I. Call to order

II. Pledge of Allegiance

III. Communications:
   A. Superintendent’s Report
      1. Audit Report for 2014/2015
   B. Student Representatives’ Reports - Jenna Sadecki and Brian Drisdelle

IV. Approval of Board of Education Minutes for: (Enclosure 1)
   A. Regular meeting of the Board of Education dated Monday, December 14, 2015

V. Consent Agenda:
   A. Approval of the Financial Reports dated December 2015 (Enclosure 2)
   B. Appointments:
      1. Sarah Urso, 4 Spanish Teacher, Harwinton Consolidated School
   C. Leaves of Absence:
      1. Brianna Gasiewski, requesting a leave extension for the remainder of the 2015/2016 school year
      2. Marlanea Elsdon, from on or about April 29, 2016 for approximately six to eight weeks
   D. Resignations: n/a
   E. Retirements:
      1. Bruce Burnett, Social Studies Teacher, Lewis S. Mills High School, effective June 30, 2016

VI. Public Participation - The Region 10 Board of Education welcomes public participation.
   • Observers are always welcome

The following guidelines are to assist those who wish to speak during the Public Participation Session:

A speakers’ sign-in list is always available prior to the start of the meeting. Please sign-in if you plan to address the Board of Education.
   • Speakers are welcome to offer objective comments and/or suggestions to help improve school operations and programs.
- Expression of personal complaints should be directed to the appropriate Region 10 administrator via an appointment, telephone call, e-mail, or a letter.
- Personnel matters or concerns regarding a student(s) will not be discussed.
- Questions and or comments about pending litigation will not be discussed at Board of Education meetings.
- When the Board Chairman recognizes you to speak...State your name and address for the record.
- Students please state only your name.

The Board Chair has the discretion to limit comment time. Generally three (3) minutes per speaker is allotted. The Chair may allow additional time.

- Written statements are always welcome and copies are always provided to Board of Education Members.
- Immediate replies to questions and concerns should not be expected, and will be delivered strictly on an as-available basis, at the discretion of the Chair.

VII. Action:
A. Policy #5144 Use of Restraint and Seclusion (Second Review – Action Anticipated) L. Carabis (Enclosure 3)
B. Agreement between the Board of Education of Regional School District #10 and the Regional Education Association District 10 dated July 1, 2016 through June 30, 2019 (Action Anticipated) P. Omichinski (Enclosure 4)
C. Budget Transfers for the Month of December 2015 (Action Anticipated) S. Laone (Enclosure 5)
D. New Courses (Action Anticipated) E. Parente and S. Baccaro (Enclosure 6)
   1. Forensics
   2. Engineering Concepts and Design

VIII. Business:
A. Grade 5 Team Update/Review: K. Smith
B. Policy #6165 Acceptable Use (First Review – No Action Anticipated) T. Fausel (Enclosure 7)
C. Policy #6165A Acceptable Use Administration Regulation – Informational (Enclosure 8)

IX. Committee Reports:
A. Committee Assignments

X. Next Meeting:
The next regularly scheduled meeting of the Board of Education will be held on Monday, February 8, 2016 at 7:00 pm in Lewis S. Mills Auditorium.

XI. Adjourn
<table>
<thead>
<tr>
<th>Items for Future Board of Education Agendas</th>
<th>Anticipated Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent’s Goals Update</td>
<td>February 2016</td>
</tr>
<tr>
<td>Hockey Co-op Review</td>
<td>March 2016</td>
</tr>
<tr>
<td>Lunch Prices/Food Services Review</td>
<td>March 2016</td>
</tr>
<tr>
<td>Homework Policy</td>
<td>March 2016</td>
</tr>
</tbody>
</table>

Board of Education Meeting Minutes are placed on our web page (www.region10ct.org) within seven (7) work days following the Board of Education Meeting.

The minutes are marked as DRAFT, pending Board of Education approval at the next regularly scheduled meeting.

When participating in or attending a Board of Education meeting or reviewing minutes, please note that the Board of Education uses formats prescribed by Robert’s Rules of Order for conducting meetings and publishing minutes.

Robert’s Rules state, "Minutes are a record of what was done at a meeting, not a record of what was said." [RONR (11th ed.), p. 468, ll. 16-18] which is the standard for which board minutes strive. For this reason the minutes will typically not reflect the discussion surrounding a motion, only its outcome.

Additionally, Robert’s Rules in brief advises "The name and subject of a guest speaker or other program may be given, but no summary of the talk." [RONRIB page 149]

Both books can be found at our local libraries for anyone interested in more information.

RSD10 Chair
REGIONAL SCHOOL DISTRICT #10
Regular Meeting of the Board of Education
The Learning Center
26 LYON ROAD, BURLINGTON, CT 06013
Monday, December 14, 2015
7:00 p.m.

UNOFFICIAL MINUTES

Board Members Present:
Phillip Penn
Paul Omichinski
Thomas Fausel
Corey Rewenko
John Goodno Arrived 7:04 p.m.
John Vecchito
Bruce Guillemette
Brooke Joiner

Absent:
Susan Baccaro
Eleanor Parente

Also Present:
Alan Beitman, Superintendent
Susan Laone, Director of Finance and Operations
Cheri Burke, Director of Student Learning
Jenna Sadecki, Student Representative
Brian Drisdelle, Student Representative
Patricia George, Recording Secretary

I. Call to Order:
Superintendent Beitman called to order the regular meeting of the Board of Education at 7:01 p.m.

II. Pledge of Allegiance
Superintendent Beitman led the pledge of allegiance.

III. Election of Officers:

Board Chairman

The Superintendent called for nominations for Board Chairman

A motion was made by Brooke Joiner and seconded by Bruce Guillemette to nominate Phillip Penn as Board Chair; no other nominations were cast; all in favor; none opposed; motion carried unanimously.
Board Vice Chairman

Board Chair, Phillip Penn, called for nominations for a Vice Chairman

A motion was made by Bruce Guillemette and seconded by John Vecchitto to nominate Thomas Fausel as Vice Chairman; no other nominations were cast; all in favor; none opposed; motion carried unanimously.

Board Treasurer

Board Chair, Phillip Penn, called for nominations for Treasurer

A motion was made by Phillip Penn and seconded by Paul Omichinski to nominate Bruce Guillemette as Board Treasurer; no other nominations were cast; all in favor; none opposed; motion carried unanimously.

Board Secretary

Board Chair, Phillip Penn, called for nomination for Secretary

A motion was made by Phillip Penn and seconded by Corey Rewenko to nominate John Vecchitto as Board Secretary; no other nominations were cast; all in favor; none opposed; motion carried unanimously.

IV. Introduction of new Board member: Mr. John Goodno

*John Goodno arrived 7:04 p.m.

Mr. Penn introduced and welcomed newly elected Board member, John Goodno.

Although Mr. Joseph Arcuri was not present, Mr. Penn publicly acknowledged him for his service to the Board and the Region 10 School District.

V. Communications:
A. Superintendent’s Report
   1. District Update #1

A breakdown of major events occurring in the district was provided in the board packet. Superintendent Beitman also noted that a “soft freeze” on the current budget was instituted due to concerns surrounding the excess cost reimbursement from the state.
B. Student Representatives’ Reports: Jenna Sadecki and Brian Drisdelle

Spirit week, the annual toy and army care package drives, winter sport standings, progress reports, Mr. Mills contest, holiday concerts and the Science Club movie marathon, were some of the events reported on by the student representatives.

VI. Approval of the Board of Education Minutes:

A. Transportation Committee Hearing dated Monday, October 5, 2015
B. Regular meeting of the Board of Education dated Monday, November 9, 2015

A motion was made by Paul Omichinski and seconded by John Vecchitto to accept/approve the minutes as presented; all in favor; none opposed; John Goodno abstained; motion carried.

VII. Consent Agenda:

A. Approval of the Financial Reports dated November 2015
B. Appointments:
   1. Rachel Schleker, Speech and Language Pathologist, Harwinton Consolidated School, effective December 7, 2015
C. Leave of Absence: n/a
D. Resignations: n/a
E. Retirement: n/a

A motion was made by Paul Omichinski and seconded by Tom Fausel to accept/approve the Consent Agenda as presented; all in favor; none opposed; motion carried unanimously.

VIII. Public Participation: n/a

IX. Actions:
A. Anonymous donation of $8,000 to build a concrete shed for girls’ softball and boys’ baseball teams

Superintendent Beitman was pleased to announce that he was presented with a check from an anonymous source asking if the district would consider building a concrete shed for the girls’ softball and boys’ baseball teams. The design would be approved by the facilities committee. Any monies remaining would be air marked for concrete pads for future dugouts.

A motion was made by Bruce Guillemette and seconded by Corey Rewenko to accept/approve the anonymous $8,000 donation; all in favor; none opposed; motion carried unanimously.
B. Collective Bargaining Agreement between the Board of Education for Regional School District #10 and The Region 10 Administrators' Association dated July 1, 2016 through June 30, 2019

A motion was made by Thomas Fausel and seconded by John Vecchitto to accept/approve the Collective Bargaining Agreement as presented; all in favor; none opposed; motion carried unanimously.

C. New Courses

Three new courses were described by Ms. Cheri Burke, the Director of Student Learning and brought before the Board for their approval. They were noted as:
1. He Said/She Said, Literature Elective for Grades 11 & 12
2. Creativity and Social Change, Language Arts Elective Course for Grade 12
3. Human Rights, Social Studies Elective Course for Grades 11 & 12

A motion was made by Paul Omichinski and seconded by Bruce Guillemette to accept/approve the new courses as presented; all in favor; none opposed; motion carried unanimously.

D. Policy #1125, Communications Regarding Pending Referenda
E. Policy #1313, Smoking and Use of Electronic Nicotine Delivery Systems and Vapor Product Prohibited
F. Policy 3518, Pesticide Policy
G. Policy 5114, Student Discipline – Removal/Suspension/Expulsion
H. Policy 5121, Examination/Grading/Rating
I. Policy 4118.25, Reporting Child Abuse and Neglect
J. Policy 5141.21, Administration of Student medication in the Schools
K. Policy #5141.3, Health Assessments and Immunizations

Discussion on item G, Policy #5114:
Correction on page 4 noted - item #16 should remain with no strikeout.

A motion was made by Paul Omichinski and seconded by Thomas Fausel to accept/approve the policies noted in items D through K as presented; all in favor; none opposed; motion carried unanimously.

L. 2016/2017 Board of Education Meeting Schedule

A motion was made by Brooke Joiner and seconded by Bruce Guillemette to accept/approve the 2016/2017 Board of Education meeting schedule as presented; all in favor; none opposed; motion carried unanimously.
M. Budget Transfers for the Month of November 2015

A motion was made by Brooke Joiner and seconded by Corey Rewenko to accept/approve the budget transfers for the month of November as presented; all in favor; none opposed; motion carried unanimously.

X. Business:
A. Policy #5144 Use of Restraint and Seclusion

First review, no action anticipated. Information from new legislation reflected in the new policy – to be brought back before the Board in January for adoption.

XI. Standing Board Committee Reports
A. Committee assignment reviews

Board members were asked to communicate to Mr. Penn their desires with regards to serving on any of the committees.

XII. Upcoming Meetings

The next regular meeting of the Board of Education is scheduled for January 11, 2016.

XIII. Adjourn:

A motion was made by Paul Omichinski and seconded by Bruce Guillemette to adjourn the regular meeting of the Board of Education at 8:00 p.m.; all in favor; none opposed, motion carried unanimously.

Respectfully submitted,

John Vecchitto, Secretary

Date

Board of Education Meeting Minutes are placed on our web page (www.region10ct.org) within seven (7) work days following the Board of Education Meeting.

The minutes are marked as DRAFT, pending Board of Education approval at the next regularly scheduled meeting.

When participating in or attending a Board of Education meeting or reviewing minutes, please note that the Board of Education uses formats prescribed by Robert's Rules of Order for conducting meetings and publishing minutes.
Robert's Rules state, "Minutes are a record of what was done at a meeting, not a record of what was said." [RONR (11th ed.), p. 468, ll. 16-18] which is the standard for which board minutes strive. For this reason the minutes will typically not reflect the discussion surrounding a motion, only its outcome.

Additionally, Robert's Rules in brief advises "The name and subject of a guest speaker or other program may be given, but no summary of the talk." [RONRIB page 149]

Both books can be found at our local libraries for anyone interested in more information.

RSD10 Chair
## REGIONAL SCHOOL DISTRICT #10
### REVENUE STATEMENT 2015-2016
### DECEMBER 2015

<table>
<thead>
<tr>
<th>ITEM</th>
<th>2015-2016 BUDGET</th>
<th>RECEIVED Y.T.D</th>
<th>%</th>
<th>REMAINING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING BUDGET</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BURLINGTON</td>
<td>$24,619,048</td>
<td>$13,279,444</td>
<td>53.94%</td>
<td>$11,339,604</td>
</tr>
<tr>
<td>HARWINTON</td>
<td>$12,727,809</td>
<td>$6,885,338</td>
<td>54.10%</td>
<td>$5,842,471</td>
</tr>
<tr>
<td>INTEREST</td>
<td>$3,000</td>
<td>$2,708</td>
<td>90.27%</td>
<td>$292</td>
</tr>
<tr>
<td>TUITION</td>
<td>$100,000</td>
<td>$18,043</td>
<td>18.04%</td>
<td>$81,957</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>$34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>$168,794</td>
<td>$0</td>
<td>0.00%</td>
<td>$168,794</td>
</tr>
<tr>
<td>PRIOR YEAR SURPLUS</td>
<td>$227,466</td>
<td>$0</td>
<td>0.00%</td>
<td>$227,466</td>
</tr>
<tr>
<td>TOTAL OPERATING REVENUE</td>
<td>$37,846,117</td>
<td>$20,185,567</td>
<td>53.34%</td>
<td>$17,660,584</td>
</tr>
<tr>
<td><strong>BONDING REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUILDING GRANTS</td>
<td>$144,387</td>
<td>$142,899</td>
<td>98.97%</td>
<td>$1,488</td>
</tr>
<tr>
<td>TOTAL BONDING REVENUE</td>
<td>$144,387</td>
<td>$142,899</td>
<td>98.97%</td>
<td>$1,488</td>
</tr>
<tr>
<td><strong>REGION 10 TOTAL</strong></td>
<td>$37,990,504</td>
<td>$20,328,466</td>
<td>53.51%</td>
<td>$17,662,038</td>
</tr>
</tbody>
</table>
## Regional School District #10
### Expenditure Report by Object December 31, 2015

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget 2015-16</th>
<th>Expended To Date</th>
<th>Encumbered To Date</th>
<th>Total Expend &amp; Enc</th>
<th>% Expended and/or Encumb.</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 Certified Personnel</td>
<td>$18,039,948</td>
<td>$6,967,685</td>
<td>$10,812,953</td>
<td>$17,780,636</td>
<td>98.50%</td>
<td>$255,310</td>
</tr>
<tr>
<td>112 Non-Cert. Personnel</td>
<td>4,536,803</td>
<td>2,085,068</td>
<td>1,460,096</td>
<td>3,545,094</td>
<td>78.14%</td>
<td>$917,693</td>
</tr>
<tr>
<td>120 Temporary Wages</td>
<td>316,350</td>
<td>147,069</td>
<td>5,453</td>
<td>152,522</td>
<td>48.21%</td>
<td>165,628</td>
</tr>
<tr>
<td><strong>Total Personnel:</strong></td>
<td><strong>$22,893,101</strong></td>
<td><strong>$9,195,842</strong></td>
<td><strong>$12,278,411</strong></td>
<td><strong>$21,478,254</strong></td>
<td><strong>53.82%</strong></td>
<td><strong>$1,414,847</strong></td>
</tr>
</tbody>
</table>

| 210 Group Disability Insurance | 81,700 | $12,365 | - | 12,365 | 100% | 69,335 |
| 220 Social Security | 680,000 | 286,570 | 22,602 | 309,173 | 45.47% | 370,827 |
| 230 Retirement Contributions | 250,495 | 63,514 | 73,617 | 137,131 | 54.74% | 113,364 |
| 240 Tuition Reimbursement | 10,000 | 2,079 | 475 | 2,554 | 25.54% | 7,446 |
| 250 Unemployment Comp. | 55,000 | 12,228 | 1,200 | 13,428 | 24.41% | 41,572 |
| 260 Workers Compensation | 280,000 | 197,182 | 74,340 | 271,522 | 96.57% | 3,478 |
| 270 Health/Life Benefits | 4,275,000 | 2,422,968 | 6,586 | 2,429,553 | 56.83% | 1,845,437 |
| **Total Benefits:** | **$5,562,195** | **$2,996,906** | **$178,829** | **$3,175,736** | **56.89%** | **$2,406,459** |

| 310 Admin. Services | 65,000 | 31,316 | 3,393 | 34,710 | 53.40% | 30,290 |
| 320 Prof. Education Services | 26,000 | 5,157 | 785 | 5,942 | 22.85% | 20,058 |
| 321 Instructional Improvement | 22,824 | 20,681 | 149 | 20,830 | 91.26% | 1,994 |
| 330 Other Professional Services | 357,497 | 226,276 | 113,188 | 339,414 | 95.39% | 58,083 |
| 340 Technical Services | 6,667 | 6,667 | - | 6,667 | 100.00% | - |
| **Total Purchased Services:** | **$517,988** | **$290,086** | **$117,466** | **$407,562** | **78.68%** | **$110,426** |

| 410 Utility Services | $487,483 | $220,504 | - | $220,504 | 45.23% | $266,979 |
| 411 Septic/Water Systems | 36,100 | 21,111 | 14,125 | 35,236 | 97.61% | 864 |
| 412 LGS Sewer Annual Fee | 24,800 | - | - | - | 0.00% | 24,800 |
| 421 Disposal Services | 46,600 | 21,670 | - | 21,670 | 46.50% | 24,930 |
| 422 Snow/Plow Services | 68,100 | 34,048 | - | 34,048 | 50.00% | 34,053 |
| 424 Grounds Upkeep | 56,240 | 30,641 | - | 30,641 | 84.55% | 5,599 |
| 425 Security | 45,630 | 11,608 | - | 11,608 | 25.44% | 34,022 |
| 430 Repairs/Maintenance Ser. | 430,296 | 233,628 | 82,178 | 315,806 | 73.39% | 114,490 |
| 440 Facility Rentals | 14,700 | - | - | - | 0.00% | 14,700 |
| 490 Pest Control | 2,600 | 1,100 | 1,650 | 2,750 | 98.21% | 50 |
| **Total Facilities:** | **$1,192,749** | **$574,310** | **$97,953** | **$672,262** | **56.36%** | **$520,487** |

| 519 Transport/Reimbursable | $2,257,000 | $1,208,154 | $330,470 | $1,538,624 | 66.98% | $758,376 |
| 520 Insurance | 184,027 | 137,990 | 46,372 | 184,281 | 100.14% | (254) |
| 530 Communication/Telephone | 54,800 | 30,793 | 563 | 31,355 | 57.22% | 23,445 |
| 521 Postage | 31,700 | 13,915 | - | 13,915 | 43.50% | 17,785 |
| 540 Advertising | 2,500 | 622 | - | 622 | 24.87% | 1,878 |
| 550 Printing & Binding | 10,830 | 985 | 155 | 1,139 | 10.52% | 9,691 |
| 561 Tuition to LEAs | 277,937 | 254,890 | 9,850 | 264,740 | 95.25% | 12,297 |
Regional School District #10
Expenditure Report by Object December 31, 2015

