

Robert J. Paack

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
OCTOBER 1, 2013

2013 SEP 27 A 9:38

TOWN CLERK
EAST HARTFORD

REVISED 09-27-13

=====
Announcement of Exit Locations (C.G.S. § 29-381)
=====

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. September 17, 2013 Executive Session/Reopell
 - B. September 17, 2013 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Presentation by The Interval House re: Domestic Violence Awareness Month
 - B. Resignations: Michelle Lock, Inland/Wetlands Environmental Commission; Eileen Driscoll, Property Maintenance Board of Appeals
 - C. **Mayor's Report: East Hartford Golf Course Update**
7. OLD BUSINESS
8. NEW BUSINESS
 - A. 2014-2017 Collective Bargaining Agreement between the East Hartford Board of Education and the East Hartford Educational Administrative and Supervisors Unit
 - B. Refund of Taxes
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: October 15, 2013)

Richard F. Kehoe

2013 SEP 23 A 9:47

TOWN COUNCIL MAJORITY OFFICE

SEPTEMBER 17, 2013

EXECUTIVE SESSION

TOWN CLERK
EAST HARTFORD

PRESENT Chair Richard F. Kehoe, Majority Leader Barbara-Ann Rossi, Minority Leader Eric A. Thompson, Councillors Marc I. Weinberg, Linda A. Russo, Ram Aberasturia, Patricia Harmon and Esther B. Clarke

ABSENT Vice Chair William P. Horan, Jr.

ALSO Scott Chadwick, Corporation Counsel
PRESENT Jonathan Reik, Attorney, McGann, Bartlett and Brown

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:14 p.m.

MOTION By Eric Thompson
seconded by Barbara Rossi
to go into Executive Session to discuss the pending Workers' Compensation claims of former town employee Trent Reopell.
Motion carried 8/0.

MOTION By Eric Thompson
seconded by Barbara Rossi
to go back to Regular Session.
Motion carried 8/0.

ADJOURNMENT

MOTION By Eric Thompson
seconded by Barbara Rossi
to adjourn (7:32 p.m.)
Motion carried 8/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

Robert J. Peck

EAST HARTFORD TOWN COUNCIL 2013 SEP 23 A 9:47

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

SEPTEMBER 17, 2013

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr. (arrived 8:10 p.m.),
Majority Leader Barbara-Ann Rossi, Minority Leader Eric A. Thompson,
Councillors Marc I. Weinberg, Linda A. Russo, Ram Aberasturia, Patricia
Harmon and Esther B. Clarke

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:45 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

RECOGNITIONS AND AWARDS

Protectors of Animals Day in honor of Linda Williams

Councillor Linda Russo, who initiated this recognition for her friend, Linda Williams, introduced Mayor Leclerc, who presented the following proclamation to Ms. Williams:

PROCLAMATION

WHEREAS, In 1998 Linda Williams was able to devote her talent and energy as a full-time volunteer at Protectors of Animals; and

WHEREAS, she has evolved from a volunteer to a true POA champion, serving on the Board of Directors and helping to find Protectors of Animals a much needed permanent home in 2000 at 144 Main Street in East Hartford with the help of her husband Jim; and

WHEREAS, Linda served on the Board of Directors as Fundraising Coordinator, coordinating the Fur Ball for eight years, as well as the Holiday Fair and numerous other successful fundraising activities throughout the years; and

WHEREAS, for 15 years Linda has been the organization's "go-to" person; training 63 volunteers, scheduling and training 16 clean and feed volunteers at the Glastonbury PetSmart, maintaining supplies for both the cat and dog divisions, fostering cats and kittens, putting together the quarterly newsletter and bulk mailings, producing and placing advertising and posters, sending out thank you letters to POA's generous donors, and even calling the plumber, Linda has helped the cat shelter run smoothly; and

WHEREAS, Linda has immersed herself in POA's mission of animal rescue and the organization has been reaping the benefits of Linda's hard-work, dedication and compassion for 15 years.

NOW, THEREFORE, Let It Be Known, that I, Marcia A. Leclerc, Mayor of the great Town of East Hartford am proud to join with animal lovers, family and friends to proclaim this day, September 17th

*Protectors of Animals Day
in Honor of
Linda Williams*

Mayor Leclerc, the Town Council and all the occupants in the Chamber stood and applauded Ms. Williams for the honorable work that she has performed over the years.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc addressed the Council on the following: (1) commented on the annual Senior picnic that she attended today at the Pratt & Whitney Aircraft Club; (2) the town's nine solar projects have all been permitted and the goal is to be up and running November 2013; (3) the Finance and Public Work Departments are working with DEEP to explore other solar options; (4) the East Hartford Golf Course RFP has a return date of September 30th; (5) the annual audit is underway for fiscal year 2013 and a preliminary report should be ready early December; (6) pending approval by the Council this evening, the Town Hall parking lot project will start immediately – completing the paving prior to winter – with landscaping and plantings, donated by Goodwin College, in the Spring; (7) the Putnam Bridge Project is underway and closings will be broadcast on Channel 5; (8) Fall Fest will start October 12th, which includes the Scare Crow contest, organized by ChildPlan; and (9) the town of East Hartford will participate in the Bike/Walk-to-Work Day on September 27th and will host a reception for those participants on the Town Hall front lawn.

APPROVAL OF MINUTES

September 3, 2013 Executive Session/Tax Appeals & Negrón

MOTION By Barbara Rossi
seconded by Eric Thompson
to **approve** the minutes of the September 3, 2013 Executive Session/Tax Appeals & Negrón.
Motion carried 8/0. (Horan out of Chamber)

September 3, 2013 Regular Meeting

MOTION By Barbara Rossi
seconded by Pat Harmon
to **approve** the minutes of the September 3, 2013 Regular Meeting.
Motion carried 8/0. (Horan out of Chamber)

COMMUNICATIONS AND PETITIONS

Presentation by EHPD: Commission on Accreditation for Law Enforcement Agencies (CALEA)

Mark Sirois, Chief of Police, introduced Beau Thurnauer, Deputy Chief and Timothy Juergens, Lieutenant, both part of the department's accreditation team and thanked them for their involvement in CALEA. Chief Sirois explained that CALEA started in 1979 and is a 21-member Commission – consisting of ten law enforcement professionals and eleven members from the public and private sectors. There are five phases to the accreditation process: (1) enrollment; (2) self-assessment; (3) on-site assessment from CALEA; (4)

review and award of the accreditation; and (5) maintenance of the accreditation through compliance. The Chief indicated that accreditation could be in place by late summer or early fall of 2014 and that the accreditation is for a 3-year period.

A PowerPoint presentation followed and Councillors were invited to ask questions of the Chief.

Presentation by Board of Education: East Hartford Public Schools Test Scores

Jeff Currey, Chair, East Hartford Board of Education, introduced Nate Quesnel, Superintendent of East Hartford Public Schools, who addressed the Council on the most recent CMT/CAPT test score updates through a PowerPoint presentation. Mr. Quesnel started the presentation with reiterating the six core beliefs of the district: (1) expectations matter; (2) effort matters; (3) competence matters; (4) solutions matter; (5) relationships matter; and (6) results matter. Mr. Quesnel was also pleased to report that significant increases in proficiency at or above the state average were scored in reading and writing; math was still an area that the district will need to work on for most students. Also shown was a reduction in district discipline data, noting a 30% reduction in in-school suspension and out-of-school suspension in 2013.

Chair Currey announced that the East Hartford Public School System was awarded the distinction of being one of the top ten large work places in the state of Connecticut, ranking #7. Also, Mr. Quesnel was awarded the top leader of large businesses in the state of Connecticut.

NEW BUSINESS

Greater Hartford Transit District re: Dial-A-Ride Grant

MOTION By Linda Russo
 seconded by Barbara Rossi
 to **adopt** the following resolution:

RESOLVED that Mayor Marcia A. Leclerc is authorized to make, execute and approve on behalf of this corporation, any and all contracts or amendments thereof with the Greater Hartford Transit District in relation to a \$14,117.81 grant to the Town of East Hartford to be used to support costs associated with the operation of the Dial-A-Ride Program.

On call of the vote, motion carried 9/0.

Town Hall Parking Lot Reconstruction Project:

Application to the State of Connecticut: LoCIP Funds

MOTION By Bill Horan
 seconded by Barbara Rossi
 to **adopt** the following resolution:

RESOLVED that Mayor Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents as may be

required by the State of Connecticut Office of Policy and Management to secure Local Capital Improvement Program funds (LoCIP) in the amount of \$115,000.00 for the Town Hall parking lot, Phase V.

On call of the vote, motion carried 9/0.

The Chair requested a list of LoCIP accounts that show a surplus of monies which will be used for the Town Hall Parking Lot Reconstruction Project.

