



Agreement between
Norwood School Committee
and
Norwood Teachers' Association
(UNIT A)

September 1, 2024 - August 31, 2027

**AGREEMENT BETWEEN NORWOOD SCHOOL COMMITTEE
AND
NORWOOD TEACHERS' ASSOCIATION (INIT A)**

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ARTICLE 1 - RECOGNITION TO THE PARTIES

Section 1.1 - Recognition

The Norwood School Committee (hereinafter referred to as the "*School Committee*" or "*Committee*") recognizes the Norwood Teachers' Association (hereinafter referred to as the "*Association*") for purposes of collective bargaining under Massachusetts General Laws, Chapter 150E as the exclusive representative of all professional employees of the Norwood School System, excluding long-term assignees, hourly paid tutors, teachers aides, library aides, paraprofessionals, consultants, Unit B members, the Superintendent of Schools (hereinafter referred to as the "*Superintendent*") and all other managerial and confidential employees as defined in §1 of Chapter 150E, and all other employees of the Norwood Public Schools.

Section 1.2 - Definitions

1.2.1 - Long-Term Assignee

A long-term assignee shall be defined as a teacher who has been appointed by the Superintendent or Building Principal to fill a position for a period of ninety-one (91) consecutive school days or more.

1.2.1 - Teacher

Hereinafter, the term "teacher" shall signify any employee covered by this Agreement.

1.2.2 - Board

Hereinafter, the term "*Board*" shall refer to the Board of Education.

1.2.3 - Commissioner

Hereinafter, the term "*Commissioner*" shall refer to the Commissioner of the Department of Education.

ARTICLE 2 - MANAGEMENT RIGHTS

Section 2.1 - Legal Rights

In recognition of the fact that the Committee, the Superintendent and the Building Principals have responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school system to the full extent authorized by law, the Committee and the Association agree that the Committee, the Superintendent and the

Building Principals shall retain and reserve all their statutory rights, authority, and obligations, including all of their statutory rights, authority and obligations under the Education Reform Act of 1993, in the administration of the School Department and the direction of its employees.

All the functions, rights and powers and authority which the Committee now has, as provided by the Massachusetts Constitution, the General Laws of Massachusetts, including the Education Reform Act of 1993, decisions of the Supreme Judicial Court of Massachusetts, Laws of the United States, or any statute or ordinance, or may be granted or have conferred upon it, including all the customary and usual rights, powers, functions and power of an employer, including the right to establish positions, which it has not specifically delegated or modified by express language in a specific provision of this Agreement are recognized by the Association to be retained exclusively by the Committee.

Section 2.2 - Other Rights

The Committee shall retain all of the rights which it now has either by law, custom, practice, usage, or precedent to operate and manage the School Department, to determine the methods and means by which the operations of the said department and the school system are to be carried on, to direct the members and staff of the School Department, and to conduct the operations of said department in any manner which, in the opinion of the Committee, is in the best interests of the inhabitants of the Town of Norwood, except as may be specifically modified by this Agreement or any amendment or extension thereof.

ARTICLE 3 - SCOPE OF AGREEMENT

Section 3.1 - Understandings

This Agreement incorporated the entire understanding of the parties on all issues which were, or could have been, the subject of negotiations. During the term of the Agreement neither party shall be required to negotiate with respect to any such matter whether, or not, covered by this Agreement and whether, or not, within the knowledge or contemplation of either, or both, of the parties at the time they negotiated or signed this Agreement. All matters not dealt with herein shall be treated as having been brought up and either resolved or withdrawn. This is limited to matters known at the time of agreement, or discussed and rejected, and does not apply to matters unknown at the time of agreement.”

Section 3.2 - Labor Relations

The parties agreed that the labor relations between them shall be governed by the terms of this Agreement only. No change or modification of this Agreement shall be binding on either the Association or the Committee unless reduced to writing as executed by the respective duly authorized representatives.

Section 3.3 - Impact on Conflicts

As to all matters covered by this Agreement, the express provisions hereof shall control in any case where a conflict may exist between such express provision and any policy, practice, procedure, custom or writing not incorporated in this Agreement.

Section 3.4 - Impact of Legal Actions

In the event that any federal or state law or court of competent jurisdiction invalidates any section of this Agreement, the remainder of the Agreement shall remain in full force and effect.

ARTICLE 4 - AGREEMENT IMPLEMENTATION

Section 4.1 - Effective Dates

The terms of this Agreement shall become effective on September 1, 2024 and shall continue in full force and effect until August 31, 2027

Section 4.2 - Modifications

The terms of this Agreement may be renegotiated at any time after September 1, 2024, but modifications and/or new agreements shall not become effective until September 1, 2027, unless otherwise agreed in writing by the parties.

Section 4.3 - Ratification and Funding

This Agreement shall be subject to ratification by the Committee and the Association membership. It is further understood that this Agreement is subject to funding by Town Meeting.

Section 4.4 - Successor Agreement

The Committee agrees to enter into negotiations with the Association for a successor Agreement to become effective September 1, 2027, not later than November 1, 2026

4.4.1 - Unresolved Grievances

During such negotiations, the parties agree to review all outstanding grievances with the goal of resolving them through the bargaining process. In the event a successor Agreement is reached without resolving the grievance(s), such grievance(s) shall proceed through the grievance procedure as set forth in this Agreement.

ARTICLE 5 - TEACHER APPOINTMENT AND ASSIGNMENT

Section 5.1 - Letter of Appointment

Upon appointment to the Norwood Public Schools, a teacher shall be given a formal letter of appointment stating the terms and conditions of the appointment, including the remuneration, the method of payment and the course(s) and/or grade level which the teacher shall be assigned. Said letter shall state the terms and conditions of employment are

those set forth in the collective bargaining agreement currently in effect with the Association and the established policies of the Committee.

5.1.1: Changes of Assignment: Although the Committee and Association recognize that some transfers of teachers from one school to another is sometimes necessary and unavoidable, they recognize that frequent transfer of the same teacher is disruptive of the educational process. Therefore, they agree as follows:

- A. In making transfers the individual teacher's input will be honored to the extent that these do not conflict with the best interests of the school system and the pupils as determined by the classroom teacher, building principal, and superintendent.
- B. Involuntary transfers will be permitted, and the teacher will be notified no later than June 1 as long as the following procedures are followed:
 - a. Notice shall be posted to seek qualified volunteers who will be transferred if it does not conflict with the best interests of the school system.
 - b. If there are no qualified volunteers or the transfer of such volunteers conflicts with the best interest of the school system, involuntary transfers shall be made only after giving due weight to seniority, qualifications and other relevant factors.
 - c. An involuntarily transferred teacher may apply to return to his or her former school department if a vacancy for which said teacher is qualified occurs subsequent to the involuntary transfer, but prior to June 1 of the following school year. Such transfers will be effective on the following September 1 and will not be allowed if it will result in the involuntary transfer of other bargaining unit members.
 - d. In case of involuntary transfers, a meeting will be held as soon as possible, no later than June 1, between the teacher involved and the Superintendent or his/her designee and NTA union representative.
- C. Teachers desiring to transfer either school or grade level for the following school year will submit a written request to the Superintendent stating the assignment preferred. Such requests may be submitted by a teacher at any time. The reasons for the denial of a transfer request will be given if requested by the teacher. Notice of transfer will be given to teachers as soon as feasible. No teacher will be involuntarily assigned to meet the voluntary teacher request.
- D. The supervisor of Nurses shall be consulted regarding the assignment of all personnel in the Health Services Department.

Section 5.2 - Pay and Benefit Statement

A statement shall accompany the teacher's second check in September indicating the teacher's total number of sick days, basic salary for the year, and as far as is practicable, all remuneration for extra duty assignments that the teacher shall be performing during the

school year.

Section 5.3 - Assignment

The teacher shall not be assigned, either at the time of initial employment or at any subsequent time, to a course outside the scope of his/her teaching certificate and/or his/her major or minor fields of study.

5.3.1 - Tentative Schedule

Each teacher shall be given a copy of his/her tentative schedule before leaving school in June. Any teacher whose schedule on August 20th is changed from the tentative schedule shall be given written notice of the change by August 20th.

5.3.2 - Assignment Change

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 assignment no later than June 15.

Section 5.4 - Search Committee Selection

The majority of Unit A members serving on a Search Committee must have 5 or more years teaching experience in Norwood Public Schools.

ARTICLE 6 - PLACEMENT ON SALARY SCHEDULE

Section 6.1 - Column and Step Determination

6.1.1 - New or Former Teachers

When new teachers are hired or former teachers are rehired, their appropriate step placement shall be at the discretion of the Superintendent and/or Building Principal. This does not apply to teachers who are called back during their two (2) year recall period following a reduction in force situation. Teachers appointed to a permanent position after a long-term assignment of at least one (1) full year in a similar position in Norwood shall be given full credit for service time rendered in the long-term assignment for purposes of salary placement and retirement.

6.1.2 - Newly-Hired Occupational/Physical Therapist

Newly-hired OTs and PTs with a Master's degree in Occupational Therapy or Physical Therapy shall be placed on the Masters+45 column; Newly-hired OTs and PTs with a Doctorate degree in Occupational Therapy or Physical Therapy shall be placed on the Master's+60 column.

Section 6.2 - Column Transfer

Column transfers shall be allowed only for those credits earned subsequent to the attainment of a degree, and for only those credits which in the opinion of the Superintendent enhance teaching performance. In order to be eligible for a column transfer the Request for Column Transfer form must be sent to the Superintendent no later than January 15 of any given year in order to qualify for a Column Transfer *the following September 1*. For credits that meet the above criteria, column change eligibility is based on the total number of credits the member has accumulated. (Meaning no

credits shall be forfeited).

ARTICLE 7 - WORKING CONDITIONS

Section 7.1 - Work Year

The work year for Unit A members is one hundred and eighty-four (184) days. The school year may start before Labor Day as long as the first day of school is no earlier than August 26th. The Friday of Labor Day weekend there would be no school.

7.1.1 Election Day

Effective September 1, 2016 the school calendar will show that Presidential election days will be professional development days, no students. This does not include Presidential primary day.

7.1.2: Teacher Set up Day

On the day of Convocation, the morning will be dedicated to district-led convocation activities. The remainder of the day will be designated as teacher set-up time after lunch, Lunch will not start later than three (3) hours and (15) fifteen minutes after the contractual start time. This set-up period will provide uninterrupted work time, free from orientations or meetings, including those organized by administration, teams, or departments. It is important to note that Convocation will be counted as one of the 184 school days.

7.1.3 - Teacher Orientation Day(s)

Teachers who are new to the district and required to attend orientation shall be compensated at a flat rate of two hundred and fifty (\$250) dollars per day.

Section 7.2 - Work Day

The workday is considered to be any day that the teacher is required to attend school with or without pupils in attendance, not including holidays. All teachers' work day shall begin fifteen (15) minutes before the student day is scheduled to begin and, on Monday through Thursday, end twenty (20) minutes after students are dismissed. On Fridays, and on the day before any holiday, the teachers' work day shall end ten (10) minutes after students are dismissed. Full-day kindergarten and LMPA teachers will work the same amount of hours as elementary teachers. Unit A members will work the same hours as non-building based staff for full-day professional development days starting at 7:45 AM until 2:45 PM with one (1) hour for lunch.

In the event that schedule changes are anticipated an advisory committee will be formed to solicit input from stakeholders. The committee shall consist of the NTA union president, a minimum of two (2) Unit A teacher/specialist representatives from each level, with no less than 5 years teaching experience in Norwood.

7.2.1 – Building/Department Staff Meetings

Teachers will be required to attend up to two building/department/grade level meetings a month for up to forty (45) minutes per meeting for September, October, November, January, March, May and June. Teachers shall be required to attend one meeting per month for up to forty five (45) minutes for the rest (December, February and April). In a two meeting month,

one meeting shall address building based operational and department/grade level concerns. All meetings shall be applicable to all staff members. School leaders retain the discretion to cancel meetings if deemed necessary.

7.2.2 – Evening Meetings

Teachers will be required to attend three (3) evening meetings per year as follows: one (1) Back to School Night and two (2) Parent Conferences. Pre-K teachers will be required to attend three evening meetings per year as follows: one (1) Back to School Night, one (1) Prospective Student Night, and one Parent Conference Night. Evening meetings will not exceed two hours nor be later than 8 pm. Unit A members shall not be expected to work beyond contractual hours.

7.2.3 – Counselors and Librarians Flexible Scheduling

Flexible scheduling may be implemented for counselors and librarians. It will be voluntary for current employees and may be a condition of employment for new hires.

7.2.4 – Master Schedule Changes

The principal shall solicit input from teachers and/or service providers prior to the creation or implementation of the school schedule.

7.2.5 -Professional Development

The Superintendent, or designee, and the Union President will meet annually, by May 1, to review feedback regarding the Professional Development offered by the District and make recommendations to ensure its meaningfulness to Unit A members for the subsequent school year. These discussions will include conversations regarding the possible implementation of a Professional Learning Community (PLC) structure where leaders of departments take responsibility for planning a portion of Professional Development for staff, on the condition that such Professional Development aligns with the District Strategic Plan. A committee, including Unit A members, composed from the superintendent or designee will review current professional development and discuss professional development opportunities for the following year by January 31 each year.

Section 7.3 - Fulfillment

A teacher's obligation for the year is fulfilled when he/she has fully complied with the checkout procedure prescribed by the Building Principal of the school.

Section 7.4 - Additional Days

Teachers may, at their own option, assent to a request of the school administration to serve more than the maximum number of work days required in a particular school year. This does not include summer school programs, evening school programs, or summer workshops.

Section 7.5 - Class Size Guidelines

The Committee agrees to adhere, wherever possible, to class size guidelines as established and directed by the State Department of Education.

Section 7.6 - Department Head Teaching Load

All Department Head and Department Chair teaching schedules shall be determined annually and on an individual basis by Administration. Criteria for determining individual Department Head/Department Chair schedules shall include discipline areas, workload, staff supervision and program development.

7.6.1 - Norwood High School

7.6.1.1 - Five (5) or More Teachers

High School Department Heads with five (5) or more teachers shall not be given homeroom or supervisory assignments and shall have a teaching load of no more than fifteen (15) class periods per week, plus related laboratories.

7.6.1.2 - Two (2) to Four (4) Teachers

High School Department Heads with two (2) to four (4) teachers shall not be given homeroom or supervisory assignments and shall teach no more than twenty (20) class periods per week, plus related laboratories.

7.6.2 - Middle School Department Head

Middle School Department Heads shall not be given homeroom or study hall assignments and shall have a teaching load of no more than twenty (20) class periods per week, plus related laboratories.

7.6.3 - Department Chair

Department Chairs assigned to one (1) building shall teach no more than .6 FTE. Department Chairs assigned to more than one (1) building shall teach no more than .4 FTE.

7.6.3.1 - Department Chair Summer Days:

Department Chairs will not exceed 15 summer hours (3 days), with one mutually agreed upon date for a meeting. Two of the summer days are intended for hiring, supervisory, inventory, scheduling, and ordering, while the third day is for meeting. In the event that the meeting day is already a paid work day for the guidance department chair, the guidance department chair shall work an additional summer day. The date of the additional work day is at the guidance department chair's discretion.

Section 7.7 - Non-Teaching Duties

Duties described as non-instructional in nature shall be minimal. In no instance are preparation periods intended as free periods.

7.7.1 - Association President (Relief of teaching duties)

The President of the Association shall be exempt from all non-instructional duties which shall be assumed by other teachers in his/her building.

7.7.2 - Duty Assignment Equity

Principals will make every effort to be equitable in assigning the number of daily/weekly duties to all building staff. All members of Unit A will be assigned duties. Nurses, Department Chairs, and the District Wide Instructional Technology Specialist will not be assigned duties.

7.7.3 - Non-Teaching Duties: Duty Relief:

Duty assignment schedules shall be provided to the building representative by each school principal at the monthly meeting no later than October 1 and February 20 for the current school year.

7.7.4 - After School Detention at the Middle and High Schools

After school detention shall not be considered a duty, but instead, a position paid at \$30 per hour at both CMS and NHS. After school detention will occur one hour, three days per week at each of those two schools. The school year is broken into "seasons" (fall, winter and spring) and Unit A members interested in this position would be required to commit to work at least one day for a given season.

Section 7.8 - Leaving Building

If a teacher is required to leave the building during normal school hours, he/she shall follow necessary administrative procedures, including signing out at the Building Principal's office and indicating his/her destination and anticipated time of return.

Section 7.9 - Lunch Period

The Committee agrees to guarantee a duty-free period of at least thirty (30) minutes each day to all teaching personnel, except for any teacher who by his/her own volition agrees to supervise noon lunch programs, for which he/she receives pay.

The number of lunchroom supervisors shall be capped at the number as of September 2020 (31) and shall be offered to Unit A members at the rate provided in appendix VI. Non-unit A members hired for lunchroom monitors beyond the capped amount shall be paid at a rate set and established by the School Committee at its own discretion.

Section 7.10 - Teacher Facilities

The Committee agrees to provide suitable facilities for all teachers at all schools.

Section 7.11 - Duty Free Preparation Period

When scheduling teachers, the administration shall make every effort to ensure an equitable number of teaching periods. All classroom teachers shall be provided with an uninterrupted

duty-free period. A duty-free period at all levels is equal to the length of the period in which it falls. Teachers who teach in multiple buildings will have no more than one (1) duty per day on travel days. Arrival time and departure time are not preparation time. If a teacher is denied their prep period at the direction of, or with approval from administration, they will be paid their hourly rate.

7.11.1 - Accreditation Work

For accreditation purposes, the district agrees to schedule work for said participants involved in the accreditation process during the regular school day by providing any aforementioned participants release time for said work.

Section 7.12 - Dress

A teacher shall exercise good judgment in mode of dress. Teachers shall dress in a style consistent with their professional status.

Section 7.13 - Mentoring

The Mentoring Program in the Norwood Public Schools will involve mentors who are trained to assist new teachers (Mentees) in becoming familiar with their responsibilities and position.

7.13.1 - Application for Mentor

Mentors will be selected from a pool of volunteers only and the appointment as a Mentor will be for up to one (1) year. At the end of the school year, the appointment will automatically end unless the Superintendent, the Principal and the Mentor agree to continue the program for the following year. Failure to fulfill the position's responsibilities may jeopardize future opportunities to serve as a mentor. Failure to fulfill the position's responsibilities, lack of effort, engagement, or poor performance may jeopardize future opportunities to serve as a mentor.

7.13.2 - Mentor Duties and Responsibilities

The duties and responsibilities of a Mentor/teacher are set forth in the job description. In addition to the functions outlined in the job description, Mentors will be required to attend a training seminar during the summer. During the school year, the mentor shall be provided two (2) release days for duties related to mentoring. Any additional time for mentoring functions will be subject to the approval of the appropriate Building Principal and/or Director. Mentors must update the Mentor/Mentee Meeting Log regularly throughout the school year in order to receive the mentoring stipend and to fulfill the DESE licensure for new teachers. Any new teacher with a professional license shall have the choice of participating in the new teacher mentor program at a reduced number of required hours (25 hours). Mentors for new teachers with a professional license shall be compensated at half of the full mentor rate (\$500.00) given the reduced number of hours.

7.13.3 - Mentor Rights

Any evaluation of the Mentor's participation and duties in this Program shall not be a part of the teacher's personnel file, but may only be utilized in connection with the participants of this Program for analysis of its effectiveness. Any written documentation between the Mentor and Mentee will remain confidential between the parties.

7.13.4 – Mentor Stipend

Mentors will be paid a stipend of One Thousand and 00/100 (\$1,000.00) Dollars per mentee. All trained mentors within a building shall be offered an opportunity to mentor a mentee before any mentor is assigned a second mentee.

Section 7.14 – Notice of Early Resignation

Teachers who plan to resign from the employ of the Norwood Public Schools before the end of the school year must give at least sixty (60) calendar days' notice to their Building Principal. The Superintendent has the discretion to reduce the number of days notice required where circumstances warrant.

