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AGREEMENT
BETWEEN THE
COLEBROOK BOARD OF EDUCATION
AND THE
COLEBROOK TEACHERS' ASSOCIATION
FOR THE PERIOD
JULY 1, 2026 – JUNE 30, 2029

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PROFESSIONAL AGREEMENT between the
COLEBROOK BOARD OF EDUCATION
and the
COLEBROOK TEACHERS
ASSOCIATION

THIS AGREEMENT IS MADE AND ENTERED INTO on this 4th day of September 2025 between the Colebrook Board of Education (hereinafter referred to as the "Board") and the Colebrook Teachers' Association (hereinafter referred to as the "Association"), affiliated with the Connecticut Education Association and the National Education Association.

**ARTICLE I
PREAMBLE**

- A. This Agreement is negotiated under section 10-153b through 10-153f of the General Statutes of the State of Connecticut, as amended, in order (a) to fix for its term the salaries and all the other conditions of employment provided herein, and (b) to encourage and abet effective and harmonious working relationships between the Board and the professional staff in order that the cause of public education may be best served.
- B. The Board and the Association recognize the importance of responsible participation by the entire professional staff in the education process, planning, development and growth. To this end they agree to maintain communication to inform about programs, to guide in development and to assist in planning and growth either by committee, individual consultation or designated representatives.

The Board solicits recommendations from professional groups and individuals though established procedures as it adapts to the growth and development of Colebrook's educational program.

- C. This Agreement shall constitute the policy of the Board and the Association in the subject area covered by the Agreement for the duration of the Agreement unless changed by the mutual consent of both parties. Such mutually consented change shall be in writing and in accordance with the consultation procedure provided herein. Previously adopted policies, rules or regulations in conflict with this Agreement are superseded by this Agreement.

**ARTICLE II
RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive representative, as defined in sections 10-153b through 10-153f of the Connecticut General Statutes as amended, for the entire group of certified professional employees of the Board below the rank of Superintendent and not employed in a position requiring an intermediate administrator or supervisor certificate, or the equivalent thereof, and conducting administrative or supervisory duties for at least fifty percent of his/her assigned time, including employees holding a durational shortage area permit, and excluding temporary substitutes.

- B. Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement shall refer to all employees in the above unit.
- C. The Board has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of Colebrook in all its aspects, including, but not limited to, the following: To maintain public elementary and secondary schools and such other educational activities as in its judgment will best serve the interests of the Town of Colebrook to give the children of Colebrook as nearly equal advantages as may be practicable; to decide the need for school facilities; to determine the care, maintenance and operation of building, lands, apparatus and other property used for school purposes; to determine the number, age and qualifications of the pupils to be admitted into each school, to employ, assign and transfer teachers; to suspend or dismiss the teachers of the schools in the manner provided by Statute or Professional Agreement; to make such provisions as will enable each child of school age residing in the town to attend school for the period required by law and provide for the transportation of children wherever it is reasonable and desirable; to approve rules for the management, studies, classification and discipline for the public schools; to approve the school calendar, the length of the school day and the number of days in the school year; to approve the textbooks to be used; and to approve library books selected therefore; to encourage experimentation using new methods and technological developments as they are reported, and to approve which ones are to be incorporated into Colebrook's program; to approve plans for school building; and to prepare and submit budgets to the Board of Finance and Town Meeting and, in its sole discretion, expend monies appropriated by the town for the maintenance of the schools, and to make such transfers of funds within the appropriated budget as it shall deem desirable.

In all areas of administrative responsibility directly designated or implied, the Superintendent and/or the Principal shall have the decision-making authority associated with the responsibility. In case of conflict in this area, the grievance procedure as outlined in Article III will apply. The judgment made by the Superintendent and/or the Principal shall prevail until such time as the conflict is resolved.

ARTICLE III GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of teachers. Both parties agree that the proceedings shall be kept confidential until a solution is mutually agreed upon or a resolution has been finalized.

B. Definitions

1. "Grievance" shall mean a claim based upon an event or condition which affects the conditions of employment of a teacher or group of teachers and arises from an alleged breach of the specific language of this Agreement.
2. "Teacher" shall mean any certified professional employee below the rank of superintendent and not employed in a position requiring an intermediate administrator or supervisor certificate, or the equivalent thereof, and conducting

administrative or supervisory duties for at least fifty percent of his/her assigned time, and may include a group of teachers similarly affected by a grievance, except that teachers employed under a durational shortage area permit cannot utilize the grievance procedure in cases of termination, layoff and recall.

3. "Party in interest" shall mean the person or persons making the claim, including their designated representative as provided for herein and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
4. "Days" shall mean days when school is in session.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, may be extended by written agreement of the parties in interest.
2. If a teacher does not file a grievance in writing within twenty (20) days of the act or conditions on which the grievance is based, or within ten (10) days of the completion of the Informal Procedures then the grievance shall be considered to have been waived.
3. Failure by the aggrieved teacher at any level to appeal a grievance to the next level within the time limits (often (10) days), shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedures

1. If a teacher feels that she/he may have a grievance, she/he may first discuss the matter with his/her Principal in an effort to resolve the problem informally.
2. If the teacher is not satisfied with such disposition of the matter, she/he shall have the right to have the Association assist him/her in further efforts to resolve the problem informally with the Principal.

