

# **A G R E E M E N T**

between the

**LITCHFIELD BOARD OF EDUCATION**

and the

**LITCHFIELD ADMINISTRATORS'  
ASSOCIATION**

**July 1, 2017 through June 30, 2020**

**Litchfield, Connecticut**

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## **AGREEMENT**

This Agreement is made and entered into on this *22<sup>nd</sup> day of November 2013*, by and between the negotiating teams of the Litchfield Board of Education (hereinafter referred to as the "Board") and the Litchfield Administrators' Association (hereinafter referred to as the "Association"). The Agreement was ratified respectively by the Litchfield Administrators' Association on *November 21, 2013*, and by the Litchfield Board of Education on *November 20, 2013*.

### **ARTICLE 1 - RECOGNITION CLAUSE**

- 1-1 The Litchfield Board of Education recognizes the Litchfield Administrators' Association for purposes of professional negotiation as the exclusive representative for the administrators below the rank of Superintendent, Assistant Superintendent, and Director of Business Operations as defined in Sections 10-153b through 10-153f of the Connecticut General Statutes, for the entire administrative unit as defined in the aforementioned statute.

### **ARTICLE 2 - PROFESSIONAL NEGOTIATIONS**

- 2-1 It is the intent and purpose of the parties hereto that this agreement promote and improve the quality of education in the Town of Litchfield, provide for orderly professional negotiation between the Board and the Association, and secure prompt and fair disposition of grievances so as to promote positive influences upon operation of the educational program.
- 2-2 It is the intent and purpose of the parties hereto that this Agreement contains the full and complete Agreement between the Board and Association on all issues negotiated, and neither party shall be required during the term hereof to negotiate upon any issue, whether it is covered or not covered in this Agreement.

### **ARTICLE 3 - BOARD PREROGATIVES**

- 3-1 Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Board has and will continue to retain, whether exercised or not, all of the rights, powers and authority heretofore had by it, except for such rights, powers and authority which are specifically relinquished, abridged or limited by the provisions of this Agreement, and it shall have the sole and unquestioned right, responsibility and prerogative of management of the affairs of the Board and direction of the working force, including but not limited to the following:

- a) To maintain public schools and such other educational activities as it, in its judgment, deems will best serve the interests of the Litchfield Public Schools
- b) To determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the Board.
- c) To establish or continue policies, practices and procedures for the conduct of Board business and, from time to time, to change or abolish such policies, practices and procedures.
- d) To discontinue processes or operations or to discontinue their performance by employees.
- e) To select and to determine the number and types of employees required to perform the Board's operations.
- f) To employ, transfer, promote or demote employees, or to lay off, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Board.
- g) To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Board, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.
- h) To insure that incidental duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.
- i) To establish contracts or subcontracts for Board operations.
- j) To create job descriptions and revise existing job specifications as deemed necessary.

## **ARTICLE 4 - GRIEVANCE PROCEDURES**

### *4-1      Purpose*

The purpose of this procedure is to secure equitable solutions to problems which may arise affecting the welfare or working conditions of administrators. Both parties agree that proceedings shall be kept as confidential as is appropriate.

4-2 Definitions

- 4-2.1 Administrator shall mean any member of the bargaining unit as defined in Article I.
- 4-2.2 “Grievance” shall mean a claim based upon alleged violation, misinterpretation or inequitable application of the specific terms of this Agreement. The grievant shall cite the specific term or terms of the Agreement upon which the grievance is based.
- 4-2.3 “Association” shall mean the Litchfield Administrators’ Association.
- 4-2.4 Day shall mean calendar days – including holidays and weekends. Either party may, by mutual written agreement, suspend the running of time periods during the summer vacation period once a grievance has been filed.

4-3 Time Limit

- 4-3.1 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may be extended by written agreement of the parties in interest.
- 4-3.2 If an administrator does not file a grievance in writing within ten (10) days after he/she knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
- 4-3.3 Failure by the superintendent to render his/her decision within the specified time limits shall be deemed to be a denial of the grievance submitted.

