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## Memo

**To:**

Lisa Arpin,  
Town Clerk

**From:**

Christopher J. Tranberg, Ph.D.  
Superintendent of Schools

**cc:**

James Cosgrove,  
First Selectman

Peter Berdon,  
BOE Chair

Jim Finch,  
Finance Director

Joseph Mooney,  
Board of Finance Chair

Maryann Amore  
RTM Moderator

Tom Keefe,  
RTM Education Chair

James O'Connor,  
BAO President

Charlene Russel-Tucker,  
Commissioner CSDE

**Re:**

Branford Administrators  
Organization (BAO) Contract

On September 4, 2024, the Branford Board of Education's Negotiating Committee reached a tentative agreement with the Branford Administrators Organization (the "BAO"). Subsequently, the contract was ratified by the BAO on September 24, 2024 and unanimously approved by the Branford Board of Education on October 16, 2024. The contract was signed by representatives of both parties on October 25, 2024. This is a three-year agreement effective July 1, 2025 through June 30, 2028.

The signed contract is attached and filed today, Friday, October 25, 2024 in accordance with the Teacher Negotiations Act. The contract was settled in regular negotiations with the parties agreeing to a total increase of 7.73% percent over three years. At the time of agreement, this increase is below the median and mean negotiations occurring across the State. The new contract also includes the following key terms:

- Withholding Salary Increase: The parties agreed that the Superintendent, rather than the Board of Education, may withhold all or part of a salary increase when an administrator's performance is in need of significant improvement.
- Health Insurance (Article VI): Administrators' premium contributions will increase to 21.0% for 2025-26, 21.5% for 2026-27 and 22.0% for 2027-28.
- Annuity Contributions (Article IV, Section F): The Board's annual annuity contribution for administrators with five years' experience or less in Branford has been increased from \$2,500 to \$3,500, and from \$4,500 to \$5,500 for administrators with six years' experience or greater in Branford.
- Tuition Reimbursement (Article IX, Section A): The Board and BAO agreed to increase the total sum of money available per year to reimburse administrators for graduate studies from \$7,000 to \$9,000.
- Sabbatical Leave (Article VIII): The parties agreed to strike this Article because this leave is not utilized by administrators.

## Branford Public Schools

Tel (203) 315-7809  
Fax (475) 338-3910

185 Damascus Road  
Branford, CT 06405

[www.branfordschools.org](http://www.branfordschools.org)  
[ctranberg@branfordschools.org](mailto:ctranberg@branfordschools.org)



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*Noë E. Arpin*  
BRANFORD TOWN CLERK

**AGREEMENT**

**between the**

**BRANFORD BOARD OF EDUCATION**

**and the**

**BRANFORD ADMINISTRATORS ORGANIZATION**

**July 1, 2025 - June 30, 2028**

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**AGREEMENT**  
**between the**  
**BRANFORD BOARD OF EDUCATION**  
**and the**  
**BRANFORD ADMINISTRATORS ORGANIZATION**

THIS AGREEMENT IS MADE AND ENTERED INTO by and between the **BRANFORD BOARD OF EDUCATION** (hereinafter referred to as the "Board") and the **BRANFORD ADMINISTRATORS ORGANIZATION** (hereinafter referred to as the "Organization").

**PREAMBLE**

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

**ARTICLE I**  
**RECOGNITION**

The Board recognizes the Organization for purposes of professional negotiations as the exclusive representative of the certified professional employees in the school district not excluded from the purview of §§10-153a – 10-153n, inclusive, employed in positions requiring an intermediate administrator or supervisor's certificate, or the equivalent thereof, and whose administrative or supervisory duties, for the purposes of determining membership in the administrators' unit, shall equal at least fifty percent of the assigned time of such employee.