Section 7.15 – Substitute/Replacement Coverage

The Committee shall attempt to provide a substitute/replacement teacher whenever a classroom/specialist teacher is absent.

Section 7.16 – December Early Release Day

Effective July 1, 2012, the last day of school before the December recess shall be a half day for students and teachers. The half day shall end at the same time as half days for professional development.

Section 7.17 - State of Emergency Clause

If and when a state of emergency or public health crisis affects the operations of the public schools, both parties agree to meet and bargain a memorandum of agreement.

Section 7.18 Workplace Safety

1. The Norwood Public Schools will follow state and local guidance to implement preventative health and safety measures, and follow protocols as required by law to help maintain safe working conditions for staff.
2. The parties agree to form a Joint Safety Committee for the following purposes:
 - a. Recommending protocols and procedures related to student behavior (verbal and/or physical) that has the potential to be unsafe. (based on aggregate data and trends).
 - b. Recommending professional development and training for staff related to staff safety

The Safety Committee shall consist of the NTA union president and one (1) Unit A representative from each building with no less than 5 years teaching experience in the town of Norwood. Teacher representatives shall include both regular and special education teachers. The Safety Committee will meet monthly or at other intervals as determined by the committee. At its first meeting, the committee will develop a set of 3-5 goals to set direction for the year. The committee will review existing procedure(s), recommend new or revised protocols or procedures, and raise awareness of issues pertaining to unsafe student behavior for collaborative problem-solving.

3. Disputes under this paragraph shall be subject to the grievance procedure but shall not be arbitrable.

Section 7.19 – Common Planning Time

Common planning is any period of time scheduled during the school day for several educators or teams of educators to work on curriculum development and planning. Common planning time assigned in a teacher's schedule shall be uninterrupted. Attendance by the Curriculum coordinators, department chairs, or administrators shall be kept to a minimum.

ARTICLE 8 - EVALUATION

Section 8.1 - Teacher Performance Standards

Teachers will be evaluated using the Norwood Public Schools Performance Evaluation of Teachers, first adopted on September 1, 2013 and referenced in Appendix VII attached hereto.

Section 8.2 - Frequency

Teachers will refer to pages 18 through 22 for timelines for the Educator Evaluation System as referenced in Appendix VII attached hereto.

These deadlines may be extended by mutual written agreement of the evaluator and the teacher being evaluated.

Section 8.3 - Method

All monitoring or observation of the classroom performance of a teacher shall be conducted openly and with the full knowledge of the teacher.

8.3.1 - Goals

Members shall develop their own Professional Practice and Student Learning Goals approved by administration and aligned with the district goals.

Section 8.4 - Complaints

Written complaints regarding a teacher from parents, students, or other persons shall be promptly called to the attention of the teacher.

8.4.1 - Evaluation Folder

No decision to include the complaints in the teacher's evaluation folder shall be made without a discussion with the teacher.

8.4.2 – Retaliation

No teacher shall engage in a retaliatory action against a student because a complaint has been registered with the Administration and made known to the teacher.

Section 8.5 - File Review

The teacher shall have the right, on written request, to a review of the contents of his/her personnel file not later than the end of the school day following the school day during which a request to inspect such material is filed.

ARTICLE 9 - GRIEVANCE PROCEDURE

Section 9.1 - Purpose

The purpose of this section is to establish procedures and to produce prompt and equitable solutions to those problems which may from time-to-time arise and affect the conditions of employment. The Committee and the Association desire that such procedure shall always be as informal and confidential as may be appropriate for the grievance involved at the procedural level involved.

Section 9.2 - Exclusions

Notwithstanding any contrary provision in this Agreement, the following shall not be subject to the grievance- arbitration provisions of this Agreement.

- A. Any incident which occurred, or failed to occur, while no Agreement is in existence.
- B. Any matter which has not been presented timely according to the time limitations set forth herein.
- C. Any matter which is outside the scope of the terms of this Agreement.

Section 9.3 - Definitions

9.3.1 - Grievance

A "grievance" is defined as a question, problem, or disagreement which arises concerning: The interpretation or application of any provision of this Agreement with respect to the wages, hours or working conditions of an employee, or employees, covered by it; or An alleged violation of any provision of this Agreement.

9.3.2 - Aggrieved Person

An "aggrieved person" is the person or persons making this claim.

9.3.3 - Party in Interest

A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve this claim.

9.3.4 - PR&R Committee

The PR&R Committee is the Association's Committee of Professional Rights and Responsibilities.

Section 9.4 - Rights

Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without the intervention of the Association, provided that the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

9.4.1 - Representation

The grievant and Association shall each have the right to be represented by a person, or persons, of his/her own choosing.

9.4.2 - Reprisals

No reprisals of any kind shall be taken by the Committee or by any member of the Administration against any party in interest, any faculty representative, any member of the PR&R Committee, or any other participant in the grievance procedure by reason of such participation.

Section 9.5 - Documentation

All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Section 9.6 - Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

In the event that a grievance is filed on or after June 1st which, if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term, or as soon thereafter as is practicable.

Section 9.7 - Statement of Grievance

Each written statement of a grievance at Level Two and Level Three shall be signed by the grievant and shall include:

- A. A statement of the facts or events on which the grievance is based, including the date of their occurrence; and
- B. The explanation of which article or articles of the Agreement are violated.

Section 9.8 - Grievance Affecting a Group

9.8.1 - Level Two

If in the judgment of the PR&R Committee a grievance affects a group or class of teachers, the PR&R Committee may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

9.8.2 - Level Three

Provided that the Committee and the Association agree, by a written agreement signed by the Chairman of the Committee or his/her designee and the President of the Association or his/her designee, a grievance affecting a group or class of teachers may be commenced at Level Three.

Section 9.9 - Level One

A teacher with a grievance shall first discuss it with his/her Building Principal or immediate superior, either directly or with the assistance of the Association's faculty representative, with the objective of resolving the matter informally.

Section 9.10 - Level Two

9.10.1 - PR&R Committee

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) school days after the presentation of the grievance, he/she may file the grievance in writing with the Chairman of the Association's PR&R Committee within five (5) school days after the decision at Level One or fifteen (15) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairman of the PR&R Committee shall refer it to the Superintendent.

9.10.2 - Administration Representative

The Superintendent and/or his/her designee shall represent the Administration at this level of the grievance procedure. Within ten (10) school days after receipt of the written grievance by the Superintendent, the Superintendent and/or his/her designee shall meet with the aggrieved person and/or the Association in an effort to resolve the grievance.

9.10.3 - Waiver of Grievance

If a teacher does not file a grievance in writing with the Chairman of the PR&R Committee and the written grievance is not forwarded to the Superintendent within thirty (30) school days after the teacher knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be considered as waived. A dispute as to whether a grievance has been waived under this paragraph shall be subject to arbitration pursuant to Level Four.

Section 9.11 - Level Three

If the aggrieved person and/or the Association is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) school days after he/she has first met with the Superintendent, he/she may file the grievance in writing with the Chairman of the PR&R Committee within five (5) school days after a decision by the Superintendent or fifteen (15) school days after he/she first met with the Superintendent, whichever is sooner.

9.11.1 - Referral to School Committee

Within five (5) school days after receiving the written grievance, the Chairman of the PR&R Committee shall refer it to the School Committee. Within ten (10) school days after receiving the written grievance, a Sub-Committee of the School Committee (hereinafter referred to as the "Sub-Committee") shall meet with the aggrieved person and/or the Association for the purpose of resolving the grievance. The ultimate decision of the grievance at Level Three shall, however, be rendered by the full School Committee.

Section 9.12 - Level Four - Arbitration

If the aggrieved person and/or the Association is not satisfied with the disposition of his/her grievance at Level Three, or if no decision has been rendered within ten (10) school days after he/she has first met with the Sub-Committee, he/she may within five (5) school days after a decision by the School Committee, or fifteen (15) school days after he/she has first met with the Sub-Committee, whichever is sooner, request in writing the Chairman of the PR&R Committee to submit his/her grievance to arbitration. If the PR&R Committee determines that the grievance is

meritorious, and that submitting it to arbitration is in the best interest of the Association and the Norwood School System, it may submit the grievance to binding arbitration within fifteen (15) school days after the receipt of a request by the aggrieved person and/or the Association.

9.12.1 - Selection of Arbitrator

Within ten (10) school days after such written notice of submission to arbitration, the Sub-Committee and the PR&R Committee shall agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator, or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association in the selection of an arbitrator within twenty (20) school days.

9.12.2 - Hearings

The arbitrator so selected shall confer with the Sub-Committee and the PR&R Committee, shall hold hearings promptly, and shall issue his/her decision not later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to the arbitrator. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on issues submitted. The arbitrator shall be without power or authority to make any decisions that require the commission of an act prohibited by law or which violates the terms of this Agreement.

9.12.3 - Arbitrator's Decision

The decision of the arbitrator shall be submitted to the Committee and the Association and shall be final and binding.

9.12.4 - Cost of Arbitration

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses shall be borne equally by the Committee and the Association.

ARTICLE 10 - REVIEW OF TEACHER DISCIPLINE

Review of decisions to dismiss, suspend or demote teachers shall be as set forth under the provisions of the Education Reform Act of 1993. Teachers without professional status shall otherwise be deemed employees at will.

ARTICLE 11 - VACANCIES

All vacancies in promotional positions caused by death, retirement, discharge, resignation or by the creation of a new promotional position shall be filled according to the procedure listed below.

Section 11.1 - Posting

11.1.1 - Timing

Such vacancies shall be adequately publicized via an electronic e-mail posting to all staff from Central Administration and a notice in every school (by posting or otherwise). Internal postings shall be made simultaneously with external postings as far in advance as possible of the date of filling such vacancy; however, in no event, shall a vacancy be publicized less than two (2) weeks in advance of the date of filling the vacancy. No candidate will be awarded a final interview with the superintendent without a complete application package.

11.1.2 - Summer Vacancy

During the summer (July and August) if such vacancy occurs, the staff shall be notified via the Superintendent's August email. If a summer vacancy occurs after the Superintendent's August email notice shall be provided to staff members on the first day of school in September.

11.1.3 - Content

The notice of vacancy shall clearly set forth a suggested list of qualifications for the position, the minimum duties and, when available, the anticipated salary range, the beginning date of employment, the work year and other pertinent information.

Section 11.2 - Application

Teachers who desire to apply for such vacancies shall file their applications in writing with the Office of the Superintendent within the time specified in the notice.

Section 11.3 - Stipend Vacancies

When a coaching vacancy occurs, the position shall be posted in every school in a conspicuous manner so interested teachers have the opportunity to apply for the coaching position. All teachers who apply for coaching vacancies shall be interviewed.

ARTICLE 12 - REDUCTION IN FORCE

Section 12.1 - Reduction Defined

If the Committee in its discretion determines, pursuant to its legal power and responsibility, that a reduction in the number of teachers employed is necessary or that a particular type of teaching service should be discontinued or reduced to part-time, the Superintendent and/Building Principal first shall remove teachers who do not have professional teacher status if there is a teacher who has professional teacher status employed who is qualified and competent to fill the position according to his/her or her discipline.

12.1.1 - Professional Teacher Status

Non-professional teacher status teachers shall be laid off before professional status teachers.

In accordance with the Massachusetts General Laws (Chapter 71: Section 42), layoffs are to be determined by job performance and the best interest of students. Job performance and the best interests of the students are defined as the teacher's past summative overall evaluation ratings in discipline targeted to be reduced.

The number of summative evaluations compared will include all those evaluations written for teachers during the time equal to the most recently hired professional status teacher in the targeted discipline.

Summative overall evaluation ratings for evaluations prior to 2013-2014 in the Norwood Public Schools shall be compared as follows:

1. Exceed Standards = Exemplary
2. Meets Standards = Proficient
3. Approaching Standards = Needs Improvement
4. Does not meet Standards = Unsatisfactory

Summative overall evaluation ratings for evaluations after 2013-2014 in the Norwood Public Schools shall compare as follows:

Points will be awarded for each applicable evaluation as follows:

1. Exemplary = 2.5 points/evaluation
2. Proficient = 2 points/evaluation
3. Needs Improvement = 1 point/evaluation
4. Unsatisfactory = 0 points/evaluation

The person with the least number of points within a given discipline will be the first to be laid off and, in like manner; the second to be laid off, etc. 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.

Section 12.2 - Seniority

12.2.1 - Computation

Seniority within the Norwood School System shall be determined by a teacher's number of years of continuous employment beginning from the first day of his/her permanent appointment to a full year's teaching assignment.

12.2.2 – Seniority List

A list specifying the seniority of each member of the professional staff shall be prepared by the Committee and provided to the Association. An updated Seniority List shall be supplied by the Committee annually thereafter.

12.2.3 - Part-Time Seniority

Regularly appointed part-time teachers shall accrue seniority on a pro-rata basis.

12.2.4 - Long-Term Substitute

Retroactive seniority credit shall be given for long-term substitute service, provided the long-term substitute service was for a minimum of one hundred and fifty (150) consecutive school days within the same school year, and immediately thereafter the teacher was appointed to a regular teaching position in the same discipline he/she taught as a long-term substitute so that the long-term substitute service and the regular service are uninterrupted.

12.2.5 - Within Category

12.2.5.1 - Excepting Guidance and Reading

All other teachers who have taught more than one discipline, excluding Guidance and Reading, in the Norwood System shall have seniority from the first date of their appointment to a full year's permanent assignment, but (for the purposes of RIF only) shall receive seniority in that discipline in which they have taught for the longest period of time.

12.2.5.2- Guidance and Reading

For purposes of RIF, Guidance Counselors and Reading Specialists only, who previously taught within another discipline in the Norwood System, shall have seniority in both disciplines. However, the seniority in Guidance or Reading shall be only the number of years actually within said discipline; whereas the seniority in the former discipline shall be the total number of years in the Norwood System.

12.2.5.2.1 - Academic Proviso

A Guidance Counselor or Reading Specialist who, through bumping, reverts to the former discipline in the first year back shall be required to take one (1) three (3) credit course, or the equivalent thereto, in said subject area each semester. Said course must be approved by the Superintendent.

Section 12.3 - Disciplines

For the purpose of this Article, "discipline" shall be as follows:

- A. Elementary: Pre-K – 6
- B. Secondary
 - a. English
 - b. Science
 - i. Biology
 - ii. Chemistry
 - iii. Physics
 - iv. General Science
 - v. Earth Science

- vi. Present assignment and/or area of certification if that subject was previously taught in Norwood
 - c. Mathematics
 - d. Social Studies
 - e. Foreign Language
 - i. Major subject area
 - ii. Present assignment and/or area of certification if that subject was previously taught in Norwood
 - f. Technology Education/Engineering
- C. Pre-K - 12
- a. Music
 - b. Guidance
 - c. Reading
 - d. SPED (Special Education)
 - e. Media Specialist
 - f. Health and Physical Education
 - g. Art
 - h. ELL
 - i. Technology
 - j. Drama
 - k. Technology Integration Specialist
 - l. Interventionist

12.3.1 – New Categories

No new categories shall appear on the seniority list unless both sides agree that they should be added.

Section 12.4 - Identical Seniority

In cases involving teachers who have identical seniority and discipline, the Superintendent, and/or Building Principal, shall take into consideration the qualifications of such employees for the position to be eliminated as well as the quality of past performance of such employees.

Section 12.5 - Administrator Fallback to Unit A

If a member of Unit B or a Building Principal in the Norwood Public Schools who formerly was a member of Unit A is relieved of his/her duties because of a reduction in staff or the abolishment of a position, he/she shall be offered a teaching position in a discipline he/she has previously taught in the Norwood Public Schools, with full seniority credit for length of service as an Administrator and as a teacher.

Section 12.6 - Substitute List

Teachers released under the provisions of this Article shall be given initial consideration on the substitute list if they inform the Superintendent in writing of their desire to be so employed.

Section 12.7 - Rehiring

12.7.1 - First Consideration

Teachers with professional teacher status whose employment is so terminated shall be given first consideration by the Superintendent, and/or Building Principal, for rehiring in subsequent openings within their discipline over a two (2) year period from the date of their termination if they inform the Superintendent in writing by April 1st of each year of their desire to be so informed.

12.7.2 - Part-Time Position

In the event a part-time position is open during the two (2) year rehire period in the discipline of a teacher laid off pursuant to this Article, said position shall be offered first to said laid off teachers. If said teacher(s) refuse a part-time position, he/she shall remain on the rehire list for future full and part-time positions during the rehire period.

Section 12.8 - Payment of Insurance Premiums

Teachers released under this section shall, at their option, retain membership in insurance programs offered by the Town by paying the full premiums for a period of up to two (2) years. Such payments shall be made in accordance with the Town's contracts with the insurance vendors.

ARTICLE 13 - LEAVES WITH REMUNERATION

Section 13.1 - Sick Leave

13.1.1 - Accumulation

Sick leave may be accumulated up to a maximum of one hundred ninety five (195) days. Teachers who presently have accumulated more than one hundred ninety five (195) days shall not accumulate further sick leave until that total drops below one hundred ninety five (195) days. This section shall have no bearing on sick leave buyback as described in Section 19.1.1 of this Agreement.

13.1.2 - Entitlement

A teacher shall be credited with fifteen (15) sick leave days per school year, five (5) of which shall be granted at the beginning of the school year, and ten (10) of which shall be earned at the rate of one (1) day per month and credited on the last day of each school month.

13.1.3 - Additional Days

Beginning with the second contract year after the date of employment, fifteen (15) days shall be added to any unused accumulation at the start of that school year. These days will be prorated in the event the employee leaves before the end of the school year.

13.1.4 - Deductions

Sick leave deductions shall be made from the accumulation if payment has been made to the individual during his/her absence; otherwise no deduction shall be made from the individual's accumulation.

13.1.4.1 – Prior to Half-Way Point of School Day

In the event a teacher needs to leave school because of illness, a deduction of half (1/2) day will be taken from the accumulation if the teacher leaves prior to the half (1/2) way point of the school day.

13.1.4.2 – After Half-Way Point of School Day

In the event a teacher needs to leave school because of illness, no deduction will be taken from the accumulation if the teacher leaves after the half (1/2) way point of the school day.

13.1.5 - Changes in Law

In the event that the legislature enacts any change in the law which requires a change in the existing Sick Leave Policy set forth in the Agreement, the Agreement may be opened for the sole purpose of making such changes as are required by such law and for the purpose of proposing such changes as may have a direct relationship to the legally required changes.

13.1.6 - Suspected Abuse

The Superintendent, in cases of suspected abuse, may request a doctor's certificate prior to the granting of sick leave pay.

13.1.7 – Use of Accrued Days

Teachers may use up to twenty (20) accrued sick days towards the family portion of the Family and Medical Leave Act (FMLA) per contract year.

Section 13.2 - Personal Leave

Personal leave is to be used to transact important matters that cannot be done at any other time (i.e., legal matters, etc.)

13.2.1 – Entitlement

A full-time teacher shall be allowed a total of three (3) Personal days' absence each academic year (September to June) (non-accumulating) without loss of pay. One (1) of the three (3) personal days may be taken in half-day (1/2) increments (2) half-day (1/2) increments for up to two (2) half-day (1/2) personal days, Subject to the limitations outlined in Subsection 13.2.3 below.

13.2.2 – Notification

Notification of personal leave must be made at least seventy-two (72) hours before taking of such leave, except in case of emergency.

13.2.3 – Limitation

Personal days are not intended to be used to extend a holiday or vacation period. Requests for personal days before, or after, the Thanksgiving, December, February or April vacation periods or requests for half-day (1/2) personal days shall be submitted with a reason and be subject to the approval of the Superintendent. Teachers who request a personal day before, or after, a holiday (Labor Day, Columbus Day, Veterans' Day, Martin Luther King Day, Memorial Day) will not be required to give a reason. Any Unit A member may roll over up to two (2) unused personal days annually into their sick leave. Association Presidents writes memo to staff reminding them of intended use of personal day.

