MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into by and between the Thomaston Board of Education (the "Board"), Local 1303-97 of Connecticut Council 4 American Federation of State, County and Municipal Employees AFL-CIO (the "Union"), and Kathleen Squatriglia (the "Employee") which are sometimes hereinafter referred to as "the parties." The parties hereby agree to the following:

1. The Board and the Union are parties to a collective bargaining agreement covering the period of July 1, 2025, through June 30, 2029 (the "Contract").

2. The Payroll Staff Accountant position has been vacant since on or about August 27, 2026, and the Board has not yet filed the position.

3. The parties agree that effective August 27, 2026, and continuing through June 30, 2027, the Employee shall perform, in addition to her duties and responsibilities as Accounts Payable Accountant, those duties and responsibilities of the Payroll Staff Accountant position set forth in Exhibit A. Duties of the Payroll Staff Accountant position not set forth in Exhibit A are not assigned to the Employee under this Agreement.

4. The additional duties set forth in Appendix A shall be performed as much as practically possible within the Employee's forty (40) hour work week. The Employee may work hours beyond forty (40) hours with the express permission of the Superintendent of Schools.

5. The Employee shall be paid an additional fifteen dollars and seven cents ($15.07) per hour in addition to her regular rate of pay of $30.23 per hour. This shall be retroactive to August 27, 2026.

6. The Employee shall submit a timesheet for any overtime reflecting the time she spends completing the additional duties set forth in Appendix A.

7. The parties agree that except as otherwise set forth in this Agreement, all other terms and conditions of employment in effect for the Employee shall remain as set forth in the Contract.

8. The Union expressly waives any and all rights to file a grievance or prohibited practice complaint related to the above matter, except to enforce the terms of this Agreement.

9. The provisions set forth in this Agreement shall not establish a practice or precedent in any respect.

10. This Agreement shall expire on June 30, 2027, unless otherwise agreed upon in writing by the parties.

THOMASTON
BOARD OF EDUCATION

Mark Winzler, Interim Superintendent

11/3/2026
Date

LOCAL 1303-97 of CT COUNCIL 4
AFSCME AFL-CIO

Doreen French, President

11/3/26
Date

EMPLOYEE

Kathleen Squatriglia

11/3/26
Date

EXHIBIT A

ASSIGNED PAYROLL STAFF ACCOUNTANT DUTIES

1. Inputs and processes payroll information in accordance with established practices; assuring accurate program and funds distribution for timely and accurate payment of district employees.

2. Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's payroll objectives.

3. Researches discrepancies of payroll information and/or documentation for the purpose of ensuring accuracy and implementing corrective measures, as necessary.

4. Coordinates with district personnel for the purpose of setting up and maintaining payroll services and/or programs.

5. Inputs information regarding regular attendance for posting and reporting.

6. Composes a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information regarding expenses balances, etc.