**ARTICLE II**  
**RESPONSIBILITY**

- A. It is recognized that the Board has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of Branford in all its aspects, 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 Branford;

2. To give the children of Branford as nearly equal advantages as may be practicable; to decide the need for school facilities;
3. To determine the care, maintenance and operation of buildings, lands, apparatus and other property used for school purposes;
4. To determine the number, age and qualifications of the pupils to be admitted into each school; to employ, assign and transfer certified personnel;
5. To suspend or dismiss the teachers of the schools;
6. To designate the schools which shall be attended by the various children within the town;
7. 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 whenever it is reasonable and desirable;
8. To prescribe rules for the management, studies, classification and discipline for the public schools;
9. To decide the textbooks to be used;
10. To make rules for the arrangement, use and safekeeping of the school libraries and to approve the books selected therefore and to approve plans for school buildings;
11. To prepare and submit budgets and, in its sole discretion, expend monies appropriated by the town for the maintenance of the schools, and to make such transfers of funds within the appropriate budget as it shall deem desirable.

B. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner consistent with or in violation of any of the specific terms and provisions of this Agreement. No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the grievance procedure as provided in Article XII of this Agreement.

**ARTICLE III  
SALARIES AND ANNUITY CONTRIBUTIONS**

**A. WORK YEAR**

1. All positions are based on a 245 day work year.

**B. POSITION SALARY**

1. An administrator with less than five (5) years administrative experience shall be paid as follows:

4 years administrative service:	99% of position salary
3 years administrative service:	98% of position salary
2 years administrative service:	97% of position salary
1 year administrative service:	96% of position salary
0 years administrative service:	95% of position salary

**C. NEW POSITIONS**

1. In the event of the creation of a new position which does not fit any of the established categories, the Board will establish the salary for the new position, considering input from the Organization, and implement the same. If the Organization disputes the appropriateness of the salary of such new position, it may file a grievance in accordance with Article XII. The parties hereby acknowledge that the arbitrator(s) who hears the grievance concerning the salary of a new position is bound by and restricted to consideration of the factors enumerated in the Teacher Negotiations Act under binding interest arbitration.

**D. WITHHOLDING SALARY INCREASES**

1. The Superintendent of Schools has the right to withhold an increase or part of an increase for performance in need of significant improvement. Prior to such withholding, notice indicating identification of the problem, a plan for resolution, and a mutually agreed time frame for evaluating results of efforts to resolve the problem shall be given and/or shall occur.

**E. SALARY REOPENER**

1. In the event that State initiates regulations or laws enhancing salaries for or to include administrators, the contract can be reopened by mutual agreement of the parties.

<b>Salary Schedule</b>			
	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<b>Position</b>	<b>Position Salary</b>	<b>Position Salary</b>	<b>Position Salary</b>
HS Principal	\$190,859	\$195,630	\$200,521
MS Principal	\$181,832	\$186,378	\$191,037
Dir of Student Services	\$181,832	\$186,378	\$191,037
Elementary Principal	\$169,730	\$173,973	\$178,322
HS Assistant Principal	\$164,674	\$168,791	\$173,011
MS Assistant Principal	\$161,497	\$165,534	\$169,672
Elementary Assistant Principal	\$153,667	\$157,509	\$161,447
Assistant Director of Student Services	\$153,667	\$157,509	\$161,447
Director of Elementary Education & Director of Secondary Education	\$153,667	\$157,509	\$161,447
Director of Adult Education	\$144,983	\$148,608	\$152,323
Director of Social and Emotional Learning	\$140,966	\$144,490	\$148,102
Director of Technology	\$155,696	\$159,588	\$163,578
Athletic Director	\$140,966	\$144,490	\$148,102
Director of Early Childhood Education	\$153,667	\$157,509	\$161,447

**F. ANNUITY CONTRIBUTIONS**

For each administrator satisfying the length of service requirements set forth below, the Board shall contribute the following amounts as an administrator's elective contribution to a tax-sheltered annuity designated by the administrator in accordance with the Board's Section 403(b) plan, which sum shall be included for purposes of salary under the Teacher Retirement Board System.

<b>Employee Years in District</b>	<b>Elective Annuity Contribution Per Year</b>
Zero to Five	\$3,500
Six and Beyond	\$5,500

**G. OUT OF CLASS**

Any administrator who is appointed by the Superintendent of Schools to work in a higher classification than their regular classification for more than fifteen (15) consecutive school days shall receive, retroactive to the first day of such work, the pay for the higher classification in which the administrator is working.

