

AGREEMENT

Between the

REGIONAL SCHOOL DISTRICT NO. 14 BOARD OF EDUCATION

and the

NONNEWAUG SECRETARIAL ASSOCIATION

FOR THE PERIOD 7/1/2018 TO 6/30/2021

THIS AGREEMENT made and entered into on ____ 2018 by and between the Regional School District No. 14 Board of Education (hereinafter referred to as the "Board"), and the Nonnewaug Secretarial Association (hereinafter referred to as the "Association").

ARTICLE I RECOGNITION

The Board recognizes the Association for the purpose of negotiations, as the exclusive representative of the entire unit consisting of all secretarial employees of the Board working 20 hours a week or more, excluding the position of Secretary to the Superintendent of Schools, (hereinafter referred to as "members of the unit"), pursuant to and with all the rights and privileges as provided by the Statutes of the State of Connecticut; the Association having been designated as the exclusive representative pursuant to an agreement between the Board and the Association executed February 1, 1971.

ARTICLE II ARTICLE II MANAGEMENT

Section 1

Except as specifically set forth in this Agreement, the management of the Schools, the manning of the same and the direction of the working forces will vest solely in the Employer, including the right to hire, promote, retain, for proper cause to discipline or discharge, establish and maintain standards of quality, efficient operations and worker efficiency, to relieve employees from duties because of lack of work and to determine schedules of operation. If not specifically set forth in this Agreement, there shall be no abridgement or diminution of any function, authority, right or responsibility of the Employer.

Section 2

The Employer reserves the right to promulgate from time to time reasonable rules and regulations governing the attendance of employees, their performance of work and their conduct on the job as well as all other reasonable rules and regulations which may be established.

ARTICLE III NEGOTIATION

Section 1 - Negotiation Over Agreement

A. Not later than 120 days prior to the expiration of this Agreement, or part thereof, the Board and the Association agree to negotiate in good faith with each other to secure a

Successor Agreement relative to all matters concerning salaries and any other conditions of employment, provided that the Association is then recognized as the exclusive representative of the entire unit as set forth in Article I above. The Agreement so negotiated shall bind the Board and all members of the unit and shall be reduced to writing and signed by the Board, or its designees, and the Association.

B. The Board or the Association may, if it desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

C. If the negotiations described in this Section 1 have reached an impasse, the procedures described in the Municipal Employee Relations Act shall be followed. These procedures shall be conducted at times other than normal school hours.

D. During the initial and subsequent negotiations meetings, the Board's negotiator and the Association will exchange data which is a matter of public record, points of view, and proposals and counter proposals.

Section 2 - Negotiations Over Matters Not Covered by Terms of the Agreement

It is understood and agreed by and between the parties hereto that this Agreement includes and does and shall constitute the sole, only and entire Agreement between the parties in respect to rates of pay, hours of work and other conditions of employment; and, further, that this Agreement cannot and shall not be changed or modified in any particular whatever by an employee or representative of either party unless such change or modification shall first be specifically reduced to writing and signed by officers of both parties authorized so to do.

Section 3 - Grievance Procedure

A. Application:

This procedure shall only be applied to the handling of grievances as herein defined. Activities conducted in connection with the grievance procedure shall occur outside the normal working hours unless the Board agrees to a variance.

B. Definitions:

1. Clerk and/or secretary shall mean any member of the clerical or secretarial staff employed by the Board of Education of Regional School District No. 14.
2. A grievance shall be defined as:
 - a. A complaint by a member or members of the bargaining unit regarding an alleged violation of a specific provision or provisions of this Agreement which relates to or involves the grieving bargaining unit member.

C. General Principles:

1. It shall be the policy of the Board of Education to assure every member of the unit an opportunity to have the unobstructed use of this Grievance Procedure without fear of reprisal or without prejudice in any manner.

2. A member of the unit may seek and use the assistance of an officer or representative of the Association in the presentation and/or appeal of any grievance. Such assistance shall include, but not be limited to, the direct representation of a member of the unit at all steps of the Grievance Procedure.

3. Nothing contained in this Grievance Procedure shall be construed to deny any member of the unit the rights under the laws of the State of Connecticut.