Section 13.3 - Sabbatical Leave

13.3.1 - Eligibility

To be eligible for sabbatical leave, a teacher must have completed seven (7) consecutive years of service in the Norwood School System at the time the leave would become effective.

13.3.2 - Purpose

The leave must be for the purpose of attending a college or other course of study, travel, or other activities which shall, in the opinion of the Superintendent, increase the teacher's effectiveness in the classroom.

13.3.3 - Duration

The leave shall be for either one-half (1/2) year at full pay or for a full year at one-half (1/2) pay.

13.3.4 - Conditions

As a condition for granting such leave, the teacher shall enter into a written agreement to return to active service in the Norwood School System for a period of at least two (2) full school years for a one (1) year sabbatical and one (1) full school year for a half (1/2) year sabbatical.

13.3.4.1 - Failure to Fulfill

A teacher who does not fulfill this agreement shall have agreed in writing to repay the Town the amount of salary received during the sabbatical leave.

13.3.5 - Restrictions

Not more than one (1%) percent of those eligible for sabbatical leave shall be eligible to go on sabbatical at any one time. In unusual circumstances, the Committee may waive this requirement.

13.3.6 - Request Deferral

The Superintendent reserves the right, which shall not be exercised arbitrarily or unreasonably, to defer or postpone any requests for sabbatical leave where the granting of such leave would impose a burden upon the school system. For example, but without limitation, where several teachers teaching the same subjects would be on leave concurrently.

13.3.7 - Tenure and Salary

During the teacher's absence from the Norwood School System, his/her tenure and placement on the salary schedule would be unimpaired.

13.3.8 - Study Program Interruption

Should the program of study or research being pursued by the teacher on sabbatical leave be interrupted by serious accident or illness verified by the Superintendent, this unforeseen fact shall not be considered as a breach of the contractual agreement nor prejudice the teacher against receiving all rights and benefits provided for under the terms of the sabbatical leave policy, provided that the Superintendent was notified of such accident or illness by registered letter within fifteen (15) days of its occurrence.

13.3.9 - Request

Requests for such leaves must be submitted in writing to the Superintendent by February 1st of the school year preceding the school year for which such leave is requested.

13.3.10 – Completion

Upon completion of such leave, the recipient shall submit a written report to the Superintendent containing the transcripts of university or college work completed during the leave and any reports essential to the evaluation of the program.

Section 13.4 - Marriage Leave

A teacher may have one (1) day off with pay, chargeable to sick leave, for his/her marriage or for the marriage of a member of the immediate family, which includes mother, father, brother, sister, child or any permanent resident of the same household.

Section 13.5 – Bereavement Leave

Bereavement Leave shall be granted up to ten (10) days on account of the death or funeral of a loved one at the discretion of the building Principal. Additional days may be granted through petition to the Superintendent.

Section 13.6 - Religious Leave

Up to three (3) days' leave for recognized religious holidays may be taken by a teacher. The teacher shall have the option of whether the leave shall be without pay or deducted from accumulated sick leave or personal leave.

Section 13.7 - Court Appearance

A teacher required to be absent from school as a result of subpoenaed court appearance in connection with his/her employment shall not lose sick leave, personal days or salary as a result of this appearance.

Section 13.8 - Jury Leave

Teachers who are required to serve on a jury shall be paid the difference between their regular salary and whatever compensation they receive as jurors. Time spent on jury duty shall not be deducted from sick leave.

ARTICLE 14 - SICK LEAVE BANK

Section 14.1 - Membership

A Sick Leave Bank (hereinafter referred to as "Bank") shall be established for any teacher in the Norwood Public Schools who wishes to join by voluntarily depositing one (1) sick day to the Bank. Teachers may apply for membership between September 1st and October 1st. A newly appointed teacher has thirty (30) school days from his/her appointment to apply.

Section 14.2 - Bank Administration

The Bank shall be administered by a Bank Committee consisting of five (5) members, two (2) designated by the Superintendent and three (3) designated by the Association.

Section 14.3 - Eligibility Criteria

The following criteria shall be used by the Bank Committee in administering the Bank and determining eligibility and amount of leave:

- A. Adequate medical evidence of serious illness.
- B. Prior utilization of all eligible sick leave and personal leave.
- C. Length of service in the Norwood Public School System.
- D. A period of three (3) school days must pass between the expiration of the individual's sick leave and the beginning of a Bank loan.
- E. Membership in Units A, B or C.

Section 14.4 - Bank Depletion

If the Bank is exhausted, it shall be renewed by the contribution of one (1) additional day by each participating member of the Bank, unless his/her sick leave has been exhausted.

Section 14.5 - Bank Committee Decisions

The decisions of the Bank Committee with respect to eligibility and entitlement shall be final and binding and not subject to an appeal or grievance.

Section 14.6 - Operation

The Bank shall operate on a year-to-year basis. New members to the Bank may join by depositing a sick leave day. Unused Bank days shall accumulate from year-to-year to a maximum number equal to twice the number of Bank members in that year. The Bank Committee shall meet at the beginning of each year to determine if a sick day deposit shall be required of a continuing member.

Section 14.7 - Initial Grants

The initial grant shall not exceed fifteen (15) days. Additional days may be granted by the Bank Committee based on the need of the applicant.

Section 14.8 - Borrowing Allotments

Upon a majority vote of the Bank Committee:

14.8.1 - First Year Teacher

A first-year teacher may borrow up to a maximum of fifteen (15) days.

14.8.2 - Second Year Teacher

A second-year teacher may borrow up to a maximum of thirty (30) days.

14.8.3 - Third Year Teacher

A third-year teacher may borrow up to a maximum of forty-five (45) days.

14.8.4 - Four Plus Years Teacher

A teacher with four (4) or more years in the system may borrow up to fifty (50) days for an illness. Such teachers may be granted additional time; however, more than fifty (50) days

shall not be granted within any academic year unless by a four-fifths (4/5) vote of the Bank Committee.

ARTICLE 15 - LEAVES WITHOUT REMUNERATION

Section 15.1 - Leaves of Absence

15.1.1 - Eligibility

A leave of absence without remuneration may be granted to qualified personnel upon written application. In all instances, leaves of absence shall be dependent upon the recommendation of the Superintendent.

15.1.2 - Grant

A leave of absence of one (1) year may be granted to any teacher who has served a minimum of three (3) years in the Norwood Public Schools.

15.1.3 - Notification

If a full year leave of absence is requested, written notification should be filed with the Superintendent no later than June 1st prior to the school year said leave is expected to be taken.

15.1.4 - Reinstatement

Reinstatement to duty during the school year shall be at the discretion of the Superintendent, who may postpone the return of said teacher to a date no later than the beginning of the following school year.

15.1.5 - Pay Deduction

Deduction of pay for leaves without remuneration shall be made from the check for the pay period following that during which the leave occurs.

15.1.6 - Holding of Position

It is recognized that no specific position can be held open during a leave, but in all instances every effort shall be made to assign the teacher to a substantially equivalent position to the one held at the time the leave commenced.

15.1.7 - Return Notification

Any teacher on leave, with the exception of FMLA, which includes Parental leave or sabbatical leave, must notify the Superintendent by March 1st of the school year he/she is on leave of his/her decision to return in September.

15.1.7.1 - Failure to Notify

Failure to comply with this provision shall be considered as a resignation from the Norwood School System.

15.1.8 - Reasons For Grant

A leave of absence may be granted for the following reasons: study, travel, experiences that contribute to the professional growth of the teacher; or personal needs.

15.1.9 - Leave For Illness

In case of illness, a leave of absence not to exceed one (1) year shall be granted upon certification from medical authorities that such leave is necessary.

15.1.9.1 - Additional Leave

When illness necessitates, an additional leave of absence may be granted upon approval of the Committee.

15.1.10 - Planned Program of Study

A leave of absence for study in a planned program, the completion of which would significantly increase the teacher's value to the school system, may be given by the Committee.

15.1.11 - Emergency Leave

An emergency leave of absence of less than one (1) year may be granted to any teacher for emergency purposes or personal reasons. Should less than sixty (60) days be requested, the leave may be granted at the discretion of the Superintendent.

Section 15.2- Statutory Leaves (FMLA, MPLA, and SNLA):

Notwithstanding anything in this Agreement to the contrary, any employee may exercise his or her rights to take Family and Medical Leave or Military Family Leave pursuant to the Family and Medical Leave Act of 1993 ("FMLA"). Likewise, employees may exercise their rights to take Small Necessities Leave pursuant to the Massachusetts Small Necessities Leave Act ("SNLA") or parental leave pursuant to the Massachusetts Parental Leave Act ("MPLA").

Although the statutory leaves are unpaid, employees with available qualifying paid leave benefits will receive paid leave. Qualifying paid leave means leave that would be available for use for the purpose for which it is being taken in the absence of the statute. For example, a leave taken in connection with the employee's own illness (including medically documented disability resulting from childbirth), qualifies for the use of sick leave, while leave to care for another sick person qualifies for sick leave only to the extent that sick leave for family illness is available.

If an employee qualifies for FMLA, MPLA or SNLA leave, the District has the right to designate applicable paid leave as FMLA, MPLA or SNLA leave. Leave entitlement will be calculated on a rolling 12-month basis. The District shall have the right to establish procedures for requesting the use of Family and Medical Leave and Small Necessities Leave that are consistent with those laws and do not conflict with specific provisions of this Agreement. Any other changes are subject to collective bargaining. Leaves under the FMLA and MPLA will run concurrently. If both parents work for the District they are together entitled to the FMLA/MPLA statutory leave amount in the aggregate.

The FMLA is a federal law that provides for up to twelve (12) weeks of unpaid leave each year for the birth, adoption or placement of a child; the serious health condition of the employee or an immediate family member; or to attend to certain qualifying exigencies connected with having a family member deployed to active military service. In addition, the FMLA allows up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for covered military service members who become ill or injured in the line of duty while on active duty in the military.

15.2.1 - Parental Leave:

Parental leave shall be granted to all employees subject to, and in conformity with the requirements of Chapter 149, 105D of the General Laws as referenced in Appendix A attached hereto. It is agreed that a parental leave can be taken for the balance of the school year, no matter when the leave commences.

15.2.1.1 - Options:

However, a teacher has (3) options:

1. A leave of eight (8) weeks* or less per MPLA
2. In addition to the eight (8) weeks of MPLA four (4) additional weeks may be taken with **Ten (10)** days being paid by the district, (not chargeable to sick time). The remaining ten (10) days may be paid under the FMLA provided the employee has the accrued sick leave benefits available.
3. In addition to the eight (8) or twelve (12) weeks the remainder of the school year may be taken as unpaid leave.

**Recognized holidays falling within a school vacation week, school year vacation periods, and the period(s) during summer vacation when the employee would not have been required to report for duty are not leave from work and are not counted against the employee's FMLA leave entitlement. Recognized holidays falling within a school work week, such as Labor Day, Thanksgiving, New Years Day, Columbus Day, Veterans day, are counted toward the employee's FMLA leave entitlement.*

15.2.1.2 - Notification:

Once an employee chooses their option, they cannot change it, unless there are extenuating circumstances and have the approval of the superintendent. The employee shall give at least 2 weeks' notice to the employer of the anticipated date of departure and the employee's intention to return or provide notice as soon as practical if the delay is for reasons beyond the individual's control.

15.2.1.3 - Failure to Notify and Additional Stipulations

Failure to notify the Superintendent of your leave plan after six (6) weeks will result in an automatic extension to the additional four (4) weeks of leave available under FMLA. Failure to report after twelve (12) weeks will be construed as job abandonment. The Parental Leave must begin within 4 months of the date of birth or adoption of their child. Said leave shall not include any holidays, school year vacation periods or summer vacation periods.

**Recognized holidays falling within a school vacation week, school year vacation periods, and the period(s) during summer vacation when the employee would not have been required to report for duty are not leave from work and are not counted against the employee's FMLA leave entitlement. Recognized holidays falling within a school work week, such as Labor Day, Thanksgiving, New Years Day, Columbus Day, Veterans day, are counted toward the employee's FMLA leave entitlement.*

15.2.1.4 – Pay:

MPLA provides for up to 8 weeks of unpaid leave. Whether such leave will be paid is governed by district policy and this agreement. This benefit will be prorated for less than full-time employees. *Refer to Section 15.2.1.1: Options

15.2.1.5 – Seniority Credit:

Any teacher who takes unpaid leave of absence greater than thirty (30) workdays shall receive no seniority credit for time spent on leave(s) over a thirty (30) day work period. A teacher on any paid leave shall continue to accrue seniority credit. Such leave(s) shall not be construed as a break in service.

Section 15.3 - Small Necessities Leave Act (SNLA):

The SNLA is a state law that provides up to twenty-four (24) hours per year of unpaid leave to attend to certain responsibilities regarding the educational advancement of the employee's child, accompanying an employee's child to routine medical or dental appointments, or accompanying an elderly relative of the employee to routine medical or dental appointments, or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes. Teachers may access personal leave, if available, for SNLA leave.

ARTICLE 16 - ASSOCIATION BUSINESS

The Committee shall permit the President of the Association and/or his/her designee to be absent with pay to conduct Association business, such absence not to exceed 15 fifteen days in aggregate in any school year with a maximum cap of 5 days for the association president and a maximum cap of 2 days for any other representative.

Section 16.1 - Payment for Substitute Teachers

The Association shall compensate the School Department in full for substitute teachers hired to replace Association personnel so absent.

ARTICLE 17 - FINANCIAL ARRANGEMENTS

Section 17.1 - Payment of Salaries

Salaries shall be paid by direct deposit every other week except in July and August. Payments for these two (2) months shall be made in a lump sum as described below.

17.1.1 – Summer Checks

Option 1 - Checks will be paid in twenty-six equal installments to be paid bi-weekly beginning in September through August inclusive. Teachers who choose this option must be

enrolled for payments via direct deposit. The deadline to notify the Business Office is the 2nd Friday in February. Teachers do not need to respond annually if no change.

Option 2- The teacher's salary will be paid in 1/26th installments paid on the same dates between September and June as in Option 1 above. Balances owed following the last payment in June will be paid before July 1st in a lump sum. There is no requirement for direct deposit for this option. The deadline to notify the Business Office is the 2nd Friday in February. Teachers do not need to respond annually if no change.

17.1.2 - Salary Deductions

Deductions for health insurance, tax-sheltered annuities, credit union and court ordered child support shall be made in equal amounts from each paycheck. Deductions for dental insurance shall be made the first paycheck of each month and deductions for life insurance shall be made the second paycheck of each month.

17.1.3 - Payment

In the event that the parties ratify and execute a new Collective Bargaining Agreement subsequent to the agreed upon date in Article 4.1, the School Committee will process for payment any retroactive monies no later than the third payroll period subsequent to the execution of this Agreement.

Section 17.2 - Health and Insurance Benefits

Hospital, medical, surgical and insurance benefits shall be provided under the authority granted by Chapter 32B of the General Laws, as adopted by the Town of Norwood.

17.2.2 - Insurance Premium Reduction Plan

The Norwood Public Schools agrees to offer the Town of Norwood's Insurance Premium Reduction Plan to the Association (Unit A) as long as there is no additional cost to the School Department.

17.2.2 - Health Insurance

The Town of Norwood agrees to set the premiums at the following contribution rates as negotiated with the Public Employees Committee; 2024-2030

HMO Plans

- Eighty (80%) percent Town and Twenty (20%) percent Employee

PPO Plans

- Year 1: Seventy-Five (75%) percent Town and Twenty-Five (25%) percent Employee
Year 2: Seventy-Seven and One-Half (77.5%) percent Town and Twenty-Two and One-Half (22.5%) percent Employee
Years 3-6: Eighty (80%) percent Town and Twenty (20%) percent Employee

Indemnity Plans

- Fifty-Five (55%) percent Town and Forty-Five (45%) percent Employee

Section 17.3 - Guidance/Nurse Extra Days

Guidance Counselors at the secondary level, who are required to work beyond the minimum number of school days required for teachers, shall receive compensation in the amount of their respective salaries divided by the number of school days in the school year up to a maximum of ten

(10) days per year, such days to be scheduled as needed by the Building Principal and approved by the Superintendent, or his/her designee.

17.3.1 – Summer Guidance

The Superintendent has the authority to require that the High School counseling services be offered a full fifty-two (52) weeks, with the exception of Christmas, February and April vacation periods. The High School Guidance Counselor(s) who are required to provide these services during the months of July and August, as for such weeks as determined by the Superintendent beyond the current staffing by the Guidance Department, shall be compensated with a stipend as set forth on the Salary Schedule pages. It is recognized that such stipend may be divided, in which case, such stipend shall be proportionate to the time worked.

Section 17.3.2 - Nurse Summer Days

Health service providers (nurses) shall be offered up to an additional twenty (20) days over the summer to process incoming students and athletic physicals. Nurses will be compensated at their per diem rate for days worked. The 20 days are shared across the nursing staff. Assignment of days and scope of work are at the discretion of the superintendent *in consultation with the nurse leader*.

Section 17.4 – Extra Duty Support Specialists – Printing and Computer

Support specialists will provide the School System with the necessary instruction/support activities related to printing and computer service operations needed to sustain teaching/student activities, as determined by the Superintendent, or his/her designee. These positions are subject to annual review and reappointment by the Superintendent, or his/her designee. Nothing in this section precludes the Superintendent from contracting for these services through outside vendors or other sources.

Section 17.5 - Coaching and Summer School Director Stipend Payments

17.4.1 - Season Checks

Coaching salaries shall be paid in two parts: one-half (1/2) at mid-season and one-half (1/2) at the conclusion of the season. Checks shall accompany those paid for the pay period within which the above dates occur. "Season" is defined as the period of interscholastic competition, exclusive of pre-season practice and post-season tournament play.

17.5.2 - Final Check

Final checks shall be issued to the coaches by the Athletic Director upon receipt of all equipment and the completion of all other obligations.

17.5.3 - Summer School Director Check

The stipend for Summer School Director shall be paid in two (2) parts: one-half (1/2) by June 1st and one-half (1/2) at the conclusion of Summer School.

Section 17.6 - Non-Coaching Stipend Payment

Except for coaches and support specialists, personnel eligible for extra duty pay shall receive forty (40%) percent of their remuneration before December 31st and sixty (60%) percent before the end of school in June.

17.6.1 – Support Specialists – Printing and Computer Checks

Stipends will be paid at twenty-five (25%) percent of their remuneration at the close of each school term as indicated in Appendix 4 attached hereto.

Section 17.7 - Stipend Sharing

If more than one person divides a stipend, the remuneration shall be divided among those involved. This needs the approval of the Superintendent and/or Building Principal.

Section 17.8 - Attendance at Conferences

A teacher shall be reimbursed for reasonable costs incurred in connection with attending professional improvement conferences upon the approval of the teachers' supervisor and/or Building Principal. Such costs shall include items such as, but not limited to, registration, materials, travel expenses and lodging, if necessary.

Section 17.9 - Mileage Allowance

Use of private vehicle for school purposes shall be compensated at a rate determined on an annual basis. The rate shall be the then current IRS rate.

Section 17.10 - Tax Sheltered Annuities

Teachers shall be allowed to enroll in Tax Sheltered Annuities according to IRS Regulations.

Section 17.11 - MTA Payroll Deduction

The Committee agrees to provide for an MTA Credit Union payroll deduction.

Section 17.12 - Student Teacher Vouchers

17.12.1 – Priority

Cooperating teachers shall have priority in the use of vouchers for graduate school customarily sent to the Norwood Public Schools for supervising student teachers.

17.12.2 - Secondary Level

If the cooperating teacher does not wish to accept the voucher, the Superintendent shall request the Department Chair/Department Head to make known the availability of the voucher to members of the same Department and so designate. If no one in the Department wishes to accept the voucher, it then becomes available to personnel in the given school and thereafter to anyone in the system who wishes to apply for it.

17.12.3 - Elementary Level

In the elementary schools, if the eligible cooperating teacher does not wish to use the voucher, it shall be made available to other members of the faculty in that school and thereafter to anyone in the system who wishes to apply for it.

