

Regular Meeting  
Tuesday, February 14, 2012 7:00 PM Eastern

Bloomfield Board of Education 1133 Blue Hills  
Avenue Board Room  
1133 Blue Hills Avenue  
Bloomfield, CT 06002

1. Establishment of a Quorum and Call to Order
2. Pledge of Allegiance
3. Opening Statement
4. Consent Agenda
  - 4.A. Approval of Minutes - Regular Meeting - January 10, 2012
5. Presentations
  - 5.A. Student Representative Report - Big Picture High School
6. Public/PTO Comment
7. Superintendent's Report
8. Old Business
9. New Business
  - 9.A. Presentation of Superintendent's Proposed 2012-2013 Budget
  - 9.B. Second Reading Proposed Policy - 5221 Safe School Climate Plan
  - 9.C. Approval of Proposed 2012-2013 Academic Calendar
  - 9.D. Approval of Budget Transfers - January 2012
  - 9.E. Approval of July 1, 2012 - June 30, 2015 Agreement Between the Bloomfield Board of Education and the Bloomfield School Nurses Association (BSNA)  
(Board may go into Executive Session)
10. Board Member Comments
11. Adjournment
12. RECEPTION IMMEDIATELY FOLLOWING BOARD MEETING TO  
RECOGNIZE OUTGOING BOARD MEMBER DICK DALE
13. Next Board Meeting - SPECIAL BUDGET - February 23, 2012



**V. PRESENTATIONS**

**A. Harris AgriScience Award from Connecticut River Salmon Association for years of service in the Salmon in Schools program**

J. Thompson announced that the Harris AgriScience Center was receiving an award for the outstanding work completed and for years of service in the Salmon in Schools program. This is a four state effort to raise salmon. D. Eckert will accept the award on January 21, 2012.

**B. Student Representative Report - Bloomfield High School**

A. Channer from BHS listed the various fund raisers occurring in the next few months. Student GAME NIGHT is held every Thursday night and is sponsored by the Student Council. The National Honor Society has a mission to recruit more male candidates.

**VI. PUBLIC/PTO COMMENTS**

No public or PTO comments were presented.

**VII. SUPERINTEDENT'S REPORT**

**A. Recognition of the Facilities Department for their Work in the Christmas "School Bus Food Drive"**

J. Thompson thanked the Facilities Department in the successful Christmas initiative to fill a bus with food and wrapped gifts that were distributed by the Human Services Center.

**B. Class Size Report**

C. Leone reviewed the detailed spreadsheets showing the enrollment by class. The Average size class for each school is as follows:

Wintonbury Early Childhood	
Magnet School	17.8
Vincent Elementary School	14.6
Metacomet Elementary School	15.6
Carmen Arace Intermediate School	16.3
Carmen Arace Middle School	16.3
Big Picture High School	14.1
Bloomfield High School	14.1

**C. Financial Reports**

Per C. Leone, the financials are healthy through December. Major line items are being monitored. Major lines were highlighted and discussed, if a negative percent was shown.

**VIII. OLD BUSINESS**

C. Leone stated emergency vehicles now have full access at the high school. C. Leone also stated that the audit as of the end of last year showed no findings in our accounting practices.

**IX. NEW BUSINESS**

**A. Aligning Standards, Curriculum, Instruction, Professional Development and Assessment**

Team members are: J. Thompson, C. Leone, E. Stoltz, B. Silver, L. McKinley, D. Nesmith, T. Youngberg, T. Ellis and S. Galloway

The presentation discussed how the alignment will connect to student preparation for CMT and CAPT

testing. The effort to increase achievement is continuous. Terms were defined and examples provided. Each principal presented analyzed data; identified areas of focus, and strategies on all levels to implement. Each plan will include a curriculum specialist, monthly instructional pacing guides, extended day learning and a monitoring plan. L. Mara summarized the effort as methodical, specific and transparent.

## **X. BOARD MEMBER COMMENTS**

The 8th Annual Oratorical Contest at Bethel Church on MLK weekend was announced. No Bloomfield students are registered, but hopefully, there will be participation in years to come.

Several members expressed their appreciation and acknowledged the team's creativity to produce the thorough presentation on alignment.

Other members commented on the excitement and energy created by having such a cohesive and dynamic team.

Three committee meetings are held on the 4<sup>th</sup> Thursday of the month at 6 p.m.

## **XI. ADJOURMENT**

At 8:49 p.m., a motion to adjourn was made by R. Ike and seconded by L. Mara. The motion was passed unanimously.

## **XI. NEXT REGULAR BOARD MEETING February 14, 2012**

**Next Board Meeting:**

**February 14, 2012 in the Board Room at the  
Bloomfield Board of Education**

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M. R. Walters, Secretary

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J. Thompson, Jr., Superintendent

## SAFE SCHOOL CLIMATE PLAN POLICY

### I. Purpose

The Bloomfield Board of Education is committed fostering a positive learning environment where all students are welcomed, supported, and feel socially, emotionally, intellectually and physically safe in school while creating and maintaining an educational environment free from bullying, harassment and discrimination.

### II. Bullying Prohibited

Bullying is prohibited.

In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

The Bloomfield Safe School Climate Plan represents a comprehensive approach to promoting a school climate in which bullying is not tolerated by students or school employees.

Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*  
Conn. Gen. Stat. § 10-222d  
Conn. Gen. Stat. §§ 10-233a through 10-233f  
Connecticut State Department of Education Circular Letter C-8,  
Series 2008-2009 (March 16, 2009)

Adopted:

**Safe School Climate Plan**

The following sets forth the procedures to implement Board Policy 5221 concerning the creation and implementation of the Board's Safe School Climate Plan in the Bloomfield Public Schools. The Bloomfield Public Schools has the responsibility to create and maintain a school environment free from bullying, harassment, and discrimination. The Safe School Climate Plan represents a comprehensive approach to promoting a school climate in which bullying is not tolerated by students and school employees.

**I. Prohibition against Bullying and Retaliation**

- A. The Board prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.
- C. The Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan will be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

**II. Definitions**

- A. **"Bullying"** means the repeated use by one or more members of the school community of a written, verbal or electronic communication, such as cyber-bullying, or a physical act or gesture directed at another student attending school in the same district that:
  - 1. causes physical or emotional harm to such student or damage to such student's property;
  - 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  - 3. creates a hostile environment at school for such student;
  - 4. infringes on the rights of such student at school; or
  - 5. substantially disrupts the education process or the orderly operation of a school.

**Safe School Climate Plan**

- B. Bullying includes, but is not limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
- C. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. **"Cyber-bullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- E. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system;
- F. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- G. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- H. **"Prevention and intervention strategy"** may include, but is not limited to,  
(1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education,  
(2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts,  
(3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur,  
(4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school,  
(5) individual interventions with the student found to be engaged in bullying behavior, parents and school employees, and interventions with the student who experienced the bullying, parents and school employees,  
(6) school-wide training related to safe school climate,  
(7) student peer training, education and support, and  
(8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

### Safe School Climate Plan

- I. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
  
- J. **"School employee"** means
  - (1) a teacher, substitute teacher, school administrator, central office administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or
  - (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
  
- K. **"School-Sponsored Activity"** means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

### III. Safe School Climate Plan

#### A. Safe School Climate Coordinator

The Superintendent shall appoint a District Safe School Climate Coordinator. The Coordinator will:

- 1. be responsible for implementing the district's Safe School Climate Plan;
- 2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
- 3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
- 4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district's Plan.

