COLLECTIVE BARGAINING AGREEMENT

Between

The MILLIS TEACHERS ASSOCIATION

And

The MILLIS SCHOOL COMMITTEE

UNIT A

September 1, 2025 - August 31, 2028

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AGREEMENT
Between the
MILLIS SCHOOL COMMITTEE
and the
MILLIS TEACHERS ASSOCIATION

UNIT A

This Agreement is made and entered into this 1st day of September, 2025 in accordance with the provisions of Chapter 150E of the General Laws of Massachusetts by and between the SCHOOL COMMITTEE OF THE TOWN OF MILLIS (hereinafter sometimes referred to as the Committee) and the MILLIS TEACHERS ASSOCIATION (hereinafter sometimes referred to as the Association).

PREAMBLE

Recognizing that our prime purpose is to provide education of the highest possible quality for the children of Millis as economically and efficiently as is possible, and that good morale within the teaching staff of the Millis schools is essential to achievement of that purpose, we, the undersigned parties to this contract declare that:

A. Under the law of Massachusetts, the Committee, elected by the citizens of Millis has final responsibility for establishing the educational policies of the public schools of Millis. 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 or impair any power, right or duty conferred upon the Committee by statute or any rule or regulation of any agency of the Commonwealth. As to every matter not specifically mentioned or provided for in this Agreement, the Committee retains all powers, rights and duties that it has by law and may exercise the same at its discretion without any such exercise being made the subject of a grievance or arbitration proceeding thereunder;

B. The Superintendent of Schools of Millis (hereinafter referred to as the Superintendent) has responsibility for carrying out the policies so established;

C. The teaching staff of the public schools of Millis has responsibility for providing in the classrooms of the schools education of the highest possible quality and in conjunction with that responsibility to make recommendations and provide consultation on educational policies;

D. Fulfillment of these respective responsibilities can be facilitated and supported by consultations and free exchanges of views and information between the Committee, the Superintendent, other administrative personnel, and the teaching staff in the formulation and application of policies relating to wages, hours, and other conditions of employment for the teaching staff; and so,

E. To give effect to these declarations, the following principles and procedures are hereby adopted.

ARTICLE I
RECOGNITION

The School Committee of the Town of Millis recognizes the Millis Teachers Association, affiliated with the Massachusetts Teachers' Association and with the National Education Association, as the exclusive bargaining agent and representative of a bargaining unit comprised of all members of the professional staff, including

nurses, excluding principals, assistant principals, Director of Student Support Services, Director of Student Affairs, Director of Curriculum, Assessment, and Professional Development, and the Superintendent. Unless otherwise indicated, the members of the Association will be hereinafter referred to as the "members" and references will include pronouns "they " or "their" where appropriate.

ARTICLE II
PROCEDURES

The School Committee named above and the Millis Teachers Association do hereby agree that the following procedures should be adhered to in regard to communication between the several groups:

A. Meetings
The parties will meet upon the written request of either of them affected provided the request contains a specific reason for the meeting.

B. Directing Requests
The local Association normally will make its request directly to the Superintendent or their Representative. The Superintendent for the School Committee or their respective representatives will make their requests known to the president of the local Association. The affected parties will agree to a mutually convenient meeting date within a reasonable period of time.

C. Exchange of Facts and Views
Facts, opinions, proposals, and counter proposals will be freely exchanged in good faith during the meeting or meetings and between meetings, if advisable.

ARTICLE III
GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim based upon an event or condition, which affects the welfare and/or conditions of employment of a member or group of members and/or the interpretation, meaning or application of any of the provisions of this Agreement or any subsequent Agreement entered into pursuant to this Agreement.

2. An "aggrieved person" is the person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of members. Both parties agree that these proceedings will be kept as informal and

confidential as may be appropriate at any level of the procedure.

2. Nothing herein contained will be construed as limiting the right of any member having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure

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

In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

A grievance shall be presented in writing spelling out the alleged violation by Article and Section and the relief being sought.

1.LEVEL ONE (1) A member with a grievance will discuss it with their immediate superior, Department Head, or Supervisor; and if not resolved, with the Assistant Principal, with the objective of resolving the matter informally. A nurse with a grievance will discuss it with the Director of Student Support Services.

2. LEVEL TWO (2)
(a) - If the aggrieved person is not satisfied with the disposition of their grievance at Level One, or if no decision has been rendered within ten (10) school days after presentation of the grievance, they may file their grievance in writing with the Chair of the Association's Committee on Professional Rights and Responsibilities (hereinafter referred to as the PR&R Committee) within five (5) school days after the decision at Level One or fifteen (15) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chair of the PR&R Committee will refer it to the Superintendent of Schools.

(b) - The Superintendent will represent the administration at this level of the grievance procedure. Within ten (10) school days after receipt of the written grievance by the Superintendent, the Superintendent will meet with the aggrieved person and the principal of their building in an effort to resolve it.

(c) - If a member does not file a grievance in writing with the Chair of the PR&R Committee and the written grievance is not forwarded to the Superintendent within twenty (20) school days after the member knew or should have known of the act or condition on which the grievance is based, then the grievance will be considered as waived.

3. LEVEL THREE (3) If the aggrieved person is not satisfied with the disposition of their grievance at Level Two, or if no decision has been rendered within ten (10) school days after they has first met

with the Superintendent, they may file the grievance in writing with the Chair of the PR&R Committee within five (5) school days after a decision by the Superintendent, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chair of the PR&R Committee will refer it to the School Committee. Within twenty (20) school days after receiving the written grievance, the School Committee will meet with the aggrieved person for the purpose of resolving the grievance. The ultimate decision on the grievance at Level Three will, however, be rendered by the School Committee.

4. LEVEL FOUR (4)

(a) - If the aggrieved person is not satisfied with the disposition of their grievance at Level Three, or if no decision has been rendered within ten (10) school days after they have first met with the Committee, they may, within ten (10) school days after a decision by the School Committee, request in writing the Chair of the PR&R Committee to submit his/ her grievance to arbitration. If, after communication and meeting separately with the aggrieved person and the School Committee within ten (10) school days during the school year or twenty (20) working days during the non school period, the PR&R Committee determines that the grievance is meritorious and that submitting it to arbitration is in the best interest of the Millis members Association, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.

(b) - Within ten (10) school days after such written notice of submission to arbitration, the Committee and the PR&R Committee will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve.
If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period; a request for a list of arbitrators may be made to the American Arbitration Association by either party. They will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

(c) - The arbitrator so selected will confer with the School Committee and the PR&R Committee and hold hearings promptly and will issue their decision not later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to them. The arbitrator's decision will be in writing and will set forth their findings of fact, reasoning and conclusions on issues submitted. The arbitrator shall not add to, detract from, alter or modify the terms of the contract. The arbitrator will be without power or authority to make any decision, which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement. The decision of the arbitrator will be final and binding on both the Committee and the Association.

(d) - The costs for the services of the Arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will be borne equally by the School Committee and the Association.

D. Rights of Members to Representation

No reprisals of any kind will be taken by the School Committee or by any member of the administration against any party in interest, any School Representative, any member of the PR&R Committee or any participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. If, in the judgment of the PR&R Committee, a grievance affects a group or class of members at a single building, the PR&R Committee may submit such grievance as a class action to the building principal. If the issue being grieved is a result of a system-wide policy initiated at the Superintendent's level or if it affects members in more than one building, then a grievance may be submitted directly at Level 2.

2. Decisions rendered at Level One, Two and Three of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the Chairman of the PR&R Committee. Decisions rendered at Level Four will be in accordance with the procedures set forth in Section C, Paragraph 4(c).

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

4. Forms for filing grievances, serving notices, making appeals, making reports and recommendations and other necessary documents will be jointly prepared by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

ARTICLE IV
COMPENSATION

Salaries for Unit A as of September 1*

FY26 2.5% Increase

Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	D
1	$57,568	$58,959	$60,322	$63,095	$64,552	$65,874	$68,603	$70,662	$72,781
2	$59,871	$61,317	$62,735	$65,619	$67,134	$68,509	$71,347	$73,488	$75,692
3	$62,266	$63,770	$65,244	$68,244	$69,819	$71,249	$74,201	$76,428	$78,720
4	$64,756	$66,321	$67,854	$70,973	$72,612	$74,099	$77,169	$79,485	$81,869
5	$67,346	$68,974	$70,568	$73,812	$75,517	$77,063	$80,256	$82,665	$85,143
6	$70,040	$71,733	$73,391	$76,765	$78,537	$80,146	$83,466	$85,971	$88,549
7	$72,842	$74,602	$76,327	$79,835	$81,679	$83,352	$86,805	$89,410	$92,091
8	$75,756	$77,586	$79,380	$83,029	$84,946	$86,686	$90,277	$92,986	$95,775
9	$78,786	$80,689	$82,555	$86,350	$88,344	$90,153	$93,888	$96,706	$99,606
10	$81,937	$83,917	$85,857	$89,804	$91,878	$93,759	$97,643	$100,574	$103,590
11	$85,215	$87,274	$89,291	$93,396	$95,553	$97,510	$101,549	$104,597	$107,734
12	$88,623	$90,765	$92,863	$97,132	$99,375	$101,410	$105,611	$108,781	$112,043
13	$92,168	$94,395	$96,577	$101,017	$103,350	$105,466	$109,836	$113,132	$116,525
14	$95,855	$98,171	$100,441	$105,058	$107,484	$109,685	$114,229	$117,657	$121,186

FY27 2.75% Increase

Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	D
1	$59,151	$60,580	$61,981	$64,830	$66,327	$67,686	$70,490	$72,605	$74,782
2	$61,517	$63,003	$64,460	$67,424	$68,980	$70,393	$73,309	$75,509	$77,774
3	$63,978	$65,524	$67,038	$70,121	$71,739	$73,208	$76,242	$78,530	$80,885
4	$66,537	$68,145	$69,720	$72,925	$74,609	$76,137	$79,291	$81,671	$84,120
5	$69,198	$70,871	$72,509	$75,842	$77,592	$79,182	$82,463	$84,938	$87,484
6	$71,966	$73,706	$75,409	$78,876	$80,696	$82,350	$85,761	$88,335	$90,984
7	$74,845	$76,654	$78,426	$82,030	$83,924	$85,642	$89,192	$91,869	$94,624
8	$77,839	$79,720	$81,563	$85,312	$87,275	$89,070	$92,760	$95,543	$98,409
9	$80,953	$82,908	$84,825	$88,725	$90,772	$92,631	$96,470	$99,365	$102,345
10	$84,190	$86,225	$88,218	$92,274	$94,403	$96,336	$100,328	$103,340	$106,439
11	$87,558	$89,674	$91,747	$95,964	$98,180	$100,189	$104,342	$107,473	$110,697
12	$91,060	$93,261	$95,417	$99,803	$102,107	$104,199	$108,517	$111,772	$115,124
13	$94,703	$96,991	$99,233	$103,795	$106,192	$108,365	$112,856	$116,242	$119,729
14	$98,491	$100,871	$103,203	$107,945	$110,439	$112,699	$117,370	$120,894	$124,519

FY28	2.75% Increase								
Step	**B**	**B+15**	**B+30**	**M**	**M+15**	**M+30**	**M+45**	**M+60**	**D**
1	$60,778	$62,246	$63,685	$66,613	$68,151	$69,547	$72,428	$74,602	$76,839
2	$63,209	$64,736	$66,233	$69,278	$70,877	$72,329	$75,325	$77,585	$79,913
3	$65,737	$67,326	$68,882	$72,049	$73,712	$75,221	$78,339	$80,690	$83,109
4	$68,367	$70,019	$71,637	$74,930	$76,661	$78,231	$81,472	$83,917	$86,433
5	$71,101	$72,820	$74,503	$77,928	$79,728	$81,360	$84,731	$87,274	$89,890
6	$73,945	$75,733	$77,483	$81,045	$82,916	$84,615	$88,119	$90,764	$93,486
7	$76,903	$78,762	$80,583	$84,286	$86,233	$87,999	$91,645	$94,395	$97,226
8	$79,980	$81,912	$83,806	$87,658	$89,682	$91,519	$95,311	$98,170	$101,115
9	$83,179	$85,188	$87,158	$91,165	$93,269	$95,179	$99,123	$102,098	$105,159
10	$86,505	$88,596	$90,644	$94,812	$97,001	$98,986	$103,087	$106,182	$109,366
11	$89,966	$92,140	$94,270	$98,603	$100,881	$102,947	$107,211	$110,429	$113,741
12	$93,564	$95,826	$98,041	$102,548	$104,916	$107,064	$111,499	$114,846	$118,290
13	$97,307	$99,658	$101,962	$106,649	$109,112	$111,346	$115,960	$119,440	$123,022
14	$101,200	$103,645	$106,041	$110,916	$113,477	$115,800	$120,598	$124,218	$127,943

*Whenever the effective date of September 1 is set forth in the salary schedule, the salary provided shall be effective at the start of the work year.

EXTRA PAY FOR EXTRA SERVICES FY26

EXTRA PAY FOR EXTRA SERVICE — **2.50%**

Salaries as of September 1, 2025 (FY26) 2.5% increase

Semi-administrative Responsibilities	**1**	**2**	**3**	**4**	**5**
Music Coordinator	$4,245	$4,245	$4,245	$4,245	$4,245
Administrative Aide to Principal	$14,455	$15,033	$15,609	$16,188	$16,768
Team Leader (Middle School)	$2,893	$2,893	$2,893	$2,893	$2,893
Facilitator	$2,893	$2,893	$2,893	$2,893	$2,893
Coaches*					
Athletic Director	$6,900	$7,762	$8,625	$9,486	$10,218
Baseball Varsity - Head Coach	$4,581	$5,069	$5,561	$6,048	$6,539
Baseball Varsity - Assistant Coach	$2,877	$3,165	$3,596	$4,026	$4,603
Baseball Freshmen	$2,587	$2,803	$3,021	$3,308	$3,596
Basketball Varsity - Head Coach	$5,915	$6,382	$6,704	$7,469	$7,899
Basketball Varsity - Assistant Coach	$3,452	$3,885	$4,313	$4,744	$5,173
Basketball - Freshman Coach	$2,587	$2,803	$3,021	$3,308	$3,596
Cheerleading - Football	$3,558	$3,850	$4,157	$4,549	$4,950
Cheerleading - Basketball	$3,558	$3,850	$4,157	$4,549	$4,950
Football Varsity - Head Coach	$6,930	$7,534	$8,131	$8,734	$9,337
Football Varsity - Assistant Coach	$4,311	$4,603	$4,890	$5,173	$6,040
Football - Freshman Coach	$3,739	$4,169	$4,603	$5,033	$5,465
Soccer Varsity - Head Coach	$4,581	$5,069	$5,561	$6,048	$6,539
Soccer Varsity - Assistant Coach	$2,877	$3,165	$3,596	$4,026	$4,603
Soccer Freshmen	$2,587	$2,803	$3,021	$3,308	$3,596
Softball Varsity - Head Coach	$4,581	$5,069	$5,561	$6,048	$6,539
Softball Varsity - Assistant Coach	$2,877	$3,165	$3,596	$4,026	$4,603
Softball Freshmen	$2,587	$2,803	$3,021	$3,308	$3,596
Tennis Varsity - Head Coach	$4,581	$5,069	$5,561	$6,048	$6,539
Tennis Varsity - Assistant Coach	$2,877	$3,165	$3,596	$4,026	$4,603
Track Varsity - Head Coach (winter)	$3,886	$4,178	$4,485	$4,877	$5,278
Track Varsity - Assistant Coach	$2,720	$2,943	$3,178	$3,479	$3,786
Track Individual Coach	$2,587	$2,803	$3,021	$3,308	$3,596
Track Varsity - Head Coach (Spring)	$4,581	$5,069	$5,561	$6,048	$6,539
Track Varsity - Assistant Coach	$2,877	$3,165	$3,596	$4,026	$4,603
Track Freshman/Middle School Coach	$2,655	$2,925	$3,324	$3,721	$4,254
Track Individual Coach	$2,587	$2,803	$3,021	$3,308	$3,596
Volleyball Varsity - Head Coach	$4,581	$5,069	$5,561	$6,048	$6,539
Volleyball Varsity - Asst. Coach	$2,877	$3,165	$3,596	$4,026	$4,603
Volleyball Freshmen	$2,587	$2,803	$3,021	$3,308	$3,596
Golf Varsity Head Coach	$3,886	$4,178	$4,485	$4,877	$5,278
Golf Varsity Assistant Coach / XC Asst	$2,720	$2,943	$3,178	$3,479	$3,786
Cross Country	$3,886	$4,178	$4,485	$4,877	$5,278

1. All coaches will be given credit for previous coaching experience in other systems.
2. All years of experience in a particular sport within the Millis Schools System will be taken into consideration for proper step placement when such experience is not consecutive.
3. Within the five-step schedule, each person now employed in a coaching position in the Millis Schools System will be placed in the next higher step on September 1, 2025 from the step they occupy provided they remain in the same coaching position in the same sport.

Middle School Intramural Coaches

1. Two coaches shall be assigned per season (Fall, Winter, Spring) and shall be paid at the rate of $1361per coach per season.
2. The Facilitator of Middle School Intramural shall be paid at the rate of $1632 per year or $537 per season.