4. Grievance shall not mean a challenge of the content of present Board Policies, Administrative procedures, etc.

5. The failure of a member of the unit to proceed to the next step of the Grievance Procedure within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning that particular grievance. The failure of an administrator, at any step, to communicate his/her decision within the specified time limits shall allow the member of the unit to proceed to the next step. All time limits may be extended by mutual agreement in writing.

D. Procedures:

1. Step One

- a. Any member of the unit may present a grievance to the immediate supervisor within ten (10) school days of the event giving rise to the grievance. Such a grievance shall be in writing and must specifically state the nature of the grievance and that the Grievance Procedure is being invoked. The member of the unit may appear alone, with a representative of the Association, with other members of the unit.
- b. If other members of the unit are involved in the grievance, but the complainant elects to present his/her case without the assistance of the Association, the appropriate officer of the Association shall be so notified by the member of the unit's immediate supervisor.
- c. Within five (5) school days of the receipt of the grievance, the immediate supervisor shall inform the member of the unit of the decision and shall provide the member of the unit with a brief statement in writing as to the reason for that decision.

2. Step Two

- a. The member of the unit may, within ten (10) school days of his/her receipt of the immediate supervisor's decision, appeal that decision to the Superintendent. The appeal shall be in writing and shall specifically outline the alleged grievance and its disposition as in Step One. If a representative is to appear, his/her name shall be designated in the written appeal or initial complaint.
- b. Within the ten (10) school days of receipt of said appeal, the Superintendent shall conduct a meeting with the member and his/her

representative. The member of the unit and his/her representative shall be relieved of their responsibilities without loss of salary for the purpose of attending the meeting, in the event that the meeting is scheduled during normal working periods.

- c. Within ten (10) school days of the meeting, the Superintendent shall inform the member of the unit of his/her decision, consistent with the rendering of a decision as outlined in Step One.
- d. The member of the unit may, within ten (10) school days of notification of the disposition of the grievance under Step Two, proceed to Step Three upon written notice to the Board.

3. Step Three

- a. The procedures for Step Three shall be identical to those indicated in Step Two, except that the grievance shall be presented to the Board of Education or its designee through the Superintendent of Schools. The Board shall conduct a hearing and render a decision in similar form to that outlined in Step Two.
- b. The member of the unit may, within ten (10) school days of notification of the disposition of the grievance under Step Three, proceed to Step Four upon written notice to the Board.

4. Step Four

- a. Within ten (10) school days, and after Steps 1, 2, and 3 have been complied with and a settlement of the grievance has not been effected, the Employer or the Association or the grievant may process the grievance for arbitration by submitting it to the Connecticut Board of Mediation and Arbitration, with a copy to the other party. If the grievance concerns termination of employment, the Association shall submit the grievance to the American Arbitration Association in accordance with its voluntary arbitration rules and regulations. The Board shall hear the grievance under its rules and regulations and shall render a decision based upon its interpretation of the contract language. The decision of the Board shall be final and binding upon the Employer, the Employees, and the Association. Any expenses incurred for such procedures shall be shared equally by the Association and the Board of Education.

ARTICLE IV SALARIES

Section 1 - Longevity

Years of Service shall mean years of service in Region # 14 Schools.

Longevity

10 years - \$300

15 years - \$400

20 years - \$500

Longevity payments will be made in a lump sum payment on the member's anniversary date of hire into Region # 14 Schools. Employees hired on or after July 1, 2018 will be ineligible to receive this benefit.

Section 2 - Overtime

Any time in excess of forty (40) hours per week, shall be reimbursed at one and one-half times the hourly rate. In the event a 4 day summer workweek is implemented, overtime will only be paid for hours in excess of 40 hours per week.

Section 3 - Salaries

The Salary schedule is based upon years served in the Nonnewaug Secretarial Association.

2018-2019 (2%), 2019-2020 (2.25%), 2020-2021 (2.5%)

	2018- 2019 Rate	2019- 2020 Rate	2020- 2021 Rate
0-1 year (probation)	26.61	27.14	27.75
2-7 years	27.14	27.75	28.45
8-15 years	28.30	28.94	29.66
16+ years	29.54	30.20	30.96

Percentage increases shall occur on July 1 and step increases shall occur on the members' anniversary date of hire into the NSA.

