

AGREEMENT
BETWEEN THE
HOPKINTON SCHOOL COMMITTEE
AND THE
HOPKINTON TEACHERS' ASSOCIATION
HOPKINTON, MASSACHUSETTS
SEPTEMBER 1, 2022
TO
AUGUST 31, 2025

INDEX

	<u>Page</u>
SCOPE	1
PREAMBLE	1
ARTICLE I NEGOTIATION PROCEDURE	2
ARTICLE II PAYROLL DEDUCTIONS.....	2
ARTICLE III GRIEVANCE PROCEDURE.....	3
ARTICLE IV SALARIES	5
ARTICLE V CLASS SIZE.....	6
ARTICLE VI TEACHER ASSIGNMENT	6
ARTICLE VII VACANCIES AND PROMOTIONS	7
ARTICLE VIII TEACHER EVALUATION	8
ARTICLE IX TEACHER FACILITIES	9
ARTICLE X USE OF SCHOOL FACILITIES.....	9
ARTICLE XI SICK LEAVE/SICK LEAVE BANK.....	10
ARTICLE XII TEMPORARY LEAVES OF ABSENCE	14
ARTICLE XIII EXTENDED LEAVES OF ABSENCE.....	16
ARTICLE XIV SABBATICAL LEAVE	19
ARTICLE XV PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT.....	20
ARTICLE XVI PROTECTION.....	21
ARTICLE XVII PERSONAL INJURY BENEFITS	22
ARTICLE XVIII INSURANCE AND ANNUITY PLAN	22
ARTICLE XIX GENERAL.....	23
ARTICLE XX TEACHING HOURS, TEACHING LOAD, AND WORK YEAR.....	26
ARTICLE XXI EARLY RELEASE & EVENING MEETINGS.....	32

ARTICLE XXII	CONTRACTUAL NOTIFICATIONS	34
ARTICLE XXIII	PART-TIME PERSONNEL	35
	DURATION.....	35
APPENDIX A	SALARIES	A-1
	LONGEVITY ADDITIONS.....	A-2
	WAGES	A-3
	CURRICULUM RATE	A-4
APPENDIX B	ALL OTHER	B-1
	EXTRA CURRICULAR ACTIVITIES STIPEND ...	B-1
	ATHLETIC EVENT STAFF STIPEND	B-5
	ATHLETIC COACHING STAFF STIPEND	B-7
	RETIREMENT NOTIFICATION	B-9
	SUBJECT MATTER LEADER(S).....	B-10
SIDE LETTERS:		
	PROFESSIONAL OBLIGATIONS	SL-1
	COURSE CREDIT AUDIT/SALARY SCALE CORRECTION	SL-2
	SUBJECT MATTER LEADERS	SL-3
	STUDENT SUCCESS PLANS	SL-4

EDUCATOR EVALUATION PROCESS & PROCEDURES

**AGREEMENT
BETWEEN THE
HOPKINTON SCHOOL COMMITTEE
AND THE
HOPKINTON TEACHERS' ASSOCIATION**

THIS AGREEMENT IS MADE AND ENTERED INTO ON THIS DATE, BY AND BETWEEN THE HOPKINTON SCHOOL COMMITTEE (HEREINAFTER REFERRED TO AS THE COMMITTEE) AND THE HOPKINTON TEACHERS' ASSOCIATION (HEREINAFTER REFERRED TO AS THE ASSOCIATION).

SCOPE

For the purpose of collective bargaining with respect to wages, hours, other conditions of employment, the negotiation of collective bargaining agreements, and any questions arising thereunder, the Committee recognizes the Association as the exclusive bargaining agent for all classroom teachers, special needs teachers, guidance counselors, school adjustment counselors, social workers, psychologists, librarians, art teachers, music teachers, physical education teachers, speech and language therapists, occupational therapists, physical therapists, team chairpersons, department heads and no other professional or nonprofessional employees of the Hopkinton Public Schools (as such employees are defined in Chapter 150E of the General Laws of Massachusetts). The Superintendent shall continue to have the discretion as to step placement on the salary schedule upon initial hire for occupational therapists and physical therapists.

PREAMBLE

Recognizing that our primary purpose is to provide education of the highest possible quality for the children of Hopkinton, and that good morale within the teaching staff of Hopkinton is essential to achievement of that purpose, we, the undersigned parties to this contract, declare that:

- A. under the laws of Massachusetts, the Committee, elected by citizens of Hopkinton, has the responsibility for establishing the education policies of the public schools of Hopkinton;
- B. the Superintendent of Schools of Hopkinton (hereinafter referred to as the Superintendent) has responsibility for carrying out the policies so established;
- C. the teaching staff of the public schools of Hopkinton has the responsibility for providing education of the highest possible quality in the schools;
- D. fulfillment of these respective responsibilities can be facilitated and supported by consultations and free exchanges of views and information between the Committee, the Superintendent, and the teaching staff in the formulation and application of policies relating to wages, hours, and other conditions of employment for the teaching staff; and so, to give effect to these declarations, the following principles and procedures are hereby adopted.

ARTICLE I NEGOTIATION PROCEDURE

Not later than November 15 of the calendar year preceding the calendar year in which this agreement expires, the Committee agrees to enter into negotiations with the Association over a successor agreement. Any agreement so negotiated will apply to all teachers and will be reduced to writing and signed by the Committee and the Association.

ARTICLE II PAYROLL DEDUCTIONS

A. The Committee agrees to deduct from the salary of any teachers so requesting, dues for the local Teachers' Association, the Massachusetts Teachers' Association and the National Education Association and such monies as may be agreed upon from year to year between the Committee and the Association. The teacher's authorization will be in writing in the form set forth below.

PAYROLL DEDUCTION CARD	
NAME	_____
ADDRESS	_____
<p>I hereby request and authorize the Hopkinton School Committee to request and direct the Town Treasurer to deduct from my earnings and transmit to the group below an amount sufficient to provide for regular payment to the group or groups below in equal monthly payments. I understand that the Committee will discontinue such deductions only if I give the Committee sixty (60) calendar days' advance written notice to do so. I hereby waive all rights and claims for monies so deducted and transmitted in accordance with this authorization and relieve the Committee and all of its officers from any liability therefrom.</p>	
ORGANIZATIONS	
National Education Association	\$ _____
Massachusetts Teachers' Association	\$ _____
Hopkinton Teachers' Association	\$ _____
TOTAL	\$ _____
Teacher's Signature	_____
Date	_____

B. Each of the Associations named in Section A above must certify to the Committee in writing the current rate of its membership dues. Any Association which intends to change the rate of its membership dues must give the Committee thirty (30) calendar days' written notice prior to the effective date of such changes.

- C. The Committee will not be required to honor for any month's deduction, any authorization that is delivered to it later than one (1) week prior to the distribution of the payroll from which the deductions are to be made.
- D. No later than October 15th of each year, the Committee will provide the Association with a list of those employees who have voluntarily authorized the Committee to deduct dues for any of the Associations named in Section A above. The Committee will notify the Association monthly of any changes in said list.
- E. New employees will be notified in writing of all benefits and that the Collective Bargaining Agreement includes important information pertaining to their terms and conditions of employment.

ARTICLE III GRIEVANCE PROCEDURE

Definition:

For the purpose of this agreement, a grievance will be defined as a dispute between a member of the bargaining unit covered by this agreement or the Association and the Committee over the interpretation or application of an expressed written provision of this agreement, or, the alleged inequitable or discriminatory treatment of a teacher or teachers.

A. GENERAL:

- 1. A grievance will be deemed waived unless it is submitted at the appropriate entry level within fifteen (15) school days after the aggrieved party knew or should have known of the event or condition on which it is based.
- 2. Failure at any level of this procedure to appeal the grievance to the next level within ten (10) school days of the receipt of the written response will be deemed to be a termination of the grievance. Time limits may, however, be extended by mutual agreement.
- 3. An employee will first take up the concern with his or her principal on an informal basis. The employee may bring a representative of the Association.
- 4. When an individual is involved in a matter considered to be in violation of the contract, nothing will prevent that individual from presenting a formal grievance.
- 5. Submission of a grievance and response made under the formal grievance procedure contained herein will be in writing.
- 6. During summer recess all days will be calendar days, excluding Saturday, Sunday, and holidays.

7. If a member of the bargaining unit is suspended or dismissed by the principal, any grievance shall be submitted at Level 1, 2 and 4. If a member of the bargaining unit is suspended or dismissed by the Superintendent, any grievance shall be submitted at Level 2 and 4.
8. A grievance that affects a group or class of teachers from a different building or department, or is of a general nature, may be submitted in writing by the Association to the Superintendent directly, and processing of such grievance shall commence at Level 2.

B. FORMAL GRIEVANCE PROCEDURE:

Level 1: The aggrieved individual and/or Association representative will file a grievance with the appropriate building principal within fifteen (15) school days as in A.1, above. The building principal will meet with the grievant in regard to the grievance and will respond in writing within five (5) school days. The grievance submitted in writing will identify the aggrieved person or persons, will indicate the provision of the agreement involved in the grievance, the time and place of the event or conditions constituting that the grievance existed, and a general statement of the grievance and redress sought.

Level 2: If the grievant is not satisfied with the disposition of the grievance at Level 1, or if no decision has been rendered within five (5) school days after the presentation of the grievance, said grievant and/or the Association representative may appeal to the Superintendent. Such appeal will be in writing, setting forth the details of the grievance as in Level 1. Within five (5) school days after the receipt of the written grievance by the Superintendent, or his/her/their designee, he/she/they will confer with the grievant and Association representative. The Superintendent will respond in writing to the grievant within ten (10) school days of conferring with the grievant and Association representative.

Level 3: If the grievant is not satisfied with the decision of the Superintendent, or his designee, or if no decision has been rendered within the time called for in Level 2, an appeal may be made to the Committee by the grievant. Such appeal will be in writing and set forth the details of the grievance in Level 1. The Committee will meet with the grievant in closed session within twenty (20) calendar days of the receipt of the grievance by the Committee. The Committee will respond to the grievant with a decision within fifteen (15) calendar days after the Committee meeting following the meeting with the grievant. Failure by the Committee to reply within this period will be construed as a decision favorable to the employee.

Level 4: If the grievant is not satisfied with the decisions of the Committee, the Association may, within twenty-five (25) school days thereafter, submit the grievance to arbitration as provided for in this agreement. Arbitration of disputes between the Committee and the Association will be conducted under the laws of the American Arbitration Association. The decision of the arbitrator will be binding on the parties. Expenses of such arbitration

will be shared equally by the Committee and the Association. The arbitrator will be bound by the terms and conditions of the current contract. Further, the arbitrator will render his decision within thirty (30) calendar days from the date of the completion of the arbitration hearings. Preparation for and resolution of the grievance at the first three (3) levels will not interfere with the educational process; *i.e.*, scheduled classroom activities, unless mutually agreed. At Level 4 of the grievance, the President, Grievance Chairperson, and those whose participation is reasonably expected, will be excused with pay.

ARTICLE IV SALARIES

- A. The salaries of all persons covered by this agreement are set forth in Appendix A, which is attached hereto and made part hereof.
- B. All persons on the teachers' salary schedule will be paid in accordance with the following:

The pay date of the first payment of the school year will be no later than fourteen (14) calendar days after the return to work date for staff. In the event that a member leaves the district's employ and has been paid in excess of wages earned, it is understood that the member will remit any overpaid wages back to the district.

Payments will be made in twenty-three (23) payments:

- Twenty-two (22) biweekly payments, commencing with the first pay date of the school year that is not later than fourteen (14) calendar days after the return to work date for staff; and
- One (1) payment, representing the equivalent of four (4) biweekly paychecks, and subject to tax and other withholdings as if four (4) biweekly paychecks, to be made on the first regular pay date following the twenty-second (22nd) pay date.

All members shall receive a payment schedule for all twenty-three (23) payments for the subsequent school year by the last day of school.

- C. Contingent on the warrant being signed, the Committee will make every effort to insure that salary payments occurring during a vacation period will be distributed on the last day of school prior to the commencement of the vacation period.
- D. Management reserves the right to institute a mandatory requirement for direct deposit of wages, and paperless/electronic pay advisements for direct deposits. Both the direct deposit and electronic notification systems referenced above may be implemented at the discretion of management, with no further bargaining obligation, however, members will be provided with at least two (2) weeks' notice of the conversion. Any employee experiencing difficulty accessing or printing a copy of his/her/their payroll information from the on-line system may seek assistance from the Human Resources Department.

ARTICLE V CLASS SIZE

- A. The Committee and the Association recognize that class size is an important factor in good education and will, whenever possible, subject to space availability and other educational considerations, insure that class size is of the most effective nature for both teacher and pupil. However, the final decision as to class size will be made by the Committee in the best interest of all.
- B. The Committee shall be apprised of the size of all classes and study halls in the system by October 1 of each year and, at that time, will make such information available to the Association. After consultation with the building principal and the Superintendent, the Association may request a meeting to discuss class size with the Committee at the first regular meeting of the Committee after October 1.
- C. The Association shall be immediately apprised in writing of any decision of the Committee to decrease the number of classes in each grade for grades kindergarten through six.

ARTICLE VI TEACHER ASSIGNMENT

- A. Teachers will be notified in writing of their programs for the coming year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes that they will have, as soon as practicable and not later than the end of the school year, except in emergency situations. Notification of a change in room assignment will be given at least three (3) weeks prior to the opening of school except in an emergency situation.
- B. In order to assure that pupils are taught by teachers working within their areas of competence, teachers will not be assigned more than 20% of their instructional time outside the scope of their teaching licensure. No current teacher shall be displaced or reduced in schedule or force as a result of this clause.
- C. Teacher preference will be considered in changing grade assignment in the elementary schools and in subject assignments in the secondary schools; all such changes must be reviewed and approved by the Superintendent.
- D. In arranging schedules for teachers who are assigned to more than one school, an effort will be made to limit the amount of inter-school travel. Such teachers will be notified of any changes in their schedules as soon as practicable. Teachers who are assigned to more than one school in any one school day will receive twenty-eight and one-half cents (\$.28.50) per mile for all inter-school driving done by them in fulfillment of their assignment.
- E. In the event of any reassignment after the end of the school year, reassignment will be at the discretion of the Superintendent or his designee and all teachers directly affected by this assignment will be notified in writing within four (4) calendar days of the reassignment.

- F. The Committee will make materials and time available for teachers who are required to change classrooms and/or school buildings.
- G. Custodial assistance will be provided to actually move boxes and furniture when required in accordance with the above.
- H. All members of the bargaining unit shall receive their projected weekly schedules for the next school year on the last scheduled day of the school year. It is understood that said projected schedules may be changed due to unforeseen circumstances (*e.g.*, changes in enrollment and/or student needs).

