

**PROFESSIONAL AGREEMENT**  
**BETWEEN THE**  
**WOODSTOCK ACADEMY BOARD OF TRUSTEES**  
**AND THE**  
**WOODSTOCK ACADEMY EDUCATION ASSOCIATION**

**July 1, 2013 — June 30, 2016**

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## **PREAMBLE**

This Agreement is made and entered into by and between the Woodstock Academy Board of Trustees (hereafter referred to as the "Board") and the Woodstock Academy Education Association (hereafter referred to as the "Association"). The purpose of this Agreement is to fix for its term the salaries and other conditions of employment provided herein.

## **ARTICLE I RECOGNITION**

- A. The Board recognizes the Association as the representative of all certified professional employees of the Board in positions requiring a teaching or special services certificate or Durational Shortage Area Permit (DSAP) as defined in the Teacher Negotiation Act (TNA), sections 10-153a through 10-153h, as amended, of the Connecticut General Statutes, except temporary substitutes, or others excluded by the TNA.
- B. Unless otherwise indicated, the term teacher when used hereafter in this Agreement shall refer to all employees in the above unit.
- C. Employees working in a teaching position solely on the basis of a Durational Shortage Area Permit (DSAP) shall be covered by all terms and conditions of the collective bargaining agreement, except as follows:
  - 1. 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 to 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.

**ARTICLE II  
SALARIES**

A. Three-Year Schedule

- |                        |   |
|------------------------|---|
| 2013-2014 - Appendix A | All teachers not at the top step shall advance one step at the commencement of the 2013-2014 school year. |
| 2014-2015 - Appendix B | All teachers not at the top step shall advance one step at the commencement of the 2014-2015 school year. |
| 2015-2016 - Appendix C | All teachers not at the top step shall advance one step at the commencement of the 2015-2016 school year. |

B. Salary Payments

1. Salary will be paid in twenty-six (26) equal installments on the first or second Thursday after the start of school and shall continue to be paid every other Thursday. Remaining pay at the end of the school year will be paid in a lump sum upon completion of the year's work. Salary payments will be made on the last day before regular school vacations whenever possible. Each teacher may elect direct deposit to the financial institution of his/her choice.
2. The school librarian shall provide library services during the summer to the extent directed by the Headmaster or the Headmaster's designee. Prior to April 30 of each year, the Headmaster or designee, after consultation with the school librarian, shall provide a tentative summer schedule for the services required of the school librarian for that summer, if any. In the event that the Headmaster/designee requires the school librarian to provide library services during the summer, the Academy shall pay the school librarian for such additional service at the school librarian's per diem salary rate, based on the salary schedules set forth in Appendices A, B and C.
3. In the event that a teacher uses more than his/her allowable leave, he/she will be paid his/her regular salary less the payment made to a substitute teacher for up to two (2) days' absence in the following circumstances:
  - a. illness of children in the family where no alternative child care is available;
  - b. failure of transportation carriers to meet their contracted obligations;
  - c. other unforeseen circumstances at the discretion of the Headmaster.

Verification shall be provided at the request of the Headmaster.

4. For other absences in excess of the allowable leave, the teacher's per diem rate will be deducted. This fraction will be based on the total number of days in the teacher's work year.
5. In the event that teachers are required to work more than 187 days, the Woodstock Academy Education Association and the Board shall reopen negotiations upon fifteen (15) days written notice by either party. Such negotiations shall be limited to this one item.
6. Department Chairpersons shall work three (3) additional work days per year over and above the regular work year for teachers. Said days will be scheduled at the discretion of the Headmaster. The Headmaster or designee shall provide Department Chairpersons with a tentative schedule for such additional work days prior to the beginning of the school year for additional days to be worked during the school year, or prior to June 30 for additional days to be worked during the summer. The Academy shall pay Department Chairpersons for such additional service at their per diem base teacher salary rates, based on the salary schedules set forth in Appendices A, B and C.

C. Degree Definitions

1. Bachelor - A Baccalaureate earned at an accredited college or university.
2. Master/Thirty Hours - A Master's degree earned at an accredited college or university or the successful completion of thirty (30) credits beyond the Baccalaureate degree in a program specifically approved by an accredited college or university.
3. Sixth Year - Teachers who have earned a Sixth Year Certificate in their specific field, or have earned a total of thirty (30) semester hours of graduate study beyond the Master's degree in a planned program approved by the Headmaster are eligible for the Sixth Year degree status. If a teacher's planned program is rejected by the Headmaster, a review of the program by the Board may be requested by the teacher. The Board would then consider whether Sixth Year degree status would be granted.
4. Doctorate – Teachers who have earned a Ph.D. at an accredited college or university in their specific field or a related educational field are eligible for Doctorate status.
5. The Headmaster shall be notified of any anticipated degree changes by January first in order to properly budget for the increase which will take effect in September or January of the ensuing year.
6. When a teacher completes course work which qualifies him/her for a change in lane halfway through the school year, said teacher shall be compensated at the

new rate for one-half of his/her salary commencing in the fourteenth paycheck of the year.

D. Credit for Previous Experience

1. Full Credit

- a. Teaching experience in public or private secondary schools may be granted provided there is a direct correlation with assignment. Teachers will be given full credit provided this teaching experience is within the previous five (5) years.
- b. Short-term absences as a part of the reserve program of the military services.
- c. Compulsory military service which interrupts a teaching career through no intention of the teacher. (Applies to career at Woodstock Academy.)

2. Partial Credit

Partial credit on the salary schedule shall be evaluated in individual cases in regard to the following, and partial or full credit may be granted for:

- a. Interrupted teaching experience where interruptions are for military or other reasons not defined above.
- b. Any non-teaching experience, which in the judgment of the Headmaster, may logically develop capabilities as a teacher or increase knowledge of subject matter may be recommended to the Board for its approval.

E. Increments

1. Increments shall be shown on Salary Schedules attached hereto as Appendices A-C.
2. It shall be the policy of the Board to allow increments except where an employee evidences lack of professional growth. Before an increment is withheld, a teacher shall be allowed to improve through a sound system of evaluation and supervision, including written statements of deficiencies.

**ARTICLE III  
FRINGE BENEFITS**

A. Insurance

1. Fringe Benefits

The Board and the teachers shall pay the following percentages into the Woodstock Academy Fringe Benefits Plan for each full-time employee covered under this contract:

Century Preferred Plan

79%	21%
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H.S.A 2000/4000 Deductible 50% Employer Contribution

85%	15%
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Each teacher participating in the Board's insurance coverage shall pay the teacher's share of such costs through payroll deduction.

The Woodstock Fringe Benefit Plan includes:

- a) Life insurance on each teacher equivalent to two (2) times the teacher's annual base salary;
- b) Accidental death and dismemberment insurance on each teacher up to two (2) times the teacher's annual base salary;
- c) Group long-term disability on each teacher covered by the Teacher Retirement System; and
- d) Basic medical benefits and dental benefits with dependent children orthodontics on each teacher and his/her dependents.

2. The Board shall implement and maintain a Section 125 pre-tax wage deduction plan in accordance with applicable provisions of Section 125 of the Internal Revenue Code (and in accordance with any amendments to said provisions) so long as said provisions allow for such a plan. Said plan will be designated to permit exclusion from taxable income of the employees' share of health insurance premiums, allowable medical expenses, and dependent care pursuant to IRS regulations for those employees who complete and sign the appropriate wage

deduction form. The Board 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 the employee insurance premium contributions, allowable medical expenses, and dependent care. Neither the Association nor any employee covered by this Agreement shall make any claim or demands nor maintain any action against the school district or any of its members or agents for taxes, penalties, interests, or other costs or loss arising from the use of the wage deduction form or from a change in law that may reduce or eliminate the employee tax benefits to be derived from this plan.

Individual teachers may elect to decline to participate in any category of insurance for a full plan year.

A teacher who has declined coverage but who wishes to enroll in the Board's insurance plan during an insurance plan year may do so only to the extent required by law. Upon a satisfactory re-acceptance into the plan, as noted above, the contribution by the Board, if re-acceptance is for less than a contract year, shall be pro-rated.

An employee who shall decline to participate in the medical/dental plan shall be paid, in two equal installments in January and June, a stipend of three thousand (\$3,000) dollars.

The complete description of each plan (see Appendix D) is part of this contract. Descriptions of the medical and dental plans will be available to each teacher through the Business Office.

The Board shall have the right to self-insure for any of the insurance benefits described in this Article and/or to change administrators/carriers/plans for any of the insurance benefits, provided that the overall level of benefits and administration, when considered as a whole, remains substantially comparable.