Section 4 - Method of Payment

All wages shall be paid via electronic deposit to a qualified financial institution(s) of the member's choice.

Section 5 - Excused Time

In the event that school is cancelled, all members of the unit must be notified no later than 9:00 a.m. by their supervisor or his/her designee as to whether or not to report for work. If the superintendent or his/her designee determines that school offices will open, all members of the unit shall report to work at the time specified by the superintendent and be paid the normal hourly rate for the excused time. If a member is told not to report to work, to report for work at a later time than the normal starting time, or is sent home early by the superintendent or his/her designee, said member shall be paid at the normal hourly rate for the excused time.

Section 6 - Payment for non-scheduled days

All paid non-work days shall be based on the number of hours listed on each member's salary agreement.

Section 7 - Payment for job coverage

If a member of the association is called to cover a position (in someone's absence) outside the association, that member shall be compensated at the higher rate of pay if applicable, after ten (10) consecutive work days of serving in that position. If the pay rate is lower than the member's current rate, they will receive the same rate as the member is currently receiving.

ARTICLE V SUBSTANTIVE PROVISIONS

Section 1 - Health Insurance and Dental premium co-pay

The Board of Education agrees to continue the present Regional School District #14 health insurance plan:

A. All secretaries will be enrolled in the HDHP (H.S.A.) \$2,000/\$4,000 plan. A copy of the health insurance plan is on file in the Human Resources office and available for inspection. The premium co-pay shall be 11% in 2018-2019, 11.5% in 2019-2020, and 12% in 2020-2021 (with the exception of those noted in Section A1) for the duration of the contract. Accordingly, the Board shall deduct member's co-pays on a biweekly basis. Said deductions are subject to IRS Section 125 Plan Treatment. The Board will annually fund 50% of the deductible (\$1,000/\$2,000) for enrollees in 2018-2019, 30% of the deductible (\$600/\$1,200) in 2019-2020, and 25% of the deductible (\$500/\$1,000) in 2020-2021. 50% of the Board's share will be funded with the first paycheck in July and the remaining 50% will be made with the second paycheck in October.

The premium co-pay for Dental Insurance shall be 13% commencing in 2018-2019.

A1. For the two secretaries who are Medicare eligible and unable to participate in the H.S.A. component of the HDHP the premium co-pay will remain at 0.00% for the duration of the contract. The Board will not fund any portion of the deductible.

B. Group Life Insurance Coverage of \$50,000 per member of the unit.

C. The Board may substitute any insurance carrier for any other insurance carrier specifically named in the Agreement provided the insurance coverage is similar.

D. Members of the unit shall be permitted to continue on the medical plan through the school at their own expense, subsequent to retirement from Regional School District #14 until they become eligible for Medicare.

Members must work a minimum of thirty (30) hours per week to be eligible for health and group life insurance.

Section 2 - Benefit Days

A. Sick Leave: Each member of the unit shall be allowed, after three months of employment, one (1) day per month for personal illness. Subsequent to the first year of employment, each member of the unit shall be entitled to fifteen (15) days leave, with pay, for personal illness. Unused sick days will be capped at 180 for members hired prior to July 1, 2009. Members will be allowed to maintain any days over 180 as of June 30-2009, but will not

be able to add additional days. Members hired after June 30, 2009 can accumulate up to 150 sick days. All absences for sick days shall be deducted from accumulation. Any payment for accumulated sick leave upon retirement or death, as set forth below, will only be made to members covered under this agreement hired prior to July 1, 2003.

A maximum of three (3) days per year for illness in the immediate family shall be allowed, which will be deducted from sick leave allowance. Immediate family is defined as spouse, civil union partner, children, mother, father, sister and brother, and any other relative living with and dependent upon the member.

Any absence in excess of five (5) consecutive days for personal or family illness or any absence where there is a suspicion of abuse or misuse of sick leave, shall be substantiated by a physician's certificate satisfactory to the Superintendent. Furthermore, the Board may make medical inquiries and may require a physical examination or physician's certification of employees, in a manner consistent with federal law (including but not limited to the Americans with Disabilities Act and the Family and Medical Leave Act).

