

**AGREEMENT**  
**BETWEEN**  
**THE**  
**SOMERVILLE SCHOOL COMMITTEE**  
**AND**  
**SOMERVILLE ADMINISTRATORS ASSOCIATION**

**July 1, 2019 - June 30, 2022**

**and**

**July 1, 2022 - June 30, 2024**

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**PREAMBLE**

1. Recognizing that our prime purpose is to provide education of the highest possible quality for the children of Somerville, and that good morale within the Administrative Staff of Somerville is essential to achievement of that purpose, we, the undersigned parties to this contract, declare that:
  - A. Under the law of Massachusetts, the School Committee, elected by the citizens of Somerville, has final responsibility for establishing the educational policies of the public schools of Somerville;
  - B. The Superintendent of Schools has responsibility for carrying out the policies so established;
  - C. The Administrative staff has responsibility for exercising a leadership role in the implementation and execution of those policies;
  - D. Fulfillment of these respective responsibilities can be facilitated and supported by consultations and free exchanges of views and information between the School Committee, the Superintendent, and the Administrative staff in the formulation and application of policies relating to all matters pertaining to the best interest of the students, and all conditions of employment for the Administrative staff; and

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

**ARTICLE I**

**RECOGNITION**

1. The School Committee of the City of Somerville (hereinafter sometimes referred to as the "School Committee") recognizes the Somerville Administrators Association (hereinafter sometimes referred to as the "Association") for the purposes of collective bargaining under Chapter 150E of the General Laws of Massachusetts as the exclusive bargaining agent for all Academic Administrative employees of the School Committee excluding the Superintendent and the Assistant Superintendents of Schools in accordance with the certification issued by the State Labor Relations Commission in Case No. MCR-3009, and also excluding Headmasters and Principals, the Director of Special Education, the District Administrator of Programs and, effective July 1, 2019, the Director of Student Services. Said recognition is for the following unit of employees:

Assistant Principals  
Coordinators and Directors  
Assistant Directors of Student Services, English  
Learner Education, and Special Education Chairs of  
Departments  
Supervisors  
Special Education Department Chair-Building Level and  
District-wide Special Education Program Directors

2. Except as specifically abridged, delegated, granted or modified by this Agreement or any supplement thereto or by Chapter 150E of the General Laws of Massachusetts, all of the rights, powers and authority held by the School Committee and the Superintendent prior to the effective date of this Agreement are retained by the School Committee and the Superintendent and are not subject to the grievance procedure and/or arbitration. It is further recognized that the Principals in the public school systems of the Commonwealth have been granted certain rights, powers and authority by the Education Reform Act of 1993 which are not intended to be diminished by this Agreement except as provided in the preceding sentence.

## **ARTICLE II**

### **STATUS OF CONTRACT**

1. Except as this Contract shall hereinafter otherwise provide, all conditions of employment applicable on the effective date of this Contract to employees covered by this Contract shall continue to be so applicable during the life of this Contract.
2. This Contract incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiation. Except as otherwise expressly provided herein, during the term of this Contract neither

party shall be required to negotiate with respect to any such matter whether or not covered by this Contract and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Contract.

3. This Contract may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

### **ARTICLE III**

#### **GRIEVANCE PROCEDURE**

1. Definitions:

- A. A "grievance" is a claim based upon an event or condition which involves the interpretation, meaning or application of any of the provisions of this Contract or any subsequent contract entered into pursuant to this Contract. The term "grievance" shall not apply to any matter as to which the School Committee is without authority to act.
- B. An "aggrieved person" is the person or persons making the claim.
- C. 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.

2. Purpose:

- A. 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 persons covered by this Contract. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- B. Nothing herein contained will be construed as limiting the rights of any Administrator having a grievance to discuss the matter informally with his/her immediate superior and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Contract and that the Association has been given the opportunity to be present at such adjustment and to state its views.
- C. In the event of a dispute arising under this Agreement, an Administrator who elects to pursue any statutory employment appeal, upon instituting such statutory appeal, will have no further right to proceed under this Agreement.

3. Procedure:

A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as 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, would 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 then-current school year or as soon thereafter as is practicable.

1. Level One: An Administrator with a grievance will first discuss it with his or her immediate superior, either directly or through a representative of the Association, with the objective of resolving the matter informally.

2. Level Two:

a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) days after

presentation of the grievance, he/she or the Chairman or other representative of the Association's Grievance Committee (hereinafter referred to as the "Grievance Committee") may, within fifteen (15) days after the Level One discussion, refer it to the Superintendent of Schools. If an Administrator's written grievance is not forwarded to the Superintendent within thirty (30) days after the Administrator knew, or should have known, of the act or condition on which the grievance is based, then the grievance will be considered waived.

- b. The Superintendent and/or his/her designee will represent the Administration at this level of the grievance procedure. Within ten (10) days after the receipt of the written grievance by the Superintendent, the Superintendent and/or his/her designee will meet with the aggrieved person and/or a representative of the Grievance Committee in an effort to resolve it. Within ten (10) days after the Level Two meeting the

Superintendent and/or his/her designee will answer the grievance in writing setting forth his/her determination and the reasons therefor and copies of the Level Two answer will be transmitted promptly to all parties in interest and to the Chairman of the Grievance Committee.

3. Level Three: If the grievance is not satisfactorily resolved at Level Two, or if no written answer is received within ten (10) days after the Level Two meeting, the aggrieved person or the Chairman of the Grievance Committee or his/her designee may refer the grievance to the School Committee. The referral of a grievance to the School Committee shall occur within fifteen (15) days of the Level Two meeting or within five (5) days of the receipt of the Level Two answer, whichever occurs sooner. The School Committee shall meet with the aggrieved person and/or a representative or representatives of the Grievance Committee for the purpose of resolving the grievance within two (2) regularly scheduled meetings of the School Committee in executive session. Within thirty (30) days after the Level

Three meeting, the School Committee will answer the grievance in writing setting forth its determination, and copies of the Level Three answer will be transmitted promptly to all parties in interest and to the Chairman of the Grievance Committee. In the event the parties desire to formalize the current arrangement of utilizing a Grievance Subcommittee designed by the School Committee to hear grievances at this level, the contract will be rewritten to reflect this.

4. Level Four:

- a. If the grievance is not satisfactorily resolved at Level Three, the Grievance committee may refer the grievance to arbitration within thirty (30) days after the receipt of the Level Three answer. The parties shall attempt to reach agreement upon an arbitrator and, if they are unable to do so within ten (10) days after the referral of the grievance to arbitration, it shall be submitted to the American Arbitration Association for the selection of an arbitrator and the scheduling of a

hearing to be held in accordance with the Voluntary Labor Arbitration rules of the American Arbitration Association.

- b. Notwithstanding anything to the contrary, no dispute or controversy shall be a subject for arbitration unless it involves the meaning, interpretation or application of the express language of a specific provision of this Contract. The arbitrator shall have no power to alter, add to, subtract or modify any of the provisions of this Agreement.
- c. The parties are agreed that no restrictions are intended on the rights and powers of the School Committee except those specifically and directly set forth in express language in specific provisions of this Agreement. The arbitrator shall arrive at his/her decision solely upon the facts, evidence and contentions as presented by the parties during the arbitration proceedings.
- d. The arbitrator shall issue his/her written decision as soon as practicable after the hearing is closed and final statements or

briefs are submitted to him. The decision of the arbitrator shall be submitted to the School Committee and to the Association and, subject to law, shall be final and binding; provided that the arbitrator shall not usurp the functions of the School Committee or the proper exercise of its judgment and discretion under law and this Agreement.

- e. 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.

4. Rights of Administrators to Representation:

- A. 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 member of the Grievance Committee or any other participant in the grievance procedure by reason of such participation.
- B. Any party in interest may be represented at all stages of the grievance procedure, up to but not including arbitration, by a person of his/her or her own choosing, except that he/she may not be represented by a representative or any officer of any employee

organization other than the Association. When an Administrator is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

5. Miscellaneous:

- A. If, in the judgment of the Grievance Committee, a grievance affects a group or class of Administrators, the Grievance Committee may submit such grievance in writing to the Superintendent directly and the processing of such grievances will be commenced at Level Two.
- B. As hereinbefore provided, the answers at Levels Two and Three of the grievance procedure will be in writing setting forth the decision and the reasons therefor and will be transmitted promptly to all parties in interest and to the Chairman of the Grievance Committee. Decisions rendered at Level Four will be in accordance with the procedure set forth in Section 3, Paragraph 4.
- C. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

D. Forms for filing grievances, servicing notices, taking 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 the operation of the grievance procedure.

#### **ARTICLE IV**

##### **SALARIES**

1. The base salaries for all positions covered by this Contract are set forth in Appendices A-1 - A-5 which are attached hereto and made a part hereof.
2. Effective July 1, 2012, for purposes of the initial lane placement of Administrators who are new to the school district (i.e., those who have not been employed previously in the school district in any position for any period of time), the School Committee will place Administrators on the appropriate lane of the salary schedule that reflects the credits that they have earned from accredited colleges or universities (excluding University Extension courses) prior to their employment with the school district.
3. Increments for study beyond the Master's Degree will be granted on July 1 or on completion of one-half of the Administrator's work year, following the submission of proper credentials. Credentials for a July 1 increase must

be submitted by August 1 and credentials for a mid-year increase must be submitted either before the one-half point of the work year or within one (1) month after the one-half point.

4. Effective July 1, 2021, Elementary Assistant Principals will be placed at the same level as High School Assistant Principals. For year 3 of contract, there will be a salary increase of two thousand five hundred dollars (\$2500) for Elementary Assistant Principals, with full increase completed on July 1, 2022.
5. A. An Administrator will be placed on the Master's+45 lane, effective September 1, 2007, if the Administrator provides the School Committee with evidence that, as of that date, s/he has earned (1) at least forty-five (45) credits beyond a Master's degree in graduate-level courses from an accredited university; or (2) at least fifteen (15) credits beyond M+30 in approved in-service courses, workshops or seminars since September 1, 2004; or (3) a combination of credits from graduate-level courses and from approved in-service courses, workshops or seminars since September 1, 2004 that add up to at least forty-five (45) credits beyond a Master's degree.