High School Intramural Volleyball (2) - $748 each.

**In the event of a varsity sport entering the playoff season, the following compensations will be made at the start of the second week of playoffs: The varsity coach will receive an additional two hundred dollars ($200.00) per week for the duration of the playoffs. The assistant varsity/freshmen coach, acting as assistant, will receive an additional one hundred dollars ($100.00) per week for the duration of the playoffs. A week shall be defined as Sunday through Saturday. If a team makes it to the second week of the playoffs, even if only one day in the second week, coaches are eligible for the playoff stipends as set forth herein*

Miscellaneous Non-teaching Services	Salaries as of September 1, 2025 (FY26) 2.5% increase Steps				
	1	2	3	4	5
Advisors (Class)					
Freshmen	$973	$1,071	$1,177	$1,300	$1,429
Sophomore	$1,171	$1,286	$1,415	$1,557	$1,716
Junior	$1,557	$1,716	$1,882	$2,059	$2,268
Senior	$1,702	$1,874	$2,032	$2,235	$2,456
Drama					
Per Production Director/Club Advisor	$2,261	$2,585	$2,908	$3,231	$3,554
Per Production Stage/Technical Director	$538	$538	$538	$538	$538
Honor Society Advisor					
High School	$1,292	$1,400	$1,615	$1,723	$1,831
Middle School	$973	$1,071	$1,177	$1,300	$1,429
Music					
Band Director	$2,140	$2,341	$2,535	$2,651	$3,117
Band Assistant Director	$973	$1,170	$1,366	$1,557	$1,948
Choral Director	$973	$1,171	$1,366	$1,557	$1,948
Jazz Ensemble Director	$3,117	$3,502	$3,893	$4,283	$4,670
Newspaper					
High School Advisor	$1,733	$1,807	$2,313	$2,601	$2,893
Middle School Advisor	$1,392	$1,392	$1,392	$1,392	$1,392
CFB Advisor	$1,392	$1,392	$1,392	$1,392	$1,392
Peer Leadership Advisor (MS/HS)	$1,517	$1,670	$1,834	$2,017	$2,217
SADD Advisor					
High School	$1,544	$1,701	$1,869	$2,056	$2,259
Middle School	$1,136	$1,251	$1,375	$1,513	$1,664
Student Council Advisor					
High School	$1,157	$1,274	$1,401	$1,541	$1,696
Middle School	$973	$1,071	$1,177	$1,300	$1,429
Clyde Brown	$973	$1,071	$1,177	$1,300	$1,429
Talent Show Director					
Per Production (CFB,MS,HS)	$974	$1,071	$1,177	$1,300	$1,429
Terpsichore Director (Per Production)	$2,261	$2,585	$2,908	$3,231	$3,554
Yearbook Advisor					
One Person	$3,893	$4,284	$4,713	$5,185	$5,699
Two People	$1,943	$2,140	$2,360	$2,599	$2,852
Middle School	$1,449	$1,518	$1.591	$1,666	$1,733
High School Club Advisor (see below)					
Level 1 (Supervisory)	$471	$471	$471	$471	$471

Level 2 (Primarily within day)	$964	$964	$964	$964	$964
Level 3 (Both during & outside day)	$1,927	$1,927	$1,927	$1,927	$1,927
Active Minds Advisor (HS)	$964	$964	$964	$964	$964
Amnesty International Club Advisor (HS)	$964	$964	$964	$964	$964
Art Club Advisor (HS)	$964	$964	$964	$964	$964
Common Ground Club Advisor (HS)	$964	$964	$964	$964	$964
DECA Advisor	$964	$964	$964	$964	$964
Environmental Action Advisor (HS)	$964	$964	$964	$964	$964
Global Scholar Supervisor	$964	$964	$964	$964	$964
METG Advisor (HS)	$1,927	$1,927	$1,927	$1,927	$1,927
Mock Trial Advisor (HS)	$964	$964	$964	$964	$964
Mohawk Council Advisor (HS)	$964	$964	$964	$964	$964
Science Club Advisor (HS)	$964	$964	$964	$964	$964
STEAM Scholar Supervisor	$964	$964	$964	$964	$964

The number and type of clubs shall be determined by the Administration.

In the event a club member advances to the national competition and the advisor is required to attend, an additional $200 will be provided.

Clyde Brown Club Advisor (per hour)	$35	$35	$35	$35	$35
Middle School Club Advisor (per hour)	$35	$35	$35	$35	$35

The number and type of clubs shall be determined by the Administration.

Academic and Professional Services					
Advisory Coordinator	$2,893	$2,893	$2,893	$2,893	$2,893
Detention Hall Monitor (per hour)	$40	$40	$40	$40	$40
Early Childhood Coordinator	$2,823	$2,823	$2,823	$2,823	$2,823
Extended School Year teaching	$46	$46	$46	$46	$46
In-service Programs and Summer Workshops (per hour)	$46	$46	$46	$46	$46
Homework Clinic	$1,411	$1,550	$1,705	$1,875	$2,063
MCAS Sm Grp after school (per wkly)	$963	$963	$963	$963	$963
Math TIER's of Support Data Coordinator (HS)	$1,392	$1,392	$1,392	$1,392	$1,392
Mentor for long-term substitutes	$348	$348	$348	$348	$348
MS Team Leader (Grades, 6, 7, 8)	$2,893	$2,893	$2,893	$2,893	$2,893
On-Line Learning					
Site Coordinator	$4,578	$4,578	$4,578	$4,578	$4,578
Teacher	$9,464	$9,464	$9,464	$9,464	$9,464
Pre-K Coordinator	$2,823	$2,823	$2,823	$2,823	$2,823
PBIS - CFB and MS (3)	$901	$901	$901	$901	$901
STEAM Fair Coordinator	$925	$925	$925	$925	$925
Student Activities Accountant	$3,046	$3,046	$3,046	$3,046	$3,046
Student Trip Coordinator (level 2 Committee)	$1,364	$1,364	$1,364	$1,364	$1,364
Translation Services (per hour)	$29	$29	$29	$29	$29
Tutors (per hour) Individual	$44	$44	$44	$44	$44
Committees					
Level 1 (15-25 hrs)	$925	$925	$925	$925	$925
Level 2 (25-35 hrs)	$1,391	$1,391	$1,391	$1,391	$1,391
Level 3 (35-45 hrs)	$1,859	$1,859	$1,859	$1,859	$1,859
Professional Development Committee (Level 1)	$925	$925	$925	$925	$925
PLC Leaders (Level 1)	$925	$925	$925	$925	$925

2. The Facilitator of Middle School Intramural shall be paid at the rate of $1677 per year or $552 per season.

High School Intramural Volleyball (2) - $769 each.

**In the event of a varsity sport entering the playoff season, the following compensations will be made at the start of the second week of playoffs: The varsity coach will receive an additional two hundred dollars ($200.00) per week for the duration of the playoffs. The assistant varsity/freshmen coach,acting as assistant, will receive an additional one hundred dollars ($100.00) per week for the duration of the playoffs. A week shall be defined as Sunday through Saturday. If a team makes it to the second week of the playoffs, even if only one day in the second week, coaches are eligible for the playoff stipends as set forth herein.*

Miscellaneous Non-teaching Services	Salaries as of September 1, 2026 (FY27) 2.75% increase Steps				
	1	2	3	4	5
Advisors (Class)					
Freshmen	$1,000	$1,100	$1,209	$1,336	$1,468
Sophomore	$1,203	$1,321	$1,454	$1,599	$1,763
Junior	$1,599	$1,763	$1,934	$2,116	$2,330
Senior	$1,749	$1,926	$2,088	$2,296	$2,524
Drama					
Per Production Director/Club Advisor	$2,324	$2,656	$2,988	$3,320	$3,651
Per Production Stage/Technical Director	$553	$553	$553	$553	$553
Honor Society Advisor					
High School	$1,328	$1,438	$1,660	$1,770	$1,881
Middle School	$1,000	$1,100	$1,209	$1,336	$1,468
Music					
Band Director	$2,199	$2,406	$2,604	$2,723	$3,202
Band Assistant Director	$1,000	$1,202	$1,403	$1,599	$2,001
Choral Director	$1,000	$1,203	$1,403	$1,599	$2,001
Jazz Ensemble Director	$3,202	$3,598	$4,000	$4,401	$4,798
Newspaper					
High School Advisor	$1,781	$1,857	$2,377	$2,673	$2,973
Middle School Advisor					
CFB Advisor	$1,430	$1,430	$1,430	$1,430	$1,430
Peer Leadership Advisor (MS/HS)	$1,558	$1,716	$1,885	$2,072	$2,278
SADD Advisor					
High School	$1,586	$1,747	$1,921	$2,112	$2,321
Middle School	$1,167	$1,285	$1,413	$1,555	$1,710
Student Council Advisor					
High School	$1,189	$1,309	$1,439	$1,584	$1,743
Middle School	$1,000	$1,100	$1,209	$1,336	$1,468
Clyde Brown	$1,000	$1,100	$1,209	$1,336	$1,468
Talent Show Director					
Per Production (CFB,MS,HS)	$1,001	$1,100	$1,209	$1,336	$1,468
Terpsichore Director (Per Production)	$2,324	$2,656	$2,988	$3,320	$3,651
Yearbook Advisor					
One Person	$4,000	$4,402	$4,843	$5,328	$5,856
Two People	$1,997	$2,199	$2,425	$2,671	$2,930
Middle School	$1,489	$1,560	$1,634	$1,711	$1,781
High School Club Advisor (see below)					
Level I (Supervisory)	$484	$484	$484	$484	$484

EXTRA PAY FOR EXTRA SERVICES FY27

EXTRA PAY FOR EXTRA SERVICE — **2.75%**

Salaries as of September 1, 2026 (FY27) 2.75% increase

	Steps				
Semi-administrative Responsibilities	**1**	**2**	**3**	**4**	**5**
Music Coordinator	$4,361	$4,361	$4,361	$4,361	$4,361
Administrative Aide to Principal	$14,852	$15,447	$16,039	$16,633	$17,229
Team Leader (Middle School)	$2,973	$2,973	$2,973	$2,973	$2,973
Facilitator	$2,973	$2,973	$2,973	$2,973	$2,973
Coaches*					
Athletic Director	$7,090	$7,975	$8,862	$9,747	$10,499
Baseball Varsity - Head Coach	$4,707	$5,209	$5,714	$6,215	$6,719
Baseball Varsity - Assistant Coach	$2,956	$3,252	$3,695	$4,136	$4,730
Baseball Freshmen	$2,658	$2,880	$3,104	$3,399	$3,695
Basketball Varsity - Head Coach	$6,078	$6,558	$6,889	$7,675	$8,116
Basketball Varsity - Assistant Coach	$3,547	$3,992	$4,431	$4,874	$5,316
Basketball - Freshman Coach	$2,658	$2,880	$3,104	$3,399	$3,695
Cheerleading - Football	$3,656	$3,956	$4,271	$4,674	$5,086
Cheerleading - Basketball	$3,656	$3,956	$4,271	$4,674	$5,086
Football Varsity - Head Coach	$7,121	$7,741	$8,355	$8,974	$9,594
Football Varsity - Assistant Coach	$4,430	$4,730	$5,024	$5,316	$6,206
Football - Freshman Coach	$3,841	$4,283	$4,730	$5,171	$5,615
Soccer Varsity - Head Coach	$4,707	$5,209	$5,714	$6,215	$6,719
Soccer Varsity - Assistant Coach	$2,956	$3,252	$3,695	$4,136	$4,730
Soccer Freshmen	$2,658	$2,880	$3,104	$3,399	$3,695
Softball Varsity - Head Coach	$4,707	$5,209	$5,714	$6,215	$6,719
Softball Varsity - Assistant Coach	$2,956	$3,252	$3,695	$4,136	$4,730
Softball Freshmen	$2,658	$2,880	$3,104	$3,399	$3,695
Tennis Varsity - Head Coach	$4,707	$5,209	$5,714	$6,215	$6,719
Tennis Varsity - Assistant Coach	$2,956	$3,252	$3,695	$4,136	$4,730
Track Varsity - Head Coach (winter)	$3,993	$4,293	$4,608	$5,011	$5,423
Track Varsity - Assistant Coach	$2,794	$3,024	$3,265	$3,574	$3,890
Track Individual Coach	$2,658	$2,880	$3,104	$3,399	$3,695
Track Varsity - Head Coach (Spring)	$4,707	$5,209	$5,714	$6,215	$6,719
Track Varsity - Assistant Coach	$2,956	$3,252	$3,695	$4,136	$4,730
Track Freshman/Middle School Coach	$2,728	$3,006	$3,415	$3,823	$4,371
Track Individual Coach	$2,658	$2,880	$3,104	$3,399	$3,695
Volleyball Varsity - Head Coach	$4,707	$5,209	$5,714	$6,215	$6,719
Volleyball Varsity - Asst. Coach	$2,956	$3,252	$3,695	$4,136	$4,730
Volleyball Freshmen	$2,658	$2,880	$3,104	$3,399	$3,695
Golf Varsity Head Coach	$3,993	$4,293	$4,608	$5,011	$5,423
Golf Varsity Assistant Coach	$2,794	$3,024	$3,265	$3,574	$3,890
Cross Country	$3,993	$4,293	$4,608	$5,011	$5,423

1. All coaches will be given credit for previous coaching experience in other systems.
2. All years of experience in a particular sport within the Millis Schools System will be taken into consideration for proper step placement when such experience is not consecutive.
3. Within the five-step schedule, each person now employed in a coaching position in the Millis Schools System will be placed in the next higher step on September 1, 2026 from the step they occupy provided they remain in the same coaching position in the same sport.

Middle School Intramural Coaches

1. Two coaches shall be assigned per season (Fall, Winter, Spring) and shall be paid at the rate of $1398 per coach per season.

Level 2 (Primarily within day)	$990	$990	$990	$990	$990
Level 3 (Both during & outside day)	$1,980	$1,980	$1,980	$1,980	$1,980
Active Minds Advisor (HS)	$990	$990	$990	$990	$990
Amnesty International Club Advisor (HS)	$990	$990	$990	$990	$990
Art Club Advisor (HS)	$990	$990	$990	$990	$990
Common Ground Club Advisor (HS)	$990	$990	$990	$990	$990
DECA Advisor	$990	$990	$990	$990	$990
Environmental Action Advisor (HS)	$990	$990	$990	$990	$990
Global Scholar Supervisor	$990	$990	$990	$990	$990
METG Advisor (HS)	$1,980	$1,980	$1,980	$1,980	$1,980
Mock Trial Advisor (HS)	$990	$990	$990	$990	$990
Mohawk Council Advisor (HS)	$990	$990	$990	$990	$990
Science Club Advisor (HS)	$990	$990	$990	$990	$990
STEAM Scholar Supervisor	$990	$990	$990	$990	$990

The number and type of clubs shall be determined by the Administration.

In the event a club member advances to the national competition and the advisor is required to attend, an additional $200 will be provided.

Clyde Brown Club Advisor (per hour)	$36	$36	$36	$36	$36
Middle School Club Advisor (per hour)	$36	$36	$36	$36	$36

The number and type of clubs shall be determined by the Administration.

