

CONTRACT

MARLBOROUGH SCHOOL COMMITTEE

and

**MARLBOROUGH EDUCATORS
ASSOCIATION**

SEPTEMBER 2018 – AUGUST 2021

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**ARTICLE I
RECOGNITION CLAUSE**

The Committee recognizes the Association for the purposes of Collective Bargaining as the exclusive representative of the unit consisting of full time and regular part time teaching employees of the Marlborough School System hereinafter set forth and identified as the bargaining unit: all Classroom, Special Education, and Reading Teachers, Educational Interventionists, English Learning Coordinator, Registered School Nurses, Guidance Counselors and School Psychologists, Adjustment Counselors, Attendance Officer, Occupational Therapist, Physical Therapist and Speech, Language and Hearing Teachers/Therapists, but excluding all other academic and nonacademic Personnel of the Committee.

The position of Attendance Officer will be removed from the unit upon attrition.

The parties agree that the following articles of this Agreement do not pertain to physical therapists and occupational therapists: Article XX, Section C, D - paragraph One, E, Article XXIII and Article XXVIII.

Unless otherwise indicated, the employees in the above-described unit shall be hereinafter referred to as the "Teachers." The use of a specific gender is intended to include any other gender.

**ARTICLE II
COMMITTEE RIGHTS CLAUSE**

The Committee is a public body established under and with powers provided by the statutes of the Commonwealth of Massachusetts and nothing in this agreement shall be deemed to derogate from the powers and responsibilities of the Committee under statutes of the Commonwealth or the rules and regulations of agencies of the Commonwealth.

Further, the Association and the Committee agree to be bound by the existing rules and regulations of the Committee except as the rules and regulations are changed by this Agreement.

As to every matter not covered by this Agreement, the Committee retains the powers and duties that it has by law and may exercise the same without such exercise being made the subject of an arbitration proceeding hereunder.

**ARTICLE III
NO STRIKE CLAUSE**

The Association, for the duration of this Agreement, agrees not to engage in, induce or encourage any strike, work stoppage, slow down or withholding of services.

**ARTICLE IV
SAVING CLAUSE**

Any practice or precedent not modified, altered, or amended by this Agreement shall continue in effect for the life of this Agreement.

**ARTICLE V
DUES DEDUCTION**

A. The Committee agrees to deduct from the salaries of its employees dues for the Marlborough Educators Association, Massachusetts Teachers Association and the National Education Association as said teachers individually and voluntarily authorize the Committee to deduct, and to transmit the moneys promptly to the Marlborough Educators Association. Teacher authorization will be in writing in the form attached hereto at Appendix I.

B. Deductions referred to in Section A will be made in equal installments beginning with the first (1st) pay period in November (except that a Teacher who becomes a member after that date may authorize dues payments to be deducted from equal successive checks beginning with the earliest practical payroll). The Committee will not be required to honor any deduction or authorizations that are delivered to it later than one (1) week prior to the distribution of the payroll from which the deductions are to be made.

C. No later than September of each year, the Association will provide the Committee with a list of those employees who have voluntarily authorized the Committee to deduct dues. The Association will notify the Committee monthly of any changes in said list. Any Teacher desiring to have the Committee discontinue deductions he has previously authorized must notify the Committee and the Association concerned in writing by September 15 of each year for that year's dues.

**ARTICLE VI
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**ARTICLE VII
GRIEVANCE AND ARBITRATION PROCEDURE**

A. Definition: For the purposes of this Agreement, a grievance will be defined as a dispute between a member of the bargaining unit covered by this Agreement or the Association and the Committee over the interpretation or application of the provisions of this Agreement or any alleged inequitable or discriminatory treatment of a teacher under the provisions of this Agreement.

B. Procedure: Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

1. Level One - An employee covered by this Agreement who has a grievance shall discuss it with his (her) immediate superior, either personally or through appropriate representative within ten (10) school days from the date on which the incident giving rise to the grievance has occurred or when the employee knew or should have known of such incident.

2. Level Two - If the grievant is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within ten (10) school days after presentation of the grievance, said grievant and/or the Association may appeal to the Superintendent within ten (10) school days. Such appeal shall be in writing setting forth the details of the grievance, the applicable provisions of the Agreement and the decision, if any rendered in Level One. Within ten (10) school days after receipt of the written grievance by the Superintendent, he or his designee, shall confer with the grievant. If the grievant is not represented by the Association, the Superintendent shall advise the appropriate representative of the Association that an appeal has been made and the date and time of the conference. The Superintendent upon request from the appropriate representative of the Association will make available the written appeal. The appropriate representative may be present at the conference to state the views of the Association.

3. Level Three - Grievances involving the suspension or discharge of a teacher will not be heard by the School Committee; otherwise if the grievant is not satisfied with the decision of the Superintendent, or his designee, or if no decision has been rendered within ten (10) school days

after the conference, an appeal may be made to the Committee by the grievant within ten (10) school days from the last day of the Superintendent's response period. Such appeal shall be in writing, setting forth the details of the grievance, the applicable provisions of the agreement and the decision, if any, rendered under Level Two. The Committee shall confer with the grievant and/or the appropriate representative of the Association, if any, at an executive session at the regularly scheduled meeting next following receipt of the written appeal.

4. Level Four - In matters of suspension, if the grievant is not satisfied with the decision rendered by the Superintendent, or if no decision has been rendered within ten (10) school days, or in all other matters if the grievant is not satisfied with the decision of the Committee or if no decision has been rendered after the next regularly scheduled meeting of the Committee next following the conference, the Association may, within fifteen (15) school days thereafter, submit the grievance to arbitration by filing a demand for arbitration with the American Arbitration Association (AAA).

5. A grievance not filed within the timelines stated herein shall be considered waived.

The form attached hereto as Appendix F will be used to process all grievances.

C. Arbitration:

1. The grievance shall be submitted to an arbitrator who shall be selected pursuant to the rules of the American Arbitration Association, unless the Parties agree otherwise.

2. The arbitrator shall be bound by the written submission of the grievance by the parties. His decision shall not extend beyond the issues presented by the submission or submissions, nor alter, amend or modify the provisions of this Agreement.

3. Further, the arbitrator shall render his decision within thirty (30) calendar days from the date of the completion of the hearing, which decision shall be final and binding on both parties to this Agreement.

4. Both parties shall share equally the expenses of such arbitration.

**ARTICLE VIII
INTENTIONALLY LEFT BLANK**

**ARTICLE IX
TEMPORARY LEAVES OF ABSENCE**

A. Members of the bargaining unit covered by this Agreement shall be allowed four (4) days personal leave with pay not deducted from accumulated sick leave to attend to personal, legal, religious, business or household matters that can only be conducted during work hours. Such personal days shall be granted according to the following guidelines:

1. Written notice using the District's electronic absence management system must be presented to the teacher's designated supervisor five (5) days prior to the date the personal day is to be taken.
2. Personal days shall require no explanation. The members of the bargaining unit shall, however, state in writing that the leave is to be taken for important personal business not of a recreational nature, and that such business cannot be conducted on a non-duty day.
3. In emergency situations, written request for a personal day may be submitted after the fact but said request must be consistent with the provisions of Paragraph 2 above. Members of the bargaining unit will assume the responsibility of notifying the proper authority at the earliest possible time of the absence.
4. Personal days shall not be taken to extend a vacation or holiday. Personal Days may be taken before or after a holiday or vacation with a reason at the discretion of the Superintendent. A teacher requesting leave under this exception shall do so by filing a written request on the agreed upon form directly with the Superintendent at least ten (10) days prior to the date the personal day is to be taken.
5. Up to three (3) unused personal days per year shall be added to an individual's accrued sick leave.

B. Members of the bargaining unit covered by this Agreement will be entitled to the following leaves of absence with pay each school year during the term of this Agreement.

1. With prior approval of the Superintendent, teachers may be granted at least one (1) day per school year during the term of this Agreement for

the purpose of visiting other schools or attending meetings or conferences of an educational nature.

2. No more than eight (8) Association representatives and no more than four (4) teachers per building will be granted the time necessary to attend the annual Massachusetts Teachers' Convention. Up to two (2) days with pay shall be granted to the Treasurer of the Association, or designee for required appearances at the Labor Relations Commission relative to agency fee matters.

3. In the event a court appearance for a work-related matter is scheduled during a school recess or a day school is not in session, the employee will make every effort to reschedule said court appearance for a regularly scheduled work day, in the event that it is not possible to reschedule said court appearance the bargaining unit member will receive a compensatory day off to be scheduled at a mutually agreeable time with his/her administrator. An employee is responsible for notifying Human Resources within 48 hours of when they receive a subpoena related to Marlborough Public Schools business or students.

4. Illness of a member of the immediate family requiring attendance of a teacher at the bedside of the patient shall be interpreted as coming under the annual sick leave provisions. The term "member of the immediate family" as used in this subsection shall include a domestic partnership established by a shared domicile.

5. Leaves taken pursuant to this Section a, except 2, 3, 4 and 5 shall be deducted from unused sick leave. No Teacher will be required to arrange for a substitute.

C. Bereavement Leave - Five (5) days, if necessary, shall be allowed for parents (or others who have fulfilled the functions of parents) brother, sister, husband, wife, significant other/partner or child. For other relatives, the leave would be restricted to three (3) days unless they resided in the household of the Teacher in which case five (5) days would be granted.

Bereavement leave is defined as consecutive business days immediately following the death not to be carried over a school recess period. During the December, February and April school recesses periods, the leave shall begin immediately upon the death. In extenuating circumstances, additional time may be requested and may be granted at the discretion of the Superintendent.

In any one year, one (1) day of absence for a funeral may be granted. For purposes of this provision, a funeral shall be interpreted to mean attendance at

the funeral of a relative or friend where the bond is so strong that attendance constitutes a moral obligation.

ARTICLE X EXTENDED LEAVES OF ABSENCE

A. A leave of absence, without pay, of up to two (2) years will be granted to one (1) teacher with professional status per school year for the purpose of joining the Peace Corps, or serving as a teacher in an exchange program approved by the Superintendent, and provided, further, said teacher is a full-time participant in either of the afore described programs. Upon return from such leave, a teacher will be considered as if he were actually employed by the Committee during the leave and will be placed on the salary schedule at the level he would have achieved if he had not been absent on said leave.

It is further agreed between the parties to this Agreement, that if a teacher who takes a leave of absence pursuant to this Section, does not return at the end of two (2) years, said teacher will be presumed to have resigned from the Marlborough School System.

No leave taken under this Section shall commence during the course of the school year and no teacher shall return from said leave during the course of the school year.

A teacher taking a leave under this Section shall give notice to the Superintendent of Schools of his intention to take such leave prior to April 1 of the school year, prior to the commencement of said leave; and, a teacher on leave pursuant to this Section shall notify the Superintendent of his intention to return no later than April 1 of the school year next preceding his return.

These provisions may be waived by the Superintendent of Schools.

B. Military leave, without pay, will be granted to any teacher upon said teacher's initial induction or enlistment to satisfy his military obligation in any branch of the armed forces of the United States.

Upon return from such leave, said teacher will be placed at the level which he would have achieved had he remained actively employed in the System during the period of his absence, up to a maximum of three (3) years.

The School Committee will comply with applicable state laws.

C. Parental Leave

1. Parenting Leave

Parenting leave to care for a newborn child or a child placed in the member's home through adoption, foster care, or court placement, as described in and as defined by M.G.L. Chapter 149, Section 105D (the Massachusetts Parental Leave Act), may be granted to a unit member for a period of eight (8) weeks if she/he has been employed for three (3) consecutive months and gives two (2) weeks' notice prior to her/his departure date. Those members who are also eligible for leave under the Family Medical Leave Act ("FMLA") may be granted up to a combined total of twelve (12) weeks leave.

A member taking leave under this provision who has accrued sick leave benefits under Article XII of this Agreement may use these benefits under the same terms and conditions which apply to other temporary disabilities for the period of his/her disability as certified by the member's health care provider. A member taking leave under this provision who is not certified as being disabled by his/her health care provider may use up to ten (10) days of accrued sick time.

For leave taken under the Massachusetts Parental Leave Act, any two (2) employees of the District shall only be entitled to eight (8) weeks of parental leave in the aggregate for the birth or placement of the same child. If two employees take parental leave under the FMLA, then the leave is restricted to twelve (12) weeks in the aggregate.

2. Child Rearing Leave

A teacher on Parenting Leave may request to extend such leave which extended leave shall then be referred to as Child-Rearing Leave. A teacher desiring to request Child Rearing Leave shall notify the Superintendent or his/her designee as soon as possible but no less than two (2) weeks prior to the conclusion of Parenting Leave granted under Section C.1. Such Child Rearing leave shall be without pay. Such leave shall not extend beyond the first day of school for teachers next following the child's first birthday; provided, however, that notice is given to the Superintendent by the preceding April 1 of her/his intention to return.