- B. Effective September 1, 2007, an Administrator will move from the Master's+30 lane to the Master's+45 lane, if s/he has earned at least fifteen (15) additional credits beyond M+30 in pre-approved courses, including in-service courses, workshops or seminars, provided that credits beyond a Master's degree in graduate-level courses from an accredited university prior to September 1, 2007 also shall count as part of the fifteen (15) additional credits for purposes of moving from the Master's+30 lane to the Master's+45 lane.
- C. Effective July 1, 2014, an Administrator will move from the Master's+45 lane to the Master's+60/CAGS lane, if s/he has earned at least fifteen (15) additional credits beyond Master's+45 in pre-approved courses, including in-service courses, workshops or seminars, or has earned a Certificate of Advanced Graduate Studies, provided that credits beyond a Master's+45 in graduate-level courses and Certificates of Advanced Graduate Studies earned from an accredited university prior to July 1, 2014 also shall count as part of the fifteen (15) additional credits for purposes of moving from the Master's+45 lane to the Master's+60/ CAGS lane. To be eligible to move to the

Master's 60/CAGS lane as of July 1, 2014, a bargaining unit member must have submitted satisfactory evidence to the Superintendent by no later than July 1, 2014.

6. If a salary increase is to become effective as of the beginning of a work year, an Administrator who has given notice of retirement as of August 1 of the work year of his/her retirement shall receive said increase as of January 1 immediately preceding the effective date of the said salary increase, payable in a lump sum at the time of retirement, provided that the Administrator is sixty (60) years old and has completed twenty-five (25) years of service, and provided further that the Administrator severs his/her employment no earlier than June 30 of the work year of his/her retirement and no later than August 31 immediately thereafter.
7. Administrators shall be paid in twenty-six (26) biweekly installments beginning Tuesday, July 16, 2019, during the work year (July 1 through the following June 30). Effective July 1, 2019, the School Committee may elect, at any time, to provide Administrators with electronic paystubs. Effective July 1, 2019: Year 2 and Year 3 of contract: Twenty-six (26) installments beginning on the second Tuesday in August, every other Tuesday, with two

additional "balloon" payments issued on the last pay date in June. (See attached schedule)

8. The School Committee may require Administrators to participate in the City's direct deposit program.
9. Inter-School Travel Reimbursement: Administrators who as part of their regular assignment are required to travel among more than two (2) schools per day will be paid an annual stipend of three hundred dollars (\$300) as reimbursement for mileage.
10. Step Increases:

Effective July 1, 2020 for years of service as an SAA member:

Step 1	Years 1-3	Salary schedule
Step 2	Years 4-6	Add \$750 to salary schedule
Step 3	Years 7-9	Add \$1000 to salary schedule
Step 4	Years 10+	Add \$1250 to salary schedule

The parties agree that the above-referenced Step Increases do not amend the Salary Schedule and are instead stand alone annual stipend payments in recognition of years of service as an SAA Member.

11. Longevity Payments:
  - A. Effective July 1, 2019, Administrators shall be entitled to a salary increase over and above the applicable base salary on the salary schedule then in effect in the following amounts, at the beginning of

the following years of service as an employee of the Somerville Public Schools:

7 <sup>th</sup> year of service	\$1,500
15 <sup>th</sup> year of service	\$2,000
20 <sup>th</sup> year of service	\$2,500
25 <sup>th</sup> year of service	\$3,000
30 <sup>th</sup> year of service	\$3,500
35 <sup>th</sup> year of service	\$5,000

B. Years of service for Longevity purposes under this Section 11 as well as for purposes of Step Increases under Section 10 shall constitute all years in which an Administrator worked a minimum of one hundred twenty (120) days in a contract year, including any days spent on a leave of absence of any kind.

12. The Supervisor of Music shall be paid a stipend of \$1,500 per year. In addition to this stipend, the Supervisor of Music shall also receive a stipend in the amount of \$4,000 per contract year in consideration for additional service as the Director of the El Sistema program that are set forth in the Job Description for the position. In the event that another SAA Member serves as the Director of the El Sistema program instead of the Supervisor of Music, that Member shall receive the \$4,000 stipend for the position.
13. Effective July 1, 2019, mentors shall be paid a stipend of \$1,500 per year for mentoring responsibilities.

14. The Somerville High School Safety and Security Coordinator shall receive a stipend of \$5,000 per contract year for the performance of the additional services that are set forth in the Job Description for the position. The School Committee may eliminate the School Safety and Security Coordinator position upon the conclusion of the High School construction project .
15. The Lead Academic Coordinator shall receive a stipend of \$10,000 per contract year for the performance of the additional services that are set forth in the Job Description for the position. The School Committee shall make the determination as to whether or not to fill the Lead Academic Coordinator position at the start of each contract year.

## **ARTICLE V**

### **WORK DAY AND WORK YEAR**

1. Administrators will have a "core" work year that includes all days that teachers work, plus five (5) days before teachers start and three (3) days after school ends (191 days). Additional days to fulfill respective work years will be scheduled on a calendar submitted and approved by member's immediate supervisor before June 1. No additional compensation shall be paid to any Administrator for attendance at any meetings or for performance of any

administrative, supervisory or other professional duties or responsibilities without the prior written approval of the Administrator's immediate supervisor and the Superintendent.

*\*\* Exceptions to the "core" work year will be granted for the Director of Continuing Education and the Director of Athletics.*

2. All work days beyond the foregoing that are mandated during the summer recess by the Principals or Central Administrators shall be scheduled by no later than April 15 of that school year, and the Administrators shall be so notified by that date. The remaining work days are to be scheduled by each individual Administrator with the approval of his/her immediate supervisor and the Superintendent/designee. In scheduling an Administrator's remaining work days, the need for summer coverage is one factor that the Administrator's supervisor will take into account.
3. An Administrator may schedule up to two (2) days when school is in session as "non-work days," subject to the following conditions:
  - A. The Administrator must request such non-work day(s) in writing, at least thirty (30) days in advance of such day(s);

- B. The Administrator must obtain written approval for such non-work day(s) from his/her immediate supervisor and the Superintendent;
  - C. The Administrator must work the number of days required for his/her position under the Classification Plan, including days when school is not in session.
4. The parties agree to establish a Joint Study Committee, consisting of three (3) representatives of the Association and three (3) representatives of the School Committee to make a joint recommendation to the School Committee concerning the scheduling of Administrators on a "flex time" basis. The Joint Study Committee will complete its work prior to October 31, 2014 and will submit its joint recommendations to the parties' respective bargaining teams for negotiations and ratification by December 23, 2014.

**ARTICLE VI**

**REDUCTION IN FORCE**

- 1. The Superintendent shall, upon the request of the Association, meet with its representatives for the purpose of discussing any such proposed reduction or reorganization prior to taking any final action thereon.
- 2. For the purpose of this Article, the administrative positions shall be as listed on the Administrators' salary

schedule except that all Assistant Principals shall constitute a single administrative position and each other position on the Classification Plan shall constitute a single administrative position, for purposes of this Article.

3. Whenever a final decision is made to reduce the number of administrative positions in the bargaining unit represented by the Association, every effort will be made to absorb any such reduction through normal attrition.
4. In the event that it is not possible to fully effectuate any reduction or reorganization of administrative positions by normal attrition or by the non-renewal of Administrators without professional administrative status within the affected administrative position, then job performance, qualifications (including qualifications beyond those minimally required) and seniority shall determine the order in which Administrators with professional administrative status are to be reduced from their positions. For the purposes of this Article, Administrators with professional administrative status shall be defined as Administrators who have served in their positions for the three previous consecutive years, and seniority shall be defined and computed in accordance with the following principles which

are intended to be applied both retroactively and prospectively:

- A. Position Seniority shall be determined by an Administrator's total length of cumulative service in a given administrative position beginning with the date on which the Administrator actually began serving in that position, whether in an acting or permanent capacity.
- B. Administrative Seniority shall be determined by an Administrator's total length of cumulative service in any of the administrative positions included in the bargaining unit now represented by the Association beginning with the earliest date on which the Administrator actually began serving in any such administrative position, whether in an acting or permanent capacity.
- C. i. Position and Administrative Seniority shall continue to accumulate during the period of any paid leave of absence. Seniority shall not accumulate during the period of any unpaid leave of absence or layoff; however, past seniority shall not be lost due to an unpaid leave of absence or a layoff and, upon an Administrator's return to active employment, his/her respective seniority dates (i.e., position and

administrative) shall be adjusted forward by a period of time equal to the length of his/her unpaid leave of absence or layoff. While serving in another administrative position in the Somerville School System, an Administrator shall continue to accumulate his/her administrative seniority; however, his/her past position seniority shall remain constant until such time as he/she returns to that position. While serving in a non-administrative position in the Somerville School System, an Administrator's past position and administrative seniority shall remain constant until such time as he/she returns either to the administrative unit or to his/her former administrative position, whichever is applicable. Any Administrator who resigns from the Somerville School System or whose employment is involuntarily terminated by reason of dismissal for good or just cause and who is subsequently re-employed shall not be credited with any of the position or administrative seniority that he/she had accumulated prior to such resignation or dismissal.

- E. i. Whenever the position seniority of two Administrators is the same, their relative seniority shall be determined by their administrative seniority.

5. Any reduction within an administrative position of Administrators who have professional administrative status in that administrative position shall be based upon the position seniority of those Administrators in that position.
6. Any Administrator who is reduced from his/her position pursuant to the procedure described in the preceding paragraph may exercise his/her administrative seniority in such a way as to assume another administrative position in the bargaining unit in which he/she has previously served provided that there is a vacancy in any such position and provided further that he/she is licensed to serve in such position.
7. An Administrator who is reduced from his/her position shall be laid off only if he/she cannot exercise his/her seniority in the manner described in the preceding paragraphs in such a way as to enable him/her to assume another administrative position in the Somerville School System.
8. If there should be a merger or consolidation of existing administrative positions in different disciplines, the new position shall be filled in accordance with Article XI. Any Administrator whose position is merged or consolidated and who is not elected to the new merged or consolidated

position shall have the right to exercise his/her seniority in the manner described in the preceding paragraphs.