4-4 Informal Procedure

- 4-4.1 If an administrator feels that he/she may have a grievance, he/she may first discuss the matter with his/her supervisor in an effort to resolve the matter informally, and shall notify the Superintendent that the discussion is conducted as part of the grievance procedure.
- 4-4.2 If an administrator is not satisfied with such disposition of the matter, he/she shall have the right to have the Association assist him/her in further efforts to resolve the problem informally.

#### 4-5 Formal Procedure

##### 4-5.1 Level One - Superintendent

- (a) If the grievant is not satisfied with the outcome of informal procedures, or if he/she has elected not to utilize such procedure, he/she may present his/her claim as a written grievance to the Superintendent, subject to the ten (10) day limitation set forth in Section 4-3.2.
- (b) The Superintendent shall, within ten (10) days after receipt of the written grievance, render his/her decision and the reasons therefore in writing to the grievant, with a copy to the Association.

##### 4-5.2 Level Two - Board of Education

- (a) If the grievant is not satisfied with the disposition of his/her grievance at Level One, he/she may again file the grievance with the Association for appeal to the Board of Education.
- (b) If the Association wishes to pursue the grievance further, the Association shall, within five (5) days after the Level One decision, file an appeal to the Board of Education.
- (c) The Board shall, within a reasonable period of time, meet with the grievant for the purpose of resolving the grievance.
- (d) The Board shall, within ten (10) days after such meeting, render its decision and the reasons therefore in writing to the grievant with a copy to the Association.
- (e) The decision of the Board shall be final.

#### 4-6 Rights of Administrators to Representation

- 4-6.1 No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- 4-6.2 An administrator may be represented by the Association at any level of the grievance procedure. When an administrator is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the procedure.

## ARTICLE 5 - PERSONNEL PRACTICES

### 5-1 Sick Leave Allowance

- 5-1.1 Administrators are credited with 30 sick days commencing with initial assignment as an administrator and will be credited with an additional 15 days added to this base during each subsequent year of employment.
- 5-1.2 The Board reserves the right to require a physical examination by a physician of the Board's choice at the Board's expense.
- 5-1.3 A physician's medical verification of illness / inability to work may be required for any prolonged absences of five (5) or more consecutive working days. Additional physician verification of prolonged illness and inability to work may be required periodically as determined necessary by the Superintendent.
- 5-1.4 At the beginning of each school year, each administrator will be given a written account of accumulated sick days. Accumulated sick leave days shall not exceed a total of 165 days.
- 5-1.5 The per diem rate is determined by dividing the base compensation (as indicated on the salary schedule in Appendix A of this agreement) by two hundred and twenty (220) days.
- 5-1.6 Full-time administrators will be allowed the use of up to five (5) days per year of accumulated sick leave without loss of pay for illness in the immediate family, defined as spouse or partner, mother, father, children and relatives living in the home, which requires the administrator's presence in the home. Such leave will be granted at full pay and is non-cumulative.

### 5-2 Personal Leave and Bereavement Leave

- 5-2.1 Full-time administrators will be allowed the use of up to five (5) days per year of accumulated sick leave for personal leave. Such leave will be granted at full pay, and is non-cumulative. Administrators shall submit requests for personal days to the Superintendent of Schools, in writing, of their intention to take Personal leave five (5) school days in advance, except in an emergency.

Personal Leave may be taken for one of the following reasons:

- (a) Legal or business transactions which cannot be completed at times other than regular school hours.



- (b) Graduation from college or secondary school by individual administrator or family member.
- (c) Marriage in the immediate family
- (d) Religious obligations.
- (e) Funeral / memorial service
- (f) Other sufficient reasons as approved by the Superintendent of Schools.

5-2.2 Personal Leave should not be taken on school days immediately preceding or following a school vacation or holiday. The Superintendent may grant exceptions in extenuating circumstances.

5-2.3 If additional leave time is needed based on extraordinary circumstances, the Superintendent may grant an administrator up to five (5) days of additional leave, to be deducted from the administrator's accumulated sick leave.

