the nature of the illness and certification of the employee's ability to return to work, at the employee's expense.

12.3 The Board may grant a leave of absence without pay for personal ill health or serious illness in the immediate family. Immediate family shall be defined as mother, father, husband, wife, child, brother, sister, father-in-law, mother-in-law, legal guardian and any other relatives in the same household. This shall not entitle the employee to credit for experience factor on the wage schedule.

12.4 Glastonbury Board of Education will provide unpaid Family and Medical Leave (FMLA) in accordance with its Family and Medical Leave of Absence Policy and associated regulations. Available paid time off options, such as Sick Leave, Personal Leave, Vacation, etc., will be used in accordance with contract parameters and prior to the leave being unpaid, and will run concurrent with FMLA leave.

12.5 A Sick Leave Bank is available for employees who choose to participate by donating to the sick leave bank at least one (1) day per year and have used all accumulated sick leave. It shall be administered by the Glastonbury Educational Secretaries and Full-Time Paraeducators Union. The Sick Bank Committee shall be appointed by the Union President and has the option of granting up to a maximum of thirty (30) days to any member who, due to the employee's unforeseen or extended serious health condition which **Business Manager** authorizes as FMLA or other approved medical leave, has used all of their own accumulated sick leave in any one year. All requests shall be reviewed by the committee. Requests for use of Sick Leave Bank days should be submitted in writing to the President of the Glastonbury Educational Secretaries and Full-Time Paraeducators Union. Employees requesting sick leave bank shall not be required to provide medical documentation or information about the nature of the medical condition to the Union when making their request. The Sick Leave Bank shall operate as follows:

Each employee may elect to donate to the Sick Leave Bank, one (1) day per year of accumulated sick leave. Such declaration of intent to donate must be made no later than July 1st of each year. An employee may request that her/his election be considered a standing election from year to year until such time as the employee has no accumulated sick leave, terminates employment, or rescinds such election. New hires shall have a one (1) year waiting period to participate in the sick leave bank.

The Sick Leave Bank shall have a minimum of 150 days in reserve. If the number of days falls below 150, the Sick Leave Bank Committee may request days from each member as stated above. A yearly election will not be required if the Sick Leave Bank balance is over 150 days.

ARTICLE 13 WORKERS COMPENSATION BENEFITS

Whenever an employee is absent as a result of personal injury which is covered by the regulations of Workers Compensation, she/he shall be paid full wages (less the amount of workers' compensation award made for the temporary disability due to said injury for the full period of absence), but not to exceed a period earned as described in Article 12. Sick leave earned under Article 12 shall not be reduced until absence subject to this provision exceeds thirty (30) working days in any one (1) fiscal year.

ARTICLE 14 PERSONAL LEAVE

14.1 Each twelve (12) month employee may receive full pay for a maximum of six (6) days in any school year for absence caused by death in the immediate family, care of ill members of the immediate family, attendance at funerals, attendance at graduation of spouse or children, compulsory legal matters or religious days. The immediate family shall be defined as mother, father, husband, wife, child, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, legal guardian, grandparents of employee, siblings of employee's spouse, domestic partner, and any person living in the same the same household.

Within the six (6) day limit prescribed above, leave up to one (1) working day may be granted by the Business Manager for attendance at a funeral of a relative or acquaintance not covered above. Permission for this leave shall not be unreasonably withheld.

Effective July 1, 2022

Within the six (6) day limit prescribed above, leave up to one (1) workday may be used in the school

year for an absence caused by attendance at an immediate family member's wedding. The immediate family shall be defined for this purpose only as mother, father, sibling, child, step-child, or relative who resides in the employee's household.

Within the six (6) day limit prescribed above, a twelve (12) month employee may be allowed two (2) days of personal leave without loss of pay, providing she/he notifies the Business Manager one (1) week in advance stating the reason for requested absence.

14.2 Each ten (10) or eleven (11) month employee may receive full pay for a maximum of five (5) working days in any school year for absence caused by death in the immediate family, care of ill members of the immediate family, attendance at funerals, attendance at graduation of spouse or children, compulsory legal matters or religious days. The immediate family shall be defined to include mother, father, husband, wife, child, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, legal guardian, grandparents of employee, siblings of employee's spouse, domestic partner, and any other relatives in the same household.

Effective July 1, 2022

Within the five (5) day limit prescribed above, leave up to one (1) workday may be used in the school year for an absence caused by attendance at an immediate family member's wedding. The immediate family shall be defined for this purpose only as mother, father, sibling, child, step-child, or relative who resides in the employee's household

Within the five (5) day limit prescribed above, leave up to one (1) working day may be granted by the Business Manager for attendance at a funeral of a relative or acquaintance not covered above. Permission for this leave shall not be unreasonably withheld.

Within the five (5) day limit prescribed above, a ten (10) or eleven (11) month employee may be allowed two (2) days of personal leave without loss of pay providing she/he notifies the Business Manager one (1) week in advance stating the reason for requested absence.

ARTICLE 15 PROFESSIONAL LEAVE

Absence may be allowed for visiting days, attendance at conventions, education conferences and/or other forms of professional improvement, without pay deduction, if approval is granted by the employee's supervisor with approval of the Superintendent/designee.

Absence for professional leave shall not be deducted from personal leave granted in Article 14 above. Professional leave shall be a maximum of one (1) day per year unless the Superintendent in his or her sole discretion permits an additional day.

The Board of Education recognizes the importance of continued professional growth of the clerical, Paraeducator, and secretarial staff.

