

Schedule B-1

General Fund Stipends – Not Enrollment Based; Activities in B-1 will run if supported by available funds.

Level	Position	2017- 2018 1.5%	2018- 2019 2.25%	2019- 2020 2.25%
District	New Teacher Induction Program Co-Facilitator	\$2186.09	\$2,235.27	\$2,285.57
ES	Student Council (FR)	\$546.53	\$558.82	\$571.40
ES	Student Council (SU)	\$546.53	\$558.82	\$571.40
ES	Content Area Coordinator - ELA	\$5,181.45	\$5,298.04	\$5,417.24
ES	Content Area Coordinator - Math	\$5,181.45	\$5,298.04	\$5,417.24
ES	Content Area Coordinator - Science	\$5,181.45	\$5,298.04	\$5,417.24
ES	Content Area Coordinator - Social Studies	\$5,181.45	\$5,298.04	\$5,417.24
Gr 1-12	Foreign Language Coordinator	\$8,294.03	\$8,480.65	\$8,671.46
HS	Content Area Coordinator - ELA	\$5,181.45	\$5,298.04	\$5,417.24
HS	Content Area Coordinator - Foreign Language	\$5,181.45	\$5,298.04	\$5,417.24
HS	Content Area Coordinator - Math	\$5,181.45	\$5,298.04	\$5,417.24
HS	Content Area Coordinator - Science	\$5,181.45	\$5,298.04	\$5,417.24
HS	Content Area Coordinator - Social Studies	\$5,181.45	\$5,298.04	\$5,417.24
HS	Internship Advisor	\$2,186.09	\$2,235.27	\$2,285.57
HS	District Music Advisor	\$1,426.91	\$1,459.01	\$1,491.84
HS	Virtual HS Coordinator	\$2,186.09	\$2,235.27	\$2,285.57
HS	Best Buddies	\$3,279.13	\$3,352.91	\$3,428.35
HS	Class Advisor - Freshman	\$889.12	\$909.12	\$929.58
HS	Class Advisor - Sophomore	\$889.12	\$909.12	\$929.58
HS	Class Advisor - Junior	\$1,177.89	\$1,203.78	\$1,230.86
HS	Class Advisor - Senior	\$1,300.07	\$1,329.32	\$1,359.23
HS	Student Activities Advisor	\$1,837.95	\$1,879.31	\$1,921.59
HS	Student Council	\$2,226.86	\$2,276.96	\$2,328.20
HS	GSA	\$779.70	\$797.25	\$815.18
HS	National Honor Society	\$1,789.69	\$1,829.96	\$1,871.13
HS	Peer Leader	\$1,888.55	\$1,931.04	\$1,974.49
HS	Peer Mediator	\$1,357.82	\$1,388.37	\$1,419.61
HS	Yearbook	\$4,364.06	\$4,462.25	\$4,562.66
HS/MS	Guidance Coordinator	\$4,573.09	\$4,675.99	\$4,781.20
K-12	Fine Arts Coordinator	\$8,294.03	\$8,480.65	\$8,671.46
K-12	Health Coordinator	\$8,294.03	\$8,480.65	\$8,671.46
K-12	Nursing Coordinator	\$6,636.74	\$6,786.07	\$6,938.75
MS	Team Leader - Grade 5	\$2,638.70	\$2,744.08	\$2,805.83
MS	Team Leader - Grade 6	\$2,638.70	\$2,744.08	\$2,805.83
MS	Team Leader - Grade 7	\$2,638.70	\$2,744.08	\$2,805.83

Groton-Dunstable Regional School
Unit A Salary Schedule
Schedule A
2019-2020

Step	B	B15	M	M15	M30	M45	M60
1	\$ 48,606.27	\$ 49,740.82	\$ 53,567.84	\$ 55,099.44	\$ 56,626.97	\$ 58,157.05	\$ 59,906.33
2	\$ 51,017.15	\$ 52,291.47	\$ 56,118.48	\$ 57,648.06	\$ 59,177.66	\$ 60,709.27	\$ 62,456.96
3	\$ 53,956.80	\$ 55,634.26	\$ 59,394.42	\$ 60,751.80	\$ 63,093.80	\$ 64,769.22	\$ 66,516.94
4	\$ 56,888.32	\$ 58,551.63	\$ 62,392.79	\$ 64,066.23	\$ 66,165.09	\$ 67,899.30	\$ 69,647.00
5	\$ 59,983.95	\$ 61,633.08	\$ 65,528.97	\$ 67,200.33	\$ 69,503.86	\$ 71,169.18	\$ 72,916.92
6	\$ 62,857.71	\$ 64,523.11	\$ 68,484.98	\$ 70,146.35	\$ 72,563.82	\$ 74,338.07	\$ 76,077.41
7	\$ 66,190.56	\$ 67,851.89	\$ 71,880.30	\$ 73,541.66	\$ 76,112.35	\$ 77,771.71	\$ 79,511.00
8	\$ 69,656.43	\$ 71,327.84	\$ 75,408.68	\$ 77,082.15	\$ 79,777.84	\$ 81,451.30	\$ 83,190.63
9	\$ 74,713.22	\$ 76,218.97	\$ 79,100.38	\$ 80,759.74	\$ 83,604.62	\$ 85,267.98	\$ 87,007.31
10			\$ 83,558.23	\$ 85,346.49	\$ 87,548.36	\$ 89,215.78	\$ 90,955.08
11				\$ 86,626.69	\$ 92,459.87	\$ 94,141.38	\$ 95,880.64
12					\$ 93,846.76	\$ 95,553.49	\$ 97,318.85

Groton-Dunstable Regional School
Unit A Salary Schedule
Schedule A
2017-2018

Step	B	B15	M	M15	M30	M45	M60
1	\$ 46,490.66	\$ 47,575.82	\$ 51,236.27	\$ 52,701.20	\$ 54,162.25	\$ 55,625.73	\$ 57,298.87
2	\$ 48,796.60	\$ 50,015.45	\$ 53,675.89	\$ 55,138.90	\$ 56,601.92	\$ 58,066.87	\$ 59,738.48
3	\$ 51,608.30	\$ 53,212.75	\$ 56,809.25	\$ 58,107.54	\$ 60,347.60	\$ 61,950.10	\$ 63,621.75
4	\$ 54,412.22	\$ 56,003.14	\$ 59,677.11	\$ 61,277.71	\$ 63,285.21	\$ 64,943.94	\$ 66,615.58
5	\$ 57,373.11	\$ 58,950.46	\$ 62,676.78	\$ 64,275.40	\$ 66,478.66	\$ 68,071.50	\$ 69,743.17
6	\$ 60,121.79	\$ 61,714.71	\$ 65,504.14	\$ 67,093.19	\$ 69,405.44	\$ 71,102.47	\$ 72,766.10
7	\$ 63,309.58	\$ 64,898.60	\$ 68,751.67	\$ 70,340.71	\$ 72,799.52	\$ 74,386.65	\$ 76,050.24
8	\$ 66,624.59	\$ 68,223.26	\$ 72,126.47	\$ 73,727.11	\$ 76,305.47	\$ 77,906.09	\$ 79,569.71
9	\$ 71,461.28	\$ 72,901.50	\$ 75,657.49	\$ 77,244.63	\$ 79,965.68	\$ 81,556.65	\$ 83,220.27
10			\$ 79,921.31	\$ 81,631.74	\$ 83,737.77	\$ 85,332.61	\$ 86,996.21
11				\$ 82,856.21	\$ 88,435.50	\$ 90,043.83	\$ 91,707.38
12					\$ 89,762.03	\$ 91,394.47	\$ 93,082.99