ARTICLE VII VACANCIES AND PROMOTIONS

- A. Whenever any vacancy or new professional position under the scope of this contract is created during the school year and a decision is made to fill the position, it will be adequately publicized by the Superintendent or his/her/their Designee by means of an electronic notice e-mailed to the HTA distribution list as far in advance of the appointment as possible. The Association President will receive a copy of the posting a minimum of five (5) school days in advance of the posting. Information pertaining to vacancies for new professional positions during the summer months will be sent by the Superintendent or his/her/their Designee to those teachers requesting the information on the appropriate form and to the President of the Association and/or his/her/their designee, whose name and address shall be given in writing to the Superintendent or his/her/their Designee. In both situations, the qualifications for the position, its duties, and the rate of compensation, will be clearly set forth. The qualifications set forth for a particular position will not be changed when such future vacancies occur, unless the Association has been notified in advance of such changes and the reasons therefore. No vacancy will be filled except on a temporary basis, within twelve (12) school days from the date the notice is posted in the schools or the giving of notification to the Association members.
- B. All teachers will be given adequate opportunity to make application for such positions and the Superintendent or his designee agrees to consider the professional background and attainments of all applicants. In filling such vacancies, consideration will be given to qualified teachers already employed by the school district and each applicant not selected will, upon written request, receive a written explanation from the Superintendent or his designee before the appointee assumes his/her/their position. Appointments not made within sixty (60) calendar days after the notice is posted in the schools will be re-posted per Paragraph A.
- C. During the period covering August 1 – October 1, Sections A and B shall be waived by mutual consent of the Superintendent or his/her/their Designee and the Association President or his/her/their designee. However, the Administration will make every effort to carry out the intent of Section A and B during that time.

- D. Notice will be sent to the Association whenever any vacancy in a professional position within or outside the scope of this contract occurs, prior to filling the position. The Superintendent or his/her/their designee will notify the President of the Association and then will adequately publicize the position.
- E. Whenever a professional position is filled by the Superintendent or his/her/their designee, the Association President and/or his/her/their designee shall be so notified and given the name of the person appointed to the position.

ARTICLE VIII TEACHER EVALUATION

A. Teacher Evaluation

- 1. Teachers will be evaluated as set forth in the Hopkinton Public Schools' Educator Evaluation Process and Procedures, which is included in the Appendix of this Agreement.
- 2. The Parties agree to reopen this Agreement in order to negotiate changes to the existing Evaluation Process and Procedures in order to satisfy the provisions of M.G. L. c. 71 §38 and related state regulations, including but not limited to 603 CMR 35.01-35.11.

B. Personnel Records

- 1. Upon twenty-fours (24) hours' written notice, teachers will have the right to review the contents of their personnel file in the presence of a designee of the Superintendent. A teacher will be entitled to have a representative of the Association accompany him/her/them during such review.
- 2. No material derogatory to a teacher's conduct, service, character, or personality will be placed in his/her/their personnel file unless the teacher has had an opportunity to review the material. The teacher will acknowledge that he/she/they has had the opportunity to review such material by affixing his/her/their signature to a copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher will also have the right to submit a written answer to such material and his/her/their answer shall be reviewed by the Superintendent and attached to the file copy.
- 3. An administrator to whom a written or substantial oral complaint against a teacher was made will, within two (2) days, except in unusual circumstances beyond the control of the administrator(s), give all information about the complaint to the teacher involved. No oral complaint shall be used to the disadvantage of a teacher unless substantiated through a fair and reasonable investigation.

ARTICLE IX TEACHER FACILITIES

Each school will have the following facilities:

1. Space in each classroom in which teachers may safely store instructional materials and supplies.
2. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials.
3. An appropriately furnished room to be reserved for the exclusive use of the teachers as a faculty lounge. Said room will be in addition to the aforementioned teacher work area.
4. A serviceable desk and chair for the teacher in each classroom.
5. Well-lighted and clean teacher restrooms.
6. A separate, private dining area for the exclusive use of the teachers, when practical and possible without substantial expenditure.
7. An adequate portion of the parking lot at each school will be reserved for teacher parking.

ARTICLE X USE OF SCHOOL FACILITIES

A. By the Association

1. The Association will have the right to use school buildings without cost at reasonable times for meetings. The principal of the building in question will be notified in advance of the time and place of all such meetings.
2. The Association will have the right to use the athletic facilities and equipment at the High School without cost one (1) evening each week when school is in session. The schedule and other related matters will be arranged in advance with the Superintendent. The Association agrees to relinquish or change the evening if the Superintendent deems it necessary to serve the best interest of the Town. In such case, every effort will be made to substitute a mutually agreeable alternative evening.
3. Except as otherwise provided by insurance coverage in effect at the time, the Town of Hopkinton, its elected officials, officers, agents, and/or employees will not be liable to the Association or any individual for a tort resulting from the Association's use of school facilities pursuant to this Article.

B. There will be one (1) bulletin board in each school building, which will be placed in the faculty lounge, for the purpose of displaying notices, circulars, and other

Association material. Copies of all such material will be given to the building principal, but his/her/their advance approval will not be required.

- C. No teacher will be prevented from wearing pins or other identification of membership in the Association or any other teacher organization.

ARTICLE XI SICK LEAVE

- A. 1. The following schedule shall be used for allowable paid sick leave, regardless of the amount used in any previous year.

YEARS IN SYSTEM (LESS THAN)	TOTAL ALLOWABLE SICK LEAVE DAYS PER SCHOOL YEAR
1	15
2	30
3	45
4	60
5	75
6	90
7	105
8	120
9	135
10	150
11	165
12	180

- 2. Only those members working in the District prior to June 30, 2013 will be eligible for the sick leave schedule set forth above at Section A.1. Those members whose employment with the Committee begins on or after July 1, 2013, shall be awarded sick leave as follows: Each September 1st, members shall be granted fifteen (15) sick days per year, which shall be prorated for partial year employment. Said days may accumulate up to 200.
- B. For any one absence in excess of five (5) school days, a doctor’s written statement of inability to perform normal teaching duties may be requested by the Superintendent or his/her/their Designee.
 - C. Any person returning to work after an absence, due to illness, in excess of five (5) consecutive school days may be required by the Superintendent or his/her/their Designee to obtain a written statement from a doctor that the absent person is capable of performing normal teaching duties.
 - D. For any one year’s total absence creditable to sick leave in excess of ten (10) school days not covered under Section B, a doctor’s written verification of illness

may be requested by the Superintendent or his/her/their Designee to allow payment for such days.

- E. Continuous absence due to illness commencing in one school year or during the summer and continuing into the next school year will be compensated as follows: For members eligible for sick leave under Section A.1 above, on the basis of the number of days of eligibility for the contract year in which the absence began. For members eligible for sick leave under Section A.2 above, on the basis of the number of sick days accumulated as of the date the absence began.
- F. For those members eligible for sick leave under Section A.1 above, no sick leave accumulation will be allowed.

For those members eligible for sick leave under Section A.2 above, sick days may accumulate up to 200.

- G. Any teacher receiving compensation from long-term disability insurance shall have the Town's portion of such pay reduced to the extent that his/her/their income shall not exceed his/her/their contracted base salary.
- H. For those members eligible for sick leave under Section A.1 above, excepting the provisions of Paragraph E of this section, in no case will sick leave benefits extend beyond the number of days entitled at the outset of the cause of such leave.

For those members eligible for sick leave under Section A.2 above, excepting the provisions of Paragraph E of this section in no case will sick leave benefits extend beyond the number of days accumulated at the outset of the cause of such leave.

- I. In all instances, the paid sick leave benefit will be pro-rated in cases of partial year's employment.
- J. For any member who was on an unpaid leave of absence for the entire school year prior, paid sick leave benefits will be awarded as in Section A.1 and Section A.2 only upon that member's return to work.
- K. The Hopkinton School Committee and Hopkinton Teachers' Association agree to establish a Sick Leave Bank effective at the start of the 2022-2023 school year subject to the following provisions, exclusively for Hopkinton Teacher Association, Unit A bargaining unit employees.

1. Eligibility:

- a. Effective upon the establishment of the Sick Leave Bank, any bargaining unit employee hired after June 30, 2013, and working or on approved leave of absence during the 2021-2022 school year shall be a Sick Leave Bank member unless the individual employee opts-out of participating in the sick bank by providing written notice to the Human Resources Office not later than October 1, 2022.
- b. Any bargaining unit employee whose first day of employment is after June 30, 2022, shall become a member of the Sick

Leave Bank effective October 1 of her/his/their second year of employment unless the individual employee opts-out by providing written notice to the Human Resources Office prior to that date.

- c. Bargaining unit employees hired and working in the district prior to June 30, 2013, shall not be eligible to participate in the Sick Leave Bank.

2. Funding the Bank:

- a. Initial Establishment - Effective October 1, 2022, all Sick Leave Bank members, as defined above, will be assessed one (1) sick day from her/his/their accrued, but unused, sick time. Sick Leave Bank members may voluntarily elect to donate a second day by providing written notice to the Human Resources office by October 1, 2022.
- b. Initial Bank Members - Those employees who became Sick Leave Bank members upon initial establishment will be assessed one (1) additional day of accrued, but unused, sick leave on October 1, 2023, and October 1, 2024.
- c. New Hires – Sick Leave Bank members hired after June 30, 2022, will be assessed one (1) sick day on October 1st of her/his/their second, third and fourth year of employment.
- d. Replenishment - When the total number of sick days in the Sick Leave Bank drops below 300 days, then each member of the Sick Leave Bank shall be assessed one (1) day of accrued, but unused sick leave.
- e. Upon retirement, a Sick Leave Bank member may donate up to five (5) days of accrued, but unused, sick leave.
- f. The assessment of sick leave for part time employees will be prorated based upon their full-time equivalency status.

3. Sick Leave Bank Committee:

- a. The Sick Leave Bank will be overseen by the Sick Leave Bank Committee.
- b. The Sick Leave Bank Committee will consist of two (2) members appointed by the Superintendent and two (2) members appointed by the HTA.
- c. The Sick Leave Bank Committee will approve or deny requests for time made by members of the Sick Leave Bank.

- d. A request for time from the Sick Leave Bank shall be considered approved unless the request is denied by a simple majority of the Sick Leave Bank Committee.
- e. Convening of the Sick Leave Bank Committee may be in person, virtual or hybrid.
- f. In voting on a request made by a member of the Sick Leave Bank, the Sick Leave Bank Committee may consider if the request meets the criteria set forth in this Article and prior grants of time from the Sick Leave Bank to the member.
- g. Hopkinton Public Schools Human Resources will keep the Sick Leave Bank Committee apprised of the number of sick leave days in the bank.
- h. Requests for Sick Leave Bank time will be submitted to Human Resources. Human Resources will assist the Sick Leave Bank Committee in setting a date to convene and provide the Committee with needed documents.

4. Standard For Making A Request:

- a. A request for time from the Sick Leave Bank must be accompanied by documentation from a health care provider that the Sick Leave Bank member is unable to work due to a medical condition and that the member is expected to recover and is likely to be able to return to work.
- b. Authorization for leaves of absence require prior approval by the Superintendent or his/her/their designee. A request for time from the Sick Leave Bank is limited to a determination of whether Bank days should be granted and not whether the leave is appropriate.
- c. Sick Leave Bank requests may not be made for family sick, child rearing, elder care or other leaves not related to the medical condition of the member.
- d. A request for Sick Leave Bank leave may only be made if the Sick Leave Bank member has exhausted all of her/his/their accrued sick leave or the health care provider's documentation indicates that the member's time will be exhausted prior to her/his/their anticipated time to return to work.

5. Number Of Days That May Be Granted:

- a. Sick Leave Bank requests may be for up to a total of 180 teacher work days.
- b. Time will be granted in increments of up to 30 days based upon the health care provider's estimated time of recovery.

6. No Appeals - All decisions of the Sick Leave Bank Committee are final and are not subject to the grievance and arbitration provisions of this collective bargaining agreement.
7. Annual Review - During the first three (3) years of the Bank, the Sick Bank Committee will reconvene in June of each year to review the implementation and use of the Bank and whether any revisions to the procedures set forth above are necessary. Any joint recommendations of the Committee will be brought to the Negotiation teams for review and negotiation.

ARTICLE XII TEMPORARY LEAVES OF ABSENCE

A. Teachers will be entitled to the following temporary leaves of absence with pay for each school year. Unless otherwise specified, leaves pursuant to this section will be in addition to any sick leave to which the teacher is entitled. No teacher will be required to arrange for his/her/their own substitute.

1. Bereavement Leave: Up to five (5) days leave of absence will be granted in each instance immediately following the death of a relative (father, mother, step-father, step-mother, brother, sister, spouse, child, step-child, grandparent, grandchild, individuals residing in household, or the following in-laws: father/mother-in-law, brother/sister-in-law, and son/daughter-in-law). Up to two (2) days of leave will be granted for the death of a member's aunt, uncle, niece, nephew, or grandparent-in-law, or in the event of the death of another individual not listed herein. Bereavement leave may be taken at a time other than immediately following the date of death, if the funeral services occur at a time other than immediately following the date of death. This provision does not apply to annual memorial services. Under extenuating circumstances additional time may be granted with the prior approval of the Superintendent or his/her/their Designee.

In order to be eligible for the aforementioned bereavement leave in connection with the death of an individual residing in the employee's household, the employee, upon request, shall provide evidence (such as an affidavit) regarding the deceased's status as an individual residing in the employee's household. It is further agreed by the parties that the extension of bereavement leave benefits to employees in connection with the death of an individual residing in the employee's household shall establish no precedent or past practice as to the extension of other employment benefits in connection with individuals residing in an employee's household.

2. Family Care Leave: Up to four (4) days leave of absence will be granted to care for a relative (see above definition). Such time will be charged against a member's sick time. In addition, members who are the non-birth giving parent may use up to seven (7) days of leave charged to sick time to care for a newborn child.

3. **Personal Leave:** A member shall have up to two (2) days leave with pay each year for the purpose of transacting or attending to personal, legal, business, household or family matters which require absence during school hours. It is the intention of the parties that leave under this Article shall be available for reasons of hardship or other pressing need and not merely for personal convenience. Whenever possible, forty-eight hours advance notice is required. Except in emergency situations or extenuating circumstances that are authorized by the Superintendent or his designee, no personal leave shall be allowed the work day before or the work day after a vacation period, a holiday occurring on a school day, or the first or the last week of the school year, or on any teacher Professional Day.
 - a. Effective September 1, 2022, up to one (1) unused personal day remaining as of June 30th will be carried over automatically to the next school year for those members in Year Six (6) or later of employment, for a total of three (3) personal days to be available for use in any one school year.
 - b. Effective September 1, 2018, during a member's first five (5) years of employment in the District, unused personal days remaining as of June 30 will be converted to sick time.