ARTICLE 16 TUITION REIMBURSEMENT

Each year of this Agreement, funds shall be allocated to support educational costs for employees who are furthering their education (credit or non-credit).

There shall be a maximum of \$1,000.00 tuition reimbursement per employee, per year. The employee shall submit an appropriate form not less than two (2) weeks prior to the start of the course. Acknowledgement of approval by the Board shall be sent to the employee prior to the start of the class. As soon as possible following the completion of the course(s), the employee shall submit

documentation of payment and successful course completion.

Upon completion of the necessary forms, tuition reimbursement shall be made to the employee within thirty (30) days.

ARTICLE 17 JURY DUTY

Any employee required to report for jury duty shall receive full pay from the Board, minus any pay received for jury duty, while absent for such duty, to a maximum of thirty (30) working days annually. An employee notified to report for jury duty shall notify her/his supervisor as soon as possible following receipt of such notice. The Board, at its discretion, may request an exemption from jury duty when such an absence would impose a burden upon the school system.

ARTICLE 18 EARNED DAYS

18.1 Any employee who has a record of one (1) school year's perfect attendance, not interrupted by sick leave, unauthorized absences or leave of absence without pay, shall be entitled to one (1) day off with pay. This shall be taken the following year at a date determined by mutual agreement between the Superintendent of Schools or his/her designee and the employee. This earned day shall not be taken immediately before or after a holiday or vacation.

18.2 One (1) school year shall mean an employee's assigned work year. The Paraeducators shall have a daily schedule established by the principal.

18.3 This section shall be applicable only to employees employed for a full school year. No employees beginning work after October 1st of the school year shall be eligible for earned days their first year of employment. Commencing with the first full school year of employment, such employee will be eligible for earned days.

ARTICLE 19 GRIEVANCE PROCEDURE

19.1 Purpose: The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems of secretaries and Paraeducators. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

19.2 Definition: A grievance shall be interpreted as a claim based upon challenge of interpretation or application by the administration of existing Board of Education policy or this Agreement, as such event or condition may affect the salary or condition of employment of a secretary or Paraeducator.

19.3 Procedure: It is important that grievances or disputes be processed as rapidly as possible. Employees are encouraged to meet with their supervisors in an effort to resolve the dispute. The time limits specified may, however, be extended by mutual agreement. The employee may accept the decision at Level One or Two without further action.

A. Level One Business Manager

1. Employee presents a written statement of the grievance to the Business Manager within fifteen (15) workdays of the event giving rise to the grievance.

2. Business Manager gives a written decision to the employee with the reasons therefore within five (5) workdays of receipt of the statement of A.1.

B. Level Two Superintendent of Schools

1. Employee delivers a request for appeal to the Superintendent within ten (10) workdays of receipt by the employee of the decision of A.2.
2. The Superintendent of Schools and Business Manager meet with the employee within five (5) workdays of receipt by the Superintendent of the request of B.1.
3. The Superintendent gives a written decision to the employee within five (5) workdays of the meeting in B.2.

C. Level Three Board of Education

1. Absent satisfactory settlement at Level Two, the employee files a request for appeal to the Board of Education with the Superintendent of Schools within fifteen (15) workdays of receipt of the decision of Level B.3 by the employee.
2. The Board of Education and the Superintendent meet with the employee within twenty (20) workdays of receipt of the request for appeal to the Board of Education by the Superintendent.
3. The Board of Education gives a written decision with the reasons therefore to the employee within ten (10) workdays of the meeting of C.2.

D. Level Four Arbitration

Absent satisfactory settlement of the grievance at Level Three, the Union may file within ten (10) days of its receipt of the Board's decision a request for arbitration with the Connecticut State Board of Mediation and Arbitration. A copy of said request will be sent to the Board of Education. Both the selection of the arbitrator and the arbitration hearing shall be conducted in accordance with the administrative procedures, practices and rules of the Connecticut State Board of Mediation and Arbitration. 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 binding upon both parties. The cost for the services of the arbitrator, including per diem expenses, if any, and actual travel and subsistence expenses, shall be borne equally by the Board and the Union.

ARTICLE 20 UNION MEDIATION AND ARBITRATION REPRESENTATION

20.1 The Board shall permit one (1) or two (2) specified Union representatives to attend mediation sessions held for the purpose of dealing with grievances at Level Four of the grievance procedure established under Article 18 of this Agreement without loss of pay. Such representatives shall be paid only for hours thus spent which would have otherwise been worked. The Union agrees to provide the Superintendent or his/her designee with due notification that such representatives will be absent for participation in any mediation session.

20.2 The grievant and one (1) representative of the Union shall not suffer a loss of pay if it is necessary to schedule a grievance procedure or arbitration hearing(s) during said employees' normal work hours.

ARTICLE 21 PRESERVATION OF RIGHTS

Nothing in this contract shall be construed to alter existing rights, benefits or privileges afforded employees heretofore, except those subject to administrative decision, unless it is specifically stated in this contract. It is recognized that the Board of Education has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of Glastonbury in all of its aspects as set forth in section 10220 of the Connecticut General Statutes. These rights, responsibilities and prerogatives 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 part of specific terms and provisions of this Agreement.

ARTICLE 22 UNION SECURITY AND DUES DEDUCTION

22.1 All employees covered by this Agreement may elect to become members of the Union or pay a voluntary service fee on or within thirty (30) days of the date of hiring or within thirty (30) days after the effective date of this Agreement, whichever is later. Said service fee shall be in an amount determined by the Union in accordance with applicable law and statutes.

