

**AGREEMENT**  
**BETWEEN THE**  
**WATERTOWN BOARD OF EDUCATION**  
**AND THE**  
**WATERTOWN ADMINISTRATORS'**  
**ASSOCIATION**

July 1, 2020 - June 30, 2023

## TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I	Recognition.....1
ARTICLE II	Salaries .....1
ARTICLE III	Insurance Benefits .....2
ARTICLE IV	Sick Leave.....6
ARTICLE V	Just Cause .....6
ARTICLE VI	Grievance Procedure .....7
ARTICLE VII	Transfers and Reassignments ..... 11
ARTICLE VIII	Reduction of Administrative Staff ..... 13
ARTICLE IX	Sabbatical Leave ..... 15
ARTICLE X	Union Membership Dues..... 17
ARTICLE XI	Jury Duty..... 17
ARTICLE XII	Childbearing/Childrearing Leave ..... 18
ARTICLE XIII	Authorized Leave ..... 19
ARTICLE XIV	Coursework Reimbursement ..... 19
ARTICLE XV	Dues Payment..... 19
ARTICLE XVI	Working Conditions ..... 20
ARTICLE XVII	Duration ..... 20
APPENDIX A	Salary Schedules ..... 22
APPENDIX B	Summary of Insurance Benefits ..... 23

## **AGREEMENT**

The Watertown Board of Education (hereinafter the “Board”) and the Watertown Administrators’ Association (hereinafter the “Association”) hereby make the following agreement.

### **ARTICLE I**

#### **Recognition**

The Watertown Board of Education hereby recognizes the Watertown Administrators’ Association (WAA) as the exclusive representative of the administrative unit, as defined in Section 10-153b through 10-153f of the Connecticut General Statutes, as amended. The Watertown administrators covered by this Agreement include all persons below the rank of Director of Special Services, Director of Curriculum and Professional Services and/or Director of Budget and Financial Planning employed in positions requiring an intermediate administrator or supervisor certificate or the equivalent thereof, and whose administrative or supervisory duties, for purposes of determining membership in the administrators’ unit, shall equal at least fifty percent (50%) of the assigned time of such employee.

### **ARTICLE II**

#### **Salaries**

The salary schedule is attached as Appendix A. The base salaries of administrators shall be comprised of the following two components: 1) cash compensation, in such amounts as are set forth in Appendix A; and 2) an additional annual sum of Fifteen Hundred Dollars (\$1500.00), to which each administrator will arrange to have an elective deferral deducted from his/her salary on a pre-tax basis as permitted under IRC Section 403(b), as amended, and then contributed

toward the purchase of a 403(b) annuity with a tax sheltered annuity of his/her choice from the accounts offered by the Board.

The initial salary placement for newly hired administrators will be at the discretion of the Superintendent and will be based on qualifications, availability of applicants and market conditions. The Association President will be given notice of and the opportunity for input in the salary of new hires prior to their employment during the term of this contract. Individuals promoted will move to the first step which gives them an increase.

The work year for association members is 215 days per contract year. Notwithstanding the preceding sentence, at the Superintendent's discretion, an administrator may work, up to a maximum of five (5) additional days, at his/her per diem rate.

**ARTICLE III**  
**Insurance Benefits**

Except where prohibited by regulations limiting or prescribing coverages on employees over 65 years of age, the following insurance benefits will be provided. Where such limitations do exist, the Board will provide coverage in accordance with such limitations.

**Medical Insurance**

Administrators may choose the following health insurance option, as described below:

- 1) High Deductible/Health Savings Account Plan (as described in Appendix B)

The High Deductible/HSA plan shall be the sole insurance plan. For the 2020-2021 school year, the deductible for the High Deductible/HSA plan shall be \$2,000 for single coverage and \$4,000 for family coverage. For the 2021-2022 school year, the deductible for the High Deductible/HSA plan shall be \$2,000 for single coverage and \$4,000 for family coverage. For the 2022-2023 school year, the deductible for the High Deductible/HSA plan shall be \$2,500 for single coverage and \$5,000 for family coverage.

