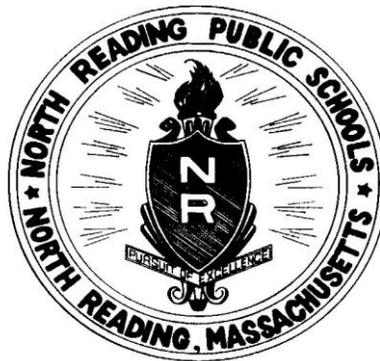


NORTH READING  
SCHOOL COMMITTEE

NORTH READING  
EDUCATION ASSOCIATION



CONTRACT

2018 – 2021

NORTH READING PUBLIC SCHOOLS  
North Reading, Massachusetts

P R E A M B L E

The primary goal of all people connected with the North Reading school system is to improve the educational program and opportunities for the children of North Reading. The attempt to reach this goal is the chief motivating factor of the agreement and all its provisions.

The North Reading School Committee recognizes that in order to achieve this goal teachers must be compensated fairly. It is the determination of the School Committee that everything possible consistent with good educational practice and within the town's ability to pay will be done to advance the professional standing of teachers.

The North Reading School Committee will do everything possible to attract and retain dedicated teachers. The North Reading Education Association will do everything possible to encourage a responsible and dedicated attitude on the part of teachers. To the extent that both of these aims are met, the children of North Reading will continue to receive the best education possible.

School Committee

Janene Imbriano, Chair  
Scott Buckley, Vice Chair  
Mel Webster  
Dyana Boutwell  
Rich McGowan

Superintendent of Schools

Jon C. Bernard

Negotiation Committee

Peter Kane, President, NREA  
Roseanne Brennan  
Catherine Grant  
Beth Leavitt  
Shawn Plassmann  
Sara Tully

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APPENDIX B

## **CONTRACT**

Pursuant to the provisions of Chapter 150E of the General Laws of Massachusetts, this CONTRACT is made this first day of July, 2018 by the SCHOOL COMMITTEE OF THE TOWN OF NORTH READING and THE NORTH READING EDUCATION ASSOCIATION (hereinafter sometimes referred to as the Association).

### **ARTICLE I**

#### **GENERAL DECLARATIONS**

- A. Recognizing that our primary purpose is to provide education of the highest possible quality for the children of North Reading, and that good morale within the teaching staff of North Reading is essential to achievement of that purpose, we, the undersigned parties of this Contract, declare that:
1. Under the law of Massachusetts, the Committee, elected by the citizens of North Reading, has final responsibility for establishing the educational policies of the public schools of North Reading;
  2. The Superintendent of Schools and the principals of North Reading (hereinafter referred to as the Administration) have the responsibility for carrying out the policies so established;
  3. The teaching staff of the public schools of North Reading has responsibility for providing the highest possible quality education and has the full responsibility for all professional duties;
  4. Fulfillment of these responsibilities can be facilitated and supported by consultations and free exchange of views and information among the Committee, the Superintendent, and the teaching staff in the formulation and application of policies relating to wages, hours, and other conditions of employment for the teaching staff;
  5. The provisions of the Agreement shall constitute Committee policy for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the Committee which is in conflict with any provision of the Agreement shall be superseded and replaced by the Agreement. Nothing in this Agreement which changes pre-existing Committee policy, rules or regulations shall operate retroactively unless expressly so stated;
  6. Subject to the provisions of this Agreement, the Committee, the Superintendent of Schools, and the principals reserve and retain full rights, authority and discretion, in the proper discharge of their duties and responsibilities, to control, supervise and manage the school system and its professional staff under governing law, ordinances, rules and regulations--Municipal, State and Federal. In all matters under this Agreement calling for the exercise of judgment or discretion on the part of the Committee, the Superintendent of Schools or the principals, the decision shall be final and binding if made in good faith--i.e., not arbitrarily, capriciously or without rational basis in fact--except where some other standard of grievability or arbitrability is set forth in this Agreement; and so
  7. As per Chapter 150E, Acts, 1972: In the event that any part or provision of this Agreement is in conflict with any law, ordinance or by-law, the law, ordinance or by-law shall prevail so long as such conflict remains. If funds are necessary to implement such written agreement, a request for the necessary appropriation shall be submitted to the legislative body. If such request is rejected, the matter shall be returned to the parties for further bargaining.

8. If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications 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.
9. The School Committee will authorize the Superintendent of Schools to meet with representatives of the Education Association as often as necessary to discuss matters of mutual concern. Said meetings may be requested by either party and will be held at times convenient for both parties. No decisions or actions will be taken as a result of said meetings that in any way alters or modifies the existing Agreement.
10. The School Committee and the Association have a mutual interest in exploring the process of collaborative bargaining for future contracts.

## **ARTICLE II**

### **RECOGNITION**

- A. For the purposes of collective bargaining with respect to wages, hours and other conditions of employment, the negotiation of collective bargaining agreements and any other questions arising thereunder, the Committee recognizes the Association as the exclusive bargaining agent and representatives of all professional employees. Specifically included in this unit shall be such non-teaching personnel as School Psychologists, Adjustment Counselors, nurses, occupational therapists, physical therapists, and speech/language therapists. Excluded shall be the Superintendent, Principals, Vice Principals, Director of Pupil Personnel Services, Assistant Superintendent, Coordinator of Elementary Special Education, Coordinator of Secondary Special Education, Director of Finance and Operations, and any other administrator who has no teaching responsibility. Also excluded is every such employee who on the effective date of this Agreement is, or thereafter shall be, designated by the Committee as a representative of it for the purpose of such bargaining.
- B. All other independent employee groups are explicitly excluded from this Contract including secretaries, accountants, tutors, paraprofessionals, digital learning paraprofessionals, food service workers, technology technicians and all other non-certified personnel.

## **ARTICLE III**

### **COMPENSATION AND OTHER CONDITIONS OF EMPLOYMENT**

- A. Subject to the provisions of this Contract the wages, hours, and other conditions of employment applicable on the effective date of this Contract to the employees covered by the Contract shall continue to be so applicable.

## **ARTICLE IV**

### **AGENCY FEE - PAYROLL DEDUCTION**

- A. **Agency Fee:** Effective December 1, 1991, the Committee agrees to require as a condition of employment that all professional employees except those certified as members to the Committee by the Association pay annually or by dues deduction to the Association as of the thirtieth (30) day subsequent to the above

effective date, an agency service fee which shall be commensurate with the cost of collective bargaining and contract administration which amount shall be certified annually to the Committee by the Association. The agency fee shall be deducted from the wages of any employee who signs authorization to that effect and such fees shall be transmitted to the Treasurer of the Association as provided in Section 176 of Chapter 180 of the General Laws. The Association will indemnify the committee for any liability arising from the operation of this provision.

- B. **Payroll Deduction:** The Committee hereby accepts the provisions of Section 17C of Chapter 180 of the General Laws of Massachusetts and, in accordance therewith, shall certify to the Treasurer of North Reading all payroll deductions for the payment of dues to the Association duly authorized by each individual covered by this Contract.

The Committee agrees to certify to the Treasurer of North Reading all Massachusetts Teachers' Association Credit Union deductions authorized by individuals covered by this Contract.

## ARTICLE V

### GRIEVANCE PROCEDURE

- A. The purpose of the procedure set forth hereinafter is to produce prompt and equitable solutions to those problems which from time to time may arise and affect the conditions of employment of the employees covered by this Contract. The Committee and the Association desire that such procedure shall always be as informal and confidential as may be appropriate for the grievance involved at the procedural level involved; and nothing in this Contract shall prevent any such employee from individually presenting any grievance of the employee.

**Definition:** A grievance is a claim based upon an event or condition that alleges a violation, misinterpretation or misapplication of the terms of this Agreement.

**Level One:** The aggrieved employee shall discuss the grievance with a member of the Grievance Committee of the Association.

**Level Two:** If not disposed of to the employee's satisfaction by such discussion, the grievance shall be presented orally by the employee and a member of the said Grievance Committee to the appropriate intermediate supervisor of the employee.

**Level Three:** If at the end of five (5) school days next following such presentation, the grievance shall not have been disposed of to the employee's satisfaction, the employee may, within five (5) school days thereafter, file with the President of the Association and the Chairman of its Grievance Committee a written statement of the grievance. Within five (5) school days thereafter, such statement shall be reviewed with the employee by the said President or Chairman, and if after such review the employee shall so desire, the grievance shall be forthwith presented in writing by the employee and said President, or Chairman to the Superintendent, who shall, within five (5) school days thereafter, meet with the employee and the said President or Chairman in an effort to settle the grievance.

**Level Four:** If at the end of the ten (10) school days next following such presentation to the Superintendent the grievance shall not have been disposed of to the employee's satisfaction, the employee may within five (5) school days thereafter, notify the said President and Chairman in writing of the employee's desire to have the grievance presented to the Committee. If the Grievance Committee so shall vote, the grievance shall forthwith be presented in writing by the Association to the School Committee within ten (10) school days, and within ten (10) school days, or at the next regularly scheduled meeting, whichever is the longer period of time, the School Committee shall meet with the Grievance Committee, the said President and the employee in an effort to settle the grievance.