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget 2015-16</th>
<th>Expended To Date</th>
<th>Encumbered To Date</th>
<th>Total Expend &amp; Enc</th>
<th>% Expended and/or Encumb. To Date</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>563 Tuition to Private Sources</td>
<td>422,697</td>
<td>759,847</td>
<td>687,930</td>
<td>1,481,778</td>
<td>350.55%</td>
<td>(1,059,081)</td>
</tr>
<tr>
<td>580 Prof Develop/Reimb Travel</td>
<td>69,850</td>
<td>32,549</td>
<td>991</td>
<td>33,540</td>
<td>48.00%</td>
<td>36,340</td>
</tr>
<tr>
<td>581 Misc. Purchased Services</td>
<td>190,607</td>
<td>61,588</td>
<td>76,685</td>
<td>138,273</td>
<td>72.54%</td>
<td>52,334</td>
</tr>
<tr>
<td>591 Student Activities</td>
<td>19,311</td>
<td>11,142</td>
<td>4,800</td>
<td>15,942</td>
<td>82.55%</td>
<td>3,369</td>
</tr>
<tr>
<td><strong>Total Transport. &amp; Other</strong></td>
<td><strong>$ 3,561,289</strong></td>
<td><strong>$ 2,546,394</strong></td>
<td><strong>$ 1,157,816</strong></td>
<td><strong>$ 3,704,210</strong></td>
<td><strong>104.01%</strong></td>
<td><strong>(142,921)</strong></td>
</tr>
<tr>
<td>610 Supplies</td>
<td><strong>$ 517,510</strong></td>
<td><strong>$ 289,783</strong></td>
<td>27,079</td>
<td>316,863</td>
<td>61.23%</td>
<td><strong>$ 200,647</strong></td>
</tr>
<tr>
<td>611 Library/Audio Supplies</td>
<td>160,628</td>
<td>129,283</td>
<td>-</td>
<td>129,503</td>
<td>80.52%</td>
<td>31,126</td>
</tr>
<tr>
<td>621 Natural Gas</td>
<td>50,000</td>
<td>9,428</td>
<td>-</td>
<td>9,428</td>
<td>18.86%</td>
<td>40,572</td>
</tr>
<tr>
<td>623 Propane</td>
<td>12,000</td>
<td>1,292</td>
<td>-</td>
<td>1,292</td>
<td>10.77%</td>
<td>10,708</td>
</tr>
<tr>
<td>624 Fuel Oil</td>
<td>334,962</td>
<td>288,837</td>
<td>-</td>
<td>288,837</td>
<td>86.23%</td>
<td>46,126</td>
</tr>
<tr>
<td>626 Gasoline</td>
<td>6,000</td>
<td>2,377</td>
<td>-</td>
<td>2,377</td>
<td>39.62%</td>
<td>3,623</td>
</tr>
<tr>
<td>640 Textbooks</td>
<td>91,068</td>
<td>58,618</td>
<td>5,675</td>
<td>58,254</td>
<td>74.99%</td>
<td>22,774</td>
</tr>
<tr>
<td>641 Library Books</td>
<td>23,798</td>
<td>11,010</td>
<td>859</td>
<td>11,869</td>
<td>49.87%</td>
<td>11,929</td>
</tr>
<tr>
<td>642 Periodicals</td>
<td>11,150</td>
<td>6,632</td>
<td>-</td>
<td>6,632</td>
<td>59.48%</td>
<td>4,518</td>
</tr>
<tr>
<td><strong>Total Supplies:</strong></td>
<td><strong>$ 1,207,116</strong></td>
<td><strong>$ 797,260</strong></td>
<td><strong>$ 37,833</strong></td>
<td><strong>$ 835,094</strong></td>
<td><strong>69.18%</strong></td>
<td><strong>$ 372,022</strong></td>
</tr>
<tr>
<td>741 Replace Inst. Equipment</td>
<td>7,593</td>
<td>5,417</td>
<td>1,647</td>
<td>7,064</td>
<td>0.00%</td>
<td>529</td>
</tr>
<tr>
<td>742 Replace Non-Inst. Equip.</td>
<td>303,386</td>
<td>22,356</td>
<td>2,304</td>
<td>24,750</td>
<td>8.16%</td>
<td>278,636</td>
</tr>
<tr>
<td>743 New Inst. Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>744 New Non-Inst. Equipment</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Equipment:</strong></td>
<td><strong>$ 310,979</strong></td>
<td><strong>$ 27,773</strong></td>
<td><strong>$ 4,041</strong></td>
<td><strong>$ 31,814</strong></td>
<td><strong>10.23%</strong></td>
<td><strong>$ 279,165</strong></td>
</tr>
<tr>
<td>810 Dues &amp; Fees</td>
<td>35,145</td>
<td>22,211</td>
<td>462</td>
<td>22,673</td>
<td>64.51%</td>
<td>12,472</td>
</tr>
<tr>
<td>830 Interest Bond Expense</td>
<td>499,732</td>
<td>209,575</td>
<td>-</td>
<td>209,575</td>
<td>42.02%</td>
<td>289,157</td>
</tr>
<tr>
<td>831 Principal Bond Expense</td>
<td>1,530,000</td>
<td>1,530,000</td>
<td>-</td>
<td>1,530,000</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>835 Capital improvements</td>
<td>217,065</td>
<td>190,656</td>
<td>12,077</td>
<td>202,733</td>
<td>93.40%</td>
<td>14,332</td>
</tr>
<tr>
<td>840 Emergency/Contingency</td>
<td>444,147</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>444,147</td>
</tr>
<tr>
<td><strong>Total Bond &amp; Misc.</strong></td>
<td><strong>$ 2,725,089</strong></td>
<td><strong>$ 1,952,442</strong></td>
<td><strong>$ 12,539</strong></td>
<td><strong>$ 1,964,981</strong></td>
<td><strong>72.11%</strong></td>
<td><strong>$ 760,108</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTALS:</strong></td>
<td><strong>$ 37,990,505</strong></td>
<td><strong>$ 18,385,024</strong></td>
<td><strong>$ 13,884,888</strong></td>
<td><strong>$ 32,269,911</strong></td>
<td><strong>84.94%</strong></td>
<td><strong>$ 5,720,594</strong></td>
</tr>
<tr>
<td>WEEK OF</td>
<td>DUE FROM HARWINTON</td>
<td>AMOUNT RECEIVED</td>
<td>DATE</td>
<td>DUE FROM BURLINGTON</td>
<td>AMOUNT RECEIVED</td>
<td>DATE</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------</td>
<td>-----------------</td>
<td>----------</td>
<td>---------------------</td>
<td>-----------------</td>
<td>----------</td>
</tr>
<tr>
<td>6/29/2015</td>
<td>$557,258</td>
<td>557,257.68</td>
<td>7/13/2015</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/13/2015</td>
<td>$557,258</td>
<td>557,257.68</td>
<td>7/27/2015</td>
<td>$1,077,888</td>
<td>$1,077,888</td>
<td>7/14/2015</td>
</tr>
<tr>
<td>8/10/2015</td>
<td>$557,258</td>
<td>557,257.68</td>
<td>8/10/2015</td>
<td>$1,077,888</td>
<td>$1,077,888</td>
<td>7/27/2015</td>
</tr>
<tr>
<td>8/24/2015</td>
<td>$557,258</td>
<td>557,257.68</td>
<td>8/24/2015</td>
<td>$1,077,888</td>
<td>$1,077,888</td>
<td>8/10/2015</td>
</tr>
<tr>
<td>9/7/2015</td>
<td>$557,258</td>
<td>557,257.68</td>
<td>9/8/2015</td>
<td>$1,077,888</td>
<td>$1,077,888</td>
<td>8/24/2015</td>
</tr>
<tr>
<td>9/21/2015</td>
<td>$557,258</td>
<td>557,257.68</td>
<td>9/22/2015</td>
<td>$1,077,888</td>
<td>$1,077,888</td>
<td>9/8/2015</td>
</tr>
<tr>
<td>10/5/2015</td>
<td>$557,258</td>
<td>557,257.68</td>
<td>10/5/2015</td>
<td>$1,077,888</td>
<td>$1,077,888</td>
<td>9/22/2015</td>
</tr>
<tr>
<td>10/19/2015</td>
<td>$557,258</td>
<td>557,257.68</td>
<td>10/19/2015</td>
<td>$1,077,888</td>
<td>$1,077,888</td>
<td>10/5/2015</td>
</tr>
<tr>
<td>11/2/2015</td>
<td>$481,457</td>
<td>481,456.68</td>
<td>11/2/2015</td>
<td>$931,268</td>
<td>$931,268</td>
<td>10/19/2015</td>
</tr>
<tr>
<td>11/30/2015</td>
<td>$481,457</td>
<td>481,456.68</td>
<td>12/1/2015</td>
<td>$931,268</td>
<td>$931,268</td>
<td>11/16/2015</td>
</tr>
<tr>
<td>12/14/2015</td>
<td>$481,457</td>
<td>481,456.68</td>
<td>12/14/2015</td>
<td>$931,268</td>
<td>$931,268</td>
<td>12/1/2015</td>
</tr>
<tr>
<td>1/11/2016</td>
<td>$498,453</td>
<td></td>
<td></td>
<td>$964,145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/25/2016</td>
<td>$498,453</td>
<td></td>
<td></td>
<td>$964,145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/8/2016</td>
<td>$498,453</td>
<td></td>
<td></td>
<td>$964,145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/22/2016</td>
<td>$498,453</td>
<td></td>
<td></td>
<td>$964,145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/7/2016</td>
<td>$498,453</td>
<td></td>
<td></td>
<td>$964,145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/21/2016</td>
<td>$481,457</td>
<td></td>
<td></td>
<td>$931,268</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/4/2016</td>
<td>$481,457</td>
<td></td>
<td></td>
<td>$931,268</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/18/2016</td>
<td>$481,457</td>
<td></td>
<td></td>
<td>$931,268</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/2/2016</td>
<td>$481,457</td>
<td></td>
<td></td>
<td>$931,268</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/16/2016</td>
<td>$481,457</td>
<td></td>
<td></td>
<td>$931,268</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/30/2016</td>
<td>$481,457</td>
<td></td>
<td></td>
<td>$931,268</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/6/2016</td>
<td>$481,457</td>
<td></td>
<td></td>
<td>$931,268</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$12,727,809  6,885,344.84  $24,619,048  $13,279,444
Students

Use of Restraint and Seclusion

The Board of Education believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect the student or others from immediate or imminent injury. Emergency restraint or seclusion shall not be used for discipline or convenience or as a substitute for a less restrictive alternative.

Definitions

Life-threatening physical restraint means any physical restraint or hold of a person that restricts the flow of air into a person’s lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person’s arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person’s arms, legs or head. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; or helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut’s special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury.

School employee means a teacher, substitute teacher, school administrator, Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the Board or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district’s schools, pursuant to a contract with the Board.

Seclusion means the involuntary confinement of a student in a room, with or without staff supervision, in a manner that prevents the student from leaving.

Student means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public
school under the jurisdiction of a local or regional Board of Education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional Board of Education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

**Conditions Pertaining to the Use of Physical Restraint and/or Seclusion**

A. School employees shall not use a life-threatening physical restraint on a student. No school employee shall use a physical restraint on a student except as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the restraint is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative. A student who is physically restrained shall be continually monitored by a school employee. The monitoring must be conducted by direct observation of the student or by video provided the video monitoring occurs close enough for the monitor to provide assistance, if needed.

B. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

C. No student shall be placed in seclusion unless:

a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.

b. Such student is frequently monitored by a school employee during the period of such student's seclusion. Any student placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.
c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion. Other specifications for the room in which seclusion takes place shall comply with State regulations.

D. School employees may not use a psychopharmacologic agent on a student without that student’s consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student’s established medical or behavioral support or educational plan, as developed consistent with Section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner’s initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.

E. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:

a. An administrator, one or more of such student’s teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:
   i. Conducting or revising a behavioral assessment of the student;
   ii. Creating or revising any applicable behavioral intervention plan; and
   iii. Determining whether such student may require special education.

b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student’s planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student’s individualized education plan.

F. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion. A reasonable effort shall be made to provide such notification immediately after such physical restraint or seclusion is initiated.

G. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received training on the proper means for performing such physical restraint or seclusion.

H. Beginning July 1, 2016, the Board of Education, and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:

a. Record each instance of the use of physical restraint or seclusion on a student;

b. Specify whether the use of seclusion was in accordance with an individualized education program;

c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
d. Include such information in an annual compilation on its use of such restraint and seclusion on students.

I. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.

J. Any use of physical restraint or seclusion on a student shall be documented in the student’s educational record. The documentation shall include:

   a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and

   b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student’s established educational plan.

K. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

**Required Training and Prevention Training Plan**

Training shall be provided by the Board to school professionals, paraprofessional staff members and administrators regarding physical restraint and seclusion of students. Such training shall be phased in over a period of three years beginning with the school year commencing July 1, 2015, and shall include, but not be limited to:

1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students.

2. The creation of a plan by which the Board will provide school professionals, paraprofessional staff members and administrators with training and professional development regarding the prevention of incidents requiring physical restraint or seclusion of students.

   Such plan is to be implemented not later than July 1, 2017, and must include a provision to require the training of all school professionals, paraprofessional staff members and administrators in the prevention of such incidents not later than July 1, 2019 and periodically thereafter as prescribed by the Commissioner of Education.

3. The Board will create a plan, to be implemented not later than July 1, 2017, requiring the training of all school professionals, paraprofessional staff members and administrators regarding the proper means of physically restraining or excluding a student, including, but not limited to:

   a. Various types of physical restraint and seclusion;

   b. The differences between life-threatening physical restraint and other varying levels of physical restraint;
c. The differences between permissible physical restraint and pain compliance techniques; and

d. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student.

Crisis Intervention Teams

By July 1, 2015, and each school year thereafter, the Board requires each school in the District to identify a crisis intervention team. Such team shall consist of school professionals, paraprofessional staff members and administrators trained in the use of physical restraint and seclusion.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis.

Dissemination of Policy

This policy and its procedures shall be made available on the District’s website and in the Board’s procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.

Nothing in this policy is intended to interfere with the Board’s obligation to provide a safe school setting in accordance with Connecticut General Statutes §10-220. In addition, nothing in this policy shall prevent school personnel from using reasonable physical force upon a student in a manner consistent with state law, when and to the extent such person reasonably believes force to be necessary to (A) protect him/herself or others from immediate physical injury, (B) obtain possession of a dangerous instrument or controlled substance, as defined by law, upon or within the control of such minor, (C) protect property from physical damage or (D) restrain such student or remove such student to another area, to maintain order.

(cf. 4148/4248 - Employee Protection)
(cf. 5141.23 - Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes

10-76b State supervision of special education programs and services.

10-76d Duties and powers of boards of education to provide special education programs and services.

53a-18 Use of reasonable physical force or deadly physical force generally.

53a-19 Use of physical force in defense of person.
53a-20 Use of physical force in defense of premises.

53a-21 Use of physical force in defense of property.

PA 15-141 An Act Concerning Seclusion and Restraint in Schools.

State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.
AGREEMENT
BETWEEN THE
BOARD OF EDUCATION OF REGIONAL SCHOOL DISTRICT #10
AND THE
REGIONAL EDUCATION ASSOCIATION DISTRICT #10

July 1, 2016 – June 30, 2019
TABLE OF CONTENTS

ARTICLE I - RECOGNITION ................................................................. 1
ARTICLE II - NEGOTIATIONS ......................................................... 2
ARTICLE III - GRIEVANCE PROCEDURE ........................................ 2
  PURPOSE ........................................................................... 2
  DEFINITIONS .................................................................... 2
  TIME LIMITS ...................................................................... 2
  LEVEL ONE - PRINCIPAL OR IMMEDIATE SUPERVISOR ............. 3
  LEVEL TWO - SUPERINTENDENT ........................................ 3
  LEVEL THREE - BOARD OF EDUCATION ................................. 3
  IMPARTIAL ARBITRATION .................................................. 3
  MISCELLANEOUS ............................................................... 4

ARTICLE IV - LEAVES OF ABSENCE ............................................. 4
  SICK LEAVE ...................................................................... 4
  EXTENDED MATERNITY & FAMILY RELATED LEAVE ............. 6
  ASSOCIATION LEAVE ........................................................ 6
  CONFERENCE LEAVE ....................................................... 7
  EXCHANGE TEACHER LEAVE ............................................ 7
  PERSONAL LEAVE DAYS .................................................. 7
  RELIGIOUS HOLIDAYS ...................................................... 8
  JURY DUTY ....................................................................... 8
  SABBATICAL LEAVE ........................................................ 9
  LEAVE OF ABSENCE ........................................................ 9
  PAY DEDUCTION .............................................................. 10

ARTICLE V - EXTRA CURRICULAR, DISTRICT COORDINATOR AND “OTHER ASSIGNMENT” VACANCIES ........................................ 10

ARTICLE VI - SALARIES ................................................................. 10
  PAYROLL ......................................................................... 10
  PAYROLL DEDUCTIONS ..................................................... 11
  DETERMINATION OF SALARY .......................................... 12
  CHANGES IN SALARY CLASSIFICATION ............................ 13
  SALARY SCHEDULE DEFINITIONS ................................... 14
  LONGEVITY ..................................................................... 15
  DOCTORATE DEGREE ....................................................... 15

ARTICLE VII - TUITION REIMBURSEMENT ................................... 16

ARTICLE VIII - WORKING CONDITIONS ..................................... 17
  CLASS SIZE ...................................................................... 17
  LUNCH ............................................................................. 18
  TEACHING PERIODS ........................................................ 18
  PLANNING PERIODS ........................................................ 19
  DUTIES/SUPERVISION ...................................................... 20
  SPLIT TEACHER .............................................................. 20
  SPECIAL SCHOOL PROGRAMS .......................................... 21
  NOTIFICATION OF ASSIGNMENT CHANGE/TRANSFER .... 21
  POSITION TRANSFER FOR STAFFING PURPOSES ............ 21
  INVOLUNTARY TRANSFERS .............................................. 22
  WORK YEAR ..................................................................... 22

ARTICLE IX - REDUCTION IN FORCE AND RECALL PROCEDURES .... 23

ARTICLE X - DUES DEDUCTION AND SERVICE FEE DEDUCTION .... 24
ARTICLE I

RECOGNITION

The Board recognizes the Regional Education Association District No. 10 as the exclusive bargaining representative for the group of certified professional employees and employees holding a Durational Shortage Area Permit employed by the Board of Education in positions requiring a teaching or other certificate, including any substitute who is hired to fill a specific position for more than forty (40) consecutive days, other than temporary substitutes, and who are not included in the administrators' unit or excluded from the purview of SS10-153a to 10-153n, inclusive.

