

AGREEMENT BETWEEN

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

- and -

MONTACHUSETT REGIONAL TEACHERS' ASSOCIATION

9/1/23 thru 8/31/26

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PREAMBLE

In entering this field of collective bargaining, it has been the intention of the parties by the consummation of this Agreement to continue their harmonious relations, to promote mutual cooperation and understanding, to formulate rules, to define and resolve the proper interest of the teachers in their rights of compensation and conditions under which they perform their duties, all with a goal to improving educational opportunities for the students enrolled in the Montachusett Regional Vocational Technical School District.

The parties acknowledge that the School Committee has complete authority, except as modified by this Agreement, over the policies and administration of the school which it exercises under law and that this vehicle of collective bargaining will continue to provide the teachers with an opportunity to bring their knowledge and experience to bear on matters of professional concern together with that of the Committee with a goal of assisting in solving the growing problems inherent in the advancement of education.

ARTICLE I **RECOGNITION**

Subject to any applicable provision of state or federal law or regulation now or hereafter in effect, the Committee recognizes the Association as the exclusive bargaining representative of employees in the following unit:

UNIT: All duly appointed, full-time and regular part-time professional shop and day classroom teachers including guidance personnel, Librarian, Social Worker, and the Instructional Technologists.

BUT EXCLUDING: The Superintendent-Director, Assistant Director/Principal, Assistant Principal, Director of Student Support Services, Director of Academic Programs, Director of Vocational Programs, Coordinator of Cooperative Education and Placement, Data Analyst and Accountability Coordinator, Development Coordinator, Dean of Admissions, Communications Specialist, Business Manager, Dean of Students, School Nurse, Director of Technology, Coordinator of Post Graduate and Continuing Studies, Director of Facilities substitute teachers, part-time employees working less than 19 hours, and other employees of the Montachusett Regional Vocational Technical School District and all others not identified as included.

For the purpose of this Agreement, references herein to "teacher," "professional staff member," "staff member" and "employee" are synonymous and constitute references to members of the bargaining unit.

ARTICLE I-A
REGULAR PART-TIME EMPLOYEES

Regular part-time employees covered by this Agreement shall be defined as employees who work in one of the classifications covered by this Agreement for at least nineteen (19) hours per week on a regular, consistent basis. Employees who work less than nineteen (19) hours per week are not included in the bargaining unit or covered by this Agreement.

To the extent that a part-time employee is eligible to receive or accrue a benefit, the amount of the District's contribution or benefit will be determined pro rata on the basis of the part-time employee's regularly scheduled hours, regardless of the number of hours actually worked, as a percentage of a full-time schedule.

ARTICLE II
RIGHTS OF COMMITTEE

The Committee is a public body established under, and with the power provided by, the statutes of the Commonwealth of Massachusetts. As the legislative body charged with the responsibility for the quality of education in, and the efficient and economical operation of, the Montachusett Regional School District, it is acknowledged that the Committee has the final responsibility of establishing the educational policies of the Montachusett Regional Vocational Technical School. As it relates to the enforcement of this agreement, any references herein to "District", "School", "School District", "School System", "Monty Tech" or "Montachusett Regional Vocational Technical School" are synonymous and shall constitute references to the school, not to the group of communities that comprise the district or to individual communities within the district."

Nothing in this Agreement shall be deemed to derogate or impair the powers and responsibilities of the Committee under the statutes of the Commonwealth or the rules and regulations of any agencies of the Commonwealth. Except as expressly modified herein, said rights and powers include, but in no way are construed as limited to, the subjects mentioned in the table of contents of this Agreement.

As to every matter not expressly covered by this Agreement, and except as directly modified by a specific provision of this Agreement, the Committee retains exclusively to itself all rights and powers and responsibilities that it has or may hereafter be granted by law, and may exercise the same at its discretion without such exercise being made the subject of a grievance- arbitration proceeding.

ARTICLE III
GRIEVANCE PROCEDURE

Section A

1. A "grievance" is hereby defined as a claim of misinterpretation or misapplication of a specific section of this contract to an individual teacher. The grievance shall be in writing setting forth the specific section of the contract misinterpreted or misapplied and the relief sought.
2. A "grievant" is the person or persons or the Association itself making the claim or complaint.
3. A "party in interest" is the person or persons and/or Association making the claim and filing the grievance and any person who might be required to take action in order to resolve the grievance.
4. The day after submittal of a grievance is day 1 for purposes of time limits.

Section B - Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of bargaining unit and covered by this contract. Both parties agree that these proceedings will remain confidential throughout these proceedings (except by mutual agreement).
2. Nothing herein contained will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration. Teachers shall be entitled at their request to the presence of MTA field staff beginning with Level Three.

Section C – Procedure

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. However, the time limits specified may, except for the initial filing period, be extended by mutual agreement in writing. In the event 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 will 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.

1. Level One - An aggrieved teacher and/or representative shall present the grievance in writing to his/her immediate supervisor or his/her supervisor not later than six (6) school days after the act or omission complained of or when the aggrieved teacher had knowledge or should have had knowledge of the act or omission. Failure to present a grievance within this time limit shall constitute a waiver of the right to file same. The grievance shall be orally discussed by the immediate supervisor or his/her supervisor, the aggrieved teacher and/or the representative of the Association Grievance Committee who shall attempt to settle it in three (3) school days.

2. Level Two -
 - (a) If not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered, either immediately after the last mutually agreed upon time extension for same or within three (3) school days after the presentation of the grievance, whichever is longer, the aggrieved person may thereafter file the grievance with the Assistant Director/Principal within two (2) school days after the decision of the immediate supervisor or his/her supervisor at the end of the mutually agreed upon time extension, whichever is longer.

 - (b) The Assistant Director/Principal will meet with the aggrieved person and/or a representative of the Association within five (5) school days after receipt of the grievance in an effort to resolve it.

3. Level Three -
 - (a) If not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within five (5) school days after the aggrieved person has first met with the Assistant Director/Principal he/she may refer it to the Superintendent-Director or his/her designated representative within two (2) school days after either the decision of the Assistant Director/Principal or immediately upon expiration of the mutually agreed upon time extension, whichever is longer.

 - (b) The Superintendent-Director or his/her designated representative will meet with the aggrieved person and/or a representative of the Association within five (5) school days after receipt of the grievance in an effort to resolve it.

4. Level Four -
 - (a) If not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within five (5) school days after the aggrieved person has first met with the Superintendent-Director or his/her designated representative, the aggrieved person may refer it to the School Committee within five (5) school days after either a decision by the Superintendent-Director or his/her designated representative or

immediately upon expiration of the mutually agreed upon time extension, whichever is longer.

(b) Within ten (10) school days after receiving the written grievance or at its next regular School Committee meeting, a subcommittee of the School Committee (herein referred to as the "Subcommittee") or the full Committee will meet with the aggrieved person and an Association representative, if the aggrieved person so desires, for the purpose of resolving the grievance. The ultimate decision on the grievance at this level, however, will be rendered by the full School Committee.

Section D - Miscellaneous

1. Any grievance not submitted to a higher step in the grievance procedure within the time limits provided above shall be deemed settled on the basis of the decision of the School Committee or applicable member of the administration of the Montachusett Regional School District in the last level in which the grievance was discussed and shall not thereafter be subject to further processing.
2. All documents and material related to the processing of grievances shall be filed separately from personnel files.
3. Whenever an aggrieved teacher contests a misinterpretation or misapplication of a specific section of the contract by an administrator above the level of immediate supervisor or his/her supervisor or by the School Committee, the immediate supervisor or his/her supervisor may refer the grievance to another level, if appropriate, in lieu of answering within three (3) school days. If the grievance is referred to another level, the applicable provisions for the level to which it is referred and any succeeding levels will apply.

ARTICLE IV **ARBITRATION**

Section A

In the event that the grievance had not been satisfactorily disposed of at Level Four, or in the event that no decision has been rendered within five (5) school days after the Level Four meeting, the Association may refer in writing within five (5) school days of the disposition under Level Four, the unsettled grievance to arbitration and shall advise the Superintendent- Director of this decision in writing at the same time. The arbitrators shall be selected by agreement between the parties. If the parties are unable to agree upon the arbitrator, the selection shall be made by the American Arbitration Association in accordance with its rules and regulations.

Section B

The arbitrator shall be without power or authority to add to, subtract from, or modify in any way the provisions of this contract.

Section C

The decision of the arbitrator shall be in writing setting forth his/her conclusion and the reasons therefore. This decision shall be binding as provided by law. The cost of arbitration shall be borne equally by the Committee and the Association.

Section D

The decision of the arbitrator shall rule only on the interpretation of the grievance as it applies to the contract.

Section E

No reprisals of any kind shall be taken by the School Committee or the administration against any party or representative in connection with use of the grievance process up to and including arbitration.

ARTICLE V
PAYROLL DEDUCTIONS

Section A

The committee agrees to deduct from each teacher's salary a deduction for dues as authorized by each teacher individually and voluntarily and to transmit such monies deducted to the Treasurer of the Association (M.R.T.A.), 1050 Westminister Street, Fitchburg, Massachusetts, on a monthly basis. The Association agrees to submit to the Committee a written dues authorization card duly signed by each individual member authorizing this deduction prior to October 1. This authorization card shall be in accordance with the requirements of the applicable law. Authorization cards may be withdrawn and no further dues shall be deducted provided the individual staff member gives the Business Manager notice sixty (60) days in advance in writing with a copy to the Association. Dues shall be deducted for MRTA, MTA, NEA, and MVA/AVA. The procedure for deductions shall be mutually agreed upon between the Association and the Business Manager.

