

AGREEMENT

Between the

FALL RIVER, MASSACHUSETTS

SCHOOL COMMITTEE

and the

FALL RIVER, MASSACHUSETTS

EDUCATORS' ASSOCIATION

September 1, 2017– August 31, 2020

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THIS AGREEMENT IS effective on September 1, 2017, by and between the Fall River, Massachusetts **SCHOOL COMMITTEE** (hereinafter referred to as the "Committee") and the Fall River, Massachusetts **EDUCATORS' ASSOCIATION** (hereinafter referred to as the "Association").

ARTICLE I

RECOGNITION

The Committee recognizes the Association for purposes of collective bargaining as the exclusive representative of a unit consisting exclusively of all professional teaching employees of the Fall River School System including nurses, coaches, Title I teachers, behavior therapists, other grant teachers, occupational and physical therapists, specialists in the teaching profession, excluding the Superintendent, Supervisors, Directors and other administrators. Unless otherwise indicated, the employees in the above unit will be hereinafter referred to as the "Teachers".

This shall include occupational and physical therapists now covered under government programs. All such occupational and physical therapists shall be credited with all seniority earned as of the date of actual employment in the Fall River School Department.

- A. 1. For each school year during the term of this Contract, the School Committee agrees to deduct:
 - a. Federal Income Tax
 - b. State Income Tax
 - c. Retirement
 - d. Blue Cross, Blue Shield
 - e. Regular Insurance; Optional Insurance, including Disability Insurance
 - f. Annuities
 - g. United Way Fund
 - h. Dues
 - i. General Payroll Deductions, which include the Fall River Municipal Credit Union and MTA Credit Union. Dues will be sent to the Fall River Educators' Association. The General Payroll Deductions will be forwarded to the Fall River Educators' Association or its designee for disbursement by the Fall River Educators' Association or its designee according to the authorization of the member. U.S. Savings Bonds will be deducted if the same can be done by ADP, the firm which processes the School Department payroll, or the bank to which funds are deposited. If it is not possible to be done at either that firm or bank, the account shall be moved to a bank or company which can offer this service or the service will be provided.
 - j. Direct deposit of paychecks in Fall River banks and credit unions to be implemented upon signing of this contract.
- 2. The payroll list will be made available at the Administration Building to a representative of the Fall River Educators' Association for one week in October and

one week in February. These weeks will be after the first payrolls in October and February.

ARTICLE II

NEGOTIATION PROCEDURE

- A. 1. Not sooner than January 10th of the calendar year in which the Contract will expire, negotiations will begin at the option of the Fall River Educators' Association. The Committee agrees to enter into negotiations with the Association over a successor Agreement in accordance with the procedure set forth herein in a good-faith effort to reach agreement concerning teachers' wages, hours, and other conditions of their employment. Such negotiations will include, but not be limited to, the handling of grievances, salaries, fringe benefits, specialists, class size, teaching hours and teaching load, performance of non-teaching duties, teacher facilities, use of school facilities, teaching assignments, transfers, filling of vacancies, promotions, textbooks, summer school and evening school programs, teacher evaluation, protection of teachers' sick leave, leaves of absence, accident benefits, health services, substitute teachers, teaching materials, professional development and other educational development. Any agreement so negotiated will apply to all teachers and will be reduced to writing and signed by the Committee and the Association.
2. During negotiations the Committee and the Association will present relative data, exchange points of view, and make proposals and counterproposals. The Committee shall make available for inspection by the Association such financial records, data and information of the Fall River School Department as is complete and available to any member of the public by statutory regulations. This inspection shall be made by appointment with the Superintendent or his/her designee. The Association will be provided, upon request, all available pertinent information exclusive of personal files. In any event, the Committee will not be required to supply secretarial or clerical services and will not be required to compile any information to which the Association shall be entitled.
3. If the negotiations described in Article II, Section A, have reached an impasse, the procedure described in Chapter 150E of the General Laws of the Commonwealth of Massachusetts will be followed.
4. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiation. The parties mutually pledge that, subject to ratification, their representatives shall have the power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations.
5. The Committee agrees not to negotiate with any teachers' organization other than that designated as the exclusive bargaining agent pursuant to Chapter 150E. The Committee further agrees not to negotiate with any teachers' organization other than the Association in regard to changes in wages, hours, or other conditions of

employment to become effective during the term of this Agreement.

6. This Agreement shall not be modified in whole or in part by the parties except by instrument in writing duly executed by both parties.
7. Any modification that is mutually agreeable to both parties shall be reduced to writing and signed by both parties and adopted by the Committee and the Association.
8. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this Agreement.

ARTICLE III

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "Grievance" is a claim based upon an event or condition which affects the welfare and/or conditions of employment a teacher or group of teachers and/or the interpretation, meaning or application of any of the provisions of this Agreement or any subsequent agreement entered into pursuant to this Agreement.
2. An "Aggrieved Person" is the person or persons making the claim.
3. A "Party in Interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. PURPOSE

1. The purpose of the grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems affecting the welfare or working conditions of teachers. The Committee and the Association agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein will be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the administration and to adjust the grievance without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at the discussion and to state its views.

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. The time limits specified may, however, be extended by mutual agreement.

A grievance 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, shall be considered on a reduced time limit so that the grievance procedure may be completed prior to the end of the school term or as soon thereafter as is practicable.

1. Level One

A teacher with a grievance will be present at the Level One hearing, and the grievant may be the spokesperson or may have a representative of the Association who will be present to be his/her spokesperson with the objective of resolving the matter informally. It will be incumbent upon the grievant or his/her representative to advise his/her principal and/or supervisor that a meeting is to take place. Should the grievance involve a decision by the Superintendent or his/her central management staff, it may be commenced at Level Two of this procedure.

2. Level Two

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One or if no decision has been rendered within ten (10) days after presentation of the grievance, he/she may file the grievance in writing with the Chairperson by the Association's Committee on Professional Rights and Responsibilities (hereinafter referred to as the "PR & R Committee") within five (5) days after the decision at Level One or fifteen (15) days after the grievance was presented, whichever is sooner. Within five (5) days after receiving the written grievance, the Chairperson of the PR & R Committee will present to the Superintendent of Schools and/or his/her designee a factual written statement of what has happened concerning the alleged grievance. The statement will contain the date of the violation and describe the nature of the violation. If an individual grievance, the name of the grievant will appear on the form along with the date, location and names of the parties of interest involved in the meeting established at Level One. Failure to comply with this section shall render the grievance null and void.
- b. The Superintendent and/or his/her designee will represent the Administration at this level of the grievance procedure. Within fifteen (15) days after receipt of the written grievance by the Superintendent and/or his/her designee, the Superintendent and/or his/her designee will meet with the aggrieved person in an effort to resolve it. Failure to comply with this section shall render the grievance resolved in favor of the Association.

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

3. Level Three

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two or if no decision has been rendered within ten (10) days after he/she has first met with the Superintendent and/or his/her designee, he/she may file the grievance in writing with the Chairperson of the PR & R Committee within five (5) days after a decision by the Superintendent or his/her designee or fifteen (15) days after he/she has first met with the Superintendent and/or his/her designee, whichever is sooner. Within five (5) days after receiving the written grievance, the Chairperson of the PR & R Committee will refer it to the Committee. Within twenty (20) days after receiving the written grievance, a sub-committee of the School Committee (hereinafter referred to as the "Sub-Committee") will meet with the aggrieved person for the purpose of resolving the grievance. The Superintendent and/or his/her designee will receive a list of grievances from the Association to be considered at a scheduled Level Three meeting a minimum of five days in advance of such meeting. Failure to comply with the five-day advance notice provision shall not affect the Arbitrability of any grievance.

4. Level Four

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three or if no decision has been rendered within ten (10) days after he/she has first met with the Sub-Committee, he/she may within five (5) days after a decision by the School Committee or fifteen (15) days after he/she has met with the Sub-Committee, whichever is sooner, request in writing the Chairperson of the PR & R Committee to submit his/her grievance to arbitration. If the PR & R Committee determines that the grievance is meritorious, it may submit the grievance to binding arbitration within fifteen (15) days after receipt of a request by the aggrieved person.
- b. Within ten (10) days after such written notice of submission to arbitration, the Sub-Committee and the P R & R Committee will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties will be bound by the rules and procedures of the said board in the selection of an arbitrator.

- c. The Arbitrator, so selected, will confer with the representatives of the School Committee and the PR & R Committee and hold hearings promptly and will issue his/her decision not later than thirty (30) days from the date of the close of the hearings; or if oral hearings have been waived, then from the date the final statements and proofs are submitted to him/her. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on issues submitted. The Arbitrator will be without power or authority to make any decisions which require the commission of an act prohibited by law or which is violative of the terms of this Agreement or which is violative of inherent power and authority of the Committee as established by law. The decision of the Arbitrator will be submitted to the Committee and to the Association and will be final and binding.
- d. The costs for the service of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will be borne equally by the Committee and the Association.

D. RIGHTS OF TEACHERS TO REPRESENTATION

- 1. No reprisals of any kind will be taken by the Committee or by any member of the Administration against any party in interest, any School Representative, any member of the PR & R Committee, or any other participant in the grievance procedure by reason of such participation.
- 2. Any party in interest may be represented at all stages of the grievance procedure by a person of his/her own choosing and at his/her own expense, except that he/she may not be represented by a representative or any officer of any teacher organization other than the Association. If the teacher chooses not to be represented by the Association, the Association shall have the right to be present and to state its views at all levels of the grievance procedure.

E. MISCELLANEOUS

- 1. If a grievance affects a substantial portion of the membership of a group or class of teachers or more than one teacher under more than one supervisor, the PR & R Committee may submit such grievance in writing to the Superintendent and/or his/her designee directly, and the processing of such grievance will be commenced at Level Two. The PR & R Committee may process such a grievance through all levels of the grievance procedure even though the aggrieved does not wish to do so.
- 2. Decisions rendered at Levels One, Two, and Three of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the Chairperson of the PR & R Committee. Decisions rendered at Level Four will be in accordance with the procedures set forth in Section C, Paragraph 4 (c).

3. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be jointly prepared by the Superintendent and/or his/her designee and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

ARTICLE IV

SALARY

- 1 The salaries of all employees covered by this Agreement are set forth in Appendix A.
2. The annual salary of employees will be computed in twenty-six equal paychecks. During the teacher work year, teachers will be paid every other week. Teachers shall be paid all of the salary remaining outstanding to them for the summer vacation months in a lump sum ("balloon check"). Such "balloon check" will be included in the last paycheck in June of that respective teacher work year. If the teacher work year extends beyond the last regular payday in June, then the "balloon check" will be paid no later than the last working day of that school year.
3. If any employee terminates his/her employment during a work year, his/her compensation under the Longevity Payments and the Teacher Salary Schedule of Appendix A shall be pro-rated. The manner in which such compensation shall be pro-rated shall be the total number of work days in active employment status as it relates to the total number of days in the Teacher Work Year, as defined in Article V, Section B.1."
4. At the Employer's discretion, payment of the Lump Sum Longevity Section 2 payments may be made at any time during the contract year. If the Employer so elects, it shall specifically state the school year for which such compensation is being made.
5. As of January 24, 2006, teachers are no longer eligible to elect Alternative Longevity Payments. Teachers who had elected the Alternative Longevity Payments prior to January 24, 2006 shall receive said payments in accordance with the contract throughout their period of three (3) years. After all such employees have received their payments for all three (3) years, Longevity Section 2 of Appendix A, shall then be deleted.
6. Paychecks for all compensation beyond regular salary will provide, in writing, the service provided and the date(s) of such service. The service shall be coded in the following categories: Coaching; Club Advising; Workshops; Mentoring; Curriculum Work; Committee Work; Lead Teacher; Teacher in Charge; Special Education Teacher; Other.

ARTICLE V

TEACHING HOURS AND TEACHING LOAD

- A. Effective in the 2017-2020 school years, the length of the school day for students shall not exceed the following times, unless otherwise negotiated by the parties:

Elementary Schools: 6 hours 17 minutes, starting no earlier than 7:20 A.M. and ending no later than 3:25 P.M.

Secondary Schools: 6 hours 45 minutes, starting no earlier than 7:10 A.M. and ending no later than 3:30 P.M.

300-Hour Expanded Learning Time Schools: 8 hours 15 minutes, starting no earlier than 7:10 A.M. and ending no later than 4:00 P.M.

All FREA bargaining unit members will begin ten (10) minutes before the designated starting times for students and will end five (5) minutes after designated dismissal times for students, except on Friday afternoons and afternoons before a holiday when the end of the teacher work day will be the same as students' dismissal times. The time schedules in this Contract are subject to modification by the School Committee provided that no such modification will increase the length of the teacher instructional day or teacher workload.

By the last day of the school year, bargaining unit members shall be notified by the Administration of changes to their building's schedule for the following school year.

- B. 1. The Association and the Committee agree that, subject to any requirement of any state agency having jurisdiction, the school year of required attendance by members shall, except as otherwise specified provided below, be a maximum of 183 duty days, if required as previously set forth, including one day for orientation and one day for professional development.

Newly appointed teachers shall, at the discretion of the School Committee, be present for Orientation and Training sessions of three (3) days before the start of the school year. Such attendance, if required by the School Committee, shall not carry additional compensation. Such orientations and trainings shall be co-facilitated, planned and executed by bargaining unit members of the FREA. One (1) of the three (3) days shall be hosted by the building, with input from FREA and building mentors. The building orientation and training shall include information on necessary logistics, IDs, keys, room assignment, access and procedures to ASPEN, and email addresses.

The Administration shall have the option to require employees or selected employees to attend up to two (2) professional development days to be scheduled on the business days immediately next following the last day of school prior to July 1 of each year. The Superintendent shall use his/her best efforts to notify teachers of said dates prior

to the end of the third term but, in any event, no later than April 15th of each year. Teachers will be paid at their per diem rate.

The Superintendent, at his/her discretion, may schedule multiple mandatory professional development days for teachers during the regular school day.

2. All personnel who may be required to work longer than the aforesaid school year will be compensated at their daily rate of pay for such additional time. The daily rate of pay of a teacher is 1/183 times the yearly salary rate of the teacher.
3. **THERE SHALL BE EARLY RELEASE OF STUDENTS AT THE ELEMENTARY AND MIDDLE SCHOOL LEVELS DURING THE LAST TWO DAYS OF SCHOOL.**
 - a. At the elementary and middle school levels, the last two days shall be for released time activities consisting of in-service education, curriculum development, NEASC self-evaluations, or other professional activities consistent with Department of Education regulations, memoranda, bulletins, and the like pertaining to this subject. The last two days of school shall not be used for "department or staff meetings, record keeping, working on report cards, closing out of the year, and other administrative functions which do not qualify under the Department of Education regulations, memoranda, bulletins, and the like pertaining to this subject."
 - b. Students will not be dismissed early unless the Fall River School Department has school days sufficiently longer than the minimum so that the average of all its days is at least the minimum length required as set forth in the Department of Education regulations, memoranda, bulletins, and the like pertaining to this subject.
 - c. Subject to Department of Education written approval.

C. ELEMENTARY SCHOOLS

1. Within the school day, there shall be included:
 - a. At least fifteen (15) minutes of scheduled recess for students and staff, twenty (20) minutes at Viveiros and Silvia. Recognizing the importance of play and physical activity, members may supervise their students for up to sixty (60) minutes of additional recess per week.
 - b. A scheduled lunch period of 30 minutes.
2. All FREA bargaining unit members (excluding nurses, behavior therapists, and attendance officers) shall have five (5) guaranteed preparation periods per week, each for forty-eight (48) minutes in length. If a bargaining unit member does not receive his/her guaranteed preparation periods per week, he/she shall be paid at the negotiated hourly rate, for the amount of time that the teacher did not receive preparation time. Elementary teachers will

receive one (1) additional individual preparation period per reporting period, one (1) week prior to the dissemination of report cards. Two additional individual preparation periods will be scheduled by each elementary school's Instructional Leadership Team in consultation with grade level teams to be used during the academic year.

- a. The FREA and School Committee agree to form a study committee in each elementary ELT school to review how to increase preparation time. The study committee shall develop a proposal and make recommendations to the Superintendent and the FREA president for adjustments to contractual prep time by December 2017.
 - b. In recognition of the fact that nurses are unable to receive preparation periods as outlined in V.C.2, nurses will receive one (1) hour per week outside of school hours (at the negotiated hourly rate) to collaborate with one another, complete required documentation, and communicate with families.
 - c. Behavior therapists shall have one (1) hour per week of preparation time, to be scheduled by the building principal.
- 3. In addition, there will be one (1) guaranteed common planning time period per week, each forty-eight (48) minutes in length.
 - 4. Minimum student instructional time of 900 hours (as specified by the Board of Education Regulations).

D. SECONDARY SCHOOL

- 1. Minimum student instructional time of 990 hours (as specified by the Board of Education Regulations).

E. VOCATIONAL SCHOOL

- 1. Minimum Instructional Time - 1080 hours (as specified by the Board of Education, unless the Department of Education, Division of Vocational Education, permits a waiver; in which event the total instructional time shall be 990 hours).

- F. The Association and the Committee agree, subject to any requirement of any State Agency having jurisdiction, that the school year of required attendance by members shall be no more than one hundred eighty three (183) workdays, unless there is a modification as governed by Section B.1 of this article, consist of the following:

One (1) Orientation Day – Orientation day will consist of Superintendent's meeting, the department head or school principal's meeting and no less than one (1) hour for work to be determined at the sole discretion of the FREA member.

Two (2) Professional Development Days – One (1) for the November Election Day and one (1) during the last week in January, as scheduled by the Superintendent.

Four (4) Partial Release Days where students are dismissed early and staff remain for

regularly scheduled contract hours. Two (2) of these days shall be at the discretion of the teacher to complete professional responsibilities. Two (2) shall be at the discretion of Administration.

Two (2) Early Release Days for staff and students – One (1) the Wednesday before Thanksgiving Break and one (1) the day before December recess.