For the 2020-2021 school year, the Board will fund fifty percent (50%) of the applicable HSA deductible amount for each full-time administrator who elects coverage under the High Deductible/HSA Plan (with pro-rated funding of the deductible for part-time administrators).

For the 2021-2022 school year, the Board will fund fifty percent (50%) of the applicable HSA deductible amount for each full-time administrator who elects coverage under the High Deductible/HSA Plan (with pro-rated funding of the deductible for part-time administrators).

For the 2022-23 school year, the Board will fund forty-five percent (45%) of the applicable HSA deductible amount for each full-time administrator who elects coverage under the High Deductible/HSA Plan (with pro-rated funding of the deductible for part-time administrators).

The Board's full contribution toward the HSA deductible will be deposited into the HSA accounts in two equal installments, on or about April 1 and on or about October 1. The parties acknowledge that the Board's contribution toward the funding of the HSA plan 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 HSA deductible for retirees or other individuals upon their separation from employment. If the High Deductible/HSA plan is implemented after the start of the contract year, the Board's contribution toward the funding shall be pro-rated for that year.

Administrators shall pay the following percentages of the costs for insurance in each contract year:

High Deductible/HSA 14% for 2020-21; 15% for 2021-22; 16% for 2022-23

Dental 21%

There shall be no cap on the employee contribution. Coverage may be for individual, employee and spouse or family.

### Dental Plan

The currently existing dental plan shall be continued over the period covered by this agreement.

### Life Insurance

With the agreement of the District's insurance carrier, group term life insurance beyond the present \$100,000 level provided within the District's insurance package will be made available to members of the bargaining unit at no cost to the District.

Having successfully performed his/her contract obligations to the school system, an administrator who resigns at the end of the relevant school year to accept a new position is entitled to appropriate insurance benefits through August 31<sup>st</sup>.

The Board shall have the right to self-insure for any of the insurance benefits described in this Article and/or to change administrators/carriers/plans for any of the insurance benefits, provided that the Board certified in writing to the Association that the overall level of benefits remains substantially comparable to the overall level of benefits in effect immediately preceding any such change.

In addition to the insurance coverage listed above, the administrators shall be covered by Long Term Disability Income Insurance provided they are under age 65. The age limit is stipulated by the insurance carrier. This coverage is the same as presently in effect.

Early Retirement Incentive. The Board and the Association agree to discuss an Early Retirement Incentive at either party's request. It is further agreed that the Board, at its discretion, may implement an Early Retirement Incentive after notice to and discussion with the Association.

Wellness Incentive. If an administrator and the administrator’s enrolled spouse and dependents (if applicable) each complete one preventive physical examination during calendar year 2021, the administrator will pay the discounted premium contribution set forth below for the costs of insurance coverage, effective April 1, 2022. If an administrator and the administrator’s enrolled spouse and dependents (if applicable) do not each complete one preventive physical examination during calendar year 2021, the administrator will pay the non-discounted premium contribution set forth below for the costs of insurance coverage, effective April 1, 2022.

	Discounted Contribution	Non-discounted Contribution
Effective April 1, 2022	15%	16%

The wellness incentive set forth above shall apply to all administrators who are employed by the Board as of January 1, 2021. Any administrator hired after January 1, 2021 will pay the discounted premium contribution percentage for the applicable insurance plan year.

**ARTICLE IV**  
**Sick Leave**

Members of the Association will be allowed fifteen (15) sick days per year and will be allowed to accumulate sick leave up to a maximum of two hundred fifteen (215) days.

Notwithstanding the foregoing, any such administrator who has accrued more than two hundred fifteen (215) 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 fifteen (215) days. Sick days used by administrators shall first be charged to their

current year's allotment of fifteen (15) days, and shall then be charged to their accumulated sick leave.

Each employee shall receive written notification of his/her accumulated sick leave each school year.

Loss of pay for administrators exceeding their sick leave shall be based on the current daily rate of pay of the administrator in the year of the occurrence.

The practice of allowing up to five (5) personal days will continue.

**ARTICLE V**  
**Just Cause**

No administrator shall be disciplined (including reprimands, disciplinary reduction in rank or compensation, denial of increments or suspensions) without reasonable and just cause.