Section B

The Association agrees to indemnify and to hold the Committee harmless against any and all claims, demands, suits or other forms of liability that shall or may arise out of or by reason of any action taken by the Committee for the purpose of complying with the provisions of Section A in connection with the making of payroll deductions.

Section C

When authorized individually and voluntarily by a teacher, payroll deductions shall be arranged to permit the making of payments to a credit union or bank and to pay for the teacher's share of insurance benefits provided for in Article XVIII Insurance of this Agreement.

Section D

Nothing contained within this Article shall preclude payments made pursuant to this Article by means other than payroll deductions provided that the School Committee shall have no responsibility for collecting dues or fee assessments.

ARTICLE VI
SALARY

Section A

The salaries of all persons covered by this Agreement are set forth in the Professional Salary Schedule (Appendix A) which is attached hereto and made a part hereof. The Superintendent-Director shall determine where an individual is initially placed on the Professional Salary Schedule.

The decision shall be based on an individual's background, education, experience, and the overall needs of the District. Individuals who feel they were not placed appropriately on the Professional Salary Schedule must file a grievance within sixty (60) days of hire. Otherwise, they will be deemed to have accepted the decision. At that point, the decision shall no longer be subject to a grievance.

Section B

1. All persons on the teacher salary schedule will be paid in twenty-six (26) consecutive equal installments. Payments shall be made by direct deposit to the bank or credit union of the employee's choice.

2. Upon written application made to the Superintendent-Director, within five (5) days of the first day of school, a teacher may choose to be paid the remainder of his/her salary in a lump sum in the last pay period in June.

Section C

The Superintendent-Director may withhold annual increments if a teacher's performance is rated Unsatisfactory. If a teacher is to have an increment withheld, he or she shall be so notified in writing before the end of the school year, preferably by April 15. Said teacher shall be given the opportunity to personally discuss with the Superintendent-Director or his/her designee the reasons therefore. Such meeting shall be scheduled no later than five (5) school days after notification. If not satisfied after any such discussion(s), said teacher may file a grievance in accordance with Article III directly with the School Committee at Level Four, not later than six (6) school days after said discussion.

Section D Longevity

For purposes of this Longevity section only, in computing "years of service", a bargaining unit member must have commenced employment on or before October 1 of his/her first year in order to get longevity credit for that year; otherwise that first year will not count as credit toward longevity. Approved leaves of absence shall not constitute an interruption of continuous years of service.

For purposes of this Longevity section only, “creditable service” shall mean time during which a teacher is required to hold membership in the Massachusetts Teachers Retirement System (MTRS) or Massachusetts State Retirement System and during which the teacher contributed to the MTRS or the Massachusetts State Retirement System.

A. Regular Longevity Payments. As of September 1 of any school year, bargaining unit members with completion of the number of creditable, continuous years of service to the Montachusett Regional Vocational Technical School District as indicated below shall receive annual longevity payments in accordance with the Longevity Payment Schedule.

Longevity payments shall be made on the first pay period of December of each year, with the amount of payment calculated based on the previous year completed. However, teachers who have submitted a notice that they intend to retire at the end of a regular school year will receive their longevity payment the first pay period in July after their final full school year of teaching.

- Upon completion of 15-19 years: \$750
- Upon completion of 20-24 years: \$1,000
- Upon completion of 25-29 years: \$1,250
- Upon completion of 30 years or more: \$1,500

B 1. A bargaining unit member with at least Fifteen (15) years of service completed at Monty Tech may elect longevity payments of \$5000 (for a total of \$15,000) in each of three consecutive years in addition to any applicable longevity pay provided for in Section A above,

In the event the bargaining unit member chooses payment under Section B1 of this Article and his/her employment is terminated, for any reason, prior to completion of the three (3) year employment period referenced in said Section B1, such member shall receive a lump sum payment upon termination of the difference between \$15,000 and any amounts already collected by the member under said Section B1. In order to access the Enhanced Longevity Plan, the teacher shall have an accumulated sick leave balance of at least 100 days. However, for purposes of calculating the accumulated sick leave balance, sick days used for maternity or paternity leave, for leave that would be permissible under the Family and Medical Leave Act, or for leave while an employee is collecting short-term or long-term disability shall not be deducted from a teacher’s total sick leave accumulation. Said calculation applies to this provision only.

The above longevity pay will be paid to a surviving spouse or other beneficiary in the event of death of the employee, provided application as referenced above had been made and provided the employee was eligible to receive the benefit referenced in Section B1 of this article at the time of death.

B 2. Bargaining unit members must apply for payment on or before January 1 preceding the

academic year in which they wish to begin collecting the Enhanced Longevity benefit. The bargaining unit member may apply during their 15th year of service but will not be able to collect payment until they have completed their 15 years of service. Payments shall be made on the first pay period of December.

- B 3. A teacher must apply to receive payments under Section B1 of this Article and immediate placement on a payment schedule is not guaranteed, since the District retains the right to set budget limits.
- B 4. In the event that the District determines, in its sole discretion, that an abnormally high number of members (in excess of 10) elect payment provided under Section B1 of this Article in a specific year and there are insufficient budgetary resources to support all such payments, the following sequence of events will take place:
 - a. A request will go to all members who have elected this option seeking members willing to delay the start of this option to the next school year. Members will have five (5) school days to respond to this request.
 - b. If a budgetary problem still exists after voluntary delays are sought, members electing this option will start in order of seniority, with the most senior being placed first and the remainder placed at the top of the list for the next school year. It is understood that the School District will fund a minimum of ten (10) applicants, or all applicants who apply in any year, if said number of applicants is less than ten (10).
- B 5. No bargaining unit member will be denied immediate placement as provided in Section B1 of this Article for any reason other than specified in Section B3 or B4 of this Article.
- B 6. The Montachusett Regional Vocational Technical School District School Committee and the Montachusett Regional Teachers' Association will review this Article prior to the ratification of all subsequent contracts to increase/decrease or leave unchanged the longevity payment provided in Section B1 of this Article, however, consensus and separate agreement between the School Committee and the Teachers' Association is required for a change to become effective.

ARTICLE VII

TEACHER EVALUATION

Section A

The parties recognize the importance of having an effective evaluation system. They agree that the primary purpose of such a system is to promote personal growth, improve professional practice, and increase student achievement.

Section B

B1 Evaluation and observation of personnel is the responsibility of the Superintendent-Director and her/his designees.

B2 Performance standards and procedures for evaluations of teachers and other Association members are outlined in the following documents:

- a. Educator Evaluation System and Procedures
- b. Teacher Rubric,
- c. Specialized Instructional Support Personnel Rubric
- d. Forms
- e. Summary Charts

The above identified documents will be maintained in a separate notebook and copies shall be made available to all members of the Association.

Section C

All observations by any means for purposes of evaluation of professional performance of a teacher will be conducted openly and with full knowledge of the teacher. This means that the administration will not secretly record a teacher's performance or conduct secret observations of a teacher's performance. It does not mean that classroom visits must be announced in advance or that evaluators must announce their presence upon entering a classroom.

Section D

The Association recognizes the authority and responsibility of the Superintendent- Director and his/her designees for maintaining the highest possible level of professional performance by teachers, including therein the authority and responsibility of disciplining or reprimanding teachers for delinquency in professional performance. Said disciplining or reprimanding shall be done in private.

Section E

A teacher with professional teacher status, pursuant to section forty-one of Massachusetts General Laws Chapter 71, shall not be dismissed except for inefficiency, incompetency, incapacity, conduct unbecoming a teacher, insubordination, or failure on the part of the teacher to satisfy teacher performance standards developed pursuant to section thirty-eight of Chapter 71, or other just cause.

Section F

Teachers have the right, upon request, to review the contents of their personnel file. Upon a written request which expressly releases the Committee or its Agents from all liability for any unauthorized disclosure of confidential information, a teacher will be entitled to have a representative from the Association act as an observer during such review. Excluded from such reviews would be any "confidential" documents received prior to, or in the course of initial employment.

Section G

No new material derogatory to the teacher's conduct, service, character, or personality will be placed in his/her personnel file unless the teacher has had an opportunity to review that material and an opportunity to affix his/her signature to the copy to be filed. It is expressly understood that a signature is required, the purpose of which is to document that the teacher has read and is aware of the contents of the material. If the teacher chooses, he/she may add a statement following his/her signature indicating either approval, disapproval, or no comment regarding the material. The teacher will have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent-Director and attached to the file copy.

Nothing in this section shall limit the rights of the School District to add letters of reprimand or praise regarding the professional performance or conduct of a teacher.

Section H

The parties recognize that they will need to bargain further aspects of the evaluation system as additional elements of the model system are developed by the Massachusetts Department of Elementary and Secondary Education ("DESE"). The parties agree to utilize the Joint Labor Management Committee to meet at least annually to review the evaluation process and procedures.

The Union President shall appoint the Union members. The Superintendent-Director shall appoint the management members to the Joint Labor Management Committee. The Evaluation Bargaining Team will consider and negotiate over any changes proposed to the evaluation process and procedures by either party. In addition, should DESE make additions or modifications in the regulations concerning educator evaluation, the Joint Labor Management Committee will meet and negotiate over the impact of such additions or modifications. The parties agree to reopen the Collective Bargaining Agreement for the limited purpose of considering and negotiating over the recommendations of the Joint Labor Management Committee.