174 Full Instruction Days

Behavior Therapists – The work year for all Behavior Therapists shall be one hundred and ninety (190) days consisting of the one hundred and eighty (180) days in the school year, one (1) orientation day, two (2) professional development days, the three (3) days that immediately follow the end of the school year, and the four (4) days that precede the start of the school year.

Pre-Labor Day Start

Commencing in the 2018-2019 school year, the first day of school for employees (opening day convocation and professional development) will be Tuesday before Labor Day weekend. The first day for students will be the Wednesday before Labor Day weekend. The system will be closed on the Friday before Labor Day weekend.

School will resume on the Tuesday after Labor Day weekend which will be the fourth day of school for teachers and the third day of school for students.

The FREA and the School Committee agree to form a committee in December 2018 that will review the change to the start of the school year. Said committee will make recommendations and develop an agreed upon Memorandum of Agreement (MOA) for the 2019-2020 school year.

- G. 1. FREA bargaining unit members may be required to remain within a limit of one (1) additional hour beyond the end of the regular workday, without additional compensation for the following:
 - a. One day of each school month - building meeting called by the Principal.
 - b. One day of each school month – department, curriculum or professional development meetings or other meetings authorized by the Superintendent of Schools. The meetings above shall commence within ten (10) minutes of student dismissal time. These meetings may be combined so that staff attends one 2-hour meeting a month if the majority of staff votes to approve. By October 1, the schedule for building meetings will be distributed to all staff. In the event a meeting must be rescheduled, the building principal will provide seven (7) days' notice of the rescheduled date.
 - c. Behavior Therapists will have one standardized job description for the purpose of hiring. This will include qualifications needed for the title.

2. Three meetings per school year. Said meetings to be scheduled for two hours per meeting, attendance at all other meetings shall be at the option of the individual teacher. No additional compensation involved. Each school may schedule its three (3) family community events each year (at least one of which shall be held in the evening, but none of which shall be held during school time), each based upon consultation of the staff and principal, and with appropriate parent input as to the most convenient time in order to maximize parent participation in family community events.
3. Teachers in the secondary school will be required to supervise an after-workday disciplinary/restorative period in their turn. Teachers will be required to supervise no more than three (3) disciplinary/restorative periods per school year without pay; beginning with the fourth (4th) required disciplinary/restorative period, teachers shall be paid at the negotiated hourly rate.

Disciplinary/restorative periods shall not exceed 45 minutes in length.

4. In the interest of quality education, FREA members should devote adequate time after school to those students in need of extra help.
5. FREA members will make every reasonable effort to meet within forty-eight (48) hours, at a mutually agreeable time, with the parent(s) or guardian(s) of one of their students when the respective parent(s) or guardian(s) make such a request.

H. SECONDARY SCHOOLS:

1. Middle School Non-Block Schedule

Schedules shall be within the teacher workday per Sections A.1 and B.3 above. For beginning of the school year changes, the schedules provided to teachers in June under Article X, Section A, shall satisfy the requirements of this section. Changes to a school's schedule shall be made in collaboration with FREA members.

- a. Teachers shall have prep periods equal to twenty percent (20%) of the total number of periods each week.
- b. Teachers may be assigned to teaching or non-teaching periods, up to and including 80% of the periods each week.
- c. Teachers shall have at least one (1) prep period per day, if possible.
- d. Teachers shall have a minimum of one (1) curriculum/PLC meeting each week.
- e. Teachers shall have at least one (1) cluster/team meeting each week, if possible.
- f. Efforts shall be made to avoid scheduling a teacher for more than four (4) consecutive teaching periods.

- g. The length of teacher prep periods shall not vary by more than five (5) minutes.

2. High School Schedule

The number of classroom periods at the high school shall consist of a six-block schedule, and courses will run either by term, semester, or year.

- a. No teacher shall be assigned more than four (4) classroom instructional periods per day, unless under circumstances covered by II, below.
 - 1. No teacher will be required to teach more than two (2) subjects (e.g., math and science) or more than three (3) teaching preparations within said subjects at any one time.
 - 2. Teacher preparations for this section are defined as courses as described in the Program of Studies. Levels within courses (e.g., Honors and College Prep) are not subject to different preparations.
- b. Teachers shall be assigned a minimum of eight (8) preparation periods per week. Every teacher shall have at least one (1) preparation period per day.
 - 1. A preparation period is defined as a scheduled period during which a teacher shall be free from classroom teaching responsibilities. During such periods, a teachers will perform educationally relevant activities or participate in educationally relevant programs as said teacher may determine. The School Committee will make reasonable effort to continue the type and number of assignments during the last period of the day. The Fall River Public Schools recognize that during these preparation periods, teachers may engage in actions of a personal nature as they arise, provided they are conducted within a reasonable amount of time and adhere to the provisions stated within this collective bargaining agreement.
 - 2. If a teacher is given an assignment during a non-duty preparation period, that teacher will be compensated at the negotiated hourly rate.
- c. Teachers shall attend one (1) scheduled meeting of their Professional Learning Community per week.
- d. Teachers may be assigned up to one (1) duty per week (e.g., push-in support, directed study). Teachers assigned to a duty period shall not be required to prepare, or perform any follow-up, for such periods.
- e. Advisory periods shall meet one (1) time per week for twenty (20) minutes. Advisory shall be non-evaluative. Advisory curriculum or lessons shall be determined and planned by a committee consisting of an equal number of representatives of the Association and the Administration. Teachers may be asked to perform a minimum amount of preparation in order to be prepared for advisory periods. Advisory class sizes shall be kept as equitable as possible unless a teacher requests additional students in their advisory. Teachers in Special Education and CTVE may have an advisory caseload which reflects their current programmatic student caseload. If the advisory class size is higher in these areas than the school average for advisory, the teacher will have one fewer duty period in a 10-day cycle.

Miscellaneous

- a. The number of students in a teacher's caseload should not exceed 125 students at any one time.
- b. Where staffing allows, special education teachers providing services in inclusion classrooms are to remain with students for a full class period.
- c. If there is a need to provide additional hours of instruction for students in their junior or senior year, Cosmetology teachers will have the option to provide such hours during the five-week summer enrichment program from 9:00 A.M. - 12:00 P.M. They will be compensated for this time at the prorated per diem rate.
- d. State regulations that specify student-teacher ratios in the CVTE and SPED departments will be followed.
- e. If a teacher in the CVTE department is required to teach five (5) out of six (6) for purposes of required meeting hours, they will not be assigned duties and can be exempt from one (1) PLC.
- f. There will be no layoffs of bargaining unit members at the high school level resulting from implementation of the six-period block schedule.
- g. No terms or conditions of employment will be changed as a result of the implementation of the six period block schedule, except as specifically provided herein.
- h. A labor-management committee shall be established for the purpose of addressing whole-school scheduling issues that may arise. This committee shall recommend whether changes are necessary. Any proposed adjustments to the schedule will be presented to the faculty for a vote.

3. ALL SCHOOLS:

A preparation period is defined as a scheduled period during which a teacher shall be free from classroom teaching responsibilities. During such period, a teacher may perform educationally relevant activities or participate in educationally relevant programs as said teacher may determine. The School Committee will make reasonable effort to continue the type and number of assignments during the last period of the day.

I. 1. MISCELLANEOUS

Elementary teachers will be released from duty a minimum of five (5) periods per week to satisfy the requirement of Article V, C.2. If specialists are instructing his/her class for more than five (5) periods per week, the teacher shall be released from duty for the additional periods. If specialists' classes are being held outdoors or in another part of the building, classroom teachers shall be responsible for either student pick-up or drop-off, as scheduled at the start of the school year. At the end of the last period, or if lunch and recess are to follow the specialists' teaching

assignment, the specialist will dismiss the class.

If the classroom teacher must teach his/her class the period in which his/her students are scheduled to be instructed by the specialists, the classroom teacher will be paid at the negotiated hourly rate.

2. Teachers will have a duty-free lunch period of at least the length of a regular student lunch period.
3. The intent being that the workload be as evenly distributed as present space and staff permit, teachers will not be assigned to duties during their preparation period unless paid at the negotiated hourly rate.

Duty assignments which are from the designated non-duty preparation period will be limited to temporary emergency situations which arise during a particular school day. Assignments during the non-designated preparation periods will be according with Article VIII, Non-Teaching Duties.

4. Elementary teachers supervising more than one (1) student of an absent teacher's class will be paid at the negotiated hourly rate.
5. Supervision of recess will be by staff on a rotating basis. Staff includes Administrators, Teacher-in-Charge, Building Assistants, Teachers, Paraprofessionals and Teaching Specialists assigned full time to the particular school.

J. Teachers' participation in extra-curricular activities will be strictly voluntary.

K. Teachers will not be utilized to raise money in any way for the purpose of purchasing (or replacing) school equipment.

L. Expanded Learning Time

All teachers hired prior to 6/30/14 whose length of day or length of school year is increased as a result of the "School Redesign: Expanded Learning Time School Grant" will receive a pay increase proportional to their increased work time. All teachers assigned to an Expanded Learning Time School Grant school prior to 6/30/14 who transfer to another Expanded Learning Time School Grant school shall continue to receive a pay increase proportional to their increased work time. All teachers assigned to a school with expanded hours for all students as of 7/1/14 with exceptions noted in this provision will receive a \$4,000 annual stipend for 90 hours worked beyond the regular work year, an \$8,000 annual stipend for 180 hours worked beyond the regular work year, a \$12,000 annual stipend for 270 hours worked beyond the regular work year, and a 13,333.33 annual stipend for 300 hours worked beyond the regular work year. Upon the expiration of "School Redesign: Expanded Learning Time School Grants the parties shall convene to bargain compensation for teachers hired prior to 6/30/14 at the affected school(s). Should bargaining be unresolved during any part of the school year, the length of work day at the affected school(s) shall remain the same and all teachers hired prior to 6/30/14 at the affected school(s) shall be compensated at the stipend

rate above during the negotiation period. Once the parties reach agreement the agreed upon rate of pay for the teachers outlined above shall apply retroactively to the date the stipend rate took effect if greater than the stipend rate.

Opt-Out of School

Opt-out opportunities shall be allowed to employees where there is a certified/licensed unit member volunteering to opt-in. Employees who elect to opt-out shall be treated as displaced employees (normally assuming the position of an opt-in or filling a vacancy). Opt-in employees shall be treated like voluntary transfer employees as follows, limited posting period, when qualifications, experience and performance are substantially equal, the most senior will be given consideration. Posting of any teaching positions shall be for a period of seven (7) days. Teachers wishing to opt out of the school for the following September should submit a letter or an email to Human Resources by February 15th.

Opt-Out of Length of Day

ELT Teachers at Kuss Middle School may opt out of full or part time ELT for the following school year, without leaving their regular teaching position, by submitting a written request to the principal by February 15th. Opt out requests will be reviewed by the building administration and granted based on seniority and staffing needs of the school.

In an effort to accommodate opt-out requests and maintain appropriate class sizes, administrators shall have the right to contract with outside vendors for the purpose of performing teaching and/or non-teaching duties at the hourly rate of not more than thirty dollars (\$30.00). FREA members will have priority over outside vendors in filling ELT positions.

Teachers that opt-out part-time will be compensated proportionally to their ELT rate.

Teachers will be notified by June 1 whether or not they will be teaching full or partial ELT for the following school year.

- M.**
1. Staggered start time shall not begin later than one hundred (100) minutes after the normal beginning of the teacher work day, shall be in consecutive hours and shall not exceed the length of a teacher work day. The standard teacher work day will begin no earlier than 7:00 A.M. and end no later than 4:00 P.M.
 2. Assignment to a staggered start time schedule, to the extent possible, shall be voluntary.
 3. Teachers will be notified by July 15th of assignment to a staggered start time schedule. Such notice shall indicate the starting and end times of the schedule.
 4. There shall be established a Joint Study Committee to determine the scheduling of Professional Development, Staff Meetings, Common Planning Time and other meetings in the context of staggered schedules.

N. NURSING FACILITIES

Wherever feasible, nurses will have the following for their exclusive use:

- Office with desk, chair, telephone, computer, fax machine, copy machine, printer, locking file cabinet, and locking medication storage area.
- Private area for nursing assessments and treatments, including a cot for students.
- Storage area for medical supplies
- Reserved parking area
- Nurses will be given the opportunity to express their ideas related to new facilities and/or alterations to old facilities.

ARTICLE VI

CLASS SIZE

For the 2017-2018 school year class size shall not exceed thirty-two (32) students. If the class size is over twenty-nine (29) students, an assistant will be supplied if the request is made by the teacher. For the 2018-2019 and 2019-2020 school years class size shall not exceed thirty-one (31) students. If the class size is over twenty-eight (28) students, an assistant will be supplied if the request is made by the teacher. The assistant shall be in the room for one-half of the school day or one full period. The School Committee shall strive to limit class size to twenty-six (26) pupils. Class size in substantially separate programs shall be governed by Massachusetts General Law and corresponding regulations.

Caseload and staffing levels for school nurses should follow the Massachusetts Office of Health and Human Services recommendations with 1.0 FTE for every 250-500 students. For every student over 500, nursing hours should be increased by 0.1 FTE for every additional 50 students.

The School Committee shall strive to limit special education caseloads to no more than twenty-five (25) students. Additionally, at the high school level, the School Committee shall strive to limit liaison lists to twenty (20) students.

ARTICLE VII

SPECIALIST AND SPECIAL PROGRAMS

- A. The School Committee will make reasonable effort to hold to the present ratio of specialists-to-students in the Fall River School System. All positions in this Agreement governing preparation time and duty-free time shall be applied to teachers of special needs children.

Only the specialist's supervisor can change specialist's schedule.

- B. **Special Populations** – In acknowledgement that special education and ELL Teachers have essential teaching responsibilities, to the extent possible, they will not be pulled from assignments for the purpose of acting as a substitute or covering lunch duty.

Special education and ELL teacher assignment will follow Article X.

To the extent possible, special education and ELL teachers will be given advance notice of meetings they need to attend.

Special educators who administer the MCAS-ALT assessment will attend DESE sponsored trainings and will be provided release time to complete student portfolios. The Director of Special Education will determine the amount of release time provided to staff based on caseloads and number of standards to complete per student.

All special education teachers at all levels will receive one (1) additional preparation period per month.

To the extent possible, ELL teachers shall be invited to meetings that involve students they teach.

ARTICLE VIII

NON-TEACHING DUTIES

The Committee & Association acknowledge that a teacher's primary responsibility is to teach and that there are other duties necessarily implied by and attendant to the position of teacher. They agree that both parties will devote their energies to the educational system.

The parties therefore agree:

- A. Teachers will be required to perform recess duty, bus duty, sidewalk duty, secondary lunch duty, and passing-period duty. The duties of the daily attendance list and the daily attendance date which includes the initial filling out of the information for the top of the card on computerized student register cards, student failure notices, and reporting of grades or report cards will be done by teacher. Teachers will be required to collect milk money and money for the nutrition program on two (2) consecutive days as set forth by the Principal. Passing-period duty will include at a minimum teachers being outside their classroom during passing time to insure students move in an orderly fashion.
- B. State and Federal Regulations which require that teachers fill out information on forms connected with state and federal programs will be done by the teacher.
- C. With regards to the filling out of any forms or cards, the past practice at the elementary and/or secondary schools will be continued.
- D. Teachers will not be required to fill out or maintain Massachusetts State Attendance Registers but will sign the same when, and if, required.
- E. Teachers will not be required to perform duties set forth in A & B above during preparation periods.

- F. Teachers will not be required to drive pupils to activities which take place away from the school building.
- G. In the event of a dispute as to whether a duty is a teaching duty or a duty necessarily implied by and attendant to the position of teacher, an arbitrator will be empowered to make a determination on the job duty in dispute.
- H. At the high school, teachers may be assigned to corridors and common areas to supervise students during passing time before or between assigned periods. Such supervision shall not include supervision of student restrooms. The provisions of this paragraph shall not apply to nurse educators. Nurses shall remain in their respective offices.
- I. When respective schools have adequate software, hardware, and networking infrastructure to make electronic entry of attendance and report card grades practical and reasonable in relation to the teacher work day, and teachers have received adequate training, then teachers will enter report card grades and student attendance information electronically.

The Parties shall form a Joint Committee to address the issues relating to teacher use of technology, i.e. electronic grading, progress reports, software, computer use, training, resources, time, etc. Representatives of the Parties will meet promptly following tentative agreement to begin the process of addressing these important issues. This Advisory Committee shall present its recommendations for any changes to the Parties for their consideration.

- J. To the extent possible, schools will determine uniform and consistent district-wide dates for the closing of grades and the distribution of report cards. Schools will allow for no less than five (5) days between the closing of grades and the distribution of grades.

ARTICLE IX

TEACHER EMPLOYMENT

- A. Full credit, not to exceed ten (10) years, will be given for previous full-time teaching experience, or employment in the medical field as an active registered nurse, or experience as an appointed teacher or nurse in an accredited public or private school or medical practice, or experience in a behavioral setting. Credit of one year for each year of active military service, not to exceed three (3) years, and credit of one year for each year of Peace Corps work, not to exceed two (2) years, will be given to teachers upon initial employment provided official documentation is presented within 90 days of the date of appointment.
- B.
 - 1. Teachers with previous teaching experience in the Fall River School System will, upon returning to Fall River, receive full credit on the salary schedule for all teaching experience, military experience, and Peace Corps work up to the maximum set forth in Article IX, Section A. All teaching personnel entering the Armed Forces as draftees, volunteers or reservists, will be compensated at the rate of one (1) year on the salary schedule for each year of involuntary service beyond

the time for which they had been drafted, volunteered, or their period of activation. Teachers who have not been engaged in teaching on a full-time basis will, upon returning to Fall River, be restored to the next position on the salary schedule above that at which they left.

2. One-half of previously accumulated unused sick leave days will be restored to returning teachers. Those teachers on military leave, Peace Corps leave, or any other educationally related leave are furthermore entitled to one-half the sick days they might have accrued during these years of said leave.