**ARTICLE IV  
HOLIDAYS**

The following days will be observed holidays for Branford administrators:

New Year's Eve Day	July 4th	Thanksgiving Day
New Year's Day	Labor Day	Friday after Thanksgiving Day
Martin Luther King Day	Rosh Hashanah	Christmas Eve Day
Presidents' Day	Yom Kippur	Christmas Day
Good Friday	Columbus Day	
Memorial Day	Veterans' Day	

If a calendar is established whereby administrators will be expected to work on any one of these days, each administrator will be granted one floating day off for each one of these days that they are required to work.

**ARTICLE V  
HEALTH AND INSURANCE BENEFITS**

- A. All personnel covered by this Agreement shall be eligible to participate in the Connecticut State Partnership Plan 2.0 (the "SPP") with the following components:
1. The health plan benefits shall be as set forth in the SPP, including any subsequent amendments or modifications made to the SPP by the State and its employee representatives. The administration of the SPP, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SPP.
  2. The premium rates shall be set by the SPP.
  3. The SPP contains a Health Enhancement Plan ("HEP") component. All employees participating in the SPP are subject to the terms and provisions of the HEP. In the event that the Partnership Plan 2.0 administrators impose a HEP non-participation or non-compliant penalty on the basis of an employee's non-compliance with the terms of the HEP or any non-compliance on the part of any individual covered under the employee's insurance, any such penalty shall be fully paid by the non-complaint employee. The imposition of any resulting premium cost increase shall be paid by the non-compliant employee by payroll deduction and the imposition of any deductible shall be implemented through claims administration.
  4. The parties acknowledge that the Board has a management right to leave the Partnership Plan 2.0 at any time and replace such plan with a new plan/carrier/plan administrator, provided that: 1) the Board shall provide the BAO with at least thirty (30) calendar days' written notice prior to the effective date of any such change; 2) the plan/carrier/administrator shall provide coverage



substantially comparable to the High Deductible Health Plan with Health Savings Account set forth in Article VI of the 2022-2025 Collective Bargaining Agreement.

- B. All personnel covered by this Agreement shall be eligible to receive the following additional benefits:
1. Term Life Insurance equal to twice the salary per bargaining unit member with double indemnity for accidental death and dismemberment coverage.
  2. Dental Benefits – All full-time personnel covered by this Agreement shall be eligible for dental benefits, which shall include general anesthesia for category II coverage, such as, but not limited to, oral surgery, fillings, endodontics, extractions, etc. The deductibles and maximum benefit for dental benefits are as follows:
    - \$25 Individual Deductible per Calendar Year
    - \$75 Family Deductible per Calendar Year
    - \$1,250 Maximum Benefit per Member per Calendar Year

C. Income Protection Insurance

The Board of Education will provide at no cost to the individual employee a plan of income continuance in the form of Disability Income Insurance. The insurance shall have the following features: to age 65, but not less than sixty (60) months, after an elimination period of 180 days, of 60% of salary, to a maximum monthly benefit amount of \$7,000.

D. Premium Payments

The premium cost sharing for administrators participating in the insurance plan and dental benefits offered by the Board shall be as follows:

2025-2026	21.0 %
2026-2027	21.5 %
2027-2028	22.0 %

Said premium cost sharing shall be paid through payroll deductions and may be made through a Section 125 Plan.

- E. The Board reserves the right to reopen the provisions of this Article if there is any material amendment to the ACA or related state or federal laws. Reopener negotiations shall be governed by Conn. Gen. Stat. Section 10-153f(e) and shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan.