Members of the unit hired prior to July 1, 2003 will be compensated for one half of his/her total accumulated sick leave upon retirement or death, not to exceed one half of his/her annual salary, provided the member has been employed by Region #14 for a period of at least ten years upon retirement or death. A member must notify the Region by January 1st to be eligible for payment in July of the same year. Members notifying the Board after January 1st will receive payment in July of the year following retirement.

Sick days may only be taken in half or full day increments.

B. Personal Leave: A maximum of three (3) days absence with pay for special purposes will be granted upon the approval of the member's immediate supervisor and the Superintendent of Schools. This category will include reasons such as bereavement, graduation of husband or wife or children, the taking of professional and civil service examinations, as well as legal business, religious, or other personal matters which can only be accomplished at times when school would normally be in session. It is expected that mutual respect will prevail amongst the members and administrators in the implementation of this section as the integrity of the member and the confidence one has in the administration are involved.

Each member of the unit shall be granted one (1) Personal Day per year, of the three (3) provided, for which no explanation shall be required.

Personal days may only be taken in half or full day increments.

C. Funeral Leave: A maximum of three (3) days funeral leave, with full pay, for death in the member's immediate family shall be allowed under the following conditions:

1. Notification of the immediate supervisor and the Superintendent or his/her designee.
2. The immediate family shall be a grandmother, grandfather, mother, father, spouse, son, daughter, brother, sister, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or any other relative living with and dependent upon the member.

D. Sick Bank:

1. Each member of the unit shall be permitted to contribute any two (2) days from his/her sick leave accumulation reserve each school year to a "Sick Leave Bank" which shall be established to aid members of the association who suffer prolonged illness and whose leave accumulation has been exhausted. New members may enroll on July 1.

The bank shall be built up to a maximum of 126 days. No more days shall be added until the bank has been depleted to approximately 42. The bank will be built up again using the same process

2. Contributions will be made in July of each year until the maximum number of days has been reached.

3. A member of the association may be permitted to draw up to 20 days against the bank after all leave has been exhausted.

4. All application for use of sick leave bank days shall be submitted to a committee composed of five (5) representatives of the association. The committee shall be responsible for keeping all records related to the sick leave bank. The NSA will cooperate with the BOE's Central Office with regard to any and all issues concerning personnel records, payroll and the like. An affirmative vote by the majority of the committee is needed to authorize use of the sick leave bank days.

5. The following conditions shall apply:

- a. A person withdrawing from membership in the bank will not be able to withdraw previously contributed days.
- b. Persons withdrawing sick leave days from the bank will not have to replace these days.
- c. Sick leave shall mean the total number of leave days a member of the association has for that year, plus his/her accumulation.
- d. The Committee will respond to any application request within a reasonable time.
- e. Only a contributing member of the sick leave bank will be eligible to withdraw days from the sick leave bank.

Section 3 - Benefit Distribution

All benefits, other than health, will be prorated based on the number of hours and days worked as defined in the Salary Agreement.

Section 4 - Deductions

When pay deductions are required, such deductions shall be at the hourly rate of the member of the unit.

Section 5 - Leave of Absence

Leave of absence, with or without pay, may be granted at the discretion of the Board of Education (via its Superintendent), with said decision not subject to the grievance procedures set forth in Article III, above. Sick leave and vacation leave cannot accrue during this leave, and will be pro-rated accordingly. Any leave granted under this provision will be after all vacation and personal days have been exhausted. Notification of these terms will be given to the member at the time of action on the request for leave.

Section 6 - Parenthood Leave

Parenthood leave for members of the unit, not to exceed one (1) year, without salary, may be granted to members who have served one or more years with Regional School District #14. Sick leave and vacation leave cannot accrue during this leave, and will be pro-rated accordingly. Notification of these terms will be given to the member at the time of action on the request for leave. Parenthood leave beyond that to which a member is entitled pursuant to the Family and Medical Leave Act shall be at the discretion of the Board of Education.

Section 7 - Vacations

For earned vacation time **ONLY**, the member's date of entry into the Association shall determine eligibility as follows:

For the first year of employment, the member shall earn vacation time at the rate of ½ day per full month of employment, not to exceed five (5) days during the first year. At the anniversary of the date of entry into the Association, vacation time shall be as follows:

- 2 weeks after 1 year of service
- 3 weeks after 5 years of service
- 4 weeks after 10 years of service
- 5 weeks after 20 years of service

Vacation may be taken at any time with the approval of the immediate supervisor. Members may carry over up to five (5) days annually of vacation time, said carry over not being cumulative.