ARTICLE 18 - RETIREMENT

Section 18.1 - Sick Leave Reimbursement

18.1.1- Entitlement

A teacher upon retirement, after eighteen (18) years in the Norwood Public Schools, shall be given reimbursement of ninety (90) sick days at One Hundred and 00/100 (\$100.00) Dollars per day with a deductible of one hundred (100) days. The maximum buyback and dollar exposure would be Nine thousand and 00/100 (\$9,000.00) Dollars. The one hundred (100) day deductible may be waived by the Superintendent in cases of extenuating circumstances.

18.1.2 - Notice of Intent

Written notice to retire should be submitted to the Superintendent before February 1st of the year preceding the academic year (September-June) in which the retirement shall take place. This will allow for inclusion of the cost of the buyback, if any, in the School Department budget and insure payment during the teacher's final year of service. Notice of retirement is final, and a teacher selecting this provision must retire from the School System effective on the agreed upon date.

18.1.2.1 - Notice of Waiver

At the discretion of the Superintendent, the date of February 1st of the year preceding the academic year in which the retirement shall take place may be waived.

ARTICLE 19 - ACTIVITIES

Section 19.1 - General

The remuneration of certain classes for types of extra-curricular athletics set forth herein neither means the Committee shall continue these in existence, nor is it intended to preclude the payment of any other extra-curricular duties not specifically included herein.

19.1.1 - Existing Unpaid Positions

An advisor to an activity in existence prior to September 1, 1995 shall be paid a stipend in accordance with Section

20.1.2 (i.e., L.E.A.F., Art Honors Society, Companionship Club, etc.).

19.1.2 - New Positions

In the case of creation of new positions, the Committee shall establish the initial salary which shall be included in the posting and which hours are subject to negotiation in successor Agreements.

19.1.3 - Annual Review

The appointment to duties and positions listed in these articles is subject to annual reappointment by the Superintendent and/or Building Principal.

Section 19.2 - Remuneration Eligibility

19.2.1 - Activity Eligibility

No activity is eligible for remuneration during its first year of operation.

19.2.2 - Additional Activities

Additional activities shall be remunerated only through negotiations.

Section 19.3 - Position Modifications

The Committee reserves the right to eliminate positions and limit hours.

19.3.1 - Changes in Assignment

Changes in assignment shall be made only through conference with the party or parties concerned.

19.3.2 - Prior Consideration

Persons now involved with activities shall receive prior consideration.

19.3.3 - Openings and Application

Openings shall be publicized to the staff. Applications shall be accepted by the Building Principals at any time.

19.3.4 - Association Notification

The Association shall be notified when changes are to be made.

Section 19.4 - Teacher Responsibility

It is expected that a teacher, after signing an agreement to accept responsibility for a compensated activity, shall honor the agreement for the year involved. Special consideration shall be provided in any instance where circumstances bearing upon the situation warrant.

19.4.1 - Release From Activity

A teacher who seeks to be relieved of an activity for a new Agreement year should give advance notice no later than April 15th.

Section 19.5 - New Clubs

19.5.1 - Approval of Clubs/Organizations/Activities

The Building Principal shall approve new and continuing clubs/organizations/activities on an annual basis. The number of clubs/organizations/activities funded shall be based on the amount budgeted for clubs/organizations/activities for the particular school. Clubs/organizations/activities must have a minimum of ten (10) participating students, and a faculty advisor, to be approved. Initial approval will be from the building principal. The building principal will then request approval from the superintendent. Pending available funds designated for clubs/activities/organizations in the particular school, the faculty advisor will be paid an annual stipend (or prorated stipend, if the club does not run for a full year) *to be negotiated with the Norwood Teachers Association.*

19.5.2 - Continuation

Participation of clubs/organizations/activities shall be reviewed by the Building Principal at mid-year and the beginning of each subsequent school year. Clubs/organizations/activities not having at least ten (10) participants shall not be continued.

19.5.3 – Reimbursement

Each Advisor shall submit an initial report annually to the Building Principal establishing anticipated goals for the club/organization/activity for the school year. A final report must be completed by the Advisor and submitted to the Building Principal by June 1st before the final salary reimbursement is issued. If the reports are not made, the Advisor shall not be paid.

ARTICLE 20 - SALARY AND STIPEND SCHEDULES

Section 20.1 – Schedules

The salary schedule, as referenced in Appendix I attached hereto, will be increased as follows:

- 2024 - 2025: increase all steps by 3.25%
- 2025 - 2026: increase all steps by 3.25%
- 2026 - 2027: increase all steps by 3.25%

- 2024-2025: Eliminate First Step
- 2025-2026: Eliminate Second Step
- 2026-2027: Add Additional Top Step at 3.25% over current top step.

The Stipend schedules, as referenced in Appendices II, III & IV attached hereto, will be increased as follows: 2% increase in school year 2024-2025; Future TBD based on recommendation from stipend committee.

Section 20.2 – Longevity

Effective September 1, 2024, each teacher shall be granted an additional lump sum payment annually, on the second payroll of December. In accordance with the following schedule effective FY24:

After 14 years of service to the Norwood Public Schools	\$1150.00
After 19 years of service to the Norwood Public Schools	\$1700.00
After 24 years of service to the Norwood Public Schools	\$1950.00
After 29 years of service to the Norwood Public Schools	\$2200.00
After 34 years of service to the Norwood Public Schools	\$2450.00

Section 20.3 – Enhanced Longevity

Employees, who have completed twenty (20) years of service in the Norwood Public Schools, may elect to receive enhanced longevity payments of Three Thousand and 00/100 (\$3,000.00) Dollars without regard to how many sick days they have accrued. Employees who elect to receive enhanced longevity are no longer eligible to buyback any of their unused sick leave under Section 19.1.1 of this Agreement. Employees will be entitled to the maximum sum of Nine Thousand and 00/100

(\$9,000.00) Dollars if they complete the three (3) year period. Employees who do not complete three (3) years in the plan will receive Three Thousand and 00/100 (\$3,000.00) Dollars per year for each year they do complete.

A written application for enhanced longevity must be filed with administration within thirty (30) days of the ratification of this Agreement. Thereafter, all such written applications must be submitted no later than November 1st of the school year prior to the school year such enhanced longevity is to commence. Participation in the Enhanced Longevity Plan shall be limited to twenty-five (25) members per year. In the event that the number of applications for opting into the plan exceeds twenty-five (25), members with the greatest number of years of service in Norwood shall be selected. Applicants with the earliest date of hire will be selected over less senior applicants. Ties will be broken by lot.

ARTICLE 21 - COURSE REIMBURSEMENT

Section 21.1 - Approval

Teachers shall be reimbursed up to One Thousand and 00/100 (\$1,000.00) dollars for graduate courses per contract year. Course selections must be approved by the Superintendent or his/her designee. In order for a course to be approved for reimbursement purposes, the teacher must be enrolled in a course of licensure or teaching assignment. The Superintendent reserves the right to approve courses that will benefit the teacher and/or the Norwood Public Schools. This provision will be subject to an overall cap of \$100,000 per year

Section 21.2 - Notification

In order to be eligible for course reimbursement, the teacher must notify the Superintendent of his/her intent to enroll for a course by September 15th, December 15th or June 15th prior to the beginning of the semester in which the teacher plans to take the course.

Section 21.3 - Reimbursement

In order to receive reimbursement for a course, the teacher must receive a final grade of B or better. No later than sixty (60) days after the completion of the course, the teacher shall submit documentation of successful course completion. No later than (30) days after submission of documentation, the Committee shall reimburse the teacher.

ARTICLE 22 – JOB SHARING

Section 22.1 - Definition

Job sharing shall mean the sharing of the performance of the duties and responsibilities of a full-time teaching position by two (2) part-time teachers. Each teacher shall participate equally in

the performance of the duties and responsibilities of the position. To be eligible to participate in job sharing, each teacher must be licensed in the appropriate discipline.

Section 22.2 – Participation

The participation of teachers in job sharing shall be on a voluntary basis. No job-sharing position shall be established without the annual approval of the Building Principal or Superintendent of Schools. Failure by the Building Principal and the Superintendent of Schools to approve a job-sharing proposal shall not be grievable under this Agreement.

Section 22.3 – Application and Approval

In order for a shared position to be approved, the two (2) individuals must complete an application for such on a form developed by the Superintendent of Schools. Applications for job sharing shall be filed by the teachers with the Superintendent of Schools and the Association prior to March 1st of the school year preceding the proposed effective date of job sharing. Teachers shall be informed of the disposition of their job-sharing application by April 11th.

Section 22.4 – Working Conditions

The following working conditions shall apply to teachers participating in job sharing:

- A. The regular workday for each teacher shall be one-half (1/2) of the regular workday for full-time teachers unless otherwise agreed upon by the Building Principal, Superintendent of Schools and School Committee.
- B. Both teachers will be present on duty for the entire workday for the first week of school in September each year.
- C. To the extent possible and reasonable, half-days, in-service times and Department and Faculty meetings shall be shared by the two (2) teachers reporting to each other concerning the content of the meetings. Both teachers are responsible for obtaining information regarding the content of any such meetings.
- D. Both teachers will be present simultaneously for parent conferences.
- E. The two (2) teachers who are job sharing will arrange regular times to confer to evaluate students and mark report cards and to discuss student progress and concerns in the classroom.
- F. If one (1) of the participants is absent due to illness or other reason, the other teacher will cover for the absent teacher whenever possible, thereby eliminating the need for a substitute.
- G. The preparation time provided for teachers in the Agreement shall be shared by each teacher.
- H. Each teacher will be paid the prorated amount of his/her appropriate full-time annual salary established pursuant to the terms of this Agreement, except when the teacher works a full day pursuant to the provisions of this Article. On such days, the teacher will be paid his/her full daily rate of compensation.

Section 22.5 – Duration

Job sharing assignments shall be for a period of one (1) year and shall terminate at the end of each school year. Requests to maintain a job share arrangement must be renewed in writing by March 1st of each year. There is no guarantee that a renewal of a job-sharing arrangement will be granted for the following year. Teachers shall be informed of the disposition of their request for renewal by April 11th.

Section 22.6- Transfer

No teacher shall be involuntarily transferred in order to create job sharing positions.

Section 22.7 – End of Assignment

When a job-sharing position is terminated, the teachers will be reassigned to the same positions they left prior to job sharing, if available; or, if not available, to substantially equivalent positions.

Section 22.8 – Benefits

All the benefits provided in this Agreement between the Association and the Committee will be evenly shared unless otherwise specified in this provision.

- A. Temporary leaves of absence shall be one-half (1/2) days.
- B. Sick leave entitlement shall be the full number of days.
- C. Seniority shall be prorated.
- D. Years of service for purposes of longevity and salary step advancement shall not be prorated.
- E. The cost of the benefit package shall not exceed full family benefits for one (1) full-time employee, except in extenuating circumstances.

ARTICLE 23 – ON-LINE LEARNING

Section 23.1 Teacher Responsibility

- A. Courses offered must be taught by members of Unit A with exceptions determined through the Online Course Approval Committee Section 23.2 a.
- B. No unit A member will be required to teach* an online course. The administration will solicit volunteers to teach online classes within the teacher's area of licensure and assignment, classes will not exceed 30 students.
- C. For cases in which an online course requires a proctor instead of a teacher, the proctoring duty will not count toward the Unit A members teaching assignment. The time spent proctoring counts as an assigned duty.

*Teach means to design and implement curriculum, develop instructional activities and assignments, make and grade student assessments, and input and report grades.

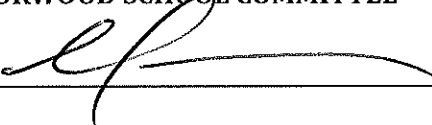
*Proctoring an online course will not count as part of an educator's teaching assignment. Proctor means to take attendance, supervise classroom behavior, contact the technology department for the resolution of technical issues, monitor student progress, and provide student orientation for online distance learning courses. Teachers will be provided with the necessary training to proctor. Any additional duties to this description must be negotiated.

Section 23.2 - On-line Course Approval

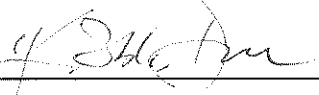
- A. All online courses (credit recovery, dual enrollment, or otherwise) shall be approved through a committee to be composed of NHS admin, NTA building rep or NTA president, department chair of the impacted department, and guidance department chair. The committee shall reach a consensus.
- B. Annually, no later than October 1st and for the second semester no later than February 20th, a list of all online courses with the number of participants shall be given to the NTA president upon request.
- C. The parties agree that at no time shall the offering of online or dual enrollment courses cause a reduction in the overall number of educator FTEs, nor the reduction in any individual educator's FTE, nor replace any course currently offered.
- D. Any online courses (credit recovery, dual enrollment or otherwise) which reaches or exceeds the current minimum threshold for a course to be offered shall be referred back to the committee to determine whether the course will continue online.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement and duplicate thereof this 13th day of November in the year 2024.


NORWOOD SCHOOL COMMITTEE



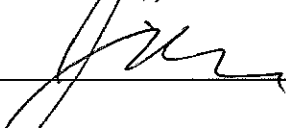
Anne Marie Mazzoła, *Chair*



Kate Sibbing-Dunn

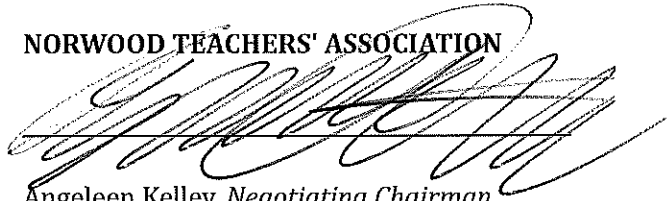


David M. Hiltz, Jr.



Joan Giblin, Ph.D.

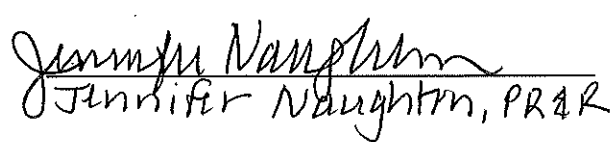
NORWOOD TEACHERS' ASSOCIATION




Angeleen Kelley, *Negotiating Chairman*



Joan M. Smith, *President*



Jennifer Naughton, *PR & R*



Teresa Stewart, *Vice Chair*

APPENDIX A - PARENTAL LEAVE RIGHTS AND BENEFITS (Chapter 149, §105D)

APPENDIX I - TEACHER SALARY SCHEDULE

APPENDIX II - COACHING STIPENDS

APPENDIX III - CLUBS AND ORGANIZATIONS STIPENDS - FINE ARTS

APPENDIX IV - CLUBS AND ORGANIZATIONS STIPENDS

APPENDIX V - SUPPORT TEACHER STIPENDS

APPENDIX VI - MISCELLANEOUS TEACHER STIPENDS

APPENDIX VII - PERFORMANCE EVALUATION OF TEACHERS

APPENDIX A: PARENTAL LEAVE RIGHTS AND BENEFITS (Chapter 140, Section 105D)

An employee who has completed the initial probationary period set by the terms of employment, not to exceed 3 months, or, if there is no such probationary period, has been employed by the same employer for at least 3 consecutive months as a full-time employee, shall be entitled to 8 weeks of parental leave for the purpose of giving birth or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption with the employee who is adopting or intending to adopt the child; provided, however, that any 2 employees of the same employer shall only be entitled to 8 weeks of parental leave in aggregate for the birth or adoption of the same child. The employee shall give at least 2 weeks' notice to the employer of the anticipated date of departure and the employee's intention to return, or provide notice as soon as practicable if the delay is for reasons beyond the individual's control. The employee shall be restored to the employee's previous, or a similar, position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of the leave. An employee on parental leave for the adoption of a child shall be entitled to the same benefits offered by the employer to an employee on parental leave for the birth of a child. The parental leave may be with or without pay at the discretion of the employer. If the employer agrees to provide parental leave for longer than 8 weeks, the employer shall not deny the employee the rights under this section unless the employer clearly informs the employee, in writing, prior to the commencement of the parental leave, and prior to any subsequent extension of that leave, that taking longer than 8 weeks of leave shall result in the denial of reinstatement or the loss of other rights and benefits.

The employer shall not be required to restore an employee on parental leave to the previous or a similar position if other employees of equal length of service credit and status in the same or similar positions have been laid off due to economic conditions or other changes in operating conditions affecting employment during the employee's parental leave; provided, however, that the employee on parental leave shall retain any preferential consideration for another position to which the employee may be entitled as of the date of the leave.

The parental leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employee was eligible at the date of the leave or any other advantages or rights of employment incidental to the employment position; provided, however, that the parental leave shall not be included, when applicable, in the computation of the benefits, rights and advantages; and provided further, that the employer need not provide for the cost of any benefits, plans or programs during the parental leave unless the employer provides for such benefits, plans or programs to all employees who are on a leave of absence. Nothing in this section shall be construed to affect any bargaining agreement or company policy which provides for greater or additional benefits than those required under this section.

For the purposes of this section, an "employer" shall be defined as in subsection 5 of section 1 of chapter 151B.