22.2 The employer agrees to deduct from the pay of its employees who have signed an authorization card such membership dues or service fees as may be fixed by the Union. Such deductions shall continue for the duration of this Agreement or any extension that might be agreed upon unless revoked by both the Union and Employee in writing to the Board in a manner consistent with applicable law.

22.3 The deduction shall be made bi-weekly on a regular pay date as determined by the Business Manager and shall be remitted to Council #4 together with a list of names of employees from whose wages such deductions have been made not later than the last day of each month. An employee who elects to rescind or withdraw their membership in the Union and/or dues or voluntary fees deductions authorization shall notify the Union of their request in writing.

22.4 The Union agrees to comply with all laws and regulations regarding employees' right to authorize dues and/or fees payments and/or revocation of dues or fees payments and the Union shall provide written notice to the employer in the event an employee authorizes, initiates, revokes or modifies their dues or fees authorization election. The Union agrees to indemnify, defend and to hold the Board harmless (including payments of all Board costs and legal fees) against any and all claims for damages, demands suits or other forms of liability that shall or may arise out of, or by reason of, carrying out the provisions of this agreement concerning the deduction from wages of such dues or fees that are specified above and the Union also agrees that the Board is entitled to legal representation of its choice in any such contested matters.

Further, the Union agrees that neither it, nor any of its representatives, will challenge or contest the validity or enforceability or legality of this clause in any form.

ARTICLE 23 JOB CLASSIFICATIONS

23.1 Each employee upon promotion or appointment, and thereafter upon request, shall be given a copy of his/her job specification. Reasonable work assignments shall be in accordance with that job specification.

23.2 Wherever the phrase "and performs related duties as required..." appears in the job specifications for job classifications within this bargaining unit, the term "related duties" shall be interpreted to mean duties and responsibilities which could reasonably be expected to be required in accordance with the overall job specification.

23.3 An employee who performs the work of a higher classification, with the prior approval of the Business Manager shall, commencing with the first work day, be paid for such actual work at the rate as provided in 23.1 (Promotion).

23.4 No employee will be changed from a ten (10) month to a twelve (12) month position or from a twelve (12) month to a ten (10) month position without the consent of the employee.

23.5 Any employee promoted from a ten (10) month or eleven (11) month position to a twelve (12) month position shall carry with her/him service credit toward annual vacation for previous years of service within this contract to the school system, prorated based upon the number of months worked per year.

23.6 The pay groups shall be as follows:

Pay Group A	Accounts Payable Coordinator Assistant to Administrator of Pupil Services Finance Manager Assistant/Purchasing Agent Human Resources Coordinator Payroll Coordinator Registration Coordinator Student Activities Coordinator
Pay Group B	Administrative Secretary I
Pay Group C	Administrative Secretary II Health Paraeducator Library Paraeducator Science Paraeducator Special Education Paraeducator Student Support Center Paraeducator Technology Paraeducator
Pay Group D	Office/School Paraeducator Building Substitute/Classroom Paraeducator

ARTICLE 24 RECLASSIFICATION

- a. An employee will submit a request for reclassification to the Business Manager.
- b. The Business Manager will advise the employee whether or not he/she will be reclassified.
- c. The decision regarding reclassification may be appealed to the Appeals Committee, consisting of three members from the union and three members from management, which may include one or more members of the Board of Education, for a total of three members from each side.
- d. If the Appeals Committee deadlocks, the decision will be referred to a Referee who will review the application for reclassification and written submissions from the Union and the Board and issue a final decision regarding reclassification. The Board and the Union will select a Referee to serve in this capacity until the end of the term of this agreement. The Board and the Union will share the cost of the Referee equally.
- e. An employee is limited to one (1) application for reclassification per fiscal year. Applications for reclassification must be submitted between April 1st and May 1st in order for the reclassification to be effective in the next fiscal year, if approved.

ARTICLE 25 SAFETY

The Board will reimburse an employee up to five hundred dollars (\$500) for any personal property damaged or destroyed on Board property as a result of documented student negligence or malice. The Board's liability in this respect shall not exceed five hundred dollars (\$500) to any one (1) person per incident, or five thousand dollars (\$5,000) per school year. Claims will be paid each June. If the claims exceed five thousand dollars (\$5,000), the Board may, in its sole discretion, make additional reimbursements upon request, and may prorate claims as needed to meet the five thousand dollar (\$5,000) limit or any increase thereof which it may approve.

ARTICLE 26 DISCIPLINE

26.1 No employee shall be disciplined without just cause.

26.2 Disciplinary actions shall generally follow the following order:

- a. Verbal Warning
- b. Written Warning
- c. Suspension and/or Discharge

26.3 All suspensions and discharges shall be given in writing to the employee and shall state the reason for such action. A copy shall be forwarded to the President of the Union at the time of the suspension and/or discharge.

ARTICLE 27 RESIDENCY

The parties agree that it shall not be a condition of employment to reside in the Town of Glastonbury. Any employee residing outside the Town of Glastonbury shall not be discriminated against regarding promotions and other conditions of employment because they are not a resident of the Town of Glastonbury.

ARTICLE 28 EDUCATION AND TRAINING

When the Board implements the use of new technology, employees shall be provided with training. The Board of Education will endeavor to provide uninterrupted participation in the training. If an employee is assigned to a position using technology for which she/he has not previously been trained, she/he shall also be provided training as specified above.

ARTICLE 29 PAYMENT UPON TERMINATION

Upon termination, except for cause, an employee shall receive payment for all earned vacation time to date of termination.