Members of the unit hired prior to June 30, 2009 may accumulate up to twenty (20) days of vacation. Upon retirement, resignation, or death after ten (10) years of service, accumulated vacation days will be paid at the appropriate hourly rate, and shall apply to all members.

If notice of retirement is given prior to January 1, such member shall receive such retirement compensation from the Board at the beginning of the next fiscal year. In the event notice of retirement is given after January 1, the member shall receive such retirement compensation at the beginning of the second fiscal year following such notice of retirement.

Section 8 - Absences - Holidays

All members of the unit shall be granted, with pay, the following holidays, or days celebrated as such, regardless of the day of the week upon which the holiday falls:

A. Holidays

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day

Veteran's Day
Thanksgiving Day and
Friday thereafter
Christmas Eve Day
and Christmas Day
New Year's Eve Day
The Member's Birthday^
Floating Holiday*

*A minimum of 5 working days prior approval shall be required from the member's immediate supervisor before the floating holiday may be taken.

^Birthdays must be taken within the pay period in which the birthday falls.

Any holiday, for which a member is eligible, that falls on Saturday or Sunday, must be taken according to the District calendar. In the event that school is in session on Veteran's Day, employees required to work on that day and who are eligible for the paid holiday shall be given a substitute holiday, to be used on a day that school is not in session, with the school administration's approval. Conversely, employees not working on Veteran's Day or not otherwise entitled to a paid holiday on Veteran's Day are not entitled to said substitute holiday.

B. Eligibility

In order to be eligible for holiday pay, members must work the last scheduled work day prior to and the next scheduled work day after such holiday unless:

1. Member is assigned to Jury Duty.
2. Member has been granted a leave of absence.
3. Absence is due to personal illness, provided notification of said illness is given to the member's supervisor on the day of occurrence.

Section 9 - Jury Duty

The immediate supervisor shall be notified immediately when a member of the unit is assigned to jury duty. When exemption is refused, he/she will be granted as many days as necessary and his/her jury pay will be deducted from his/her regular pay.

Section 10 - Travel Reimbursement

The Board agrees to reimburse members for school related travel according to IRS guidelines.

ARTICLE VI SCHEDULE OF HOURS WORKED

Section 1 Days and Hours

A member of the unit will be considered to be a full-time employee if they work 260 days in a year and 35 hours a week or more. Members meeting these criteria will be entitled to full benefits as detailed in this Agreement

Benefits for members of the unit who work less than the days and hours noted above, will be prorated based on the number of days and hours worked as specified in the annual salary agreement.

Section 2 Unpaid Lunch

Members of the unit shall be entitled to unpaid lunch break of thirty [30] minutes per day.

Section 3 Daily Start and Dismissal times

Starting and dismissal times will be at the discretion of the individual administrators.

ARTICLE VII TERMINATION OF EMPLOYMENT

Section 1 - Termination

The employment of any member of the unit may be terminated upon the recommendation of the immediate supervisor and the Superintendent, as a result of incompetence, and/or other good and sufficient reason, with the following provision: two week's notification of termination of employment.

Section 2 - Immediate Termination

Immediate termination of employment shall occur in cases of insubordination, moral turpitude, unauthorized leave of absence without valid reason, under the influence of and/or the use of liquors or non-prescribed drugs while on duty.

It is understood that certain other offenses may result in suspension or discharge without pay depending upon the severity of the offense.

Section 3 - Notices re: Termination or Disciplinary Action

All notice of termination or disciplinary action shall be in writing to the member.

Any member of the unit may terminate employment upon two (2) weeks written notification to the immediate supervisor.

ARTICLE VIII NO STRIKE - INTERRUPTION OF WORK - NO LOCKOUT

Section 1

The Association agrees that there will be no strike, stoppage of work, slow down, sit down, refusal to perform work, boycott or other interference with the operations of the School District nor any picketing or refusal to enter upon the employer's premises, on any account, including alleged unfair labor practices or in connection with any grievance or dispute. The Employer agrees that it will not engage in any lockout during the terms of this Agreement.