The following provisions shall limit the rights of DSAP holders:

In accordance with the provisions of Public Act 03-174, employees working in a teaching position solely on the basis of a Durational Shortage Area Permit (DSAP) shall be included in the bargaining unit. Such individuals shall be covered by all terms and conditions of the collective bargaining agreement, except as follows:

1. A DSAP holder shall not accrue seniority or length of service for any purpose of this Agreement. Notwithstanding the foregoing, if a DSAP holder becomes certified as a teacher and is retained continuously by the Board as an employee after receiving such certification, with no break in service, then the individual shall be credited with seniority and length of service for all purposes under this Agreement, retroactive to the first date of employment by the Board.

2. The Board shall have the right, in its sole discretion, not to renew and/or terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this Agreement with respect to such action.

3. DSAP holders shall have no bumping rights or recall rights under this Agreement. Reduction in force and recall provisions shall not apply to such DSAP holders.

4. A DSAP holder shall have no rights related to assignments, transfers and other opportunities. DSAP holders may be assigned as needed in the district in the Board's sole discretion. A DSAP holder shall have no right to file and/or pursue a grievance with respect to such issues.
ARTICLE II

NEGOTIATIONS

This Agreement shall not be altered, amended or changed except in writing, signed by both the Board and the Association, such amendment shall be appended hereto and become a part hereof.

ARTICLE III

GRIEVANCE PROCEDURE

A. PURPOSE

The purpose of this procedure is to resolve grievances (as defined herein) at the lowest possible administrative level.

B. DEFINITIONS

1. A “grievance” shall mean a complaint by a teacher, a group of teachers or the Association that there has been an alleged violation of a specific provision or provisions of this Agreement to the detriment of the teacher or teachers involved.

2. The term “teacher” as used in this grievance procedure, except as otherwise indicated, shall mean any certificated employee within the bargaining unit covered by this Agreement.

3. An “aggrieved person” is an individual, group or the Association making a complaint.

4. The term “days” shall mean school days. During the summer recess, “days” shall mean business days.

C. TIME LIMITS

1. The time limits stated in this procedure shall be considered a maxima and every effort should be made to expedite the process. The stated time limits may be extended only upon mutual agreement.

2. Any complaint not filed within twenty-one (21) days of the occurrence giving rise to the complaint or within twenty-one (21) days of the time the teacher or teachers knew or should have known of the occurrence giving rise to the complaint shall not be deemed a grievance under this Agreement.
D. LEVEL ONE - PRINCIPAL OR IMMEDIATE SUPERVISOR

1. If a teacher or group of teachers feels that he/she/they has/have a grievance, he/she/they will first discuss the matter informally with the building principal or immediate supervisor.

2. If the teacher or group of teachers filing a complaint is/are not satisfied with the outcome of the informal procedure, he/she/they may present to the Association a written grievance citing the specific provision or provisions of this Agreement allegedly violated. If the Association deems the grievance to be meritorious, it will, within five (5) days, forward the written grievance to the appropriate principal or immediate supervisor. Said written grievance shall be answered by the principal or immediate supervisor in writing within seven (7) days of receipt of grievance.

E. LEVEL TWO - SUPERINTENDENT

If the aggrieved party or parties is/are not satisfied with the disposition of the grievance at Level One, he/she/they may, within five (5) days of receipt of the response at Level One, request that the Association advance the grievance to Level Two. The Association may, within five (5) days of the receipt of the written request from the grievant, submit the written grievance to the Superintendent of Schools. Said grievance shall specifically set forth the provision or provisions of the Agreement which have been allegedly violated. The Superintendent shall, within ten (10) days render a written decision.

F. LEVEL THREE - BOARD OF EDUCATION

In the event an aggrieved person or persons is/are not satisfied with the disposition of the grievance by the Superintendent of Schools, he/she/they may within five (5) days request that the Association advance the grievance to Level Three. The Association may, within five (5) days of the receipt of the written request from the grievant, submit the written grievance to the Board of Education.

The Board of Education shall then meet with the aggrieved person or persons and the Association. The Board of Education shall render its decision within thirty (30) days from the date of submission of the grievance to the Board at Level Three.

G. IMPARTIAL ARBITRATION

1. If the grievance is not settled at Level Three, and if the Association determines that the grievance merits submission to arbitration the Association may request arbitration of the complaint in writing. Such request shall be filed with the American Arbitration Association no later than ten (10) days after receipt of the written decision of the Board of Education. The Board and the Association shall be bound by the Voluntary Labor Arbitration Rules of the American Arbitration Association in the designation of an arbitrator and in all other aspects of arbitration.
2. The arbitrator designated shall be bound by and must comply with all terms of this Agreement and shall have no power to add to, subtract from, or in any way, modify the provisions of this Agreement.

3. The decision of the arbitrator shall be final and binding upon all parties.

4. Fifty (50) percent of the arbitrator’s fee shall be paid by the Association and fifty (50) percent shall be paid by the Board of Education.

H. MISCELLANEOUS

1. Failure at any level of this procedure to communicate a decision concerning a grievance within the specified time limits shall permit the Association to proceed to the next level.

2. Failure on the part of the Association to process a grievance to the next level of this procedure within the specified time limit shall be deemed an acceptance of the decision rendered.

3. The sole remedy available to any teacher who has alleged a violation of the provisions of this Agreement, shall be the grievance procedure provided for herein.

4. All documents pertaining to a grievance shall be filed elsewhere than the grievant’s personnel file, except for documents pertaining to discipline of the teacher.

5. Both the Board and the Association shall be free to utilize outside consultants at any level of the grievance procedure.

6. Any grievance involving persons in more than one school building may be initially filed at Level Two.

ARTICLE IV

LEAVES OF ABSENCE

A. SICK LEAVE

1. Teachers will be granted fifteen (15) days sick leave per year cumulative to a maximum of the equivalent of one hundred eighty five (185) full work days.

2. The Board shall notify each teacher prior to October 1st, of the number of accumulated sick leave days to the benefit of the employee as of September 1st of that year.

3. The Superintendent may, at his/her discretion, require a physician’s certificate regarding the teacher’s illness as often as is necessary, not to exceed once a week. In the event this would require an examination by a physician, the teacher may use his/her own physician or the Region 10 School District physician.
4. Teachers will be granted pregnancy-related disability leave in accordance with General Statute S46A-60 (A)7.

5. If a teacher has exhausted all leave under Article IV, F.1.d, up to five (5) sick leave days per year may be used to address the needs of serious illness for members of the teacher’s immediate family, with the approval of the Superintendent. For the purposes of Article IV, A.5, the “immediate family” includes the spouse of the teacher, parents or child and the parents or child of his/her spouse or domestic partner.

6. The following guidelines for a Sick Day Bank apply for certified teaching staff in Region 10:

   a. A teacher may make a written request to the superintendent requesting additional sick days after exhausting all individual accumulated sick days, personal days and workers’ compensation, if applicable. Superintendent will have discretion to grant 1-2 weeks of additional sick time. Such requests beyond the two extra weeks may include a request for sick days including donations from fellow teachers.

   b. Such requests can only be made for prolonged catastrophic or chronic illness or injury of the individual up to a maximum of thirty (30) workdays.

   c. Medical documentation will be required and must include written statement by the doctor as to person’s ability to handle job responsibilities and expected date of return.

   d. Each request will be addressed on a case-by-case basis and the teacher’s prior attendance record will be taken into account before decision is made.

   e. The superintendent’s decision is final and the teacher has no right of appeal.

   f. If such request for sick bank day is granted by the Superintendent, all tenured teachers will be invited to donate one day of accumulated sick time. Under all circumstances, the name of the requester will remain confidential. Teachers’ donations will be submitted to the Superintendent's office where a list will be maintained. Days needed will be randomly selected from the donor list to meet the request. Unused days will remain on the list for future requests. In the event there are not enough days in the bank to meet request(s), a second solicitation will be made.

   g. Each tenured teacher may donate one (1) day. Such donation, if it is applied to a recipient, will be permanently deducted from their sick day accumulation and will not be replaced.

   h. Tenured teachers can apply to be recipients of the sick bank.

   i. Each teacher may apply for use of sick bank in Region 10 one time during career.

   j. Any teacher receiving donated days from the bank will not have to replace them.

B. EXTENDED MATERNITY & FAMILY RELATED LEAVE
1. Unpaid leave may continue for the balance of the school year during which the child was born or adopted, at the request of the employee and the approval of the superintendent. Upon approval of the Board, the teacher may choose to continue the child-rearing leave through the next school year.

2. Teachers on extended maternity and family-related leave shall notify the Superintendent in writing on or before April 1 as to whether they intend to return to teaching duties at the beginning of the next school year following such leave. When such a leave commences after April 1, the teacher shall notify the Superintendent at the time of the commencement of the leave whether he or she intends to return to teaching duties at the beginning of the next school year following such leave.

C. ASSOCIATION LEAVE

1. If negotiation, mediation or arbitration meetings between the Board and the Association are scheduled during normal working hours of a school day, not more than three representatives of the Association shall be relieved from all regular duties without loss of pay, as necessary, in order to permit their attendance at such meetings.

2. When it is necessary, pursuant to the Grievance Procedure in Article III of this Agreement for a school representative, member of the Committee on P.R. & R. or other representative designated by the Association to attend a grievance meeting or hearing during a school day, the teacher shall upon notice to the supervisor and/or principal and to the Superintendent by the President of the Association, be released without loss of pay, as necessary, in order to permit participation in the foregoing activities, but this privilege shall be limited to one Association member per grievance per day.

   a. Any teacher whose appearance in such meetings or hearings as a witness is necessary shall be accorded the same right.

   b. The Superintendent may, after consultation with the President of the Association, restrict the time allotted to investigate a grievance.

3. The Association President is entitled to one (1) personal day each school year and may request one (1) additional day for professional matters outside of Regional School District 10. The Superintendent must approve in advance which days will be taken.

4. Association Officer - The principal will make every reasonable effort to free two hours weekly from noninstructional time and free two hours weekly when children have left the building, for the President of the Association for association business. The Union President shall not utilize this time to visit teachers in other buildings when students are receiving instruction in those buildings, except for purposes of preparation of grievances and/or prohibited practice presentations.

D. CONFERENCE LEAVE

1. When it is evident to the Superintendent, or his/her designee, that convention or conference attendance or the observation of an activity in another building or school
system will contribute to the effectiveness of the instructional program, the Superintendent or his/her designee may permit such attendance to teachers without loss of pay.

a. A written request for approval to attend a conference must be filed with the Superintendent or his/her designee no less than three weeks prior to the conference.

b. Approval of any request will, among other factors, depend upon the number of teachers expected to be absent from the building and/or school district on the same day because of other conference leave requests, personal leave requests, etc., and the availability of substitutes.

2. Reimbursement for expenses incurred in attending the convention or conference, or observing activities in another school as approved by the Superintendent or his/her designee, shall be agreed upon by the attendant and the administration before the teacher leaves.

E. EXCHANGE TEACHER LEAVE

A teacher may request “exchange” leave with a teacher either from the United States or a foreign country. When the plans are complete, the Superintendent may recommend this “exchange” to the Board of Education for final action.

F. PERSONAL LEAVE DAYS

1. Each employee shall be permitted two (2) personal leave days per year, cumulative to three (3), with pay, and without deduction from sick leave accumulation, for any of the following circumstances in which absence from service is necessary and unavoidable:

a. Leave for death of a friend or a nonlisted relative. Documentation or verification may be required.

b. Attendance in court under subpoena or summons or participation in a legal proceeding which cannot be scheduled outside of school hours. Documentation or verification may be required.

c. Personal business which requires the attendance of the teacher and which cannot be scheduled outside of school hours subject to approval of the Superintendent of Schools and not to be unreasonably withheld. Such leave may not be taken on the day before or day after a school holiday or vacation.

d. To address the needs of serious illness of the teacher’s immediate family. For the purposes of Article IV, F.1.d, the “immediate family” includes the spouse of the teacher and the parents, child, brother, sister, grandparent or grandchild of the teacher or of his/her spouse or domestic partner. Any relative of the teacher or of his/her spouse who is domiciled in the teacher’s household would also qualify as an immediate family member for the purposes addressed in Article IV, F.1.d.
e. Other emergency situations where absence from service is necessary and unavoidable.

2. In addition to the aforementioned two (2) personal leave days, a teacher will be granted leave for death in the family based on the following: five (5) additional days for death of a spouse or child; four (4) days for parent; two (2) days for brother, sister, father-in-law, mother-in-law, grandparents; and one (1) day for sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, member of immediate household.

3. The Superintendent may at his/her discretion, grant additional personal leave days under unusual and extenuating circumstances.

3. Notice of all leaves will be on forms provided by the Superintendent and must be submitted to the principal at least forty-eight (48) hours in advance. When notice to the principal cannot be made forty-eight (48) hours in advance, the teacher will submit a written explanation to the Superintendent for approval within forty-eight (48) hours of returning to work. Approval will not be unreasonably withheld.

G. RELIGIOUS HOLIDAYS

A maximum of three (3) days will be granted for religious holidays which require absence from work. Written notice must be given at least forty-eight (48) hours in advance.

H. JURY DUTY

A teacher required to perform jury duty shall be granted a leave of absence for the duration of said jury duty. During the period of jury duty, a teacher shall suffer no loss of pay, but in no event shall total compensation, including jury duty pay, exceed the teacher’s regular salary. Leave for jury duty shall not be deducted from sick or personal leave.

I. SABBATICAL LEAVE

To foster professional competence and enthusiasm, the Board of Education may, if it chooses, grant sabbatical leave for up to one full year at up to full pay and including all benefits to any teacher applying for such leave who fulfills the following requirements:

1. By January 1st of the year prior to the proposed absence, a notice will be given to the administration that plans are underway. By April 1st the teacher must present to the Superintendent for approval, a plan which clearly shows that the teacher’s use of leave will increase his/her competence.

2. The teacher must agree in writing to return to the faculty for a minimum of twice the length of time agreed upon for leave subsequent to the sabbatical leave. In the event the teacher shall not so return, the teacher shall reimburse the Board fully for all sabbatical payments. If extenuating circumstances prevent the teacher from serving the full term, the Board may, at its discretion, waive or reduce the obligation to reimburse the Board for sabbatical leave payments.
3. No teacher shall receive this leave who has not been on the faculty of any of the schools in Regional School District 10 for seven (7) consecutive years.

4. The teacher returning from sabbatical leave shall be placed on the appropriate step on the salary schedule as though he/she had been in active service in the system for the year of the sabbatical leave. The sabbatical shall not affect continuity of service nor accrual of seniority toward longevity benefits.

5. The Superintendent will determine whether or not to recommend the matter to the Board for approval.

J. LEAVE OF ABSENCE

1. The Board of Education may, in its sole discretion, grant requested leave time in addition to that provided by this collective bargaining agreement (e.g. health or child rearing leave), with or without pay and/or benefits.

   a. If the Board of Education decides to grant additional leave time, the terms and duration of such leave will be at the Board’s discretion and will be designated by the Board in writing, at the time approval is granted.

   b. Such leave shall be based on what is in the best interest of the students, taking into consideration the Board’s ability to find a replacement who is qualified, in the opinion of the Superintendent.

2. Upon return, a teacher shall be assigned to his/her former position or a position for which the teacher is certified.

K. PAY DEDUCTION

For leaves of absence granted by the Board, other than those covered by any portion of this agreement, the rate of deduction shall be one (1) divided by the number of required work days that year times the annual basic salary for each day absent.

For Example: (1 divided by 185 X annual basic salary X each day absent.)

ARTICLE V

EXTRA CURRICULAR, DISTRICT COORDINATOR AND “OTHER ASSIGNMENT” VACANCIES

1. Advance notice of any extra curricular, district coordinator, and “other assignment” vacancies will be clearly publicized within the school system, including a notice in every building (by posting or otherwise) as far in advance of the date of filling such vacancy as reasonable.

   a. Notice of vacancy of position shall clearly set forth the qualifications for the position.
b. Teachers who desire to apply for such vacancies of position shall file their applications in writing with the Superintendent within the time limit specified in the notice.

2. Such vacant positions shall be filled on the basis of qualification for the position. When qualifications between the candidates are equal, as determined by the Superintendent: a) The teacher within the Region 10 system shall be given the position, b) When qualifications between the candidates are equal and the candidates for the position are all from within the system, the candidate with the greatest length of service shall be given the position.

3. The stipend paid to people filling positions addressed in this article shall be prorated in the event the employee, for any reason, works less than the full season or other term applicable to the position. Stipends will be paid in December and June.