ARTICLE 30 DURATION

The provisions of this Agreement shall be effective July 1, 2025, and shall continue and remain in full force and effect until June 30, 2029.

ARTICLE 31 NEGOTIATIONS OVER SUCCESSOR AGREEMENT

Not later than one hundred and fifty (150) days preceding the expiration date of this Agreement, the Board agrees to begin to negotiate with the Union over a successor agreement in accordance with the procedure set forth herein in a good faith effort to reach agreement concerning salaries and conditions of employment.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this ~~25th day of May, 2021.~~

**GLASTONBURY BOARD
OF EDUCATION**

**LOCAL 1185, COUNCIL #4,
AFSCME, AFLCIO:**

BY _____
Board or Education Chair, Douglas C. Foyle, Ph. D

BY _____
President Local 1185

DATE _____

DATE _____ :

MEMORANDUM OF UNDERSTANDING
Between
GLASTONBURY BOARD OF EDUCATION
And
GLASTONBURY EDUCATIONAL SECRETARIES AND PARAEDUCATORS UNION
LOCAL 1303-197, COUNCIL #4
AFSCME, AFL-CIO

The parties agree to the following changes in the retirement plan for all enrolled employees effective January 1, 1995;

1. Change the interest on employee contributions to 6%.
2. Change the vesting schedule to a graded 5 to 10 year schedule, as follows:

Years of continuous service	Percentage
less than 5 years	0%
5 years	50%
6 years	60%
7 years	70%
8 years	80%
9 years	90%
10 or more years	100%

3. Change the employee's contributions from 3.25% of earnings to 3.75% of earnings not in excess of the maximum amount of annual earnings subject to social security tax, plus 6% of that portion of earnings in excess of the maximum amount of annual earnings subject to social security tax.

4. Establish the Basic Formulas as follows:

Effective January 1, 1995, the yearly amount of basic retirement income payable on or after Normal Retirement Date under the plan will be determined as follows:

2% of final Earnings, as described in the Plan, multiplied by Years of Credited Service, but no less than, the participant's accrued benefit as of December 31, 1994, based on the Plan provisions as then in effect.

AGREE:

Suzanne Galvin
Glastonbury Board of Education

Karen Bonfiglio
Glastonbury Educational Secretaries and
Paraeducators Union

Dated 12/20/94

Betty Kuehnel
Staff Representative, Council #4
AFSCME, AFL-CIO

MEMORANDUM OF UNDERSTANDING
Between
GLASTONBURY BOARD OF EDUCATION
And
GLASTONBURY EDUCATIONAL SECRETARIES AND PARAELECTRICIANS UNION
LOCAL 1303-197, COUNCIL #4
AFSCME, AFL-CIO

The Board agrees to deduct, from the pay of each of its employees who authorize such from his wages, voluntary contributions in the amount specified by such employee for the PEOPLE Qualified Committee, AFSCME, AFL-CIO, PO Box 65334, Washington DC 20035, to be used in accordance with the by-laws of the PEOPLE Qualified Committee for the purpose of making political contributions. All employees who elect to make such voluntary contributions shall be required to complete and sign an authorization form. Such authorization form shall include the following provisions:

I hereby authorize the Glastonbury Board of Education and associated agencies to deduct each pay period the amount certified above as a voluntary contribution to be paid to the treasurer of the PEOPLE Qualified Committee, AFSCME, AFL-CIO, PO Box 65334, Washington DC 20035, to be used in accordance with the by-laws of the PEOPLE Qualified Committee for the purpose of making political contributions. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal, and that I may revoke this authorization at any time by giving written notice.

In accordance with federal law, the PEOPLE Committee will accept contributions only from members of AFSCME and their families.

Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.

Richard C. Brown _____ November 29, 2005
FOR THE BOARD OF EDUCATION _____ DATE

Betty Kuehnel _____ November 29, 2005
FOR THE UNION _____ DATE

MEMORANDUM OF UNDERSTANDING
GLASTONBURY BOARD OF EDUCATION
AND
LOCAL 1303-197, COUNCIL #4, AFSCME, AFL-CIO
GLASTONBURY EDUCATIONAL SECRETARIES AND
PARAEDUCATORS UNION

The Parties agree that

Pursuant to Article 6, Hours of Work and Work Schedules, Section 6.10, the language "... secretaries and Paraeducators..." is an error and should read, "... 'twelve-month employees' **will** not be required to report to work without loss of pay."

It was never the intent of the Board of Education or the Union to pay 10-month employees, which include some secretaries and all Paraeducators, for a cancelled school day that would be rescheduled at the end of the school year.

FOR THE BOARD OF EDUCATION _____

FOR THE UNION _____

Alan E. Smith

Judith S. Chapman

Date 6/24/13

Date June 24, 2013

MEMORANDUM OF UNDERSTANDING
Between
GLASTONBURY BOARD OF EDUCATION
And
GLASTONBURY EDUCATIONAL SECRETARIES AND FULL-TIME PARAEducATORS
UNION
LOCAL 1185, COUNCIL #4
AFSCME, AFL-CIO

The parties agree as follows:

~~Consistent with past practice and the parties' interpretation of Article 2, Section 2.3, Longevity shall continue to be based on an employee's continuous uninterrupted employment in a position covered by this collective bargaining agreement (union contract) with Glastonbury Public Schools.~~