FY25 184 days									
Effective September 1, 2024 - 3.25% all steps; eliminate Step 1 (Step 2 is new entry level step)								NEW	
STEP	B	B+15	M	M+15	M+30	M+45	M+60	Doctorate	
1									
2	55,563	58,552	60,932	63,030	65,127	67,244	69,983	72,722	
3	58,552	61,537	63,927	66,018	68,109	70,227	72,966	75,705	
4	61,537	64,522	66,913	69,008	71,101	73,218	75,957	78,696	
5	64,522	67,511	69,902	71,992	74,081	76,199	78,939	81,678	
6	67,510	70,506	72,879	74,978	77,076	79,192	81,931	84,670	
7	70,506	73,489	75,876	77,965	80,061	82,180	84,919	87,658	
8	74,077	76,471	78,871	80,962	83,056	85,174	87,913	90,652	
9	78,273	80,662	82,885	85,052	87,223	89,341	92,080	94,820	
10	82,450	84,828	87,223	89,318	91,413	93,530	96,269	99,008	
11	86,464	88,816	91,190	93,255	95,325	97,443	100,182	102,922	
12	89,615	92,066	94,398	96,487	98,573	100,692	103,432	106,171	
13			100,640	102,763	104,888	107,036	109,816	112,595	
FY26 184 days									
Effective September 1, 2025 -3.25% all steps; eliminate Step 2 (Step 3 is the new entry level step)								NEW	
STEP	B	B+15	M	M+15	M+30	M+45	M+60	Doctorate	
1									
2									
3	60,455	63,537	66,005	68,164	70,323	72,509	75,337	78,165	
4	63,537	66,619	69,088	71,251	73,412	75,598	78,426	81,254	
5	66,619	69,705	72,174	74,332	76,489	78,675	81,505	84,333	
6	69,704	72,797	75,248	77,415	79,581	81,766	84,594	87,422	
7	72,797	75,877	78,342	80,499	82,663	84,851	87,679	90,507	
8	76,485	78,956	81,434	83,593	85,755	87,942	90,770	93,598	
9	80,817	83,284	85,579	87,816	90,058	92,245	95,073	97,902	
10	85,130	87,585	90,058	92,221	94,384	96,570	99,398	102,226	
11	89,274	91,703	94,154	96,286	98,423	100,610	103,438	106,267	
12	92,527	95,058	97,466	99,623	101,777	103,964	106,794	109,622	
13			103,911	106,103	108,297	110,515	113,385	116,254	
FY27 184 days									
Effective September 1, 2026-3.25% all steps; Add new Top Step (Step 14) at 3.25% increase								NEW	REVISED
STEP	B	B+15	M	M+15	M+30	M+45	M+60	Doctorate	
1									
2									
3	62,420	65,602	68,150	70,379	72,608	74,866	77,785	80,705	
4	65,602	68,784	71,333	73,567	75,798	78,055	80,975	83,895	

5	68,784	71,970	74,520	76,748	78,975	81,232	84,154	87,074
6	71,969	75,163	77,694	79,931	82,167	84,423	87,343	90,263
7	75,163	78,343	80,888	83,115	85,350	87,609	90,529	93,448
8	78,971	81,522	84,081	86,310	88,542	90,800	93,720	96,640
9	83,444	85,991	88,360	90,670	92,985	95,243	98,163	101,084
10	87,897	90,432	92,985	95,218	97,451	99,709	102,628	105,548
11	92,175	94,683	97,214	99,415	101,622	103,880	106,800	109,721
12	95,534	98,147	100,634	102,861	105,085	107,343	110,265	113,185
13	98,639	101,337	107,288	109,551	111,817	114,107	117,070	120,032
14			110,775	113,111	115,451	117,815	120,875	123,933

APPENDIX II: COACHING STIPENDS

DESCRIPTION	SPORT	POSITION	Step	2%	TBD	TBD
				2024-2025	2025-2026	2026-2027
MIXED:	WEIGHT ROOM	Supervisor	1	\$8,912	\$8,912	\$8,912
	WEIGHT ROOM	Supervisor	2	\$8,912	\$8,912	\$8,912
	WEIGHT ROOM	Supervisor	3	\$8,912	\$8,912	\$8,912
MIXED	UNIFIED BASKETBALL	Head Coach	1	\$2,435	\$2,435	\$2,435
	UNIFIED BASKETBALL	Head Coach	2	\$2,704	\$2,704	\$2,704
	UNIFIED BASKETBALL	Head Coach	3	\$2,954	\$2,954	\$2,954
MIXED	UNIFIED BASKETBALL	Asst Coach	1	\$1,696	\$1,696	\$1,696
	UNIFIED BASKETBALL	Asst Coach	2	\$2,035	\$2,035	\$2,035
	UNIFIED BASKETBALL	Asst Coach	3	\$2,373	\$2,373	\$2,373
BOYS:	TICKET MANAGER		1	\$708	\$708	\$708
	EVENT STAFF	Per Hour	1	\$33.72	\$33.72	\$33.72
BOYS:	BASEBALL	Head Varsity	1	\$5,742	\$5,742	\$5,742
	BASEBALL	Head Varsity	2	\$6,509	\$6,509	\$6,509
	BASEBALL	Head Varsity	3	\$7,276	\$7,276	\$7,276
BOYS:	BASEBALL	1st Asst Varsity	1	\$1,809	\$1,809	\$1,809
	BASEBALL	1st Asst Varsity	2	\$2,059	\$2,059	\$2,059
	BASEBALL	1st Asst Varsity	3	\$2,311	\$2,311	\$2,311
BOYS:	BASEBALL	Junior Varsity	1	\$2,723	\$2,723	\$2,723
	BASEBALL	Junior Varsity	2	\$3,154	\$3,154	\$3,154
	BASEBALL	Junior Varsity	3	\$3,578	\$3,578	\$3,578
BOYS:	BASEBALL	Freshman	1	\$2,356	\$2,356	\$2,356
	BASEBALL	Freshman	2	\$2,605	\$2,605	\$2,605
	BASEBALL	Freshman	3	\$2,868	\$2,868	\$2,868
BOYS:	BASKETBALL	Head Varsity	1	\$5,742	\$5,742	\$5,742
	BASKETBALL	Head Varsity	2	\$6,509	\$6,509	\$6,509
	BASKETBALL	Head Varsity	3	\$7,276	\$7,276	\$7,276
BOYS:	BASKETBALL	Junior Varsity	1	\$2,864	\$2,864	\$2,864
	BASKETBALL	Junior Varsity	2	\$3,280	\$3,280	\$3,280
	BASKETBALL	Junior Varsity	3	\$3,715	\$3,715	\$3,715
BOYS:	BASKETBALL	Freshman	1	\$2,712	\$2,712	\$2,712
	BASKETBALL	Freshman	2	\$2,963	\$2,963	\$2,963
	BASKETBALL	Freshman	3	\$3,228	\$3,228	\$3,228

DESCRIPTION	SPORT	POSITION	Step	2%	TBD	TBD
				2024-2025	2025-2026	2026-2027
BOYS:	FOOTBALL	Head Varsity	1	\$8,344	\$8,344	\$8,344
	FOOTBALL	Head Varsity	2	\$9,450	\$9,450	\$9,450
	FOOTBALL	Head Varsity	3	\$10,559	\$10,559	\$10,559
BOYS:	FOOTBALL	1st Asst Varsity	1	\$4,536	\$4,536	\$4,536
	FOOTBALL	1st Asst Varsity	2	\$5,076	\$5,076	\$5,076
	FOOTBALL	1st Asst Varsity	3	\$5,729	\$5,729	\$5,729
BOYS:	FOOTBALL	2nd Asst Varsity	1	\$3,080	\$3,080	\$3,080
	FOOTBALL	2nd Asst Varsity	2	\$3,514	\$3,514	\$3,514
	FOOTBALL	2nd Asst Varsity	3	\$3,937	\$3,937	\$3,937
BOYS:	FOOTBALL	Junior Varsity	1	\$3,984	\$3,984	\$3,984
	FOOTBALL	Junior Varsity	2	\$4,410	\$4,410	\$4,410
	FOOTBALL	Junior Varsity	3	\$4,835	\$4,835	\$4,835
BOYS:	FOOTBALL	Asst Jr Varsity	1	\$3,080	\$3,080	\$3,080
	FOOTBALL	Asst Jr Varsity	2	\$3,514	\$3,514	\$3,514
	FOOTBALL	Asst Jr Varsity	3	\$3,937	\$3,937	\$3,937
BOYS:	FOOTBALL	Freshman	1	\$2,998	\$2,998	\$2,998
	FOOTBALL	Freshman	2	\$3,421	\$3,421	\$3,421
	FOOTBALL	Freshman	3	\$3,853	\$3,853	\$3,853
BOYS:	FOOTBALL	Asst Freshman	1	\$2,356	\$2,356	\$2,356
	FOOTBALL	Asst Freshman	2	\$2,605	\$2,605	\$2,605
	FOOTBALL	Asst Freshman	3	\$2,868	\$2,868	\$2,868
BOYS:	GOLF	Head Varsity	1	\$2,534	\$2,534	\$2,534
	GOLF	Head Varsity	2	\$2,788	\$2,788	\$2,788
	GOLF	Head Varsity	3	\$3,046	\$3,046	\$3,046
BOYS:	GOLF	Junior Varsity	1	\$1,275	\$1,275	\$1,275
	GOLF	Junior Varsity	2	\$1,531	\$1,531	\$1,531
	GOLF	Junior Varsity	3	\$1,788	\$1,788	\$1,788
BOYS:	HOCKEY	Head Varsity	1	\$6,116	\$6,116	\$6,116
	HOCKEY	Head Varsity	2	\$6,885	\$6,885	\$6,885
	HOCKEY	Head Varsity	3	\$7,656	\$7,656	\$7,656
BOYS:	HOCKEY	1st Asst Varsity	1	\$2,723	\$2,723	\$2,723
	HOCKEY	1st Asst Varsity	2	\$3,154	\$3,154	\$3,154
	HOCKEY	1st Asst Varsity	3	\$3,578	\$3,578	\$3,578
BOYS:	HOCKEY	Junior Varsity	1	\$3,357	\$3,357	\$3,357
	HOCKEY	Junior Varsity	2	\$3,784	\$3,784	\$3,784
	HOCKEY	Junior Varsity	3	\$4,209	\$4,209	\$4,209
BOYS:	SOCCER	Head Varsity	1	\$3,446	\$3,446	\$3,446
	SOCCER	Head Varsity	2	\$3,866	\$3,866	\$3,866
	SOCCER	Head Varsity	3	\$4,297	\$4,297	\$4,297

DESCRIPTION	SPORT	POSITION	Step	2%	TBD	TBD
				2024-2025	2025-2026	2026-2027
BOYS:	SOCCER	Junior Varsity	1	\$2,435	\$2,435	\$2,435
	SOCCER	Junior Varsity	2	\$2,704	\$2,704	\$2,704
	SOCCER	Junior Varsity	3	\$2,954	\$2,954	\$2,954
	SOCCER	Freshman	1	\$1,696	\$1,696	\$1,696
	SOCCER	Freshman	2	\$2,035	\$2,035	\$2,035
	SOCCER	Freshman	3	\$2,373	\$2,373	\$2,373
BOYS:	TENNIS	Head Varsity	1	\$2,712	\$2,712	\$2,712
	TENNIS	Head Varsity	2	\$2,963	\$2,963	\$2,963
	TENNIS	Head Varsity	3	\$3,228	\$3,228	\$3,228
BOYS:	TRACK, INDOOR	Head Varsity	1	\$3,266	\$3,266	\$3,266
	TRACK, INDOOR	Head Varsity	2	\$3,691	\$3,691	\$3,691
	TRACK, INDOOR	Head Varsity	3	\$4,119	\$4,119	\$4,119
BOYS:	TRACK, INDOOR	1st Asst Varsity	1	\$2,356	\$2,356	\$2,356
	TRACK, INDOOR	1st Asst Varsity	2	\$2,605	\$2,605	\$2,605
	TRACK, INDOOR	1st Asst Varsity	3	\$2,866	\$2,866	\$2,866
BOYS:	TRACK, OUTDOOR	Head Varsity	1	\$3,446	\$3,446	\$3,446
	TRACK, OUTDOOR	Head Varsity	2	\$3,866	\$3,866	\$3,866
	TRACK, OUTDOOR	Head Varsity	3	\$4,297	\$4,297	\$4,297
BOYS:	TRACK, OUTDOOR	1st Asst Varsity	1	\$2,534	\$2,534	\$2,534
	TRACK, OUTDOOR	1st Asst Varsity	2	\$2,788	\$2,788	\$2,788
	TRACK, OUTDOOR	1st Asst Varsity	3	\$3,046	\$3,046	\$3,046
	TRACK, OUTDOOR	2nd Asst Varsity	1	\$1,250	\$1,250	\$1,250
	TRACK, OUTDOOR	2nd Asst Varsity	2	\$1,501	\$1,501	\$1,501
	TRACK, OUTDOOR	2nd Asst Varsity	3	\$1,753	\$1,753	\$1,753
BOYS:	TRACK, X-COUNTRY	Head Varsity	1	\$3,446	\$3,446	\$3,446
	TRACK, X-COUNTRY	Head Varsity	2	\$3,866	\$3,866	\$3,866
	TRACK, X-COUNTRY	Head Varsity	3	\$4,297	\$4,297	\$4,297
BOYS:	TRACK, X-COUNTRY	1st Asst Varsity	1	\$2,381	\$2,381	\$2,381
	TRACK, X-COUNTRY	1st Asst Varsity	2	\$2,632	\$2,632	\$2,632
	TRACK, X-COUNTRY	1st Asst Varsity	3	\$2,889	\$2,889	\$2,889
BOYS:	WRESTLING	Head Varsity	1	\$3,737	\$3,737	\$3,737
	WRESTLING	Head Varsity	2	\$4,163	\$4,163	\$4,163
	WRESTLING	Head Varsity	3	\$4,596	\$4,596	\$4,596
BOYS:	WRESTLING	Junior Varsity	1	\$2,356	\$2,356	\$2,356
	WRESTLING	Junior Varsity	2	\$2,605	\$2,605	\$2,605
	WRESTLING	Junior Varsity	3	\$2,866	\$2,866	\$2,866
BOYS:	VOLLEYBALL	Head Varsity	1	\$3,466	\$3,466	\$3,466
	VOLLEYBALL	Head Varsity	2	\$3,866	\$3,866	\$3,866

DESCRIPTION	SPORT	POSITION	Step	2%	TBD	TBD
				2024-2025	2025-2026	2026-2027
	VOLLEYBALL	Head Varsity	3	\$4,297	\$4,297	\$4,297
BOYS:	VOLLEYBALL	Junior Varsity	1	\$2,435	\$2,435	\$2,435
	VOLLEYBALL	Junior Varsity	2	\$2,704	\$2,704	\$2,704
	VOLLEYBALL	Junior Varsity	3	\$2,954	\$2,954	\$2,954
BOYS:	VOLLEYBALL	Freshman Spring	1	\$1,696	\$1,696	\$1,696
	VOLLEYBALL	Freshman Spring	2	\$2,035	\$2,035	\$2,035
	VOLLEYBALL	Freshman Spring	3	\$2,373	\$2,373	\$2,373
BOYS	LACROSSE	Head Varsity	1	\$3,446	\$3,446	\$3,446
	LACROSSE	Head Varsity	2	\$3,866	\$3,866	\$3,866
	LACROSSE	Head Varsity	3	\$4,297	\$4,297	\$4,297
BOYS	LACROSSE	Junior Varsity	1	\$2,356	\$2,356	\$2,356
	LACROSSE	Junior Varsity	2	\$2,605	\$2,605	\$2,605
	LACROSSE	Junior Varsity	3	\$2,866	\$2,866	\$2,866
BOYS	LACROSSE	Asst Varsity	1	\$2,090	\$2,090	\$2,090
	LACROSSE	Asst Varsity	2	\$2,300	\$2,300	\$2,300
	LACROSSE	Asst Varsity	3	\$2,528	\$2,528	\$2,528
BOYS	SWIM TEAM	Head Varsity	1	\$3,882	\$3,882	\$3,882
	SWIM TEAM	Head Varsity	2	\$4,269	\$4,269	\$4,269
	SWIM TEAM	Head Varsity	3	\$4,693	\$4,693	\$4,693
BOYS	EQUIPMENT MANAGER			\$5,227	\$5,227	\$5,227
GIRLS:	BASKETBALL	Head Varsity	1	\$5,742	\$5,742	\$5,742
	BASKETBALL	Head Varsity	2	\$6,509	\$6,509	\$6,509
	BASKETBALL	Head Varsity	3	\$7,276	\$7,276	\$7,276
GIRLS:	BASKETBALL	Junior Varsity	1	\$2,864	\$2,864	\$2,864
	BASKETBALL	Junior Varsity	2	\$3,280	\$3,280	\$3,280
	BASKETBALL	Junior Varsity	3	\$3,715	\$3,715	\$3,715
GIRLS:	BASKETBALL	Freshman	1	\$2,712	\$2,712	\$2,712
	BASKETBALL	Freshman	2	\$2,963	\$2,963	\$2,963
	BASKETBALL	Freshman	3	\$3,228	\$3,228	\$3,228
GIRLS:	CHEERLEADING	Head Varsity	1	\$2,747	\$2,747	\$2,747
	CHEERLEADING	Head Varsity	2	\$2,911	\$2,911	\$2,911
	CHEERLEADING	Head Varsity	3	\$3,063	\$3,063	\$3,063
	CHEERLEADING	Junior Varsity	1	\$1,275	\$1,275	\$1,275
	CHEERLEADING	Junior Varsity	2	\$1,531	\$1,531	\$1,531
	CHEERLEADING	Junior Varsity	3	\$1,788	\$1,788	\$1,788

DESCRIPTION	SPORT	POSITION	Step	2%	TBD	TBD
				2024-2025	2025-2026	2026-2027
	CHEERLEADING	Winter Cheer	1	\$2,693	\$2,693	\$2,693
	CHEERLEADING	Winter Cheer	2	\$2,854	\$2,854	\$2,854
	CHEERLEADING	Winter Cheer	3	\$3,003	\$3,003	\$3,003
<hr/>						
GIRLS:	FIELD HOCKEY	Head Varsity	1	\$3,446	\$3,446	\$3,446
	FIELD HOCKEY	Head Varsity	2	\$3,866	\$3,866	\$3,866
	FIELD HOCKEY	Head Varsity	3	\$4,297	\$4,297	\$4,297
<hr/>						
GIRLS:	FIELD HOCKEY	Junior Varsity	1	\$2,435	\$2,435	\$2,435
	FIELD HOCKEY	Junior Varsity	2	\$2,704	\$2,704	\$2,704
	FIELD HOCKEY	Junior Varsity	3	\$2,954	\$2,954	\$2,954
GIRLS:	FIELD HOCKEY	Freshman	1	\$1,696	\$1,696	\$1,696
	FIELD HOCKEY	Freshman	2	\$2,035	\$2,035	\$2,035
	FIELD HOCKEY	Freshman	3	\$2,373	\$2,373	\$2,373
<hr/>						
GIRLS:	SOCCER	Head Varsity	1	\$3,446	\$3,446	\$3,446
	SOCCER	Head Varsity	2	\$3,866	\$3,866	\$3,866
	SOCCER	Head Varsity	3	\$4,297	\$4,297	\$4,297
GIRLS:	SOCCER	Junior Varsity	1	\$2,435	\$2,435	\$2,435
	SOCCER	Junior Varsity	2	\$2,704	\$2,704	\$2,704
	SOCCER	Junior Varsity	3	\$2,954	\$2,954	\$2,954
	SOCCER	Freshman	1	\$1,696	\$1,696	\$1,696
	SOCCER	Freshman	2	\$2,035	\$2,035	\$2,035
	SOCCER	Freshman	3	\$2,373	\$2,373	\$2,373
<hr/>						
GIRLS:	SOFTBALL	Head Varsity	1	\$5,742	\$5,742	\$5,742
	SOFTBALL	Head Varsity	2	\$6,509	\$6,509	\$6,509
	SOFTBALL	Head Varsity	3	\$7,276	\$7,276	\$7,276
GIRLS:	SOFTBALL	1st Varsity	1	\$1,809	\$1,809	\$1,809
	SOFTBALL	1st Varsity	2	\$2,059	\$2,059	\$2,059
	SOFTBALL	1st Varsity	3	\$2,311	\$2,311	\$2,311
GIRLS:	SOFTBALL	Junior Varsity	1	\$2,723	\$2,723	\$2,723
	SOFTBALL	Junior Varsity	2	\$3,154	\$3,154	\$3,154
	SOFTBALL	Junior Varsity	3	\$3,578	\$3,578	\$3,578
GIRLS:	SOFTBALL	Freshman	1	\$2,356	\$2,356	\$2,356
	SOFTBALL	Freshman	2	\$2,605	\$2,605	\$2,605
GIRLS:	SOFTBALL	Freshman	3	\$2,866	\$2,866	\$2,866
<hr/>						
GIRLS:	TENNIS	Head Varsity	1	\$2,712	\$2,712	\$2,712
	TENNIS	Head Varsity	2	\$2,963	\$2,963	\$2,963
	TENNIS	Head Varsity	3	\$3,228	\$3,228	\$3,228