A teacher who adopts a child may have the benefit of the previous paragraph provided, however, the leave shall not extend beyond the first day of school for teachers next following the first anniversary of the said adoption.

D. A leave of absence without pay or increment of up to one (1) year will be granted to a teacher with professional status whose presence is required to care for a sick member of the teacher's immediate family (child, spouse or parent). Additional leave may be granted at the discretion of the Superintendent.

E. The Superintendent will grant a leave of absence without pay or increment to any teacher with professional status to serve in an elective public office for no more than six (6) years.

F. After five (5) years continuous employment in the Marlborough School System, a teacher may be granted a leave of absence without pay for up to one (1) year for health reasons. Requests for such leave shall be supported by appropriate medical evidence. Prior to returning to work, an individual shall provide verification of fitness to return to work from Medworks or a physician of the individual's choosing. Where there is a reasonable suspicion that an employee is unfit to return to work and by reason of being unfit may subject the District to financial liability or have a negative impact on the educational process, the Superintendent may require that the employee be cleared to return to work by an independent physician. All costs attributable to such an examination shall be paid by the District. The independent physician shall be selected by the employee's doctor or designee and the District's doctor or designee.

G. Other leaves of absence without pay or increment may be granted by the Superintendent.

H. All benefits to which a teacher was entitled at the time his leave of absence commenced including unused accumulated sick leave, will be returned to him upon his return, and he will be assigned the same position which he held at the time said leave commenced, if still in existence, or, if not, to a substantially equivalent position, if available.

I. All requests for extensions or renewals of leaves will be applied for in writing. Responses will be given in writing.

J. In the event a teacher takes a leave pursuant to this Article for a full school year or less, said teacher shall give notice on or before April 1 of the school year of the leave of his/her intention to return the September next following. If said leave is for a period greater than one (1) school year, said teacher shall give such notices on or before April 1 of the final (last) school year of the leave.

Notwithstanding the foregoing, early return from a leave pursuant to this Article may be granted by the Superintendent at his discretion, which shall not be withheld unreasonably.

K. Consecutive Leaves taken under Article X, Sections C.2, D, F and G shall not exceed two (2) full years, defined as 368 consecutive work days.

ARTICLE XI SABBATICAL LEAVES

Sabbatical leaves may be granted for study to a member of the teaching staff by the Superintendent subject to the following conditions:

1. No more than two (2) members of the teaching staff shall be absent in sabbatical leave at any one time.
2. Requests for sabbatical leave shall be presented informally to the Superintendent of Schools by January 1, preceding the school year in which the sabbatical leave shall be taken. Official requests for such leave shall be submitted in writing by April 1 of the school year preceding the school year for which the sabbatical leave is requested.
3. The teacher has completed at least seven (7) consecutive full school years of service in the Marlborough School System.
4. Teachers on sabbatical leave will be paid at fifty percent (50%) of their regular salary rate, provided that such pay when added to any program grant will not exceed the regular salary rate.
5. The Teacher will agree to return to employment in the Marlborough School System for one (1) full year in the event of a semester's leave or two (2) full years in the event of a full year's leave.

ARTICLE XII SICK LEAVE

A. All members of the bargaining unit covered by this Agreement shall be entitled to fourteen (14) days sick leave cumulative to two hundred (200) days earned on the basis of one and four tenths (1.4) days per month.

Teachers will not lose pay, personal day or sick leave for any day that is not one of the one hundred and eighty-four (184) contract days.

(For example - should school be closed on a snow day, teachers' accumulated leave shall not be reduced.)

B. For first-year Teachers in the Marlborough School System, sick leave shall be on an earned basis at the rate of one and four tenths (1.4) days per month during the school year. Said Teachers shall be docked pay at the rate of 1/184 their annual pay for each day taken for sick leave in excess of sick leave days earned at the time illness commenced. If the employee so docked subsequently completes the school year without exceeding his allotment of fourteen (14) sick leave days, he shall be restored all of moneys previously docked and such final adjustment shall be made in the final pay check rendered the employee, or, at his option, the employee may have his docked sick leave days credited to his cumulative sick leave days for the next school year.

C. Accumulated unused sick leave credited to each employee's account is available for use in accordance with the provisions of this Collective Bargaining Agreement.

D. Accumulated unused sick leave earned by employees prior to the signing of this Agreement shall be retained by said employees during the term of this Agreement.

E. In all other respects relative to sick leave, the practices, Rules and Regulations of the Committee shall continue in full force and effect.

F. Applications for the aforementioned leave days shall be made as far in advance as possible to the Superintendent unless an emergency condition exists.

G. Teachers who have the maximum number of days accumulated as of September of each school year, shall have fourteen (14) sick days in escrow for their use during that year. These days in escrow shall not be accumulated.

H. In the event of extended illness of a Teacher under this Agreement, an additional source of aid shall be provided by means of a sick leave bank to provide for additional days beyond accumulated sick leave benefits.

The sick leave bank will acquire its assets from those employees covered by this Agreement by the mandatory donation of no more than (1) sick leave day from the entitlement of already accumulated sick leave by any Teacher.

The policy of the sick leave bank and the awarding of extended sick leave days from the bank will be governed by a four (4) member Board of Directors consisting of two (2) members appointed by the School Committee and two (2) members appointed by the Association. The operation of the bank will be administered by the Superintendent of Schools or his designee.

Said bank will begin operations January 1, 1976. No employee covered by this Agreement may be granted any sick leave accumulation on deposit in the sick leave bank as long as such employee has accumulated sick leave accruing to his/her personal credit.

All sick leave donations to the sick leave bank shall accrue to the credit of the bank.

1. Effective September 1, 2018 any teacher with the total number of accumulated sick leave days set forth herein may return a maximum of five (5) of those days to the school system at the end of the school year in return for compensation of One Hundred Twenty Five Dollars (\$125.00) for each day so returned:

Effective September 1, 2018 - 145 days of accumulated sick leave;

Effective September 1, 2019 - 140 days of accumulated sick leave;
and,

Effective September 1, 2020 – 135 days of accumulated sick leave.

Notification of intent to exercise this option must be given to the Superintendent in writing not later than December 31 annually. To be eligible for this benefit an employee must complete the school year. Payment will be made on or about July 1.

SICK LEAVE BANK POLICY

1. A Sick Leave Bank will be maintained for utilization for qualified members whose sick leave accumulation is exhausted through illness or accident and who require additional leave to make full recovery from an illness or accident.

2. The Sick Leave Bank shall be governed by a Sick Leave Bank Committee consisting of three (3) members designated by the Association, two (2) members designated by the Committee, and the Superintendent of Schools. The decision of the Sick Leave Bank Committee will be final and binding. In the event of a tie vote, the decision will be in favor of the applicant. Decisions of the Sick Leave Bank Committee shall be made within fifteen (15) school days next following receipt of the application. Meetings of the Sick Leave Bank Committee will be held after school at a mutually agreeable time.

3. To qualify for membership in the Bank, a teacher who held a bargaining unit position prior to September, 2000 and who accrued or accrues twenty (20) days of accumulated but unused sick days shall qualify for membership in the sick

leave bank by contributing one (1) sick day. Individuals hired effective September, 2000 and thereafter will become members of the sick leave bank when they have thirty (30) days of accumulated but unused sick time by contributing one (1) day. August 1st of each year is the deadline for the accumulation of the threshold figure. Once a member of the bank, dropping below the qualifying threshold figure for accumulated sick leave shall not disqualify an individual.

4. After the Bank has accumulated more than one thousand (1000) days, only new members will be required to donate to the Bank in order to become a qualified member. However, when the number of acquired days in the Bank drops below one thousand (1000), all of the members of the Bank will donate a day a year to replenish the Bank. Any member of this Association may voluntarily authorize a specific number of days, in addition to the one (1) day that all members will be assessed because the number dropped below one thousand (1000) to be deducted from his/her own total accumulation of sick days added to the Bank. This authorization must be made in writing to the Superintendent of Schools, stating the number of additional days he/she wishes to donate to the Bank and must be made after August 1 and prior to September 30 of the school year in which the additional deduction is to be made.

5. Application for benefits shall be made, in writing, to the Sick Leave Bank Committee accompanied by a doctor's certificate as to the need for the days and the anticipated extent of extended recovery time for illness. The Sick Leave Bank Committee reserves the right to request the applicant provide additional information to clarify his/her request. The doctor's certificate of illness must be renewed each calendar month. With a unanimous vote of the Sick Leave Bank Committee, this monthly renewal can be waived and alternate dates for submission of the doctor's certificate of illness can be required of the applicant.

6. Applications for benefits may be made prior to the employee's exhaustion of his/her own personal sick leave to expedite benefits, but drawing upon the Bank will not actually commence until after the employee's own sick leave days are exhausted and adequate medical notification has been provided.

7. An extended leave grant is limited to one hundred-eighty (180) days. The maximum limitation includes repeat occurrences of the same illness.

8. Subject to the following requirement, a majority of the Sick Leave Bank Committee will determine the eligibility for the use of the Bank and amount of leave to be granted.

- A. In administering the Bank and determining the amount of leave, the following criteria shall be applied by the Committee:

- a) medical evidence of serious extended illness;
 - b) prior utilization of eligible sick leave; and
 - c) other factors as a majority of the Sick Leave Bank Committee may deem appropriate.
- B. No days may be withdrawn from the Bank for any illness other than prolonged illness or accident. Days may not be withdrawn to permit an individual to stay home to care for other members of the family nor may these days be used for a complication-free pregnancy.
9. Recipients of Sick Leave Bank benefits shall be entitled to the accumulation of individual sick leave in accordance with the provisions of this Agreement and on the same basis of other employees.
10. The unused days in the Sick Leave Bank shall be carried over from the current Agreement to a successor Agreement.
11. By September 1 of each year, the Association shall receive a report stating the number of days that were in the Sick Leave Bank as of August 1 immediately preceding.

ARTICLE XIII SICK LEAVE BUY-BACK

Employees who have completed eighteen (18) consecutive years of service (inclusive of approved leaves) in this bargaining unit who give written notice to the Superintendent by December 1 of the school year in which said retirement or resignation is to be effective shall receive in their last check an amount of money determined in accordance with the following formula: the lump sum shall represent fifty percent (50%) of said employee's unused accumulated sick leave at the rate of Eighty-Five Dollars (\$85.00) per day.

For the purposes of this Article a teacher may accumulate sick leave days to the maximum of two hundred (200) days. In the event a teacher who has otherwise qualified for this benefit dies before termination of employment, the sick leave buy back benefits due to the teacher under the provisions of this Article shall be paid to the teacher's designated beneficiary, as set forth on the Sick Leave Buy Back Beneficiary Form (hereinafter "the Form") completed by the teacher and on file with the Human Resources Office. In the event that an eligible teacher does not have a completed Form on file with the Human Resources Office, then

the sick leave buy back benefits will be paid to the teacher's estate, through the personal representative designated by the Probate Court.

A copy of the agreed upon Sick Leave Buy Back Beneficiary Form is attached to this Agreement as Appendix G.

Teachers with professional status who have been terminated, following their period of recall, due to a reduction in force will be entitled to the above provision as a matter of severance, regardless of their years of service.

Teachers who begin their employment in the Marlborough Public Schools after August 31, 2013 will not be eligible for sick leave buy-back set forth in this Article.

ARTICLE XIV PERSONAL INJURY BENEFITS

Whenever a Teacher is absent from school as a result of personal injury caused by an accident occurring in the course of his/her employment, he/she will be paid his/her full salary, less the amount of any workmen's compensation award made for temporary disability due to said injury. For the first thirty (30) work days, no part of such absence will be charged to his/her accumulated sick leave. Thereafter, the teacher may elect to use accumulated sick time or the sick leave bank (if eligible) to make up the difference between any workers' compensation and his/her full salary.

For injuries resulting from assault in the course of employment, a teacher will be paid his/her full salary, less the amount of any workmen's compensation award made for temporary disability due to said injury and no part of such absence will be charged to his/her accumulated sick leave.

ARTICLE XV INSURANCE AND ANNUITY PLAN

A. Eligible employees shall be given the opportunity to participate in the group medical, dental, and life insurance programs offered by the City. Nothing contained herein shall limit the City's right to implement a change in group insurance benefits under the provisions of M.G.L. c. 32B, sections 21-23.

B. Eligible employees shall be given the opportunity to subscribe to a Two Thousand Dollar (\$2,000.00) life insurance policy with the City paying one hundred per cent (100%) of the premium cost.