C. CORI Reports

In compliance with the provisions of Chapter 385 of the Acts of 2002, MGL, the Superintendent shall implement the CORI Check procedure as follows:

1. The Superintendent may designate the request procedure for CORI Reports to an Executive Secretary. The Superintendent shall be the Gatekeeper for All CORI Reports. The Superintendent shall receive, review and store all CORI Reports. All CORI Reports shall be maintained in a separate, secure file in the Office of the Superintendent. At the discretion of the Superintendent, such Executive Secretary may receive and file employee CORI Reports, provided that performance of such responsibility is in conformance with MGL and the Agreement.
2. A principal or program director shall have access to the CORI Report of an employee about whom he/she is making a personnel decision, as provided under Chapter 71, Sections 41 and 42, MGL.
3. Employees shall be notified that CORI reports are being requested and when such request is actually made. Employees shall sign the request form. Individual CORI reports shall not be requested more than once every three years, except for good cause. Employees shall be notified, in writing, if an active CORI Report is received. Employees shall be provided an opportunity to view their CORI Report and upon request shall be provided with a copy. Upon termination of employment, each employee shall indicate, in writing, if he/she elects to be given his/her report. Otherwise, such report shall be destroyed.
3. Employees may be represented by the Association in any meeting arising out of a review of a CORI Report. Any personnel actions arising from the review of a CORI Report are subject to the terms and provisions of this Agreement and the General Laws of Massachusetts.

- D. The District shall not discriminate against any candidate for hire or employee on the basis of race, creed, color, religion, nationality, sexual orientation, gender identity, gender expression, marital status, age or disability. In the interest of employing a diverse staff that more accurately reflects the students we serve, to the extent possible, the district should actively recruit and retain candidates of color, multilingual candidates, and LGBTQ candidates.

ARTICLE X

TEACHER ASSIGNMENT

- A.
 - 1. After a new member is hired, a building level administrator should have a face-to-face meeting with the member to discuss and answer questions regarding the nature of the assignment, the composition of their class(es), and the curricula they may be responsible for. New members are encouraged to reach out to administrators for support or with questions outside of the evaluation process.
 - 2. Teachers will be notified in writing of their programs for the coming year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes that they will have, not later than the end of the school year. All teachers will receive a class list of pupils to be taught and any known medical problems upon the opening of school. It shall be the teacher's responsibility to keep the list current upon notification of any changes. To the extent possible, teachers will be notified in writing of any changes in the courses they will teach second semester four (4) weeks prior to the start of that semester.
 - 3. Subsequent changes may be made because of subjects, enrollments, staff turnover, or program exigencies. Teachers will be notified in writing within five (5) days of such changes.
 - 4. If possible, study hall assignments will be included in programs for the coming year. Every effort shall be made to give study hall assignments to all teachers on an equal basis. Every effort shall be made to limit the number of students in a study hall bearing in mind the supervision problems of the teachers, the size of the faculty, other duties of the teachers, the size of the student body, and the problems of administration.
- B. In order to assure that pupils are taught by teachers working within their area of competence, teachers will not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates and teaching experience and/or their major or minor fields of study.
- C. To the extent possible, changes in grade assignment in the elementary schools and in subject assignment in the secondary schools will be voluntary. For Title I teachers only, the Title 1 position category shall be considered one single position, i.e., the Employer may re-assign teachers within the category of Title 1 teacher as has been the past practice as of April 1, 2007. Teachers transferring in and out of the category Title 1 teacher shall be as provided by the terms and provisions of the Agreement.
- D. In arranging schedules for teachers who are assigned to more than one school, an effort will be made to limit the amount of interschool travel. Such teachers will be notified of any changes in their schedules as soon as possible and shall be reimbursed for the travel time for carrying out their assignments at the rate of five dollars (\$5.00) per day.

- E. Teacher assignments will be made without regard to race, creed, color, religion, nationality, sex, marital status, age, or handicap.
- F. Teachers are expected to notify the Superintendent or his/her designee within thirty (30) days prior to their knowledge of anticipated termination of service in Fall River. The teacher will be retained until the thirty (30) days have expired, unless there is mutual agreement to end employment prior to the thirty (30) day period.
- G. All teachers are free to leave the school building during their lunch period provided they sign-out and sign-in in a book to be provided for that purpose. The book shall not be a permanent record. The sign-out/sign-in records will be discarded weekly. Subject to the approval of the building principal or his/her designee, teachers may leave the building during their preparation periods for school-related purposes.
- H. Subject to the availability of funds, special education teachers assigned to Durfee High School shall have a special education supervisor, administrator, and/or department head. In the event funding is not available, a licensed special education educator shall serve as lead teacher for this department. This decision would be at the discretion of the School Committee and the decision is non-grievable.

ARTICLE XI

TRANSFERS AND VACANCIES

Although the Committee and the Association recognize that frequent transfers of teachers disrupt the educational process and interfere with the optimum teaching performance, they do also recognize that some transfer of teachers is unavoidable.

- A. When the need for a transfer or a reassignment of teachers from one school to another or within a school arises for some justifiable cause including a vacancy, request for voluntary reassignment and/or transfer will be considered.
- B. When involuntary transfers are necessary, a teacher's area of competence, major and/or minor field of study, quality of teaching performance, and length of service in the Fall River School System will be considered. Teachers being involuntarily transferred will be transferred only to a comparable position.

An involuntary transfer will be made only after a meeting between the teacher, the Association representative, and the Superintendent or his/her designee, at which time the teacher will be notified of the reason for the transfer.

The "Displaced Teacher" definition and applicable terms and provisions are found in Appendix E of this Agreement.

- C. A list of open positions will be made available to all teachers being considered for an involuntary transfer. All such teachers will be given reasonable, adequate time for the purpose of visiting schools at which such openings exist.

- D. Notice of transfer will be given, in writing, to teachers ten (10) school days prior to transfer, unless transfer will take place on the following school year; then notices will be given no later than the end of the school year.
- E. Exceptions to the provisions of Section D above may be made only if the Committee determines that it is necessary to do so in the best interest of the teacher(s) and/or schools affected. The Association will be notified of every instance in which the Committee so determines.
- F. Bargaining unit members desiring a transfer will submit a written request to the Superintendent or his/her designee stating the assignment preferred. Requests must be renewed each year. All written requests will be acknowledged in writing. Requests and acknowledgments of requests may be communicated electronically.
- G. Known vacancies occurring during the school year will be posted on the Association Bulletin Board in every school and a copy of the notice sent to the President of the Association. Notices of known vacancies occurring after the school year will be sent to the President of the Association.
- H. All teachers covered by this agreement will be given fifteen (15) days after posting, if required, and notification to the President to make written application for such vacancy.
- I. No vacancy will be filled except on a temporary basis within fifteen (15) days from the date the notice is posted, if required, and given to the Association president.
- J. The Committee agrees to give due weight to the professional background and attainment of all applicants, the length of time each has been in the school system, and other relevant factors. In filling such vacancies consideration will be given, in the case of comparable qualification, to teachers already employed by the Committee. Each applicant for a particular position not selected will receive written notification from the Superintendent or his/her designee that he/she was not selected. Any applicant already employed by the Committee shall be included in the list of finalists for such vacancy.
- K. Appointments will be made without regard to race, creed, religion, nationality, sex, marital status, age, or handicap.
- L. Teachers-in-charge who are assigned on an intermediate basis will continue to be paid five dollars (\$5.00) per day.

A long-term teacher-in-charge is defined as one who will serve as teacher-in-charge beyond fifteen (15) school days. A vacancy occurring in long-term teacher-in-charge will be filled through a system-wide advertising process. The advertising process will take place at the beginning of the school year. The Superintendent or his/her designee will choose long-term teacher-in-charge from the system-wide application list.

A short-term teacher-in-charge is defined as one who will serve for fifteen (15) school days

or less. Advertisements for short-term teacher-in-charge will be restricted to an individual building. The Superintendent or his/her designee will choose short-term teachers-in-charge from the building-wide application list.

If a teacher will act as teacher-in-charge for seventy-five percent (75%) or more of any workday, a substitute shall be hired to replace the teacher for that day if he/she desires one.

- M. The Fall River School Committee and the Fall River Educators' Association agree that all vacancies which are to be filled will be advertised to the extent possible including on School Spring and at local teacher education programs. The parties further agree that a vacancy is any opening caused by death, promotion, resignation, retirement, dismissal, creation of a new position, or transfer. Any temporary vacancies which will last at least a full year will be filled by a teacher not a substitute. Vacancies occurring after the opening of school will be advertised for the next school year.

Voluntary transfers to exchange positions by two or more teachers will not have to be advertised.

- N. The FREA President will receive notice of all posted openings.

ARTICLE XII PROMOTIONAL VACANCIES

- A. A promotional position is defined as any position paying a salary differential and/or any position on the administrative or supervisory level, including but not limited to Director, Supervisor, Principal, Assistant Principal, and Department Head.
- B. A notice of all known promotional vacancies and newly created positions occurring during the school year will be posted on the Association Bulletin Board in every school and a copy of the Notice sent to the President of the Fall River Educators' Association. Notice of known promotional vacancies and newly created positions occurring after the school year will be sent to the President of the Association and to each teacher employed by the Fall River School Committee requesting such information in writing.
- C. The notice shall clearly set forth the qualifications of the position, its duties, and compensation according to the salary schedule.
- D. The qualifications set forth for a particular position will not be changed prior to an appointment unless the Association has been notified in advance of such changes and the reasons therefor.
- E. All Teachers covered by this Agreement will be given fifteen (15) days after posting, if required, and notification to the President to make written application for such vacancy. If a vacancy occurs during the summer, thirty (30) days must elapse following the posting of the notice and notification to the Association President before the vacancy is filled on a permanent basis.

- F. No vacancy will be filled, except as noted in E above, except on a temporary basis within fifteen (15) days from the date the notice is posted, if required, and given to the Association President.
- G. The Committee agrees to give due weight to the professional background and attainment of all applicants, the length of time each has been in the school system, and other relevant factors. In filling such vacancies consideration will be given, in the case of comparable qualifications, to teachers already employed by the Committee. Each teacher or applicant not selected will receive written notification from the Superintendent that he/she was not selected.
- H. Appointments will be made without regard to race, creed, religion, nationality, sex, marital status, age, or handicap.

ARTICLE XIII

POSITIONS IN SUMMER SCHOOL, EVENING SCHOOL, AND UNDER FEDERAL PROGRAMS

- A. Positions under Federal Programs will be adequately publicized by the Superintendent in each school building as they become available. Notice will be sent to the Association President and bargaining unit members who have applied for such positions will be notified of the action taken regarding their application as early as possible. Summer school and evening school openings will be publicized not later than the preceding March 1st and June 1st, respectively, and teachers will be notified of the action as soon as possible.
- B. Positions in the Fall River summer schools and evening schools and positions under Federal programs will be filled first by regularly appointed and qualified teachers in the Fall River School System. If bargaining unit members are not notified of a cancellation one hour before the scheduled start of night school, bargaining unit members will be remunerated their full salary for that evening. One hour prior notification by radio before the start of night school will be deemed proper notification. All night school classes cancelled will be rescheduled, except for those cancelled due to strike by School Committee employees.
- C. In filling such teaching positions, consideration will be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, length of service in the Fall River School System; and in regard to summer school or evening school positions and Federal Programs, previous Fall River summer or evening school teaching experience.
- D. When a sufficient number of regularly appointed teachers in the Fall River School System is not available to fill all teaching positions, they will be filled, to the extent possible, by substitute teachers in the Fall River School System and by teachers from other school systems. To the extent that they are applicable, the same criteria that are used in making appointments from among regularly appointed teachers will be used in regard to substitute teachers and teachers from other school systems.

- E. Teachers will be chosen to do all summer school teaching, and they will be given due consideration for monitoring of students or proctoring teacher tests given in the public schools and the supervision of athletic events.
- F. No person covered by this contract shall hold more than two concurrent paid positions within the school system, night programs, summer programs, and/or Federal Programs (Projects). The position of coaches, assistant coaches, and club advisor will not be counted as one of the concurrent paid positions referred to in the first sentence of this section. If no qualified candidate applies, the limits contained in the first sentence may be exceeded. All jobs will be advertised.
- G. If appointed to the Fall River School System, teachers on Federal projects will get professional standing if all other requirements for professional standing have been met.
- H. Summer Programs – School nurses may elect to work up to twenty (20) additional hours during the summer months to prepare incoming students' Massachusetts health records, review immunization requirements, enter medical records, meet with parents of students with medical needs, and develop plans of care for students with medical needs. These hours shall be compensated at the contractual hourly rate.

ARTICLE XIV

TEACHER EVALUATION

For the Teacher Evaluation Process, see Appendix B.

- . All monitoring or observation of the work performance of a teacher for evaluation purposes shall be done in accordance with the Teacher Evaluation Instrument form in Appendix B of this Agreement. This does not preclude other monitoring or observation; however, all monitoring or observation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher. Nurse educators shall be evaluated by the Nursing Supervisor.
- B.
 - 1. Teachers will have the right, upon request, to review the contents of their personnel file. A teacher will be entitled to have a representative of the Association accompanying him/her during such review and receive a copy of anything in the file.
 - 2. No material derogatory to a teacher's conduct, service, character, or personality will be placed in his/her personnel file unless the teacher has had an opportunity to review the material. The teacher will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with express understanding that such signature in no way indicates agreement with the contents thereof. The teacher will also have the right to submit a written answer to such material, and his/her answer shall be reviewed by the Superintendent and attached to the file copy.

- C. Any complaints regarding a teacher should be made to the teacher, to the department head, to the principal, and to the Superintendent of Schools, in that order.
- D. The Association recognizes the authority and responsibility of the principal, director, or supervisor for disciplining or reprimanding a teacher for delinquency of professional performance. If a teacher is to be disciplined or reprimanded by a member of the administration, he/she will be personally and confidentially notified of the nature of the meeting three (3) hours prior to the meeting, and he/she will be entitled to have a representative of the Association present. If a situation should arise in which a principal's immediate attention is warranted, he/she may take appropriate action at that time to control the situation. If a reprimand is going to follow from the incident, the time line in sentence 2 above will be followed.
- E. No teacher will be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. This does not apply to the renewal of a coaching position nor the non-renewal of a non-professional standing teacher.
- F. No teacher will be used by the Administration for written reports or evaluations of another. To allow this to occur shall constitute reason for redress to the Committee in the form of grievance against the sponsoring (receiver) of said reports or evaluations.
- G. The Fall River Public Schools and the Fall River Educators' Association will establish a committee to develop an appropriate evaluation tool for the behavior therapists.

ARTICLE XV

TEACHER FACILITIES

- A. Each new school, the construction of which is uncompleted following the commencing of this Contract and all existing schools wherever practicable, will have the following facilities:
 - 1. Space in each classroom in which teachers may safely store instructional materials and supplies.
 - 2. A separate teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials.
 - 3. An appropriately furnished room, which will include a telephone, is to be reserved for the exclusive use of the teachers as a faculty lounge. Said room will be in addition to the aforesaid teacher work area.
 - 4. A serviceable desk and chair for the teacher in each room.
 - 5. A communication system so that teachers can communicate with the main building office from their classroom.
 - 6. A well-lighted and clean male teacher restroom and well-lighted and clean female

teacher restroom.

7. A private dining area for the exclusive use of the teachers.
8. Schools having a parking area will reserve a section for teachers.
9. Teachers will be given an opportunity to put forth their ideas in regard to new facilities and/or alterations in old.
10. The School Committee will strive to provide for a suitable area for band practice, etc.

ARTICLE XVI

USE OF SCHOOL FACILITIES

- A. The Association will have the right to request the use of school buildings at reasonable times for meetings. The principal of the building involved will be notified in advance of the time and place of all such meetings.
- B. There will be one (1) bulletin board in each school building and in each teachers' lounge in each particular school, if such school has a teachers' lounge, for the purpose of displaying notices, circulars, and other Association materials. Copies of all such materials will be provided to the Building Principal, but his/her approval will not be required for the posting of such materials.
- C. There will be no cost to the Fall River Educators' Association for use of school buildings to run courses.

ARTICLE XVII

SUBSTITUTE TEACHERS

- A. While the parties agree that permanent classroom teaching assignments require permanent classroom teachers in order that the educational philosophy of the City of Fall River can be implemented to the maximum extent, the parties recognize that it is necessary to have qualified substitute classroom teachers who are available to teach on a temporary basis in the place of classroom teachers who, for whatever reason, are unable to carry out their teaching duties for varying periods of time. In the broadest sense, a substitute teacher is defined as a person assigned to fulfill the duties of a classroom teacher who is temporarily absent from his/her assignment. It is further understood that all permanent classroom teaching positions which become vacant due to promotion, transfer, resignation, retirement, or death of the permanent teacher will be properly advertised and filled by permanent appointment within sixty (60) days after being advertised.
- B. PRIORITIES IN ASSIGNING PER DIEM SUBSTITUTES

Per Diem substitutes will be employed on a temporary basis under the following priorities:

1. Degreed and certified (Four-year degree) or "grandfathered" personnel
2. Degreed with prior experience (Four-year degree)
3. Degreed (Four-year degree)
4. Associates' Degree or its equivalent (minimum of sixty credit hours) and/or experienced in a vocational area; i.e., Industrial Arts or Home Economic areas.

C. SUBSTITUTE – METHOD OF PAYMENT

Substitute teachers may be used for a period up to the remainder of one school year to temporarily fill the position of a regular assigned teacher who is absent. Temporary positions of a full school year or more and all vacancies shall be filled by bargaining unit members.

Any degreed and certified person serving in a specific position, for which they are certified, for more than thirty (30) days shall be paid at the rate of 1/183 of Step 1 of the teachers' salary schedule for the remainder of the time they serve in that specific position.

No payment, at *Step 1* as defined herein, shall be made when the person is no longer serving in that specific position. No service hereunder shall extend beyond the end of the school year in which the specific position was assumed.