ARTICLE VIII

SICK LEAVE

Section A

Teachers shall be entitled to fifteen (15) days sick leave granted in the following manner:

1. Eight (8) days granted on the first official day of the school year and seven (7) additional days granted on January first of that school year.
2. First year teachers not reporting on the first day shall be entitled to all sick leave for the coming academic year pro-rated from the first day that they report to work, unless excused by the Superintendent-Director or his/her designee.
3. Unused sick leave will accumulate to one hundred eighty (180) days for staff hired after September 1, 1998.

Section B

Sick leave may accumulate without limit from year to year for those teachers employed prior to the school year beginning September 1998.

Section C

The Superintendent-Director may grant extended sick leave in its sole discretion with or without pay.

Section D

Accrued, available sick leave may be used for the purpose of illness or injury to the teacher. Up to five (5) accrued sick days per year may be used to care for an immediate family member or other person living in the household. An immediate family member shall include mother, father, wife, husband, son, daughter, step-son, step-daughter, mother-in-law and father-in-law. A doctor's certificate shall be required upon return from an absence exceeding five (5) consecutive days. The teacher must notify the designated representative of the Superintendent-Director on or before the first day of the absence due to illness or injury, and inform him/her as to the nature of the illness, and as to when the teacher expects to return to work. The teacher is expected to keep the designated representative of the Superintendent-Director reasonably informed during such absence. Abuses of sick leave will be treated as individual disciplinary cases by the Superintendent-Director.

Section E

Any teacher who would like a printout showing the amount of their accrued sick time must make a request for this information no later than November 1 of each school year. The District will provide such information within thirty (30) days of the request.

Section F Family and Medical Leave

The District shall provide Family and Medical Leave in accordance with the Family and Medical Leave Act of 1993 (FMLA) and the District's FMLA Policy for eligible employees. Teachers may utilize accrued, available sick leave in accordance with the District's FMLA policy.

ARTICLE IX
PERSONAL LEAVE

Section A

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

Section B

In each school year, the teacher shall be entitled to three (3) days personal leave for only imperative personal business or legal obligations which cannot be conducted outside of school hours. Imperative personal business shall include the care of an immediate family member or an individual

living within the household. Immediate family members shall include mother, father, wife, husband, son, daughter, step-son, step-daughter. Personal leave shall not be used for vacation, recreational purposes or in the pursuit of an outside occupation. No request for personal leave will be submitted so as to extend a holiday or vacation period, nor shall personal leave be taken during the first two weeks or the last two weeks of the school year unless in an emergency.

A request for such leave must be made in writing to the Superintendent-Director as early as possible for his/her approval, but not less than three (3) school days before such absence occurs, except in emergencies. A request for leave need not contain the specific reason for the leave beyond "imperative personal business or legal obligation." The teacher shall be notified in writing of approval or denial not later than twenty-four (24) hours prior to the requested absence. Personal leave days are not cumulative.

Personal leave days shall be taken only in half-day or whole day increments.

Notification must be given to an employee's supervisor for early releases, late arrivals, or partial time out of the building. Time out of the building will be accumulated to three and half (3.5) hours, at which time a half-day of personal time will be charged. The start time, for calculation purposes, is 7:35 a.m. If no personal time is available, early releases, late arrivals and partial absences out of the building will accumulate to a total of seven (7) hours, at which time a reduction in one full day of pay will be made.

If Early Release, Late Arrivals or Partial Time Out of Building is taken in three (3) hour to three and a half (3.5) hour increments at one time, one half of a personal day will be charged. Absences greater than three and a half (3.5) hours at one time will be charged a full personal day.

Employees who use any combination of personal or sick leave, totaling less than three (3) days will be compensated for those days at the rate of one hundred (100%) percent of the individual's daily rate.

Section C

Nothing in this section shall preclude the Superintendent-Director from granting additional personal leave with or without pay. In cases of personal leave without pay, deductions from salary will be made on the basis of the daily equivalent of the teacher's salary for each such day. The "daily equivalent" will be derived by dividing the teacher's salary on an annualized basis by one hundred eighty-three (183) days. The Superintendent-Director reserves the right to ask for documentation of imperative personal business or legal obligations in the event that personal days in excess of three days are being requested.

Section D

Leaves of absence with pay will be granted for purposes of the following special religious observances:

- a. Good Friday
- b. Rosh Hashanah (2 days)
- c. Yom Kipper (1 day)
- d. Eastern Orthodox Good Friday

Section E

Temporary leaves may be granted for time necessary for appearances in any legal proceeding connected with the teacher's employment or with the school system.

Section F - Extended Leaves of Absence

A leave of absence without pay for one academic year may be granted, upon request, to full-time staff members who have completed seven (7) continuous years of service in the system as full-time staff members.

- a. The Superintendent-Director may recommend such leave for the individual staffmember concerned and the School Committee may approve such leave.
- b. No more than two (2) staff members may be out on a leave of absence at any one time under the terms of this Article.
- c. The Superintendent-Director's recommendation shall be based on the employee's total professional work performance at the School District (i.e., experience, attendance, evaluations, etc.).
- d. All benefits to which a staff member was entitled under the collective bargaining agreement will be restored to the staff member upon return to service, and the staff member will be placed on the applicable step of the salary schedule he/she attained when the leave commenced.
- e. Leave under this section shall not be taken more frequently than every seven (7) years provided that no other qualified applicants who have not had such leave are seeking said leave.
- f. A request for a leave of absence must cover one complete school year and shall not overlap school years.
- g. The seven (7) years referred to above shall be broken by sixty (60) days absence for any reason other than sick leave (i.e., sabbatical, extended maternity leave, etc.).
- h. Applications for leave under this section may not be filed until January 1 of any year and must be submitted by February 28 of that year.
- i. The provisions of this section are separate from the provisions of other sections of this Agreement under which leave is granted; e.g., Section G, FMLA Leave. However, if a staff member is granted a leave of absence pursuant to this section to begin immediately before or after or to run concurrently with any other leave, the total time of that staff member's absence will not exceed one academic year unless the Committee in its

discretion specifically approves otherwise.

- j. Unused accumulated sick leave shall be restored to the teacher upon his or her return and he or she will be assigned to the same position that the teacher previously held at the time of the leave, if available, or as required by applicable statute. If the same position is not available, the teacher will be assigned to the most nearly equivalent position that is available for which the teacher is certified and qualified. The Superintendent-Director shall be the sole judge of the equivalency of the available position and the qualifications of the teacher.
- k. The Superintendent-Director may recommend a third extended leave of absence under this Article to the School Committee for its approval provided that emergency conditions or compelling reasons exist for granting said leave.

Section G

School Committee will comply with Federal and State statutes in connection with leaves, including military leave, maternity/parental leave, FMLA leave, domestic violence leave, small necessities leave, and leaves required by discrimination law.

Section H - Jury Duty

1. Teachers who serve jury duty shall be paid in accordance with Massachusetts law. If school is in session while a teacher serves jury duty, a teacher who serves as a juror shall be paid the difference between his/her regular salary and all payments received for jury service, exclusive of any travel allowances.
2. In order to receive pay from the District under Section 1, a staff member must present written proof acceptable to the Superintendent-Director or his/her designee that he/she tried to postpone his/her jury duty until school was not in session.

ARTICLE X **SABBATICAL LEAVE**

Section A

Any member of the full-time teaching staff who has served continuously in the Montachusett Regional Vocational Technical School for a period of at least six (6) full years may, upon recommendation of the Superintendent-Director, be granted sabbatical leave not exceeding one (1) year for advanced study in an area of particular advantage to the school system or for study in a Doctoral program.

Section B

A teacher on sabbatical leave shall receive compensation equal to the difference between his/her annual salary and the total amount or amounts of any grants or financial assistance he/she may have received from outside sources for the purposes of his/her sabbatical leave, provided, however, that

in no event shall the amount of the salary to be paid to such teacher exceed one-half (1/2) the annual salary to which he/she would have been entitled had he/she remained in the school system that year. The term "grants or financial assistance" shall not include the cost of required tuition or book expense where such can be verified.

Section C

Requests for sabbatical leave must be submitted in writing to the Superintendent-Director by January 1 of the calendar year for which the request is made and approval or disapproval will be made in writing by April 1.

Section D

Before beginning the sabbatical leave, the teacher shall enter into contract to return to active service in the Montachusett Regional Vocational School District for a period of at least two (2) years after the expiration of such leave. A teacher who defaults in completing this service shall repay to the School District an amount equal to such proportion of salary received while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered; provided, however, that the teacher shall be released from such payment if his/her failure to serve the two years as stipulated be due to his illness, disability, or death.

Section E

A teacher returning from sabbatical leave shall be placed on the step of the salary schedule he/she would have attained had he/she remained in the school system.

Section F

A member of the professional staff who has been given a sabbatical leave shall serve for an additional six (6) years before being eligible for a consideration for another sabbatical leave.

Section G

Not more than one member of the bargaining unit shall be on sabbatical leave at any one time.

ARTICLE XI

BEREAVEMENT LEAVE

Members of the bargaining unit will be allowed up to four (4) consecutive work days of leave, but not to extend beyond seven (7) calendar days from the date of death, during the school year in any case of death in the immediate family. For purposes of this Article only, immediate family shall mean wife, husband, partner, child, sibling, sibling-in-law, parent, parent-in-law, grandparent, grandparent-in-law or any individual living within the household.