#### B. Safe School Climate Specialist

Effective July 1, 2012, and each school year thereafter, the principal of each school (or principal's designee) will serve as the Safe School Climate Specialist. The Safe School Climate Specialist will investigate or supervise the investigation of reported acts of bullying, collect and maintain records of reports and investigations of bullying in the school; and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

**Safe School Climate Plan****IV. Procedures for Reporting and Investigating Complaints of Bullying**

- A. Any student who believes that he or she has been the target of bullying may report the matter to any school employee. In addition, students may make anonymous reports of bullying to any school employee. If the student requests anonymity when making a report, the Safe School Climate Specialist will meet with the student to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. Anonymous complaints will be reviewed and reasonable action will be taken to address the complaint. The Safe School Climate Specialist will not disclose the source of the complaint, and any disclosure must be consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action will be taken solely on the basis of an anonymous complaint.
- B. Students and parents (or guardians of students) may file written reports of bullying. A form will be available in the school's office to report a bullying complaint. Written reports of bullying will include the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. The building principal will receive such reports and forward them to the Safe School Climate Specialist for review and actions consistent with the Plan.
- C. School employees who witness acts of bullying or receive reports of bullying will orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, no later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee will then file a written report with the Safe School Climate Facilitator no later than two (2) school days after making such oral report.
- D. The Safe School Specialist will be responsible for reviewing all reports of bullying and will investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the school to investigate all complaints adequately the parent of the student suspected of being bullied must provide written consent to permit the release of that student's name to those third parties that the Safe School Climate Specialist contacts as part of the investigation. The Safe School Climate Specialist will take immediate measures to prevent further allegations or bullying or retaliation while the investigation is pending.
- E. In investigating reports of bullying, the Safe School Climate Specialist will consider all available information known, including the nature of the allegations and the ages of the students involved, interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

## Safe School Climate Plan

### V. Responding to Verified Acts of Bullying

- A If acts of bullying are verified following the investigation, the Safe School Climate Specialist will:
1. Notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours after the investigation is completed. This notification will include a description of the school's response to the acts of bullying and be consistent with the statutory privacy rights of students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student may not be disclosed except as provided by law.
  2. Invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation must include a description of the school's response to such acts, along with consequences, as appropriate. At the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.
  3. Develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
  4. Develop a case-by-case intervention plan to address repeated incidents of bullying against single individual or recurrently perpetrated bullying incidents by the same individual, which may include counseling and discipline.
  5. Coordinate an investigation with other appropriate district personnel if the bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age or disability).
- B. If the Principal reasonably believes that any act of bullying constitutes a criminal offense, he/she will notify the Bloomfield Police Department.

### VI. Documentation and Maintenance of Log

- A. Each school will maintain written complaints of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third

**Safe School Climate Plan**

parties without prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.

- B. The Principal of each school will maintain a tally of each verified act of bullying in the school and this list will be available for public inspection upon request. The list will not identify any of the particulars of each verified act, including, but not limited to any personally identifiable student information.
- C. The Safe School Climate Specialist will annually report the number of verified acts of bullying in the school to the Department of Education in such manner as prescribed by the Commissioner of Education.

**VII. Other Prevention and Intervention Strategies**

- A. To protect students from further acts of bullying, the school administration will develop a written intervention plan to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual.
- B. Prevention and intervention strategies may include non-disciplinary and disciplinary responses to enforce the Board's prohibition against bullying.
  - 1. Non-disciplinary interventions may include:
    - a. Counseling;
    - b. Increased monitoring and supervision of students;
    - c. Peer mediation;
    - d. Positive behavioral interventions and support systems to create a safe and positive school climate;
    - e. Rules and consequences designed to prevent bullying behavior;
    - f. Adequate adult supervision in specific areas where bullying is likely to occur;
    - g. Grade appropriate bullying prevention curriculum for all grades;
    - h. Intervention strategies with the perpetrator, the perpetrator's parents and school staff; and interventions with the bullied student, parents, and school staff;
    - i. Staff training related to a safe school climate;
    - j. Student peer training, education, and support;
    - k. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
    - l. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus on evidence based practices concerning same;
    - m. Modeling by teachers of positive, respectful, and supportive behavior toward students;
    - n. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

**Safe School Climate Plan**

- o. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

- 2. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences consistent with the Board’s discipline policy. No disciplinary action will be taken based solely on anonymous complaints

- 3. Other Prevention and Intervention Strategies.

Administrators, teachers and other professional employees will educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior.

Administrators, teachers and other professional employees will intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying.”

**VIII. Development and Review of Safe School Climate Plan**

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school will establish a committee in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee will include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.
- B. This committee will: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.
- C. Any parent/guardian serving as a member of the Committee will not participate in any activities that may compromise the confidentiality of any student, including receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.

**Safe School Climate Plan**

- D. The School Climate Plan will be available on the district's and each school's web site, all student handbooks, and any school publications that include the rules, procedures, and standards of conduct.
- E. The Bloomfield Public Schools district trainers are responsible for training all staff pursuant to the safe school climate plan.

**IX. Annual Notice and Training**

- A. The principal will annually provide students, parents or guardians of students the process by which students may make reports of bullying.
- B. At the beginning of each school year, the Superintendent will provide all employees with a written or electronic copy of the school district's safe school climate plan.

All school employees will annually receive training on the identification, prevention and response to bullying as required by law.

**X. School Climate Assessments**

On and after July 1, 2012, and biennially thereafter, the Board requires each school in the district to complete an assessment using the school climate assessment instruments disseminated by the Department of Education. The Superintendent's Office will collect the school climate assessments for each school in the district and submit such assessments to the Department of Education.

School principals will annually include within their school improvement plans strategies to improve the quality of school climate based on assessments of school climate, and behavioral data including but not limited to behavior that may constitute or lead to bullying or harassment.

**Legal References:**

Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*  
Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8,  
Series 2008-2009 (March 16, 2009)

Adopted:



### First Day of School – September 4

#### NOTABLE DATES

- ☐ August 27th  
Convocation/Teacher Work Day
- August 28-30  
Professional Development – No School
- ★ September 3rd  
Labor Day
- ◆ September 4th  
First Day of School
- September 20<sup>th</sup>  
Professional Development (Early Release)
- ★ October 8th  
Columbus Day
- November 6th  
Professional Development - No School
- ★ November 21-23  
Thanksgiving Recess
- △ December 12-14  
Parent Conferences – Early Dismissal Pre-K-12)
- ★ December 24th – January 1<sup>st</sup>  
Holiday Recess (Includes Christmas and New Year's Day)
- ★ January 21<sup>st</sup>  
Martin Luther King Day
- ★ February 15<sup>th</sup>  
Presidents' Day
- △ March 26-28  
Parent Conferences – Early Dismissal (Pre-K-12)
- ★ March 29<sup>th</sup>  
Good Friday
- ☐ April 1-5  
Spring Recess
- May 9<sup>th</sup>  
Professional Development (Early Release)
- ☐ May 24<sup>th</sup>  
Professional Development – No School
- ★ May 27<sup>th</sup>  
Memorial Day
- June 13 – 20\* - Last Day (Projected\*)

#### Legend

- ☐ No school
- ☐ Convocation
- ★ Holiday (offices/schools closed)
- ◆ First day of school
- Professional development (teachers)
- Professional development (early release)
- △ Parent conferences