B. Payroll Deductions

1. All payroll deductions will be made in twenty-six (26) installments.
2. The Association agrees to indemnify and to hold the Board harmless against any and all claims, demands, suits or other forms of liability, including attorneys' fees that may arise out of, or by reason of any action taken by the Board and its agents for the purpose of complying with the provisions of this article.
3. Deductions for insurance, retirement plans, credit union membership, and tax sheltered annuities selected by the employee will be made with prior approval of the Headmaster, not to be unreasonably withheld, and must be authorized, in writing, by the teacher on forms supplied by the Academy.

4. Teachers shall be eligible to participate in a "tax-sheltered" annuity plan established pursuant to P.L. #87-370, the choice of plans limited to those currently in existence at the school.

All teachers shall, as a condition of continued employment, join the Association or pay a maintenance fee to the Association. Said maintenance fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration, and grievance adjustment. "Association" herein used shall be interpreted as referring to the Woodstock Academy Education Association, the Connecticut Education Association, and the National Education Association.

- a) The Board agrees to deduct from each teacher an amount equal to the Association dues or the maintenance fee by means of payroll deductions. Each deduction will be of equal value. The amount of Association dues and the maintenance fee shall be certified by the Association to the Board prior to the school year.
- b) During the first week of school, the Board, through the Business Office, shall provide a list of all professional employees of the Board and the positions held by said employees. The Board shall notify the Association of any changes in said list should they occur.
- c) The Association shall provide the Business Office with a list of employees and the amount of payroll deduction per paycheck agreed to by each employee no later than September 30.
- d) The Board agrees to forward to the Association a check for the amount of money deducted for each pay period. The Association shall provide a list of teachers from whom such a deduction is to be made. Such list will be returned to the Association for verification with the check.
- e) 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 year.

#### C. Extra Duty Compensation

1. Salary for extra-curricular activities will be paid according to the schedules agreed to by the parties and included as a part of this Agreement as Appendices E and F.
2. Any teacher coaching a specific Varsity sport as a head coach who changes from males to females in the same sport (or vice versa) shall not lose accumulated experience steps on the Extra Duty Compensation schedules.

- a). J.V. positions are paid at seventy-five percent (75%) of the Varsity rate for comparable steps in the same sport, and Freshman positions are paid at seventy-five percent (75%) of the J.V. rate from comparable steps in the same sport. Assistant coaching positions are paid at seventy-five percent (75%) of the rate of the coach who is being assisted for comparable steps.
  - b). A year of J.V. experience is equivalent to .75 years of Varsity experience when determining prior years of experience for a Varsity position. A year of Freshman experience is equivalent to .75 years of J.V. experience when determining prior years of experience for a J.V. position. A coach who assumes a Varsity position without prior Varsity experience in that sport will not be paid higher than the third salary step. A coach who assumes a J.V. position without prior J.V. or Varsity experience in that sport will not be paid higher than the third step.
  - c). In the event that, during a particular season, coaching positions are combined for reasons other than position reduction, the higher stipend of the positions being combined shall be given to the selected coach and the lower stipend of the positions being combined will be distributed to all of the remaining positions within the same level (Varsity, J.V., or Freshman) in a similar manner as described in Article III, Section 2.a. with the head coaching position having a value of 1.0, assistant or J.V. coaching positions a value of 0.75, and Freshman coaching positions a value of 0.5625.
3. Teacher participation in extra-curricular activities shall be strictly voluntary.
  4. When temporary or seasonal positions are created, appropriate salary compensation will be negotiated through informal negotiations between the Headmaster and Chairperson of the Negotiating Committee of the Association. For such negotiations of proposed positions, a job description shall be provided including anticipated duties, time commitment, and duration of position.
  5. Co-advisors shall equitably divide the given stipend.

D. Professional Service Bonus

1. To the extent funds are available, teachers may be eligible for a Professional Service Bonus not to exceed seven hundred and fifty dollars (\$750) per year for professional service benefiting the entire school community.
2. These bonus increments will be made for a one-year period upon the recommendation of the Headmaster or by the recommendation of Department Heads through the Headmaster, with final approval by the Board.

3. The Board will render final decision on a teacher's eligibility and the amount of the bonus.
4. At the close of each academic year, a list will be given to the President of the Association indicating recipients of bonuses.

E. Professional Development Funds

Money will be appropriated annually for the following three purposes:

1. The Board will allocate two hundred dollars (\$200) for each teacher to help him/her expand his/her professional development by attendance at workshops, conferences, field trips, or other organized experiences, and for maintaining membership in a professional organization and/or subscribing to professional journals related to his/her subject area or degree of concentration:
  - a. Teachers wishing such assistance must obtain approval from the Headmaster in advance and report in writing upon the completion of any workshop, conference, field trip, or other organized experience.
  - b. To increase the competency of the staff in the education of children, the Headmaster may request the teacher's participation in special courses, workshops, seminars, or field trips. In these cases, the Board will pay one hundred percent (100%) of fees directly to the administering authority or, if payment is made by the participant, the Board will fully reimburse the participant. The Board will, in addition, pay reasonable charges for travel, room, and lodging as submitted by the teacher, upon prior approval by the Headmaster.
  - c. For approved professional development activities, appropriate costs shall be paid directly to the administering authority whenever possible. Any costs paid by the teacher shall be fully reimbursed.
2. In addition, monies shall be expended to offer professional development activities (CEU activities) in accordance with Connecticut General Statutes, Section 10-145b, as amended, and requested by the Professional Development Committee with the approval of the Headmaster, not to exceed four thousand dollars (\$4,000).
3. The Board recognizes that increased competency beyond the Master's degree is in the best interest of Woodstock Academy and will allocate fifteen thousand (\$15,000) dollars for reimbursement of course expenses. Such reimbursement funds shall be equitably divided per course among the applicants, subject to a maximum equal to seventy-five percent (75%) of the cost for a three credit UCONN course.
  - a. Teachers who participate in this program must submit evidence of their grade in the course. A grade equivalent of a "B" or better (except in a course marked

on a pass/fail basis, in which case a "pass" will be accepted) must be earned to qualify for tuition refund.

- b. The Headmaster may, in his/her discretion, not to be unreasonably withheld, deny an application for payment of course expense in the event that the course is irrelevant to the teacher's particular academic discipline or area of certification, or if the only purpose in taking the course is to satisfy the teacher's legal obligation.
- c. A teacher wishing reimbursement for approved coursework must submit a request for reimbursement within a reasonable amount of time prior to the commencement of the course.
- d. No reimbursement shall be paid out until the completion of the school year to insure equitable distribution of funds.
- e. In the event that professional development funds in any category are not fully expended by the end of the school year, reimbursement shall be made in the following priority order:
  - (1) Reimbursement for course expenses up to a maximum equal to seventy-five percent (75%) of the cost for a three credit UCONN course, as set forth in Section E.1.c. above (in the event that expenses exceed available funds, all qualified participants will receive an equitable share of the remaining funds);
  - (2) Payment for the costs of substitute teachers hired to replace teachers participating in professional development activities; and
  - (3) Additional reimbursement for conferences, workshops and special courses for teachers who have exceeded their professional development allotment.
  - (4) Professional development funds are not accumulative.
- 4. Any teacher may apply for National Board Certification. In the event such application is approved by the Headmaster, the Board will pay five hundred dollars (\$500) toward the cost of such certification. The failure of the Headmaster to approve such application is not subject to the grievance/arbitration provisions of this Agreement.

F. Part-Time Employees

Part-time certified employees shall be entitled to a pro-rata share of sick days and medical benefits available to a full-time certified teacher, provided that such teachers

must be employed on at least a halftime basis in order to be eligible for insurance benefits. The part-time employee may elect to participate in the Woodstock Academy dental plan at his/her own cost. In the event that a teacher's assignment changes from full-time to part-time, the teacher shall maintain all accumulated sick leave at the time of the status change.

G. Longevity Payment

1. Those teachers after fourteen (14) years of service at Woodstock Academy will be entitled to a longevity payment of five hundred dollars (\$500) by the Board.
2. Those teachers, after twenty (20) years of service at Woodstock Academy, will be entitled to a longevity payment of seven hundred and fifty dollars (\$750) by the Board.
3. No teacher hired after June 30, 1995 will be eligible for any longevity payments.

H. Service Payment

Each teacher, after serving twenty (20) years at Woodstock Academy and who retires from the Academy, shall receive in his/her final paycheck a stipend equal to ten dollars (\$10) per day for all unused accumulated sick leave up to one hundred and fifty (150) days. Benefits under Article V, Section A, Paragraph 4, if earned, will be applied additionally.

**ARTICLE IV  
GRIEVANCE PROCEDURE**

A. Purpose

The purpose of this procedure is to secure as quickly as possible, at the lowest possible administrative level, solutions to problems covered under this Agreement. Both parties agree that proceedings shall be kept as confidential as is appropriate.