Effective September 1, 2022, these members (ie., those in their first five (5) years of employment in the District) may instead request to carry over up to one (1) unused personal day to the next school year. Any remaining unused personal days will be converted to sick time as set forth above. Requests to carry over a personal day to the next school year under this subsection must be made in writing to the Human Resources office by June 1st of the preceding school year.
 - c. Requests to use a third personal day in a given school year must be accompanied by a reason and be within the purposes outlined above.
4. **Temporary Military Service:** A maximum of fifteen (15) days per school year for persons called into temporary active duty of any unit of the U.S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. Teachers will be paid the difference between their regular pay and the pay which they receive from the State or Federal Government.
5. **Jury/Witness Duty:** In Massachusetts, members shall receive their full daily salary for the first three (3) days of juror/witness service. If required to serve beyond three (3) days, members will be paid the difference between their daily salary and the daily jury/witness stipend provided by the Commonwealth. If serving in another state, the state law concerning jury/witness duty will guide the salary requirements for that member's jury/witness duty. In no event will a member suffer a loss of

compensation while serving jury/witness duty. Members shall be required to submit evidence of jury duty service.

- B. The deductions for absences not creditable to sick leave or temporary leave shall be equal to the annual salary divided by 183 days.

ARTICLE XIII EXTENDED LEAVES OF ABSENCE

- A. The Committee agrees that one (1) teacher designated by the Association will, upon request, be granted a leave of absence for up to two (2) years without pay for the purpose of engaging in Association (local, state, or national) activities. Upon return, the teacher may be placed on the same step he/she/they was on when he/she/they left.
- B. A leave of absence without pay of up to two (2) years may be granted to any professional status teacher who joins a government service organization or serves as an exchange teacher and is a full-time participant in either of such programs. Upon return from such leave, a teacher will be considered as if he/she/they were actively employed by the Committee during the leave and will be placed on the salary schedule at the level he/she/they would have achieved if he/she/they had not been absent.
- C. Military leave will be granted to any teacher who is inducted into any branch of the armed forces of the United States. In the event of a national emergency, military leave will be granted to a teacher who enlists in any branch of the armed forces. Upon return from such leave, a teacher will be placed on the salary schedule at the level which he/she/they would have achieved had he/she/they remained actively employed in the system during the period of his/her/their absence to a maximum of two (2) years.
- D. Family and Medical Leave
 - 1. Adoptive Parent Leave

Adoptive parents shall be entitled to utilize up to ten days of paid leave for adoption related travel, court appearances, appointments with social workers or adoption agencies or attendance at other meetings or processes required in connection with the adoption of a child. Adoptive parents shall provide two weeks' notice of the intent to utilize paid leave under this section where practicable and will provide the Superintendent or his/her/their Designee with documentation, in a form acceptable to the Superintendent or his/her/their Designee, supporting the need for such leave.

- 2. MPLA Leave

Upon completion of three months of full time service or the equivalent to a maximum of six months, employees shall be entitled to eight weeks of unpaid parental leave for birth, adoption, or placement of a child pursuant

to a court order, pursuant to the Massachusetts Parental Leave Act (M.G.L. Ch. 149, Section 105D, also referred herein as “MPLA”).

Paid sick leave, pursuant to Article XI, may be used for the period of the employee’s actual disability. The employee may be required to submit a doctor’s note certifying the period of disability. Additional paid time off entitlements may be available as outlined in the Family Illness Leave policy, Article XII, Section 2. MPLA leave will be considered to also qualify as FMLA leave, and will run concurrently.

3. FMLA Leave

All eligible members of the bargaining unit shall, in addition to the provisions of this Article, be eligible for unpaid leaves of absence in accordance with the Family and Medical Leave Act of 1993 (“FMLA”). FMLA currently includes leaves for:

- The birth of a child and in order to care for the newborn;
- The adoption or placement of a child for foster care with the employee;
- To care for a child, spouse, or parent with a serious health condition;
- Because of the employee's own serious health condition that makes the employee unable to perform the essential functions of his/her/their position.
- Any qualifying exigency, as defined in P.L. 110-181, Section 585(a), arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

Additionally, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member, as defined in P.L. 110-181, Section 585(a), who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

FMLA utilization shall be governed by the Hopkinton School Committee Policy on Family and Medical Leave as adopted on January 30, 2003 and amended on February 26, 2009. Said policy shall be available on the District web site or may be requested from the Superintendent’s Office.

All full time bargaining unit members shall presumptively be considered to have met the 1250 hour eligibility threshold on an annual basis. In the case of a part-time employee, the district shall bear the burden to establish the employee did not meet the 1250 hour eligibility threshold

For leave related to the birth or placement of a child, the employee must provide at least two weeks' written notice before his/her/their anticipated date of departure and include an intended date of return.

Nothing in this section or the School Committee policy shall be interpreted to limit an employee's right to utilize sick leave benefits as provided elsewhere in this agreement, or to require an employee to use sick leave, personal leave, or vacation time during any leave period.

E. Child Rearing Leave

An unpaid leave of absence for child rearing purposes: (A) shall be granted to any teacher who has served in a bargaining unit position for at least three (3) years and (B) may be granted to any teacher who has served in a bargaining unit position for at least one (1) year. Child rearing leaves shall be granted for up to one (1) school year's duration. If the teacher has worked more than ninety (90) days of a year in which such leave is taken, he/she/they will continue on the salary schedule at the level that would have been achieved had the absence not occurred.

- F. A leave of absence without pay or increment of up to one (1) year may be granted for the purpose of caring for a sick member of the teacher's immediate family. Additional leave may be granted at the discretion of the Superintendent. Requests for such leave will be supported by verification from the health care provider that the employee's presence is needed to care for the member of the immediate family.
- G. The Superintendent may grant a leave of absence up to two (2) years without pay or increment to any teacher to campaign for, or to serve in, a public office.
- H. After five (5) years of continuous employment in a bargaining unit position in the Hopkinton School system, a teacher may be granted a leave of absence, without pay, for up to one (1) year for health reasons. Requests for such leave will be supported by appropriate medical evidence.
- I. Any professional status teacher whose personal illness extends beyond the period compensated will be granted a leave of absence without pay for such time as is necessary for sufficient recovery to return to work from such illness. A physician's statement may be required by the Superintendent or his/her/their Designee. Any such leave for a teacher not on professional teacher status shall terminate with his/her/their contract.
- J. Other leaves of absence without pay may be granted by the Superintendent.
- K. All benefits to which a teacher was entitled at the time his/her/their leave of absence commenced will be restored to him/her/them upon his/her/their return and he/she/they will be assigned to the same position which he/she/they held at the time said leave commenced, if available or, if not, to a substantially equivalent position. Time taken as a leave of absence, except for those leaves that are designated as qualifying leave under the Family Medical Leave Act ("FMLA") or

the Uniform Services Employment and Reemployment Rights Act (“USERRA”), will not count as time worked for the purpose of determining seniority.

- L. All requests for extensions or renewals of leaves will be applied for and granted in writing.
- M. Any teacher on leave must notify the Superintendent by March 1 of the school year in which the leave occurs of his/her/their decision to return for the start of the next school year or to resign. If leave begins on or after March 1, the teacher must notify the Superintendent within thirty (30) days of the outset of his/her/their leave of his/her/their decision to return for the start of the next school year or to resign. Failure to comply with this requirement will be considered as resignation from the school system.

Members who are on leave will receive a reminder notice from the District. This notice will include the name and contact information for the HTA president and a reference to contact Human Resources and/or the HTA president if the member has any questions or concerns. This reminder notice will be copied to the HTA president.

- N. Members who are on a non-disability related unpaid leave of absence shall be offered continuance of health benefits through COBRA and shall be responsible for paying 102% of the cost of the monthly premium for health insurance, consistent with the policies and practices of the Town of Hopkinton.

ARTICLE XIV SABBATICAL LEAVE

- A. Sabbatical leave for one (1) school year or for one-half (1/2) school year may be granted for study or research to a member of the bargaining unit by the Superintendent at his/her/their sole discretion, and subject to the following conditions:
 - 1. No more than two (2) members of the bargaining unit may be on sabbatical leave at any one time. These sabbaticals are subject to the following restrictions: no more than one member of any one department in the Middle/High School, or, no more than one teacher from any one grade level in the elementary schools, may be on sabbatical leave at any one time.
 - 2. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be required by the Superintendent no later than November 30, and action must be taken on all such requests no later than February 1 of the school year preceding the school year for which the sabbatical leave is requested. Action may be taken following these dates at the discretion of the Superintendent.
 - 3. The teacher has completed at least five (5) consecutive full years of service in a bargaining unit position in the Hopkinton school system.

4. Members of the bargaining unit on sabbatical leave will be paid 50% of their regular salary rate for a full year sabbatical or 100% of their regular salary rate for a half-year (1/2 year) sabbatical, provided that such pay when added to any program grant will not exceed their regular salary rate.
 5. The teacher will agree to return to employment in the Hopkinton Public Schools for twice the length of the sabbatical leave. Increment step credit will be granted for the time spent on sabbatical leave.
- B. Sabbatical leave for one-half (1/2) of the normal school year or ninety (90) school days may be granted starting on the opening day of school or starting on the ninety-first (91st) day of the school year and running consecutively. All other provisions in Section A will apply to the ninety (90) day sabbatical.

ARTICLE XV

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. Any member of Unit A is eligible for tuition reimbursement and/or course credit provided:
1. His/Her/Their application has received the approval of the Superintendent or his/her/their Designee prior to his/her/their taking the course (the Superintendent or his/her/their Designee having sole authority to determine course approvals). If an application is disapproved, the employee will be advised in writing as to the reason for disapproval. In extenuating circumstances, the Superintendent or his/her/their Designee, in his/her/their discretion may award credit for a course that has not been pre-approved. The decision of the Superintendent to deny credit shall not be grievable nor arbitrable.
 2. Courses are graduate-level courses taken from colleges and universities that are accredited by organizations recognized by the United States Department of Education, the Massachusetts Department of Elementary & Secondary Education or the Massachusetts Board of Higher Education. Undergraduate level courses may be approved at the discretion of the Superintendent or his/her/their designee.
 3. Online, self-paced graduate courses will only be reimbursed and course credit recognized for up to six (6) credits per year.
 4. Member has received a course grade of 'B' or better, or in the case of a Pass/Fail course, member has received a grade of 'Pass', as evidenced by an official grade report or transcript containing the member's full name, indication that the course is a graduate level course (unless specific approval for an undergraduate course has been granted under paragraph 2 above), the semester in which the course was successfully completed, the course grade, and the number of graduate credits received for the course.

5. He/She/They is not receiving other tuition reimbursement of a nature and amount that, in the opinion of the Superintendent, would warrant disqualification.
- B. If the applicant is still employed by the Hopkinton school system as of the payment dates set forth below, following the successful completion of the course or courses, as defined in A above, there are two tuition reimbursement/course credit opportunities in each fiscal year; the first is by the last business day in July (deadline to submit is May 15th) and the second is by the last business day in November (deadline to submit is October 1st). Between these two dates each year, members have a maximum tuition reimbursement allotment of \$1000 (if PTS) or \$1250 (if pre-PTS), and a maximum reimbursement/course credit recognition for online, self-paced graduate courses of up to six (6) credits. In order to receive tuition reimbursement and/or course credit toward a lane change, a complete, separate form for each pre-approved course must be submitted by May 15th (for July reimbursement), or by October 1st (for November reimbursement). Tuition reimbursement/course credit submissions made after the May 15th deadline will be processed for the November reimbursement, and tuition reimbursement/course credit submissions made after the October 1st deadline will be processed for the July reimbursement, in the following fiscal year.
 - C. The Committee will pay the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by teachers who attend workshops, seminars, conferences or other professional improvement sessions at the request of and with the advance approval of the Superintendent or his/her/their Designee. The Committee may pay the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by teachers who attend workshops, seminars, conferences or other professional improvement sessions at the request of any member of Unit A with the advance approval of the Superintendent or his/her/their Designee.
 - D. For those members who are at Master's +60 on the salary scale, tuition reimbursement will be available as outlined in Section B, above, for graduate-level courses that were taken for PDPs only. In order to be eligible for such tuition reimbursement, members shall comply with the provisions of Section A.

ARTICLE XVI PROTECTION

- A. Teachers will immediately report all cases of assault suffered by them in connection with their employment to the Superintendent and the building principal in writing. This report will be forwarded to the Committee. The Superintendent or their designee will comply with any reasonable request from the teacher for information in its possession relating to the incident or the persons involved and will act in appropriate ways as liaison between the teacher, the police, and the courts.
- B. If civil proceedings are brought against a teacher alleging that he/she/they committed an unintentional assault in connection with his/her/their employment,

the Committee will furnish legal counsel to defend him/her/them in such proceeding if he/she/they request such assistance and the teacher is eligible for such assistance under the provisions of M.G.L. c. 258. Where legal counsel is provided by the Committee under the terms of this provision, the Committee will pay for such counsel, but will not be responsible for such counsel's actions, inactions, or performance.

- C. If any member of the bargaining unit is subpoenaed to testify or to attend court proceedings regarding a child custody suit or SpEd case involving a child in the Hopkinton Public Schools or any other school related business, the Committee shall provide legal consultation prior to the individual's court appearance. The individual will suffer no loss of pay as a result of his/her/their attendance at said proceedings. Said day will not be deducted from any other leave provision. This provision shall not apply to court or administrative proceedings resulting from the intentional actions of the teacher or actions outside the scope of employment.

In the event the court appearance is required during a vacation period including summer recess, or when school is otherwise not in session, the individual will be compensated at his/her/their *per diem* rate of pay.

ARTICLE XVII PERSONAL INJURY BENEFITS

- A. Whenever a teacher is absent from school as a result of personal injury caused by an accident or an assault occurring in the course of his/her/their employment, he/she/they will be paid his/her/their full salary (less the amount of any workers' compensation award made for temporary disability due to said injury) for the period of such workers' compensation without any deduction from the employee's sick leave.
- B. The Committee will reimburse a teacher for:
 - 1. Any protective clothing deemed necessary by the department head or principal, with the approval of the Superintendent, and
 - 2. The cost of medical, surgical, or hospital services (less the amount covered by a health plan reimbursement) incurred as a result of any injury sustained in the course of his/her/their employment.

ARTICLE XVIII INSURANCE AND ANNUITY PLAN

- A. The Committee will provide, consistent with its own policies and the policies of the Town of Hopkinton, contributory participation in available insurance programs as follows:

<u>Plan Type</u>	<u>Town Contribution</u>
HMO	
-Individual	85.50%
2-Person	75.80%
Family	75.80%

<u>HMO Premium</u>	<i>(available to those hired prior to 7/1/2011 only)</i>
Individual	85.50%
Family	75.80%
<u>PPO</u>	
Individual	50.00%
Family	50.00%
<u>Dental</u>	
Individual	0%
Family	0%
<u>Life (Basic)</u>	50.00%

- B. The Parties acknowledge that part-time employees must satisfy the 20 hours per week standard of M.G.L. c. 32B in order to be eligible for health insurance coverage.
- C. Also, teachers will be eligible to participate in tax-sheltered annuity plans established pursuant to U.S.P.L. 87-370.
- D. Effective July 1, 2014, the Town has the right to implement changes to health insurance pursuant to M.G.L. c. 32B, sections 21-23 and 801 CMR 52.00.

