



**DSNCS SY22  
Work Agreement**

Work / Focus Area	Professional Conditions & Expectations															
<p align="center"><b><u>SY2021-22 School Calendar</u></b>            180 school days (for students)            188 total days (for staff)</p> <p align="center"><b><u>School Hours</u></b>            8:00AM-4:15pm /8.25 hours - Students            8:45AM-4:15pm /7.5 hours - Teachers            9:00-4:00/7 hours- School Nurse            9:00AM-4:30pm /7.5 hours - Integrals Teachers            8:00-4:00/ 8.0 hours-Teaching Assistants</p>	<ul style="list-style-type: none"> <li>● <b><u>New Staff Orientation</u></b> (Friday August 20th- if needed)</li> <li>● <b><u>Summer Institute – All Staff-</u></b> August 25th-August 27th (3 days)</li> <li>● <b><u>Grade Level Planning Days-</u></b> (2 additional days per grade level)</li> </ul> <table border="1" data-bbox="933 598 1469 892"> <thead> <tr> <th></th> <th>Math</th> <th>ELA</th> </tr> </thead> <tbody> <tr> <td>August 30th</td> <td>K1, K2</td> <td>1,2</td> </tr> <tr> <td>August 31st</td> <td>1,2</td> <td>K1, K2</td> </tr> <tr> <td>September 1st</td> <td>3,4</td> <td>5</td> </tr> <tr> <td>September 2nd</td> <td>5</td> <td>3, 4</td> </tr> </tbody> </table> <p><i>*Special pops will report for primary grade levels they are serving &amp; integrals will report on Sept 1st &amp; 2nd for planning days*</i></p> <ul style="list-style-type: none"> <li>● <b>September 7, 8-</b> Teachers report to building</li> <li>● <b>September 9th-</b> All students report</li> <li>● <b>All Staff PD Day – November 10, 2021, January 3, 2022, March 16, 2022</b></li> <li>● <b>Family Conference Days- Full Day in December 15 &amp; March 30, 2022</b></li> <li>● DSNCS observes the same holidays and school vacations as BPS;</li> <li>● Personal days will not be approved the day immediately before or following a school vacation or three day weekend.</li> </ul>		Math	ELA	August 30th	K1, K2	1,2	August 31st	1,2	K1, K2	September 1st	3,4	5	September 2nd	5	3, 4
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<p align="center"><b><u>School wide Structures, Strategies, Culture/Climate</u></b></p>	<ul style="list-style-type: none"> <li>● Responsive Classroom</li> <li>● Teaching Academy Model</li> <li>● Content Based Grades- 4,5</li> <li>● Multiple adults in classrooms and flexibility in scheduling in order to maximize student learning.</li> <li>● Personalization of Learning</li> </ul>															
<p align="center"><b><u>Enrollment/ Grade Structure/ Class Size</u></b></p>	<ul style="list-style-type: none"> <li>● Grades served: K1—Grade 5;</li> <li>● Class size: 22 with a maximum of 24 students assigned</li> </ul>															
<p align="center"><b><u>Professional Growth &amp; Development</u></b></p>	<ul style="list-style-type: none"> <li>● Summer Institute – all staff are required to attend;</li> <li>● All staff are required to attend Thursday professional development</li> <li>● All staff are required to attend full professional development days</li> <li>● Wednesday or Thursday- ½ Day ending @ 12:30 for students; Professional learning for teaching &amp; learning staff until 4:00</li> </ul>															