ARTICLE XVIII

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL DEVELOPMENT

- A. The Employer will pay the reasonable expenses (including fees, meals, lodging and transportation) incurred by teachers who, with approval of the Superintendent, attend workshops, conferences or other professional improvement sessions.
- B. The Employer will sponsor one graduate level course of from twenty (20) to thirty (30) hours each fall semester and each spring semester. Such course will be offered free to all teachers who are on the maximum step of the salary schedule. Three (3) graduate credits will apply vertically and horizontally on the salary schedule.
- C. The Employer agrees to pay the tuition of any in-service course a teacher on the maximum step of the salary schedule takes.
- D. Course Credit. The Fall River Educators Association can set up three (3) graduate credit courses of an educational nature taught by a qualified person (any person teaching at an accredited four year college or university). The Employer will give the three (3) graduate credits to teachers who have successfully completed these courses. This credit will be

applied to the B+15, B+30, B+45, B+60, M, M+15, M+30, M+45, M+60, CAGS and Ph.D. of the salary schedule. Effective September 1, 1997, all credits teachers have earned for salary lane advancement shall be “grandfathered” and shall remain to their credit. Prospectively from that date, only graduate level courses shall apply for salary lane advancement for any course registered after such date, except as provided in Article XXVII. There shall be no change concerning the practices of the Parties relating to salary lane advancement, except as specifically provided herein.

E. Horace Mann Grants

1. All members of the bargaining unit will be eligible.
2. Selection process is controlled by the School Committee.
3. All work done by the individual will be performed outside regular duty time.
4. Appeal process – Three person Horace Mann subcommittee of the School Committee.
5. Twelve hundred fifty dollars (\$1,250.00) flat rate.
6. Application form.

F. COST OF COURSE:

The School Committee agrees to pay the tuition of any In-Service course a teacher beyond maximum takes (Section C above).

Course Credit. Fall River Educators’ Association can set up three (3) graduate credit courses of an educational nature taught by a qualified person (any person teaching at an accredited four-year college or university). The Fall River School Committee will give the three (3) graduate credits to teachers who have passed these courses. This credit will be applied to any course requirements of teachers in the Fall River School System and to the B+15, B+30, B+45, B+60, M, M+15, M+30, M+45, M+60, CAGS and Ph.D. of the salary . Such courses must be on the graduate level.

Effective upon the execution of this Agreement, all credits teachers have earned for salary-lane advancement shall be “grandfathered” and remain to their credit. Prospectively, only graduate level courses shall apply for salary-lane advancement for any course registered after effective date of this Agreement, except as provided in Article XXVII. There shall be no changes concerning the practices of the parties relating to salary-lane advancement, except as specifically provided herein.

G. Masters Degree District Alternatives

In order to attract and maintain excellent teachers, the Parties will appoint a Joint Committee effective immediately which will be charged with the responsibility of initiating and implementing the process which will allow the District to be a provider of Pathways to Alternative District Professional Development Plan to the Masters Degree within the District (through U Mass Dartmouth or Bridgewater, for example) using Professional Development funds.

H. RETELL/SEI Endorsement

Whereas the Massachusetts Department of Elementary and Secondary Education (DESE) has adopted regulations that require that all core academic teachers of English Language Learners (ELLs), and building administrators who supervise such teachers, must earn a Sheltered English Immersion (SEI) Teacher or Administrator Endorsement by July 1, 2016, and whereas it is the responsibility of each such teacher or administrator to earn such Endorsement, the following agreement has been reached. Any FREA member who is employed in the Fall River Public Schools during 2012-2013, or who becomes employed by the Fall River Public Schools prior to July 1, 2016, and who earns the Sheltered English Immersion (SEI) Endorsement by July 1, 2016 while employed by the Fall River Public Schools shall receive three (3) Fall River Increment Credits that may be utilized toward advancement on any and all lanes of the FREA's Salary Schedule (Appendix A). The parties expressly agree that the three (3) Fall River Increment Credits earned for the SEI Endorsement constitute graduate credits. No other compensation will be sought or given for obtaining this Endorsement.

In the event that all training slots are not taken, and as long as the following is allowed by DESE, the Superintendent or his designee shall notify all FREA members in writing that additional slots are available at no cost to any FREA member interested in taking the training, including non-core academic members. In the event that the DESE issues additional SEI/RETE:: professional development and training guidelines beyond those that exist as of the date of this Agreement, the FREA and the School Committee shall enter into negotiations concerning any such guidelines.

- I. **Professional Development:** To the extent possible, the District will provide ongoing professional development that recognizes the specific needs and expertise of special educators. In recognition that all educators must have professional development in the area of special education instruction, especially those following a co-teaching model, training will be open to all educators if space is available.

Special education supervisors will hold bi-monthly meetings with the buildings they supervise to address pertinent issues within the special education department. Such meetings will take place during the contractual work day, subject to the availability of staffing.

To the extent possible, the District will provide ongoing professional development that recognizes the specific needs and expertise of ELL educators. In recognition that all educators must have professional development in the area of ELL instruction, training will be open to all educators if space is available.

- J. **National Board Certification:** Any teacher in the Fall River Public Schools who obtains National Board Certification will receive an annual stipend of \$2000 for any school year that the teacher both maintains the certification and teaches the entire year in Fall River. National Board certified teachers are encouraged to participate in new teacher mentoring.
- K. The District will track participation in PD electronically or will provide paper certificates to show attendance at all PD activities.
- L. In a Level 4 school, or upon designation of a school's Level 4 status, a nurse educator would not be required to attend academic summer professional development.
- M. The School Committee will reimburse nurse educators for the cost related to maintaining their nursing license. This shall include license renewal fees, and up to four hundred dollars (\$400) per renewal cycle (every two years) toward continuing education unit costs.

ARTICLE XIX

PROTECTION

- A. Teachers will immediately report in writing all cases of assault suffered by them in connection with their employment to the principal and the Superintendent of Schools.
- B. This report will be forwarded to the Committee which will comply with any reasonable request from the teacher for information in its possession relating to the incident or the persons involved and will act in appropriate ways as liaison between the teacher, the police, and the courts.
- C. In criminal or civil proceedings brought against a teacher alleging that he/she committed an assault in connection with his/her employment, the Committee will upon request of the teacher, furnish legal counsel to defend him/her in such proceedings. Such request must be made in writing to the Superintendent of Schools or the Assistant Superintendent. Within 48 hours of receipt of such request, the Superintendent of Schools or his/her designee shall notify the teacher of the means by which legal counsel will be furnished.
- D. Teachers who have experienced assault will have the opportunity to meet with a supervisor to discuss concerns and future plans. Teachers will have representation at this meeting.
- E. The Committee agrees to indemnify the nurse educators for all money damages incurred in connection with any claim, suit, or judgment against the employee for negligent acts, or omissions of the nurse employee arising out of the employment of said employee and performed or omitted in the course of said employment, provided that the nurse employee is represented in said claim, or judgment by legal counsel appointed or approved by the Committee.

ARTICLE XX

PERSONAL INJURY BENEFIT

- A. Whenever a teacher is absent from school as a result of personal injury to him/her caused by an accident or assault upon him/her occurring in the course of his/her employment, during any period for which weekly total incapacity compensation is payable under Massachusetts General Laws, Chapter 152, Section 69 as amended will apply.
- B. The Committee will reimburse teachers for the cost of medical, surgical, or hospital services (less the amount of any public or private insurance reimbursement) incurred as the result of any injury sustained in the course of his/her employment. These benefits are to be limited to such amounts as may legally be paid under the provisions of the Workmen's Compensation Act.

ARTICLE XXI

INSURANCE AND ANNUITY PLAN

- A. The Committee will pay the maximum percentage permitted by law of the cost of the following types of insurance coverage:
 - 1. A \$5,000 term life insurance plan and a \$5,000 accidental death and dismemberment policy. Upon retirement \$5,000 life insurance without the accidental and dismemberment policy;

The City of Fall River and the Fall River Public Employees Committee, of which the Association is a member, have entered into a separate agreement regarding health insurance (see Appendix D).
- B. Teachers will be eligible to participate in a "tax sheltered" Annuity Plan established pursuant to the United States Public Law No. 87-370.

ARTICLE XXII

MATERIALS, TECHNOLOGY, AND CURRICULUM

- A. In the interest of high quality education, to the extent possible, all students and educators should have access to up-to-date curricular resources, supplies and technology. To the extent possible, every unit member shall have a personal computing device and access to a projector.
- B. The District will establish a mechanism for requesting supplies and instructional materials. Teachers will not be asked to purchase basic supplies.
- C. When designing, implementing, and/or ordering curricula texts or materials, the District/Administration will consult with teachers. This work shall be done collaboratively during PLC meetings and/or professional development. Curriculum teams may be established to develop curricula outside the school day at the negotiated hourly rate.

ARTICLE XXIII

GENERAL

- A. There will be no reprisals of any kind taken against any teacher by reason of his/her membership in the Association or participation in its activities.
- B. The representatives of the Association will be relieved from all regular duties without loss of pay as necessary in order to permit their participation in negotiation meetings between the

Committee and the Association scheduled during a school day. When it is necessary for representatives of the Association to schedule meetings during the school day in order to prepare for negotiations or to investigate a grievance, the various committees will, upon notice to the Superintendent of Schools by the President of the Association, be released as necessary without loss of pay in order to permit participation in such meetings. Any teacher whose appearance in such investigation, meetings, or hearings as a witness is necessary will be accorded the same right. The Association agrees that these rights will not be abused. The Superintendent will make every effort to comply with all reasonable requests.

- C. Teachers will be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such teacher.
- D. The Committee will, upon request, provide the Association with any document which will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with any other available information which may be necessary for the Association to process grievances under this Agreement.
- E. The Association will be provided with copies of the minutes of open official Committee meetings and all other printed materials that are distributed to Committee members at open official meetings as soon as possible after such meetings. Copies of the agenda of each School Committee meeting, either regular or special, shall be mailed to the Association at the same time as they are sent to the members of the Committee.
- F. Copies of this Agreement will be printed at Committee expense and a copy given to each teacher within sixty (60) days of the signing of this contract.
- G. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such a 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.
- H. The officers of the Fall River Educators' Association or their designated representatives shall be granted up to fifteen (15) days leave for conferences sponsored by the Massachusetts Teachers' Association or other educational conferences deemed to be in the interest of the Association. This leave will not be deducted from either personal leave or sick leave of the involved members of the Association. Leave under this provision shall be limited to eight (8) bargaining unit members on any one day, except for Annual Meeting, which shall not exceed fifteen (15) members. Additional leave under this provision may be granted at the discretion of the Superintendent or his/her designee.
- I. Teachers will have meaningful input into release time programs.
- J. Two members of the Fall River Educators' Association Election Committee will be given half-day release time from school to distribute and collect ballots on Fall River Educators' Association election day.

- K. Teachers shall have the opportunity for meaningful input into all new programs.
- L. The Fall River Educators' Association President, if requested, will be given a year's leave of absence without pay.
- M. No teaching-related activities which may be performed by Unit A members shall be contracted or in any other way given to groups or individuals outside the bargaining unit. Except as specifically excluded by this Contract, this does not apply to Fall River Administrators' Association.

Retirees may fill vacant part-time positions within the following limitations:

- 1. Such part-time work will not supplant full-time bargaining unit positions.
 - 2. Where qualifications are substantially equal, preference would be given to former Fall River teachers.
- N. Within thirty (30) days of the signing of this Agreement and within thirty (30) days of the opening date of school in subsequent years, the School Committee shall submit to the Association a seniority list of all Unit A members.
- O. Prospectively, seniority shall be defined as the length of continuous service within the FREA bargaining unit by a degreed, certified or waived person in a professional position in the Fall River Public Schools. Full credit shall be given for all service within the bargaining unit after the effective date of appointment.

Promotion to another position in Fall River does not constitute a break in service, however, an employee returning to the FREA bargaining unit will only be given credit for previous seniority earned in the FREA.

An employee who leaves the employ of the Fall River School Department for another district does have a break in service and if that employee returns to the Fall River School Department, his/her seniority would begin at zero.

Notwithstanding the same, the within provision relative to the new definition of seniority shall not affect any current member of the FREA with respect to seniority earned as a non-FREA employee of the Fall River School System as of the date of the successor contract.

Effective date of appointment is defined as the date of appointment by the School Committee. Differentiation for seniority purposes for professional employees will be by date of School Committee appointing action, and second, by order of appointment with a given meeting.

Service after effective date of appointment will not be considered to have been interrupted

by military, educational, maternity, or personal leave if such leave or any combination of leaves (except military) does not exceed a period of two consecutive years. Limitation on crediting of service military leave will be in accordance with applicable State and Federal Regulations.

Seniority may also be established through continuous substitute teaching service by a degreed, certified or waived individual. Service as a substitute shall be considered to have commenced, for purpose of this Article, when the person in question first contributes to the Massachusetts Teachers Retirement System. The burden of establishing the date of initial contribution shall rest on the person seeking to establish seniority. Time prior to initial contribution is subject to retroactive buyback only for continuous service while degreed, certified or waived. No buyback by anyone shall be allowed after March 1, 1985.

A seniority list of bargaining unit members shall be published annually by October 1st. As of that date, the list shall not be subject to update for any reason until the next annual list. Exception to the above shall be made if an individual can show that an error has been made in the publication of the list. Such error must be brought to the attention of the FREA and the School Committee by December 1st. As of that date, no further revision in the seniority list will be made until the following school year.

The seniority definition only for Title 1 teachers hired before April 23, 2007 is found in Appendix E of this Agreement. Seniority for Title 1 teachers hired after April 23, 2007, shall be the same for all other teaching employees, as provided within this Agreement.

The nurse educators' seniority list and the behavior therapists' seniority list shall be maintained separately from the teacher seniority list.

- P. Teachers will be personally notified immediately of all telephone calls of an emergency nature and of all other calls by the end of the school day.
- Q. Teachers who reside outside the City of Fall River may be allowed to enroll their children in the Fall River Public Schools on a tuition-free basis subject, however, to the right of the Superintendent of Schools or his/her designee to assign such children to specific schools as he/she sees fit or deems necessary.
- R. Teachers shall maintain a neat and clean appearance. Teachers shall wear clothing that is consistent with maintaining a (business casual) professional educational environment. It is recognized that expectations for teacher appearance may vary depending on the specific responsibilities that teachers carry out, such as for physical education and art teachers, for example. It is also recognized that for some special events or projects, such as field days or fund raising activities, the guidelines for professional appearance may vary. Teacher appearance shall not be addressed in the evaluation of any teacher unless such teacher has been advised of such a concern at a meeting in which an Association representative is present, a reasonable expectation is clearly set forth, such teacher is provided a reasonable time to address the issue and the expectation is not met.

- S. Each building will dedicate at least five (5) minutes of its monthly faculty meeting to Association business, where only bargaining unit members are present.
- T. Teacher Leadership Opportunities – Schools shall have the ability to create Teacher Leader positions by grade level, content area, or for special education or ESL. Lead teacher positions shall be posted and duties shall be as outlined in the existing job description. A committee shall be formed to review the job description annually. Lead teachers shall be compensated, in addition to their salaries, at a rate of \$4,000 per year. (Nothing in this paragraph shall alter the past practice regarding pay for lead teachers at Viveiros). The principal shall make the final determination, but will consult with teachers from within the school during the process of fielding candidates.

ARTICLE XXIV

AGENCY FEE

To insure the adequate representation of all employees covered by this Agreement, all teachers, except for those who had completed twenty-five (25) years of service in the Fall River Public Schools as of July 1, 1971, who are not paying dues to the Association, shall pay an Agency Fee to the Association as a condition of continued employment, pursuant to the provisions of Section 12 of Chapter 150E of the General Laws of the Commonwealth of Massachusetts, as amended by Chapter 903 of the Acts of 1977. The Treasurer of the City of Fall River shall, starting within a reasonable time period following appointment and continuing for ten (10) consecutive monthly paychecks thereafter, deduct the total chargeable Association expenses in the previous school year divided by the number of persons in the bargaining unit in the previous school year divided by the number of persons in the bargaining unit in the previous school year from such teachers as payment of said fee to the Association as exclusive bargaining agent. Prior to October 1st the Treasurer of the Association will submit a letter to the City Treasurer and the Superintendent certifying the total amount of Fall River Educators' Association, Massachusetts Teachers Association, National Education Association dues for the current school year. Upon completion of FREA/MTAS/NEA dues audits, any refund shall be provided.

ARTICLE XXV

SICK LEAVE

SECTION 1.

Annual sick leave with full pay shall be granted to all members at the rate of fourteen (14) school days per ten-month school year.

Sick leave shall accrue at the rate of 1.4 days per month. Employees may use that school year's sick leave prior to its accrual up to fourteen (14) days. If an employee borrows leave in advance and then separates from employment prior to earning such sick leave, the employee agrees to have the dollar amount of used but unearned sick days prorated (at 1/183) and deducted from their final paycheck. For the 2017-2018 school year only, those members retiring that year will be granted their sick leave allotment of fourteen (14) days on the first day of school.

Unused sick leave may be accumulated from year to year without limit.

SECTION 2.

In the event of a death in the immediate family, teachers shall be entitled to a leave of absence for five (5) consecutive school days at time of death in immediate family without loss of salary or loss of credit from annual or cumulative leave. The term immediate family shall include spouse, parent, grandparent, grandchild, child, sibling, or such in-laws and such step-family members, and a live-in companion.

In the case of the death of an aunt, uncle, niece, or nephew an absence of one (1) calendar day to attend the funeral. No bereavement leave will be paid for any day during school vacation weeks.

SECTION 3.

Up to five (5) days emergency leave shall be granted without loss of pay in the event of serious illness in the professional employee's immediate family requiring bedside or household attention, to be deducted from sick leave of teacher. The teacher may be required to document their need.

SECTION 4.

The Superintendent shall have the power to excuse a teacher for one (1) day's absence to attend the funeral of someone not herein covered, without loss of pay, but such absence shall be deducted from the number of sick leave days to the credit of the teacher.

SECTION 5.