Revision of the 2013-2014 through 2017-2018 Adopted Capital Improvement Plan
re: Town Hall Parking Lot Phase V

MOTION By Bill Horan
seconded by Barbara Rossi
that the capital improvement item #2014-291 in the amount of
\$115,000 for Phase V of the Town Hall Parking Lot Reconstruction
project be added to the existing 2013-2014 through 2017-2018
Adopted Capital Improvement Plan.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Eric Thompson asked if something could be done to better inform the residents of the Silver Lane corridor of events that will be held at Rentschler Field which would affect the flow of traffic in the area. *Mayor Leclerc stated that it would be difficult to limit traffic impacts from Rentschler Field, since Silver Lane is a major artery in East Hartford. She said that having the event posted to the website and doing a bit more publicity would help notify the public of upcoming events. Chair Kehoe suggested that the managers of Rentschler Field erect a sign which would advertise future events at that site.*

Esther Clarke inquired on the money allocated to the construction of the new senior center and if it could be used for upgrades to the existing senior center. *Mayor Leclerc stated that the Legislature did change the bond wording to allow for use of some of the funds for upgrades to the existing senior center, but it still must go onto the state's agenda for funding. Her administration is compiling a list of upgrades and the cost of such upgrades, to submit to the state for their approval. Councillor Clarke said that she's been told that the stoves do not work. Mayor Leclerc said that she had never been notified of this but that safety rules may restrict who can use them.*

Pat Harmon (1) reported that there is a large advertising sign on the corner of Silver Lane and Roberts Street. *Mayor Leclerc indicated that the advertising company had been notified.* (2) reiterated that there are 4 manholes on Oak Street and 2 manholes on Brewer Street that are below grade and need to be realigned. *Tim Bockus, Public Works Director, will contact AT&T on the Brewer Street manholes and MDC on the Oak Street manholes.* (3) asked that a police officer be assigned to EHHS in the morning due to significant traffic jams that occur when children are being dropped off to attend school. *Mayor Leclerc will speak with the Police Chief on this.* (4) the "No Truck Traffic" sign posted on Naubuc Avenue is not working and a police officer should be assigned there to deter large delivery trucks assumingly delivering goods at stores located at Putnam Plaza. *Mayor Leclerc will speak with the Police Chief on assigning an officer to this area to better assess the problem.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Workers' Compensation Claims: Trent Reopell

MOTION By Barbara Rossi
 seconded by Linda Russo
 to accept the Corporation Counsel's recommendation to fully and finally
 settle all Workers' Compensation claims brought by former Town
 employee, Trent Reopell, for the total sum of \$125,000.00.
 Motion carried 8/0. Abstain: Horan

OPPORTUNITY FOR RESIDENTS TO SPEAK

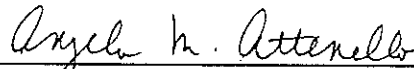
Travis Simpson, 119 Naubuc Avenue, agreed with Councillor Harmon on the truck traffic on Naubuc Avenue, and noticed that it is mostly trucks going to Putnam Bridge Plaza from High Street.

ADJOURNMENT

MOTION By Eric Thompson
 seconded by Bill Horan
 to adjourn (10:02 p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be on October 1, 2013.

Attest




Angela M. Attenello
TOWN COUNCIL CLERK

T O W N O F E A S T H A R T F O R D
O F F I C E O F T H E M A Y O R

DATE: 9/20/2013

TO: Richard F. Kehoe, Town Council Chairman

FROM: Mayor Marcia A. Leclerc 

RE: COMMUNICATION - RESIGNATIONS FROM BOARDS AND COMMISSIONS

The following people have resigned from their respective commissions, attached are copies of their resignation letters.

INLANDS/WETLANDS ENVIRONMENT COMMISSION

R Michelle Lock 74 Arnold Drive

PROPERTY MAINTANANCE BOARD OF APPEALS

D Eileen P. Driscoll 672 Forest Street

Please place this communication on the Town Council Agenda for October 1st 2013.

Thank you.

September 15, 2013

Mr. Jack Jacobs

505 Burnside Avenue

East Hartford, CT 06108

Dear Jack,

Please accept this letter as my formal notice of resignation from the Inland Wetlands Commission. I am sorry to say that other commitments make it necessary for me to resign.

Thank you for your service to the town!

Sincerely,

A handwritten signature in cursive script that reads "Michelle Lock".

Michelle Lock

74 Arnold Drive

East Hartford, CT 06108

**672 Forest Street
East Hartford, CT 06118**

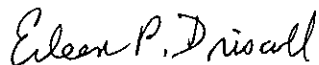
September 13, 2013

**Mayor Marcia A. Leclerc
740 Main Street
East Hartford, CT 06108**

Dear Mayor Leclerc,

It is with much regret that I submit my resignation from the East Hartford Property Maintenance Board of Appeals effective immediately.

Sincerely,



Eileen P. Driscoll

Cc. Robert Pasek – Town Clerk

Patricia Sirois – Chair – Historic District Commission

Donald Currey – Chair – Democratic Town Committee

Frank Vignati – Chair – 7th District Democrats



East
Hartford
Public
Schools

Office of the Superintendent Memorandum

TO: Richard F. Kehoe, Chair, Town Council
FROM: Nate Quesnel, Superintendent of Schools *NQ*
DATE: September 27, 2013
Re: EHEASU/Administrator Contract Summary

Please find attached a summary of the EHEASU/Administrators contract. In addition to the contract summary, I have included the three year cost information.

The EHEASU/Administrators contract represents a 6.55% increase over the life of the contract (three years). The percentage increase is based on a FY 2013-14 payroll of \$4,497,840 for this bargaining group. The Teachers Contract was a 6.4% increase over three years.

- EHEASU/Administrators Bargaining Group Members - (39.00 FTE's)
- No step increases in years one and three of the contract.
- Eliminates a \$50 per month mileage stipend saving \$22,000.00 per year.
- Required bargaining group participation in the HSA/HD health benefit insurance plan effective July 1, 2014. Projected annual savings of \$52,212.00 as estimated by Lockton Group.
- Step increase of \$2,000 in year three for all school principals, (16.00 FTE's) adds \$32,000.00.

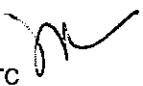
Attachment

.cc All Town Council Members

**EHEASU Negotiations
Summary of 2014-17 Contract Modifications**

Section	Topic	Modification
4.6	Rank Order	Update rank order for purposes of reduction in force - separate elementary principals from other 12 month positions and update chart to reflect new job titles.
5.1	Sick Leave Payout	Housekeeping clarification to track existing practice regarding grandfathering of sick leave payouts.
6.5	Longevity	Grandfather longevity eligibility to only those administrators hired prior to July 1, 2014.
6.8	Sick Leave Payout	Housekeeping clarification to track existing practice regarding grandfathering of sick leave payouts.
7.1	Insurance	Revise to implement High Deductible Health Plan with HSA effective immediately with a premium cost share of 16% in year 1, 16.25% in year 2, and 16.5% in year 3 and provide 50% funding of deductible in HSA annually; dental insurance premium cost share increases to 20% in year 1, 20.25% in year 2, and 20.5% in year 3.
9.4	Mileage Reimbursement	Revise to eliminate payment of \$50 per month to K-12 Supervisors and Department Heads and permit mileage reimbursement pursuant to IRS guidelines only for use of automobile for school business.
10.2	Duration	Three year duration (through June 30, 2017).
Appendix A	Salary	Upgrade salary schedule to provide general wage increase of 2.0% and no step in year 1; 1.5% plus step in year 2; and 1.5% no step but an additional \$2,000 per step for levels A-1, A-2, and A-3 (all principals); also revise to incorporate extended day stipend of 3.1% for O'Connell and Sunset Ridge Principal and Assistant Principal.
Appendix B & C	Insurance Plan Overviews	Revise these Appendices to eliminate the Century Preferred Plan and replace with the High Deductible Health Plan and eliminate the Comprehensive Plan.

T O W N O F E A S T H A R T F O R D
O F F I C E O F T H E M A Y O R

DATE: September 18, 2013
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: East Hartford Educational Administrative and Supervisor Unit

Attached is a three year contract between the East Hartford Board of Education and East Hartford Educational Administrative and Supervisor Unit. This contract was ratified by the members in August and signed in September.

Please place on the Town Council agenda for October 1, 2013 meeting.

Thank you.

C: M. Walsh, Finance Director
S. Malave, Human Resources Director



East
Hartford
Public
Schools

Christopher T. Wethje
Director, Human Resources

1110 Main Street, East Hartford, CT 06108 Tel: (860) 622-5129 Fax: (860) 622-5119 wethje.ct@easthartford.org

September 5, 2013

RECEIVED

SEP 05 2013

TOWN OF EAST HARTFORD
OFFICE OF THE MAYOR

Robert Pasek
Town Clerk
Town of East Hartford
740 Main Street
East Hartford, CT 06108

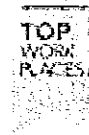
Dear Mr. Pasek:

Enclosed please find the signed and fully executed three year contract agreement for the 2014-2017 collective bargaining agreement between the East Hartford Board of Education and the East Hartford Educational Administrative and Supervisor Unit which was ratified by the Union on August 22, 2013 and approved by the Board of Education on September 3, 2013.