ARTICLE VI

SALARIES

A. PAYROLL

1. Teachers shall have the following options for payment of salary:

   Option A
   Teacher shall be paid 1/22\textsuperscript{nd} of their salary every two weeks for twenty-two (22) payments.

   Option B
   Teacher shall be paid 1/26\textsuperscript{th} of their salary every two weeks for twenty-one (21) payments. The 22\textsuperscript{nd} payment shall be for 5/26\textsuperscript{th} of their salary.

2. Teachers shall be paid under the same option as the previous year unless they notify the business office prior to July 1 of a change. New teachers must choose either Plan A or B.

3. If requested in writing at the time of appointment teachers may receive activity/administrative pay in one lump sum, paid at the end of the school year, instead of two equal payments.

4. Teachers hired on or after July 1, 2007 shall be paid via direct deposit.

B. PAYROLL DEDUCTIONS

1. In addition to those payroll deductions required by law, the following agencies are eligible for payroll deductions. All requests for deductions must be in writing on approved authorization forms.
2. The list of approved deductions is as follows:
   a. READ #10 Education Association
   b. Connecticut Education Association
   c. National Education Association
   d. Bristol Teachers’ Credit Union
   e. United Way
   f. The Board will submit for teachers, on a monthly basis, contributions to tax sheltered investment plans established pursuant to Public Law 87-370. The Board will allow deductions for any new plan for which there are a minimum of five (5) participating teachers up to a district-wide total of twenty (20) plans.

3. The Board will maintain a “Section 125” Salary Reduction Agreement which shall be designed to permit exclusion from taxable income of the employees’ share of health and life insurance premiums. The Board makes no representations or guarantees as to the initial or continued viability of such a Salary Reduction Agreement, and shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax exempt status of employee insurance premium contributions. So long as the Board makes a good faith effort to comply with this paragraph, neither the Association nor any teacher covered by this Agreement shall make any claim or demand, nor maintain any action against the Board or any of its members or agents for taxes, penalties, interest or other cost or loss arising from a flaw or deficit in the Salary Reduction Agreement, or from a change in law which may reduce or eliminate the employee tax benefits to be derived therefrom.

4. The Board will maintain a flexible spending account which shall have an annual limit for Dependent Care of $5,000 (five thousand dollars) and for Medical Care reimbursement of $3,000 (three thousand dollars). These amounts are to be adjusted, as necessary, to comply with current laws.

C. DETERMINATION OF SALARY

1. In the initial placement on one of the salary schedules, the Superintendent shall, at his/her discretion, put the teacher on the step to which he/she is entitled by previous record of education, teaching service, and other relevant experience as evaluated by the Superintendent and his/her recruitment officers. Teachers may receive full credit for all of their previous teaching experience providing such experience is recent and is relevant to the subject area and/or grade level to which he/she is to be assigned.

2. Extra duty positions shall be compensated according to the schedule contained in Article XII herein.
3. For satisfactory performance, as determined through evaluations, a teacher shall advance annually one step on the salary schedule. The Board of Education, upon recommendation of the Superintendent, may withhold step advancement on the salary schedule or an amount equal to the last increment from a teacher on maximum, when performance is determined to be unsatisfactory. The Superintendent will discuss with the teacher the withholding of an increment for the following school year prior to written notification and before the end of the school year.

4. Off-step hiring will be limited to four (4) steps on the salary schedule. For shortage area positions as determined by the State Department of Education off-step hiring will be limited to six (6) steps on the salary schedule. The Association President will be notified about all hiring including a copy of the signed contracts.

5. Teachers whose work requires additional time beyond the regular work year will be compensated at a per diem rate calculated by dividing one (1) by the number of regular work days that year times the teacher’s annual basic salary.

   a. Such work will normally occur immediately following the end of the school year or immediately preceding the beginning of the school year.

   b. The administration in its sole discretion, will schedule and assign the time.

6. In 2016-2017 teachers will be paid $41 per hour for curriculum work. In 2017-2018 teachers shall be paid $42 per hour. In 2018-2019 teachers shall be paid $43 per hour. Hours are to be established at the outset of each project. Teachers would follow guidelines established by the administration and completed work would be approved by the Assistant Superintendent for Curriculum and Instruction prior to payment for the project. The administration, in its sole discretion, will schedule and assign the time.

7. Part-time teachers will be paid on a pro rated basis based upon the following:

   a. At the middle school and high school, part-time shall be determined by reference to instructional periods. Each year-long five-day-per-week course instructional period is equal to .2

   b. At the elementary school, part-time shall be determined by reference to instructional sections. Full time teachers teach thirty (30) sections per week. Each section is equal to the following:

       |       |       |
       | 6 = .2 | 18 = .6 |
       | 9 = .3 | 21 = .7 |
       | 12 = .4 | 24 = .8 |
       | 15 = .5 | 27 = .9 |

   c. Noninstructional part-time staff (e.g. guidance counselors, social workers, psychologists, and speech and language pathologists) shall be paid for hours worked, utilizing 6.5 hours per day to establish an hourly rate.
d. Part-time teachers who do not receive planning time shall be paid a stipend based upon their course load per year. In all other respects, only periods during which a teacher instructs a class will be counted towards a part-time teacher’s prorated compensation annually paid in June.

Each stipend is equal to the following:

<table>
<thead>
<tr>
<th>Fraction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>.2 - .3</td>
<td>$250</td>
</tr>
<tr>
<td>.4 - .5</td>
<td>$300</td>
</tr>
<tr>
<td>.6 - .7</td>
<td>$350</td>
</tr>
<tr>
<td>.8 - .9</td>
<td>$400</td>
</tr>
</tbody>
</table>

D. CHANGES IN SALARY CLASSIFICATION

1. By February 1st in any year, the teacher shall notify the superintendent or his/her designee in writing that he/she expects to complete the requirements for moving from one salary classification to another by the following August 31st.

   a. Prior to enrolling in a graduate program, the program must be approved by the superintendent or his/her designee by submitting an application for approval of Graduate Degree Program along with a description of the program issued by the accredited* college. Forms are available in the superintendent’s office or on the staff wiki.

   b. By September 15th, the teacher shall provide the superintendent or his/her designee with the necessary documented evidence including Board of Education approval, if necessary, that all requirements for salary classification transfer have been completed by August 31st.

E. SALARY SCHEDULE DEFINITIONS

Terms used in the schedule shall be interpreted and applied in accordance with the following definitions:

**Bachelor**
A Baccalaureate degree earned at an accredited* college or university.

**Bachelor + 15**
The completion of fifteen (15) credits beyond the Baccalaureate Degree in his/her certified field at an accredited* college or university or in a program previously approved by the Superintendent.

**Master**
A Master’s degree earned at an accredited* college or university or the completion of thirty (30) credits beyond the baccalaureate degree in an approved program in his/her certified field at an accredited* college or university.

**Master +15**
The completion of fifteen (15) credits beyond the Master’s Degree in his/her certified field at an accredited* college or university or in a program previously approved by the Superintendent.
Sixth Year

(1) The Sixth Year can be earned by receiving a Professional Diploma or Certificate awarded by an accredited* college or university upon completion of at least 30 credits beyond the Master's degree. This program must be specifically set up by the preparing institution in his/her certified field or related educational field (minimum 30 credits) and must be preapproved by the Superintendent or his/her designee.

(2) The Sixth Year may be earned by a year's study (as the preparing institution defines the equivalent of a full year of study) taken within a preapproved Doctoral program at an accredited* college or university in which an individual who has completed the Master's Degree is fully matriculated.

(3) The Sixth Year may be earned by either a coordinated program of study of a year's duration or a second Masters Degree. Either must be approved in advance by the Superintendent.

(4) Subject to final approval by the Board of Education and in its sole discretion, the Sixth Year may be earned by having a book published within one's professional scope which makes a substantial contribution to the teacher's major field of work.

(5) Subject to final approval by the Board of Education and in its sole discretion, the Sixth Year may be earned by one year's travel, planned to achieve certain professional objectives consistent with the teacher's field of concentration, approved in advance by the Board of Education upon recommendation of the Superintendent.

Placement on the salary schedule may be adjusted by the Superintendent to take into consideration planned Masters Degree programs that require more than thirty (30) graduate hours.

* One of the six (6) Nationally Accredited Agencies

- Middle State Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
F. **LONGEVITY**

After twenty (20) or more years of credited experience with the last eleven (11) years of service in Regional School District #10, a teacher shall receive an annual longevity stipend to be divided equally among the total number of paychecks according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-24</td>
<td>$ 600</td>
</tr>
<tr>
<td>25-29</td>
<td>$ 800</td>
</tr>
<tr>
<td>30 &amp; beyond</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

No teachers currently eligible for a longevity stipend shall have their stipend reduced. Only teachers who worked as teachers for the Board of Education for Regional School District No. 10 on or before June 30, 2007 shall be eligible to receive longevity stipends.

G. **DOCTORATE DEGREE**

Teachers who hold a doctorate degree will receive an additional $1,500 over base salary per year beginning in the school year following receipt of the degree.

**ARTICLE VII**

**TUITION REIMBURSEMENT**

1. For the implementation of the provision of this Article, the Board will budget $10,000 for each year of the contract. If requests exceed this limit, the amount each approved applicant receives will be reduced proportionally.

2. The primary responsibility for professional improvement rests with the individual. However, in order to encourage staff members to improve their classroom effectiveness and their contributions to the school system, the Board will provide partial reimbursement for tuition costs incurred in approved college and university graduate courses; the reimbursement is subject to the following regulations and limitations:

   a. Application for course reimbursement must be filed in duplicate on the prescribed form with the Superintendent of Schools as soon as possible, but no later than December 15th.

   b. Applications submitted after the deadline may be approved at the sole discretion of the Superintendent.

   c. Within the limitations of the budget, the Board agrees to provide up to fifty percent (50%) of the tuition (not including fees). During the contract year, the tuition reimbursement will be determined by the lower of the tuition cost of the staff member’s graduate school or the University of Connecticut graduate school in-state rate for a three credit course.
d. Within the limitations of the budget, reimbursement will be restricted to approved study within the teaching specialty of the individual and to areas that will directly improve the teacher's competence and performance in meeting his/her classroom responsibilities. Study should be content and student centered and the course experience, where feasible, should be shaped to relate as much as possible to the teacher's school assignment.

e. Reimbursement will be restricted to approved graduate courses that are offered by accredited institutions. Courses taken in order to achieve basic certification or to renew certification will not be subsidized. Courses taken in a field substantially different from the one in which the staff member is employed will not be subsidized, except when in the Superintendent's judgment, circumstances warrant approval, e.g. related to a teacher's probable future assignment in Region 10.

f. Staff members in their first year of teaching in Region 10 are discouraged from undertaking graduate study during the school year. Requests for reimbursement will not be approved.

g. Staff members are discouraged from taking more than three semester hours of course work per term during the school year. Reimbursement will only be made for one course per contract year.

h. There will be no reimbursement for courses which are subsidized by other funds such as a scholarship, fellowship, CEA funding, etc.

i. No reimbursement will be made without submission of official documentation showing successful completion (grade of B or better) of the course and the individual is still a member of the Region 10 staff. All documentation regarding successful completion must be received on or before June 15th of each contract year.

ARTICLE VIII

WORKING CONDITIONS

A. CLASS SIZE

1. Class sizes will have a maximum as follows:
   Elementary (K-4) 25
   Middle (Grade 5) (elementary model) 25
   Middle (Grade 5) (middle school “team” model) 28
   Middle (Grade 6-8) 28
   High School (9-12) 28

a. The Board shall not begin a school year with class sizes beyond these numbers. An exception would be made for one student over at the beginning of the year. However, any such case will be resolved in accordance with #1 above no later than the second week of school.
b. Exceptions to the above maximums will be made for singleton classes at the high school which may begin the school year with no more than 30 students.

2. If maximums in 1. above are exceeded at the elementary or middle school level, the teacher or class will be provided with an aide. At the high school level, the class will be limited to the maximum or an additional section will be added.

3. The Board will hire an additional teacher if class size exceeds 30 at the middle school level or 27 at the elementary level, including grade 5.

4. The District and the Administration will be sensitive to case load and testing issues involving special education teachers. It will work to provide equity among the staff in regard to assignment of students. Efforts will be made during peak time to reduce excessive testing requirements.

5. Excluded from the provisions of 1 through 3 above are chorus and band which may exceed these numbers.

6. Individual teachers at the high school level will have a maximum class load of 125 students. Individual teachers at the middle school level will have a maximum class load of 130 students. Excluded from this limit are band, chorus, and physical education/wellness classes.

7. Low ability groups (as defined by the administration) will have a maximum of 15 students. This is intended as a guideline only, and will not be interpreted to restrict the Board of Education in the development and implementation of new programs and staffing patterns.

B. LUNCH

All teachers shall have an uninterrupted duty-free lunch period daily which will not count as prep period time.

C. TEACHING PERIODS

1. It is the intent of the Board of Education to assign grade six through twelve teachers to five teaching periods (with 10 or more students) per day.

   a. Special subject area teachers (e.g. Art, Music, technology education, family and consumer science, and physical education) may be assigned six teaching periods.

   b. If unique circumstances require assigning a sixth period to teachers other than those named in 1.a., the teacher shall be compensated at the rate of seventeen percent (17%) of the teacher’s per diem salary for the full length of time the additional class is carried. Compensation for lab classes beyond the normal assignment for such teachers will be prorated by the number of extra lab meetings.
2. In addition to a normal teaching program, teachers may be required to teach one “limited enrollment course” provided they are relieved from study hall obligations. A “limited enrollment course” shall be defined as a course with an enrollment of ten (10) or less.

3. Teachers in grades six through twelve shall not be required to teach more than two subject areas and shall not have more than three teaching preparations.

   a. It is recognized that the responsibilities and workload of teachers differ and that limited department enrollments create unique situations. An example of a unique situation would be the combining of classes with small numbers (e.g. French 4/5, Drawing & Advanced Drawing). Although the combined classes might meet during one period, consideration shall be given to the fact that multiple preparations are still necessary in order to adequately teach the class. Consequently, it may become necessary to adjust the number of preparations and/or teaching period assignments.

      1) Adjustments in an assignment will be discussed with the teacher by the close of the prior school year. The convenience and wishes of the teacher will be considered as well as all requirements and best interests of the school system and the students.

      2) Whenever class registration increases such that each level of a combined class had ten (10) or more students, separate sections will be scheduled.

      3) Departments with two (2) teachers or less may also have more than three (3) preparations.

   b. The administration shall annually review teaching assignments with the Association leadership concerning contract compliance.

   c. The above provisions shall not prohibit any teacher from agreeing to teach more than three preparations. The Association shall be notified of all such requests, prior to the assignment beginning.

D. PLANNING PERIODS

1. Teachers shall have one planning/preparation period per day. Preparation time shall mean time free from all student instruction and supervision within the scheduled school day.

   a. In grades 5 to 12, such period shall be equal in length to a teaching period.

   b. In grades PreK to 4, such period shall be equal in length to the specials period.

   c. Teachers are expected to utilize preparation periods for professional purposes which include, among other things: grading, lesson planning, individual student planning, and teacher-initiated parent contacts. The administration will consult with the teacher and make every reasonable effort to schedule meetings and conferences in a time other than the teacher’s preparation period. However, the parties recognize that when
no other time is available, preparation periods shall be utilized for meetings and conferences.

2. In a six-day rotation, all middle school teachers will be provided with three (3) cooperative planning periods during each six-day rotation cycle. The provisions of this section shall apply to all Grade 5 teachers who teach in a middle school “team” model.

a. The “team” and “cooperative” periods are times reserved for discussing student problems, joint activities, curricular-based and/or department initiatives identified by the administration, planning interdisciplinary units, working with guidance, meeting with administration, etc.

b. These periods are in addition to subject planning time.

c. The Board will make a good faith effort to schedule team planning periods such that all team members can meet at the same time.

d. A good faith effort will also be made to incorporate the concepts in Article VIII, Section D.2 for all teachers assigned to the “teaming concept” at any other school. Teachers will strive to meet as often as necessary to complete the job in a professional manner.

3. Contractual provisions regarding teacher planning periods and duty free time shall be maintained. Teachers who lose planning time because of being requested or assigned by administrators to cover other classes or duties or educational responsibilities (e.g., PPT’s or 504 meetings) shall be granted twenty-four dollars ($24) for each lost preparation period in 2016-17; twenty-five dollars ($25) in 2017-18, and twenty-six dollars ($26) in 2018-19.

E. DUTIES/SUPERVISION

1. Duties will be assigned to all bargaining unit members in an equitable manner and the assignment roster made available to all teachers.

   a. Teachers who teach six classes or have more than three (3) preparations shall receive duty assignments taking their load into consideration.

   b. Duties shall not be assigned to K-12 Coordinators with the exception of assigned duties during midterms and finals to help relieve teachers.

   c. Guidance counselors at the high school shall be assigned hall duty in the morning and/or shall cover classes for other teachers when coverage is needed and substitutes are not available.

F. SPLIT TEACHER
1. Any teacher who travels on assignment between buildings is entitled to regular reimbursement for automobile expenses at the accepted federal income tax rate. Monthly submissions are expected.

2. Teachers in split assignments shall attend all regular teacher-parent conferences, and will be required to attend each open house for their assigned schools.
   a. Teachers shall be compensated $60 for attending each open house beyond one.
   b. Staff meetings shall be attended at the school of the majority assignment.
   c. If conflicts occur, the teacher shall be expected to honor those of the majority assignment.

G. SPECIAL SCHOOL PROGRAMS

These provisions apply to such programs as summer school and homebound students.

1. In filling such positions, consideration shall be given to a teacher’s area of competence, major and/or minor field of study, quality of teaching performance, attendance records, length of service in the system, and prior experience in these programs, if any.

2. Positions in these programs shall be filled first from qualified teachers regularly employed in the school system.

3. All openings for these positions shall be listed as early as reasonable so interested teachers may apply.

H. NOTIFICATION OF ASSIGNMENT CHANGE/TRANSFER

Teachers shall be notified in writing of any changes in their program and schedules for the ensuing year; including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes or assignments that they will have.

1. The administration shall make a good faith effort to provide that information by May 15. However, no later than June 10th teachers will be notified of their tentative assignments for the next school year.

2. In the event of a change in circumstances or conditions during the months of July and August, prompt notice in writing shall be given to the teacher.

