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**PROFESSIONAL AGREEMENT**  
**BETWEEN**  
**ASHFORD BOARD OF EDUCATION**  
**AND**  
**THE ASHFORD EDUCATION ASSOCIATION**

**July 1, 2017 - June 30, 2020**

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This AGREEMENT IS MADE AND ENTERED INTO on this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the ASHFORD BOARD OF EDUCATION (hereinafter referred to as the "Board") and the ASHFORD EDUCATION ASSOCIATION (hereinafter referred to as the "Association") affiliated with the Connecticut Education Association and the National Education Association.

ARTICLE 1  
PREAMBLE

This Agreement is negotiated under §§10-153a through 10-153f of the General Statutes of the State of Connecticut, as amended in order to fix for its term the salaries and all other conditions of employment provided herein.

ARTICLE 2  
MANAGEMENT RIGHTS

- A. It is recognized that the Ashford Board of Education 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 Ashford in all its aspects as delineated in the statutes of the State of Connecticut and including, but not limited to the following:
1. 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 Ashford;
  2. To give the children of Ashford as nearly equal advantages as may be practicable;
  3. To decide the need for school facilities;
  4. To determine the care, maintenance and operation of buildings, lands, apparatus and other property used for school purposes;
  5. To determine the number, age, and qualifications of the pupils to be admitted into each school;
  6. To employ, assign and transfer teachers;
  7. To suspend or dismiss the teachers of the schools in the manner provided by State statute and Board policy and, in the case of DSAP teachers, as permitted by law;
  8. To designate the schools which shall be attended by the various children within the town;

9. 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;
  10. To prescribe rules for the management, studies, classification and discipline for the public schools;
  11. To decide the textbooks to be used;
  12. To make rules for the arrangement, use and safe-keeping of school libraries and to approve the books selected therefore and to approve plans for school buildings;
  13. To prepare and submit budgets to the Town and, in its sole discretion, expend monies appropriate by the Town for the maintenance of schools;
  14. To make such transfers of funds within the appropriated budget as it shall deem desirable.
- B. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part; however, the same shall not be exercised in any manner inconsistent with, or in violation of, any specific terms and provisions of this Agreement or in violation of law. No action taken by the Board with respect to these rights, responsibilities and prerogatives (other than those pursuant to specific provisions contained herein) shall be subject to the grievance arbitration provisions of this Agreement, but shall continue to be subject to the grievance procedure through the Board Level.

ARTICLE 3  
RECOGNITION

- A. The Board hereby recognizes the Ashford Education Association as the exclusive representative, as defined in §10-153b(a)(2) of the Connecticut General Statutes, as amended, for the entire group of teachers and those teaching under a Durational Shortage Permit (DSAP) and are under contract with the Board.
- B. The Board and the Association agree that all provisions of this collective bargaining agreement except Article 13, Reduction in Force, shall apply to any teacher teaching under a DSAP. Moreover, the Board may terminate the employment of any individual teaching under a DSAP without just cause or recourse on the part of the teacher or the Association.
- C. A "long-term substitute teacher" shall be defined as a certified teacher serving in the employ of the Board of Education in the same assignment for more than forty (40) school days. Normally, a long-term substitute assignment shall be for a term of one school year or less.
- D. A long-term substitute teacher shall receive no benefits under this Agreement except as described in this section. A long-term substitute teacher shall be paid the BA Step One

rate. A long-term substitute shall receive sick and personal days (pro-rated for a partial year of service). A long-term substitute shall be eligible to receive health and dental insurance coverage under Article 11, in accordance with the terms and conditions described therein.

- E. A retired teacher teaching pursuant to Section 10-183v of the Connecticut General Statutes shall receive no benefits under this Agreement except as described in this section, and/or as provided by law. A retired teacher shall be paid at a salary rate at least equal to the rate based on the retired teacher's experience and credentials in the appropriate lane for the same type of service. A retired teacher shall receive sick and personal days (pro-rated for a partial year of service). A retired teacher shall be eligible to receive health and dental insurance coverage under Article 11, in accordance with the terms and conditions described therein. A retired teacher shall be eligible for all other contractual benefits except seniority, reduction in force/recall rights and professional days.

#### ARTICLE 4 DEFINITIONS

In the construction of the following individual articles of agreement, words and phrases shall be construed according to the commonly approved usage of the language, and technical words and phrases such as have acquired a peculiar and appropriate meaning in education shall be construed and understood accordingly.

As used in this Agreement, the following terms shall have the respective meaning as set forth below:

1. "Board" - the Board of Education of the Town of Ashford, Connecticut.
2. "Superintendent" - the Superintendent of Schools for the Town of Ashford, Connecticut or his/her designee.
3. "Association" - the Ashford Education Association.
4. "Teacher" - all personnel as defined in Article 3 Recognition.
5. "Association Representative" - the duly designated representative of the Ashford Education Association in the school building.
6. "Teacher's Initial Contract" - that contract issued each teacher verifying employment for a probationary period in the Ashford School System in accordance with the Connecticut Tenure Act. Section 10-151 as amended.
7. "Teacher's Long Term Contract" - that contract issued each teacher in accordance with the provisions of the Connecticut Tenure Act, as amended.

8. "Teacher's Annual Salary Notice" - the yearly salary notice issued each year at the conclusion of negotiations to each teacher denoting his/her placement on the negotiated salary schedule and the method of payment thereof.
9. "PR&R" - The Professional Rights and Responsibilities Committee of the Ashford Education Association.
10. "Teaching Period" - teaching periods are those periods in which a teacher is actively involved with the pupil in the act of teaching and has participated in the planning of the instruction to be conducted.
11. "Preparation Period" - preparation periods are those periods in which the teacher is involved within the school building preparing classroom materials and plans.

ARTICLE 5  
RE-NEGOTIATION

If the Board implements any increase in the work day or employment year of teachers, or in the student school year or school day in excess of the days and hours in effect during the preceding year, (unless specifically described in this Agreement) the parties shall engage in impact bargaining at the request of either the Board or the Association if such request is made in writing within thirty (30) calendar days from the announcement of any such change.

ARTICLE 6  
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 out of employment, affecting the welfare or working conditions of teachers. Both parties acknowledge that, in accordance with the Freedom of Information Act, the Board may be required to disclose documents pertaining to the grievance process.

B. Definitions

1. "Grievance" shall mean a claim based upon an event or condition arising out of employment which affects the welfare or the conditions of employment of a teacher or group of teachers, and/or a dispute arising from the interpretation or application of the language of this Agreement or an alleged breach thereof.
2. "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.

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 mean school days and shall be considered as a maximum. During the summer months, the term "days" shall mean Monday through Friday, excluding holidays. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If a teacher does not file a grievance in writing with the Superintendent of Schools within twenty (20) days after he/she knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the grievant at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by the administrator or the Board to render a decision within the specified time limits shall be deemed to be a denial of the grievance on the last day of such time limit, and shall permit the grievant to proceed to the next level.

D. Informal Procedure

1. If a teacher feels that he/she may have a grievance, he/she is encouraged, but not required to discuss the matter with the appropriate administrator in an effort to resolve the problem informally.
2. A teacher shall have the right to have the Association assist him/her in efforts to resolve the problem with the appropriate administrator.
3. Some grievances should go directly to Level Two — Superintendent, as they do not involve the Principal or other administrators in any manner. In such cases, the grievance should be filed at Level 2.

E. Formal Procedure

If the grievant decides to access the formal grievance procedure, the procedures set forth below shall be followed.

1. Level One - Principal

- (a) The grievant shall present his/her claim as a written grievance to the building principal via electronic transmission at his/her email address, with a copy to the Superintendent of Schools via electronic transmission at his/her school email address, within twenty (20) days after the grievant knew or should have known of the act or conditions upon which the grievance is based. Such grievance shall include a statement of the facts supporting the claim, the provision(s) of the contract allegedly violated and the remedy requested.

- (b) The principal shall render his/her written decision and the reasons therefor to the grievant via electronic transmission at his/her school email address, with an electronic copy to the Association President via his/her school email address, within five (5) days from receipt of the written grievance.

2. Level Two - Superintendent of Schools

- (a) If the grievant is not satisfied with the disposition of his/her grievance at Level One, he/she may, within ten (10) days after the decision, file his/her written grievance with the Superintendent of Schools via electronic transmission at his/her school email address, with a copy to the Association President via electronic transmission at his/her school email address.
- (b) The Superintendent shall, within ten (10) days after receipt of the referral, meet with the grievant and with representatives of the Association for the purpose of resolving the grievance.
- (c) The Superintendent shall, within seven (7) days after the meeting, render his/her decision and the reasons therefore in writing to the grievant via electronic transmission at his/her school email address, with a copy to the Association President via electronic transmission at his/her school email address.