Groton-Dunstable Regional School
Unit A Salary Schedule
Schedule A
2018-2019

Step	B	B15	M	M15	M30	M45	M60
1	\$ 47,536.70	\$ 48,646.28	\$ 52,389.09	\$ 53,886.98	\$ 55,380.90	\$ 56,877.31	\$ 58,588.10
2	\$ 49,894.52	\$ 51,140.80	\$ 54,883.60	\$ 56,379.52	\$ 57,875.46	\$ 59,373.37	\$ 61,082.60
3	\$ 52,769.49	\$ 54,410.03	\$ 58,087.45	\$ 59,414.96	\$ 61,705.42	\$ 63,343.98	\$ 65,053.24
4	\$ 55,636.50	\$ 57,263.21	\$ 61,019.84	\$ 62,656.46	\$ 64,709.13	\$ 66,405.18	\$ 68,114.43
5	\$ 58,664.01	\$ 60,276.85	\$ 64,087.01	\$ 65,721.60	\$ 67,974.43	\$ 69,603.11	\$ 71,312.39
6	\$ 61,474.53	\$ 63,103.29	\$ 66,977.98	\$ 68,602.79	\$ 70,967.06	\$ 72,702.27	\$ 74,403.34
7	\$ 64,734.04	\$ 66,358.82	\$ 70,298.58	\$ 71,923.38	\$ 74,437.51	\$ 76,060.35	\$ 77,761.37
8	\$ 68,123.65	\$ 69,758.28	\$ 73,749.32	\$ 75,385.97	\$ 78,022.34	\$ 79,658.97	\$ 81,360.03
9	\$ 73,069.16	\$ 74,541.78	\$ 77,359.78	\$ 78,982.64	\$ 81,764.90	\$ 83,391.67	\$ 85,092.73
10			\$ 81,719.54	\$ 83,468.45	\$ 85,621.87	\$ 87,252.59	\$ 88,953.63
11				\$ 84,720.47	\$ 90,425.30	\$ 92,069.81	\$ 93,770.80
12					\$ 91,781.67	\$ 93,450.84	\$ 95,177.36

Section 2. During negotiations the Committee and the Association will present relevant data, exchange points of view, and make proposal and counterproposals.

If negotiation meetings are scheduled at the request of the Committee during school hours, representatives of the Association, not to exceed five (5) in number, will be relieved from all regular duties during such hours in order to permit their participation in such meetings.

The Committee will make available to the Association for inspection all public records of the School System. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

Any agreement reached in such negotiations will be reduced to writing, signed by the Committee and the Association, and will be incorporated in, or become an addendum to, this Agreement.

IN WITNESS WHEREOF, the parties hereto set their hands and seal by their duly authorized representatives on this 31st day of August 2015.

**GROTON-DUNSTABLE REGIONAL
SCHOOL COMMITTEE**

**GROTON-DUNSTABLE EDUCATORS'
ASSOCIATION**

By: _____
Chairman

By: _____
President

ARTICLE XXXI – PROFESSIONAL DEVELOPMENT COMMITTEE

The employer and the Association agree to convene a joint Professional Development Committee to discuss professional development offerings provided to bargaining unit members. The committee will meet four (4) times per year, two (2) times in the first half of the school year and two (2) times in the second half of the school year. When the meetings take place, members of the Professional Development Committee will be provided with a substitute for half the work day to cover their absence from work. The meetings will be co-chaired between an Association member and an Administrative representative. The committee shall not consist of more than ten (10) people and have representatives from all levels and all buildings. Official notes shall be taken at meetings and approved at the next subsequent meeting. The parties shall be empowered to jointly collect data from bargaining unit members and administrators. The task of the committee shall be to assess the Professional Development needs of the District and bargaining unit members and to plan and/or bring Professional Development offerings to the District to meet those needs. Discussions will include, but not be limited to, the current educational trends and professional development needs of educators to maintain their license. Progress, conclusions and recommendations of the committee shall be submitted to the Superintendent. In a situation where the recommendations of the joint Professional Development Committee are not to be implemented, the Superintendent shall provide the Joint Professional Development Committee with the reasons in writing why the recommendations are not going to be followed.

The parties agree to create a sub-committee of the School Committee and the Association bargaining teams called the Stipends Committee. The Stipend Committee shall consist of four (4) representatives of the School Committee and four (4) representative of the Association. The Stipends Committee shall be co-chaired by a representative of the School Committee and the Associations. The Stipends Committee shall be entitled to financial information from the District in order to conduct its work. The Stipends Committee shall make its recommendations to the full bargaining committee.

ARTICLE XXXII - DURATION - NEGOTIATIONS PROCEDURES

Section 1. This agreement shall become effective as of September 1, 2014 and shall continue in effect to and including August 31, 2017, and shall thereafter automatically renew itself for successive terms of one year each, unless the Committee or the Association shall have been given the other party written notice of its desire to modify or terminate this agreement by November 1, 2016 or any subsequent November 1st. If after any such notice, the Committee and the Association have failed to reach agreement, a jointly, or either of them separately may petition the State Board of Conciliation and Mediation to initiate fact finding in accordance with the provisions of Chapter 150E.

Groton-Dunstable Regional School District
Coordinators Summative Evaluation Form

Part III - Optional Curriculum Leadership Summary/Reflection

Complete any and/or all questions to provide input into your summative evaluation.

1. What were key accomplishments within your department, other than those highlighted by your goals?
2. Highlight any professional development that you led, in or out of the district, during the year. What was accomplished?
3. Highlight any professional development in which you've been involved, in or out of the district, during the year. How did it help you?
4. What committees did you serve on during the year? In what ways did you contribute?
5. What grants did you write/receive/participate in?
6. What honors, recognition did you receive either locally or beyond?
7. What else might you like highlighted on your evaluation?

Groton-Dunstable Regional School District
Coordinators Summative Evaluation Form

Part II - Evaluator's Comments

To be completed by June 15.