I. POSITION TRANSFER FOR STAFFING PURPOSES

1. The term “transfer” means a change in assignment between school buildings only; it does not apply to internal assignment changes. Whenever a vacancy occurs, the principal will determine internal assignments for the following year before vacancies are declared for posting purposes.
2. A list of existing vacancies and new positions will be posted in the district office, website and individual buildings and emailed to all bargaining unit members.

   a. Copies of the list will be sent to the Association’s building representatives at the time of posting.

   b. Vacancies shall be posted for a minimum of five school (5) days except for the period August 1 through the first day of school.

3. All teachers shall have the right to seek a transfer to any open teaching position within the system provided that they are certified to fill the position.

   a. In the event that two or more teachers apply to transfer to the same vacant position, the principal will choose an applicant after interviewing all applicants.

   b. Final approval of any transfer is at the discretion of the Superintendent.

4. Any teaching positions that become open after the start of school will be filled on a temporary basis through the end of the school year.

   a. Teachers newly hired to fill such positions will receive contracts which will terminate in June.

   b. By June 1st, (select one) every reasonable attempt will be made to post and fill these positions according with the procedures outlined above.

   c. Teachers who were hired in the middle of the year may apply for regular appointment to fill vacancies for which they are qualified.

5. Any teacher who fails to receive a transfer for which he/she applied, will be notified in writing of the reasons by the Superintendent or his/her designee as soon as possible.

J. INVOLUNTARY TRANSFERS

Any teacher who is involuntarily transferred shall be given written notice and an explanation of the reason(s).

K. WORK YEAR

1. The work year shall be one hundred eighty-six (186) days, six (6) of which may be used for professional development.

2. If, during the term of this Contract, the Board intends to make a unilateral change in days/hours of employment such that the Association would be lawfully entitled to demand to negotiate over the impact of the change, the Board shall negotiate with the Association concerning the impact of such change, if such negotiation is required pursuant to Conn. Gen. Stat. Sec. 10-153f.
3. All staff are required to attend two (2) school-based meetings (faculty, department, district) per month for approximately one hour per meeting.

**ARTICLE IX**

**REDUCTION IN FORCE AND RECALL PROCEDURES**

The Board of Education shall have the sole and exclusive prerogative to eliminate staff positions consistent with the provisions of state statute. Elimination of staff positions may result from decrease in student enrollment, revisions in curricula, program modifications, consolidation of existing positions or any other circumstances determined by the Board of Education.

1. Prior to commencing action to terminate contracts, the Board of Education will consider its ability to effectuate position elimination and/or reduction on staff through:

   - Transfer of existing staff members
   - Voluntary Leaves
   - Voluntary Resignations
   - Voluntary Retirements

2. In the event that it becomes necessary to terminate professional staff members, the Board will use the following criteria to identify and select those employees under consideration for termination in the order listed.

   a) Tenure
   b) Certification
   c) Length of service in Region #10
   d) Qualifications and ability, as determined by an objective evaluation of the teacher’s performance

Whenever two or more persons are determined by the Board to be equal according to the criteria of this section, the professional staff member with the least seniority shall be terminated first. The Board may develop additional criteria to determine which one shall be terminated first. Those additional criteria shall be based upon the needs of the school system.

3. The Superintendent of Schools will notify the President of the Association of the Board of Education’s decision to reduce staff. Information regarding the positions to be affected, the proposed time schedule, and the circumstances which lead to the decision will be given to the President.

4. If a contract is terminated because of elimination of position, the name of that person shall be placed on a reappointment list and remain on such list for a period of two years. If a position becomes vacant during such period and if the person on a reappointment list is certified and qualified, the Superintendent must select such a person on the recall list in the reverse order of termination. The individual will be notified at the telephone number and/or electronic mail address he or she supplies to the Superintendent or his or her designee at the end of the previous school year. The individual shall accept or reject the offer of appointment in
writing within ten (10) calendar days after receipt of such notification. If the individual rejects the appointment offer or does not respond according to this procedure, his/her name will be removed from the recall list. The provisions of this article will not apply to any persons whose contract has been terminated because of elimination of position should he/she take a comparable position in any other school system during the two year period immediately following termination.

5. All accrued benefits to which a professional staff member was entitled at the time of layoff, including seniority rights, will be restored to the professional staff member upon his/her return.

6. This provision shall not apply to individuals initially employed with a Durational Shortage Area Permit.

**ARTICLE X**

**DUES DEDUCTION AND SERVICE FEE DEDUCTION**

**A. CONDITIONS OF CONTINUED EMPLOYMENT**

All teachers employed by the Regional School District #10 Board of Education shall, as condition of continued employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the cost of collective bargaining, contract administration, and grievance adjustment.

**B. DEDUCTIONS**

The Regional School District #10 Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues or service fee by means of payroll deductions.

1. Membership Dues

   a. The amount of Association membership dues shall be certified by the Association to the Board of Education not later than the 1st week of school.
   b. Member’s annual dues shall be deducted evenly over the course of the school year beginning with the 2nd paycheck in September.

2. Service Fees

   a. The amount of service fee to be deducted from non-members shall be certified by the Association to the Board of Education by January 1st of each year.
   b. Beginning with the second paycheck in January, an amount equal to the total service fee divided by the remaining number of dues deduction paychecks for the year shall be deducted from each non-member’s paycheck.
3. Teachers may pay association dues or service fee in one lump sum prior to October 1st each school year. Teachers electing this option shall notify the Association no later than the end of the first week of school each year.

C. SUBSEQUENT EMPLOYMENT

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

Part-time teachers shall pay a pro-rated amount of Association dues or service fee based on employment time.

D. FORWARDING OF MONIES

The Board of Education agrees to forward to the Association each pay period during the school year a check for the amount of money deducted. The Board shall include with such checks a list of teachers for whom such deductions were made.

E. LISTS

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

F. REFERENCE TO ASSOCIATION

The singular reference to the “Association” herein shall be interpreted as referring to the Region #10 Education Association, the Connecticut Education Association, and the National Education Association.

G. INDEMNITY CLAUSE

The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits, or other forms of liability that shall, or may, arise out of, or by reason of, action taken by the Board for the purpose of complying with the provisions of this Article.

ARTICLE XI

INSURANCE BENEFITS

A. MEDICAL INSURANCE

1. The District will provide insurance benefits to teachers and their eligible dependents on a Board-teacher premium share basis.
a. In order to participate in coverage, a teacher shall execute a payroll deduction form and a plan choice from the options in 2.a, 2.b, and 2.d below.

b. The Business Office shall provide an open enrollment period for adjustment annually between May 15 and June 30. This open enrollment period will meet IRS requirements.

c. Information on the specific terms and conditions for either of the plans listed below can be found in the certificates offered by each respective carrier.

2. Teachers shall select from the following options:

a. CONNECTICARE Open Access Plan ("OAP")

1) Teachers selecting to buy up to this plan shall pay one hundred percent (100%) of the difference between the Board’s share of the HDHP Plan premium and the cost of the OAP Plan.

2) The prescription drug rider shall have a $5 generic/$10 listed/$20 unlisted co-payment for up to a 30-day supply of prescription drugs, with a $1000 maximum before rolling into the major medical provisions of the policy. A mail order option shall be available in which a 90-day supply of prescription drugs shall be available for two co-payments. The inpatient co-payment shall be $250; the outpatient co-payment shall be $200; the home/office co-payment shall be $20.

b. CONNECTICARE HSA/High Deductible Health Insurance Plan ("HDHP")

1) Teachers covered under this plan shall pay twelve percent (12%) in 2016-17; thirteen percent (13%) in 2017-18; and fourteen percent (14%) in 2018-19 of the premium cost of the HDHP plan.

2) The HDHP plan shall have an annual deductible of $2,500/individual and $5,000/2-person or family. Teachers selecting this plan shall pay, in addition to the premium cost share set forth above, the full cost of covered procedures, visits, prescriptions and/or items until the applicable deductibles have been met. Certain preventative care visits are excluded from deductible requirements.

3) The Board shall establish a Health Savings Account for teachers who elect the HDHP. The Board shall contribute twenty-five percent (25%) of the applicable deductible. In September the Board will contribute one-half of its 25% contribution. In November it will contribute one-quarter of its 25% contribution and the remaining one-quarter of its 25% contribution in January.

c. Both the OAP plan and the HDHP plan contain cost containment requirements. Teachers who fail to follow those procedures may be subject to additional out-of-pocket expenses.

d. Health Reimbursement Arrangement ("HRA"): 
The Region 10 Board of Education will establish a Health Reimbursement Arrangement ("HRA") for any employee, ineligible for the HSA, who does not want to buy up to the OAP. The employer's obligation under the HRA will be equivalent to its obligation to fund the HSA (e.g., single at 25% is $625; two-person/family at 25% is $1,250).

B. **DENTAL-INDIVIDUAL**

1. A full service dental plan plus Rider A (additional Basic Benefits) is provided for teachers both under the OAP and HDHP plans. Premium cost shares for the dental plan will be twelve percent (12%) of the premium cost in 2016-17; thirteen percent (13%) in 2017-18; and fourteen percent (14%) in 2018-19.

2. An individual may also purchase family dental coverage. The additional cost of said family dental coverage shall be borne equally by the Board and the individual.

3. The District will provide a copy of the policy outlining specific terms and conditions upon entry into the program. The annual maximum benefit is $2,000.

C. **LIFE INSURANCE**

1. Provided for teachers is a forty thousand dollar ($40,000) term life insurance plan. Premium cost shares for the medical plan selected by the teacher also apply to the life insurance plan. Coverage for accidental death and dismemberment is also provided.

2. Maximum age limits may be established by the carrier.

3. An additional fifty thousand dollars ($50,000) in coverage is available at the employee’s own cost if the employee is deemed eligible by the life insurance carrier.

4. Specific terms and conditions may be found in the certificate issued by the carrier.

D. **LONG TERM DISABILITY BENEFITS**

1. Provided for teachers is a long-term disability plan. The plan includes:
   a. Monthly disability income equal to 60% of teacher’s basic monthly earnings;
   b. Coverage to begin after the later of six months disability or the day of exhaustion of sick leave;

2. Specific terms and conditions may be found in policy issued by carrier.
E. RETIREMENT INSURANCE BENEFITS

The Board will provide the opportunity for staff retiring to continue participation in the health insurance (not disability or life insurance) group plans offered to its teaching staff, provided the following additional conditions are met:

1. The cost of participating in the group plans will be borne totally by the teacher and may include the cost of including any eligible dependents as well as the individual teacher. All costs must be prepaid to the Board by dates set by the Board;

2. Elective participation by eligible dependents continues after death of the teacher at the dependents expense;

3. Participation in any or all health plans, individual or other coverage, at any age, is at all times subject to the approval of the then current insurance carrier(s) of the Board. Should an additional fee be charged by any insurance carrier for retired employees and or their eligible dependents, this cost will also be borne totally by the retired teacher.

4. At no time will the Board be prevented from changing insurance carriers because a new carrier charges more for retired teachers to participate or provides less coverage for retired teachers or their dependents.

F. CHANGE OF CARRIERS

1. The Board of Education reserves the right to change any insurance carrier at any time so long as it gives prior notice to the Association and so long as the insurance coverage under the substituted insurance carrier’s policy is substantially equivalent to or better than the coverage under the policy then in effect. The substantially equivalent to or better than standard shall be applied on program-wide analysis, including network, and shall not be benefit specific. Once the Association is notified that the Board intends to change insurance carriers, the Association has fifteen (15) days to examine the new insurance carrier’s policy.

a. If the Association feels that the coverage under the new policy is not essentially equivalent to the policy in effect, it must object to the change, in writing, during that fifteen (15) days.

b. If the parties are unable to informally resolve the matter within the following thirty (30) days, an arbitrator with expertise in the field of insurance shall be mutually selected forthwith or, if the parties cannot agree, shall be selected forthwith by the American Arbitration Association.

1) The arbitrator will be asked to decide the following question: Is the insurance coverage under the substitute insurance carrier’s policy essentially equivalent to the insurance coverage under the policy currently in effect?

2) The arbitrator must render his decision within thirty (30) days. All references herein to days shall mean calendar days.
3) The arbitrator will accept revisions to the initial draft of the substitute insurance carrier's policy up to and including the final day of any hearing held to compare the incumbent insurance carrier's policy with the substituted insurance carrier's policy.

c. In the situation where a complaint has been lodged by the Association, the Board will not change to the new insurance carrier until an agreement has been reached or until an arbitrator has decided that the insurance coverage under the substitute insurance carrier's policy is substantially equivalent to the insurance coverage under the policy currently in effect.
ARTICLE XII

A. COMPENSATION

**FY 2016-17 SALARY SCHEDULE**

<table>
<thead>
<tr>
<th>BA</th>
<th>BA+15</th>
<th>MA</th>
<th>MA+15</th>
<th>6THYR</th>
</tr>
</thead>
<tbody>
<tr>
<td>45,667</td>
<td>47,091</td>
<td>50,110</td>
<td>51,196</td>
<td>52,608</td>
</tr>
<tr>
<td>47,161</td>
<td>48,630</td>
<td>52,309</td>
<td>53,449</td>
<td>54,948</td>
</tr>
<tr>
<td>48,704</td>
<td>50,220</td>
<td>54,606</td>
<td>55,800</td>
<td>57,392</td>
</tr>
<tr>
<td>50,297</td>
<td>51,861</td>
<td>57,002</td>
<td>58,255</td>
<td>59,944</td>
</tr>
<tr>
<td>51,943</td>
<td>53,557</td>
<td>59,505</td>
<td>60,817</td>
<td>62,611</td>
</tr>
<tr>
<td>56,822</td>
<td>58,584</td>
<td>64,843</td>
<td>66,286</td>
<td>68,304</td>
</tr>
<tr>
<td></td>
<td>67,689</td>
<td>69,202</td>
<td>71,342</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70,661</td>
<td>72,246</td>
<td>74,515</td>
<td></td>
</tr>
<tr>
<td></td>
<td>73,762</td>
<td>75,424</td>
<td>77,830</td>
<td></td>
</tr>
<tr>
<td></td>
<td>77,000</td>
<td>78,742</td>
<td>81,292</td>
<td></td>
</tr>
<tr>
<td></td>
<td>84,088</td>
<td>85,998</td>
<td>88,824</td>
<td></td>
</tr>
</tbody>
</table>
## ARTICLE XII

**FY 2017-18 SALARY SCHEDULE**

<table>
<thead>
<tr>
<th>BA</th>
<th>BA+15</th>
<th>MA</th>
<th>MA+15</th>
<th>6THYR</th>
</tr>
</thead>
<tbody>
<tr>
<td>45,987</td>
<td>47,421</td>
<td>50,461</td>
<td>51,554</td>
<td>52,976</td>
</tr>
<tr>
<td>47,491</td>
<td>48,970</td>
<td>52,675</td>
<td>53,823</td>
<td>55,333</td>
</tr>
<tr>
<td>49,045</td>
<td>50,572</td>
<td>54,988</td>
<td>56,191</td>
<td>57,794</td>
</tr>
<tr>
<td>50,649</td>
<td>52,224</td>
<td>57,401</td>
<td>58,663</td>
<td>60,364</td>
</tr>
<tr>
<td>52,307</td>
<td>53,932</td>
<td>59,922</td>
<td>61,243</td>
<td>63,049</td>
</tr>
<tr>
<td>54,017</td>
<td>55,694</td>
<td>62,551</td>
<td>63,937</td>
<td>65,853</td>
</tr>
<tr>
<td>57,220</td>
<td>58,994</td>
<td>65,297</td>
<td>66,750</td>
<td>68,782</td>
</tr>
</tbody>
</table>

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>68,163</td>
<td>69,686</td>
<td>71,841</td>
<td></td>
<td></td>
</tr>
<tr>
<td>71,156</td>
<td>72,752</td>
<td>75,037</td>
<td></td>
<td></td>
</tr>
<tr>
<td>74,278</td>
<td>75,952</td>
<td>78,375</td>
<td></td>
<td></td>
</tr>
<tr>
<td>78,694</td>
<td>80,474</td>
<td>83,080</td>
<td></td>
<td></td>
</tr>
<tr>
<td>85,105</td>
<td>87,039</td>
<td>89,899</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA</td>
<td>BA+15</td>
<td>MA</td>
<td>MA+15</td>
<td>6THYR</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>46,240</td>
<td>47,681</td>
<td>50,738</td>
<td>51,838</td>
<td>53,268</td>
</tr>
<tr>
<td>47,752</td>
<td>49,240</td>
<td>52,965</td>
<td>54,119</td>
<td>55,637</td>
</tr>
<tr>
<td>49,315</td>
<td>50,850</td>
<td>55,291</td>
<td>56,500</td>
<td>58,112</td>
</tr>
<tr>
<td>50,928</td>
<td>52,511</td>
<td>57,717</td>
<td>58,985</td>
<td>60,696</td>
</tr>
<tr>
<td>52,594</td>
<td>54,229</td>
<td>60,251</td>
<td>61,580</td>
<td>63,396</td>
</tr>
<tr>
<td>54,315</td>
<td>56,000</td>
<td>62,895</td>
<td>64,289</td>
<td>66,215</td>
</tr>
<tr>
<td>57,534</td>
<td>59,319</td>
<td>65,656</td>
<td>67,117</td>
<td>69,160</td>
</tr>
<tr>
<td></td>
<td>68,538</td>
<td>70,070</td>
<td>72,237</td>
<td></td>
</tr>
<tr>
<td></td>
<td>71,547</td>
<td>73,152</td>
<td>75,449</td>
<td></td>
</tr>
<tr>
<td></td>
<td>74,687</td>
<td>76,370</td>
<td>78,806</td>
<td></td>
</tr>
<tr>
<td></td>
<td>79,127</td>
<td>80,917</td>
<td>83,537</td>
<td></td>
</tr>
<tr>
<td></td>
<td>85,956</td>
<td>87,909</td>
<td>90,798</td>
<td></td>
</tr>
</tbody>
</table>

ARTICLE XII

FY 2018-19 SALARY SCHEDULE
B. RETIREMENT

1. Any teacher hired on or before June 30, 2013 who retires and who has been employed continuously for the last twenty (20) years as a teacher in Region 10 shall be paid for each unused sick day up to a maximum of 185 (one hundred eighty-five) days at a rate equal to sixty-five percent (65%) of the per diem substitute pay rate prevailing at the time of retirement.