Sincerely,

Christopher T. Wethje

cc: Stefan Pryor, Commissioner of Education
 Richard Mills, Esq.
 Gregory Fox
 Mayor Marcia LeClerc
 Town Council Chairman Richard Kehoe



AGREEMENT BETWEEN
EAST HARTFORD BOARD OF EDUCATION
AND
EAST HARTFORD EDUCATIONAL ADMINISTRATIVE
AND SUPERVISORY UNIT

FOR THE PERIOD
July 1, 2014 - June 30, 2017

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THIS AGREEMENT MADE AND ENTERED INTO by and between the EAST HARTFORD BOARD OF EDUCATION (hereinafter referred to as the "Board") and the EAST HARTFORD EDUCATIONAL ADMINISTRATIVE AND SUPERVISORY UNIT (hereinafter referred to as the "Unit").

ARTICLE I
RECOGNITION

1.1 The Board recognizes the Unit for the purpose of professional negotiation, as the exclusive representative of the entire administrators' unit consisting of all professional employees of the Board who are employed in positions requiring an intermediate administrator or supervisory certificate or the equivalent thereof and who are eligible for membership under Section 10-153b of the General Statutes of Connecticut, (hereinafter referred to as "administrators").

- 1.2 (a) All administrators employed by the Board shall, as a condition of continued employment, either join the Unit or pay a service fee to the Unit.
- (b) The board agrees to deduct from each administrator for whom a written dues deduction authorization is submitted an amount equal to the Unit membership dues, and to deduct from each administrator for which no such authorization is submitted a service fee by means of payroll deductions. The amount of the deduction from each paycheck shall be equal to the total Unit membership dues or service fee divided by the number of paychecks from and including the first paycheck in July, through December. The amount of Unit membership dues and service fee shall be certified by the Unit to the Board prior to the opening of school each year.
- (c) Those administrators 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. The Unit shall provide the Board with written notice as to the pro-rated amount to be deducted.
- (d) The Board agrees to forward to the Unit each month a check for the amount of money deducted during that month. The Board shall include with such check a list of administrators for whom such deductions were made.
- (e) The Unit shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, attorney's fees or other costs which

may arise out of, or by reason of, actions taken against the Board as a result of the enforcement or administration of this article.

ARTICLE II BOARD PREROGATIVES

2.1 Subject to the provisions of this Agreement, the Board and the Superintendent of Schools reserve and retain full rights, authority and discretion, in the proper discharge of their duties and responsibilities, to control, supervise and manage the East Hartford Public Schools and its professional staff under governing law, ordinances, rules and regulations - Municipal, State and Federal.

ARTICLE III WORK YEAR

3.1 The work year for administrators shall be established by the Board upon the recommendation of the Superintendent after consultation with the Unit. If the work year of an administrator is changed, the Superintendent shall so notify the administrator prior to May 15 of the previous contract year. No individual administrator's work year shall be reduced more than once during the term of this agreement.

3.2 This Agreement is based on a work year of either 220 work days for employees in Category A, as noted in Schedule A-1, or 199 work days, for employees in Category B, as determined by the Board in accordance with Section 3.1. If an individual administrator's work year is changed from the number of days specified to not less than 199 nor more than 220 days, his/her annual salary shall be adjusted accordingly on a per diem basis. If the change is to more than 220 days or fewer than 199 days, as applicable, the parties shall negotiate an appropriate adjustment in salary. If the parties are unable to reach agreement with regard to such salary adjustment, the matter shall be submitted to impasse resolution procedures in accordance with the Teacher Negotiation Act.

Notwithstanding the foregoing, K-12 Supervisors may work up to five (5) additional days per year, with the approval of the Superintendent or his/her designee. This Agreement is based on a work year for K-12 Supervisors which does not involve direct teaching responsibilities.

The work year for 199 day administrators shall be the teacher work year, plus the five days before teachers begin, the five days after teachers end the school year, and four other days during school vacations or the summer. Any variation from this schedule must be approved in advance by the Superintendent or his/her designee. The work year for 220-day administrators shall be the teacher work year, plus at least five days prior to

the start of the teacher work year and at least five days after the end of the teacher work year, plus the remaining number of days necessary for a total of 220 work days.

3.3 Twelve month administrators shall be required to work 220 work days within a contract year (July 1 through June 30), provided that administrators may carry over up to ten (10) non-work days into the following contract year with the understanding that in the normal contract year twelve month administrators will have 27 non-work days. Any non-work days carried over must be used by September 30 of the following contract year or such days will be lost. Twelve month administrators may take up to ten (10) non-work days when school is in session, subject to the approval of the Superintendent. Twelve month administrators shall be paid for up to five (5) non-work days, if they have earned them, when they retire or resign from their position, provided that they have provided the Superintendent or the Superintendent's designee with written notice of such retirement or resignation at least thirty (30) days prior to the effective date of retirement or resignation. No non-work days may be taken within such thirty-day notice period. Non-work days shall be pro-rated for any partial year of service beginning from the prior July 1.

3.4 Principals shall be responsible for arranging coverage of their positions on each day during their work year except those on which school offices are closed, or on which they are on authorized leave. Authorization for coverage must be approved by the Superintendent or his/her designee in cases where additional compensation is to be paid.

3.5 The Superintendent and High School or Middle School Principal shall agree on the number of days to be assigned to administrators during the summer (in addition to the applicable number of days set forth in Section 3.2) with the cap of 20 days for the high school and 10 days for the middle school.

ARTICLE IV ASSIGNMENTS AND TRANSFERS

4.1 All assignments and transfers within the bargaining unit shall be made by the Superintendent or his/her designee after consultation with the administrator(s) involved.

4.2 In the event a member of the Unit is transferred from a higher paying administrative position to a lower paying administrative position, such member shall continue to be compensated as if he/she had remained in the higher paying principalship for one year after the effective date of the transfer.

4.3 When the Superintendent or the Board transfers a member of the bargaining unit to a higher paid position on an acting basis, or assigns a member of the bargaining unit to assume the duties of a higher paid position for more than five (5) consecutive days, such employee shall be compensated at the per diem equivalent of the

higher paid position based on either the same step that he/she holds in the lower position or the step for the higher position that provides a salary increase for the administrator (whichever is greater), retroactive from the first day of such transfer or assignment for the duration of such transfer or assignment. In addition, after fifteen (15) days, the Board shall afford a substitute in the regular position for an administrator filling in for another assignment.

4.4 If the Board significantly modifies the duties of an existing bargaining unit position, or creates a new bargaining unit position during the term of this agreement, it shall provide the Unit with a copy of the job description for such new or modified position, together with a proposed salary range. Upon request of the unit, the parties shall meet to negotiate such salary range, pursuant to Section 10-153f(e) Conn. Gen. Stats., and any negotiated agreement shall be effective as of the date such position is filled or modified.

4.5 Notice of all vacancies that arise in bargaining unit positions shall be posted on central office bulletin boards and in each building for a period of ten (10) central office working days, and shall be sent to all administrators who request such notice. Administrators who wish notice of vacancies that arise during the summer months must leave their summer addresses with the Director of Human Resources and must provide the Director of Human Resources with self-addressed, stamped envelopes in order to receive such notices.

4.6 Criteria for determining whose employment shall be affected by lay-off shall incorporate factors of seniority, quality of performance and qualifications. The Superintendent shall determine qualifications. Qualifications shall include possession of a Connecticut State Certification and training. Any certified administrator who has worked in the East Hartford Public Schools for fifteen (15) years or longer shall be excluded from all criteria except seniority.

In the event of a reduction in the number of certified administrators in East Hartford, the following rank order shall apply wherein an administrator with a higher rank may bump into a lower position if he or she has the qualifications to do so.

RANK ORDER

CATEGORY A – 220 day positions

- Level 1 HS Principal
- Level 2 MS Principal, Woodland Principal
- Level 3 Elementary Principal (includes CIBA, Synergy)
Principal of Early Childhood Education Programs
- Level 4 HS First AP
Supervisors (SPED/Elementary/Secondary Ed/Teacher Evaluation,
Professional Development, Program Improvement and Assessments)
Supervisor/Coordinator of Literacy and Intervention Support, Special
Programs – Alliance District Grant
- Level 5 HS Scheduler
MS First Assistant Principal
Coordinator of Assessment, Evaluation and Research
Data Analyst/School Improvement Specialist
Secondary Curriculum Supervisors (English, Math, Science, Social
Studies)

CATEGORY B – 199 day positions

- Level 1 Assistant Principal High School, K-12 Supervisor
- Level 2 Assistant Principal Middle School (199-day position), Dept Head (HS,
MS, and elementary consulting)
- Level 3 Assistant Principal Elementary School, Adult Ed Supervisor

In the event there is a layoff within the Unit, the person whose position is eliminated shall be able to bump the least senior person within the same or lower rank, in the order of the levels as set forth in the rank order above. For purposes of clarity, the CIBA Principal, and Synergy Principal shall be in the same classification as elementary principal.