ARTICLE XIX GENERAL

- A. There will be no reprisals of any kind taken against any teacher by reason of his/her/their membership in the Association or participation in its activities.
- B. Teachers will be entitled to full rights of citizenship, and no religious or political activities of any teacher, or lack thereof, will be grounds for any discipline or discrimination with respect to the professional employment of such teacher.
- C. The cost of reproduction of this agreement will be shared equally by both the Committee and the Association. Sufficient copies will be given to the President of the Association for distribution.
- D. If any provision or application of this agreement is contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions or applications will continue in full force and effect.
- E. All vouchers (except for those submitted under Article XV-A) for reimbursement are to be submitted to the Superintendent for payment within forty-five (45) calendar days of incurring the charges except that in the case of any cost incurred after May 15 of the fiscal year those vouchers must be submitted for payment prior to June 15 of the same fiscal year.
- F. In the event a reduction in force becomes necessary, such reduction shall be governed by the following:

1. Where possible, staff reductions will be accomplished through normal attrition.
2. Non-professional status teachers will be terminated prior to professional status teachers, provided a professional status teacher is currently licensed to hold the non-professional status teacher's position.
3. For professional status teachers, staff reduction shall be conducted within targeted disciplines based on the teachers' job performance and the best interest of the students in the school or in the District. A targeted discipline, for the purpose of this section, is the discipline in which members are teaching and for which a reduction (layoff) is contemplated.

A teacher's job performance shall be determined by his/her/their overall summative performance evaluation ratings, including all summative evaluation ratings written for the time period equal to the tenure of the most recently hired professional status teacher in the targeted discipline. Ratings of Proficient and Exemplary shall be considered equal.

The best interest shall be considered equal unless written discipline has been issued to a teacher for conduct that jeopardized the safety and/or instruction of students in the course of their professional duties, or negatively impacted the reputation of the District.

If there is a tie using the above criteria, the tie shall be broken by seniority, with the least senior teacher in the discipline targeted laid off first.

A teacher with PTS, with a proficient or exemplary summative rating, reached for lay-off in a specific discipline may bump the least senior teacher in another discipline for which the senior teacher is licensed and has successfully taught within the last seven (7) academic years using the criteria established above.

For purposes of this Article "discipline" shall be categorized as the areas of Licensure set forth in 603 CMR 7.04(3).

For purposes of this provision, seniority is defined as the length of continuous service from first date of employment, less time taken as a leave of absence, except for those leaves that are designated as qualifying leave under the FMLA or USERRA, in the Hopkinton Public Schools, in a position covered by this Agreement. Employees who have been reduced and are on a recall list shall be considered to be on an unpaid leave of absence and their seniority shall not accrue during that period.

Employees reduced under normal circumstances shall be notified in writing no later than June 15 of the school year preceding the school year in which the reduction is to be effected.

4. A bargaining unit member with professional teacher status may serve for up to two (2) years in a Hopkinton School District position not covered by

this agreement and return to the bargaining unit with their original seniority date, provided the member submits notice to the Superintendent of the desire to return to a bargaining unit position no later than April 1 of the preceding school year. Any transfers from administrative to bargaining unit positions shall normally be effective at the beginning of the school year.

5. Only professional status teachers will have recall rights to positions for which they are currently certified under M.G.L. c. 71, s. 38G or are working under a license extension granted by DESE and qualified. Such recall shall be for a period of two contract years, from the start of school in which the reduction is to be in effect. The Superintendent or his/her/their designee will maintain the Recall List and provide a copy to the Association President. No new employees shall be hired to fill such vacancies until all appropriately licensed, reduced employees on the Recall List have been offered the vacancy according to the provisions of this Article.

Employees serving a recall period shall be responsible to provide the Superintendent or his/her/their designee with updated contact information and areas of licensure to be notified concerning any open positions in the system for which they may be qualified to fill. The Association President shall also be notified of any and all open positions.

When vacancies occur, the Superintendent or his/her/their designee, shall notify, by electronic mail (e-mail) to his/her/their last e-mail address of record, the reduced employee with professional status to be recalled. Reduced employees shall be recalled to a position in inverse order of their RIF within their area(s) of licensure and qualifications.

If a reduced employee fails to notify the Superintendent and/or his/her/their designee of acceptance of the recall within seven (7) business days from the date of e-mailing of said notice, he/she/they shall forfeit all such recall rights. It is the sole responsibility of the reduced employee to keep the District informed of any change in his/her/their e-mail address of record and licensure status. The Association president shall be copied on all recall notifications from the District to the employee.

Employees laid off under this Article shall be given priority on the substitute list during said recall period if they so indicate in writing.

Employees recalled after having been reduced under these provisions shall be recalled with professional status and credited with such salary and benefits as they were entitled to at the effective date of their layoff. Upon their return, they will move on the salary schedule to the next step and with their original date of hire. However, their seniority will not accrue during the period of the RIF. The period of RIF shall not be viewed as a break in service.

A list specifying the date of employment of each member of the bargaining unit shall be prepared by the Superintendent and forwarded to

the President of the Association within ninety (90) days following the execution of this Agreement. An updated "seniority list" shall be supplied by the Committee annually thereafter.

6. The Parties agree that should M.G.L. 71, s. 42 as amended by St. 2012, c. 131, s.3 be repealed or otherwise changed, the language in this section may be reopened at the written request of either Party to renegotiate the affected provisions.

G. No professional status teacher will be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.

ARTICLE XX TEACHING HOURS, TEACHING LOAD, AND WORK YEAR

A. Effective 2022-2023:

1. The starting and dismissal time for students will be as follows:

Integrated Preschool	9:00 - 3:00
Marathon School	8:55 – 3:15
Elmwood School	8:55 – 3:15
Hopkins School	8:55 – 3:15
Middle School	8:00 – 2:25
High School	8:00 – 2:25

Effective 2023-2024, five (5) minutes of student learning time per day will be added to all schools.

2. The school day for Pre-School, kindergarten and elementary classroom teachers will begin ten (10) minutes before the aforesaid starting times, and will end at a time not to exceed fifteen (15) minutes after dismissal, on days when duties have been assigned. The school day for Middle/High School teachers will begin five (5) minutes before the aforesaid starting time. Teachers may leave at the student dismissal time when all professional obligations have been met. Notwithstanding the above, teachers at the secondary level are expected to be available to students one (1) day a week in order to provide extra help. However, teachers may leave at 2:00 p.m. if no students arrive for extra help. The day designated for extra help shall be determined by the principal with input from Subject Matter Leaders/Curriculum Teacher Leaders and the individual teachers. Said starting and dismissal times are subject to modification by the Committee, provided, however, that no such modification will increase the length of the teachers' school day.

3. Personnel other than classroom teachers will work at their assigned tasks for at least the length of the regular teachers' school day. It is recognized, however, that the proper performance of their duties may, on occasion, require these persons to work longer than the normal school days. The exact daily schedule will be worked out on an individual basis.

4. On district-wide professional development days the hours for all staff shall be 8:00 a.m. to 2:00 p.m. with a thirty (30) minute lunch break. Any part-time member who is not ordinarily scheduled to work on the day of the week on which a Professional Day is scheduled, may be requested to participate in the Professional Day and will be compensated at his/her/their hourly rate of pay.
- B.
1. The school year for teachers may start no earlier than the Monday before Labor Day, and end no later than June 30, provided that the student year begins no earlier than the Tuesday before Labor Day and the Friday before Labor Day is a non-work day. In no event shall the school year for teachers be more than three (3) days more than the number of days when pupils are required to be in attendance by state law. The School Committee may add up to two (2) additional teacher work days to the aforementioned three (3) days and in such cases will compensate the teachers at their per diem base rate of pay. Notification of any additional days and the dates on which these days will occur will be provided on/or before March 30 of the previous year. The school year will include days when students are in attendance, orientation days at the beginning of school, conference days, and any other day on which teacher attendance is required.
 2.
 - a. Guidance counselors will be compensated for up to five (5) days before the school year at the elementary level and for up to five (5) days after the school year and five (5) days before the school year at the Middle/High School level for work as required outside the regular school year. Payment will be at their per diem base rate of pay.
 - b. The Guidance Counselor Subject Matter Leaders (SMLs) will be compensated for up to ten (10) days before the start of the school year and five (5) days after the end of the school year for work required outside the regular school year, as assigned by the Hopkinton High School principal. Payment will be at his/her/their per diem base rate of pay. The Guidance Counselor SML is not eligible for the extra work or compensation set forth at Section B.2 (a) above.
 3. The Superintendent may hire designated special education staff to work a 203 day school year. Members working a 203 day school year shall be compensated for those days worked in excess of the regular school year at their per diem rate. Partial days shall be compensated at the educator's pro-rated per diem rate for the hours worked. No special education staff member hired before July 1, 2005 will be required to work a longer work year than the regular teacher work year as outlined above in Article XX, Section B, Paragraph 1.
 4. By the close of school in June, all staff will be provided with a draft copy of the calendar for the upcoming year. The calendar shall designate the dates for district, Principal and/or building-based meetings.

C. Teachers at the elementary level shall have a duty-free lunch period of thirty (30) minutes. All other teachers shall have a duty-free lunch period of at least the length of a student lunch period. For those part-time teachers who work four (4) or more hours in a given day, this lunch period shall be prorated in proportion to the hours worked on such day.

D. Secondary Level Teachers

1. Middle School

- a. Academic subject area teachers of grades 6, 7, and 8 will not be assigned more than twenty-five (25) instructional periods nor more than thirty (30) student supervision periods per week.
- b. Middle School teachers of Life Skills, Industrial Arts, and Physical Education will not be assigned a combination of more than thirty (30) periods a week of instruction and supervision.
- c. Team meetings at the Middle School level shall take place three (3) periods in a six (6) day cycle. Said meetings will be forty (40) minutes in duration.
- d. All middle school classroom teachers, including Related Arts teachers, will be guaranteed preparation time equivalent to one (1) academic period per day with at least one (1) uninterrupted block of thirty (30) minutes time.

All middle school specialists will be guaranteed preparation time equivalent to one (1) academic period per day with at least one (1) uninterrupted block of twenty (20) minutes.

- e. Middle School teachers will be available for a principal's meeting once a month for up to one (1) hour and up to ten (10) building-based or district meetings for up to ninety (90) minutes each. Every other month, the entire building-based or district meeting will be dedicated to PLCs. Building/district-wide meetings will begin as soon as possible after student bus dismissal.
- f. Effective 2023-2024, Middle School teachers will be available for:
 - 1) Principal's meetings once a month for up to one (1) hour; and
 - 2) Up to nine (9) building-based or district meetings, as follows:
 - Eight (8) for up to sixty (60) minutes each, and
 - One (1) for up to ninety (90) minutes, to be scheduled at the Principal's discretion.

Every other month, the entire building-based or district meeting will be dedicated to PLCs. Building/district-wide meetings will begin as soon as possible after student bus dismissal.

2. High School

- a. Teachers of English, Mathematics, Social Studies, Languages, and Business Education in Grades 9-12 will not be assigned more than twenty-five (25) instructional periods nor more than a combination of twenty-nine (29) instructional and student supervision periods per seven-day cycle, one period of which is designated for common planning time, when possible.

Teachers of Science courses involving laboratory work in Grades 9-12 will not be assigned more than twenty-eight (28) instructional (including laboratory) periods, nor more than a combination of more than twenty-nine (29) instructional and student supervision periods per seven-day cycle, one period of which is designated for common planning time, when possible.

- b. High School teachers of Life Skills, Industrial Arts, and Physical Education will not be assigned a combination of more than thirty (30) periods a week of instruction and supervision.
- c. High School teachers will be available for a principal's meeting once a month for up to one (1) hour and for department meetings once a month for up to one (1) hour and up to ten (10) building-based or district meetings for up to ninety (90) minutes each. Every other month, the entire building-based or district meeting will be dedicated to PLCs. Building/district-wide meetings will begin as soon as possible after student bus dismissal.
- d. Effective 2023-2024, High School teachers will be available for:
- 1) Principal's meetings once a month for up to one (1) hour; and
 - 2) Up to nine (9) building-based or district meetings, as follows:
 - Eight (8) for up to sixty (60) minutes each, and
 - One (1) for up to ninety (90) minutes, to be scheduled at the Principal's discretion.

Every other month, the entire building-based or district meeting will be dedicated to PLCs. Building/district-wide meetings will begin as soon as possible after student bus dismissal.

- e. When it is absolutely necessary for the schedule of a high school teacher to contain five (5) consecutive teaching periods, the principal will consider qualified volunteers before a teacher is assigned this schedule. The final decision as to assignment will be in the sole discretion of the Principal.

Every effort will be made to develop teaching schedules that do not contain five (5) consecutive teaching periods.

On days when a teacher has only one (1) non-teaching period, the Principal will use reasonable efforts not to assign a duty on that

given day. A preparation period will be assigned during the one (1) non-teaching period.

- E. Exception to the provision of Section C and D may be made only if the Superintendent or his/her/their designee determines that it is necessary to do so in the best interests of the educational process. The Association will be notified of each instance in which the Superintendent so determines. A disagreement over whether an exception is justified will be subject to the grievance procedure and will be instituted at Level 2 thereof.
- F. The Committee and the Association acknowledge that a teacher's primary responsibility is to teach and that his/her/their energies should be utilized to this end. Therefore, they agree that members of Unit A will not be required to perform the following duties:
 - 1. Health services such as administering eye and ear examinations and weighing and measuring pupils
 - 2. Collecting money from students for non-educational purposes
 - 3. Duties which are custodial in nature, including but not limited to the washing of chalkboards and chalk trays, general sweeping and cleaning, the moving of heavy equipment from place to place, or the replacing of defective equipment. Teachers may be required, however, to observe reasonable practices of good room-keeping including but not limited to erasing chalkboards, maintaining tidy desks, counter cabinets, and shelves, keeping floors free of paper and other litter, and demanding neat and orderly use of desks, lockers, and all school property by pupils.
 - 4. Teachers will not be required to transport students.
 - 5. The parties agree that elementary teachers will not be required to supervise student lunchrooms, except under the following circumstances: if the number of aides is reduced because of resignations, or if an aide is absent and a replacement cannot be obtained, the administration may assign teachers to cafeteria duty; however volunteers will be sought before making an assignment. Said teachers who volunteer or are assigned in accordance with the above shall be compensated at the rate of \$10.00 for each time cafeteria duty is performed; that is, for each thirty (30) minute lunch period.
 - 6. The elementary and middle school faculty will be expected to develop recommendations regarding student placements. Normally, this will not include the identification of proposed teachers, except for extenuating circumstances. The administration, in its sole discretion, will determine and be responsible for all student assignments.
 - 7. If there is a need for Elementary staff to be utilized for afternoon bus supervision duty, it will be assigned on a fair and equitable rotating basis

and, after the first ten (10) school days of the year, not to exceed fifteen (15) minutes after dismissal.