9. Any Administrator who is reduced from his/her position or who is laid off from the Somerville Public Schools shall retain the following recall rights for a period of three (3) years:
  - A. The right to be recalled to the first vacancy which occurs in the administrative position from which he/she was originally reduced based upon his/her position seniority; and
  - B. The right to be recalled to the first vacancy which occurs in another administrative position in which he/she has previously served based upon his/her administrative seniority, provided further that he/she is licensed to serve in such position.
10. Neither an Administrator's recall to a lesser position than that from which he/she was originally reduced nor his/her failure to accept a lesser position than that from which he/she was originally reduced shall terminate his/her right of recall to the position from which he/she was originally reduced. However, an Administrator's failure to accept a recall to the administrative position from which he/she was originally reduced shall terminate his/her right of recall to that position. An Administrator who is on

layoff status when he/she is recalled shall be given a reasonable period of time within which to return.

11. No person shall be appointed to any position in the bargaining unit for which there are Administrators with recall rights.
12. A. Any Administrator with recall rights shall retain all of the position and administrative seniority that he/she had accumulated prior to his/her layoff. Upon recall to any administrative position, all accumulated sick leave days and other rights and benefits of employment shall be immediately restored.

## **ARTICLE VII**

### **ASSIGNMENT AND TRANSFER**

1. Administrator Assignment and Transfer: Administrators desiring a lateral transfer to a comparable position in another school that is vacant may submit a written request to the Superintendent requesting the assignment preferred. Any such vacancy shall be posted for a period of at least two (2) weeks.
2. The School Committee and the Association recognize that the lateral reassignment or transfer of Administrators may be disruptive to the educational process and/or interfere with optimal performance. They also recognize, however, that some lateral reassignments or transfers may be desirable

and/or necessary. Where such action is desirable and/or necessary to ensure the optimal performance of one or more schools, the Superintendent may involuntarily reassign or transfer an Administrator from one position to another. Before an Administrator is reassigned or transferred hereunder, the Superintendent will discuss the matter with the involved Administrator(s). If a reassignment or transfer will result in the displacement of an incumbent Administrator (i.e., the Superintendent elects to move an Administrator to a position other than a vacancy), and more than one "swap" is acceptable to the Superintendent, volunteers will be reassigned or transferred first. In the case of the Elementary School Assistant Principals, a lateral reassignment or transfer means a reassignment or transfer within an Assistant Principal's particular salary classification.

## **ARTICLE VIII**

### **ADMINISTRATOR EVALUATION**

1. Administrators will have the right, upon request, to review the contents of their personnel file at any reasonable time. An Administrator will be entitled to have a representative of the Association accompany him during such interview.

2. No material derogatory to an Administrator's conduct, service, character or personality and no notice of disciplinary action will be placed in his/her file unless the Administrator first has had the opportunity to review the material. The Administrator will acknowledge that he/she has had the opportunity to review the material by affixing his/her signature to the copy that is to be filed with the specific understanding that such signature in no way indicates his/her agreement with the contents thereof. The Administrator will also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent who shall attach the answer to the file copy.
3. Any written complaint regarding an Administrator made to the Central Administration or any member of the School Committee by any parent, student or other person will be promptly called to the attention of the Administrator. No action will be taken upon any complaint regarding an Administrator, whether written or verbal, unless such complaint was promptly called to the attention of the Administrator.
4. Any unsigned derogatory communication addressed to any member of the Administration will be shown immediately to

the Administrator(s) concerned and destroyed in the presence of said Administrator(s).

5. An Administrator shall be given the opportunity to respond in writing to any rebuttal filed by a teacher to the Administrator's evaluation of that teacher. The Administrator's response shall be filed with the teacher's rebuttal.
6. Administrators will be formally observed and evaluated in accordance with the educator evaluation instrument and procedures set forth in Appendix C, which are incorporated herein.

#### **ARTICLE IX**

#### **GOOD CAUSE**

1. No Administrator will be reprimanded, suspended, deprived of any professional advantage, dismissed, removed, terminated or demoted from his/her position without good cause. Any Administrator who is reprimanded, suspended, deprived of any professional advantage, dismissed, removed, terminated or demoted from his/her position shall have the option of contesting that action under the grievance and arbitration procedure set forth herein, or under the provisions of Sections 41 and 42D of Chapter 71 of the General Laws of Massachusetts, to the extent that such

election is permitted by law, but not under both procedures.

2. The private and personal life of an Administrator is not within the appropriate concern or attention of the School Committee except as it may interfere with the Administrator's responsibilities to and relationships with teachers, students and/or the school system.

## **ARTICLE X**

### **PROMOTIONS**

1. For the purposes of this Article, a "promotional position" is defined as any administrative position within the bargaining unit which is compensated at a higher salary level than that at which an Administrator is currently being compensated.
2. Whenever any vacancy in an administrative position within the bargaining unit occurs, it will be adequately publicized by the Superintendent as far in advance of the appointment as possible but for not less than two (2) weeks. The Superintendent will also notify Administrators on leave of the existence of the vacancy by electronic mail. The qualifications for the position, its duties, and its rate of compensation will be clearly set forth. Vacancies will not be filled, except on a temporary acting

basis, for at least thirty (30) days from the date the position is first publicized by the Superintendent.

3. All Administrators will be given adequate opportunity to make application for such positions, and the Superintendent and Principal agree to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system and other relevant factors. Each Administrator applicant who is not selected will receive written notification, sent to his/her school e-mail account, that he/she was not selected for the position. The decision of the Superintendent and Principal will not be subject to the grievance procedure and/or arbitration.
4. Permanent appointments will be made as soon as possible and under normal circumstances not later than ninety (90) days after an opening is publicized by the Superintendent.
5. Any temporary appointment to a promotional position extending beyond thirty (30) days shall be recompensed at the starting salary for the position retroactive to the date of appointment.
6. Notice must be given to the Association at least two (2) months in advance of any change in qualifications for any position, except where the change eliminates or reduces a qualification.

## ARTICLE XI

### PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

1. Administrators who attend seminars, workshops and conferences shall be eligible for expense reimbursement, provided that the Administrator has received prior written approval from the Superintendent.
2. All college courses in the Administrator's subject area (excluding University Extension courses), taken from an accredited college or university with prior approval of the Superintendent or his/her designee, shall be recognized for purposes of lane advancement.
3. Except as otherwise provided in this Agreement, credit will be given only for courses and degrees from an accredited institution.
4. All members of the bargaining unit shall be eligible to participate in all in-service training or programs that are offered by the School Department, subject to space limitations for target populations identified by the District Administrator for Curriculum and Instruction in accordance with the following In-service Selection Process.
  - A. If there is a target group for a workshop, members of the target group shall be placed first.
  - B. If there are too many applicants for a single in-service offering, the School Department shall arrange

two (2) sessions if the funds and the presenter are available that year. If either the funds or the presenter are unavailable, the workshop will be given priority for the following year.

- C. Persons who have applied and were not accepted into a workshop during a prior offering and who have applied again, shall be placed next.
  - D. The related target group shall be placed next.
  - E. Any further vacancies shall be filled by administrative seniority in the Somerville Public Schools.
5. Any Administrator who is requested by the Superintendent or designee to provide professional services outside of the regular school day in the following areas shall be compensated at the rate of sixty dollars (\$60) per hour for such services: Curriculum development and implementation of in-service education workshops and staff development programs. Any Administrator who is requested by the Superintendent or designee to attend a conference, seminar, workshop or in-service training outside of the regular work day shall be compensated at the rate of thirty-five dollars (\$35) per hour for such attendance.
6. A. Any Administrator, who may be responsible for supervising or evaluating a core academic teacher of

English Language Learners (ELLs), who does not hold an SEI Administrator Endorsement as of that date, or has not earned such SEI Endorsement within one year from the date of his/her assignment to such a bargaining unit position, may be subject to involuntary transfer pursuant to Article VIII, Section 2 or dismissal. Any Administrator who may be assigned as a core academic teacher of ELLs who does not hold an SEI Teacher Endorsement or has not earned such SEI Endorsement within one year from the date of his/her assignment to such a bargaining unit position, may be subject to involuntary transfer pursuant to Article VIII, Section 2 or dismissal.

7. The School Committee will make every effort to provide Administrators with notice by May 1 of all mandatory professional development activities to be held during the following July and August, or, if notice by May 1 is not feasible, with as much advance notice as possible.
8. From time to time, an Administrator may earn a voucher that entitles him/her to take a course at a cooperating college or university. The Administrator may use the voucher himself/herself. If the Administrator does not wish to use the voucher, with the agreement of the college or university the voucher will be distributed as follows:

- A. The voucher will be offered to another Administrator by lottery among interested members of the bargaining unit.
  - B. If no other Administrator wishes to use the voucher, it may be donated to the Somerville Teachers Association, Unit A, to be distributed by lottery among interested members of that bargaining unit. In such event, the Association may request that the Somerville Teachers Association, Unit A reciprocate by donating one voucher to be distributed to an Administrator by lottery, with the agreement of the college or university.
9. The School Committee is committed to the continuous development and advancement of our instructional leaders. To that end, as the instructional and operational leaders of the District, members are expected and empowered to be models of professional learning and take an active role in the design of their own meaningful, personalized professional development plans. Examples of components of the plan may include, but are not limited to, in-service professional development opportunities, college/university coursework, professional workshops, participation in DESE affinity groups and networks, and planning and delivering professional development to fellow SPS educators. It is

recommended that administrators with similar goals will collaborate frequently through the activities outlined in their respective PD plans. The School Committee aims to support the continued professional growth of each SAA member by \*supporting PD plan activities.