4.7 In the event that administrative positions below the rank of Superintendent and above the rank of teacher are eliminated, such personnel may elect to exercise seniority based upon his/her certification endorsement(s) and length of continuous

service in the district for open positions within the bargaining unit at or below the level from which the administrator was laid off, for a period of eighteen months.

ARTICLE V
LEAVE PROVISIONS

Leave

5.1 Each administrator in a Category B position shall receive leave of absence with full pay for sickness at the rate of sixteen (16) days a year. Each administrator in a Category A position shall receive a leave of absence with full pay for sickness at the rate of eighteen (18) days a year.

For employees hired as administrators before July 1, 2005, these days may accumulate to two hundred twenty-five (225) days. Notwithstanding the foregoing, any such administrator who has accrued more than two hundred twenty-five (225) sick days as of June 30, 2008 shall be permitted to retain such accumulated sick days, but shall not be permitted to accumulate any additional sick days on or after July 1, 2008 unless and until such time as such administrator's total sick leave accumulation falls below two hundred twenty-five (225) days. Sick days used by administrators shall first be charged to their current year's allotment of 16 or 18 days (as applicable), and shall then be charged to their accumulated sick leave. Accumulated sick leave will be determined on the basis of such person's service with the Board since the most recent date of hire.

Employees hired as administrators after June 30, 2005 may accumulate sick leave up to one hundred fifty (150) days. Sick days used by administrators shall first be charged to their current year's allotment of 16 or 18 days (as applicable), and shall then be charged to their accumulated sick leave. For such administrators, near June 15 of each year, any number of sick days remaining in the current year's allotment in excess of 150 days, shall be paid to the administrator at the rate of 25% of the per diem rate for those days. If the administrator's accumulated days drop below 150 days in any given year, this stipulation shall not apply for that year.

5.2 Sick leave credits will not accumulate while such person is absent from work on leave without pay.

5.3 Sick leave may be used in the following cases:

- (a) Personal illnesses or physical incapacity.
- (b) Enforced quarantine of such person in accordance with the community health regulations.

- (c) Illness or physical incapacity in such person's immediate family. For the purposes of this section immediate family is defined as spouse, parent, stepparent, grandparent, grandchild, brother, sister, child, stepchild, and also any relative who is domiciled in such person's house.
- (d) Absence for personal business beyond the individual's control and which cannot be conducted outside of school hours. Except in emergencies, the request for personal leave must be made by the individual at least five (5) business days prior to such leave to the Superintendent. Such request must be accompanied by justification in the form of a statement of the general reason for the request (attendance in court, home maintenance emergency, etc.), except that for two (2) days per year said request need not state the reason for the leave. Personal days may be used for legal, medical or family reasons fitting the above definition, but may not be used for recreation or social reasons or to extend vacation or holiday periods.

5.4 In exceptional cases, the Board may grant additional sick leave with or without pay. Requests for such additional sick leave shall be in writing and must be signed by such person when possible.

5.5 Sick leave may not be used for recuperation from illness or injury which is directly traceable to employment by another employer.

5.6 It shall be the responsibility of the administrator to notify the central office in advance of extended absence if possible.

- (a) The Superintendent may request an appropriate medical certificate from any administrator for any leave of any duration.
- (b) When required to provide a certificate, the administrator shall have the option of providing a certificate from a doctor of his/her own choosing, in which case the employee shall pay, or a doctor chosen by the Board, in which case the Board shall pay. In any case, the Board may seek the judgment of its own physician.

5.7 Any administrator who is on leave of absence of more than one month without pay shall not be paid for sick leave for any reason.

Funeral Leave

5.8 Three (3) days special leave with full pay shall be granted for death in the immediate family of an administrator. Immediate family for purposes of this clause is defined as parent, stepparent, grandparent, spouse, brother, sister, child, stepchild, grandchild and also any relative who is domiciled in the employee's house. One (1) day special leave with full pay shall be granted for death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, or father-in-law of an administrator. Additional days may be requested pursuant to Section 5.3 (d).

Jury Duty

5.9 An administrator who is absent from work in order to report for jury duty or appear as a witness under a legally enforceable subpoena shall receive a leave of absence with full pay. An administrator shall remit per diem jury pay, but not traveling expenses, to the Board when he/she receives jury duty pay from the state. This provision shall not apply to legal proceedings wherein the administrator or the Unit is a party.

Professional Conferences-Visitation Day

5.10 Upon approval of the Superintendent or his/her designees, a visiting day or leave with full pay may be granted to an administrator for visiting other schools, attending conferences, or attending professional meetings. Travel expenses may be granted in accordance with Board Policy.

Religious Leave

5.11 Up to three (3) full days of paid leave may be granted to administrators for the celebration of religious high holy days. The request for such leave must be submitted at least five (5) business days prior to such leave to the Superintendent.

Maternity/Adoptive/Childrearing Leave

5.12 The Board agrees to abide by the provisions of any applicable law regarding family and medical leave and/or disability maternity leave.

Childrearing or adoptive leave for purposes other than disability must be requested, in writing, prior to (a) the time disability sick leave due to pregnancy commences, or (b) the time that the spouse of a certified staff member is determined to be disabled as a result of pregnancy, or (c) the adoption of a minor child, whichever is applicable.

- (a) Childrearing or adoptive leave shall commence at the end of disability sick leave as determined by medical authority, as applicable.
- (b) If disability sick leave commences between September 1 and January 31, the childrearing leave shall extend for the remainder of the school year. Notification of intent to return shall be submitted by April 1 of the calendar year in which the certificated staff member plans to return. Failure to notify will constitute a resignation.
- (c) If the disability sick leave commences between February 1 and August 31, the childrearing leave shall extend for the remainder of the school year and may extend for the next full school year if the administrator elects to do so in writing at the time the leave is requested. Notification of intent to return shall be submitted by April 1st of the calendar year in which the certified staff member plan to return. Failure to notify will constitute a resignation.
- (d) The certified staff member will be reinstated to a position for which he/she is certified and qualified provided his/her status has not been affected by Article 4.6 of this Agreement.
- (e) The certified administrator absent on childrearing leave will return to the salary step appropriate to position and years in service.
- (f) Upon the expiration of any FMLA leave applicable to the administrator's childrearing leave, the administrator may continue insurance coverage at the administrator's expense for the duration of the childrearing leave.
- (g) Credit toward longevity shall not be granted for this period of leave.
- (h) Sick leave not used during disability leave shall be restored upon return to the system.

Long Term Leave

5.13 The Board shall consider and may grant requests for a long-term leave of absence without pay for the following reasons: care of a family member, study not qualifying for sabbatical leave, or other activities leading to professional improvements as an educator. Such leave shall normally be for a full school year, unless the reason does not arise until after the beginning of the school year. A request shall be made at least 90 days prior to the date the leave is expected to commence unless the reason is not

known until a later date, and a response shall be given within 45 days of receipt of the request.

General Purpose Leave

5.14 The Superintendent or his/her designee shall consider and may grant such leaves as requested in writing for general purposes under the following conditions:

- (a) Such leaves shall be without pay.
- (b) Such leaves shall be for a period of one school year.
- (c) Applications must be submitted prior to March 1st of the school year preceding the school year for which the leave is being requested.
- (d) Candidate must have completed at least ten (10) years of satisfactory service with the Board.
- (e) During such leave, the administrator may continue insurance coverage provided that he/she pays fifty percent (50%) of the costs for such insurance, except as otherwise provided by law. The Board will pay the remaining fifty percent (50%) of such insurance costs. This subsection E will not apply in any situation in which an administrator is employed by a charter school or any other employer during the period of leave.
- (f) Administrators must notify the Board by March 1st of the leave year of their decision whether or not to return to their administrative position. Failure to notify results in automatic resignation. This date is of the essence.
- (g) Administrator returns to normal salary sequence and benefits.

Sabbatical Leave

5.15 Upon the recommendation of the Superintendent a sabbatical leave may be granted at the discretion of the Board for purposes of professional growth and development.

- a) The Administrator must have completed at least (7) years of satisfactory service with the Board.
- b) Sabbatical leave may be granted for one-half of a school year or for one entire school year.