**ARTICLE VI**  
**Grievance Procedure**

**DEFINITIONS:**

- A. A "grievance" shall mean an alleged violation, misinterpretation or misapplication of a specific provision of this agreement by an administrator, group of administrators or the Association. An alleged violation, misinterpretation or misapplication of existing policies, rules or regulations of the Board by the Administration may be reviewed through this procedure, but the Board's decision on such matters at Step 2 shall be final.
- B. The purpose of the grievance procedure is to secure, at the lowest possible administrative level, solutions to any problems which may arise under this contract.



- C. No reprisals of any kind shall be taken by any member of the Board or Administration against any participant in the grievance procedure by reason of such participation.
- D. "Days" shall mean business days when the district's central office is open.

PROCEDURES:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step below shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest. The parties may confirm such extension by email.

A grievant shall first discuss the grievance with the Superintendent. The grievant shall have the right to have the Association assist at all stages of the grievance proceeding after the discussion with the Superintendent.

Step 1 - If the matter is not satisfactorily adjusted within three (3) days of the informal meeting, the grievant shall submit the grievance in writing to the Superintendent except as provided below. Such written grievance must be filed within ten (10) days of the date the grievant knew or should have known of the act or circumstance giving rise to the grievance, except that an extension beyond ten (10) days shall be given in cases of serious illness, but such extension shall not exceed ten (10) days. If an administrator does not file a grievance in writing within twenty (20) days after he/she knew or should have known of the act or circumstances giving rise to the grievance, then the grievance shall be considered to have been waived. The Superintendent or his/her designee shall meet with the grievant within ten (10) days of receipt by him/her of such appeal and shall give his/her decision in writing to the administrator and the Association within five (5) days of such meeting.

Step 2 - If no solution has been reached, the grievant may, within five (5) days after receipt of the Superintendent's decision, file an appeal to the Board. The Board, or a Committee thereof, shall hold a hearing within twelve (12) days, and shall render a decision in writing to the grievant and to the Association within eight (8) days after the grievance has been presented.

Step 3 – Arbitration

(a) If the decision of the Board does not resolve the grievance to the satisfaction of the grievant, he/she may request the Association to submit the grievance to arbitration and the Association may elect to submit such grievance to arbitration by a single arbitrator mutually agreeable to the Board and the Association. Whether or not previously indicated at earlier steps, the provisions of the contract which are involved shall be identified in the submission. If the parties are unable to agree upon an arbitrator within five (5) days, the American Dispute Resolution Center shall immediately be called upon to select the single arbitrator.

(b) Notice of intention to submit to arbitration under subsection (a), above, must be in writing addressed to the Superintendent of Schools, and the submission to arbitration before the single arbitrator must be made not later than fifteen (15) days following receipt of the Board's decision.

(c) The arbitrator shall hear and decide only one grievance in each case. He/she shall be bound by and must comply with all the terms of the contract. He/she shall have no power to add to, delete from, or modify in any way any of the provisions of this contract.

(d) The arbitrator shall issue his/her decision not later than thirty (30) days from the date of the closings of these hearings or if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issues submitted. The arbitrator

shall limit his/her decision strictly to the application and interpretation of this agreement. The decision of the arbitrator shall be final and binding on both parties, except as otherwise provided by law.

(e) Fees and expenses of the arbitrator shall be borne equally by the Board and the Association. Only the Association may submit a grievance to arbitration.

GENERAL PROVISIONS:

- A. A grievant may be represented at any step of this grievance procedure by any designated representative of the Association.
- B. Nothing contained herein shall be construed to prevent any individual employee from informally discussing a complaint with his/her immediate superior or processing a grievance in his/her own behalf in accordance with the grievance procedure.
- C. Meetings held under this procedure shall generally be conducted on non-school time at a place which will afford a fair and reasonable opportunity for all persons proper to be present and to be heard. If, at the option of the Board, hearings are held during school hours, persons proper to be present shall be excused without loss of pay.
- D. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
- E. Failure of the grievant at any step to appeal a grievance to the next step within the specified time limit shall make the last decision rendered final.

- F. Failure of the Superintendent or the Board to render a decision within the specified time limits shall be deemed to be a denial of the grievance submitted, and the grievant may proceed to the next step within the time limit which would apply if a written denial had been rendered on the day on which the time period for response had expired.