- G. In the event that preparation time cannot be scheduled for a specialist (i.e. art, music, physical education, and health), said specialist shall be entitled to a fifteen (15) minute break during the regularly scheduled work day.
- H. All curriculum related committees formed by the Superintendent or his/her/their designee, with the exception of school councils, shall be compensated at the curriculum rate of pay, as set forth at Appendix A, for each meeting attended outside of contractual hours.
- I. Elementary (K-5) Preparation, Team Planning, Grade Level Planning, and Meeting Time
 - 1. Team meetings involving classroom teachers who teach different subjects to the same group of students in grades 3, 4, and 5 shall be held once a month for a forty (40) minute period.
 - 2. Effective the 2016-2017 school year, all elementary classroom teachers, including Related Arts teachers, will be guaranteed preparation time for an average of two hundred (200) minutes per full five (5) day week. Every elementary classroom and related arts teacher shall be provided with at least one (1) forty (40) minute period per day for classroom preparation with the exception of early release days which operate with a condensed thirty (30) minute period for classroom preparation.

All specialists shall be provided with at least forty (40) minutes per day for preparation consisting of at least one (1) twenty (20) minute block of uninterrupted time with the exception of early release days when they will have thirty (30) minutes for preparation with at least one fifteen (15) minute block of uninterrupted time.
 - 3. Elementary classroom teachers will be provided with forty (40) minutes each week for a Grade level Planning Period, in groups called PLCs (Professional Learning Communities). The topics of these PLCs will be mutually determined by the Curriculum Teacher Leaders (CTLs) and building administrator(s). PLCs will include a group of teachers from that grade level but not necessarily all teachers from a grade level. The focus of these meetings should be curriculum implementation and data-driven, research-based instructional strategies. As instructional leaders, principals are welcome to attend PLCs whenever possible.
 - 4. Building/District Meeting Time
 - a. Elementary teachers will be available for Principal's meetings once a month for up to one (1) hour and up to ten (10) building-based or district meetings for up to ninety (90) minutes each. Every other month, the entire building-based or district meeting will be dedicated to PLCs. Building/district-wide meetings will begin as soon as possible after student bus dismissal.

- b. Effective 2023-2024, Elementary teachers will be available for:
- 1) Principal's meetings once a month for up to one (1) hour; and
 - 2) Up to nine (9) building-based or district meetings, as follows:
 - Eight (8) for up to sixty (60) minutes each, and
 - One (1) for up to ninety (90) minutes, which will be used for parent conferences.

Every other month, the entire building-based or district meeting will be dedicated to PLCs. Building/district-wide meetings will begin as soon as possible after student bus dismissal.

J. Kindergarten Preparation Time and Meeting Time

1. Kindergarten teachers shall have a duty free lunch period of thirty (30) minutes.
2. Kindergarten teachers will follow the prep and meeting time requirements for Elementary teachers, as in section I., above.

K. Pre-School Preparation Time and Meeting Time

1. Full-Time Pre-School teachers will be guaranteed preparation time for an average of 200 minutes per full five (5) day week. Said preparation time shall include forty (40) minutes daily or two twenty (20) minute blocks for classroom preparation, with the exception of early release days which will include one twenty (20) minute block. Preparation time will occur in blocks of no less than twenty (20) minutes.
2. Full-Time Pre-School teachers of half-day sessions will be available for Principal's meetings once a month for up to one (1) hour and up to ten (10) building-based or district meetings for up to ninety (90) minutes each. Every other month, the entire building-based or district meeting will be dedicated to PLCs (Professional Learning Communities). The topic of these PLCs will be mutually determined by the building's Pre-School Coordinator and Principal. As instructional leaders, principals are welcome to attend these bi-monthly PLCs whenever possible. Building/district-wide meetings will begin as soon as possible after student bus dismissal.
3. The Administration will make reasonable efforts to explore the rescheduling of the bus arrivals/departures in order to ease the scheduling of preparation time for teachers in the half-day Pre-School program.
4. Pre-School teachers shall have a duty free lunch period of thirty (30) minutes.
5. Pre-School classroom teachers will be provided with forty (40) minutes each week for a Grade Level Planning Period.

6. Pre-School – Ten (10) early release days will be scheduled:
 - a. One full day for Parent Teacher Conferences in February.
 - b. One (1) scheduled Early Release day shall be provided for teacher use
 - c. Three (3) System Administrative Days
 - d. Four (4) Common Planning Days, with teacher-directed agenda

Pre-School parent conferences will be held in February during the school day and there will be no school for Pre-School students on that day. Progress reports will be issued in December, March and June.

ARTICLE XXI EARLY RELEASE AND EVENING MEETINGS

1. For the 2016-2017 school year and thereafter:
Elementary Schools – Ten (10) early release days will be scheduled.
 1. Three (3) parent conference days
 2. Four (4) Common Planning Days, with teacher directed agendas
 3. Three (3) System Administrative Days
 4.
 - a. Elementary release days for parent conferences are to be conducted from November 1 to the end of the first school week in December. Conferences that have to be rescheduled because of an emergency may go beyond the first week in December.
 - b. In addition to the three (3) elementary release days for parent conferences referenced at Section B.1, above, the building based meeting (see, Article XX, Section I.4) for November will be used for additional parent conference time by educators who participate in parent teacher conferences.
 - c. Additionally, elementary educators who participate in parent teacher conferences will utilize one PLC meeting (see, Article XX, Section I.3) prior to conferences for planning purposes.
- B. The administration, in its discretion, may schedule additional release days.
- C. Regularly scheduled Middle/High School classes will be dismissed for four (4) release days during the school year so that secondary school teachers will be able to participate in professional development activities authorized by administrators.
- D. Teachers may be required to attend two (2) evening events per year. Such events will be scheduled by the building principal. Other preparation or conference time may be provided as needed. Teachers shall not be required to attend evening parental conferences.

- E. Elementary guidance counselors, elementary Special Education teachers, elementary remedial reading teachers, occupational and physical therapists, the speech pathologists, BCBA and Integration Technology teachers will be required to attend one (1) open house at each of the school buildings to which they are assigned, not to exceed two (2) in any school year. Those individuals attending two (2) open house meetings shall be provided with compensatory time equal to the amount of time spent at one (1) of the aforementioned meetings.

ARTICLE XXII CONTRACTUAL NOTIFICATIONS

The Committee will, before the end of each school year, appoint personnel to all positions specified in the contract if such positions will exist at the beginning of the next school year. Exception to this may be made by the Committee but the President of the Association is to be advised in writing indicating the remuneration for the position. Appointee is to advise the Committee before July 1 of each year if he/she/they accepts or rejects such appointment.

ARTICLE XXIII PART-TIME PERSONNEL

Personnel covered by this agreement who work a fraction of the school year will be paid and receive their benefits at a corresponding fraction of the appropriate full-time salaried position, including but not limited to paid time off benefits and tuition reimbursement.

All other provisions of this contract, including those pertaining to increment step advancement, shall pertain in full to part-time personnel.

DURATION

The provisions of this agreement will be effective as of September 1, 2022 and will continue and remain in force and effective unless specific changes are made as provided in Article I until August 31, 2025.

This agreement entered into this **6th** day of **April, 2022**.

FOR THE HOPKINTON SCHOOL COMMITTEE

Nancy Cavanaugh, School Committee Chair

FOR THE HOPKINTON TEACHERS' ASSOCIATION

Rebecca Abate, President of the Association

APPENDIX A SALARIES

- A. Increments are to be granted as follows with increases becoming effective as of September 1:
1. A teacher entering the system at the minimum salary level will be granted an increment step upon the completion of the first year of service. Another increment step will be granted upon the completion of the second year of service.
 2. Thereafter, when evidence of completion of an approved course has been submitted to the Superintendent or his/her/their Designee, a step salary increase will be granted on the September following the submission of the evidence. A second step salary increase will be granted on the subsequent September without further course work.
 3. Following attainment of either a Masters' degree or Masters' + 30, a step salary increase will be granted on the September following. A second step salary increase will be granted on the subsequent September without further course work.
- B. An increment credit course is defined as follows:
1. A teacher holding no degree or with a Bachelor's degree must present three (3) semester hours of approved study.
 2. A teacher holding a Masters' degree must present three (3) semester hours of approved study.
 3. The intention to enroll in all increment credit courses must be submitted to the Superintendent or his/her/their Designee prior to the October 1 of the school year in which the courses are to be taken. Approval of courses for increment credit and/or tuition reimbursement must be obtained from the Superintendent or his/her/their Designee and the Committee prior to taking the course.
 4. Step-rate increases are not automatic but are dependent upon continued satisfactory service.

Should any teacher on professional status be adjudged unsatisfactory by the Superintendent or principal in charge of his/her/their work, any salary increase may be withheld provided the teacher has been given a written notice of the reason for such withholding of the increase at least sixty (60) calendar days in advance of the date such increase would have become effective, and provided that the teacher, if he/she/they should so desire, has been granted a hearing before the Committee.
 5. The increments for additional education are as follows:
 - a. Bachelors' degree plus 15 approved credits
 - b. Masters' degree or Bachelors' degree plus 30 approved credits

- c. Masters' degree plus 15 approved credits
 - d. Masters' degree plus 30 approved credits
 - e. Masters' degree plus 45 approved credits
 - f. Masters' degree plus 60 approved credits
6. Approved courses used to earn a degree for which a salary increase is granted cannot be used for further course increments after the increase is granted except as provided in Section 4.
 7. No provision in this schedule shall be used to reduce the present salary of any member now in the Hopkinton school system.
 8. The status of a Department Head, High School Academic Team Leader and Middle School Team Leader is primarily that of a classroom teacher rather than that of an administrator. His/Her/Their primary responsibility is the attainment of excellence in the teaching of his/her/their subject area. He/She/They, therefore, should be burdened with as few administrative responsibilities as is consistent with the accomplishment of this objective. High School Academic Team Leaders and Middle School Team Leaders shall not evaluate other unit members. The position of Department Head shall be posted each year in accordance with Article VII.

C. Longevity Additions

Longevity additions of \$850 shall be paid as follows:

After completion of twenty (20) years of continuous service in Hopkinton Public Schools to be paid annually in year twenty-one (21), twenty-two (22), twenty-three (23), twenty-four (24), and twenty-five (25);

An additional \$250 to equal a total of \$1100 longevity payment after completion of twenty-five (25) years of continuous service in Hopkinton Public Schools to be paid annually in year twenty-six (26), twenty-seven (27), twenty-eight (28), twenty-nine (29), and thirty (30); and

An additional \$250 to equal a total of \$1350 longevity payment after completion of thirty (30) years of continuous service in Hopkinton Public Schools to be paid annually in years thirty-one (31) and thereafter.

Approved Leaves of Absence shall be included in continuous service.

An approved paid or unpaid leave of absence will not constitute a break in continuous service for the purposes of determining eligibility for longevity. With the exception of short-term maternity leave, a year in which approved paid or unpaid leaves of absence are granted will not be credited as a full year of service when calculating years of service under this longevity provision. Short-term maternity leave, and if approved, an additional 45 days of extended maternity leave occurring in the same school year, will be credited as time of service under this longevity provision.

D. Bachelor Scale

Effective September 1, 2002 the minimum hiring rate for new members will be Bachelor's Step 2 B-1, which will receive the same percentage increases as the remainder of the salary schedule and will remain for the purpose of calculating the rate of pay for coaches. Other steps in the Bachelor scale remain the same.

E. Administrative Intern

A bargaining unit member who leaves the bargaining unit to become an Administrative Intern and returns to the bargaining unit will return to the bargaining unit with the same number of years seniority as when they left.

F. Wages

FY 23	Annual								+2.5%
Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	
1	\$49,086	\$54,369	\$57,934	\$57,934	\$61,484	\$65,044	\$68,604	\$72,162	
2	\$53,867	\$57,418	\$61,136	\$61,136	\$64,541	\$68,099	\$71,658	\$75,206	
3	\$56,920	\$60,467	\$64,029	\$64,029	\$67,592	\$71,143	\$74,703	\$78,257	
4	\$59,966	\$63,527	\$67,085	\$67,085	\$70,636	\$74,201	\$77,747	\$81,312	
5	\$63,020	\$66,587	\$70,124	\$70,124	\$73,686	\$77,244	\$80,803	\$84,365	
6	\$66,072	\$69,628	\$73,182	\$73,182	\$76,747	\$80,296	\$83,851	\$87,407	
7	\$69,121	\$72,675	\$76,240	\$76,240	\$79,788	\$83,349	\$86,905	\$90,460	
8	\$72,167	\$75,727	\$79,281	\$79,281	\$82,839	\$86,402	\$89,951	\$93,518	
9	\$75,220	\$78,780	\$82,332	\$82,332	\$85,892	\$89,453	\$93,001	\$96,560	
10	\$78,271	\$81,829	\$85,390	\$85,390	\$88,943	\$92,494	\$96,059	\$99,615	
11	\$81,320	\$84,875	\$88,429	\$88,429	\$91,994	\$95,549	\$99,108	\$102,675	
12	\$85,904	\$89,459	\$93,020	\$93,020	\$95,049	\$98,612	\$102,156	\$105,709	
13	n/a	n/a	n/a	\$96,020	\$99,580	\$103,141	\$106,686	\$110,237	

FY 24	Annual								+2.75%
Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	
1	\$50,436	\$55,864	\$59,527	\$59,527	\$63,175	\$66,833	\$70,490	\$74,146	
2	\$55,348	\$58,997	\$62,817	\$62,817	\$66,316	\$69,971	\$73,629	\$77,274	
3	\$58,485	\$62,130	\$65,790	\$65,790	\$69,451	\$73,099	\$76,757	\$80,409	
4	\$61,615	\$65,274	\$68,930	\$68,930	\$72,579	\$76,242	\$79,885	\$83,548	
5	\$64,754	\$68,418	\$72,053	\$72,053	\$75,712	\$79,368	\$83,025	\$86,685	
6	\$67,889	\$71,543	\$75,195	\$75,195	\$78,858	\$82,505	\$86,157	\$89,811	
7	\$71,022	\$74,674	\$78,337	\$78,337	\$81,982	\$85,641	\$89,295	\$92,948	
8	\$74,152	\$77,809	\$81,461	\$81,461	\$85,117	\$88,778	\$92,425	\$96,090	
9	\$77,288	\$80,946	\$84,596	\$84,596	\$88,254	\$91,913	\$95,558	\$99,216	
10	\$80,423	\$84,079	\$87,739	\$87,739	\$91,389	\$95,038	\$98,701	\$102,355	
11	\$83,557	\$87,209	\$90,861	\$90,861	\$94,524	\$98,176	\$101,834	\$105,499	
12	\$88,267	\$91,919	\$95,578	\$95,578	\$97,663	\$101,324	\$104,965	\$108,616	
13	n/a	n/a	n/a	\$98,661	\$102,318	\$105,978	\$109,619	\$113,269	

FY 25	Annual								+2.75%
Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	
1	\$51,823	\$57,400	\$61,164	\$61,164	\$64,913	\$68,671	\$72,429	\$76,185	
2	\$56,870	\$60,619	\$64,545	\$64,545	\$68,139	\$71,896	\$75,654	\$79,399	
3	\$60,094	\$63,839	\$67,599	\$67,599	\$71,361	\$75,110	\$78,868	\$82,620	
4	\$63,309	\$67,069	\$70,826	\$70,826	\$74,575	\$78,338	\$82,082	\$85,845	
5	\$66,534	\$70,300	\$74,034	\$74,034	\$77,794	\$81,550	\$85,308	\$89,068	
6	\$69,756	\$73,510	\$77,263	\$77,263	\$81,026	\$84,773	\$88,526	\$92,281	
7	\$72,975	\$76,728	\$80,491	\$80,491	\$84,237	\$87,997	\$91,751	\$95,504	
8	\$76,191	\$79,949	\$83,702	\$83,702	\$87,458	\$91,220	\$94,967	\$98,732	
9	\$79,414	\$83,172	\$86,923	\$86,923	\$90,681	\$94,441	\$98,186	\$101,944	
10	\$82,635	\$86,391	\$90,151	\$90,151	\$93,902	\$97,651	\$101,415	\$105,169	
11	\$85,855	\$89,607	\$93,360	\$93,360	\$97,123	\$100,876	\$104,634	\$108,400	
12	\$90,694	\$94,446	\$98,207	\$98,207	\$100,348	\$104,110	\$107,852	\$111,603	
13	n/a	n/a	n/a	\$101,374	\$105,132	\$108,892	\$112,634	\$116,384	

Lowest teacher rate is B,2.