E. Formal Procedure

1. Level One - School Principal
 - a) If an aggrieved teacher is not satisfied with the outcome of Informal Procedures, he/she must present his/her claim as a written grievance to the Principal within ten (10) days of the completion of the Informal Procedure.

If an aggrieved teacher has not elected to utilize the Informal Procedure, he/she must present his/her claim as a written grievance within twenty (20) days of the act or condition on which the grievance is based.

Failure to file such formal grievance within the stated time period shall waive the grievance.

- b) The Principal shall, within ten (10) days after receipt of the written grievance meet with the aggrieved teacher for the purpose of discussing the grievance. Within five (5) days of the meeting with the teacher, the Principal shall render his/her decision and the reasons therefore in writing, to the aggrieved teacher, with a copy to the Association.

2. Level Two - Superintendent of Schools

- a) If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level One, she/he may, within five (5) days after receipt of the Principal's decision, file his/her written grievance with the Association for referral to the Superintendent of Schools.
- b) The Association shall, within five (5) days after receipt, refer the grievance to the Superintendent, but prior to so doing, the Association shall provide an opportunity for the aggrieved teacher to meet with the appropriate Association committee to review the grievance.
- c) The Superintendent shall, within ten (10) days after receipt of the referral, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- d) The Superintendent shall, within five (5) days after meeting with the teacher, render his/her decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

3. Level Three - Board of Education

- a) If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Two, she/he may, within five (5) days after the date of the Superintendent's written decision, file the grievance again with the Association for appeal to the Board of Education.
- b) The Association shall, within five (5) days after receipt, refer the appeal to the Board of Education.
- c) The Board of Education shall, within ten (10) days after receipt of the appeal, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- d) The Board shall, within five (5) days after such meeting, render its decision and the reasons therefore, in writing, to the aggrieved teacher, with a copy to the Association and the Board.

4. Level Four — Arbitration

- a) If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Three, she/he may, within five (5) days after the receipt of the Board's written decision, request in writing to the President of the Association that his/her grievance be submitted to arbitration.
- b) The Association may, within five (5) days after the receipt of such request, submit the grievance to arbitration by so notifying the Board in writing.
- c) Once a request for arbitration has been filed/submitted, the arbitration process shall proceed pursuant to the Voluntary Labor Arbitration Rules as established by the American Arbitration Association (AAA) or the rules of another mutually agreed upon dispute resolution agency.
- d) The arbitrator shall render his/her decision in writing to all parties in interest, setting forth his/her findings of fact, reasoning and conclusions on the issues submitted not later than 20 days from the date the final statements and proofs are submitted to the arbitrator. The arbitrator's decision shall adhere to the terms of this Agreement, and the arbitrator shall have no authority to modify, add to or subtract from its terms. The decision of the arbitrator shall be final and binding upon all parties in interest, except that neither party waives its right to appeal the arbitrator's decision in accordance with law.
- e) The costs of the services of the arbitrator shall be borne equally by the Board and the Association.

F. Rights of Teachers to Representation

1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
2. The Association may, if it so desires, call upon the professional services of the Connecticut Education Association, for consultation and assistance at any stage of the procedure. Any expense so made will be from the Association.

G. Miscellaneous

1. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
2. Forms for filing and processing grievances, and other necessary documents, shall be prepared by the Superintendent, with the approval of the Association, and made available through the Association so as to facilitate operation of the grievance procedure.

ARTICLE IV CONTRACTS

- A. The Board agrees to provide each teacher with annual notice (electronic or otherwise), for informational purposes only, of the following:

1. Number of sick days available
2. Teaching assignment
3. Salary Schedule step
4. Annual salary
5. Insurance costs

For extra pay positions, the Board of Education shall notify teachers of their stipends subsequent to official Board of Education authorization.

- B. The Board shall provide each teacher with a copy or electronic copy of this Agreement or any successor agreement. The Board shall provide each teacher with a copy (electronic or otherwise) of its written policies.

ARTICLE V PERSONAL DAYS

- A. All teachers shall be entitled to the following leave of absence with full pay:

1. Five (5) days per year for personal business leave, non-cumulative, with the approval of the School Principal, for personal business that cannot be transacted outside of school hours, for example, care of ill members of the immediate family, attendance at the graduation exercise or travel to a graduation of self or an immediate family member, marriage of self or a member of the immediate family, and compulsory legal matters and doctor's appointments that could not be scheduled outside of work hours. Application for leave in the provisions above shall be made, with reasons stated, to the Principal five (5) days before taking such leave (except in the case of emergencies). The Principal shall grant such leave unless he/she determines that the leave is not being requested for personal business that cannot be transacted outside of school hours or that such leave would cause extreme hardship or disability to the school system.
2. Up to three (3) days per incident for death in the immediate family. Immediate family shall be defined as the teacher's spouse or domestic partner, and the teacher's or spouse's father, mother, brother, sister, child, grandchild, grandparents or a member of the teacher's household. A teacher may request and the Superintendent may, in the Superintendent's sole discretion, grant additional days of bereavement leave or grant leave for persons who are not in the teacher's immediate family, if the Superintendent determines that extenuating circumstances support the granting of such leave.