DESCRIPTION	SPORT	POSITION	Step	2% 2024-2025	TBD 2025-2026	TBD 2026-2027
GIRLS:	TRACK, OUTDOOR	Head Varsity	1	\$3,446	\$3,446	\$3,446
	TRACK, OUTDOOR	Head Varsity	2	\$3,866	\$3,866	\$3,866
	TRACK, OUTDOOR	Head Varsity	3	\$4,297	\$4,297	\$4,297
GIRLS:	TRACK, OUTDOOR	1st Asst Varsity	1	\$2,534	\$2,534	\$2,534
	TRACK, OUTDOOR	1st Asst Varsity	2	\$2,788	\$2,788	\$2,788
	TRACK, OUTDOOR	1st Asst Varsity	3	\$3,046	\$3,046	\$3,046
	TRACK, OUTDOOR	2nd Asst Varsity	1	\$1,250	\$1,250	\$1,250
	TRACK, OUTDOOR	2nd Asst Varsity	2	\$1,501	\$1,501	\$1,501
	TRACK, OUTDOOR	2nd Asst Varsity	3	\$1,753	\$1,753	\$1,753
GIRLS:	TRACK, X-COUNTRY	Head Varsity	1	\$3,446	\$3,446	\$3,446
	TRACK, X-COUNTRY	Head Varsity	2	\$3,866	\$3,866	\$3,866
	TRACK, X-COUNTRY	Head Varsity	3	\$4,297	\$4,297	\$4,297
GIRLS:	VOLLEYBALL	Head Varsity	1	\$3,446	\$3,446	\$3,446
	VOLLEYBALL	Head Varsity	2	\$3,866	\$3,866	\$3,866
	VOLLEYBALL	Head Varsity	3	\$4,297	\$4,297	\$4,297
GIRLS:	VOLLEYBALL	Junior Varsity	1	\$2,435	\$2,435	\$2,435
	VOLLEYBALL	Junior Varsity	2	\$2,704	\$2,704	\$2,704
	VOLLEYBALL	Junior Varsity	3	\$2,954	\$2,954	\$2,954
	VOLLEYBALL	Fall	1	\$1,696	\$1,696	\$1,696
	VOLLEYBALL	Fall	2	\$2,035	\$2,035	\$2,035
	VOLLEYBALL	Fall	3	\$2,373	\$2,373	\$2,373
GIRLS:	TRACK, INDOOR	Head Varsity	1	\$3,266	\$3,266	\$3,266
	TRACK, INDOOR	Head Varsity	2	\$3,691	\$3,691	\$3,691
	TRACK, INDOOR	Head Varsity	3	\$4,119	\$4,119	\$4,119
GIRLS:	TRACK, INDOOR	1st Asst Varsity	1	\$2,356	\$2,356	\$2,356
	TRACK, INDOOR	1st Asst Varsity	2	\$2,605	\$2,605	\$2,605
	TRACK, INDOOR	1st Asst Varsity	3	\$2,866	\$2,866	\$2,866
GIRLS:	SWIM TEAM	Head Varsity	1	\$3,882	\$3,882	\$3,882
	SWIM TEAM	Head Varsity	2	\$4,269	\$4,269	\$4,269
	SWIM TEAM	Head Varsity	3	\$4,693	\$4,693	\$4,693
GIRLS:	SWIM TEAM	1st Asst Varsity	1	\$2,090	\$2,090	\$2,090
	SWIM TEAM	1st Asst Varsity	2	\$2,300	\$2,300	\$2,300
	SWIM TEAM	1st Asst Varsity	3	\$2,528	\$2,528	\$2,528
GIRLS:	SWIM TEAM	Diving Coach	1	\$1,275	\$1,275	\$1,275
	SWIM TEAM	Diving Coach	2	\$1,531	\$1,531	\$1,531
	SWIM TEAM	Diving Coach	3	\$1,788	\$1,788	\$1,788

DESCRIPTION	SPORT	POSITION	Step	2%	TBD	TBD
				2024-2025	2025-2026	2026-2027
GIRLS:	LACROSSE	Head Varsity	1	\$3,466	\$3,466	\$3,466
	LACROSSE	Head Varsity	2	\$3,866	\$3,866	\$3,866
	LACROSSE	Head Varsity	3	\$4,297	\$4,297	\$4,297
GIRLS:	LACROSSE	Junior Varsity	1	\$2,356	\$2,356	\$2,356
	LACROSSE	Junior Varsity	2	\$2,605	\$2,605	\$2,605
	LACROSSE	Junior Varsity	3	\$2,866	\$2,866	\$2,866
GIRLS:	LACROSSE	Asst Varsity	1	\$2,090	\$2,090	\$2,090
	LACROSSE	Asst Varsity	2	\$2,300	\$2,300	\$2,300
	LACROSSE	Asst Varsity	3	\$2,528	\$2,528	\$2,528
GIRLS:	GYMNASTICS	Head Varsity	1	\$3,882	\$3,882	\$3,882
	GYMNASTICS	Head Varsity	2	\$4,269	\$4,269	\$4,269
	GYMNASTICS	Head Varsity	3	\$4,693	\$4,693	\$4,693
GIRLS:	GYMNASTICS	1st Asst Varsity	1	\$2,090	\$2,090	\$2,090
	GYMNASTICS	1st Asst Varsity	2	\$2,300	\$2,300	\$2,300
	GYMNASTICS	1st Asst Varsity	3	\$2,528	\$2,528	\$2,528
GIRLS:	HOCKEY	Head Varsity	1	\$6,116	\$6,116	\$6,116
	HOCKEY	Head Varsity	2	\$6,885	\$6,885	\$6,885
	HOCKEY	Head Varsity	3	\$7,656	\$7,656	\$7,656
GIRLS:	HOCKEY	1st Asst Varsity	1	\$2,723	\$2,723	\$2,723
	HOCKEY	1st Asst Varsity	2	\$3,154	\$3,154	\$3,154
	HOCKEY	1st Asst Varsity	3	\$3,578	\$3,578	\$3,578
GIRLS:	HOCKEY	Junior Varsity	1	\$3,357	\$3,357	\$3,357
	HOCKEY	Junior Varsity	2	\$3,783	\$3,783	\$3,783
	HOCKEY	Junior Varsity	3	\$4,210	\$4,210	\$4,210

INTRAMURAL PROGRAM

DESCRIPTION	LOCATION	SEASON			
COORDINATOR	Across Elementary	Non-Season	\$4,975	\$4,975	\$4,975
COORDINATOR	Middle School	Non-Season	\$4,975	\$4,975	\$4,975
INTRAMURAL STIPEND		Season	\$843	\$843	\$843

APPENDIX III: CLUBS AND ORGANIZATIONS

STIPENDS FINE ARTS

	2%	TBD	TBD
MUSIC & FINE ARTS - SENIOR HIGH SCHOOL	2024-25	2025-26	2026-27
Director of Bands	\$5,797	\$5,797	\$5,797
Assistant Director of Bands	\$4,184	\$4,184	\$4,184
Director of Choral Productions	\$1,640	\$1,640	\$1,640
Celtic Strings	\$1,640	\$1,640	\$1,640
Cappella Choirs	\$1,640	\$1,640	\$1,640
Director of Jazz Choir	\$1,640	\$1,640	\$1,640
Director of Jazz Combo	\$2,053	\$2,053	\$2,053
Director of Jazz Ensemble	\$3,933	\$3,933	\$3,933
Musical Theatre Director	\$3,284	\$3,284	\$3,284
Music Director	\$3,284	\$3,284	\$3,284
Choreographer	\$1,907	\$1,907	\$1,907
Vocal Instructor	\$1,145	\$1,145	\$1,145
Rehearsal Accompanist	\$1,475	\$1,475	\$1,475
Set Designer	\$1,134	\$1,134	\$1,134
Lighting Engineer	\$1,230	\$1,230	\$1,230
Master Carpenter	\$717	\$717	\$717
Sound Engineer	\$615	\$615	\$615
Winter Production Director	\$3,466	\$3,466	\$3,466
Spring Production Director	\$3,466	\$3,466	\$3,466
Festival Production Director	\$2,214	\$2,214	\$2,214
Costume Support	\$1,035	\$1,035	\$1,035
Props	\$518	\$518	\$518
Drama Club	\$621	\$621	\$621
MARCHING BAND	2024-25	2025-26	2026-27
Drill Design Coordinator	\$3,653	\$3,653	\$3,653
Band Drill Execution	\$2,191	\$2,191	\$2,191
Color Guard Carriage Coordinator	\$2,631	\$2,631	\$2,631
Color Guard Execution	\$1,464	\$1,464	\$1,464
Percussion Coordinator	\$3,653	\$3,653	\$3,653
Percussion Instructor	\$1,464	\$1,464	\$1,464
Dance Choreographer	\$1,464	\$1,464	\$1,464

MUSIC & FINE ARTS - COAKLEY MIDDLE SCHOOL	2024-25	2025-26	2026-27
Director of Jazz Band	\$1,938	\$1,938	\$1,938
Musical Theatre Director	\$1,640	\$1,640	\$1,640
Music Director	\$1,640	\$1,640	\$1,640
Honor Chorus Director	\$1,938	\$1,938	\$1,938
Men's Chorus	\$1,640	\$1,640	\$1,640
Director of Band Stage	\$1,938	\$1,938	\$1,938
After School Drama Advisor	\$1,508	\$1,508	\$1,508
Fall Production Director	\$1,508	\$1,508	\$1,508
Choreographer	\$845	\$845	\$845
MUSIC & FINE ARTS - ELEMENTARY	2024-25	2025-26	2026-27
5th Grade All Town Chorus	\$1,640	\$1,640	\$1,640
Orchestra	\$1,159	\$1,159	\$1,159
5th Grade Honor Band Director	\$1,640	\$1,640	\$1,640
5th Grade Honor Band Assistant Director	\$1,159	\$1,159	\$1,159

APPENDIX IV: CLUBS AND ORGANIZATIONS

STIPENDS

CLUBS & ORGANIZATIONS - HIGH SCHOOL	2% 2024-25	TBD 2025-26	TBD 2026-27
Debate Club	\$1,242	\$1,242	\$1,242
Student Advisory Council Advisor	\$1,785	\$1,785	\$1,785
Student Council	\$2,629	\$2,629	\$2,629
Honor Society	\$1,981	\$1,981	\$1,981
Art Honor Society	\$639	\$639	\$639
Bookstore	\$1,267	\$1,267	\$1,267
Literary Magazine	\$1,171	\$1,171	\$1,171
Cooperative Teaching Program	\$1,577	\$1,577	\$1,577
Friendship Club	\$1,267	\$1,267	\$1,267
SADD Advisor	\$2,115	\$2,115	\$2,115
Spirit Club	\$1,276	\$1,276	\$1,276
Yearbook, Finance	\$1,625	\$1,625	\$1,625
Yearbook, Summer	\$1,446	\$1,446	\$1,446
Gay Straight Alliance	\$1,267	\$1,267	\$1,267
Environmental Youth Coalition	\$1,267	\$1,267	\$1,267
Math Club	\$1,014	\$1,014	\$1,014
Dungeons and Dragons	\$1,267	\$1,267	\$1,267
Global Citizenship Program	\$2,591	\$2,591	\$2,591
World of Difference Program	\$2,591	\$2,591	\$2,591
Daily News Show	\$5,355	\$5,355	\$5,355

CLUBS & ORGANIZATIONS - COAKLEY MIDDLE SCHOOL

Art	\$1,475	\$1,475	\$1,475
Bookstore	\$1,085	\$1,085	\$1,085
Bowling	\$1,085	\$1,085	\$1,085
Cartoon	\$1,014	\$1,014	\$1,014
Ceramics	\$270	\$270	\$270
Friendship Club	\$1,267	\$1,267	\$1,267
Honor Society	\$446	\$446	\$446
Math Club	\$1,014	\$1,014	\$1,014
National History Day Club	\$1,349	\$1,349	\$1,349
Photography	\$446	\$446	\$446

Middle School - SEARCH (2 Teachers MAX)	\$1,901/p er tchr	\$1,901/ per tchr	\$1,901/per tchr
Student Council	\$1,085	\$1,085	\$1,085
Student-of-the-Month	\$1,859	\$1,859	\$1,859
Yearbook	\$1,916	\$1,916	\$1,916

APPENDIX V: SUPPORT TEACHER STIPENDS

	2%	TBD	TBD
	2024-25	2025-26	2026-27
POSITION DESCRIPTION			
Adult Education	\$7,493	\$7,493	\$7,493
Dean - Senior Class	\$6,201	\$6,201	\$6,201
Dean - Junior Class	\$4,650	\$4,650	\$4,650
Dean - Sophomore Class	\$4,650	\$4,650	\$4,650
Dean - Freshman Class	\$4,650	\$4,650	\$4,650
Guidance Department Head - Secondary Level	\$1,781	\$1,781	\$1,781
Guidance Department Head - Additional Amount Per Member	\$396	\$396	\$396
Middle School - Curriculum Leaders	\$1,773	\$1,773	\$1,773
Head Teacher - Elementary	\$3,878	\$3,878	\$3,878
Lead Teachers - Elementary Art/Physical Education/Music/Technology	\$3,257	\$3,257	\$3,257
Chair of NEASC Steering Committee	\$528/yr	\$528/yr	\$528/yr
\$1,500/year for year before and year of accreditation			
Nurse Leader	\$4,969	\$4,969	\$4,969
Summer Guidance	\$6,568	\$6,568	\$6,568
Summer School Director	\$5,797	\$5,797	\$5,797
Summer School Teacher (per hour)	\$33.72	\$33.72	\$33.72

Department Chairs - Grades 6-12 (186 days)

English Language Arts Guidance
 Mathematics/Business /Computer
 Science/Technology/Engineering
 Social Studies
 Foreign Language
 Industrial Art/Technology Education Art
 PE/Health/Consumer Science/Home
 Economics
 Special Education Department Chair

Payment Based on No. of Staff in Dept.			
No. of Staff	2024-25	2025-26	2026-27
1-5	\$5,478	\$5,478	\$5,478
6-10	\$6,472	\$6,472	\$6,472
11-15	\$7,890	\$7,890	\$7,890
16-20	\$8,600	\$8,600	\$8,600
21 and above	\$9,487	\$9,487	\$9,487

*FY22 added one summer day \$512

** FY22 Added Guidance Dept Chair

When calculating the stipend, the Department Chair will not be counted

APPENDIX VI: MISCELLANEOUS TEACHER

STIPENDS

POSITION DESCRIPTION HIGH SCHOOL	School Year		
	2% 2024-25	TBD 2025-26	TBD 2026-27
Grad Point Manager	\$3,878	\$3,878	\$3,878
Grad Point Manager Summer	\$1,267	\$1,267	\$1,267
High School Advisory Coordinator (2 Teachers)	\$792	\$792	\$792
Treasurer	\$2,630	\$2,630	\$2,630
Technology Facilitator	\$1,884	\$1,884	\$1,884
Lunchroom Supervisor	\$3,170	\$3,170	\$3,170
After School Computer Per Hour	\$22.50	\$22.50	\$22.50
AP Coordinator (2)	\$2,500	\$2,500	\$2,500
POSITION DESCRIPTION COAKLEY MIDDLE SCHOOL			
AV - Middle School	\$1,939	\$1,939	\$1,939
Treasurer	\$2,630	\$2,630	\$2,630
Technology Facilitator	\$1,884	\$1,884	\$1,884
Lunchroom Supervisor	\$3,170	\$3,170	\$3,170
After School Computer Per Hour	\$22.50	\$22.50	\$22.50
POSITION DESCRIPTION ELEMENTARY			
Technology Facilitator	\$1,884	\$1,884	\$1,884
Lunchroom Supervisor	\$3,170	\$3,170	\$3,170
After School Computer Per Hour	\$22.50	\$22.50	\$22.50
Professional Development Instruction Workshop hours (per Summer School rate)*	see below	see below	see below
plus 1/2 the delivery time for prep time, Subsequent repeat workshops will receive 1hr of prep time in addition to workshop hours.(effective 3/15/17)			
**Professional Development Instruction Workshop Stipend	**\$229.5/\$56 1	**\$229.5/\$56 1	**\$229.5/\$56 1

FY22 - Any unit A member who provides Norwood Public Schools professional development instruction shall be paid for preparation time \$229.50 for a half day and shall pay for preparation time \$561.00 for a full day.

Appendix VII: EDUCATOR EVALUATIONS

Teacher and Caseload Educator Contract Language

January 2022

ACKNOWLEDGEMENTS

The 2013 proposed revisions to the Performance Evaluation of Teachers for the Norwood Public Schools is the result of the work of a Committee of teachers and administrators established under Article 8, Section 6 of the Unit A Collective Bargaining Agreement between the Norwood Teachers' Association and the Norwood School Committee.

Members of the original Committee were:

Catherine Connor-Moen, Director of Fine Arts
Cindy Derrane, Vice Principal, Norwood High School
Patricia Doucette, Head Teacher, Willett Early Education Center
Teresa Drummey, English Department Head
Dianne Ferreira, Principal, Willett Early Education Center
Robert Griffin, Principal, Callahan School
Charles Haffey, Elementary Science Teacher
James Hayden, Superintendent of Schools
Sean Kane, High School Vice Principal
Christopher Martin, Middle School Music Teacher
Kristen McDonnell, High School Guidance Department Head
Joyce Onischewski, Director of Student Services
John Quinn, High School Drama Teacher
Jodi Smith, SPED Teacher, Oldham School, NTA President
Alexander Wyeth, Assistant Superintendent of Schools

Members of the 2022-2023 Revision Committee were:

Catherine Connor-Moen, Director of Fine Arts
Cindy Derrane, Vice Principal, Norwood High School
Dianne Ferreira, Principal, Balch Elementary School
Teresa Drummey, English Department Head
Jennifer Naughton, Speech/Language Pathologist, Balch School
John Quinn, High School Drama Teacher
Jodi Smith, SPED Teacher, Oldham School, NTA President
David L. Thomson, Superintendent of Schools
Stefanie West, ELA Coordinator
Alexander Wyeth, Assistant Superintendent of Schools

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Teacher and Caseload Educator Contract

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Purpose of Educator Evaluation

- A) This contract language is locally negotiated and based on M.G.L., c.71, § 38; M.G.L. c.150E; the Educator Evaluation regulations, 603 CMR 35.00 et seq. In the event of a conflict between this collective bargaining agreement and the governing laws and regulations, the laws and regulations will prevail.
- B) The regulatory purposes of evaluation are:
 - i. To promote student learning, growth, and achievement by providing Educators with feedback for improvement, enhanced opportunities for professional growth, and clear structures for accountability, 603 CMR 35.01(2)(a);
 - ii. To provide a record of facts and assessments for personnel decisions, 35.01(2)(b);
 - iii. To ensure that every school committee has a system to enhance the professionalism and accountability of Educators and administrators that will enable them to assist all students to perform at high levels, 35.01(3); and
 - iv. To assure effective teaching and administrative leadership, 35.01(3).

2) Definitions (* indicates definition is generally based on 603 CMR 35.02)

- A) ***Artifacts of Professional Practice:** Products of an Educator's work and student work samples that demonstrate the Educator's knowledge and skills with respect to specific performance standards.
- B) **Caseload Educator:** Educators who teach or counsel individual or small groups of students through consultation with the regular classroom teacher, for example, school nurses, guidance counselors, speech and language pathologists, and some reading specialists and special education teachers.
- C) **Classroom teacher:** Educators who teach preK-12 whole classes, and teachers of special subjects as such as art, music, library, and physical education. May also include special education teachers and reading specialists who teach whole classes.
- D) **Categories of Evidence:** Multiple measures of student learning, growth, and achievement, judgments based on observations and artifacts of professional practice, including unannounced observations of practice and additional evidence relevant to one or more Standards of Effective Teaching Practice (603 CMR 35.03).
- E) ***District-determined Measures:** Measures of student learning, growth and achievement related to the Massachusetts Curriculum Frameworks, Massachusetts Vocational Technical Education Frameworks, or other relevant frameworks, that are comparable across grade or subject level district-wide. These locally bargained measures may include, but shall not be limited to: portfolios approved commercial

assessments and district-developed pre and post unit and course assessments, and capstone projects.

- F) ***Educator(s):** Inclusive term that applies to all classroom teachers and caseload educators, unless otherwise noted.
- G) ***Educator Plan:** The growth or improvement actions identified as part of each Educator's evaluation. The type of plan is determined by the Educator's career stage, overall performance rating, and the rating of impact on student learning, growth and achievement. There shall be four types of Educator Plans:
- i. **Developing Educator Plan** shall mean a plan developed by the Educator and the Evaluator for one school year or less for an Educator without Professional Teacher Status (PTS); or, at the discretion of an Evaluator, for an Educator with PTS in a new assignment.
 - ii. **Self-Directed Growth Plan** shall mean a plan developed by the Educator for one or two school years for Educators with PTS who are rated proficient or exemplary.
 - iii. **Directed Growth Plan** shall mean a plan developed by the Educator and the Evaluator for one school year or less for Educators with PTS who are rated needs improvement.
 - iv. **Improvement Plan** shall mean a plan developed by the Evaluator for at least 30 (60 or 90) school days and no more than one school year for Educators with PTS who are rated unsatisfactory with goals specific to improving the Educator's unsatisfactory performance. In those cases where an Educator is rated unsatisfactory near the close of a school year, the plan may include suggested activities during the summer preceding the next school year.
- H) ***ESE:** The Massachusetts Department of Elementary and Secondary Education.
- I) ***Evaluation:** The ongoing process of defining goals and identifying, gathering, and using information as part of a process to improve professional performance (the "formative evaluation" and "formative assessment") and to assess total job effectiveness and make personnel decisions (the "summative evaluation").
- J) **Evaluator:** A person designated by a superintendent who has primary or supervisory responsibility for observation and evaluation. Evaluators may include assistant superintendent, principals, vice principals, directors, housemasters, department heads and chairs. Housemasters will only conduct unannounced observations. The superintendent is responsible for ensuring that all Evaluators have training in the principles of supervision and evaluation. Each Educator will have one primary Evaluator at any one time responsible for determining performance ratings.