B. Definition

- I. Grievance shall be defined as a misapplication or misinterpretation of present written Board policy or claims by an employee or group of employees that he/she/they have/has suffered harm by the interpretation or misapplication of the provisions of this Agreement, or any working condition which adversely impacts any employee or group of employees at Woodstock Academy. It is understood that the Association may grieve on behalf of any individual or group of teachers so affected, upon request. However, only grievances claiming a violation of the specific provisions of this Agreement may be submitted to arbitration under Section E.4 of this Article. All other grievances may only be

processed up through Level Three of the grievance procedure, and the decision of the Executive Committee of the Board of Trustees shall be final in such cases.

2. "Employee" shall mean any certified professional employee as defined in Article 1, Recognition, of this Agreement.
3. "The Association" shall mean an authorized member of the Woodstock Academy Education Association's Executive Board or Grievance Committee, and/or an authorized representative of the Connecticut Education Association.

C. Time Limits

1. Failure at any step of this procedure to communicate the decision on a grievance within a specified time limit shall permit the grievance to proceed to the next step. Failure at any step to process a grievance to the next level within the specified time limit shall be deemed to be a waiver of further appeal of the decision.
2. It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board of Trustees until such grievance and any effect thereof shall have been duly determined.
3. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limit may, however, be extended by a written agreement of the parties involved.
4. "Days" shall mean days when school is in session. "Days" shall mean business days during the summer recess.

D. Informal Procedure

1. Within five (5) days of the act or omission giving rise to the grievance, the employee shall discuss the matter with the Assistant Headmaster. The Assistant Headmaster will give his/her response within three (3) days.
2. If any employee is not satisfied with the disposition of the grievance at the Informal Level, the Association will assist in the further processing of the grievance at the grievant's request. Such requests for assistance must be in writing to the President of the Association and a copy to the Assistant Headmaster.

E. Formal Procedure

1. Level One — the Assistant Headmaster

- a. All grievances shall be in writing and presented at Level One within fifteen (15) days of the act or omission giving rise to the grievance. The written grievance shall include: (1) summary of the incident in question, (2) the specific section of the Agreement which has been misinterpreted or misapplied, and (3) the remedy sought. A copy of the written grievance shall be forwarded to the President of the Association upon being filed by the grievant.
- b. The Assistant Headmaster may meet with the employee and Association representative(s) within five (5) days of receipt of the written grievance.
- c. The Assistant Headmaster shall respond, in writing, within three (3) days if a meeting is held; if no meeting is held, within five (5) days of receipt of the written grievance.

2. Level Two — Headmaster

- a. Within five (5) days of the receipt of the decision at Level One, the grievant, if dissatisfied, may request, in writing, that the Association move the grievance to Level Two. If the Association wishes to process the grievance further, the Association shall file the grievance with the Headmaster within five days of receipt of such a request.
- b. The Headmaster shall, within seven (7) days of such filing, meet with the grievant and the Association.
- c. Within three (3) days of such meeting, the Headmaster shall render his/her decision to the grievant, in writing, with a copy to the Association.

3. Level Three — Executive Committee of the Board of Trustees

- a. Within five (5) days of the receipt of the written decision at Level Two, the grievant, if dissatisfied, may request, in writing, that the Association move the grievance to Level Three and request a meeting with the Executive Committee of the Woodstock Academy Board of Trustees. If the Association wishes to process the grievance further, the Association shall file the grievance with the Headmaster within five days of receipt of such a request.

- b. The Executive Committee shall hear the grievance within fifteen days of receipt of the grievance and shall respond, in writing, within a period of ten (10) days of the grievance hearing with a copy to the Association.
4. Level Four — Arbitration
- a. If the Association determines that the grievance has not been resolved at Level Three and that the grievance should be processed to arbitration, the Association may appeal that decision to the American Dispute Resolution Center, Inc. within thirty (30) days of the decision at Level Three.
  - b. Both parties are to share the cost of arbitration equally.
  - c. The arbitrator shall be bound by, and must comply with all of the terms of this Agreement. The arbitrator shall not have the power to amend, alter or modify the language of this Agreement. The decision of the arbitrator shall be binding upon both parties and all employees, except as otherwise provided by law.

## **ARTICLE V LEAVES**

### A. Sick Leave

1. Each teacher employed by the Board shall be entitled to a maximum sick leave with full pay up to fifteen (15) school days each year. Unused sick leave shall be accumulated from year to year so long as the teacher remains in the service of the Board. The maximum accumulation shall be one hundred and fifty (150) days.
2. The payment of the difference between full salary and any benefits under Workers' Compensation shall be charged to sick leave until the accumulated sick leave fund of the employee is exhausted.
3. The Headmaster may require a doctor's certificate at his/her discretion where appropriate and the certificate must be given to the Headmaster for his/her approval before sick leave is paid from individual accumulations or the bank.
4. Having accumulated a total of one hundred and fifty (150) unused sick days as described in Paragraph A, Section 1, over a term of ten (10) years or more, a teacher shall be paid on or before June 30 of each school year at the rate of fifty dollars (\$50) per day for each unused sick day in excess thereof, or a maximum of fifteen (15) times the current daily substitute's pay per year. Teachers hired on or after July 1, 2004 shall not be eligible for the benefit provided under Art. V, Section A.4.

5. At the beginning of each school year, each teacher shall be apprised by the office of the number of sick days used in the preceding school year and the number of sick days accumulated to date.

B. Sick Leave Bank

1. Each teacher, at his/her discretion, may donate one sick leave day of the fifteen (15) annual days described above to a sick leave bank fund. Requests for days may be made by any contributing teacher for extended illness beyond the individual's accumulated sick leave. These days may be granted only in situations of extreme hardship or extenuating circumstances. No teacher shall receive more than fifty (50) days within a three year period. Sick leave contributions once made shall not be subject to recall by the contributing teacher and shall be handled as hereinafter described.
  - a. Unused sick leave in the sick leave bank shall not accumulate from year to year and contributions shall be made annually on or before September 15 of each academic year.
  - b. In the event there are requests for sick leave days beyond those available in the bank, the Association shall determine which of the participants shall be entitled to receive sick days within the bank or any pro-rated share thereof, subject to the approval of the Headmaster.
  - c. The Association shall be responsible for keeping records regarding contributions to and withdrawals from the sick leave bank and shall, on October 1st and on June 1st, advise the Business Office of days contributed by individual staff members. The Association further agrees to save the Trustees and the Headmaster harmless from any and all claims of any kind arising out of the legality of the sick leave bank and its operation, including contributions to or withdrawals from the bank. Decision shall be final and not subject to the grievance procedure.
  - d. In the event that no sick days in the sick leave bank are used in a school year, said days shall be returned to the accumulated sick leave of the contributing teachers.

C. Personal Leave

1. Each teacher will be allowed five (5) additional days with full pay annually, but not accumulatively, in order to conduct personal business as described in paragraph 2 below.

2. Personal leave will be granted for situations where a teacher may be absent from school, not because of illness, for such reasons as: marriage, death, birth, illness in the immediate family, legal requirements, religious observance, or extraordinary personal household or family matters which otherwise may not be conducted on non-working time. Except as noted in Paragraph 3 below, such days cannot be taken on the day before or after a school holiday or vacation unless a compelling reason exists.
3. One personal leave day may be taken for situations which may not be prescribed in this contract and shall be granted to the teacher requesting such a day, with a reason being disclosed.
4. Notice of any and all intended absences shall be submitted in writing whenever possible, on the appropriate form, to the Headmaster forty-eight (48) hours in advance.
5. Where a situation exists that a teacher requires personal leave after a school day has begun, less than half a day shall count as a half day and more than half a day shall count as a full day except when the leave time occurs during a non-teaching block of a teacher's day, then the leave shall be counted in quarter (1/4) day increments.
6. In the event that a teacher has exhausted all personal leave and more than one day was used for the purpose of religious observance, the Headmaster may grant additional days where a suitable reason, as prescribed in paragraph 2 above exists.

D. Professional Leave

1. Additional days with full pay may be granted at the discretion of the Headmaster for attendance at institutes, conferences, for visiting days, or any professional assignment that will promote professional growth or increase professional value to the school organization. Such days shall not be charged to the teacher's accumulated sick leave or personal leave.

E. Child Birth/Rearing Leave

1. Disabilities caused by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, shall be treated as temporary disability for all job-related purposes.
2. Leave shall be provided in accordance with the Federal Family and Medical Leave Act for the birth, or adoption, of a child. Accumulated sick leave shall be available and shall run concurrent with any period of FMLA leave. After FMLA leave has been exhausted, accumulated sick leave shall be available for use during periods of disability.