3. The leave provided under this Article shall be prorated for part time employees based upon the percentage of time the person is employed at the Colebrook School.
- B. Leaves taken pursuant to the above provisions shall be in addition to any sick leave to which the teacher is entitled.
- C. For leave of absence other than those covered by any portion of this Agreement, the rate of deduction shall be the teacher's current per diem rate.
- D. In order to prevent disorganization of classes and abuse of the privilege of a day for personal leave, the privilege of a day for personal leave does not apply on the last day before a holiday or school vacation or on the first day of school after a holiday or school vacation, unless the Superintendent determines that extenuating circumstances support the granting of such leave.

ARTICLE VI LEAVES

A. General Leave

Extended leaves, with or without salary, may be granted at the discretion of the Board. Upon return from such leave, if the teacher was working at the school for 50% or more of the previous year, the teacher shall be advanced to the next step of the salary schedule if step movement is negotiated for the year in which the teacher returns.

B. Educational Development Leave

1. The Board at its discretion may grant Educational Development Leaves as follows:
 - a) For a specified period of time which may be less than a semester, but not more than a year.
 - b) For the purpose of developing the professional competence of the teacher and enhancing instruction in the Colebrook Public School System.
 - c) Only to teachers who have completed their seventh (7th) year in the system.
 - d) The Board shall have the right to limit the number of leaves granted during the course of any particular school year.
 - e) The Board shall develop a format for applying for such Educational Development Leave, which shall include, but is not limited to: reasons for leave, duration of leave, application of leave and the professional responsibilities resulting from same, and the expectations and commitment upon return from such leave.

2. While on such leave, the teacher shall receive the difference between his/her current salary and the total cost of substitute coverage for his/her assignment..
3. The period of leave shall not count as regular service for the purpose of accumulated sick leave but any sick leave accumulated prior to the Educational Development Leave shall remain in effect upon the return of the teacher.
4. The time period of an educational development leave shall not be deemed a break in service.
5. A teacher, upon completion of an Educational Development Leave, shall be assigned to a comparable position in the system.
6. A teacher, in accepting Educational Development Leave; shall agree to return after the expiration of the leave to the service of the Board of Education for a minimum of one year or for a period of time as determined by the Board. If the teacher does not return to the service of the Board for the required time, he/she shall repay a pro rata amount of his/her salary which was paid during such leave.
7. During the period of any Educational Development Leave the Board shall continue to provide insurance in accordance with Article XV of this agreement.

ARTICLE VII GENERAL PROVISIONS

- A. There shall be no reprisals of any kind taken against any teacher by reason of his/her membership in a professional organization or participation in its activities.
- B. All provisions of this Agreement shall apply equally to all teachers without discrimination in regard to age, sex, race, creed, color, religion, nationality or marital status or any other classification protected by state or federal law. This provision is for informational purposes only and not subject to the grievance procedure.
- C. Although the teachers have the rights to live outside the town, such residence shall not be claimed as a reason for not participating in activities in the school.

ARTICLE VIII STAFF SALARIES

- A. The salaries of all teachers covered by this Agreement are set forth in Appendix A, which is attached hereto and made a part of this Agreement.
- B. If a tenured teacher does not meet the expectations of the Colebrook Board of Education as found in the Professional Evaluation Plan and Professional Development Program, as may be amended from time to time, and after a minimum of one (1) year on the "Assistance Level", the Superintendent shall have the right to deny movement to the next step of the salary schedule for a teacher within the salary schedule or the general wage increase for a teacher on the maximum step.

1. Such withholding of wages shall be determined only after written notice the affected teacher that the action is under consideration by the Superintendent; and the reasons therefore.
 2. Upon return to Level III of the Evaluation Plan, the teacher shall be returned to the salary level to which he/she would be on had regular movement on the schedule not been interrupted.
- C. Each teacher shall have his/her entire paycheck directly deposited in the financial institution of his/her choice.
- D. Teachers shall receive their annual salary in 26 equal increments. The final paycheck of the school year, a "balloon check", shall consist of five (5) such increments and shall be distributed to the teachers on the last teacher work day of the school year.

ARTICLE IX TEACHER DAYS/YEAR

- A. The teacher work week shall consist of a minimum of thirty-six (36) hours and 50 minutes for a week in which school is in session for five (5) days.
- B. For the duration of this contract the teacher school year shall be one hundred eighty six (186) days.
- C. If in the future the Board increases the student instructional time within the normal workday beyond that in effect during 2016-17, the Board shall negotiate over the impact, if any, of such change. Additionally, if in the future the Board increases the number of school days for students beyond that in effect during 2016-2017 or the teacher workyear beyond that as set forth in this agreement, the Board shall negotiate over the impact, if any, of such change. Such negotiations will be subject to the provisions of Section 10-153f of the Connecticut General Statutes concerning "midstream" negotiations and will be subject to mediation and arbitration if necessary.