5-2.4 Since there may be good and sufficient reason requiring the absence of an administrator from work, the Board reserves the right to grant additional leave at its discretion.

5-2.5 Up to three (3) days of leave will be allowed at the time of death of an administrator's brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, spouse or partner's grandparent or grandchild. Up to five (5) days of leave will be allowed at time of death for an administrator's spouse, partner, child or parent. Such leave will be deducted from the accumulative sick leave of the administrator. Administrators will be required to complete a form identifying the relationship of the deceased to the administrator. If additional time is needed, two (2) days may be deducted from the administrator's sick leave at the administrator's request.

### 5-3 Jury Duty

5-3.1 Any administrator who is called to jury duty shall notify the Superintendent immediately upon receipt of notice. In the event the administrator fulfills jury duty, he or she shall receive his/her daily rate of pay less the amount received as a jury fee.

5-4      Sabbatical Leave

5-4.1 Sabbatical Leave may be granted at the discretion of the Board of Education.

5-5      Parenthood Leave

5-5.1 Pregnancy Disability Leave

- (a) The Board and the Association recognize that administrators are entitled to leaves for pregnancy-related disabilities in accordance with Section 46a-60(a) (7) of the Connecticut General Statutes, as amended.
- (b) Any administrator making proper application will be granted leave for maternity-related disability as required by law. Such leave shall begin when her doctor certifies, in writing, that in his/her opinion she is no longer physically able to work, or upon confinement, whichever is sooner. Such leave shall expire when her doctor certifies, in writing, that in his/her opinion she is physically able to return to work. Such certification from the doctor must be forwarded to the Superintendent of Schools. During such disability leave, the administrator shall be entitled and/or required to use up any accumulated sick leave. The Board may require certification of disability at any time and may require, at the Board's expense, the administrator to be examined by the School Medical Advisor. Leave days will be charged for those days during which administrators are required to be at work.
- (c) Unpaid disability leave beyond any accumulated sick leave shall be available for such reasonable further period of time as the employee is determined to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto.
- (d) Policies involving commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, protection under health and temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.
- (e) If the administrator fails to return from leave in accordance with the provisions of this Article, her failure shall constitute a resignation from employment.

## ARTICLE 6 - WORKING CONDITIONS

### 6-1 Vacancies

- 6-1.1 Whenever a vacancy occurs or a new position is created, it will be posted as soon as feasible.
- 6-1.2 A designated representative of the Litchfield Administrators' Association shall, on request, be furnished with information as to the salary of any new hire.

### 6-2 Schedule, Assignment, and Transfer

- 6-2.1 Administrators will be notified in writing of any assignment changes as soon as possible. Changes in administrative assignments may be made during the school year as determined necessary by the Superintendent and/or Board.

### 6-3 Salary Agreements

- 6-3.1 The Board will issue an annual salary notification to each administrator. A copy of the above shall be included in Appendix D.
- 6-3.2 For each contract year of this agreement, the annual base salary of each administrator covered by this agreement shall consist of parts A, B and C as indicated below:
  - (a) A cash salary for the period of employment from July 1 through June 30 of each year as indicated in the annual salary notice and appendix A of this agreement;
  - (b) A longevity stipend based upon years of experience as indicated in section 7-3 of this agreement.
  - (c) A stipend of \$500 for a doctoral degree or stipend in an amount to be determined by the Board and administrator for other extra duty assignments, subject to the applicable provisions regarding the Teachers' Retirement Act.

### 6-4 Length of Work Year / Work Day

- 6-4.1 The salaries in this Agreement shall be based on a work year of 220 days which include the week prior to the opening of school, the week after the closing of school, all days on which school is in session and the number of additional days necessary to bring the total work year to 220 days. Administrators are expected to work 220 days per year (July 1 through

June 30). Work schedules shall be pending the Superintendent's approval.

- 6-4.2 Administrators are expected to attend meetings and other activities or events as required outside of regular school and office hours and on days when schools are not in session.

## **ARTICLE 7 - INSURANCE, SALARY AND FRINGE BENEFITS**

### **7-1     Salary**

- 7-1.1 The salary ranges for all administrators shall be in accordance with the salary schedules and other provisions as set forth below in this document.