In support of PD plan activities propose the addition of recognition of credit earned by attending and / or teaching in-service workshops, seminars, and conferences that may be applied to salary lane (across the salary schedule) as follows:

PROFESSIONAL DEVELOPMENT COMPENSATION - SAA		
SAA (pending negotiations)	SAA Required Work Year - JULY -June (191 SAA CORE WORK days)	Outside of the Work Year - June-August
PD - participant	In-service credit and Fulfillment of PD Plan	In-service credit, *Work Day, or Stipend and Fulfillment of PD Plan
PD - instructor, instruction	In-service credit or Stipend and Fulfillment of PD Plan	In-service credit, *Work Day, or Stipend and Fulfillment of PD Plan
PD - instructor, planning	NA	

*\*Pending Supervisor approval as part of the process for creating the annual work schedule (as referenced in Article V, Item 2.)*

Twelve (12) hours of attendance at workshops under this section shall equal one (1) in-service credit. An administrator who teaches at an in-service workshop, seminar or in-service course and who is entitled to cash payment under this Agreement shall have the option of being paid in cash for each hour or receiving two (2) in-service credits for each twelve (12) hours of teaching time towards lane advancement.

Provide further that the District may sponsor or facilitate participation in a mandatory Induction Program for new administrators. The program may be operated "in-house" or outside SPS. SPS shall be responsible for all fees or costs associated with an Administrator's participation in an Induction Program.

10. In order to promote professional growth, the parties have created a tuition reimbursement plan of up to \$1,000 per course (maximum total of \$10,000 per year). This benefit shall be available to Members after completing two (2) years of service in the SAA. Members who wish to request tuition reimbursement will be required to create an annual PD plan with their supervisors.

## **ARTICLE XII**

### **SICK LEAVE**

1. Administrators, other than Administrators new to the system, will be granted fifteen (15) days of sick leave each work year, as of the first official day of said work year, provided they report for duty on that day or on a pro-rated basis on the first day when they report for work if after the first official day of the work year.  
  
Administrators new to the system will accumulate sick leave at the rate of one and one-half days for each month of active employment up to fifteen (15) days per year, and any such Administrator who is absent beyond his/her accumulated sick leave shall, if still employed at the end of the work year, be reimbursed for any days of absence due to sickness, up to a yearly total of fifteen days (including days previously paid). Sick days may be taken in half- or whole-day increments. Unused sick leave shall be accumulated from year to year without limitation.
2. A sick leave bank shall be established. All members of the Administrators unit who wish to join the sick leave bank will so indicate on a form provided for such purpose on the Human Resources Data Base by no later than August 1.
3. The sick leave bank will operate for those who have an extended illness and/or disability and have exhausted their

own sick leave. Following are the regulations governing the operation of the sick leave bank:

- A. The sick leave bank shall be administered by a Sick Leave Bank Committee ("SLBC") consisting of one (1) member representing the School Committee, one (1) member representing the Superintendent of Schools, and one (1) member representing the Somerville Administrators Association. The SLBC shall determine the eligibility for the use of the bank and the amount of leave to be granted, and the SLBC's decision shall be final.
- B. Membership in the sick leave bank shall be voluntary for each and every Administrator employed by the School Committee, but a member must remain for a full year of operation once he/she commences participation.
- C. Each participant in this program shall contribute one (1) day of his/her annual sick leave to the sick leave bank as a premium for membership. If, during the school year, the sick leave bank is depleted, the bank shall be replenished by the contribution of one (1) additional day by each member.
- D. Any participant must have fifteen (15) days of unused sick leave before he/she is eligible to become a

member of the sick leave bank. Only those who deposit to the bank will be eligible to withdraw from it.

- E. The balance of days remaining in the sick leave bank at the completion of each school year will be carried over for use in future years either to provide sick leave coverage for Administrators whose own sick leave has been exhausted or to build up the sick leave bank, provided that the number of days in the sick leave bank may not exceed a maximum of two hundred ten (210) days. Any additional balance of days remaining at the completion of each school year will be forfeited, will not be cumulative for future use, and will not be returned to participants.
- F. The following criteria shall be used by the SLBC in determining eligibility and the amount of sick leave to be granted:
  - i. Application.
  - ii. Sufficient medical evidence of serious illness.
  - iii. Prior utilization of all eligible sick leave.
  - iv. Documented sick leave abuse.
- G. The initial request from the sick leave bank may be for no more than five (5) days. Any request for an extension of days after the initial request will be

forwarded to the SLBC as necessary. The SLBC reserves the right to vote on any requests for extension.

- H. No days may be withdrawn from the sick leave bank for any reason other than personal illness. Days may not be withdrawn to permit a participant to remain at home to care for other members of his or her family.
  - I. Any area that is not covered specifically by this Agreement will be subject to the vote of the SLBC.
4. Administrators may use up to ten (10) days per year to be deducted from their sick leave days for the purpose of arranging care for a member of their immediate family suffering from a serious illness or for family illness. Such days may be taken in half or whole day increments.
5. A. An employee who is absent from work on account of his/her own or a family member's health condition, and is eligible for a leave of absence under the Federal Family and Medical Leave Act of 1993 ("Act"), first must exhaust any sick leave that is available for such purpose, and such absence shall be considered to be leave taken under the Act.
- B. To be eligible for a leave of absence under the Act on account of his/her own or a family member's health condition, an employee must provide the Superintendent with certification by a health care provider as to the

employee's or family member's serious health condition.

- C. An employee who takes a leave of absence under the Act does not forfeit any sick or personal leave that he/she had accumulated at the time of the start of the leave. An employee who is on such a leave of absence on the first official day of a school year will not be granted additional sick or personal leave for that school year unless he/she returns to active employment during that school year, at which time he/she will be granted such additional sick and personal leave as would have been granted to him/her on the first official day of the school year if he/she had been actively employed on that date.
  - D. The benefit year for leaves taken under the Act is the twelve-month period commencing on the date that an employee leaves work on such leave.
6. Subject to the requirements set forth in Article XXV, upon retirement an Administrator may buy back up to one hundred fifty (150) days of accrued sick leave at forty-five dollars (\$45) per day. An Administrator who submits an irrevocable letter of resignation for the purpose of retirement to the Superintendent by August 1 that he/she intends to retire after the end of the then current work

year (i.e., the following June 30) will be able to receive such payment on or about such time of retirement, as early as the following July, provided that the Administrator works for his/her entire work year and severs his/her employment no later than August 31 immediately following the end of that work year. Otherwise, such Administrator may be paid during the fiscal year subsequent to the fiscal year in which he/she retires. This sick leave redemption benefit also shall be payable upon an Administrator's death while still actively employed. In the case of an Administrator's death, his/her sick leave redemption shall be payable to his/her designated beneficiary, spouse or estate, in that order.

### **ARTICLE XIII**

#### **TEMPORARY LEAVES OF ABSENCE**

1. Temporary Leaves of Absence with pay will be allowed as follows:
  - A. With the advance approval of the Superintendent of Schools, Administrators will be entitled to two (2) days personal leave with pay each school year for any valid reason which required absence during school hours. Personal leave may be taken in half or whole day increments. The second day, or third and fourth half-days, of personal leave shall be deducted from

sick leave. Application for such leave will be made at least twenty-four (24) hours before the taking of such leave, except in the case of emergencies.

B. School Visits:

Sufficient days, no less than two (2), will be allowed for the purpose of visiting other schools or attending meetings or conferences of an educational nature which, in the opinion of the Administrator, will improve his/her skills or the performance in his/her department or school.

C. Legal Proceedings:

Time necessary for appearance in any legal proceeding connected with the Administrator's employment or with the school system or in any other legal proceeding to which the Administrator is summoned, provided that paid leave will be granted only where such appearance either is requested by the school district or is summoned by a party whose position is not adverse to the school district, and provided further that paid leave will be granted to members of the Association to attend arbitration hearings. In the event that an Administrator is required to take unpaid leave to appear in a legal proceeding in which his/her position

is adverse to the school district, and such Administrator prevails against the school district, the School Committee will reimburse the Administrator and his/her witnesses for any wages that the individual(s) lost on account of such appearance.

D. Bereavement Leave:

1. Up to five (5) days at any one time in the event of death of an Administrator's immediate family member or household member. Immediate family shall be defined as the Administrator's spouse, their children, their grandchildren, their siblings and their parents. Up to three (3) days at any one time in the event of death of an Administrator's aunt, uncle, niece, nephew, cousin or grandparent. Bereavement leave is granted for the purpose of allowing the Administrator to attend the funeral and/or to attend to family matters arising as a result of such death. Upon request, an Administrator shall identify his/her relationship to the decedent.
2. Additional bereavement leave may, when necessary, be granted by the Superintendent.
3. If an Administrator dies in service, arrangements will be made by the Superintendent for teachers

in the building to attend the funeral services.

E. Jury Duty: Employees who are required to serve jury duty shall be considered on paid leave of absence.

Compensation other than reimbursed expenses received externally for such jury duty shall be promptly remitted to the School Department.

2. Administrators who are away from their regular daily duties on recruiting duty, approved speaking engagements or in attendance at educational meetings as representatives of the Somerville Public Schools or other activities specifically approved by the Superintendent of Schools or his/her designated representative, shall be considered as being engaged in the performance of their duties.
3. Administrators may be away from their regular duties to serve on committees and as officers in State, Regional or National Professional Organizations, provided prior approval is obtained from the Superintendent of Schools or his/her designated representatives.
4. Administrators may be absent to serve as officers of the Association at the discretion of the Superintendent.
5. Except as provided in the second sentence of Section 1(A) above, leaves taken pursuant to this Article above will be in addition to any sick leave to which the Administrator is entitled.