~~The responsibilities, duties and work previously assigned to an Administrative Secretary I to support the IT Department, which includes but is not limited to Powerschool and related IT clerical and administrative support work, will be removed from the bargaining unit and is hereby excluded from the bargaining unit and contract. As such, the Board has no obligation or responsibility to discuss the impact, salary, conditions, benefits and/or any other term or condition of the position including but not limited to the work, classification, duties and responsibilities which will be a non-bargaining unit Technology Department position. The Union agrees that the Board has met all contractual and statutory obligations, if any, to discuss the impact of reclassifying this position from an Administrative Secretary I to a Paraeducator position under this Agreement and during such discussions the parties agreed the work and position shall be excluded from the bargaining unit.~~

~~The parties had full opportunity to discuss and negotiate over the terms and conditions of the 2021-2025 contract. Any topic, issue or subject not expressly covered by the 2021-2025 contract shall not be subject to bargaining during the term of the Agreement.~~

For the Union: _____ For the Board of Education: _____

Jean Miller, President Local 1185

Rose Brown, HR Manager

Date _____

Date _____

EXHIBIT A

~~2021-2022 WAGE SCHEDULE~~

Step	1	2	3	4	5	6	7
Pay Group							
A	25.71	26.48	27.31	28.07	28.90	29.67	34.36
B	23.45	24.20	24.96	25.72	26.48	27.25	31.61
C	18.99	19.72	20.50	21.20	21.94	22.67	26.38
D	16.36	17.05	17.72	18.41	19.06	19.74	23.02

25-26	1	2	1	2	3	4	5
A	28.11	28.94	29.85	30.68	31.59	32.43	37.56
B	25.64	26.46	27.28	28.12	28.94	29.79	34.55
C	20.75	21.55	22.41	23.16	23.98	24.78	28.83
D	17.88	18.64	19.36	20.13	20.84	21.58	25.16

1. Effective July 1, 2025, employees shall advance one (1) step on the 2025-2026 Wage Schedule.

Newly hired employees shall be compensated at a rate equal to fifty cents (\$.50) per hour less than the applicable hourly rate in effect at the time of hire. Upon completion of three (3) months continuous service, the employee's hourly rate will be increased to the applicable hourly rate set forth in the wage schedule.

All employees shall be hired at Step 1. However, when it becomes necessary for recruitment reasons, an employee may be hired in up to Step 5.

2. Longevity – See Article 2 - Wages

3. Direct Deposit is mandatory for all new members of the bargaining unit

4. Special Education Paraeducators will be compensated an additional \$.50 per hour

EXHIBIT A

2022-2023 WAGE SCHEDULE

Step	1	2	3	4	5	6	7
Pay Group							
A	26.23	27.01	27.85	28.63	29.47	30.27	35.05
B	23.92	24.69	25.46	26.24	27.01	27.80	32.24
C	19.37	20.11	20.91	21.62	22.38	23.13	26.90
D	16.69	17.40	18.07	18.78	19.45	20.13	23.48

26-27	1	2	1	2	3	4	5
A	28.95	29.81	30.74	31.60	32.54	33.41	38.69
B	26.41	27.25	28.10	28.96	29.81	30.68	35.58
C	21.38	22.19	23.09	23.86	24.70	25.53	29.69
D	18.42	19.20	19.94	20.73	21.46	22.23	25.92

1. Effective July 1, **2026**, employees shall advance one (1) step on the **2026-2027** Wage Schedule

~~Newly hired employees shall be compensated at a rate equal to fifty cents (\$.50) per hour less than the applicable hourly rate in effect at the time of hire. Upon completion of three (3) months continuous service, the employee's hourly rate will be increased to the applicable hourly rate set forth in the wage schedule.~~

All employees shall be hired at Step 1. However, when it becomes necessary for recruitment reasons, an employee may be hired in up to Step 5.

2. Longevity – See Article 2 - Wages
3. **Direct Deposit is mandatory for all new members of the bargaining unit**
4. **Special Education Paraeducators will be compensated an additional \$.50 per hour**

EXHIBIT A

2023-2024 WAGE SCHEDULE

Step	1	2	3	4	5	6	7
Pay Group							
A	26.75	27.55	28.41	29.20	30.06	30.87	35.75
B	24.40	25.18	25.97	26.76	27.55	28.36	32.89
C	19.76	20.51	21.33	22.05	22.83	23.59	27.44
D	17.02	17.74	18.43	19.15	19.83	20.53	23.95

27-28	1	2	1	2	3	4	5
A	29.82	30.71	31.67	32.55	33.51	34.41	39.85
B	27.20	28.07	28.95	29.83	30.71	31.60	36.65
C	22.02	22.86	23.78	24.58	25.44	26.29	30.59
D	18.97	19.78	20.54	21.35	22.11	22.89	26.70

1. Effective July 1, 2027, employees shall advance one (1) step on the 2027-2028 Wage Schedule.

~~Newly hired employees shall be compensated at a rate equal to fifty cents (\$.50) per hour less than the applicable hourly rate in effect at the time of hire. Upon completion of three (3) months continuous service, the employee's hourly rate will be increased to the applicable hourly rate set forth in the wage schedule.~~

All employees shall be hired at Step 1. However, when it becomes necessary for recruitment reasons, an employee may be hired in up to Step 5.