#### **7-1.2 Annual Salary Adjustment**

- (a) Annual salary will be determined by the Board of Education at the beginning of this contract for administrators currently employed and upon the date of employment for new administrators.
- (b) Placement in the salary range will be based upon experience, academic training, special talents and skills, and other employment criteria appropriate to the position assigned.
- (c) The annual salary of each administrator (exclusive of longevity) shall increase as indicated in the attached (Appendix A) salary schedule.

### **7-2     Insurance - See Appendix B of This Document**

- 7-2.1 Full-time administrators shall pay the following premium cost share percentages of the total premium for the Anthem Blue Cross Blue Shield Lumenos Health and Flex Dental Plans

Year	Employee %	Employer %
2017-2018	13%	87%
2018-2019	13%	87%
2019-2020	13%	87%

- 7-2.2 The Board of Education shall contribute to the payment of insurance premiums for part-time employees of .5 FTE (full time equivalent) and greater on the same fractional basis as is used in determining the member's salary. For example, if the Board provides 80% of the cost of health and dental insurance for a full time employee, it will provide 40% of the cost of this coverage for a .5 employee, etc. The part time administrator's premium cost share (pcs) will be the balance of the cost of

insurance coverage not paid by the Board. Administrators employed at less than .5 FTE will not be entitled to health benefits.

- 7-2.3 Administrators who agree to waive health insurance coverage for the year will receive payment of \$3,000 for those waiving single coverage and \$6,000, for those waiving dual or family coverage.

7-3 Longevity

- 7-3.1 Upon the completion of (15) years of employment as a school administrator in Litchfield, an administrator shall receive eight percent (8%) above his/her base annual salary as a longevity step in addition to the base salary.

After twenty (20) years of employment as a school administrator in Litchfield, the longevity step shall increase to ten percent (10%) of the administrator's base annual salary.

- 7-3.2 For longevity step purposes, Administrators employed under the administrative agreement in the Litchfield Public Schools on July 1, 2005 will be credited for all years of administrative experience.

7-4 Annuity

- 7-4.1 Litchfield Public Schools shall provide an annuity for each year of the contract. The annuity begins upon hire at 0.5%, is increased by 0.5% for each subsequent year of service. The annuity will be capped at 5.0%. The annuity shall be based upon the administrator's salary (cash) and shall be prorated for a partial year of employment. The annuity shall be paid as an employer contribution to an approved 403(b) or 457(b) plan of the employee's choice.

7-5 Mileage Reimbursement

- 7-5.1 Administrators, who travel on official school business in the performance of their jobs and who use their personal vehicles, will be reimbursed according to the published IRS rate.

7-6 Payroll

- 7-6.1 Salary checks will be issued through direct deposit on a bi-weekly basis.

In addition to those payroll deductions required by law, the following agencies are eligible for payroll deductions:

- (a) Tax Sheltered Annuities - 403(b) & 457(b)

- (b) Torrington Teachers' Credit Union
- (e) Insurance Premiums

7-6.2 Requests for deductions must be in writing on approved authorization forms and submitted by October 1 of each school year. Changes in the amount of the deduction may be made throughout the school year.

7-6.3 Administrators hired after the October 1 date will have one month to request authorized payroll deductions.

## **ARTICLE 8 - DURATION**

8-1 The Board of Education shall assume responsibility for the printing of the contract.

8-2 The provisions of this Agreement shall be effective as of July 1, 2014, and shall continue and remain in full force and effect to and including June 30, 2017.