- A. Teachers will be entitled to three (3) days' leave of absence for personal, legal, business, household or family matters which require absence during school hours. Such leave will not be cumulative. Unused personal days will be added to the employee's accumulated sick leave.

No more than two (2) personal days may be taken consecutively. In the event of emergency or special circumstances, the Superintendent may grant approval for the use of three (3) consecutive personal days. This decision will be final and non-grievable.

Members may use personal leave in half-day increments (3.5 hours). Personal days may only be used to lengthen a holiday or vacation on one end, not on both ends, and only for one (1) day.

Notification of intent for personal leave will be made in writing on a standardized form to the building principal at least forty-eight (48) hours before taking such a leave, except in the case of an emergency. The applicant for such leave will not be required to state the reason for taking such leave other than that they are taking it under this section.

For members hired prior to September 2017 who have previously accumulated personal days, these accumulated days shall be honored in the following ways, subsequent to the member's depletion of the annually allotted three (3) personal days: by rolling them into accumulated sick leave and/or by using the accumulated personal leave as stipulated above, not to exceed four (4) additional days per

year in no more than two (2) day increments. FREA members who have accumulated ten (10) or more personal days as of June 30, 2017 may also elect to be compensated for all days in excess of ten (10) at the rate of \$200 per day.

- B. The Superintendent will grant Jewish holy days without loss of pay to individuals of the Jewish faith, or members of their immediate family, who request to observe said holy days. These days will be limited to Rosh Hashanah and Yom Kippur.
- C. The Parties will establish a Joint Study Committee, which shall be independent of any other Joint Study Committee, for the purpose of reviewing the existing Personal Leave provisions. Such committee shall be comprised of an equal number of members from each of the Parties. Each Party will appoint its own representatives. The Personal Day Review Committee will report its recommendations to the Parties.

SECTION 6.

Teachers who served or are serving in the Armed Forces of the United States shall be entitled to all sick leave benefits after having resumed their duties as employees of the City of Fall River, and such periods of service in the Armed Forces shall not be deducted from their experience categories.

SECTION 7.

Absence due to quarantine periods within the household of a teacher shall be paid for in full and shall not apply against the credit of sick leave, provided the teacher takes temporary residence in a place where there are no children attending school, and provided he or she immediately notifies the Superintendent of Schools and the Board of Health of said change of residence, and that he or she remain under observation of the Board of Health during the period of quarantine and is given at the end of the period a certificate by the Board of Health authorities permitting him or her to return to school.

SECTION 8.

PARENTAL LEAVE

Any FREA member who leaves a teaching position in the employ of the School Committee for the purpose of giving birth to a child or of adopting a child, and who shall give reasonable notice to the School Committee of her anticipated date of departure and who subsequent to such birth or adoption is still qualified to perform the duties of such position, shall be entitled to be restored to their previous position or a similar position within eighteen months of her departure date, or in the event of a miscarriage within six months of her departure date, with the same status, pay and seniority as if she had not been absent.

FREA members shall be entitled to 12-weeks parental leave, 14-weeks Caesarian section, with pay if the teacher has enough sick leave on the books.

If such similar employment is not available, the employer shall offer the employee any other vacant position until such time as the employer can offer them the job they previously held or one

substantially similar to it.

The employer may require that the employee produce medical certification that she is physically able to resume her work before returning to the job.

Any system of accruing seniority or accruing benefits, which seniority of benefits accrue while an employee is on leave for sickness, disability or any other leaves, shall accrue to the employee who takes a parental leave. In all such cases when such employee returns, their seniority date will remain the same as it was prior to their parental leave. Any person on leave for a full school year under this section shall not be credited with sick leave accrual for that year.

Child-rearing leave will be granted to any teacher caring for his/her natural or adopted child without pay and under the same conditions as parental leave benefits. If both parents are members of the Bargaining Unit, only one (1) such parent shall be granted such leave at the election of such parent.

SECTION 9.

Employees have a responsibility for limiting their use of personal sick leave to the legitimate purposes as provided by this Agreement. It is agreed that the Employer has a right and responsibility to monitor sick leave and verify that sick leave is restricted to legitimate use. The Employer may take progressive discipline in instances of misuse of sick leave. To that end, in the case where the Employer substantiates cause to suspect abuse by an employee who has used at least twelve (12) sick days in one school year, or has exhibited a pattern of sick leave abuse, the Employer may require such employee to provide written documentation from a qualified physician.

The Superintendent, or his/her designee, may require an employee who is on sick leave for five(5) or more consecutive work days to provide a written statement from a qualified physician that documents that the employee was not able to work.

The Superintendent, or his/her designee, may require an employee who is on sick leave for five(5) or more consecutive work days to provide a written statement from a qualified physician that the employee is able to return to work.

SECTION 10.

The Committee reserves the right to have an independent physician examine any employee, at City expense, claiming sick leave, who in its opinion may not be entitled to the same and/or who may not be incapacitated to perform some official duties. The opinion of the independent physician shall be final.

SECTION 11.

In the case of teachers receiving benefits from Fall River Public Schools under the Workmen's Compensation Act as a result of a claim for personal injury sustained during the performance of their duties, sick leave benefits are to be limited to such amounts as may legally be paid under the provisions of the Workmen's Compensation Act.

SECTION 12.

No sick leave allowance shall be made for teachers unable to report at the opening of the school year except by the presentation of an affidavit from a certified physician or by a vote of the School Committee.

SECTION 13.

A teacher in service ten (10) years or more who has exhausted his/her total cumulative leave allowed, and sick leave bank benefits, and remains absent because of illness may apply to the Superintendent for an unpaid leave of absence.

SECTION 14.

A maximum of ten (10) days per school year will be granted, with no loss in compensation, to persons called into temporary active duty with any unit of the United States Reserves or State Guard, provided such obligation is with his/her unit and cannot be fulfilled on days when school is not in session. Any exception to the above will require authorization of the Superintendent of Schools.

SECTION 15.

If a teacher leaves the school sick after 11:00 a.m. due to illness, a half-day (1/2 day) of such leave will be deducted from the teacher's sick leave account. If a teacher leaves the school before 11:00 a.m. due to illness, a full day (1 day) of sick leave will be deducted from the teacher's sick leave account.

SECTION 16.

A teacher will be required to make one (1) telephone call, text, or email each day to report absence and/or his/her return to duty.

SECTION 17.

SICK LEAVE BUY BACK

A teacher in the Fall River School System with a minimum of fifteen (15) years of service will get thirty dollars (\$30.00) for each day of accumulated unused days up to 181 days upon resignation, retirement, or death. In addition, teachers will be compensated at thirty dollars (\$30.00) a day for 25 percent (25%) of all days accumulated over 181 days. In order for a teacher to be entitled to the "buy back," a teacher must notify the Administration of his/her intent to retire or resign at least six (6) months before his/her retirement/resignation date. In the event that the State institutes an early retirement program, the School Committee will waive the above notice requirement for those teachers participating in said program.

Money will be payable by August 31st of the year that they retire.

SECTION 18.

Employees with perfect sick leave attendance from day one (1) to ninety-one (91) of the school year shall receive \$150. Employees with perfect sick leave attendance from day ninety-one (91) until the last day of the school year shall receive \$150.

SECTION 19.

The Committee shall comply with the Family Medical Leave Act for all bargaining unit members who qualify under the terms of the Act.

ARTICLE XXVI

SABBATICAL LEAVES

Upon recommendation by the Superintendent of Schools, sabbatical leaves may be granted for study, or other professional improvement, to a member of the teaching staff by the Committee, subject to the following conditions:

- A. No more than fifteen (15) members of the teaching staff will be absent on sabbatical leave during a particular school year.
- B. Requests for sabbatical leave must be submitted to the Superintendent of Schools or his/her designee in writing, in such form as may be required by the Superintendent of Schools, between September 1st and December 31st of the school year preceding the school year for which the sabbatical leave is requested.
- C. The teacher has completed at least seven (7) full years of service in the Fall River School System. Any leave granted under this Contract will not be considered as a break in service.
- D. Teachers may request a sabbatical leave for only a full-year or half-year duration. Teachers on sabbatical leave will be paid at fifty percent (50%) of their regular salary while on sabbatical leave. The first five (5) teachers with over eleven (11) years of service who are granted a sabbatical will receive sixty percent (60%) of their salary while on sabbatical leave. All others who are granted a sabbatical leave will receive fifty percent (50%) of their regular salary.
- E. Prior to granting of sabbatical leave, a teacher shall enter into written agreement with the Committee that upon the termination of such leave teachers will return to service in the Fall River School System for a period equal to double the length of the sabbatical leave. In default of completing such service, he/she shall refund to the Committee an amount equal to such proportion of salary received by him/her while on leave as the amount of service not actually rendered, as agreed bears to the whole amount of service agreed to be rendered, unless said default is due to illness, disability, discharge, death or other circumstances beyond the control of the individual.

- F. The Association shall have the right to directly recommend an individual to the Superintendent for a sabbatical leave provided the fifteen (15) number limitation set out above has not been exhausted.
- G. It shall be incumbent upon the Superintendent to report to the Committee all requests for sabbatical leave and the Committee, in its discretion, shall act on those recommendations.

ARTICLE XXVII

SUPERVISING OF STUDENT TEACHERS

A teacher may accept or reject assignment as a supervising teacher for a student teacher. If a teacher accepts assignment as supervising teacher, this assignment shall be recognized for three (3) credits or stipends of three hundred dollars (\$300) at the option of the School Committee. If three (3) credits are granted, said credits will apply for horizontal movement on the salary schedule. The School Committee, wherever possible, will assign one (1) supervisory teacher. If this is not possible, the three hundred dollars (\$300) or the three (3) credits will be divided pro-rata according to the time involvement of the assigned teachers. The assignment of the teacher will be on a rotating basis subject to the ability of the teacher to supervise. Human resources will confirm the assignment of a student teacher and confirm the options of recognition available to the supervisory teacher.

No student teacher will be used as a substitute teacher in Fall River.

ARTICLE XXVIII

CONSULTATION PROCEDURE

The School Committee agrees that once during the months of October, December, February, and April, prior to the fifteenth of each said months, it will meet with representatives of the Association in special session for the purposes of discussing such matters as the Association determines.

The Association agrees that on or before the first of each of the above enumerated months, it will provide the School Committee with a written list of the topics it wishes to discuss with the School Committee.

There will be not more than five (5) teachers appointed by the Association per meeting.

ARTICLE XXIX

SCHOOL COMMITTEE RIGHTS

Nothing in this Agreement shall be deemed to derogate from or impair any power, right, or duty heretofore possessed by the School Committee except where such right, power or duty is limited by this Contract.

ARTICLE XXX

TEACHER EVALUATION OF ADMINISTRATORS

- A. All administrators shall be subject to evaluations by the teachers they supervise twice per year. One such evaluation shall be performed during the first week of December. One such evaluation shall be performed during the first week of March. Participation for such evaluation shall be at the option of the individual teacher.
- B. The December evaluation forms will be collected by the Faculty Representative, and a copy of these unsigned forms will be given to the administrator being evaluated.
- C. The March evaluation forms will be collected by the Faculty Representative and these shall be signed and a copy delivered to the Superintendent; a copy of which shall be given to the Administrator being evaluated.

ARTICLE XXXI

REDUCTIONS IN FORCE

- A. As a result of increased class size and/or as a result of availability for twenty-eight (28) teaching periods, there will be no reduction in force during the life of this contract.
- B.
 - 1. In the event it becomes necessary for the Committee to reduce the number of Professional Employees in the bargaining unit because of financial limitation, reasons of economy, decrease in pupil enrollment, changes in curriculum or other similar reasons, the procedures set forth in this Article will govern the layoff and recall of employees who are affected by any such reduction.
 - 2. No teachers with professional standing, as defined in this Contract, shall be dismissed due to R.I.F. until all per diem and long-term substitutes and/or non-professional standing teachers, whose positions such professional standing teachers are certified to fill, have been dismissed.
 - 3. Dismissal of teachers with professional standing due to R.I.F. will be based on the teacher's certification and teacher experience in the Fall River Public Schools. Teachers with professional standing to be dismissed due to R.I.F. shall be dismissed within affected areas of certification in inverse order of seniority. Teachers with professional standing who have been reached for R.I.F. may bump less senior teachers in other areas in which they are certified.
 - 4. Leaves of Absence - Military leave, maternity leave, and educational leave shall not interrupt continuous service for purposes of defining seniority.
 - 5. Seniority - See Article XXIII, Section P.

For purposes of reduction in force, the nurse educator and the behavior therapist groups

shall each have their own seniority lists which shall stand and function separately from the teachers' seniority list.

6. Certification - Official credentials currently on file with the Massachusetts State Department of Education, Bureau of Teacher Certification. For the purpose of this Article, teachers who are legally exempt from certification shall be considered as certified only in the disciplines in which they have taught in the Fall River Public Schools.
- C.
1. Recall - Teachers of non-professional standing will have no recall rights. Teachers with professional standing will be recalled in inverse order of their layoff as positions for which they are qualified become open. Teachers with professional standing will remain on a recall list for a period of two (2) years from their date of dismissal.
 2. An employee who is recalled by the Committee within two (2) years shall have restored to him/her all benefits he/she had accumulated at the time of his/her layoff. Teachers on a recall list shall be entitled to membership in any group health or life insurance coverage in existence at the time of the effective date of the layoff provided, however, that the teacher pays the entire cost of such insurance pursuant to the requirements of the insurance carrier, and there shall be no contribution by the Committee or the City for such teacher's insurance.
 3. Teachers on the recall list will be given first priority in filling substitute teachers' vacancies in their field(s) of certification if they indicate, in writing, that they desire such employment.
 4. When vacancies occur in the certification area(s) of a teacher on the recall list, such teacher shall be notified by certified mail at his/her last address of record. Failure to accept certified mail shall not be deemed sufficient reason for failing to meet the necessary response date. Failure to respond to the Superintendent of Schools with a letter of acceptance of the offered position within ten (10) calendar days shall be considered a rejection of such offer, and the teacher shall be dropped from the recall list. It shall be the responsibility of the personnel on the recall list to inform the Office of the Superintendent of Schools or his/her designee, in writing, of changes of address.
 5. Teachers on the recall list shall have priority in filling vacancies as hereinbefore set forth. No new personnel shall be hired to fill such vacancies until all appropriate teachers on the recall list have been offered the vacancy pursuant to the provisions of this paragraph.
- D. Nothing in this Article shall act so as to diminish the rights of teachers under Chapter 71, Sections 41 and 42 of the General Laws of the Commonwealth of Massachusetts.

ARTICLE XXXII

SICK LEAVE BANK

- A. The sick leave bank is for use by eligible members of the professional staff covered by this Agreement who have exhausted their own accumulated sick leave and who have a serious illness.
- B. Each unit member shall have his/her sick leave accumulation reduced by one (1) day for the term of this Agreement, and those days shall then be deposited in the bank. In the event the sick leave bank is exhausted during the term of this Agreement, all qualified members shall have their sick leave accumulation reduced by another day and that day shall be deposited in the bank to be used as provided in paragraph A above.
- C. The initial grant of sick leave by the sick leave bank committee to an eligible employee shall not exceed thirty (30) days. Upon completion of the thirty (30) day period, the period of entitlement may be extended by the sick leave bank committee upon demonstration of need by the applicant.
- D. The sick leave bank shall be administered by a sick leave bank committee consisting of five (5) members; three (3) members shall be designated by the Fall River Educators' Association to serve at its discretion, and two (2) members shall be designated by the School Committee to serve at its discretion. The sick leave bank committee shall determine the eligibility for the use of the bank and the amount of leave to be granted. The following criteria shall be used by the committee in administering the bank and determining eligibility and amount of leave: a) adequate medical evidence of serious illness, and b) prior utilization of all eligible sick leave.

RULES OF THE SICK LEAVE BANK

- A. Eligibility for days from the Sick Leave Bank: An applicant must be in AFREA member in good standing and must have a catastrophic illness or injury. The member must have been employed as an FREA member for the District for a minimum of six (6) school years to receive the full benefit. Prorated benefits are available for those members in good standing with the FREA with less than six (6) school years per the table in Paragraph L. below.
- B. All requests by teachers seeking an award of sick leave days from the Sick Leave Bank must be in writing and accompanied by a detailed statement from the treating physician regarding the nature of the illness and a probable return to work date. The Sick Leave Bank Committee will then review the request and approve or deny it based on its merits. The approval of days and the number of days to be granted to any member is at the sole discretion of the committee. The decision of the Sick Leave Bank Committee will be final and binding and not subject to any further appeal by the applicant.
- C. The application of the Sick Leave Bank, in relation to all benefits regarding sick leave which appear in the Unit A Contract, is as follows:
 - 1. As provided for in Article 25, Section 1., a teacher is allowed:

4 sick days per year, effective September 1, 2014.

A teacher must first exhaust this benefit and all Personal Days available prior to being eligible to apply for the Sick Leave Bank.

- D. The Committee reserves the right to reconsider any decision upon the presentation of new evidence received within 21 days.
- E. Days from the Sick Leave Bank are not available for illness or disability due to drug addiction or alcoholism, except during confinement in a hospital or other institution specializing in such disabilities or participation in an outpatient rehabilitation program. The total number of days available from the Sick Leave Bank shall not exceed 30 days.
- F. The teacher is required to reimburse to the Sick Leave Bank twenty-five percent (25%) of the allotted days. The amount and the period for reimbursement may be adjusted by the Sick Leave Bank Committee; in no event shall the reimbursement period exceed two (2) school years.
- G. Any days not expended from the Sick Leave Bank will be carried over to the following year. If the bank carries over as of June 30th the equivalent of one (1) day per unit member, there will be no automatic, initial assessment for the succeeding school year. All appointed teachers will be assessed one day should an assessment take place.
- H. All newly appointed teachers will be assessed one (1) day.
- I. All decisions made by the Sick Leave Bank Committee will be done by majority vote of members present.
- J. The Sick Leave Bank will meet on a monthly basis through the School Year. In emergency situations, the Chairperson can call a meeting within a period of 24 hours of the emergency or take an electronic poll of the members to be ratified at the next meeting.
- K. The Sick Leave Bank shall only grant up to 5 days for absences due to work related injuries/illnesses to cover the initial five (5) days of absence by said injury/illness. The Sick Leave Bank does not grant days to those receiving payment from workers' compensation. Should a member receive days from the Sick Leave Bank and then be paid for same time period by workers' compensation they are required to reimburse the Sick Leave Bank 100% of any amount received from workers' compensation.
- L. If a member in good standing suffers a catastrophic illness or injury before the six (6) year time period is met, the member may apply to the Sick Leave Bank, with the understanding that the Committee may or may not grant days to the member.