- A. Leaves under the Small Necessities Leave Act ("SNLA") shall be taken in increments of one (1) hour.
- B. An Administrator who intends to take a leave under the SNLA must submit a request for such leave in writing at least seven (7) days in advance of the date on which the leave is to commence, if the leave is foreseeable, or with as much advanced notice as practicable, if the leave is not foreseeable.
- C. An Administrator may use any accrued paid benefits that are available for the purpose of the SNLA leave, provided that the SNLA leave is taken in units of a half or whole work day.
- D. The benefit year for purposes of SNLA leaves is the same benefit year as for leaves taken under the Family and Medical Leave Act (See Article XIV(2)(C)).

#### **ARTICLE XIV**

##### **EXTENDED LEAVES OF ABSENCE**

- 1. An employee shall be entitled to an unpaid leave of absence for the purpose of caring for a newborn or newly adopted child, subject to the following:
  - A. Parental and Adoptive Leave shall be granted to an Administrator in compliance with Section 105D of Chapter 149 of the General Laws of Massachusetts and as follows:

- i. A female Administrator who is a birth parent may use sick leave under Article XII of this Agreement during such time as she is disabled by childbirth and recovery therefrom. An Administrator of either sex who is a non-birth parent and takes parental or adoptive leave may use up to ten (10) days of accumulated sick leave under Article XII of this Agreement at the commencement of the leave, but will not be eligible for paid sick days from the sick leave bank for this purpose.
- ii. Parental leave ordinarily commences upon the birth or shortly before the birth of the child. Adoptive leave commences when the child is turned over to the adoptive parents; however, it may be taken prior to the formal placement of the child for adoption when necessary to fulfill the legal requirements for an adoption (e.g., foreign travel). In the event that the written regulations of an adoption agency require, as a condition of adoption, a period of home care which is longer than the statutory

eight (8) week period, such longer period shall be granted, but shall be considered as child-rearing leave under paragraph B and subject to the return dates therein specified.

- iii. An Administrator will be provided with one (1) parental or adoptive leave per birth. The number of children involved in the birth or adoption will not increase the length of parental or adoptive leave for an Administrator.
- iv. If both parents of a child are eligible for parental or adoptive leave under the school district's parental and adoptive leave policies, each parent will be granted one-half ( $\frac{1}{2}$ ) of the leave benefit or such other pro rata share of the benefit as they may choose.
- v. If a female Administrator has been employed in her position for fewer than the three (3) prior consecutive school years and takes a leave of absence, whether paid or unpaid, for more than ten (10) days for purposes of giving birth to a child, the year in which

the leave is taken will not count toward the acquisition rights under G.L. c. 71, §41; however, the year will not interrupt the continuity of the Administrator's service for such purposes.

- vi. In the event of a dispute arising under this section, an Administrator who elects to pursue any statutory employment appeal, upon instituting any such appeal, will have no further right to proceed under this Agreement.

B. Child Care Leave as distinct from parental leave or adoptive leave shall be granted to an employee of either sex under the following terms:

- i. An employee whose child was newly born or adopted during a school year prior to April 1 may return from such leave at the beginning of any marking period during such school year.
- ii. An employee whose child was newly born or adopted after April 1 may return from such leave at the beginning of the first or second semester in the next academic year.

C. Extended Child Care Leave: An employee eligible for child care leave may extend such leave for one full

school year following the school year in which such Administrator would be expected to return under subparagraph B(i) or B(ii).

D. Notice:

- i. Whenever possible, notice of parental leave and expected return date shall be given to the Superintendent by an employee at least ninety (90) days prior to its anticipated commencement.
- ii. Notice of expected adoptive leave and expected length of leave shall be given to the Superintendent by an employee upon approval of the adoption.
- iii. Notice of child care leave and expected return date shall be given concurrently with notice of parental leave or adoption leave.
- iv. Notice of extended child care leave shall be received no later than April 1 preceding the school year for which the extended leave is being sought.
- v. If a pregnancy is terminated after the notice of parental leave and/or child care leave has been given to the Superintendent, such leave may be canceled or curtailed at the discretion of the employee. If, upon delivery, medical

complications to the newborn child warrant child care leave, such leave shall be granted upon request at that time even though child care leave was not originally requested concurrently with the request for the parental leave under subparagraph 3.

2. A. An employee who is absent from work for childrearing purposes, and is eligible for a leave of absence under the Federal Family and Medical Leave Act of 1993 ("Act"), first must exhaust any sick leave that is available for such purpose, consistent with the provisions of Section 105D of Chapter 149 of the General Laws of Massachusetts, and such absence shall be considered to be leave taken under the Act.
- B. An employee who takes a leave of absence under the Act does not forfeit any sick or personal leave that he/she had accumulated at the time of the start of the leave. An employee who is on such a leave of absence on the first official day of a work year will not be granted additional sick or personal leave for that work year unless he/she returns to active employment during that work year, at which time he/she will be granted such additional sick and personal leave as would have been granted to him/her on the first

official day of the work year if he/she had been actively employed on that date.

C. The benefit year for leaves taken under the Act is the twelve-month period commencing on the date that an employee leaves work on such leave.

3. Other leaves of absence without pay may be granted by the Superintendent.
4. All benefits to which an Administrator was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, will be restored to him/her upon his/her return. No sick leave will be accumulated during the period of said leave.
5. Upon his/her return from a leave of absence taken pursuant to this Article, an Administrator 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.
6. An Administrator must confirm his/her intention to return to work following an extended leave by notifying the Superintendent by no later than March 1 of the preceding work year, or the Administrator will be considered to have resigned as of that June 30.

## **ARTICLE XV**

### **PROTECTION**

1. Administrators will immediately report to their immediate supervisor, in writing, all cases of assault suffered by them in connection with their employment.
2. This report will be forwarded to the School Committee which will comply with any reasonable request from the Administrator for information in its possession relating to the incident or the persons involved and will act in appropriate ways as a liaison between the Administrator, the police and the courts.
3. The School Committee shall reimburse an Administrator for:
  - A. Any clothing, eyeglasses or similar items of personal property damaged or destroyed as the result of an assault or battery suffered in the course of his/her employment; and
  - B. The cost of any reasonable medical, surgical or hospital services (less the amount of any insurance reimbursement, and/or Workers' Compensation payment) incurred as the result of any injury sustained in the course of his/her employment.
4. The provisions of Chapter 258 of the General Laws of Massachusetts shall be applicable in the case of civil proceedings instituted against an Administrator for any act

of commission or omission committed by him/her in connection with his/her employment.

#### **ARTICLE XVI**

#### **INSURANCE AND ANNUITY PLAN**

1. Administrators shall be covered by the following types of insurance:
  - A. Term and/or whole life insurance products of the type available to City employees, provided that the new benefit package for Administrators is no less favorable than the most favorable benefit package provided to any other group of City employees;
  - B. Individual or family health coverage, whichever applies in the particular case, of the type available to City employees, in accordance with the agreement negotiated between the City and the Public Employee Committee pursuant to Section 19 of Chapter 32B of the General Laws of Massachusetts.
2. Administrators are eligible to participate in a "tax-sheltered" Annuity Plan established pursuant to 26 U.S.C. §403(b).
3. Administrators will be eligible to participate in any Cafeteria plan that is adopted and implemented for City employees for the deduction from salaries on a pre-tax basis of various eligible expenses.

4. Administrators will be eligible to participate in the City of Somerville UNUM Long-Term Disability Plan, the City of Somerville Vision Service Plan and the City of Somerville Health Insurance Opt-Out Program on the terms and conditions set forth in the Memoranda of Agreement relating to these benefits annexed hereto as Appendices C-1, C-2, and C-3, respectively. Disputes arising under the aforementioned plans/program are not subject to the grievance/arbitration process under this collective bargaining agreement. Administrators will participate in the plans/program to the same extent as City employees. If the City discontinues any or all of these benefits, reduces the benefits provided under any or all of the plans or restricts eligibility therefor, the School Committee will have no obligation to continue to provide the plan(s) to Administrators, to maintain the prior benefit level or to maintain the prior eligibility standards.

## **ARTICLE XVII**

### **CONSULTATION PROCEDURE**

1. The School Committee and the Association desire to encourage the active participation of Administrators in the development and implementation of the best possible working conditions for Administrators and educational programs for the school children of Somerville, including State and

Federal aid programs. Therefore, they agree as follows:  
The School Committee and/or the Superintendent or his/her designated representative agree to meet with the Association's representatives periodically for consultation on matters of educational programs.

2. A joint committee comprised of equal representation of the Association and the School Committee shall be established for the purpose of reviewing and making recommendations to the Negotiating Committees for both parties with respect to the job descriptions and job titles of all positions in the bargaining unit.

#### **ARTICLE XVIII**

##### **ASSOCIATION PRIVILEGES**

1. The School Committee does not object to the Association's use of school buildings without cost at reasonable times for meetings; provided, however, that the Association will be required to pay for any additional custodial costs involved by reason of said meetings. The permission of the Director of Finance, and, if necessary, the Commissioner of Public Works, will be received in advance of all such meetings.
2. The Association will have the right to place notices, circulars and other Association materials in the administrative staff's mailboxes and to distribute

materials in the schools after notifying the Principal, provided said distribution does not interfere with any instructional activity. The Association agrees that it will not distribute any material which is derogatory to the administration, the School Committee or any member thereof, or the Somerville School System.

3. The President and members of the Association's Negotiating and Grievance Committees shall have access to all buildings and all Administrators. Upon entering the building, they shall notify the Principal or Headmaster, provided that there shall be no interference with instructional activities.
4. When it is necessary, pursuant to Article III (Grievance Procedure) for a representative of the Association to attend a jointly scheduled grievance meeting or hearing during a school day, he/she will be released without loss of pay as necessary, and the grievant will be accorded the same right. When it is necessary for an Association representative to investigate a grievance during regular school hours he/she shall, upon notice to his/her immediate superior, be released without loss of pay for the time necessary to do so, provided said investigation cannot be conducted during non-working hours and provided further that he/she can be released without detriment to the

educational program. The Association agrees that these rights will not be abused.