M	T	W	TH	F
<b>FEBRUARY 2013</b> [19 DAYS]				
				1
4	5	6	7	8
11	12	13	14	15
★	19	20	21	22
25	26	27	28	

M	T	W	TH	F
<b>MARCH 2013</b> [20 DAYS]				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	△	△	△	★

M	T	W	TH	F
<b>APRIL 2013</b> [17 DAYS]				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

M	T	W	TH	F
<b>MAY 2013</b> [20 DAYS]				
		1	2	3
6	7	8	●	10
13	14	15	16	17
20	21	22	23	●
★	28	29	30	

M	T	W	TH	F
<b>JUNE 2013</b> [14 DAYS]				
3	4	5	6	7
10	11	12	13*	14
17	18	19	20*	21
24	25	26	27	28

#### Last Day of School Note

This calendar includes 185 days of school. This is beyond the state requirement of 180 days of school and provides flexibility for weather related closures. The projected last day of school with no weather related closures would be June 13, 2013. If there are five weather related closures

M	T	W	TH	F
<b>AUGUST 2012</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

M	T	W	TH	F
<b>SEPTEMBER 2012</b> [19 DAYS]				
★	◆			
3		5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

M	T	W	TH	F
<b>OCTOBER 2012</b> [22 DAYS]				
★				
1	2	3	4	5
★	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

M	T	W	TH	F
<b>NOVEMBER 2012</b> [18 DAYS]				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	★	★	★
26	27	28	29	30

M	T	W	TH	F
<b>DECEMBER 2012</b> [15 DAYS]				
3	4	5	6	7
10	11	△	△	△
17	18	19	20	21
★	★	26	27	28
31				

M	T	W	TH	F
<b>JANUARY 2013</b> [21 DAYS]				
	★	2	3	4
7	8	9	10	11
14	15	16	17	18
★	22	23	24	25
28	29	30	31	



*Bloomfield Public Schools*  
*Learning and Growing Together*

**2012-2013**  
**ACADEMIC CALENDAR**

		<p><b>the final day would be June 20, 2013.</b></p>
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# Bloomfield Public Schools

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**James Thompson, Jr., Ed.D.**  
SUPERINTENDENT OF SCHOOLS

**Christopher G. Leone**  
CHIEF OPERATING OFFICER /  
DIRECTOR OF MAGNET SCHOOLS

**Ellen J. Stoltz, Ph.D.**  
CHIEF ACADEMIC OFFICER

## MEMORANDUM

Date: February 7, 2012  
To: BOE Members  
From: Christopher Leone, Chief Operating Officer  
Re: Budget Transfers (January 2012)

A handwritten signature in black ink, appearing to be "C. Leone", is written over the "From:" line of the memorandum.

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Attached is a copy of the Budget Transfers as presented to the Finance Committee on January 24, 2012.

The following were fully vetted and unanimously forwarded to the Board of Education for action at its regular meeting on February 14, 2012.

It is requested that the Board of Education approve these transfers in alignment with Board of Education Policy 3010.

Bloomfield Public Schools  
 2011-2012  
 Budget Transfers - January 24, 2012

	Transfer to	Transfer from	Location	Explanation
100-50-100-1200-08-5630-5		32,550.00	District	New Reg Ed Private Tuition Accts
100-50-099-1000-08-5630-5	32,550.00		District	New Reg Ed Private Tuition Accts
100-50-100-1200-08-5600-5		30,000.00	District	New Reg Ed Public Tuition Accts
100-50-080-1000-08-5600-5	30,000.00		District	New Reg Ed Public Tuition Accts
100-21-200-2610-04-4300-5	599.00		CAIS	Wireless Clock/Bell Schedule Interface
100-25-200-2610-04-4300-5	599.00		CAMS	Wireless Clock/Bell Schedule Interface
100-50-403-1000-03-2100-5		1,198.00	District	Insurance Surplus
100-50-200-2610-04-4300-5		2,751.00	District	Snow blower
100-50-200-2610-13-7320-5	2,751.00		District	Snow blower
100-21-011-1000-10-6110-5	400.00		CAIS	Purchase 60 Read About Licenses
100-21-011-1000-12-6410-5		400.00	CAIS	School based transfer
100-13-012-1000-12-6410-5		7,863.00	Vincent	School based transfer
100-13-011-1000-12-6410-5	7,863.00		Vincent	Purchase additional L.A. Books for teachers and students
100-50-022-1000-04-4300-5	10,000.00		District	2011-12 Budget Error
100-50-403-1000-03-2100-5	22,000.00		District	Insurance Surplus
100-10-010-1000-02-1230-5	50,000.00		WECMS	Para budget realignment
100-10-100-1200-02-1230-5	2,600.00		WECMS	Para budget realignment
100-50-100-1200-02-1230-5	19,200.00		District	Para budget realignment
100-25-100-1200-02-1230-5	16,200.00		CAMS	Para budget realignment
100-50-070-1400-02-1230-5		9,402.00	CAMS	Para budget realignment
100-25-010-1000-02-1220-5		27,056.00	CAIS	Para budget realignment
100-21-100-1200-02-1220-5		73,542.00	BHS	Para budget realignment
100-31-011-1000-02-1220-5		61,000.00	District	Para budget realignment
100-51-401-2320-02-1240-5		40,000.00	WECMS	Clerical budget realignment
100-10-010-1000-04-3200-5		21,000.00	District	Clerical budget realignment
100-51-401-2320-01-1115-5		10,000.00	Metacomet	Clerical budget realignment
100-12-400-2400-02-1240-5		12,000.00	Vincent	Clerical budget realignment
100-13-400-2400-02-1240-5		10,000.00	BHS	Clerical budget realignment
100-31-400-2400-02-1240-5		19,000.00	District	Clerical budget realignment
100-51-401-2320-01-1115-5		13,000.00	District	Clerical budget realignment
100-50-403-1000-03-2100-5		22,000.00	District	Clerical Business Office budget realignment
100-51-401-2320-02-1250-5		31,000.00	District	OT Surplus
100-50-400-2400-02-1290-5		22,000.00	District	Vo-Tech Transportation realignment from Reg Transp
100-50-300-2700-05-5100-5		31,000.00	District	Vo-Tech Transportation realignment from Reg Transp
100-50-030-2700-05-5100-5		6,500.00	District	Technical Support realignment
100-50-096-2800-02-1255-5		4,100.00	Metacomet	Technical Support realignment
100-12-102-2130-02-1235-5		3,500.00	District	Residency Officer realignment
100-50-098-2310-02-1257-5		4,100.00	Metacomet	Residency Officer realignment
100-12-102-2130-02-1235-5		3,500.00	CAIS	Custodian realignment
100-21-200-2600-02-1260-5		3,500.00	CAMS	Custodian realignment
100-25-200-2600-02-1260-5		7,000.00	District	Insurance Surplus
100-50-403-1000-03-2100-5		1,350.00	BHS	AED - 3rd device for building
100-31-400-2400-13-7300-5		1,350.00	BHS	AED - 3rd device for building
100-31-400-2400-14-8900-5				
	359,712.00	359,712.00		Balance

# **AGREEMENT**

**Between**

**The Bloomfield Board of Education**

**and**

**The Bloomfield School Nurses Association**

**For the Period:**

**July 1, 20~~09~~12**

**to**

**June 30, 20~~15~~12**

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Pursuant to the provisions of the Municipal Employees Relations Act Chapter 113 General Statutes of the State of Connecticut, this Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 201~~208~~, by the Bloomfield Board of Education, hereinafter called the “Board” and the Bloomfield School Nurses Association, hereinafter called the “Association”.