3. Level Three - Board of Education

- (a) If the grievant is not satisfied with the disposition of his/her grievance at Level Two he/she may, within ten (10) days after the decision, file the grievance with the Board of Education via electronic transmission to the Board, care of the Superintendent of Schools, directed to the Superintendent's school email address, with a copy to the Association President, via electronic transmission at his/her school email address.
- (b) The Board of Education, or a committee thereof, shall, within ten (10) days after receipt of the appeal, meet with the grievant and with the representative of the Association for the purpose of resolving the grievance.
- (c) The Board shall, within ten (10) days after such meeting, render its decision and the reasons therefore in writing to the grievant via electronic transmission at his/her school email address, with a copy to the Association President via electronic transmission at his/her school email address.

4. Level Four - Arbitration

- (a) If the grievant is not satisfied with the disposition of his/her grievance at Level Three, he/she may, within five (5) days after the decision request in

writing to the president of the Association that his/her grievance be submitted to arbitration.

- (b) The Association may, within ten (10) days after receipt of such request, submit the grievance to arbitration by so notifying the Board in writing directed to the Superintendent's school email address.
- (c) The Chairman of the Board or his/her designee and the President of the Association shall, within five (5) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator within five (5) days, the American Arbitration Association shall immediately be called upon to select the single arbitrator.
- (d) The arbitrator shall, within thirty (30) days after a hearing, render his/her decision in writing to all parties in interest, setting forth his/her findings of fact, reasoning, and conclusions on the issue submitted. The decision of the arbitrator shall be final and binding upon all parties in interest.
- (e) The arbitrator selected shall confer promptly with the representatives of the Board and the Association, shall review the record of prior hearings, and shall hold such further hearings with the grievant and other parties in interest as he/she shall deem requisite.
- (f) The costs for the services of the arbitrator shall be borne equally by the Board and the Association.
- (g) The arbitrator shall have no power to add to, modify or delete any provision of this Agreement.

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. Any party in interest may be represented at all levels of the formal grievance procedure by a person of his/her own choosing, except that he/she may not be represented by a representative or by any officer of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the procedure.
3. No grievance shall proceed to Level Four (Arbitration) without the approval of the Association.

G. Miscellaneous

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

H. Participation

When it is necessary for the grievant and/or member of the Association to attend a hearing regarding the grievance, during a school day, such individuals will be released without loss of pay, to permit participation in the foregoing activities. Such day shall not be considered a "sick day" or "personal day". All parties shall cooperate in efforts to hold any grievance hearing outside the normal work day.

ARTICLE 7  
SALARY NOTIFICATIONS

- A. Once the budget is passed, the Board shall issue a Teacher's Annual Salary Notice to each teacher yearly. In the unlikely circumstance that there is a contradiction between the Teacher's Annual Salary Notice and the Collective Bargaining Agreement, the Collective Bargaining Agreement shall prevail.
- B. A Teacher's Annual Stipend Agreement shall be issued by the Board to each teacher who is assigned to a stipend position. Signed agreements shall be returned to the Board of Education no later than the end of the first week of each school year.

ARTICLE 8  
SALARY PAYMENT

- A. The salaries of all teachers covered by this Agreement are set forth in the Appendices which are attached hereto and made a part of the Agreement.
- B. All teachers shall have the option of being paid their annual salary bi-weekly on either of the following schedules:
1. Twenty-one (21) equal payments September through June.
  2. Twenty-six (26) payments September through June of which payments twenty-one (21) through twenty-six (26) are received as a final lump sum payment in June.
  3. Twenty-six (26) equal payments September through August.
  4. Payment shall be made by direct deposit to the institution of the teacher's choice.
- C. If termination of employment comes prior to the end of the regular school year such affected teacher's pay will be prorated on the basis of the number of days employed.

- D. All monthly deductions for Teacher's Retirement shall be equally divided between the first two pay periods of each month, September through June.

#### ARTICLE 9

#### EXTRA PAY FOR EXTRA DUTY

- A. Extra duty for which extra compensation shall be paid and the amounts of such compensation are set forth in Appendix B which is attached hereto and made a part of this Agreement. Activities which include students beyond the close of school are considered extracurricular.
- B. Teacher participation in extra-curricular activities shall be voluntary. Positions shall be advertised within the school no later than advertising to the public. The Board shall have sole discretion in filling coaching and other extra duty positions on an annual basis using either teachers or individuals not employed by the Board, as permitted by applicable law. In addition, the Board shall determine the number of coaches and other staff required.
- C. The schedule for all extra duty activities, including but not limited to the number, frequency and duration of games, practices and meetings, is subject to Board approval and will be included in the appropriate extra duty posting to the extent practicable.

#### ARTICLE 10

#### DEGREE DEFINITIONS AND SALARY SCHEDULES

The Salary Schedules listed in the Appendices of the Agreement shall be interpreted and applied in accordance with the following definitions:

- Bachelor - A baccalaureate degree earned at an accredited college or university.
- 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 in advance by the Superintendent of Schools.
- Sixth Year - A 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 in advance by the Superintendent of Schools or a "Sixth Year Certificate" from an accredited college or university.

Compensation for degree changes to a higher step will be paid to teachers submitting written expectation of such change to the Superintendent by February 1, followed by written evidence of such change by August 15, and will become effective the first pay period of the school year. There shall be no step movement unless the employee worked more than 91 days in the preceding school year. Approved leave shall not count towards the 91 days.

ARTICLE 11  
INSURANCE BENEFITS

A. Employees shall be entitled to the following insurance coverages:

1. Life and Accidental Death Insurance

- a. Life – \$85,000;
- b. Accidental Death and Dismemberment - \$40,000

2. A High Deductible Health Plan (“HDHP”) with a Health Savings Account (“HSA”) as summarized in Appendix C. For plan participants who may not be eligible (Medicare enrolled or receiving benefits from TriCare or VA) for the HDHP/HSA plan, the Board shall make available a HDHP/HRA plan with the same deductible funding as received by HSA participants, offered on the same terms and conditions. HRA participants can roll over funds remaining on the HRA account up to the deductible or amount permitted by IRA regulations.

Effective with the 2015-2016 contract year, the deductible for a single employee will be \$2,000 per policy year. The deductible for an employee with 1 or more dependents (considered family coverage) will be \$4,000 per year.

The Board will fund fifty percent (50%) of the HDHP deductible for each year of this Agreement, by deposit into an employee’s HSA account. The Board’s contribution toward the HDHP deductible will be deposited into the HSA accounts on or around September 1<sup>st</sup> of the contract year. The parties acknowledge that the Board’s fifty percent (50%) contribution toward the funding of the HDHP 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 teachers. The Board shall have no obligation to fund any portion of the deductible for retirees or other individuals upon their separation from employment.

The teacher cost share percentage for the HDHP Plan will be effective July 1, 2017, the premium contribution shall increase to fourteen and one-half percent (14.5%) of the premium costs. Effective July 1, 2018, the premium contribution shall increase to fifteen and one-half percent (15.5%) of the premium costs. Effective July 1, 2019, the premium contribution shall increase to seventeen and one-half percent (17.5%) of the premium costs.

3. Dental

Flexible Dental Program, summarized in Appendix C.

Employees shall contribute towards the cost of dental insurance via payroll deduction, at the same premium contribution percentage paid for the HDHP Plan.