G. Curriculum work will be compensated at the rate set forth below:

Effective September 1, 2017 - \$32.00 per hour.

APPENDIX B ALL OTHER

- A. 1. Extracurricular activities
 The minimum salary for extracurricular activities will be paid no later than the last pay period in June and will include the following activities:

FY 23 - FY 24

Level 1: Competitive Extracurriculars

High School	Business Professionals Club Advisor	\$1,500
High School	Debate Team Advisor	\$1,500
High School	Math Competition Advisor	\$1,500
Middle School	Math Counts Advisor	\$1,000
High School	MIT Launch Club Advisor	\$1,500
High School	Mock Trial Advisor	\$1,500
High School	Model UN Club Advisor	\$1,500
High School	Quiz Show Advisor	\$1,500
High School	Robotics Club Advisor	\$2,500
High School	Robotics Club Assistant Advisor	\$1,000
Middle School	Robotics Club Advisor	\$2,500
High School	Science Fair Assistant (3)	\$1,000
High School	Science Fair Coordinator	\$2,500
High School	Science Olympiad Advisor	\$1,500
High School	Speech Club Advisor	\$1,500
High School	Ultimate Frisbee Club Advisor	\$1,000

Level 2: Student Interest Clubs

High School	Active Minds Club Advisor	\$550
High School	Art Club Advisor	\$550
High School	Arts Magazine Advisor	\$550
High School	Be Free Club Advisor	\$550
Middle School	Best Buddies Advisor	\$1,000
High School	Best Buddies Advisor	\$1,000
High School	Book Club Advisor	\$550
High School	Chess Club Advisor	\$550
High School	Chinese Club Advisor	\$550
High School	Clay Club Advisor	\$550
High School	Community Service Club Advisor	\$550
High School	Creative Writing Club Advisor	\$550
Middle School	Debate Club Advisor	\$550
High School	Diversity Club Advisor	\$550
Middle School	Diversity Club Advisor	\$550
Middle School	Dungeons & Dragons Club Advisor	\$550
High School	Environmental Club Advisor	\$550
High School	Fashion Club Advisor	\$550
High School	Fishing Club	\$550
High School	Fitness Club Advisor	\$550
High School	French Club Advisor	\$550
High School	Game Club Advisor	\$550
High School	Gay Straight Alliance Club Advisor	\$550
Middle School	Gay-Straight Alliance Club Advisor	\$550
High School	Girls that Code Club Advisor	\$550
Middle School	Girls' Empowerment Club Advisor	\$550
Middle School	Golf Club Advisor	\$550
High School	Habitat for Humanity Advisor	\$550

Level 2: Student Interest Clubs (continued)

High School	Happy Hillers Club Advisor	\$550
High School	Hillers Helping Hands Club Advisor	\$550
Middle School	History Club Advisor	\$550
High School	History Club Advisor	\$550
High School	Investment Club Advisor	\$550
High School	Key Club Advisor	\$550
Middle School	Magic: The Gathering Club Advisor	\$550
High School	Magic: The Gathering Club Advisor	\$550
High School	Make a Wish Club Advisor	\$550
High School	Mind and Brain Club Advisor	\$550
High School	Photography Club Advisor	\$550
Middle School	Pottermore (Harry Potter) Club Advisor	\$550
Middle School	Recycling/Green Club Advisor	\$550
High School	Red Cross Club Advisor	\$550
Middle School	Running Club Advisor	\$550
High School	SADD Club Advisor	\$550
High School	Sailing Club Advisor	\$550
Middle School	Science Fair Advisor	\$550
High School	Sign Language Club Advisor	\$550
High School	Skate Park Club Advisor	\$550
High School	Spanish Club Advisor	\$550
High School	Spartan Club Advisor	\$550
High School	STEM Club Advisor	\$550
High School	STOP Club Advisor	\$550
High School	Swift Coding Club Advisor	\$550
High School	Vision & Senior Care (VSC) Advisor	\$550
Middle School	Word Masters Advisor	\$550
Middle School	Writing Club Advisor	\$550
Middle School	Yoga Club Advisor	\$550

Level 3: Student Production

Middle School	A Cappella Club Advisor	\$1,500
Middle School	Art Club Advisor	\$550
High School	Band Director	\$3,500
Middle School	Chamber Chorus Advisor	\$1,500
High School	Choral Director	\$2,000
Middle School	Community Service Club Advisor	\$1,000
Middle School	Drama Club Advisor	\$550
High School	Fall Musical-Stage Director	\$4,500
High School	Fall Musical-Choreographer	\$1,000
High School	Fall Musical-Music Director	\$3,000
High School	Fall Musical-Orchestra Director	\$2,000
Middle School	Fall Production Advisor	\$1,500
High School	HHS-TV Club Advisor	\$550
Middle School	HMS Herald Advisor	\$550
Middle School	HMS-TV Club Advisor	\$550

Level 3: Student Production (continued)

High School	Honors Exhibition Advisor	\$550
High School	Jazz Club Advisor	\$1,500
High School	Jazz Ensemble Advisor	\$2,500
Middle School	Jazz Ensemble Advisor	\$1,250
High School	Literary Magazine Advisor	\$1,000
High School	Men's Chorus Advisor	\$1,000
High School	Newspaper Advisor	\$1,000
High School	Noteworthy Club Advisor	\$1,000
Middle School	Spring Musical-Choreographer	\$1,000
Middle School	Spring Musical-Stage Director	\$3,000
Middle School	Spring Musical-Music Director	\$1,500
High School	Spring Production Advisor	\$1,500
High School	Stagecraft Club Advisor	\$1,500
Middle School	Talent/Variety Show Coordinator	\$750
High School	Winter Production Advisor	\$2,500
High School	Yearbook Club Advisor (2)	\$2,500
Middle School	Yearbook Advisor	\$1,000

Level 4: Elementary Student Interest Clubs

Elementary	Environmental Club Advisor: Elmwood	\$175
------------	-------------------------------------	-------

Level A: Instructional Supervision & Leadership

High School	Advanced Placement (AP) Coordinator	\$2,000
District	Art Department SML (K-12)	\$5,500
Elementary	Bridges Program Facilitator: Elmwood (2)	\$175
Middle School	Curriculum Teacher Leader (5)	\$3,000
Elementary	Curriculum Teacher Leader (up to 24)	\$3,000
District	Foreign Language Department SML (K-12)	\$5,500
District	Guidance Department SML (9-12)	\$5,500
High School	MCAS Curricular Coordinator	\$1,500
District	Mentors	\$1,000
	<i>OR one (1) compensatory day* plus</i>	\$500
District	Music Department SML (K-12)	\$5,500
Preschool	Pre-school Coordinator	\$3,500
High School	PSAT/PreACT Proctor(s)-Extended Test Time	\$325
High School	PSAT/PreACT Proctor(s)-Standard Test Time	\$250
High School	PSAT/PreACT Test Coordinator	\$750
High School	SpEd Team Chair	\$5,000
Middle School	SpEd Team Chair	\$5,000
Elementary	SpEd Team Chair (.5 FTE) (3)	\$2,500
Preschool	SpEd Team Chair (.5 FTE)	\$2,500
Elementary	SpEd Team Chair-Out of District (.5 FTE)	\$2,500
High School	Subject Matter Leaders (6)	\$5,500
Middle School	Team Leader-Academic (9)	\$4,000
Middle School	Team Leader-Related Arts (1)	\$4,000
District	Technology/Engineering SML (K-12)	\$5,500
District	Wellness Department SML (K-12)	\$5,500

**Compensatory Days: 1 day is available for use as of the midpoint of the School Year.*

Level B: Supervisory Duties & Coordinators

Middle School	8 th Grade Celebration Advisor	\$750
High School	Event Manager/Game Administrator	\$4,500
High School	Fitness Center Coordinator	\$5,000
High School	Fitness Center Coordinator-Morning	\$250
Middle School	Homework Club Advisor, Afternoon	\$5,000
Middle School	Homework Club Advisor, Morning Grade 8	\$1,000
Middle School	Homework Club Advisor, Morning Grade 7	\$1,000
Middle School	Homework Club Advisor, Morning Grade 6	\$1,000
High School	International Student Coordinator	\$2,500
Middle School	Intramurals Director	\$1,500
Middle School	Bus Lot Supervisor	\$2,000
Middle School	Middle School Trip Coordinator	\$550
Middle School	Nature's Classroom Coordinator	\$550
Middle School	Open Gym Supervisor	\$1,000
Middle School	Parking Lot Supervisor	\$2,500
High School	Senior Project Advisor/Coordinator	\$2,500
High School	Student Ambassador Coordinator	\$2,500
Middle School	Tournament Director	\$550

Level C: Student Group Administration

High School	Class Advisor-Senior Class	\$3,000
High School	Class Advisor-Junior Class	\$2,500
High School	Class Advisor-Sophomore Class	\$2,000
High School	Class Advisor-Freshman Class	\$2,000
High School	National Art Honor Society Advisor	\$550
High School	National Honor Society Advisor	\$1,000
High School	National Tri-M Music Honor Society Advisor	\$550
High School	Peer Leader Advisor	\$1,000
High School	Peer Tutoring Advisor	\$550
High School	Student Council Advisor	\$2,500
High School	UNITE Advisor (2)	\$1,500
Middle School	Ignite Advisor (3)	\$1,500
Middle School	Student Council Advisor	\$2,000

Level D: Hourly/Overnight Support

Elementary	Piano Accompanist	\$25/hr
High School	Chaperone: Domestic Overnight Event	\$75/night
Middle School	Chaperone: Domestic Overnight Event	\$75/night
High School	Fall Musical-Piano Musician	\$30/hr
High School	Fall Musical-Pit Musician	\$25/hr
Middle School	Spring Musical-Piano Musician	\$30/hr
Middle School	Spring Musical-Pit Musician	\$25/hr

FY 25

Level 1: Competitive Extracurriculars

High School	Business Professionals Club Advisor	\$1,515
High School	Debate Team Advisor	\$1,515
High School	Math Competition Advisor	\$1,515
Middle School	Math Counts Advisor	\$1,010
High School	MIT Launch Club Advisor	\$1,515
High School	Mock Trial Advisor	\$1,515
High School	Model UN Club Advisor	\$1,515
High School	Quiz Show Advisor	\$1,515
High School	Robotics Club Advisor	\$2,525
High School	Robotics Club Assistant Advisor	\$1,010
Middle School	Robotics Club Advisor	\$2,525
High School	Science Fair Assistant (3)	\$1,010
High School	Science Fair Coordinator	\$2,525
High School	Science Olympiad Advisor	\$1,515
High School	Speech Club Advisor	\$1,515
High School	Ultimate Frisbee Club Advisor	\$1,010

Level 2: Student Interest Clubs

High School	Active Minds Club Advisor	\$556
High School	Art Club Advisor	\$556
High School	Arts Magazine Advisor	\$556
High School	Be Free Club Advisor	\$556
Middle School	Best Buddies Advisor	\$1,010
High School	Best Buddies Advisor	\$1,010
High School	Book Club Advisor	\$556
High School	Chess Club Advisor	\$556
High School	Chinese Club Advisor	\$556
High School	Clay Club Advisor	\$556
High School	Community Service Club Advisor	\$556
High School	Creative Writing Club Advisor	\$556
Middle School	Debate Club Advisor	\$556
High School	Diversity Club Advisor	\$556
Middle School	Diversity Club Advisor	\$556
Middle School	Dungeons & Dragons Club Advisor	\$556
High School	Environmental Club Advisor	\$556
High School	Fashion Club Advisor	\$556
High School	Fishing Club	\$556
High School	Fitness Club Advisor	\$556
High School	French Club Advisor	\$556
High School	Game Club Advisor	\$556
High School	Gay Straight Alliance Club Advisor	\$556
Middle School	Gay-Straight Alliance Club Advisor	\$556
High School	Girls that Code Club Advisor	\$556
Middle School	Girls' Empowerment Club Advisor	\$556
Middle School	Golf Club Advisor	\$556
High School	Habitat for Humanity Advisor	\$556

Level 2: Student Interest Clubs (continued)

High School	Happy Hillers Club Advisor	\$556
High School	Hillers Helping Hands Club Advisor	\$556
Middle School	History Club Advisor	\$556
High School	History Club Advisor	\$556
High School	Investment Club Advisor	\$556
High School	Key Club Advisor	\$556
Middle School	Magic: The Gathering Club Advisor	\$556
High School	Magic: The Gathering Club Advisor	\$556
High School	Make a Wish Club Advisor	\$556
High School	Mind and Brain Club Advisor	\$556
High School	Photography Club Advisor	\$556
Middle School	Pottermore (Harry Potter) Club Advisor	\$556
Middle School	Recycling/Green Club Advisor	\$556
High School	Red Cross Club Advisor	\$556
Middle School	Running Club Advisor	\$556
High School	SADD Club Advisor	\$556
High School	Sailing Club Advisor	\$556
Middle School	Science Fair Advisor	\$556
High School	Sign Language Club Advisor	\$556
High School	Skate Park Club Advisor	\$556
High School	Spanish Club Advisor	\$556
High School	Spartan Club Advisor	\$556
High School	STEM Club Advisor	\$556
High School	STOP Club Advisor	\$556
High School	Swift Coding Club Advisor	\$556
High School	Vision & Senior Care (VSC) Advisor	\$556
Middle School	Word Masters Advisor	\$556
Middle School	Writing Club Advisor	\$556
Middle School	Yoga Club Advisor	\$556