One (1) day will be granted and charged to sick leave for death of aunt, uncle, niece, nephew or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship to attend funeral services.

If extenuating circumstances exist, additional bereavement leave may be granted at the discretion of the Superintendent. Additional days will be charged to sick leave. In the event of hardship caused by death in the immediate family, the Superintendent-Director may, upon request of an affected teacher, within his/her discretion, grant additional bereavement leave with or without pay.

ARTICLE XII
TEACHERS' LEGAL ASSISTANCE

Section A

Teachers will immediately report in writing all cases of assault suffered by them in connection with their employment to the Superintendent-Director or his/her designee.

Section B

The teacher's report of assault will be forwarded to the School Committee.

Section C

The School Committee shall comply with the General Laws concerning Workers' Compensation and will notify the Massachusetts Teachers' Retirement Board as required by the General Laws, Chapter 32, Section 7, and will provide a copy of such notification to the teacher.

ARTICLE XIII
EDUCATIONAL DEVELOPMENT

Former Article XIII has been removed from the contract by a joint agreement of the Montachusett Regional Teachers Association and Montachusett Regional Vocational Technical School District.

ARTICLE XIV
CONDITIONS OF EMPLOYMENT

Section A

The contract of an employee will not be terminated by the District nor shall a teacher be disciplined, except for cause and in accordance with the provisions of the Massachusetts General Laws.

The employer shall inform employees of their right to be represented by the Association before any disciplinary meeting or any meeting from which discipline may result.

Section B

Teachers, in conjunction with students and parents, will provide for conferences, when necessary, at mutually agreeable times.

Section C

The parties recognize that the duties of the professional teacher include participation in and attendance at school-oriented programs outside of normal teaching hours. While attendance at all school events may not be realistic or possible, the parties encourage active participation to the fullest extent possible.

As part of these professional responsibilities, teachers are required to attend staff meetings after school. The usual dates for such meetings are outlined in the Faculty Guide. These meetings may be called by the Superintendent-Director, Principal or other immediate supervisor. Agendas will be posted at least two (2) school days in advance of the meeting. At Faculty Meetings, the District may convey information, conduct discussions, deliver professional development, or conduct other business relevant to the school, all at the supervisor's discretion.

The Superintendent-Director and designees agree to meet with the Association leadership two times per year to discuss possible topics for after-school meetings, the effectiveness of such meetings, and the appropriate methods of delivery. The District agrees to issue Professional Development Points (PDPs) when professional development is delivered at such meetings.

In addition to these monthly meetings, attendance at the following afternoon/evening events is required:

- One (1) Career Awareness Night, not to exceed two (2) hours, for vocational teachers only.
- One (1) Back to School Night, not to exceed three (3) hours, for academic teachers only, not including related teachers.
- Two (2) Parent Conference Days/Nights for all vocational and academic teachers to hold conferences with parents in the afternoon and again in the evening. On these days, students will be released from school early. Teachers will be available to meet with parents between 12 noon and 8pm for no more than 5 cumulative hours.
- One (1) Open House, not to exceed two (2) hours, for all vocational and academic teachers.

The parties urge all teachers to attend graduation.

Section D

The parties agree that Educators should engage in regular two-way communication with parents and guardians about student learning and performance.

To further this aim, the District agrees to annually provide Educators with professional development on how to utilize technology to improve communications with families in order to promote student achievement. The District specifically agrees to offer professional development to all Educators on how to use the District's Student Information System.

All Educators will be required to maintain an online gradebook that reflects individual student performance on class assignment using the District's Student Information System. This gradebook will be updated at least every two school weeks and remain accessible for viewing by parents, guardians and students. Further, as part of their submission of quarterly progress reports and grades, and in an effort to provide students and parents with specific feedback regarding their student's performance, teachers will provide at least one comment for each student on quarterly progress and report cards.

The parties further agree that all Educators will distribute a course syllabus to parents. The syllabus will include a general overview of the course; topics covered; the teacher's classroom expectations, including expectations for student attendance and behavior; the teacher's grading policies; and the teacher's contact information.

The Association agrees to work with the Superintendent-Director to promote communication between Educators and their students' families.

Section E

Flu shots shall be provided at the school without cost for those members of the staff who wish them, provided that the Superintendent-Director is able to secure the services of a qualified physician, or school nurse, to administer such shots at the school.

Section F

No teacher shall be obliged to obtain his/her own substitute. In the event no substitute can be found it is understood that the Superintendent-Director or his designee, utilizing a pre-assigned rotation schedule, may assign teachers then having an administrative assigned period to class coverage. It is further understood that if it is necessary to utilize a teacher during his/her preparation evaluation period, that such teacher shall not be required to surrender another preparation period within the next thirty (30) days. Teachers required to surrender a preparation period shall be compensated at a rate of pay of \$15.22.

Section G

Teachers may be asked to collect or transmit money, such as, but not limited to, money for uniforms, books and supplies, materials or equipment damaged by students. However, teachers will not be held liable for monies collected or transported, unless reasonable care was not taken. To the extent possible, teachers will be responsible for turning in all monies collected by the end of each business day to the designated school official.

Section H

There shall be no dress code for teachers; however, teachers will be expected to dress in conformity with socially acceptable standards and in conformance to safety codes. Teachers are expected to dress in a way that is a credit to the teaching profession. Teachers must ensure proper dress at all times. Teachers are a role model for students and their dress should reflect the professional role

they fill. Vocational-Technical instructors shall dress in a manner reflective of the standards of their industry and in conformance with all safety and health codes. Academic instructors and office-based technical instructors shall dress in a manner reflective of the standards of professionals in an office setting. This does not preclude the opportunity of dress down days when appropriate.

The Committee shall supply laboratory coats or uniforms (coveralls) to staff members who request coats or uniforms subject to the following conditions:

- a. In order to receive a uniform or coat, a staff member must request one in writing from their immediate supervisor prior to the end of the first week of the school year.
- b. Uniforms or coats will be supplied in duplicate once every three years.

Section I

Employees covered by this Agreement who use their personal vehicles in the performance of official school business may do so only with the prior written approval, or at the request of the Superintendent-Director. Such authorized employees using their personal vehicles for school-related reasons shall be reimbursed for such mileage at the current IRS rate.

Section J REDUCTION IN STAFF AMONG TEACHERS IN THE BARGAINING UNIT

I. General Statement of Policy

It is recognized that it may become necessary to eliminate certified staff positions in certain circumstances, such as a decrease in enrollment, a decrease in revenues, or for other reasons. It is hereby recognized that it is within the sole discretion of the School Committee to reduce the educational program and staff.

II. Guidelines

When it becomes necessary to reduce the number of teachers, the Committee shall first determine and identify the area(s), position(s) or curriculum part(s), in which the reduction(s) shall take place. In determining the identity of teachers who shall thereafter be released, the following guidelines shall apply, except in unusual circumstances which the parties recognize may arise from time to time due to the character and needs of a vocational- technical institution.

1. Retirements, resignations, non-renewals and terminations among the teaching staff will first be reviewed to determine if the staff is reduced in sufficient number in this manner to avoid further release of teachers.
2. If additional teachers must be released, a review will be made of the performance and ability, as well as length of service as a member of the school's staff of the non-professional status teachers in the positions to be reduced, non-professional status teachers being those staff members duly elected by the Committee who have not yet received professional teacher status under the General Laws.
3. Based upon the recommendation of the Superintendent-Director, and if in the judgment

of the School Committee, compelling or specialized educational needs do not exist which require retention of a non-professional status teacher, teachers who have received professional status under the provisions of the General Laws shall not be released until all non-professional status teachers within the position(s) designated for reduction have first been released. If it becomes necessary to reduce the number of professional status teachers and if the qualifications among professional status teachers are equal, the teacher having the longest length of service in the school system shall be given preference. Qualifications shall include, as primary factors, indicators of job performance, including overall ratings resulting from comprehensive evaluations conducted consistent with MGL, c.71. 38 and the best interests of the students in the school and no distinction shall be made between the overall performance ratings established by DESE finding that the teacher has met or exceeded acceptable performance standards developed under MGL, c.71. 38 and that are defined by the board as proficient and exemplary. However, where there is a difference in performance and ability as determined by the Committee, or where the Committee determines that specialized job requirements or needs exist, the more capable or skilled teacher shall be retained. Certification, academic degree status, and additional course (Graduate) credits shall also be considered where appropriate. Seniority or length of service shall only be used as a tie-breaker among teachers whose qualifications are equal under the qualifications contained in this Section. Further, in cases of staff reduction caused by declining student enrollment, professional status teachers shall be permitted to displace non-professional status teachers in other positions in the school, provided that they are qualified and certified to fill the position. Regular part-time employees shall be on a separate seniority list and shall be reduced before full-time employees at the discretion of the Superintendent-Director.

III. Policy Provisions Not Applicable to Promotions

Nothing herein shall be construed or interpreted to require the promotion of a teacher to a position of higher rank, authority or compensation.

IV. Notification

The School Committee shall provide written notice to the employee(s) to be affected by any reduction in staff stating the reasons for said reduction as far in advance of the effective date of the reduction as is feasible under the circumstances, but not later than June 30th, proceeding the start of the school.

V. Benefits

A. An employee who has been separated due to reduction in force (RIF) may continue to participate in any group insurance program for the recall period specified in VI below, provided he/she pays the full cost of the program and provided, further, that the provisions of the appropriate group policy permit such continuation.