- B. Having successfully performed his/her contract obligation to the school system, including payment of applicable premium cost-shares, a teacher who is enrolled in the Board's health insurance program, and who resigns to accept a new position after July 1, is entitled to continuing health and dental insurance coverage through August 31 provided he or she has paid his/her share of the premium contributions by payroll deductions.
- C. Teachers who retire prior to the end of 2003-04 school year from the Ashford Public Schools who are eligible to receive current benefits under the Connecticut Teachers' Retirement System after a minimum of twenty (20) years of service in Ashford, shall continue to receive all individual health insurance benefits offered to active employees under the contract in effect at such time until age sixty-five (65), subject to any employee premium sharing requirements that may be in effect at the time of retirement. Any teacher who retires after the end of the 2003-04 school year shall pay any employee premium sharing requirements that may be in effect for active employees. Any teacher who retires after June 30, 2017 who is receiving health insurance benefits at the time of retirement who elects to continue to receive all individual health insurance benefits offered to active employees under the contract in effect at such time until age sixty-five (65), shall receive a Board contribution of fifty percent (50%) of the individual premium costs. This benefit shall be available only to those teachers who are hired by the Board on or before September 15, 1987.
- D. The Board's share of each insurance premium listed above shall be prorated in accordance with the percentage of time employed, in the case of part-time employees who are first hired after June 30, 1989.
- E. The Board of Education shall have the right to change insurance carriers, plans and/or third party administrators in order to provide the insurance coverages set forth above, members, and provided that coverages result from change in carriers are substantially equivalent to the coverages described above, on an overall basis, in terms of coverage, benefits, and administration. The President of the Association shall be notified in writing within thirty (30) days of any intention to change carriers and shall have a reasonable opportunity to review the proposed changes. Should the Association and the Board disagree that the changes proposed will provide coverages substantially equivalent to the coverages, benefits, and plan administration, the disagreement(s) shall be subject to impartial arbitration as set forth in Article 6 of this Agreement, preferably before an arbitrator with experience in insurance matters. Such arbitration shall be expedited under the Rules of the American Arbitration Association for expedited arbitration, and no change shall be made until the arbitrator has rendered his/her award.
- F. The Board shall implement and maintain a "Section 125" Salary Reduction Agreement which shall be designed to permit exclusion from taxable income of the employees' share of health and life insurance premiums. The Board makes no representations or guarantees as to the initial or continued viability of such a Salary Reduction Agreement, and shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax exempt status of employee insurance premium contributions. So long as the Board makes a good faith effort to comply with this paragraph, neither the Association nor any teacher covered by this Agreement shall make any claim or demand, nor maintain any action against the Board or any of its members or agents for taxes, penalties, interest or other cost or loss arising from a flaw or

defect in the Salary Reduction Agreement, or from a change in law which may reduce or eliminate the employee tax benefits to be derived there from.

- G. All eligible employees shall indicate their intent to participate in health and dental insurance benefits offered by the Board on or before January 1<sup>st</sup> of the preceding contract year or forfeit the right to participate therein. Any employee who gives notice of his/her intent to participate in the health and dental insurance benefits may, at any time prior to or during the plan year, notify the Board that s/he is withdrawing from participation in the health and dental insurance benefits, without penalty. Once such notice of withdrawal is received by the Board, the employee may only seek reinstatement in the event that he or she has a qualifying event as per the rules for reinstatement imposed by the insurance carrier. By written notice to the Board on or before January 1<sup>st</sup> of the preceding contract year, an employee may waive health and dental insurance for any contract year in which the Board fully insures its health insurance obligation, in consideration for which he/she shall receive the following payment: \$1,000 if eligible for single coverage; \$2,000 for two person or family coverage. A part-time teacher who waives health and dental coverage under this paragraph shall be eligible for a pro-rated stipend, based on the teacher's percentage of time employed. (Example: a teacher eligible for single coverage working a .8 schedule shall receive a stipend of \$800). An employee who experiences a change in circumstances may request reinstatement of benefits in writing and shall reimburse to the Board, pro-rated, any waiver payment received. An employee requesting reinstatement of benefits is subject to any rules and restrictions regarding reinstatement as may be imposed by the insurance carrier and/or third party administrator. Waiver payment shall be paid in two equal installments on September 1 and February 1.
- H. 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 11 (including the related Appendix of the contract) 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.

## ARTICLE 12 PAYROLL DEDUCTIONS

- A. In addition to those payroll deductions required by law, the following approved associations and plans are eligible for payroll deductions:
1. Life Insurance
  2. Tax Sheltered Annuity Plans.

3. Credit Union
4. AEA, CEA, NEA

B. Dues Deductions

1. The Ashford Education Association shall give written notice to the Business Office of the amount of its dues and those of CEA and NEA which are to be deducted in the school year under such authorizations. Such deductions are to begin thirty (30) days after written notification.
2. All teachers employed by the Ashford Board of Education shall, as a condition of continued employment, join the Association or pay to the Association a Fair Representation Fee.
3. All teachers who elect to join the Association shall sign and deliver to the Association, if they have not already done so, an authorization for the payroll deduction of membership dues of the AEA, CEA, and the NEA. Said authorization shall continue in effect from year to year unless such teacher shall notify the Association and the Board in writing in the month of August of any year. If said notice is timely delivered, it shall mean that in the coming year said teacher shall pay the Fair Representation Fee as set by the Association in accordance with the following paragraph.
4. For those teachers who have not joined the Association and not delivered an authorization card by September 15 of the first year of the contract, the Board of Education shall deduct the annual Fair Representation Fee from their salaries through payroll deductions. The amount of said Fee shall be certified by the AEA to the Board or its representative prior to September 15 of each year. Those teachers employed half-time or less shall pay 50% of said Fee.
5. Those teachers commencing employment after the date of execution of this contract shall, within thirty (30) days of such commencement, sign and deliver to the Association an authorization card as described herein or pay the Fair Representation Fee, prorated from date of employment, but in no case shall said Fee be less than 50%.
6. The Board of Education agrees to forward to the Association bi-weekly a check for the amount of money deducted during that period. The Board shall include a list of teachers for whom such deductions were made.
7. The balance of the annual dues shall be deducted from the final pay check of any employee resigning his/her position, receiving a leave of absence or terminating his/her employment after the opening of school.
8. The singular reference to the "Association" in this article shall be interpreted as referring to the Ashford Education Association, the Connecticut Education Association, and the National Education Association.

9. The Association shall indemnify and save the Board harmless against all claims, demands, suits or other forms of liability which may arise out of any deduction or any other action taken by the Board pursuant to this article, including payment of reasonable attorney's fees incurred by the Board related to this article of the contract. Said attorney shall be mutually agreed upon by both parties.

ARTICLE 13  
REDUCTION IN FORCE

General Statement: It is recognized that, under §10-220 and §10-4a of the Connecticut General Statutes, the Board of Education has the sole and exclusive prerogative to eliminate or reduce certified staff positions. It also has the responsibility to maintain good public schools and to implement the educational interest of the state. The Board of Education recognizes that it may become necessary to eliminate or reduce certified staff positions in certain circumstances. This procedure provides a fair and orderly process should such reductions become necessary.

1. Procedure - The order of reduction, designed to preserve the concept of seniority, shall be as follows:
  - a. Volunteer retirements and terminations
  - b. Non-tenure teachers
  - c. Tenure teachers
    - (1) Total number of years in the system (based on full-time equivalency)
    - (2) Experience in the position in the system
    - (3) Degree status
2. Recall Procedure:
  - a. Those released last, recalled first. Recall offers shall be made only to those teachers on the Recall List with the necessary certification and qualifications for the vacant position.
  - b. Separation of a teacher under the staff reduction plan shall not, during the recall period of two (2) years, adversely affect accumulated sick leave, eligibility for placement on the salary schedule, except the time of unemployment shall not be credited for salary schedule advancement on reappointment.
  - c. Notice of consideration for recall shall be in writing to the teacher next eligible for recall. Notice shall be sent to the last known address and fifteen (15) days shall be allowed for a response. A copy of the notice shall be sent to the President of the Ashford Education Association.
  - d. Failure to accept an offer of certified employment shall result in elimination of the teacher's name from the recall list, and the forfeiture of re-employment rights.

3. The teacher to be released in the event of layoff, shall be the least senior teacher employed in the area of certification and qualification in which the eliminated position takes place.

ARTICLE 14  
EMPLOYMENT YEAR

- A. The scheduled employment year of teachers shall terminate on the last day of school in June. The year may include the following partial student contact days: Two (2) parent-conference days, the day prior to Thanksgiving recess and the last day of school. The teacher work year shall be one hundred and eighty-seven (187) days, including a teacher preparation day and a professional development day immediately prior to the beginning of the student year, and five (5) additional professional development days during the school year. Two (2) of the five (5) additional professional development days may be used for parent conferences upon consultation with the Association.
- B. Generally, teachers shall have all holidays and school vacations as provided for in the school calendar.
- C. The Board maintains the right to adjust the school calendar.
- D. In the event that the Board alters the school calendar after commencement of the school year, teachers who have made definite plans for vacation time, which cannot be altered without financial loss, will be allowed to utilize personal time allotted and pay the cost of a substitute, provided written documentation is presented to the Superintendent within seven (7) work days from the notification of alteration of the school calendar.