#### ARTICLE I - DEFINITION

School Nurse - A registered professional nurse and/or nurse practitioner qualified pursuant to Section 10-212 of the Connecticut General Statutes and its regulations (Public Act 80-440).

#### ARTICLE II - CONDITIONS OF EMPLOYMENT

1. The normal work day for school nurses shall not exceed seven (7) hours exclusive of a thirty (30) minute duty free lunch. The work year of all nurses shall not exceed 186 work days during the school year, including 180 days that school is in session for students and six (6) professional days as defined in the school calendar. If nurses work an additional day(s), they will be paid a per diem based on their annual salary for the life of this contract.
2. The Board agrees to deduct Association dues from the wages of nurses in an amount as determined by the Association of all nurses who duly authorize such deduction in writing. The Board assumes no responsibility beyond remitting the correct amount of deduction made to the Association. The Association shall provide the Chief Operating Officer with the duly authorized deduction forms prior to August 15 each year. Deductions shall be made in twenty (20) equal installments.
3. Appointments to positions will be made according to personnel policies.
4. A copy of the contract shall be provided to each nurse within thirty (30) days of approval. New employees shall receive a copy within five (5) days of employment.
5. Assignment and transfer of nurses is the responsibility of the Superintendent or designee. If a vacancy occurs, it shall be posted at least one (1) week prior to the position being filled. The Chief Operating Officer or designee shall provide a copy of the job posting to each nurse for such position.
6. A nurse requesting a change in assignment shall make such request for the coming school year by June 1. Such request will be made to the Director of Student Support Services or designee and be approved by the Superintendent or designee.
7. Time for participation in educational institutes, workshops, or meetings and in-service programs which will improve the individual’s on-the-job performance may be granted by the Superintendent or designee subject to the necessity for maintaining the efficient operation of the department. The Superintendent or designee agrees to make a reasonable effort to provide a substitute nurse for this type of absenteeism.

8. Nurses shall have access to school facilities including lounge, restrooms, and parking space.
9. The Superintendent or designee will make every effort to have a substitute nurse available for a prior-known daily nurse's absence. A current file of registered substitute nurses will be maintained from which to draw such substitute.
10. The Board will provide a work calendar on a timely basis.
11. By no later than June 10 each school nurse shall receive a statement in writing of his/her salary for the upcoming school year.

### ARTICLE III - SENIORITY

1. Employees shall be regarded as temporary for the first ninety (90) days of active employment, and during that time shall acquire no right of seniority, re-employment or access to the grievance procedure if laid off or discharged. After ninety (90) days of active employment, a temporary employee shall be considered a permanent employee and shall accumulate seniority from the date of hiring.
2. Seniority will be lost and continuous employment terminated by:
  - A. Resignation
  - B. Discharge or other involuntary termination of employment
  - C. Layoff which continues for more than one year
  - D. A failure to return to work upon the expiration of an authorized leave of absence or within the period prescribed by law during which a registered nurse absent on military service has re-employment rights with the Board.
3. Determination of lay-off or reduction in staff and recall shall be with consideration of the specific needs of the school system and the following procedure shall be followed:
  - A. The Association will be notified as soon as possible and before any decision is made.
  - B. Seniority will be defined as the total number of consecutive years of employment in Bloomfield, starting with the most recent date of employment.
  - C. In the event that more than one nurse has the same initial contract signing date, performance and ability as evidenced by written evaluations.
  - D. The name of any nurse whose services have been terminated because of the elimination of a position or a reduction in staff shall be placed on a reappointment

list and remain on such list for two (2) years provided such nurse does not refuse an appointment and provided such nurse applies in writing by registered or certified mail, for the retention of his/her name on said list on or before June 1<sup>st</sup> of each year subsequent to his/her termination.

- E. Any nurse on the reappointment list shall receive a written offer of replacement at least fifteen (15) days prior to the date of reemployment. It shall be the responsibility of the nurse to provide the Superintendent, or designee, of an up-to-date mailing address. The nurse shall accept or reject the appointment within ten (10) days in writing to the Superintendent. Refusal of said appointment shall be grounds for eliminating the nurse's name from the recall list.
- F. The temporary separation of a nurse shall not affect any fringe benefits earned and/or accumulated, or benefits to be earned and/or accumulated when re-employed, with the exception of salary schedule increments, years of service as applied to seniority or retirement, and any additional accumulation of sick leave days. Although there will be no compensation to a nurse during the period on the recall list, an employee who has been laid off pursuant to this Article may continue to participate in group health insurance programs in which he/she pays the full cost of such coverage and the provisions of the appropriate group policy permits such continuation.
- G. The recalled nurse shall reenter at the salary step received at the time of termination.

#### ARTICLE IV - DISCIPLINE OR DISCHARGE

1. No nurse shall be discharged or suspended without just cause. Disciplinary actions for cause shall include the following:
  - A. Verbal discussion of problem
  - B. Written warning
  - C. Suspension without pay
  - D. Termination

and shall follow this order except as noted in Article IV-2 below as serious misconduct.

2. Serious misconduct shall be grounds for immediate suspension or discharge. Examples of serious misconduct include but are not limited to: theft, moral turpitude, and insubordination that does not conflict with medical malpractice or neglect.
3. Any nurse discharged or suspended shall be entitled to receive a written statement of reasons as well as an opportunity to explain his/her position on the matter. A representative may be present if requested. A copy of the written statement will be sent to the Association.

## ARTICLE V - TERMINATION OF EMPLOYMENT

1. At least two (2) weeks written notice of termination of employment or pay in lieu thereof shall be given to a nurse by the Board except if the termination was for cause under the terms of Article IV above.
2. Two (2) weeks written notice of resignation shall be given to the Board by a nurse and active employment shall continue throughout such notice period. Any nurse who submits such notice of resignation while not in active employment, or leaves active employment during the notice period shall be deemed to have terminated his/her employment effective as of the last active day of employment. A nurse on leave of absence shall be deemed not to be in active employment for these purposes.
3. All nurses shall be entitled to an exit interview with the Superintendent, or designee.
4. Retired nurses may participate at group rates in all health benefits provided in the contract at their own expense provided the carrier so permits.
5. A retirement allowance of up to thirty (30) days pay based on the annual salary at the time of retirement will be paid to all nurses who have accumulated at least sixty (60) days in their unused sick leave account and who have worked for the Bloomfield Board of Education for at least twenty-five (25) years at the time of retirement.

Those nurses whose sick leave account exceeds sixty (60) days shall receive one-half a day's pay for each additional unused day to a total not to exceed forty-five (45) days pay.

In order to receive this payment in the July immediately following retirement, a nurse must inform the Superintendent of Schools or his/her designee of his/her intent to retire no later than December 1 of the year in which he/she intends to retire. Nurses who do not provide this notification shall not receive the retirement payment until the following July 1.

For any employee not participating in the pension plan, the employee will be entitled to the retirement allowance if the employee meets the pension eligibility requirements for retirement.