5. The School Committee will, upon request, make available to the Association any available information which is neither confidential nor privileged under law which may be necessary for the Association to administer this Agreement or to prepare for future negotiations.
6. A copy of the official agenda of School Committee meetings will be made available to the Association at least two (2) full calendar days before the meeting.

#### **ARTICLE XIX**

##### **SCHOOL ATTENDANCE OF NON-RESIDENT ADMINISTRATORS' CHILDREN**

1. An Administrator who is not a resident of the City will have the option, at no cost, of having his/her child(ren) attend a school in the Somerville Public Schools, on a space-available basis in the school, as determined by the Superintendent. The admission of a non-resident Administrator's child(ren) to the Somerville Public Schools after the beginning of a school year is subject to the discretion of the Superintendent. Once a child is accepted, so long as the Administrator is employed in the Somerville school system, the child shall be allowed to attend school through grade twelve (12), subject to the rules and regulations that apply to Somerville residents.

In addition, every reasonable effort will be made to place siblings in the same school, if the parent so requests.

## **ARTICLE XX**

### **DUES AND CREDIT UNION DEDUCTIONS**

1. Having accepted the provisions of Section 17C of Chapter 180 of the General Laws of Massachusetts, the School Committee shall certify to the City Treasurer all payroll deductions for the payment of dues to the Association that are duly authorized by Administrators covered by this Agreement.
2. Employee electronic payroll deposits will be accepted and processed for all financial institutions as requested by the employee, consistent with State and Federal law.
3. For any member of the bargaining unit who is not a member in good standing of the Association, it shall be a condition of employment that beginning on or after the thirtieth day following the beginning of his/her employment in the bargaining unit or the effective date of this Contract, whichever is later, he/she shall pay an agency service fee to the Association in an amount that is equal to the amount required to become and remain a member in good standing of the Association.
4. The Association shall indemnify the School Committee against any damages or legal fees expended in compliance

with this section and shall comply with any rebate procedure or any process as may be required by State, Federal or Constitutional law. The failure of the School Committee to perform any responsibility under this section, including but not limited to the failure of the School Committee to notify any Administrator on or before the Administrator's entry into the bargaining unit after August 31, 1987, of such obligation to join the Association or to pay an agency service fee shall excuse the Association from its indemnification obligation hereunder in any legal proceeding brought by or in behalf of such individual Administrator. New Administrators shall be required to sign a form acknowledging receipt of such notice from the School Department. A copy of such form shall be supplied to the Association by the School Department.

5. If the Association offers counsel to represent the School Committee and the School Committee declines, choosing instead to be represented by its own attorney, the Association shall not be responsible for legal fees or other litigation expenses of the School Committee but shall remain liable for damages.

**ARTICLE XXI**

**EQUAL EMPLOYMENT POLICY**

1. The Association accepts the School Committee's Equal Employment Policy, as amended from time to time.

**ARTICLE XXII**

**HEALTH AND SAFETY**

1. The School Committee will try to maintain employment conditions free of known hazards to employee health and otherwise to be in compliance with applicable Federal or State laws.

**ARTICLE XXIII**

**MENTORING**

1. The Superintendent/designee, after consultation with the SAA, shall appoint and assign a mentor for each new Administrator in his/her first year of employment in the school district. Additionally, the Superintendent, after consultation with the SAA, may appoint a mentor for an Administrator who, during the prior work year, received an evaluation rating of overall Needs Improvement or Unsatisfactory Overall and has been placed on an Improvement Plan. A mentor must hold a professional license and have a minimum of three (3) years of experience as an administrator in the Somerville Public Schools. In making mentoring appointments, the Superintendent/designee

shall consider, among other factors, the following qualities demonstrated by the applicants:

- A. Professionalism and ability to serve as a role model;
  - B. Skills and knowledge as an administrator;
  - C. Effective communication and interpersonal skills;
  - D. A non-judgmental and nurturing personality;
  - E. A desire and willingness to help the new Administrator and to share expertise;
  - F. An ability to respect the confidentiality of the mentor-new Administrator relationship;
  - G. An ability to guide and encourage the new Administrator to be a reflective practitioner.
2. Mentors will guide new Administrators in the tenets of the Massachusetts Standards of Professional Administrative Practice and all aspects of their administrative responsibilities.
  3. Mentors ordinarily shall be assigned to new Administrators in August for that work year.
  4. Mentor shall be appointed to serve during one (1) work year. Acceptance of a mentoring appointment shall be voluntary.

5. Mentors shall be trained in a mentoring course provided by the School Committee before the start of their first mentoring assignment.
6. A mentor shall be accessible to his/her new Administrator and will have regularly scheduled meetings with the new Administrator. The mentor shall not formally evaluate the new Administrator. The relationship between the mentor and the new Administrator is intended to be a confidential one.
7. Mentors shall be paid a stipend of \$1,500 per year, as specified in Article IV, Salaries, Section 13.

#### **ARTICLE XXIV**

##### **CRIMINAL OFFENDER RECORD INFORMATION POLICY**

1. The Association recognizes the right of the School Committee to conduct criminal record checks of Administrators, in accordance with State law and the School Committee's policy regarding criminal record information, as amended from time to time. The parties recognize that, under G.L. c. 71, §38R, as amended by Chapter 459 of the Acts of 2012, An Act Relative to Background Checks, Administrators are required to submit to state and national fingerprint-based criminal background checks at their own expense.

2. Any Administrator who is convicted of a criminal offense on or after September 1, 2012 must notify the Superintendent of such conviction at the time of the conviction.

#### **ARTICLE XXV**

#### **RESIGNATION**

1. An Administrator must provide the Superintendent with at least ninety (90) days notice of his/her severance of employment, and must sever his/her employment no earlier than June 30 of the school year of his/her resignation and no later than August 31 immediately thereafter. If an Administrator fails to provide such notice prior to resigning for purposes of retirement, or fails to sever his/her employment as stated above, s/he will be ineligible to receive sick leave buyback pursuant to Article XIII(6) of this Agreement, provided that the Superintendent may waive these requirements in extenuating circumstances, which decision will not be arbitrary or capricious.

#### **ARTICLE XXVI**

#### **ACCEPTABLE USE AND SOCIAL NETWORKING POLICIES**

1. Administrators will comply with the School Committee's Acceptable Use and Social Networking policies, as amended from time to time.

**ARTICLE XXVII**

**MISCELLANEOUS**

1. Teaching Duties: Administrators with potential teaching responsibility (i.e., Directors other than the Director of Athletics and Intramurals, Coordinators and Supervisors) may be assigned to teach up to a maximum of two (2) teaching periods per day.

**ARTICLE XXVIII**

**GENERAL**

1. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application will 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.
2. The School Committee will provide the Association with an electronic copy of this Agreement for distribution to all members of the Administrative staff by the Association.

**ARTICLE XXIX**

**DURATION**

1. Except as otherwise specified herein, the Contract contained in this Agreement will be effective as of July 1, 2019 through June 30, 2022 and as of July 1, 2022 and will

continue and remain in full force and effect until June 30, 2024.

2. On or after November 1, 2023, at the request of either party, the parties will enter negotiations for a successor agreement.

SOMERVILLE ADMINISTRATORS  
ASSOCIATION,

SOMERVILLE SCHOOL COMMITTEE,

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**APPENDIX A**  
**CLASSIFICATION PLAN**  
**EFFECTIVE JULY 1, 2019**

<u>LEVEL</u>	<u>POSITION</u>	<u>WORK DAYS</u>
1	Associate Principal	208
	High School Assistant Principal	206
	Assistant Principal for Career, Vocational And Technical Education	206
	Assistant Principal/Special Education Department Chair Next Wave Full Circle	206
2	Coordinator-Elementary Curriculum, Instruction and Assessment (1-8)	206
	Assistant Director-Special Education	220
	Assistant Director-Student Services	206
	Assistant Director-English Language Learner Education	220
	Supervisor-Adult and Continuing Education	206
	Elementary Assistant Principal (K-8)	206
	Assistant Director of Special Education for Instruction and Programming	210
	Assistant Director of Special Education for Services and Supports	210
3	Director-Athletics/Intramurals	213
4	Supervisor-Art	201
	Supervisor-Music	201
	Supervisor-Library/Media Services	201
	Supervisor-Health/Physical Education	201
	Supervisor-World Languages (K-12)	201
	Special Education Supervisor/Department Chair-Building Level	201
	Department Chair-English/Language Arts (9-12)	201
	Department Chair-Mathematics (9-12)	201
	Department Chair-Sciences (9-12)	201
	Department Chair-Social Studies (9-12)	201
	Department Chair-Guidance/Testing	201
	Department Chair-Somerville Center for Career and Technical Education	201
	Multilingual Learner Education Program Coordinator	201
Program Director for Cooperative Education	201	



## Appendix A1

### SOMERVILLE ADMINISTRATORS ASSOCIATION (SAA)

### CLASSIFICATION & SALARY SCHEDULE

**JULY 1, 2019 - JUNE 30, 2020: 2.75 % INCREASE; THEN ADD \$250 ACROSS BOARD**

<u>LEVEL</u>	<u>POSITION</u>	<u>WORK DAYS</u>	<u>BASE</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60 / CAGS</u>	<u>PHD</u>
1	HIGH SCHOOL ASSISTANT PRINCIPAL	206	\$ 113,894	\$ 117,342	\$ 120,789	\$ 122,514	\$ 123,928	\$ 124,777
1A	ASSISTANT PRINCIPAL FOR CAREER, VOCATIONAL & TECHNICAL EDUCATION	227	\$ 130,779	\$ 134,579	\$ 138,377	\$ 140,277	\$ 141,836	\$ 142,771
1B	ASSOCIATE PRINCIPAL AT SHS	227	\$ 148,683	\$ 152,483	\$ 156,281	\$ 158,182	\$ 159,740	\$ 160,675
2	COORDNIATOR, ELEMENTARY CURRICULUM, INSTRUCTION & ASSESSMENT (1-8)	206	\$ 109,023	\$ 112,471	\$ 115,919	\$ 117,643	\$ 119,057	\$ 119,906
	SUPERVISOR - ADULT & CONTINUING EDUCATION	206						
	ELEMENTARY ASSISTANT PRINCIPAL (K-8)	206						
	ASSISTANT DIRECTOR, STUDENT SERVICES	206						
2A	DIRECTOR OF CONTINUING EDUCATION	211	\$ 111,652	\$ 115,184	\$ 118,716	\$ 120,481	\$ 121,930	\$ 122,799
2B	ASSISTANT DIRECTOR, SPECIAL EDUCATION	220	\$ 116,432	\$ 120,115	\$ 123,797	\$ 125,638	\$ 127,148	\$ 128,055
	ASSISTANT DIRECTOR, ENGLISH LANGUAGE LEARNER							
3	DIRECTOR, ATHLETICS / INTRAMURALS	213	\$ 109,023	\$ 112,471	\$ 115,919	\$ 117,643	\$ 119,057	\$ 119,906