**Level Five:** If, at the end of the ten (10) school days next following the meeting between the Grievance Committee and the School Committee, the grievance shall not have been disposed of to the satisfaction of the Grievance Committee of the Association, and if the grievance shall involve the interpretation of application of any provisions of this Contract, the Association may, by giving written notice to the School Committee within the ten (10) school days next following conclusion of such meeting, present the grievance for arbitration; in which event the School Committee and the Association shall forthwith submit the grievance to a mutually acceptable arbitration tribunal. If a mutually acceptable tribunal cannot be selected, the grievance shall be submitted to the American Arbitration Association in accordance with the American Arbitration Association Rules and Regulations. The expense of such arbitration shall be shared equally by the School Committee and the Education Association. The findings of the arbitrators are to be final and binding on both parties.

- B. 1. If at the end of ten (10) school days next following the occurrence of any grievance, or the date of first knowledge of its occurrence by any employee affected by it, the grievance shall not have been presented at Level Two of the procedure set forth in Section A above, the grievance shall be deemed to have been waived; and any grievance in course under such procedure shall also be deemed to have been waived if the action required to present it to the next level in the procedure shall not have been taken within the time specified therefore by the said Section A.
2. If any employee covered by this Contract shall present any grievance without representation by the Association, the disposition if any, of the grievance shall be consistent with the provisions of this Contract.
3. No written communication, other document, or record relating to any grievance shall be filed in the personnel file maintained by the School Department of North Reading for any employee involved in presenting such grievance. To abide by statute, a special file is to be located in the Office of the Superintendent and set up for this purpose. Access to such file shall be granted only to the Superintendent, the President of the NREA, and the aggrieved employee. If said employee should leave the employ of the North Reading Public School System, the contents of such file shall not be sent to any future employer.

The Association shall be permitted to be represented by representatives of its own choosing at any step of the grievance procedure.

The Association can file in writing a grievance affecting a class of teachers at Step One of this procedure.

The Association shall be permitted to be represented by no more than four representatives of its own choosing at Level Five.

## **ARTICLE VI**

### **RELIEF FROM NON-TEACHING DUTIES**

- A. The Committee and the Association agree that a teacher's primary responsibility is to teach and that every effort possible will be made to utilize his/her professional talent to this end. The Committee and the Association recognize that paraprofessionals and part-time clerical employees and others are useful and necessary in order to implement this principle. The parties agree to the following:
1. Teachers shall have a duty-free lunch period as long as the students' lunch period.

2. Health services, such as administering eye or ear examinations and weighing and measuring students, will be performed by appropriate professional personnel.
  3. Teachers will not be required to drive students to activities which will take place away from school buildings. Teachers may do so voluntarily, however, in authorized vehicles and with the advanced approval of the Superintendent or his/her designated supervisor. In no event will the School Committee be responsible for the unauthorized driving of students.
  4. Teachers shall be relieved of distribution and inventory of books and supplies except in their own classrooms, of preparing and sending form letters to parents, and other similar clerical functions which do not require the exercise of professional judgment.
  5. Teachers shall be relieved of collecting money from students for non-educational purposes. Although teachers may be required to collect and transmit money to be used for educational purposes, they will not be required to tabulate or account for such money.
  6. Elementary teachers will not be assigned to supervise lunches or recesses.
- B. The parties agree to work toward the following objectives:
1. Teachers shall be relieved of the following assignments:
    - supervision of playgrounds;
    - supervision of cafeterias;
    - supervision of sidewalks and buses.
  2. Teachers shall be relieved of duplicating instructional and other materials, cumulative record cards, and other similar functions.

## **ARTICLE VII**

### **TEACHING ASSIGNMENTS AND TRANSFERS**

- A. Every reasonable effort will be made to notify, by June 1, teachers, other than newly appointed and substitute teachers, of any changes in their programs and schedules for the ensuing year, including the schools to which they will be assigned, and the grades and/or subjects that they will teach, and any special or unusual classes, students or assignments that they will have.
- B. In order to assure that students are taught by teachers working within their areas of competence, teachers shall not be assigned, except in accordance with the regulations of the State Board of Education and for good cause, to subjects and/or grades or other classes outside the scope of their teaching licensure and/or their major or minor fields of study.
- C. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building shall indicate such desire to the Superintendent in writing not later than March 1. Such indication shall include the grade and/or subjects to which he/she desires to be transferred. The Superintendent or his/her designee shall notify each teacher who has made application for transfer of the disposition of each teacher's request one week prior to the close of school or as soon as possible thereafter in writing. Should a position become available after March 1, teachers in the system shall have ten (10) days from the posting of the vacancy to request a transfer. Teachers will be guaranteed an interview after submitting their application, provided that the teacher meets the stated qualifications for the position.

- D. **Voluntary Transfers:** In the determination of assignments and transfers, the Superintendent shall honor the preference and wishes of the individual teacher, if in his/her opinion such actions are in the best interest of the North Reading Public Schools.
- E. In arranging schedules for teachers who are assigned to more than one school an effort will be made to limit the amount of inter-school travel. Every effort will be made to allow adequate time for travel between, and intra, buildings in the scheduling of itinerant teachers. Such teachers will be notified of any change in their schedules. They will be paid mileage at the rate established for Town employees.
- F. Teacher assignments and transfers shall be made without regard to race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.
- G. **Involuntary Transfers:** Notice of intent to transfer or reassign shall be given in writing stating the reason as soon as practicable. Any involuntary transfer or reassignment shall be made only after a meeting between the teacher or teachers involved and the Superintendent or his/her designee and shall be made on the basis of length of service in the system unless in the opinion of the Superintendent the interest of the school system requires otherwise. The teacher or teachers may have an Association representative present at such a meeting. Involuntary transfers will not be made arbitrarily, capriciously, or without basis in fact.
- H.
  1. In case of a reduction in teaching staff, a teacher with professional status (TPS) shall not be dismissed if there is a teacher without professional status (NTPS) employed whose position the teacher with professional status is certified to fill.
  2. Teachers with professional status affected by a reduction in teaching staff shall be notified in writing by May 1 of the school year preceding the school year in which the reduction is to take place. Teachers without professional status affected by a reduction in force shall be notified in writing by June 15 of the school year preceding the school year in which the reduction is to take place.
  3. If a reduction in teaching staff results in the layoff of a TPS, layoffs shall be conducted within disciplines based on a teacher's qualifications and the best interest of the students, which is defined as follows: the past summative overall evaluation ratings as compared to other teachers' past summative overall evaluation ratings in the discipline targeted to be reduced. The number of summative evaluations compared will include all those evaluations written for teachers during the time equal to the most recently hired professional status teacher in the targeted discipline, with an emphasis on the three most recent years in common. The judgment of qualifications shall be the sole responsibility of the Superintendent. For the term of this contract, ratings of "Proficient" and "Exemplary" will be considered equal and ties shall be broken by seniority.

Total time in the North Reading School system from the first day worked in a permanent position shall be used to compute length of service.

4. For purposes of definition, "discipline" shall be elementary: (Grades PreK-5), secondary: English/ Language Arts, Science, Mathematics, History/Social Studies, Foreign Language, Business Education, Art, Music, Physical Education/Health, Special Education, and Technology. Should new disciplines be identified during the term of this Agreement, they shall be added to the list of disciplines in this section.
5. If subsequent vacancies occur or if new positions are added or old positions restored which persons on layoff previously performed, personnel laid off by the North Reading Public Schools under the

foregoing provisions within the previous 18 months will be rehired in reverse order of layoff before other applicants are considered.

6. Teachers released under the provisions of this article shall be given initial consideration on the substitute list if they so choose. Further, released teachers shall be permitted to pay the entire premium cost of membership in the Town health and life insurance plan for the period of one year provided that no Town or State law or regulation or policy of the insurer contravenes.
- I. No teacher/professional employee shall be required to add the duties of another teacher/professional employee to his/her own responsibilities.

## **ARTICLE VIII**

### **PROMOTIONS AND VACANCIES**

- A. All vacancies in promotional positions caused by death, retirement, discharge, resignation, or by the creation of a new promotional position shall be filled pursuant to the following procedures:
1. Such vacancies shall be adequately published, by hard copy in every school and e-mail, as far in advance of the date of filling such vacancy as possible. A copy of all posted vacancies will be sent to the NREA president.
  2. Said notice of vacancy published by the Superintendent or his/her designee shall clearly set forth the qualifications for the position.
  3. Teachers who desire to apply for such vacancies shall file their applications in writing with the Superintendent within the time limit specified in the notice. Teachers will be guaranteed an interview after submitting their application.
  4. Such vacancy shall be filled on the basis of fitness for the vacant post. In the event two candidates are equally qualified, the appointment shall be made in good faith and will be given to the candidate presently employed in the North Reading Public School System. Final determination of qualifications will rest solely with the Administration.
- B. Promotional positions are defined as positions having a salary differential and/or positions on the administrative-supervisory level.
- C. All vacancies (as defined above in the case of promotional positions) for specialists and/or special project teachers shall also be filled pursuant to the procedure set forth in Paragraph A above.
- D. Vacancies resulting from leaves of absence of six months' duration or longer shall be posted.
- E. Vacancies in all other positions shall be posted for informational purposes.
- F. All appointments to the aforesaid vacancies and openings shall be made without regard to race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin

**ARTICLE IX**  
**TEACHER FACILITIES**

- A. The Committee shall make every reasonable effort to provide in each school building:
  - 1. Adequate telephone communication
  - 2. Space in each classroom in which teachers may safely store instructional materials and supplies
  - 3. A teacher workroom containing adequate equipment and supplies to aid in the preparation of instructional materials
  - 4. Separate and appropriately furnished teacher lounge rooms (said rooms to be in addition to the aforementioned teachers' workroom)
  - 5. Well-lighted and clean teachers' rest rooms
  - 6. A system whereby teachers can effectively communicate with the main office in the event of an emergency
  - 7. A separate, private, well-ventilated dining area for use of all personnel
  - 8. A desk and chair for each teacher
  - 9. Adequate parking for all teachers

**ARTICLE X**  
**PROFESSIONAL EMPLOYMENT OPPORTUNITIES**

- A. In the event that two candidates for a position in the North Reading Summer School Program are equally qualified, preference shall be given to regularly appointed teachers in the North Reading School System.
- B. In filling such positions, the Superintendent or his/her designee shall give consideration to the teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record and length of service in the North Reading School System. The judgment of the Superintendent or his/her designee shall be final.
- C. Such positions will be posted by May 1 of each year whenever possible.