- c) Applications for sabbatical leave should be submitted to the Superintendent on or before February 1st and must be on the form available from the personnel department. The deadline of February 1st may be waived by the Superintendent.
- d) Written notice of the Board's decision on each sabbatical leave application will be given to each applicant by April 1.
- e) Administrators absent on sabbatical leave shall be paid 75% of the contract rate in effect during such leave; provided, however, reductions shall be made, where necessary, so that the total of such payments, together with any amounts received in connection with the activities carried on during the sabbatical leave, do not exceed the salary to which such administrator would have been entitled under this contract for service with the Board during the period of the sabbatical leave. In addition to such salary, the Board may, in its discretion, reimburse the administrator for travel and other expenses related to the sabbatical leave. During the sabbatical leave, the administrator may continue insurance coverage at the administrator's expense for the duration of the leave.
- f) In extraordinary cases where an administrator plans to study in areas determined by the Board to be critical, the seven (7) year requirement of 5.16(a) may be waived and the employee may receive up to 100% of the contract rate referred to in 5.16(e).
- g) An administrator absent from service because of sabbatical leave, shall be entitled to such advancement on the salary schedule as he/she would have received had he/she remained in the system.
- h) In the event that completion of the approved professional objectives of the sabbatical leave is made impossible by illness or injury, salary payments will be continued beyond the date such disability is incurred for a period equivalent to the sick leave credit accrued by the administrator.
- i) Administrators who are granted sabbatical leave shall as a condition of acceptance agree to return to service in the school system for a period of two (2) full contract years following the completion of the sabbatical leave. In the event an administrator does not fulfill his/her agreement to serve two full contract years following the completion of the sabbatical leave, the following provisions shall apply:

- 1) For service of less than one full contract year following completion of the sabbatical, the administrator shall reimburse the Board for the full amount of all compensation paid to the administrator during the period of the sabbatical leave.
- 2) For service of more than one full contract year but less than two full contract years following completion of the sabbatical, the administrator shall reimburse the Board in an amount equal to one-half of the total compensation paid to the administrator during the period of the sabbatical leave.
- 3) Such reimbursement shall be made to the Board in one lump sum within sixty days of the end of the sabbatical leave.

Union Leave

5.16 In order to enhance the public image of the East Hartford Public Schools and to promote professional development, a union leave provision will be provided for the Unit President/designee to perform his/her elected duty as President/designee of the Unit. The Unit President/designee will seek the permission of the Superintendent to attend functions that are commensurate with the duties of the office. The Superintendent shall have the right, in his or her discretion, to grant or deny any such requests. The denial of any such requests shall not be subject to the grievance and/or arbitration procedure.

ARTICLE VI SALARIES

6.1 The salary schedule for the three years of this agreement are set forth on Schedules A-1 attached hereto.

6.2 Salaries for positions which are changed from one work year to another shall be adjusted in accordance with the provisions of section 3.2 of this agreement.

6.3 Any administrator who is promoted to a higher salaried position shall not be placed lower than two steps below the step he/she had attained in his/her previous position.

6.4 Administrators who work 199 days per year shall have the option of choosing either 21 equal pay periods or 22 pay periods (21 equal pay periods plus one balloon check) and shall indicate their choice. Administrators employed under the provisions of any state or federal grant program will be subject to pay periods established by the fiscal year of the program.

6.5 The provisions of Section 6.5 shall apply only to employees hired as administrators prior to July 1, 2014. On completion of 10 years of service in East Hartford, \$500 will be added to the administrator's salary schedule. This will be increased by \$500 each five year period thereafter until retirement. Credit shall be given for years necessary to achieve longevity for United States Military Service which interrupts service in East Hartford; such credit not to exceed two years. Longevity payments will be included in the per diem rate for the purposes of payments made under Section 6.8 for retirees who qualify for the benefit set forth in Section 6.8. For purposes of this section "years of service" shall be defined as continuous years of certified service with East Hartford Public Schools. A period of reduction in force ("RIF") will not count toward service time but will not be deemed a break in service.

6.6 Administrators who are awarded a doctorate in a program approved by NCATE or any other mutually acceptable accrediting agency shall receive an annual salary differential of \$5000.

6.7 Any administrator who is called to perform his/her regular duties for additional days beyond his/her work year will be paid on a per diem basis. This provision shall not apply to situations where the administrator has failed to complete the customary duties of the position within the work year.

6.8 Employees hired as administrators before July 1, 2005 and leaving the public school teaching and administration while eligible for retirement under the State Teachers Retirement Plan, shall receive retirement separation pay for a minimum of fifteen (15) years continuous service in East Hartford, based on forty percent (40%) of accumulated unused sick leave, up to a maximum of eighty (80) days' pay for two hundred (200) days of accumulated unused sick leave. Payment is at the administrator's per diem pay rate, based on the administrator's work year in the year immediately preceding retirement. In order to be eligible for such payment, each administrator must provide the Superintendent with written notice of such retirement resignation at least ninety (90) days in advance of the effective date of retirement. However, in the event of unforeseen personal circumstances for the administrator, the Superintendent, within his/her discretion, may waive this 90 day notice requirement. The Board shall pay to the estate of an administrator who dies before retirement, but would otherwise be eligible for a benefit under this paragraph, an amount computed as if the administrator had retired on the date of death.

6.9 When an administrator conducts a staff development workshop for district personnel at the request of the Superintendent, and when the workshop involves significant preparation outside the administrator's regular workday, the administrator shall be compensated at the rate of \$100 per day for each day on which the workshop is presented. Prior to the commitment of time under this section, application for compensation shall be made to the Superintendent/designee, and no compensation shall be payable under this section unless the Superintendent/designee has approved such compensation in writing in advance.

ARTICLE VII
INSURANCE

7.1 The Board shall provide a High Deductible Health Plan/Health Savings Account (HSA Plan) for all eligible administrators, spouses and dependents as set forth in Appendix B. Enrollment in the insurance plans shall be subject to any and all eligibility requirements established by the insurance carrier and/or plan administrator, at group rates subject to conditions imposed by the carriers, with the employee portion of such coverage to be paid through payroll deduction. The Board will also provide a Full Service Dental Plan with riders A, B and C for all eligible administrators, spouses and dependents.

Effective July 1, 2014, July 1, 2015 and July 1, 2016, respectively, the Board will contribute fifty percent (50%) of the applicable HSA deductible into the Health Savings Account of each administrator enrolled in the HSA Plan eligible to receive such contributions under applicable law. The Board's contribution into the HSA shall be prorated for any new administrator enrolling in the HSA Plan after the plan year has commenced (and for any other administrator enrolling in the HSA Plan after the plan year has commenced, as provided under the Internal Revenue Code based on a qualifying event affecting the administrator). Employees enrolled in the high deductible health plan must remain in the plan for the entire plan year. The parties acknowledge that the Board's contribution toward the funding of the deductible is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed administrators. The Board shall have no obligation to fund any portion of the deductible for retirees or other individuals upon their separation from employment.

Administrators shall make the following premium contributions toward the costs of medical and dental insurance:

	HSA Plan	Dental Insurance
2014-15	16.00%	20.00%
2015-16	16.25%	20.25%
2016-17	16.50%	20.50%

The Board will adopt an Internal Revenue Code Section 125 plan which allows administrators to pay insurance contributions with pre-tax dollars. The Board will also afford administrators the opportunity to participate in flexible spending accounts for health and dependent care, consistent with the provisions of applicable law, up to the dollar limits set forth in the Section 125 plan maintained by the Town of East Hartford.

7.2 The Board shall provide and pay for life insurance with double indemnity for each member of the Unit in an amount equal to two times (2x) his/her annual salary rounded up to the next higher \$1,000 and shall provide any pay for coverage in the amount of \$3,000 for each member of the Unit who retires from the district. The Board shall facilitate the purchase of additional life insurance by individual administrators (but not retirees) at group rates, carrier permitting.

7.3 Administrators under the Teachers' Retirement Act shall be permitted to continue their health insurance in accordance with C.G.S. 10-183t.

7.4 All insurance benefits shall be subject to an "or equal" provision which shall allow the Board to effect whatever economies it may deem appropriate provided there is no decrease in the benefit that is negotiated. The EHEASU shall be consulted prior to the adoption of any such plan and the Board shall provide a certification from a CLU insurance broker, licensed in the State of Connecticut, that the proposed plan is, in fact, equal to or exceeds the existing plan in benefits, coverages, and administration.

ARTICLE VIII GRIEVANCE PROCEDURE

8.1 A grievance is defined as an event or condition which affects the welfare or conditions of employment of an administrator or a group of administrators and/or the application of any provision of the Agreement.

8.2 Any complaint or grievance not presented for disposition through the grievance procedure set forth above within fifteen (15) business days of the occurrence of the facts or condition giving rise thereto, or within fifteen (15) business days of the grievant's knowledge of their occurrence, whichever comes later, shall not thereafter be treated or processed as a grievance under this Agreement. In the case of an individual grievance, knowledge shall be presumed to take place no later than thirty (30) calendar days after the occurrence in question.

8.3 The primary function of this procedure is to seek to resolve the contractual problems of individual administrators or groups of administrators. This is to be done with the least possible publicity maintaining professional confidences so as to curtail any adverse effect on the school system or the profession.

8.4 Procedural Steps

Step 1: An administrator with a grievance shall first discuss it with his/her immediate superior in an effort to resolve the matter informally.