**ARTICLE VI  
LEAVES OF ABSENCE**

**A. Illness and Disability Leave**

1. Fifteen (15) days of absence from work shall be allowed annually with full pay to all full-time administrators for personal illness or disability. Effective January 1, 2025, forty (40) hours of the aforementioned sick leave allotment may be used for the purposes set forth in and in accordance with Conn. Gen. Stat. §§ 31-57r, et seq., including for family illness.
2. The Superintendent shall cause a record to be kept of absence. Unused days of absence for illness or disability for each administrator shall be allowed to accumulate to a total of 245 days.
3. Each administrator, at the request of the Superintendent or designee, may be asked to supply a physician's certificate validating the reason for prolonged absence due to illness or disability. In cases of disability arising from pregnancy or related conditions, a doctor's certificate shall be required.
4. In case personal illness or disability results in absence in excess of earned or accumulated leave, full or part salary may be allowed by special action of the Board.

**B. Death in Family**

1. Five days of non-cumulative absence with pay shall be allowed full-time administrators for death in the immediate family.
2. Immediate family to be defined as to include parent, spouse, child, brother or sister and not to exclude these relationships through marriage or adoption.
3. Three days funeral leave may be used for death of grandparent or grandchild.
4. One day of funeral leave may be used for death of aunt or uncle.

**C. Personal Days**

1. Each member of the Organization will be allowed a maximum of two days of absence for emergency personal reasons per year, without a deduction in pay, providing that no day of absence for personal reasons occur during a day immediately preceding or following a vacation period, a day of school vacation, or any day scheduled on the school calendar as a holiday unless approved by the Superintendent of Schools in advance of such absence.

2. Personal days requested in conjunction with short-term leaves of absence may be approved only in cases of extreme personal hardship. Combination of short-term leave of absence and personal days shall not be used to extend school vacation or holiday periods.

D. Religious Holidays

1. Staff members will be granted three days of absence each year for religious holidays without deduction of pay and without deduction of those days from sick leave.

E. Long-Term Leaves of Absence

1. Leaves of absence of up to one year's duration may be granted without pay at the discretion of the Board of Education.
2. An administrator on a leave of absence who wishes to return shall receive the first professional vacancy for which the administrator is eligible and has displayed the proper certification and qualification, provided that written application for return to service is made to the Superintendent at least six months prior to the date of termination of the leave of absence.
3. During a period of long-term leave of absence in accordance with this provision, an administrator may continue their insurance benefits if the administrator elects to pay 100% of the premium for such coverage. In addition, long-term leaves of absence will not be construed as a break in service for the purposes of calculating seniority. Administrators will not continue to accrue seniority during the period of such absence.

F. Short-Term Leave

1. A short-term leave of absence shall consist of a leave no longer than one month.
2. Short-term leave of absence, with or without pay, may be granted at the discretion of the Superintendent.
3. All applications for short-term leave must explain the reasons for such request.
4. Short-term leave requested immediately preceding or following a vacation period, a day of school vacation, or any day scheduled on the school calendar as a holiday shall be granted only in cases of extreme personal hardship.
5. All communications regarding short-term leave requests shall be treated as confidential.

G. Jury Duty

1. An administrator who is called for jury duty shall receive the leave necessary to fulfill this obligation.
2. Such leave shall not be deducted from other leave privileges.
3. The administrator shall report to their assignment on any day court is not in session or when the administrator is legally excused from jury duty.
4. While on jury duty, an administrator shall be paid the difference between their professional salary and the jury fee.

H. Military Duty

1. An administrator who is conscripted or recalled to active military service shall be reinstated upon return therefrom to the same or similar position as previously occupied at a salary which shall include any advance to which the administrator would have been entitled had their employment not been interrupted by the period of military service.

I. Vacation

1. Administrators are entitled to twenty-eight (28) vacation days per year. For unused vacation days, it is agreed that up to eight (8) vacation days may be "carried over" into each successive year, provided that, such days may not be accumulated (i.e., the most number of days an administrator may have available in a given year is 36). The Superintendent shall have the prerogative to review and approve the vacation schedules in order to safeguard the interests of the School System.