ARTICLE X DEGREE DEFINITIONS

The salary schedules shall be interpreted and applied in accordance with the following definitions:

BACHELOR:	A baccalaureate degree earned at an accredited college or university.
BACHELOR + 15:	A baccalaureate degree plus the completion of 15 credits toward a master's degree program approved by an accredited college or university and the Superintendent.
MASTER:	A master's degree earned at an accredited college or university; or the completion of thirty (30) credits beyond the baccalaureate degree in a program approved by an accredited college or university and the Superintendent.
MASTER +15:	A master's degree plus the completion of fifteen (15) credits beyond the master's degree in a program approved by an accredited college or university and the Superintendent.
SIXTH YEAR:	A Superintendent approved second master's degree in a discipline other than the discipline in which the initial master's degree was attained; or the completion of thirty (30) credits beyond the Master's Degree in a program approved by an accredited college or university and the Superintendent; or a "Sixth Year Certificate" in a program approved by an accredited college or university, and the Superintendent.

ARTICLE XI PLACEMENT ON THE SALARY SCHEDULE

All teachers shall be placed on the appropriate step on the Salary schedule (Appendix A). By February 1, all teachers expecting to meet the requirements for lane advancement on the salary schedule prior to the next school year shall notify the Superintendent in writing. Upon submission of the proper transcripts, the teacher shall be advanced as of the first day of school.

ARTICLE XII CONFERENCE LEAVE

Subject to the approval of the Board:

- A. When it is evident that convention or conference attendance or the observation of an activity in another school building or school system will contribute to the effectiveness of the instruction program, the Superintendent may grant convention or conference leaves, or permission to observe an activity in another school building or school system to teachers without loss of pay.
- B. The Board agrees to reimburse all teachers attending an approved convention or conference, or observing activities in another school system. This reimbursement will cover expenses for travel, lodging, meals and all conference and activity fees.

ARTICLE XIII MATERNITY LEAVE

- A. A teacher who becomes sick or disabled due to pregnancy or childbirth, shall, have her accumulated sick leave available to her. Any teacher who becomes pregnant shall so notify the Superintendent, or his/her designee, at least one (1) month prior to the expected date of commencement of said sick leave. When there is a reason to believe that she may have become unable to perform her duties, she shall provide (upon request) a doctor's certificate indicating her continued fitness for work, consistent with Article XVII and the law. Leave shall begin when, in the opinion of her doctor, she is no longer physically able to work and said leave shall expire when, in the opinion of her doctor, she is physically able to return to work. Except in the case of medical difficulties, sick leave is not normally expected to continue for more than six (6) weeks after delivery. Upon her return, the teacher shall be assigned to her former or an equivalent position (subject to the provisions of Article XIX and Connecticut General Statutes § 10-151, as may be applicable).
- B. Section A of this Article and the following Article XV shall not be construed to limit any provisions of the Family and Medical Leave Act or other applicable state and federal laws.
- C. The leave provided under this Article shall be prorated for part time employees based upon the percentage of time the person is employed at the Colebrook School.

ARTICLE XIV CHILD REARING LEAVE

After the birth or adoption of a child, or mental or chronic illness of a child and after the provisions of FMLA no longer apply, teachers may apply for extended leave of absence, without pay or benefits, except as provided for in Section B below, for purposes of child rearing in accordance with the following provisions:

- A. Such application must be submitted to the Superintendent, in writing, at least one (1) month prior to commencement of "child rearing leave," or as soon as possible if an emergency arises.
- B. Teachers who are granted child rearing leave shall have the opportunity to continue their insurance coverage at their own expense for the duration of the leave.
- C. The duration of child rearing leave shall be mutually determined by the Superintendent and the teacher, taking into consideration the duties of the teacher and the educational interests of the school system, but in no event shall such leave extend beyond the school year in which the leave commenced.
- D. Upon reinstatement, the teacher shall be placed in the same position or a substantially equivalent position (subject to the provisions of Article XIX and Connecticut General

Statutes SI 0-151 , as may be applicable), and shall be entitled to resume all benefits subject to the terms of the insurance carriers.

- E. The leave provided under this Article shall be prorated for part time employees based upon the percentage of time the person is employed at the Colebrook School.

ARTICLE XV INSURANCE

- A. Medical Insurance: For a full-time teacher working fifty percent (50%) or more, the Board will offer a High Deductible Health Plan (HDHP). The teacher contribution for the plan will be the agreed upon percentage for each year of the contract as indicated below.
1. HDHP that is compatible with a Health Savings Account (HSA) with: \$2,500/\$5,000 deductible, 100% in network after deductible and 80% out-of-network after deductible, prior authorization for prescriptions based on carrier formulary, \$5/\$15/\$30 post deductible copay.
 - a) Effective July 1, 2026, teachers who enroll in the HDHP will contribute 23% of the premium cost for the plan and the Board will pay 77% of such cost.
 - b) Effective July 1, 2027, teachers who enroll in the HDHP will contribute 23% of the premium cost for the plan and the Board will pay 77% of such cost.
 - c) Effective July 1, 2028, teachers who enroll in the HDHP will contribute 23.5% of the premium cost for the plan and the Board will pay 76.5% of such cost.
 - d) The Board will contribute 50% of the HDHP deductible for each teacher enrolled in the plan.
 - e) The Board's contribution will be deposited in the teacher's HSA as per the following: 50% on July 15; 10% on the first business day of the following months Sept., Oct., Nov., Dec., Jan. The Superintendent or designee may modify the Board's contribution deposit schedule on an individual teacher basis when extenuating circumstances support a modification.
 2. Health Reimbursement Account: A Health Reimbursement Account ("HRA") shall be made available for any actively employed employee who is precluded from participating in a Health Savings Account ("HSA") because the employee receives Medicare and/or veterans' benefits. The annual maximum reimbursement by the Board for employees participating in the HRA shall not exceed the dollar amount