## ARTICLE VI - PROTECTION

1. All nurses shall be protected and saved harmless under Section 4-165 of the General Statutes of the State of Connecticut.
2. A fund of seven hundred and fifty (\$750) shall be established solely for the purpose of reimbursing nurses for verifiable damage or destruction to clothing as a result of defective equipment or furniture and student negligence or malice that is not reimbursable under the

deductible clause of the nurse's homeowners insurance. The Board will also reimburse a nurse under the same conditions stated above, for eyeglasses, contact lenses, hearing aids, medical and dental appliances, or watches. All claims will be held until the end of the fiscal year and paid in full or prorated if the total of verifiable claims exceeds the fund total.

3. A fund of one thousand dollars (\$1,000) shall be established solely for the purpose of reimbursing nurses for verifiable automobile vandalism on school property that is not reimbursable under the deductible clause of the nurse's automobile insurance, or if the nurse makes no claim for insurance reimbursement. All claims will be held until the end of the fiscal year and paid in full or prorated if the total of verifiable claims exceeds the fund total.

#### ARTICLE VII - LEAVE PROVISIONS

1. Sick Leave - In order to be paid for sick leave a nurse must notify by phone the person designated by the Board to record the call-in.
2. Fifteen (15) days annual leave without loss of pay shall be allowed for personal illness, quarantine or absence because of injury cumulative to one hundred eighty (180) days.
3. Personal Leave - A total of six (6) additional days without salary deduction shall be allowed for the following:
  - A. Serious illness/death in the family, household, or death of a close friend;
  - B. Moving one's domicile, court appearances, legal matters, graduation of the nurse or a member of the family or household from an institution of learning, emergencies, or other business of a personal nature that demands the nurse's presence.
  - C. Religious holidays (limited to three (3) days per year).
4. At no time is personal leave to be taken to extend a vacation (two (2) or more consecutive non-school days not including Saturday or Sunday) for any purpose that might be deemed essentially social or recreational.
5. Attendance at Professional Meetings
  - A. Nurses may be authorized four (4) days per year to attend conferences, institutes, or other professional meetings or visits without loss of pay or loss of annual leave on approval of the Director of Student Support Services or designee.
  - B. Individuals will submit a request in writing to the Director of Student Support Services or designee for permission to attend two (2) weeks in advance of the date requested.
  - C. Permission or denial will be given to the requestee in writing by the Director of Student Support Services or designee within five (5) calendar days of receipt.

- D. The Board shall reimburse each nurse with the cost of registration, mileage, and/or other expenses related to meetings or conferences covered in this Article provided that the Director of Student Support Services or designee has granted prior approval to attend the meeting or conference, and the nurse shall provide proper documentation to the Chief Operating Officer.
7. Unpaid Leaves of Absence - A permanent employee, upon proper application to the Superintendent or designee, may be granted a leave of absence without pay for a period not to exceed three (3) months. The Superintendent or designee may, at his/her sole option, extend the leave beyond the three (3) month period.
- A. Nurses who have been granted a leave shall notify the Board in writing thirty (30) days before the return date of their intention to resume work.
- B. Nurses returning from a leave, to the extent possible, shall be restored to the same position, if available, at the time the leave was granted.
- C. Nurses returning from a leave will be placed on the salary step they held at the time the leave was granted. If the leave is six (6) months and should fall within one (1) school year, the same level of pay will be maintained for the following school year.
8. Child-rearing Leave - Nurses shall be given all rights for which they are eligible under applicable Federal and State law.
9. Military Leave - is available to all employees as prescribed by law.

#### ARTICLE VIII - GRIEVANCE PROCEDURE

1. Definition - A grievance is defined as a dispute involving the interpretation or application of a specific section of this Agreement that relates to salaries or other conditions of employment.
2. The procedure shall provide for two (2) phases of grievance processing: Formal and Informal.

A. Step 1 – INFORMAL

If a nurse believes that he/she has a grievance, the nurse must discuss the matter within five (5) school days with the administrator or other supervisor who the nurse feels caused the grievance in an effort to resolve the problem informally. If, after such discussion, the nurse is not satisfied with the disposition of the matter, the nurse shall have the right to have an Association representative assist in further efforts to resolve the problem informally with the aforesaid administrator or other supervisor.

If the nurse believes that the grievance was caused by action of the Board, the

informal procedure shall commence directly with the Superintendent, or designee-Chief Operating Officer. To invoke the grievance procedure set forth, a grievance must be submitted within five (5) school days after knowledge of the act or conditions of the event becomes known.

## B. STEP 2 - FORMAL PROCEDURE

### 1) Level 1 – Supervisor:

A nurse with a grievance not solved through the informal procedure above shall place said grievance in writing and submit it to his/her immediate supervisor, either directly or through the Association representative. If, after five (5) school days, a resolution cannot be reached, an extension of three (3) school days may be requested by the supervisor if a resolution is in sight that would, in most likelihood, avoid the necessity of proceeding to the next level of the Formal Grievance procedure.

### 2) Level 2 - Superintendent of Schools:

In the event that the aggrieved member is not satisfied with the disposition of the grievance at Level 1, or in the event no decision has been rendered within ten (10) school days after having first met with the immediate supervisor, the nurse may file the written grievance with the Superintendent's office, within five (5) school days after the decision at Level 2 or after thirteen (13) days after written presentation of the grievance, whichever comes first. Presentation of the grievance may be made either by the aggrieved or by the Association representative on behalf of the aggrieved. If the grievance is filed through the Association, it shall be in writing and shall specify the grievance asserted, the section of the Agreement alleged to be involved, or the Board policy involved, if any, and its disposition at Level 1. The designated Association officer shall recommend, in writing, a proposed disposition of this grievance.

### 3) Level 3 - Impartial Arbitration:

If the grievance is not settled at Level 3, it may be submitted at the request of the Association to arbitration. The Arbitrator shall be selected from a list submitted by the American Arbitration Association and the arbitration shall be

conducted in accordance with their rules and regulations. The Association's request for arbitration shall be in writing and must be filed with the American Arbitration Association no later than ten (10) days after receipt of the written answer or within thirty (30) days of submission of the Board, whichever comes first.

The arbitrator designated shall hear and decide only one (1) grievance at a time. The award shall be final and binding as provided by law. The arbitrator shall be bound by and must comply with all the terms of this Agreement and shall have no power to add to, subtract from, or in any way modify the provisions of this Agreement. The cost of arbitration shall be borne equally by both parties.

### 3. Miscellaneous

- A. If, in the judgment of the Association, a grievance affects more than one member of the Association; the Association may process such grievance through all levels of the grievance procedure.
- B. Acceptance or rejection of a proposed resolution to any grievance at any level must be in its entirety.
- C. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- D. Any grievance not processed within the time limits set for each level of the grievance procedure in the Article shall be deemed to have been waived.
- E. No reprisals of any kind shall be taken by the Board or by any member of the Administration or by the Association or members of the unit against anyone by reason of participation in the grievance procedure or support of any participant thereto.

## ARTICLE IX - GENERAL PROVISIONS

### 1. Evaluations

Nurses shall have the opportunity to review and discuss any evaluation reports with their supervisor and review their own files as maintained by the ~~district Chief Operating Officer~~.