**ARTICLE XI**  
**SICK LEAVE**

- A. NTPS teachers will be entitled to twelve (12) and TPS teachers to fifteen (15) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Sick leave days may be accumulated from year to year with no maximum limit.
  - 1. Part time teachers will receive a pro rata allotment of sick leave based on their salary percentage. For example a Teacher with Professional Status who works 60% will be credited with nine (9) sick

days. Sick leave will be applied to absences based on the amount of time the teacher was scheduled to work on the day of the absence. For example, a Teacher with Professional Status who works 60% of each school day will have a 0.6 of a day applied for each absence.

- B. In addition to personal illness or injury, five (5) of a teacher's sick leave days may be utilized for family illness.
- C. Three (3) of a teacher's sick leave days may be utilized for medical appointments, provided that prior to the day of the medical appointment, the teacher has used his/her annual allocation of temporary leaves of absence as provided for in Article XIII, Section (A) (1).
- D. 1. From July 1, 2018 until June 30, 2020, the following language applies:  
Any teacher hired prior to July 1, 2017 who submits a written notice of intent to retire to the Superintendent by February 1 of the school year in which they plan to retire shall be compensated a sum of money equal to \$60/day for each unused sick day up to 225 days of accumulated sick leave days.

Effective July 1, 2020, the following language shall apply:

Any teacher hired prior to July 1, 2017 who submits a written notice of intent to retire to the Superintendent by February 1 of the school year in which they plan to retire shall be compensated a sum of money equal to \$50/day for each unused sick day up to 200 days of accumulated sick leave days.

The Sick Leave Buy Back provisions shall apply only in the following situations:

- a. Teachers who submit their formal retirement to the Massachusetts State Teachers Retirement Board.
  - b. Teachers must notify the School Department of their intention to retire not later than February 1 of the school year in which they plan to retire.
  - c. Teachers who die in service shall have this benefit paid to his or her estate.
  - d. Teachers who are displaced because of RIF shall receive this benefit at the end of their recall period if not recalled.
  - e. The notice requirement of Paragraph 2 will be waived in cases where unexpected changes in health or family situations create a compelling need to retire earlier than anticipated. Notice in such cases will be provided as soon as the teacher becomes aware of the need to retire. Payments to teachers who have received a waiver of notice under this Subparagraph will become due in the month of July in the second fiscal year following the date of their retirement.
  - f. The Sick Leave Buy Back will be paid in three equal installments over the next three years following the retirement.
- E. Employees will be provided access to the district's on-line absence management system (AESOP) as the means of tracking the balance of all accumulated sick leave granted under this agreement.

**ARTICLE XII**  
**SICK LEAVE BANK**

- A. Teachers may deposit one day of their sick leave allowance in the Sick Leave Bank each year. Teachers who have a protracted illness and who have used up the sick leave to which they are entitled may apply to draw on the bank. The operation of the bank and withdrawals therefrom shall be carried out in accordance with the following guidelines:
1. A Sick Leave Committee shall be established, composed of three (3) members of the North Reading Education Association and three (3) members representing the North Reading school administration. Requests for grants of sick leave bank time shall be made by a vote of Committee members. All approvals by the Committee require a minimum of four (4) votes in favor of granting the request. In the event of a tie vote, the Superintendent, who shall not serve as a member of the Committee, shall make a final approval or denial determination on all such requests. The decisions of the Committee and/or those of the Superintendent shall be final and binding and are not subject to the grievance procedure, arbitration, or appeal of any kind.
  2. All deposits must be made in writing no later than October 1 of each year.
  3. Only those teachers who deposit in the bank may be permitted to withdraw from the bank.
  4. All requests for withdrawal from the bank must be accompanied by the reason and must be approved by the Sick Leave Committee.
  5. No days may be withdrawn from the Sick Leave Bank for use for any reason except illness. Days may not be withdrawn to permit a teacher to stay at home for other members of the family.
  6. In the event of a new contract and/or an extension of the existing one, the balance of days in the Sick Leave Bank is to be carried over to succeeding contracts.
  7. Changes in the regulations or operation of the Sick Leave Bank may be made through collective bargaining between the Association and the School Committee.
  8. Teachers who receive time from the Sick Leave Bank will be paid while absent at their current salary.
  9. Whenever the number of days in the Sick Leave Bank falls below two hundred (200) days, the Sick Leave Committee will call for a contribution and each member of the Sick Leave Bank will contribute one (1) day to the Bank.
  10. Membership in the Sick Leave Bank will be voluntary. Day deposit forms will be provided and must be completed promptly by all those wishing to join. The benefits of immediate membership should be evident.
  11. Any teacher who is not a member of the Sick Leave Bank may not expect to receive any extended sick leave benefits from the School Committee if his/her number of accrued sick days has been exhausted.

## B. Sick Leave Committee Operating Procedures

To avoid misunderstandings and assure that the benefits of the Sick Leave Bank are administered in a manner that is fair and equitable to all parties the following procedures will be used:

1. The applicant will submit a request form for a grant from the Sick Leave Bank to the Sick Leave Committee.
2. The Chairperson of the Sick Leave Bank Committee will call a meeting when requests are made for grants of time.
3. Permanent minutes of meetings will be kept to provide record of requests and facts relating to cases.
4. Immediately following meetings, the applicant will receive the request form with the Committee's decision shown. If rejected, the reasons will be noted.
5. Following review and action by the Sick Leave Committee, copies of the request form will be disbursed as follows:

Copy 1 – To Business Office as authorization to pay, then to employee's personnel file as a permanent record

Copy 2 – To Sick Leave Bank Committee file

Copy 3 – To applicant after all signatures in place.

6. The School Administration will provide the Sick Leave Committee with sick leave historical data for any employee requesting sick leave grants.

## **ARTICLE XIII**

### **TEMPORARY LEAVES OF ABSENCE**

- A. Teachers will be entitled to the following temporary leaves of absence with pay each school year, with a maximum accumulation of five (5) days:

1. Teachers may request up to three (3) days each year for imperative legal business, household or family matters, including medical appointments, which could not be conducted effectively outside of school hours. A request for a temporary leave of absence shall be made to the teacher's school administrator through the on-line management system as early as possible, but not less than forty-eight (48) hours before the requested temporary leave of absence. In emergency situations where it is impossible to give notice in writing, requests will be given by telephone to the Principal and later reduced to writing. Requests for a temporary leave of absence shall not be unreasonably denied. The use of a temporary leave of absence to extend a holiday or vacation period is prohibited. Use of consecutive temporary leave of absence days shall not be permitted unless approved in advance by the Superintendent. This matter may however be represented through the grievance and arbitration procedure if the individual so elects.
2. Up to three (3) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature, if the request is initiated by the teachers.
3. Three (3) days for religious observance.

- B. Teachers will be entitled to up to five (5) days' time in the event of death or critical illness of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, sibling or other member of the immediate household. Teachers will be granted up to three (3) days at any time in the event of the death of a teacher's grandfather, grandmother, brother-in-law, sister-in-law, uncle, aunt, niece, nephew or cousin, unless said relative is a member of the immediate household in which event the teacher will be entitled to the aforesaid five (5) days.
- C. Teachers will be entitled to the following temporary leaves of absence with pay each school year, with the maximum accumulation of three (3) days.
  - 1. One (1) day off for not more than six (6) delegates to attend Massachusetts Teachers' Association and/or National Education Association conferences and conventions. Applications for these leaves will be made at least twenty-four (24) hours before taking such leave.
- D. Leaves taken pursuant to Section A. above will be in addition to any sick leave to which the teacher is entitled. No teacher will be required to arrange for his/her own substitute. When an application for such leaves as detailed above is made, the teacher will be required to state acceptable reasons for taking such a leave.
- E. Part time teachers will receive a pro rata allotment of leave under this Article. Such leave will be applied to absences based on the amount of time the teacher was scheduled to work on the day of the absence.

## **ARTICLE XIV**

### **EXTENDED LEAVES OF ABSENCE**

- A. The Committee agrees that not more than two (2) TPS teachers designated by the Association will, upon request, be granted a leave of absence for up to two (2) years without pay for the purpose of engaging in Associations (state or national) activities. Upon return from such leave, a teacher will be considered as if he/she were actively employed by the Committee during the leave and will receive the appropriate increment(s), based on past performance as though such teacher had not been on leave.
- B. A leave of absence without pay of up to two (2) years will be granted to any TPS teacher who joins the Peace Corps or serves as an exchange teacher, and is a full-time participant in either of such programs. Upon return from such leave, a teacher will be considered as if she/he were actively employed by the Committee during the leave and will be placed on the appropriate increment, based on past performance as though such teacher had not been on leave.
- C. Military leave will be granted any teacher who enlists in any branch of the armed forces of the United States. Upon return from such leave, a teacher will be placed on the appropriate increment, based upon past performance, as though such teacher had not been on leave.
- D. A leave of absence without pay or increment of up to two (2) years will be granted to any TPS teacher for childrearing needs.
- E. A leave of absence without pay or increment of up to one (1) year will be granted to any TPS teacher for the purpose of caring for a sick member of the teacher's immediate family. Additional leave may be granted at the discretion of the Committee.
- F. After five (5) years of continuous employment in the North Reading School System, a teacher may be granted a leave of absence, without pay or increment, for up to one (1) year for health reasons. Requests for such leave will be supported by appropriate medical evidence. Any teacher who is on personal illness

leave, with compensation under the Sick Leave Article, and whose illness extends beyond the period compensated will be granted leave of absence without pay for such time as is necessary for complete recovery from such illness, for up to one (1) year.