Section 2

The foregoing undertaking of the Association is binding upon its officers, committeemen and other representatives, who are obligated not to cause, sanction, encourage or condone any of the prohibited activities and who are obligated to take affirmative steps to prevent or halt any such activities on the part of the employees. Failure of any such representative who is an employee, to carry out his/her obligations or to engage in any of the practices enumerated in Section 1 of this Article shall subject him/her to discharge on that account. Participation by any other employee(s) in any of the prohibited activities will be just cause for discharge.

ARTICLE IX GENERAL PROVISIONS

Section 1 - Statutes

It is understood that this Agreement is subject to, and shall operate within the framework of, the Statutes of the State of Connecticut.

Section 2 - Responsibility to Superintendent of Schools and Board of Education

It is understood that members of the unit shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and Administrative policies, rules and regulations, including those set forth in the Administrative Regulations.

Section 3 - Evaluation Reports

All members of the unit shall receive a written evaluation at least once per year. Said evaluations are to be conducted in a uniform manner. Individual members of the unit shall have the opportunity to review and discuss any evaluation reports with their supervisors, and to review the contents of their personnel files as maintained by principals, or the Superintendent, in the presence of the aforementioned. A standard evaluation form for all members will be used throughout the district on an annual basis.

Section 4 - Validity

If any portion of this Agreement is ruled invalid for any reason, the remainder of the Agreement shall remain in full force and effect.

Section 5 - Access to Rules, Regulations, etc.

The Board shall ensure that each member of the unit, at the beginning of the school year, shall have access to up-to-date copies of the Administrative Regulations, Board Policies pertinent to members of the unit, and the complete text of this Agreement, or any Successor Agreement.

Section 6 - Reprisals

There shall be no reprisals of any kind taken against any person by either party to this Agreement by reason of his/her association with or participation in the activities of the Secretarial Association, the Board of Education, or the Administration of Regional School District #14.

Section 7 - Salary Agreement

All members shall receive an annual salary agreement which details the number of hours and days to be worked, and the rate of pay,

ARTICLE X RETIREMENT PLAN

Each member of the unit shall receive a copy of the "Retirement Plan for Non- Professional Employees" as provided by the Board.

ARTICLE XI SENIORITY

For purposes of this article, seniority for all members shall be defined as continuous service beginning on the date of entry into the Nonnewaug Secretarial Association. Any time of service in any other capacity as an employee of Region 14, other than as a member of the Nonnewaug Secretarial Association, shall not be included in this seniority clause.

Section 1 - Job Posting

All job vacancies including stipends related to member's duties, shall be posted for at least five (5) working days.

Section 2 - Transfers

Upon application of the member of the unit, permission to transfer to vacant jobs may be granted by the Supervisor of said position.

Section 3 - Loss of Seniority

A member's earned seniority shall be forfeited due to voluntary resignation, discharge for just cause, retirement, failure to observe the terms of the leave of absence provided said terms have been communicated to the member in writing, layoff in excess of one year, or failure to return to work from layoff after being recalled.

Section 4 - Reduction or Loss of Position

If a full time (260 day) position included in this agreement is reduced and/or eliminated, the member affected by such change shall have the option of bumping the full time member with the least amount of seniority. If the full time member that is bumped has more seniority than a part-time (235 day and/or 205 day) member, the full time member shall have the option of bumping the least senior part-time member. If a part time position (Less than 260 days yr & 35 hours/wk) included in this agreement is reduced and/or eliminated, the member affected by such change shall have the option of bumping the least senior member of the association. The District will make its best efforts possible to notify members of reductions in or loss of positions by April 1st. A member whose position is reduced and/or eliminated shall have the first priority to be reinstated into the Nonnewaug Secretarial Association should a vacancy arise within one year. Seniority shall not accrue during a layoff but shall be continued upon rehire if rehired while on the recall list.

DURATION

The provisions of this Agreement shall be effective as of July 1, 2018, and shall continue and remain in full force and effect to and including June 30, 2021.

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

REGIONAL SCHOOL DISTRICT NO. 14 BOARD OF EDUCATION

By , Chairman

Date 5/10/18

NONNEWAUG SECRETARIAL ASSOCIATION

By  co president

Date 5/23/18

By 

Date 5/23/18