Level 3: Student Production

Middle School	A Cappella Club Advisor	\$1,515
Middle School	Art Club Advisor	\$556
High School	Band Director	\$3,535
Middle School	Chamber Chorus Advisor	\$1,515
High School	Choral Director	\$2,020
Middle School	Community Service Club Advisor	\$1,010
Middle School	Drama Club Advisor	\$556
High School	Fall Musical-Stage Director	\$4,545
High School	Fall Musical-Choreographer	\$1,010
High School	Fall Musical-Music Director	\$3,030
High School	Fall Musical-Orchestra Director	\$2,020
Middle School	Fall Production Advisor	\$1,515
High School	HHS-TV Club Advisor	\$556
Middle School	HMS Herald Advisor	\$556
Middle School	HMS-TV Club Advisor	\$556

Level 3: Student Production (continued)

High School	Honors Exhibition Advisor	\$556
High School	Jazz Club Advisor	\$1,515
High School	Jazz Ensemble Advisor	\$2,525
Middle School	Jazz Ensemble Advisor	\$1,263
High School	Literary Magazine Advisor	\$1,010
High School	Men's Chorus Advisor	\$1,010
High School	Newspaper Advisor	\$1,010
High School	Noteworthy Club Advisor	\$1,010
Middle School	Spring Musical-Choreographer	\$1,010
Middle School	Spring Musical-Stage Director	\$3,030
Middle School	Spring Musical-Music Director	\$1,515
High School	Spring Production Advisor	\$1,515
High School	Stagecraft Club Advisor	\$1,515
Middle School	Talent/Variety Show Coordinator	\$758
High School	Winter Production Advisor	\$2,525
High School	Yearbook Club Advisor (2)	\$2,525
Middle School	Yearbook Advisor	\$1,010

Level 4: Elementary Student Interest Clubs

Elementary	Environmental Club Advisor: Elmwood	\$177
------------	-------------------------------------	-------

Level A: Instructional Supervision & Leadership

High School	Advanced Placement (AP) Coordinator	\$2,020
District	Art Department SML (K-12)	\$5,555
Elementary	Bridges Program Facilitator: Elmwood (2)	\$177
Middle School	Curriculum Teacher Leader (5)	\$3,030
Elementary	Curriculum Teacher Leader (up to 24)	\$3,030
District	Foreign Language Department SML (K-12)	\$5,555
District	Guidance Department SML (9-12)	\$5,555
High School	MCAS Curricular Coordinator	\$1,515
District	Mentors	\$1,010
	<i>OR one (1) compensatory day* plus</i>	\$505
District	Music Department SML (K-12)	\$5,555
Preschool	Pre-school Coordinator	\$3,535
High School	PSAT/PreACT Proctor(s)-Extended Test Time	\$328
High School	PSAT/PreACT Proctor(s)-Standard Test Time	\$253
High School	PSAT/PreACT Test Coordinator	\$758
High School	SpEd Team Chair	\$5,050
Middle School	SpEd Team Chair	\$5,050
Elementary	SpEd Team Chair (.5 FTE) (3)	\$2,525
Preschool	SpEd Team Chair (.5 FTE)	\$2,525
Elementary	SpEd Team Chair-Out of District (.5 FTE)	\$2,525
High School	Subject Matter Leaders (6)	\$5,555
Middle School	Team Leader-Academic (9)	\$4,040
Middle School	Team Leader-Related Arts (1)	\$4,040
District	Technology/Engineering SML (K-12)	\$5,555
District	Wellness Department SML (K-12)	\$5,555

**Compensatory Days: 1 day is available for use as of the midpoint of the School Year.*

Level B: Supervisory Duties & Coordinators

Middle School	8 th Grade Celebration Advisor	\$758
High School	Event Manager/Game Administrator	\$4,545
High School	Fitness Center Coordinator	\$5,050
High School	Fitness Center Coordinator-Morning	\$253
Middle School	Homework Club Advisor, Afternoon	\$5,050
Middle School	Homework Club Advisor, Morning Grade 8	\$1,010
Middle School	Homework Club Advisor, Morning Grade 7	\$1,010
Middle School	Homework Club Advisor, Morning Grade 6	\$1,010
High School	International Student Coordinator	\$2,525
Middle School	Intramurals Director	\$1,515
Middle School	Bus Lot Supervisor	\$2,020
Middle School	Middle School Trip Coordinator	\$556
Middle School	Nature's Classroom Coordinator	\$556
High School	Open Gym Supervisor	\$1,010
High School	Parking Lot Supervisor	\$2,525
High School	Senior Project Advisor/Coordinator	\$2,525
High School	Student Ambassador Coordinator	\$2,525
Middle School	Tournament Director	\$556

Level C: Student Group Administration

High School	Class Advisor-Senior Class	\$3,030
High School	Class Advisor-Junior Class	\$2,525
High School	Class Advisor-Sophomore Class	\$2,020
High School	Class Advisor-Freshman Class	\$2,020
High School	National Art Honor Society Advisor	\$556
High School	National Honor Society Advisor	\$1,010
High School	National Tri-M Music Honor Society Advisor	\$556
High School	Peer Leader Advisor	\$1,010
High School	Peer Tutoring Advisor	\$556
High School	Student Council Advisor	\$2,525
High School	UNITE Advisor (2)	\$1,515
Middle School	Ignite Advisor (3)	\$1,515
Middle School	Student Council Advisor	\$2,020

Level D: Hourly/Overnight Support

Elementary	Piano Accompanist	\$25.25/hr
High School	Chaperone: Domestic Overnight Event	\$75.75/night
Middle School	Chaperone: Domestic Overnight Event	\$75.75/night
High School	Fall Musical-Piano Musician	\$30.30/hr
High School	Fall Musical-Pit Musician	\$25.25/hr
Middle School	Spring Musical-Piano Musician	\$30.30/hr
Middle School	Spring Musical-Pit Musician	\$25.25/hr

FY 23 - FY 24
Athletic Event Staff

Season/Sport	Tickets	Score	30 Sec Clock	Announce	Admin
<i>Fall:</i>					
Varsity Football	\$50			\$50	\$65
Varsity Football - Thanksgiving	\$105			\$75	\$97.50
Varsity Field Hockey (with JV)	\$50	\$40			\$65
Varsity Field Hockey alone	\$50	\$40			\$65
Varsity Volleyball	\$50	\$40			\$65
Varsity Boys' Soccer (with JV or Girls Soccer)	\$50	\$40			\$65
Varsity Boys Soccer alone	\$50	\$40			\$65
Varsity Girls' Soccer (with JV or Boys Soccer)	\$50	\$40			\$65
Varsity Girls Soccer alone	\$50	\$40			\$65
<i>Winter:</i>					
Varsity Boys' Basketball	\$50	\$40	\$40		\$65
Junior Varsity Boys' Basketball		\$30	\$30		
Freshman Boys' Basketball		\$30	\$30		
Varsity Boys Basketball alone	\$50	\$40	\$40		\$65
Varsity Girls' Basketball	\$50	\$40	\$40		\$65
Junior Varsity Girls' Basketball		\$30	\$30		
Freshman Girls' Basketball		\$30	\$30		
Varsity Girls Basketball alone	\$50	\$40	\$40		\$65
Varsity Ice Hockey	\$50				\$65
Varsity Swimming					\$65
Varsity Boys' Winter Track (includes Girls Track)	\$50				
Varsity Wrestling	\$50				\$65
8 th Grade Boys' Basketball		\$30			
8 th Grade Girls' Basketball		\$30			
<i>Spring:</i>					
Varsity Baseball					\$65
Varsity Softball					\$65
Varsity Boys' Lacrosse (with JV)	\$50	\$40		\$60	\$65
Varsity Boys Lacrosse alone	\$50	\$40		\$40	\$65
Varsity Girls' Lacrosse (with JV)	\$50	\$40		\$60	\$65
Varsity Girls Lacrosse alone	\$50	\$40		\$40	\$65
<i>Other:</i>					
Holidays and Sundays					1.5X
Bus Chaperone					\$65
Tournament Games					\$80

FY 25
Athletic Event Staff

Season/Sport	Tickets	Score	30 Sec Clock	Announce	Admin
<i>Fall:</i>					
Varsity Football	\$51			\$51	\$66
Varsity Football - Thanksgiving	\$106			\$76	\$98
Varsity Field Hockey (with JV)	\$51	\$40			\$66
Varsity Field Hockey alone	\$51	\$40			\$66
Varsity Volleyball	\$51	\$40			\$66
Varsity Boys' Soccer (with JV or Girls Soccer)	\$51	\$40			\$66
Varsity Boys Soccer alone	\$51	\$40			\$66
Varsity Girls' Soccer (with JV or Boys Soccer)	\$51	\$40			\$66
Varsity Girls Soccer alone	\$51	\$40			\$66
<i>Winter:</i>					
Varsity Boys' Basketball	\$51	\$40	\$40		\$66
Junior Varsity Boys' Basketball		\$30	\$30		
Freshman Boys' Basketball		\$30	\$30		
Varsity Boys Basketball alone	\$51	\$40	\$40		\$66
Varsity Girls' Basketball	\$51	\$40	\$40		\$66
Junior Varsity Girls' Basketball		\$30	\$30		
Freshman Girls' Basketball		\$30	\$30		
Varsity Girls Basketball alone	\$51	\$40	\$40		\$66
Varsity Ice Hockey	\$51				\$66
Varsity Swimming					\$66
Varsity Boys' Winter Track (includes Girls Track)	\$51				
Varsity Wrestling	\$51				\$66
8 th Grade Boys' Basketball		\$30			
8 th Grade Girls' Basketball		\$30			
<i>Spring:</i>					
Varsity Baseball					\$66
Varsity Softball					\$66
Varsity Boys' Lacrosse (with JV)	\$51	\$40		\$61	\$66
Varsity Boys Lacrosse alone	\$51	\$40		\$40	\$66
Varsity Girls' Lacrosse (with JV)	\$51	\$40		\$61	\$66
Varsity Girls Lacrosse alone	\$51	\$40		\$40	\$66
<i>Other:</i>					
Holidays and Sundays					1.5X
Bus Chaperone					\$66
Tournament Games					\$81

2. Athletic Coaches

The salary for coaching of athletes will be as follows:

FY 23 & FY 24						
Units	0	1	2	3	4	5
7	\$3,352	\$3,687	\$4,023	\$4,358	\$4,693	\$5,028
8	\$3,831	\$4,214	\$4,597	\$4,980	\$5,364	\$5,747
9	\$4,310	\$4,741	\$5,172	\$5,603	\$6,034	\$6,465
10	\$4,789	\$5,268	\$5,747	\$6,226	\$6,704	\$7,183
11	\$5,268	\$5,795	\$6,321	\$6,848	\$7,375	\$7,902
12	\$5,747	\$6,321	\$6,896	\$7,471	\$8,045	\$8,620
13	\$6,226	\$6,848	\$7,471	\$8,093	\$8,716	\$9,338
14	\$6,704	\$7,375	\$8,045	\$8,716	\$9,386	\$10,057
15	\$7,183	\$7,902	\$8,620	\$9,338	\$10,057	\$10,775

FY 25							
Units	0	1	2	3	4	5	+1.0%
7	\$3,386	\$3,724	\$4,063	\$4,401	\$4,740	\$5,079	
8	\$3,869	\$4,256	\$4,643	\$5,030	\$5,417	\$5,804	
9	\$4,353	\$4,788	\$5,224	\$5,659	\$6,094	\$6,530	
10	\$4,837	\$5,320	\$5,804	\$6,288	\$6,771	\$7,255	
11	\$5,320	\$5,852	\$6,384	\$6,917	\$7,449	\$7,981	
12	\$5,804	\$6,384	\$6,965	\$7,545	\$8,126	\$8,706	
13	\$6,288	\$6,917	\$7,545	\$8,174	\$8,803	\$9,432	
14	\$6,771	\$7,449	\$8,126	\$8,803	\$9,480	\$10,157	
15	\$7,255	\$7,981	\$8,706	\$9,432	\$10,157	\$10,883	

HIGH SCHOOL

<u>Sport</u>	<u>Units</u>	<u>Season</u>	<u>Sport</u>	<u>Units</u>	<u>Season</u>
Varsity Football Head	15	Fall	Freshman Girls' Soccer	7	Fall
Varsity Football Asst (3)	9	Fall	Varsity Golf Coach	9	Fall
Junior Varsity Football Coach	9	Fall	Junior Varsity Golf Coach	7	Fall
Junior Varsity Football Asst	8	Fall	Unified Basketball Coach (2)	7	Fall
Freshman Football	7	Fall	Alpine Ski Coach	9	Winter
Cheerleading Football	8	Fall	Alpine Ski Assistant	7	Winter
Boys' Cross Country Coach	8	Fall	Varsity Boys' Basketball	14	Winter
Boys' Cross Country Assistant	7	Fall	Junior Varsity Boys' Basketball	9	Winter
Girls' Cross Country Coach	8	Fall	Freshman Boys' Basketball	8	Winter
Girls' Cross Country Assistant	7	Fall	Varsity Girls' Basketball	14	Winter
Varsity Field Hockey	13	Fall	Junior Varsity Girls' Basketball	9	Winter
Junior Varsity Field Hockey	8	Fall	Freshman Girls' Basketball	8	Winter
Freshman Field Hockey	7	Fall	Cheerleading Basketball	8	Winter
Varsity Volleyball	12	Fall	Varsity Ice Hockey	12	Winter
Junior Varsity Volleyball	8	Fall	Junior Varsity Ice Hockey	7	Winter
Freshman Volleyball	7	Fall	Varsity Swimming Assistant	12	Winter
Varsity Boys' Soccer	13	Fall	Varsity Swimming Assistant	8	Winter
Junior Varsity Boys' Soccer	8	Fall	Diving/Swimming Assistant	7	Winter
Freshman Boys' Soccer	7	Fall	Varsity Boys' Winter Track	12	Winter
Varsity Girls' Soccer	13	Fall	Boys' Winter Track Assistant (2)	9	Winter
Junior Varsity Girls' Soccer	8	Fall	Varsity Girls' Winter Track	12	Winter

6.
 - a. The Committee will pay the reasonable expenses incurred by coaches who scout athletic competition at the varsity level.
 - b. Compensation for scouting by a non-coach member of Unit A will be \$10.00 for each scouting report in addition to the expenses incurred under Paragraph A.
 - c. The Director of Athletics and varsity coach must give prior approval to all scouting assignments.
7. Retirement Notification
 - a. Upon written notice of intent to retire, a teacher who has, or will have, at least twenty (20) years' service in Hopkinton on the effective retirement date will receive a \$2500 compensation payment in each two (2) school years following the notification referenced in paragraph b., below.
 - b. Written notice must be received by the Superintendent no later than 28 months prior to the effective date of retirement. Payment will become effective at the end of the following school year.
 - c. The notice of intent to retire is considered irrevocable. However, in the event of unforeseen circumstances, the member may make a request to rescind his/her/their intent to retire. Such a request should be made, in writing, to the Superintendent. The decision to accept a member's request to rescind his/her/their retirement lies solely with the Superintendent.
 - d. If the Superintendent agrees to accept the request to rescind the intent to retire, the teacher must repay all funds paid out under this provision.
8. The hourly rate for intramurals will be \$20.00 per hour.
9. The stipend payments set forth at Sections 1 and 2 will be pro-rated for less than a full year/season of work.
10. The parties agree to form a joint subcommittee to study and explore issues related to the Mentoring and Induction Program. The Subcommittee will bring a recommendation to the negotiating teams, with the intent to implement for the 2016-2017 school year.
11. Any qualified teacher who provides tutoring services to a student at the bequest of, and under the direction and supervision of an administrator of the Hopkinton Public School district, will be compensated at a rate equal to 60% of their current hourly rate, not to be lower than \$40/hour. Said

tutoring must occur outside the teacher's regular work hours. Said wages will be paid in the teacher's regular paycheck.