- G. Other leaves of absence without pay may be granted by the Committee.
- H. All benefits to which a teacher was entitled by the time his/her leave of absence commenced, including unused accumulated sick leave, will be restored to him/her upon his/her return, and he/she will be assigned to the same position which he/she held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.
- I. All requests for extensions or renewals of leave will be applied for in writing, and if granted, granted in writing.
- J. A teacher who has been granted an extended leave of absence and who desires to return to employment in North Reading must so notify the Superintendent of Schools in writing by February 1 of the school year in which the leave ends. Failure to comply with this section shall release the School Committee of any obligation connected with the granting of the leave of absence.
- K. Any leaves taken under this Agreement under circumstances which would qualify for leave under the Family and Medical Leave Act will run concurrently and will be counted toward the twelve (12) weeks available under the FMLA. An employee's available and applicable paid leave (e.g., sick leave) may be substituted for unpaid FMLA Leave at the discretion of the employee, provided such paid leave is generally available in the circumstances of the leave.
- L. A joint subcommittee of four members of the administration and four members of the North Reading Education Association will convene to work on reviewing and making recommendations to changes to article XIV: Extended Leaves of Absence and other applicable Articles. Said joint subcommittee will convene on or around October 1, 2018 and report on findings by October 1, 2019 in order to inform a successor contract.

## **ARTICLE XV**

### **SABBATICAL LEAVE**

- A. Any teacher who has served in the North Reading Public Schools for a period of seven (7) consecutive years may request of the School Committee a sabbatical leave for a period not to exceed one (1) school year. A sabbatical leave for a period of less than one (1) year will also be considered.
- B. Requests for sabbatical leave must be filed in writing with the Superintendent no later than December 31 of the year preceding the one in which the leave will be taken.
- C. In determining which applications for sabbatical leave will take priority, consideration will be given to: (1) the value of the leave to the school system, (2) the seniority and service of the applicant, (3) the equitable distribution of leaves throughout the system. Ordinarily, no more than one percent of the staff will be eligible for leave during the same school year.
- D. A teacher on sabbatical leave will be paid at three-quarters (3/4) of his/her current annual salary contract rate provided that such pay when added to any program grant shall not exceed the teacher's full annual salary rate. The teacher's full annual salary rate shall include the base salary, but not extracurricular or coaching differentials.

- E. A teacher on sabbatical leave shall agree in writing to return to employment in North Reading for a period equal to twice the length of the leave unless released from this commitment by the School Committee. In the event of default, the teacher will return to the Town an amount equal to the proportion of the salary received by him/her on leave.

## **ARTICLE XVI**

### **SUBSTITUTE TEACHERS**

- A. The School Department will make reasonable efforts to secure qualified personnel who have met the state licensure requirements to serve as replacements for teachers and nurses.

## **ARTICLE XVII**

### **INSURANCE AND ANNUITY PLAN**

- A. Employees shall be eligible for a \$5,000 term life insurance policy and health insurance provided by the Town of North Reading under such conditions as the Town may, from time to time, establish. The current insurance plan is documented in a Memorandum of Agreement between the Town and the Association. Any and all changes in the insurance plan are subject to negotiation with the NREA.
- B. Teachers will be able and eligible to participate in a "tax sheltered" annuity plan established pursuant to United States Public Law No. 87-370. Teachers will have the opportunity to initiate a change in their annuity on two specific dates each year. The specific dates will be agreed upon by the Association and the Committee.

## **ARTICLE XVIII**

### **CLASS SIZE AND COMPOSITION**

- A. The parties to this contract accept the following goals as desirable whenever feasible under the circumstances (e.g., availability of staff and facilities) in both elementary schools (including kindergarten) and secondary schools:
  - 1. No regular class shall have more than thirty (30) students.
  - 2. The composition and size of special education classes shall be in accordance with applicable state and federal mandates and regulations.
  - 3. Classes containing concentration of disadvantaged students shall be reduced in size as rapidly as practicable to a number which permits optimum learning opportunities for such students.
  - 4. When teachers are assigned to co-taught classes, the following should be part of the process:
    - a. Volunteers should be sought first before any teacher is assigned.
    - b. Teachers will have a dedicated work space.
    - c. Whenever feasible and to the extent possible, special education teachers and regular education teachers will have common planning time when assigned as co-teachers.
  - 5. The School Committee will make every reasonable effort, as is practicable, to observe the

recommendation of the Commonwealth of Massachusetts Department of Health and Human Services regarding school nurse/student ratios.

- B. The foregoing standards are subject to modification for educational purposes such as the avoidance of split-grade classes or half-classes or specialized or experimental instruction (e.g., music, team-teaching, typing classes, and physical education).

## **ARTICLE XIX**

### **SALARIES**

- A. The salaries and differentials are set forth in Appendix "A", which is attached to and made a part of this Agreement. Teachers may be given credit for prior experience for placement on the salary schedule at the discretion of the Superintendent.
- B. Teachers shall be paid the difference between their base teaching salary and their base military pay for all days when the teacher is assigned to temporary military training duty.
- C. Teachers shall be paid the difference between their base teaching salary and any fees received as a result of the teacher being assigned to jury duty.
- D. Full-time teachers who accept extra class period assignments on a temporary basis at the secondary level will be paid at a pro-rated amount of eighteen percent (18%) of their salary for each class taught, unless the teacher is teaching under a contract which establishes a percentage basis of salary and workload.

## **ARTICLE XX**

### **PROTECTION**

- A. Teachers will immediately report all cases of abusive conduct and/or torts suffered by them in connection with their employment to the Superintendent of Schools in writing.
- B. Such report(s) will be forwarded to the Committee or its designee who will comply with any reasonable request, within statutory limitations, from the teacher for information in its possession relating to the incident(s) or the persons involved, and will act in appropriate ways as liaison between the teacher, the police and the courts.

## **ARTICLE XXI**

### **PERSONAL INJURY BENEFITS**

- A. Whenever a teacher is absent from school as a result of personal injury caused by an assault or accident occurring in the course of his/her employment, he/she will be paid his/her full salary (less the amount of any workmen's compensation award made for temporary disability due to said injury) for the period of up to one year and no part shall be deducted from accumulated sick leave.
- B. Nothing in this Article is to be construed as limiting or waiving any personal rights of the teacher to seek redress in the courts for damages to person or property.

## ARTICLE XXII

### TEACHING HOURS AND TEACHING LOAD

- A.
  1. Starting and dismissal times of students are subject to modification by the Committee, provided, however, that no such modification will increase the length of the teacher's workday unless negotiated.
  2. Certified personnel other than classroom teachers will work at their assigned tasks for at least the length of the regular teacher's workday. It is recognized, however, that the proper performance of their duties may, on occasion, require these persons to work longer than the normal working day. The exact daily schedule will be worked out on an individual basis.
  3. The professional work day for Elementary teachers and nurses will be six (6) hours and forty-five (45) minutes and/or not to exceed thirty-three hours and forty-five minutes (33.45) per week. Students will not be admitted into classrooms more than ten (10) minutes before the official school starting time for students.
  4. The professional work day for Middle School teachers and nurses will be seven (7) hours. Students will not be admitted into classrooms more than ten (10) minutes before the official school starting time for students.
  5. The professional work day for High School teachers and nurses will be seven (7) hours including one half hour after the official ending time of the student day for the purpose of providing extra help.
- B.
  1. The work year of teachers (other than new personnel who may be required to attend additional orientation sessions) will begin no earlier than September 1 and terminate no later than June 30. The professional work year will consist of 183 days. The "work year" will include days when students are in attendance, orientation days at the beginning of the school year, conference days, and any other days on which teacher attendance is required. The schedule of class days will not exceed five (5) days beyond that required by State Law.
  2. The Committee agrees to consult with the Association before establishing the school calendar.
- C.
  1. Teachers may be required to remain after the end of the professional work day without additional compensation for up to one (1) hour to attend the following staff meetings: building meetings, curriculum meetings, department meetings, special needs meetings or other building or general meetings authorized by the Superintendent of Schools or his/her designee. Said meetings shall not exceed twenty (20) per school year. All meetings shall start no later than fifteen (15) minutes after the end of the professional work day, provided that a substantive majority of the teachers are present. Said meeting shall not exceed one (1) hour in length. Every effort shall be made to schedule meetings at a time convenient for all participants and normally advance notice of 48 hours will be given.
  2. Teachers may be required to attend up to four (4) evening Parent-Teacher meetings each year unless excused by the Principal for good cause.
  3. The Association and the Committee recognize the value of the conference report card system at the elementary level. Therefore, in order to provide optimum time for parental conferences and to maintain quality education in the classroom, the elementary schools will end their day at

approximately 12:00 noon on those days when afternoon or evening report card conferences are scheduled.