C. Teachers will be eligible to participate in a "tax sheltered" annuity plan established pursuant to M.G.L. c. 71, s. 37B.

D. Eligible employees shall be given the opportunity to participate in the Flexible Spending Plan for eligible health and dependent care expenses offered by the City.

ARTICLE XVI NO DISCRIMINATION CLAUSE

There shall be no discrimination against any employee covered by this Agreement by either the Association or the Committee because of age, race, color, religious creed, national origin, sex, gender identity, marital status, sexual orientation (which shall not include persons whose sexual orientation involves minor children as the sex object), genetic information, or ancestry.

Article XVII CLASS SIZE

The Committee and the Association agree that they will work toward such class size limitations as are desirable as dictated by sound educational practices; and, the parties agree that to the extent that such reductions are possible, they will be made.

The administration will attempt to place inclusion students in classrooms based on the size of the class and the individual needs of the students in an equitable manner.

ARTICLE XVIII TEACHER EMPLOYMENT

A. Full credit, not to exceed ten (10) years, may be given for previous outside teaching experience upon initial employment. Initial placement on the salary schedule will be made by the Superintendent of Schools or his/her designee.

B. Teachers with previous teaching experience in the Marlborough School System will, upon returning to the System, receive full credit on the salary schedule for all outside teaching experience, as determined by the Superintendent of Schools, but in no event more than set forth in Section A above. Teachers who have not been engaged in teaching on a full-time basis will, upon returning to the

System, be placed on the next step in the salary schedule immediately above that at which they left the System. Provided, however, that such absence from the System has not exceeded five (5) consecutive years.

**ARTICLE XIX
TEACHER FACILITIES**

- A. Wherever feasible, each school will have the following facilities.
 - 1. Space in each classroom in which teachers may safely store instructional materials and supplies.
 - 2. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials.
 - 3. A serviceable desk and chair for the teacher in each classroom.
 - 4. Well lit and clean teacher rest rooms.
 - 5. A separate, private dining area for the exclusive use of the teacher.
 - 6. An adequate portion of the parking lot at each school will be reserved for teacher parking.
 - 7. A filing cabinet whenever possible.

**ARTICLE XX
TEACHER ASSIGNMENT**

- A. Teachers will be notified in writing of a change in their programs for the coming school year, including the school to which they may be reassigned, any change in grade and/or subjects which they will teach, as soon as practicable and under normal circumstances no later than July 1 of each year.
- B. In order to assure that pupils are taught by teachers working within their areas of competence, teachers will not be assigned, except temporarily and for good cause, outside the scope of their teaching licensure/certification and/or their major or minor fields of study.
- C. To the extent possible, changes in grade assignment in the elementary schools and in subject assignments in the secondary schools will be voluntary.

D. In arranging schedules for teachers who are assigned to more than one (1) school, an effort will be made to limit the amount of inter-school travel. Such teachers will be notified of any changes in their schedules as soon as practicable.

Teachers who are assigned to more than one (1) school in any one (1) school day will receive mileage reimbursement at a rate equal to that for all City employees.

E. In the event of a grade reorganization or Reduction In Force which requires involuntary transfers, the Superintendent shall publish a list of open positions and required certification. Requests for transfer will be invited. Volunteers will be given serious consideration. Should there be no volunteers, the Superintendent shall make such reassignments as necessary, in the best interests of the system.

**ARTICLE XXI
TEACHING HOURS AND TEACHING LOAD**

A. 1. The starting and dismissal times for students will be as follows:

Jaworek Elementary	8:50-3:05
Kane Elementary	8:50-3:05
Richer Elementary	8:50-3:05
Charles W. Whitcomb Middle School	8:00-2:30
Marlborough High School	7:20 – 1:55
Marlborough Early Childhood Center	
*Pre K AM	9:00 – 11:30
*Pre K PM	12:30 – 3:00

The length of the teachers' workday shall not exceed the length of that workday in effect during the 1994-1995 school year.

*In order to facilitate providing the services that meet the particular needs of the population enrolled at the Marlborough Early Childhood Center, the parties agree to the implementation of the below schedule:

ECC Teachers in the Integrated Program: M-Th 8:00 am – 3:30 pm and
F 8:00 am – 11:00 am

ECC Teachers in Other Programs: M-Th 8:00 a.m.-3:30 p.m. and
F 8:30 a.m. -11:30 a.m.

2. The workday of Elementary classroom teachers will be 6 hours and 34 minutes, Monday through Thursday and 6 hours and 30 minutes on Friday,

with the exact schedule (including the amount of time before and after the student day) to be determined by the Superintendent.

At the Middle School, the work day of classroom teachers will begin ten (10) minutes before the starting time for students and end ten (10) minutes after the dismissal of students.

At the High School the workday of classroom teachers shall begin five (5) minutes prior to the beginning of the student day and end Monday through Thursday fifteen (15) minutes after dismissal of students and five (5) minutes after dismissal on Fridays. The Alternative High School will follow the same teacher work day schedule as the High School.

3. General faculty meetings (one and four tenths (1.4) which may include, but not be limited to, general building meetings, department meetings, grade-level meetings, and team meetings) may be called by the administration pursuant to the following. There shall be one (1) fifty (50) minute meeting per month. All meetings shall start ten (10) minutes after student dismissal and shall be scheduled as much in advance as possible.

4. The starting and dismissal time of the students are subject to modification by the Committee; provided, however, that no such modification will increase the length of the Teacher's workday.

5. School Calendar. The Superintendent of schools will discuss the next year's proposed school calendar with the negotiating committee prior to March 1 of each school year.

The work year (during the term of this Agreement) for members of the bargaining unit covered by this Agreement, shall begin the Monday before Labor Day. The Friday before Labor Day will not be scheduled as a workday.

B. 1. Teachers will have a duty-free lunch period of at least thirty (30) minutes.

2. Classroom Teachers will, in addition to their lunch period, have a preparation period daily during which they will not be assigned to any other duties. In the event that a lack of coverage results in someone not being assigned his/her daily preparation period, the building principal will schedule appropriate make-up time within five (5) school days, giving the affected teacher at least twenty-four (24) hours advance notice.

3. If a Teacher or Specialist is absent, then the Principal will make an effort to secure a substitute. In the event that a substitute is not available, the Principal may assign Teachers on an equitable basis to cover such absences.

4. All non-teaching duties shall be assigned fairly.

C. Wherever possible, High School teachers will not be required to teach more than two (2) subjects nor more than a total of three (3) teaching preparations within said subjects at any one time.

D. Secondary teachers with professional status will teach no more than five (5) periods per day except under the following conditions:

1. Assignment of a sixth (6th) teaching period shall not be made for an individual teacher in consecutive years. Provided, however, this provision does not preclude the assignment of such period to members of the bargaining unit who volunteer to assume a sixth (6th) teaching period subject to the provisions of Section 2 below.

2. In no case shall the assignment of a sixth (6th) teaching period be made in a department from which any teacher is laid-off or would be laid-off due to such sixth (6th) teaching period assignment for a teacher in said department.

Secondary teachers without professional status will teach no more than five (5) periods per day.

E. Exceptions to the provisions of Section B and C above may be made only if the Superintendent of Schools (or his designee) determine that it is necessary to do so in the best interest of the educational process. The Association will be notified of each instance in which the Superintendent so determines. A disagreement over whether an exception is justified will be subject to the grievance procedure, but shall not be subject to arbitration. This exception shall not apply to first (1st) and second (2nd) year teachers.

F. Teacher participation in extracurricular activities will be strictly voluntary and teachers will be compensated for all such participation in accordance with the provisions of the Schedules set forth at Appendices C, C-2, D and E of this Agreement.

G. The work year for members of the bargaining unit covered by this Agreement, except as set forth elsewhere in this Agreement shall be as follows:

Pre-kindergarten through Grade 12 one (1) day of orientation plus one hundred eighty (180) days when pupils are in attendance, plus three (3) days for professional development. Two (2) of the professional development days may be scheduled consecutively provided they are held prior to the end of the student year.

All professional development days will be dispersed throughout the school year. Additionally, effective September 1, 2013, eight (8) hours of increased collaboration, professional development and/or parent conference time will be scheduled in two (2) hour increments over the course of the year, but not during months in which full day professional development days are planned, except in the case of parent conferences. The additional hours will also not be scheduled at the end of a monthly fifty (50) minute staff meeting. The scheduling of the eight (8) hours will be mutually determined.

All members of the bargaining unit covered by this Agreement shall be required to attend three (3) evening meetings during the school year and said meetings shall not exceed two (2) hours duration.

H. When an elementary class is under the supervision of an educational specialist the present practices as regards the classroom teacher will continue.

I. The Marlborough Educators Association and the Marlborough School District, in order to provide a wide variety of educational experiences, do hereby agree to implement the following flexible scheduling proposal effective at the beginning of the 2012-2013 academic year.

1. There shall be established a joint oversight committee consisting of two (2) representatives appointed by the MEA President and two (2) representatives appointed by the Superintendent of Schools.

2. Every effort will be made to have an administrator or designated professional (other than the flextime teacher(s)) and a custodian on duty at each building during all of the hours that instruction is scheduled to take place including any extension of regular school hours (whether before the beginning or after the end of the regular school day) that occur due to flexible scheduling.

3. Volunteer participants for the flexible schedule will be sought by the appropriate administrator first. In the event that the number of volunteers is insufficient, then teachers may be assigned to an alternative schedule within the scope of their teaching licensure/certification and/or their major or minor fields of study in inverse order of seniority.

4. In no case shall the workday for any teacher working in such a schedule exceed the normal workday for said teacher without the teacher's consent.

Teachers shall in no case be scheduled for a split working day, all such time being scheduled consecutively. In addition to the hours listed above, a teacher working a flexible schedule may be required to work an additional thirty-five (35) minutes following the end of his/her instructional day if the flexible schedule begins prior to the start of the regular student day or thirty-five (35) minutes before the beginning of his/her instructional day if the flexible schedule ends after the regular student dismissal time.

5. Teachers working a non-traditional, flexible schedule shall not be responsible for attending general faculty meetings held pursuant to Article XXI Section A.3 if the staff meeting will extend their work hours beyond that of teachers working the traditional schedule. Teachers will, however, be responsible for any materials disseminated at faculty meetings. If the flextime schedule permits, the teacher may be required to attend faculty meetings. Teachers working a flexible schedule shall work the same total number of contractual days as those teachers working on a traditional schedule.

6. Teachers working a flexible schedule shall be entitled to all the benefits of the contract including, but not necessarily limited to, sick leave, personal days leave, and preparation time.

7. Administrators requesting flexible schedules for appropriate teachers shall first submit the proposed flexible schedule(s) to the joint oversight committee through the Superintendent and include the explanation of the need for such a schedule, the hours to be worked, the school(s) at which the schedule will be implemented, and the educational goals expected to be reached through the flexible schedule.

8. A teacher requesting a flexible schedule shall first submit the proposed individual flexible schedule to the building administrator who will then submit the proposal to the joint oversight committee through the Superintendent. The proposal should also include the explanation of the need for such a schedule, the hours to be worked, the school(s) at which the schedule will be implemented, and the educational goals expected to be reached through the flexible schedule.

9. All requests must be resubmitted to the Superintendent each year for continued approval of the flex time schedule.

10. The joint oversight committee will be responsible for monitoring teacher flexible schedules and for resolving any disputes which may arise between a teacher who is working a nontraditional schedule and the building principal(s) to whom the teacher is responsible. The joint oversight committee will decide whether or not to approve proposed flexible schedules and/or may seek more information or make suggestions about implementation of a proposed flexible schedule.

11. By September 15 of each academic year, the building principal shall be responsible for submitting the names and schedules of the teachers in his/her building who are working a nontraditional schedule to the Superintendent of Schools who will disseminate this information to the members of the joint oversight committee.

12. The building administrator will post the schedules of all teachers who are working on an approved flexible schedule by October 1st of each academic year.

J. Marlborough High School Advisories:

1. The purpose of advisories shall be to encourage conversation and rapport between students and staff. Advisories shall not replace specialized services, including but not limited to: social workers, guidance counselors, school psychologists, and nurses.

2. Advisory responsibility will be equitably divided among all bargaining unit members.

3. Marlborough High School will integrate thirty (30) minutes or less of advisory time each cycle.

4. Advisors will be assigned a group of students no larger than a typical homeroom.

5. Teachers will not be formally observed or evaluated during advisories. Advisors shall not be required to create formal lesson plans. Age appropriate materials and activators for discussion will be provided, as a resource. Advisors shall not assess students in their advisories with formative or summative assessments nor shall students receive grades for advisories. There will be no reduction in prep time as stipulated in this Agreement.