of the Board's annual HSA contribution for employees enrolled in the HSA. HRA access or reimbursement shall not be available to retirees or other individuals upon their separation from employment. The Board shall have no responsibility for any administrative and/or monthly costs associated with the set-up and/or administration of the HRA.

3. For a part-time teacher the Board will pay a pro rata amount equal to the percentage of time the person is employed at the Colebrook School.
 4. Eligible teachers shall notify the Board before March 1st regarding their chosen medical plan for the following year.
- B. Life insurance coverage equal to the annual salary of each teacher. The Board will provide life insurance coverage to part-time teachers working fifteen (15) or more hours per week. For those employees working less than fifteen (15) hours per week, the Board will make its best efforts to coordinate with other school districts in order to pool funds to purchase life insurance coverage
- C. Teachers are eligible to elect coverage under the Blue Cross/Blue Shield Dental Plan F with Riders A and C for individual and family members.
1. Effective July 1, 2023, teachers will pay 23% of the dental plan premiums and the Board will pay 77% of such premiums.
 2. Effective July 1, 2024, teachers will pay 23% of the dental plan premiums and the Board will pay 77% of such premiums.
 3. Effective July 1, 2025, teachers will pay 23.5% of the dental plan premiums and the Board will pay 76.5% of such premiums
- D. Notwithstanding anything in this Agreement to the contrary, the Board specifically reserves the right to change insurance carriers or plans, or to partially self-insure, or to combine the teachers with other individuals covered by an insurance carrier so long as the new insurance coverage provides an overall level of benefits that remains substantially equivalent to the current insurance coverage, when viewed in total.
- At least sixty (60) days prior to changing insurance carriers, the Board or its designee shall notify the Association in writing. upon request, the parties shall meet to discuss the proposed change. Should the Association and the Board disagree that the changes proposed would provide equivalent coverage, when viewed in total, the disagreement shall be subject to impartial arbitration before a mutually agreeable member of the American Arbitration Association.
- E. The Board shall maintain a Section 125 Dependent Care Flexible Spending Account (FSA). The purpose of the Section 125 plan is to enable eligible Teachers to divert a portion of their gross salaries, prior to reduction for federal income or social security

taxes for "Dependent Care" Expenses, subject to IRS limits. The Dependent care contributions go into an account from which, during the course of the Plan Year, the member can be reimbursed for their covered dependent care expenses per the guidelines of the plan document. The Board makes no representations or guarantees as to the initial or continued viability of such a Salary Reduction Agreement, and shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax exempt status of employee contributions. So long as the Board makes a good faith effort to comply with this paragraph, neither the Association nor any Teacher covered by this Agreement shall make any claim or demand, nor maintain any action against the Board or any of its members or agents for taxes, penalties, interest or other costs or loss arising from a flaw or defect in the Salary Reduction Agreement, or from a change in law which may reduce or eliminate the employee tax benefits to be derived therefrom. By participating in the Dependent Care FSA, teachers agree to the terms, conditions and rules of the plan as may be amended from time to time, including any minimums required by the plan.

ARTICLE XVI TUITION COVERAGE

The Board will create a fund equal to \$5,000 per year for tuition reimbursement.

1. Teachers who have completed courses at any accredited college or university, including online institutions during the current school year, including the previous summer may apply for tuition reimbursement from the fund provided the teacher is in the employment of the Colebrook School and remains in the employment of the school for at least one additional year.
2. Such application must be made by June 15th of each year.
3. The fund shall reimburse teachers for each credit hour at a rate of up to \$800 per credit hour. In the event that the total number of requests exceeds the fund, the fund will be divided equally by the number of credit hours for which the application is made.
4. No teacher shall be reimbursed more money than the actual cost of the credit hour.
5. If a situation arises when the cost of a credit hour is less than the rate attained by dividing the fund by the total number of credit hours for which the application is made, teachers whose credit hours are less than the rate attained will be paid first and the remaining money of the tuition reimbursement fund will be divided equally by the remaining credit hours for which the application is made.
6. A prorated amount shall be paid to part-time teachers.
7. The reimbursement shall be paid to the teacher on or before the September 15th immediately following the school year in which the courses were taken, provided the teacher is under contract.

8. A "B" mark or better must be obtained by the teacher to be eligible for this allowance.
9. No courses may be taken at any time which interferes with the normal Colebrook School duties of the teacher.
10. Teachers must apply to the Superintendent prior to January 31 for approval of courses.