Step 2: In the event the grievance is not resolved at Step 1, the Unit shall present the grievance in writing to the Superintendent within fifteen (15) business days of

the event giving rise to the grievance. Within five (5) business days after the receipt of the written grievance, the Superintendent or his/her designee shall meet with the administrator in an effort to resolve the grievance. The Superintendent shall render his/her decision in writing to the administrator and the Unit within five (5) business days after the conclusion of said meeting.

Step 3: In the event the grievance is not resolved at Step 2, the Unit shall file the grievance in writing with the Board of Education within ten (10) business days of the Step 2 response or within ten (10) business days of the deadline for such response, whichever occurs sooner. Within ten (10) business days after the receipt of the written grievance, the Board of Education or its designated representatives shall meet with the aggrieved person in an effort to resolve the grievance. The decision shall be rendered in writing to the administrator and the Unit within ten (10) business days after the conclusion of said meeting.

Step 4:

A. In the event that the grievance is not resolved at Step 3, the Unit may file the grievance for arbitration with the American Dispute Resolution Center (ADRC), with a copy to the Board, within twenty (20) business days after the Step 3 decision or within twenty (20) business days of the deadline for such decision, whichever occurs sooner

B. The arbitration shall be conducted in accordance with the administrative procedures, practices and rules of ADRC. The arbitrator shall hear and decide only one grievance in each case. He/she shall be bound by and must comply with all of the terms of this Agreement. He/she shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement. When the complaint or grievance involves the interpretation or application of a specific provision of the Agreement between the parties, the decision of the arbitrator shall be binding upon both parties, and upon all administrators involved as grievants, during the life of the Agreement. In all other instances, the decision of the arbitrator shall be advisory. The cost for the services of the arbitrator including per diem expenses, if any, and actual travel and subsistence, shall be borne equally by the Board and the Unit.

8.5 No individual administrator may submit a grievance at Steps 2, 3 or 4 of the grievance procedure; only the Unit may submit grievances at Steps 2, 3 or 4 of the grievance procedure. Any administrator may be represented at all stages of this grievance procedure by himself or a representative of the East Hartford Educational Administrative and Supervisory Unit. When an administrator is not represented by the Unit, the Unit shall have the right to be present and to state its views at all stages of this grievance procedure.

8.6 The Unit shall have the right to initiate a grievance which in the opinion of the President of the Unit or his/her designee affects a group of administrators and such action shall be taken in the name of the President of the Unit or his/her designee.

8.7 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level of the grievance procedure should be considered maximum. These time limits may, however, be extended by mutual agreement. The failure of an administrator (aggrieved) to proceed to the next step of the grievance procedure within the time limits set forth shall constitute a waiver of any future appeal concerning the particular grievance. The failure of an administrator or one who is grieved against at any step to communicate his/her decision to the aggrieved within the specified time limits shall permit the aggrieved to proceed to the next step.

ARTICLE IX MISCELLANEOUS

9.1 Any item not covered in this Agreement may hereafter be governed by the modification of existing policies, rules and/or regulations or by the adoption by the Board of new policies, rules and/or regulations subject to the provisions of the Teacher Negotiations Act. In the event of a conflict between any provision of this Agreement and any board policy, rule or regulation, the terms of this Agreement shall control.

9.2 The Board shall notify the Unit through the Board Agenda of any proposed modification or adoption of any new Board policy.

9.3 An administrator has the right to review the contents of his/her personnel file, and the right to reply to any document contained therein with a formal letter which will be placed in the file. An administrator will be notified when any critical material is placed in his/her personnel file, and shall have the right to examine and reply to such material as set forth in the preceding sentence.

9.4 Any administrator who uses his/her personal vehicle on approved Board business in or out of the district during the work day or after hours will be reimbursed at the IRS rate, in accordance with all applicable IRS regulations. In order to be eligible for such reimbursement, the administrator must submit a written request for reimbursement to the Business Office no later than the thirtieth (30th) calendar day of the calendar month following the travel, except that reimbursement requests for mileage for the months of May and June must be submitted by the tenth (10th) calendar day of the calendar month following the travel. Payment will be monthly.

9.5 In the event that any portion of this Agreement is found to be illegal, void, or voidable, it is agreed that such finding will have no effect on the remaining portion of this Agreement. Both parties will meet within ten (10) work days and bargain such new language as is necessary to comply with such restrictions.

9.6 No administrator shall be suspended, reduced in rank or compensation or denied an increment without just cause.

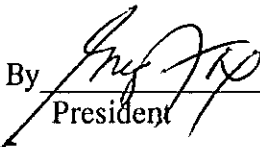
ARTICLE X
DURATION

10.1 This Agreement contains the full and complete agreement between the Board and the Unit on all negotiable issues, and neither party shall be required during the term thereof to negotiate upon any issue, whether it is covered or not covered in this Agreement, except as may otherwise be required by this Agreement.

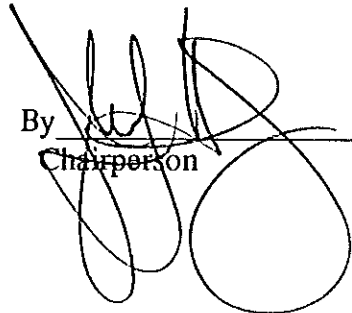
10.2 This Agreement shall remain in full force and effect from July 1, 2014 through June 30, 2017.

IN WITNESS WHEREOF, the parties hereto have hereunto caused this Agreement to be executed by their duly authorized representatives this 3rd day of September, 2013.

EAST HARTFORD EDUCATION
ADMINISTRATIVE AND SUPERVISORY
UNIT

By  _____
President

EAST HARTFORD BOARD OF
EDUCATION

By  _____
Chairperson

Schedule A-1

	2014-15 (2.0%; no step)	1	2	3	4
A1.	HS Prin.	132,168	134,314	136,467	138,608
A2.	MS Prin., Woodland	124,769	126,921	129,066	131,222
A3.	Elem Prin, Prin CIBA, Synergy, Prin of Early Childhood Ed Programs	119,576	121,730	123,878	126,027
A4.	HS First AP, Supr SPED, Supr Teacher Eval, PD, Progm Imp, and Assess, Supr Sec, Supr Elem, Supr/Coord Lit and Intervention Support, Sp Progrms, HS AP/Scheduler	119,576	121,730	123,878	126,027
A5.	MS First AP, Coordinator of Assessment, Evaluation & Research, Data Analyst/Sch Imp Spec, Sec Curr Supvs (English, Math, Science, Social Studies)	111,375	113,521	115,670	117,818
B1.	HS AP, K-12 Supervisors	108,981	111,067	113,278	115,436
B2.	MS AP (199), Dept Head (HS, MS and elementary consulting)	104,995	106,987	109,128	111,275
B3.	Elem AP	98,470	100,615	102,768	104,910
B3.	Adult Ed	102,335	104,489	106,646	108,799

	2015-16 (1.50%; with step)	1	2	3	4
A1.	HS Prin.	134,151	136,329	138,514	140,687
A2.	MS Prin., Woodland	126,641	128,825	131,002	133,190
A3.	Elem Prin, Prin CIBA, Synergy, Prin of Early Childhood Ed Programs	121,370	123,556	125,736	127,917
A4.	HS First AP, Supr SPED, Supr Teacher Eval, PD, Progm Imp, and Assess, Supr Sec, Supr Elem, Supr/Coord Lit and Intervention Support, Sp Progrms, HS AP/Scheduler	121,370	123,556	125,736	127,917
A5.	MS First AP, Coordinator of Assessment, Evaluation & Research, Data Analyst/Sch Imp Spec, Sec Curr Supvs (English, Math, Science, Social Studies)	113,046	115,224	117,405	119,585
B1.	HS AP, K-12 Supervisors	110,616	112,733	114,977	117,168
B2.	MS AP (199), Dept Head (HS, MS and elementary consulting)	106,570	108,592	110,765	112,944
B3.	Elem AP	99,947	102,124	104,310	106,484
B3.	Adult Ed	103,870	106,056	108,246	110,431

Schedule A-1
(Continued)

	2016-17 (1.50%; no step)	1	2	3	4
A1.	HS Prin.	138,163	140,374	142,592	144,797
A2.	MS Prin., Woodland	130,541	132,757	134,967	137,188
A3.	Elem Prin, Prin CIBA, Synergy, Prin of Early Childhood Ed Programs	125,191	127,409	129,622	131,836
A4.	HS First AP, Supr SPED, Supr Teacher Eval, PD, Progm Imp, and Assess, Supr Sec, Supr Elem, Supr/Coord Lit and Intervention Support, Sp Progrms, HS AP/Scheduler	123,191	125,409	127,622	129,836
A5.	MS First AP, Coordinator of Assessment, Evaluation & Research, Data Analyst/Sch Imp Spec, Sec Curr Supvs (English, Math, Science, Social Studies)	114,742	116,952	119,166	121,379
B1.	HS AP, K-12 Supervisors	112,275	114,424	116,702	118,926
B2.	MS AP (199), Dept Head (HS, MS and elementary consulting)	108,169	110,221	112,426	114,638
B3.	Elem AP	101,446	103,656	105,875	108,081
B3.	Adult Ed	105,428	107,647	109,870	112,087

Employees who have not reached the maximum step shall advance one step on the salary scale at the beginning of the 2015-16 contract year only. There shall be no step advancements during the 2014-15 and 2016-17 contract years.