6. Student attendance will be recorded.

7. The provisions of (Section I) Marlborough High School Advisories will be reviewed by May 15th of each year.

K. The following positions will be assigned a teaching load of forty percent (40%): Elementary English Learner Coordinator, Middle School English Learner Coordinator, and High School English Learner Coordinator.

ARTICLE XXII TEACHER EVALUATION

The purposes of evaluation are to provide information for improving performance and to provide a record of facts and assessments for personnel decisions including decisions by the Superintendent on professional status. Personnel evaluation is an ongoing process of defining goals and of identifying, gathering and using information as part of a process to improve professional performance and to judge total job effectiveness. The evaluation process shall be free of racial, sexual, religious and other discrimination and biases as defined in state and federal laws. Members of the unit identified in Article I, Recognition Clause shall not be utilized as evaluators of any other member of the unit.

A. All monitoring or observation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher. Teachers will be given a copy of any evaluation report prepared by their supervisors and will have the right to discuss such report with their supervisors. A superior is required to confer with any teacher whose service has been rated unsatisfactory in any respect, explain the ratings and plan cooperatively for improvement.

1. The Performance Standards and Evaluation Procedures for members of the bargaining unit is hereby incorporated by reference in this Agreement as Appendix H.

B. Teachers have the right, upon request, to review the contents of their personnel file. A teacher will be entitled to have a representative of the Association accompany him during such review.

C. No material derogatory to a teacher's conduct, service, character or personality will be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher will acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher will also have the right to

submit a written answer to such material and his answer shall be reviewed by the Superintendent and attached to the file copy.

D. Any complaints about a teacher, of which the Administration takes official cognizance, should be brought to the attention of the teacher.

E. If a teacher is to be formally disciplined or reprimanded by a member of the Administration he will be entitled to have a representative of the Association present. In all cases the disciplining or reprimanding will be done in private.

F. No teacher with professional status will be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause.

ARTICLE XXIII VACANCIES AND PROMOTIONS

A. 1. Whenever any vacancy in a bargaining unit position occurs during the school year (September to June), it will be adequately publicized by the Superintendent by means of a notice as far in advance of the filling of the vacancy as possible.

2. During the months of July and August, written notice of any such vacancy will be given to the Association.

3. The coaching positions listed in Appendix C, the leadership stipend positions listed in Appendix D, and the advisor positions listed in Appendix E shall be annual appointments and must be posted and filled as set forth below.

4. All notices of non-bargaining unit professional position vacancies shall be forwarded to the President of the Marlborough Educators Association.

5. The postings for positions in Appendices A and D shall contain the following:

- the qualifications for the positions;
- the duties of the position; and
- the rate of compensation, if determined.

6. The postings for positions in Appendices C and E shall contain the following:

- the duties of the position; and
- the rate of compensation, if determined.

7. Whenever a new bargaining unit position is created by the School Committee, the School Committee agrees to meet its obligations under M.G.L. Chapter 150E relative to bargaining the compensation and other terms and conditions of employment for such new positions prior to filling them.

B. 1. All qualified teachers will be given adequate opportunity to make application for bargaining unit positions, and the Superintendent agrees to give consideration to the following:

- professional background and attainments of all applicants;
- the length of time each has been in the School System; and
- such other relevant factors as determined by the Superintendent.

2. All internal, certified applicants will be interviewed by the principal. When external candidates are under consideration, preference should be given to qualified teachers already employed by the School District.

3. Each teacher applicant not selected will, upon request, receive a written explanation from the Superintendent or his designee. The explanation for the teacher applicant not being selected shall be consistent with Massachusetts General Laws and shall not be arbitrary or capricious.

ARTICLE XXIV POSITIONS IN SUMMER AND EVENING SCHOOL PROGRAMS

A. All openings for summer school and evening school positions will be adequately publicized by the Superintendent in each school building as early as possible and teachers who have applied for such positions will be notified of the action taken regarding their applications as early as possible. Under normal circumstances, summer school and evening school openings will be publicized no later than the preceding March 1 and June 1, respectively, and teachers will

be notified of the action taken not later than May 1 and September 1, respectively.

B. Positions in the Marlborough summer school and evening school will, to the extent possible, be filled first by regularly appointed teachers in the Marlborough School System.

C. In filling such positions, consideration will be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, length of service in the Marlborough School System, and in regard to summer school or evening school positions, previous Marlborough summer school or evening school teaching experience.

**ARTICLE XXV
PROFESSIONAL DEVELOPMENT AND
EDUCATIONAL IMPROVEMENT**

A. 1. All teachers new to the teaching profession must participate in a year-long mentor program provided by the District during their first year of employment.

2. Each new teacher (which for this section shall mean new to the teaching profession) shall participate in not more than three (3) District-specified courses designed to help new teachers become competent novice practitioners (e.g. Beginning Teacher Institute, The Skillful Teacher and Designing Standards-Based Curriculum Units) during her/his first three (3) years of employment. Exceptions to the above may be granted at the discretion of the Superintendent where the new teacher can demonstrate satisfactory completion of comparable coursework in the pursuit of an advanced degree.

B. The Committee will pay the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by Teachers who attend workshops, seminars, conferences or other professional improvement sessions at the request and/or with prior approval of their immediate superior and the Superintendent of Schools.

C. In the event that the Association presents to the Administration a plan for presenting a course, together with the name and other pertinent information the cost of such course will be paid for by the School Committee, subject to the approval of the Superintendent. Any academic credits earned by the Teacher shall be applied in accordance with the provisions of Article XXVI of the contract.

D. Those parts of the Teachers' normal work day which do not interfere with the normal teaching process or preparation time as provided for in the contract may be utilized for required curriculum study programs.

Preparation periods lost because of release time will not be replaced. Any participation in curriculum study programs beyond normal workdays shall be on a voluntary basis.

E. The School District will reimburse teachers up to Six Hundred Fifty Dollars (\$650.00) per course with a cap on aggregate District wide reimbursement of Seventy Thousand Dollars (\$70,000.00). However, such course must be directly related to the teacher's work and approved by the Superintendent prior to the course being taken and with the provision that the teacher shall attain a final grade of B or better in the course to be entitled to reimbursement.

Consistent with section F below, the money budgeted for course reimbursements shall be divided equally into the two halves of the fiscal year. The District will provide to the President of the Association an accounting of the funds available on December 31 and June 30 of each academic year. Said accounting will be provided within ten (10) work days of said dates. All money remaining after the first half of the year shall be added to the second half of the year. At the end of the fiscal year, and in the event that there is money remaining from the total amount budgeted for tuition reimbursement, those teachers not fully reimbursed during the first half of the fiscal year will be further reimbursed.

F. Money budgeted for reimbursement for professional development and educational improvement will be divided in the following manner:

1. Fifty percent (50%) of the funds will be spent during the period of July 1- December 31.
2. Fifty percent (50%) of the funds will be spent during the period of January 1- June 30.
3. Funds not expended during July 1-December 31 will automatically be applied to the period covering January 1-June 30.

G. A Professional Development Committee will be formed by the Marlborough Educators Association. The Committee will consist of one (1) representative from each school building. Representatives will be elected from each building and will be identified to the School Committee each Spring. The MEA Professional Development Committee will work collaboratively with District administrators regarding professional development workshops to be given during professional development days.

H. Job Sharing

1. Effective September 2000, job sharing, in accordance with the following, shall be available to all members of the bargaining unit represented by the Association.

2. Job Sharing:

Definition: For the purposes of this Article, "job sharing" shall be defined as the allocation of all of the duties of one (1) full-time teaching position between two (2) teachers with professional teacher status and within the School System such that the cost of the job sharing does not exceed the cost of one (1) teacher. The division of these duties shall be according to the terms set forth below:

Application: Teachers interested in job-sharing shall jointly submit a job sharing proposal to the appropriate building principal no later than February 1st of the school year preceding the school year during which the job is to be shared provided that each teacher will have obtained professional teacher status by the first day of the school year in which the job share would occur. The proposal shall set forth the following details:

- a. The position to be shared;
- b. The manner in which the job is to be shared; e.g., the percentage of the job each is to work; and,
- c. Any other relevant information to the implementation of the proposal.

Granting: The proposal shall be reviewed by the building principal and the Superintendent of Schools who shall notify the teachers of their decision, with the reasons for granting or denying, no later than May 15th. The decision whether or not to allow the job sharing proposal shall not be grievable or arbitrable.

Condition: In the event that the job sharing proposal is approved, the following conditions shall apply:

- a. Both teachers shall work the first, second and last day of the student school year;

- b. Both teachers shall attend the open houses;
- c. Both teachers shall attend all parent/teacher conferences and all staff meetings;
- d. In the event that one of the teachers is absent, the partner teacher shall make every reasonable effort to cover the class. On such days, the partner teacher shall either be paid his/her per diem rate of pay or shall be granted an equal amount of compensatory time. (For these purposes, the per diem rate of pay shall be defined as 1/184th of the partner teacher's annual salary). Subject to the review of the Superintendent, the building principal shall designate which option shall be implemented.
- e. The partner teachers shall be considered to be part-time employees and as such shall be entitled to all of the rights and privileges of other Unit A members subject to the following: where applicable, benefits shall be pro-rated (e.g., each teacher shall receive one-half (1/2) of his/her salary and shall receive either fourteen (14) half sick days or seven (7) full sick days).

Term: The term of the job sharing shall be for one school year and the partner teachers shall return to their respective assignments beginning with the school year following the school year during which the job was shared. If the partner teachers wish to extend the job sharing beyond one school year, they shall apply in accordance with the Application provision of this Article.

ARTICLE XXVI LANE CHANGE

1. Teachers who participate in school and District-based mini-courses/study groups that focus on District and/or school goals that improve student performance are eligible to receive one (1) PDP per clock hour. In addition participants will receive one (1) credit for lane change/increment. Teachers may receive PDPs/one (1) lane change credit after the successful completion of a professional development program (minimum fifteen (15) hours on a topic) with an observable demonstration of learning that includes: pre/post test, written product or other documental product. The increase of ten (10) to fifteen (15) hours on a topic will become effective at the beginning of the 2013-2014 school year. Effective September 1, 2016 no more than fifteen (15) PDP/In-Service credits

can be used for a lane change after the Masters Column. Movement beyond the Masters Column require graduate credits. For existing employees as of June 30, 2015, lane credits earned as of June 30, 2016 are grandfathered.

Assignments directly related to the topic or documental product are required by instructors. Since credit PDPs are awarded for completion of the mini-course/study group, attendance and participation are expected. The expectation is that participation allows staff the opportunity to apply ideas, concepts and materials developed during a mini-course in their classroom and enhance instructional practices. There are, however, circumstances that may prevent attendance at class. Instructors will determine an appropriate make-up assignment that must be completed within four (4) weeks of the last class and sent to the Office of Instructional Services. Failure to do so will result in neither credit nor PDPs being issued.

2. Participation in local curriculum committees, or in special work required by the Principal, Superintendent or School Committee as being necessary to the improvement of the Marlborough Public Schools shall not be regarded as an alternative to the semester hour requirement except that if the work is unusually extensive, valuable and arduous, special consideration may be given to it in this respect.

3. Credit Acceptance

In determining the schedule to apply to a particular teacher upon initial employment or upon transfer to a lane requiring greater academic qualifications, the Committee shall:

- A. accept a Bachelor's, Master's, CAGS or Doctorate Degree earned from an accredited institution;
- B. all graduate credits and degrees must be earned through an accredited institution. In addition, credits deemed acceptable by the Superintendent will be allowed for lane movement;
- C. credits to be applied for lane movement beyond the Master's column need not be within a degree program.
- D. Graduate level credits can only be applied once to a lane change.

**ARTICLE XXVII
GENERAL**

- A. There will be no reprisals of any kind taken against any teacher by reason of his membership in the Association or participation in its activities.
- B. The President of the Association will be provided with a copy of the agenda for the open meetings of the Committee and will have access to the minutes of the open meetings of the Committee whenever practical.
- C. Whenever information is required for the District to comply with federal or state laws, teachers shall provide the information per request.
- D. The Association President shall be granted leave with pay for Association business as follows:
 - 1. One (1) day per quarter, but may request additional days from the Superintendent, up to a total of six (6) days per school year;
 - 2. The President shall provide a minimum of two (2) weeks advance notification of the need for such leave, if possible; and,
 - 3. The Association President shall not be assigned duties, except for Homeroom.

The Association President shall not be required to use the leave outlined above for grievance meetings, arbitrations, administrative or judicial hearings where the District is a Party, or employee or other meetings where the Superintendent specifically requests the presence of the Association President.