1. Proration of Sick Leave Bank Days

<u>FREA Members with</u>	<u>Maximum Number of Days Available</u>
1 year of service	14 days*

2 years of service	28 days*
3 years of service	42 days*
4 years of service	56 days*
5 years of service	70 days*
6 years of service	84 days*

**Maximum number of days are cumulative*

2. After being employed for more than six (6) school years, a member is eligible for up to one hundred (100) days per school year at full pay per school year.
3. Any member whose school year maximum amount has been exhausted may apply to the Sick Leave Bank Committee, accompanied by proof of hardship, and may be eligible for up to an additional twenty-five (25) days.
4. A lifetime maximum of 200 Sick Leave Bank Days is available to any eligible member.

The Sick Leave Bank Committee reserves the right to change these rules.

ARTICLE XXXIII

PERSONAL LEAVE

No personal leave of absence shall exceed a maximum of two (2) consecutive years. Leave of absence to take a position with a new employer shall be at the sole discretion of the Superintendent.

ARTICLE XXXIV

OUR CITY, OUR KIDS: JOINT LABOR MANAGEMENT COLLABORATIVE COMMITTEES

Beginning in the 2017-2018 school year, the following joint labor management committees shall be established: 1) Diversity and Equity; 2) Restorative Practices; 3) Curriculum and Assessment; 4) Special Education; and 5) English Language Learning.

Each of the five committees will be co-chaired by a Superintendent designee and an FREA designee. Each of these committees shall be made up of at least as many FREA members as administrators, as determined by the respective co-chairs. Additional committee members may be added at the team's discretion which may include a parent and/or student representative.

All committee members will earn a \$100 stipend for their participation (cost to be equally shared by FREA and School Committee), and there will be no more than ten (10) members per committee.

Each year, each committee will develop guiding documents to structure and direct the committee's work. Each committee shall annually make recommendations to the Superintendent and FREA President and make a presentation to the School Committee.

Article XXXV

ARTICLE XXXV

DURATION

The provisions of this Agreement will be effective as of September 1, 2017, and will continue and remain in full force and effect until August 31, 2020. The Association and the Committee agree to take steps necessary to implement the terms of this Agreement

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this 16th day of
OCTOBER, 2017.

FALL RIVER, MASSACHUSETTS
SCHOOL COMMITTEE
BY:


Mayor Daniel Correia, Chairperson


Mark Costa, Vice Chairperson


Edward Costar



Gabriel Andrade


Joseph Martins


Melissa Panchley


Paul Coogan

FALL RIVER, MASSACHUSETTS
EDUCATORS' ASSOCIATION
BY:


Rebecca Cusick, President, FREA

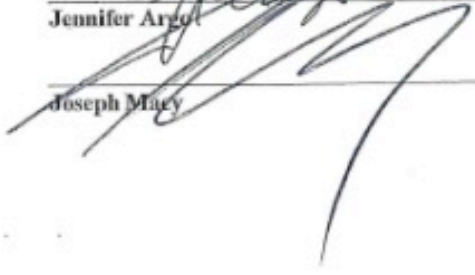
ATTORNEY FOR THE
FALL RIVER, MASSACHUSETTS
SCHOOL COMMITTEE
BY:


Bruce A. Assad, Legal Counsel

AUDITOR, CITY OF FALL RIVER
BY:


Jennifer Argon

CORPORATION COUNSEL
CITY OF FALL RIVER
BY:


Joseph Mury

APPENDIX A

TEACHERS' SALARY SCHEDULE

Increase the schedule as follows:

- a. All hourly rates in the Agreement:

1. 2017-2018: \$31.00
2. 2018-2020: \$32.00

*the compensation rate for during school hours remains \$34.50

- b. All Coaching and Club/Activities salaries in the Agreement: See Salary Grids

- c. Appendix A, Teacher Salary Schedule, increase, across the board, as follows:

1. Effective Start of 2017-2018 School Year – 0.5%
2. Effective Last Day of 2017-2018 School Year – 0.5%
3. Effective Start of 2018-2019 School Year – 1%
4. Effective Start of 2019-2020 School Year – 2%

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
.5% FIRST DAY**

STEP	B	B+15	B+30	B+45	B+60/M	M+15	M+30	M+45	M+60	CAGS DOC
1	40,982	41,563	42,146	42,735	43,284	43,580	43,873	44,166	44,757	45,306
2	43,032	43,639	44,255	44,873	45,424	45,728	46,038	46,349	46,967	47,515
3	45,174	45,817	46,469	47,116	47,664	47,991	48,317	48,634	49,288	49,836
4	47,437	48,107	48,795	49,472	50,021	50,362	50,698	51,045	51,720	52,269
5	49,807	50,517	51,229	51,946	52,495	52,858	53,209	53,567	54,283	54,832
6	52,298	53,039	53,795	54,541	55,088	55,469	55,842	56,220	56,964	57,515
7	54,913	55,692	56,482	57,273	57,821	58,214	58,607	59,004	59,790	60,340
8	57,658	58,478	59,306	60,136	60,686	61,095	61,507	61,926	62,752	63,299
9	60,538	61,401	62,273	63,140	63,688	64,125	64,561	64,993	65,863	66,412
10	63,563	64,469	65,386	66,299	66,848	67,304	67,756	68,215	69,128	69,677
11	66,738	67,698	68,659	69,616	70,165	70,642	71,119	71,601	72,558	73,104
12	69,617	70,575	71,537	72,495	73,042	73,520	73,998	74,477	75,434	75,981

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
.5% LAST DAY**

STEP	B	B+15	B+30	B+45	B+60/M	M+15	M+30	M+45	M+60	CAGS DOC
1	41,187	41,771	42,356	42,948	43,501	43,798	44,093	44,387	44,980	45,533
2	43,247	43,857	44,476	45,098	45,651	45,956	46,268	46,580	47,201	47,753
3	45,400	46,046	46,702	47,352	47,902	48,231	48,559	48,877	49,535	50,085
4	47,674	48,348	49,039	49,719	50,271	50,613	50,952	51,300	51,979	52,530
5	50,056	50,770	51,485	52,206	52,758	53,122	53,475	53,834	54,554	55,106
6	52,560	53,304	54,064	54,814	55,364	55,746	56,121	56,501	57,249	57,803
7	55,188	55,971	56,764	57,559	58,110	58,505	58,900	59,299	60,089	60,642
8	57,946	58,770	59,603	60,437	60,989	61,400	61,815	62,236	63,066	63,615
9	60,841	61,708	62,584	63,456	64,006	64,446	64,884	65,318	66,192	66,744
10	63,881	64,791	65,713	66,630	67,182	67,640	68,095	68,556	69,474	70,025
11	67,072	68,036	69,002	69,964	70,516	70,996	71,474	71,959	72,921	73,469
12	69,965	70,928	71,895	72,857	73,408	73,887	74,368	74,849	75,811	76,361

**TEACHERS SALARY SCHEDULE
2018-2019 SCHOOL YEAR
1%**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	41,599	42,188	42,780	43,378	43,936	44,236	44,534	44,830	45,430	45,988
2	43,680	44,296	44,921	45,549	46,108	46,416	46,731	47,046	47,674	48,231
3	45,854	46,506	47,169	47,826	48,381	48,713	49,045	49,366	50,030	50,586
4	48,151	48,831	49,529	50,217	50,774	51,119	51,461	51,813	52,499	53,056
5	50,556	51,278	52,000	52,728	53,285	53,653	54,010	54,373	55,100	55,657
6	53,085	53,837	54,604	55,362	55,917	56,304	56,682	57,066	57,822	58,381
7	55,740	56,530	57,332	58,135	58,691	59,090	59,489	59,892	60,690	61,248
8	58,526	59,358	60,199	61,041	61,599	62,014	62,433	62,858	63,697	64,252
9	61,449	62,326	63,210	64,090	64,646	65,090	65,533	65,971	66,854	67,412
10	64,520	65,439	66,370	67,297	67,854	68,317	68,776	69,242	70,168	70,725
11	67,742	68,717	69,692	70,664	71,221	71,706	72,189	72,679	73,650	74,204
12	70,665	71,637	72,614	73,586	74,142	74,626	75,112	75,597	76,570	77,125

**TEACHERS SALARY SCHEDULE
2019-2020 SCHOOL YEAR
2%**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	42,431	43,032	43,636	44,245	44,814	45,120	45,424	45,727	46,339	46,908
2	44,553	45,182	45,820	46,460	47,030	47,344	47,666	47,987	48,627	49,195
3	46,771	47,437	48,112	48,782	49,349	49,687	50,025	50,353	51,031	51,598
4	49,114	49,808	50,520	51,221	51,789	52,142	52,490	52,849	53,549	54,117
5	51,568	52,303	53,040	53,783	54,351	54,727	55,090	55,460	56,202	56,770
6	54,147	54,914	55,696	56,469	57,035	57,430	57,816	58,207	58,978	59,548
7	56,854	57,661	58,479	59,298	59,865	60,272	60,678	61,089	61,904	62,473
8	59,696	60,545	61,403	62,262	62,831	63,255	63,681	64,115	64,971	65,537
9	62,678	63,572	64,474	65,372	65,939	66,392	66,844	67,291	68,191	68,760
10	65,810	66,748	67,698	68,643	69,211	69,683	70,151	70,627	71,572	72,140
11	69,097	70,091	71,086	72,077	72,645	73,140	73,633	74,132	75,123	75,688
12	72,078	73,070	74,066	75,057	75,625	76,119	76,614	77,109	78,101	78,667

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
90 HOURS ELT
@\$4,000 PER ANNUM
.5% FIRST DAY**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	44,982	45,563	46,146	46,735	47,284	47,580	47,873	48,166	48,757	49,306
2	47,032	47,639	48,255	48,873	49,424	49,728	50,038	50,349	50,967	51,515
3	49,174	49,817	50,469	51,116	51,664	51,991	52,317	52,634	53,288	53,836
4	51,437	52,107	52,795	53,472	54,021	54,362	54,698	55,045	55,720	56,269
5	53,807	54,517	55,229	55,946	56,495	56,858	57,209	57,567	58,283	58,832
6	56,298	57,039	57,795	58,541	59,088	59,469	59,842	60,220	60,964	61,515
7	58,913	59,692	60,482	61,273	61,821	62,214	62,607	63,004	63,790	64,340
8	61,658	62,478	63,306	64,136	64,686	65,095	65,507	65,926	66,752	67,299
9	64,538	65,401	66,273	67,140	67,688	68,125	68,561	68,993	69,863	70,412
10	67,563	68,469	69,386	70,299	70,848	71,304	71,756	72,215	73,128	73,677
11	70,738	71,698	72,659	73,616	74,165	74,642	75,119	75,601	76,558	77,104
12	73,617	74,575	75,537	76,495	77,042	77,520	77,998	78,477	79,434	79,981

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
90 HOURS ELT
@\$4,000 PER ANNUM
.5% LAST DAY**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	45,187	45,771	46,356	46,948	47,501	47,798	48,093	48,387	48,980	49,533
2	47,247	47,857	48,476	49,098	49,651	49,956	50,268	50,580	51,201	51,753
3	49,400	50,046	50,702	51,352	51,902	52,231	52,559	52,877	53,535	54,085
4	51,674	52,348	53,039	53,719	54,271	54,613	54,952	55,300	55,979	56,530
5	54,056	54,770	55,485	56,206	56,758	57,122	57,475	57,834	58,554	59,106
6	56,560	57,304	58,064	58,814	59,364	59,746	60,121	60,501	61,249	61,803
7	59,188	59,971	60,764	61,559	62,110	62,505	62,900	63,299	64,089	64,642
8	61,946	62,770	63,603	64,437	64,989	65,400	65,815	66,236	67,066	67,615
9	64,841	65,708	66,584	67,456	68,006	68,446	68,884	69,318	70,192	70,744
10	67,881	68,791	69,713	70,630	71,182	71,640	72,095	72,556	73,474	74,025
11	71,072	72,036	73,002	73,964	74,516	74,996	75,474	75,959	76,921	77,469
12	73,965	74,928	75,895	76,857	77,408	77,887	78,368	78,849	79,811	80,361

**TEACHERS SALARY SCHEDULE
2018-2019 SCHOOL YEAR
90 HOURS ELT
@\$4,000 PER ANNUM
1%**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	45,599	46,188	46,780	47,378	47,936	48,236	48,534	48,830	49,430	49,988
2	47,680	48,296	48,921	49,549	50,108	50,416	50,731	51,046	51,674	52,231
3	49,854	50,506	51,169	51,826	52,381	52,713	53,045	53,366	54,030	54,586
4	52,151	52,831	53,529	54,217	54,774	55,119	55,461	55,813	56,499	57,056
5	54,556	55,278	56,000	56,728	57,285	57,653	58,010	58,373	59,100	59,657
6	57,085	57,837	58,604	59,362	59,917	60,304	60,682	61,066	61,822	62,381
7	59,740	60,530	61,332	62,135	62,691	63,090	63,489	63,892	64,690	65,248
8	62,526	63,358	64,199	65,041	65,599	66,014	66,433	66,858	67,697	68,252
9	65,449	66,326	67,210	68,090	68,646	69,090	69,533	69,971	70,854	71,412
10	68,520	69,439	70,370	71,297	71,854	72,317	72,776	73,242	74,168	74,725
11	71,742	72,717	73,692	74,664	75,221	75,706	76,189	76,679	77,650	78,204
12	74,665	75,637	76,614	77,586	78,142	78,626	79,112	79,597	80,570	81,125

**TEACHERS SALARY SCHEDULE
2019-2020 SCHOOL YEAR
90 HOURS ELT
@\$4,000 PER ANNUM
2%**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	46,431	47,032	47,636	48,245	48,814	49,120	49,424	49,727	50,339	50,908
2	48,553	49,182	49,820	50,460	51,030	51,344	51,666	51,987	52,627	53,195
3	50,771	51,437	52,112	52,782	53,349	53,687	54,025	54,353	55,031	55,598
4	53,114	53,808	54,520	55,221	55,789	56,142	56,490	56,849	57,549	58,117
5	55,568	56,303	57,040	57,783	58,351	58,727	59,090	59,460	60,202	60,770
6	58,147	58,914	59,696	60,469	61,035	61,430	61,816	62,207	62,978	63,548
7	60,854	61,661	62,479	63,298	63,865	64,272	64,678	65,089	65,904	66,473
8	63,696	64,545	65,403	66,262	66,831	67,255	67,681	68,115	68,971	69,537
9	66,678	67,572	68,474	69,372	69,939	70,392	70,844	71,291	72,191	72,760
10	69,810	70,748	71,698	72,643	73,211	73,683	74,151	74,627	75,572	76,140
11	73,097	74,091	75,086	76,077	76,645	77,140	77,633	78,132	79,123	79,688
12	76,078	77,070	78,066	79,057	79,625	80,119	80,614	81,109	82,101	82,667

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
90 HOURS ELT
+10% OF REGULAR PAY
.5% FIRST DAY**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	45,080	45,719	46,360	47,008	47,613	47,938	48,261	48,582	49,232	49,837
2	47,335	48,003	48,681	49,361	49,966	50,300	50,642	50,983	51,663	52,267
3	49,691	50,399	51,116	51,828	52,431	52,790	53,149	53,497	54,217	54,820
4	52,181	52,918	53,674	54,419	55,023	55,398	55,768	56,149	56,892	57,496
5	54,787	55,569	56,352	57,141	57,745	58,144	58,530	58,923	59,711	60,315
6	57,528	58,343	59,174	59,995	60,597	61,016	61,426	61,842	62,661	63,267
7	60,405	61,261	62,130	63,000	63,603	64,035	64,467	64,904	65,770	66,374
8	63,424	64,326	65,237	66,150	66,755	67,204	67,658	68,119	69,027	69,629
9	66,592	67,542	68,500	69,454	70,057	70,538	71,017	71,493	72,449	73,054
10	69,920	70,916	71,925	72,929	73,532	74,034	74,532	75,037	76,041	76,644
11	73,412	74,468	75,524	76,578	77,182	77,707	78,231	78,761	79,814	80,414
12	76,579	77,633	78,691	79,744	80,347	80,872	81,398	81,924	82,978	83,579

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
90 HOURS ELT
+10% OF REGULAR PAY
.5% LAST DAY**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	45,305	45,948	46,592	47,243	47,851	48,177	48,502	48,825	49,478	50,086
2	47,572	48,243	48,924	49,607	50,216	50,552	50,895	51,238	51,922	52,528
3	49,940	50,651	51,372	52,087	52,693	53,054	53,415	53,765	54,488	55,094
4	52,442	53,183	53,943	54,691	55,298	55,675	56,047	56,430	57,177	57,783
5	55,061	55,847	56,634	57,427	58,033	58,434	58,822	59,218	60,010	60,617
6	57,816	58,634	59,470	60,295	60,900	61,321	61,733	62,151	62,974	63,583
7	60,707	61,568	62,441	63,315	63,921	64,355	64,790	65,228	66,098	66,706
8	63,741	64,647	65,563	66,481	67,088	67,540	67,996	68,459	69,373	69,977
9	66,925	67,879	68,843	69,801	70,407	70,890	71,372	71,850	72,811	73,419
10	70,269	71,270	72,285	73,293	73,900	74,404	74,904	75,412	76,421	77,028
11	73,779	74,840	75,902	76,961	77,567	78,095	78,622	79,155	80,213	80,816
12	76,962	78,021	79,084	80,143	80,748	81,276	81,805	82,334	83,393	83,997