2. Any teacher who retires or resigns (in good standing) at the end of the school year who has given written notice prior to February 1st of that year will receive a payment of five hundred dollars ($500).

C. EXTRA-CURRICULAR ACTIVITY PAY

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Band Color Guard</td>
<td>$707</td>
<td>$714</td>
<td>$721</td>
</tr>
<tr>
<td>Book Club</td>
<td>707</td>
<td>714</td>
<td>721</td>
</tr>
<tr>
<td>Computer Club</td>
<td>707</td>
<td>714</td>
<td>721</td>
</tr>
<tr>
<td>Cultural Caravan</td>
<td>707</td>
<td>714</td>
<td>721</td>
</tr>
<tr>
<td>Humanitarian Club</td>
<td>707</td>
<td>714</td>
<td>721</td>
</tr>
<tr>
<td>LEGO</td>
<td>707</td>
<td>714</td>
<td>721</td>
</tr>
<tr>
<td>MathCounts</td>
<td>707</td>
<td>714</td>
<td>721</td>
</tr>
<tr>
<td>Math Olympiad (MS)</td>
<td>707</td>
<td>714</td>
<td>721</td>
</tr>
<tr>
<td>National Foreign language Honor Society</td>
<td>707</td>
<td>714</td>
<td>721</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>707</td>
<td>714</td>
<td>721</td>
</tr>
<tr>
<td>School Book Store</td>
<td>707</td>
<td>714</td>
<td>721</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class II</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Bowl</td>
<td>$872</td>
<td>$880</td>
<td>$889</td>
</tr>
<tr>
<td>Art Club</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Class Advisor (9-11)</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Dance Team</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Diversity Club</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Drama Club (EL)</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Eco Action Club (HS)</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Family/Consumer Science Club (MS)</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Future Teachers of America</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Har-Bur Literary Magazine</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>STEM/Science Club (MS)</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Magic the Gathering</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Mills Club</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td>Photography Club</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>STEM (EL)</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Student Council (EL/G5-6/G7-8)</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Technology Education Club (MS)</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td>Tech Theater Club</td>
<td>872</td>
<td>880</td>
<td>889</td>
</tr>
<tr>
<td><strong>Class III</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After the Stories Over</td>
<td>$1,035</td>
<td>$1,046</td>
<td>$1,056</td>
</tr>
<tr>
<td>Band – Concert</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>Band – Jazz</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>Chorus</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>Debate (HS)</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>Drama (MS)</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>History Day Club</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>Newspaper</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>Notable Notes</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>Orpheus (HS)</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>Social Studies (MS/HS)</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>Symphonic Band (G6, G7-8)</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>Yearbook (EL/MS)</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band – Marching (HS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheerleader (HS)</td>
<td>3,271</td>
<td>3,304</td>
<td>3,337</td>
</tr>
<tr>
<td>Cheerleader (MS)</td>
<td>2,350</td>
<td>2,374</td>
<td>2,398</td>
</tr>
<tr>
<td>Class Advisor (12)</td>
<td>2,181</td>
<td>2,202</td>
<td>2,224</td>
</tr>
<tr>
<td>Dramatics (per play)</td>
<td>2,181</td>
<td>2,202</td>
<td>2,224</td>
</tr>
<tr>
<td>FBLA</td>
<td>1,638</td>
<td>1,655</td>
<td>1,671</td>
</tr>
<tr>
<td>Link Crew Advisor</td>
<td>1,111</td>
<td>1,122</td>
<td>1,133</td>
</tr>
<tr>
<td>Math Team (HS)</td>
<td>1,745</td>
<td>1,763</td>
<td>1,780</td>
</tr>
<tr>
<td>McCalls Insight Advisor</td>
<td>1,111</td>
<td>1,122</td>
<td>1,133</td>
</tr>
<tr>
<td>Physics Club</td>
<td>1,245</td>
<td>1,258</td>
<td>1,270</td>
</tr>
<tr>
<td>SAM Advisor</td>
<td>1,226</td>
<td>1,238</td>
<td>1,251</td>
</tr>
<tr>
<td>Student Council (HS)</td>
<td>1,638</td>
<td>1,655</td>
<td>1,671</td>
</tr>
<tr>
<td>VEX Robotics Club</td>
<td>1,035</td>
<td>1,046</td>
<td>1,056</td>
</tr>
<tr>
<td>WEB – Where Everyone Belongs</td>
<td>1,111</td>
<td>1,122</td>
<td>1,133</td>
</tr>
<tr>
<td>Yearbook (HS)</td>
<td>4,360</td>
<td>4,404</td>
<td>4,448</td>
</tr>
</tbody>
</table>
Other

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Perf w/in &gt;2</td>
<td>$80</td>
<td>$81</td>
<td>$82</td>
</tr>
<tr>
<td>Music Perf out &gt;2</td>
<td>171</td>
<td>172</td>
<td>174</td>
</tr>
<tr>
<td>Chaperone rate – dance, socials</td>
<td>88</td>
<td>89</td>
<td>90</td>
</tr>
<tr>
<td>Chaperone rate - overnight</td>
<td>88</td>
<td>89</td>
<td>90</td>
</tr>
</tbody>
</table>

All music teachers are responsible for two evening concerts as part of their normal job responsibilities. All performances during the school day are also included in normal job responsibilities. There is no stipend for these activities. Band or chorus classes conducted entirely during the school day will not receive ATA stipend.

ATA stipend for middle and high school chorus or concert band to be paid for after-school activities in preparation for auditions or participation in regional and state competitions.
## C (2) - ATHLETIC COACHING SCHEDULE

<table>
<thead>
<tr>
<th>Class I</th>
<th>Varsity</th>
<th>Assistant/JV/FR/MS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16-17 17-18 18-19</td>
<td>16-17 17-18 18-19</td>
</tr>
<tr>
<td>Basketball (HS)</td>
<td>6,323 6,386 6,450</td>
<td>5,015 5,065 5,115</td>
</tr>
<tr>
<td>Basketball (MS)</td>
<td>n/a    n/a    n/a</td>
<td>3,696 3,733 3,770</td>
</tr>
<tr>
<td>Diving</td>
<td>2,288  2,311 2,334</td>
<td>n/a    n/a    n/a</td>
</tr>
<tr>
<td>Football</td>
<td>6,665  6,732 6,799</td>
<td>3,162  3,194 3,226</td>
</tr>
<tr>
<td>Swimming</td>
<td>6,323  6,386 6,450</td>
<td>3,813  3,851 3,889</td>
</tr>
<tr>
<td>Unified Sports</td>
<td>3,271 3,304 3,337</td>
<td>n/a    n/a    n/a</td>
</tr>
</tbody>
</table>

### Class II

<table>
<thead>
<tr>
<th></th>
<th>Varsity</th>
<th>Assistant/JV/FR/MS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16-17 17-18 18-19</td>
<td>16-17 17-18 18-19</td>
</tr>
<tr>
<td>Baseball</td>
<td>4,428 4,472 4,517</td>
<td>3,162  3,194 3,226</td>
</tr>
<tr>
<td>Crew</td>
<td>4,037  4,077 4,118</td>
<td>3,162  3,194 3,226</td>
</tr>
<tr>
<td>Crew-Novice</td>
<td>n/a    n/a    n/a</td>
<td>1,083  1,094 1,104</td>
</tr>
<tr>
<td>Cross Country (Co-ed)</td>
<td>4,037 4,077 4,118</td>
<td>3,162  3,194 3,226</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>4,419 4,463 4,508</td>
<td>3,162  3,194 3,226</td>
</tr>
<tr>
<td>Golf</td>
<td>4,037  4,077 4,118</td>
<td>3,162  3,194 3,226</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>4,419  4,463 4,508</td>
<td>3,162  3,194 3,226</td>
</tr>
<tr>
<td>Soccer</td>
<td>4,419  4,463 4,508</td>
<td>3,162  3,194 3,226</td>
</tr>
<tr>
<td>Softball</td>
<td>4,428  4,472 4,517</td>
<td>3,162  3,194 3,226</td>
</tr>
<tr>
<td>Tennis</td>
<td>4,037  4,077 4,118</td>
<td>3,162  3,194 3,226</td>
</tr>
<tr>
<td>Track</td>
<td>4,355  4,399 4,443</td>
<td>3,162  3,194 3,226</td>
</tr>
<tr>
<td>Volleyball</td>
<td>4,355 4,399 4,443</td>
<td>3,162  3,194 3,226</td>
</tr>
</tbody>
</table>

The above schedule considers the following:

- Length of season and number of games
- Level of play
- Coach/player ratio
- Responsibilities
D. OTHER ASSIGNMENTS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Director (HS)</td>
<td>$7,939</td>
<td>$8,018</td>
<td>$8,098</td>
</tr>
<tr>
<td>Athletic Director (MS)</td>
<td>2,561</td>
<td>2,587</td>
<td>2,613</td>
</tr>
<tr>
<td>Curriculum Assistants (EL)</td>
<td>1,532</td>
<td>1,547</td>
<td>1,563</td>
</tr>
<tr>
<td>ELL Coordinator</td>
<td>2,181</td>
<td>2,202</td>
<td>2,224</td>
</tr>
<tr>
<td>Staff Development</td>
<td>697</td>
<td>704</td>
<td>711</td>
</tr>
<tr>
<td>Supervision Services (hourly)*</td>
<td>33</td>
<td>34</td>
<td>35</td>
</tr>
<tr>
<td>TEAM Coordinator</td>
<td>1,665</td>
<td>1,682</td>
<td>1,699</td>
</tr>
<tr>
<td>Technical Stage Support Supervision (per hour)</td>
<td>38</td>
<td>38</td>
<td>38</td>
</tr>
</tbody>
</table>

* Detention
  - Weight Room Supervision
  - Music Concert Supervision
  - Game Club
  - Unified Sports
  - Late Bus Supervision
  - Intramurals
  - MS Soccer Supervision
  - Rhyme Celebrations
  - Other Supervision Services

E. DISTRICT COORDINATOR POSITIONS

1. Salary: $3,505 (2016-17), $3,540 (2017-18), $3,575 (2018-19). The stipend paid each year for those responsibilities beyond the school day shall be increased in the succeeding year by the amount of the general wage increase. This stipend shall also apply to special education coordinators.

2. Up to six (6) additional days per diem will be allowed to complete the position requirements as determined by the Superintendent. Because of the job description, the 5-12 Guidance Coordinator position will be allowed up to a total of twelve (12) per diem days as determined by the superintendent.

3. The parties agreed to continue the practice of varying the course load of district coordinators. Coordinators whose curricula are subject to major revisions during the school year in question, as determined by the Superintendent of Schools, shall teach no more than two (2) courses per semester during that year.

4. The Superintendent will provide the READ 10 president annually with the schedules and responsibilities of the coordinators before district coordinator contracts are issued.
ARTICLE XIII

BOARD OF EDUCATION

A. Except as specifically set forth in this agreement, the Board shall not be limited in its right to hire and promote employees, or to discipline, demote or discharge them when in its sole discretion it may deem it advisable to do so.

B. Except as specifically set forth in this agreement, nothing in this Agreement shall be construed as limiting the right of the Board or its designees to regulate class size, assign teaching blocks, study halls, homeroom duties and changes in curriculum.

C. No party to this transaction obligates itself, himself, or herself to perform any act which would or will violate any ordinance, regulation, or law of the Town of Harwinton, Town of Burlington, State of Connecticut, or government of the United States.

ARTICLE XIV

SAVINGS CLAUSE

In the event that any provision of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.

ARTICLE XV

JUST CAUSE

A. No material derogatory to a teacher’s conduct, service, character or personality will be placed in his/her personnel file unless the teacher has had an opportunity to review such material.

1. The teacher must signify such review by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof.

   a. Such materials generated by the school district will include a signature and date line at the end, near the cc line, that is set below the phrase “My signature signifies that I have been given the opportunity to review this record and does not indicate agreement with the contents.”

   b. Said teacher will return such document bearing her/his signature and date within five (5) school days of receipt.

   c. Should the teacher refuse or fail to return the document bearing her/his signature within five (5) school days of receipt, another signature line may be added for a witness’ signature which will be set below the phrase “name of teacher was offered the opportunity to sign this letter but refused to or neglected to do so.”
2. The answer to such materials and his/her answer shall be reviewed by the Superintendent and attached to the file copy.

B. In no case shall any unsubstantiated complaint be placed in any teacher’s file.

C. No teacher will be disciplined without just cause.

1. For the purposes of this Article the lowest level of discipline for which just cause applies is a written reprimand.

2. The withholding of a teacher’s increment or salary increase as provided for under this Agreement’s Article VI. Section C. is not subject to this provision.

3. Termination and nonrenewal proceedings will not be subject to this provision or to the grievance and arbitration provisions of this Agreement.

**ARTICLE XVI**

**DURATION**

The provisions of this Agreement shall be effective as of July 1, 2016 and shall continue and remain in full force and effect through and including June 30, 2019 or until a successor agreement is reached.

IN WITNESS WHEREOF, the parties hereunto have caused these present to be executed by their proper officers, hereunto duly authorized and their seals affixed hereto as of the date and year written below.

**REGIONAL DISTRICT #10 BOARD OF EDUCATION**

BY________________________________________

REGIONAL EDUCATION ASSOCIATION DISTRICT 10

BY________________________________________

DATE______________________________________
# Regional School District #10

## Budget Journal Entries Report

**Fiscal Year:** 2015-2016  
**Type:** Budget Journal  
**From Date:** 12/1/2015  
**To Date:** 12/31/2015

<table>
<thead>
<tr>
<th>Entry Number</th>
<th>Memo</th>
<th>Line Memo</th>
<th>Account</th>
<th>Batch / Reference</th>
<th>Voucher</th>
<th>Journal</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>to make line item transfers to cover line item deficits and reclass line with expected surplus to contingency</td>
<td>Budget Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>12/18/2015</td>
<td>100.01.2210.00.111</td>
<td>BURKE, CHERIE</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($1,500.00)</td>
<td>995.slane</td>
</tr>
<tr>
<td>2</td>
<td>12/18/2015</td>
<td>100.01.2320.00.111</td>
<td>BEITMAN, ALAN R</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($480.00)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12/18/2015</td>
<td>100.01.2321.00.111</td>
<td>BEITMAN, ALAN R</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($800.00)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>12/18/2015</td>
<td>100.01.2510.00.111</td>
<td>SALARIES: BUSINESS DIRECTOR</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($300.00)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>12/18/2015</td>
<td>100.02.1110.01.111</td>
<td>CRUMB-SPRING, ELIZABETH J</td>
<td>Check Number</td>
<td>$465.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>12/18/2015</td>
<td>100.02.1110.04.111</td>
<td>SALARIES: HCS WORLD LANG</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($12,723.00)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>12/18/2015</td>
<td>100.02.1110.08.111</td>
<td>SALARIES: HCS MATH</td>
<td>Check Number</td>
<td>$3,801.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>12/18/2015</td>
<td>100.02.1110.09.111</td>
<td>SALARIES: HCS MUSIC TEACHER</td>
<td>Check Number</td>
<td>$3,129.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>12/18/2015</td>
<td>100.02.1110.10.111</td>
<td>SALARIES: HCS P.E. TEACHER</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($12,600.00)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>12/18/2015</td>
<td>100.02.1110.20.111</td>
<td>SALARIES: HCS KINDERGARTEN TCH</td>
<td>Check Number</td>
<td>$59,505.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12/18/2015</td>
<td>100.02.1110.21.111</td>
<td>SALARIES: HCS GRADE 1 TEACHER</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($30,900.00)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>12/18/2015</td>
<td>100.02.1110.22.111</td>
<td>SALARIES: HCS GRADE 2 TEACHER</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($38,800.00)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>12/18/2015</td>
<td>100.02.1110.24.111</td>
<td>SALARIES: HCS GRADE 4 TEACHER</td>
<td>Check Number</td>
<td>$2,323.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>12/18/2015</td>
<td>100.04.1110.00.111</td>
<td>SALARIES: LGS EARLY INTERVENTI</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($5,800.00)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>12/18/2015</td>
<td>100.04.1110.01.111</td>
<td>MATTHEWS, MISTY</td>
<td>Check Number</td>
<td>$8,244.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>12/18/2015</td>
<td>100.04.1110.04.111</td>
<td>SALARIES: LGS WORLD LANG</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($18,000.00)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>12/18/2015</td>
<td>100.04.1110.05.111</td>
<td>SALARIES: LGS MUSIC TEACH</td>
<td>Check Number</td>
<td>$4,565.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>12/18/2015</td>
<td>100.04.1110.10.111</td>
<td>SALARIES: LGS P.E. TEACHER</td>
<td>Check Number</td>
<td>$15,692.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>12/18/2015</td>
<td>100.04.1110.11.111</td>
<td>SALARIES: LGS READING TEACHER</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($1,800.00)</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>12/18/2015</td>
<td>100.04.1110.20.111</td>
<td>SALARIES: LGS KINDERGARTEN TCH</td>
<td>Check Number</td>
<td>$64,843.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>12/18/2015</td>
<td>100.04.1110.21.111</td>
<td>SALARIES: LGS GRADE 1 TEACHER</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($4,400.00)</td>
<td></td>
</tr>
<tr>
<td>Entry Number</td>
<td>Memo</td>
<td>Account</td>
<td>Line Memo</td>
<td>Batch / Reference</td>
<td>Voucher</td>
<td>Journal Debits</td>
<td>Credits</td>
</tr>
<tr>
<td>--------------</td>
<td>------</td>
<td>---------</td>
<td>-----------</td>
<td>-------------------</td>
<td>---------</td>
<td>----------------</td>
<td>---------</td>
</tr>
<tr>
<td>18</td>
<td>to make line item transfers to cover line item deficits and reclass line with expected surplus to contingency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>12/18/2015</td>
<td>100.04.1110.22.111</td>
<td>SALARIES: LGS GRADE 2 TEACHER</td>
<td>Check Number</td>
<td>$84,320.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>12/18/2015</td>
<td>100.04.1110.23.111</td>
<td>SALARIES: LGS GRADE 3 TEACHER</td>
<td>Check Number</td>
<td>$4,443.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>12/18/2015</td>
<td>100.04.1110.24.111</td>
<td>SALARIES: LGS GRADE 4 TEACHER</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($29,000.00)</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>12/18/2015</td>
<td>100.04.2410.00.111</td>
<td>SALARIES: LGS PRINCIPAL/ASST.</td>
<td>Check Number</td>
<td>$57,218.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>12/18/2015</td>
<td>100.05.2150.00.111</td>
<td>SALARIES: SS SPEECH</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($21,350.00)</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>12/18/2015</td>
<td>100.07.1120.03.111</td>
<td>SALARIES: HB LANGUAGE ARTS</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($98,000.00)</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>12/18/2015</td>
<td>100.07.1120.08.111</td>
<td>SALARIES: HB MATH TCHR</td>
<td>Check Number</td>
<td>$34,306.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>12/18/2015</td>
<td>100.07.1120.12.111</td>
<td>SALARIES: HB SCIENCE TCHR</td>
<td>Check Number</td>
<td>$37,933.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>12/18/2015</td>
<td>100.07.1120.25.111</td>
<td>SALARIES: HB GRADE 5 TCHR</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($40,500.00)</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>12/18/2015</td>
<td>100.07.1120.26.111</td>
<td>SALARIES: HB GRADE 6 TCHR</td>
<td>Check Number</td>
<td>$126,702.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>12/18/2015</td>
<td>100.07.2210.08.111</td>
<td>SALARIES: HB MATH COORD K-12</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($18,000.00)</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>12/18/2015</td>
<td>100.09.1130.02.111</td>
<td>SALARIES: LSM BUSINESS TEACH</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($43,000.00)</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>12/18/2015</td>
<td>100.09.1130.03.111</td>
<td>SALARIES: LSM LANGUAGE ARTS</td>
<td>Check Number</td>
<td>$3,616.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>12/18/2015</td>
<td>100.09.1130.04.111</td>
<td>SALARIES: LSM WORLD LANG TEA</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($73,000.00)</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>12/18/2015</td>
<td>100.09.1130.07.111</td>
<td>SALARIES: LSM TECH ED</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($3,400.00)</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>12/18/2015</td>
<td>100.09.1130.08.111</td>
<td>SALARIES: LSM MATH TEACHER</td>
<td>Check Number</td>
<td>$1,735.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>12/18/2015</td>
<td>100.09.1130.10.111</td>
<td>SALARIES: LSM PHYS ED TEACHERS</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($25,600.00)</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>12/18/2015</td>
<td>100.09.1130.12.111</td>
<td>SALARIES: LSM SCIENCE TEACHER</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($19,200.00)</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>12/18/2015</td>
<td>100.09.2120.00.111</td>
<td>SALARIES: LSM GUID COUNSELOR</td>
<td>Check Number</td>
<td>$3,607.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>12/18/2015</td>
<td>100.09.2210.08.111</td>
<td>SALARIES: LSM MATH COORD K-12</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($5,400.00)</td>
<td></td>
</tr>
</tbody>
</table>
### Regional School District #10