- B. Upon return from reduction (recall), an employee shall be granted any sick- leave benefits he/she had accrued up to the point of his/her termination.

VI. Recall

- A. Any employee terminated pursuant to this article shall have recall rights to any position which becomes vacant and for which he/she is qualified for a period of one (1) calendar year and two (2) years after ten (10) cumulative years of service from the effective date of termination.
- B. In the event of recall, the employee shall be placed on the salary schedule at the level he/she had attained at the time of termination, unless the position which the recalled teacher fills specifically pays a lesser compensation.
- C. No new employee shall be hired into the bargaining unit while any teacher qualified and certified to fill a vacancy possesses recall rights and wishes to fill said vacancy. The effective date of such qualification and certification will be determined in accordance with subdivision D below.
- D. If a teaching position within the bargaining unit becomes open during such period and a teacher on the reappointment list is certified and qualified to hold that position, then the teacher will be notified in writing by registered mail, sent to the teacher's last address appearing on Committee records, prior to the anticipated date of reemployment. Any teacher so notified must accept or reject any offer of appointment in writing within six (6) days after receipt of the notification and in no event later than eight (8) days after the notification is sent. If such teacher rejects any appointment offered or does not respond in writing within the eight-day period according to this procedure, the teacher's name will be removed from the possible reappointment list, and he/she shall forfeit all such recall rights. Teachers shall be recalled in their inverse order of termination, to positions for which they are certified and qualified, unless, in the judgment of the School Committee, compelling or specialized educational needs or skills are present which justify departure from inverse recall. Such qualification and certification referred to in this section will be determined as of the effective date of the teacher's separation, provided that any teacher who obtains additional qualification(s) and certification(s) during the one-year period set forth in subdivision A above will be offered appointment in this new area if:
 - 1. The teacher submits satisfactory proof of new qualification(s) and certification(s) to the Committee, and
 - 2. Every teacher who had certification and qualification for this position as of the effective date of his/her separation has rejected or failed to respond to an offer of appointment.

During the period in which they are subject to recall, professional status teachers shall be given preference on the substitute list if they so request in writing.

Section K

Staff members involved in vocational programs outside of school facilities for educational purposes may be required to transport students. If such transportation occurs in vehicles that require 7D Licenses, staff members shall:

1. Not be required to pay for the cost of obtaining a 7D license for this purpose.
2. Not be required to drive vehicles that are larger than the present District- owned passenger vans (8 passengers or less).
3. Not be subject to dismissal solely because of the loss of their driver's license or because they are unable to drive due to a physical condition.
4. Be covered by the Committee's umbrella liability insurance policy.
5. Continue to receive their 30-minute duty-free lunch period.
6. Be reimbursed for the cost of a physical examination if required or, at the School Committee's option, take a physical examination by the School Committee's physician at no cost.
7. Comply with and be reimbursed for any education requirements established by the Commonwealth of Massachusetts to obtain and/or renew the 7D license.

The failure of a staff member to exert a reasonable effort to obtain and/or retain such a license shall be grounds for disciplinary action.

Section L – Safety and Health

The District shall provide a safe and healthful working environment. Employees shall not be subjected to unsafe or hazardous conditions in the course of their employment or be required to perform tasks that endanger their or their students' health, safety or well-being.

The District and the Association shall form a Safety & Health Committee. It shall be comprised of members representing teachers, maintenance personnel, administration, students and others as deemed appropriate. The committee shall forward recommendations regarding Safety & Health issues to the Superintendent-Director.

Section M – Electronic Devices

Teachers will not be responsible for the Chromebooks or other electronic devices assigned by the District, unless damage or loss is caused by the Teacher's negligence.

Section N – Faculty Guide

The Superintendent-Director or designee will notify the Association of proposed changes in the faculty guide prior to approval by the School Committee.

ARTICLE XV
TEACHING HOURS AND LOAD

Section A

When required, changes in the scheduling of the school day shall be made by the Superintendent-Director as he/she deems necessary in light of current conditions. Except in emergencies as determined by the Superintendent-Director, teachers will be consulted concerning any schedule changes in the school day.

Section B

No teacher will be required to teach outside the areas for which he or she is qualified by experience and professional training, as determined by the Superintendent-Director.

Section C

Each academic/special education teacher shall have one period each day for the preparation and evaluations of curricula, one period for work correlation, conferences, or assignments made by the Superintendent-Director or his/her designee and one period for assignments under the Common Learning Period (one semester or week) and teaching assignment (one semester or week).

Examples

Teacher	Periods		Prep Periods		Instructional Periods		Periods		Admin. Prep Total	Common Learning
	Week A	Week B	Week A	Week B	Week A	Week B	Week A	Week B	Week A	Week B
A	6	7	1	1	1	1	1	0	9	9
B 1st Semester	7	7	1	1	1	1	0	0	9	9
B 2nd Semester	6	6	1	1	1	1	1	1	9	9
C	7	6	1	1	1	1	0	1	9	9

During the term of this Agreement, each shop-related teacher will have one period or its equivalent per day for preparation as scheduled by the Superintendent-Director.

Within the bounds of good educational practice, a reasonable effort will be made to schedule the preparation period for teachers with known Monty Tech coaching duties during the last period of the day.

Section D

The scheduled work day for professional staff members shall be from 7:45 a.m. to 2:40p.m. Professional staff members shall report ten (10) minutes prior to start of school and remain ten minutes after their scheduled workday. The ten (10) minute period after school shall be waived on Fridays, days preceding holidays or vacations, or if otherwise excused by the Superintendent-Director.

1. Every subject area or shop for which there are three or more teachers must be covered by at least one teacher from that area or shop until 3:15 p.m. Monday, Wednesday and Thursday. In any event, every teacher must remain after school until 3:15 p.m., one of the three days, Monday, Wednesday or Thursday, to be available to students. Except as noted in Section 4 below, on other days, teachers must remain until 2:50 p.m.
2. No two teachers from the same subject area or shop may stay on the same afternoon unless that subject area or shop is fully covered on the other two days of the week or unless permitted in writing by the Superintendent-Director.
3. For each school year, the Superintendent-Director or his/her designee will develop a schedule that conforms with these provisions. A copy of this schedule will be posted in each shop/classroom.
4. This section shall not apply to ancillary responsibilities such as bus duty or after-school teacher meetings such as on Tuesdays.

Section E

Pursuant to the provisions of Chapter 71, Section 80 of the General Laws of Massachusetts, all teachers shall be granted a thirty (30) minute duty-free lunch period each work day between the hours of 10:00 a.m. and 1:00 p.m.

Section F

While recognizing the broad spectrum of circumstances which may prevent the achievement of their goal, the Committee and the Association recognize that a teacher's primary responsibility is to teach and that the main focus of his/her energies and professional assignment should be in actual classroom/student instruction.

Section G

The District shall not require teachers to cover administrative detention halls.

Section H

With the exception of teachers new to the Montachusett Regional Vocational Technical School District, the work year of previously employed classroom teachers covered by this Agreement will begin no earlier than the Monday immediately preceding Labor Day, and terminate no later than June 30th, and shall be one hundred eighty-eight (188) days, of which one hundred eighty (180) days will be scheduled teaching days, unless the Massachusetts Board of Elementary and Secondary Education shall require greater time, five (5) days shall be scheduled for snow days or

emergencies, and three (3) other days. The five (5) days scheduled for snow or emergencies, if not utilized for that purpose, shall be rescinded. The school year shall consist of one-hundred eighty-three (183) days. All references to the amount of school days shall reference this article and section.

Section I

On the day preceding Thanksgiving school shall be in session one-half (1/2) day.

Section J

Up to three (3) days for Professional Development shall be included in the Annual School Calendar. These professional days will be identified on the school calendar as approved by the School Committee and shall not occur during scheduled school year vacations. It is not the intent to schedule professional days on Saturdays, Sundays, evenings or holidays.

Professional Development days will include participation in industry sponsored programs as approved by the Superintendent-Director.

Section K

The parties agree that rigorous academic offerings are beneficial to students and that Advanced Placement (AP) courses are among those high-level courses that should be considered and, where appropriate, offered at Monty Tech.

Before deciding to offer a particular AP course, the district will meet with teachers in the affected academic department(s) and will solicit their advice and interest. Teachers may recommend the expansion, reduction, or termination of AP course offerings at any time. The district will offer training and professional development to all AP teaching staff requiring it.

The district agrees that teaching AP courses is voluntary and that it will not schedule such courses without first consulting with the affected teacher(s).

Teachers may not withdraw from a course that is already scheduled or discontinue teaching a course that is already in progress.

The district will provide information to students and parents to ensure that students are appropriately placed.

The school will not require teachers to hold after-school or Saturday sessions without a posting and additional compensation bargained with the Association.

Instructors of AP courses will not be granted special consideration regarding the assigning of duties/assignments.

ARTICLE XVI
CLASS SIZE AND GUIDANCE COUNSELORS

Section A

The parties recognize that the size of classes is an important factor in the quality of education afforded students, in the efficient and effective use of available space, personnel, and learning equipment and in achieving the goal of educational excellence.