<p align="center"><b><u>Student Assessments</u></b></p>	<ul style="list-style-type: none"> <li>Teachers – classroom and learning specialists will have one full day, 3x a year to administer the F&amp;P ELA assessments</li> <li>Teachers will put in for subs for these days</li> </ul>
<p align="center"><b><u>Daily Schedule for Teachers</u></b></p> <p align="center"><b><u>Common Planning Time, Grade Level Team Meetings &amp; Collaborating Teacher and Resident Time</u></b></p>	<ul style="list-style-type: none"> <li>Staff Contractual Day: 7.5 hours, which is 8:45-4:15; Integrals 9:00-4:30</li> <li>Student Day: 8.25 hours, 8:00AM-4: 15pm</li> <li>Duty Free Lunch: teachers Includes integrals teachers - 60 minutes; (this does not mean you won't have to support a duty such as lunch/recess/coverage) Nurse receives 30 minute duty free lunch</li> <li>Residents will support lunch/recess 2x week</li> </ul> <p><b><u>Teacher Duties-</u></b></p> <ul style="list-style-type: none"> <li>Teachers will be scheduled for coverage duties such as bathroom duty, lunch/ recess duty, asynchronous classroom coverage as their schedule dictates</li> <li>This will not conflict with their allocated P&amp;D time</li> </ul> <p><b><u>Teacher Planning &amp; Prep</u></b></p> <ul style="list-style-type: none"> <li>All lead teachers have two 90- minute and two 45-minute CPT/PD respectively; Integrals and special pops have the same allotment of minutes, may not be consecutive</li> <li>One 90-minute PD/CPT is planned with either the TLT (coaching, School Ops needs) and one 90-minute block is for grade level team meeting;</li> <li>One - 45-minute prep will be used for a collaborating teacher and resident sacred meeting and the second independent planning.</li> <li>Special populations teachers will have a weekly team meeting added to their schedule</li> </ul>
<p align="center"><b><u>Staff Stipends &amp; Retroactive Pay</u></b></p>	<ul style="list-style-type: none"> <li>Summer Institute stipends will be paid by 10/31/21;</li> <li>Staff participating on a hiring committee during the summer will be paid the hourly BTU rate;</li> <li>ILT and BTR stipends will be paid at the end of December, 2021 and the end of May 2022</li> <li>Teachers will receive retroactive pay for any missed 45 and/or 90 minute planning times. Teachers will submit the required form for this retroactive pay.</li> </ul>
<p align="center"><b><u>Teaching Assistants</u></b></p>	<ul style="list-style-type: none"> <li>Teaching Assistants' hours are 8:00-4:00pm</li> <li>TAs receive a 20-minute break before the class has lunch and a 30-minute lunch break, to be determined in collaboration with the teacher</li> <li>TAs will cover K1/K2 breakfast, lunch and recess;</li> <li>TAs will provide substitute coverage when necessary and will be compensated according to the BTU rate</li> </ul>
<p align="center"><b><u>Family Engagement</u></b></p>	<ul style="list-style-type: none"> <li>Family conferences occur twice/year in December &amp; March. Students will be off from school and conferences will take place during the school day</li> <li>Every class will have at least two events when parents/guardians are invited to the classroom to engage with students and teaching staff (i.e Publishing parties)</li> <li>All staff will participate in the annual Back-To-School Night &amp; Family Conferences, All staff (Excluding Nurse) will attend Literacy Night and Family Math Night;</li> <li>K1 teachers will collaborate in planning and facilitating the 2022 Summer Orientation for incoming K1 students</li> <li>K1/K2 staff will complete home visits when necessary</li> </ul>

<p align="center"><b><u>Boston Teacher Residency</u></b></p>	<ul style="list-style-type: none"> <li>• DSNCS is a Teaching Academy where every teacher, grades 1-5 has a Resident (for those with veteran teachers able to mentor)</li> <li>• Collaborating teachers supervise and support resident professional growth and development in collaboration with the Director of BTR and the ELA and Math coaches;</li> <li>• Collaborating teachers and residents will use one of the weekly 45-minute prep times to meet with the resident</li> </ul>
<p align="center"><b><u>School Wide Schedule/School Calendar</u></b></p>	<ul style="list-style-type: none"> <li>• The SY22 daily/weekly schedule will be completed by an outside consultant with input from TLT/ILT</li> <li>• Class lists will be developed and completed in the late spring; Special populations teachers will assign students who need to be section together; Lead Teachers will then generate from those lists</li> <li>• The SY22 annual school calendar will be completed by 7/1/21</li> </ul>
<p align="center"><b><u>Daily Coverage</u></b></p>	<ul style="list-style-type: none"> <li>• Teachers and support staff may be asked to support bus arrival/dismissal, breakfast, lunch, or recess during the first 30 days of school</li> </ul>
<p align="center"><b><u>Coaching and Evaluation Plan</u></b></p>	<ul style="list-style-type: none"> <li>• Staff will be evaluated using the traditional evaluation system as outlined by BPS</li> </ul>
<p align="center"><b><u>Staff Participation &amp; School Wide Planning</u></b></p>	<ul style="list-style-type: none"> <li>• Staff will have a range of opportunities to participate in discussions and planning relative to the annual professional development plan, school wide schedule, budget, operations, school wide programs, structures and procedures. These discussions will take place at the ILT and staff meetings. All decisions are centered on student access, opportunity and achievement and excellence in teaching and learning. The principal authorizes all final decisions relative to schedule, budget, staffing, school wide programming, operations and structures.</li> </ul>
<p align="center"><b><u>Letters of Commitment</u></b></p>	<ul style="list-style-type: none"> <li>• Formal communication regarding the school's decision to extend a letter of commitment for employment in SY23 will be provided to each staff member by 2/15/22.</li> </ul>
<p align="center"><b><u>Conditions of Employment</u></b></p>	<ul style="list-style-type: none"> <li>• In accordance with Horace Mann Charter School statute, DSNCS may choose to non-renew any staff member pursuant to federal and state law and municipal ordinances. DSNCS agrees that the dismissal of staff shall be done in accordance with federal and state law and municipal ordinances. In dismissing staff as a result of misconduct, DSNCS is not bound by the practices or procedures established between the Boston Public Schools and any collective bargaining unit. DSNCS shall issue discipline, up to and including termination, to employees in accordance with applicable federal and state laws and municipal ordinances. The Office of Labor Relations must be notified of any discipline or dismissal prior to action toward the employee.</li> </ul>
<p align="center"><b><u>Professional Expectations</u></b></p>	<ul style="list-style-type: none"> <li>• DSNCS staff members are expected to hold themselves to the highest professional and ethical standards in keeping with the spirit of fostering excellence within the school community. These standards are delineated in the staff handbook and will be consistently applied to all staff at DSNCS.</li> </ul>