**ARTICLE XXVIII
REDUCTION IN FORCE**

- A. Should the Superintendent decide to reduce the number of professional employees, insofar as possible, he/she will attempt to reduce the number of professional staff in the first instance through the attrition of members who retire or resign, provided that there are qualified professional employees available who are capable of filling such positions.
- B. Employees who have not been hired for regular, full or part-time positions in the School District, or who are on temporary status (e.g., teachers filling in for leaves of absence or long-term substitutes) will be laid off first, provided there is a

qualified professional employee available who is certified for the position in question.

C. In the event that there is a need for further reduction in staff members (i.e., a reduction cannot be accomplished through attrition or the laying off of teachers who have not been hired for regular, full-time positions or who are on temporary status), no teacher with professional teacher status shall be laid off pursuant to a reduction in force if there is a teacher without such status for whose position the covered employee is currently certified and qualified.

D. If the Superintendent determines that there is a further need for reductions in staff after following the procedures set forth in Sections A-C above, professional employees with professional teacher status shall be laid off using the following procedure:

1. Definitions:

Seniority: Means a teacher's length of consecutive service in years, months and days in the bargaining unit. Unpaid approved leaves of absence shall not be considered as breaks in said consecutive service, except that only paid leaves of absence shall be counted as year, months, and days for the purposes of the definition.

Where the total number of years, months, and days are equal, seniority shall be determined by lot. Length of Service for present teachers as of the effective date of this Agreement shall commence as of the date of the said teacher's execution of his initial contract of employment.

Length of Service for teachers employed subsequent to the effective date of this Agreement shall commence as of the initial date of employment as recorded in the Superintendent's Office.

Qualified: Means that the teacher has on file with the Superintendent prior to the finalization of the seniority list his evidence of certification required pursuant to Chapter 71, Section 38G of the Massachusetts General Laws.

Classifications shall be consistent with the then current certifications issued by the Department of Education. The parties shall review classifications on an annual basis.

Layoff: Means an unpaid leave of absence for a period of twenty-four (24) months commencing from and pursuant to a Reduction in Force.

Recall: Means the right to return to service during the twenty-four (24)-month layoff period.

2. Notice: When a Reduction in Force is to take place, the Superintendent shall give written notice to the Association and the affected teachers prior to June 30th of the school year next preceding in the effective date of the Reduction in Force.

3. Seniority List: Shall mean a list specifying the order of seniority of each teacher. The Seniority List shall include the areas in which a teacher is qualified; and said list shall be prepared by the Committee and Association by November 1st of each school year. Placement on the Seniority List for the areas in which a teacher becomes qualified subsequent to the effective date of the initial list shall be as of the date of filing of evidence of said qualifications with the Committee. The Association shall promulgate the Seniority List to each teacher within thirty (30) calendar days after receipt of said list from the Committee. Any teacher who wishes to challenge his position on the Seniority List shall submit the challenge in writing setting forth the basis of his challenge to the President of the Association but, in no event, no later than January 1st. Thereafter, any challenges remaining unresolved shall be forwarded to the Committee on or before January 15th.

Notwithstanding the provisions of Article VII of this Agreement, a tripartite panel, consisting of a person appointed by the Association, a person appointed by the Superintendent, and a third person chosen by the appointed persons, shall meet to decide the validity of the unresolved challenges. This Panel shall render its decision prior to February 1st. A teacher who has filed timely, in accordance with the provision of this Article, a challenge to the Seniority List which remains unresolved shall be advised of the date, time and place of the meeting of the said Panel. The teacher shall have the opportunity to clarify his challenge before the Panel; provided, however, he shall have submitted a request for said opportunity in writing to the President of the Association prior to the meeting of the Panel.

The decision of a majority of the Panel will be final and binding on the teacher, the Association, and the Committee.

The cost of any of the services of the neutral member of the Panel shall be borne equally by the Committee and the Association.

The list as finally determined by the Panel shall be the Seniority List for the purposes of this Article.

In the event there are no unresolved challenges as of the January 1st list, then the promulgated list shall be the final list.

After the Committee has determined the number of teachers covered by this Agreement to be placed on layoff then the Superintendent shall first determine which teacher(s), if any, have performed in a less than competent manner and shall notify such teacher(s) in writing by certified mail that they are to be placed on layoff effective September next following receipt of said notice. For purposes of this provision, ratings of Proficient and Exemplary on the Educators' Summative Evaluation(s) shall be considered equal. Any teacher(s) so notified shall have the right to grieve such action pursuant to Article VII of this Agreement and the Committee shall have the burden of proof in such matter. After having made any such determination regarding less than competent performance, then the least senior qualified teacher(s) shall be notified, in writing, by certified mail, that they are to be placed on layoff effective September 1 next following receipt of the said notice.

4. Recall:

a. When a teacher with professional teacher status covered by this Agreement has been placed on layoff in accordance with the provisions of this Article, said teacher shall be placed on a recall list for a period of twenty-four (24) calendar months from the effective date of the layoff. If not recalled during said period, the teacher shall be terminated.

b. During said layoff period, the teacher shall be considered to be on a leave of absence without payment or increment.

c. The teacher shall be entitled to membership in any group health or life insurance coverage in existence at the time of the effective date of his layoff, provided, however, that the teacher pays the entire cost of said insurance in quarterly payments in advance of the premium due, and there shall be no contribution by the Committee for such teacher's insurance.

d. The teacher, during the period of recall, shall inform the Superintendent of Schools of his current mailing address and any other circumstances which could affect his recall status.

e. In the event that the Committee determines to re-establish the eliminated positions, then the teachers who have been placed on layoff status, who are qualified for the available position, and who are in recall status shall be notified by certified mail that such a position is available. The teachers so notified shall within thirty (30) calendar days from the date of the receipt of the notice respond in writing by certified mail of their intention to return or not to return to the school system. Upon the expiration of said thirty (30) days, if the Superintendent has not been notified by said teacher,

or if the teacher has given notice of his intention not to return, then in such event said teacher shall terminate the leave of absence and the teacher shall be considered to have resigned from the school system.

f. The Superintendent shall assign the most senior qualified teacher among those notified above to the available position, provided said teacher has complied with the provisions of said section.

g. Those teachers who have complied with Paragraph "e" above and who have not been assigned in accordance with Paragraph "f" above shall continue in recall status.

h. In the event of a layoff pursuant to this Article, no duties performed by members of the bargaining unit may be performed by persons not in the bargaining unit except to the degree consistent with the practices in effect of the effective date of this Agreement.

i. Teachers on the Recall List will be given first priority in filling permanent and/or regular substitute teaching vacancies.

5. Fallback:

a. Employees serving at the discretion of the Committee under the provisions of the M.G.L. c. 71, s. 41 who re-enter the bargaining unit described in Article I shall be placed on the Seniority List in accordance with their previous service within that unit.

b. Employees serving at the discretion of the Committee under the provisions of M.G.L. c. 71, s. 41 who enter the bargaining unit described in Article I for the first time shall be placed on the Seniority List before those teachers who are not serving at the discretion of the committee and after those teachers who are serving at discretion.

**ARTICLE XXIX
LONGEVITY PAYMENT**

A nurse who is not on the teachers' salary schedule shall receive a longevity payment, to be paid in a lump sum on July 1, on the basis of that nurse's completion of consecutive years of service. Said payment to be made in accordance with the following schedule:

18 – 21 years	\$200.00
22 – 24 years	\$300.00

25 – 29 years	\$400.00
30 or more years	\$500.00

For the purpose of this article, "consecutive years of service" shall mean length of a said nurse's uninterrupted service in years in the bargaining unit. Unpaid, approved leaves of absence shall not be considered as breaks in said consecutive years of service, however, only years, months or days spent on paid leaves of absence shall be added to the computation of consecutive years of service.

**ARTICLE XXX
SALARIES**

The salaries for members of the bargaining unit are set forth in Appendices A – E to this Agreement.

A. Teachers employed as of the 2017-2018 school year shall have the option of being paid either in twenty-six (26) equal payments (once every two (2) weeks) over the period of one year, September to August; or in twenty-two (22) equal payments (once every two (2) weeks) over the period of the school year, September to June; or in a twenty-three (23)-payment program, including twenty-two (22) equal payments (once every two (2) weeks beginning in September) with the final (twenty-third (23rd)) payment, covering the four summer pay periods, payable on the last day in June. Teachers hired for the 2018-2019 school year and thereafter shall elect to be paid either in twenty-two (22) equal payments (once every two (2) weeks) over the period of the school year, September to June; or in a twenty-three (23)-payment program, including twenty-two (22) equal payments (once every two (2) weeks beginning in September) with the final (twenty-third (23rd)) payment, covering the four summer pay periods, payable on the last day in June. For those teachers not using direct deposit, live paychecks will be mailed to the address the teacher has on file with the Human Resources office. Direct deposit paystubs will be delivered either by email or in an envelope placed in the teacher's school mailbox. W-2s will be delivered either by mail to the address on file with the Human Resource's office or in an envelope placed in the teacher's school mailbox.

B. Any teacher who anticipates a salary column change in September of a school year must notify the Superintendent of Schools, in writing, of the anticipated change prior to June 1 of the school year immediately preceding the school year in which the salary column change will take effect. Evidence of credits received must be submitted to the office of the Superintendent of Schools by October 1st of the school year in which the salary column change will take effect.

Any teacher who anticipates a salary column change in January of a school year must notify the Superintendent of Schools in writing, of the anticipated change prior to October 1 of the school year in which the salary column change will take effect. Evidence of credits received must be submitted to the office of the Superintendent of Schools by February 15 of the year in which the salary column change will take effect.

Effective September 1, 1990 teachers hired on or after said date shall move to the "+30" and "+45" lanes only if the credits were earned subsequent to the award of the appropriate degrees.

Effective February 2016, Paragraphs 1 and 2 shall no longer apply and any teacher who anticipates a salary column change in September of a school year must notify the Superintendent of Schools, in writing, of the anticipated change prior to February 1 of the school year immediately preceding the school year in which the salary column change will take effect. Evidence of credits received must be submitted to the office of the Superintendent of Schools by November 1st of the school year in which the salary column change will take effect. The salary change will be retroactive to the first day of work for the school year and payment will be made by the first payroll in December.

C. The work year for the following job classifications will be 194 days: Guidance Counselors, School Adjustment Counselors, School Psychologist, English Learner Coordinator and Attendance Officer. The days to be worked beyond the regular teacher's work year shall be mutually set by the appropriate principal or administrator and the above classified teacher. Compensation for the work days beyond the contractual school year is set forth at Appendix D.

D. The work year for the following job classifications will be 189 days: School Nurse. The days to be worked beyond the regular teacher's work year shall be mutually set by the appropriate principal or administrator and the above classified teacher. Compensation for the work days beyond the contractual school year is set forth at Appendix D.

E. Movement to steps 15 and 20 of the Salary Schedule will be made only at the beginning of the 15th and 20th consecutive years of service.

For the purpose of this article, "consecutive years of service" shall mean length of a teacher's uninterrupted service in years in the bargaining unit. Unpaid approved leaves of absence shall not be considered as breaks in said consecutive years of service. However, only years, months or days spent on paid leaves of absence shall be added to the computation of consecutive years of service.

F. The District will provide direct deposit of paychecks of all members of the bargaining unit to a bank designated by each member. All employees hired after January 1, 2004, shall utilize direct deposit. Any employee using direct deposit on or after January 1, 2004, shall continue to use direct deposit. Verification of payment during the summer months shall be mailed to employees.

G. Effective School Year 1997-1998, the nurses currently on the RN column shall be placed on the RN30 column at the appropriate step.

Effective in School Year 1998-1999, the nurses on the RN30 column during the 1997-1998 column shall be placed on the Bachelors column of the Teachers' Salary Schedule at step 5 and thereafter shall advance on said column.

H. Employees hired after January 4, 2002, shall not be eligible for the B+30 column.

**ARTICLE XXXI
REGULAR PART TIME TEACHERS**

A. The salary and benefits of the regular part time teacher shall be pro-rated according to the total percentage of instructional and non-instructional time.

B. Seniority as of September 1, 1986 shall be prorated according to the same percentage. Seniority prior to September 1, 1986 shall remain in place.

C. To the extent possible, full time schedules will continue as has been the practice in the system.

D. Full time teachers on a recall list have the option of accepting the part-time position without losing eligibility for a future full-time position.

E. Part-time teachers will attend the full orientation day and all three (3) of the evening meetings referenced in Article XXI, Section F. Part-time teachers will consult with their supervisor at the beginning of the school year to develop a plan for participation in other non-instructional meeting and professional development time required by the Collective Bargaining Agreement on a pro-rated basis. Nothing herein shall prevent a part-time teacher from voluntarily participating in non-instructional meeting and/or professional development in excess of his/her pro-rata obligations.