Narrative by evaluator reflecting on progress in achieving goals this year.

Comments and/or suggestions for future goals:

Recommend rehire as curriculum/student services coordinator:

YES

NO

The evaluatee's signature indicates only that she/he has read the evaluation. The evaluatee may append dissenting or clarifying remarks when in disagreement with an evaluation.

Signature: _____ Date: _____

Evaluatee

Signature: _____ Date: _____

Evaluator

Appendix VI - Coordinators Summative Evaluation Form

Groton-Dunstable Regional School District

Part I - Checklist

Name: _____

To be completed by June 15.

	CONSISTENTLY DEMONSTRATES	USUALLY DEMONSTRATES	GROWTH NEEDED	CANNOT EVALUATE
GENERAL				
Good judgment				
Good organizational skills				
Flexibility when the situation requires it				
Dependability				
Self-confidence				
Initiative				
Satisfactory decision-making ability				
LEADERSHIP				
High expectations of staff and students				
Ability to relate department/school needs to school-wide/district-wide needs				
Satisfactory communication with departmental staff and administration				
Support of staff:				
- So as to improve instruction				
- To carry out the curriculum/program				
- In a timely manner				
Awareness of new trends and current practices in program area				
Development and implementation of curriculum/program				
Delegation of responsibility				
Satisfactory preparation and completion of reports				
Effective preparation and management of budget				
Effective management of materials and equipment				
Effort to achieve goals:				
- Personal				
- Department/school				

Explanatory comments and/or suggestions for improvement:

participation in activities that support the maintenance of professional development and professional growth.

The Committee will set aside an amount for professional development funds for the sole use of Coordinators.

Teachers, primary evaluators, and curriculum/student services coordinators may propose or request informal observations for the purpose of curriculum design, classroom management, and peer mentoring, by mutual consent.

Release Time

In-school release time will be provided as one way for coordinators to meet with staff, the Director of Curriculum, and/or principals, and to hold curriculum meetings.

Substitutes will be provided, when needed, to release coordinators to observe and meet with staff, attend conferences and meetings, and complete curriculum assignments.

Every attempt will be made to schedule administrative time for coordinators at the beginning or end of the school day and if possible in conjunction with preparation time. Every attempt will be made to schedule common time during the school day such that coordinators will have mutual time to meet. Substitutes will be provided if necessary to allow for these meetings.

Coordinators will have no building duties.

Meeting Time

Coordinators will be required to attend one after-school meeting per month beyond that required of other Unit A employees. They will receive, whenever possible, a week's notice of meetings in order to facilitate their ability to schedule.

Secretarial Support

The equivalent of a .2 secretary will be provided to assist Curriculum Coordinators. When necessary, and with mutual notice, the curriculum secretary will meet with the coordinators in their primary building.

Evaluation of Coordinators

For their curriculum or student services responsibilities the building principals, with input from, the Director of Curriculum and Staff Development, will evaluate the coordinators annually using the goal setting and summative evaluation form. Goals will be established using the timeline of Unit A. The annual summative evaluation included in this document will be completed by June 15.

Professional Development

The parties support the principle of continuous training of educators, participation by coordinators in professional organizations in their area of specialization, leaves for work on advanced degrees or special studies, and

compliance with which, has been restrained, as set forth above, the parties affected thereby shall enter into immediate collective bargaining negotiations upon the request of either party for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint.

ARTICLE XXX - K-4 / 5-8 / 9-12 CURRICULUM AND STUDENT SERVICES COORDINATORS

Responsibilities

Coordinators will be actively involved in all decisions affecting their content areas, particularly those concerning spending in their content area, hiring personnel, student and teacher scheduling, and all curriculum related concerns. In consultation with the principals, the coordinators will be an integral part of the process.

Coordinators' involvement in the budget process will:

- ensure uniformity of curriculum within and/or across buildings
- provide continuity of programs, grades K-12
- provide the ability to take advantage of any cost savings by combining orders
- provide the ability to manage supplies and equipment (by rearranging) throughout the system for future savings.

The management of the budget throughout the school year will be the joint responsibility of the principals and coordinators.

Curriculum coordinators will use any release time flexibly for the above-mentioned responsibilities, prep time, and meetings. There will be some flexibility in terms of time for the Fine Arts Coordinator in order to accommodate an unusually large number of night and/or weekend events.

The Nursing Coordinator will conduct workshops for all nurses during in service days and/or before and after the school year.

Coordinators will either return to the classroom or continue in the leadership role with the understanding that this position is renewable yearly. Notification by either party no later than June 15th of each school year will determine the continuance of the coordinator position for the following year. An attempt will be made to return the coordinator to a full time position in his/her building of primary responsibility.

Role of Coordinators in Evaluation

The coordinators shall serve as general consultants to the primary evaluator. The consultation will concentrate on the discipline and not on the teacher, and will consist of what to look for in the subject area and whether recommendations by the evaluator are appropriate to the subject being taught or the responsibilities of the position.

Section 9. Notwithstanding any provisions herein to the contrary, it is understood that full-time nurses will remain on duty at school or school-related events or appointments for seven (7) hours each school day, effective September 1, 2006.

On the issue of health/dangerous working conditions, the superintendent will convene a monthly Superintendent's Advisory Council, by which any member may meet with and bring issues to the attention of the superintendent.

ARTICLE XXVIII - EXTENDED DAY CARE ENROLLMENT

The Superintendent may permit a child to attend the extended day care program sponsored by the Groton-Dunstable Regional School District with payment of 50% of the usual rate, so long as the child resides with a parent/guardian who is employed by the district in a position covered by this agreement. Such attendance is subject to a determination by the Superintendent that there is space available without the need to add staffing.

The Superintendent may permit a child to attend the *Boutwell Infant and Toddler Day Care Program* sponsored by the Groton-Dunstable Regional School District with payment that is 25% less than the community rate, so long as the child resides with a parent/guardian who is employed by the district. For FY16, the rate will not exceed \$1,000/month for GDRSD employees. Such attendance is subject to a determination by the Superintendent that there is space available without the need to add staffing.

The annual enrollment period for GDRSD employees will begin thirty (30) calendar days before the enrollment period for the community. Any available openings during the school year shall be publicized to all GDRSD employees by a notice posted for ten (10) school days before advertising to the community.

Employees should be aware of and seek assistance regarding potential tax consequences of accepting this employee benefit.

ARTICLE XXIX - SEPARABILITY AND SAVINGS

If any Article or Section of this Agreement, or any Riders thereto, should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with, or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of any Rider thereto, or the application of such Article or Section to persons or circumstances, other than those as to which it has been held invalid or as to which compliance with or enforcement of, has been restrained, shall not be affected thereby. In the event that any Article or Section is held invalid or enforcement of, or

The Association and the District recognize that CST and SPED meetings may continue to be conducted before or after school. Meetings will be mutually agreed upon between the principal and the teachers. The parties further recognize that this continuation shall be consistent with past practice.