**ARTICLE VII**  
**Transfers and Reassignments**

A. **Voluntary Transfers**

1. The Board shall provide to the Association President a list of such openings and vacancies as are known to it for the ensuing school year no later than April 15 of each school year. If vacancies or openings become available after April 15, the Board shall notify the Association President within ten days of the position becoming available.
2. Any administrator represented by the Watertown Administrators' Association may apply for transfer to such openings or vacancies.
3. Application for such transfer shall be made in writing to the Superintendent or his/her designee and shall include a statement explaining the request for the transfer.
4. Application for transfer may be submitted and acted upon at any time during the school year, but application should generally be submitted before May 1 in any school year to be given consideration for the ensuing school year, to minimize disruption during the school year.
5. Upon request, an administrator whose request for transfer has been denied will be given a written explanation by the Superintendent or his/her

designee within ten (10) working days following the request. "Work day" shall mean business days when the District's Central Office is open.

**B. Involuntary Transfers**

1. Notice of a contemplated transfer which has not been requested by an administrator being transferred shall be given that administrator no less than fifteen (15) work days prior to the effective date of the transfer.
2. The employee served such notice may request a written explanation of the reasons for such transfer or a conference with the Superintendent or his/her authorized designee (or both) to discuss the transfer, and shall be given such written explanation or granted such a conference (or both) no later than five (5) work days after the request is received by the office of the Superintendent or his/her authorized designee. The employee shall have the right to be accompanied and assisted by any designated representative of the Association at any such conference.

**C. Vacancies**

Notification of all openings/vacancies requiring an intermediate administration and supervision certificate, (092) or equivalent thereof, shall be sent via email to the President of the Association and posted externally for at least five (5) days. All notifications and postings shall include a job description, salary range, certification requirements and other necessary qualifications.

**ARTICLE VIII**  
**Reduction of Administrative Staff**

This section provides the methodology for the termination of contracts of administrators who have achieved tenure as teachers (hereinafter referred to as administrators) because of the

elimination of positions by the Board, including eliminations due to changes in enrollment, economic conditions or the requirements of the educational program. Administrators who have not achieved tenure as teachers shall be released at the Board's discretion.

1. Period of Service

For purposes of this Article an administrator's period of service shall be the total number of days of service as a fully certified administrator employed under a standard contract by the Watertown Board of Education. Any absence from work exceeding ten (10) days for which a deduction was made from an administrator's pay except sabbatical leave shall be excluded.

2. Termination of Administrator Contracts

Subject to the provisions hereinafter set forth, no administrator shall be terminated as the result of the elimination of his or her position unless, at the time of the contemplated termination, there is no other position within the classifications set forth below in the Watertown School System for which the administrator is certified which is occupied by an administrator with a shorter period of service.

3. Classifications

Except as set forth below, the rule set forth in No. 2 above is operative only within the following classifications:

- (a) High School Principal
- (b) Middle School Principal
- (c) Elementary Principals
- (d) Assistant Principals\*

\*As used in this article, the term "Assistant Principals" means only Assistant Principals, and the term does not include any of the other positions listed in the Assistant Principal category of the salary schedule. Individuals in the bargaining

unit may not bump into or out of any positions in the bargaining unit other than those listed explicitly in above in Section (a) through (d).

Administrators who are displaced by operation of this procedure may displace the administrator in a lower classification with the shortest period of service, provided that he or she has a longer period of service than the administrator to be displaced.

Administrators whose positions are eliminated or who are displaced shall be laid off in accordance with these rules.