Example: Two teachers submit requests for tuition reimbursement. Teacher A is a full-time teacher and Teacher B works one day per week (.2 FTE). Both teachers completed 12 credits, spending \$9,000 each.

To calculate the per credit value- take the total amount available for reimbursement (\$5,000) divided by the total number of credits, adjusted for the FTE.

Teacher A-12 credits plus Teacher B-2.4 credit (12 credits X .2 FTE)=Total credits 14.4

Total available reimbursement amount= \$5,000/14.4 credits=\$347.22 per credit value

Teacher A would receive \$4,166.67 (\$347.22 X 12 credits)

Teacher B would receive \$833.33 (\$347.22 X 2.4 credits)

ARTICLE XVII SICK LEAVE

- A. Each teacher shall be granted fifteen (15) sick leave days per year.
- B. Unused sick leave days will accumulate from year to year up to a maximum of one hundred eighty-six (186) days. The Superintendent may require a doctor's certificate after five (5) consecutive workdays absence due to sick leave, or as may be required by law, including but not limited to the Americans with Disabilities Act and the Family and Medical Leave Act.
- C. The Board, to the best of its accounting ability, will inform the teacher of his/her number of sick leave days prior to the start of school each year.
- D. Upon retirement with the State Teacher's Retirement Board, the Board of Education will remit to the teacher fifty percent (50%) of the current short-term substitute rate for up to ninety-three (93) sick leave days remaining in his/her accumulated account. Teachers hired on or after July 1, 2020 shall not be eligible for the benefit in this Paragraph.
- E. Up to fifteen (15) days per year of sick leave may be used for serious illness in the teacher's immediate family. For the purposes of this article, immediate family is defined as the teacher's spouse or domestic partner, father, mother or child.

1. In addition, should a teacher exhaust this allotment of sick leave for serious illness in the teacher's immediate family, along with any other allotment of applicable paid leave (including but not limited to personal leave under Article V of this Agreement), a teacher may request that the Superintendent grant up to thirty (30) additional days of paid leave. The decision on such requests shall rest in the sole discretion of the Superintendent or his/her designee, and shall not be subject to the grievance procedure.
- F. The leave provided under this Article shall be prorated for part time employees based upon the percentage of time the person is employed at the Colebrook School.
- G. Sick Leave Bank
1. A Sick Leave Bank (the "Bank") shall be established and administered by the Board. The purpose of such Bank shall be to assist teachers as defined by the contract, who under extreme circumstances may need financial assistance due to prolonged absence caused by a medically disabling condition.
 2. Each teacher shall be all owed to contribute an unlimited number of days from their individual sick leave accumulated account to the Sick Leave Bank. Such contribution shall then be deducted from the teacher's maximum allowable accumulation account. For example: The maximum allowable accumulation of sick leave is 186 days. If a teacher chooses to contribute twenty (20) days to the Bank, her/his maximum allowable accumulation is permanently reduced by twenty (20) to 166 days.
 3. Each teacher will continue to be granted fifteen (15) sick days annually. The accrued amount of days will be calculated and the maximum allowable accumulation amount determined prior to the beginning of each school year.
 4. The number of days contributed to and accumulated in the Bank may not exceed one hundred eighty-six (186) at any given time.
 5. A teacher may be permitted to request Bank time as follows:
 - a. S/he has been absent due to serious illness, medically necessary surgery or a disabling accident and has exhausted her/his sick leave accumulated account.
 - b. S/he shall submit a written request for a withdrawal from the Bank, with appropriate medical verification of the condition, to the Board. The Board may grant the Bank days requested, not to exceed ninety (90) days in any teacher's career in Colebrook Public Schools.
 - c. A teacher withdrawing days from the Bank shall not be required to replace the days, except as a contributing member of the Bank.
 - d. Provided the above criteria is met by the applicant and provided sufficient days are in the Bank, the teacher's request shall be granted.

ARTICLE XVIII REDUCTION IN FORCE

A. Reasons for Elimination of Certified Staff Positions

In the event that the number of teachers employed by the Board must be reduced, due to a decline in enrollment, lack of funds, elimination or reduction of a special program, or other reasons, the procedures outlined below will be followed.

B. Procedure

1. Prior to commencing action to terminate teacher contracts under this procedure, the Board of Education will first consider its ability to effectuate position elimination and/or reduction in staff by:
 - a) Voluntary retirements
 - b) Voluntary resignation
 - c) Transfer of existing staff members
 - d) Voluntary leaves of absence
2. If a teacher has attained tenure status, his/her contract of employment may be terminated if his/her position is eliminated, but only if there is no other position for which that teacher is certified and qualified available in the school system. This shall include first preference with regard to positions that are held by nontenured teachers, in addition to positions that are open and available. Determination of those to be released shall be in the following order:
 - a) Teachers holding temporary emergency permits
 - b) Non-tenured teachers holding provisional certification
 - c) Non-tenured teachers holding professional certification
 - d) Tenured teachers holding provisional certification
 - e) Tenured teachers holding professional certification.
3. The following criteria will be used to select those employees who are to be considered for termination within the broad tenure and certification categories established under Section 2.
 - a) Areas of certification
 - b) Total years of teaching in Colebrook School system
 - c) Needs of the system

C. Recall Procedure

1. The name of any teacher whose services have been terminated because of the elimination of a position or a reduction in professional staff shall be placed upon a reappointment list and remain on such list for two (2) years. If such teacher

refuses reappointment, this teacher shall be deemed to have removed his/her name from the reappointment list and have waived any rights under this clause.