Section 7. After receipt of the school calendar, the Superintendent shall meet with a committee of teachers designated by the Association to determine the number of curriculum one half (½) days to be planned on a system wide basis and the half days that will be planned on an individual building level. In general, two (2) curriculum one half (½) days will be planned on a system wide basis and two (2) shall be planned on an individual building level. Any additional one-half (½) days will be planned at the discretion of the Superintendent after consultation with the aforementioned committee. The Superintendent shall consult with the committee of teachers prior to finalizing the content of system wide curriculum ½ days, and the Principal and teachers in each building will meet to plan the content of the curriculum ½ days for their respective buildings, subject to final approval by the Superintendent.

The Committee agrees to provide four (4) additional half days for the elementary schools beginning in the 2008-2009 school year. The additional time shall be dedicated to topics selected by the principal and staff. The time will not be used for Professional Development. Teachers will not be required to work beyond the regular release time.

Effective with the beginning of the 2018-2019 school year, the Committee agrees to provide four (4) additional early release half days on Fridays for the elementary schools for grade level team-directed curriculum, assessment and instruction.

The administration will recommend a protocol mutually agreed upon by the Professional Development Committee and the Curriculum Committee formed for the level and subject area specific to the pilot at the elementary, middle school or high school levels. This protocol will outline curriculum piloting, adoption and the professional development process that will follow for new curriculum. In the event that curriculum is not piloted in advance, the District will at some point evaluate it using the District's curriculum evaluation tool. The District will provide continued support and training while curriculum is being fully implemented. The parties recognize that any experimental or innovative program should be piloted and evaluated in writing by the participants prior to implementation. The Committee will make every effort to provide continued support and training while a program is being fully implemented.

Section 8. The Secondary School teachers (grade 5-12) will normally not be scheduled to teach more than two subjects, or more than a total of three teaching preparations within said subjects at any one time. Exceptions to the provision do presently exist and may continue to be made if the Superintendent of Schools (or his designee) determines that it is necessary or advisable to do so. Individuals concerned will be notified in any such instance of the reason therefore.

minutes beyond the regular workday at the site in which they work. Attendance beyond such limits is strictly voluntary.

The Association and the Committee recognize that participation in or attendance at school oriented programs outside of normal teaching hours are part of the duties of the truly professional teacher. Recognizing that attendance at all evening functions may not be possible, the parties encourage active participation to the fullest extent in such functions but agree that attendance at evening meetings – other than Open House or parents' nights, and parent-teacher conferences, for the respective schools involved – shall be on a voluntary basis.

The schedule of parent appointments for regularly scheduled parent teacher conferences shall be considered to be final forty-eight (48) hours in advance of the scheduled conferences. It is the mutual understanding of the parties that, in finalizing the schedule of parent appointments forty-eight (48) hours in advance of the scheduled conferences, teachers will call and arrange alternate conferences for parents who call within the forty-eight (48) hour period preceding the scheduled conferences.

Section 5. Secondary teaching schedules conform to state mandated time and learning standards and shall be based upon a ratio of seventy-five percent (75%) teaching and twenty-five percent (25%) preparation time over a teaching cycle. The length of the school day may be increased if necessary to meet time and learning standards or if the parties agree to alter the schedule.

It is understood that during these preparation periods, teachers will devote their time to activities similar to the following:

- a. Prepare lesson plans
- b. Prepare duplicated materials
- c. Prepare audio-visual materials
- d. Correct and grade papers
- e. Confer with pupils about class work
- f. Participate in team meetings.

Section 6. The Committee will provide all elementary teachers with a minimum of one hundred seventy (170) minutes per week of preparation time with a guarantee of at least thirty (30) contiguous minutes per day. To the extent permitted by additional specialist staffing beyond that which was in place during the 1998-99 school year, the Committee will endeavor to provide elementary teachers with an additional twenty-five (25) minutes preparation time per week with at least thirty five (35) contiguous minutes per day.

The administrators will not schedule CST, SPED meetings during scheduled elementary preparation time. In the even a meeting is scheduled teachers will receive compensatory preparation time during the school day in accordance with the past practice between the parties.

normally have been scheduled after the completion of the workday, a teacher may be required to remain beyond the minimum dismissal time set forth above.

Section 3. Except in cases of emergency or to meet the requirements of the Massachusetts Board of Education, or on those days when students are released early, the normal starting and dismissal times for students will be as follows:

High School	7:27 AM to 1:50 PM
Middle School	8:08 AM to 2:25 PM
Early Childhood Center	9:00 AM to 3:05 PM
Florence Roche	9:10 AM to 3:15 PM
Swallow Union	9:00 AM to 3:05 PM

Students will be dismissed for holidays, parent conferences and curriculum ½ days at the following times:

High School	10:50 AM
Middle School	11:30 AM
ECC, Swallow Union	12:05PM
Florence Roche	12:15 PM

Effective September 1, 2018 the starting and ending times for Florence Roche and Swallow Union will be 8:53 AM to 3:18 PM. The dismissal time for holidays, parent conferences and curriculum ½ days at Florence Roche and Swallow Union will be 12:13 PM.

Effective September 1, 2018, the parties agree that the above-referenced changes shall reflect the addition of twenty (20) minutes to the elementary school day, of which fifteen (15) minutes shall be for student instruction and five (5) minutes shall be for recess.

The schedule may be adjusted as the Superintendent deems necessary in light of current conditions, including bus transportation, and after notification to the Association with an explanation of the reasons involved.

Section 4. Teachers shall attend and take such part as is assigned to them in all meetings of an educational nature scheduled by their Principal or the Superintendent of Schools. Reasonable advance notice of such meetings and agenda of said meetings, normally of at least 24 hours, will be given whenever possible, and no teacher will be excused except by the Principal or Superintendent. Required attendance at such meetings shall not exceed thirty-five (35) hours during the school year. Except in emergency circumstances, meetings for teachers will not continue longer than 90

according to the following schedule:

- a. Upon completion of 15 years of service to the Groton-Dunstable Regional School District, Unit A members will be eligible to receive a longevity incentive in the amount of \$500. This sum will be awarded annually in a lump sum in a separate check on the last day of school.

ARTICLE XXVII - SCHOOL CALENDAR - PROFESSIONAL RESPONSIBILITIES

Section 1. The work of classroom teachers covered by this agreement (other than new personnel who may be required to attend special orientation sessions) will begin no earlier than the Monday before Labor Day and will terminate no later than June 30th (unless it is necessary to meet the minimum amount of days per Department of Education). The Superintendent shall provide a calendar to the Association for the following year no later than March 1st. During each school year, two of the teacher work days will be scheduled prior to the opening of school for students.