- D.
  1. Middle and High School teachers will have at least one preparation period per day.
  2. Secondary teachers will not be required to teach more than two (2) subjects nor more than a total of three (3) teaching preparations within said subjects at any one time.
  3. Secondary teachers will not be required to teach more than twenty-five (25) periods per week in a traditional schedule or more than twenty-five (25) blocks per two-week cycle in a macro-schedule with the following exceptions:
    - a. Middle School General Arts Teachers will not be required to teach more than thirty (30) General Arts periods per week in a traditional schedule.
    - b. Middle and High School Special Education teachers will not be assigned more than thirty (30) periods per week in a traditional schedule nor more than thirty (30) blocks per two-week cycle in a macro-schedule.
- E.
  1. Elementary teachers will be guaranteed thirty (30) consecutive minutes per day of preparation time.
  2. Preparation time for elementary teachers will be distributed equitably.
  3. Every effort will be made to balance preparation time at the elementary and secondary levels.
- F. Exceptions to the provisions of Sections D and E above, requested by the Superintendent, may be made only if the Superintendent of Schools (or his/her designee) determines that it is necessary to do so in the best interests of the educational process. The Superintendent will consult with the Association in each case where an exception is necessary and no assignment will be made without the consent of the Association President.
- G. Teacher participation in those positions labeled as differentials, extracurricular, and/or coaching activities will be strictly voluntary and teachers will be compensated for all such participation in accordance with the provisions of the salary schedule.
- H. Teachers will be required, as a condition of employment, to participate in the mentoring and induction program during the first three years of employment in North Reading. In year one only, teachers will be assigned a formal mentor; the program for years two and three will be facilitated by the Superintendent or his/her designee(s). The first cohort of teachers for which the three-year mentoring and induction program is required will be the teachers who begin employment in the North Reading Public Schools for the 2018-2019 school year
- I. Nurses shall not be required to schedule their substitute coverage.
- J. A subcommittee will be formed, consisting of four (4) members of the Association and four (4) members of the Administration to evaluate the current Curriculum Leadership model and make recommendations for changes to the Administration for consideration. Said subcommittee will convene on or around October 1, 2018 and conclude their work on or around May 1, 2019.

## **ARTICLE XXIII**

### **USE OF SCHOOL FACILITIES**

- A. 1. The Association will have the right to use the school buildings without cost at reasonable times for meetings. The principal of the building in question will be notified in advance of the time and place of such meetings.
- 2. The Association will have the right to use a gymnasium and other athletic facilities and equipment without cost one (1) evening each week. The schedule and other related matters will be arranged in advance with the Superintendent of Schools or his/her designee.
- 3. The Association may use school mailboxes for distribution of Association material.
- 4. The President of the Association or his/her designee may address all teachers during orientation at a time mutually agreeable to the Superintendent and the President of the Association.
- 5. The Committee shall provide the Association with an agreed upon number of copies of the agenda and approved minutes of all School Committee meetings held in open session.
- 6. The Committee shall provide the Association with the name and address of all teachers at the beginning of the School year (by building). The Association shall provide the Committee with the names of teachers who belong to the Association at the beginning of the school year.
- B. There will be available space on one (1) bulletin board in each school building which will be placed in the faculty lounge, for the purpose of displaying notices, circulars, and other Association material. Copies of all such material will be given to the building principal, but his/her advance approval will not be required.
- C. Teachers will not be permitted to use school premises to engage in private employment or business activity except under the terms and conditions of the North Reading School Department Facilities Use policy.

## **ARTICLE XXIV**

### **GENERAL**

- A. There will be no reprisals of any kind taken against any teacher by reason of his/her membership in the Association or participation in its activities.
- B. If negotiation meetings between the Committee and the Association are scheduled during the school day, the representatives of the Association will be relieved from all regular duties without loss of pay as necessary in order to permit their participation in such meetings. When it is necessary, pursuant to Article V (Grievance Procedure) for a School Representative, member of the Grievance Committee or other representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during a school day, he/she will, upon notice to his/her principal or immediate superior and to the Superintendent by the Chairman of the Grievance Committee, be released without loss of pay as necessary in order to permit participation in the foregoing activities. Any teacher whose appearance in such investigations, meetings or hearings as a witness is necessary will be accorded the same right. The Association agrees that these rights will not be abused.

- C. The Committee agrees to deduct from the teachers' salaries money for NEA and/or MTA services and programs to be selected by the Association and as said teachers individually and voluntarily authorize the Committee to deduct and to transmit the monies promptly to such Association or Associations. The procedures governing notification to the Committee, the frequency and manner of deduction, revocation or authorization, and the like will be similar to those set forth in Article IV regarding dues deduction, to the extent that these procedures are appropriate. It is expressly understood that any deductions which a teacher may authorize the Committee to take from his/her earnings will be deducted in equal installments, as agreed upon, from each paycheck or alternate received by said teacher during the year.
- D. Teachers will be entitled to full rights of citizenship. No religious or political activities of any teacher or the lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such teacher.
- E. The Committee will, upon written request of the Association, provide the Association with any public documents pertaining to school affairs which will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with any available information which may be necessary for the Association to process grievances under this Agreement.
- F. The President of the NREA shall be relieved of all non-teaching duties.
- G. Teachers who are required by the Superintendent or his/her designee to attend workshops, classes, seminars or clinics will be reimbursed for reasonable and necessary expenses.

## **ARTICLE XXV**

### **EDUCATOR EVALUATION**

- A. All monitoring or observation of the work performance of a teacher will be conducted openly and with the full knowledge of the teacher. Teachers will be given a copy of any evaluation report prepared by their principals or supervising administrators.
- B.
  - 1. Teachers will have the right, upon request, to review the contents of their personnel file. A teacher will be entitled to have a representative of the Association accompany him/her during such review.
  - 2. No material derogatory to a teacher's conduct, service, character or personality will be placed in his/her personnel file unless the teacher has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher will also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent, and signed and attached to the file copy.
- C. Any written or oral complaints regarding a teacher made to any member of the administration by any parent, student, or other person will be promptly called to the attention of the teacher.
- D. The Association recognizes the authority and responsibility of the principal for disciplining or reprimanding a teacher for delinquency of professional performance. If a teacher is to be disciplined or reprimanded by a member of the administration above the level of the principal, however, he/she will be entitled to have a representative of the Association present. The teacher may at any stage of the interview ask the Association representative to leave.

- E. No teacher will be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. This provision shall have no application to the dismissal or non-renewal of a teacher without professional status.
- F. All teachers without professional teacher status shall have a conference with one or more persons charged with the responsibility of evaluation on or before December 1.
- G. Formal observations and evaluations will be conducted in accordance with the established provisions of the piloted Educator Evaluation Model
- H. All provisions of the Educator Evaluation Framework as provided for by law and by the regulations set forth by the Massachusetts Department of Elementary and Secondary Education will be recognized by all parties. The language herein will serve to guide the process under which North Reading Educators will be evaluated during the period covered by the Collective Bargaining Agreement.

The established subcommittee of administration and teachers will continue to meet to maintain communication so as to further the effective implementation of the Massachusetts Educator Evaluation model.

- I. A collaborative effort to further develop the parties’ approach to matters related to the Educator Evaluation Model will continue through the efforts of the established Educator Evaluation Subcommittee. The Subcommittee will continue to work towards a North Reading-specific implementation that respects all related laws of the Commonwealth of Massachusetts and the Massachusetts Department of Elementary and Secondary Education and the specific and unique needs of the North Reading Schools. The parties agree to reconvene the Educator Evaluation Subcommittee in October 2018 for the expressed purpose as noted herein.
- J. Detailed information regarding Educator Evaluation, including all forms and relevant dates related to educator evaluation, can be found on the district website for the North Reading Public Schools under “Staff Resources” and under “District Administration.”

## **ARTICLE XXVI**

### **MUNICIPAL HEALTH INSURANCE**

- A. Health Insurance offered under the Town plan is available to school employees who qualify. Participation is optional. The Town currently pays 70% of the base plan.

## **ARTICLE XXVII**

### **AGENT'S FEE**

- A. A stipend in the amount of 5% or \$500 (whichever is smaller) will be given to a writer of a project funded by federal, state or private funds, not including those normally received by the Committee from such sources provided that:
  1. The project has been approved by the Superintendent of Schools.
  2. The project is pursued and written outside of the school hours/day.

3. Such administrative fee is not prohibited by the funding agency.

**ARTICLE XXVIII**

**DURATION**

- A. This Contract shall remain in effect from July 1, 2018, through June 30, 2021.
- B. The expense of printing this Agreement will be shared equally by both parties.
- C. IN WITNESS WHEREOF the parties to this Contract have caused these presents to be executed by their agents hereunto duly authorized as of the date first above written.