2. Personnel Files

- A. No material originating after original employment shall be placed in the nurse's personnel file unless the nurse has been notified, and has had an opportunity to review the material and submit a written notation regarding such material in question. If the nurse is asked to sign material placed in his/her file, such signature shall be understood to indicate awareness of the material, but in no instance shall be interpreted to mean agreement with the content of the material.
- B. Any substantive complaint filed with an administrator against a nurse by any parent, student or other person shall be called to the attention of the nurse within two (2) days of the completion of the investigation of the complaint which shall be done expeditiously.
- C. In no case shall any anonymous and/or unsubstantiated complaint be placed in any nurse's file.

- 3. Union Meetings - The Association may call meetings in a building before or after school provided such meetings do not conflict with other scheduled activities or programs. Permission from the Superintendent or designee must be received prior to the meeting scheduled. Such permission will not unreasonably be denied.
- 4. The Director of Student Support Services or designee shall meet with representative(s) of the Association at its request on a monthly basis on a mutually agreed to date. The Association shall provide the Director of Student Support Services or designee with an agenda at least one (1) full week prior to the meeting date. If no agenda is provided by the stated date, no meeting shall be held during that month.
- 5. Transportation Allowance - All travel for school business approved by the Superintendent or designee will be reimbursed at the Internal Revenue Service rate for mileage. Reimbursement forms are available from the Business Office and shall be submitted on a monthly basis.
- 6. Safety and Health
  - A. Both parties to this Agreement hold themselves responsible for mutual cooperative enforcement of safety rules and regulations.
  - B. Health and medical evaluations shall be required as follows:
    - 1) Under Board policy a pre-employment medical evaluation may be required.
    - 2) Medical Evaluations - If the Board mandates an employee to have a medical evaluation, it shall reimburse the employee the out-of-pocket cost of such evaluation over what is covered by the employee's insurance coverage.
- 7. The Bloomfield Board of Education shall reimburse members of the bargaining unit for any costs incurred in receiving flu shots in the winter and poison ivy shots in the spring from the

municipal health department or equivalent medical office.

8. The Bloomfield Board of Education shall reimburse members of the bargaining unit for any costs incurred in purchasing personal malpractice insurance up to a maximum of \$100.00 per year.

#### ARTICLE X - WAIVER

1. The terms and conditions of this Agreement are intended to constitute a total comprehensive and final Agreement for the period covered by it. Any failure to discuss or negotiate any conditions of employment, wage issues or other benefits during the negotiations prior to the execution of this Agreement shall not in any way constitute or imply an understanding or assumption that such omitted matters are to be open for bargaining during the term of this Agreement.
2. If any portion of this Agreement is ruled invalid for any reason, the remainder of the Agreement shall remain in full force and effect.
3. This Agreement may only be amended during its lifetime by mutual agreement.

ARTICLE XI - DURATION

This Agreement shall become effective July 1, 2012 and shall continue and remain in full force and effect until June 30, 2015. It is agreed that negotiations on a successor Agreement shall commence between the Board and the Association in accordance with State law.

IN WITNESS WHEREOF, the Undersigned have set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

BOARD OF EDUCATION

BLOOMFIELD SCHOOL  
NURSES ASSOCIATION

\_\_\_\_\_  
Donald F. Harris, Jr.  
Chairman, Bloomfield BOE

\_\_\_\_\_  
Maureen E. Wehner  
President

\_\_\_\_\_  
James Thompson, Jr., Ed.D.  
Superintendent of Schools

\_\_\_\_\_  
Melanie Kelley  
Negotiation Committee

\_\_\_\_\_  
Penny Maddy  
Negotiation Committee

APPENDIX A

July 1, 2009 - June 30, 2012

Salary Schedule:

<u>STEP</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
<u>1</u>	<u>45,673</u>	<u>47,043</u>	<u>48,454</u>
<u>2</u>	<u>46,311</u>	<u>47,700</u>	<u>49,131</u>
<u>3</u>	<u>46,948</u>	<u>48,356</u>	<u>49,807</u>
<u>4</u>	<u>47,586</u>	<u>49,014</u>	<u>50,484</u>
<u>STEP</u>	<u>2012-2013*</u>	<u>2013-2014</u>	<u>2014-2015</u>
<u>1</u>	<u>48,454</u>	<u>**</u>	<u>**</u>
<u>2</u>	<u>49,131</u>	<u>50,113</u>	<u>52,118</u>
<u>3</u>	<u>49,807</u>	<u>50,803</u>	<u>52,835</u>
<u>4</u>	<u>50,484</u>	<u>51,493</u>	<u>53,553</u>

\*There is a 0% increase for 2012-2013

\*\*The steps consolidate from four (4) to three (3) in 2013-2015

Paychecks:

The first paycheck of the school year shall be scheduled for the first Friday nurses are back in school and clarification on nurses' deductions should be issued at the same time. All nurses shall be paid via direct deposit. An individual nurse who can demonstrate undue hardship to the Superintendent of Schools or his/her designee may be excused from the requirement of payment by direct deposit.

Course Remuneration:

~~The Board will reimburse on an annual basis 100% of the tuition for one course applicable to school nursing with prior approval of the Superintendent or his designee up to a maximum of \$500. Reimbursement will be made upon presentation of evidence of payment and successful completion (a C or better) of the course. In lieu of a formal course, the Board will reimburse on an annual basis 100% of the cost for continuing education programs that are related to the nurse's field of specialization and/or licensing requirements. The total reimbursement in any single year shall not exceed the \$500 maximum.~~

The Board will reimburse on an annual basis 100% of the tuition for one course applicable to school nursing with prior approval of the Superintendent, or designee, up to a maximum of \$600. Reimbursement will be made upon presentation of evidence of payment and successful completion (a C or better) of the course. In lieu of a formal course, the Board will reimburse on an annual basis 100% of the cost for continuing education programs that are related to the nurse's field of specialization and/or licensing requirements. The total reimbursement in any single year shall not exceed the \$600 maximum and one day per-diem stipend. Per diem stipend would apply to a summer, or non-work day experience.

Annual Increments:

Annual increments shall be granted to all employees for completing a year of satisfactory service as determined by an annual evaluation to be conducted by the appropriate administrator. The evaluation shall be completed prior to June 1 of each year. Increments shall go into effect on July 1 of each year.

Nurse Team Leader Stipend:

Remuneration for the position of Nurse Team Leader will be \$1,500 annually for the term of the Agreement. The position of Nurse Team Leader shall be an annual appointment made by the ~~Chief Operating Officer~~ Superintendent, or designee, upon the recommendation of the Director of Student Support Services. A list of expectations is attached in the appendix.

Mentor Nurse Stipend

Remuneration for the position of Mentor Nurse will be \$1,000 annually for the term of the Agreement. The position of Mentor Nurse shall be an as need appointment made by the Superintendent, or designee, upon the recommendation of the Director of Student Support Services. A list of expectations is attached in the appendix.

Longevity Payment:

Members of the unit shall receive longevity pay in accordance with the following schedule\*:

- A. After eight (8) years of service - \$100.00
- B. After twelve (12) years of service - \$200.00
- C. After sixteen (16) years of service - \$300.00
- D. After twenty (20) years of service - \$400.00

\*Longevity pay is available only for employees who are on the payroll effective 6/30/03. It will not be available to new employees after this date.

## APPENDIX B - INSURANCE BENEFITS

1. All full-time nurses have the option of becoming members of the retirement income plan, if such a plan is offered to the Board by the Town of Bloomfield.
2. Hospitalization and Medical Plan - All nurses who work half time or more may participate in the following insurance plans:

1. Employees will have the choice between the following two health insurance plans:

a) Anthem Blue Cross/Blue Shield Century Preferred Plan.