2. Longevity – See Article 2 - Wages
3. Direct Deposit is mandatory for all new members of the bargaining unit
4. Special Education Paraeducators will be compensated an additional \$1.00 per hour

EXHIBIT A
2024-2025 WAGE SCHEDULE

Step	1	2	3	4	5	6	7
Pay Group							
A	27.29	28.10	28.98	29.79	30.67	31.49	36.47
B	24.89	25.69	26.49	27.30	28.10	28.92	33.54
C	20.15	20.92	21.76	22.49	23.28	24.06	27.99
D	17.36	18.10	18.80	19.54	20.23	20.95	24.43

28-29	1	2	1	2	3	4	5
A	30.72	31.63	32.62	33.53	34.52	35.44	41.05
B	28.01	28.91	29.81	30.73	31.63	32.55	37.75
C	22.68	23.55	24.49	25.31	26.20	27.08	31.50
D	19.54	20.37	21.16	21.99	22.77	23.58	27.50

1. Effective July 1, **2028**, employees shall advance one (1) step on the **2028-2029** Wage Schedule.

~~Newly hired employees shall be compensated at a rate equal to fifty cents (\$.50) per hour less than the applicable hourly rate in effect at the time of hire. Upon completion of three (3) months continuous service, the employee's hourly rate will be increased to the applicable hourly rate set forth in the wage schedule.~~

All employees shall be hired at Step 1. However, when it becomes necessary for recruitment reasons, an employee may be hired in up to Step 5.

2. Longevity – See Article 2 - Wages
3. **Direct Deposit is mandatory for all new members of the bargaining unit**
4. **Special Education Paraeducators will be compensated an additional \$1.00 per hour**

Regular Board of Education Meeting

Monday, May 19, 2025 7:00 PM

Town Council Chambers

Glastonbury Town Hall

2155 Main Street

Glastonbury, CT 06033

Mrs. Kali Cavanaugh: Present
Mrs. Alison Couture: Absent
Mrs. Jennifer Faust: Present/joined the meeting at 7:30 pm
Dr. Douglas Foyle: Present
Ms. Jenn Jennings: Present
Mr. David Peniston, Jr.: Present
Mr. Matthew Saunig: Absent
Ms. Julie Thompson: Present

Also Present: Alan B. Bookman, Superintendent
Dr. Scott Hurwitz, Assistant Superintendent
Kate Lund, Assistant Superintendent
Citizens and Staff Members, representatives of the press

1. Call to Order

Dr. Foyle called the meeting to order at 7:00 pm.

2. Pledge of Allegiance

3. Awards and Recognition

- 3.A. CABE Student Leadership Awards
 - 3.A.1. Emily Benker, Smith Middle School
 - 3.A.2. Antonio Fernandez Decker, Smith Middle School
 - 3.A.3. Timothy McGuire, Glastonbury High School
 - 3.A.4. Ilakkiya Tamilarasu, Glastonbury High School

4. Student Representatives' Report

- 4.A. Hayley Lemieux, Class of 2025
Student Representative, Hayley Lemieux, Class of 2025, was unable to attend the meeting.
- 4.B. Amalia Baird, Class of 2027
Student Representative, Amalia Baird, Class of 2027, updated the Board on events taking place at Glastonbury High School.

5. Information Session for Public Comment

There were no public comments.

6. Business Requiring Action

- 6.A. Approval of Participation in the Healthy Food Certification Standard (Under Section 10-215f of the Connecticut General Statutes)
Pursuant to C.G.S. Section 10-215f, the Glastonbury Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of

Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2025, through June 30, 2026. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried.

Mrs. Kali Cavanaugh: Yea
Dr. Douglas Foyle: Yea
Ms. Jenn Jennings: Yea
Mr. David Peniston, Jr.: Yea
Ms. Julie Thompson: Yea

The Glastonbury Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held and must be the same place as the food sales. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried.

Mrs. Kali Cavanaugh: Yea
Dr. Douglas Foyle: Yea
Ms. Jenn Jennings: Yea
Mr. David Peniston, Jr.: Yea
Ms. Julie Thompson: Yea

The Glastonbury Board of Education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held and must be the same place as the beverage sales. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried.

Mrs. Kali Cavanaugh: Yea
Dr. Douglas Foyle: Yea
Ms. Jenn Jennings: Yea
Mr. David Peniston, Jr.: Yea
Ms. Julie Thompson: Yea

6.B. Approval of Children of Out-of-Town Board of Education Employees to Attend Glastonbury Public Schools 2025-2026

Board approves the children of out-of-town employees to attend the Glastonbury Public Schools for the 2025-2026 school year. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried.

Mrs. Kali Cavanaugh: Yea
Dr. Douglas Foyle: Yea
Ms. Jenn Jennings: Yea
Mr. David Peniston, Jr.: Yea
Ms. Julie Thompson: Yea

6.C. Approval of Compensation for Non-Affiliated Employees 2025-2026

Board approves the proposed salary increases for the non-affiliated employees. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried.

Ms. Jenn Jennings: Nay
Mrs. Kali Cavanaugh: Yea
Mrs. Jennifer Faust: Yea
Dr. Douglas Foyle: Yea
Mr. David Peniston, Jr.: Yea
Ms. Julie Thompson: Yea

6.D. Approval of the May 5, 2025 Meeting Minutes

Board approves meeting minutes of Monday, May 5, 2025. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried.

Mrs. Kali Cavanaugh: Yea
Mrs. Jennifer Faust: Yea
Dr. Douglas Foyle: Yea
Ms. Jenn Jennings: Yea
Mr. David Peniston, Jr.: Yea
Ms. Julie Thompson: Yea

7. Reports and Discussion

7.A. Glastonbury Education Foundation

Ms. Julie Thompson reminded the Board of the upcoming GEF 5K being held on June 1, 2025.

8. Committee Chair Reports

Dr. Foyle, presented on behalf of Alison Couture, that a Facilities Committee meeting is scheduled for Wednesday, May 21, 2025.