- i. **Primary Evaluator** shall be the person who determines the Educator's performance ratings and evaluation. They will include the Superintendent, Assistant Superintendent, Principals, Vice-principals, and Directors.
 - ii. **Supervising Evaluator** shall be the person responsible for developing the Educator Plan, supervising the Educator's progress through formative assessments, evaluating the Educator's progress toward attaining the Educator Plan goals, and making recommendations about the evaluation ratings to the primary Evaluator at the end of the Educator Plan. The Supervising Evaluators will be the Department Chairs, Housemasters and Coordinators.
 - iii. **Teaching Staff Assigned to More Than One Building:** Each Educator who is assigned to more than one building will be evaluated by the appropriate administrator where the individual is assigned most of the time. The principal of each building in which the Educator serves must review and sign the evaluation, and may add written comments. In cases where there is no predominate assignment, the superintendent will determine who the primary evaluator will be.
 - iv. **Notification:** The Educator shall be notified in writing of his/her primary Evaluator and supervising Evaluator, if any, at the outset of each new evaluation cycle. The Evaluator(s) may be changed upon notification in writing to the Educator.
- K) **Evaluation Cycle:** A five-component process that all Educators follow consisting of 1) Self-Assessment; 2) Goal-setting and Educator Plan development; 3) Implementation of the Plan; 4) Formative Assessment/Evaluation; and 5) Summative Evaluation.
 - L) ***Experienced Educator:** An educator with Professional Teacher Status (PTS).
 - M) ***Family:** Includes students' parents, legal guardians, foster parents, or primary caregivers.
 - N) ***Formative Assessment:** The process used to assess progress towards attaining goals set forth in Educator plans, performance on standards, or both. This process may take place at any time(s) during the cycle of evaluation, but typically takes place at mid-cycle.
 - O) ***Formative Evaluation:** An evaluation conducted at the end of Year 1 for an Educator on a 2-year Self-Directed Growth plan which is used to arrive at a rating on progress towards attaining the goals set forth in the Educator Plan, performance on Standards and Indicators of Effective Teaching Practice, or both.

- P) ***Goal:** A specific, actionable, and measurable area of improvement as set forth in an Educator’s plan. A goal may pertain to any or all of the following: Educator practice in relation to Performance Standards, Educator practice in relation to indicators, or specified improvement in student learning, growth and achievement. Goals may be developed by individual Educators, by the Evaluator, or by teams, departments, or groups of Educators who have the same role.
- Q) ***Measurable:** That which can be classified or estimated in relation to a scale, rubric, or standards.
- R) **Multiple Measures of Student Learning:** Measures must include a combination of classroom, school and district assessments, student growth percentiles on state assessments, if state assessments are available, and student ACCESS gain scores.
- S) ***Observation:** A data gathering process that includes notes and judgments made during one or more classroom or worksite visit(s) by the Evaluator and may include examination of artifacts of practice including student work. An observation shall occur in person when possible. Classroom or worksite observations conducted pursuant to this article must result in feedback to the Educator. Normal supervisory responsibilities of department, building and district administrators will also cause administrators to drop in on classes and other activities in the worksite at various times as deemed necessary by the administrator. Carrying out these supervisory responsibilities, when they do not result in written feedback to the Educator, are not observations as defined in this Article.
- T) **Parties:** The parties to this agreement are the Norwood School Committee and the Norwood Teachers Association.
- U) ***Performance Rating:** Describes the Educator’s performance on each performance standard and overall. There shall be four performance ratings:
- Exemplary: the Educator’s performance consistently and significantly exceeds the requirements of a standard or overall. The rating of exemplary on a standard indicates that practice significantly exceeds proficient and could serve as a model of practice on that standard district-wide.
 - Proficient: the Educator’s performance fully and consistently meets the requirements of a standard or overall. Proficient practice is understood to be fully satisfactory.
 - Needs Improvement: the Educator’s performance on a standard or overall is below the requirements of a standard or overall, but is not considered to be unsatisfactory at this time. Improvement is necessary and expected.
 - Unsatisfactory: the Educator’s performance on a standard or overall has not significantly improved following a rating of needs improvement, or the

Educator's performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.

- V) ***Performance Standards:** Locally developed standards and indicators pursuant to M.G.L. c. 71, § 38 and consistent with, and supplemental to 603 CMR 35.00. The parties may agree to limit standards and indicators to those set forth in 603 CMR 35.03.
- W) ***Professional Teacher Status:** PTS is the status granted to an Educator pursuant to M.G.L. c. 71, § 41.
- X) **Rating of Educator Impact on Student Learning:** A rating of high, moderate or low based on trends and patterns on state assessments and district-determined measures. The parties will negotiate the process for using state and district-determined measures to arrive at an Educator's rating of impact on student learning, growth and achievement, using guidance and model contract language from ESE.
- Y) **Rating of Overall Educator Performance:** The Educator's overall performance rating is based on the Evaluator's professional judgment and examination of evidence of the Educator's performance against the four Performance Standards and the Educator's attainment of goals set forth in the Educator Plan, as follows:
 - i. Standard 1: Curriculum, Planning and Assessment
 - ii. Standard 2: Teaching All Students
 - iii. Standard 3: Family and Community Engagement
 - iv. Standard 4: Professional Culture
 - v. Attainment of Professional Practice Goal(s)
 - vi. Attainment of Student Learning Goal(s)
- Z) ***Rubric:** A scoring tool that describes characteristics of practice or artifacts at different levels of performance. The rubrics for Standards and Indicators of Effective Teaching Practice are used to rate Educators on Performance Standards, these rubrics consist of:
 - i. Standards: Describes broad categories of professional practice, including those required in 603 CMR 35.03
 - ii. Indicators: Describes aspects of each standard, including those required in 603 CMR 35.03
 - iii. Elements: Defines the individual components under each indicator
 - iv. Descriptors: Describes practice at four levels of performance for each element

- AA) ***Summative Evaluation:** An evaluation used to arrive at a rating on each standard, an overall rating, and as a basis to make personnel decisions. The summative evaluation includes the Evaluator's judgments of the Educator's performance against Performance Standards and the Educator's attainment of goals set forth in the Educator's Plan.
- BB) ***Superintendent:** The person employed by the school committee pursuant to M.G.L. c. 71 §59 and §59A. The superintendent is responsible for the implementation of 603 CMR 35.00.
- CC) ***Teacher:** An Educator employed in a position requiring a certificate or license as described in 603 CMR 7.04(3) (a, b, and d) and in the area of vocational education as provided in 603 CMR 4.00. Teachers may include, for example, classroom teachers, librarians, guidance counselors, or school nurses.
- DD) ***Trends in student learning, growth, and achievement:** At least two years of data from the district-determined measures and state assessments used in determining the Educator's rating on impact on student learning as high, moderate or low.

3) Evidence Used In Evaluation

The following categories of evidence shall be used in evaluating each Educator:

- A) Multiple measures of student learning, growth, and achievement, which shall include:
 - i. Measures of student progress on classroom assessments that are aligned with the Massachusetts Curriculum Frameworks or other relevant frameworks and are comparable within grades or subjects in a school;
 - ii. Measures of student progress and/or achievement toward student learning goals set between the Educator and Evaluator for the school year or some other period of time established in the Educator Plan.
 - iii. For Educators whose primary role is not as a classroom teacher, the appropriate measures of the Educator's contribution to student learning, growth, and achievement set by the district. The measures set by the district shall be based on the Educator's role and responsibility.
- B) Judgments based on observations and artifacts of practice including:
 - i. Unannounced observations of practice;
 - ii. Announced observation(s);
 - iii. Examination of Educator work products; and or
 - iv. Examination of student work samples.

- C) Evidence relevant to one or more Performance Standards, including but not limited to:
 - i. Evidence compiled and presented by the Educator, including :
 - (a) Evidence of fulfillment of professional responsibilities and growth such as self-assessments, peer collaboration, professional development linked to goals in the Educator plans, contributions to the school community and professional culture;
 - (b) Evidence of active outreach to and engagement with families;
 - ii. Evidence of progress towards professional practice goal(s);
 - iii. Evidence of progress toward student learning outcomes goal(s).
 - iv. Student Feedback – see # 23-24, below; and

4) Rubric

The rubrics are a scoring tool used for the Educator’s self-assessment, the formative assessment, the formative evaluation and the summative evaluation. The parties agree that the most updated DESE Teacher Evaluation Rubric shall be used.

5) Evaluation Cycle: Training

- A) The district through the superintendent shall determine the type and quality of training based on guidance provided by DESE and in cooperation with the Norwood Teachers Association.
- B) Any Educator hired after the November 1st date, and who has not previously completed such an activity, shall complete such a professional learning activity about self-assessment and goal-setting within one month of the date of hire. The district through the superintendent shall determine the type and quality of the learning activity based on guidance provided by ESE.

6) Evaluation Cycle: Annual Orientation

- A) At the start of each school year, the superintendent, principal or designee shall conduct a meeting for Educators and Evaluators focused substantially on educator evaluation. The superintendent, principal or designee shall:
 - i. Provide an overview of the evaluation process, including goal setting and the educator plans.

- ii. Provide all Educators with district and school goals and a copy of the forms used by the district. These may be electronically provided.
- iii. The faculty meeting may be digitally recorded to facilitate orientation of Educators hired after the beginning of the school year.

7) Evaluation Cycle: Self-Assessment

A) Completing the Self-Assessment

- i. The evaluation cycle begins with the Educator completing and submitting to the Evaluator a self-assessment by per attached timeline or within four weeks of the start of their employment at the school.
- ii. The self-assessment includes:
 - (a) An analysis of evidence of student learning, growth and achievement for students under the Educator’s responsibility.
 - (b) An assessment of practice against each of the four Performance Standards of effective practice using the attached rubric.
 - (c) Proposed goals to pursue:
 - (1) At least one goal directly related to improving the Educator’s own professional practice.
 - (2) At least one goal directed related to improving student learning.

B) Proposing the goals

- i. For Educators that do not have Professional status or are on a Directed Growth Plan, the Evaluator will meet with each Educator per attached timeline (or within four weeks of the Educator’s first day of employment to assist the Educator in completing the self-assessment and drafting the professional practice and student learning goals which must include induction and mentoring activities.
- ii. Unless the Evaluator indicates that an Educator in his/her second or third years of practice should continue to address induction and mentoring goals pursuant to 603 CMR 7.12, the Educator may address shared grade level or subject area team goals.
- iii. Educators with PTS are encouraged to meet with teams to consider establishing team goals. Evaluators may participate in such meetings.
- iv. For Educators with PTS and ratings of proficient or exemplary, the goals may be team goals. In addition, these Educators may include individual professional practice goals that address enhancing skills that enable the

Educator to share proficient practices with colleagues or develop leadership skills.

- v. For Educators with PTS and ratings of needs improvement or unsatisfactory, the professional practice goal(s) must address specific standards and indicators identified for improvement. In addition, the goals may address shared grade level or subject area team goals.

8) Evaluation Cycle: Goal Setting and Development of the Educator Plan

- A) Every Educator has an Educator Plan that includes, but is not limited to, one goal related to the improvement of practice; one goal for the improvement of student learning. The Plan also outlines actions the Educator must take to attain the goals established in the Plan and benchmarks to assess progress. SMART Goals may be developed by individual Educators, by the Evaluator, or by teams, departments, or groups of Educators who have similar roles and/or responsibilities. See Sections 15-19 for more on Educator Plans.
- B) To determine the goals to be included in the Educator Plan, the Evaluator reviews the goals the Educator has proposed in the Self-Assessment, using evidence of Educator performance and impact on student learning, growth and achievement based on the Educator's self-assessment and other sources that Evaluator shares with the Educator.
- C) Educator Plan Development Meetings shall be conducted as follows:
 - i. Educators in the same school may meet with the Evaluator in teams and/or individually at the end of the previous evaluation cycle or per attached timeline for the next academic year to develop their Educator Plan. Educators shall not be expected to meet during the summer hiatus.
 - ii. For those Educators new to the school, the meeting with the Evaluator to establish the Educator Plan must occur per attached timeline or within six weeks of the start of their assignment in that school.
 - iii. The Evaluator shall meet individually with Educators with PTS and ratings of needs improvement or unsatisfactory to develop professional practice goal(s) that must address specific standards and indicators identified for improvement. In addition, the goals may address shared grade level or subject matter goals.
- D) The Evaluator completes the Educator Plan per the attached timeline. The Educator shall sign the Educator Plan within 5 school days of its receipt and may include a written response. The Educator's signature indicates that the Educator received the plan in a timely fashion. The signature does not indicate agreement or disagreement

with its contents. The Evaluator retains final authority over the content of the Educator's Plan.

9) Evaluation Cycle: Observation of Practice and Examination of Artifacts – Educators without PTS

- A) The Educator shall have a minimum of one announced observation during the school year using the protocol described in section 11B, below.
- B) The Educator shall have a minimum of two unannounced observations during the school year.

10) Evaluation Cycle: Observation of Practice and Examination of Artifacts – Educators with PTS

- A) The Educator whose overall rating is proficient or exemplary must have at least one unannounced observation during the evaluation cycle.
- B) The Educator whose overall rating is needs improvement must be observed according to the Directed Growth Plan during the period of Plan which must include at least one announced and one unannounced observation.
- C) The Educator whose overall rating is unsatisfactory must be observed according to the Improvement Plan which must include both unannounced and announced observations. The number and frequency of the observations shall be determined by the Evaluator, but in no case, for improvement plans of one year, shall there be fewer than one announced and four unannounced observations. For Improvement Plans of six months or fewer, there must be no fewer than two announced and two unannounced observations.

11) Observations

The Evaluator's first two observations of the Educator who is not on a self-directed plan shall take place by per attached timeline. Observations required by the Educator Plan shall be completed per attached timeline. The Evaluator may conduct additional observations after this date.

The Evaluator is not required nor expected to review all the indicators in a rubric during an observation.

- A) Unannounced Observations
 - i. Unannounced observations may be in the form of partial or full-period classroom or worksite visitations, or any other means deemed useful by the Evaluator, principal, superintendent or other administrator.

- ii. The Educator will be provided with at least brief written feedback from the Evaluator within 5 school days of the observation. The written feedback shall be delivered to the Educator in person, by email, placed in the Educator's mailbox.
- iii. Any observation or series of observations resulting in one or more standards judged to be unsatisfactory or needs improvement for the first time must be followed by at least one observation of at least 30 minutes in duration within 20 school days.

B) Announced Observations

- i. All non-PTS Educators, PTS Educators on Improvement Plans and Directed Growth plans, and other educators at the discretion of the evaluator shall have at least one Announced Observation.
 - (a) The Evaluator shall select the date and time of the lesson or activity to be observed and discuss with the Educator any specific goal(s) for the observation.
 - (b) Within 5 school days of the scheduled observation, the Evaluator and Educator shall meet for a pre-observation conference.
 - (1) The Educator shall provide the Evaluator a draft of the lesson, student conference, IEP plan or activity.
 - (2) The Educator will be notified as soon as possible if the Evaluator will not be able to attend the scheduled observation. The observation will be rescheduled with the Educator as soon as reasonably practical.
 - (c) Within 5 school days of the observation, the Evaluator and Educator shall meet for a post-observation conference. This timeframe may be extended due to unforeseen circumstances on the part of either the Evaluator or the Educator, but shall be rescheduled within 24 hours if possible.
 - (d) The Evaluator shall provide the Educator with written feedback within 10 school days of the post-observation conference. For any standard where the Educator's practice was found to be unsatisfactory or needs improvement, the feedback must:
 - (1) Describe the basis for the Evaluator's judgment.
 - (2) Describe actions the Educator should take to improve his/her performance.

- (3) Identify support and/or resources the Educator may use in his/her improvement.
- (4) State that the Educator is responsible for addressing the need for improvement.

12) Evaluation Cycle: Formative Assessment

- A) A specific purpose for evaluation is to promote student learning, growth and achievement by providing Educators with feedback for improvement. Evaluators are expected to make frequent unannounced visits to classrooms. Evaluators are expected to give targeted constructive feedback to Educators based on their observations of practice, examination of artifacts, and analysis of multiple measures of student learning, growth and achievement in relation to the Standards and Indicators of Effective Teaching Practice.
- B) Formative Assessment may be ongoing throughout the evaluation cycle but typically takes place mid-cycle when a Formative Assessment report is completed. For an Educator on a two-year Self-Directed Growth Plan, the mid-cycle Formative Assessment report is replaced by the Formative Evaluation report at the end of year one. See section 13 below.
- C) The Formative Assessment report provides written feedback to the Educator about his/her progress towards attaining the goals set forth in the Educator Plan, performance on Performance Standards and overall, or both
- D) No less than two weeks before the due date for the Formative Assessment report, which due date shall be collaboratively agreed upon by the Evaluator and the Educator, the Educator shall provide to the Evaluator evidence of family outreach and engagement, fulfillment of professional responsibility and growth, and progress on attaining professional practice and student learning goals. The educator may provide to the evaluator additional evidence of the educator's performances against the four Performance Standards.
- E) The Evaluator and the Educator will meet within 10 school days before and/or after completion of the Formative Assessment Report.
- F) The Evaluator shall complete the Formative Assessment report and provide a copy to the Educator. All Formative Assessment reports must be signed by the Evaluator and delivered face-to-face.
- G) The Educator shall sign the Formative Assessment report by within 3 school days of receiving the report. The signature indicates that the Educator received the Formative Assessment report in a timely fashion. The signature does not indicate agreement or disagreement with its contents.

- H) The Educator may reply in writing to the Formative Assessment report within 10 school days of receiving the report.
- I) As a result of the Formative Assessment Report, the Evaluator may change the activities in the Educator Plan.
- J) If the rating in the Formative Assessment report differs from the last summative rating the Educator received, the Evaluator may place the Educator on a different Educator Plan, appropriate to the new rating.

13) Evaluation Cycle: Formative Evaluation for Two Year Self-Directed Plans Only

- A) The Formative Evaluation report provides written feedback and ratings to the Educator about his/her progress towards attaining the goals set forth in the Educator Plan, performance on each performance standard and overall, or both.
- B) Educators on two-year Self-Directed Growth Educator Plans receive a Formative Evaluation report per attached timeline. of the first year of the two year cycle. The Educator's performance rating for that year shall be assumed to be the same as the previous summative rating unless evidence demonstrates a significant change in performance in which case the rating on the performance standards may change, and the Evaluator may place the Educator on a different Educator plan, appropriate to the new rating.
- C) No less than two weeks before the due date for the Formative Evaluation report, which due date shall be collaboratively agreed upon by the Evaluator and the Educator, the Educator shall provide to the Evaluator evidence of family outreach and engagement, fulfillment of professional responsibility and growth, and progress on attaining professional practice and student learning goals. The educator may also provide to the evaluator additional evidence of the educator's performance against the four Performance Standards.
- D) The Evaluator shall complete the Formative Evaluation report and provide a copy to the Educator. All Formative Evaluation reports must be signed by the Evaluator and delivered face-to-face, by email or to the Educator's school mailbox.
- E) Upon the request of either the Evaluator or the Educator, the Evaluator and the Educator will meet within 10 school days after completion of the Formative Evaluation Report.
- F) The Educator shall sign the Formative Evaluation report by within 3 school days of receiving the report. The signature indicates that the Educator received the Formative Evaluation report in a timely fashion. The signature does not indicate agreement or disagreement with its contents.