The Board shall provide a PPO health plan to all eligible employees as described in Appendix C entitled "Bloomfield Benefit Plan Description". Effective July 1, 2012~~09~~, ~~and continuing through the life of this Agreement~~, the employee pays 15% of the annual cost for either the individual, spouse, or family plan and the Board of Education pays 85% of annual costs. Effective July 1, 2013, the employee pays 16% of the annual cost for either the individual, spouse, or family plan and the Board of Education pays 84% of annual costs. Effective July 1, 2014, the employee pays 17% of the annual cost for either the individual, spouse, or family plan and the Board of Education pays 83% of annual costs.

- Prescription Drugs: Anthem Blue Cross/Blue Shield Public Sector Formulary: \$5/\$20/\$35 retail copays, 1 x's retail for a 100 day supply mail order with a \$2,000 annual maximum (includes oral contraceptives or any contraceptive device).
- Outpatient physical therapy. Occupational therapy, speech therapy and chiropractic visits in excess of 50 shall be paid in the same manner and to the same extent as an out-of-network expense.

b) Anthem Blue Cross/Blue Shield Health Savings Account Preferred Provider Plan (PPO)

The Board shall provide a Health Savings Account Preferred Provider (PPO) health plan to all eligible employees as described in Appendix D entitled "ANTHEM BLUE CROSS BLUE SHIELD HEALTH SAVINGS ACCOUNT PREFERRED PROVIDER PLAN (PPO)". Effective July 1, 201~~209~~, the employee pays 10% of the annual cost for either the individual or employee plus one / family plan and the Board of Education pays 90% of annual costs. The Board of Education will contribute 50% of the annual Health Savings Account deductible deposit based on an annual total deposit of \$2,000 for an employee plan and \$4,000 for an employee plus one or family plan. The Board will pre-fund the employee's 50% annual Health Savings Account deductible deposit based on an annual total deposit of \$2,000 for an employee plan and \$4,000 for an employee plus one or family plan, the Board will then deduct the pre-funded amount equally from the employees pay checks. The Board will pay set-up and monthly maintenance fees for Health Savings Account plans. Employees will assume responsibility for all other transaction fees. In Network Preventive Care Visits are paid 100% by plan and do not come out of the health savings account. In Network visits are first paid for by the annual

deductible/health savings account and then covered 100% by the plan. Out of  
Network visits are first paid for by the annual deductible/health savings account and

then the employee pays 20% of the claims up to the out of pocket maximum, then the claims are covered 100% up to one million dollars.

*Dental Plan* - Full service Blue Cross dental plan including Rider A (additional basic benefits), Rider B (prosthetics), Rider C (periodontics), Rider D (orthodontics), and unmarried dependent child rider. The employee pays 15% of the annual cost for either the individual, spouse or family plan and the Board pays 85% of the annual cost. Effective July 1, 2013, the employee pays 16% of the annual cost for either the individual, spouse or family plan and the Board pays 84% of the annual cost. Effective July 1, 2014, the employee pays 17% of the annual cost for either the individual, spouse or family plan and the Board pays 83% of the annual cost.

*Group Life Insurance* – Eligible employees have the option of purchasing twice their basic annual salary rounded off to the even thousand dollar above the sum. The employee pays 15% of the annual cost and the Board pays 85% of the annual cost. The employee has the option of purchasing an additional one times their basic annual salary as insurance at their own cost. Effective July 1, 2013, the employee pays 16% of the annual cost and the Board pays 84% of the annual cost. Effective July 1, 2014, the employee pays 17% of the annual cost and the Board pays 83% of the annual cost.

*Group Long term Disability* - Monthly payments will be made following completion of the required period of continuous total disability (benefit waiting period) resulting from accident or sickness that occurs either at or away from work. The Board shall pay the same share of the cost of the premium for this insurance as the Board pays for health insurance. The monthly maximum benefit will be \$2,000.

3. The Board of Education shall have the right to change insurance carriers and/or to self insure in whole or in part in order to provide the insurance coverages set forth above, provided that there shall be no reduction or diminution in the above coverage and no increase in expense to any bargaining unit members, and provided further that coverages which result from change in carriers and/or self insurance are at least equal coverages described above, in terms of coverage, benefits, and administration.

The president of the Association shall be notified in writing within thirty (30) days of any intention to change carriers and/or to self-insure and shall have a reasonable opportunity to review the proposed changes. Should the Association and the Board disagree that the changes proposed will provide coverages at least equal to the coverages, benefits and administration described above at no additional cost to staff members, the disagreements shall be subject to impartial arbitration, preferably before an arbitrator with experience and expertise in these matters. Should the Association elect, such arbitration shall be expedited under the rules of the American Arbitration Association for expedited arbitration, and no change shall be made until the arbitrator has rendered his/her Award.

4. The Board will make available to employees an Internal Revenue Code Section 125 pre-tax premium conversion account for employee premium contributions. The Internal Revenue Code and its implementing regulations shall govern the administration of the Plan.

APPENDIX C BLOOMFIELD BENEFIT PLAN DESCRIPTION

BENEFIT	Anthem Blue Cross Blue Shield Century Preferred Plan
Benefit Costshares	<p>In Network: \$20 Office Visit Copay Unlimited Office Visit Maximum</p> <p>Out-of-Network: Subject to deductible &amp; copay below</p> <p>Deductible - \$250/500/625 Coinsurance - 80% to \$5000/10,000/12,500 Cost Share Max: \$1250/2500/3125 Lifetime Maximum In-Network: Unlimited Lifetime Maximum Out-of-Network: \$2,000,000</p>
School Nurse Cost Premium Share	15%, <del>165%</del> , <del>175%</del>
Preventive Care Pediatric	<p>In Network: Covered according to Age based schedule \$20 copay</p> <p>Out-of-Network: 80% after annual deductible</p>
Adult	<p>In Network: Covered according to Age based schedule \$20 Copay</p> <p>Out-of-Network: 80% after annual deductible</p>
Vision	<p>In Network: Covered once every two years \$20 Copay (includes refraction)</p> <p>Out-of-Network: 80% after annual deductible Vision Care rider included (coverage for frames, lenses, contacts &amp; additional eye exams) See separate benefit schedule.</p>
Gynecological	<p>In Network: Covered once every year \$20 Copay</p> <p>Out-of-Network: 80% after annual deductible</p>
Hospital Admission	\$200 Copay
Medical Services Medical Office Visit	<p>In Network: \$20 Copay</p> <p>Out-of-Network 80% after deductible</p>

BENEFIT	Anthem Blue Cross Blue Shield Century Preferred Plan
Outpatient PT/OT/ST/Chiro	In Network: \$20 Copay Covered up to 50 combined treatments per member per calendar year (Treatment Plan Required) Subsequent treatment subject to 80% after deduction.  Out-of-Network 80% after deductible
Allergy Services	In Network: \$20 Copay for office visits and testing. No copay for injections (Treatment Plan Required)  Out-of-Network 80% after deductible
Diagnostic Lab & X-Ray	In Network: Covered in full  Out-of-Network: 80% after deductible
Inpatient Medical Services	In Network: Covered in full  Out-of-Network: 80% after deductible
Surgery Fees	In Network: Covered in full  Out-of-Network: 80% after deductible
Office Surgery	In Network: Covered in full  Out-of-Network: 80% after deductible
Outpatient Mental Health	Covered at 50% to \$2000 per member per calendar year  In and Out-of-Network
Emergency Care Emergency Room	In Network and Out-of-Network: \$75 Copay Subject to Sudden & Serious Guidelines. Waived if admitted.
Urgent Care	In Network: \$75 Copay  Out-of-Network: 80% after deductible
Ambulance	In Network and Out-of-Network: No charge up to \$500 maximum per trip for land and air ambulance. Additional charges over first \$500 land ambulance covered under out-of-network benefit, 80% after deductible.
Inpatient Hospital General/Medical/Surgical/ Maternity (Semi-Private)	In Network: \$200 Copay  Out-of-Network: 80% after deductible (out-of-network coinsurance does not accrue to OOP maximum)