ARTICLE 15  
WORK DAY

- A. The teacher work day shall consist of seven (7) hours and thirty (30) minutes. Classroom teachers and other teachers on the Classroom Teachers Salary schedule shall not be required to report earlier than nor be required to remain longer than the times stated below:
- B. The following regular working hours for teachers at the Ashford School are established:
  1. Thirty (30) minutes prior to the beginning of the student instructional day;
  2. Twenty (20) minutes after the close of the student instructional day.
- C. Any certified teacher hired for a part-time position shall be paid pro-rata on the following basis:

1. For a teacher working full days, that teacher shall be paid based upon the number of days worked per week divided by five.
2. For a teacher working part-time each day of the week, that teacher shall be paid based upon the teacher's percentage of time employed.
3. Personal days and sick days shall be rounded to the nearest whole number (e. g. 1.51 days shall be rounded up to two days, and 1.49 shall be rounded down to one day).
4. As to health insurance, employees shall pay the cost of the coverage provided, less amount paid by the Board for a full time employee multiplied by the applicable percentage used to determine the part-time employees' pay.

ARTICLE 16  
TEACHING PERIODS

- A. All teachers shall be provided a minimum of five (5) preparation periods per week of at least thirty-five (35) minutes per period, so long as allowed by the presence of art, music and physical education specialists.
- B. Teachers will not be required to attend special classes with their students during those planning periods.
- C. Preparation periods shall be equal in length to the regular class period and shall be scheduled at the sole discretion of the administration.

ARTICLE 17  
DUTY FREE LUNCH

- A. All teachers shall have an uninterrupted duty-free lunch period of at least the same duration as that of the students.
- B. Teachers are free to leave the school during their lunch period.
  1. Any teacher who leaves the school pursuant to this article shall not be deemed to be acting as an agent nor as a representative of the Board of Education in any capacity or scope of employment.
  2. Teachers who leave the school pursuant to this article shall personally sign out in the office of the Principal. A log shall be maintained in the office of the Principal to facilitate this process.

ARTICLE 18

MEETINGS

- A. Meetings shall be limited to one (1) staff meeting and one (1) section or grade level meeting per month after school hours. Attendance at any additional meetings after the close of school shall be voluntary.
- B. Teachers will continue to have individual and/or group activities on scheduled in-service days. The activities will be mutually developed by the staff and administration. Such activities will not extend beyond the hours of the regular school day.
- C. The administration will make their best effort to schedule PPT meetings during the regular work day and outside of the teacher's preparation time.

ARTICLE 19

RELIEF FROM NON-TEACHING DUTIES

The Board and the Association agree that a teacher's primary responsibility is to teach and that his/her energy should be utilized to this end. Therefore, the Board shall relieve teachers of morning and afternoon bus duty in order that more of the teachers' time may be devoted to instructional activities and preparation.

ARTICLE 20

EVALUATION PROVISIONS

- A. Evaluation of certified professional personnel shall be conducted as mandated by the Connecticut Teacher Evaluation Law.
- B. Teachers shall be given access to any evaluation report prepared by their supervisors that they are to receive in the course of their employment, and shall have a right to discuss such reports with their supervisors. If the teacher disagrees with the evaluation, he/she may submit a written answer which shall be attached to the copy of the evaluation in question.

ARTICLE 21

CURRICULUM REVISION

- A. Curriculum will be evaluated, reviewed, and revised according to the Master Schedule adopted by the Ashford Board of Education. The Board reserves the right to modify the Master Schedule as necessary. Teachers will be notified of any changes in the Master Schedule as they occur.

- B. Teachers will implement existing curricula, making adjustments necessary to fit the needs of their current class, review new and related materials, and submit suggestions and evaluate materials for curriculum committees as necessary.
- C. Curriculum will be thoroughly researched and developed by a joint committee of teachers who volunteer to participate on curriculum committees, and administrators. Such committee shall mutually agree on the extent of the task mandated and a time schedule necessary for satisfactory completion.
- D. Upon approval of the Board of Education for curriculum work, the following standards will apply for compensating participating teachers:
  - 1. Extensive writing or rewriting of a curriculum area including major revision or writing objectives for additional topics may occur during the school year by providing release time from classroom responsibilities for committee members or during summer vacation at the rate of \$35 per hour, payable upon satisfactory completion. There shall be no stipend or additional hourly payment for curriculum revision work performed during the school day.
  - 2. Revision of an existing curriculum with minor changes or additions based upon teacher suggestions from the implementation process; or writing and/or keying standardized tests to curriculum; or creating scope and sequence from existing curriculum; or devising management systems; or adding a resource column to existing curriculum; or adding topics shall be compensated by release time from the classroom or by summer pay at the rate of \$35 per hour, payable upon satisfactory completion.
  - 3. Compensation will be approved only for such curriculum work as has been authorized in advance by the Superintendent of Schools.
- E. Upon completion, a draft will be submitted to the Superintendent for approval. Final preparation of the document will be the responsibility of the Superintendent.

ARTICLE 22

SICK LEAVE

- A. Teachers shall be entitled to sick leave with full pay up to fifteen (15) working days in each year. Unused sick leave shall be accumulated from year to year, to a maximum of the number of teacher work days in a year.
  - 1. Sick days are limited to the following:
    - a. Personal illness
    - b. To obtain personal medical treatment.

- c. Up to eight (8) days of sick leave per year may be used to render care to an immediate family member. Immediate family member shall be interpreted to mean spouse, parent, sibling, child or other person(s) residing in the same household as the staff member.
  2. After five (5) consecutive sick days, or after eight (8) sick days in any thirty (30) calendar day period, a physician's statement indicating the illness or incapacity as well as an approval to resume work will be required. The Board will assume the cost incurred to obtain the approval pursuant to this subsection. The teacher shall have the option to obtain the physician's certificate from his or her own physician or from the Board-approved physician at the Board's request.
  3. Nothing herein shall prevent the administration from requiring documentation of illness or injury for reasonable cause.
- B. Each teacher shall be notified in writing with the first pay period of the school year, of the total amount of sick days accumulated and inclusive of the present year.
- C. Sick Leave Bank

The purpose of the sick leave bank is to provide employees with additional paid sick leave when they have exhausted all such paid sick or other leave due to personal catastrophic illness or injury.

1. An employee requesting days from the bank shall provide competent medical certification of said catastrophic illness or injury thereof.
2. Members of the teachers' bargaining unit with five (5) years of service may voluntarily donate up to three (3) days of their annual sick leave per year on or before October 1<sup>st</sup> of each year to the sick leave bank. Members of the teachers' bargaining unit with fewer than five (5) years of service may voluntarily donate one (1) day of their annual sick leave per year on or before October 1<sup>st</sup> of each year to the sick leave bank.
3. The sick leave bank shall be capped at one hundred and eighty (180) days. Once the cap has been reached, employee donations shall cease until the sick leave bank falls below the cap, at which time they will resume. Employee contributions shall be made pro-rata and/or by lottery if there are a higher number of donated days than days needed to replenish the sick leave bank.
4. Once donated, the sick leave days shall be deducted from the donating member's annual entitlement and may not be reclaimed.
5. An employee using donated days shall be responsible for any and all tax consequences that result from the acceptance of the donations of paid sick leave to the employee.

6. The Superintendent shall determine whether the illness qualifies for donations from the bank. Decisions of the Superintendent shall not be subject to the grievance procedure.
7. Those employees not contributing to the sick leave bank may not participate in it, unless the sick leave bank cap had been reached in the prior year, in which case the employee seeking days from the bank shall not be required to have participated in the prior year.

ARTICLE 23  
PERSONAL DAYS

- A. Up to five (5) bereavement days, non-cumulative, shall be granted for a death of a member of the immediate family. For purposes of this Article, immediate family shall mean the employee's parent, spouse, children, siblings, or spouse's parent, children or siblings, or other person residing in the same household as the employee.
- B. Three (3) personal days per year, non-cumulative, will be provided for the following:
  1. Illness of an immediate family member;
  2. Bereavement days: relatives and close friends;
  3. Personal obligation: for example, weddings, and graduations in the immediate family;
  4. Religious observance;
  5. Such other personal obligations that are judged by the administration to be within the intent of this Agreement;
  6. One of the three (3) days may be used at the discretion of the teacher for personal obligation. Such days shall not be used to extend holidays or vacations.
- C. Leaves taken pursuant to the above provisions shall be in addition to any other leave to which the teacher is entitled.
- D. For additional days of personal leave that are approved by the Superintendent in advance, the rate of reduction shall be the cost of a substitute for such day. For leaves of absence that are approved by the Board in advance, the rate of reduction shall be at the per diem rate of the teacher's salary step.
- E. Personal day requests shall be submitted in writing in sufficient detail to apprise the administrator of the reason for the request, at least forty-eight (48) hours in advance of the requested personal day, except in emergencies. The administration will act upon the request within two (2) work days from the time of submission.