ARTICLE XXXII
HEALTH AND SAFETY COMMITTEE

The Committee and the Association affirm their commitment to the maintenance of an environmentally safe school system and an atmosphere conducive to teaching and learning. To those ends, the parties agree as follows:

A. A Health and Safety Committee (HSC) will be established consisting of two (2) representatives appointed by the School Committee and two (2) representatives appointed by the Association. The HSC will be responsible for assisting the School Committee in establishing and maintaining a healthy and safe environment.

B. Individual concerns regarding matters of health and safety shall, where applicable, be brought to the immediate attention of the building principal.

C. The HSC shall meet at least bi-monthly with all building principals and MEA building representatives to hear concerns regarding issues of health and safety and where appropriate, investigate such matters. In the event that the HSC determines that the investigation requires specialized services which can only be provided by an outside agency, the HSC shall request that the School Committee approve the cost of such services. Reports of the HSC shall be presented to the School Committee which shall take such reports under consideration and take such action as the School Committee deems necessary. The HSC will be informed as to the disposition of the matter within sixty (60) days of referral to the School Committee.

D. In addition, the HSC will be encouraged to create health and safety information programs.

ARTICLE XXXIII
LABOR MANAGEMENT COMMITTEE

There shall be a Labor-Management Committee consisting of five (5) representatives from the Association and five (5) representatives from the District which shall meet from time to time by agreement to discuss matters of mutual interest.

**ARTICLE XXXIV
RETIREMENT INCENTIVE PROGRAM**

A. In order to be eligible for the Retirement Incentive provided under this Article, a teacher must have fifteen (15) years of consecutive employment in the Marlborough Public Schools as of the effective date of retirement. For the purposes of this Article, consecutive service shall not be broken by time spent on unpaid leaves of absence but such time shall not count toward the fifteen years.

B. A teacher must provide written notice of intent to retire from the School District to the Superintendent or his/her designee by the November 1 preceding the date of retirement. As of December 1, this notice shall become irrevocable. To be eligible for this incentive, the date of retirement must be at the end of the school year.

C. A retiring teacher meeting the qualifications as set forth in sections A and B, shall receive an incentive bonus equal to fifty per cent (50%) of the difference between his/her final year's salary and the first step of the Bachelor's scale for the last year of the employment. The incentive bonus will be capped at \$21,392.50.

D. The Retirement Incentive shall be paid in two equal installments, the first on or about July 1 of the year of retirement and the second on or about July 1 of the following year.

**ARTICLE XXXV
TERM OF AGREEMENT**

This Agreement and the provisions thereof shall be effective as of September 1, 2018 as noted and shall continue until and including August 31, 2021, and shall continue from year to year thereafter unless terminated or changed by the parties hereto. Either of the parties hereto desiring to terminate this Agreement or to change any of the provisions shall notify the other party in writing that they desire such termination or change on or before September 1, 2020 or September 15 of any year thereafter if this Agreement is not terminated.

The Parties agree to begin negotiations for a collective bargaining agreement to be effective September 1, 2021 by a meeting in October 2020.

Severability Clause: If any provision of this Agreement is or shall at any time be contrary to law then such provision shall not be applicable or performed or enforced except to the extent permitted by law, and substitute action shall be subject to the appropriate consultation and negotiation between the School Committee and the Association. Even though one or more contract items are, or

at any time become, contrary to law, all other provisions of this Agreement shall continue in full effect.

In witness whereof, the Marlborough School Committee has caused this Collective Bargaining Agreement to be signed in its name and behalf by its Chairman and the Marlborough Educators Association has caused this Collective Bargaining Agreement to be signed in its name and behalf by its President this ____ day of October, 2018.

MARLBOROUGH EDUCATORS ASSOC.

By: 

Rupal Patel
Its President

MARLBOROUGH SCHOOL COMMITTEE

By: 

Arthur Vigeant, Mayor
Its Chair

APPENDIX A-1

For Teachers Employed As Of The 2017-2018 School Year And Before.

2018-2019

Steps 1-9 less than 4% = 1% COLA, all others 0;
Step 10 1% COLA; Step 15 2% COLA; Step 20 4% COLA; M Step 3 + \$501

STEP	BA	BA +30	MA	MA + 30	MA + 45	MA + 60	CAGS	RN
1	\$47,799	\$51,291	\$52,832	\$55,807	\$57,110	\$57,653	\$58,428	
2	\$49,863	\$53,517	\$55,068	\$58,038	\$59,932	\$60,481	\$61,262	
3	\$52,286	\$55,914	\$57,967	\$60,880	\$62,197	\$62,745	\$63,539	
4	\$54,662	\$58,542	\$60,079	\$63,085	\$64,388	\$64,932	\$65,706	
5	\$56,922	\$60,794	\$62,957	\$66,030	\$67,359	\$67,917	\$68,711	
6	\$59,188	\$63,047	\$65,255	\$68,350	\$69,681	\$70,239	\$71,035	
7	\$62,582	\$66,703	\$68,248	\$71,150	\$72,481	\$73,024	\$73,796	
8	\$65,489	\$69,281	\$71,027	\$74,123	\$75,446	\$75,990	\$76,764	
9	\$68,109	\$72,053	\$73,867	\$77,088	\$78,464	\$79,030	\$79,834	
10	\$75,668	\$80,050	\$82,066	\$85,644	\$87,173	\$87,802	\$88,696	
15	\$79,237	\$83,804	\$86,419	\$90,271	\$91,954	\$92,524	\$93,332	
20	\$81,845	\$86,501	\$89,165	\$93,094	\$94,811	\$95,390	\$96,215	\$56,080

2019-2020

2% on schedule except Step 20 is 3.5%

STEP	BA	BA +30	MA	MA + 30	MA + 45	MA + 60	CAGS	RN
1	\$48,755	\$52,317	\$53,888	\$56,923	\$58,252	\$58,806	\$59,597	
2	\$50,861	\$54,587	\$56,169	\$59,199	\$61,130	\$61,691	\$62,487	
3	\$53,331	\$57,032	\$59,126	\$62,097	\$63,441	\$64,000	\$64,809	
4	\$55,755	\$59,713	\$61,280	\$64,347	\$65,676	\$66,230	\$67,020	
5	\$58,061	\$62,010	\$64,217	\$67,351	\$68,706	\$69,275	\$70,085	
6	\$60,372	\$64,308	\$66,560	\$69,717	\$71,074	\$71,643	\$72,456	
7	\$63,834	\$68,037	\$69,613	\$72,573	\$73,930	\$74,484	\$75,272	
8	\$66,799	\$70,667	\$72,447	\$75,605	\$76,955	\$77,509	\$78,299	
9	\$69,471	\$73,494	\$75,345	\$78,630	\$80,033	\$80,610	\$81,431	
10	\$77,182	\$81,651	\$83,707	\$87,357	\$88,916	\$89,558	\$90,470	
15	\$80,822	\$85,480	\$88,147	\$92,076	\$93,793	\$94,374	\$95,198	
20	\$84,710	\$89,529	\$92,285	\$96,352	\$98,130	\$98,729	\$99,582	\$58,043

APPENDIX A-1

2020-2021

2% on schedule except Step 20 is 3.5%

STEP	BA	BA +30	MA	MA + 30	MA + 45	MA + 60	CAGS	RN
1	\$49,730	\$53,363	\$54,966	\$58,062	\$59,418	\$59,982	\$60,789	
2	\$51,878	\$55,679	\$57,293	\$60,383	\$62,353	\$62,924	\$63,737	
3	\$54,398	\$58,173	\$60,309	\$63,339	\$64,710	\$65,280	\$66,106	
4	\$56,870	\$60,907	\$62,506	\$65,633	\$66,989	\$67,555	\$68,360	
5	\$59,222	\$63,251	\$65,501	\$68,698	\$70,080	\$70,661	\$71,487	
6	\$61,580	\$65,594	\$67,891	\$71,111	\$72,496	\$73,076	\$73,905	
7	\$65,111	\$69,397	\$71,006	\$74,025	\$75,409	\$75,974	\$76,778	
8	\$68,135	\$72,080	\$73,896	\$77,117	\$78,494	\$79,060	\$79,865	
9	\$70,861	\$74,964	\$76,851	\$80,202	\$81,634	\$82,223	\$83,060	
10	\$78,725	\$83,284	\$85,382	\$89,104	\$90,694	\$91,349	\$92,279	
15	\$82,438	\$87,190	\$89,910	\$93,918	\$95,669	\$96,262	\$97,102	
20	\$87,674	\$92,662	\$95,515	\$99,724	\$101,564	\$102,184	\$103,068	\$60,075

Bargaining Unit Members on Step 30 as of September 1, 2008 shall remain on Step 30 and after that date no one moves onto Step 30.

CAGS lane shall include CAGS, PhD, EdD and 2 Masters Degrees.

Employees hired after January 4, 2002 shall not be eligible for B+30 Column.

To be eligible to move to steps 15 or 20 the member must have 15 or 20 consecutive years of service in the District, respectively.

APPENDIX A-2

For Teachers Employed As Of The 2018-2019 School Year And Thereafter.

2018-2019

Step	BA	MA	MA + 30	CAGS / MM
A	\$50,107	\$57,967	\$60,694	\$63,019
B	\$51,360	\$59,417	\$62,212	\$64,595
C	\$52,645	\$60,903	\$63,768	\$66,211
1	\$53,961	\$62,426	\$65,363	\$67,867
2	\$55,311	\$63,987	\$66,997	\$69,564
3	\$56,694	\$65,588	\$68,673	\$71,304
4	\$58,112	\$67,228	\$70,390	\$73,087
5	\$59,565	\$68,909	\$72,151	\$74,915
6	\$61,055	\$70,633	\$73,955	\$76,789
7	\$62,582	\$72,399	\$75,805	\$78,709
8		\$74,210	\$77,701	\$80,678
9		\$76,066	\$79,644	\$82,696
10		\$82,066	\$85,644	\$88,696
15		\$86,419	\$90,271	\$93,332
20		\$89,165	\$93,094	\$96,215

2019-2020

2% Increase

Step	BA	MA	MA + 30	CAGS / MM
A	\$51,109	\$59,126	\$61,908	\$64,279
B	\$52,387	\$60,605	\$63,456	\$65,887
C	\$53,697	\$62,121	\$65,043	\$67,535
1	\$55,040	\$63,675	\$66,670	\$69,224
2	\$56,417	\$65,267	\$68,337	\$70,955
3	\$57,828	\$66,899	\$70,046	\$72,730
4	\$59,274	\$68,573	\$71,798	\$74,549
5	\$60,757	\$70,288	\$73,594	\$76,413
6	\$62,276	\$72,046	\$75,435	\$78,325
7	\$63,834	\$73,847	\$77,321	\$80,283
8		\$75,694	\$79,255	\$82,291
9		\$77,587	\$81,237	\$84,350
10		\$83,707	\$87,357	\$90,470
15		\$88,147	\$92,076	\$95,198
20		\$90,948	\$94,956	\$98,139

APPENDIX A-2

**2020-2021
2% Increase**

Step	BA	MA	MA + 30	CAGS / MM
A	\$52,131	\$60,309	\$63,146	\$65,565
B	\$53,435	\$61,817	\$64,725	\$67,205
C	\$54,771	\$63,363	\$66,344	\$68,886
1	\$56,141	\$64,948	\$68,003	\$70,609
2	\$57,545	\$66,572	\$69,704	\$72,374
3	\$58,985	\$68,237	\$71,447	\$74,185
4	\$60,460	\$69,944	\$73,234	\$76,040
5	\$61,972	\$71,693	\$75,066	\$77,942
6	\$63,522	\$73,486	\$76,943	\$79,891
7	\$65,111	\$75,324	\$78,868	\$81,889
8		\$77,208	\$80,840	\$83,937
9		\$79,139	\$82,862	\$86,037
10		\$85,382	\$89,104	\$92,279
15		\$89,910	\$93,918	\$97,102
20		\$92,767	\$96,855	\$100,102

CAGS/MM lane shall include CAGS, PhD, EdD and 2 Masters Degrees.

To be eligible to move to steps 15 or 20 the member must have 15 or 20 years' service in the District, respectively.