9. Chairman's Reports

Dr. Foyle shared the following:

- Board of Education Policy #6153 School Sponsored Trips, which was tabled at the last Board of Education meeting, has been forwarded to the Policy Committee for further review.

- The Strength & Conditioning Ribbon Cutting ceremony is scheduled for Thursday, May 22, 2025, at 2:30 pm.
- The Bus & Van Driver PTSO Breakfast is scheduled for Thursday, May 22, 2025.
- The Memorial Day Parade is scheduled for Monday, May 26, 2025, with step off at 9:00 am.

10. Superintendent's Report

Dr. Bookman shared the following:

- The Bus & Van PTSO Breakfast will be rescheduled due to the weather.
- The Strength and Conditioning Ribbon Cutting ceremony will be held on Thursday, May 22, 2025. This will be a rain or shine event.
- Invitations were distributed for:
 - Glastonbury High School Graduation
 - Glastonbury High School Art Show

10.A. Self Insurance Reserve Update, April 2025

10.B. Student Suspension Report, April 2025

10.C. Dates to Remember

11. Adjournment

Board moves to adjourn the meeting. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried. The meeting adjourned at 7:39 pm.

Mrs. Kali Cavanaugh: Yea

Mrs. Jennifer Faust: Yea

Dr. Douglas Foyle: Yea

Ms. Jenn Jennings: Yea

Mr. David Peniston, Jr.: Yea

Ms. Julie Thompson: Yea

11.A. Please note: It is possible that the Board of Education may go into Executive Session

Respectfully Submitted,

Kali Cavanaugh, Secretary

Approved:

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

Title of Report: Summer 2025 Professional Learning

Board Meeting Date: June 9, 2025

Action: **Report: X** **Information:** **Discussion:**

Once again, Glastonbury educators are invited to participate in professional learning experiences during the summer months. This summer, we are offering a focused, high-impact slate of workshops aligned with our district’s strategic priorities. All sessions are facilitated by Glastonbury educators and offered in person or virtually to maximize accessibility. Workshops are scheduled during four designated summer learning windows: June 16–20 | June 23–27 | August 11–15 | August 18–22.

Workshop topics have been shaped by feedback from the Professional Development and Evaluation Committee (PDEC) and focus on key strategic initiatives, including high-quality Tier 1 instruction, restorative practices, structured literacy, and the purposeful use of instructional technology. Targeted sessions on generative AI, Apple Classroom, and collaborative problem-solving are included, alongside popular “rerun” options from the 2024–2025 school year to extend access to prior high-impact learning.

In addition to our workshops, staff are invited to participate in a district-wide professional reading of *The Anxious Generation* by Jonathan Haidt. This national bestseller explores the effects of screen time, social media, and the evolving nature of childhood—topics that are especially relevant as we continue to promote student well-being and digital citizenship. Staff may choose to engage in summer community conversations or attend an educator-focused discussion during our August 26 professional learning day.

We are proud to once again offer a summer program led entirely by our own faculty, which highlights the expertise, leadership, and collaborative spirit of our educators.

We thank the Board of Education for its continued support of professional learning in Glastonbury.

Workshop Title	Presenter	In-person OR Zoom
Creating “Durable Tasks” In Your Content Area	Jamie Lang	Zoom/In-Person
Create Engaging Digital Interactive Notebooks with Google Slides!	Marquis Johnson	Zoom
Decodable or Leveled Text?	Jen Barone	Zoom
Dyslexia Guidebook	Jen Barone	Zoom
Embedding Diverse Perspectives into Everyday Instruction	Marquis Johnson	Zoom
Exploring Equity-Based Instructional Practices	Beth Raynor and Daniel Lozano	In-Person
Finding the Fun and Foundations Skills in Foundations	Jen Barone	Zoom
GenAI: Prompting for Beginners	Annie Morissette	Zoom
Improving Accessibility with GenAI Tools	Annie Morissette, Marta Krzemien, and Lauren Taylor	Zoom/In-Person
Intro to Apple Classroom	Blair Donahue	In-Person
Leveraging GenAI to Give Feedback to Student Writing	Marta Krzemien	Zoom
Magic School 101: Unleash the Magic of AI in Your Classroom	Sean Fuss	In-Person
Magic School 102: Empower Your Students with AI	Sean Fuss	In-Person
Managing Teacher Workflow with GenAI Tools	Patrick Scully	Zoom
Micro-Lessons for Maximum Performance	Pamela Caplette	Zoom/In-Person

Submitted By: Kate Lund

Reviewed By: Alan Bookman

TOWN OF GLASTONBURY**MEMORANDUM****DEPARTMENT OF ADMINISTRATIVE SERVICES****FINANCIAL ADMINISTRATION**

TO: Board of Finance
Jonathan Luiz, Town Manager

FROM: Keri Rowley, Director of Finance & Administrative Services *KJR*

DATE: June 3, 2025

SUBJECT: Self Insurance Reserve Update May 2025

The attached report summarizes the Self-Insurance Reserve fund through **May**. The total reserve is **\$11,561,680**, allocated **\$5,525,523** and **\$6,036,157** between the Town and Board of Education, respectively. As of **May**, the fund is experiencing a **\$1,515,338** loss for the fiscal year.