Academic and Professional Services					
Advisory Coordinator	$2,973	$2,973	$2,973	$2,973	$2,973
Detention Hall Monitor (per hour)	$41	$41	$41	$41	$41
Early Childhood Coordinator	$2,900	$2,900	$2,900	$2,900	$2,900
Extended School Year teaching	$47	$47	$47	$47	$47
In-service Programs and Summer Workshops (per hour)	$47	$47	$47	$47	$47
Homework Clinic	$1,450	$1,592	$1,752	$1,927	$2,119
MCAS Sm Grp after school (per wkly)	$989	$989	$989	$989	$989
Math TIER's of Support Data Coordinator (HS)	$1,430	$1,430	$1,430	$1,430	$1,430
Mentor for long-term substitutes	$357	$357	$357	$357	$357
MS Team Leader (Grades, 6, 7, 8)	$2,972	$2,972	$2,972	$2,972	$2,972
On-Line Learning					
Site Coordinator	$4,704	$4,704	$4,704	$4,704	$4,704
Teacher	$9,724	$9,724	$9,724	$9,724	$9,724
Pre-K Coordinator	$2,900	$2,900	$2,900	$2,900	$2,900
PBIS - CFB and MS	$926	$926	$926	$926	$926
STEAM Fair Coordinator	$950	$950	$950	$950	$950
Student Activities Accountant	$3,130	$3,130	$3,130	$3,130	$3,130
Student Trip Coordinator (level 2 Committee)	$1,402	$1,402	$1,402	$1,402	$1,402
Translation Services (per hour)	$30	$30	$30	$30	$30
Tutors (per hour) Individual	$45	$45	$45	$45	$45
Committees					
Level 1 (15-25 hrs)	$950	$950	$950	$950	$950
Level 2 (25-35 hrs)	$1,430	$1,430	$1,430	$1,430	$1,430
Level 3 (35-45 hrs)	$1,910	$1,910	$1,910	$1,910	$1,910
Professional Development Committee (Level 1)	$950	$950	$950	$950	$950
PLC Leaders (Level 1)	$950	$950	$950	$950	$950

EXTRA PAY FOR EXTRA SERVICES FY28

EXTRA PAY FOR EXTRA SERVICE — **2.75%**

Salaries as of September 1, 2027 (FY28) 2.75% increase

	Steps				
Semi-administrative Responsibilities	**1**	**2**	**3**	**4**	**5**
Music Coordinator	$4,481	$4,481	$4,481	$4,481	$4,481
Administrative Aide to Principal	$15,260	$15,871	$16,480	$17,091	$17,703
Team Leader (Middle School)	$3,054	$3,054	$3,054	$3,054	$3,054
Facilitator	$3,054	$3,054	$3,054	$3,054	$3,054
Coaches*					
Athletic Director	$7,285	$8,195	$9,106	$10,015	$10,788
Baseball Varsity - Head Coach	$4,836	$5,352	$5,871	$6,386	$6,904
Baseball Varsity - Assistant Coach	$3,037	$3,341	$3,796	$4,250	$4,860
Baseball Freshmen	$2,732	$2,959	$3,189	$3,492	$3,796
Basketball Varsity - Head Coach	$6,245	$6,738	$7,078	$7,886	$8,339
Basketball Varsity - Assistant Coach	$3,644	$4,102	$4,553	$5,008	$5,462
Basketball - Freshman Coach	$2,732	$2,959	$3,189	$3,492	$3,796
Cheerleading - Football	$3,757	$4,065	$4,389	$4,803	$5,226
Cheerleading - Basketball	$3,757	$4,065	$4,389	$4,803	$5,226
Football Varsity - Head Coach	$7,317	$7,954	$8,584	$9,221	$9,858
Football Varsity - Assistant Coach	$4,552	$4,860	$5,163	$5,462	$6,377
Football - Freshman Coach	$3,947	$4,401	$4,860	$5,314	$5,770
Soccer Varsity - Head Coach	$4,836	$5,352	$5,871	$6,386	$6,904
Soccer Varsity - Assistant Coach	$3,037	$3,341	$3,796	$4,250	$4,860
Soccer Freshmen	$2,732	$2,959	$3,189	$3,492	$3,796
Softball Varsity - Head Coach	$4,836	$5,352	$5,871	$6,386	$6,904
Softball Varsity - Assistant Coach	$3,037	$3,341	$3,796	$4,250	$4,860
Softball Freshmen	$2,732	$2,959	$3,189	$3,492	$3,796
Tennis Varsity - Head Coach	$4,836	$5,352	$5,871	$6,386	$6,904
Tennis Varsity - Assistant Coach	$3,037	$3,341	$3,796	$4,250	$4,860
Track Varsity - Head Coach (winter)	$4,103	$4,411	$4,735	$5,149	$5,572
Track Varsity - Assistant Coach	$2,871	$3,107	$3,355	$3,673	$3,997
Track Individual Coach	$2,732	$2,959	$3,189	$3,492	$3,796
Track Varsity - Head Coach (Spring)	$4,836	$5,352	$5,871	$6,386	$6,904
Track Varsity - Assistant Coach	$3,037	$3,341	$3,796	$4,250	$4,860
Track Freshman/Middle School Coach	$2,803	$3,088	$3,509	$3,928	$4,492
Track Individual Coach	$2,732	$2,959	$3,189	$3,492	$3,796
Volleyball Varsity - Head Coach	$4,836	$5,352	$5,871	$6,386	$6,904
Volleyball Varsity - Asst. Coach	$3,037	$3,341	$3,796	$4,250	$4,860
Volleyball Freshmen	$2,732	$2,959	$3,189	$3,492	$3,796
Golf Varsity Head Coach	$4,103	$4,411	$4,735	$5,149	$5,572
Golf Varsity Assistant Coach	$2,871	$3,107	$3,355	$3,673	$3,997
Cross Country	$4,103	$4,411	$4,735	$5,149	$5,572

1. All coaches will be given credit for previous coaching experience in other systems.
2. All years of experience in a particular sport within the Millis Schools System will be taken into consideration for proper step placement when such experience is not consecutive.
3. Within the five-step schedule, each person now employed in a coaching position in the Millis Schools System will be placed in the next higher step on September 1, 2027 from the step they occupy provided they remain in the same coaching position in the same sport.

Middle School Intramural Coaches

1. Two coaches shall be assigned per season (Fall, Winter, Spring) and shall be paid at the rate of $1436 per coach per season.

2. The Facilitator of Middle School Intramural shall be paid at the rate of $1,723 per year or $567 per season.

High School Intramural Volleyball (2) - $790 each.

**In the event of a varsity sport entering the playoff season, the following compensations will be made at the start of the second week of playoffs: The varsity coach will receive an additional two hundred dollars ($200.00) per week for the duration of the playoffs. The assistant varsity/freshmen coach, acting as assistant, will receive an additional one hundred dollars ($100.00) per week for the duration of the playoffs. A week shall be defined as Sunday through Saturday. If a team makes it to the second week of the playoffs, even if only one day in the second week, coaches are eligible for the playoff stipends as set forth herein.*

Miscellaneous Non-teaching Services	Salaries as of September 1, 2027 (FY28) 2.75% increase Steps				
	1	2	3	4	5
Advisors (Class)					
Freshmen	$1,028	$1,130	$1,243	$1,373	$1,509
Sophomore	$1,237	$1,358	$1,494	$1,643	$1,812
Junior	$1,643	$1,812	$1,987	$2,174	$2,394
Senior	$1,797	$1,979	$2,145	$2,359	$2,593
Drama					
Per Production Director/Club Advisor	$2,388	$2,729	$3,070	$3,411	$3,752
Per Production Stage/Technical Director	$568	$568	$568	$568	$568
Honor Society Advisor					
High School	$1,364	$1,478	$1,705	$1,819	$1,933
Middle School	$1,028	$1,130	$1,243	$1,373	$1,509
Music					
Band Director	$2,259	$2,472	$2,676	$2,798	$3,291
Band Assistant Director	$1,028	$1,235	$1,442	$1,643	$2,056
Choral Director	$1,028	$1,237	$1,442	$1,643	$2,056
Jazz Ensemble Director	$3,291	$3,697	$4,110	$4,522	$4,930
Newspaper					
High School Advisor	$1,830	$1,908	$2,442	$2,746	$3,054
Middle School Advisor					
CFB Advisor	$1,470	$1,470	$1,470	$1,470	$1,470
Peer Leadership Advisor (MS/HS)	$1,601	$1,763	$1,936	$2,129	$2,341
SADD Advisor					
High School	$1,630	$1,795	$1,974	$2,170	$2,385
Middle School	$1,199	$1,321	$1,452	$1,598	$1,757
Student Council Advisor					
High School	$1,222	$1,345	$1,479	$1,627	$1,791
Middle School	$1,028	$1,130	$1,243	$1,373	$1,509
Clyde Brown	$1,028	$1,130	$1,243	$1,373	$1,509
Talent Show Director					
Per Production (CFB,MS,HS)	$1,029	$1,130	$1,243	$1,373	$1,509
Terpsichore Director (Per Production)	$2,388	$2,729	$3,070	$3,411	$3,752
Yearbook Advisor					
One Person	$4,110	$4,523	$4,976	$5,474	$6,017
Two People	$2,051	$2,259	$2,492	$2,744	$3,011
Middle School	$1,530	$1,603	$1,679	$1,758	$1,830
High School Club Advisor (see below)					

Level 1 (Supervisory)	$497	$497	$497	$497	$497
Level 2 (Primarily within day)	$1,018	$1,018	$1,018	$1,018	$1,018
Level 3 (Both during & outside day)	$2,034	$2,034	$2,034	$2,034	$2,034
Active Minds Advisor (HS)	$1,017	$1,017	$1,017	$1,017	$1,017
Amnesty International Club Advisor (HS)	$1,017	$1,017	$1,017	$1,017	$1,017
Art Club Advisor (HS)	$1,017	$1,017	$1,017	$1,017	$1,017
Common Ground Club Advisor (HS)	$1,017	$1,017	$1,017	$1,017	$1,017
DECA Advisor	$1,017	$1,017	$1,017	$1,017	$1,017
Environmental Action Advisor (HS)	$1,017	$1,017	$1,017	$1,017	$1,017
Global Scholar Supervisor	$1,017	$1,017	$1,017	$1,017	$1,017
METG Advisor (HS)	$2,034	$2,034	$2,034	$2,034	$2,034
Mock Trial Advisor (HS)	$1,017	$1,017	$1,017	$1,017	$1,017
Mohawk Council Advisor (HS)	$1,017	$1,017	$1,017	$1,017	$1,017
Science Club Advisor (HS)	$1,017	$1,017	$1,017	$1,017	$1,017
STEAM Scholar Supervisor	$1,017	$1,017	$1,017	$1,017	$1,017

The number and type of clubs shall be determined by the Administration

In the event a club member advances to the national competition and the advisor is required to attend, an additional $200 will be provided.

Clyde Brown Club Advisor (per hour)	$37	$37	$37	$37	$37
Middle School Club Advisor (per hour)	$37	$37	$37	$37	$37

The number and type of clubs shall be determined by the Administration

Academic and Professional Services					
Advisory Coordinator	$3,054	$3,054	$3,054	$3,054	$3,054
Detention Hall Monitor (per hour)	$42	$42	$42	$42	$42
Early Childhood Coordinator	$2,980	$2,980	$2,980	$2,980	$2,980
Extended School Year teaching	$49	$49	$49	$49	$49
In-service Programs and Summer Workshops (per hour)	$49	$49	$49	$49	$49
Homework Clinic	$1,490	$1,636	$1,800	$1,980	$2,178
MCAS Sm Grp after school (per wkly)	$1,016	$1,016	$1,016	$1,016	$1,016
Math TIER's of Support Data Coordinator (HS)	$1,470	$1,470	$1,470	$1,470	$1,470
Mentor for long-term substitutes	$367	$367	$367	$367	$367
MS Team Leader (Grades, 6, 7, 8)	$3,054	$3,054	$3,054	$3,054	$3,054
On-Line Learning					
Site Coordinator	$4,834	$4,834	$4,834	$4,834	$4,834
Teacher	$9,991	$9,991	$9,991	$9,991	$9,991
Pre-K Coordinator	$2,980	$2,980	$2,980	$2,980	$2.980
PBIS - CFB and MS	$952	$952	$952	$952	$952
STEAM Fair Coordinator	$976	$976	$976	$976	$976
Student Activities Accountant	$3,216	$3,216	$3,216	$3,216	$3,216
Student Trip Coordinator (level 2 Committee)	$1,440	$1,440	$1,440	$1,440	$1,440
Translation Services (per hour)	$31	$31	$31	$31	$31
Tutors (per hour) Individual	$46	$46	$46	$46	$46
Committees					
Level 1 (15-25 hrs)	$976	$976	$976	$976	$976
Level 2 (25-35 hrs)	$1,469	$1,469	$1,469	$1,469	$1,469
Level 3 (35-45 hrs)	$1,962	$1,962	$1,962	$1,962	$1,962
Professional Development Committee (Level 1)	$976	$976	$976	$976	$976
PLC Leaders (Level 1)	$976	$976	$976	$976	$976

B. SALARY PAYMENT:

B-1. All members under annual contract will be paid their annual salary in twenty-one (21) equal payments equal to twenty-one twenty-sixths (21/26) of their annual salary, payable bi weekly, to the close of school in June. At the conclusion of school, the member shall receive a 22nd paycheck in the form of a lump sum payment equal to five (5) twenty-sixths (5/26) of the member's annual contract. The lump sum payment will be taxed as if it were five individual paychecks.

B-2. The first payment of the work year shall be due on or before the third Thursday of September, unless the law specifically requires otherwise, with all bargaining unit members being paid their annual salaries on alternate Thursdays throughout the work year, consistent with paragraph B-1 of this article.

B-3. A member entering or leaving the school district during the school year shall receive as a total salary their annual salary divided by the number of scheduled workdays and multiplied by the number of days they have been employed, excluding all unauthorized absences.

B-4. The salary provided to members, protected by this salary schedule, is deemed by the School Committee and members to be fully earned at the close of school of any given year and proportionately during the school year. In the event of termination of service for any cause at the end of or at any time during the school year, amounts of salary earned but withheld to date of termination shall be payable to the member, or in the event of death to their executor or administrator.

B-5. The salary of part-time members shall be prorated according to the ratio between their regular schedule of employment and that of full-time members.

B-6. The School Committee will vote to accept the provisions of G.L. c.180, Section 17I subject to the express understanding that the decision to implement deductions thereunder shall rest exclusively with the Town of Millis. Under this statute, members may authorize the School Committee to deduct from their salary a contribution to the Voice of members for Education of an amount, which the employee may specify in writing. The Committee will certify on the payroll the amount to be deducted by the Town Treasurer. Such amounts shall be transmitted to the Mass. Teachers Assoc. along with a list of names and amounts of each deduction within thirty (30) days.

B-7. Subject to the approval of the Town, the School Committee agrees to support the implementation of a Section 125 cafeteria plan to provide for the pre-tax deduction of health, dependent care and other eligible deductions.

B-8. Effective September 1, 2010, paychecks for all new employees, as well as paychecks for all existing employees who currently use direct deposit, shall be made by direct deposit. A new employee for purposes of this section shall be any bargaining unit member who begins work at the start of the 2010-2011 school year. Existing employees who do not use direct deposit as of September 1, 2010 shall not be required to use direct deposit, however, existing employees who do use direct deposit cannot opt out of direct deposit.

B-9. Prior to the start of each school year, the school district shall use its best efforts to forward to the Association president a listing of all pay periods for the remainder of the succeeding twelve-month period.

B-10. If possible, paychecks will have specific codes in the paycheck for stipends so that bargaining unit members are generally aware of the nature of the additional compensation in their paycheck. If it is not possible to include such coding with paychecks, in the alternative the administration will send emails to staff notifying them that a stipend is being included in their next paycheck and the nature of the stipend.

C. STEP INCREMENTS:

C-1. The schedule provides annual increments to members who show continued professional growth and contributions to the teaching profession as evidenced in the classroom, in professional study, in attendance at conferences, in travel, committee work, as well as other related ways. Increases are not automatic.

C-2. If the Superintendent should recommend that the salary of any member should not be advanced according to the schedule, notice to that effect will be given to such member in writing not later than April 15th of each year, explaining the reasons for such decision. The member involved may request a meeting with the Superintendent with an Association representative present in the event that the member feels that the charges are not valid.

C-3. The beginning salary of any new member shall be determined by the Superintendent, by appraising training, experience, and other qualifications at the time of original appointment. It shall not necessarily be entirely in accordance with the experience and training. The beginning salary of a new nurse shall be determined by the Superintendent according to the nurse's experience in child health, community health or other relevant clinical nursing experience. However, no new nurse will be placed on a step higher than any nurse who was employed by the Committee as of September 1, 2001.

C-4. When a member has qualified for placement upon an advanced scale, they shall, at the beginning of the next salary year, be placed upon the scale in the next step above that on which they are at the time of qualifications, provided they have met the stipulations as set forth in C7.

C-5. It shall be the responsibility of the member to notify the Superintendent of Schools, not later than October 1, that completion of eligibility of reclassification to the next higher scale is expected before the following September. Proof of satisfactory completion of the requisite courses for advancement must be submitted to the Superintendent of Schools according to the following deadlines:

- ***Members taking fall, winter and spring courses must submit paperwork by June 30.***
- ***Members taking summer courses must submit paperwork by August 30.***

Member's pay will be adjusted within two (2) pay periods of submission of their paperwork. If such proof is submitted after the deadlines stated above, the member in question shall not be entitled to reclassification until the first day of the next member work year succeeding submission of the proof of completion of the courses.

C-6. The Superintendent shall appraise the qualifications of members annually before April 15.

C-7. To advance to horizontal steps on the salary scale, courses and courses of study approved in advance by the Superintendent of Schools, must be passed. Transcripts will be made available to the Superintendent's Office for reference purposes. To advance beyond the Masters' column, all credits to move to each successive salary column shall be earned subsequent to advancing to the previous salary column, unless the courses are required and approved by the Superintendent in advance.

C-7A. The school district may offer programs comparable in scope to a graduate level course, which may be used by staff members to advance to horizontal steps on the salary scale. If there is compensation available for participation in a program offered by the school district, the staff member will have the option of either accepting the compensation or using the program for advancement horizontally.

C-8. Adjustments from the present to the new schedule will be made after review of each individual member situation prior to April 15.

D. LONGEVITY:

D-1. Members who have completed ten (10) years of service in the field of education in the Town of Millis will receive an annual longevity stipend of $500.00. To be eligible for the ten year longevity stipend, members must be at Step 14 of the salary schedule.

D-2. Members who have completed fifteen (15) years of service in the field of education in the Town of Millis will receive an annual longevity stipend of $750.00.

D-3. Members who have completed twenty (20) years of service in the field of education in the Town of Millis will receive an annual longevity stipend of $1,200.00.

D-4. Members who have completed twenty-five (25) years of service in the field of education in the Town of Millis will receive an annual longevity stipend of $1,500.00.

D-5. A completed year of service is defined as a year the member has taught more than half the work year (currently, 93 days).