4. Nothing herein shall obviate any rights the administrator may have under State law to bump into the teachers' bargaining unit.
5. In the event an administrator is displaced to an administrative or teaching position with a salary schedule lower than that which the displaced administrator was paid in the year of displacement, such administrator's salary shall be maintained at the salary rate earned in the year of displacement for one (1) year or until the salary for the new position on the salary schedule shall be equal to or exceeds the amount earned in the year of displacement, whichever occurs first.
6. The Superintendent shall maintain a list of administrators who have been terminated according to this Article. Each administrator so terminated shall remain on said list for a period not to exceed eighteen (18) months from the date of his/her termination. Each administrator shall advise the Superintendent every six (6) months of his/her desire to remain on said list and of any change in his/her address. Failure to so advise the Superintendent shall cause deletion of the administrator's name from said list. If a position is available within the classifications previously listed above, the Superintendent shall offer the position

to the properly certified administrator on said list with the longest period of service as defined in No.1 above, who was serving within the applicable classification or a higher classification at the time of his/her termination. The administrator shall have ten (10) calendar days to accept the position. If it is not accepted, the Superintendent shall offer said position to the administrator with the next longest period of service and the process shall be repeated as necessary.

**ARTICLE IX**  
**Sabbatical Leave**

Desiring to reward professional performance and encourage independent research and achievement, the Board may grant sabbatical leave to an administrator, upon recommendation by the Superintendent, for approved scholarly programs whether or not carried on in an academic institution subject to the following conditions:

1. No more than one (1) administrator shall be absent on sabbatical leave at any one time.
2. Request for sabbatical leave must be received by the Superintendent, in writing, in such form as may be required by the Superintendent, no later than April 30<sup>th</sup> of the year preceding the school year for which the sabbatical leave is requested. In cases of emergency, the Superintendent may waive the above date requirement.  
An administrator receiving such leave shall retain all privileges and fringe benefits that he/she would have received had he/she not been on such leave.
3. The administrator has completed at least seven (7) consecutive full school years of service in the Watertown School System.
4. An administrator on sabbatical leave shall be paid (one-half) of his/her annual salary rate, provided that the total pay (that received from the Town of Watertown



and that received as the result of any program grant) shall not exceed the administrator's full annual salary rate.

5. The administrator shall agree to return to employment in Watertown for two (2) full years. Upon such return the administrator shall be placed on (the appropriate step in) the salary schedule as though such administrator had not been on leave.
6. The administrator shall execute a note for the amount of payment to be received from the Town of Watertown, one-half (1/2) of such repayment to be credited for each school year, or prorated for each portion thereof, of employment after sabbatical leave is terminated. It is the intention of this contract to provide that service after sabbatical leave shall be a credit toward payment of said note on the basis of the period of employment, the note in full to be canceled after two (2) school years of employment.

#### **ARTICLE X** **Union Membership Dues**

The Watertown Board of Education agrees to deduct through payroll deduction from the salary of each member of the bargaining unit for whom a voluntary written authorization signed by the administrator is submitted an amount equal to the Watertown Administrators' Association membership dues. The amount of the deduction from each paycheck shall be equal to the total Association membership dues divided by the number of paychecks from, and including the first paycheck in October and including the last paycheck in May. The Association shall certify the amount of membership dues by September 15 each year.

**ARTICLE XI**  
**Jury Duty**

An administrator who is called for jury duty shall notify the Superintendent within twenty-four hours of receiving notification. If he or she is not excused from jury duty, he or she shall receive necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive the difference in pay between the jury fee he/she receives for the jury duty and the amount of his/her salary.

**Article XII**  
**Childbearing/Childrearing Leave**

1. **Childbearing Leave**

Any administrator who becomes pregnant shall be granted childbearing leave in accordance with applicable state and federal law. Medical coverage will be maintained from the commencement of the leave through the birth of the child or as provided by law if that is a longer period.

2. **Childrearing Leave**

Any administrator who is expecting a child, or whose spouse is expecting a child, or who is adopting a child, at the Board's option, be granted a long-term leave, up to one school year, without pay for the purposes of childrearing.

The administrator shall request such leave at least sixty (60) days prior to the anticipated commencement of such leave. To minimize program or building disruption, such leave shall commence at the beginning of the school year when the start date is within thirty school days after the beginning of the school year.

An administrator who is granted a childrearing leave may elect to continue such medical coverage at his/her own expense for the duration of the leave. If FMLA provides for paid medical benefits for some period, they will be provided.

To minimize program or building disruption upon return from childrearing leave, such leave shall terminate only at the beginning of the school year or at the beginning of the second semester of the school year.