## APPENDIX A

### SALARY RANGES

Dean of Students / Asst. Principal		Principal Grades Pk-6		Principal Grades 7-8		Principal Grades 9-12		Director of Pupil Services		Director of Curriculum and Instruction	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
0	97,000	0	109,000	0	115,000	0	125,000	0	120,000	0	120,000
1	97,970	1	110,090	1	116,150	1	126,250	1	121,200	1	121,200
2	98,950	2	111,191	2	117,312	2	127,513	2	122,412	2	122,412
3	100,731	3	113,192	3	119,423	3	129,808	3	124,615	3	124,615
4	102,544	4	115,230	4	121,573	4	132,144	4	126,858	4	126,858
5	104,390	5	117,304	5	123,761	5	134,523	5	129,142	5	129,142
6	106,269	6	119,415	6	125,989	6	136,944	6	131,467	6	131,467
7	108,182	7	121,565	7	128,257	7	139,409	7	133,833	7	133,833
8	110,129	8	123,753	8	130,565	8	141,919	8	136,242	8	136,242
9	112,442	9	126,352	9	133,307	9	144,899	9	139,103	9	139,103
10	114,803	10	129,005	10	136,106	10	147,942	10	142,024	10	142,024
11	117,214	11	131,714	11	138,965	11	151,049	11	145,007	11	145,007
12	119,675	12	134,480	12	141,883	12	154,221	12	148,052	12	148,052
13	122,188	13	137,304	13	144,862	13	157,459	13	151,161	13	151,161
14	124,754	14	140,188	14	147,905	14	160,766	14	154,335	14	154,335
15	127,374	15	143,132	15	151,011	15	164,142	15	157,576	15	157,576

*For new hires the starting placement step may be adjusted by the Board of Education as necessary during the term of this agreement in consultation with the Association.*

### STIPENDS FOR EXTRA DUTY ASSIGNMENTS

To be assigned as determined necessary by the Superintendent and/or Board of Education.

## APPENDIX B

### INSURANCE

1. The Board of Education shall provide a High Deductible Plan with Health Saving Account as described in the plan description in this appendix.

The Board will deposit 50% of the deductible (for example: \$750 for individual - assuming a \$1,500 deductible, and \$1,500 for couple or family coverage - assuming a \$3,000 deductible) to a HSA (Health Savings Account) established by the Board for the purpose of implementing this insurance coverage option. Deposits will be made in pro-rated amounts in July and September.

If an employee is precluded from participating in the H.S.A. because he or she does not meet the minimum requirements of federal tax laws and/or regulations, the Board shall provide the employee with access to a Health Reimbursement Account ("HRA"). The Board's annual contribution to the HRA shall not exceed its annual contribution to the H.S.A, based on the employee's coverage level.

The Board of Education shall have no obligation to fund any portion of the HSA deductible for the High Deductible Health Plan for retirees or other individuals upon their separation from employment.

Dental Insurance Plan: 100% Preventative; 80% Routine; 50% Major. \$1,500 cap per person, per year.

2. In addition to the Health and Dental Insurance options indicated above, the Board will also provide administrators the following insurance plans with no employee premium cost share.
  - a. Long Term Disability Insurance Plan: Coverage is 66.67% of the monthly covered wages with a cap of \$8,000 per month. Must work a minimum of 32 hours/week.
  - b. Life Insurance Plan: Each Administrator will receive term life insurance of \$250,000
3. Part time administrators from .5 FTE to .9 FTE will share the costs of health and dental insurance premiums on a pro-rated basis as indicate in section 7-2.1 of this agreement.

*Deductions for insurance premium cost share* will be made over a period of twenty (20) paychecks similar to all other deduction schedules. The deductions are to be paid to the Board of Education on a non-taxable basis under Section 125.

4. The Board shall have the right to self-insure for any of the insurance benefits described in this Article and/or to change administrators/carriers/plans for any of the insurance benefits, provided that the overall level of benefits (including out-of-pocket expenses for employees and their dependents), when considered as a whole, remains substantially



comparable to the overall level of benefits in effect immediately preceding any such change.

5. In accordance with the conditions specified in this agreement, insurance benefits are available to each eligible administrator, the administrator's spouse or civil union partner (as defined by Connecticut law) and the administrator's eligible dependent children.