**TEACHERS SALARY SCHEDULE
2018-2019 SCHOOL YEAR
90 HOURS ELT
+10% OF REGULAR PAY
1%**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	45,759	46,407	47,058	47,716	48,329	48,659	48,987	49,313	49,973	50,587
2	48,048	48,725	49,413	50,103	50,718	51,057	51,404	51,751	52,441	53,054
3	50,439	51,157	51,885	52,608	53,220	53,584	53,949	54,302	55,033	55,645
4	52,966	53,714	54,482	55,238	55,851	56,231	56,607	56,994	57,749	58,361
5	55,612	56,405	57,200	58,001	58,614	59,019	59,410	59,810	60,610	61,223
6	58,394	59,221	60,065	60,898	61,509	61,934	62,350	62,772	63,604	64,219
7	61,314	62,183	63,065	63,948	64,560	64,999	65,437	65,881	66,759	67,373
8	64,378	65,294	66,218	67,145	67,759	68,216	68,676	69,144	70,066	70,677
9	67,594	68,558	69,531	70,499	71,111	71,599	72,086	72,569	73,539	74,153
10	70,972	71,983	73,007	74,026	74,639	75,148	75,653	76,166	77,185	77,798
11	74,517	75,588	76,661	77,730	78,343	78,876	79,408	79,947	81,015	81,624
12	77,732	78,801	79,875	80,944	81,556	82,089	82,623	83,157	84,227	84,837

**TEACHERS SALARY SCHEDULE
2019-2020 SCHOOL YEAR
90 HOURS ELT
+10% OF REGULAR PAY
2%**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	46,674	47,335	47,999	48,670	49,296	49,632	49,967	50,300	50,973	51,599
2	49,009	49,700	50,402	51,106	51,733	52,078	52,432	52,786	53,490	54,115
3	51,448	52,180	52,923	53,660	54,284	54,656	55,028	55,389	56,134	56,757
4	54,025	54,789	55,572	56,343	56,968	57,356	57,740	58,134	58,904	59,528
5	56,724	57,533	58,344	59,161	59,786	60,199	60,599	61,006	61,822	62,447
6	59,562	60,405	61,266	62,116	62,739	63,173	63,597	64,028	64,876	65,503
7	62,540	63,427	64,327	65,227	65,851	66,299	66,746	67,198	68,095	68,721
8	65,666	66,600	67,543	68,488	69,114	69,580	70,049	70,527	71,468	72,090
9	68,946	69,929	70,922	71,909	72,533	73,031	73,528	74,020	75,010	75,636
10	72,391	73,423	74,468	75,507	76,132	76,651	77,166	77,690	78,729	79,354
11	76,007	77,100	78,194	79,285	79,910	80,454	80,996	81,546	82,635	83,257
12	79,286	80,377	81,472	82,563	83,187	83,731	84,275	84,820	85,911	86,534

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
90 HOURS ELT
+15% OF REGULAR PAY
.5% FIRST DAY**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	47,129	47,797	48,468	49,145	49,777	50,117	50,454	50,791	51,470	52,102
2	49,487	50,185	50,893	51,604	52,238	52,587	52,944	53,301	54,012	54,643
3	51,950	52,689	53,440	54,184	54,814	55,189	55,565	55,929	56,681	57,311
4	54,553	55,323	56,114	56,893	57,524	57,916	58,303	58,702	59,478	60,109
5	57,278	58,095	58,913	59,738	60,369	60,787	61,190	61,601	62,426	63,057
6	60,143	60,995	61,864	62,723	63,351	63,789	64,218	64,653	65,509	66,142
7	63,150	64,046	64,954	65,864	66,494	66,946	67,398	67,854	68,759	69,391
8	66,307	67,250	68,202	69,157	69,789	70,259	70,733	71,215	72,165	72,794
9	69,619	70,612	71,614	72,611	73,241	73,744	74,245	74,742	75,742	76,374
10	73,098	74,139	75,194	76,244	76,875	77,399	77,920	78,448	79,497	80,128
11	76,749	77,852	78,957	80,059	80,690	81,239	81,787	82,341	83,442	84,069
12	80,060	81,161	82,267	83,369	83,999	84,548	85,098	85,648	86,749	87,378

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
90 HOURS ELT
+15% OF REGULAR PAY
.5% LAST DAY**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	47,365	48,036	48,710	49,391	50,026	50,367	50,707	51,045	51,728	52,363
2	49,734	50,436	51,148	51,862	52,499	52,850	53,208	53,567	54,282	54,916
3	52,210	52,953	53,707	54,455	55,088	55,465	55,843	56,209	56,965	57,598
4	54,825	55,600	56,395	57,177	57,812	58,205	58,594	58,995	59,776	60,410
5	57,564	58,385	59,208	60,037	60,671	61,091	61,496	61,909	62,738	63,372
6	60,444	61,300	62,173	63,036	63,668	64,108	64,539	64,976	65,837	66,473
7	63,466	64,366	65,279	66,193	66,826	67,280	67,735	68,193	69,103	69,738
8	66,638	67,586	68,543	69,502	70,138	70,610	71,087	71,571	72,526	73,158
9	69,967	70,965	71,972	72,974	73,607	74,113	74,617	75,116	76,121	76,756
10	73,463	74,510	75,570	76,625	77,259	77,786	78,309	78,840	79,895	80,529
11	77,132	78,242	79,352	80,459	81,093	81,645	82,196	82,753	83,859	84,490
12	80,460	81,567	82,679	83,786	84,419	84,970	85,523	86,076	87,183	87,815

**TEACHERS SALARY SCHEDULE
2018-2019 SCHOOL YEAR
90 HOURS ELT
+15% OF REGULAR PAY
1%**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	47,838	48,517	49,197	49,884	50,526	50,871	51,214	51,555	52,245	52,887
2	50,232	50,940	51,659	52,381	53,024	53,378	53,741	54,103	54,825	55,465
3	52,732	53,482	54,244	54,999	55,639	56,020	56,401	56,771	57,535	58,174
4	55,374	56,156	56,958	57,749	58,390	58,787	59,180	59,585	60,374	61,014
5	58,140	58,969	59,800	60,637	61,278	61,702	62,111	62,529	63,365	64,006
6	61,048	61,913	62,795	63,667	64,305	64,749	65,185	65,626	66,495	67,138
7	64,101	65,010	65,932	66,855	67,494	67,953	68,412	68,875	69,794	70,436
8	67,304	68,262	69,228	70,197	70,839	71,317	71,798	72,287	73,251	73,889
9	70,667	71,674	72,692	73,704	74,343	74,854	75,363	75,867	76,882	77,524
10	74,198	75,255	76,326	77,391	78,032	78,564	79,092	79,628	80,694	81,334
11	77,904	79,024	80,146	81,264	81,904	82,461	83,018	83,581	84,697	85,334
12	81,265	82,383	83,506	84,624	85,263	85,820	86,379	86,937	88,055	88,693

**TEACHERS SALARY SCHEDULE
2019-2020 SCHOOL YEAR
90 HOURS ELT
+15% OF REGULAR PAY
2%**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	48,795	49,487	50,181	50,882	51,537	51,888	52,238	52,586	53,290	53,944
2	51,236	51,959	52,693	53,428	54,084	54,446	54,815	55,185	55,921	56,574
3	53,786	54,552	55,329	56,099	56,751	57,140	57,529	57,906	58,685	59,337
4	56,481	57,279	58,098	58,904	59,558	59,963	60,364	60,777	61,581	62,234
5	59,303	60,149	60,996	61,850	62,504	62,936	63,353	63,779	64,632	65,286
6	62,269	63,151	64,051	64,940	65,591	66,044	66,488	66,938	67,825	68,481
7	65,383	66,310	67,251	68,192	68,844	69,312	69,780	70,253	71,190	71,844
8	68,651	69,627	70,613	71,601	72,256	72,743	73,234	73,733	74,716	75,367
9	72,080	73,108	74,145	75,178	75,830	76,351	76,870	77,385	78,420	79,074
10	75,682	76,760	77,852	78,939	79,592	80,136	80,674	81,221	82,307	82,961
11	79,462	80,605	81,749	82,889	83,542	84,111	84,678	85,252	86,391	87,041
12	82,890	84,031	85,176	86,316	86,968	87,537	88,106	88,676	89,816	90,467

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
180 HOURS ELT
@\$8,000 PER ANNUM
.5% FIRST DAY**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	48,982	49,563	50,146	50,735	51,284	51,580	51,873	52,166	52,757	53,306
2	51,032	51,639	52,255	52,873	53,424	53,728	54,038	54,349	54,967	55,515
3	53,174	53,817	54,469	55,116	55,664	55,991	56,317	56,634	57,288	57,836
4	55,437	56,107	56,795	57,472	58,021	58,362	58,698	59,045	59,720	60,269
5	57,807	58,517	59,229	59,946	60,495	60,858	61,209	61,567	62,283	62,832
6	60,298	61,039	61,795	62,541	63,088	63,469	63,842	64,220	64,964	65,515
7	62,913	63,692	64,482	65,273	65,821	66,214	66,607	67,004	67,790	68,340
8	65,658	66,478	67,306	68,136	68,686	69,095	69,507	69,926	70,752	71,299
9	68,538	69,401	70,273	71,140	71,688	72,125	72,561	72,993	73,863	74,412
10	71,563	72,469	73,386	74,299	74,848	75,304	75,756	76,215	77,128	77,677
11	74,738	75,698	76,659	77,616	78,165	78,642	79,119	79,601	80,558	81,104
12	77,617	78,575	79,537	80,495	81,042	81,520	81,998	82,477	83,434	83,981

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
180 HOURS ELT
@\$8,000 PER ANNUM
.5% LAST DAY**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	49,187	49,771	50,356	50,948	51,501	51,798	52,093	52,387	52,980	53,533
2	51,247	51,857	52,476	53,098	53,651	53,956	54,268	54,580	55,201	55,753
3	53,400	54,046	54,702	55,352	55,902	56,231	56,559	56,877	57,535	58,085
4	55,674	56,348	57,039	57,719	58,271	58,613	58,952	59,300	59,979	60,530
5	58,056	58,770	59,485	60,206	60,758	61,122	61,475	61,834	62,554	63,106
6	60,560	61,304	62,064	62,814	63,364	63,746	64,121	64,501	65,249	65,803
7	63,188	63,971	64,764	65,559	66,110	66,505	66,900	67,299	68,089	68,642
8	65,946	66,770	67,603	68,437	68,989	69,400	69,815	70,236	71,066	71,615
9	68,841	69,708	70,584	71,456	72,006	72,446	72,884	73,318	74,192	74,744
10	71,881	72,791	73,713	74,630	75,182	75,640	76,095	76,556	77,474	78,025
11	75,072	76,036	77,002	77,964	78,516	78,996	79,474	79,959	80,921	81,469
12	77,965	78,928	79,895	80,857	81,408	81,887	82,368	82,849	83,811	84,361

**TEACHERS SALARY SCHEDULE
2018-2019 SCHOOL YEAR
180 HOURS ELT
@\$8,000 PER ANNUM
1%**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	49,599	50,188	50,780	51,378	51,936	52,236	52,534	52,830	53,430	53,988
2	51,680	52,296	52,921	53,549	54,108	54,416	54,731	55,046	55,674	56,231
3	53,854	54,506	55,169	55,826	56,381	56,713	57,045	57,366	58,030	58,586
4	56,151	56,831	57,529	58,217	58,774	59,119	59,461	59,813	60,499	61,056
5	58,556	59,278	60,000	60,728	61,285	61,653	62,010	62,373	63,100	63,657
6	61,085	61,837	62,604	63,362	63,917	64,304	64,682	65,066	65,822	66,381
7	63,740	64,530	65,332	66,135	66,691	67,090	67,489	67,892	68,690	69,248
8	66,526	67,358	68,199	69,041	69,599	70,014	70,433	70,858	71,697	72,252
9	69,449	70,326	71,210	72,090	72,646	73,090	73,533	73,971	74,854	75,412
10	72,520	73,439	74,370	75,297	75,854	76,317	76,776	77,242	78,168	78,725
11	75,742	76,717	77,692	78,664	79,221	79,706	80,189	80,679	81,650	82,204
12	78,665	79,637	80,614	81,586	82,142	82,626	83,112	83,597	84,570	85,125

**TEACHERS SALARY SCHEDULE
2019-2020 SCHOOL YEAR
180 HOURS ELT
@\$8,000 PER ANNUM
2%**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	50,431	51,032	51,636	52,245	52,814	53,120	53,424	53,727	54,339	54,908
2	52,553	53,182	53,820	54,460	55,030	55,344	55,666	55,987	56,627	57,195
3	54,771	55,437	56,112	56,782	57,349	57,687	58,025	58,353	59,031	59,598
4	57,114	57,808	58,520	59,221	59,789	60,142	60,490	60,849	61,549	62,117
5	59,568	60,303	61,040	61,783	62,351	62,727	63,090	63,460	64,202	64,770
6	62,147	62,914	63,696	64,469	65,035	65,430	65,816	66,207	66,978	67,548
7	64,854	65,661	66,479	67,298	67,865	68,272	68,678	69,089	69,904	70,473
8	67,696	68,545	69,403	70,262	70,831	71,255	71,681	72,115	72,971	73,537
9	70,678	71,572	72,474	73,372	73,939	74,392	74,844	75,291	76,191	76,760
10	73,810	74,748	75,698	76,643	77,211	77,683	78,151	78,627	79,572	80,140
11	77,097	78,091	79,086	80,077	80,645	81,140	81,633	82,132	83,123	83,688
12	80,078	81,070	82,066	83,057	83,625	84,119	84,614	85,109	86,101	86,667

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
180 HOURS ELT
+20% OF REGULAR PAY
.5% FIRST DAY**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	49,178	49,875	50,575	51,282	51,941	52,296	52,648	52,999	53,708	54,368
2	51,639	52,367	53,106	53,848	54,509	54,873	55,246	55,618	56,360	57,018
3	54,208	54,980	55,763	56,540	57,197	57,589	57,981	58,361	59,146	59,803
4	56,924	57,729	58,554	59,367	60,025	60,434	60,838	61,254	62,064	62,723
5	59,768	60,621	61,475	62,336	62,994	63,430	63,850	64,280	65,140	65,798
6	62,758	63,647	64,554	65,450	66,106	66,563	67,010	67,464	68,357	69,018
7	65,896	66,830	67,778	68,728	69,385	69,856	70,328	70,804	71,749	72,408
8	69,189	70,174	71,167	72,163	72,823	73,314	73,808	74,311	75,303	75,959
9	72,646	73,682	74,727	75,768	76,425	76,950	77,473	77,992	79,035	79,695
10	76,276	77,362	78,464	79,559	80,217	80,765	81,307	81,858	82,954	83,612
11	80,086	81,237	82,390	83,540	84,198	84,771	85,343	85,921	87,070	87,724
12	83,541	84,690	85,844	86,994	87,651	88,224	88,798	89,372	90,521	91,177

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
180 HOURS ELT
+20% OF REGULAR PAY
.5% LAST DAY**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	49,424	50,125	50,828	51,538	52,201	52,557	52,911	53,264	53,977	54,640
2	51,897	52,629	53,372	54,117	54,781	55,147	55,522	55,896	56,642	57,304
3	54,480	55,255	56,042	56,822	57,483	57,877	58,271	58,653	59,442	60,102
4	57,209	58,017	58,846	59,663	60,325	60,736	61,142	61,560	62,375	63,036
5	60,067	60,924	61,782	62,647	63,309	63,747	64,170	64,601	65,465	66,127
6	63,072	63,965	64,876	65,777	66,436	66,896	67,345	67,801	68,699	69,363
7	66,225	67,165	68,117	69,071	69,732	70,206	70,680	71,158	72,107	72,770
8	69,535	70,524	71,523	72,524	73,187	73,681	74,177	74,683	75,679	76,338
9	73,009	74,050	75,101	76,147	76,808	77,335	77,861	78,382	79,430	80,093
10	76,657	77,749	78,856	79,956	80,618	81,168	81,714	82,268	83,368	84,030
11	80,486	81,644	82,802	83,957	84,619	85,195	85,769	86,351	87,505	88,163
12	83,959	85,114	86,274	87,429	88,089	88,665	89,242	89,819	90,974	91,633

**TEACHERS SALARY SCHEDULE
2018-2019 SCHOOL YEAR
180 HOURS ELT
+20% OF REGULAR PAY
1%**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	49,918	50,626	51,336	52,053	52,723	53,083	53,440	53,797	54,516	55,186
2	52,416	53,155	53,905	54,658	55,329	55,699	56,077	56,455	57,208	57,877
3	55,024	55,808	56,602	57,391	58,058	58,456	58,853	59,239	60,036	60,703
4	57,781	58,598	59,435	60,260	60,928	61,343	61,753	62,176	62,998	63,667
5	60,668	61,533	62,400	63,274	63,942	64,384	64,811	65,247	66,120	66,788
6	63,702	64,605	65,525	66,435	67,101	67,565	68,019	68,479	69,386	70,057
7	66,888	67,836	68,798	69,762	70,429	70,908	71,386	71,870	72,828	73,498
8	70,231	71,230	72,238	73,249	73,919	74,417	74,919	75,430	76,436	77,102
9	73,739	74,791	75,852	76,908	77,576	78,108	78,639	79,166	80,225	80,894
10	77,424	78,527	79,644	80,756	81,424	81,980	82,531	83,090	84,202	84,870
11	81,291	82,460	83,630	84,797	85,465	86,047	86,627	87,215	88,380	89,045
12	84,798	85,965	87,136	88,303	88,970	89,551	90,134	90,717	91,883	92,549