Effective with the 2015-2016 school year the number of student instruction days shall be one hundred eighty (180) and the work year shall be reduced to one hundred eighty three (183) days.

Additional days of state mandated student instruction up to a maximum of five (5) days will be paid at the per diem rate of 1/183. Additional days over five (5) days will be subject to negotiation. The Committee's intent is not to add additional teaching days during the term of this Agreement.

Section 2. The workday of Middle School and High School classroom teachers will begin fifteen (15) minutes before the scheduled starting time for pupils and will end ten (10) minutes after students are dismissed, except on those days that students are released early for an emergency and on Fridays or days preceding holidays or vacation; provided that teachers will be available to provide extra help to students and to perform those other professional activities as are more fully set forth in the last paragraph of this section.

The workday of elementary classroom teachers will begin fifteen (15) minutes before the scheduled starting time for pupils and will end fifteen (15) minutes after the scheduled dismissal of students, except on those days when students are released early for an emergency, and on Fridays or days preceding holidays or vacation; provided the teachers will be available to provide extra help to students and to perform those other professional activities as are more fully set forth in the last paragraph of this section.

In emergency situations or to complete the performance of the professional duties such as meeting with pupils when they wish assistance, or advice, or participation in school-oriented programs which, as of the signing of this contract,

Funds still remaining after all disbursements will be returned to the District.

Course reimbursement for the Retell course shall not be charged against the maximum course reimbursement per individual, but shall be included in the calculation of the maximum annual course reimbursement pool. As an alternative to course reimbursement, in-service credit will be awarded with one (1) credit for the short bridge course, two (2) credits for the long bridge course and three(3) credits for the full course.

Section 10. Extracurricular and athletic duties and services shall be compensated in accordance with the provisions of Schedule B. The enumeration of said classes or types of extracurricular service and duties as set forth in Schedule B neither means that the Committee must continue these in existence nor is it intended to exclude payment for any other extracurricular duties not specifically included therein. It is also understood that the Athletic Director may post sub-varsity positions at less than full time, based upon budget, participation, availability of facilities, and other factors. In such instances the salary shall be prorated based on the salaries set forth in Schedule B.

Appointment to the duties and positions listed in Schedule B is subject to annual reappointment by the Superintendent. Said appointments shall normally be made by April 15th.

All coaches must take and pass the State and national coaches' certification test and be certified in CPR.

Section 11. In the event an employee participates in summer curriculum work, professional development or another activity for which an hourly rate is to be paid, such rate shall be thirty dollars an hour (\$30/hour) effective September 1, 2006. It is understood that such work or activity must be approved in advance in writing by the Superintendent or designee for a specific number of hours. It is further understood that Mentors will receive a stipend of \$500 per year, effective September 1, 2005. In the event an employee participates in teaching students outside of the contractual school year pursuant to mandated extended year programs as part of a student's IEP, teachers will be compensated at their regular per diem rate, effective September 1, 2005.

Section 12. Each teacher within the Groton-Dunstable Regional School District will be provided with a copy of this Agreement and will receive an annual contract setting forth compensation due in accordance with the schedule included in the collective bargaining agreement.

Section 13. Notwithstanding any provision herein to the contrary, all nurses employed effective September 1, 2001 shall be placed on Schedule A.

A nurse without a bachelor's degree will be placed on the bachelor's lane but will not move beyond that lane until the nurse earns the requisite degree and credits as set forth in Schedule A.

Section 14. A longevity incentive will be added to a professional employee's salary

credits awarded for completion of the course.

Section 8. The District will offer at least four (4) in-service courses (15 hours minimum each) each year.

Section 9. The Committee shall reimburse each teacher up to an initial maximum of seven hundred dollars (\$700) each year effective July 1, 2008 for courses that have been approved in advance by the Superintendent or designee and otherwise meet the course approval criteria; provided that the Committee shall not be required to expend more than fifty thousand dollars (\$50,000), effective July 1, 2008, in any given fiscal year to fund this provision.

Twenty five thousand (\$25,000) shall be reserved for courses taken in the summer term and shall be divided evenly among Unit A employees who submit their proof of successful completion and proof of payment by September 15. Twelve thousand five hundred (\$12,500) shall be reserved for courses taken in the fall term and shall be divided evenly among Unit A employees who submit their proof of successful completion and proof of payment by January 15. Twelve thousand five hundred (\$12,500) shall be reserved for courses taken in the spring term and shall be divided evenly among Unit A employees who submit their proof of successful completion and proof of payment by June 15.

Any funds not disbursed during one allocation shall be rolled forward to the next allocation.

Any portion of the funds not previously spent by June 15 shall be divided among eligible Unit A members, first to those who have not received their initial maximum allocation and then to those who have spent over \$700 for a course.

Effective FY15, each year within two (2) weeks of the close of the Summer, Fall and Spring Sessions the District shall publish a list of the names of bargaining unit members who have been approved to receive tuition reimbursement funds up to the initial seven hundred (\$700.00) dollar allotment. This published list shall be arranged to include staff members' names, the name of the approved course(s), the cost of the course(s), the amount reimbursed, and the institution offering the course. At the end of the Spring Session and two (2) weeks after the deadline to file for tuition reimbursement, the District shall publish the total remaining unused amount up to fifty thousand (\$50,000.00) dollars available to Unit A staff.

Staff members who were not fully reimbursed in that fiscal year for tuition costs shall be eligible to use the remaining funds. The outstanding balance in the pool shall be applied to staff members' unpaid bills at an equivalent percentage rate until the fund is used up.

Effective with the 2016-2017 school year the maximum expenditure to fund this provision shall be sixty-five thousand (\$65,000.00) dollars.

instance a letter of enrollment will be presented to the Superintendent and the transcript presented as soon as it is available. The teacher is responsible for the submission of this official notice.

Section 6. Planned travel of educational value that meets with prior approval of the Superintendent, may be substituted for some semester hours, providing that a satisfactory written report is presented to the Superintendent.

Credits may be carried over from one lane to another, i.e., if seventeen (17) credit hours are obtained in one lane, the extra two (2) hours can be applied to the next, so long as they apply to the lane change within five (5) years.

Any and all courses taken for credit to apply on the salary schedule must have prior approval of the Superintendent of Schools or the Superintendent's designee.

All teachers will notify the Superintendent by February 1st of anticipated lane changes. Failure to notify will result in no lane advancement for the subsequent school year.