6. Insurance Plan Description

**Cost Shares**

<b>Cost shares</b>	All services, except routine preventive care office visits, are subject to deductible
	\$1,500 Individual / \$3,000 Family deductible*
	100% In-Network Coinsurance / 80% Out-of-Network
	\$3,000 Individual / \$6,000 Aggregate Family Out-of-Pocket Maximum
	*adjusted as per federal requirements

**Preventive Care**

<b>Pediatric</b>	Not subject to deductible Covered according to age-based schedule: 6 exams per calendar year – Birth to 1 year 6 exams per calendar year – 1 to 5 years 1 exam every two calendar years – 6 to 10 years 1 exam per calendar year – 11 to 21 years
<b>Adult</b>	Not subject to deductible Covered according to age-based schedule: 1 exam every five calendar years – 22 to 29 years 1 exam every three calendar years – 30 to 39 years 1 exam every two calendar years – 40 to 49 years 1 exam per calendar year – 50+ years
<b>Vision</b>	Covered bi-annually Not subject to deductible (includes refraction)
<b>Hearing</b>	Not subject to deductible
<b>Gynecological</b>	1 exam per calendar year Not subject to deductible

## **Medical Services**

<b>Medical Office Visit</b>	Subject to deductible
<b>Outpatient PT/OT/Chiro</b>	Subject to deductible Covered up to 50 combined treatments per member per calendar year
<b>Allergy Services</b>	Subject to deductible No copay for injections 80 treatments in 3 years
<b>Diagnostic Lab &amp; X-Ray</b>	Subject to deductible
<b>Inpatient Medical Services</b>	Subject to deductible
<b>Surgery Fees</b>	Subject to deductible
<b>Office Surgery</b>	Subject to deductible
<b>Outpatient MH/SA</b>	Subject to deductible See list below all other diagnosis 50% MAA 40 visit maximum
<b>Emergency Room</b>	Subject to deductible
<b>Urgent Care</b>	Subject to deductible Participating facilities at designated times only. Not covered Out-of-Network
<b>Ambulance</b>	Subject to deductible Covered unlimited per trip – land unlimited

## **Inpatient Hospital**

<b>General/Medical/ Surgical/Maternity (Semi-private)</b>	Subject to deductible
<b>Ancillary Services (Medication, Supplies)</b>	Subject to deductible
<b>Psychiatric</b>	Subject to deductible Unlimited coverage for biologically based diagnosis' All other diagnosis – 60 day maximum

<b>Substance Abuse/ Detox</b>	Subject to deductible Unlimited coverage for biologically based diagnosis' All other diagnosis – 45 day maximum
<b>Rehabilitative</b>	Covered up to 60 days per calendar year Subject to deductible
<b>Skilled Nursing Facility</b>	Covered up to 120 days per calendar year Subject to deductible
<b>Hospice</b>	Covered up to 60 days Subject to deductible

#### **Outpatient Hospital**

<b>Outpatient Surgery Facility Charges</b>	Subject to deductible
<b>Diagnostic Lab and X-Ray</b>	Subject to deductible
<b>Pre-Admission Testing</b>	Subject to deductible

#### **Other Services**

<b>Durable Medical Equipment</b>	Subject to deductible
<b>Prosthetics</b>	Subject to deductible
<b>Home Health Care</b>	200 visits per calendar year Subject to deductible
<b>Prescription Drugs</b>	Subject to deductible

Biologically-based mental illnesses: Schizophrenia, schizoaffective disorder, major depressive disorder, bipolar disorder, paranoia and other psychotic disorders obsessive-compulsive disorder, panic disorder, and pervasive developmental disorder or autism.

*This is only a general description of benefits. As necessary, plans may be updated from time-to-time based upon insurer and/or state requirements. A complete list of benefits and exclusions is contained in Subscriber Agreements and Master Group Policies on file with each organization.*

## **APPENDIX C**

### **BOARD OF EDUCATION POLICY ON REDUCTION IN FORCE**

In the event of a reduction in force, the Board shall have the right to identify the position(s) to be eliminated. In the event that more than one position exists within the affected classification within the same building, the Board shall use the following factors to identify which individual shall be laid off: a) demonstrated performance and qualifications; and b) length of administrative service within the district. The individual identified for layoff shall not have the right to bump any other administrator employed by the Board. For the purposes of this Article, the following shall be separate classifications:

**Dean of Students/Assistant Principal**

**Director of Pupil Services**

**Principal (Grades Pk-6)**

**Principal (Grades 7-8)**

**Director of Curriculum and Instruction**

**Principal (Grades 9-12)**

APPENDIX D

**LITCHFIELD PUBLIC SCHOOLS**  
**Litchfield, Connecticut**

**ANNUAL ADMINISTRATOR SALARY NOTIFICATION**

\_\_\_\_\_

is employed as an administrator in the public schools of the Town of Litchfield, Connecticut, is hereby notified that the Board of Education will pay said administrator for the school year beginning \_\_\_\_\_, and ending June 30, \_\_\_\_\_, at an annual salary at the rate of

\$ \_\_\_\_\_ *Salary (cash)* \_\_\_\_\_

\$ \_\_\_\_\_ *Stipend* \_\_\_\_\_

\$ \_\_\_\_\_ *Stipend* \_\_\_\_\_

\$ \_\_\_\_\_ *Longevity* \_\_\_\_\_

\$ \_\_\_\_\_ *Total Annual Salary (exclusive of benefits)*

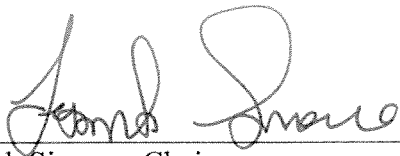
payable in accordance with the existing Agreement between the Board of Education and Litchfield Administrators' Association, and subject to the required deductions for Teachers' Retirement, Federal and State taxes, and other agreed-to deductions which the teacher may, in writing, authorize.

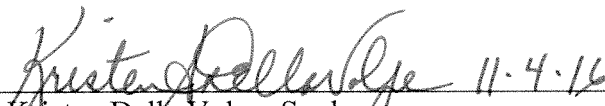
*Note: The Board reserves the right to change the format of this salary agreement based on updated human resources software abilities.*

APPENDIX E

**SIGNATURE SHEET**

This Agreement made and entered into on this *4th day of November, 2016* by and between the Litchfield Board of Education and the Litchfield Administrators' Association.

By   
Frank Simone, Chairman  
Litchfield Board of Education

By  11.4.16  
Kristen Della Volpe, Spokesperson  
Litchfield Administrators' Association

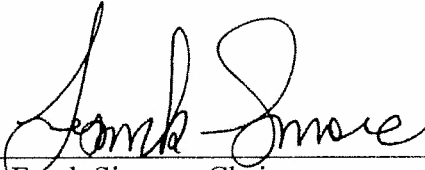
**NOTE: AN EXECUTED COPY OF THE SIGNATURE PAGE IS ON FILE IN THE OFFICE OF THE SUPERINTENDENT OF SCHOOLS AND WITH THE LAA**

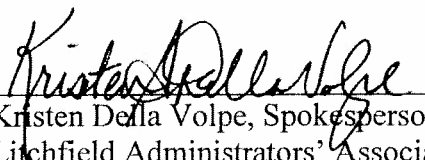
## Memorandum of Understanding

Litchfield Public Schools and The Litchfield Administrators' Association agree that the 2017-2020 salaries are as follows:

Michael Pascento	Ibrahim Ammary	Jennifer Murphy
Dean of Students / Asst. Principal	Principal Grades Pk-6	Principal Grades Pk-6
StepSalary	StepSalary	StepSalary
12119,675	1110,090	12134,480
Stephanie Kubisek	Kristen Della Volpe	Julie Haggard
Principal Grades 7-8	Principal Grades 9-12	Director of Pupil Services
StepSalary	StepSalary	StepSalary
10136,106	12154,221	11145,007

This Memorandum of Understanding made and entered into on this *4th day of November, 2016* by and between the Litchfield Board of Education and the Litchfield Administrators Association.

By   
Frank Simone, Chairman  
Litchfield Board of Education

By  11-4-16  
Kristen Della Volpe, Spokesperson  
Litchfield Administrators' Association