D-6. In any three consecutive years following the completion of 15 years of service in the field of education in the Town of Millis, a member has the option of augmenting their salary by 5% plus the applicable longevity benefit. After these three years in which the member's salary is augmented by 5%, the longevity shall revert to the benefits specified above.

Any eligible member who wishes to receive this benefit shall notify the Superintendent in writing by no later than October 1st preceding the first school year in which the raise is to become effective. The School Committee shall set aside 60% of one M+45 salary to fund the longevity augmentation on an annual basis.

In the event that the number of applicants would cause this limitation to be exceeded, persons eligible shall be determined first by seniority, then by date of hire, and finally by date of request. Those employees who apply for the augmented longevity but cannot be accommodated within the cap shall be placed on the waiting list. Such a waiting list shall be frozen each year. The subsequent year's applicants shall be placed on the list following the last name of any individual remaining on the previous year's waiting list. The Superintendent shall make available the list of members who have successfully applied for the longevity augmentation by Nov. 1.

Once an individual has been accepted for the longevity augmentation, that individual may not be bumped by any subsequent application of a more senior member.

E. POSITIONS FUNDED THROUGH GRANTS:

The School Committee and the Association recognize that from time to time funds may be made available by organizations and/or foundations for specified educational initiatives and/ or projects. The parties encourage members of the bargaining unit represented by the MTA to apply for such funds with the understanding on the part of the applicant that any and all such applications which will have a direct impact on any students enrolled in the Millis Public Schools and/or which would directly affect the duties and/or schedules of any bargaining unit employee must be approved by the Superintendent.

The School Committee agrees that the Superintendent will, within a reasonable time, inform the MTA President of such applications which they would intend to approve in order to determine and fulfill any collective bargaining obligations which might arise should the applied-for funds be granted.

The parties agree that where any such grants would create opportunities for income for bargaining unit members that such positions will be posted consistent with Article XII of the collective bargaining agreement. Where any time constraints could serve to make fulfillment of these posting requirements impracticable, the Superintendent will inform the MTA President in order that alternate arrangements may be made by mutual agreement. It is in any event understood that such a position will be awarded to a qualified internal applicant. The position may be posted and filled externally if there is no qualified internal applicant.

The parties further agree that the bargaining unit member who is the author of the grant application shall receive 10% of the grant or $5,000, whichever is less, if the grant is received.

F. NON-TEACHING SERVICES

Payments for non-teaching services have been defined to the fullest extent possible and practical in the wage schedules titled "Extra Pay for Extra Service" within this Collective Bargaining Agreement. It is understood by both the Association and the Committee however, that changes in athletic teams, clubs, and in-school programs may occur annually. To that end, the following procedure shall take place to update this section:

F-1. By September 30 of each school year, the building principal shall submit to the Superintendent and the Unit A president a list of any new athletic teams, student clubs, or other non-teaching services to be considered for addition to the collective bargaining agreement.

F-2. The Superintendent and their designee, along with the Unit A president and their designee, shall meet promptly following the receipt of said lists to review them and to make a proposal to the Committee and the Association Membership.

F-3 The Millis School Committee and the Unit A Association shall meet to consider the additions being proposed prior to October 30 of that school year.

F-4 If both the Committee and the Association approve of the additions, a Memorandum of Understanding shall be signed and shall be in force through the end of the current collective bargaining agreement. If there is no agreement, the additions shall not be included in the current CBA and no MOU shall be written.

F-5 If an advisor is required to attend a state or national competition that one or more students will be participating in, that advisor shall earn an additional $200 for each state or national competition.

F-6. It is understood that any athletic team, club, or non-teaching service, once added, shall remain in the collective bargaining agreement unless it has been inactive for one school year.

G. GENERAL:

G-1. Effective September 1, 2007, additional work for Guidance personnel, including the Head Counselor, shall be at the rate of 1/185 for each additional day's work which must be approved by the Superintendent of Schools in advance.

G-2. Effective September 1, 2007, compensation for work beyond the work year described in Article IX, Section A, for all personnel not on a ratio will be at the rate of 1/185 of the individual's base annual salary. New members 1/188.

G-3. Individuals who are tardy, depending on the cause of their tardiness, may have the amount paid to a substitute deducted from their subsequent salary payment.

G-4. Effective September 1, 2007, additional work for Registered Nurses shall be at the rate of 1/185, of the individual's base annual salary for each additional day's work which must be approved by the Superintendent of Schools in advance.

G-5. Any member who attains, maintains, and/or renews a teaching certificate in addition to his/ her primary certificate shall be paid an additional $25 per year for each such additional certificate in the first paycheck in January of each school year. In order to receive this payment in any particular school year, the member must notify the Superintendent of Schools in writing no later than October 1 of the previous school year of their eligibility or anticipated eligibility for this benefit. The member must present to the Superintendent a copy of the certificate(s) claimed prior to receiving such payment.

G-6. Although nurses shall not be assigned any formal teaching responsibilities, nurses may be expected to participate in the instruction of health issues no more than once a week during the months of October through May. It is understood that at no time will any nurse be solely responsible for a class.

ARTICLE V
TEACHING HOURS AND TEACHING LOAD

A.WORK DAY

A-1. The work-day for members shall be six (6) hours and fifty (50) minutes inclusive of 15 minutes before and 15 minutes after the student day. Starting and dismissal times for students are subject to modification by the Committee, provided, however, that no such modification will increase the length of the member's workday.

A-2. Members will have a duty free lunch period of at least the length of the pupil lunch period.

A-3. Members teaching in more than one school will not have their workday extended beyond the normal work-day of the school in which their work day began.

A-4. Except in extraordinary circumstances, members, excluding department heads, coordinators, and directors, will be responsible only for meetings in the school in which they spend the majority of their time, provided that there is representation from a member's department at the building meetings

where the member spends a minority of their time. Members may be required to attend one meeting per month, said meeting not to extend more than 45 minutes beyond the normal member workday. The administration will avoid holding meetings during the week of conferences or when grades are due if possible. In addition, members may be required to attend eight meetings during the course of the school year as directed by the Superintendent. The eight additional meetings shall not extend more than one (1) hour beyond the normal member workday and shall be utilized for Professional Learning Community (PLC) time or grade level/team time. The agenda for the eight additional meetings shall be established collaboratively by PLC leaders and school administration. Said meetings shall be scheduled at the beginning of each school year and an agenda shall be provided a day in advance of each meeting.

A-5. Members in Pre-Kindergarten-8 will be responsible for scheduling parent-member conferences during two (2) early release days and one (1) evening. Classroom teachers in Grades 9-12 will be responsible for scheduling parent-member conferences during one (1) early release day and one (1) evening.

A-6. The work-week of a 0.5 full time equivalent member shall be at least 18.75 hours per week that is inclusive of work during and beyond the school workday.

A-7. Responsibilities for part-time members:

Part-time staff responsibilities shall be as set forth below:

- All staff shall attend the first two (2) full days of professional development.
- All staff shall attend the one (1) day required for summer set up.
- For 0.5 staff and above, attendance at both October and January professional development days is required.
- For 0.49 staff and below, the employee must attend either the October or January professional development day.

Staffing	PD requirement	Faculty Meetings	After School PLC	Evening Meetings
0.1-0.49	Two half days	6	4	Not to exceed 2
0.5-0.79	Three Half days	8	6	Not to exceed 2
0.8-1.0	Five Half days	10	8	Not to exceed 3

If the superintendent requires attendance at professional development, staff will be paid if the professional development is scheduled outside their normal work hours (equating to the hours of the professional development) for their attendance. The superintendent may excuse attendance on a normal work day upon the request of the employee to the Supervisor/Superintendent. If an employee misses a meeting, they shall be required to follow up with the building supervisor and familiarize themselves with the material covered during the meeting.

B. Members may be required to attend up to three (3) evening meetings per year. It is understood that the one evening parent-member conference referenced in Article V, Section A-5 shall be viewed as one of the three evening meetings per year.

C. It is agreed that the work year will start before Labor Day, however, the Friday before Labor Day shall not be a workday. Newly hired employees may be required to attend no more than three (3) additional orientation days scheduled during the week immediately preceding the first workday for bargaining unit members.

D. Special educators, SLPs, school psychologists, school adjustment counselors, BCBAs and all professionals responsible for writing IEPs will be given time up to the equivalent of two (2) school days per year for the purpose of completing administrative tasks and IEP testing requirements. Scheduling of such days will be by mutual agreement between the member and the building principal/supervisor.

ARTICLE VI
CLASS SIZE

A. In all cases where possible, class maximum size aim may be 30 pupils with the understanding that there may be exceptions. (This does not apply to physical education classes, band, chorus, or orchestra).

B. That any exceptions of classes over 30 students be reviewed with the member prior to close of school in June.

C. The School Committee has agreed to employ three (3) member aides to relieve classes over thirty (30) at K-1-2 levels.

D. The parties recognize the importance of monitoring student / nurse ratios in the interest of maintaining an appropriate level of health services.

ARTICLE VII
SPECIALISTS AND SPECIAL PROGRAMS

The Committee and the Association recognize the fact that an adequate number of competent specialists is essential to the operation of an effective educational program.

ARTICLE VIII
NON-TEACHING DUTIES

A. The Committee and the Association acknowledge that a member's primary responsibility is to teach and that their energies should, to the extent possible, be utilized to this end.

B. Provisions will be made to engage the services of member aides to relieve the members of school lunch duty in grades one through twelve inclusive as far as possible.

C. Members will not be required to perform non-teaching duties to an extent greater than now generally performed.

D. Non-teaching duties shall be assigned to members in a fair and equitable manner.

ARTICLE IX
MEMBER EMPLOYMENT

A-1. The normal work year shall consist of 185 days. The 185 days shall include 180 days, with the students in attendance, one (1) day prior to the first student day for set-up, and four (4) professional development days. The last student day shall be an early-release day for students and a full day for members.

A-2. Two (2) early release professional development days, one in the fall and one in the spring if possible, scheduled shall be designated as self-directed educator time for all members, with the understanding PD points will not be awarded. Examples of this use of time may include, but are not restricted to, completing General Education IEP documents, translating ELL documents to parents/guardians, etc

B. Full credit, not to exceed eleven (11) years, will be given for previous outside teaching experience upon initial employment, whenever possible.

1. members with previous teaching experience in the Millis School System will, upon returning to the System, receive full credit on the salary schedule for all teaching experience.

2. Previously accumulated unused leave days will be restored to all returning members if they return within one (1) year.

C. EARLY RETIREMENT INCENTIVE

In order to provide an incentive for early retirement for those who so desire, and in order to preserve job opportunities for others who might otherwise face a reduction in force, the parties have negotiated this article. A member may only apply for and receive the Early Retirement Incentive once during their tenure with the Millis Public Schools. In the event that a member must return their Early Retirement Incentive pay for any reason, said member shall not be eligible to reapply for the Early Retirement Incentive.

As described below, a member who leaves the Millis School System, and who at the time of leaving has twenty (20) or more years of certified teaching, at least fifteen of which have been in Millis, shall be eligible for a salary increase as follows:

1. An eligible member who gives written notice to the Superintendent of their leaving the Millis School System three years in advance of the effective date shall be paid each year an additional 5% of the salary position that the members' salary schedule indicated they would earn for each of the three years preceding the effective date of their leaving.

2. An eligible member who gives written notice to the Superintendent of their leaving the Millis School System two years in advance of the effective date shall be paid each year an additional 5%

of the salary position that the members' salary schedule indicated they would earn for each of the two years preceding the effective date of their departure.

3. An eligible member who gives written notice to the Superintendent of their leaving the Millis School System one year in advance of the effective date shall be paid an additional 5% of the salary position that the members' salary schedule indicates they would earn for the last year preceding their departure.

The notice under this provision must be given by October 1 preceding the first school year in which the raise is to be effective. The payment will be made to the member after the following July 1.

If a member fails to retire on the specified date, the member must repay the retirement stipend plus 10% thereof to the town of Millis.

The School Committee shall provide a pool of money for such benefit equal to 50% of one maximum M+45 salary figure applicable in the year for which the benefit is provided. In the event that the number of applicants would cause the above limitation to be exceeded, persons eligible shall be determined first by seniority, then by date of hire and finally by date of request.

D. In order to leave the Millis Public Schools in good standing, a bargaining unit member shall notify the Superintendent of Schools of their intention to leave the district in writing no less than thirty (30) calendar days in advance of their date of departure. Any bargaining unit member who fails to notify the Superintendent in writing at least thirty (30) calendar days in advance of their date of departure shall have a letter placed into their personnel file documenting that they did not leave the school district in good standing. By mutual agreement, the parties may either reduce or waive the thirty-day requirement.

E. NEW MEMBERS

Purpose: The Association and the School Committee agree that having a mandatory structured induction program is important for the preparation of new members. The parties hereby agree that the following requirements and procedures will apply to the induction program:

1. All newly hired members will be assigned a mentor upon hire. Mentor responsibilities are described in Appendix B of this contract. These responsibilities include working with the new member throughout the school year and during certain agreed-upon hours during the summer prior to the newly hired member commencing teaching in Millis.

2. New members may be required to attend three (3) days of orientation prior to the start of their first school year in Millis.

3. Prior to the completion of their third year, all newly hired members are required to take or have taken The Skillful Teacher course and a second course selected by a course selection committee. A course selection committee, comprised of the Superintendent of Schools, the Director of Curriculum, the Director of Technology, and a principal and four (4) Association members selected by the Association will select the second course that addresses the pedagogical initiatives of the district. Both courses and the graduate credits, if desired, will be offered without cost to members in their first three years of service in the school district as part of the Millis Public Schools Professional

Development Program. In addition, professional status members who wish to take the above-referenced courses for college credit can apply their course reimbursement monies toward the cost of the college credit. The courses referenced in this section may be taken at any time during members' first three years of teaching in the district.

ARTICLE X
MEMBER ASSIGNMENT

A. In order to assure that pupils are taught by members working within their areas of competence, members will not be assigned, except temporarily and for good cause, outside of the scope of their teaching certificate and/or their major or minor fields of study.

B. Changes in grade assignment in the elementary schools and in subject matter field assignment in the secondary schools will be made for the best interests of the school system.

C. In arranging schedules for members who are assigned to more than one school, an effort will be made to limit the amount of inter-school travel. members who are assigned to more than one school in any one school day will receive twelve cents per mile for all inter-school driving done by them.

D. Member assignments will be made without regard to race, creed, color, religion, nationality, age, sex, or marital status.

E. Each member is provided with a daily preparation period in grades pre-K-12. This provision shall not apply to nurses.

ARTICLE XI
TRANSFERS

A. Although the Committee and the Association recognize that some transfer of members from one school to another is unavoidable, they also recognize that frequent transfer of members is disruptive of the educational process and interferes with optimum member performance.

B. When a reduction in the number of members or transfers for any reason is deemed necessary by the Superintendent, volunteers will be given first consideration.

ARTICLE XII
VACANCIES AND PROMOTIONS

A. Whenever any vacancy in a professional position occurs, including annual extra-curricular, athletic, mentor/advisor, or other newly created bargaining unit positions, said position shall be posted for ten (10) days during the school year. During the summer vacation, any vacancy will be posted for ten (10) days, with an e-mail containing the posting sent to all staff.

B. All qualified members will be given adequate opportunity to make applications for such positions, and the Superintendent agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the Millis School System and other relevant factors.

C. Appointments will be made without regard to race, creed, color, religion, nationality, age, sex, or marital status.

D. Promotions and/or vacancies should be made from personnel within the school system if at all possible.

E. New positions that occur shall be discussed with the Association in regards to wages, hours, and working conditions prior to their being posted.

F. If in the event of a vacancy which occurs during the summer, the Association President shall receive such notice. Any member of the professional staff may leave with the Office of the Superintendent a self-addressed envelope in June. In the event of new positions opened, this information will be sent to individuals who leave such envelopes.

G. Nursing vacancies within the bargaining unit will be posted and will be awarded by seniority unless other applicants are demonstrably superior to the senior nurse in performance or qualifications.

The Committee agrees to give due weight to the applications of nurses for extracurricular positions, subject to the qualifications of the nurse applicant and subject to first priority being given to members.

ARTICLE XIII
MEMBER EVALUATION

A-1. In the event the criteria upon which a member is to be evaluated by the supervisors who will be evaluating them is different from the criteria of the previous year, the parties agree a copy of the criteria shall be forwarded to the member prior to October 15.

A-2. Where a member is assigned to teach in more than one school the Superintendent will designate one of the supervising administrators to complete the member evaluation. The Superintendent will notify the member in writing of such designation prior to October 1st of each year. The member shall have the option of an additional evaluation by a second supervising administrator.

B-1. Members will have the right, upon request to review and make copies of the contents of their personnel file, with the exception of pre employment references. A member will be entitled to have a representative of the Association accompany them during such review.

B-2. No material derogatory to a member's conduct, service, character, or personality will be placed in their personal file unless the member has had an opportunity to review such material by affixing their signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The member will also have the right to submit a written answer to such material and their answer shall be reviewed by the Superintendent and attached to the file copy.

C. Any complaints regarding a member made to any member of the administration by any parent, student, or other person will be called to the attention of the member, within a reasonable period of time.