There are **25** large loss claims which are defined as any claims that exceed 50% of the individual stop-loss limit. There are **18** large loss claims for the BOE and **7** for the Town. There are **14** claims that have exceeded the individual Stop Loss limit; **9** for the BOE and **5** for the Town. The Individual stop-loss limit is **\$200,000** for BOE and **\$150,000** for the Town.

cc: Dr. Alan Bookman, Superintendent
Karen Bonfiglio, Business Manager

SELF INSURANCE RESERVE FUND

YTD Balances As of May 31, 2025

	Town	Education	Total
Contributions			
Employer	\$3,243,284	\$12,774,721	\$16,018,005
Employee	1,073,867	3,684,821	4,758,687
Stop Loss Reimbursement	678,716	1,954,863	2,633,579
Total Revenues	\$4,995,866	\$18,414,405	\$23,410,271
Expenditures			
Anthem			
ASO Fees	\$81,788	\$327,360	\$409,147
Claims	3,769,278	17,890,694	21,659,973
	\$3,851,066	\$18,218,054	\$22,069,120
Delta Dental			
ASO Fees	\$15,370	\$40,875	\$56,245
Claims	174,280	650,716	824,996
	\$189,650	\$691,591	\$881,241
Bank Fees/PCORI Fee/EAP Fee	\$2,033	\$0	\$2,033
CT Prime	444,669	1,438,546	\$1,883,215
OneDigital Consultant Fees	18,000	72,000	90,000
	\$464,702	\$1,510,546	\$1,975,248
Total Expenditures	\$4,505,418	\$20,420,191	\$24,925,609
Current Year Revenues Less Expenses	\$490,448	(\$2,005,786)	(\$1,515,338)
Reserve July 1, 2024	\$5,035,075	\$8,041,943	\$13,077,018
Reserve at end of month	\$5,525,523	\$6,036,157	\$11,561,680

	Town		BOE		Total
Reserve at end of month	\$ 5,525,523	\$	6,036,157	\$	11,561,680
Recommended Minimum Reserve ^A	\$ 989,917	\$	4,041,694	\$	5,031,611
Variance Over/(Under) Reserved	\$ 4,535,606	\$	1,994,463	\$	6,530,069

A. As of March 2025. The next update will be provided for June 2025.

**GLASTONBURY PUBLIC SCHOOLS
GLASTONBURY, CONNECTICUT**

SCHOOL ENROLLMENT June 1, 2025

Elementary	Pre-K = 88	K	1	2	3	4	5	6	Total
Buttonball		84	73	85	71	80	70		463
Hebron Ave.		64	68	85	87	80	80		464
Hopewell		94	84	88	82	109			457
Naubuc		60	68	66	82	78	86		440
Naugaug		79	87	112	78	89	87		532
Elementary Subtotal		381	380	436	400	436	323	0	2356
Gideon Welles							108	445	553
	K-6 Totals								2909
Elementary Total		381	380	436	400	436	431	445	2909
Middle		7	8						Total
Smith Middle	Middle Subtotal	442	431						873
Middle Total		442	431						873
Secondary		9	10	11	12				Total
Glastonbury High	Secondary Subtotal	410	436	428	460				1734
Secondary Total		410	436	428	460				1734
								TOTAL	5516
								Pre-K	88
								OUT OF DISTRICT (31 & GHS ALTERNATIVE PROGRAM (1))	32
								GRAND TOTAL	5636

	RECAPITULATION		
	6/1/2024	6/1/2025	Change Over
	Enrollment	Enrollment	Previous Years
	All	All	Enrollment All
Pre-K	95	88	-7
K	371	381	10
1	435	380	-55
2	383	436	53
3	427	400	-27
4	420	436	16
5	429	431	2
6	434	445	11
Subtotal Elementary	2994	2997	3
7	422	442	20
8	419	431	12
9	437	410	-27
10	436	436	0
11	462	428	-34
12	437	460	23
Subtotal Secondary	2613	2607	-6
TOTAL	5607	5604	-3
OUT OF DISTRICT & GHS ALTERNATE	32	32	0
GRAND TOTAL	5639	5636	-3

School Enrollment by Class June 1, 2025

	GRADE K					=	TOTAL	
Buttonball	17	17	17	17	16	=	84	
Hebron	16	16	16	16		=	64	
Hopewell	20	19	19	18	18	=	94	
Naubuc	16	15	15	14		=	60	
Nayaug	17	16	16	15	15	=	79	
							<u>381</u>	
	GRADE 1							
Buttonball	19	19	18	17		=	73	
Hebron	17	17	17	17		=	68	
Hopewell	18	17	17	17	15	=	84	
Naubuc	17	17	17	17		=	68	
Nayaug	19	17	17	17	17	=	87	
							<u>380</u>	
	GRADE 2							
Buttonball	18	18	17	17	15	=	85	
Hebron	22	21	21	21		=	85	
Hopewell	18	18	18	17	17	=	88	
Naubuc	18	17	16	15		=	66	
Nayaug	20	19	19	18	18	18	=	112
							<u>436</u>	
	GRADE 3							
Buttonball	19	19	17	16		=	71	
Hebron	22	22	22	21		=	87	
Hopewell	21	21	20	20		=	82	
Naubuc	21	21	20	20		=	82	
Nayaug	20	20	19	19		=	78	
							<u>400</u>	
	GRADE 4							
Buttonball	21	20	20	19		=	80	
Hebron	20	20	20	20		=	80	
Hopewell	23	22	22	21	21	=	109	
Naubuc	20	20	20	18		=	78	
Nayaug	23	22	22	22		=	89	
							<u>436</u>	
	GRADE 5							
Buttonball	24	23	23			=	70	
Hebron	20	20	20	20		=	80	
Naubuc	22	22	21	21		=	86	
Nayaug	22	22	22	21		=	87	
Gideon	23	22	21	21	21	=	108	
							<u>431</u>	