ARTICLE 24  
JURY DUTY

Any teacher who is called for jury duty shall notify the Superintendent of Schools no later than one (1) school day following receipt of jury duty notice. In the event that a teacher is required to serve on jury duty, the teacher shall receive the necessary leave to fulfill this legal obligation. In such case, this leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee.

ARTICLE 25  
PARENTHOOD LEAVE

Pregnancy and Childbirth Leave

1. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom, shall be treated as temporary disabilities for all job-related purposes. (The term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in §10-156 of the Connecticut General Statutes.)
2. Accumulated sick leave shall be available for use during periods of such disability.
3. Disability leave beyond any accumulated sick leave shall be available, without pay, for such reasonable further period of time as a female employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto, and shall be charged to any available Family and Medical Leave.
4. Any teacher who becomes pregnant shall so notify the Superintendent of Schools at least four (4) months prior to the expected date of delivery. Such notification shall include her estimated date of disability. Leave shall begin when in the opinion of her doctor the teacher is no longer able to work, or upon confinement, whichever comes first. Leave shall expire when in the opinion of her doctor she is able to return to work and/or a minimum of six weeks.
5. Policies involving commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, protection under health or temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.
6. Pregnancy or childbirth shall not be the basis for involuntary termination of employment or compulsory resignation.

7. Upon signifying intent to return such employee shall be reinstated to her original position, if available, or to a comparable position, and shall be continued at the same position on the salary schedule as if she had taught in the district during such period.
8. Any pregnant teacher who is assigned to a work area where the presence of Fifth Disease has been identified shall, at her request, be transferred to an alternate assignment, which shall be determined by the Superintendent. Such alternate assignment shall continue until the presence of the disease no longer poses a threat, or until the teacher is determined to be immune to the disease. Testing for immunity will be conducted as soon as possible. All bargaining unit members will cooperate with any transfers that are temporarily made necessary by this section, within their areas of certification and experience. If the pregnant teacher refuses a transfer she may use her sick leave, subject to the foregoing time limitation.
9. The Board of Education, upon the recommendation of the Superintendent, may grant in its discretion an unpaid leave of absence of up to one (1) year for childrearing of a newborn or newly adopted child. This provision shall not apply to non-tenured teachers. Any teacher who is on an unpaid leave of absence for childrearing in accordance with this Article may, subject to eligibility requirements of the carrier, elect to continue coverage under the Board's group insurance plans. To the extent permitted by law, the cost of coverage during said leave of absence shall be borne by the teacher. A teacher on child-rearing leave shall not be entitled to pay or any other benefits under the collective bargaining agreement.
10. Requests for leave under paragraph 9 shall be in writing, stating the anticipated date that such leave is to start, and the anticipated date of return. A teacher on leave under this Article shall provide notice of his/her intent to return to work on or before March 1<sup>st</sup> of the year prior to the school year in which the teacher will return. Failure to provide this notice of intent to return shall result in a forfeiture of re-employment rights. A teacher returning from such childrearing leave shall be reinstated to a comparable position.
11. All leaves of absence under this Article shall run concurrently with leave under the federal Family and Medical Leave Act.

ARTICLE 26  
PROFESSIONAL DAYS

- A. The Board agrees to make available for use by the professional staff a minimum of one (1) professional day per teacher per year, subject to administrative approval.
- B. Professional days requested by the teacher shall be used for attendance at professional conferences, institutes, workshops, meetings, school visitations, or other opportunities of an educational nature which offer the professional teacher an opportunity for professional

development, consistent with the published goals and objectives of the Board of Education. Prior to publishing its goals and objectives, the Board of Education shall take into consideration the recommendation of the Professional Development Committee. In the event administration requires teacher attendance at a work shop/visitation, the day shall not be counted as a professional development day.

- C. Requests for professional days shall be made in writing to the Principal and include the date, the nature and/or purposes of the professional day, and the benefits to be derived by the individual's attendance. Attendance shall be permitted upon approval by the Principal and Superintendent of Schools.
- D. The Board will budget a minimum of \$8,000 per year to support the professional development of the professional staff. This may include the cost or portion of the cost of professional conferences, institutes, workshops, meetings, or other opportunities of an educational nature, as outlined in the teacher's request. Every effort shall be made by the requesting teacher to have requests for expenditures for professional development submitted by April 1. The balance of the professional development fund shall be reported to the Association President upon the Association's request.

#### ARTICLE 27

#### TEACHING ASSIGNMENTS

- A. All positions advertised for Ashford Public Schools will be exhibited at the time of advertisement in those areas used for teacher notices. When a vacancy arises during the summer, notification shall be by district e-mail to those teachers who have expressed an interest in such vacancies, with a copy to the Association President.
- B. The Board will continue to implement transfers, fill vacancies and assign teachers based on its determination of the best interests of the school system. However, all such transfers and reassignments shall be preceded by an opportunity for a meeting with the Superintendent prior to the effective date of such transfer or assignment.
- C. Teachers shall be notified in writing of any change in assignment for the ensuing year as soon as possible, normally no later than the end of the preceding year, except in extenuating circumstances.

#### ARTICLE 28

#### GENERAL LEAVES OF ABSENCE

- A. An extended leave of absence of up to one (1) year in duration, with or without salary or benefits, may be granted by the Board at its discretion, upon the recommendation of the Superintendent. The Board may require any such leave to terminate upon the first day of an academic year, in which case, the Board shall notify the teacher of such requirement at the time that the leave is granted.
- B. A teacher on a general leave of absence under the provisions of this Article shall maintain

his/her seniority and accrued sick leave, but shall not continue to accumulate either seniority or other benefits. No experience credit on the salary schedule shall be granted for the period of such leave.

- C. A teacher on a general leave of absence under the provisions of this Article shall give the Superintendent reasonable advance notice, in writing, of intent to return, indicating the anticipated date when the leave will terminate. A teacher whose leave is scheduled to terminate at or after the beginning of the subsequent school year shall give such notice not later than February 15th of the preceding school year. In the case of all other general leaves of absence, at least sixty (60) days' notice shall be given. Failure to give notice as required herein shall, at the Board's option, be treated as a voluntary resignation of employment.
- D. A teacher on a general leave of absence under the provisions of this Article, with or without pay, shall have the option of retaining medical, dental and/or life insurance benefits, provided the teacher pays the full costs of such benefits, and provided further that continuation of such benefits is permitted by the insurance carrier(s).

ARTICLE 29  
AMENDMENT

- A. 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 hereof.
- B. It is agreed between the Board and the Association that the salaries described herein are adequate to compensate teachers for the work year and work day also described herein. Any further changes in the work year or work day beyond those described within this Agreement shall fall within the ambit of Article 5 of this Agreement.
- C. To achieve rapport between the Board and the Association, periodic informal meetings shall be held by mutual agreement when requested by either the Association or the Board. Requests for such meetings shall be made to the Association President and/or the Board Chair as appropriate.

ARTICLE 30  
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 this Agreement shall remain in full force and effect.

ARTICLE 31

DURATION

The provisions of this Agreement shall be effective as of July 1, 2017 and shall continue and remain in full force and effect to and including June 30, 2020, unless Article 11 and any related appendices are reopened pursuant to their terms.

ARTICLE 32

MAINTENANCE OF STANDARDS

The Board of Education intends to maintain, funds being available, all conditions of employment and general working conditions as are currently provided the teachers of this school. Nothing that is stated in this Article, however, in any way shall be interpreted as including the general personnel policies as are currently maintained by the Board of Education under this contract. Under this Article the Board of Education maintains the authority to effect any changes of employment and general working conditions as availability of funds may dictate.

ARTICLE 33

PROVISIONS OF CONTRACT AND OTHER NECESSARY PUBLICATIONS

At the start of the school year, the Board of Education will post a current copy of the Professional Agreement on the district website.

ARTICLE 34

LONGEVITY INCREMENT

Beginning with the fourteenth (14th) year of service in the Ashford Public Schools, a teacher shall receive an increment of \$250.00 for each year of service. Teachers hired on or after July 1, 2014 shall not be eligible to receive the longevity benefit.

ARTICLE 35

JUST CAUSE

- A. No teacher shall be disciplined, reprimanded, reduced in rank or compensation, denied an increment, suspended, or deprived of any professional advantage without reasonable and just cause, or without due process.
- B. No anonymous complaint shall be placed in the personnel file of any teacher.