<b>4</b>	DEPARTMENT CHAIR - GUIDANCE & TESTING	<b>201</b>	\$	\$	\$	\$	\$	\$
			106,237	109,685	113,131	114,856	116,270	117,119
	DEPARTMENT CHAIR - ENGLISH LANGUGAE ARTS (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - ENGLISH LEARNER EDUCATION, BUILDING BASED	<b>201</b>						
	DEPARTMENT CHAIR - MATHEMATICS (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - SCIENCES (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - SOCIAL STUDIES (9-12)	<b>201</b>						
	DEPARTMENT CHAIR/SUPERVISOR - SPECIAL EDUCATION	<b>201</b>						
	SPECIAL EDUCATION PROGRAM DIRECTOR / SOCIAL EMOTIONAL (K-6)	<b>201</b>						
	SPECIAL EDUCATION PROGRAM DIRECTOR/AUTISM	<b>201</b>						
	SUPERVISOR OF ART	<b>201</b>						
	SUPERVISOR OF HEALTH / PHYSICAL EDUCATION	<b>201</b>						
	SUPERVISOR OF LIBRARY / MEDIA SERVICES	<b>201</b>						
	SUPERVISOR OF MUSIC	<b>201</b>						
	SUPERVISOR OF WORLD LANGUAGES (K-12)	<b>201</b>						

## Appendix A2

**SOMERVILLE ADMINISTRATORS ASSOCIATION (SAA)  
CLASSIFICATION & SALARY SCHEDULE  
JULY 1, 2020 - JUNE 30, 2021: 2.75 % INCREASE;  
THEN ADD \$250 ACROSS BOARD**

<u>LEVEL</u>	<u>POSITION</u>	<u>WORK DAYS</u>	<u>BASE</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60 / CAGS</u>	<u>PHD</u>
1	HIGH SCHOOL ASSISTANT PRINCIPAL	206	\$ 117,276	\$ 120,819	\$ 124,361	\$ 126,133	\$ 127,586	\$ 128,458
1A	ASSISTANT PRINCIPAL FOR CAREER, VOCATIONAL & TECHNICAL EDUCATION	227	\$ 134,625	\$ 138,529	\$ 142,432	\$ 144,385	\$ 145,986	\$ 146,947
1B	ASSOCIATE PRINCIPAL AT SHS	227	\$ 153,022	\$ 156,926	\$ 160,829	\$ 162,782	\$ 164,383	\$ 165,344
		216	\$ 142,236	\$ 145,865	\$ 149,493	\$ 151,308	\$ 152,797	\$ 153,690
2	COORDNIATOR, ELEMENTARY CURRICULUM, INSTRUCTION & ASSESSMENT (1-8)	206	\$ 112,271	\$ 115,814	\$ 119,357	\$ 121,128	\$ 122,581	\$ 123,453
	SUPERVISOR - ADULT & CONTINUING EDUCATION	206						
	ELEMENTARY ASSISTANT PRINCIPAL (K-8)	206						
	ASSISTANT DIRECTOR, STUDENT SERVICES	206						
2A	DIRECTOR OF CONTINUING EDUCATION	211	\$ 114,972	\$ 118,601	\$ 122,230	\$ 124,044	\$ 125,533	\$ 126,426
2B	ASSISTANT DIRECTOR, SPECIAL EDUCATION	220	\$ 119,901	\$ 123,685	\$ 127,469	\$ 129,360	\$ 130,912	\$ 131,843
	ASSISTANT DIRECTOR, ENGLISH LANGUAGE LEARNER							

<b>3</b>	DIRECTOR, ATHLETICS / INTRAMURALS	<b>213</b>	\$ 112,271	\$ 115,814	\$ 119,357	\$ 121,128	\$ 122,581	\$ 123,453
<b>4</b>	DEPARTMENT CHAIR - GUIDANCE & TESTING	<b>201</b>	\$ 109,409	\$ 112,952	\$ 116,492	\$ 118,264	\$ 119,717	\$ 120,589
	DEPARTMENT CHAIR - ENGLISH LANGUGAE ARTS (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - ENGLISH LEARNER EDUCATION, BUILDING BASED	<b>201</b>						
	DEPARTMENT CHAIR - MATHEMATICS (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - SCIENCES (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - SOCIAL STUDIES (9-12)	<b>201</b>						
	DEPARTMENT CHAIR/SUPERVISOR - SPECIAL EDUCATION	<b>201</b>						
	SPECIAL EDUCATION PROGRAM DIRECTOR / SOCIAL EMOTIONAL (K-6)	<b>201</b>						
	DEPARTMENT CHAIR FOR THE SOMERVILLE CENTER FOR CAREER AND TECHNICAL EDUCATION	<b>201</b>						
	SPECIAL EDUCATION PROGRAM DIRECTOR/AUTISM	<b>201</b>						
	SUPERVISOR OF ART	<b>201</b>						
	SUPERVISOR OF HEALTH / PHYSICAL EDUCATION	<b>201</b>						
	SUPERVISOR OF LIBRARY / MEDIA SERVICES	<b>201</b>						
	SUPERVISOR OF MUSIC	<b>201</b>						
	SUPERVISOR OF WORLD LANGUAGES (K-12)	<b>201</b>						
	MUTILINGUAL LEARNER EDUCATION PROGRAM COORDINATOR	<b>201</b>						

### Appendix A3

**SOMERVILLE ADMINISTRATORS ASSOCIATION (SAA)**

**CLASSIFICATION & SALARY SCHEDULE**

**JULY 1, 2021 - JUNE 30, 2022: 2.75 % INCREASE; THEN ADD \$250 ACROSS BOARD**

**EFFECTIVE JULY 1, 2021 ELEMENTARY PRINCIPALS RECLASSIFIED TO SAME LEVEL AS SHS AP'S;**

**AND SALARY INCREASED BY \$2500 (1/2 DIFFERENCE BETWEEN LEVEL 2 AND LEVEL 1)**

<u>LEVEL</u>	<u>POSITION</u>	<u>WORK DAYS</u>	<u>BASE</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60 / CAGS</u>	<u>PHD</u>
<b>1</b>	HIGH SCHOOL ASSISTANT PRINCIPAL	<b>206</b>	\$ 120,751	\$ 124,392	\$ 128,031	\$ 129,852	\$ 131,345	\$ 132,241
<b>1A</b>	ELEMENTARY ASSISTANT PRINCIPAL (K-8)	<b>206</b>	\$ 118,109	\$ 121,749	\$ 125,390	\$ 127,209	\$ 128,702	\$ 129,598
	ASSISTANT PRINCIPAL/SPECIAL EDUCATION DEPARTMENT CHAIR	<b>206</b>						
<b>1B</b>	ASSISTANT PRINCIPAL FOR CAREER, VOCATIONAL & TECHNICAL EDUCATION	<b>227</b>	\$ 138,577	\$ 142,589	\$ 146,599	\$ 148,606	\$ 150,251	\$ 151,238
<b>1C</b>	ASSOCIATE PRINCIPAL AT SHS	<b>208</b>	\$ 133,278	\$ 136,673	\$ 140,068	\$141,766	\$ 143,158	\$ 143,994
<b>2</b>	COORDNIATOR, ELEMENTARY CURRICULUM, INSTRUCTION & ASSESSMENT (1-8)	<b>206</b>	\$ 115,609	\$ 119,249	\$ 122,890	\$ 124,709	\$ 126,202	\$ 127,098
	ASSISTANT DIRECTOR, STUDENT SERVICES	<b>206</b>						
<b>2A</b>	DIRECTOR OF CONTINUING EDUCATION	<b>211</b>	\$ 118,384	\$ 122,113	\$ 125,842	\$ 127,705	\$ 129,235	\$ 130,152
	DIRECTOR OF CAREER AND COLLEGE READINESS	<b>211</b>						
<b>2B</b>	ASSISTANT DIRECTOR, ENGLISH LANGUAGE LEARNER	<b>220</b>	\$ 123,466	\$ 127,353	\$ 131,241	\$ 133,184	\$ 134,779	\$ 135,736