- G) The Educator may reply in writing to the Formative Evaluation report within 10 school days of receiving the report.
- H) As a result of the Formative Evaluation report, the Evaluator may change the activities in the Educator Plan.
- I) If the rating in the Formative Evaluation report differs from the last summative rating the Educator received, the Evaluator may place the Educator on a different Educator Plan, appropriate to the new rating.

14) Evaluation Cycle: Summative Evaluation

- A) The evaluation cycle concludes with a summative evaluation report. For Educators on a one-year Educator Plan, the summative report must be written and provided to the educator per attached timeline. For Educators on a two-year Educator Plan, the summative report must be written and provided to the Educator per attached timeline.
- B) The Evaluator determines a rating on each standard and assigns an overall rating based on the Evaluator's professional judgment, an examination of evidence against the Performance Standards and evidence of the attainment of the Educator Plan goals.
- C) For an educator whose overall performance rating is exemplary or proficient and whose impact on student learning is low, the evaluator's supervisor shall discuss and review the rating with the evaluator, and the supervisor shall confirm or revise the educator's rating.
- D) The summative evaluation rating must be based on evidence from multiple categories of evidence. MCAS Growth scores shall not be the sole basis for a summative evaluation rating.
- E) To be rated proficient overall, the Educator shall, at a minimum, have been rated proficient on the Curriculum, Planning and Assessment and the Teaching All Students Standards of Effective Teaching Practice.
- F) No less than four weeks before the due date for the Summative Evaluation report, which due date shall be collaboratively agreed upon by the Evaluator and the Educator, the Educator will provide to the Evaluator evidence of family outreach and engagement, fulfillment of professional responsibility and growth, and progress on attaining professional practice and student learning goals. The educator may also provide to the evaluator additional evidence of the educator's performance against the four Performance Standards.
- G) The Summative Evaluation report should recognize areas of strength as well as identify recommendations for professional growth.

- H) The Evaluator shall deliver a signed copy of the Summative Evaluation report to the Educator face-to-face, or to the Educator's school mailbox per attached timeline for Non-PTS Educators and for PTS Educators.
- I) The Evaluator shall meet within 10 school days with the Educator rated needs improvement or unsatisfactory to discuss the summative evaluation. The meeting shall occur by per attached timeline.
- J) The Evaluator shall meet within 10 school days with the Educator rated proficient or exemplary to discuss the summative evaluation, if either the Educator or the Evaluator requests such a meeting. The meeting shall occur per attached timeline.
- K) Upon mutual agreement, the Educator and the Evaluator may develop the Self-Directed Growth Plan for the following two years during the meeting on the Summative Evaluation report.
- L) The Educator shall sign the final Summative Evaluation report within 3 school days of receiving the report. The signature indicates that the Educator received the Summative Evaluation report in a timely fashion. The signature does not indicate agreement or disagreement with its contents.
- M) The Educator shall have the right to respond in writing within 10 school days to the summative evaluation which shall become part of the final Summative Evaluation report.
- N) A copy of the signed final Summative Evaluation report shall be filed in the Educator's personnel file.

15) Educator Plans – General

- A) Educator Plans shall be designed to provide Educators with feedback for improvement, professional growth, and leadership; and to ensure Educator effectiveness and overall system accountability. The Plan must be aligned to the standards and indicators and be consistent with district and school goals.
- B) The Educator Plan shall include, but is not limited to:
 - i. At least one goal related to improvement of practice tied to one or more Performance Standards;
 - ii. At least one goal for the improvement of the learning, growth and achievement of the students under the Educator's responsibility;
 - iii. An outline of actions the Educator must take to attain the goals and benchmarks to assess progress. Actions must include specified professional development and learning activities that the Educator will participate in as a means of obtaining the goals, as well as other support that may be suggested

by the Evaluator or provided by the school or district. Examples may include but are not limited to coursework, self-study, action research, curriculum development, study groups with peers, and implementing new programs.

- C) It is the Educator's responsibility to attain the goals in the Plan and to participate in any trainings and professional development provided through the state, district, or other providers in accordance with the Educator Plan. These activities shall be paid for by the district as funding allows. If funding is not available, a cost neutral plan will be developed and shall take place within the contractual workday whenever possible.

16) Educator Plans: Developing Educator Plan

- A) The Developing Educator Plan is for all Educators without PTS, and, at the discretion of the Evaluator, Educators with PTS in new assignments.
- B) The Educator shall be evaluated at least annually.

17) Educator Plans: Self-Directed Growth Plan

- A) A Two-year Self-Directed Growth Plan is for those Educators with PTS who have an overall rating of proficient or exemplary and whose impact on student learning is moderate or high. A Formative Evaluation report is completed at the end of year 1 and a Summative Evaluation report at the end of year 2.
- B) A One-year Self-Directed Growth Plan is for those Educators with PTS who have an overall rating of proficient or exemplary and whose impact on student learning is low. In this case, the Evaluator and Educator shall analyze the discrepancy between the summative evaluation rating and the rating for impact on student learning to seek to determine the cause(s) of the discrepancy.

18) Educator Plans: Directed Growth Plan

- A) A Directed Growth Plan is for those Educators with PTS whose overall rating is needs improvement.
- B) The goals in the Plan must address areas identified as needing improvement as determined by the Evaluator.

- C) The Evaluator shall complete a summative evaluation for the Educator at the end of the period determined by the Plan, but at least annually, and in no case later than May 15th.
- D) For an Educator on a Directed Growth Plan whose overall performance rating is at least proficient, the Evaluator will place the Educator on a Self-Directed Growth Plan for the next Evaluation Cycle.
- E) For an Educator on a Directed Growth Plan whose overall performance rating is not at least proficient, the Evaluator will rate the Educator as unsatisfactory and will place the Educator on an Improvement Plan for the next Evaluation Cycle.

19) Educator Plans: Improvement Plan

- A) An Improvement Plan is for those Educators with PTS whose overall rating is unsatisfactory. An educator with an unsatisfactory rating in any standard may receive an overall rating of unsatisfactory.
- B) The parties agree that in order to provide students with the best instruction, it may be necessary from time to time to place an Educator whose practice has been rated as unsatisfactory on an Improvement Plan of no fewer than 30 (60 or 90) school days and no more than one school year. In the case of an Educator receiving a rating of unsatisfactory near the close of one school year, the Improvement Plan may include suggested activities that occur during the summer before the next school year begins.
- C) The Evaluator must complete a summative evaluation for the Educator at the end of the period determined by the Evaluator for the Plan.
- D) An Educator on an Improvement Plan shall be assigned an Evaluator (see definitions) who is responsible for providing the Educator with guidance and assistance in accessing the resources and professional development outlined in the Improvement Plan.
- E) The Improvement Plan shall define the problem(s) of practice identified through the observations and evaluation and detail the improvement goals to be met, the activities the Educator must take to improve and the assistance to be provided to the Educator by the district.
- F) The Improvement Plan process shall include:

Within ten school days of notification to the Educator that the Educator is being placed on an Improvement Plan, the Evaluator shall schedule a meeting with the Educator to discuss the Improvement Plan. The Evaluator may request that a representative of the Norwood Teachers Association (NTA) attend the meeting. As soon as possible, the Evaluator will assemble

an Improvement Plan Team consisting of the teacher, evaluators, and a representative of the NTA to develop the Improvement Plan, which will include the provisions of specific assistance to the Educator.

- G) The Improvement Plan shall:
- i. Define the improvement goals directly related to the performance standard(s) and/or student learning outcomes that must be improved;
 - ii. Describe the activities and work products the Educator must complete as a means of improving performance;
 - iii. Describe the assistance that the district will make available to the Educator;
 - iv. Articulate the measurable outcomes that will be accepted as evidence of improvement;
 - v. Detail the timeline for completion of each component of the Plan, including at a minimum a mid-cycle formative assessment report of the relevant standard(s) and indicator(s);
 - vi. Identify the individuals assigned to assist the Educator and,
 - vii. Include the signatures of the Educator and Evaluator.
- H) A copy of the signed Plan shall be provided to the Educator. The Educator's signature indicates that the Educator received the Improvement Plan in a timely fashion. The signature does not indicate agreement or disagreement with its contents.
- I) Decision on the Educator's status at the conclusion of the Improvement Plan.
- i. All determinations below must be made no later than June 1. One of three decisions must be made at the conclusion of the Improvement Plan:
 - (a) If the Evaluator determines that the Educator has improved his/her practice to the level of proficiency, the Educator will be placed on a Self-Directed Growth Plan.
 - (b) If the Evaluator determines that the Educator is making substantial progress toward proficiency, the Evaluator shall place the Educator on a Directed Growth Plan.
 - (c) If the Evaluator determines that the Educator is not making substantial progress toward proficiency or remains at the level of unsatisfactory, the Evaluator shall recommend to the superintendent that the Educator be dismissed.

20. Professional Teacher Status

In order to attain Professional Teacher Status, the Educator should achieve ratings of proficient or exemplary on each Performance Standard and overall. A principal considering making an employment decision that would lead to PTS for any Educator who has not been rated proficient or exemplary on each performance standard and overall on the most recent evaluation shall confer with the superintendent by May 1. The principal's decision is subject to review and approval by the superintendent.

21. Using Student feedback in Educator Evaluation

At the Educator's discretion, the Educator may create an age-appropriate method for seeking student feedback. The feedback will be used solely by the Educator to inform his/her self-assessment and goal setting for the subsequent educator plan. The feedback will not be made available to the evaluator unless the educator voluntarily provides it.

22. General Provisions

- A. Only the assistant superintendent, principals, vice principals, and directors, may serve as primary evaluators of Educators.
- B. The superintendent shall ensure that Evaluators have training in supervision and evaluation, including the regulations and standards and indicators of effective teaching practice promulgated by ESE (35.03), and the evaluation Standards and Procedures established in this Agreement.
- C. Should there be a serious disagreement between the Educator and the Primary Evaluator regarding an overall summative performance rating of unsatisfactory, the Educator may meet with the Primary Evaluator's supervisor to discuss the disagreement. Should the Educator request such a meeting, the Primary Evaluator's supervisor must meet with the Educator. The Primary Evaluator may attend any such meeting at the discretion of the superintendent. An Association representative shall attend at the request of the Educator.
- D. Violations of this article are subject to the grievance and arbitration procedures.

23. Timelines

Timeline for All Non-Professional Status (Non-PTS) Educators Developing Educator Plan (for one year or less)

Responsibilities and Tasks:	Completed By:
<u>Minimum</u> number of observations during evaluation cycle:	1 announced; 2 unannounced observations*
Superintendent, principal, or designee meets with evaluators and educators to explain the evaluation process.	September 15
Evaluator meets with Non-PTS educators to assist in self-assessment and goal-setting process (Form 1).	September 25
Educator submits Self-Assessment and Goal Setting Form (Form 1) .	October 1
Evaluator approves Self-Assessment and Goal Setting Form (Form 1) .	October 15
Evaluator meets with Educators individually, or in teams, to establish Educator Plan (Form 2) .	October 31
Evaluator approves Educator Plans (Form 2) .	November 15
Evaluator shall complete <u>a minimum of one observation</u> (one announced recommended) of each Educator (Form 3A or 3B).	December 15
Educator submits evidence on parent outreach, professional growth, progress on goals and other standards (Form 7).	January 15
Evaluator shall complete Formative Assessment Reports (Form 4A) .	February 1
Evaluator shall complete <u>the minimum number of observations</u> for each Educator (Form 3A or 3B).	April 1
Educator submits evidence on parent outreach, professional growth, progress on goals and other standards (Form 7).	May 1
Evaluator completes Summative Evaluation Report (Form 5) .	May 15
Evaluator meets with Educators whose overall Summative Evaluation ratings are <u>Needs Improvement or Unsatisfactory</u> .	May 20
Evaluator meets with Educators whose ratings are <u>Proficient or Exemplary</u> at request of Evaluator or Educator.	June 10

*The observation(s) as noted on the timeline are a minimum, and additional observations may occur any time during the school year. One of the formal observations will be facilitated and completed by the principal or vice-principal. Unannounced observations will be shared between primary and supervisory evaluators.

All written feedback is due to Educator within 10 school days for announced and 5 school days for unannounced observations. Educator must sign observations within 3 school days and may respond within 10 school days of receipt.

12/13/2021

Timeline for Professional Status Educators Two-Year Self-Directed Growth Plan

[For Educators with an overall rating of Proficient or Exemplary with moderate to high impact on student learning]

Responsibilities and Tasks:	Annual Timeline Completed By:
<u>Minimum</u> number of observations during evaluation cycle:	1 unannounced observation over each of the two-years*
Superintendent, principal or designee meets with evaluators and educators to explain the evaluation process.	September 15
Evaluator meets with Educators individually or in teams who are beginning a Two-Year Self-Directed Growth Plan to assist in self-assessment and goal setting process (Form 1) .	October 1
Educator submits Self-Assessment and Goal Setting Form (Form 1) .	October 15
Evaluator approves Self-Assessment and Goal Setting Form (Form 1) for two-year plan.	October 31
Evaluator meets with Educators individually, or in teams, to establish Educator Plan (Form 2) .	November 5
Evaluator approves Educator Plans (Form 2) .	November 15
Evaluator completes <u>a minimum of one unannounced observation</u> over a two-year cycle (Form 3A or 3B) .	Before May 1 of second year
Educator submits evidence on parent outreach, professional growth, progress on goals, and other standards (Form 7) .	May 1
Evaluator completes Formative Evaluation Report (Form 4B) (for Year 1) or Summative Evaluation Report (Form 5) (for Year 2)	May 15
Evaluator meets with Educators whose overall Formative Evaluation ratings are <u>Needs Improvement or Unsatisfactory</u> .	May 25
Evaluator completes Formative Evaluation Report (Form 4B) (for Year 1) or Summative Evaluation Report (Form 5) (for Year 2) and meets with Educators whose overall Formative Evaluation ratings are <u>Proficient or Exemplary</u> at the request of the Evaluator or Educator.	June 15

*The observation(s) as noted on the timeline are a minimum, and additional observations may occur any time during the school year. Unannounced observations will be shared between primary and supervisory evaluators.

All written feedback is due to Educator within 10 school days for announced and 5 school days for unannounced observations. Educator must sign observations within 3 school days and may respond within 10 school days of receipt.

12/13/2021

Timeline for Professional Status (PTS) Educators

One-Year Self-Directed Growth Plan

[For Educators with an overall rating of Proficient or Exemplary with low impact on student learning]

Responsibilities and Tasks:	Completed By:
<u>Minimum</u> number of observations during evaluation cycle:	2 unannounced observations*
Superintendent, principal, or designee meets with evaluators and educators to explain evaluation process.	September 15
Evaluator meets with Educators on One-Year Self-Directed Growth Plans to assist in self-assessment and goal-setting process.	October 1
Educator submits Self-Assessment and Goal Setting Form (Form 1) .	October 15
Evaluator approves Self-Assessment and Goal Setting Form (Form 1) .	October 31
Evaluator meets with Educators individually to establish Educator Plan (Form 2) .	November 1
Evaluator approves Educator Plans (Form 2) .	November 15
Evaluator shall complete a <u>minimum of one observation</u> (1 announced recommended) of each Educator (Form 3A or 3B).	December 15
Educator submits evidence on parent outreach, professional growth, progress on goals and other standards (Form 7).	January 15
Evaluator shall complete Formative Assessment Reports (Form 4A) .	February 1
Evaluator shall complete <u>the minimum number of observations</u> for each Educator (Form 3A or 3B).	April 1
Educator submits evidence on parent outreach, professional growth, progress on goals and other standards.	May 1
Evaluator completes Summative Evaluation Report (Form 5) .	May 15
Evaluator meets with Educators whose overall Summative Evaluation ratings are <u>Needs Improvement or Unsatisfactory</u> .	May 20
Evaluator meets with Educators whose ratings are <u>Proficient or Exemplary</u> at the request of the Evaluator or Educator.	June 10

*The observation(s) as noted on the timeline are a minimum, and additional observations may occur any time during the school year. Unannounced observations will be shared between primary and supervisory evaluators.

All written feedback is due to Educator within 10 school days for announced and 5 school days for unannounced observations. Educator must sign observations within 3 school days and may respond within 10 school days of receipt.

12/13/2021

Timeline for Professional Status (PTS) Educators Directed Growth Plan (for 1 year or less)

[Suggested Completion Dates For Educators with an overall rating of Needs Improvement]

Responsibilities and Tasks:	Completed By:
<u>Minimum</u> number of observations during evaluation cycle:	1 announced; 1 unannounced observations*
Superintendent, principal or designee meets with evaluators and educators to explain the evaluation process.	September 15
Evaluator meets with Educators on Directed Growth Plans to assist in self-assessment and goal-setting process.	September 25
Educator submits Self-Assessment and Goal Setting Form (Form 1) .	October 1
Evaluator approves Self-Assessment and Goal Setting Form (Form 1) .	October 15
Evaluator meets with Educators individually, or in teams, to establish Educator Plan (Form 2) .	October 31
Evaluator approves Educator Plans (Form 2) .	November 15
Evaluator shall complete <u>a minimum of one observation</u> (1 announced recommended) of each Educator (Form 3A or 3B) .	December 15
Educator submits evidence on parent outreach, professional growth, progress on goals and other standards (Form 7) .	January 15
Primary Evaluator shall complete Formative Evaluation Report (Form 4B) .	February 1
Evaluator shall complete <u>the minimum number of observations</u> for each Educator (Form 3A or 3B) .	April 1
Educator submits evidence on parent outreach, professional growth, progress on goals and other standards.	May 1
Evaluator completes Summative Evaluation Report (Form 5) .	May 15
Evaluator meets with Educators whose overall Summative Evaluation ratings are <u>Needs Improvement or Unsatisfactory</u> .	May 20
Evaluator meets with Educators whose ratings are <u>Proficient or Exemplary</u> at the request of the Evaluator or Educator.	June 10

*The observation(s) as noted on the timeline are a minimum, and additional observations may occur any time during the school year. Unannounced observations will be shared between primary and supervisory evaluators.

All written feedback is due to Educator within 10 school days for announced and 5 school days for unannounced observations. Educator must sign observations within 3 school days and may respond within 10 school days of receipt.

12/13/2021

Timeline for Professional Status Educators Improvement Plan (for 1 year or less)

[For Educators with overall rating of Unsatisfactory]

Responsibilities and Tasks:	Completed By:
Minimum number of observations during <u>one year</u> evaluation cycle:	1 announced; 4 unannounced observations*
Minimum number of observations during <u>6 months or fewer</u> evaluation cycle:	2 announced; 2 unannounced observations*
Within 10 school days of notification to the Educator that he/she is being placed on an Improvement Plan, the Evaluator shall schedule a meeting with the educator to discuss the Improvement Plan, establish goals, and the develop the timeline below. The Evaluator and Support Team may modify the order of events on this template as appropriate.	TBD:
Establish Support Team.	
Establish Timeline.	
Evaluator shall complete <u>first observation</u> . (Form 3A or 3B)	
Evaluator shall complete <u>second observation</u> . (Form 3A or 3B)	
Progress Review #1 by Support Team.	
Evaluator shall complete <u>third observation</u> (announced recommended by this time).	
Evaluator completes Mid-Cycle Formative Evaluation Reports (Form 4B) .	
Evaluator shall complete <u>fourth observation</u> (Form 3A or 3B).	
Progress Review #2 by Support Team.	
Evaluator shall complete <u>fifth observation</u> (Form 3A or 3B).	
Educator submits evidence on parent outreach, professional growth, progress on goals and other standards.	
Evaluator completes Summative Evaluation Report (Form 5).	
Evaluator meets with Educator to determine educator's status (three options, p. C-17).	

*The observation(s) as noted on the timeline are a minimum, and additional observations may occur any time during the school year. Unannounced observations will be shared between primary and supervisory evaluators.

All written feedback is due to Educator within 10 school days for announced and 5 school days for unannounced observations. Educator must sign observations within 3 school days and may respond within 10 school days of receipt.

3/15/2017