**ARTICLE VII  
PROFESSIONAL IMPROVEMENT**

A. TUITION REIMBURSEMENT

1. The Board will set aside a sum of \$9,000 per year for utilization by BAO members to continue study at the graduate level.
2. Initial reimbursement shall not exceed \$500.00 per administrator per year.
3. Additional reimbursement to administrators requesting such reimbursement will be made for additional courses should there be remaining funds prior to the close of the fiscal year. Should a number of administrators make such additional reimbursement requests, and such requests cannot all be covered by remaining funds, the remaining funds will be divided on an equal percentage basis to said administrators. Such additional reimbursement requests must be made by no later than June 10 and then shall be acted upon in accordance with this Section by no later than June 30.

4. Requests after the dates below will be considered by the Superintendent if the fund has not been depleted.
5. Reimbursement will be made upon evidence that the course has been completed successfully (B+ or higher).
6. Requests for tuition reimbursement must be made prior to July 1 for the summer session, prior to September 1st, for the first semester, and prior to January 1st for the second semester.
7. All courses to which this provision is to be applied shall have prior approval of the Superintendent of Schools.

## **ARTICLE VIII PERSONNEL POLICIES**

### **A. School Business Travel Expenses**

1. Administrators traveling on authorized school business shall travel by the most economical means.
2. Authorized mileage for a personal car will be the same allowance as provided by the IRS and would commence the budget year following any IRS change.
3. A request for reimbursable expenses shall be made upon a form supplied by the Board.
4. Reimbursement for expenses incurred by attendance at approved professional meetings shall be at the discretion of the Superintendent.

### **B. Transfer of Administrators**

1. Transfers within the Branford system should, whenever possible, be made on a voluntary basis.
2. Personnel involved in transfers will be contacted by the Superintendent or a designee and will meet to discuss the transfer. Any administrator who shall be transferred will be given a reason or explanation, and shall be given an opportunity to respond.
3. The Board, through its Superintendent, maintains the right to transfer administrators within the system in the best interest of the entire school system.

C. Notification of Staff Vacancies

The Organization will be notified in writing of all staff vacancies.

D. Accrued Sick Leave Benefit

1. For administrators hired prior to September 1, 1994, upon retirement or death after no less than fifteen (15) years of Branford Administrative Service, unused sick leave shall be paid on a per diem rate calculated at 1/245 of the average annual salary of the last five years of service. Maximum accumulation may not exceed 245 days.
2. Administrators wishing to exercise this benefit must so notify the Board in writing by December 1st of the preceding school year.
3. Upon retirement of an Administrator from the Branford School System in accordance with Connecticut General Statutes (10-133f(a), (b) or (c)), the Board will make available, health insurance benefits in force at the time of retirement until age 65, or until the retiree becomes eligible for Federal Health Insurance, whichever occurs first. The cost of such insurance will be at the expense of the retiree.

E. Professional Liability Insurance

1. The Board will contribute \$50 annually for those administrators who hold membership in Phi Delta Kappa toward the purchase of Professional Liability Insurance through Phi Delta Kappa.

F. Dues Deduction

1. The Board agrees to deduct Branford Administrators' Organization dues in twenty equal installments pursuant to signed authorization cards. The deductions will go into effect as soon as possible after the September 15th notification deadline date by the Organization for the individuals involved.

G. Retirement Compensation

For administrators hired subsequent to September 1, 1994, after no less than seven (7) years of service as an administrator in Branford, the Board will contribute \$2,000 per year per eligible administrator toward an annuity of the administrator's choice.

**ARTICLE IX  
GRIEVANCE PROCEDURE**

**A. PURPOSE**

The purpose of this procedure is to resolve grievances that may arise at the lowest possible administrative level.

**B. DEFINITIONS**

1. "Grievance" shall mean a complaint by the bargaining unit concerning an alleged misinterpretation, misapplication, or violation of a specific term or terms of this collective bargaining agreement.
2. Administrator shall mean any certified professional full-time employee member of this bargaining unit.
3. When "days" are referred to in the time limit hereof, such shall mean business days on which Central Office is open.

**C. TIME LIMITS**

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If a grievance is not filed in writing within fifteen (15) days after the administrator first 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 to appeal a grievance to the next level within the specified time shall be deemed to be acceptance of the decision rendered at that level.