2. If a position becomes open during such two (2) year period, and the teacher has been selected by the Board of Education as the most qualified to hold that position, then the teacher will be notified in writing, sent to his/her last known address at least thirty (30) days prior to the anticipated date of reemployment. In determining whether a teacher is qualified for reappointment, the Board of Education shall consider the criteria as set forth in Section B, above. The teacher shall accept or reject appointment in writing within ten (10) days. If the appointment is accepted, the teacher shall receive a written contract within thirty (30) days prior to the effective date of reemployment, where possible.
3. No new teacher shall be hired in a subject area or grade level before all laid-off teachers that are on the reappointment list from that subject area or grade level who are qualified and who possess the necessary certification are recalled or decline the opening.
4. This section shall not apply to individuals employed with a durational shortage area permit only. Such individuals have no contractual rights in reference to recall.

ARTICLE XXI AMENDMENT

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

ARTICLE XXII SEVERABILITY

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 the Agreement shall remain in full force and effect.

ARTICLE XXIII JUST CAUSE

No teacher shall be disciplined, without just cause. This provision shall not apply to the termination of a teacher holding a durational shortage area permit.

ARTICLE XXIV VACANCIES

Vacancies as used in this section shall mean non-promotional positions which are open as a result of death, retirement, discharge, resignation or by the creation of a new position, and they shall be filled pursuant to the following procedures:

- A. The existence of teaching vacancies shall be adequately publicized within the school (by posting or otherwise) as far in advance of the date of filling such vacancy as possible (at least 30 days in advance and in no event less than two weeks in advance). Where need to fill a vacancy arises during the summer months, notification shall be by mail.
- B. Teachers who desire to apply for such vacancies shall file their applications in writing with the Superintendent and/or the Principal within the time limit specified in the notice.

ARTICLE XXV PERSONNEL FILES

- A. Each teacher shall have the right, upon request, to review the contents of his or her own personnel file. A representative of the Association may, at the request of the teacher, accompany the teacher in this review.
- B. Any complaints by a parent, student or anyone else, directed toward a teacher and deemed serious enough to become a matter of formal record shall be promptly called to the teacher's attention. No material shall be placed in a teacher's file prior to the teacher being notified of such intent. The teacher shall have the right to submit a written answer to such material and said answer shall be attached to the file copy. No anonymous material of any kind shall be placed in a teacher's personnel file.
- C. The parties recognize and agree that the Board has the obligation to retain documents such as complaints by law, including but not limited to the Connecticut Freedom of Information Act. However, anonymous complaints shall not be retained in a teacher's personnel file.

**ARTICLE XXVI
ADDITIONAL STIPENDS**

Special Education Coordinator	\$1,320.
Head Teacher	\$1,716
TEAM Mentor	\$500 per year or the amount of the CSDE stipend whichever is higher
Overnight Field Trips	\$125 per night
Summer School	\$47/hour
Approved Extra Compensation <i>(Curriculum work, field trips that extend beyond the contractual day, Off campus musical performances. All extra compensation hours must be preapproved by the Superintendent or a designee)</i>	\$39/hour

The stipends for Special Education Coordinator, Head Teacher, and Team Mentor shall be paid in two equal installments — the first on the pay date nearest the midpoint of the school year and the second on the last teacher work day of the school year. All other stipends will be paid on the pay date corresponding to the date the work was performed.

**ARTICLE XXVI
EVALUATION REPORTS**

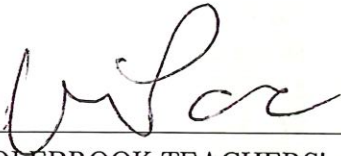
Any allegation that the Administration has violated a procedure contained within the District's teacher evaluation plan may be filed as a grievance pursuant to Article III of this Agreement. All such grievances shall be in writing and filed in accordance with Article III, except that, for this specific article of the agreement, "days" shall be defined as calendar days. Further, if the grievance is carried to arbitration, the parties will expedite the process by mutually selecting an arbitrator and agreeing that hearings will be held within a timeline allowing that the decision of the arbitrator will be rendered within thirty (30) days of the advancement of the grievance to this level. Nothing herein shall be interpreted to provide a right to any teacher, or the Association, to file a grievance regarding the contents, merits, or any aspect of any teacher's evaluation except for procedural violations.

**ARTICLE XXVIII
DURATION**

The provisions of this Agreement shall be effective as of July 1, 2026 and shall continue and remain in full force and effect to and including, June 30, 2029.

SIGNATURE BLOCK

IN WITNESS THEREOF, 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.