	ASSISTANT DIRECTOR OF EARLY EDUCATION	210						
2C	ASSISTANT DIRECTOR OF SPECIAL EDUCATION FOR SERVICES AND SUPPORTS	210	\$ 117,853	\$ 121,564	\$ 125,275	\$ 127,130	\$ 128,653	\$ 129,566
	ASSISTANT DIRECTOR OF SPECIAL EDUCATION FOR INSTRUCTION AND PROGRAMMING	210						
3	DIRECTOR, ATHLETICS / INTRAMURALS	213	\$ 115,609	\$ 119,249	\$ 122,890	\$ 124,709	\$ 126,202	\$ 127,098
4	DEPARTMENT CHAIR - GUIDANCE & TESTING	201	\$ 112,668	\$ 116,308	\$ 119,946	\$ 121,767	\$ 123,260	\$ 124,156
	DEPARTMENT CHAIR - ENGLISH LANGUGAE ARTS (9-12)	201						
	DEPARTMENT CHAIR - ENGLISH LEARNER EDUCATION, BUILDING BASED	201						
	DEPARTMENT CHAIR - MATHEMATICS (9-12)	201						
	DEPARTMENT CHAIR - SCIENCES (9-12)	201						
	DEPARTMENT CHAIR - SOCIAL STUDIES (9-12)	201						
	DEPARTMENT CHAIR/SUPERVISOR - SPECIAL EDUCATION SPECIAL EDUCATION PROGRAM DIRECTOR / SOCIAL EMOTIONAL (K-6)	201						
	DEPARTMENT CHAIR FOR THE SOMERVILLE CENTER FOR CAREER AND TECHNICAL EDUCATION	201						
	SUPERVISOR OF ART	201						
	SUPERVISOR OF HEALTH / PHYSICAL EDUCATION	201						
	SUPERVISOR OF LIBRARY / MEDIA SERVICES	201						
	SUPERVISOR OF MUSIC	201						
	SUPERVISOR OF WORLD LANGUAGES (K-12)	201						
	MUTILINGUAL LEARNER EDUCATION PROGRAM COORDINATOR	201						
	PROGRAM DIRECTOR FOR COOPERATIVE EDUCATION	201						
	PROGRAM DIRECTOR FOR COMMUNITY AND WORK BASED LEARNING	201						

## Appendix A4

### SOMERVILLE ADMINISTRATORS ASSOCIATION (SAA)

#### CLASSIFICATION & SALARY SCHEDULE

**EFFECTIVE JULY 1, 2022: ELEMENTARY PRINCIPALS RECLASSIFIED TO SAME LEVEL & SALARY AS HIGH SCHOOL ASSISTANT PRINCIPALS 2.75% plus \$250**

<u>LEVEL</u>	<u>POSITION</u>	<u>WORK DAYS</u>	<u>BASE</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60 / CAGS</u>	<u>PHD</u>
<b>1</b>	HIGH SCHOOL ASSISTANT PRINCIPAL	<b>206</b>	\$124,322	\$128,063	\$131,802	\$133,673	\$135,207	\$136,128
	ELEMENTARY ASSISTANT PRINCIPAL (K-8) ASSISTANT PRINCIPAL/SPECIAL EDUCATION DEPARTMENT CHAIR	<b>206</b>						
<b>1B</b>	ASSISTANT PRINCIPAL FOR CAREER, VOCATIONAL & TECHNICAL EDUCATION	<b>227</b>	\$142,638	\$146,760	\$150,880	\$152,943	\$154,633	\$155,647
<b>1C</b>	ASSOCIATE PRINCIPAL AT SHS	<b>208</b>	\$137,193	\$140,682	\$144,170	\$145,915	\$147,345	\$148,204
<b>2</b>	COORDNIATOR, ELEMENTARY CURRICULUM, INSTRUCTION & ASSESSMENT (1-8)	<b>206</b>	\$119,038	\$122,778	\$126,519	\$128,388	\$129,923	\$130,843
	ASSISTANT DIRECTOR, STUDENT SERVICES	<b>206</b>						

<b>2A</b>	DIRECTOR OF CONTINUING EDUCATION	<b>211</b>	\$121,890	\$125,721	\$129,553	\$131,467	\$133,039	\$133,981
	DIRECTOR OF CAREER AND COLLEGE READINESS	<b>211</b>						
<b>2B</b>	ASSISTANT DIRECTOR, ENGLISH LANGUAGE LEARNER	<b>220</b>	\$127,111	\$131,105	\$135,100	\$137,097	\$138,735	\$139,719
	ASSISTANT DIRECTOR OF EARLY EDUCATION	<b>210</b>						
<b>2C</b>	ASSISTANT DIRECTOR OF SPECIAL EDUCATION FOR SERVICES AND SUPPORTS	<b>210</b>	\$121,344	\$125,157	\$128,970	\$130,876	\$132,441	\$133,379
<b>3</b>	DIRECTOR, ATHLETICS / INTRAMURALS	<b>213</b>	\$119,038	\$122,778	\$126,519	\$128,388	\$129,923	\$130,843
<b>4</b>	DEPARTMENT CHAIR - GUIDANCE & TESTING	<b>201</b>	\$116,016	\$119,756	\$123,495	\$125,366	\$126,900	\$127,820
	DEPARTMENT CHAIR - ENGLISH LANGUGAE ARTS (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - ENGLISH LEARNER EDUCATION, BUILDING BASED	<b>201</b>						
	DEPARTMENT CHAIR - MATHEMATICS (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - SCIENCES (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - SOCIAL STUDIES (9-12)	<b>201</b>						
	DEPARTMENT CHAIR/SUPERVISOR - SPECIAL EDUCATION	<b>201</b>						
	DEPARTMENT CHAIR FOR THE SOMERVILLE CENTER FOR CAREER AND TECHNICAL EDUCATION	<b>201</b>						
	SPECIAL EDUCATION PROGRAM DIRECTOR / SOCIAL EMOTIONAL (K-6)	<b>201</b>						
	SUPERVISOR OF ART	<b>201</b>						
	SUPERVISOR OF HEALTH / PHYSICAL EDUCATION	<b>201</b>						
	SUPERVISOR OF LIBRARY / MEDIA SERVICES	<b>201</b>						

SUPERVISOR OF MUSIC	<b>201</b>
SUPERVISOR OF WORLD LANGUAGES (K-12)	<b>201</b>
MUTILINGUAL LEARNER EDUCATION PROGRAM COORDINATOR	<b>201</b>
PROGRAM DIRECTOR FOR COOPERATIVE EDUCATION	<b>201</b>
PROGRAM DIRECTOR FOR COMMUNITY AND WORK BASED LEARNING	<b>201</b>

## Appendix A5

**SOMERVILLE ADMINISTRATORS ASSOCIATION (SAA)  
 CLASSIFICATION & SALARY SCHEDULE  
 EFFECTIVE JULY 1, 2023: ELEMENTARY PRINCIPALS RECLASSIFIED TO SAME LEVEL & SALARY AS  
 HIGH SCHOOL ASSISTANT PRINCIPALS 2.75% plus \$250**

<u>LEVEL</u>	<u>POSITION</u>	<u>WORK DAYS</u>	<u>BASE</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60 / CAGS</u>	<u>PHD</u>
<b>1</b>	HIGH SCHOOL ASSISTANT PRINCIPAL	<b>206</b>	\$127,990	\$131,835	\$135,676	\$137,599	\$139,175	\$140,121
	ELEMENTARY ASSISTANT PRINCIPAL (K-8) ASSISTANT PRINCIPAL/SPECIAL EDUCATION DEPARTMENT CHAIR	<b>206</b>						
<b>1B</b>	ASSISTANT PRINCIPAL FOR CAREER, VOCATIONAL & TECHNICAL EDUCATION	<b>227</b>	\$146,810	\$151,046	\$155,280	\$157,399	\$159,135	\$160,177
<b>1C</b>	ASSOCIATE PRINCIPAL AT SHS	208	\$141,216	\$144,800	\$148,385	\$150,177	\$151,647	\$152,529
<b>2</b>	COORDNIATOR, ELEMENTARY CURRICULUM, INSTRUCTION & ASSESSMENT (1-8)	<b>206</b>	\$122,562	\$126,405	\$130,249	\$132,169	\$133,745	\$134,691
	ASSISTANT DIRECTOR, STUDENT SERVICES	<b>206</b>						
<b>2A</b>	DIRECTOR OF CONTINUING EDUCATION	<b>211</b>	\$125,492	\$129,428	\$133,365	\$135,332	\$136,948	\$137,916
	DIRECTOR OF CAREER AND COLLEGE READINESS	211						

<b>2B</b>	ASSISTANT DIRECTOR, ENGLISH LANGUAGE LEARNER	<b>220</b>	\$130,857	\$134,961	\$139,065	\$141,117	\$142,801	\$143,811
	ASSISTANT DIRECTOR OF EARLY EDUCATION	<b>210</b>						
<b>2C</b>	ASSISTANT DIRECTOR OF SPECIAL EDUCATION FOR SERVICES AND SUPPORTS	<b>210</b>	\$124,955	\$128,849	\$132,767	\$134,725	\$136,333	\$137,297
<b>3</b>	DIRECTOR, ATHLETICS / INTRAMURALS	<b>213</b>	\$122,562	\$126,405	\$130,249	\$132,169	\$133,745	\$134,691
<b>4</b>	DEPARTMENT CHAIR - GUIDANCE & TESTING	<b>201</b>	\$119,457	\$123,300	\$127,141	\$129,063	\$130,639	\$131,585
	DEPARTMENT CHAIR - ENGLISH LANGUGAE ARTS (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - ENGLISH LEARNER EDUCATION, BUILDING BASED	<b>201</b>						
	DEPARTMENT CHAIR - MATHEMATICS (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - SCIENCES (9-12)	<b>201</b>						
	DEPARTMENT CHAIR - SOCIAL STUDIES (9-12)	<b>201</b>						
	DEPARTMENT CHAIR/SUPERVISOR - SPECIAL EDUCATION	<b>201</b>						
	DEPARTMENT CHAIR FOR THE SOMERVILLE CENTER FOR CAREER AND TECHNICAL EDUCATION	<b>201</b>						
	SPECIAL EDUCATION PROGRAM DIRECTOR / SOCIAL EMOTIONAL (K-6)	<b>201</b>						
	SUPERVISOR OF ART	<b>201</b>						
	SUPERVISOR OF HEALTH / PHYSICAL EDUCATION	<b>201</b>						
	SUPERVISOR OF LIBRARY / MEDIA SERVICES	<b>201</b>						
	SUPERVISOR OF MUSIC	<b>201</b>						
	SUPERVISOR OF WORLD LANGUAGES (K-12)	<b>201</b>						
		<b>201</b>						

MUTILINGUAL LEARNER EDUCATION PROGRAM COORDINATOR

PROGRAM DIRECTOR FOR COOPERATIVE EDUCATION

**201**

PROGRAM DIRECTOR FOR COMMUNITY AND WORK BASED  
LEARNING

**201**