B. Subject Matter Leaders:

1. The work load of High School and District Subject Matter Leaders (SML) shall be as follows:

For the 2016-2017 school year, and beyond:

All SMLs will have a teacher work load of .4 FTE and the remaining .6 FTE will be dedicated to SML duties and responsibilities.

2. The SML will work three (3) days in addition to the teacher contractual work year, at a per diem rate (for a total contract year of 186 days) with the exact days to be determined by the Superintendent or his/her/their designee. SML positions will be posted and appointed for a two (2) year duration. The Superintendent or his/her/their designee will, where reasonably possible, make appointment notifications by May 15th.
3. Training in the Educator Evaluation System will be provided to the SMLs.
4. The Parties will continue to discuss the role, responsibilities, and working conditions of the Guidance Department Head/Coordinator under the new Educator Evaluation System.
5. The Association and the Committee will meet to continue to negotiate over the development of a blended rubric to be used in the supervision and evaluation of the SML.
6. The District will continue its practice regarding obtaining substitutes; however in the absence of a substitute, SMLs will cover classes of teachers in their department for no more than three (3) consecutive school days, not to exceed five (5) days per month.
7. The Guidance Counselor Subject Matter Leader will be compensated for additional work days, outside the regular school year, as set forth in Article XX, Section B, Paragraph 2 a.

SALARY SCHEDULE

The Town of Hopkinton offers to members a pre-tax health care premium payment plan, as well as a pre-tax Med. Cap and D-Cap pre-tax premium plan.



HOPKINTON PUBLIC SCHOOLS

HOPKINTON SCHOOL COMMITTEE
OFFICE OF THE SUPERINTENDENT

HAYDEN ROWE STREET
HOPKINTON, MA 01748
TELEPHONE 617-435-4511

January 22, 1980

Mr. Michael Fleming, President
Hopkinton Teachers' Association
Hayden Row
Hopkinton, MA 01748

Dear Mr. Fleming:

Regarding the School Committee proposal that the teacher may leave the school upon the completion of his/her professional obligations each day after student dismissal, it is the intent of the School Committee that the present level of after-school activities for teachers will not be extended. Further, it is the intent of the School Committee that teachers will be given adequate notice by administrators of after-school meetings or other commitments where their attendance will be required.

Sincerely,

HOPKINTON SCHOOL COMMITTEE
NEGOTIATING TEAM

Frederick White

Richard Davis

**MEMORANDUM OF AGREEMENT
BETWEEN
THE HOPKINTON SCHOOL COMMITTEE
AND
THE HOPKINTON TEACHERS' ASSOCIATION**

This MEMORANDUM OF AGREEMENT is entered into by and between the Hopkinton School Committee (hereinafter the "Committee") and the Hopkinton Teachers' Association (hereinafter the "Association").

WHEREAS, the Committee and the Association are parties to a Collective Bargaining Agreement for the period of September 1, 2007 through August 31, 2010, which contains at Appendix A the Teachers' Salary Schedule; and,

WHEREAS, it has been determined that certain members of the Association have been incorrectly placed on the aforementioned salary schedule; and,

WHEREAS, the Association and the Committee wish to avoid the time and expense of litigation and desire and intend to resolve any and all disputes and differences among them and the individual affected members concerning issues related to incorrect placement on the salary scale, including but not limited to both the underpayment and overpayment of salary, the parties have agreed as follows, without admission by any party of any wrongdoing;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Association and the Committee hereby agree as follows:

1. The record of credits earned for all members and their corresponding placement on the salary scale as of the beginning of the 2001-2002 school year is accepted as accurate.
2. Notwithstanding the provisions of Paragraph 1, above, if it is learned that a member has been placed on the salary schedule at Master's column or higher and does not actually hold a Master's degree, the District reserves the right to take corrective action relative to that member's placement per the guidelines set forth below at Paragraph 3.
3. An audit of members' professional development and educational attainment has been conducted for the period of beginning with the 2001-2002 school year through the 2007-2008 school year to verify correct lane and step placement on the salary scale using the following parameters:
 - a. A Master's degree is accepted and recorded as a Master's degree regardless of the number of credits required by the degree granting institution. In other words, if the institution requires 40 credits for a Master's degree, it is recorded by the Hopkinton Public Schools as a Master's degree, not as a Master's degree plus 10 credits.

- b. The District will count all graduate courses and district in-service courses earned outside a Master's degree, regardless of the date earned (being either before or after the award of a Master's degree), so long as said credits are not used for the earning of the Master's degree.
 - c. As a result of the aforementioned audit, correct salary placement and educational credits of all members have been certified as June, 2008.
 - d. Members who were incorrectly placed on the salary scale will be placed in their correct lane effective the start of the 2008-2009 school year.
 - e. Members who were incorrectly placed on the salary scale and such placement resulted in the underpayment of salary by the District will be made whole.
 - f. Members who were incorrectly placed on the salary scale and such placement resulted in the overpayment of salary by the District will be responsible for making restitution to the District up to a cap of \$25,000.00. Payment options will be discussed with the individual member.
 - g. In the case of either an overpayment or underpayment of wages involving a member, the member and the District will work together to provide the necessary documentation, relative to state and federal income tax and retirement contributions, to the proper agencies, if necessary.
4. As of the 2008-2009 school year, the following guidelines will be used to audit salary scale placement:
- a. Annually, the District will provide salary scale information on lane and step placement for each member. It is the responsibility of each member to verify this information based on his/her own records, and notify the Human Resources office if placement is in error.
 - b. The District will audit the professional development folder upon request by the member or upon consideration for a lane change.
 - c. If a potential error is discovered, the District will take the following measures:
 - 1. The Human Resource Director will meet with the member to discuss and verify lane and step placement. The member is expected to cooperate with the District in scheduling and participating in such meetings.
 - 2. Following verification, the member will be placed correctly on the scale.
 - 3. In the case of an underpayment of salary, the District will correct the error and pay the wages owed if the following conditions are met:

- a. Credits and/or step placement are verified; and,
 - b. Member provides evidence of Intent to Submit for the time frame in question.
 - c. Member provides evidence of a Course Approval form submitted prior to taking the course and signed by the Superintendent or his/her/their designee.
4. In the case of overpayment of salary, the District will correct the error and seek restitution under the following conditions:
- a. Restitution will be the actual amount of overpayment (no interest), up to a maximum of \$25,000.
 - b. The Superintendent will consider, on a case-by-case basis, the terms of repayment.
 - c. The dollar constraints set forth above at subparagraph a will not apply if there is a reasonable assumption that the member was aware of the error (such as, but not limited to, the case of a member being paid on or above the Master's scale, when he/she had not yet obtained a Master's degree).
5. This Memorandum of Agreement is subject to ratification by the Parties. The signatories to this Letter agree to use their best efforts to obtain such ratification.

WHEREFORE, the Committee and the Association have caused this **MEMORANDUM OF AGREEMENT** to be executed by their duly-authorized representatives this 25th day of September, 2008.

HOPKINTON SCHOOL COMMITTEE

HOPKINTON TEACHERS ASSOCIATION

By: _____
John E. Phelan, Ed.D.
Its Superintendent

By: _____
Tim Kearnan
Its President

SUBJECT MATTER LEADER SIDE LETTER

**HOPKINTON SCHOOL COMMITTEE
AND
HOPKINTON TEACHERS ASSOCIATION**

This **SIDE LETTER OF AGREEMENT** is entered into by and between the Hopkinton School Committee (hereinafter, the "Committee") and the Hopkinton Teachers Association (hereinafter, the "Association").

WHEREAS, the Committee and the Association are parties to a collective bargaining agreement for the period September 1, 2012 through and including August 31, 2015 (hereinafter "the Agreement") which includes provisions relative to the duties, responsibilities and compensation for K-12 Coordinators and 9-12 Curriculum Teacher Leaders; and

WHEREAS, the Parties have recently entered into an agreement relative to the new Educator Evaluation System effective September 1, 2013; and,

WHEREAS, as part of their negotiations over the adoption of the new Evaluation System, the Parties have negotiated over the roles the aforementioned Coordinators and Curriculum Teacher Leaders will play in the evaluation system; and

NOW, THEREFORE, in consideration of mutual promises and covenants, the Parties hereto agree as follows:


1. Effective July 1, 2013, the positions of K-12 Coordinators and 9-12 Curriculum Teacher Leaders are eliminated.
2. Effective July 1, 2013, the following positions are created:
 - Subject Matter Leader/High School Science
 - Subject Matter Leader/High School Math
 - Subject Matter Leader/High School English/Language Arts
 - Subject Matter Leader/High School History/Social Sciences
 - Subject Matter Leader/District Art
 - Subject Matter Leader/District Wellness
 - Subject Matter Leader/District Music
 - Subject Matter Leader/District Foreign Language

The job descriptions for these positions are attached hereto as Exhibit A (SML/High School) and B (SML/District), respectively.


3. The SML will support the implementation of the Hopkinton Educator Evaluation System in the manner set forth in job descriptions attached hereto.
4. SML positions will be posted and appointed will be for a two (2) year duration. The Superintendent or his/her designee will, where reasonably possible, make appointment notifications by May 15th.
5. Training in the Educator Evaluation System will be provided to the SMLs.
6. A SML shall have a .6 FTE teacher work load, being released from 2 classes out of 5. The remaining .4 FTE will be dedicated to SML duties and responsibilities.
7. A SML will be paid an annual stipend amount of \$5,500.00.
8. The SML will work three (3) days in addition to the teacher contractual work year, with the exact days to be determined by the Superintendent or his/her designee. Said additional days will be compensated at the SML's per diem rate.
9. The Parties will continue to discuss the role, job responsibilities, and working conditions of the Guidance Department Head/Coordinator under the new Educator Evaluation System.
10. The Association and the Committee will meet to continue to negotiate over the development of a blended rubric to be used in the supervision and evaluation of the SML.

WHEREFORE, the Committee and the Association have caused this **SIDE LETTER OF AGREEMENT** to be executed by their duly-authorized representatives this 27th day of June, 2013.

HOPKINTON SCHOOL COMMITTEE

By: 
Steven A. Hiersche, Ed.D.
Its Superintendent

HOPKINTON TEACHERS' ASSOCIATION

By: 
Daniel Mazur
Its President

**SIDE LETTER OF AGREEMENT
HOPKINTON SCHOOL COMMITTEE
AND
HOPKINTON TEACHERS' ASSOCIATION**

This **SIDE LETTER OF AGREEMENT** is entered into by and between the Hopkinton School Committee (hereinafter, the "Committee") and the Hopkinton Teachers' Association (hereinafter, the "Association").

WHEREAS, the Committee and the Association are parties to a collective bargaining agreement for the period September 1, 2012 through and including August 31, 2015 (hereinafter "the Agreement") which includes provisions relative to the wages, hours and working conditions for teaching staff covered by its terms; and

WHEREAS, the district wishes to implement the use of Student Success Plans (SSPs); and,

WHEREAS, the Parties have met and negotiated in good faith over the impact of the above-described Student Success Plans on terms and conditions of employment for the aforementioned teaching staff; and


NOW, THEREFORE, in consideration of mutual promises and covenants contained herein, the Parties hereto agree as follows:

- 1) SSPs are non-evaluative; unless, a teacher elects to use the plan as evidence to support specific elements and/or goals.
- 2) There will be no repercussions to teachers if a strategy used as part of the SSP is unsuccessful.
- 3) On SSP documents, teachers may choose to write strategies used with selected students to improve performance and modify strategies when identified strategies appear ineffective.
- 4) Teachers are not required to write Student Success Plans. The SSP documents are teacher OR administrator created and maintained and driven through collaboration between the teacher and building administrators.
- 5) Teachers have discretion in terms of formatting of the SSP document.
- 6) The District, with teacher input, will identify priority students for which SSPs should be created, monitored, or adjusted.
- 7) The administration will work with teachers to find designated meeting times to work on SSP plans. Teachers will not be required to work on SSPs outside these designated times provided by the District.
- 8) Teachers are encouraged to work in *teams* to create SSP documents.
- 9) Teachers (*teams*) will identify one to three instructional strategies per student based on current assessments.
- 10) As part of the collaborative process, consideration will be given by the District to provide additional support for teachers that have a large number of students deemed as a priority (as measured by assessment data) including a possible reallocation of resources.
- 11) There will be an effort to equitably assign the SSP caseload.
- 12) These SSP provisions shall be reviewed and may be adjusted through bargaining with the District and the Association as needed.
- 13) Evaluation & feedback from teachers as to the use, implementation, success, and problems with SSPs will be collected.
- 14) The purpose of SSPs will be clearly and consistently communicated to all staff by the District. There will be fidelity to the process. Implementation will be consistent at each level (elementary, middle, high school).

15) The terms of this Side Letter of Agreement will be incorporated into the Parties' Collective Bargaining Agreement, unless otherwise agreed in writing.

WHEREFORE, the Committee and the Association have caused this **SIDE LETTER OF AGREEMENT** to be executed by their duly-authorized representatives this 15th day of April, 2015.

HOPKINTON SCHOOL COMMITTEE


Cathy MacLeod, Ed.D.
Its Superintendent

By:

HOPKINTON TEACHERS' ASSOCIATION


Daniel Mazur,
Its President