ARTICLE 36  
MILEAGE REIMBURSEMENT

The Board shall reimburse authorized car mileage for teachers at the rate established by the Internal Revenue Service as of January 1, annually. It is understood that travel on professional development days to Willington, Mansfield and/or E. O. Smith will not be considered "authorized" for reimbursement purposes.

ARTICLE 37  
TUITION REIMBURSEMENT

The Board will create a fund equal to a minimum of \$10,000.00 per year for tuition reimbursement.

1. Teachers who have completed courses 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 Ashford Public School and remains in the employment of the school for at least one additional year. Teachers shall be required to execute a promissory note in the form of Appendix D in an amount equal to the tuition reimbursement received. If a teacher remains employed one year after the reimbursement, the amount of the note shall be forgiven. The Board may also forgive the note of a teacher who is required to leave the Board's employ prior to the expiration of one full year due to a life altering change, such as the death or relocation of a spouse, disability, divorce or comparable event.
2. Such application must be made prior to the first day of school each year.
3. The fund shall reimburse teacher(s) for each credit hour in an equal amount obtained by dividing the \$10,000.00 by the total number of credit hours for which application was made.
4. No teacher shall be reimbursed more money than the actual cost of the credit hour.
5. The reimbursement shall be paid to the teacher during the month of September immediately following the school year in which the courses were taken, provided the teacher is under contract.
6. A "B" mark or better must be obtained by the teacher to be eligible for this allowance.
7. Teachers must apply to the Superintendent prior to the last day of school in June for approval of courses.
8. A prorated amount shall be paid to part-time teachers working less than Fifty percent (50%).

APPENDIX D  
TUITION REIMBURSEMENT- PROMISSORY NOTE

§ \_\_\_\_\_

I, \_\_\_\_\_, promise to pay to the order of the ASHFORD PUBLIC SCHOOLS the amount of \$ \_\_\_\_\_, due and payable without interest. In the event I remain employed by the ASHFORD PUBLIC SCHOOLS one (1) year from the date hereof, this obligation shall be forgiven. Moreover in the event of a life-altering event (as described in the collective bargaining agreement between the Ashford Board of Education and the Ashford Education Association) prior to the expiration of the one year period, the ASHFORD PUBLIC SCHOOLS may in its discretion forgive this obligation.

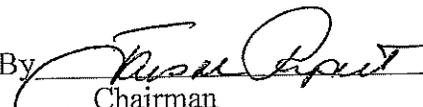
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Signature

Print Name:

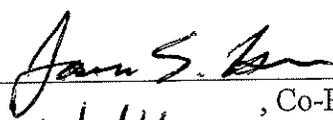
Dated: \_\_\_\_\_

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

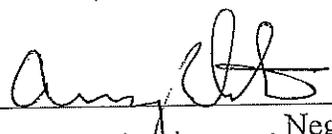
ASHFORD BOARD OF EDUCATION

By   
Chairman  
Date 12/1/16

ASHFORD EDUCATION ASSOCIATION

By   
Co-President  
Date 12/2/16

By   
Co-President  
Date 12-7-16

By   
Negotiations Chair  
Date: 12/6/16

APPENDIX A-1

2017-2018

ASHFORD TEACHERS SALARY SCHEDULE

<b>STEP</b>	<b>BA</b>	<b>MA</b>	<b>6TH YR</b>
1	42,057	45,209	48,170
2	43,235	46,292	49,347
3	44,578	47,637	50,833
4	46,092	49,147	52,205
5	47,773	51,102	54,547
6	49,622	53,532	57,209
7	51,638	55,867	59,251
8	53,824	58,114	61,980
9	56,178	61,050	65,223
10	58,697	63,915	67,388
11	61,387	67,548	71,270
12	64,468	70,431	74,624
13	67,284	74,087	77,315

All teachers who are not at the top step shall advance one step mid-way through the 2017-2018 school year.

APPENDIX A-2

2018-2019

ASHFORD TEACHERS SALARY SCHEDULE

<b>STEP</b>	<b>BA</b>	<b>MA</b>	<b>6TH YR</b>
1	42,583	45,774	48,772
2	43,775	46,871	49,964
3	45,135	48,232	51,468
4	46,668	49,761	52,858
5	48,370	51,741	55,229
6	50,242	54,201	57,924
7	52,283	56,565	59,992
8	54,497	58,840	62,755
9	56,880	61,813	66,038
10	59,431	64,714	68,230
11	62,154	68,392	72,161
12	65,274	71,311	75,557
13	68,764	75,717	79,016

All teachers who are not at the top step shall remain on their step placement and shall not advance one step for the 2018-2019 school year.

APPENDIX A-3

2019-2020

ASHFORD TEACHERS SALARY SCHEDULE

<b>STEP</b>	<b>BA</b>	<b>MA</b>	<b>6TH YR</b>
1	42,583	45,774	48,772
2	43,775	46,871	49,964
3	45,135	48,232	51,468
4	46,668	49,761	52,858
5	48,370	51,741	55,229
6	50,242	54,201	57,924
7	52,283	56,565	59,992
8	54,497	58,840	62,755
9	56,880	61,813	66,038
10	59,431	64,714	68,230
11	62,154	68,392	72,161
12	65,274	71,311	75,557
13	69,404	76,421	79,751

All teachers who are not at the top step shall advance one step at the commencement of the 2019-2020 school year.

APPENDIX B  
EXTRA DUTY SALARY SCHEDULE

	2017-2018	2018-2019	2019-2020
Coaching			
A. Director	\$2,500	\$2,531	\$2,531
B. 1. Head Coach - Soccer, Baseball, Softball, Track, Cross-Country	\$2,000	\$2,025	\$2,025
2. Assistant Coach - Basketball, Baseball, Softball, Track, Cross-Country	\$1,000	\$1,013	\$1,013
C. Head Coach - Basketball	\$2,300	\$2,329	\$2,329
Advisors			
A. Class Advisor -Grade 8	\$800	\$810	\$810
B. Class Advisor - Grade 7	\$600	\$608	\$608
C. Band	\$600	\$608	\$608
D. Mathcounts	\$600	\$608	\$608
E. Video Yearbook	\$600	\$608	\$608
F. Print Yearbook	\$600	\$608	\$608
G. Student Council	\$600	\$608	\$608
H. Newspaper	\$600	\$608	\$608
I. Science Quiz Bowl	\$600	\$608	\$608
J. Chorus	\$600	\$608	\$608
H. Future Problem Solvers	\$600	\$608	\$608
I. Robotics Coach (7-8)	\$600	\$608	\$608
I. Robotics Coach (5-6)	\$600	\$608	\$608
Other Extracurricular			
A. Reading Coordinator	\$3,700	\$3,746	\$3,746
B. CPI Trainer	\$700	\$709	\$709
C. Wings Coordinator	\$600	\$608	\$608
D. Wings Junior	\$600	\$608	\$608

	2017-2018	2018-2019	2019-2020
E. Swings	\$600	\$608	\$608
F. Jazz Band	\$600	\$608	\$608
G. Events Chaperone (per person, per event) - Sports, Dances, Concert Activities, After School Activities (per event)	\$60	\$61	\$61
H. Grade 7/8 After School Activities Coordinator	\$600	\$608	\$608
I. Professional Development Trainer	\$125	\$127	\$127
J. Mentor Teacher (per mentee)	\$700	\$709	\$709
K. Tutor – offsite, PPT, homebound	\$35/hr.	35.44	35.44
L. Homework/Tutor	\$35/hr.	35.44	35.44
M. Summer School	\$40/hr.	40.50	40.50
N. *Summer School Coordinator	\$600	\$608	\$608
O. **Assessment Coordinator	\$817	\$827	\$827
P. After School Activities Coordinator (6 or more activities per trimester)	\$3,030	\$3,068	\$3,068
Q. After School Activities Advisor (1 day per week for ten weeks)	\$404	\$409	\$409
R. After School Activities Coordinator (5 activities per trimester)	\$2,626	\$2,659	\$2,659
S. Wolfpack Advisors	\$1,500 per person	\$1,519	\$1,519

\*Exercises supervisory responsibility for the program, stipend paid in addition to hourly rate for summer school work.

In the event two (2) or more individuals assume the responsibilities associated with any of the above listed positions, with the advance approval of the Superintendent, each individual shall receive a pro-rated check.

APPENDIX C  
HEALTH PLAN SUMMARIES

This attached insurance matrix document contains summaries and descriptions of various insurance benefits. It is agreed and understood by the parties that the insurance descriptions contained in this Agreement and the matrix are descriptive only and are not insurance policies. All questions or issues concerning insurance coverage and related matters shall be determined by reference to the actual insurance policy documents issued or possessed by the insurers. In the event of error or misstatement in this Agreement or the matrix, the policies shall always prevail.