F. Jury Duty

Any teacher who is called for jury duty shall notify the Headmaster no later than one (1) school day following receipt of jury duty notice. In the event that a teacher is required to serve on jury duty, the teacher shall receive the necessary leave to fulfill this legal obligation. In such case, this leave shall not be deducted from sick leave or from personal days. Employees called to jury duty shall receive their per diem rate for all time spent serving on jury duty, and shall sign over to the Academy any compensation received from state or federal courts for participating in jury duty.

G. Long-Term Leave of Absence

1. A teacher may be granted, for a maximum of one (1) year, at the recommendation of the Headmaster, a long-term leave of absence for reasons to be specified by the teacher. The Board shall render final decision on a teacher's eligibility for such leave.
2. Upon return to duty, said teacher will be credited with all unused sick days accumulated prior to having been granted such leave.
3. Upon return to duty, said teacher will be credited with the number of years previously acquired toward future incremental and seniority benefits. This leave shall not be considered to be a break in continuous service to the Academy. The teacher granted leave shall have the option to retain full medical benefits and life insurance at his/her own cost.
4. The Board will attempt to restore a teacher approved for a long-term leave of absence to the discipline in which he/she taught at the time of application for the leave.

H. Exchange Teacher Leave

1. Exchange teacher leave may be granted upon the recommendation of the Headmaster for a period of one (1) academic year. Such leave, under either national or international programs, may be granted to teachers who have completed at least seven (7) years of continuous service at Woodstock Academy. The leave shall be granted under conditions where the exchange school shall provide a qualified and certified staff person in exchange for a staff person from Woodstock Academy. The exchange period shall be applied as continuous service at Woodstock Academy.

## I. Sabbatical Leave

1. It is recognized by the Board that a long-term leave may be granted to a faculty member, who has been employed by Woodstock Academy for a minimum of seven (7) years, for the purpose of undertaking advanced study beyond his/her legal obligation in the teacher's specific content area.
2. A teacher may be granted such leave after consideration by the administration and Board of Trustees based on the criteria established by the Board of Trustees. Such approval or rejection will not be subject to the grievance/arbitration procedures of this contract.
3. Any teacher requesting sabbatical leave must do so, in writing, by January 1 of the year prior to the leave. A teacher may be granted such leave at the discretion of the Headmaster, and with the approval of the Board of Trustees. The Board will render its decision to the teacher, in writing, by February 15 with reasons, if denied.
4. This leave shall be granted for no less than one (1) academic year.
5. The teacher granted such leave shall have the option of retaining full medical and life insurance benefits at his/her own expense. Upon return to duty, said teacher will be credited with all unused sick leave accumulated prior to having been granted such leave and will be credited with the number of years previously acquired in salary steps.
6. The Board recognizes the need for continuity of program and will restore the teacher upon his/her return to the original discipline in which he/she taught at the time of application for such leave. All extra-duty compensated positions may be continued through the leave at the discretion of the Headmaster after consultation with the teacher making application for leave.
7. No more than two teachers may be granted such leave during the academic year under the following financial conditions:
  - a. When only one person is granted said leave, he/she shall be continuously paid seventy- five percent (75%) of his/her base salary at the time of application for leave in twenty-six (26) equal installments commencing in the first paycheck of the school year. At the completion of one year's return to duty, said teacher shall receive twenty-five percent (25%) of the teacher's base salary at the time of application for leave in a lump sum payment with the final paycheck in June.
  - b. When two persons are granted said leave, each shall be continuously paid fifty percent (50%) of his/her base salary at the time of application

for leave in twenty-six (26) equal installments commencing in the first paycheck of the school year.

8. Any teacher granted a sabbatical leave by Woodstock Academy shall agree in writing, within fifteen (15) days of formal notification of approval of said leave, to return to Woodstock Academy for two (2) consecutive years commencing with the school year following said leave. Should said teacher fail to return to Woodstock Academy as stated above, the teacher agrees to reimburse Woodstock Academy for salary costs incurred by the Board during the sabbatical leave.

The following formula shall be used to determine reimbursement:

- a) Return for two (2) consecutive academic years: no reimbursement;
  - b) Return for one (1) year: fifty percent (50%) of all salary paid by the Board to the teacher on sabbatical leave; and
  - c) No return: one hundred percent (100%) of all salary paid by the Board to the teacher on sabbatical leave.
9. Any teacher granted a sabbatical leave by Woodstock Academy shall not be eligible for course reimbursement otherwise provided in the terms of this contract.

## **ARTICLE VI TEACHING STATUS**

### **A. Assignments**

1. During the period of time that any teacher is assigned three, 84-minute classes or its equivalent per semester, he/she shall be relieved of all non-voluntary supervisory duties except for unforeseen circumstances. Volunteers for such coverages shall be compensated at a rate of \$15 for a 42-minute period or \$20 for an 84-minute period.
2. Teachers shall receive notification of their teaching assignments for the following school year prior to the close of the current school year.
  - a. Teachers will be notified during July and August of any change in teaching assignments for the next school year.
  - b. After the commencement of the school year, in the event of unforeseen circumstances such as death, pregnancy, injury, or any other unanticipated financial, or programmatic circumstance, the Headmaster shall have the authority to modify teaching assignments

with at least 30 days notice prior to the start of the teaching assignment whenever feasible.

B. Vacancies

1. The existence of professional or extra-compensated vacancies shall be posted in the school office and via e-mail to all teachers through their Woodstock Academy e-mail addresses, as far in advance of the date of filling such vacancy as possible. In the summer months, notification of vacancies will be made by e-mail to all teachers through their Woodstock Academy e-mail addresses. Any teacher who wishes to receive such notification through land mail during the summer months shall notify the Assistant Headmaster in writing.
2. Said notice of professional or extra-compensated vacancy shall clearly set forth the minimum qualifications for the position. For extra-compensated vacancies, a general description of the position's duties shall be included.
3. Teachers who desire to apply for such vacancies of position shall file their applications, in writing, with the Headmaster within the time limit specified in the notice.
4. Such vacant positions shall be filled with a qualified individual. The selection of the individual and the qualifications of the individual to fill the vacant position shall not be subject to the grievance procedure. The individual who was not selected to fill the vacant position may request an explanation of the reasons for non-selection within five (5) days of knowledge of his/her non-selection. Such explanation will be rendered in writing by the Headmaster or his/her designee within five (5) days of the request.

C. Extra-Compensated Appointments

1. All extra-compensated positions shall be one-year appointments. Each appointment shall be reviewed prior to the conclusion of the school year, and the teacher shall be notified, in writing, of the status of the appointment prior to the signing of the Salary Agreement for the subsequent school year.
2. Teachers holding extra-compensated positions shall be expected to fulfill the responsibilities of said positions as indicated in the job description of that position. If an extra-compensated position requires driving of students, that requirement will be included in the posting for the position.
3. As issues arise which could impact the decision not to reappoint an individual to an extra-compensated position, such issues will be immediately brought to the individual's attention by the Headmaster or his/her designee.

4. If reappointment is not made, the reason(s) shall be given to the individual in writing by the Headmaster or his/her designee.

D. Redefinition of Assignment

A teacher may be granted, at the recommendation of the Headmaster, a redefinition of his/her assignment to part-time for reasons to be specified by the teacher.

E. Guidance Personnel

1. Guidance personnel and social worker shall be paid according to the Salary Schedules in Appendices A-C. Work days required beyond the calendar year of 187 days will be paid per diem, with the per diem rate calculated on base salary.
2. The duties of guidance personnel and social worker shall continue through July and August as determined by the Headmaster in the current job descriptions.
3. The social worker shall be paid for work time required beyond the normal work day, as approved by the administration, based on Article VI, Section E. 1. Above and modified to include one-half of the per diem amount for up to four hours of such work time and the full per diem amount for more than four hours of such work time during a given day.
4. The Director of Guidance shall be considered a Department Chairperson and paid the indicated stipend according to the Salary Schedule for Non-Athletic Extra Compensated Positions (Appendices E and F).
5. It is mutually recognized that student families have changed over the years. Today, it is fairly common to have students at Woodstock Academy from divorced homes, single parent homes, and homes where both parents work. In an effort to make the services of our Guidance Department more readily available to our students, the Guidance Counselors have agreed to make themselves available more frequently after normal school hours in order to meet the needs of our students and their families.

F. Academic Growth

Upon mutual agreement of the parties, hours of work may be modified to broaden the use of the facilities and allow for academic growth.

G. Short-Durational Activity

Any teacher may apply to sponsor a "Short-Durational Activity". Requests for such an activity shall be in writing to the Headmaster and shall include a description of the activity, the number of hours involved, and the estimated number of participants. Each

activity must have written administrative approval. Individuals shall be compensated at the rate of \$35.00 per hour, with a maximum of \$300.00, for such activity.