#### Budget Journal Entries Report

**Fiscal Year:** 2015-2016

**Type:** Budget Journal

**From Date:** 12/1/2015  
**To Date:** 12/31/2015

<table>
<thead>
<tr>
<th>Entry Number</th>
<th>Memo</th>
<th>Line Memo</th>
<th>Batch / Reference</th>
<th>Voucher Check #</th>
<th>Journal Debits</th>
<th>Credits</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>to make line item transfers to cover line item deficits and reclass line with expected surplus to contingency</td>
<td>Budget Transfers</td>
<td>Check Number</td>
<td>0 Adjustment</td>
<td>$11,814.00</td>
<td>$0.00</td>
<td>995.slacono</td>
</tr>
<tr>
<td>42</td>
<td>12/18/2015 100.09.2410.00.111</td>
<td>SALARIES: LSM PRINCIPAL/ASST</td>
<td>Check Number</td>
<td>$21,350.00</td>
<td>$0.00</td>
<td>($89,505.00)</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>12/18/2015 100.05.1210.28.120</td>
<td>SALARIES SUBS: SS TEACHERS</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($90,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>12/18/2015 100.01.2800.00.230</td>
<td>BENEFITS: NON CERT PENSION</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($45,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>12/18/2015 100.01.2800.00.250</td>
<td>BENEFITS: UNEMPLOYMENT COMP</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($28,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>12/18/2015 100.01.2700.00.519</td>
<td>TRANS: ELEM STUDENT/REIMB</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($37,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>12/18/2015 100.04.1500.00.561</td>
<td>TUITION: ELEM MAGNET SCHOOL</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($5,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>12/18/2015 100.05.1500.00.561</td>
<td>TUITION: MS MAGNET SCHOOL</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($20,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>12/18/2015 100.05.1500.00.561</td>
<td>REFLECTS COST OF IMPLEMENTATION OF</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($20,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>12/18/2015 100.02.2600.85.624</td>
<td>27,542gals. @ $3.55 per gallon</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($50,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>12/18/2015 100.07.2603.85.624</td>
<td>39448 gals @ $3.55 per gallon</td>
<td>Check Number</td>
<td>$0.00</td>
<td>($50,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>12/18/2015 100.03.2603.85.624</td>
<td>FUEL OIL: LSM</td>
<td>Check Number</td>
<td>$344,147.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>12/18/2015 100.01.2210.00.840</td>
<td>CONTINGENCY: SUP EMERG/CONTIN</td>
<td>Check Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $398,758.00  
**Total:** ($698,758.00)
REGIONAL SCHOOL DISTRICT #10
NEW COURSE PROPOSAL – GRADES 6-12
Deadline to Assistant Superintendent
By November 1st for inclusion in the following budget year

Priority will be given to new program proposals, which emphasize district goals, challenge
students with diverse needs, target multicultural and gender equity and are innovative.

Date: December 22, 2015

I. BASIC DATA

Course or Program Proposal: Forensics – Semester Elective Science Course

Department(s) - Science

Grade(s): 11 & 12 Level(s): L1 & L2 Credit(s): ½ Credit

Prerequisite(s): Successful completion of Environmental Science, Biology, and may be
concurrently taking Chemistry.

Is a new textbook necessary? Yes Estimated cost: $125.00/book x 24 books plus shipping =
$3,300.00

Is a new workbook necessary? No Estimated cost:

Is there any additional cost to Individual Student and/or Department? Science materials to
support running the course once each semester: $2,000.00

Estimated enrollment: 24 students each semester, 48 students total.

Is a summer curriculum project proposed? Yes Cost: $40.00/hour, 2 teachers @ 30 hours
apiece, total $2,400.00.

Please attach copy of summer curriculum proposal form with all staff and costs clearly
stated.

Is additional staff development necessary? No

Is this a pilot course or a program? No

Is this proposal intended to replace an existing course or program? No
Is this proposal intended as a graduation requirement? No

II. DESCRIPTIONS: Be as specific as possible. You may want to attach additional information.

1. What are the major goals of the course or program?

The goal of this course is to provide an interdisciplinary approach to learning where rigorous academic concepts are coupled with real world lessons. Students apply science, technology, engineering, and mathematics in contexts that make connections between school, community, work and the global enterprise enabling the development of STEM literacy and with it the ability to compete in the new economy. (STEM definitions from the Region 10 Board of Education STEM Presentation from June 8, 2015)

2. How do the goals of the new course or program relate to the school philosophy?

This course will offer educational opportunities for all students to engage in inquiry-based learning grounded in application, research, critical thinking, entrepreneurship and collaboration with higher education and industry. STEM literacy will prepare students to add value, productivity, and innovation to our future global economic development. (This is taken from the Region 10 STEM Vision Statement)

3. How will the goals of the course or program be evaluated?

Students will be enrolling for this class as an upper grade level, additional semester science elective class. At this point we are not sure as to how many students will be interested in the class other than the interest that students have expressed verbally for interesting, hands-on science electives other than the upper level full year science offerings. We are going to be putting together the curriculum with a heavy emphasis on lab based inquiry science.

4. Special Considerations: Targeted population, scheduling, additional information, etc.

With this elective science course, the student s will need to either take another elective course for the other half of the year or take a study hall. The course will be offered for juniors and seniors only and will not be part of the 3 years of science that are needed as a graduation requirement for Lewis Mills.
5. What are the special features of this course? Interdepartmental cooperation, off-campus experiences, etc. The course will be designed as an inquiry, and hands-on experience. We will be examining the background, evidence, and science behind real-world forensics investigations. Reporting out and the communication on the findings will also be an important part of the course.

6. Why would students be interested in enrolling in this course?

This course will encompass various branches of life and physical sciences along with utilizing different forms of technology in the evaluation and reporting of the forensics. The topics that are investigated in this class are topics that are in the news and are sometimes scenarios that require investigations and crime related scenarios.

7. List the major topics covered in this course.

- Crime Scene Investigation Skills
- Hair, Fibers Textiles and Fingerprinting analysis
- DNA Profiling
- Blood and Blood Spatter
- Drug Identification & Toxicology
- Handwriting Analysis, Forgery, and Counterfeiting
- Forensic Anthropology, Casts and Impressions
- Glass Evidence, Tool Marks and Ballistics

INDIVIDUALS INVOLVED IN CREATING AND DEVELOPING THIS COURSE:

David Grigociewicz, Sarah Huelin, Kathryn Rosenfield,
Jamie Mischke, Jennine Lupo, Stacy Begert,
Tim Mischke, Alan Hanks, Emily Doty

Submitted by: __________________________
Coordinator's Signature __________________________
Endorsed __________
Not Endorsed __________
Reviewed by principal(s) __________________________
Date __________________________
Acted on by the District Council
Reviewed by Curriculum Committee
Reviewed by the District Council
Acted on by the Superintendent
Approved by the Board of Education

Revised Format: 1/15/04
F: currdev
Forensic Science (#_____)

Credits: .50

Level 1&2

Grades 11,12

Prerequisites: Successful completion of Environmental Science, Biology, and may be concurrently taking Chemistry.

Forensic Science is a half year single period course designed to integrate, analyze and apply biology, chemistry, and physics to forensic science scenarios. Major topics explored will be: fingerprinting, DNA analysis, blood typing, hair, fiber, glass, and soil analysis and ballistics. Investigations of simulated crime scenes will require students to use scientific tools to gather, analyze, and interpret data, and then apply their knowledge to think critically and formulate scientific arguments that are supported by scientific evidence.
REGIONAL SCHOOL DISTRICT #10
NEW COURSE PROPOSAL – GRADES 6-12
Deadline to Assistant Superintendent
By November 1st for inclusion in the following budget year

Priority will be given to new program proposals, which emphasize district goals, challenge students with diverse needs, target multicultural and gender equity and are innovative.

Date: 1/4/16

I. BASIC DATA

Course or Program Proposal: Engineering Concepts and Design

Department(s): Technology Education

Grade(s): 10-12

Prerequisite(s): Geometry

Level(s): Credit(s)

Is a new textbook necessary? no  Estimated cost: (see attached)

Is a new workbook necessary? no  Estimated cost:

Is there any additional cost to Individual Student and/or Department? Yes, there will be an upfront cost of $xxx to get the program started. Most of this cost will be for goods that will be reusable/reprogrammable year after year.

Estimated enrollment: 10-16 max class size

Is a summer curriculum project proposed?  no  Cost: Please attach copy of summer curriculum proposal form with all staff and costs clearly stated.

Is additional staff development necessary? no

Is this a pilot course or a program? no
II. DESCRIPTIONS: Be as specific as possible. You may want to attach additional information.

1. What are the major goals of the course or program?

   This course is designed to give our students an exploratory overview of major engineering disciplines. This course would cover units in the engineering fields of: Mechanical, Electrical, Civil, and Computer Science.

   The course would start with career goals after college. From these goals we will work backwards to focus the course on the stepping stones needed to achieve these goals. Once we have some basic ideas of the different roles of engineers, technicians and laborers, we can look at ways to achieve our career goals including high school courses, college courses, colleges and work experience.

   Engineering Concepts and Design is a two semester course. Part I would cover the different disciplines of engineering including: Mechanical, Electrical, Civil, and Computer Science. Students will have the chance to experience real-life examples and apply the engineering design process. The engineering design process is a step by step outline of a practical approach to solve problems. The process starts with the formation of design teams, the search for existing engineered solutions, the preparation of proposals and prototypes, and concludes with the creation of the engineered solution.

   In Engineering Concepts and Design II, the students will be challenged with several long term projects that will encompass different fields of engineering. At least one project will require the teams to work together to make a final solution that will include an assembly of all the engineered solutions.

   This course represents an attempt to simulate the professional engineering world through a hands-on self-paced environment that will allow the students to gain the experience and the exposure that they need to be prepared for a bright future in their professional endeavors.

2. How do the goals of the new course or program relate to the school philosophy?

   The engineering design process is very similar to the scientific method. Students will have the multiple opportunities to try their designs and evaluate them for functionality. Students will work in small groups to create their designs with a focus on teamwork and collaboration.
3. How will the goals of the course or program be evaluated?

Student feedback, future enrollment. Summative assessments will be developed.

4. Special Considerations: Targeted population, scheduling, additional information, etc.

The targeted population will be students that want to be involved in manufacturing, engineering, or just explore careers in related industries. I will also need the Tech Ed office for storage of supplies and projects.

5. What are the special features of this course?

Expand their experience with the ability to design and build their ideas using 3-D solid modeling, CNC (computer numeric control) programmable machines, including miller, router, and lathe.

6. Why would students be interested in enrolling in this course?

This course is for the Lewis Mills students who are interested in engineering or the skilled laborer who in turn works with Engineers. This course will better prepare the students to see how ideas are turned into a design, further molded into a solution and ultimately be produced. It will also prepare students for entry level jobs in the manufacturing industry as well as post graduate programs in the field of engineering.

7. List the major topics covered in this course.
INDIVIDUALS INVOLVED IN CREATING AND DEVELOPING THIS COURSE:

_________________________  ______________________  ______________________

Submitted by: ________________________________

Coordinator’s Signature ____________________________  Endorsed ________

Reviewed by principal(s) ____________________________  Not Endorsed ________

Date ________________

1/5/10  Acted on by the District Council  CB

1/6/10  Reviewed by Curriculum Committee  CB

1/5/10  Reviewed by the District Council  CB

Acted on by the Superintendent ________________

Approved by the Board of Education ________________

Revised Format: 1/15/04
Feurrdev
<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Cost Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>PLC</td>
<td>$150.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>16</td>
<td>Air Valve Solenoid</td>
<td>$20.00</td>
<td>$320.00</td>
</tr>
<tr>
<td>50</td>
<td>1/4&quot; Quick Connect</td>
<td>$1.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>2</td>
<td>Single Acting 2&quot;</td>
<td>$15.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>2</td>
<td>Double Acting 2&quot;</td>
<td>$20.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>2</td>
<td>Single Acting 4&quot;</td>
<td>$20.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>2</td>
<td>Double Acting 4&quot;</td>
<td>$20.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>2</td>
<td>Single Acting 6&quot;</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>2</td>
<td>Single Acting 6&quot;</td>
<td>$30.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>2</td>
<td>Pneumatic Bump Switch</td>
<td>$20.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>6</td>
<td>Cylinder Housing mounts</td>
<td>$4.00</td>
<td>$24.00</td>
</tr>
<tr>
<td>10</td>
<td>Flow Controls</td>
<td>$8.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>4</td>
<td>AC/DC converter</td>
<td>$100.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>10</td>
<td>DC motors</td>
<td>$50.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>10</td>
<td>AC motors</td>
<td>$10.00</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Tubing</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Hardware</td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td>Visual Basic Programming License</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laptops</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>$2,674.00</td>
</tr>
<tr>
<td></td>
<td>Consumable supplies</td>
<td></td>
<td>$1,000</td>
</tr>
</tbody>
</table>
January 2016 Commentary: The school district has this policy and administrative regulations that pertain to Acceptable Use of the District’s technology/computer resources. The suggested revisions to the Board’s policy are twofold: to update (adding reference to wireless network and use of personally owned devices, e.g.) and to streamline (moving substantive parts to the administrative regulation).

REGIONAL SCHOOL DISTRICT #10

Instruction

Acceptable Use Policy

Regional School District #10 believes in the educational value of technology such electronic services and recognizes its potential to support our curriculum by expanding resources available for staff and student use. The tools and resources provided by computing equipment, networks, and the Internet support the goals and objectives identified in the district technology plan. The region #10 Public Schools support their use by students and staff for productivity, information access, communication, and problem-solving. Our goal in providing computer resources, including Internet access, this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

We are pleased to offer the students and staff of Regional School District #10 access to the school’s computer network, including wireless access points to the network and Internet and access to electronic mail (E-Mail) for staff, only and the Internet. Access to the school’s wired and wireless network will enable students and staff to powerfully and efficiently explore thousands of libraries, databases, and bulletin boards throughout the world. In addition to Internet and E-Mail access, the school’s local area network will make word processing software, database and spreadsheet software, and other curriculum and research related resources available throughout the school.

Region 10 also recognizes the potential value of technological devices that students privately own. Subject to the rules established by administrative regulations, students will be encouraged, as appropriate, to bring personally owned devices to school to be used for educational purposes. Region 10 is committed to enabling all students to have access to technology-supported learning. Within available resources, the Superintendent of Schools may create a program to provide access to devices for students who cannot afford them.

However, the opportunities presented by the technology raise concerns as well. Sadly, abuse of these systems can and does occur. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, access to other materials is also possible. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages and —While we make every effort to ensure proper use of the network by students, no monitoring system is foolproof. With this in mind, Regional School District #10 supports and respects each family’s right to decide whether or not to apply for Internet access.

Furthermore, these technologies are expensive to purchase, install and maintain. As the property of Regional School District #10, they must be carefully handled and their integrity preserved for the benefit of all. Therefore, Regional School District #10 will be treating access to the Internet and to the internal network as a privilege and not a right. It is expected that users will comply with district procedures and guidelines and will act in a responsible and legal manner when using or accessing the
district's technological resources, in accordance with district procedures and guidelines and state and federal laws. As with other district-owned educational materials, the Board may impose sanctions or charge fees to students for unreturned or damaged technology.