Section 7. "Professional Development Points" (PDP's) and in-service credits shall be granted on the following basis:

- a. One (1) hour of professional development equals 1 PDP;
- b. Fifteen (15) hours of instruction in one course equals one (1) in-service credit;
- c. Hours from different professional development opportunities may not be combined to equal an in-service credit;
- d. In-service credits must be approved in advance by the Superintendent;
- e. In-service credits will be awarded for seminars involving new learning taken at times outside the school day and school year for which the teacher is not paid;
- f. The Superintendent will designate in advance whether a unit of professional development is eligible for PDP's or in-service credit, or both;
- g. Up to a maximum of 9 in-service credits can be used for lane changes effective September 1, 2006.
- h. When an in-service course is offered for university credits, the number of in-service credits will be equal to the number of university

In the case of either an overpayment or underpayment of an employee's salary, the employee and the Director of Business and Finance will work together to provide the necessary documentation, relative to state and federal income tax and retirement contributions, to the proper agencies, if necessary.

Section 2. The Superintendent shall fix the initial salary and step level of each teacher on entering employment (or of permanent substitutes) giving due consideration to previous experience and special skills.

Teachers who enter the system at other than the beginning of the school year will move the following year on the step schedule at the discretion of the Superintendent.

Teachers who are within the system will not request or be granted individual additional step increases except for service, degree requirements, or additional duties.

Section 3. Effective on the dates indicated in schedule A, no full-time teacher employed by the Groton-Dunstable Regional School Committee shall be paid at a salary less than that set forth in the basic salary schedule for classroom teachers. Part-time teachers will be paid on a prorated basis, having been placed on the appropriate step of the salary schedule in the same manner as full-time teachers.

Guidance Counselors will be compensated at the rate of 1/183 of their appropriate step on the teachers' salary schedule for each day in excess of the normal year that they are required to work.

The Unit A Salary Schedule (Schedule A) will increase as follows:

School Year	
2017-2018	- 1.50%
2018-2019	- 2.25%
2019-2020	- 2.25%

Section 4. Annual increments as scheduled will be granted each year (effective the first day of school) to all teachers who have rendered satisfactory service. A question as to whether the Superintendent has just cause for withholding the increment of a tenured teacher may be presented through the grievance and arbitration procedure. The above right to grieve shall not apply to teachers during their first three years of service as such teachers are "probationary" and under law serve at the sole discretion of the Superintendent. Raises in salary above the maximum may be granted at the discretion of the Superintendent in cases of individual merit.

Section 5. All courses taken and passed, providing they have been approved in advance by the Superintendent or the Superintendent's designee, may be applied toward the hours over and above the degree. However, no credit will be allowed toward a change in contract figure if an official transcript or other verification, from the college where the course was taken, is not on file in the office of the Superintendent of Schools prior to the first day of school, unless it is not available to the teacher, in which

ARTICLE XXV - TAX SHELTERED ANNUITIES

Section 1. So as to provide for a non-forfeitable tax shelter annuity payable upon retirement, or termination of employment, a teacher may contract with the Committee for the purchase of an annuity pursuant to the provisions of the General Laws of Massachusetts as part of his, or her, employment compensation. Such contract shall specify the premiums to be paid toward the annuity and must be with a company approved by the Committee and the Association. The parties will agree upon a maximum of fifteen (15) annuities to which contributions can be made, provided that teachers who have made contributions during the 1995-1996 year to an annuity not on the list may continue to contribute to that annuity. Other than the discontinuance of the annuity option, which may be exercised at any time, changes in annuities will normally be made during the months of October and/or May each year. Based on circumstances and need, the Superintendent may approve changes at other times upon request. The Association will pay the fee of any consultant retained by it to assist its members in the selection of annuities.

ARTICLE XXVI - COMPENSATION

Section 1. The salary schedule and compensation for extracurricular duties of each teacher in the public school in the Groton-Dunstable Regional School District shall be determined pursuant to the following sections of this Article.

The annual salary will be divided into twenty-one (21) or twenty-six (26) equal payments, according to the requests of individual employees. Unless the employee notifies the Treasurer of the Regional School District by August 31st of the 26 payment method, the 21 payment method will be assumed. The District will provide the direct deposit of a teacher's paycheck to a Bank designated by the teacher.

If the School District discovers an overpayment in an employee's salary, the employee will be notified in writing by the Director of Business and Finance at the employee's home address by registered mail as soon as practical after the overpayment is discovered. The employee will be notified of their right to representation and the GDEA will be notified in writing simultaneously. The Director of Business and Finance and the employee will mutually agree to a repayment schedule.

If the School District discovers an underpayment in the employee's salary, the employee will be notified in writing by the Director of Business and Finance at the employee's home address by registered mail as soon as practical after the underpayment is discovered. The Director of Business and Finance will meet with the employee and his/her representative, if they choose to have one, and facilitate full payment for the next scheduled payment period, unless a different repayment method is suggested by the employee.

ARTICLE XXIII - OTHER LEAVES

Section 1. A leave of absence, for a period of up to two (2) years, may be granted to teachers at the discretion of the Superintendent for the purpose of exploring alternative careers. Such leave shall be without pay or increment.

Applications for such leave must be submitted to the Superintendent in writing prior to March 15 for the year in which the leave is to begin. The teacher must also notify the Superintendent in writing prior to March 15 of the year in which the leave is to expire of his/her intention to return at the beginning of the school year. Failure to comply with this requirement will be considered as a resignation from the school system.

Section 2. Other leaves of absence may be granted with or without pay at the discretion of the School Superintendent.

ARTICLE XXIV - INSURANCE

The Groton-Dunstable Regional School District will pay sixty-five (65%) of the POS health insurance plan, seventy-nine (79%) of the HMO health insurance plan and sixty-five (65%) of life insurance plans currently in effect and will deduct the teacher's share on payroll checks for participating members on the receipt of proper authorization. Prescription drug co-pays shall be \$10-\$20-\$35, Emergency Room visits shall be \$50 and Doctor visits shall be \$10 per visit effective September 1, 2008. Should an indemnity plan be reinstated the Committee and Association will meet to negotiate the rate, but in no event will the rate paid by the Committee be less than fifty percent (50%).

Effective July 1, 2009 the Groton-Dunstable Regional School District and the Groton-Dunstable Public Employees Committee have entered into an agreement to provide health insurance through the Group Insurance Commission (GIC) pursuant to a written agreement dated September 16, 2008.

The Committee agrees to make the necessary changes in its payroll procedures to allow employee contributions to health insurance, group term life insurance and other forms of insurance (where appropriate) to be paid with pre-tax earnings.

The School Committee agrees to deduct the full cost of long-term disability insurance for employees who enroll in the long-term disability plan.