D. The Association recognizes the authority and responsibility of the principal for disciplining or reprimanding a member for delinquency of professional performance. If a member is to be disciplined or reprimanded by a member of the administration at any level, however, they will be entitled to have a representative of the Association present, and the administrator may have a representative of the administration present.

E. No member will be dismissed, disciplined, reprimanded, reduced in rank or compensation, or not reappointed, or deprived of any professional advantage without good cause. Notwithstanding any other provision of this Agreement, no action of the School Committee with respect to the retention or non-retention of a member not employed at discretion and no action of any official of the School Department based upon such School Committee action shall be made the subject of a grievance under this Agreement by any member who initially began to work in the Millis School System on or after September 1, 1976.

ARTICLE XIV
MEMBER FACILITIES

Proper member facilities shall be provided to all members.

1. In each building members will be provided access to a suitable computer.

2. At the Middle/Senior High School, a full use telephone will be placed in a suitable room for staff use.

3. An extension phone will be placed in a suitable room in the Clyde Brown School for staff use.

ARTICLE XV
USE OF SCHOOL FACILITIES

The Association will have the right to the use of school buildings without cost at reasonable times, for meetings. The Association shall receive approval from the Office of the Superintendent for clearance of the meeting site.

ARTICLE XVI
SICK LEAVE

A-1. All members shall be granted an annual sick leave of fifteen (15) days on the first day of each school year.

A-2. Part-time members shall have sick leave benefits prorated to correspond with the provisions of Section A.

A-3. Members shall be entitled to use up to fourteen (14) sick leave days per year in the event of illness or injury to a member of the member's family or household. Sick leave days can be used in connection with birth by non-birth/adoptive parents. The Superintendent may allow the use of sick leave beyond the fourteen (14) days in the case of extraordinary circumstances.

A-4. Except as stated in Article XVI, Section A-3, sick leave may be used solely for an employee's illness, injury, or disability related to a physical or mental condition requiring medical or hospital care. A medical provider's note may be required from an employee who is absent for three (3) consecutive days or more at any time or if the employee demonstrates a pattern of absences.

B. The number of sick days to be accumulated shall be unlimited.

C. SICK LEAVE BANK

C-1. The Committee agrees to continue a voluntary sick leave bank for the use of professional personnel who have exhausted their accumulated and annual sick leave days and require additional leave to make full recovery from illness and would otherwise lose pay through such continued illness.

C-2. The bank shall be maintained by contributions from members of the professional staff covered by this agreement. Those who wish to participate in the bank shall contribute one (1) of their annual fifteen (15) days of sick leave in order to fund the Sick Leave Bank.

C-3. These days deposited in the Bank will be used to provide members of the Bank extended sick leave at full pay upon exhaustion of their own individual sick leave both annual and accumulated. Employees may draw from the Bank as many additional sick leave days with full pay as may be necessary to make full recovery from extended illness.

C-4. Members may receive benefits of the Sick Leave Bank subject to the following rules:

a. Application for benefits shall be in writing to the Superintendent of Schools accompanied by a doctor's certificate as to the need for extended recovery time for the illness.

b. Application for benefits may be made prior to the employee's exhaustion of their own personal sick leave to expedite benefits, but drawings upon the bank will not actually commence until the employee's own sick leave benefits are exhausted and adequate medical certification has been provided.

c. Sick days drawn from the bank shall be actual workdays in which school was in session excluding weekends, holidays, school closings, and vacation periods.

C-5. Days placed in the Bank and unused at the end of the school year shall remain in the bank and shall accumulate from year to year for use by employees in subsequent years.

C-6. A four (4) member committee composed of two members of the Association and two School Committee members or their designees shall administer the Sick Leave Bank. The Sick Leave Bank committee shall determine the eligibility for the use of the bank and the number of days to be granted. Additional allotments may be requested, if needed, by following the procedure outlined in C4. The decision of the Sick Leave Bank committee with respect to eligibility and allotment shall be final and binding and not subject to grievance and arbitration.

C-7. The total accumulated sick leave in the Sick Leave Bank shall not exceed two (2) days per member of the professional staff. When the accumulated sick leave in the Sick Leave Bank falls below one

(1) day per member of the professional staff it shall be replenished by a contribution of one (1) day per member of the professional staff to be taken from their annual and accumulated sick leave. In the event of a new contract and/or an extension of the existing one, the balance of days in the Sick Leave Bank are to be carried over to succeeding contracts.

C-8. Upon retirement, members may donate unused sick days to replenish the current Sick Bank, not to exceed two (2) days per member of the professional staff (the total amount stated in C-7).

C-9. The Superintendent's Office shall issue a report at the beginning of each school year to the Association indicating the number of sick days in the Sick Leave Bank and the number of days used during the preceding year. This accounting of Sick Leave Bank days shall be examined annually by the Association.

ARTICLE XVII
SEVERANCE PAY

After completion of six (6) consecutive years, a member, or in the case of the death of a member the member's estate, shall be entitled to terminal pay based on remaining unused accumulated sick leave. The number of unused sick leave days shall be multiplied by $5.00 per day, but the total sum shall not exceed $900.00.

ARTICLE XVIII
TEMPORARY LEAVES OF ABSENCE

A. Members will be entitled to the following temporary leaves of absence with pay each school year.

A-1. Two days leave of absence for personal matters which require absence during school hours. Application for personal leave will be made at least twenty-four (24) hours before taking such leave, and the applicant for such leave will not be required to state the reason for taking such leave other than they are taking it under this Section. Personal days are not allowed before or after vacations, holidays, or when it may impair the educational process, except in extraordinary circumstances, a personal day may be used provided the member obtains the express written consent of the Superintendent in advance. In the case of weddings or graduations that are immediately before or after vacations or holidays, the member shall be granted a personal day if sixty (60) calendar days' notice is provided. members may accumulate personal days from one year to the next up to a total of no more than four (4) days. No more than two (2) consecutive personal days shall be taken at any one time except in extraordinary circumstances with the advance approval of the Superintendent of Schools. In the event of extraordinary circumstances, members must provide the Superintendent with the reason for seeking more than two (2) consecutive personal days.

A-2. At least one (1) day for the purpose of visiting other schools or attending meetings or conferences of an educational nature subject to the approval of the Superintendent.

A-3. Time necessary for Association representatives to attend Massachusetts members Association and/or National Education Association conferences and conventions, subject to the approval of the Superintendent.

A-4. Time necessary for appearance in any legal proceeding connected with the member's employment except in case of suspension.

A-5. A maximum of ten (10) days per school year for persons called into temporary active duty of any unit of the U.S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. members will be paid the difference between their regular pay and the pay which they receive from the State or Federal Government.

B-1. Within the school year, a member shall be entitled to a leave, without loss of pay of up to five (5) calendar days when there is a death in their immediate family. The immediate family is defined to include the mother, father, sister, brother, child, spouse, mother-in-law, father-in-law, step relative, grandparent, grandchild, brother-in-law, sister-in-law, or significant other.

B-2. Acknowledging the changing composition of the family unit, the immediate family shall also include step-parents, step-siblings, and families with two (2) mothers or two (2) fathers. In the case of LGBTQIA+ educators, the immediate family also includes their partner and partner's parents and children. In the case of exigent circumstances not covered by the above, additional days with pay may be granted by the Superintendent.

B-3. A member shall be entitled to a one day leave without loss of pay for the purpose of attending the funeral of the member's aunt, uncle, niece, nephew, or cousin.

B-4. Up to two (2) days per calendar year may be deducted from a member's sick time and used for bereavement leave on behalf of any person significant to the member's life.

B-5. The Superintendent may grant additional days if the member's responsibilities require additional time.

C. A member will be granted up to three (3) days for the observance of religious holy days, where such observance is required by the tenets of the member's religion.

D. Leaves taken pursuant to Sections A and B will be in addition to any sick leave to which the member is entitled.

ARTICLE XIX
EXTENDED LEAVES OF ABSENCE

A. Military leave will be granted to any member who is required to serve in any branch of the armed forces of the United States. Upon return from such leave, a member will be placed on the salary schedule at the next level above that level they were on when granted the leave.

B. Any member whose personal illness extends beyond the period compensated may be granted a leave of absence without pay not to exceed six (6) months.

C. A leave of absence without pay, not to exceed one year, will be granted to any member for the purpose of caring for a sick member of the member's immediate family.

D. Other leaves of absence without pay may be granted by the Superintendent.

E. In the event a member has taken an extended leave of absence, the intent to return the following year must be given in writing to the Superintendent by June 1 of the year on leave. Upon return, as long as the member worked more than ninety three (93) school days, the member will advance on the salary schedule. In the event a member worked less than ninety three (93) school days in the school year prior to the leave, the member will return to the same level on the salary schedule.

F. All benefits to which a member was entitled at the time their leave of absence commenced, including unused accumulated sick leave, will be restored to them upon his/ her return, and they will be assigned to the same position which they held at the time said leave commenced, if an opening is available; or, if not, to a substantially equivalent position.

G. All requests for extensions or renewals of leaves will be applied for in writing to the Superintendent and will be granted or refused in writing.

H. The Committee and the Association agree to abide by the provisions of Chapter 149, Section 105D, of the General Laws of the Commonwealth of Massachusetts and the Federal Family Medical Leave Act.

ARTICLE XX
SABBATICAL LEAVES

A. At the discretion of the Superintendent of Schools, sabbatical leaves will be granted for study and travel to a member of the teaching staff subject to the following conditions:

A-1. No more than two percent of the teaching staff will be absent on sabbatical leave at any one time.

A-2. Requests for sabbatical leave must be received by the Superintendent of Schools in writing in such form as may be required by the Superintendent of Schools no later than November 1, and action must be taken on all such requests no later than May 15 of the school year preceding the school year for which the sabbatical leave is requested.

A-3. The member has completed at least seven (7) consecutive school years of service in the Millis School System.

A-4. Members on sabbatical leave will be paid at 50% of their regular salary rate, provided that such pay when added to any program grant will not exceed the regular salary rate.

A-5. The member will agree to return to employment in the Millis School System for one (1) full year in event of a semester's leave, or two (2) full years in event of a full year's leave.

A-6. In the event the above condition is not adhered to, the member shall repay to the town all monies paid to them unless prevented by illness, discharge or death. Incapacitating illness to be determined by adequate medical authority.

B. Upon their return from sabbatical leave, a member will be placed on the salary schedule at the next level above that level they was when granted the leave and all benefits to which they was entitled including but not limited to accumulated unused sick leave shall be restored to them and they will be assigned to the same position which they held at the time said leave commenced.

C. One (1) member of the Association to be appointed by the President, shall serve with the Superintendent to assist in the following areas:

C-1. Decisions concerning the awarding of sabbatical leaves.

C-2. If necessary, revisions of the sabbatical leave criteria.

C-3. As they arise, various other sabbatical leave problems.

ARTICLE XXI
PARENTAL LEAVE

A. Any member who becomes pregnant, is a non-birth parent or adopts a child shall be entitled to a parental leave of absence without pay. The member shall notify the Superintendent as soon as said pregnancy has been confirmed or adoption proceedings have begun, and make a request for parental leave indicating the anticipated date of departure and make an election to take either a short term, approximately eight to twelve weeks (8 -12 weeks) or long term leave.

B. The parental leave of absence shall begin when the pregnant member is no longer physically able to work as determined by a physician. A pregnant member may request a leave of absence to commence earlier if they so desire. In case of adoption, the Parental Leave of absence shall begin when the adoption is consummated. A non-birth parent may request a leave of absence to commence upon the birth of their child.

C. A member shall be entitled to a long term leave of absence as follows:

A member must return from leave on either the start of the school year following the school year in which the leave commenced or the start of the following school year. In either case, notice of intent to return must be given by the preceding June 1. Failure to provide notice or failure to return pursuant to a notice shall result in forfeiture of the right to return.

D. A returning member shall be offered a position substantially equivalent to their previous position unless a non-permanent member is holding their previous position. In which case, the member will be offered their previous position. The Superintendent may require that a member produce medical certification that they are physically able to resume work before returning to the job.

E. Upon returning from a parental leave of more than twelve (12) weeks, a member will be placed on the salary schedule as follows:

E-1. If the member taught more than half the work year in the year of departure, they will advance to the next level above the level on the date of departure.

E-2. If the member taught less than half the work year in the year of departure, they will return to the same level. On return, a member will be granted all benefits to which they are entitled, including, but not limited to, accumulated unused sick leave.

F. The Committee and the Association agree to abide by the provisions of Chapter 149, Section 105D, of the General Laws of the Commonwealth of Massachusetts and the Federal Family and Medical Leave Act.

G. Any member will be granted a leave of absence without pay for up to two school years for the purpose of child rearing leave at the beginning of the school year. A member must return from leave on either the beginning of the school year following the school year in which the leave commenced or the beginning of the following school year. In either case notice of intent to return must be given by the preceding June 1. Failure to provide notice or failure to return pursuant to a notice shall result in forfeiture of the right to return. This provision shall apply to both natural and adoptive parents. Upon returning from child rearing leave, a member will be placed on the salary schedule at the next level above that level they were at when granted the leave and all benefits to which they are entitled, including, but not limited to, accumulated unused sick leave shall be restored to her. A member shall not be granted a child rearing leave within two (2) school years after terminating a maternity leave.

H. A member shall be entitled to take paid sick leave pursuant to the provisions of Article XVI of this Agreement to cover the period of her actual physical disability due to pregnancy or the termination thereof, as determined by a physician. Family sick leave days can be used in connection with birth by non-birth/adoptive parents. In addition, non-birth and adoptive parents will have access to up to twenty (20) sick days following the birth or adoption of a child.

ARTICLE XXII
SUBSTITUTE TEACHERS AND NURSES

A. In those cases where regular substitutes are not available and a regular member voluntarily agrees to serve as a substitute during their non teaching time, said member will be paid an additional salary.

A-1. The amount of compensation for members taking over K-12 classrooms or duties will be twenty ($20) dollars per period/block.

B. In cases when a school nurse will be absent from work due to illness or having been granted leave for professional/personal days or other leaves of absence, a substitute may be hired to assume the usual duties performed by the employee in order to assure safety and continued service for the school population.

B-1. If the expected absence is less than three working days, the Director of Student Support Services will determine whether or not a substitute is necessary.

B-2. In cases when an expected absence is longer than three consecutive working days, efforts will be made to obtain a substitute to assume the usual duties of the absent employee.

B-3. Substitutes for the school nurse must hold a current license to practice as a registered nurse in the Commonwealth of Massachusetts.

C. During state mandated screening programs such as vision and hearing testing, temporary help may be hired as deemed necessary by the Director of Student Support Services.

ARTICLE XXIII
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENTS

A. The Committee will pay reasonable expenses (including fees, meals, and/or transportation) incurred by members who attend workshops, seminars, conferences, or other professional improvement sessions at the request and with the advance approval of the Superintendent.

B. Effective September 1, 2007, the School Committee will reimburse the cost of tuition or CEUs for applicable employees up to seven hundred dollars ($700) per member per school year contingent upon the prior approval of the Superintendent of Schools for courses taken and passed at accredited colleges and universities, or an approved equivalent. In order to be eligible for reimbursement and salary advancement, all online courses must have a specified start and end date and must contain a minimum of fifteen (15) hours of work for every graduate credit. Online courses must include a regular weekly interaction with the professor/instructor and required discussions in which the member must participate. Online courses must have assignments that are posted and graded by the professor. Self-paced modules shall not be eligible. Courses that do not meet the above criteria may be considered as graduate credit for reimbursement and/or advancement on the salary scale if approved in advance by the superintendent. Notwithstanding the foregoing language in this section, the maximum amount to be expended by the School Committee during the 2018-2019 school year for tuition reimbursement shall be capped at twenty-four thousand five hundred and twenty-six dollars ($24,526.00). Ten percent (10%) of the tuition reimbursement budget will be set aside for CEUs required for re-licensure for certain service providers. If not committed by April 1, those funds will be returned to the tuition reimbursement budget. The remaining ninety percent (90%) of the tuition reimbursement budget will be available for all members. For each school year thereafter, the cap shall be recalculated based on the following formula: the total dollar amount that was reimbursed to bargaining unit members in the previous year shall be multiplied by 1.2 to arrive at the maximum tuition reimbursement amount for that year. The tuition reimbursement cap may increase or decrease from year to year, however, the cap shall not go lower than twelve thousand dollars ($12,000). A transcript indicating a grade of B – or better, or an approved equivalent, and a receipt for the tuition shall be presented to the Superintendent, and reimbursement to the member will be made not later than one year after the course has been completed and sooner, if possible. Members on sabbatical or leave of absence will not be eligible.

C. All possible use will be made of the talents and services of the professional staff in the school system to provide for a Professional Development program. Toward this end, a Professional Development committee will be established. The Professional Development (PD) Committee will be composed of at least one member designated by the Association from each school, the Director of Curriculum, a principal, a representative of each school council, and the Superintendent. The PD Committee will be co-chaired by the Director of Curriculum and an Association Representative. The PD Committee shall develop an annual professional development program. The professional development program shall be approved by the principals and reviewed by the School Committee. A draft professional development calendar for the academic year shall be made available to all members no later than October 1, when possible. Amendments to this calendar will be posted monthly, if needed.

D. The Superintendent may set up Committees from the staff to work on curriculum and planning during the summer. The rate of pay for this work is set forth in Article IV Compensation – Miscellaneous Non-teaching Services.