APPENDIX B

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APPENDIX C-1

COACHES STIPENDS 2018-2019

Title	Sport	Season	2018-2019
Category I			
Head Coach	Football	Fall	\$10,810
Category II			
Head Coach	Field Hockey	Fall	\$6,964
Head Coach	Soccer (B)	Fall	\$6,964
Head Coach	Soccer (G)	Fall	\$6,964
Head Coach	Volleyball (G)	Fall	\$6,964
Asst. Var. Coach	Football	Fall	\$6,964
Jr. Var. Coach	Football	Fall	\$6,964
Head Coach	Basketball (B)	Winter	\$6,964
Head Coach	Basketball (G)	Winter	\$6,964
Head Coach	Ice Hockey (B)	Winter	\$6,964
Head Coach	Ice Hockey (G)	Winter	\$6,964
Head Coach	Wrestling	Winter	\$6,964
Head Coach	Indoor Track (B)	Winter	\$6,964
Head Coach	Indoor Track (G)	Winter	\$6,964
Head Coach	Baseball	Spring	\$6,964
Head Coach	Softball	Spring	\$6,964
Head Coach	Volleyball (B)	Spring	\$6,964
Head Coach	Lacrosse (B)	Spring	\$6,964
Head Coach	Lacrosse (G)	Spring	\$6,964
Head Coach	Outdoor Track (B)	Spring	\$6,964
Head Coach	Outdoor Track (G)	Spring	\$6,964
Head Coach	Golf	Fall	\$6,964
Category III			
Asst. Var. Coach	Football	Fall	\$5,224
Asst. Var. Coach	Soccer (B)	Fall	\$5,224
Asst. Var. Coach	Soccer (G)	Fall	\$5,224
Asst. Var. Coach	Basketball (B)	Winter	\$5,224
Asst. Var. Coach	Basketball (G)	Winter	\$5,224
Asst. Var. Coach	Baseball	Spring	\$5,224
Asst. Var. Coach	Softball	Spring	\$5,224
Asst. Var. Coach	Field Hockey	Fall	\$5,224
Category IV			
Head Coach	X-Country (B)	Fall	\$4,503
Head Coach	X-Country (G)	Fall	\$4,503
Category V			
<i>No Positions</i>			

APPENDIX C-1

Title	Sport	Season	2018-2019
Category VI			
Head Coach	Cheerleading	Fall	\$3,824
Head Coach	Cheerleading	Winter	\$3,824
Head Coach	Gymnastics (B)	Winter	\$3,824
Head Coach	Gymnastics (G)	Winter	\$3,824
Head Coach	Tennis (B)	Spring	\$3,824
Head Coach	Tennis (G)	Spring	\$3,824
Category VII			
Jr. Var. Coach	Football	Fall	\$3,601
Head Coach MS	Football	Spring	\$3,601
Category VIII			
Jr. Var. Coach	Field Hockey	Fall	\$3,487
Jr. Var. Coach	Volleyball (G)	Fall	\$3,487
Jr. Var. Coach	Soccer (B)	Fall	\$3,487
Jr. Var. Coach	Soccer (G)	Fall	\$3,487
Jr. Var. Coach	Basketball (B)	Winter	\$3,487
Jr. Var. Coach	Basketball (G)	Winter	\$3,487
Jr. Var. Coach	Ice Hockey (B)	Winter	\$3,487
Jr. Var. Coach	Ice Hockey (G)	Winter	\$3,487
Jr. Var. Coach	Wrestling	Winter	\$3,487
Asst. Var. Coach	Indoor Track (B)	Winter	\$3,487
Asst. Var. Coach	Indoor Track (G)	Winter	\$3,487
Jr. Var. Coach	Baseball	Spring	\$3,487
Jr. Var. Coach	Softball	Spring	\$3,487
Jr. Var. Coach	Volleyball (B)	Spring	\$3,487
Asst. Coach	Outdoor Track (B)	Spring	\$3,487
Asst. Coach	Outdoor Track (G)	Spring	\$3,487
Jr. Var. Coach	Lacrosse (B)	Spring	\$3,487
Jr. Var. Coach	Lacrosse (G)	Spring	\$3,487
Facility Equip Mgr	ALL	Year Round	\$3,487
Strength and Conditioning Coach	ALL	Year Round	\$3,487
Category IX			
Jr. Var. Coach	Cheerleading	Fall	\$3,370
Jr. Var. Coach	Cheerleading	Winter	\$3,370
Coach H.S.	Dance	Winter	\$3,370
Coach M.S.	Dance	Winter	\$3,370
Category X			
Asst. Coach MS	Football	Spring	\$3,150
Category XI			
<i>No Positions</i>			
Category XII			
Asst. Coach	Golf	Fall	\$2,805

APPENDIX C-1

Title	Sport	Season	2018-2019
Category XIII			
<i>No positions</i>			
Category XIV			
Coach MS	X-Country (B)	Fall	\$2,582
Coach MS	X-Country (G)	Fall	\$2,582
Coach MS	Soccer (B)	Fall	\$2,582
Coach MS	Soccer (G)	Fall	\$2,582
Coach MS	Field Hockey	Fall	\$2,582
Coach MS	Basketball (B)	Winter	\$2,582
Coach MS	Basketball (G)	Winter	\$2,582
Coach MS	Baseball	Spring	\$2,582
Coach MS	Softball	Spring	\$2,582
Coach MS	Outdoor Track (B)	Spring	\$2,582
Coach MS	Outdoor Track (G)	Spring	\$2,582
Coach MS	Cheerleading	Fall	\$2,582
Category XV			
Asst. Coach	Gymnastics (B)	Winter	\$1,807
Asst. Coach	Gymnastics (G)	Winter	\$1,807
Unified Basketball	Basketball	Fall	\$1,807
Unified Track	Outdoor Track	Spring	\$1,807

APPENDIX C-1

COACHES STIPENDS 2019-2020

Title	Sport	Season	2019-2020
Category I			
Head Coach	Football	Fall	\$10,810
Category II			
Head Coach	Field Hockey	Fall	\$6,964
Head Coach	Soccer (B)	Fall	\$6,964
Head Coach	Soccer (G)	Fall	\$6,964
Head Coach	Volleyball (G)	Fall	\$6,964
Asst. Var. Coach	Football	Fall	\$6,964
Jr. Var. Coach	Football	Fall	\$6,964
Head Coach	Basketball (B)	Winter	\$6,964
Head Coach	Basketball (G)	Winter	\$6,964
Head Coach	Ice Hockey (B)	Winter	\$6,964
Head Coach	Ice Hockey (G)	Winter	\$6,964
Head Coach	Wrestling	Winter	\$6,964
Head Coach	Indoor Track (B)	Winter	\$6,964
Head Coach	Indoor Track (G)	Winter	\$6,964
Head Coach	Baseball	Spring	\$6,964
Head Coach	Softball	Spring	\$6,964
Head Coach	Volleyball (B)	Spring	\$6,964
Head Coach	Lacrosse (B)	Spring	\$6,964
Head Coach	Lacrosse (G)	Spring	\$6,964
Head Coach	Outdoor Track (B)	Spring	\$6,964
Head Coach	Outdoor Track (G)	Spring	\$6,964
Head Coach	Golf	Spring	\$6,964
Category III			
Asst. Var. Coach	Football	Fall	\$5,224
Asst. Var. Coach	Soccer (B)	Fall	\$5,224
Asst. Var. Coach	Soccer (G)	Fall	\$5,224
Asst. Var. Coach	Basketball (B)	Winter	\$5,224
Asst. Var. Coach	Basketball (G)	Winter	\$5,224
Asst. Var. Coach	Baseball	Spring	\$5,224
Asst. Var. Coach	Softball	Spring	\$5,224
Asst. Var. Coach	Field Hockey	Fall	\$5,224
Head Coach	X-Country (B)	Fall	\$5,224
Head Coach	X-Country (G)	Fall	\$5,224

APPENDIX C-1

Title	Sport	Season	2019-2020
Category IV			
Head Coach	Cheerleading	Fall	\$4,503
Head Coach	Cheerleading	Winter	\$4,503
Head Coach	Gymnastics (B)	Winter	\$4,503
Head Coach	Gymnastics (G)	Winter	\$4,503
Head Coach	Tennis (B)	Spring	\$4,503
Head Coach	Tennis (G)	Spring	\$4,503
Category V			
<i>No Positions</i>			
Category VI			
<i>No Positions</i>			
Category VII			
Jr. Var. Coach	Football	Fall	\$3,601
Head Coach MS	Football	Spring	\$3,601
Category VIII			
Jr. Var. Coach	Field Hockey	Fall	\$3,487
Jr. Var. Coach	Volleyball (G)	Fall	\$3,487
Jr. Var. Coach	Soccer (B)	Fall	\$3,487
Jr. Var. Coach	Soccer (G)	Fall	\$3,487
Jr. Var. Coach	Basketball (B)	Winter	\$3,487
Jr. Var. Coach	Basketball (G)	Winter	\$3,487
Jr. Var. Coach	Ice Hockey (B)	Winter	\$3,487
Jr. Var. Coach	Ice Hockey (G)	Winter	\$3,487
Jr. Var. Coach	Wrestling	Winter	\$3,487
Asst. Var. Coach	Indoor Track (B)	Winter	\$3,487
Asst. Var. Coach	Indoor Track (G)	Winter	\$3,487
Jr. Var. Coach	Baseball	Spring	\$3,487
Jr. Var. Coach	Softball	Spring	\$3,487
Jr. Var. Coach	Volleyball (B)	Spring	\$3,487
Asst. Coach	Outdoor Track (B)	Spring	\$3,487
Asst. Coach	Outdoor Track (G)	Spring	\$3,487
Jr. Var. Coach	Lacrosse (B)	Spring	\$3,487
Jr. Var. Coach	Lacrosse (G)	Spring	\$3,487
Facility Equip Mgr	ALL	Year Round	\$3,487
Strength and Conditioning Coach	ALL	Year Round	\$3,487
Category IX			
Jr. Var. Coach	Cheerleading	Fall	\$3,370
Jr. Var. Coach	Cheerleading	Winter	\$3,370
Coach H.S.	Dance	Winter	\$3,370
Coach M.S.	Dance	Winter	\$3,370
Asst. Coach	Gymnastics (B)	Winter	\$3,370
Asst. Coach	Gymnastics (G)	Winter	\$3,370

APPENDIX C-1

Title	Sport	Season	2019-2020
Category X			
Asst. Coach MS	Football	Spring	\$3,150
Category XI			
<i>No Positions</i>			
Category XII			
Asst. Coach	Golf	Fall	\$2,805
Category XIII			
No positions			
Category XIV			
Coach MS	X-Country (B)	Fall	\$2,582
Coach MS	X-Country (G)	Fall	\$2,582
Coach MS	Soccer (B)	Fall	\$2,582
Coach MS	Soccer (G)	Fall	\$2,582
Coach MS	Field Hockey	Fall	\$2,582
Coach MS	Basketball (B)	Winter	\$2,582
Coach MS	Basketball (G)	Winter	\$2,582
Coach MS	Baseball	Spring	\$2,582
Coach MS	Softball	Spring	\$2,582
Coach MS	Outdoor Track (B)	Spring	\$2,582
Coach MS	Outdoor Track (G)	Spring	\$2,582
Coach MS	Cheerleading	Fall	\$2,582
Category XV			
Unified Basketball	Basketball	Fall	\$1,807
Unified Track	Outdoor Track	Spring	\$1,807

APPENDIX C-1

COACHES STIPENDS

2020-2021

Title	Sport	Season	2020-2021
Category I			
Head Coach	Football	Fall	\$10,810
Category II			
Head Coach	Field Hockey	Fall	\$6,964
Head Coach	Soccer (B)	Fall	\$6,964
Head Coach	Soccer (G)	Fall	\$6,964
Head Coach	Volleyball (G)	Fall	\$6,964
Asst. Var. Coach	Football	Fall	\$6,964
Jr. Var. Coach	Football	Fall	\$6,964
Head Coach	Basketball (B)	Winter	\$6,964
Head Coach	Basketball (G)	Winter	\$6,964
Head Coach	Ice Hockey (B)	Winter	\$6,964
Head Coach	Ice Hockey (G)	Winter	\$6,964
Head Coach	Wrestling	Winter	\$6,964
Head Coach	Indoor Track (B)	Winter	\$6,964
Head Coach	Indoor Track (G)	Winter	\$6,964
Head Coach	Baseball	Spring	\$6,964
Head Coach	Softball	Spring	\$6,964
Head Coach	Volleyball (B)	Spring	\$6,964
Head Coach	Lacrosse (B)	Spring	\$6,964
Head Coach	Lacrosse (G)	Spring	\$6,964
Head Coach	Outdoor Track (B)	Spring	\$6,964
Head Coach	Outdoor Track (G)	Spring	\$6,964
Head Coach	Golf	Spring	\$6,964
Head Coach	X-Country (B)	Fall	\$6,964
Head Coach	X-Country (G)	Fall	\$6,964
Category III			
Asst. Var. Coach	Football	Fall	\$5,224
Asst. Var. Coach	Soccer (B)	Fall	\$5,224
Asst. Var. Coach	Soccer (G)	Fall	\$5,224
Asst. Var. Coach	Basketball (B)	Winter	\$5,224
Asst. Var. Coach	Basketball (G)	Winter	\$5,224
Asst. Var. Coach	Baseball	Spring	\$5,224
Asst. Var. Coach	Softball	Spring	\$5,224
Asst. Var. Coach	Field Hockey	Fall	\$5,224
Head Coach	Cheerleading	Fall	\$5,224
Head Coach	Cheerleading	Winter	\$5,224
Head Coach	Gymnastics (B)	Winter	\$5,224
Head Coach	Gymnastics (G)	Winter	\$5,224
Title	Sport	Season	2020-2021