- c. Said extended maternity leave shall be without pay and shall terminate one year from the first of September following birth of the child or, sooner, if the teacher and Superintendent so agree. Extensions of leave may be granted at the discretion of the Superintendent.
- d. The teacher must notify the Superintendent by the first of April the year in which her maternity leave expires of her intention to return in September, apply for an extension, or to retire from the school system. Failure to comply with this agreement will be considered as her resignation from the school system. Upon return from such leave, the teacher will be offered a position as reasonably comparable to the one occupied at the beginning of the leave as is then available.
- e. A teacher granted maternity leave shall not receive credit on the salary schedule or credit toward tenure for that year unless the number of days she has taught shall total at least ninety (90). Except as set forth herein, such leave of absence shall not count toward tenure.
- f. In the event the child does not live, the teacher may make written applications for reinstatement, accompanied by a physician's statement of good health. Such reinstatement may be granted by the School Committee, in case of an acceptable vacancy, upon the recommendation of the Superintendent of Schools and the approval of the School Committee.

Section 3. Adoption Leave

A teacher who adopts a child shall be granted adoption leave as follows:

- a. The teacher shall be entitled to a leave of absence with pay for up to 4 weeks upon proper notification to the Superintendent of Schools two months in advance of the date the leave is to begin, if possible. Payment will be made from accumulated sick leave. Any additional adoption leave shall be unpaid.
- b. Said leave of absence shall not exceed one year from the September 1st following the child's adoption.
- c. A teacher upon returning to the system shall be entitled to all benefits, rights and privileges of the preceding section of this Article.

Section 2. Parental and childrearing leaves shall be as follows:

1. Parental Leave

- a. Upon receipt of at least two weeks of written notice of a teacher's anticipated date of departure and intention to return, the Superintendent shall grant a leave of absence for maternity for up to eight (8) weeks in accordance with the provisions of Massachusetts General Laws Chapter 149, Section 105D. Except to the extent covered by sick leave as set forth below, said leave will be without pay. A teacher who is pregnant and is physically unable to work due to disability connected to pregnancy or child birth may use accumulated sick leave to cover those days she is disabled and unable to work. The Superintendent may require a teacher to submit medical evidence verifying the disability.
- b. This leave may be extended by mutual agreement between the teacher and the Superintendent in order that a teacher who has been on short-term parental leave status may return at an appropriate time in consideration of the students' program(s) (such as the beginning of a semester, beginning of a marking term, or after a vacation period), or when absence due to medical complication resulting from the pregnancy extends beyond the eight (8) weeks in 1.a above.

2. Childrearing Leave

In the event a teacher desires a leave longer than that provided by statute (FMLA or G.L c. 149 § 105 D), the below listed procedure shall be followed.

- a. Under normal conditions, the Superintendent shall be notified in writing not later than the beginning of the fifth (5th) month of pregnancy. The request must be accompanied by a physician's certification stating the expected date of delivery.
- b. Said extended maternity leave should begin at a time corresponding to the beginning of a new semester (or other appropriate time such as after a vacation period or marking period) provided that, up to this time, the teacher can, in the opinion of the Superintendent of Schools, perform her normal duties satisfactorily. A teacher who does not wish to request a maternity leave of absence shall submit her resignation effective upon leaving the system in accord with the above provisions.

2. Family/Medical leave is unpaid except that the teacher may use paid sick leave pursuant to Article XV, e.g., when FMLA leave is due to the employee's serious health condition.
3. During unpaid family/medical leave, a teacher shall be entitled to participate in all medical and other insurance plans.
4. At the end of the leave, the teacher shall be returned to the same position held before the leave began, or to an equivalent position, subject to layoff or other position elimination.
5. Application Procedure
 - (a) Except in emergencies, a teacher shall apply to the Superintendent at least thirty (30) days before the start of leave period.
 - (b) The teacher shall indicate the anticipated date of return to active employment.
 - (c) A teacher may be required to produce reasonable medical and other certification of the need for family/medical leave within fifteen (15) days of requesting leave. The District may require the employee to submit medical recertification during leave at thirty (30) day intervals and it may require the employee to report periodically on their status and intent to return to work. As a condition for returning to work, a teacher who has been on family/medical leave may be required to present medical certification that the teacher is able to resume work.
6. Leave entitlements under State Law and FMLA run concurrently when both laws cover the same type of leave.

comply with the requirement will be considered as a resignation from the school system. Not more than one person in the system may be absent on such leave at any one time.

ARTICLE XXI - DELEGATES' LEAVE

Section 1. Upon seven days written notice, the Superintendent may approve a leave of absence for attendance at NEA and/or MTA conferences and/or conventions, with pay, for such time as he deems reasonable for officers and delegates of the Association, not to exceed twelve (12) in number.

Section 2. The Committee agrees that a teacher designated by the association may, upon request, and with the Superintendent's approval, be granted a leave of absence for up to two (2) years without pay for the purpose of engaging in association, local, state or national activities. Upon return from such leave, a teacher will be considered as if he were actively employed by the Committee during the leave, and will be placed on the salary schedule at the level he would have achieved if he had not been absent.

Section 3. Superintendent may, at his/her discretion, grant a leave of absence without pay or increment to any teacher to campaign for, or serve in, a public office or for any other purpose the Superintendent deems appropriate under all existing circumstances, including the primary purposes of all concerned, i.e., the best education to the children of Groton and Dunstable.

ARTICLE XXII - FMLA, PARENTAL, CHILDREARING, AND ADOPTION LEAVE

Section 1. Family/Medical Leave ("FMLA" Leave)

1. Any full-time teacher who has been employed for at least one (1) year or more shall be entitled to family medical leave of up to twelve (12) weeks. Effective July 1, 2009 for the purposes of the act any twelve-month period will be a "rolling" twelve-month period measured backward from the date an employee uses any FMLA leave:
 - (a) to care for a son or daughter within a year of birth, adoption, or the initiation of foster care;
 - (b) to care for a spouse, child, parent suffering from a serious health condition; and/or
 - (c) because the teacher's own serious health condition makes the teacher unable to perform the functions of his or her position.

Notice for such leave, including the category of the leave, must be made in writing to the Superintendent normally forty-eight (48) hours before such absence occurs. Personal business leave will not be granted on the day or successive days immediately preceding or immediately following a holiday or vacation period or on a Monday or Friday separated from a holiday or vacation period by a weekend. Exceptions may be granted in emergencies, but the teacher must bring the need for this exception to the attention of the Superintendent prior to requesting personal leave, whenever possible.

If the Committee believes the purpose of the leave is not of a nature specified above requiring the absence of the teacher during school hours, then it will decline to pay for such leave and the matter may, however, be presented through the grievance and arbitration procedures if the individual teacher so elects.

Following the last day of school each year, Unit A employees will be compensated for up to one (1) unused personal day at a rate equal to the standard daily rate for a substitute teacher. Payment shall be made in the next payroll.