Section B

1. The District shall attempt to maintain a student/counselor ratio no higher than two hundred fifty to one (250/1).
2. The Superintendent-Director or designee will make every reasonable effort to ensure that each counselor shall be provided with his/her own individual office.
- 3 A. The Superintendent-Director shall be entitled to require the attendance of Guidance Counselors for a period of up to twenty (20) school days beyond the scheduled school year though this shall not be construed as a guarantee thereof. The Superintendent-Director shall schedule such days after consultation with the Guidance Counselors. Guidance Counselors so employed shall be compensated at the daily rate of 1/183 of their regular annual salary.
- 3B. The Superintendent-Director, for Special Education purposes, shall be entitled to require the attendance of one (1) or more Special Education teachers for a combined total of ten (10) teacher days beyond the scheduled school year though this shall not be construed as a guarantee thereof. It is further understood that no one teacher will be required to attend more than two (2) of said days but may volunteer to exceed this number and shall be compensated at the daily rate of 1/183 for all days attended. Such days will be offered on a voluntary basis to all Special Education staff. After consultation with the Special Education Staff, the Superintendent- Director will schedule such days at mutually agreed upon times and for mutually agreed upon duties. If necessary, an equitable distribution of days will be developed.

ARTICLE XVII
PERSONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

Section A – New Teacher Induction Program, Including Initial Orientation and Ongoing Mentoring

1. The District is committed to providing all beginning educators and those who are new to the Monty Tech community with a comprehensive New Teacher Induction Program aimed at enhancing student learning by promoting the personal and professional growth of our educators. The program fosters collegiality, encourages best practices, builds trust among educators, and creates a culture of support within our valued community of learners.
2. The New Teacher Induction Program encompasses a two-year cycle. It includes initial

orientation and ongoing mentoring. All teachers in their first and second year of teaching within the District are required to participate.

3. At the discretion of the Superintendent-Director, a teacher new to Monty Tech, who has obtained professional status previously and can provide documentation that they completed a mentor program in another District within Massachusetts and holds a professional teacher license (“experienced teacher”), may be assigned a mentor for only one year to assist the experienced teacher to adjust to Monty Tech.
4. Teachers new to Monty Tech must attend a two-day orientation program conducted prior to the teacher work year.
5. All first-year teachers are required to attend scheduled monthly teacher Mentoring Meetings, after the school day. All first-and second-year teachers and their mentors must meet regularly, conduct or be part of observations, and submit a detailed reflections journal to the Induction Program Coordinator, documenting the hours of mentoring experience acquired. Experienced teachers are required to attend selected scheduled monthly teacher Mentoring Meetings, after the school day. Experienced teachers shall have a minimum of two (2) brief observations, 10-20 minutes in length, conducted by their mentor who will provide them feedback.
6. The purpose of mentoring is to provide guidance, resources, and support for teachers in their first years of teaching at Monty Tech. Mentoring activities are designed to help new teachers refine their instructional practice, understand their professional responsibilities, and positively affect student achievement. A mentor teacher will serve as a role model, counselor, teacher, coach and confidante. Mentoring assignments are voluntary. The Principal will determine the number of new teachers assigned to a mentor teacher.
7. For assisting teachers in their first year of teaching at Monty Tech, mentor teachers will be paid an annual stipend of \$2,450. For assisting teachers in their second year of teaching at Monty Tech, mentor teachers will be paid an annual stipend of \$1,750. For assisting experienced teachers in their first year of teaching at Monty Tech, mentor teachers will be paid an annual stipend of \$875.
8. Mentor teachers must undergo training as required by the District.
9. Mentor teachers are expected to participate in one day of the new teacher orientation program; schedule and facilitate regular meetings with the new teacher; develop an ongoing support team for the new teacher; and conduct confidential, non-evaluative classroom/shop observations.
10. It is understood that a majority of these activities will take place outside of the normal teacher work day. Mentor teachers will be expected to commit approximately 70 hours to assist teachers in their first year of teaching at MontyTech and at least 50 hours to assist teachers in their second year of teaching at Monty Tech and at least 25 hours to assist “experienced teachers”.
11. The District will make every effort to ensure that mentors and teachers being mentored are provided with classroom coverage so they can take part in required in-school

meetings and observations.

12. A New Teacher Induction Program Coordinator will oversee all aspects of the school's Teacher Induction Program, including orientation, mentor training, and mentoring. The Coordinator will be paid an annual stipend of \$2,500. The Coordinator shall be a member of the Association, unless the Superintendent-Director or designee cannot find a suitable candidate to fill the position.
13. Additional requirements will be outlined in a New Teacher Induction Program Guide.
14. The District will post the positions of Mentor Teacher and Induction Program Coordinator annually.

Section B

Teachers shall be reimbursed for a maximum of six (6) credits per contract year (except as noted in #3 below) for courses taken in their educational fields provided:

1. That such courses are specific to an approved degree program, vocational licensure, or individual courses submitted to and approved by the Superintendent-Director prior to the beginning of any such course. The teacher shall be notified in writing of approval or denial as early as possible but not later than three working days prior to the close of registration for such course, provided the request is submitted at least six working days prior to the close of registration for such course and such request is accompanied with all appropriate backup material.
2. That such courses are taken at an accredited college or university or an associated professional training school.
3. During an individual's first five years of employment up to nine (9) credits per contract year may be taken to fulfill licensure requirements for vocational instructors or for the attainment of a master's degree for academic instructors.

Payment shall be made upon evidence of successful completion of the course with a minimum grade of C or Pass (in a Pass/Fail Course) for undergraduate courses or B or Pass (in a Pass/Fail Course) for graduate courses. Reimbursement shall be one hundred percent (100%) up to \$600 for an undergraduate course and up to \$700 for a graduate course. (Note: A grade of C or below in a graduate level course shall not be reimbursed).

Section C

1. Teachers attending conferences, workshops, seminars or other professional improvement sessions with prior written approval of the District shall receive 100 percent of the reasonable costs incurred thereby, including fees, lodging and/or transportation costs. However, teachers shall be required to substantiate such costs by appropriate documentation satisfactory to the District. In addition to submitting bills and receipts, teachers may be required to prepare a written report on the event or make a presentation on what was learned. No reimbursement shall be made for alcoholic beverages.

2. Teachers shall be required to seek approval to attend conferences, workshops, seminars or other professional improvement sessions. The teacher shall be notified in writing of approval or denial not later than the day prior to the event, provided that such request is made three (3) days prior to the conference, workshop, seminar or other professional improvement session.
3. The District shall reimburse travel at the Internal Revenue Service (IRS) rate.
4. The District shall make all reimbursements in accordance with its Travel Policy.

Section D

Each staff member is required to attend meaningful professional development activities that align to the relicensure guidelines, as provided by DESE.

Section E

On the first day of any school year, teachers may be eligible for lateral movement on the Professional Salary Schedule. Lateral movement is movement from one column to another. Such movement is based upon a teacher's academic advancement.

Teachers must notify the Superintendent-Director in writing of the prospective change by December 1 for the following school year. The District will use the data provided as the basis for salary budgeting for the subsequent fiscal year. Teachers failing to meet the December 1 deadline will forfeit such advancement until the following school year.

All teachers seeking a lateral move are responsible for submitting transcripts from an accredited college, university or associated professional training school to the Office of the Superintendent-Director by August 15th of the year in which the salary increase would become effective. The District may require the employee to submit an official transcript, at the employee's expense, if the written documentation initially submitted is deemed insufficient for any reason or its authenticity is called into question.

Lateral movement on the Professional Salary Schedule will be granted for courses taken in a teacher's field or courses that enhance a teacher's ability to serve students. Such course work is subject to the following restrictions:

- a) It must be approved by the Superintendent-Director or be part of a teacher's college degree program that is known to the District and has been approved in the teacher's Individual Professional Development Plan.
- b) It must be taken at an accredited college, university or associated professional training institute.
- c) It requires a minimum grade of "C" or "Pass" for undergraduate courses and "B" or "Pass" for graduate courses.

Section F

The School Committee shall offer all teachers the opportunity for professional development sufficient to meet state standards for re-licensure and at no cost to the teacher.

Section G

All fees required by the Commonwealth of Massachusetts to maintain or renew professional teaching licensure shall be paid in full by the School District, provided all activities (courses, PDPs, self-directed, etc.) used for re-licensure have been approved by the Superintendent-Director. The payment provided in this section shall be for recertification with DESE and shall not include any additional cost associated with maintaining or obtaining vocational licenses or certifications required to qualify for DESE certification, except as subject to the provisions of Article XVII Sections B and C.

Section H

Professional development shall be part of the evaluation process. Failure to meet the professional development requirements of the Massachusetts Department of Elementary and Secondary Education and/or the contract shall be cause for dismissal.

ARTICLE XVIII **INSURANCE**

Section A

The Committee, pursuant to Chapter 150 of the Acts of 1962, shall assume 3/4 of the cost of a life insurance policy. The value of the policy shall be equal to the base salary of the employee, rounded to the nearest thousand or \$50,000, whichever is less.

Section B

The Montachusett Regional Vocational Technical School District, having accepted Chapter 32B, Sec. 19 of Massachusetts General Law, will provide insurance to all Association members according to the terms of the public employee agreement

Section C

The Committee shall provide Workers' Compensation as specified in Chapter 152 of the General Laws.

Section D

The District shall pay \$43.00 of the premium on a \$1,000,000/\$3,000,000 professional liability

policy for Allied Health Instructors who elect such coverage.

Section E

The District shall pay seventy-five (75%) percent of medical insurance for members retiring on or after September 1, 1998, with at least five (5) years of service to the District. The District shall pay fifty percent (50%) of medical insurance for members retiring with a hire date on or after July 1, 2017 with at least five (5) years of service to the District.