**FlexPOS-CNT-HSA-2000I/4000F-17-Combined Open Access Contract Year Benefit Summary**

Open Access High Deductible Health Plan (HDHP) for use with a Health Savings Account (HSA)  
This is a brief summary of benefits. Refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for complete details on benefits, conditions, limitations and exclusions, or consult with your benefits manager. All benefits described below are per member per Contract year. A referral from your primary care provider is not required.

The individual deductible applies if you have coverage only for yourself and not for any dependents. The family deductible applies if you have coverage for yourself and one or more eligible dependents. In addition, if you have family coverage, any applicable copayment, coinsurance or cost share maximums will apply until the total is met for the family, without regard to how much any one family member has met.  
**Personalized for: Town & BOE Ashford**

	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
<b>Contract Year Plan Deductible</b> <i>(Deductible is combined for in- and out-of-network health services and prescription drugs)</i>	\$2,000 per Individual \$4,000 per Family	
<b>Coinsurance Maximum</b> <i>(Maximum does not include Deductibles)</i>	\$2,000 per Individual \$4,000 per Family	
<b>Out-of-Pocket Maximum</b> <i>(The maximum includes the Plan Deductible, Coinsurance maximum for health services and prescription drugs)</i>	\$4,000 per Individual \$8,000 per Family	
<b>Out-of-Network Reimbursement</b>	Plan will reimburse the coinsurance percentage of the Maximum Allowable Amount.	
<b>Lifetime Maximum Benefit</b>	Unlimited	
<b>PREVENTIVE SERVICES</b> <i>(Refer to "Prevention and Wellness" section found at the end of this summary)</i>	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
<b>Adult Physical Exam</b>	No Member cost <i>(Plan Deductible waived)</i>	20% after Plan Deductible
<b>Infant / Pediatric Physical Exam</b>	No Member cost <i>(Plan Deductible waived)</i>	20% after Plan Deductible
<b>Gynecological Preventive Exam</b>	No Member cost <i>(Plan Deductible waived)</i>	20% after Plan Deductible
<b>Preventive Laboratory Services</b> <i>(Complete blood count and Urinalysis)</i>	No Member cost <i>(Plan Deductible waived)</i>	20% after Plan Deductible
<b>Baseline Routine Mammography</b>	No Member cost <i>(Plan Deductible waived)</i>	20% after Plan Deductible
<b>Routine Mammography</b>	No Member cost <i>(Plan Deductible waived)</i>	20% after Plan Deductible
<b>Routine Vision Exam</b> <i>(one exam every year)</i>	No Member cost <i>(Plan Deductible waived)</i>	20% after Plan Deductible

<b>PREVENTIVE SERVICES</b> (Refer to "Prevention and Wellness" section found at the end of this summary)	<b>IN-NETWORK MEMBER PAYS</b>	<b>OUT-OF-NETWORK MEMBER PAYS</b>
<b>Hearing Screenings</b> (one exam every year)	No Member cost (Plan Deductible waived)	20% after Plan Deductible
<b>OUTPATIENT SERVICES</b>	<b>IN-NETWORK MEMBER PAYS</b>	<b>OUT-OF-NETWORK MEMBER PAYS</b>
<b>Primary Care Provider Office Services</b> (includes services for illness, injury, sickness, follow-up care and consultations)	No Member cost after Plan Deductible	20% after Plan Deductible
<b>Specialist Office Services</b> (includes services for illness, injury, sickness, follow-up care and consultations)	No Member cost after Plan Deductible	20% after Plan Deductible
<b>Gynecological Office Services</b>	No Member cost after Plan Deductible	20% after Plan Deductible
<b>Maternity Care Office Visits</b>	No Member cost	20% after Plan Deductible
<b>Allergy Testing</b>	No Member cost after Plan Deductible	20% after Plan Deductible
<b>Laboratory Services</b> (includes services performed in a hospital or laboratory facility)	No Member cost after Plan Deductible	20% after Plan Deductible
<b>Non-Advanced Radiology</b> (includes services performed in a hospital or radiology facility)	No Member cost after Plan Deductible	20% after Plan Deductible
<b>Advanced Radiology</b> (includes services for MRI, PET and CAT scan and Nuclear Cardiology performed in a hospital or radiology facility)  (Pre-Authorization Required)	No Member cost after Plan Deductible	20% after Plan Deductible
<b>Outpatient Rehabilitative Therapy</b> up to 50 visits per year (includes services combined for physical, speech, and occupational therapy and chiropractic services)	No Member cost after Plan Deductible	20% after Plan Deductible
<b>Retail Clinic</b>	No Member cost after Plan Deductible	20% after Plan Deductible
<b>EMERGENCY / URGENT CARE</b>	<b>IN-NETWORK MEMBER PAYS</b>	<b>OUT-OF-NETWORK MEMBER PAYS</b>
<b>Walk-in/Urgent Care Centers</b>	No Member cost after Plan Deductible	Same as In-Network Benefit
<b>Emergency Room</b>	No Member cost after Plan Deductible	Same as In-Network Benefit
<b>Ambulance Services</b>	No Member cost after Plan Deductible	Same as In-Network Benefit

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HOSPITAL SERVICES	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
Inpatient Hospital Services, Including Room & Board (includes facility and provider services)	No Member cost after Plan Deductible	20% after Plan Deductible
Ambulatory Services (Outpatient) (includes services performed in a hospital or ambulatory facility)	No Member cost after Plan Deductible	20% after Plan Deductible
Skilled Nursing Facilities up to 120 days per year	No Member cost after Plan Deductible	20% after Plan Deductible
Inpatient Rehabilitation up to 160 days per year	No Member cost after Plan Deductible	20% after Plan Deductible
Private Duty Nursing up to \$15,000 per year	No Member cost after Plan Deductible	20% after Plan Deductible
MENTAL HEALTH SERVICES	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
Inpatient Mental Health Services (including inpatient acute, residential and partial hospitalization programs)	No Member cost after Plan Deductible	20% after Plan Deductible
Inpatient Alcohol and Substance Abuse Treatment (including inpatient acute, residential and partial hospitalization programs)	No Member cost after Plan Deductible	20% after Plan Deductible
Outpatient Mental Health, Alcohol and Substance Abuse Treatment (including office visits, professional services provided in the home and intensive outpatient treatment programs)	No Member cost after Plan Deductible	20% after Plan Deductible
OTHER SERVICES	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
Durable Medical Equipment Including Prosthetics and Disposable Medical Supplies  (Includes Wigs prescribed by an oncologist for Member suffering hair loss as a result of chemotherapy or radiation therapy to a contract year maximum of \$500)	No Member cost after Plan Deductible	20% after Plan Deductible
Diabetic Equipment and Supplies	No Member cost after Plan Deductible	20% after Plan Deductible

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## PREVENTION AND WELLNESS

In-Network prevention and wellness services as defined by the United States Preventive Services Task Force (listed below) are exempt from all member cost shares (deductible, copayment and co-insurance) under the Patient Protection and Affordable Care Act (PPACA). Services that are exempt from cost share must be identified by the specific codes. The code your health care provider submits must match ConnectCare's coding list to be exempt from all cost share.