The Principal and Assistant Principal of O'Connell Elementary School and Sunset Ridge Elementary School shall each receive an annual stipend in the amount of 3.1 percent of their base salary as set forth in Schedule A-1 above, for as long as the extended student day schedules remain in effect at each of those schools.

The Middle School Principal shall have \$5,000 to use in his/her discretion to assign the scheduling responsibilities of the Middle School to a 10-month administrator or any teacher, in recognition of the fact that such scheduling responsibilities will be conducted outside the regular work day for said administrator and/or teacher. However, this stipend must be offered to a qualified administrative bargaining unit member, as determined by the Superintendent, prior to a teacher.

APPENDIX B

**HIGH DEDUCTIBLE HEALTH PLAN
HEALTH SAVINGS ACCOUNT**

THIS IS A BRIEF SUMMARY OF THE BENEFITS COVERED UNDER THE PLAN. IT IS NOT INTENDED TO BE A COMPLETE LIST OF BENEFITS

COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:
Annual Deductible (<i>single/ family</i>)	\$1,500 / \$3,000	
Coinsurance	Not applicable	20%
Coinsurance Maximum (<i>single/ family</i>)	\$1,500/ \$3,000	\$4,000/\$8,000
Lifetime Maximum	Unlimited	Unlimited
Single Deductible must be satisfied before any Covered Services		
PREVENTIVE CARE	In-Network After Annual Deductible Member pays:	Out-of-Network After Annual Deductible Member pays:
Well child care	No cost share	Deductible & Coinsurance
Adult Physical examinations	No cost share	Deductible & Coinsurance
Other Preventive Screenings:		
Routine gynecological care: pap smear & pelvic exam	No cost share	Deductible & Coinsurance
Mammography, Prostate, colorectal, colonoscopy, lipid & diabetic	No cost share	Deductible & Coinsurance
Hearing & Vision screening	No cost share	Deductible & Coinsurance
Immunizations and Vaccinations (other than those needed for travel)	No cost share	Deductible & Coinsurance
HOSPITAL SERVICES		
All Inpatient Admissions	Deductible	Deductible & Coinsurance
Specialty Hospital 100 days per member per Calendar Year – additional visits are available once maximum is met, subject to Out of Network cost shares	Deductible	Deductible & Coinsurance
Outpatient Surgery in a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance
DIAGNOSTIC SERVICES		
Diagnostic lab and x-ray	Deductible	Deductible & Coinsurance
High Cost Diagnostic Tests MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
THERAPY SERVICES		
Outpatient Rehabilitation Outpatient Rehabilitation and restorative physical, occupational, speech and chiropractic therapy for up to 50 combined visits per Calendar Year. Additional visits are available once maximum is met, subject to Out of Network cost shares.	Deductible	Deductible & Coinsurance

Allergy Office Visit/Testing	Deductible	Deductible & Coinsurance
Allergy Injections – Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
MEDICAL EMERGENCY/URGENT CARE SERVICES		
Emergency Room Treatment Emergency cost share waive if the Member is admitted directly to the Hospital from the emergency room	Deductible	Deductible & Coinsurance
Ambulance- Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible & Coinsurance
PHYSICIAN MEDICAL/SURGICAL SERVICES		
Medical Office Visits	Deductible	Deductible & Coinsurance
Services of a Physician or Surgeon (Other than a medical office visit.	Deductible	Deductible & Coinsurance
	In-Network After Annual Deductible Member pays:	Out-of-Network After Annual Deductible Member pays:
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES		
Outpatient Treatment for Mental Health Care and Substance Abuse Care	Deductible	Deductible & Coinsurance
Inpatient Hospital Services In a Hospital or Residential Treatment Center for Mental Health Care	Deductible	Deductible & Coinsurance
Inpatient Rehabilitation Treatment for Substance Abuse Care In a Hospital or a Substance Abuse Treatment Facility	Deductible	Deductible & Coinsurance
OTHER MEDICAL SERVICES		
Skilled Nursing Facility Up to 120 days per Calendar Year	Deductible	Deductible & Coinsurance
Private Duty Nursing Limited to \$15,000 per Plan Year	Deductible	Deductible & Coinsurance
Immunizations and Vaccinations for Travel	Deductible	Deductible & Coinsurance

<p align="center"><i>Prescription Drugs</i></p> <p>Retail Pharmacy: The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.</p> <p>Diabetic equipment, drugs, and supplies.</p> <p>Mail Order Pharmacy: The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 90 day supply.</p> <p>Diabetic equipment, drugs, and supplies.</p>	<p align="center">Deductible</p> <p align="center">Deductible</p>	<p align="center">Deductible & Coinsurance</p> <p align="center">Deductible & Coinsurance</p>
<p align="center"><i>Prescription drugs –after deductible (when purchased from network pharmacy)</i></p>	<p align="center">Retail (30 day supply) \$10 Tier 1 co payment \$25 Tier 2 co payment \$40 Tier 3 co payment</p> <p align="center">Mail Order (90 day supply) \$10 Tier 1 co payment \$50 Tier 2 co payment \$80 Tier 3 co payment</p>	
<p align="center">Human Organ and Tissue Transplant Unlimited Maximum</p>	<p align="center">Deductible</p>	<p align="center">Deductible & Coinsurance</p>
<p align="center">Home health care Nursing and therapeutic services limited to 200 visits per calendar year</p> <p>Home health aide services limited to 80 visits tat (applicable to the 200 visit limit)</p> <p>In the Home Hospice Medical Social Services under the direction of a Physician Up to \$420</p>	<p align="center">Deductible</p> <p align="center">Deductible</p> <p align="center">Deductible</p>	<p align="center">Deductible & Coinsurance</p> <p align="center">Deductible & Coinsurance</p> <p align="center">Deductible & Coinsurance</p>
<p align="center">Infusion Therapy Unlimited lifetime maximum</p>	<p align="center">Deductible</p>	<p align="center">Deductible & Coinsurance</p>
<p align="center">Durable Medical Equipment and Prosthetic Devices</p> <p align="center">Hearing Aid Coverage Available for dependent children age 12 years and under with a maximum of 41,000 within a two year period</p> <p align="center">Diabetic equipment and supplies</p>	<p align="center">Deductible</p>	<p align="center">Deductible & Coinsurance</p>
<p align="center"><i>Ostomy Related Services</i></p>	<p align="center">Deductible</p>	<p align="center">Deductible & Coinsurance</p>
<p align="center">Hospice Care (Inpatient)</p>	<p align="center">Deductible</p>	<p align="center">Deductible & Coinsurance</p>
<p align="center"><i>Wig</i> Up to \$500 maximum per Member per Plan Year</p>		

Specialized Formula	Deductible	Deductible & Coinsurance
<p data-bbox="142 237 656 296">Infertility Services – covered only to the levels pursuant to State of CT mandate</p> <p data-bbox="293 331 505 459">Office Visits Outpatient Hospital Inpatient Hospital Infertility Drugs</p> <p data-bbox="126 464 662 558">The maximum supply of a drug for which benefits will provided when dispensed under any one prescription is 30 day supply</p>	Deductible	Deductible & Coinsurance
Maternity	Deductible	Deductible & Coinsurance

Dependent Maximum age is 26 years.

Notes to Benefit Descriptions

- Skilled nursing facility services limited to 120 days per calendar year.
- Home health care services are limited to 200 visits per calendar year.
- Inpatient rehabilitative services limited to 100 days per member per calendar year.
- PT, OT, ST, and chiropractic services limited to 50 combined visits per member per calendar year.
- Inpatient hospitalizations require authorizations.


- For a complete list of exclusions and limitations, please reference your Certificate of Coverage.

This does not constitute your health plan or insurance policy. It is only a general description of the plan.

T O W N O F E A S T H A R T F O R D
O F F I C E O F T H E M A Y O R

DATE: September 23, 2013

TO: Richard Kehoe, Chair

FROM: Mayor Marcia A. Leclerc 

RE: REFUND OF TAXES

I recommend that the Town Council approve a total refund of taxes in the amount of \$10,206.07 as detailed in the attached listing from our Collector of Revenue.

Please place this item on the Town Council agenda for October 1, 2013 meeting.

C: M. Walsh, Director of Finance

I. Laurenza, Tax Collector

INTEROFFICE MEMORANDUM

TO: MARCIA A LECLERC, MAYOR
MICHAEL WALSH, DIRECTOR OF FINANCE

FROM: IRIS LAURENZA, COLLECTOR OF REVENUE
ANNIE KOHLER, ASSISTANT TAX COLLECTOR

SUBJECT: REFUND OF TAXES

DATE: 9/20/2013

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$10,206.07 See attached list.