ARTICLE XX - MILITARY LEAVE - PEACE CORPS

Section 1. The Superintendent will comply with all State and Federal laws with respect to military leaves of absence.

Military leave will be granted to any teacher who is inducted or who enlists for one required term in any branch of the armed forces of the United States, or during the period of any involuntary extension of enlistment. Upon return from such leave, a teacher will be placed on a salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence, up to a maximum of two years, but such time of absence shall not count toward tenure.

Teaching personnel who are required to perform active duty for training as part of a reserve unit will do so, as far as possible, during the months of July and August.

Section 2. A teacher on tenure may obtain a leave of absence without pay for up to two years, to serve in the Peace Corps. Upon return from such leave, the teacher will be offered a position as reasonably comparable to the one occupied at the beginning of the leave as is then available, and will be placed on the salary schedule at the step level that would have been achieved had the individual remained actively employed in the system during the period of this leave.

All leaves will run from the teachers first day of school to the day before the next school year begins. Applications for such leave must be submitted to the Superintendent in writing prior to April 15 of the year in which the leave is to begin. The teacher must also notify the Superintendent in writing by the first of April of the year in which the leave is to expire of his intention to return in September. Failure to

Before beginning a sabbatical leave, a teacher shall agree in writing to return to active service in the Groton-Dunstable Regional School District for a period of at least twice the length of the leave following the expiration of the sabbatical leave period. A teacher who does not fulfill this agreement shall have to agree, in writing, to repay to the Regional School District the amount of salary received during the sabbatical leave, provided, however, that the teacher shall be released from such payment if his failure to serve twice the length of the leave is due to his illness, disability, death, or if he is discharged from his position by the School Committee.

A teacher returning from sabbatical leave shall be placed on the step of the salary schedule he would have attained had he remained in the school system, and shall be eligible for insurance benefits according to the Regional School Committee Policy while on leave. No teacher may reapply for a second sabbatical leave unless he has completed seven consecutive years since his last leave.

During the course of a sabbatical leave, summary reports of progress should be made to the Superintendent of Schools. Upon completion of a sabbatical leave, the recipient of the leave shall submit a comprehensive report to the Superintendent of Schools containing transcripts of all college, or university, work done while on leave, or any other pertinent data or interpretative material considered essential to an evaluation of his program.

Recipients shall not engage in remunerative work unless approved in writing by the Superintendent while on leave, except that scholarships and fellowships in approved colleges and universities which do not interfere with the prescribed program of professional improvement are allowed.

In case the number of applications shall exceed the number of sabbatical leaves of absence that the School Committee plans to grant for a particular school year, the recommendation of the Superintendent shall be made on the basis of the value of the proposed leave to the educational system of Groton and Dunstable.

ARTICLE XIX - PERSONAL LEAVE

It is recognized by all that absences by regular teachers from the classroom interrupt the educational process and must, therefore, be held to an absolute minimum.

In each school year, however, up to three days may be utilized for imperative personal business, or legal obligations that could not be effectively conducted outside of school hours.

Also, up to two additional days shall be allowed without loss of pay for the observance of religious days falling within the regular work week but not included in the school calendar.

conferences of an educational nature. The schools visited shall be subject to the approval of the Principal and Superintendent. Written reports, if requested, shall cover all such activities and shall be distributed to each building.

Section 2. Teachers are expected to attend professional meetings in their specific fields, and sessions of institutes or conferences for which their schools are closed, unless excused by the Superintendent.

Section 3. The Committee shall pay reasonable expenses (including, but not limited to, registration fees, meals, lodging or transportation) incurred by teachers who are authorized or required by the Superintendent to attend workshops, seminars, or other approved professional improvement sessions.

The K-12 Professional Development Committee and the Site Professional Development Committee will strive to provide equitable opportunities for all teachers to participate in seminars and conferences outside of the District in addition to professional development at the building and District level.

Teachers who are required to take a semester course as part of professional improvement will be informed of the reasons why the course is required, and will be provided reasonable advance notice of the required course to permit its scheduling. The district will pay the cost of all courses required by the Superintendent.

Semester courses taken for professional improvement shall be subject to the contractual standards for other courses taken for credit. Estimated expenses will be submitted to the Superintendent and have his approval prior to attendance.

Teachers requesting reimbursement from the Committee under this section will submit to the Superintendent a voucher individually listing the expenses for which reimbursement is sought for his approval in whole, or in part.

ARTICLE XVIII - SABBATICAL LEAVE

Sabbatical leave, not exceeding one year, will be available after seven consecutive years of service for study or research as recommended by the Superintendent and approved by the Committee. Applications must be submitted to the Superintendent not later than January 1 of the school year prior to that in which the leave is sought. Decisions shall be made by February 28.

Successful applicants will receive one-half of the salary to which they would have been entitled for a one year leave or full salary for a half-year leave, provided that that amount, when coupled with any scholarship, grant, or aid, shall not exceed the salary to which they would have been entitled.

- 7) If the number of days in the Sick Leave Bank reaches sixty (60), the Sick Leave Bank shall be replenished by the contribution of one (1) additional day of sick leave from each member who wished to participate in the Sick Leave Bank. Such additional day will be deducted from the employees' accumulated sick leave.
- 8) The Sick Leave Bank will be administered by a Sick Leave Bank Committee comprised of four individuals: two (2) members representing the Association and two (2) members designated by the Superintendent. All requests for use of days shall be directed to the Sick Leave Bank Committee. The Sick Leave Bank Committee shall maintain the confidentiality of any information submitted to it by an employee. The decisions of the Sick Leave Bank Committee shall be final and not subject to the grievance and arbitration procedures.
- 9) Any employees applying to the Sick Leave Bank shall do so by completing a Sick Leave Bank application form. The application form, with required information attached, including the attending physician certification and a copy of the application form joining the Sick Leave Bank, shall be submitted to the Superintendent's Office, which will have appropriate data recorded and verified.

ARTICLE XVI - BEREAVEMENT LEAVE

Full-time teachers shall be allowed up to four consecutive days leave, without loss of pay, during the school year, in the case of death in the immediate family. The term "immediate family" means the teacher's spouse/domestic partner* child, grandchild, father, mother, sister or brother, or relative actually living in the employee's household. An absence of two days shall be granted applicable to a teacher's grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, or the grandparents of his or her spouse/domestic partner*. These provisions shall be administered in the light of their purpose, which is to provide opportunity, when needed, to enable an employee to attend the funeral or to attend to family or personal matters arising as a result of the death, and shall not be charged against sick leave. *See Addendum I

Upon request the Superintendent may grant additional bereavement days.

ARTICLE XVII - EDUCATIONAL LEAVE

Section 1. Leave of absence may be granted to teachers at the discretion of the Superintendent for the purpose of visiting other schools or attending meetings or