ARTICLE XIX
POSTING OF PROFESSIONAL POSITIONS

Section A

Whenever any vacancy in a professional position which the Committee intends to fill occurs during the school year, it will be adequately publicized by the Superintendent-Director by means of a notice placed on the Association bulletin board and a copy of same sent to the President of the Association. Adequate publication shall mean that the notice of the vacancy shall be posted at least five (5) consecutive school days prior to the filling of the position. A second bulletin board will be placed in the school at a point other than the original Association bulletin board on which a notice will also be posted.

Section B

During the months of July and August, written notice of any such vacancy will be given to the Association President. (Teachers who wish individual notice may leave stamped, self- addressed envelopes with the Superintendent-Director.)

Section C

Notices of job vacancies shall set for the qualifications for the position, the job duties and the rate of compensation.

Section D

When, in judgment of the Superintendent-Director, the qualifications of applicants for the publicized vacancy are equal, preference will be given to the teacher already employed by the District.

Section E

The qualifications set forth for a particular position shall not be changed when such future vacancy occurs unless the Association has been notified in advance of such change.

Section F

If the district chooses to use any form of electronic job posting system, including but not limited to School Spring, all details of the posting will be included in the electronic posting sent to the association via e-mail or other form of electronic communication the district utilizes. This does not

replace the districts obligation to publicize the job in Section A of this article.

ARTICLE XX
CONTINUITY OF EMPLOYMENT

The Montachusett Regional Teachers' Association agrees, pursuant to Chapter 150E, Section 9A of the General Laws of the Commonwealth of Massachusetts, that it shall be unlawful for any employee to engage in, induce, or encourage any strike, work stoppage, slowdown, or withholding of services by such employees.

ARTICLE XXI
ASSOCIATION PRIVILEGES

Section A

The District shall grant one-half (1/2) school day once a year for two (2) delegates of the Association to attend the MTA annual convention without loss of salary or charge to sick or personal leave. At his/her discretion, the Superintendent-Director may grant permission for members to attend additional professional meetings.

Section B

The Association will have the privilege of using school buildings at reasonable times for business meetings provided such use places no additional financial cost on the School Committee. The regular procedure for application for use of school buildings, as required of other public groups in the community, must be followed; and subject to schedule availability, the Superintendent-Director and/or the Principal shall make arrangements for such Association use of school facilities.

Section C

The official agenda of School Committee meetings and copies of minutes of official Committee meetings will be made available at the office of the Superintendent-Director as soon as practicable.

Section D Association Business

The MRTA President or one representative (and testifying witnesses if necessary) and the aggrieved party called to participate in a grievance meeting, an arbitration meeting or a hearing before the Massachusetts Labor Relations Commission, shall be excused from his or her teaching duties for the purpose of attending said meeting or hearing without loss of pay.

Section E Information

The District shall make available to the Association, upon the written request to the Superintendent-Director and within a reasonable time thereafter, such statistics and information related to the collective bargaining unit in its possession as are necessary for the implementation of this Agreement. It is understood that this shall not require the District to compile information and

statistics in the form requested unless already compiled in that form or to supply any information deemed by the District to be confidential and not a public record.

ARTICLE XXII
SUMMER WORKSHOPS AND EVENING SCHOOL

Section A

All summer workshops and evening school will be voluntary.

Section B

When two or more teachers who have, in the judgment of the Superintendent-Director, substantially similar qualifications, are seeking positions on the evening school faculty and one of them is regularly employed on the day faculty and the other(s) on the night faculty of the Montachusett Regional Vocational Technical School, the teacher regularly employed on the day faculty shall be granted the position. The summer school rates shall be \$40.00 an hour. Evening school and after school rates shall be at the discretion of the Superintendent-Director.

Nothing herein contained shall be construed to require the appointment of day faculty members to evening school positions outside of academic and shop subjects taught during the regular school day.

ARTICLE XXIII
EFFECT OF AGREEMENT

Section A

This Agreement contains the full and complete agreement between the Committee and the Association on all bargain-able issues and supersedes all prior understandings, practices, procedures, and policies for the employees covered by this Agreement, whether oral or written.

Section B

The parties further acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands with respect to any subject matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties, after the exercise of that right and opportunity, are set forth in this Agreement. Therefore, the Committee and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to the subject matter not specifically referred to, or covered in, this Agreement even though such subject or matters may not have been within the knowledge or contemplations of either or both parties at the time that they negotiated or signed this Agreement.

Section C

No provision of this Agreement shall be retroactive to the effective date unless otherwise

specifically stated below:

- 1. Salary
- 2. Course reimbursement.

Section D

If any provision of this Agreement or any application thereof shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

**ARTICLE XXIV
DURATION**

The terms of this contract shall be in effect from September 1, 2023 through August 31, 2026, except as otherwise indicated. The contract, including Appendix "A" through Appendix "H" automatically renews itself for periods of one (1) year thereafter unless either party notifies the other in writing by September 15 of the academic year prior to expiration that it wishes to open negotiations.

IN WITNESS WHEREOF, the parties hereunto set their hands this day of

March 8, 2023.

MONTACHUSETT REGIONAL
VOCATIONAL TECHNICAL SCHOOL
DISTRICT COMMITTEE

MONTACHUSETT REGIONAL
TEACHERS' ASSOCIATION

Chairperson

Eric D. Connors

[Signature]

Kristen L. Garcia

Timothy R. Dwyer

Nancy B. Despres

[Signature]

Tracie Wright

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SALARY SCHEDULE

Vocational Teacher

COLUMN I:	State licensure.
COLUMN II:	State licensure plus 15 credits.
COLUMN III:	State licensure plus 30 credits.
COLUMN IV:	State licensure plus 45 credits.
COLUMN V:	State licensure plus 60 credits.
COLUMN VI:	State licensure plus 90 credits.
COLUMN VII:	State licensure plus a bachelor's degree.
COLUMN VIII:	State licensure plus a master's degree.

Academic Teacher

COLUMN I:	State licensure.
COLUMN II:	State licensure with a bachelor's degree plus 15 additional credits.
COLUMN III:	State licensure with a bachelor's degree plus 30 additional credits.
COLUMN IV:	State licensure with a master's degree or state licensure with a bachelor's degree plus 45 additional credits.
COLUMN V:	State licensure with a master's degree plus 15 additional credits.
COLUMN VI:	State licensure with a master's degree plus 30 additional credits.
COLUMN VII:	State licensure with a master's degree plus 45 additional credits.
COLUMN VIII:	State licensure with a master's degree plus a Certificate of Advanced Graduate Studies (CAGS).

Notes

1. For vocational teachers, "state licensure" means preliminary, initial, or professional licensure from the Massachusetts Department of Elementary and Secondary Education which entitles the Educator to be employed in the field in which the Educator seeks employment or is currently employed.
2. For academic teachers, "state licensure" means preliminary, temporary, initial, or professional licensure from the Massachusetts Department of Elementary and Secondary Education which entitles the Educator to be employed in the field in which the Educator seeks employment or is currently employed.
3. The term "credits" denotes course work successfully completed at an accredited post-secondary institution and which appears on a transcript from that college, university, or advanced educational institution.
4. For vocational or academic teachers who have earned their way into Column VIII, add \$1,000 for each additional advanced degree or Certificate of Advanced Graduate Studies (CAGS) earned. These may include an additional master's degree, additional CAGS, Ph.D., Ed.D., Ed.S., Doctorate, or Juris Doctor.
5. For vocational or academic teachers in any Column, add \$1,500 for National Board Certification from the National Board for Professional Teaching Standards (NBPTS).

PROFESSIONAL SALARY SCHEDULE 2023-2024

4.00%

Vocational	Licensure	Licensure + 15	Licensure + 30	Licensure + 45	Licensure + 60	Licensure + 90	BS	Masters
Academic	BS	BS + 15	BS + 30	Masters or BS + 45	M + 15	M + 30	M + 45	CAGS
Column								
Step	I	II	III	IV	V	VI	VII	VIII
1	54,005	55,453	56,891	58,333	59,049	60,127	61,211	63,370
2	56,158	57,605	59,041	60,490	61,204	62,276	63,365	65,525
3	58,311	59,757	61,195	62,636	63,354	64,432	65,518	67,677
4	63,179	64,625	66,063	67,513	68,226	69,305	70,392	73,418
5	65,891	67,331	68,772	70,212	70,933	72,014	73,097	75,262
6	68,041	69,487	70,926	72,367	73,087	74,168	75,249	77,411
7	70,748	72,194	73,633	75,076	75,793	76,874	77,960	80,121
8	72,906	74,345	75,788	77,228	77,948	79,024	80,110	82,271
9	75,606	77,050	78,491	79,933	80,652	81,735	82,814	84,977
10	77,761	79,200	80,643	82,083	82,804	83,883	84,968	87,127
11	80,467	81,914	83,352	84,797	85,513	86,591	87,678	89,837
12	82,612	84,059	85,494	86,946	87,660	88,737	89,826	91,986
13	85,333	86,772	88,213	89,655	90,374	91,454	92,539	94,701
14	89,643	91,085	92,524	93,969	94,688	95,770	96,852	99,011
15	91,795	93,232	94,671	96,112	97,573	98,655	99,737	101,900
16					99,719	100,799	101,888	104,046

The Superintendent-Director may annually appoint Department Liaisons with a stipend of: \$ 2,650

The Superintendent-Director may annually appoint Department Liaisons for the following trade areas Automotive Technology, Auto Body/Collision Repair, Cosmetology , Culinary Arts Kitchen Manager, Culinary Arts Restaurant Manager, and Electrical with a stipend of: \$ 3,150