ARTICLE XXIV
PROTECTION AND INDEMNIFICATION

A. Members will immediately report all cases of assault suffered by them in connection with their employment to their Principal and the Superintendent of Schools in writing.

B. Any member who is absent from work due to a workers' compensation injury received by them as the result of an assault or battery incurred during the course of their employment may receive one hundred percent (100%) of their regular pay through their accrued sick leave or, if exhausted, through approved days from the sick leave bank, so long as the member assigns and turns over to the employer any and all workers compensation payments.

C. The School Committee shall provide to members the protections of Massachusetts General Laws Chapter 258, with the understanding that this provision provides no more requirements, nor less requirements, than the statute and that the Committee retains such discretion as the statute grants to committees.

ARTICLE XXV
DEDUCTIONS

A. Association Dues the system which exists for deducting dues shall be continued.

B. Agency Fee the parties have agreed to remove the language in Article XXV, Section B for the life of this contract. If, during the life of the contract, the United States Supreme Court's Janus decision is overturned, the parties agree that the language of Article XXV, Section B, as set forth in the 2016-2019 contract, shall be reinstated into the contract.

ARTICLE XXVI
INSURANCE AND ANNUITY PLAN

A. The Town of Millis receives its health insurance through the Group Insurance Commission (GIC). Health insurance shall be available to members of the bargaining unit based on offerings available to the Town through the GIC. For both PPO and HMO plans, the Town shall contribute seventy percent (70%), the employee shall contribute thirty percent (30%).

B. The Committee will pay the percentage permitted by the Town of Millis of the cost of a term life insurance plan of the type presently available to members.

C. Members will be eligible to participate in a "Tax Sheltered Annuity Plan" established pursuant to United States Public Law No. 87370.

ARTICLE XXVII
PROFESSIONAL CONSULTATIONS

In recognition of the professional standing of members and the fact that members' ideas and opinions systematically and periodically collated and expressed are of significant value in improving the quality of education in, as well as the efficient and economical operation of, the Millis School System, and in recognition of the Association's knowledge of the ideas and opinions of members, the Committee agrees that not more frequently than once every three months for a duration of no longer than two (2) hours, it will, upon request of the Association, or the School Committee meet at a reasonable time and place with the Association to consult about any matters of concern or interest to the Association. The Association agrees that prior to two (2) weeks before the date scheduled for said consultation, the Association will submit a written agenda of subjects about which it desires to consult at the meeting to the Superintendent of Schools and that the consultation will be confined to subjects on that agenda. Typical, although by no means exclusive of the items which are expected to be discussed in such a period, are subjects of curriculum and textbooks, and pupil-member ratios. Unless otherwise agreed to in advance, the Association shall be represented by no more than six (6) representatives. It is further agreed that the provisions of this Section will in no way be construed as broadening the scope of other Sections of this Agreement or broadening the application of this Agreement as a whole, nor will these provisions make any matter a grievance that would not be a grievance in the absence of these provisions, nor make any matter a mandatory subject of discussion at any time other than at the consultations described in this section that would not be a mandatory subject of discussion in the absence of the provisions of this section.

Any Agreement reached with the Committee, will be reduced to writing and will be signed by the Committee and the Association.

ARTICLE XXVIII
DURATION

This Agreement will be effective for the school year beginning September 1, 2025. This Agreement shall remain in force until August 31, 2028 at midnight. It will be renewed automatically for a period of one year from the expiration date each year as to the School Committee and as to the Association unless the Committee or the Association shall have notified the other at least sixty (60) days before the expiration date that it will not accept renewal.

ARTICLE XXIX
REDUCTION IN FORCE

A. Attrition shall be used to achieve staff reductions that the Committee has determined are necessary provided that available members being laid-off are certified to teach and have prior teaching experience with certification for a minimum of one (1) year within a given discipline.

B. The Superintendent will not lay off any member with professional status pursuant to a reduction in force, if there is a non-professional status member whose position such member with professional status is qualified to fill, or if there is a less senior member with professional status holding the same position or same certification as the member with professional status, provided there is no difference in member qualifications as outlined in following Section C-2.

C. In the event a reduction-in-staff affects only members with professional member status, the order of layoff shall be determined in the following order:

C-1. Certification (for purposes of this Article, certifications shall follow Massachusetts Department of Education categories).

C-2. Members' qualifications, which shall mean job performance as demonstrated by the members' past summative overall evaluation ratings as compared to other members' past summative overall evaluation ratings in the area of certification targeted to be reduced. The number of summative evaluations compared will include all those evaluations written for members during the time equal to the most recently hired professional status member in the area of certification. If the overall summative rating as described is the same for each member, then the best interest of the students shall be determined by the ratings in Standards III and IV. No member with greater seniority, as defined in C-2 shall be laid off without an opportunity for remediation of a Needs Improvement rating on either Standard III or IV. In the event a member receives a Needs Improvement rating on either Standard III or IV, a remediation plan shall be established which shall be eight (8) months in duration, shall begin in September and shall conclude no later than April 30th. The remediation plan shall be established by the evaluator; with input from the educator. An educator shall be eligible for a remediation plan one time during their teaching career in Millis for either Standard III or Standard IV. For purposes of every provision of C-2, no distinction shall be made between the ratings of Exemplary and Proficient in any area.

C-3. The total length of service, seniority accrual, in the Millis Public Schools. Any member who voluntarily resigns their teaching position and who is subsequently rehired shall not be credited on the seniority list with years of service, seniority accrual, in the Millis Public Schools prior to said resignation unless they return within 2 years of the date of resignation.

Any member who takes an authorized unpaid leave of absence during the instructional year, not to exceed ninety-three (93) consecutive or cumulative school days in said instructional year, shall not have the length of the unpaid leave deducted from their seniority accrual with Millis Public Schools.

Any member who has taken an authorized unpaid leave of absence during an instructional year prior to September 1, 2025, and who worked more than ninety-three (93) consecutive or cumulative school days in a given school year, shall have their seniority accrual recalculated to include the length of the unpaid leave taken.

Any Member who was affected by a Reduction in Force (RIF) prior to September 1, 2025 shall not be entitled to reinstatement to their former position(s), or another position, due to the recalculation of their seniority accrual.

C-4. The number of years of teaching experience in a particular discipline in the Millis Public Schools.

C-5. If two or more members' seniority is identical, the following process shall be followed (to be conducted among two (2) or more members if criteria 2, 3 and 4 above are equal among said members). Names will be drawn at random; such drawing will be conducted by a Committee consisting of one (1) representative of the Committee and one (1) representative of the Association.

C-6. In the event MGL Chapter 71, Section 42, paragraph 7 is repealed so that the statute no longer requires that job performance and the best interests of the students be the primary factors in determining member qualifications, the parties agree to revert back to the language set forth in Article XXIX as provided in the 2013-2016 collective bargaining agreement between the parties. In the event that MGL Chapter 71, Section 42, paragraph 7 is amended, the parties agree to re-open this article of the collective bargaining agreement for the sole purpose of negotiating over the impact of the statutory changes to this provision.

D-1. Members with professional member status who have been reduced shall for the first 26 months after the effective date of reduction retain the right to be recalled to vacancies or new positions which they are certified to teach and have prior teaching experience for a minimum of one year within the given discipline, or have a pending certificate by June 30th. If the prior experience in the discipline has not occurred within the last five years prior to the beginning of the school year, the member shall take a three-credit course or a comparable professional development plan approved in advance by the Superintendent of Schools.

D-2. Recall will be in the reverse order of reduction. An up to date seniority list shall be maintained by the Superintendent, who shall forward six (6) copies of such list to the President of the Association.

D-3. If subsequent to a RIF notice, a vacancy or new position becomes available, a recall notice shall be sent via certified mail to the member most recently reduced and qualified in accordance with one above. A copy of such notice shall also be sent to the President of the Association.

D-4. If a member fails to notify the Superintendent within 14 calendar days of the certified mailing of a recall notice of their intention to accept recall, said member shall forfeit all rights and benefits to this specific recall notice. If the position is offered before July 31 of the ensuing school year, and the member refused, then all recall rights are forfeited.

D-5. A member who declines recall to less than a position equivalent to the one they had will remain on the recall list. A member who declines recall to a full year position equivalent to the one they had shall forfeit all rights and benefits if the position was offered before July 31 of the ensuing school year.

D-6. Members with recall benefits are required to keep the Central Office informed of their current mailing address.

D-7. Members who have been RIF'ed shall be given preference on the substitute list should they so desire. If a member who has been RIF'ed is assigned to a long-term substitute position, they will go on the appropriate salary step. A long-term substitute position is one of which a member is employed in one assignment for a period of more than thirty-one (31) continuous teaching days.

E. Transfers shall be utilized before a reduction-in-staff takes place providing there is an opening(s) for which the member(s) being laid-off is certified to teach and has prior teaching experience for a minimum of one (1) year within the given discipline.

ARTICLE XXX
HEALTH AND SAFETY

A Health and Safety Committee shall be established composed of three representatives designated by the Association and three representatives designated by the District. The Association and the District shall each appoint one individual from their representatives to serve as a co-chair of the Health and Safety Committee. If either party wishes to bring a non-representative to a joint meeting, they shall provide the other party with at least 24 hours' prior notice. Any concerns of members of the bargaining unit regarding unsafe or hazardous conditions in the workplace shall be referred to the Health and Safety Committee, which upon receipt of the concern, shall meet to review it within ten (10) business days.

The Health and Safety Committee shall determine the validity of the concerns and, where necessary, develop recommendations for resolution. The Health and Safety Committee's recommendations will be presented to the School Committee.

An emergency meeting of the Health and Safety committee can be called by either party and meet in-person or via phone or video conference as soon as reasonably possible if upcoming extreme temperature conditions pose a threat to working and learning conditions to develop an action plan.

ARTICLE XXXI
SAVINGS CLAUSE

A. If any provision of this Agreement is held to be contrary to law, then such provisions will be deemed valid only to the extent permitted by law, but all other provisions of this Agreement will continue in full force and effect. The parties will meet not later than ten (10) days after any such holding for the purpose of renegotiating the provision or provisions affected.

B. The cost of printing this Agreement shall be shared equally by the Committee and the Association.

ARTICLE XXXII
NON-DISCRIMINATION

The Committee agrees that with regard to its decisions on hiring, salary placement, job security, professional advancement and working conditions every member shall be free from discriminatory treatment or impact on the basis of gender, sexual preference, race, ethnicity, religion, age, salary, and political or Association affiliation or activity.

ARTICLE XXXIII
TECHNOLOGY

A. Bargaining unit members will respond to parental/guardian email inquiries within twenty four hours, or within one workday, whichever is longer, acknowledging receipt of the email.

B. Members have the right to access student data electronically to the extent permitted by law and/or DESE regulations.

C. The parties agree to establish a joint labor management committee to address technological developments as they impact or potentially impact members' performance of their professional duties. Such a committee shall also address the ongoing training needs required to maximize the district's technological capabilities.

D. Should the Committee wish to offer any courses through long-distance learning, it shall present its plan to the Association prior to finalizing such plan.

ARTICLE XXXIV
SCOPE

This Agreement constitutes the entire agreement between the parties and shall not be modified or added to except by a written instrument signed by the parties after the initial effective date of this Agreement.

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(26) General Provisions

1) Purpose of Educator Evaluation

A) This contract language is locally negotiated to replace Appendix A of the 2010-2013 Collective Bargaining Agreement and based on M.G.L., c.71, § 38; M.G.L. c.150E; the Educator Evaluation regulations, 603 CMR 35.00 et seq.; and the Model System for Educator Evaluation developed and which may be updated from time to time by the Department of Elementary and Secondary Education. See 603 CMR 35.02 (definition of model system). In the event of a conflict between this collective bargaining agreement and the governing laws and regulations, the laws and regulations will prevail.

B) The regulatory purposes of evaluation are:

i) To promote student learning, growth, and achievement by providing Educators with feedback for improvement, enhanced opportunities for professional growth, and clear structures for accountability, 603 CMR 35.01(2)(a);

ii) To provide a record of facts and assessments for personnel decisions, 35.01(2)(b);

iii) To ensure that every school committee has a system to enhance the professionalism and accountability of members and administrators that will enable them to assist all students to perform at high levels, 35.01(3); and

iv) To assure effective teaching and administrative leadership, 35.01(3).

2) Definitions

A) *Artifacts of Professional Practice: Products of an Educator's work and student work samples that demonstrate the Educator's knowledge and skills with respect to specific performance standards.

B) Caseload Educator: Educators who teach or counsel individual or small groups of students through consultation with the regular classroom teacher, for example, including but not limited to, school nurses, school counselors, speech and language pathologists, some reading specialists, special education members, occupational therapists and physical therapists.

C) Classroom Teacher: Educators who teach preK-12 whole classes, and members of special subjects such as art, music, library, and physical education. May also include special education members and reading specialists who teach whole classes.

D) Categories of Evidence: Multiple measures of student learning, growth, and achievement, judgments based on observations and artifacts of professional practice, including unannounced observations of practice of any duration; and additional evidence relevant to one or more Standards of Effective Teaching Practice (603 CMR 35.03).

E) *District-determined Measures: Measures of student learning, growth and achievement related to the Massachusetts Curriculum Frameworks, Massachusetts Vocational Technical Education Frameworks, or other relevant frameworks, that are comparable across grade or subject level district-wide. These measures may include, but shall not be limited to: portfolios approved commercial assessments and district developed pre and post unit and course assessments, and capstone projects.

F) *Educator(s): Inclusive term that applies to all classroom teachers and caseload educators, unless otherwise noted.

G) *Educator Plan: The growth or improvement actions identified as part of each Educator's evaluation. The type of plan is determined by the Educator's career stage, overall performance rating, and the rating of impact on student learning, growth and achievement. There shall be four types of Educator Plans:

i) Developing Educator Plan shall mean a plan developed by the Educator and the Evaluator for one school year or less for an Educator without Professional member Status (PTS); or, at the discretion of an Evaluator, for an Educator with PTS in a new assignment.

ii) Self-Directed Growth Plan shall mean a plan developed by the Educator for one or two school years for Educators with PTS who are rated proficient or exemplary.

iii) Directed Growth Plan shall mean a plan developed by the Educator and the Evaluator of one school year or less for Educators with PTS who are rated needs improvement.

iv) Improvement Plan shall mean a plan developed by the Evaluator with input from the educator of at least 30 school days and no more than one school year for Educators with PTS who are rated unsatisfactory with goals specific to improving the Educator's unsatisfactory performance. In those cases where an Educator is rated unsatisfactory near the close of a school year, the plan may include activities during the summer preceding the next school year.

H) *ESE: The Massachusetts Department of Elementary and Secondary Education.

I) *Evaluation: The ongoing process of defining goals and identifying, gathering, and using information as part of a process to improve professional performance (the "formative evaluation" and "formative assessment") and to assess total job effectiveness and make personnel decisions (the "summative evaluation").

J) *Evaluator: Any person designated by a superintendent who has primary or supervisory responsibility for observation and evaluation. The superintendent is responsible for ensuring that all Evaluators have training in the principles of supervision and evaluation. Each Educator will have one primary Evaluator at any one time responsible for determining performance ratings.

i) Primary Evaluator shall be the person who determines the Educator's performance ratings and evaluation.

ii) Supervising Evaluator shall be the person responsible for developing the Educator Plan, supervising the Educator's progress through formative assessments, evaluating the Educator's progress toward attaining the Educator Plan goals. This may apply to PTS educators who are proficient or higher.

iii) Contributing Evaluator shall contribute to the evaluation through observations and make recommendations to the Primary Evaluator.

iv) Teaching Staff Assigned to More Than One Building: Each Educator who is assigned to more than one building will be evaluated by the appropriate administrator where the individual is assigned most of the time. The principal of each building in which the Educator serves must review and sign the evaluation, and may add written comments. In cases where there is no predominate assignment, the superintendent will determine who the primary evaluator will be.

v) Notification: The Educator shall be notified in writing of their primary Evaluator and supervising Evaluator, if any, at the outset of each new evaluation cycle. The Evaluator(s) may be changed upon notification in writing to the Educator.

K) Evaluation Cycle: A five-component process that all Educators follow consisting of: 1) Self-Assessment; 2) Goal-setting and Educator Plan development; 3) Implementation of the Plan; 4) Formative Assessment/Evaluation; and 5) Summative Evaluation.

L) *Experienced Educator: An educator with Professional Teacher Status (PTS).

M) *Family: Includes students' parents, legal guardians, foster parents, or primary caregivers.

N) *Formative Assessment: The process used to assess progress towards attaining goals set forth in Educator plans, performance on standards, or both. This process may take place at any time(s) during the cycle of evaluation, but typically takes place at mid-cycle.

O) *Formative Evaluation: An evaluation conducted at the end of Year 1 for an Educator on a 2-year Self-Directed Growth plan which is used to arrive at a rating on progress towards attaining the goals set forth in the Educator Plan, performance on Standards and Indicators of Effective Teaching Practice, or both.