NORTH READING SCHOOL COMMITTEE

By \_\_\_\_\_ /s/ Janene Imbriano \_\_\_\_\_  
Chairperson

NORTH READING EDUCATION ASSOCIATION

By \_\_\_\_\_ /s/ Peter Kane \_\_\_\_\_  
President

## APPENDIX A – SALARIES

### Teachers and Nurses

**FY19**  
**July 1, 2018**  
**2%**

<b>Step</b>	<b>B</b>	<b>B15</b>	<b>B30</b>	<b>M</b>	<b>M15</b>	<b>M30</b>	<b>M45</b>	<b>M60</b>	<b>D</b>
<b>Step 1</b>	45,308	45,903	48,582	50,800	51,396	51,694	52,288	54,074	56,740
<b>Step 2</b>	47,962	48,558	51,236	53,642	54,236	54,534	55,129	56,915	59,624
<b>Step 3</b>	50,616	51,211	53,891	56,477	57,072	57,370	57,966	59,751	62,504
<b>Step 4</b>	53,273	53,868	56,547	59,315	59,911	60,208	60,803	62,588	65,409
<b>Step 5</b>	55,930	56,524	59,204	62,155	62,750	63,048	63,643	65,429	68,268
<b>Step 6</b>	58,583	59,178	61,857	64,994	65,589	65,887	66,482	68,268	71,148
<b>Step 7</b>	61,239	61,833	64,512	67,832	68,427	68,725	69,319	71,105	74,034
<b>Step 8</b>	63,892	64,488	67,168	70,672	71,266	71,565	72,161	73,946	76,915
<b>Step 9</b>	66,551	67,146	69,825	73,510	74,106	74,404	75,000	76,785	79,799
<b>Step 10</b>	70,624	71,218	73,897	77,760	78,355	78,654	79,249	81,035	84,092
<b>Step 11</b>	73,067	73,661	76,340	80,396	80,992	81,289	81,885	83,671	86,774
<b>Step 12</b>	75,509	76,103	78,783	83,032	83,628	83,924	84,519	86,305	89,457

**FY20**  
**July 1, 2019**  
**2.5%**

<b>Step</b>	<b>B</b>	<b>B15</b>	<b>B30</b>	<b>M</b>	<b>M15</b>	<b>M30</b>	<b>M45</b>	<b>M60</b>	<b>D</b>
<b>Step 1</b>	46,441	47,051	49,797	52,070	52,681	52,986	53,595	55,426	58,159
<b>Step 2</b>	49,161	49,772	52,517	54,983	55,592	55,897	56,507	58,338	61,115
<b>Step 3</b>	51,881	52,491	55,238	57,889	58,499	58,804	59,415	61,245	64,067
<b>Step 4</b>	54,605	55,215	57,961	60,798	61,409	61,713	62,323	64,153	67,044
<b>Step 5</b>	57,328	57,937	60,684	63,709	64,319	64,624	65,234	67,065	69,975
<b>Step 6</b>	60,048	60,657	63,403	66,619	67,229	67,534	68,144	69,975	72,927
<b>Step 7</b>	62,770	63,379	66,125	69,528	70,138	70,443	71,052	72,883	75,885
<b>Step 8</b>	65,489	66,100	68,847	72,439	73,048	73,354	73,965	75,795	78,838
<b>Step 9</b>	68,215	68,825	71,571	75,348	75,959	76,264	76,875	78,705	81,794
<b>Step 10</b>	72,390	72,998	75,744	79,704	80,314	80,620	81,230	83,061	86,194
<b>Step 11</b>	74,894	75,503	78,249	82,406	83,017	83,321	83,932	85,763	88,943
<b>Step 12</b>	77,397	78,006	80,753	85,108	85,719	86,022	86,632	88,463	91,693

**FY21**  
**July 1, 2020**  
**3%**

<b>Step</b>	<b>B</b>	<b>B15</b>	<b>B30</b>	<b>M</b>	<b>M15</b>	<b>M30</b>	<b>M45</b>	<b>M60</b>	<b>D</b>
<b>Step 1</b>	47,834	48,463	51,291	53,632	54,261	54,576	55,203	57,089	59,904
<b>Step 2</b>	50,636	51,265	54,093	56,632	57,260	57,574	58,202	60,088	62,948
<b>Step 3</b>	53,437	54,066	56,895	59,626	60,254	60,568	61,197	63,082	65,989
<b>Step 4</b>	56,243	56,871	59,700	62,622	63,251	63,564	64,193	66,078	69,055
<b>Step 5</b>	59,048	59,675	62,505	65,620	66,249	66,563	67,191	69,077	72,074
<b>Step 6</b>	61,849	62,477	65,305	68,618	69,246	69,560	70,188	72,074	75,115
<b>Step 7</b>	64,653	65,280	68,109	71,614	72,242	72,556	73,184	75,069	78,162
<b>Step 8</b>	67,454	68,083	70,912	74,612	75,239	75,555	76,184	78,069	81,203
<b>Step 9</b>	70,261	70,890	73,718	77,608	78,238	78,552	79,181	81,066	84,248
<b>Step 10</b>	74,562	75,188	78,016	82,095	82,723	83,039	83,667	85,553	88,780
<b>Step 11</b>	77,141	77,768	80,596	84,878	85,508	85,821	86,450	88,336	91,611
<b>Step 12</b>	79,719	80,346	83,176	87,661	88,291	88,603	89,231	91,117	94,444

**GRADUATE/IN-SERVICE CREDITS**

- A. Effective July 1, 2015 all North Reading credits awarded prior to this date will follow the formula of one (1) North Reading credit to equal one (1) graduate credit and will be used for placement on the new salary schedule. Any credits earned after June 30, 2015, including those that have been pre-approved as North Reading credits, will be approved only for the award of Professional Development points (PDP's).
- B. A graduate course credit is defined as that which meets the traditional definition established at an accredited college or university and not a “graduate-level” or “salary progression and recertification” credit. The spirit of the definition observed is that the graduate course credit is earned either on-line or through a course that requires a physical presence of the educator at an academic institution over a sustained period of time such as an academic semester. Further, a graduate course credit is one that is transferable into a recognized graduate/post-baccalaureate program.
- C. In addition to graduate credits, in-service credits may be awarded for specific North Reading courses and programs at the discretion of the Superintendent or his designee according to the following formula: twelve hours equals one (1) in-service credit; twenty-four hours equals two (2) in-service credits; thirty-six hours equals three in-service (3) credits;
- D. No more than twenty-four (24) in-service credits in total, and no more than six (6) in-service credits per lane, can be used toward lane advancements on the salary schedule during an educator’s tenure in the North Reading Public Schools;
- E. All courses eligible for credit award must be pre-approved by the Superintendent or his designee;
- F. Any intention to advance a lane on the salary schedule must be provided in writing to the Superintendent by February 1<sup>st</sup> in the year prior to the school year in which the advancement would take effect;

- G. Evidence of credits for graduate courses taken and completed by September 1<sup>st</sup> must be submitted no later than October 1<sup>st</sup> in order to be eligible for such compensation. Upon satisfactory submission of all course paperwork and transcripts the educator will be advanced the appropriate lane movement retroactive to September 1<sup>st</sup> provided that the February 1<sup>st</sup> deadline noted above has been met.

## **TUITION REIMBURSEMENT**

- A. To be implemented beginning on July 1, 2016;
- B. Educators can submit for reimbursement of up to \$500 per course or C.E.U. bearing workshop prior to taking the course or C.E.U. bearing workshop;
- C. Educators must receive a grade of “B” or better in the course when a grade is applicable;
- D. The district will reserve \$15,000 annually to be distributed three times during the year for the purpose of reimbursement for graduate credit and/or C.E.U.s (\$6,000/\$4,500/\$4,500);
- E. Monies not encumbered in each of the summer/fall/spring periods will roll over into the next trimester. For example, \$500 remaining in the fall will be eligible for the spring. Monies not encumbered in the spring will first be used to reimburse eligible employees and then for other professional development expenses at the discretion of the Superintendent or his designee. There is no roll over from year to year. All payments will be made at two times during the year, November and March.
- F. Prior to each summer/fall/spring, the district will hold a lottery for reimbursement. Entries will be weighted to that those who have not previously received reimbursement will have an increased opportunity to receive reimbursement;
- G. All eligible courses or C.E.U. bearing workshops must be approved through the My Learning Plan program (or equivalent).
- H. Priority for reimbursement (for coursework or testing) shall be given first to those teachers for whom the SEI endorsement is required.
- I. Detailed information regarding Tuition Reimbursement can be found on the district website for the North Reading Public Schools under “Staff Resources” and under “District Administration.”

## **DIFFERENTIAL, EXTRACURRICULAR, AND COACHING STIPENDS**

Differential, Extracurricular, and Coaching positions are educational in nature and integral to the mission of the North Reading School System to educate North Reading students. A teacher who has unusual authority and responsibility over an activity may receive additional compensation while carrying out that responsibility. When a new Differential, Extracurricular or Coaching position is created, the Association and the Committee agree to negotiate an appropriate annual stipend.

## DIFFERENTIALS

	FY19 (2%)	FY20 (2.5%)	FY21 (3%)
	July 1, 2018	July 1, 2019	July 1, 2020
<b>Curriculum Specialists:</b>			
ELA & Literacy/Social Science (K-2)	3,506	3,594	3,702
ELA & Literacy/Social Science (K-3)	3,506	3,594	3,702
Elementary Mathematics	3,506	3,594	3,702
Elementary Science/Tech Engineering	3,506	3,594	3,702
Middle School English Language Arts	3,506	3,594	3,702
Middle School Mathematics	3,506	3,594	3,702
Middle School Science/Tech Engineering	3,506	3,594	3,702
Middle School History & Social Science	3,506	3,594	3,702
High School English Language Arts	3,506	3,594	3,702
High School Mathematics	3,506	3,594	3,702
High School Science/Tech Engineering	3,506	3,594	3,702
High School History & Social Science	3,506	3,594	3,702
High School Entrepreneurship Program Leader	1,286	1,318	1,358
<b>Curriculum Coordinators:</b>			
K-12 Foreign Language	3,506	3,594	3,702
K-12 Health/Wellness	3,506	3,594	3,702
K-12 Performing Arts	3,506	3,594	3,702
K-12 Visual Arts	3,506	3,594	3,702
<b>Student Management Support:</b>			
Elementary Principal Designee	3,214	3,294	3,393
Elementary SPED Student Support Specialist	3,214	3,294	3,393
Middle School SPED Student Support Specialist	3,214	3,294	3,393
Middle School Team Leader	1,169	1,198	1,234
High School SPED Student Support Specialist	3,214	3,294	3,393
Lead Nurse	3,214	3,294	3,393
Middle School MTSS Leader	1,169	1,198	1,234
School Data Leader (5)	1,169	1,198	1,234
<b>Induction Program:</b>			
Mentor Coordinator (3)	2,046	2,097	2,160
Mentor	1,367	1,401	1,443
<b>Other:</b>			
Middle/High School Library/Media Monitor	1,224	1,255	1,293

## EXTRACURRICULAR ACTIVITIES

All extracurricular activities will be compensated in accordance with the following schedule. The fact that an activity appears on the schedule does not mean that it will be funded.