PROFESSIONAL SALARY SCHEDULE 2024-2025

3.00%

Vocational Academic Column	Licensure		Licensure + 15		Licensure + 30		Licensure + 45		Licensure + 60		Licensure + 90		BS		Masters	
	BS	I	BS + 15	II	BS + 30	III	BS + 45	IV	M + 15	V	M + 30	VI	M + 45	VII	M + 90	VIII
Step 1	55,625		57,116	II	58,598	III	60,083	IV	60,821	V	61,930	VI	63,048	VII	64,145	VIII
2	57,843		59,333		60,812		62,304		63,040		64,145		65,266		66,365	
3	60,060		61,550		63,030		64,515		65,254		66,365		67,483		68,582	
4	65,074		66,563		68,045		69,538		70,273		71,384		72,504		73,615	
5	67,868		69,351		70,835		72,319		73,061		74,174		75,290		76,401	
6	70,082		71,571		73,054		74,538		75,280		76,393		77,507		78,618	
7	72,871		74,359		75,842		77,328		78,067		79,180		80,299		81,410	
8	75,093		76,576		78,062		79,545		80,286		81,395		82,513		83,624	
9	77,874		79,362		80,846		82,331		83,072		84,187		85,299		86,410	
10	80,094		81,576		83,062		84,546		85,288		86,400		87,517		88,628	
11	82,881		84,371		85,852		87,341		88,078		89,189		90,309		91,420	
12	85,091		86,581		88,059		89,554		90,289		91,399		92,521		93,632	
13	87,893		89,376		90,859		92,345		93,085		94,198		95,315		96,426	
14	92,332		93,818		95,299		96,788		97,528		98,644		99,758		100,874	
15	94,548		96,029		97,511		98,995		100,500		101,615		102,729		103,844	
16									102,711		103,823		104,944		106,059	

The Superintendent-Director may annually appoint Department Liaisons with a stipend of: \$ 2,650

The Superintendent-Director may annually appoint Department Liaisons for the following trade areas Automotive Technology, Auto Body/Collision Repair, Cosmetology, Culinary Arts Kitchen Manager, Culinary Arts Restaurant Manager, and Electrical with a stipend of: \$ 3,150

PROFESSIONAL SALARY SCHEDULE 2025-2026

3.00%

Vocational	Licensure	Licensure + 15	Licensure + 30	Licensure + 45	Licensure + 60	Licensure + 90	BS	Masters
Academic	BS	BS + 15	BS + 30	Masters or BS + 45	M + 15	M + 30	M + 45	CAGS
Column								
Step	I	II	III	IV	V	VI	VII	VIII
1	57,294	58,830	60,356	61,885	62,645	63,788	64,939	67,230
2	59,578	61,113	62,636	64,173	64,931	66,069	67,224	69,516
3	61,862	63,397	64,921	66,451	67,212	68,356	69,508	71,798
4	67,027	68,560	70,086	71,624	72,381	73,525	74,679	77,889
5	69,904	71,431	72,960	74,488	75,253	76,399	77,549	79,845
6	72,185	73,718	75,245	76,775	77,538	78,684	79,832	82,126
7	75,057	76,590	78,117	79,648	80,409	81,555	82,708	85,000
8	77,346	78,873	80,403	81,932	82,695	83,837	84,989	87,282
9	80,210	81,743	83,271	84,801	85,564	86,712	87,858	90,152
10	82,496	84,023	85,554	87,082	87,847	88,992	90,143	92,433
11	85,367	86,902	88,428	89,962	90,721	91,865	93,018	95,308
12	87,643	89,178	90,701	92,241	92,998	94,141	95,296	97,588
13	90,530	92,057	93,585	95,115	95,878	97,024	98,175	100,469
14	95,102	96,632	98,158	99,692	100,454	101,603	102,750	105,041
15	97,385	98,910	100,437	101,965	103,515	104,664	105,811	108,106
16					105,792	106,938	108,093	110,382

The Superintendent-Director may annually appoint Department Liaisons with a stipend of: \$ 2,650

The Superintendent-Director may annually appoint Department Liaisons for the following trade areas Automotive Technology, Auto Body/Collision Repair, Cosmetology, Culinary Arts Kitchen Manager, Culinary Arts Restaurant Manager, and Electrical with a stipend of: \$ 3,150

Extra-Curricular Standing Activities

The following list of extra-curricular activities will be considered standing clubs/activities and will be compensated annually at the following rates:

		2023-2026
Yearbook	Advisor	4,000
	Assistant	1,969
	1/2 Assistant	985
Student Council	Advisor	2,363
Student Advisory to Sch Comm		1,759
Senior Class	Co - Advisors	2,205
Junior Class	Co - Advisors	2,205
Sophomore Class	Co - Advisors	1,759
Freshman Class	Co - Advisors	1,759
SkillsUSA	Co - Advisors (3)	5,618
Student Activity & Student Fund Treasurer		4,200
National Honor Society	Co - Advisors	1,811
Drama Club Advisor/Producer		3,938
Production Director		3,360
Musical Director/Accompanist		1,969
Set Design/Construction		1,969
Other Assistant (If Needed)		551

Additionally to the above clubs, it is agreed that the parties will update the current list of extracurricular activities by May 1 of each year and that the amendment shall become part of the Agreement and submitted to the Massachusetts Teacher Retirement Board to insure the Bargaining Unit Member receives the appropriate credit towards their retirement benefits. If no member of the Association applies for a position, it will be offered to any other interested building staff.

To initiate a new activity or to continue an ongoing activity:

- 1 A written proposal must be submitted to the Principal by the prospective advisor(s), outlining the need for the club/activity, the benefit to students, number of students the number of hours and types of activities to be undertaken by the club/activity, etc.
- 2 The Principal will review the proposal and may ask the prospective advisor(s) for additional information.
- 3 Once the Principal is satisfied that the proposal is complete, the prospective advisor(s) will run the club/activity for a minimum of one year without compensation to determine participation in and feasibility of the club/activity.
- 4 Annually, clubs/activities will be reviewed to determine which clubs/activities will be authorized to operate during the following school year. If a new club/activity is authorized, the Principal will meet with the Club/Activity Advisor and the School Business Manager to discuss compensation to be paid to the prospective advisor(s), if any.
- 5 The Principal will notify the Superintendent-Director of the decision.
- 6 The new club/activity will become part of the amended Appendix C for the following school year.

Discontinuing a club/activity:

- 1 The Principal is responsible for the quality of all extra-curricular activities. It is recognized that the Principal and the Superintendent-Director have the authority to discontinue any activity at any time during a year for inadequate student interest or lack of club events/activities. If the club/activity is cancelled during the year, the advisor(s) will be compensated on a prorated salary basis.

All advisors are responsible for maintaining proper financial records associated with their club's activities to maintain compliance with record keeping requirements. There shall be a year-end report prepared by advisors documenting events and student participation in their activity. This report is to be submitted to the Principal prior to payment

Extra-Curricular Other Activities

The following list of extra-curricular activities will be considered other/continuing clubs/activities and will be compensated annually at the following rates:

		2023-2026
Anime Club		1,759
Cyber-Patriot		2,205
Diversity Club		1,759
E-Sports		1,759
Fish & Game Club		1,759
Friends of Rachel		2,205
Gaming Club		1,759
Greenhouse Attendance		3,308
Leo Club		1,759
Media Advisor		1,759
Robotics	Co - Advisors	2,513
Science, Technology, Engineering & Math Club		1,759
Student Spaceflight Experiment		3,833
Women in Technology		1,759
Math League		1,759
3-D Club		1,759
United Way Youth Venture		1,838

Additionally to the above clubs, it is agreed that the parties will update the current list of extracurricular activities by May 1 of each year and that the amendment shall become part of the Agreement and submitted to the Massachusetts Teacher Retirement Board to insure the Bargaining Unit Member receives the appropriate credit towards their retirement benefits. If no member of the Association applies for a position, it will be offered to any other interested building staff.

To initiate a new activity or to continue an ongoing activity:

- 1 A written proposal must be submitted to the Principal by the prospective advisor(s), outlining the need for the club/activity, the benefit to students, number of students the number of hours and types of activities to be undertaken by the club/activity, etc.
- 2 The Principal will review the proposal and may ask the prospective advisor(s) for additional information.
- 3 Once the Principal is satisfied that the proposal is complete, the prospective advisor(s) will run the club/activity for a minimum of one year without compensation to determine participation in and feasibility of the club/activity.
- 4 Annually, clubs/activities will be reviewed to determine which clubs/activities will be authorized to operate during the following school year. If a new club/activity is authorized, the Principal will meet with the Club/Activity Advisor and the School Business Manager to discuss compensation to be paid to the prospective advisor(s), if any.
- 5 The Principal will notify the Superintendent-Director of the decision.
- 6 The new club/activity will become part of the amended Appendix C for the following school year.

Discontinuing a club/activity:

- 1 The Principal is responsible for the quality of all extra-curricular activities. It is recognized that the Principal and the Superintendent-Director have the authority to discontinue any activity at any time during a year for inadequate student interest or lack of club events/activities. If the club/activity is cancelled during the year, the advisor(s) will be compensated on a prorated salary basis.

All advisors are responsible for maintaining proper financial records associated with their club's activities to maintain compliance with record keeping requirements. There shall be a year-end report prepared by advisors documenting events and student participation in their activity. This report is to be submitted to the Principal prior to payment