**ARTICLE XIII**  
**Authorized Leave**

Administrators with five years experience may apply for a leave of absence for the following reasons:

1. Graduate Study
2. Elective Office

The Board in its sole discretion may grant such leave for a period not to exceed one year or, in the case of elective office, in accordance with the provisions of Section 10-156e and 31-51e of the Connecticut General Statutes as amended. The administrator may continue insurance coverage at his/her own expense during such leave.

**ARTICLE XIV**  
**Coursework Reimbursement**

Each member of this Association shall annually be eligible for up to \$400 of the reimbursement for costs generated from the successful completion of staff development efforts either recommended by or taken with the advance approval of the Superintendent. Courses taken as a part of the CEU requirement shall not apply.

**ARTICLE XV**  
**Dues Payment**

The Watertown Board of Education shall pay the dues of Watertown administrators who belong to EMSPAC and CASSP.

**ARTICLE XVI**  
**Working Conditions**

On days when school is not in session due to inclement weather, administrators may choose to work from home, up to a maximum of three (3) work days, subject to the prior approval of the Superintendent.

**ARTICLE XVII**  
**Duration**

This Agreement shall be effective July 1, 2020 through June 30, 2023, and with the exceptions set forth in this Agreement neither party shall be obligated to negotiate over any item, whether or not it is covered by this Agreement, during its term. Notwithstanding the above, the Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) has set forth and codified under the Internal Revenue Code (IRC) §4980I the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. The impact of the excise tax is scheduled to take effect in 2020. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the Teacher Negotiation Act. During such mid-term negotiations, the parties will reopen Article III ("Insurance Benefits") (including any related appendices) for the purpose

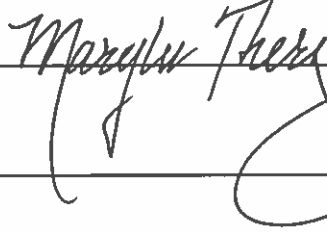
of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

WATERTOWN BOARD OF EDUCATION

  
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\_\_\_\_\_  
1/27/20  
\_\_\_\_\_  
(Date)

WATERTOWN ADMINISTRATORS' ASSOCIATION

  
\_\_\_\_\_

\_\_\_\_\_  
1.30.2020  
\_\_\_\_\_  
(Date)

**APPENDIX A**  
**SALARY SCHEDULES**

**2020-2021**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
High School Principal	139,233	142,152	145,072	147,989
Middle School Principal	134,105	136,914	139,724	142,534
Elementary Principals	123,847	126,439	129,031	131,621
Assistant Principals; Reading Language Arts Consultant/Testing and Supervisor of Special Education	117,632	120,091	122,550	125,009
Athletic Director	103,167	105,319	107,469	109,621

There shall be step advancements during the 2020-21 contract year.

**2021-2022**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
High School Principal	144,058	147,035	150,013	152,989
Middle School Principal	138,827	141,692	144,558	147,425
Elementary Principals	128,364	131,008	133,652	136,293
Assistant Principals; Reading Language Arts Consultant/Testing and Supervisor of Special Education	122,025	124,533	127,041	129,549
Athletic Director	107,270	109,465	111,658	113,853

There shall be step advancements during the 2021-22 contract year.

**2022-2023**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
High School Principal	148,979	152,016	155,053	158,089
Middle School Principal	143,644	146,566	149,489	152,414
Elementary Principals	132,971	135,668	138,365	141,059
Assistant Principals; Reading Language Arts Consultant/Testing and Supervisor of Special Education	126,506	129,064	131,622	134,180
Athletic Director	111,455	113,694	115,931	118,170

There shall be step advancements during the 2022-23 contract year.

**APPENDIX B**

**UPDATED INSURANCE SUMMARY**

To: Watertown Administrators Association Executive Committee  
From: Dr. Rydell Harrison  
RE: WAA PPT Solution  
Date: October 16, 2019

**Background** - Over the last several years, the Watertown Administrators Association raised concerns regarding facilitating PPTs, completing pages 1-3 of IEPs and finalizing IEP documents. WAA formally requested a solution that is timely and equitable and which reduces the time administrators spend facilitating PPTs and completing and finalizing IEPs.

In addition to addressing the increasing demands on administrators and providing much needed support to principals and assistant principals, I am committed to establishing cohesive processes to monitor students' progress academically, behaviorally and socially/emotionally as outlined in the Strategic Plan.