**D. INFORMAL PROCEDURES**

1. If an administrator feels that they may have a grievance, they shall first discuss the matter with their immediate supervisor or other appropriate administrator in an effort to resolve the problem informally.
2. If the administrator is not satisfied with such disposition of the matter (#1 above), they shall appeal to the Organization to assist them in further efforts to resolve the problem informally with their supervisor or other appropriate administrator.

E. FORMAL PROCEDURE

1. FIRST STEP

- a) If the aggrieved administrator is not satisfied with the disposition of their grievance on an informal basis, they may file in writing a grievance with the Superintendent of Schools. Such filing must take place within the fifteen (15) day period as set forth in Section C (2) above.
- b) The Superintendent shall within ten (10) days after receipt of the written grievance, meet with the aggrieved administrator and with representatives of the Organization for the purposes of resolving the grievance.
- c) The Superintendent shall within ten (10) days after the hearing, render their decision and the reasons therefore in writing to the Organization with a copy to the aggrieved administrator.

2. SECOND STEP

If the aggrieved administrator is not satisfied with the disposition of the grievance at Step 1, the administrator may, within five (5) days after the decision, request the Organization to file an appeal to the Board of Education.

- a) The Board of Education or Board subcommittee shall, within thirty (30) days after receipt of the written appeal, meet with representatives of the Organization and with the aggrieved administrator for the purpose of resolving the grievance.
- b) The Board or Board subcommittee shall, within ten (10) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved administrator, with a copy to the Organization.

3. THIRD STEP

- a) If the aggrieved administrator is not satisfied with the disposition of the Grievance at Step 2, the administrator may, within five (5) days after receipt of the Board decision, request that the Organization submit the grievance to arbitration.
- b) The Organization within five (5) days after receipt of such request, shall submit the grievance to arbitration by so notifying the Board in writing.



- c) The Chairman of the Board and the President of the Organization 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 a single arbitrator.
- d) The arbitrator selected shall confer promptly with representatives of the Board and the Organization shall review the record of prior hearings, and shall hold such further hearings with the aggrieved administrator and other parties of interest as he/she shall deem requisite.
- e) The arbitrator shall be governed by the Voluntary Rules and Regulations of the American Arbitration Association and shall render their decision in writing to the Board and the Organization setting forth their findings of fact, reasoning, and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding upon both parties.
- f) The costs for the services of the arbitrator shall be borne equally by the Board and the Organization.
- g) All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- h) The arbitrator may only hear and decide a grievance based upon an alleged misapplication, violation, or misinterpretation of this agreement. The decision of the arbitrator shall be final in all other matters. The arbitrator shall hear and decide only one grievance in each case. The arbitrator shall be bound by and must comply with all of the terms of this agreement. The arbitrator shall have no power to add to, delete from, or modify in any way the provisions of this agreement. The decision of the arbitrator shall be binding on both parties.

**ARTICLE X  
REDUCTION IN FORCE AND RECALL**

- A. It is recognized that the Branford Board of Education has the sole and exclusive prerogative to eliminate positions or reduce staff, consistent with the provisions of state statutes. If in the Board's opinion it is necessary to reduce the administrative staff within particular administrative classifications, it shall be on the basis of length of administrative service within the Branford School System (seniority), certification, and qualifications. The above criteria are not listed in any particular order of significance.

In order to promote an orderly reduction in the administrative personnel, the following procedure will be used:

- a. Any administrator relieved of their duties because of reduction of staff or elimination of position shall be offered an administrative opening if one exists, in the administrator's classification.
- b. If there is no existing administrative opening in the administrator's classification, the displaced administrator shall be offered the position of an administrator who has the least seniority in their present classification.
- c. If there is no existing administrative opening in the administrator's classification and the displaced administrator has the least seniority in their classification, the administrator will be offered an administrative opening, if one exists, in any other administrative classification for which the administrator is certified and qualified.
- d. If there are no existing administrative openings in any administrative classifications, and the displaced administrator has the least seniority in their present classification, but has administrative seniority over an administrator in another classification for which the displaced administrator is certified and qualified, the displaced administrator will be offered such position, provided, however such appointment does not constitute a promotion.
- e. If an administrator is relieved of their duties because of a reduction in staff or elimination of position and another administrative position is not otherwise available as aforesaid, the administrator will be offered a teaching position for which they are certified, subject to the R.I.F. provisions of the teacher collective bargaining agreement.
- f. If an administrator is relieved of their duties because of a reduction in staff or an elimination of position and employed as a teacher, the administrator will be given the experience credit on the salary schedule according to the teacher contract.