Bill	Name	Address	Prop Loc/Vehicle Info.	Over Paid
2012-03-0052302	BANKER JOELLA E	103 PROSPECT ST E HARTFORD CT 06108 1650	2005//2HGES26775H541289	\$ (45.30)
2012-03-0052943	BENITEZ ROSA I	905 BURNSIDE AV B12 E HARTFORD CT 06108 2717	1999//1G2NW12E4XM894126	\$ (9.09)
2012-03-0053962	BRADLEY ROBERT F JR OR BRADLEY JEANETTE T	206 OAK STREET E HARTFORD CT 06118 2055	1998//1G4HR52K7WH538821	\$ (27.88)
2012-03-0055933	CASTRO MARCOS T	55-B MARSHALL RD ROCKY HILL CT 06067	2000//1N4DL01D9YC161411	\$ (10.36)
2012-02-0042814	CIT FINANCIAL LLC	PO BOX 460709 HOUSTON TX 77056	VARIOUS	\$ (1,506.20)
2012-03-0058499	DAIMLER TRUST	BOX 685 ROANOKE TX 76262	2010//WDDHF8HB0AA120971	\$ (806.72)
2012-02-0041126	DATA SPAN	510 CORPORATE DR GRAHAM TX 76450	480 FOREST ST	\$ (29.55)
2011-03-0061327	ENTERPRISE FM TRUST	600 CORPORATE PARK RD ST LOUIS MO 63105	2009//2G1WT57K891144329	\$ (80.02)
2011-03-0061333	ENTERPRISE FM TRUST	600 CORPORATE PARK RD ST LOUIS MO 63105	2009//WBAPL33509A515180	\$ (84.16)
2011-03-0061339	ENTERPRISE FM TRUST	600 CORPORATE PARK RD ST LOUIS MO 63105	2006//1FTNE24L46HA33875	\$ (108.74)
2011-03-0061341	ENTERPRISE FM TRUST	600 CORPORATE PARK RD ST LOUIS MO 63105	2007//1NXBR32E47Z897251	\$ (136.84)
2011-03-0061352	ENTERPRISE FM TRUST	600 CORPORATE PARK RD ST LOUIS MO 63105	2009//3GNCA13B39S631030	\$ (33.12)
2011-03-0061355	ENTERPRISE FM TRUST	600 CORPORATE PARK RD ST LOUIS MO 63105	2009//3GNCA13B89S631721	\$ (33.12)
2011-03-0061360	ENTERPRISE FM TRUST	600 CORPORATE PARK RD ST LOUIS MO 63105	2009//3GNCA13B79S632021	\$ (33.12)
2012-03-0063032	GAGNE THOMAS L JR	63 BLISS ST E HARTFORD CT 06108 2701	2005//JTKDE177450009005	\$ (243.17)
2012-03-0063075	GALANEK WALTER C JR	58 PHELPHS ST E HARTFORD CT 06108 2259	1998//1YVGF22C4W5724652	\$ (7.07)
2011-04-0088688	GOMEZ ANGEL	50 PITKIN ST E HARTFORD CT 06108	2007//1N4AL21EX7C207673	\$ (14.45)
2012-03-0064919	GUNI ABEDIN R	237 BREWER ST E HARTFORD CT 06118 2100	1994//4T1GK12E0RU036702	\$ (14.01)
2012-03-0064920	GUNI ERGYS	237 BREWER ST E HARTFORD CT 06118 2100	1995//JT2GK12E3S0081949	\$ (9.53)
2011-03-0066908	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2010//19UUA8F50AA018947	\$ (756.11)
2012-03-0066469	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2010//5J6RE4H53AL027350	\$ (316.52)
2012-03-0066477	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2010//2HGF1F58AH567281	\$ (148.09)
2012-03-0066497	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2010//JHMZE2H79AS026171	\$ (247.38)
2012-03-0066502	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2010//19UUA8F50AA018947	\$ (835.86)
2012-03-0066517	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2010//2HGF1B62AH514539	\$ (143.55)
2012-03-0067727	JOHNSON DAVID J	84 MERCER AVE E HARTFORD CT 06118 1516	2002//1FMZU74W02ZA51625	\$ (34.68)
2012-03-0068385	KEARNEY REBECCA M	35 LAFAYETTE AVE E HARTFORD CT 06118 2628	2003//1HGCM66593A087355	\$ (24.89)
2012-03-0068765	KINI RAJESH	60 SEQUIN DR GLASTONBURY CT 06033	2006//1N4AL11D16N332405	\$ (24.60)

2012-03-0069521	LAMPRECHT BRANDON L	65 GREENLAWN ST E HARTFORD CT 06108 2952	2008//2HJYK16288H522695	\$	(552.26)
2011-03-0070198	LARSON TIMOTHY OR LARSON NANCY	33 GORMAN PL E HARTFORD CT 06108 2241	2005//1FAHP28105G192435	\$	(28.40)
2012-03-0070157	LEBLANC LORI ANN	18 GREENMANOR E HARTFORD CT 06118	1995//1GNCS18WSK256098	\$	(5.05)
2012-03-0070161	LEBLANC WILLIAM P	73 CHRISTINE DR E HARTFORD CT 06108 2932	1995//1FTFE24Y3SHA85234	\$	(8.17)
2012-03-0070691	LIPMAN STEVEN	24 WOODLAND RD E HARTFORD CT 06108 1547	2003//1FTSX31P23EC38117	\$	(35.64)
2012-03-0070758	LLANOS AIDELINA	29 WYLLYS ST B5 E HARTFORD CT 06118 1048	1999//1GTHG39RSX1058109	\$	(36.66)
2012-03-0074549	MULLEN SHAWN A	68 BRITT RD E HARTFORD CT 06118 3305	2002//JF1GG68562G819141	\$	(16.77)
2012-03-0075822	OHARA CHARLES P OR OHARA KATHLEEN B	179 WOODMONT DR E HARTFORD CT 06118 3340	1994//3VWRA81H3RM038787	\$	(20.02)
2012-03-0076091	ORTEGA ALEXIS H	115 NUTMEG LN APT 308 E HARTFORD CT 06118	2000//4A3AC44GX YE012064	\$	(41.53)
2011-03-0076723	ORTIZ PABLO A	121 SOMERVILLE RD JEFFERSON ME 04348	1987//1SK12G555H1550348	\$	(10.56)
2011-03-0076724	ORTIZ PABLO A	121 SOMERVILLE RD JEFFERSON ME 04348	2004//5TDBT48A94S232202	\$	(576.76)
2011-03-0076725	ORTIZ PABLO A	121 SOMERVILLE RD JEFFERSON ME 04348	1969//9Z65K641492	\$	(25.89)
2012-03-0076221	ORTIZ PABLO A	121 SOMERVILLE RD JEFFERSON ME 04348	2004//5TDBT48A94S232202	\$	(161.44)
2012-03-0076222	ORTIZ PABLO A	121 SOMERVILLE RD JEFFERSON ME 04348	1987//1SK12G555H1550348	\$	(13.72)
2012-03-0076743	PARIMALA RAJENDRA P	130 NUTMEG LN A128 E HARTFORD CT 06118 1240	2002//2HGES16552H590964	\$	(15.50)
2012-03-0077654	PETERSON D L TRUST	940 RIDGEBROOK ROAD SPARKS MD 21152	2009//1GNDT33S092121983	\$	(309.42)
2012-03-0077725	PETERSON D L TRUST	940 RIDGEBROOK ROAD SPARKS MD 21152	2008//1GCFG15X981223936	\$	(261.48)
2012-03-0083612	SNIPES JONETTA L	22F JAIDEE DR E HARTFORD CT 06118 1577	2000//2B3HD46R3YH440694	\$	(7.64)
2012-03-0083691	SOLTYS ADAM J	441 MAIN ST TR709 E HARTFORD CT 06118 1442	2002//3N1CB51A92L550236	\$	(11.89)

2012-03-0085709	TOYOTA MOTOR CREDIT CORP	19001 S WESTERN AVE TORRANCE CA 90509	2010//4T3ZK3BBXAU025373	\$ (185.58)
2012-03-0085754	TOYOTA MOTOR CREDIT CORP	19001 S WESTERN AVE TORRANCE CA 90509	2011//4T1BF3EKXBU616363	\$ (45.04)
2012-03-0085755	TOYOTA MOTOR CREDIT CORP	19001 S WESTERN AVE TORRANCE CA 90509	2010//JTDKN3DU8A0045603	\$ (612.42)
2012-03-0085813	TRAN HUY D	51 RENE CT E HARTFORD CT 06108 1338	2004//JHMAP21404T001231	\$ (70.68)
2012-02-0041678	US BANK NATIONAL ASSOCIATION	1310 MADRID ST #100 MARSHALL MN 56258	VARIOUS	\$ (1,389.42)
TOTAL				\$ (10,206.07)