APPENDIX C-1

Head Coach	Tennis (B)	Spring	\$5,224
Head Coach	Tennis (G)	Spring	\$5,224
Category IV			
<i>No Positions</i>			
Category V			
<i>No Positions</i>			
Category VI			
<i>No Positions</i>			
Category VII			
Jr. Var. Coach	Football	Fall	\$3,601
Head Coach MS	Football	Spring	\$3,601
Category VIII			
Jr. Var. Coach	Field Hockey	Fall	\$3,487
Jr. Var. Coach	Volleyball (G)	Fall	\$3,487
Jr. Var. Coach	Soccer (B)	Fall	\$3,487
Jr. Var. Coach	Soccer (G)	Fall	\$3,487
Jr. Var. Coach	Basketball (B)	Winter	\$3,487
Jr. Var. Coach	Basketball (G)	Winter	\$3,487
Jr. Var. Coach	Ice Hockey (B)	Winter	\$3,487
Jr. Var. Coach	Ice Hockey (G)	Winter	\$3,487
Jr. Var. Coach	Wrestling	Winter	\$3,487
Asst. Var. Coach	Indoor Track (B)	Winter	\$3,487
Asst. Var. Coach	Indoor Track (G)	Winter	\$3,487
Jr. Var. Coach	Baseball	Spring	\$3,487
Jr. Var. Coach	Softball	Spring	\$3,487
Jr. Var. Coach	Volleyball (B)	Spring	\$3,487
Asst. Coach	Outdoor Track (B)	Spring	\$3,487
Asst. Coach	Outdoor Track (G)	Spring	\$3,487
Jr. Var. Coach	Lacrosse (B)	Spring	\$3,487
Jr. Var. Coach	Lacrosse (G)	Spring	\$3,487
Facility Equip Mgr	ALL	Year Round	\$3,487
Strength and Conditioning Coach	ALL	Year Round	\$3,487
Category IX			
Jr. Var. Coach	Cheerleading	Fall	\$3,370
Jr. Var. Coach	Cheerleading	Winter	\$3,370
Coach H.S.	Dance	Winter	\$3,370
Coach M.S.	Dance	Winter	\$3,370
Asst. Coach	Gymnastics (B)	Winter	\$3,370
Asst. Coach	Gymnastics (G)	Winter	\$3,370
Category X			
Asst. Coach MS	Football	Spring	\$3,150
Category XI			
<i>No Positions</i>			

APPENDIX C-1

Title	Sport	Season	2020-2021
Category XII			
Asst. Coach	Golf	Fall	\$2,805
Category XIII			
<i>No positions</i>			
Category XIV			
Coach MS	X-Country (B)	Fall	\$2,582
Coach MS	X-Country (G)	Fall	\$2,582
Coach MS	Soccer (B)	Fall	\$2,582
Coach MS	Soccer (G)	Fall	\$2,582
Coach MS	Field Hockey	Fall	\$2,582
Coach MS	Basketball (B)	Winter	\$2,582
Coach MS	Basketball (G)	Winter	\$2,582
Coach MS	Baseball	Spring	\$2,582
Coach MS	Softball	Spring	\$2,582
Coach MS	Outdoor Track (B)	Spring	\$2,582
Coach MS	Outdoor Track (G)	Spring	\$2,582
Coach MS	Cheerleading	Fall	\$2,582
Category XV			
Unified Basketball	Basketball	Fall	\$1,807
Unified Track	Outdoor Track	Spring	\$1,807

APPENDIX C-2

INTRAMURAL COACHES MIDDLE SCHOOL

Title	Season	2018-2019	2019-2020	2020-2021
Category I				
Intramural Director	Fall	\$1,732	\$1,732	\$1,732
Intramural Director	Winter	\$1,732	\$1,732	\$1,732
Intramural Director	Spring	\$1,732	\$1,732	\$1,732
Category II				
Intramural Supervisor	Fall	\$1,534	\$1,534	\$1,534
Intramural Supervisor	Winter	\$1,534	\$1,534	\$1,534
Intramural Supervisor	Spring	\$1,534	\$1,534	\$1,534

APPENDIX D

LEADERSHIP STIPENDS FOR ADDITIONAL CONTRACT DAYS

Title	2018-2019	2.00% 2019-2020	1.50% 2020-2021
Category I			
Guidance Counselor	\$4,898	\$4,996	\$5,071
School Psychologist	\$4,898	\$4,996	\$5,071
School Adjustment Counselor	\$4,898	\$4,996	\$5,071
Attendance Officer	\$4,898	\$4,996	\$5,071
English Learner Coordinator	\$4,898	\$4,996	\$5,071
Category II			
School Nurse	\$2,449	\$2,498	\$2,535
Category III			
Lead Teacher	\$2,500	\$2,550	\$2,588
Lead Counselor	\$2,500	\$2,550	\$2,588
Category IV			
Mentors	\$800	\$816	\$828
Mentors - 2 Mentees	\$1,200	\$1,224	\$1,242
Category V			
No Positions			

All Category I Stipends require working ten (10) additional days per school year as mutually agreed upon with supervisor.

All Category II stipends require working five (5) additional days per school year as mutually agreed upon with supervisor.

APPENDIX E

STUDENT ACTIVITIES/ADVISORS STIPENDS

Title	2018-2019	2% 2019-2020	1.5% 2020-2021
Category I			
Yearbook production	\$4,797	\$4,893	\$4,966
Band Director	\$4,797	\$4,893	\$4,966
Category II			
Student Activity Coordinator	\$4,197	\$4,281	\$4,345
Student Activity Financials	\$4,197	\$4,281	\$4,345
Business Prof. of America	\$4,197	\$4,281	\$4,345
Japanese Exchange Club Whit	\$4,197	\$4,281	\$4,345
Yearbook Financials	\$4,197	\$4,281	\$4,345
Category III			
Senior Class	\$2,890	\$2,947	\$2,992
Student Council	\$2,890	\$2,947	\$2,992
MHS Advisory Coordinator	\$2,890	\$2,947	\$2,992
Musical Director MHS	\$2,890	\$2,948	\$2,992
Musical Director Whitcomb	\$2,890	\$2,948	\$2,992
National Honor Society	\$2,890	\$2,948	\$2,992
National Jr. Honor Society Whit	\$2,890	\$2,948	\$2,992
Junior Class	\$2,890	\$2,948	\$2,992
Category IV			
Academic Decathlon	\$2,222	\$2,266	\$2,300
AFS	\$2,222	\$2,266	\$2,300
Freshman Class	\$2,222	\$2,266	\$2,300
Sophomore Class	\$2,222	\$2,266	\$2,300
Jazz Club	\$2,222	\$2,266	\$2,300
Jr. States of America	\$2,222	\$2,266	\$2,300
Peer Leader	\$2,222	\$2,266	\$2,300
Peer Mediation	\$2,222	\$2,266	\$2,300
Public Relations Club	\$2,222	\$2,266	\$2,300
Real World Design	\$2,222	\$2,266	\$2,300
Voices ReChaired	\$2,222	\$2,266	\$2,300
Category V			
Arts Club	\$2,108	\$2,151	\$2,183
Astronomy Club	\$2,108	\$2,151	\$2,183
Book Club	\$2,108	\$2,151	\$2,183
Chinese Club	\$2,108	\$2,151	\$2,183
Debating Club	\$2,108	\$2,151	\$2,183
Dinner by Design	\$2,108	\$2,151	\$2,183
Drama Club	\$2,108	\$2,151	\$2,183
Fashion Club	\$2,108	\$2,151	\$2,183
Fitness Club	\$2,108	\$2,151	\$2,183

APPENDIX E

Title	2018-2019	2019-2020 2%	2020-2021 1.5%
French Club	\$2,108	\$2,151	\$2,183
LGBTQ Alliance	\$2,108	\$2,151	\$2,183
Habitat for Humanity	\$2,108	\$2,151	\$2,183
Interact Club	\$2,108	\$2,151	\$2,183
Interact Club Phoenix	\$2,108	\$2,151	\$2,183
International Club	\$2,108	\$2,151	\$2,183
Latin Club	\$2,108	\$2,151	\$2,183
Literary Magazine	\$2,108	\$2,151	\$2,183
Mathematics Club	\$2,108	\$2,151	\$2,183
Musical Producer	\$2,108	\$2,151	\$2,183
National Art Honor Society	\$2,108	\$2,151	\$2,183
Newspaper	\$2,108	\$2,151	\$2,183
Pep Club	\$2,108	\$2,151	\$2,183
Ping Pong	\$2,108	\$2,151	\$2,183
Impact Mentor Advisor	\$2,108	\$2,150	\$2,182
Dream Team	\$2,108	\$2,150	\$2,182
Student Wellness Advisor	\$2,108	\$2,150	\$2,182
SADD	\$2,108	\$2,151	\$2,183
Science Club	\$2,108	\$2,151	\$2,183
Ski Club	\$2,108	\$2,151	\$2,183
Spanish Club	\$2,108	\$2,151	\$2,183
Tri-M	\$2,108	\$2,151	\$2,183
Trivia (WGBH Quiz Show	\$2,108	\$2,151	\$2,183
Varsity Club	\$2,108	\$2,151	\$2,183
Science Fair Coordinator	\$2,108	\$2,151	\$2,183
Global Competency Cert Program	\$2,108	\$2,151	\$2,183
Robotics	\$2,108	\$2,151	\$2,183
Category V - Middle School			
Art Club 5/6	\$2,108	\$2,151	\$2,183
Art Club 7/8	\$2,108	\$2,151	\$2,183
Astronomy Club	\$2,108	\$2,151	\$2,183
LGBTQ Alliance	\$2,108	\$2,151	\$2,183
Future Problem Solvers 5/6	\$2,108	\$2,151	\$2,183
Future Problem Solvers 7/8	\$2,108	\$2,151	\$2,183
Japanese Exchange Club	\$2,108	\$2,151	\$2,183
Jazz Club 5/6	\$2,108	\$2,151	\$2,183
Jazz Club 7/8	\$2,108	\$2,151	\$2,183
Musical Producer	\$2,108	\$2,151	\$2,183
Newspaper Club	\$2,108	\$2,151	\$2,183
Robotics 5/6	\$2,108	\$2,151	\$2,183
Robotics 7/8	\$2,108	\$2,151	\$2,183
Ski Club	\$2,108	\$2,151	\$2,183
Student Act. Acct & Activity Coord	\$2,108	\$2,151	\$2,183

APPENDIX E

Title	2018-2019	2% 2019-2020	1.5% 2020-2021
Student Council Advisor 5/6	\$2,108	\$2,151	\$2,183
Student Council Advisor 7/8	\$2,108	\$2,151	\$2,183
Yearbook Advisor	\$2,108	\$2,151	\$2,183

APPENDIX F

**MARLBOROUGH EDUCATORS' ASSOCIATION
GRIEVANCE REPORT
LEVEL ____**

Local Association: _____

President: _____

Grievant: _____

Date: _____

=====
Nature of Grievance:

The Association charges that the School Committee, through its agents, violated the collective bargaining agreement between the parties, generally and specifically, including but not limited to Article(s) _____, when the Committee, through its agents,

Remedy Sought:

The Association requests that the School Committee, and its agents, cease and desist from violating the collective bargaining agreement and abide by the provisions of _____ by:

Grievant: _____

Association Rep: _____

MTA Consultant: _____

APPENDIX G

MARLBOROUGH PUBLIC SCHOOLS

SICK LEAVE BUY BACK BENEFICIARY FORM

With respect to any Sick Leave Buy Back amount payable to me under Article XIII of the Marlborough Educators Association Collective Bargaining Agreement by reason of my death, I hereby designate the following individual as my beneficiary:

PRIMARY BENEFICIARY

Name: _____

Address: _____

Telephone: _____

CONTINGENT BENEFICIARY:

In the event the above listed Primary Beneficiary is not living at the time of my death, I hereby elect the following Contingent Beneficiary:

Name: _____

Address: _____

Telephone: _____

Executed by the undersigned this _____ day of _____, 20_____.

Employee Signature: _____

Employee Printed Name: _____