- g. The classifications referred to above are as follows:
1. High School Principal
  2. Middle School Principal
  3. Elementary Principal
  4. High School Assistant Principal
  5. Middle School Assistant Principal
  6. Director of Student Services
  7. Elementary Assistant Principal
  8. Assistant Director of Student Services
  9. Director of Adult Education
  10. Athletic Director
  11. Director of Social and Emotional Learning
  12. Director of Early Childhood Education, Director of Elementary Education, and Director of Secondary Education
  13. Director of Technology
1. The provisions set forth in this paragraph shall apply only to employees hired by the Board as administrators prior to July 1, 2013. The salary of any administrator displaced to a subordinate administrative or teaching position shall be "red circled" (frozen) at the amount the displaced administrator was receiving, until the salary for the new position is equal to or greater than the administrator's "red circled" (frozen) salary. In the case of "red circling" the salary of an administrator reassigned to a teaching position, such difference in pay, if any, shall constitute a separation allowance from administrative employment. An administrator displaced to a subordinate administrative position shall work the full administrative work year.
  2. An administrator displaced into the teachers' bargaining unit shall retain all accumulated sick leave.
  3. Recall
    - a) Any administrator who is reassigned or terminated as a result of the provisions of this Article shall be placed on a recall list for one (1) year. Such administrator shall be recalled in the reverse order of the procedure noted above should a vacancy occur in a category for which the administrator is eligible and as long as such administrator applies for such vacancy in accordance with its posting.

- b) If an administrator fails to apply or refuses a position in a category for which the administrator is eligible, the administrator shall be dropped from the recall list.
- c) The Superintendent or designee shall e-mail to such administrator notice of recall to the administrator's last known e-mail address.
- d) The Superintendent shall supply a recall list to the Organization president containing the names of those administrators reassigned in accordance with the above-noted procedures. The Superintendent shall also supply the Organization with a copy of all job postings of administrators' positions.

#### **ARTICLE XI DURATION**

This Agreement shall be effective as of July 1, 2025 and shall continue and remain in full force and effect through June 30, 2028.

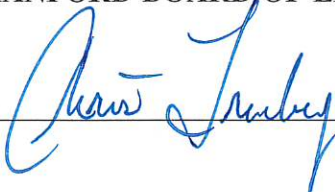
#### **ARTICLE XII DUES DEDUCTION**

- A. Upon the submission of a voluntary written authorization the Board agrees to deduct from salary paid to each administrator an amount equal to the Organization membership dues by means of payroll deductions. The amount of the deduction from each paycheck for membership dues shall be equal to the total Organization membership dues divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The Organization shall, no later than August 1<sup>st</sup> of each year, give written notice to the Business Office of the amount of dues of those members of the Organization, which are to be deducted in that school year under such authorization.
- B. The balance of the annual dues shall be deducted from the final paycheck of any employee resigning his position, receiving a leave of absence or terminating his employment after the opening of school. Similarly, employees commencing employment at any time during the school year shall be responsible for the school year's annual dues by means of deductions from the remaining paychecks for that school year.
- C. The Organization shall indemnify and save the Board and/or the Town harmless against all claims, demands, suits, judgment or other forms of liability including attorney's fees and the cost of administrative hearings that shall or may arise out of, or by reason of, action taken by the Board for the purpose of complying with the provisions of this Article.

**ARTICLE XVIII  
JUST CAUSE**

No administrator shall be suspended without pay without just cause.

**BRANFORD BOARD OF EDUCATION**

By 

Date: 10/25/24

**BRANFORD ADMINISTRATORS ORGANIZATION**

By 

Date: 10/25/24