BENEFIT	Anthem Blue Cross Blue Shield Century Preferred Plan
Ancillary Services Medical Supplies	In Network: \$20 Copay Out-of-Network: 80% after deductible
Psychiatric	In Network: Covered up to 60 days per calendar year (120 partial) Out-of-Network 80% after deductible
Substance Abuse/Detox	In Network: covered up to 45 days per calendar (90 partial) Out-of-Network: 80% after deductible
Rehabilitative	In Network: Covered up to 60 days per calendar Out-of-Network: 80% after deductible
Skilled Nursing Facility	Covered up to 120 days per calendar year Subject to Deductible & 80% Coinsurance
Hospice	In Network Covered up to 60 days per Admission Copay Out-of-Network: 80% after deductible
Outpatient Hospital Outpatient Surgery Facility Charges	In Network: Covered Out-of-Network: 80% after deductible
Diagnostic Lab & X-Ray	In Network: Covered Out-of-Network: 80% after deductible
Pre-Admission Testing	In Network: Covered Out-of-Network: 80% after deductible
Other Services Durable Medical Equipment	In Network: Covered Out-of-Network: 80% after deductible
Home Health Care	In Network: Covered up to 200 Visits per calendar year Out-of-Network: 80% after deductible
Prescription Drugs	\$35 Nonformulary/\$20 Formulary/\$5 Generic/1x retail per 100 day supply Mail Order \$2000 Maximum per calendar year then covered under Out-of-Network benefit. Rx benefits must be accessed through BlueCare Network, otherwise covered at 80% of fee schedule.

**APPENDIX D**  
**ANTHEM BLUE CROSS BLUE SHIELD HEALTH SAVINGS ACCOUNT**  
**PREFERRED PROVIDER PLAN (PPO)**  
**SCHEDULE OF BENEFITS**

The Board of Education will contribute 50% of the annual health Savings Account deposit based on an annual total deposit of \$2,000 for an employee plan and \$4,000 for an employee plus one or family plan. The Board will pay set-up and monthly maintenance fees for Health Savings Account plans. Employees will assume responsibility for all other transaction fees. In Network Preventive Care Visits are paid 100% by plan and do not come out of the health savings account. In Network visits are first paid for by the annual deductible/health savings account and then covered 100% by the plan. Out of Network visits are first paid for by the annual deductible/health savings account and then the employee pays 20% of the claims up to the cost share maximum, then the claims are covered 100% up to one million dollars.

<b>COST SHARE PROVISIONS</b>	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
Annual Deductible ( <i>individual / aggregate family</i> )	\$2,000 / \$4,000	
Coinsurance	Not Applicable	20% after deductible up to
Out of Network Out of Pocket Maximum ( <i>individual / aggregate family</i> )	\$4,000 / \$8,000	
Lifetime Maximum	Unlimited	\$1,000,000

<b>PREVENTIVE CARE</b>	<b>In-Network After Annual Deductible Member pays:</b>	<b>Out-of-Network After Annual Deductible Up to Out of Pocket Max Member pays:</b>
Well child care	\$0, Deductible waived	20%
Periodic, routine health examinations	\$0, Deductible waived	20%
Vision	\$0, Deductible waived	20%
Routine OB/GYN visits	\$0, Deductible waived	20%
Mammography	\$0, Deductible waived	20%
Hearing screening	\$0, Deductible waived	20%

<b>MEDICAL CARE</b>		
Office visits	100% Once Deductible Met	20%
Outpatient mental health & substance abuse	100% Once Deductible Met	20%
OB/GYN care	100% Once Deductible Met	20%

Maternity care	100% Once Deductible Met	20%
Diagnostic lab and x-ray	100% Once Deductible Met	20%
Allergy services	100% Once Deductible Met	20%
PT/OT/ST/ Chiro	100% Once Deductible Met	20%
Office Surgery	100% Once Deductible Met	20%
Ancillary Services Medical Supplies	100% Once Deductible Met	20%
Psychiatric	100% Once Deductible Met	20%

PREVENTIVE CARE	In-Network After Annual Deductible <i>Member pays:</i>	Out-of-Network After Annual Deductible Up to Out of Pocket Max <i>Member pays:</i>
Durable medical equipment / Prosthetic devices	100% Once Deductible Met	20%
Infertility services	100% Once Deductible Met	20%
Home health care	100% Once Deductible Met	20%
Prescription drugs	100% Once Deductible Met	20%

HOSPITAL CARE		
Hospital Admission	100% Once Deductible Met	20%
Inpatient Medical Services	100% Once Deductible Met	20%
Inpatient mental health & substance abuse/detox	100% Once Deductible Met	20%
Skilled nursing facility/Hospice	100% Once Deductible Met	20%
Rehabilitative services	100% Once Deductible Met	20%
Outpatient surgery	100% Once Deductible Met	20%
Surgery Fees	100% Once Deductible Met	20%

APPENDIX D  
 ANTHEM BLUE CROSS BLUE SHIELD HEALTH SAVINGS ACCOUNT  
 PREFERRED PROVIDER PLAN (PPO)  
 SCHEDULE OF BENEFITS  
 Continued

EMERGENCY CARE	In-Network After Annual Deductible <i>Member pays:</i>	Out-of-Network After Annual Deductible <i>Member pays:</i>
Urgent care	100% Once Deductible Met	20%
Emergency care	100% Once Deductible Met	20%
<u>Ambulance</u>	100% Once Deductible Met	20%

PREVENTIVE CARE SCHEDULES

<p><i>Well Child Care (including immunizations)</i></p> <ul style="list-style-type: none"> <li>◆ 6 exams, birth to age 1</li> <li>◆ 6 exams, ages 1 - 5</li> <li>◆ 1 exam every 2 years, ages 6 - 10</li> <li>◆ 1 exam every year, ages 11 - 21</li> </ul>
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<p><i>Adult Exams</i></p> <ul style="list-style-type: none"> <li>◆ 1 exam every 5 years, ages 22 – 29</li> <li>◆ 1 exam every 3 years, ages 30 – 39</li> <li>◆ 1 exam every 2 years, ages 40 – 49</li> <li>◆ 1 exam every year, ages 50+</li> </ul>
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<p><i>Mammography</i></p> <ul style="list-style-type: none"> <li>◆ 1 baseline screening, ages 35-39</li> <li>◆ 1 screening per year, ages 40+</li> <li>◆ Additional exams when medically necessary</li> </ul>
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<i>Vision Exams: 1 exam every 2 calendar years</i>
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<i>Hearing Exams: 1 exam every 2 calendar years</i>
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<i>OB/GYN Exams: 1 exam per calendar year</i>
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