## **ARTICLE VII PROFESSIONAL DEVELOPMENT**

- A. Every three years, as part of the evaluation process specified in the Woodstock Academy Comprehensive Professional Development Plan, a teacher employed under this Agreement shall present satisfactory evidence of professional growth in the form of credits at a recognized college or university, travel, or professional growth activities such as articles published in a professional publication, attendance at workshops or conferences, research, independent study, and professional reading.
  
- B. Woodstock Academy will participate in the state-mandated mentor program for each newly hired teacher holding an Initial Educator's Certificate. Mentor teachers, with the appropriate state-sponsored training, will be provided for each teacher.
  - 1. When full funding is available from the State of Connecticut in support of mentor teacher training, the following procedures will be followed for selection of mentors to be trained:
    - a. Prior to March 1 of each year, the Association shall submit a list of suggested candidates for appointment to the position of Mentor Teacher for the succeeding year. Teachers may also apply independently.
    - b. The Board reserves the right to add names to said list after consultation with the teachers involved.
    - c. The Board shall establish a Selection Committee, according to the regulations pursuant to Connecticut General Statutes, Section 10-145b, as amended, and a clear process of application and evaluation of applicants.
    - d. The Board, after evaluation of all suggested candidates and with the recommendation of the Headmaster, shall appoint Mentor Teacher candidates and recommend them to the Connecticut State Department of Education for the mandated training.
  
  - 2. The Board agrees to reimburse Mentor Teachers for all reasonable costs associated with their training, including travel, meals, and registration fees if not paid by the State of Connecticut. It is understood that there will be no additional per diem pay for training any teacher who volunteers and is selected by the Headmaster, or designee, to serve as a Mentor shall be compensated at the rate set forth in Appendices E and F.

- C. The Board agrees to provide Department Chairpersons with the proper training to assist them in performing their responsibilities, including those associated with supervision and evaluation, if it is deemed mutually necessary.
- D. The Administration, at its discretion, will provide resources and training for teachers.
- E. In keeping with its commitment to curriculum development, the Board of Trustees will pay teachers at a rate of thirty-five (\$35) dollars per hour for voluntary curriculum development work undertaken during the summer months, provided the work has a direct impact on improving instruction and student learning and is related to the appropriate department's existing curriculum. Approval for funds must be obtained in advance using the appropriate form, and appropriate evidence of work must be submitted to the Assistant Headmaster prior to payment.

**ARTICLE VIII  
COMPLAINTS REGARDING TEACHERS**

A complaint made against a teacher by a parent, student, or other person shall promptly be called to the attention of the teacher if a verbal or written reprimand is deemed necessary by the administration.

**ARTICLE IX  
TEACHER PERSONNEL FILES**

- A. No material originating after original employment shall be placed in a teacher's personnel file unless the teacher has been notified. The teacher may submit written notation regarding any material, and the same shall be attached to the file copy of material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall such signature be understood to mean agreement with the content of the material.
- B. Administrative practice will be such that teachers will be notified when material is included in their personnel files. Teachers will then have the right to inspect their individual files and to request copies of documents included within the files. The standard rate for each copy shall be determined by regulation of the Freedom of Information Act of the State of Connecticut. Teachers will have the right to include reactions to evaluations and will place their signatures on all evaluations included in individual personnel files. A teacher's signature shall not necessarily indicate agreement with material within the evaluations, but viewing of the contents.
- C. Each professional employee certified by the State Board of Education and employed by the Board of Trustees of Woodstock Academy shall be entitled to knowledge of and access to supervisory records and reports of competence, personal character, and

efficiency maintained in his/her personnel file with reference to evaluation of his/her performance at Woodstock Academy.

- D. No teacher, or the Association, shall have the right to permanently remove material in a teacher's personnel files or professional development files without the express written agreement of the Board.
- E. In no case shall an anonymous complaint be placed in a teacher's personnel file.

## **ARTICLE X SEPARATION AND RECALL**

### A. Reduction in Force

In the event it becomes necessary to reduce the number of teachers within the Academy, the Headmaster will review the circumstances with the President of the Woodstock Academy Education Association.

#### 2. Procedure

A. Once the Board determines the discipline within which reductions are to be made, determination of those to be reduced is to be in the following order:

##### 1. Years of Service

- a. Volunteer retirements, resignations
- b. Non-tenured teachers
- c. Tenured teachers
- d. Within the separate categories of tenured and non-tenured teachers, dismissal because of elimination of position will be based on seniority as determined by the total number of years of contracted service as a certified teacher at Woodstock Academy.

##### 2. Other Criteria

When it becomes necessary to choose between or among several qualified teachers of equal seniority, the following shall be considered:

- a. Total consecutive contractual experience at the Academy.
- b. Experience within a discipline at the Academy.
- c. Degree status comparison.

- d. In the event the above criteria prove to be equal, the Department Heads will consult with the Headmaster to determine additional comparative criteria. Final determination shall be made by the Headmaster.

### Recall

Any RIFed employee shall be offered any newly-created or open position within his/her area of certification in the subject area in which he/she was teaching on the day he/she was RIFed prior to advertisement to the public of the open position. Said employee, if he/she desires, shall place his/her name on a recall list within thirty (30) days of his/her termination. Said employee's name shall remain on the recall list for eighteen (18) months unless voluntarily withdrawn, after which time the name shall be withdrawn. Non-tenured teachers shall not be placed on the recall list.

## **ARTICLE XI TEACHING LOAD**

- A. Recognizing the need to facilitate delivery of content and constructive use of time, the Administration will make a reasonable effort within budgetary limitations to insure that no teacher shall have a daily student load in excess of eighty-four (84) students, except as it relates to classes in the performing arts, physical education and senior English electives.
- B. The Board recognizes that teaching is more productive when time is provided for preparation, meeting with students, and other related activities. Therefore, a full load under the block schedule shall be understood to mean no more than three 84-minute classes per day.
  - 1. Each teacher shall have eighty-four (84) minutes of time per day in which to prepare materials, meet with students and/or teachers, and perform other related professional tasks associated with preparing for teaching. During this daily preparation time, teachers shall be relieved of all non-voluntary supervisory duties. In the event of the shortening of the class schedule for any reason, teachers will have preparation time equal to the length of a class for that day.
- C. The Board recognizes that teachers who are also Department Chairpersons require time in which to perform the duties of the position. Therefore, each Department Chairperson shall teach two (2) blocks per semester.
- D. The administration will make every reasonable effort to insure that no teacher shall have more than four (4) subjects, and/or levels during any academic year, as defined by the Headmaster in conjunction with the appropriate Department

Chairperson, for which he/she is required to prepare different materials, within budgetary limitations. In the event that the Administration, after consultation with the teacher, assigns a teacher a fifth subject and/or level during the year, said teacher shall be given a one-time, lump sum payment of five hundred dollars (\$500) per year.

- E. Teachers may volunteer to advise Independent Studies. No teacher may be assigned an Independent Study.
- F. Advisories & Capstones

The Academy will implement practices related to high school reform supporting our goal to securely position Woodstock Academy as an independent school of excellence. The implementation of advisories and capstone projects enhance opportunities for student growth and success. The Board and the WAEA agree to the following:

1. The advisory curriculum will be designed collaboratively by a committee that consists of a minimum of three faculty members and one administrator.
2. The advisory curriculum will be related to student success plans, capstone activities, and school climate.
3. The advisory curriculum will be designed to insure that additional time is not added to the teacher work load for developing curriculum, planning, gathering materials, and assessment of work.
4. The advisory program will not exceed thirty hours during the academic year, not exceed meeting twice per month, and not exceed fifteen students per group.
5. The capstone curriculum will be designed collaboratively by a committee that consists of a minimum of three faculty members and one administrator.
6. The advisory program will support capstone information dissemination, implement capstone activities, and monitor capstone progress.
7. Capstone projects will be evaluated during professional development and other instructional release time.
8. Faculty consultation on specific capstone projects/topics will be voluntary.
9. The advisory committee will be responsible for program assessment and recommendations for changes.
10. This language does not infringe upon section article X1 B 1 (duty language).

**ARTICLE XII  
JUST CAUSE**

- A. All discipline, including but not limited to suspension without pay, shall be for just cause.
- B. It is mutually agreed that a teacher may terminate an individual teacher contract at any time upon giving thirty (30) days notice in writing to the Board, with a pro rata salary adjustment based upon the number of days worked, except between the dates of August 1st and October 1st of any school year.