- Routine physical exam and appropriate screening and counseling for adults
- Preventive care and screenings for infants, children and adolescents approved by the Health Resources and Services Administration
- Preventive care and screenings for women suggested by the Health Resources and Services Administration:
  - At least one well-woman preventive care visit annually to obtain the recommended preventive services
  - Screening for diabetes during pregnancy, one per pregnancy
  - Human Papillomavirus (HPV) testing, age 30 or older, one per year
  - Counseling on sexually transmitted infections for all sexually active women, two per year
  - Counseling and screening for human immunodeficiency virus (HIV) for all sexually active women
  - Contraceptive methods approved by the Food and Drug Administration, sterilization procedures and contraceptive patient education and counseling
  - Comprehensive lactation support, counseling, a manual breast pump, and breastfeeding supplies
  - Screening and counseling for interpersonal and domestic violence for all women and adolescents
- Bone density screenings, age 65 or older
- Screening for colorectal cancer using fecal occult blood testing, sigmoidoscopy, or colonoscopy, age 50 or older
- Routine mammography screening
- Immunizations recommended by the Advisory Committee on Immunization Practices of the CDC
- Outpatient laboratory services:
  - Cervical cancer and cervical dysplasia screening - pap smear
  - Lipid cholesterol screening for adults and children at risk
  - Fasting plasma glucose or hemoglobin A1c
  - Hemucrit and Hemoglobin for children
  - Lead screening, for children
  - Tuberculin testing for children
  - Chlamydia, syphilis and gonorrhea screening for females all ages
  - Human immunodeficiency virus screening - HIV testing, no limit
  - Screening for phenylketonuria (PKU) in newborns
  - Screening for sickle cell disease in newborns
- Routine vision screening when services are rendered by a primary care provider
- Routine hearing screening when rendered by a primary care provider
- Developmental, autism, and psychosocial/behavioral assessments when rendered by a primary care provider
- Dietary counseling for adults with hyperlipidemia or obesity
- Tobacco cessation interventions
- Screening for hepatitis B, iron deficient anemia, Rh (D) blood typing and asymptomatic bacteriuria in women who are pregnant.
- Screening for abdominal aortic aneurysm in men who have ever smoked
- BRCA counseling and genetic screening for women at risk

## Important Information

- If you have questions regarding your plan, visit our website at [www.connectcare.com](http://www.connectcare.com) or call us at (661) 674-3757 or 1-800-251-7722.
- Many services require that you obtain our pre-authorization or pre-authorization prior to obtaining care prescribed or rendered by network providers or non-participating providers. A reduction will apply if you do not obtain pre-authorization for these specified services. Refer to your ConnectCare Insurance Company, Inc. Certificate of Coverage for more information.
- For mental health, alcohol, and substance abuse services call 1-888-946-4658 to obtain pre-authorization.
- Out-of-Network care shares are reimbursed at the maximum allowable amount. Members are responsible to pay any charges in excess of this amount. Please refer to your ConnectCare Insurance Company, Inc. Certificate of Coverage for more information.
- If you are a Massachusetts resident, please refer to your summary plan for Massachusetts mandated benefits for additional details of your mandated benefits.
- If you are a Massachusetts resident, this plan along with pharmacy services meets Massachusetts Minimum Creditable Coverage standards for 2014.
- Your plan is issued by ConnectCare Insurance Company, Inc.

CONNECT CARE Copy, rules, conditions NURS 88 51 (7/2014) Effective Date: 1/2014  
 Approved by P0822434  
 TRN PDC-CAT-NCA-902943826-17-Combined 4/19/14

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**FlexPOS Combined Deductible Prescription Drug Plan for Use with Health Savings Account (HSA) Benefit Summary**

This is a brief summary of your prescription drug benefits. Refer to your Prescription Drug Rider for complete details on benefits, conditions, limitations and exclusions, or consult with your Benefits manager. All benefits described below are per member per Contract year.  
**Personalized for: Town & BOE Ashford**

<b>PRESCRIPTION DRUGS</b>		
Covered prescriptions filled through retail Participating Pharmacies or our mail order service. Your Plan includes the following: Mandatory Drug Substitution, Tiered Cost-Save Program, and Voluntary Mail Order Program.		
	<b>IN-NETWORK MEMBER PAYS</b>	<b>OUT-OF-NETWORK MEMBER PAYS</b>
<b>Contract Year Plan Deductible</b> (combined for In- and Out-of-Network prescription drug benefits)	\$2,000 Individual \$4,000 Family  The Contract Year Deductible can be reached by any combination of covered Health Services or covered prescription drug services.  If you have Family coverage, then covered Health Services and covered prescription drugs will be applied to the Family Plan Deductible until the total amount is met without regard to which family member uses the benefits.	
<b>Out-of-Pocket Maximum</b> (The Maximum includes the Plan Deductible, Copayment Maximums and Coinsurance Maximums for health services and prescription drug expenditures)	\$4,000 Individual \$8,000 Family	
<b>Out-of-Network Reimbursement</b>	Not Applicable	Plan will reimburse the coinsurance percentage of the Maximum Allowable Amount.
<b>RETAIL PHARMACY</b> (up to a 30 day supply per prescription)	<b>IN-NETWORK MEMBER PAYS</b>	<b>OUT-OF-NETWORK MEMBER PAYS</b>
<b>Tier 1 drugs</b>	No Member Cost after Plan Deductible	20% after Plan Deductible
<b>Tier 2 drugs</b>	No Member Cost after Plan Deductible	20% after Plan Deductible
<b>Tier 3 drugs</b>	No Member Cost after Plan Deductible	20% after Plan Deductible
<b>MAIL ORDER PHARMACY</b> (up to a 90 day supply per prescription)	<b>IN-NETWORK MEMBER PAYS</b>	<b>OUT-OF-NETWORK MEMBER PAYS</b>
<b>Tier 1 drugs</b>	No Member Cost after Plan Deductible	100%
<b>Tier 2 drugs</b>	No Member Cost after Plan Deductible	100%
<b>Tier 3 drugs</b>	No Member Cost after Plan Deductible	100%

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**ASHFORD BOE FLEX DENTAL PLAN**

Description of Benefits	You Pay:
Annual Deductible ( <i>individual/family</i> )	\$50 Individual/\$150 Family
Annual Maximum <i>per member per calendar year</i>	\$1,000
<b>DIAGNOSTIC &amp; PREVENTIVE SERVICES</b>	No Charge
<ul style="list-style-type: none"> <li>• Initial evaluation</li> <li>• Periodic evaluations – 1 every 2 years</li> <li>• X-rays – 2 Bitewings covered every year/Full Series- 1 every 3 years</li> <li>• Cleanings, twice a year</li> <li>• Fluoride treatment to age 19</li> <li>• Comprehensive Oral Exam – 1 every 3 years</li> <li>• Space maintainers to age 19</li> <li>• Emergency palliative treatment</li> <li>• Periodontal Maintenance</li> </ul>	
<b>BASIC SERVICES</b>	20%
<ul style="list-style-type: none"> <li>• Simple and surgical extractions</li> <li>• Oral surgery</li> <li>• Fillings</li> <li>• Endodontics including but not limited to root canal therapy</li> <li>• Repair and relining of dentures</li> <li>• Recement Crown</li> <li>• Recement Bridge</li> <li>• Repair Bridge</li> </ul>	
<b>MAJOR SERVICES</b>	50%, after deductible
<ul style="list-style-type: none"> <li>• Periodontics</li> <li>• Crowns – 1 per tooth every 5 years</li> <li>• Inlays – 1 per tooth every 5 years</li> <li>• Onlays – 1 per tooth every 5 years</li> <li>• Prosthodontics including but not limited to bridgework, partial and full dentures</li> <li>• Post and core</li> <li>• Dentures Full &amp; Partial – 1 upper and 1 lower denture every 5 years</li> </ul>	

**Accessing Benefits:**

**Participating Benefits:** When a member receives care from one of our participating Dentists, he or she simply presents his or her identification card showing dental coverage. The dentist bills us directly for all covered services. For dental care provided by a Participating Dentist, we will pay the lesser of Dentist's usual charge or maximum allowable amount as determined by Anthem BCBS. The participating Dentist will accept Anthem BCBS's payment in full and make no additional charge to the member, except as otherwise specified in the member's certificate of coverage.

**Non-Participating Benefits:** Anthem BCBS will pay the maximum allowable amount as determined by Anthem BCBS. The member is responsible for any difference between the amount paid by Anthem BCBS and the fee charged by the Dentist.

Dental claims should be submitted to PO Box 9274, Oxnard, CA 93031

**PRINCIPAL LIMITATIONS AND EXCLUSIONS**

*Services received from a dental or medical department maintained by an employer, a mutual benefit association, labor union, trustee or other similar person or group; Services for which the member incurs no Dentists' Charge or which are services of a type ordinarily performed by a physician, or charges which would not have been made if insurance was not available; Services with respect to congenital malformations; Services, treatment or supplies furnished by or at the direction of any government, state or political subdivision; Any items not specifically listed in this Policy; Lost or stolen dentures or denture duplication; Gold foil restorations; Temporary services and appliances; such as crown or tooth preparations and temporary fillings, crowns, bridges and dentures; Application of sealants, regardless of reason; Services as determined by the company, that are rendered in a manner contrary to normal dental practice. A complete list of exclusions appears in the Certificate of Coverage.*

*This is not a legal policy or contract. It is only a general description of your benefits. If there are discrepancies between the Certificate of Coverage and this summary, the Certificate of Coverage shall control.*

In Connecticut, Anthem Blue Cross and Blue Shield is a trade name of Anthem Health Plans, Inc., an independent licensee of the Blue Cross and Blue Shield Association.  
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