P) *Goal: A specific, actionable, and measurable area of improvement as set forth in an Educator's plan. A goal may pertain to any or all of the following: Educator practice in relation to Performance Standards, Educator practice in relation to indicators, or specified improvement in student learning, growth and achievement. Goals may be developed by individual Educators, by the Evaluator, or by teams, departments, or groups of Educators who have the same role.

Q) *Measurable: That which can be classified or estimated in relation to a scale, rubric, or standards.

R) Multiple Measures of Student Learning: Measures must include a combination of classroom; school and district assessments, student growth percentiles on state assessments, if state assessments are available, and student MEPA gain scores. This definition may be revised as required by regulations or agreement of the parties upon issuance of ESE guidance expected

by July 2012.

S) New Assignment: An Educator with PTS shall be considered in a new assignment when teaching under a different license, a new discipline (subject), a new school, or 3 or more grade levels above or below their assignment.

T) *Observation: A data gathering process that includes notes and judgments made during one or more classroom or worksite visits(s) of any duration by the Evaluator and may include examination of artifacts of practice including student work. An observation will occur in person. Classroom or worksite observations conducted pursuant to this article must result in feedback to the Educator. Normal supervisory responsibilities of department, building and district administrators will also cause administrators to drop in on classes and other activities in the worksite at various times as deemed necessary by the administrator. Carrying out these supervisory responsibilities, when they do not result in targeted and constructive feedback to the Educator, are not observations as defined in this Article.

U) Parties: The parties to this agreement are the local school committee and the employee organization that represents the Educators covered by this agreement for purposes of collective bargaining ("Employee Organization/Association").

V) *Performance Rating: Describes the Educator's performance on each performance standard and overall. There shall be four performance ratings:

- Exemplary: the Educator's performance consistently and significantly exceeds the requirements of a standard or overall. The rating of exemplary on a standard indicates that practice significantly exceeds proficiency and could serve as a model of practice on that standard district-wide.
- Proficient: the Educator's performance fully and consistently meets the requirements of a standard or overall. Proficient practice is understood to be fully satisfactory.
- Needs Improvement: the Educator's performance on a standard or overall is below the requirements of a standard or overall, but is not considered to be unsatisfactory at this time. Improvement is necessary and expected.
- Unsatisfactory: the Educator's performance on a standard or overall has not significantly improved following a rating of needs improvement, or the Educator's performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.

W) *Performance Standards: Locally developed standards and indicators pursuant to M.G.L. c. 71, § 38 and consistent with, and supplemental to 603 CMR 35.00. The parties may agree to limit standards and indicators to those set forth in 603 CMR 35.03.

X) *Professional Teacher Status: PTS is the status granted to an Educator pursuant to M.G.L. c. 71, § 41.

Y) Rating of Educator Impact on Student Learning: A rating of high, moderate or low based on trends and patterns on state assessments and district-determined measures. The parties will negotiate the process for using state and district determined measures to arrive at an Educator's rating of impact on student learning, growth and achievement, using guidance and model contract language from ESE, expected by July 2012.

Z) Rating of Overall Educator Performance: The Educator's overall performance rating is based on the Evaluator's professional judgment and examination of evidence of the Educator's performance against the four Performance Standards and the Educator's attainment of goals set forth in the Educator Plan, as follows:

i) Standard 1: Curriculum, Planning and Assessment

ii) Standard 2: Teaching All Students

iii) Standard 3: Family and Community Engagement

iv) Standard 4: Professional Culture

v) Attainment of Professional Practice Goal(s)

vi) Attainment of Student Learning Goal(s)

AA) *Rubric: A scoring tool that describes characteristics of practice or artifacts at different levels of performance. The rubrics for Standards and Indicators of Effective Teaching Practice are used to rate Educators on Performance Standards, these rubrics consists of:

i) Standards: Describes broad categories of professional practice, including those required in 603 CMR 35.03

ii) Indicators: Describes aspects of each standard, including those required in 603 CMR 35.03

iii) Elements: Defines the individual components under each indicator

iv) Descriptors: Describes practice at four levels of performance for each element

BB) *Summative Evaluation: An evaluation used to arrive at a rating on each standard, an overall rating, and as a basis to make personnel decisions. The summative evaluation includes the Evaluator's judgments of the Educator's performance against Performance Standards and the Educator's attainment of goals set forth in the Educator's Plan.

CC) *Superintendent: The person employed by the school committee pursuant to M.G.L. c. 71 §59 and §59A. The superintendent is responsible for the implementation of 603 CMR 35.00.

DD) *Teacher: An Educator employed in a position requiring a certificate or license as described in 603 CMR 7.04(3)(a, b, and d) and in the area of vocational education as provided in 603 CMR 4.00. members may include, for example, classroom teachers, librarians, counselors, or school nurses.

EE) *Trends in student learning: At least two years of data from the district-determined measures and

state assessments used in determining the Educator's rating on impact on student learning as high, moderate or low.

3) Evidence Used In Evaluation

The following categories of evidence shall be used in evaluating each Educator:

A) Multiple measures of student learning, growth, and achievement, which shall include:

i) Measures of student progress on classroom assessments that are aligned with the Massachusetts Curriculum Frameworks or other relevant frameworks and are comparable within grades or subjects in a school;

ii) At least two district-determined measures of student learning related to the Massachusetts Curriculum Frameworks or the Massachusetts Vocational Technical Education Frameworks or other relevant frameworks that are comparable across grades and/or subjects district-wide. These measures may include: portfolios approved commercial assessments and district developed pre and post unit and course assessments, and capstone projects. One such measure shall be the MCAS Student Growth Percentile (SGP) or Massachusetts English Proficiency Assessment gain scores, if applicable, in which case at least two years of data is required.

iii) Measures of student progress and/or achievement toward student learning goals set between the Educator and Evaluator for the school year or some other period of time established in the Educator Plan.

iv) For Educators whose primary role is not as a classroom teacher, the appropriate measures of the Educator's contribution to student learning, growth, and achievement set by the district. The measures set by the district should be based on the Educator's role and responsibility.

B) Judgments based on observations and artifacts of practice including:

i) Unannounced observations of practice of any duration.

ii) Announced observation(s) for non-PTS Educators in their first year of practice in a school, Educators on Improvement Plans, and as determined by the Evaluator.

iii) Examination of Educator work products such as, but not limited to, newsletters, curriculum units and products, assessments, lessons, reports, phone logs, presentations, professional development.

iv) Examination of student work samples.

C) Evidence relevant to one or more Performance Standards, including but not limited to:

i) Evidence compiled and presented by the Educator, including:

(a) Evidence of fulfillment of professional responsibilities and growth such as self-assessments, peer collaboration, professional development linked to district, school or individual goals, contributions to the school community and professional culture;

(b) Evidence of active outreach to and engagement with families;

ii) Evidence of progress towards professional practice goal(s);

iii) Evidence of progress toward student learning outcomes goal(s).

iv) Student and Staff Feedback – see # 23-24, below; and

v) Any other relevant evidence from any source that the Evaluator has shared with the Educator. Other relevant evidence could include information provided by other administrators such as the superintendent.

4) Rubric

The rubrics are a scoring tool used for the Educator's self-assessment, the formative assessment, the formative evaluation and the summative evaluation. The districts may use either the rubrics provided by ESE or comparably rigorous and comprehensive rubrics developed or adopted by the district and reviewed by ESE. The member and caseload educator rubrics used in Millis are those provided by the ESE in January 2012 as amended by the parties and attached here to.

5) Evaluation Cycle: Training

A) Prior to the implementation of the new evaluation process contained in this article, districts shall arrange training for all Educators, principals, and other evaluators that outlines the components of the new evaluation process and provides an explanation of the evaluation cycle. The district through the superintendent and the educator evaluation team shall determine the type and quality of training based on guidance provided by ESE.

B) By November 1st of the first year of this agreement, all Educators shall complete a professional learning activity about self-assessment and goal-setting satisfactory to the superintendent or principal. Any Educator hired after the November 1st date, and who has not previously completed such an activity, shall complete such a professional learning activity about self-assessment and goal-setting within three months of the date of hire. The district through the superintendent and the educator evaluation team shall determine the type and quality of the learning activity based on guidance provided by ESE.

6) Evaluation Cycle: Annual Orientation

A) At the start of each school year, the superintendent, principal or designee shall conduct a meeting for Educators and Evaluators focused substantially on educator evaluation. The superintendent, principal or designee shall:

i) Provide an overview of the evaluation process, including goal setting and the educator plans.

ii) Provide all Educators with directions for obtaining a copy of the forms used by the district. These may be electronically provided.

iii) The faculty meeting may be digitally recorded to facilitate orientation of Educators hired after the beginning of the school year.

7) Evaluation Cycle: Self-Assessment

A) Completing the Self-Assessment

i) The evaluation cycle begins with the Educator completing and submitting to the Primary or Supervising Evaluator a self-assessment by October 1st or within four weeks of the start of their employment at the school.

ii) The self-assessment includes:

(a) An analysis of evidence of student learning, growth and achievement for students under the Educator's responsibility.

(b) An assessment of practice against each of the four Performance Standards of effective practice using the district's rubric.

(c) Proposed goals to pursue:

(1) At least one goal directly related to improving the Educator's own professional practice.

(2) At least one goal directly related to improving student learning.

B) Proposing the goals

i) Educators must consider goals for grade-level, subject-area, department teams, or other groups of Educators who share responsibility for student learning and results, except as provided in (ii) below. Educators may meet with teams to consider establishing team goals. Evaluators may participate in such meetings.

ii) For Educators in their first year of practice, the Evaluator or their designee will meet with each Educator by October 1st (or within four weeks of the Educator's first day of employment if the Educator begins employment after September 15th) to assist the Educator in completing the self-assessment and drafting the professional practice and student learning goals which must include induction and mentoring activities.

iii) Unless the Evaluator indicates that an Educator in their second or third years of practice should continue to address induction and mentoring goals pursuant to 603 CMR 7.12, the Educator may address shared grade level or subject area team goals.

iv) For Educators with PTS and ratings of proficient or exemplary, the goals may be team goals. In addition, these Educators may include individual professional practice goals that

address enhancing skills that enable the Educator to share proficient practices with colleagues or develop leadership skills.

v) For Educators with PTS and ratings of needs improvement or unsatisfactory, the professional practice goal(s) must address specific standards and indicators identified for improvement. In addition, the goals may address shared grade level or subject area team goals.

8) Evaluation Cycle: Goal Setting and Development of the Educator Plan

A) Every Educator has an Educator Plan that includes, but is not limited to, one goal related to the improvement of practice; one goal for the improvement of student learning. The Plan also outlines actions the Educator must take to attain the goals established in the Plan and benchmarks to assess progress. Goals may be developed by individual Educators, by the Evaluator, or by teams, departments, or groups of Educators who have similar roles and/or responsibilities. Goals may be revised with the approval of the Supervisor. See Sections 15-19 for more on Educator Plans.

B) To determine the goals to be included in the Educator Plan, the Evaluator reviews the goals the Educator has proposed in the Self-Assessment, using evidence of Educator performance and impact on student learning, growth and achievement based on the Educator's self-assessment and other sources that Evaluator shares with the Educator. The process for determining the Educator's impact on student learning, growth and achievement will be determined after ESE issues guidance on this matter. See #22, below.

C) Educator Plan Development Meetings shall be conducted as follows:

i) Educators in the same school may meet with the Evaluator in teams and/or individually at the end of the previous evaluation cycle or by October 15th of the next academic year to develop their Educator Plan. Educators shall not be expected to meet during the summer hiatus.

ii) For those Educators new to the school, the meeting with the Evaluator to establish the Educator Plan must occur by October 15th or within six weeks of the start of their assignment in that school

iii) The Evaluator shall meet individually with Educators with PTS and ratings of needs improvement or unsatisfactory to develop professional practice goal(s) that must address specific standards and indicators identified for improvement. In addition, the goals may address shared grade level or subject matter goals.

D) The Evaluator approves the Educator Plan by November 1st. The educator shall sign and date the educator plan upon receipt. Within 5 school days of its receipt the educator may submit a written response. The educator's signature indicates that the educator received the plan. The signature does not indicate agreement or disagreement with its contents. The Evaluator retains final authority over the content of the Educator's Plan.

9) Evaluation Cycle: Observation of Practice – Educators without PTS

A) In the first year of practice or first year assigned to a school:

i) The Educator shall have at least one announced observation during the school year using the protocol described in section 11B, below.

ii) The Educator shall have at least four unannounced observations during the school year.

B) In their second and third years of practice or second and third years as a non-PTS Educator in the school:

i) The Educator shall have at least three unannounced observations during the school year.

10) Evaluation Cycle: Observation of Practice – Educators with PTS

A) The Educator whose overall rating is proficient or exemplary must have at least one unannounced observation during the evaluation cycle.

B) The Educator whose overall rating is needs improvement must be observed according to the Directed Growth Plan during the period of Plan which must include at least two unannounced observations.

C) The Educator whose overall rating is unsatisfactory must be observed according to the Improvement Plan, which must include both unannounced and announced observation. The number and frequency of the observations shall be determined by the Evaluator, but in no case, for improvement plans of one year, shall there be fewer than one announced and four unannounced observations. For Improvement Plans of six months or fewer, there must be no fewer than one announced and two unannounced observations.

11) Observations

The Evaluator's first observation of the Educator will take place by November 15. Observations required by the Educator Plan will be completed by May 15th. The Evaluator is not required nor expected to review all the indicators in a rubric during an observation.

A) Unannounced Observations

i) Unannounced observations may be in the form of partial or full-period classroom visitations, or walkthroughs, or any other means agreed upon by the Evaluator, principal, superintendent or other administrator and Association.

ii) The Educator will be provided with at least brief written feedback from the Evaluator within 5-school days of the observation. The written feedback shall be delivered to the Educator in person, by email, placed in the Educator's mailbox or mailed to the Educator's home.

iii) Any observation or series of observations resulting in one or more standards judged to be unsatisfactory or needs improvement for the first time must be followed by at least one observation of at least 30 minutes in duration within 30 school days.

B) Announced Observations

i) All non-PTS Educators in their first year in the school, PTS Educators on Improvement Plans and other educators at the discretion of the evaluator shall have at least one Announced Observation.

(a) The Evaluator with input from the educator shall select the date and time of the lesson or activity to be observed and discuss with the Educator any specific goal(s) for the observation.

(b) Within 5 school days of the scheduled observation, upon request of either the Evaluator or Educator, the Evaluator and Educator shall meet for a pre-observation conference. In lieu of a meeting, the Educator may inform the Evaluator in writing of the nature of the lesson, the student population served, and any other information that will assist the Evaluator to assess performance

(1) The Educator shall provide the Evaluator a draft of the lesson, student conference, IEP plan or activity. If the actual plan is different, the Educator will provide the Evaluator with a copy prior to the observation.

(2) The Educator will be notified as soon as possible if the Evaluator will not be able to attend the scheduled observation. The observation will be rescheduled with the Educator as soon as reasonably practical.

(c) Within 5 school days of the observation, the Evaluator and Educator shall meet for a post-observation conference. This timeframe may be extended due to unavailability on the part of either the Evaluator or the Educator, but shall be rescheduled within 24 hours if possible.

(d) The Evaluator shall provide the Educator with written feedback within 5 school days of the post-observation conference. For any standard where the Educator's practice was found to be unsatisfactory or needs improvement, the feedback must:

(1) Describe the basis for the Evaluator's judgment.

(2) Describe actions the Educator should take to improve their performance.

(3) Identify support and/or resources the Educator may use in their improvement.

(4) State that the Educator is responsible for addressing the need for improvement.

12) Evaluation Cycle: Formative Assessment

A) A specific purpose for evaluation is to promote student learning, growth and achievement by providing Educators with commendations and/or feedback for improvement. Evaluators are expected to make frequent unannounced visits to classrooms. Evaluators are expected to give targeted constructive feedback to Educators based on their observations of practice, examination of artifacts, and analysis of multiple measures of student learning, growth and achievement in relation to the Standards and Indicators of Effective Teaching Practice.

B) Formative Assessment may be ongoing throughout the evaluation cycle but typically takes place mid-cycle when a Formative Assessment report is completed. For an Educator on a two-year Self-Directed Growth Plan, the mid-cycle Formative Assessment report is replaced by the Formative Evaluation report at the end of year one. See section 13, below.

C) The Formative Assessment report provides written feedback and ratings to the Educator about their progress towards attaining the goals set forth in the Educator Plan, performance on Performance Standards and overall, or both

D) No less than two weeks before the due date for the Formative Assessment report, which due date shall be established by the Evaluator with written notice to the Educator, the Educator shall provide to the Evaluator evidence of family outreach and engagement, fulfillment of professional responsibility and growth, and progress on attaining professional practice and student learning goals. The educator may provide to the evaluator additional evidence of the educator's performances against the four Performance Standards.

E) The Evaluator and the Educator will meet either before or after completion of the Formative Assessment Report.

F) The Evaluator shall complete the Formative Assessment report and provide a copy to the Educator. All Formative Assessment reports must be signed by the Evaluator and delivered face-to-face, by email or to the Educator's school mailbox or home.

G) The Educator may reply in writing to the Formative Assessment report within 15 school days of receiving the report and will be attached to the formative assessment.

H) The educator shall sign and date the Formative Assessment upon receipt. Within 15 school days of its receipt the educator may submit a written response. The educator's signature indicates that the educator received the plan. The signature does not indicate agreement or disagreement with its contents.