The Superintendent of Schools is authorized to establish administrative guidelines for the acceptable use of district computer resources including any applicable Internet safety guidelines required by law as well as rules student use of personally owned devices on school grounds. When the district participates in E-rate funding for Internet access, the guidelines shall include the following activities:

For the purpose of this policy and administrative regulations, the following definitions shall apply:

“Computer resources” and/or “technological resources” means the school district’s entire computer network and equipment. This includes, the school’s computer system, file servers, database servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand-alone computers, laptops, tablets, e-readers, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school’s computer network. It therefore includes all e-mail services, wireless services and Internet access.

“Personally owned device” means any privately owned, electronic technology that a student brings to school. The definition includes, but is not limited to, mobile communication systems, smart technologies, laptops, tablets, netbooks and any other technology that can be used for wireless Internet access, word processing, image and/or sound recording and the transmission, receipt, and storage of data and information.

The following sections to be deleted will be added to the administrative regulations:

Educating Students About Appropriate Online Behavior: Students shall receive instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Utilizing Technology Protection Measures: The school district shall utilize technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or with respect to use of the computers by minors, harmful to minors. Use of technology protection measures shall be enforced during the use of district computers with Internet access. School personnel may request to override technology protection measures for use by an adult to enable access for bona fide research or other lawful purpose.

Monitoring Minors Online Activities: Students' online activities shall be monitored to prevent access to inappropriate or harmful materials. Students will be supervised when using electronic mail, chat rooms, and other forms of direct electronic communications while using district-provided Internet access as part of classroom instruction. Students are prohibited from engaging in unauthorized access, including hacking and other unlawful activities by minors online. All users of district resources shall prevent the unauthorized disclosure, use and dissemination of personal information regarding minors.

Legal References:
Conn. Gen. Stat. §10-221 Boards of education to prescribe rules, policies and procedures
20 U.S.C. 6777 Internet Safety (Children's Internet Protection Act)
47 U.S.C. 254 Universal Service
45 C.P.R. 54.520, "Children's Internet Protection Act certifications required from recipients of discounts under the federal universal service support mechanism for schools and libraries"

Policy revised

March 8, 1999
June 10, 2002
March 14, 2005
August 25, 2008
August 2012
Internet access is available to students and staff in the Regional School District #10 system schools. The Board of Education believes the Internet offers vast, diverse and unique resources to both students and staff. To the greatest extent possible, the Board seeks to filter out objectionable services on the Internet. Total elimination of access to objectionable content is not possible. Individual student users must take responsibility for their own activities when navigating the Internet. Anyone with security/technical violations or who inadvertently or unintentionally accesses objectionable materials should report this immediately to the staff member in charge. Our goal in providing this service to staff and students is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication.

Student
I understand and will abide by the Regional School District #10 Acceptable Use Agreement Policy and the corresponding procedures and guidelines. I understand that this access is designed for educational purposes. I further understand that any violation of the policy or corresponding procedures and guidelines is unethical and may constitute a criminal offense. Should I commit any violation of said policy or corresponding procedures and guidelines, my access privileges may be revoked, and school disciplinary action as deemed appropriate by the administration and/or appropriate legal action may be taken. I agree to follow the rules regarding my use of school computer resources, including wireless access for any devices that I may bring to school. I understand that any technology that I use at school will be for educational purposes. I also understand that if I break any of the rules about the use of technology at school, I might be disciplined and/or lose the ability to use technology at school, or face other penalties or legal action.

Name of student

Signature of Student Date

School Grade

Parent or Guardian (Student under age 18)

As the parent or guardian of this student, I have read the Acceptable Use Policy and Regulations. I understand that this access is designed for educational purposes. I also recognize it is impossible for Regional School District #10 to restrict access to all controversial materials and I will not hold the school system responsible for materials students may acquire on the network including materials students access through personally own devices used at school. I hereby give permission for my child to access the Internet, be issued an account if necessary and also certify that the information on this form is correct. I understand that any violation of school policies the school’s policy, procedures and guidelines by my child may result in loss of access to technology privileges, disciplinary action as deemed appropriate by the administration and/or appropriate legal action may be taken.

Name of Parent or Guardian (Please print) Date

Signature of Parent or Guardian Date
NOTICE REGARDING ELECTRONIC MONITORING
Procedure for Staff Notification

In accordance with Connecticut law, the provisions of Public Act 98-142, Regional School District #10 hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While Regional School District #10 may not actually engage in the use of electronic monitoring, it reserves the right to do so as management deems appropriate in its discretion, consistent with the provisions set forth in this notice.

"Electronic monitoring", as defined by Public Act 98-142, means the collection of information on Regional School District #10 premises concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of Regional School District #10's premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by Regional School District #10 in its workplaces:

- Monitoring of e-mail and other components of Regional School District #10 computer systems for compliance with its policies, procedures and guidelines concerning use of such systems.
- Video and/or audio surveillance within Regional School District #10's facilities (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions).
- Monitoring of employee usage of Regional School District #10's telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, Regional School District #10 may use electronic monitoring without any prior notice when it has reasonable grounds to believe employees are engaged in conduct that (i) violates the law, (ii) violates the legal rights of Regional School District #10 or other employees, or (iii) creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to the Assistant Superintendent or the District Information Systems Specialist. As a note, Freedom of Information rules and regulations will apply to most e-mail communications.

Adopted: June 10, 2002
Revised: March 14, 2005
Revised: August 25, 2008

ACTIVE/76065.2/SSCOTT/5534035v1
Regulatory Text

Regional School District #10 Acceptable Use of Technology Resources

Educating Students about Appropriate Online Behavior
Staff will provide students with instruction in the skills needed to use technology resources effectively. At a minimum, students shall receive instruction regarding the following:
- Appropriate and safe online behavior
- Interacting with other individuals via e-mail, social networking sites, chat rooms and other forms of direct communication
- Cyberbullying awareness and response
- Respectful use of technology

Monitoring the Online Activities of Students
Students’ online activities shall be monitored to prevent access to inappropriate or harmful materials. Students will be supervised when using electronic mail, chat rooms, and other forms of direct electronic communications. Students are prohibited from engaging in unauthorized access, including hacking and other unlawful activities online. All users of District resources shall prevent the unauthorized disclosure, use and dissemination of personal information regarding students.

Utilizing Technology Protection Measures
The School District shall utilize technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or with respect to use of the computers by minors, harmful to minors. Use of technology protection measures shall be enforced during the use of District computers with Internet access as well as devices that students bring to school and use to access the school’s networks. Adequate filters are in place; however, if a student unintentionally gains access to prohibited or questionable material, including, but not limited to videos and images, he or she must immediately minimize the program and contact a staff member. Users are to report security or technical problems as well as other violations of guidelines to an appropriate staff member. School personnel may request to override technology protection measures for use by an adult to enable access for a bona fide research or other lawful purpose.

Use for school purposes only
Staff and students will use computers, networks, and the Internet, including e-mail, only for school-related purposes. The use of technology should not detract from professional or educational responsibilities.
Prohibited Conduct
In order to ensure that technology use is effective, safe, and responsible, users of District technology are not permitted to use computer resources, including wireless Internet access, to:

1. “Hack into,” “snoop,” monitor any network traffic or otherwise access data not intended for the user including, but not limited to, other users’ files and administrative data;

2. Share passwords with others, circumvent the menu/password and/or Internet filtering software installed on District computers;

3. Create, use, access, upload, download, transmit or distribute profane, pornographic, obscene, sexually explicit, harassing, threatening or illegal material or communications;

4. Harass, cyber bully or intentionally offend others;

5. Vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means;

6. Intentionally disrupt or degrade network activity;

7. Violate copyright or otherwise use the intellectual property of another individual or organization without permission;

8. Plagiarize (to take material created by others and presenting it as if it were one’s own) or cheat (to deceive by trickery, mislead or fool);

9. Send, transmit, or otherwise disseminate proprietary data, personally identifiable information about students or other confidential information;

10. Tamper with or modify data and/or files belonging to or being used by others without authorization;

11. Use school technology resources for commercial purposes or personal financial gain;

12. Violate any local, state, or federal law or school policy.

Conduct Requiring Prior Written Authorization
Users may not do any of the following without prior written authorization from the school administration:

1. Copy software for use on their home computers;

2. Provide copies of software to any independent contractors or clients of the District or to a third person;

3. Install software on any of the District’s work stations or servers;

4. Download any software from the Internet or other on-line service to any of the District’s work stations or servers;
5. Modify, revise, transform, recast, or adapt any software;
6. Reverse engineer, disassemble or decompile any software.

**No expectation of privacy**
The data, files, e-mail, and Internet use of all users are considered to be the property of the School District. Administration reserves the right to access, monitor and review all use of District computer resources and personally owned devices\(^1\) that access the school's network, including the overriding of passwords where necessary. Users should not have any expectation of privacy in the use of District computer resources including use of the school's network by personally owned devices.

**Supervision**
Staff will supervise student use of technology equipment, networks, and the Internet as closely as possible. Staff will plan the use of electronic resources in ways that closely guide student experiences. Activities that require the thoughtful use of technology to construct knowledge and understanding will be emphasized. Strategies such as room arrangements that aid in supervision will be encouraged.

The following student activities always require advance planning by staff:

1. Use of Internet chat or real time conferencing. This type of forum should be accessed only to connect with other classes or individuals for prearranged dialogue for a specific school-related purpose that is supervised by staff.
2. Subscription to an electronic mailing list (listserv).
3. Access to newsgroups (use nets).
4. Downloading of files from outside sources. Students must always ask for permission from staff before downloading files.
5. E-mail. Student use of e-mail accounts when created for school purposes must be limited to communication only with identifiable individuals or organizations with a recognized role in the school-related activity. The District may set up accounts for co-curricular groups, class projects, or other school purposes. As stated previously, all use of e-mail must adhere to requirements outlined in these guidelines.

**Use of Personally Owned Devices by Students**
The use of personally owned devices by students in school is a privilege which comes with great responsibility. In addition to following the same rules for acceptable use of District owned computer resources, students who wish to use their own devices at school also agree to the following:

- All student access to the Internet during the school day will be done through the school's network. Students may not use personally owned devices on school grounds that are connected to outside Internet sources.

---

\(^1\) For the purpose of this regulation, the term "personally owned device" means any privately owned, electronic technology that a student brings to school. The definition includes, but is not limited to, mobile communication systems, smart technologies, laptops, tablets, netbooks and any other technology that can be used for wireless Internet access, word processing, image and/or sound recording and the transmission, receipt, and storage of data and information.
• Students who use their personally owned devices at school must do so in a manner that comports with the school rules and the District’s code of conduct.

• Region 10 will not service any personally owned technology. This includes troubleshooting, software or hardware issues. Students are responsible for making sure that they have up-to-date anti-virus software installed, if applicable, and for charging their devices fully before bringing them to school.

• Administrators and teachers have the right to prohibit the use of devices during designated activities that occur during the school day (e.g., presentations, theatrical performances, or guest speakers) and at any other time. When using technology in the classroom, students must immediately comply with teachers’ requests on management of devices.

• Students may not use personally owned devices during any assessments or tests unless directed to do so by school personnel.

• Students shall not share, transmit or post images, videos or audio recordings that they have taken of any person on school grounds on public and/or social networking sites.

• The responsibility to keep a student’s personally owned device secure rests with the individual owner. Region 10 is not liable for any device that is lost, stolen or damaged on campus.

• Personally owned devices must not be left on campus before or after school hours.

• Personally owned devices brought to school may be subject to investigation in accordance with the District’s search and seizure policy.

Role of Staff
All staff members working with students are responsible for implementing guidelines by informing students, modeling guidelines, providing a supervised setting for use of resources, and by also reminding students about the guidelines.

The administration is responsible for informing staff, students and parents/guardians on an annual basis about the Acceptable Use Policy Agreement. Information on guidelines will also be included in staff and student handbooks.

Role of Parents and Guardians
Parents and guardians are encouraged to discuss responsible use with the children in order to help create a safe, appropriate, and productive learning environment. Teachers may communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personally owned devices at home. Parents will need to assist their younger children with downloads if they wish to follow teachers’ suggestions. Parents and guardians are responsible for ensuring the general security of and providing the technical support for personally owned devices.
Policy Violations
Users who become aware of any misuse of computer resources must immediately report the incident to the administration. Any violation of this policy may result in immediate termination of school-provided access to computer resources, including the Internet. Additional disciplinary action may be taken in keeping with existing policies, procedures and practices regarding the conduct, including but not limited to suspension and/or expulsion from school (students) or termination of employment (personnel). When appropriate, law enforcement agencies may be involved and legal action or prosecution may result.

Guidelines for the Regional School District #10 Website
(Website refers to all official pages published by the District and its schools at www.region10ct.org).

A. Purposes of the site
1. The site exists to convey information about the District and its individual schools. Internal audience will include staff and students while external audience will include parents, community members, prospective employees, and anyone who has an interest in the Regional School District #10 Public Schools.
2. The site will foster communications not only by providing information but also by enabling others to contact the School District.
3. The site may also provide a forum through which we share with others the creative work of students and staff.
4. The site may also be utilized to identify or provide instructional resources, projects, and material for students and staff.

B. Standards
1. Subject matter will directly relate to the District and its schools.
2. Material published on the District web site should meet all other acceptable use procedures and guidelines that are relevant.
3. Material will be written in a clear style and be free of spelling or grammatical errors.
4. Layout will reflect a professional appearance and support efficient and effective use of the web page.
5. Graphics should enhance the information being published on the site. They should be of high quality and carefully placed. The time and technical capacity that will be needed for users to download graphics must be considered. Unnecessary graphics and animations that detract from the appearance and/or access of the site should be avoided.
6. The site can include links to other web sites. However, these sites must adhere to the relevant acceptable use procedures and guidelines. All links should be regularly checked by the creators of pages to ensure that they are active and that they still meet guidelines. There should not be links to staff and student homepages that are of a personal nature.
7. Advertising on District web pages is not acceptable.
8. Out-of-date information should be removed in a timely manner by the creator of the specific web page.

C. Copyright

The web site must show respect for the intellectual property rights of others and adhere to all relevant copyright legislation. What may be considered fair use of materials within a single classroom for educational purposes does not typically apply to web pages because the latter is considered a “public performance.” Web pages must therefore adhere to copyright restrictions.

Staff and students should assume that art, photos, and text are copyrighted unless there is a clear statement that they are in the public domain, free, or that they are available from the legal owner of a software program for use on a web page. This includes the material of others that is found on other web sites. Permission must be sought to use materials and if granted, such permission should be clearly stated on the web page along with clear identification of the creator.

The main District web page will include a statement that the entire site, including work by students and staff, is copyrighted and cannot be reproduced without consent of the Regional School District #10.

D. Student Safeguards

1. The District may release the following information ("directory information") on its web page: Personally identifiable student photographs and/or video, student name, school attended, participation in officially recognized activities and sports, degrees and awards, and depiction of student work. Other student data will not be included.

2. Parents will receive an annual notice in student handbooks and have the opportunity to object to the release of some or all of the directory items that are listed in #1.

E. Management and security of the web site

1. The Superintendent of Schools will appoint one staff member as the District Webmaster who will coordinate the site and monitor all web pages to ensure that procedures and guidelines are being met.

2. Other staff members are encouraged to sponsor or publish pages on the District web site for a specific class, group, activity, or other school-related purpose. Student work may be included on such pages after evaluation by staff. All pages must adhere to acceptable use procedures and guidelines.

3. Access rights and passwords to upload pages will be coordinated by the District Webmaster. Passwords will be kept secure and not shared with unauthorized individuals.

4. Web pages will be approved by the appropriate administrators or their representative.
5. There will only be one official District web site for the Regional School District #10 Schools. No other site(s) are considered to be the approved or official web-based communication from the Regional School District #10 Schools.

6. The only material posted on the District web site will come from authorized individuals who have created pages under the auspices of these procedures and guidelines and in coordination with the District Webmaster.

Users
Students, teachers, and other staff members from the Regional School District #10 Schools will be potential users of the Internet and related electronic learning resources provided by the Board. User levels are defined for the purposes of organizing supervision for group instruction and personal use of these information resources.

User Levels

Level I Students in kindergarten through and including grade 3 will use the Internet with direct supervision of a teacher or paraprofessional. Direct supervision means that the adult will guide the student through the Internet session and will have a continuous view of the student’s monitor.

Level II Students in grades 4 and 5 may access specific web addresses and e-mail accounts as listed or book marked by the teacher when a teacher or paraprofessional is in the same room as the user. Students in grades 4 and 5 may do subject searches and send e-mail with direct supervision of a teacher or paraprofessional.

Level III Students and parents of students will be asked to read the Acceptable Use Policy Agreement and sign an agreement concerning Internet use either in grade 6 or when the student enters the school system. This agreement will be binding for the entire time the student is in Regional School District #10. Students in Grades 6 through 12 will be on a continuum toward being independent users of the Internet and other information technologies. A teacher or paraprofessional may not always be in the same part of the room as the student user. Each year the Acceptable Use Policy Agreement will be presented in the student handbook.

Level IV The K-12 staff and other authorized adult users will be independent users with full responsibility for their actions in accordance with the Acceptable Use Policy Agreement procedures and guidelines and Notice Regarding Electronic Monitoring.

Revision of Acceptable Use Procedures and Guidelines
These administrative procedures guidelines will be evaluated and updated as needed in response to emerging technology and its application in Regional School District #10.

Notice of Policy
Students and school personnel shall be given notice of this policy annually. All other users shall be given notice of this policy prior to obtaining access to or using District computer resources.
Acknowledgement
Each user is required to sign an Acknowledgement Form stating that they have received notice of and understand this policy and any accompanying administrative regulations. Parents and guardians must also acknowledge in writing their understanding and agreement with the Acceptable Use Policy Agreement. All users are responsible for following the acceptable use guidelines during all times in which they use the technology resources of the District (including wireless access for personally owned devices).
Region 10 Public Schools
Internet Filtering Override Request

Staff member (Please print) School

☐ Please create an authorized Internet filtering override username and password for indicated staff member. The override will allow this individual unfiltered access to the Internet for a maximum of 60 minutes per activation.

☐ E-mail notification can be sent each time the override is activated. Notification messages contain the account username and the time of activation. They do not list sites visited while the override is enabled.

☐ Please provide access to the following URL's:

Please state the reason for override.

Have you viewed the sites?

For which grade level do you feel the sites are appropriate?

Staff member's signature and date

Staff member's e-mail address

Building administrator signature & date

ACTIVE/76065.2/SSCOTT/5534216v1