<b>District:</b>		<b>FY19 (2%)</b>	<b>FY20 (2.5%)</b>	<b>FY21 (3%)</b>
<b>Band/Chorus Stipends:</b>	<b>Category</b>	<b>July 1, 2018</b>	<b>July 1, 2019</b>	<b>July 1, 2020</b>
Elementary Chorus Director (3)	N/A	1,100	1,128	1,156
Elementary Band Director (3)	N/A	1,100	1,128	1,156
Middle School Chorus Director	N/A	1,100	1,128	1,156
Middle School Band Director	N/A	1,100	1,128	1,156
High School Chorus Director	N/A	1,100	1,128	1,156
High School Band Director	N/A	1,100	1,128	1,156

<b>Middle School:</b>		<b>FY19 (2%)</b>	<b>FY20 (2.5%)</b>	<b>FY21 (3%)</b>
<b>Club Name</b>	<b>Category</b>	<b>July 1, 2018</b>	<b>July 1, 2019</b>	<b>July 1, 2020</b>
Homework Club Advisor	2	2,200	2,255	2,323
Science Club Advisor (Eco-Club)	2	2,200	2,255	2,323
Washington DC Trip Advisor	2	2,200	2,255	2,323
Art Club Advisor	3	1,450	1,486	1,531
Book Club Advisor	3	1,450	1,486	1,531
Computer Science Club Advisor	3	1,450	1,486	1,531
Debate Club Advisor	3	1,450	1,486	1,531
Digital Publishing Club Advisor	3	1,450	1,486	1,531
Early Act Club Advisor	3	1,450	1,486	1,531
French Club Advisor	3	1,450	1,486	1,531
Geography Club Advisor	3	1,450	1,486	1,531
Memory Book Advisor	3	1,450	1,486	1,531
Peer Leaders Advisor	3	1,450	1,486	1,531
Robotics Club Advisor	3	1,450	1,486	1,531
Student Council Advisor	3	1,450	1,486	1,531
Video Production Club Advisor	3	1,450	1,486	1,531
World Affairs Club Advisor	3	1,450	1,486	1,531
Writing Club Advisor	3	1,450	1,486	1,531
Spanish Club Advisor	3	1,450	1,486	1,531
Mock Trial Advisor	4	700	718	740

<b>High School:</b>		<b>FY19 (2%)</b>	<b>FY20 (2.5%)</b>	<b>FY21 (3%)</b>
<b>Club Name</b>	<b>Category</b>	<b>July 1, 2018</b>	<b>July 1, 2019</b>	<b>July 1, 2020</b>
International Travel Club Advisor	1	2,950	3,024	3,115
Student Council Advisor	1	2,950	3,024	3,115
Academic Decathlon Advisor	2	2,200	2,255	2,323
Adventure Club Advisor	2	2,200	2,255	2,323
Junior Class Advisor	2	2,200	2,255	2,323
Marching Band Director	2	2,200	2,255	2,323
Mock Trial Advisor	2	2,200	2,255	2,323
Model United Nations Club Advisor	2	2,200	2,255	2,323
Senior Class Advisor	2	2,200	2,255	2,323
Ultimate Frisbee Club Advisor	2	2,200	2,255	2,323
Yearbook Advisor	2	2,200	2,255	2,323
Art Club Advisor	3	1,450	1,486	1,531
Book Discussion Club Advisor	3	1,450	1,486	1,531
Dance Club Advisor	3	1,450	1,486	1,531
Environmental Club (Eco-Team) Advisor	3	1,450	1,486	1,531
Interact Club Advisor	3	1,450	1,486	1,531
Literary Magazine Advisor (Popsicle)	3	1,450	1,486	1,531
Masquers Club Advisor	3	1,450	1,486	1,531
National Honor Society Advisor	3	1,450	1,486	1,531
Newspaper Advisor (Deliberator)	3	1,450	1,486	1,531
Photography Club Advisor	3	1,450	1,486	1,531
S.A.D.D. Chapter Advisor	3	1,450	1,486	1,531
Sophomore Class Advisor	3	1,450	1,486	1,531
Student Leadership Academy & Mentoring Advisor	3	1,450	1,486	1,531
World of Science Club Advisor	3	1,450	1,486	1,531
American Red Cross Club Advisor	4	700	718	740
Chess Club Advisor	4	700	718	740
Debate Club Advisor	4	700	718	740
Freshman Class Advisor	4	700	718	740
Future Business Leaders of America Advisor	4	700	718	740
Gay Straight Alliance Club Advisor	4	700	718	740
International Club Advisor	4	700	718	740
Samantha's Harvest Club Advisor	4	700	718	740
Students Ending Alzheimer's Disease Advisor	4	700	718	740

**EXTRACURRICULAR STIPENDS**

Category	Hours (prep and meetings)	FY19	FY20	FY21
		July 1, 2018	July 1, 2019	July 1, 2020
Category 1	These extracurricular clubs comprise more than 60 hours of preparation and meeting time total during the school year; all or the majority of these hours take place outside of teacher contract hours AND/OR these extracurricular clubs meet the criteria for Level 2 or 3 AND, in addition, include significant weekend/overnight/travel commitments	2,950	3,024	3,115
Category 2	These extracurricular clubs comprise more than 30 hours of preparation and meeting time total during the school year; all or the majority of these hours take place outside of teacher contract hours AND/OR these extracurricular clubs meet the criteria for Level 3 AND, in addition, include evening/weekend/overnight commitments	2,200	2,255	2,323
Category 3	These extracurricular clubs comprise up to 30 hours of preparation and meeting time total during the school year; all or the majority of these hours take place outside of teacher contract hours	1,450	1,486	1,531
Category 4	These extracurricular clubs meet exclusively during teacher contract hours (stipend to compensate prep time) OR are pilot extracurricular clubs in their second year	700	718	740
Pilot Year 1	Pilot extracurricular clubs in their first year	500	500	500
Pilot Year 2	Pilot extracurricular clubs in their second year	700	700	700

**Extracurricular Activity Proposal Procedure  
for New Clubs or Activities or  
Existing Clubs or Activities Proposing a New Category**

- Prior to May 1st of the school year preceding the school year of the pilot for the club/activity the Advisor will present the proposal form for the new or continuing club/activity to the building Principal. The form should be completed in its entirety and include a thorough description of the club, its purpose, and all planned activities.
- Proposals may also be submitted throughout the school year if initiated by the Principal.
- Recommendations may also be made to move up or down between the categories by either the Advisor or the Principal.
- The Principal will review the proposal and decide if the club/activity will be presented to the Superintendent and School Committee for approval. The proposal can be revised if initially rejected by Principal.
- If approved, the club/activity will be given pilot status for two years and the stipend will be \$500 for year one and \$700 for year two of the pilot.
- Clubs that do not run for three consecutive years will be deemed “inactive.”
- Inactive clubs may resume after a one year pilot if approved by the Principal. Inactive clubs must be substantially the same club/activity when they resume as when piloted.
- Existing clubs seeking a new category will collect data for one year with no additional stipend until the Principal and Superintendent review the data at the end of that school year.
- The Advisor will present accurate records of attendance, participation, meeting times and durations, additional time for the advisor, and other relevant information to help determine whether the club/activity should continue in year two of the pilot and then as an active club/activity at an assigned category.
- If the club/activity meets all requirements in both of the two pilot years, the club and the data presented corresponds with the proposed Category, it will be added to the permanent extracurricular activities at the Category agreed upon during the pilot process.
- The form below should be used to apply for a change in a club/activity category or to propose a new club/activity.