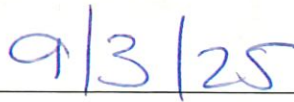
COLEBROOK TEACHERS'
ASSOCIATION



Date



COLEBROOK BOARD OF
EDUCATION



Date

**APPENDIX A
SALARY SCHEDULES**

2026-2027 SALARY SCHEDULE

STEP	BA	BA+15	MA	MA+15	6TH YR
1	\$47,020	\$49,200	\$51,520	\$53,711	\$55,897
2	\$50,001	\$52,215	\$54,702	\$56,926	\$59,153
3	\$52,982	\$55,229	\$57,888	\$60,145	\$62,410
4	\$55,961	\$58,242	\$61,068	\$63,361	\$65,668
5	\$58,941	\$61,254	\$64,252	\$66,579	\$68,923
6	\$61,920	\$64,268	\$67,433	\$69,798	\$72,472
7	\$64,902	\$67,281	\$70,613	\$73,017	\$75,437
8	\$67,881	\$70,292	\$73,797	\$76,234	\$78,691
9	\$73,108	\$75,628	\$76,980	\$79,452	\$81,951
10			\$80,160	\$82,668	\$85,206
11			\$83,342	\$85,888	\$88,461
12			\$86,522	\$89,105	\$91,719
13			\$90,255	\$92,902	\$95,578
14			\$95,995	\$98,642	\$101,523
15			\$102,214	\$105,155	\$108,134

All teachers on step shall advance to the next appropriate step on the salary schedule.

2027-2028 SALARY SCHEDULE

STEP	BA	BA+15	MA	MA+15	6TH YR
1	\$47,960	\$50,184	\$52,550	\$54,785	\$57,015
2	\$51,001	\$53,259	\$55,796	\$58,065	\$60,336
3	\$54,042	\$56,334	\$59,046	\$61,348	\$63,658
4	\$57,080	\$59,407	\$62,289	\$64,628	\$66,981
5	\$60,120	\$62,479	\$65,537	\$67,911	\$70,301
6	\$63,158	\$65,553	\$68,782	\$71,194	\$73,921
7	\$66,200	\$68,627	\$72,025	\$74,477	\$76,946
8	\$69,239	\$71,698	\$75,273	\$77,759	\$80,265
9	\$75,301	\$77,897	\$78,520	\$81,041	\$83,590
10			\$81,763	\$84,321	\$86,910
11			\$85,009	\$87,606	\$90,230
12			\$88,252	\$90,887	\$93,553
13			\$92,060	\$94,760	\$97,490
14			\$97,915	\$100,615	\$103,553
15			\$105,280	\$108,310	\$111,378

All teachers on step shall advance to the next appropriate step on the salary schedule.

APPENDIX A
SALARY SCHEDULE

2028-2029 SALARY SCHEDULE

STEP	BA	BA+15	MA	MA+15	6TH YR
3	\$54,582	\$56,897	\$59,636	\$61,961	\$64,295
4	\$57,651	\$60,001	\$62,912	\$65,274	\$67,651
5	\$60,721	\$63,104	\$66,192	\$68,590	\$71,004
6	\$63,790	\$66,209	\$69,470	\$71,906	\$74,660
7	\$66,862	\$69,313	\$72,745	\$75,222	\$77,715
8	\$69,931	\$72,415	\$76,026	\$78,537	\$81,068
9	\$76,807	\$79,455	\$79,305	\$81,851	\$84,426
10			\$82,581	\$85,164	\$87,779
11			\$85,859	\$88,482	\$91,132
12			\$89,135	\$91,796	\$94,489
13			\$92,981	\$95,708	\$98,465
14			\$98,894	\$101,621	\$104,589
15			\$107,386	\$110,476	\$113,606

All teachers on step shall advance to the next appropriate step on the salary schedule.
Steps 1 and 2 were eliminated from the salary schedule.

Appendix B PAYROLL DEDUCTIONS

- A. In addition to those payroll deductions required by law, the Board agrees to provide the opportunity for additional payroll deductions including but not limited to union dues, credit union, insurance benefits and tax-sheltered annuities. The Board and the Association will annually review and mutually agree upon the list of annuity plans. All requests for deductions must be in writing on approved authorization forms.
- B. Membership Dues Deductions
1. Dues Deductions
The Board agrees to deduct from each teacher an amount equal to the Association membership dues by means of payroll deductions, when duly authorized by the teacher. The amount of the deduction from each paycheck for membership dues shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board prior to the opening of school each year.
 2. Subsequent Employment
Those teachers whose employment commences after the start of the school year shall pay a pro-rated amount equal to the percentage of the remaining school year.
 3. Forwarding Monies
The Board agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of teachers for whom such deductions were made.
 4. Lists
No later than the first paycheck in October of each school year; the Board shall provide the Association with a list of all employees covered by this agreement. The Board shall notify the Association monthly of any changes in said list.
 5. Reference to Association
The singular reference to the Association herein shall be interpreted as referring to the Colebrook Teachers Association, the Connecticut Education Association and the National Education Association.
- C. Save Harmless
The Association shall indemnify and save the Board and/or town harmless against all claims, demands, suits or other forms of liability which may arise by reason of any action taken in making deductions and remitting the same to the Association pursuant to this article.