**ARTICLE XIII  
LONG-TERM SUBSTITUTES**

- A. Whenever possible, the administration will employ a qualified substitute whenever a teacher is absent from school. The teacher shall provide plans and appropriate materials for the substitute.
- B. Long-term substitute teachers who have worked for forty (40) consecutive school days or more in the same teaching assignment will be paid the per diem rate calculated in accordance with the first step Bachelor.
- C. Long-term substitute teacher contractual rights for substitute teachers who have worked for forty (40) consecutive school days or more in the same teaching assignment shall be limited to salary determination. Notwithstanding the foregoing, long-term substitute teachers hired for one full school year will be placed on the salary schedule and will receive leave and other benefits in accordance with the contract.

**ARTICLE XIV  
ASSOCIATION RIGHTS**

If negotiation meetings between the Board and the Association must be scheduled during normal school hours, no more than three (3) representatives of the Association shall be relieved from all regular duties without loss of pay or benefits as is necessary in order to permit their attendance at such meetings.

**ARTICLE XV  
RENEGOTIATION**

- A. If agreed to by the Board and the Association, a negotiated contract article or any part of this Agreement may be re-opened for negotiations prior to the expiration of this Agreement.
  
- B. In the event that the academic structure of Woodstock Academy is reorganized, every attempt will be made by the administration to maintain the conditions of employment as defined in the Agreement. In the event that the change in the academic structure impacts the working conditions, the contract will be reopened within eight (8) months of implementation of the reorganization, if necessary. Such conditions of impact shall be mutually agreed upon by both parties in advance. In the event that negotiations do not resolve the impacted contract issues, both parties agree to submit unresolved issues to mediation and arbitration in order to resolve the issues prior to the subsequent school year.

**ARTICLE XVI  
GENERAL PROVISIONS**

- A. The Board shall provide each teacher with a duplicate copy of this Agreement.

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

Unless specifically relinquished by a particular section of this Agreement, all rights, responsibilities; and privileges under state law, town charter, and special charter of the Woodstock Academy, are specifically reserved to the Trustees. All other rights, responsibilities, and privileges, not herein granted in whole or in part to the Woodstock Academy Education Association, are specifically reserved to the Trustees of Woodstock Academy.

- D. No instructional employees of the Trustees of Woodstock Academy shall engage in any refusal to render services to said Trustees or engage in any strike, slowdown, mass illness, or any way interfere with the operation of Woodstock Academy. Employees engaging in such prohibited activity shall be dismissed forthwith.

**ARTICLE XVII  
DURATION**

The provisions of the Agreement shall be effective as of July 1, 2013 and shall continue to remain in full force and effect up to and including June 30, 2016.

**ARTICLE XVIII  
SIGNATURE PAGE**

IN WITNESS WHEREOF, THE PARTIES HEREUNTO HAVE CAUSED THESE presents to be executed by their proper officers, hereunto duly authorized, and their seals affixed hereto as of the date and year first above written.

WOODSTOCK ACADEMY BOARD OF TRUSTEES

By \_\_\_\_\_  
President, Christine Swenson  
Board of Trustees

WOODSTOCK ACADEMY EDUCATION ASSOCIATION

By *Sara Dziejic* \_\_\_\_\_  
President, Sara Dziejic  
Woodstock Academy Education Association

**APPENDIX A  
2013-2014**

<b>STEP</b>	<b>BA</b>	<b>MA</b>	<b>6TH YEAR</b>	<b>Ph.D.</b>
1	42,550	44,862	47,856	50,328
2	46,398	48,878	52,095	54,744
3	48,010	50,469	53,806	56,545
4	48,887	51,272	54,463	57,276
5	49,761	52,150	55,123	58,041
6	50,646	53,269	55,921	58,831
7	51,591	54,314	56,746	59,656
8	52,745	55,390	57,883	60,825
9	53,802	56,663	59,034	62,142
10	54,854	58,036	60,364	63,606
11	57,049	59,939	62,520	65,284
12	59,244	61,988	64,714	67,862
13	61,440	64,622	67,196	70,349
14	63,632	66,670	69,544	72,834
15	72,437	75,179	78,055	81,059

**APPENDIX B  
2014-2015**

<b>STEP</b>	<b>BA</b>	<b>MA</b>	<b>6TH YEAR</b>	<b>Ph.D.</b>
1	43,401	45,759	48,813	51,335
2	47,326	49,856	53,137	55,839
3	48,970	51,478	54,882	57,676
4	49,865	52,297	55,552	58,422
5	50,756	53,193	56,225	59,202
6	51,659	54,334	57,039	60,008
7	52,623	55,400	57,881	60,849
8	53,800	56,498	59,041	62,042
9	54,878	57,796	60,215	63,385
10	55,951	59,197	61,571	64,878
11	58,190	61,138	63,770	66,590
12	60,429	63,228	66,008	69,219
13	62,669	65,914	68,540	71,756
14	64,905	68,003	70,935	74,291
15	73,886	76,683	79,616	82,680

**APPENDIX C**  
**2015-2016**

<b>STEP</b>	<b>BA</b>	<b>MA</b>	<b>6TH YEAR</b>	<b>Ph.D.</b>
1	44,269	46,674	49,789	52,362
2	48,273	50,853	54,200	56,956
3	49,949	52,508	55,980	58,830
4	50,862	53,343	56,663	59,590
5	51,771	54,257	57,350	60,386
6	52,692	55,421	58,180	61,208
7	53,675	56,508	59,039	62,066
8	54,876	57,628	60,222	63,283
9	55,976	58,952	61,419	64,653
10	57,070	60,381	62,802	66,176
11	59,354	62,361	65,045	67,922
12	61,638	64,493	67,328	70,603
13	63,922	67,232	69,911	73,191
14	66,203	69,363	72,354	75,777
15	75,364	78,217	81,208	84,334

## **APPENDIX D INSURANCE BENEFITS**

The Board and the Association agree that the matrix of insurance benefits set forth in Appendix D.

### Century Preferred Plan:

Office visits to be \$20; Emergency room deductible to be \$75; Out-of-network deductibles to be \$400/\$800/\$1,200.

Prescription coverage will be provided under the public sector formulary plan, subject to co-payments of \$10/25/35.

### H.S.A. (High Deductible Health Plan):

Plan matrix of benefits are the same as those of the Century Preferred Plan.

Deductibles are \$2,000 single; \$4,000 employee + dependent and family. Deductible amounts are deposited in an employee monitored savings account. Employer shall contribute 50% of the deductible in each year of this contract.

## LIFE INSURANCE

### A . Benefit

The life insurance benefit, twice the teacher's annual salary, will be paid to the beneficiary, upon death of the employee from any cause.

### B . Plan Provisions

1. Premium Waiver: If an insured employee becomes totally and permanently disabled before reaching age 60, the life insurance will be continued in force while the disability continues, without payment of premiums, subject to annual proof of disability.

## ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS

- A. In the event of accidental death or dismemberment which occurs within 90 days of the accident, the plan will pay the following benefit to the beneficiary, based on the Principal Sum shown in the Summary of Benefits:

1. For loss of life, both hands, both feet, the sight of both eyes, or any combination of these: \$5,000
2. For the loss of one hand, one foot, or the sight of one eye: \$2,500

- B. The Accidental Death and Dismemberment provision does not cover losses resulting from an act of war, suicide or disease.

## LONG TERM DISABILITY PLAN

A. The Plan assures a continuing income when, due to illness or injuries, an employee is no longer able to work. It covers disability sustained on or off the job and lasting beyond 90 days or the termination of accumulated sick leave, whichever is longer.

B. Eligibility:

All full-time, permanent, administrative and professional educational staff on the payroll September 1, 1992 are insured as of that date, or if employed after that date will be insured on the first day of the month coincident with or next following three months of service.

C. Benefit

1. If you become totally disabled, this plan will provide an income of 50% of your base salary (exclusive of bonuses and overtime); subject to a maximum benefit of \$2,000 per month, less amounts payable, if any, under:

- a. Workers' Compensation;
- b. Any state disability benefits;
- c. Social Security (including any portion attributed to dependents);
- d. Any other employer-sponsored disability plan;
- e. Less any disability or earlier retirement benefits, if actually received, under Woodstock Academy's Pension Plan;
- f. Garnishments.

2. The benefit will not be further reduced by any increase in the Social Security benefit resulting from a change in the Social Security law which becomes effective after the first day the benefit becomes payable.

D. Benefit Period

1. A benefit period begins on the 91st day of disability or a termination of accumulated sick leave, whichever occurs later, and can continue for ten years, to age 65 or to normal retirement, whichever occurs first.

2. Within the benefit period, the income is payable for disability that prevents you from engaging in any occupation for which you are, or may reasonably become, qualified by reason of your education, training or experience.

E. Limitations

Mental and Nervous Conditions. Alcoholism, Drug Addiction:

Disability resulting from these conditions is covered only while an insured is confined to a hospital or to an institution specializing in treatment of his/her condition. Coverage commences on the first day of confinement following the 90 day waiting period or at termination of accumulated sick leave, whichever occurs later.