I) As a result of the Formative Assessment Report, the Evaluator with input from the educator may change the activities in the Educator Plan.

J) If the rating in the Formative Assessment report differs from the last summative rating the Educator received, the Evaluator may place the Educator on a different Educator Plan, appropriate to the new rating.

13) Evaluation Cycle: Formative Evaluation for Two Year Self-Directed Plans Only

A) Educators on two year Self-Directed Growth Educator Plans receive a Formative Evaluation report near the end of the first year of the two-year cycle. The Educator's performance rating for that year shall be assumed to be the same as the previous summative rating unless evidence demonstrates a significant change in performance in which case the rating on the performance standards may change, and the Evaluator may place the Educator on a different Educator plan, appropriate to the new rating.

B) The Formative Evaluation report provides written feedback and ratings to the Educator about their progress towards attaining the goals set forth in the Educator Plan, performance on each performance standard and overall, or both.

C) No less than two weeks before the due date for the Formative Evaluation report, which due date shall be established by the Evaluator with written notice provided to the Educator, the Educator shall provide to the Evaluator evidence of family outreach and engagement, fulfillment of professional responsibility and growth, and progress on attaining professional practice and student learning goals. The educator may also provide to the evaluator additional evidence of the educator's performance against the four Performance Standards.

D) The Evaluator shall complete the Formative Evaluation report and provide a copy to the Educator. All Formative Evaluation reports must be signed by the Evaluator and delivered face-to-face, by email or to the Educator's school mailbox or home.

E) The Evaluator and the Educator will meet either before or after completion of the Formative Evaluation Report.

F) The Educator may reply in writing to the Formative Evaluation report within 15 school days of receiving the report.

G) The Educator shall sign and date the Formative Evaluation upon receipt. Within 15 school days of its receipt the educator may submit a written response. The educator's signature indicates that the educator received the plan.

H) As a result of the Formative Evaluation report, the Evaluator with input from the Educator Assessment may change the activities in the Educator Plan.

I) If the rating in the Formative Evaluation report differs from the last summative rating the Educator received, the Evaluator may place the Educator on a different Educator Plan, appropriate to the new rating.

14) Evaluation Cycle: Summative Evaluation

A) The evaluation cycle concludes with a summative evaluation report. For Educators on a one or two year Educator Plan, the summative report must be written and provided to the educator by

May 15th.

B) The Evaluator determines a rating on each standard and an overall rating based on the Evaluator's professional judgment, an examination of evidence against the Performance Standards and evidence of the attainment of the Educator Plan goals.

C) The professional judgment of the primary evaluator shall determine the overall summative rating that the Educator receives.

D) For an educator whose overall performance rating is exemplary or proficient and whose impact on student learning is low, the evaluator's supervisor shall discuss and review the rating with the evaluator and the supervisor shall confirm or revise the educator's rating. In cases where the superintendent serves as the primary evaluator, the superintendent's decision on the rating shall not be subject to be review.

E) The summative evaluation rating must be based on evidence from multiple categories of evidence. MCAS Growth scores shall not be the sole basis for a summative evaluation rating.

F) To be rated proficient overall, the Educator shall, at a minimum, have been rated proficient on the Curriculum, Planning and Assessment and the Teaching All Students Standards of Effective Teaching Practice.

G) No less than four weeks before the due date for the Summative Evaluation report, which due date shall be established by the Evaluator with written notice provided to the Educator, the Educator will provide to the Evaluator evidence of family outreach and engagement, fulfillment of professional responsibility and growth, and progress on attaining professional practice and student learning goals. The educator may also provide to the evaluator additional evidence of the educator's performance against the four Performance Standards.

H) The Summative Evaluation report should recognize areas of strength as well as identify recommendations for professional growth.

I) The Evaluator shall deliver a signed copy of the Summative Evaluation report to the Educator face-to-face, by email or to the Educator's school mailbox or home no later than May 15th.

J) The Evaluator shall meet with the Educator rated needs improvement or unsatisfactory to discuss the summative evaluation. The meeting shall occur by June 1st.

K) The Evaluator shall meet with the Educator rated proficient or exemplary to discuss the summative evaluation, if either the Educator or the Evaluator requests such a meeting. The meeting shall occur by June 10th.

L) Upon mutual agreement, the Educator and the Evaluator may develop the Self Directed Growth Plan for the following two years during the meeting on the Summative Evaluation report.

M) The Educator shall sign the final Summative Evaluation report by June 15th. The signature indicates that the Educator received the Summative Evaluation report in a timely fashion. The signature does not indicate agreement or disagreement with its contents.

N) The Educator shall have the right to respond in writing to the summative evaluation, which shall be attached to the final Summative Evaluation report.

O) A copy of the signed final Summative Evaluation report shall be filed in the Educator's personnel file.

15) Educator Plans – General

A) Educator Plans shall be designed to provide Educators with feedback for improvement, professional growth, and leadership; and to ensure Educator effectiveness and overall system accountability. The Plan must be aligned to the standards and indicators and be consistent with district and school goals.

B) The Educator Plan shall include, but is not limited to:

i) At least one goal related to improvement of practice tied to one or more Performance Standards;

ii) At least one goal for the improvement the learning, growth and achievement of the students under the Educator's responsibility;

iii) An outline of actions the Educator must take to attain the goals and benchmarks to assess progress. Actions must include specified professional development and learning activities that the Educator will participate in as a means of obtaining the goals, as well as other support that may be suggested by the Evaluator or provided by the school or district. Examples may include but are not limited to coursework, self-study, action research, curriculum development, study groups with peers, and implementing new programs.

C) It is the Educator's responsibility to attain the goals in the Plan and to participate in trainings and professional development provided through the state, district, or other providers in accordance with the Educator Plan.

16) Educator Plans: Developing Educator Plan

A) The Developing Educator Plan is for all Educators without PTS, and, at the discretion of the Evaluator, Educators with PTS in new assignments.

B) The Educator shall be evaluated at least annually.

17) Educator Plans: Self-Directed Growth Plan

A) A Two-year Self-Directed Growth Plan is for those Educators with PTS who have an overall rating of proficient or exemplary, and after 2013-2014 whose impact on student learning is moderate or high. A formative evaluation report is completed at the end of year 1 and a summative evaluation report at the end of year 2.

B) A One-year Self-Directed Growth Plan is for those Educators with PTS who have an overall rating

of proficient or exemplary, and after 2013-2014 whose impact on student learning is low. In this case, the Evaluator and Educator shall analyze the discrepancy between the summative evaluation rating and the rating for impact on student learning to seek to determine the cause(s) of the discrepancy.

18) Educator Plans: Directed Growth Plan

A) A Directed Growth Plan is for those Educators with PTS whose overall rating is needs improvement.

B) The goals in the Plan must address areas identified as needing improvement as determined by the Evaluator. Educator input is welcome.

C) The Evaluator shall complete a summative evaluation for the Educator at the end of the period determined by the Plan, but at least annually, and in no case later than June 10th.

D) For an Educator on a Directed Growth Plan whose overall performance rating is at least proficient, the Evaluator will place the Educator on a Self-Directed Growth Plan for the next Evaluation Cycle.

E) For an Educator on a Directed Growth Plan whose overall performance rating is not at least proficient, the Evaluator will rate the Educator as unsatisfactory and will place the Educator on an Improvement Plan for the next Evaluation Cycle.

19) Educator Plans: Improvement Plan

A) An Improvement Plan is for those Educators with PTS whose overall rating is unsatisfactory.

B) The parties agree that in order to provide students with the best instruction, it may be necessary from time to time to place an Educator whose practice has been rated as unsatisfactory on an Improvement Plan of no fewer than 30 calendar days and no more than one school year. In the case of an Educator receiving a rating of unsatisfactory near the close of one school year, the Improvement Plan may include activities of a reasonable nature that occur during the summer before the next school year begins.

C) The Evaluator must complete a summative evaluation for the Educator at the end of the period determined by the Evaluator for the Plan.

D) An Educator on an Improvement Plan shall be assigned a Supervising Evaluator (see definitions). The Supervising Evaluator is responsible for providing the Educator with guidance and assistance in accessing the resources and professional development outlined in the Improvement Plan. The primary evaluator may be the Supervising Evaluator.

E) The Improvement Plan shall define the problem(s) of practice identified through the observations and evaluation and detail the improvement goals to be met, the activities the Educator must take to improve and the assistance to be provided to the Educator by the district.

F) The Improvement Plan process shall include:

i) Within ten school days of notification to the Educator that the Educator is being placed on an

Improvement Plan, the Evaluator shall schedule a meeting with the Educator to discuss the Improvement Plan. The Evaluator will develop the Improvement Plan, which will include the provision of specific assistance to the Educator. Educator input is welcome.

ii) The Educator may request that a representative of the members Association attend the meeting(s).

iii) If the Educator consents, the members Association will be informed that an Educator has been placed on an Improvement Plan.

G) The Improvement Plan shall:

i) Define the improvement goals directly related to the performance standard(s) and/or student learning outcomes that must be improved;

ii) Describe the activities and work products the Educator must complete as a means of improving performance;

iii) Describe the assistance that the district will make available to the Educator;

iv) Articulate the measurable outcomes that will be accepted as evidence of improvement;

v) Detail the timeline for completion of each component of the Plan, including at a minimum a mid-cycle formative assessment report of the relevant standard(s) and indicator(s).

vi) Identify the individuals assigned to assist the Educator, which must include minimally the Supervising Evaluator; and, may include the Peer Assistance Team.

vii) Include the signatures of the Educator and Supervising Evaluator.

H) A copy of the signed Plan shall be provided to the Educator. The Educator's signature indicates that the Educator received the Improvement Plan in a timely fashion. The signature does not indicate agreement or disagreement with its contents.

I) Decision on the Educator's status at the conclusion of the Improvement Plan.

i) All determinations below must be made no later than June 1. One of three decisions must be made at the conclusion of the Improvement Plan:

(a) If the Evaluator determines that the Educator has improved their practice to the level of proficiency, the Educator will be placed on a Self-Directed Growth Plan.

(b) In those cases where the Educator was placed on an Improvement Plan as a result of their summative rating at the end of their Directed Growth Plan, if the Evaluator determines that the Educator is making substantial progress toward proficiency, the Evaluator shall place the Educator on a Directed Growth Plan.

(c) In those cases where the Educator was placed on an Improvement Plan as a result of their Summative rating at the end of their Directed Growth Plan, if the Evaluator determines that the Educator is not making substantial progress toward proficiency,

the Evaluator shall recommend to the superintendent that the Educator be dismissed.

(d) If the Evaluator determines that the Educator's practice remains at the level of unsatisfactory, the Evaluator shall recommend to the superintendent that the Educator be dismissed.

20) Timelines (Dates in italics are provided as guidance)

Activity:	**Completed By:**
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process	September 15
Evaluator meets with first-year educators to assist in self-assessment and goal setting process Educator submits self-assessment and proposed goals	October 1
Evaluator meets with Educators in teams or individually to establish Educator Plans (Educator Plan may be established at Summative Evaluation Report meeting in prior school year)	October 15
Evaluator completes Educator Plans	November 1
Evaluator should complete first observation of each Educator	November 15
Educator submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired) * or four weeks before Formative Assessment Report date established by Evaluator	January 5*
Evaluator should complete mid-cycle Formative Assessment Reports for Educators on one-year Educator Plans	February 1
Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator	February 15
Educator submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired) *or 4 weeks prior to Summative Evaluation Report date established by evaluator	April 20*
Evaluator completes Summative Evaluation Report	May 15
Evaluator meets with Educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	June 1
Evaluator meets with Educators whose ratings are proficient or exemplary at request of Evaluator or Educator	June 10
Educator signs Summative Evaluation Report and adds response, if any within 15 school days of receipt	June 15

A) Educators with PTS on Two-Year Plans

Activity:	**Completed By:**
Evaluator completes unannounced observation(s)	Any time during the 2- year evaluation cycle
Evaluator completes Formative Evaluation Report	June 1 of Year 1
Evaluator conducts Formative Evaluation Meeting, if any	June 1 of Year 1
Evaluator completes Summative Evaluation Report	May 15 of Year 2
Evaluator conducts Summative Evaluation Meeting, if any	June 10 of Year 2
Evaluator and Educator sign Summative Evaluation Report	June 15 of Year 2

B) Educators on Plans of Less than One Year

i) The timeline for educators on Plans of less than one year will be established in the Educator Plan.

21) Career Advancement

A) In order to attain Professional member Status, the Educator should achieve ratings of proficient or exemplary on each Performance Standard and overall. A principal considering making an employment decision that would lead to PTS for any Educator who has not been rated proficient or exemplary on each performance standard and overall on the most recent evaluation shall confer with the superintendent by May 1. The principal's decision is subject to review and approval by the superintendent.

B) In order to qualify to apply for a member leader position, the Educator must have had a Summative Evaluation performance rating of proficient or exemplary for at least the previous 2 years.

C) Educators with PTS whose summative performance rating is exemplary and, after 2013-2014 whose impact on student learning is rated moderate or high, may be recognized and rewarded as determined by the district through collective bargaining where applicable.

22) General Provisions

A) Only Administrators who are licensed may serve as primary evaluators of Educators.

B) Evaluators shall not make negative comments about the Educator's performance, or comments of a negative evaluative nature, in the presence of students, parents or other staff, except in the unusual circumstance where the Evaluator concludes that s/he must immediately and directly intervene. Nothing in this paragraph is intended to limit an administrator's ability to investigate a complaint, or secure assistance to support an Educator.

C) The superintendent shall ensure that Evaluators have training in supervision and evaluation, including the regulations and standards and indicators of effective teaching practice promulgated by

ESE (35.03), and the evaluation Standards and Procedures established in this Agreement.

D) Should there be a serious disagreement between the Educator and the Evaluator regarding an overall summative performance rating of unsatisfactory, the Educator may meet with the Evaluator's supervisor to discuss the disagreement. Should the Educator request such a meeting, the Evaluator's supervisor must meet with the Educator. The Evaluator may attend any such meeting at the discretion of the superintendent.

E) The parties agree to establish a joint labor-management evaluation team, which shall review the evaluation processes and procedures annually through the first three years of implementation and recommend adjustments to the parties.

F) Violations of this article are subject to the grievance and arbitration procedures.

Appendix B:

Millis Public Schools Mentoring Program

Role and Expectations for Mentors (for newly hired members without a DESE professional license):

Year One:

- Meet for 10 hours with new hire during summer to provide a solid beginning for the first days of school
- Help new members to develop effective routines and procedures
- Help new members develop an effective classroom management routine
- Meet at least ½ hour weekly with new hire during school year for curriculum and instructional coaching
- Attend 4 mentor/advisor training and program development sessions outside of the regular school day per year
- Serve as a liaison, resource and non-evaluative coach for the new member
- Willingness to observe and be observed by new members
- Provide confidential support and encourage reflection

Year Two:

- Provide opportunities for deeper reflection and encourage continuous improvement

Role and Expectations for Advisors (for newly hired members with a DESE professional license):

- Meet for 10 hours with new hire during summer to provide a solid beginning for the first days of school
- Help new members to develop effective routines and procedures
- Meet as needed with new hire during school year for curriculum and instructional coaching
- Attend 4 mentor/advisor training and program development sessions outside of the regular school day per year
- Serve as a liaison, resource and non-evaluative coach for the new member
- Willingness to observe and be observed by new members
- Provide confidential support and encourage reflection

Role and Expectations for Mentoring Site Coordinators:

- Assist Director of Curriculum in planning and providing training for new hires and mentors / advisors
- Plan with Principal to provide informal monthly or bi-monthly support sessions on topics of need for new staff
- Provide on-going consultation to new hires and mentors / advisors as needed to monitor success of mentoring program

Qualifications for Mentors / Advisors / Mentor Site Coordinators:

- Professional Status and at least 5 years teaching experience, at least 3 within Millis
- Exemplary professionalism and role model
- Highly skilled and knowledgeable educator
- Good communication and interpersonal skills
- Non-judgmental and nurturing personality
- Desire and willingness to help new staff and share expertise
- Able to respect confidentiality of new hire
- Able to guide and encourage new member to be a reflective practitioner
- Mentor Site Coordinators shall have previous experience as either a mentor or advisor in the Millis Public Schools

Qualifications: The above requirements can be waived because of need or at the discretion of the principal.

Compensation: Mentors and Mentor Site Coordinators will receive a $1,000 stipend. Advisors will receive a $500 stipend.

FOR THE ASSOCIATION
(Signed)



Maryann Ziemba, Chairperson
MTA Contract Committee (MTACC)



Maryann Ziemba, President
Millis Teachers Association

FOR THE COMMITTEE
(Signed)



Sean Powers, Chairperson
School Committee



Shayna Canestran, Secretary
School Committee

MTACC Members
Michelle Adams
Sarah Al-Haza
Victoria Bartley
Caelah Basile
Anthony Fallon
Lindsey Giunta
Shannon Graham
Miranda Hackett
Tim Howden
Michelle Panciocco
Maryann Ziemba

School Committee Members
Robyn Briggs
Shayna Canestrari
Denise Gibbons
Sean Powers
Peter Underhill

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