### Extracurricular Activity Proposal/Change Form

Club/Activity Name:	Advisor Name:	
Pilot Status: ___ Year 1 ___ Year 2 Existing Club Category _____	Date Submitted:	
Proposed Category:	Dates of Pilot:	
Proposed # of Meetings/Events:	Proposed Meeting Dates:	
Club Description: (Attach additional sheets if necessary.)		
Student Sponsor: (if applicable)	Are signatures attached (Y1 only)? ___ Y ___ N	Is attendance attached (Y2 only)? ___ Y ___ N
Does this club/activity require/include:		
Overnight trips? ___ Y ___ N	Performance or competition? ___ Y ___ N	Weekend participation? ___ Y ___ N
# of trips _____	# of competitions _____	# of weekends _____
Approved by (Principal) _____		Date: _____
Approved by (Superintendent) _____		Date: _____
<p>At the conclusion of the pilot the advisor will provide all of the relevant data for this club/activity to the Principal for Category placement. This includes but is not limited to the following:</p> <ul style="list-style-type: none"> <li>Attendance and Participation Data</li> <li>Meeting Times and Durations; Calendar(s)</li> <li>Documentation of performances, competitions, and/or travel/trips</li> <li>Student work products, performances, videos, photographs, reflections etc.</li> </ul>		

## PERFORMING ARTS STIPENDS

<b>Elementary School:</b>	<b>FY19 (2%)</b>	<b>FY20 (2.5%)</b>	<b>FY21 (3%)</b>
<b>Performing Arts Programs</b>	<b>July 1, 2018</b>	<b>July 1, 2019</b>	<b>July 1, 2020</b>
Stage Director (Musical) (3)	2,200	2,255	2,311
Vocal Director (Musical) (3)	1,450	1,486	1,523
Lighting, Sound & Tech (Musical) (3)	1,450	1,486	1,523
Assistant Director (3)	700	718	736

<b>Middle School:</b>	<b>FY19 (2%)</b>	<b>FY20 (2.5%)</b>	<b>FY21 (3%)</b>
<b>Performing Arts Programs</b>	<b>July 1, 2018</b>	<b>July 1, 2019</b>	<b>July 1, 2020</b>
Dramatics Director (Play/Drama)	2,200	2,255	2,323
Stage Director (Musical)	3,000	3,075	3,167
Vocal Director (Musical)	2,000	2,050	2,112
Set Design (Musical)	2,000	2,050	2,112
Tech Director (play) (Lighting & Sound)	1,500	1,538	1,584
String Ensemble Director/Jam Band	700	718	740

<b>High School:</b>	<b>FY19 (2%)</b>	<b>FY20 (2.5%)</b>	<b>FY21 (3%)</b>
<b>Performing Arts Programs</b>	<b>July 1, 2018</b>	<b>July 1, 2019</b>	<b>July 1, 2020</b>
Stage Director (Musical)	4,900	5,023	5,149
Vocal Director (Musical)	3,000	3,075	3,152
Set Design Advisor (Musical)	1,000	1,025	1,051
Choreographer (Musical)	1,450	1,486	1,523
Costume Design Advisor (Musical only)	1,450	1,486	1,523
Lighting and Sound Advisor (Musical & Play)	2,200	2,255	2,311
Set Construction Advisor (Musical)	3,500	3,588	3,678
Set Construction Advisor (Play)	2,800	2,870	2,942
Assistant Director (Musical)	1,100	1,128	1,156
Dramatics Director (Play)	3,800	3,895	3,992
A Cappella Group Advisor	2,950	3,024	3,100
Stage Band Director	1,450	1,486	1,523
Flag Squad Advisor	700	718	736

## COACHING POSITIONS

Individuals serving as coaches will be compensated on the following basis. The fact that a coaching position appears on this schedule does not mean it will be filled.

CATEGORY A	Varsity Football
CATEGORY B	Varsity Baseball Varsity Boys Basketball Varsity Boys Lacrosse Varsity Boys Soccer Varsity Boys Spring Track Varsity Field Hockey Varsity Girls Basketball Varsity Girls Lacrosse Varsity Girls Soccer Varsity Girls Spring Track Varsity Ice Hockey Varsity Boys Indoor Track Varsity Girls Indoor Track Varsity Softball Varsity Swimming Varsity Volleyball Wrestling Boys Tennis Girls Tennis Cross Country Golf
CATEGORY C	Equipment Manager First Assistant Football Second Assistant Football Trainer (Per Season: Fall, Winter, Spring)
CATEGORY D	Assistant Baseball Assistant Boys Basketball Assistant Boys Lacrosse Assistant Boys Soccer Assistant Boys Spring Track Assistant Cross Country Assistant Field Hockey Assistant Freshman Football Assistant Girls Basketball Assistant Girls Lacrosse Assistant Girls Soccer Assistant Girls Spring Track Assistant Girls Tennis Assistant Ice Hockey Assistant Boys Indoor Track Assistant Girls Indoor Track Assistant Softball Assistant Swimming

Assistant Volleyball  
 Assistant Wrestling  
 Freshman Baseball  
 Freshman Boys Basketball  
 Freshman Boys Soccer  
 Freshman Football  
 Freshman Girls Basketball  
 Freshman Girls Soccer  
 Freshman Softball  
 Freshman Volleyball

CATEGORY E Cheerleading (Per Season: Fall, Winter)

**COACHING STIPENDS**

<b>FY19 (2%)</b>					
<b>Coaches:</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Category A	9,049	9,286	9,518	9,744	10,059
Category B	5,795	6,037	6,282	6,523	6,856
Category C	4,557	4,881	5,208	5,485	5,876
Category D	3,472	3,852	4,070	4,265	4,572
Category E	3,202	3,455	3,707	3,921	4,224
Intramurals	1,073				
Athletic Director	17,385	18,111	18,846	19,569	20,568
<b>FY20 (2.5%)</b>					
<b>Coaches:</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Category A	9,275	9,518	9,756	9,988	10,310
Category B	5,940	6,188	6,439	6,686	7,027
Category C	4,671	5,003	5,338	5,622	6,023
Category D	3,559	3,948	4,172	4,372	4,686
Category E	3,282	3,541	3,800	4,019	4,330
Intramurals	1,100				
Athletic Director	17,820	18,564	19,317	20,058	21,081
<b>FY21 (3%)</b>					
<b>Coaches:</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Category A	9,553	9,804	10,049	10,288	10,619
Category B	6,118	6,374	6,632	6,887	7,238
Category C	4,811	5,153	5,498	5,791	6,204
Category D	3,666	4,066	4,297	4,503	4,827
Category E	3,380	3,647	3,914	4,140	4,460
Intramurals	1,133				
Athletic Director	18,354	19,122	19,896	20,661	21,714

The Athletic Director will receive a stipend equivalent to a Category B stipend for each athletic season.

**Longevity:** Upon completion of 15 years coaching a same sport in North Reading, a coach will receive a \$300 coaching longevity increment at the end of the fifteenth season and at the end of each subsequent season coaching that sport. The coaching longevity increment will be applied for each sport coached for fifteen (15) or more seasons.

**Coaching Stipend for Post Season Play:** In the event that a team participates in post season league competition, the coaches of that team will receive an additional amount equal to 5% of their coaching stipend for each week of post season play up to a maximum additional amount of 15% of their stipend.

## **SALARY ADJUSTMENTS**

July 1, 2018 increase the salary schedule by 2%

July 1, 2019 increase the salary schedule by 2.5%

July 1, 2020 increase the salary schedule by 3%

## **SUMMER, TUTORING AND OPTIONAL EMPLOYMENT**

Teachers may apply to be employed for additional hours of work during the summer months, during the school year outside of the regular school day or other optional employment. Payment for this service will be at the following rate: 2018-19: \$40/hour, 2019-20: \$40/hour, 2020-21: \$40/hour.

A staff member whose standard duties extend beyond 183 days may be required to work beyond the school year provided he or she receives notice of the requirement not later than March 1, unless the staff member has an unavoidable conflict. Any staff member who works beyond the limits of the collective bargaining agreement shall be compensated at the rate of 1/183<sup>rd</sup> of applicable base pay per day or appropriate portion thereof. Effective summer of 2013, teachers who apply and are hired to work as part of the summer school program for students on Individual Education Plans (IEP's) will be paid at the hourly rate and not the per diem rate.

## **PAYMENT OF WAGES**

Each teacher or nurse in the system shall indicate the method of annual salary payment by choosing either Option 1 or Option 2:

Option 1: The annual salary for each teacher or nurse will be paid in twenty-six (26) equal installments on alternate Fridays.

Option 2: The annual salary for each teacher or nurse will be paid in twenty-one (21) equal installments with the first twenty (20) checks paid on alternate Fridays of the school year and the twenty-first (21st) check to be paid on the last teacher or nurse workday of the school year in June.

## **NOTICE OF SALARY**

The School Department will provide annual individual written notice of salary (as of the first day of school). Employees will be provided access to the district's on-line absence management (AESOP) system as the means of tracking the balance of accrued sick leave.

## APPENDIX B

### EARLY RETIREMENT INCENTIVE

- A. Any employee recognized under this contract who is at least forty-five (45) years of age and who has fifteen (15) years of teaching experience in the North Reading School System, and was hired on or before March 14, 2006, shall be eligible to participate in the Early Retirement Incentive Plan. The Early Retirement Incentive will be paid in three equal installments over the next three fiscal years following the retirement, computed as follows:

Beginning July 1, 2014:

Age	Percent of Salary
45-56	16%
57	14
58	12
59	10

June 30 of the year of retirement shall be the date used to determine age. At the conclusion of this employment contract period, June 30, 2021, the Early Retirement Incentive is eliminated.

- B. A teacher or nurse who is otherwise qualified must give written notice to the Superintendent of Schools of his/her intent to retire from the North Reading School system on or before February 1 of the school year of retirement. Said notification deadline may be waived by the Committee.
- C. No more than five (5) otherwise eligible teachers or nurses may exercise their rights under this article unless otherwise agreed by the Committee. In the event that more than five (5) teachers or nurses apply in any one year, participation in the plan will be granted on the basis of seniority. In any event, any teacher or nurse who is not granted participation because of excess enrollment will be guaranteed participation in the succeeding school year. Employees participating under the guarantee will be counted toward the maximum of five (5) entitled to benefits in the succeeding year. The Committee will solicit volunteers who are willing to postpone their benefits prior to imposing any involuntary delays. Employees whose payments have been postponed will have priority for receipt of benefits over subsequent retirees.
- D. If the teacher or nurse dies, the amount due under the Early Retirement Incentive will be paid to the estate of the teacher or nurse.