Pre-existing Condition:

Sickness disability which commences during the first 24 months of your insurance and which results from a pre-existing condition will not be covered unless at least 12 consecutive months had elapsed during which you received neither medical advice nor treatment for that condition.

F. Exclusions:

The plan does not cover disability resulting from service in the Armed Forces; act of war; intentionally self-inflicted injuries; pregnancy, childbirth or miscarriage.

G. Enrollment Provisions:

1. You will be insured without medical certification if you enroll within 31 days after you become eligible. Delayed enrollment requires evidence of your insurability and is subject to acceptance by the insurance company.
2. If you are absent on the date you would normally become insured, the effective date on your insurance will be postponed until you have returned to the full performance of your duties for seven consecutive work days.

H. Termination of Insurance:

1. As long as the Group Plan is continued in force, and you remain an eligible employee as described, the insurance can be continued until you reach age 65.
2. Should the plan be discontinued for any reason, payments on an established claim would continue as though the Plan had remained in force.

# Woodstock Academy

## CENTURY PREFERRED

**\$20 Office Visit Copay**  
**\$75 Emergency Room**  
**\$200 Hospital Admission**

### Description of Benefits

		In-Network <i>You pay:</i>	Out-of Network After Annual deductible, <i>You pay:</i>
<b><u>PREVENTIVE CARE</u></b>			
Well child care (including immunizations)	6 exams birth to 1 year 1 exam every 2 years from 6 through 10 years; 1 exam every year from 11 through 21 years	\$0 per visit	20%
Periodic, routine health Examinations	1 exam every 5 years from 22 through 29 years 1 exam every 3 years from 30 through 39 years 1 exam every 2 years from 40 through 49 years 1 exam annually from 50 years and older	\$0 per visit	20%
Vision Care: Routine eye exam	One exam every calendar year	\$0 per visit	20%
Hearing Screening	As part of the preventive exam	\$0 per visit	20%
Routine Ob/Gyn visits	1 routine exam including pap smear per year	\$0 per visit	20%
Mammography	1 baseline age 35-39 1 screening per year age 40+ Additional exams when medically necessary	No charge	20%
<b><u>MEDICAL CARE</u></b>			
Medical office visits	Unlimited annual maximum	\$20 per visit	20%
Specialist consultations	60 treatments in 2 years	\$20 per visit	20%
Laboratory		No charge	20%
X-ray and diagnostic tests		No charge	20%
Allergy Services			
Office visits		\$20 per visit	20%
Allergy injections and testing		No charge	20%
<b><u>HOSPITAL CARE</u></b>			
Semi-private room	Pre-certification required	\$200	20%
Maternity and newborn care		\$200	20%
Skilled nursing facility	Up to 120 days per calendar year	\$200	20%
Rehabilitative services	Up to 60 days per calendar year	\$200	20%
Outpatient surgery	In a hospital or surgi-center	\$200	20%
Outpatient MRI or CAT	In a free-standing facility	\$0	20%
<b><u>EMERGENCY CARE</u></b>			
Emergency room	Copayment waived if admitted	\$75 per visit	\$75 per visit
Ambulance	Land: \$500 maximum per trip Air: \$4,000 maximum per trip	No charge	No charge
Urgent care	At participating centers only	\$75 per visit .	Not covered

<b>Description of Benefits, continued</b>		<b>In-Network</b>	<b>Out-of Network</b>
		<b>You pay:</b>	<b>After Annual deductible, You pay:</b>
<b>OTHER HEALTH CARE Prior Authorization Required</b>			
<u>Home health care</u>	Covered; includes benefits for medical social services	No charge	20%
Outpatient Rehabilitative services (physical Home health care services.	50 visit max combined with physical therapy, occupational Covered; includes benefits for medical social services.Therapy, occupational therapy and chiropractic services.	\$20 per visit	20%
<u>Treatment)</u>			
<u>Prosthetic devices</u>	100% unlimited max per person per calendar year	No charge	20%
<u>Durable medical equipment</u>	100% unlimited max per person per calendar year	No charge	20%
<b>No Prior Authorization Required</b>			
Outpatient Rehabilitative services (speech therapy)	50 visit max combined with physical therapy, occupational services, speech therapy and chiropractic services.	\$20 per visit	20%
<u>Outpatient cardiac rehabilitation therapy</u>	Up to 36 visit maximum per cardiac episode	\$20 per visit	20%
<u>Infertility</u>	Incl. services & drugs administered for treatment of infertility	\$20 per visit (outpatient or inpatient procedures co-pay above)	20%
<b>MENTAL HEALTH/SUBSTANCE ABUSE CARE Prior Authorization Required</b>			
<u>Mental health and Substance abuse-inpatient</u>		No charge	20%
<u>Detoxification – inpatient</u>		No charge	20%
<u>Mental health and Substance abuse - outpatient/office visits</u>		\$20 per visit	20%
<b>MENTAL MAUI H/ SUBSTANCE ABUSE CARE Prior Authorization Required</b>			

## SERVICES NOT ASSOCIATED WITH A PROVIDER NETWORK

		You pay:
<b>private duty nursing</b>	Benefits available out of hospital only \$15,000 annual maximum.	20%
<b>Prescription drugs</b>	\$10/\$25/35 with a \$2,000 max. Additional Benefits are available once the prescription drug rider maximum is reached. The member must satisfy their annual deductible then there is 80% coverage.	20%

## How To Use Your Plan

With Century Preferred you have the flexibility to access your benefits in two different ways:

**In-Network:** You can maximize your benefits and minimize your costs and paperwork when care is delivered by a participating provider. Simply present your membership card and pay any applicable cost-share(s). Participating providers will submit claims directly to Anthem Blue Cross and Blue Shield of Connecticut on your behalf.

**Out-of-Network:** If you wish to visit a provider who does not participate with the plan, you'll still be covered for designated services after meeting a deductible and paying coinsurance. Non-participating providers also may charge you for any balance above the maximum allowable amount.

### Cost-Sharing for Out-of-Network Services

Individual deductible : \$400 Family deductible: \$800 (2-member family); \$1,200 (family of 3 or more)

Coinsurance: 20% after deductible, up to the cost-share maximum

Cost-share maximum: \$1,000 individual; \$2,000 (2-member family); \$2,500 (family of 3 or more)

Lifetime maximum: In-Network: Unlimited Out-of-network: \$1,000,000 per member

**Managed Benefits:** Precertification is required for hospital admissions, certain elective surgical procedure; and other services as specified by the Plan.

Members are responsible for obtaining pre-certification for the required services.

Managed Benefits Non-Compliance Benefit Reduction Penalties: \$200 Hospital charge and 25% for Physician Services is the penalty if you fail to precertify for the specified services.

*This does not constitute your health plan or insurance policy. It is only a general description of your Anthem Blue Cross and Blue Shield of Connecticut benefits.*

**CENTURY PREFERRED**  
**3 TIER FORMULARY**  
*Benefits at a Glance*

**\$10 COPAYMENT GENERIC DRUGS**  
**\$25 COPAYMENT LISTED BRAND-NAME DRUGS**  
**\$35 COPAYMENT NON-LISTED BRAND-NAME DRUGS**  
**\$2,000 Annual Maximum**

**How To Use 3-Tier Managed Rx**

3-Tier Managed Rx has three different levels (or "tiers") of copayments, depending on the type of prescription drug you *purchase* (see the chart below for details). **Your copayments will be lower when you use generic or brandname** medications that are on our list of preferred prescription drugs. The medications on this list are selected for their quality, safety and cost-effectiveness. You'll still have coverage brand-name drugs that are not on the list, but your copayment will be higher.

**Talk to your provider** about using generic drugs or listed brand-name drugs. It's a simple way to save out-of-pocket expenses.

**Copayments and Day Supplies**

- You will be responsible for **one** copayment when purchasing a **34day supply (or 100 Unit Dose)** of prescription drugs from a retail pharmacy.
- You'll be responsible for **one** copayments when purchasing a **35day to 100day supply** of maintenance drugs through the voluntary mail-service program (see chart for details).