**Decision Criteria** - Based on the Situation Appraisal conducted on October 8, 2019, the following criteria was used to evaluate possible decisions:

- Maximizes time for instructional leadership responsibilities
- Maximizes time to address daily management concerns (student discipline)
- Minimizes the length of time spent in contentious/complex meetings
- Maximizes the efficiency of the finalization process (i.e. correcting errors, collection of missing docs, etc.)
- Minimizes the amount of time spent beyond the PPT meeting
- Provides opportunities for specialized training on SPED processes and procedures
- Provides additional support to administrators as they respond to increases in the number of students with IEPs
- Provides additional support to administrators as they respond to increases in the number of students with complex learning/social/emotional needs
- Maximizes the correlation between additional support and complexity (i.e. as complex issues increase, additional support increases)
- Maximizes the correlation between additional support and contentiousness (i.e. additional support is provided during high stakes/contentious PPT meetings)
- Standardizes PPT expectations of administrators
- Increases alignment between resources allocated from the district and needs of students with IEPs
- Minimizes impact on current instructional programming for students with IEPs
- Aligns with one or more of the six Strategic Plan Priorities
  - *Focus on Support - Watertown Public Schools will utilize a multi-tiered systems of support (MTSS) framework to address students' academic, behavioral, social and emotional needs. This framework will include universal screeners to identify students' academic, behavioral, social and emotional needs; increasing levels of targeted support for students who are struggling; research- and evidence-based interventions; and frequent monitoring of students' progress so educators can use this data to help decide if more interventions are needed.*

The decision criteria included two MUSTs:

- MUST meet all federal and state mandates related to addressing the needs of students with IEPs
- MUST not cost more than \$60,000 during the current fiscal year (Mr. DiStasio identified \$60K of savings in salaries in our current budget that could be reallocated to address the concern).



Solution - To address the points in the background statement above, Watertown Public Schools will hire two (2) Teachers on Special Assignment (TOSAs). One TOSA will be shared across elementary schools and one TOSA will be shared between SMS and WHS. TOSAs will serve as the admin designee (LEA representative) in PPTs and the SRBI/WIST Coordinator.

My vision is to have one TOSA assigned to each school. Hiring two TOSAs is the short-term solution for this year. Going forward, we will keep these positions and add three additional TOSAs into the 2020-2021 school budget. While adding additional positions creates a significant budget increase, it is tied directly to the focus areas of the Strategic Plan. TOSAs will allow us to better meet the continuum of needs across buildings and move us closer to our three year goal related to the Focus on Support (SRBI). As a result, I expect Board and community support.

Important Notes:

- In PPTs, TOSAs may serve as the “representative of the school district who is qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities and is knowledgeable about the general curriculum and about the availability of resources of the school district” (Conn. Agencies Reg. 10-76a-1(15)).
- The principal is responsible for assigning PPTs to TOSAs.
  - TOSAs may only serve as the admin designee (LEA representative) for initial placement/eligibility determination meetings, program reviews, annual reviews and triennials that are not complex or contentious.
  - TOSAs are prohibited from serving as the admin designee (LEA representative) for manifestation determination hearings and specially requested meetings.
- The Directors of Student Services and Curriculum and Instruction will collaboratively supervise and evaluate TOSAs and will be responsible for all job specific training. The above Directors are also responsible for hiring and assigning TOSAs.
- The Directors of Student Services and Curriculum and Instruction will work collaboratively with principals to develop TOSA schedules that increases equity across schools.

Next Steps:

- Establish a TOSA subcommittee to develop a comprehensive implementation plan (Potential Problem Analysis) by October 31. The subcommittee will include: the Superintendent, Directors of Student Services and Curriculum and Instruction, two Principals/APs (one elementary and one secondary) and one SPED Supervisor.
- Create a job description for TOSAs and review with the WEA Executive Board by November 15, 2019.
- Post TOSA vacancies on November 18 with a start date of January 27, 2020.

**\*The parties agree to attach this solution to the end of the 2020-2023 contract. The parties agree to revisit the matter during negotiations for a successor agreement.**