

## 2019-2020 Working Conditions Acknowledgement Form

4/30/2019

### **BASAS Members employed at UP Academy Boston**

*Assistant Principal, Dean of Curriculum and Instruction, Dean of Students, Dean of  
Special Education*

Above all else, UP Academy Boston believes that the staff members of UP Academy Boston are professionals and deserve working conditions that reflect the professional nature of their jobs. UP Academy Boston believes that working conditions that support high levels of student achievement and working conditions that respect the professionalism of school staff members are not mutually exclusive. UP Academy Boston is excited to operate a school with working conditions that attract a highly motivated staff dedicated to the school's mission.

Per UP Academy Boston's draft Memorandum of Understanding with the Boston Association of School Administrators and Supervisors (BASAS) collective bargaining unit and/or UP Education Network's work with the Massachusetts Department of Elementary and Secondary Education (DESE), the provisions in the BASAS Contract that address working conditions for BASAS members shall not apply to BASAS members employed at UP Academy Boston. Rather, the 2019- 2020 working conditions for all BASAS members at UP Academy Boston are articulated below. BASAS members selected to work at UP Academy Boston are voluntarily electing to work at the school by signing this form.

All BASAS members employed at UP Academy Boston will be provided access to a laptop or desktop computer and a personalized email account, as well as other essential items and conditions that the Principal/Director of Operations believe will support their fulfillment of professional responsibilities at the school.

#### **Terms of Employment**

The term of employment will be July 1, 2019 through June 30, 2020 and will include the following:

- Up to 185 school days for students;
- Up to 6 days of professional development and planning time after the school year begins with each day including up to eight hours of professional development and/or staff planning time;
- Up to 40 additional work days before and/or after the student school year;
- All federal and state holidays;
- Winter break, February break, and April break; and
- Two weeks of paid vacation time between the end of the school year and on or around July 15, 2020. Exact days to be taken may be flexible and will need to be approved by your manager.

Those new to a leadership position must be available from July 1, 2019 on. The week of July 15 will be mandatory professional development. Any time off from the start of your term of employment through the 15th must be approved by your manager. Those returning to a leadership position must be available from July 22, 2019 on. The final workday for employees in 2020 will be on or around the last day of school. If possible, at least one month's notice will be given to employees before any change to the start and end of the school year.

### Schedule for BASAS members

The standard workday for BASAS members will be 10 hours. Required hours will approximate 7:00 am-5:00 pm. While some individuals may be asked to work a different schedule to accommodate school programming, required hours will not exceed 50 hours per week.

All BASAS members are expected to meet with all direct reports at least twice a month and to participate in weekly administrative meetings. The leadership team of UP Academy Boston will meet twice weekly, once during the school day and once at a time outside of traditional hours. The timing of that meeting will be determined by the Principal and Assistant Principal prior to August 1, 2019.

Unless otherwise directed by the Principal/Assistant Principal, all staff members are expected to participate in Professional Development and Collaboration activities and staff meetings that occur weekly. BASAS members are expected to develop, plan, and execute professional development for all UP Academy Boston staff members, including but not limited to teachers.

### **Professional Responsibilities**

All UP Academy Boston staff members are expected to be involved in a variety of educational and administrative activities that are necessary to fulfill the mission of UP Academy Boston. These activities may include, but are not limited to the following:

- Planning for and executing family, teacher, and student orientations;
- Overseeing arrival and dismissal procedures;
- Participation in three family conference sessions, including up to six evening sessions, during the school year;
- Participation in staff recruitment and selection processes;
- Setting up and maintaining classroom/office spaces, bulletin boards, work walls, and other building-wide projects;
- Attendance at student-related meetings, as needed;
- Serving as an advisor to a small cohort of students; and
- Support of the school's student recruitment, outreach, and enrollment activities.

### Scheduling of School-wide Family Conferences

UP Academy Boston will hold 3 family conferences (up to 6 evening sessions) during the 2019-20 school year. These are tentatively scheduled and may be subject to change.

### Staff Dress Code

Staff at UP Academy Boston are asked to dress professionally for a school setting. Please see your employee handbook for more details.

### **Compensation**

UP Academy Boston has limited flexibility in determining its own salary scales for certain positions within their schools. If an employee's pay scale is determined by the schools (and UP Education Network), said employee should be aware that they may transition to the same role at another school within the district and not necessarily be compensated at the same rate.

### Stipends

You may have received a separate offer letter from UP Academy Boston that included additional compensation in the form of stipends. On occasion, you may have the opportunity to earn additional stipends in connection with your employment at UP Academy Boston for work above and

beyond your regular role. The amount and terms of any stipend(s) will be set forth before the work commences in your offer letter and/or in an amended working conditions statement from UP Academy Boston.

**Performance Evaluation**

UP Academy Boston has the autonomy to use its own evaluation process that is separate and distinct from what is used in the district. The evaluation process has been submitted to the district and DESE for their review.

UP Academy Boston aims to provide ongoing feedback, coaching, and support to all employees. If and when an employee is not meeting the expectations of their job, UP Academy Boston may choose to place an employee on a Performance Improvement Plan. If and when an employee is placed on a Performance Improvement Plan, UP Academy Boston will involve appropriate members of Boston Public Schools. If and when an employee's manager has determined that an employee's performance is unsatisfactory, the school may terminate that individual's employment with UP Academy Boston.

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For purposes of the State Ethics Statute (Mass. Gen. Laws chapter 268A), this Working Conditions Acknowledgement Form and the offer letter from UP Academy Boston, as either may be amended from time to time, constitute a single "contract," as referenced in §7, §14 and §20 of the State Ethics Statute, in connection with your employment by UP Academy Boston.

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I understand that the provisions in the BASAS contract that address working conditions for BASAS members shall not apply to BASAS members employed at UP Academy Boston. I am voluntarily electing to work at the school under the above working conditions by signing this form.

Name of Employee: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_