**Generic Drugs Have the Lowest Copayment**

*Your copayment:*

<b>Tier 1: Generic drugs</b>	The term "generic" refers to a prescription drug that is not protected by a trademark. It is required to meet the same bioequivalency test as the original brand-name drug. Tier I copayment applies.	\$10
<b>Tier 2: Listed brand-name drugs</b>	The term "listed brand-name" refers to a brand-name prescription drug that is on Anthem Blue Cross and Blue Shield's list of preferred prescription drugs. Tier 2 copayment applies.	\$25
<b>Tier 3: Non-listed brand-name Drugs</b>	The term "non-listed brand-name" refers to a brand-name prescription drug that is not on Anthem Blue Cross and Blue Shield's list of preferred prescription drugs. Tier 3 copayment applies.	\$35
<b>Mail Service</b>	One copayment	\$10/\$25/\$35
<b>Annual Maximum</b>	Per member per calendar year	\$2,000

## Generic Substitution

Prescriptions will be filled with the generic equivalent when there is one available. Exception: If your doctor indicates "Dispense as Written." In this case you will receive the brand-name drug—and you will be responsible for the applicable listed brand or non-listed brand copayment. NOTE: If your doctor does *not* indicate "Dispense as Written," you will be responsible for the applicable listed brand or non-listed brand-name copayment as well as the difference in cost between the generic and listed brand or non-listed brand name drug.

## Voluntary Mail-Service Program

Anthem Rx, our voluntary mail-service drug program, can save you time and expense if you regularly take one or more types of maintenance drugs. You can order up to a **100day supply** of these medications and have them delivered directly to your home.

**One** mail-service copayments will apply for a **35day to 100day supply** of maintenance drugs through the voluntary mail-service program (see chart for details).

## National Pharmacy Network

Members also have access to a network of more than 53,000 retail pharmacies throughout the country. Members may call 1-888-207-4214, or go to [www.anthemprescription.com](http://www.anthemprescription.com), to locate a participating pharmacy when traveling outside the state.

## Non-Participating Pharmacies

Members who fill prescriptions at a non-participating pharmacy are responsible for payment at the time the prescription is filled. Members must submit claims to Anthem Blue Cross and Blue Shield for reimbursement, and payment will be sent to the member. Members who use non-participating pharmacies will pay 20% of the in-network allowance, plus the difference between Anthem Blue Cross and Blue Shield's payment and the pharmacist's actual charge.

## Limits and Exclusions

Benefits are limited to no more than a **30day supply (34day supply/100 Unit Dose)** for covered drugs purchased at a retail pharmacy, and no more than a **100day supply** for covered drugs purchased by mail service. All prescriptions are subject to the quantity limitations imposed by state and federal statutes.

Benefits for prescription birth control and Sexual Dysfunction medications are optional for groups such as yours. Check with your benefits administrator to find out whether or not you have such benefits.

*This is not a legal contract. It is only a general description of the Managed Rx, 3 Tier version. Please consult the Evidence of Coverage or prescription drug rider for a complete description of benefits and exclusions applicable to your coverage.*

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**ANTHEM BLUE CROSS AND BLUE SHIELD'S VISION CARE RIDER OFFERS:**

- ◆ **Yearly eye examinations for vision corrections**
- *Coverage for prescription lenses (single-vision, bifocals, trifocals), frames, and contact lenses with fitting, adjustment and aftercare for maintenance of comfort and efficiency.*
- **In-plan and out-of-plan coverage.**

**ACCESSING BENEFITS:**

- **Participating providers will bill Blue Cross and Blue Shield directly. The member pays the provider directly for any charges which exceed the maximum allowance.**
- ◆ **Non-participating providers require payment from the member who, in turn, submits the itemized bill to Blue Cross Blue Shield for reimbursement to the allowable schedule.**

***VISION EXAM COVERAGE:***

<b>Exam with dilation of pupils (cycloplegia) and post cycloplegic visit if required</b>	<b>Up to \$45 per calendar year</b>
<b>Exam without cycloplegia</b>	<b>Up to \$40 per calendar year</b>

***OPTICAL SERVICES:***

<b>Frames for prescription lenses</b>	<b>Up to \$36 per calendar year</b>
<b>Single vision lenses</b>	<b>Up to \$48.40 per calendar year</b>
<b>Bifocal lenses</b>	<b>Up to \$59.20 per calendar year</b>
<b>Trifocal lenses</b>	<b>Up to \$86 per calendar year</b>
<b>Contact lenses when used to correct visual acuity to 20/70 or when medically necessary</b>	<b>Up to \$231 per calendar year</b>
<b>Contact lenses when used for any other reason, equivalent to amount payable for single vision</b>	<b>Up to \$48.40 per calendar year</b>

***PRINCIPAL LIMITATIONS & EXCLUSIONS***

*Services, frames, and lenses required by the employer as a condition of employment. Sunglasses, tinted glasses or industrial glasses unless they are prescription lenses. Contact lenses for cosmetic, convenience or any purpose other than correction of visual acuity to 20/70 or medical necessity as determined by Anthem Blue Cross and Blue Shield, will be covered in an amount up to the single prescription lenses indemnity amount subject to the annual maximum.*

**APPENDIX E**  
**Stipend for Non-Athletic Extra-compensated Positions**

	1-2	3	4
<u>Productions:</u>			
Dir/Prod (per show)	2,071	2,301	2,557
Music Dir (per show)(if musical)	1,766	1,962	2,180
Tech Dir (per show)	873	970	1,078
Chorea (per show)(if musical)	873	970	1,078
Student Council - (2)	1,822	2,025	2,250
UN Club - (2)	1,657	1,841	2,045
National Honor Society - (2)	1,657	1,841	2,045
<u>Musk'•</u>			
Hill Singers	1,822	2,025	2,250
Jazz Band	1,314	1,460	1,622
Pep Band	1,314	1,460	1,622
Drum Line	1,314	1,460	1,622
<u>Productions:</u>			
Student Newspaper	828	920	1,023
Deep End	828	920	1,023
<u>Subject-Specific Honor Societies:</u>			
Spanish National Honor Society	828	920	1,023
French National Honor Society	828	920	1,023
Tri-M Musk Honor Society	828	920	1,023
Latin Honor Society	828	920	1,023
Italian Honor Society	828	920	1,023
<u>Awareness Activities:</u>			
Artist Outreach	810	810	810
Amnesty International	828	920	1,023
Earthsave	828	920	1,023
5.0. S.	828	920	1,023
GSA	828	920	1,023
Peer Connections	828	920	1,023

Suicide Prevention EC	828	920	1,023
FCCLA	828	920	1,023
Library Club	828	920	1,023
Sports and Games:			
<hr/>			
Adventure Club (Fishing Club)	828	920	1,023
Fencing Club	828	920	1,023
Chess Club	828	920	1,023
Climbing Club	828	920	1,023
Academic Competition:			
American Legion Oratorical	828	920	1,023
CT History Day	828	920	1,023
Dance Team	810	810	810
Debate Club	994	1,104	1,227
Envirothon	1,242	1,381	1,534
Mathematics Club	994	1,104	1,227
Ocean Bowl	1,242	1,381	1,534
Robotics Club	1,215	1,215	1,215
Science Bowl	1,242	1,381	1,534
Chemistry Olympiad	1,242	1,381	1,534
Asst. Chem Olympiad	932	1,035	1,150
Plastics	1,242	1,381	1,534

Driver's Ed Instructor	2557
Class Advisor:	
Freshman - (2)	612
Sophomore- (2)	612
Junior -(3)	899
Senior-(3)	1336
Department Chair (+66/dept. member)	3435
Mentor Teacher (when assigned)	1081
Channel 17/Morning Info Coordinator	4602
Yearbook	3318
Assistant Yearbook	1228
Senegal Exchange (2013-2014)	2,000
(2014-2015)	3,000
(2015-2016)	4,000
Weight Room	1534
Short Durational Activities (max 10 hours of pay):	
Voice of Democracy	
Peer Mediation Coordinator	
Athletic Audit 2 positions (2 release days each)	5,000
Social Workers	
CHO Stipend	1,400
Virtual Learning	

The stipend indicated for Department Chairpersons in Appendix E for Department Chairpersons (+66/member) shall replace the existing stipends indicated for Curriculum Coordinator and Program Leader.

**APPENDIX F**  
**Stipend for Athletic Extra-Compensated Positions**

	1-2	3	4
Athletic Director	8,455	8,455	8,455
Asst. Athletic Director	6,341	6,341	6,341
V. Football	4,975	5,199	5,478
V. Basketball	4,975	5,199	5,478
V. Soccer	4,115	4,327	4,543
V. Softball	4,115	4,327	4,543
V. Baseball	4,115	4,327	4,543
V. Track	4,115	4,327	4,543
V. Volleyball	4,115	4,327	4,543
V. Wrestling	4,115	4,327	4,543
V. Lacrosse	4,115	4,327	4,543
V. Cross Country	3,489	3,523	3,833
V. Tennis	3,489	3,523	3,833
V. Golf	3,489	3,523	3,833
Indoor Track	3,090	3,242	3,401
Winter Cheerleading	2,409	2,539	2,662
Fall Cheerleading	1,837	1,940	2,036
Intramural Coach	1,105	1,105	1,105
Unified Sports:			
Soccer	671	758	842
Basketball	738	986	1,115
Track	671	758	842