**TEACHERS SALARY SCHEDULE
2019-2020 SCHOOL YEAR
180 HOURS ELT
+20% OF REGULAR PAY
2%**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	50,917	51,638	52,363	53,094	53,777	54,144	54,509	54,872	55,607	56,290
2	53,464	54,218	54,984	55,751	56,436	56,813	57,199	57,584	58,352	59,034
3	56,125	56,924	57,734	58,538	59,219	59,625	60,031	60,424	61,237	61,917
4	58,937	59,770	60,624	61,465	62,147	62,570	62,989	63,419	64,258	64,940
5	61,881	62,764	63,648	64,539	65,221	65,672	66,108	66,552	67,442	68,124
6	64,976	65,897	66,836	67,763	68,443	68,916	69,379	69,849	70,774	71,458
7	68,225	69,193	70,174	71,157	71,838	72,326	72,814	73,307	74,285	74,968
8	71,635	72,654	73,683	74,714	75,397	75,906	76,418	76,938	77,965	78,644
9	75,214	76,287	77,369	78,447	79,127	79,670	80,212	80,749	81,829	82,512
10	78,972	80,097	81,237	82,371	83,053	83,620	84,182	84,752	85,886	86,568
11	82,917	84,109	85,303	86,493	87,175	87,768	88,360	88,959	90,148	90,826
12	86,494	87,684	88,879	90,069	90,749	91,343	91,937	92,531	93,721	94,400

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
300 HOURS ELT
+25% OF REGULAR PAY
.5% FIRST DAY**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	51,227	51,953	52,682	53,418	54,105	54,475	54,842	55,207	55,946	56,633
2	53,790	54,549	55,319	56,092	56,780	57,159	57,548	57,936	58,708	59,394
3	56,467	57,271	58,086	58,896	59,580	59,988	60,397	60,792	61,610	62,295
4	59,296	60,134	60,993	61,840	62,526	62,952	63,373	63,806	64,650	65,336
5	62,258	63,147	64,036	64,933	65,619	66,072	66,511	66,958	67,854	68,540
6	65,373	66,299	67,243	68,177	68,860	69,336	69,802	70,275	71,206	71,894
7	68,642	69,615	70,603	71,591	72,276	72,767	73,258	73,754	74,738	75,425
8	72,072	73,097	74,133	75,170	75,857	76,369	76,884	77,408	78,440	79,124
9	75,673	76,752	77,841	78,925	79,610	80,156	80,702	81,242	82,328	83,016
10	79,454	80,586	81,733	82,874	83,559	84,130	84,695	85,269	86,410	87,096
11	83,423	84,622	85,823	87,020	87,706	88,303	88,899	89,502	90,697	91,380
12	87,022	88,219	89,421	90,618	91,303	91,900	92,498	93,096	94,293	94,976

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
300 HOURS ELT
+25% OF REGULAR PAY
.5% LAST DAY**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	51,483	52,213	52,946	53,685	54,376	54,747	55,116	55,483	56,226	56,916
2	54,059	54,822	55,596	56,372	57,064	57,445	57,835	58,225	59,002	59,691
3	56,750	57,558	58,377	59,190	59,878	60,288	60,699	61,096	61,918	62,606
4	59,593	60,435	61,298	62,149	62,839	63,267	63,690	64,125	64,974	65,663
5	62,570	63,462	64,356	65,258	65,947	66,403	66,843	67,293	68,193	68,882
6	65,700	66,630	67,580	68,518	69,204	69,683	70,151	70,626	71,562	72,253
7	68,985	69,963	70,956	71,949	72,637	73,131	73,625	74,123	75,112	75,802
8	72,433	73,463	74,503	75,546	76,237	76,751	77,268	77,795	78,832	79,519
9	76,051	77,136	78,230	79,320	80,008	80,557	81,105	81,648	82,740	83,431
10	79,851	80,989	82,142	83,288	83,977	84,550	85,119	85,696	86,842	87,531
11	83,840	85,045	86,252	87,456	88,145	88,745	89,343	89,949	91,151	91,837
12	87,457	88,660	89,868	91,071	91,760	92,359	92,960	93,561	94,764	95,451

**TEACHERS SALARY SCHEDULE
2018-2019 SCHOOL YEAR
300 HOURS ELT
+25% OF REGULAR PAY
1%**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	51,998	52,735	53,475	54,222	54,920	55,295	55,667	56,038	56,788	57,485
2	54,600	55,370	56,152	56,936	57,635	58,020	58,414	58,808	59,592	60,288
3	57,317	58,133	58,961	59,782	60,477	60,891	61,306	61,707	62,538	63,232
4	60,189	61,039	61,911	62,771	63,467	63,899	64,327	64,766	65,623	66,320
5	63,195	64,097	65,000	65,910	66,607	67,067	67,512	67,966	68,875	69,571
6	66,357	67,296	68,255	69,203	69,896	70,380	70,853	71,332	72,277	72,976
7	69,675	70,663	71,665	72,669	73,364	73,862	74,361	74,864	75,863	76,560
8	73,157	74,198	75,248	76,302	76,999	77,518	78,041	78,573	79,621	80,314
9	76,812	77,907	79,013	80,113	80,808	81,363	81,916	82,464	83,567	84,265
10	80,650	81,799	82,963	84,121	84,817	85,396	85,970	86,553	87,710	88,407
11	84,678	85,896	87,115	88,330	89,026	89,632	90,236	90,849	92,062	92,755
12	88,331	89,547	90,767	91,982	92,677	93,283	93,890	94,497	95,712	96,406

**TEACHERS SALARY SCHEDULE
2019-2020 SCHOOL YEAR
300 HOURS ELT
+25% OF REGULAR PAY
2%**

STEP										CAGS
	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	53,038	53,790	54,544	55,307	56,018	56,401	56,780	57,159	57,924	58,635
2	55,692	56,477	57,275	58,074	58,787	59,180	59,582	59,984	60,784	61,494
3	58,463	59,296	60,140	60,978	61,686	62,109	62,532	62,942	63,788	64,497
4	61,392	62,260	63,150	64,026	64,736	65,177	65,613	66,062	66,936	67,646
5	64,459	65,379	66,300	67,228	67,939	68,408	68,862	69,325	70,253	70,963
6	67,684	68,642	69,620	70,587	71,294	71,787	72,270	72,759	73,723	74,435
7	71,068	72,076	73,098	74,122	74,831	75,339	75,848	76,362	77,380	78,092
8	74,620	75,681	76,753	77,828	78,539	79,068	79,602	80,144	81,213	81,921
9	78,348	79,465	80,593	81,715	82,424	82,990	83,554	84,114	85,239	85,950
10	82,263	83,435	84,622	85,803	86,513	87,104	87,689	88,284	89,465	90,175
11	86,372	87,614	88,857	90,097	90,807	91,425	92,041	92,665	93,904	94,610
12	90,098	91,338	92,582	93,822	94,531	95,148	95,768	96,387	97,626	98,334

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
300 HOURS ELT
@\$12,000 PER ANNUM
.5% FIRST DAY**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	52,982	53,563	54,146	54,735	55,284	55,580	55,873	56,166	56,757	57,306
2	55,032	55,639	56,255	56,873	57,424	57,728	58,038	58,349	58,967	59,515
3	57,174	57,817	58,469	59,116	59,664	59,991	60,317	60,634	61,288	61,836
4	59,437	60,107	60,795	61,472	62,021	62,362	62,698	63,045	63,720	64,269
5	61,807	62,517	63,229	63,946	64,495	64,858	65,209	65,567	66,283	66,832
6	64,298	65,039	65,795	66,541	67,088	67,469	67,842	68,220	68,964	69,515
7	66,913	67,692	68,482	69,273	69,821	70,214	70,607	71,004	71,790	72,340
8	69,658	70,478	71,306	72,136	72,686	73,095	73,507	73,926	74,752	75,299
9	72,538	73,401	74,273	75,140	75,688	76,125	76,561	76,993	77,863	78,412
10	75,563	76,469	77,386	78,299	78,848	79,304	79,756	80,215	81,128	81,677
11	78,738	79,698	80,659	81,616	82,165	82,642	83,119	83,601	84,558	85,104
12	81,617	82,575	83,537	84,495	85,042	85,520	85,998	86,477	87,434	87,981

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
300 HOURS ELT
@\$12,000 PER ANNUM
.5% LAST DAY**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	53,187	53,771	54,356	54,948	55,501	55,798	56,093	56,387	56,980	57,533
2	55,247	55,857	56,476	57,098	57,651	57,956	58,268	58,580	59,201	59,753
3	57,400	58,046	58,702	59,352	59,902	60,231	60,559	60,877	61,535	62,085
4	59,674	60,348	61,039	61,719	62,271	62,613	62,952	63,300	63,979	64,530
5	62,056	62,770	63,485	64,206	64,758	65,122	65,475	65,834	66,554	67,106
6	64,560	65,304	66,064	66,814	67,364	67,746	68,121	68,501	69,249	69,803
7	67,188	67,971	68,764	69,559	70,110	70,505	70,900	71,299	72,089	72,642
8	69,946	70,770	71,603	72,437	72,989	73,400	73,815	74,236	75,066	75,615
9	72,841	73,708	74,584	75,456	76,006	76,446	76,884	77,318	78,192	78,744
10	75,881	76,791	77,713	78,630	79,182	79,640	80,095	80,556	81,474	82,025
11	79,072	80,036	81,002	81,964	82,516	82,996	83,474	83,959	84,921	85,469
12	81,965	82,928	83,895	84,857	85,408	85,887	86,368	86,849	87,811	88,361

**TEACHERS SALARY SCHEDULE
2018-2019 SCHOOL YEAR
300 HOURS ELT
@\$12,000 PER ANNUM
1%**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	53,599	54,188	54,780	55,378	55,936	56,236	56,534	56,830	57,430	57,988
2	55,680	56,296	56,921	57,549	58,108	58,416	58,731	59,046	59,674	60,231
3	57,854	58,506	59,169	59,826	60,381	60,713	61,045	61,366	62,030	62,586
4	60,151	60,831	61,529	62,217	62,774	63,119	63,461	63,813	64,499	65,056
5	62,556	63,278	64,000	64,728	65,285	65,653	66,010	66,373	67,100	67,657
6	65,085	65,837	66,604	67,362	67,917	68,304	68,682	69,066	69,822	70,381
7	67,740	68,530	69,332	70,135	70,691	71,090	71,489	71,892	72,690	73,248
8	70,526	71,358	72,199	73,041	73,599	74,014	74,433	74,858	75,697	76,252
9	73,449	74,326	75,210	76,090	76,646	77,090	77,533	77,971	78,854	79,412
10	76,520	77,439	78,370	79,297	79,854	80,317	80,776	81,242	82,168	82,725
11	79,742	80,717	81,692	82,664	83,221	83,706	84,189	84,679	85,650	86,204
12	82,665	83,637	84,614	85,586	86,142	86,626	87,112	87,597	88,570	89,125

**TEACHERS SALARY SCHEDULE
2019-2020
300 HOURS ELT
@\$12,000 PER ANNUM
2%**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	54,431	55,032	55,636	56,245	56,814	57,120	57,424	57,727	58,339	58,908
2	56,553	57,182	57,820	58,460	59,030	59,344	59,666	59,987	60,627	61,195
3	58,771	59,437	60,112	60,782	61,349	61,687	62,025	62,353	63,031	63,598
4	61,114	61,808	62,520	63,221	63,789	64,142	64,490	64,849	65,549	66,117
5	63,568	64,303	65,040	65,783	66,351	66,727	67,090	67,460	68,202	68,770
6	66,147	66,914	67,696	68,469	69,035	69,430	69,816	70,207	70,978	71,548
7	68,854	69,661	70,479	71,298	71,865	72,272	72,678	73,089	73,904	74,473
8	71,696	72,545	73,403	74,262	74,831	75,255	75,681	76,115	76,971	77,537
9	74,678	75,572	76,474	77,372	77,939	78,392	78,844	79,291	80,191	80,760
10	77,810	78,748	79,698	80,643	81,211	81,683	82,151	82,627	83,572	84,140
11	81,097	82,091	83,086	84,077	84,645	85,140	85,633	86,132	87,123	87,688
12	84,078	85,070	86,066	87,057	87,625	88,119	88,614	89,109	90,101	90,667

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
300 HOURS ELT
+30% OF REGULAR PAY
.5% FIRST DAY**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	53,276	54,032	54,789	55,555	56,270	56,654	57,035	57,415	58,184	58,898
2	55,942	56,731	57,532	58,335	59,051	59,446	59,849	60,253	61,057	61,770
3	58,726	59,562	60,410	61,251	61,963	62,388	62,813	63,224	64,075	64,787
4	61,668	62,540	63,433	64,314	65,027	65,470	65,908	66,358	67,236	67,950
5	64,749	65,673	66,598	67,530	68,244	68,715	69,171	69,636	70,568	71,281
6	67,988	68,951	69,933	70,904	71,614	72,110	72,594	73,086	74,054	74,770
7	71,387	72,400	73,427	74,455	75,167	75,678	76,189	76,705	77,728	78,442
8	74,955	76,021	77,098	78,177	78,892	79,423	79,959	80,504	81,578	82,289
9	78,700	79,822	80,955	82,082	82,794	83,363	83,930	84,491	85,621	86,336
10	82,632	83,809	85,002	86,188	86,902	87,495	88,083	88,680	89,866	90,580
11	86,759	88,007	89,256	90,501	91,215	91,835	92,454	93,082	94,325	95,035
12	90,503	91,748	92,998	94,243	94,955	95,576	96,198	96,819	98,065	98,775

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
300 HOURS ELT
+30% OF REGULAR PAY
.5% LAST DAY**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
<u>1</u>	53,543	54,302	55,063	55,833	56,551	56,937	57,320	57,703	58,475	59,193
<u>2</u>	56,221	57,014	57,819	58,627	59,346	59,743	60,149	60,554	61,362	62,079
<u>3</u>	59,019	59,860	60,712	61,558	62,273	62,700	63,127	63,540	64,395	65,111
<u>4</u>	61,976	62,852	63,750	64,635	65,352	65,797	66,237	66,690	67,573	68,290
<u>5</u>	65,073	66,001	66,931	67,868	68,585	69,059	69,517	69,985	70,921	71,638
<u>6</u>	68,328	69,295	70,283	71,258	71,973	72,470	72,957	73,451	74,424	75,144
<u>7</u>	71,744	72,762	73,794	74,827	75,543	76,056	76,569	77,088	78,116	78,834
<u>8</u>	75,330	76,401	77,483	78,568	79,286	79,821	80,359	80,906	81,986	82,700
<u>9</u>	79,093	80,221	81,359	82,493	83,208	83,779	84,349	84,914	86,050	86,768
<u>10</u>	83,045	84,228	85,427	86,619	87,336	87,932	88,523	89,123	90,316	91,033
<u>11</u>	87,193	88,447	89,702	90,954	91,671	92,294	92,917	93,547	94,797	95,510
<u>12</u>	90,955	92,206	93,463	94,714	95,430	96,054	96,679	97,304	98,555	99,269

**TEACHERS SALARY SCHEDULE
2018-2019 SCHOOL YEAR
300 HOURS ELT
30% OF REGULAR PAY
1%**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	CAGS <u>DOC</u>
1	54,078	54,845	55,614	56,391	57,117	57,506	57,894	58,280	59,059	59,785
2	56,784	57,585	58,398	59,213	59,940	60,340	60,750	61,160	61,976	62,700
3	59,610	60,458	61,319	62,173	62,896	63,327	63,758	64,176	65,039	65,762
4	62,596	63,481	64,388	65,282	66,006	66,455	66,900	67,357	68,248	68,972
5	65,723	66,661	67,600	68,547	69,271	69,750	70,212	70,684	71,630	72,354
6	69,011	69,988	70,986	71,971	72,692	73,195	73,687	74,186	75,168	75,895
7	72,462	73,489	74,532	75,575	76,298	76,817	77,335	77,859	78,897	79,623
8	76,083	77,165	78,258	79,354	80,079	80,619	81,162	81,716	82,806	83,527
9	79,884	81,023	82,173	83,318	84,040	84,617	85,193	85,763	86,910	87,635
10	83,876	85,071	86,281	87,486	88,210	88,812	89,409	90,015	91,219	91,943
11	88,065	89,332	90,599	91,863	92,587	93,217	93,846	94,482	95,745	96,465
12	91,865	93,128	94,398	95,661	96,384	97,014	97,645	98,277	99,540	100,262

**TEACHERS SALARY SCHEDULE
2019-2020 SCHOOL YEAR
300 HOURS ELT
30% OF REGULAR PAY
2%**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	CAGS <u>DOC</u>
1	55,160	55,942	56,726	57,519	58,259	58,657	59,052	59,445	60,241	60,980
2	57,919	58,736	59,566	60,397	61,139	61,547	61,965	62,383	63,215	63,954
3	60,802	61,668	62,545	63,417	64,154	64,593	65,033	65,459	66,340	67,077
4	63,848	64,750	65,676	66,587	67,326	67,784	68,238	68,704	69,613	70,352
5	67,038	67,994	68,952	69,918	70,656	71,145	71,617	72,098	73,063	73,801
6	70,391	71,388	72,405	73,410	74,146	74,659	75,161	75,669	76,672	77,413
7	73,911	74,959	76,022	77,087	77,824	78,353	78,882	79,416	80,475	81,215
8	77,605	78,709	79,823	80,941	81,681	82,231	82,786	83,350	84,462	85,198
9	81,482	82,644	83,816	84,984	85,721	86,309	86,897	87,478	88,648	89,388
10	85,553	86,772	88,007	89,235	89,974	90,588	91,197	91,815	93,043	93,782
11	89,826	91,118	92,411	93,701	94,439	95,082	95,723	96,372	97,660	98,394
12	93,702	94,991	96,286	97,575	98,312	98,954	99,598	100,242	101,531	102,267

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
300 HOURS ELT
@\$13,333.33 PER ANNUM
.5% FIRST DAY**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>CAGS DOC</u>
1	54,315	54,896	55,479	56,068	56,618	56,913	57,207	57,499	58,090	58,640
2	56,365	56,972	57,589	58,207	58,757	59,061	59,371	59,682	60,300	60,849
3	58,507	59,150	59,803	60,450	60,997	61,324	61,651	61,967	62,622	63,169
4	60,770	61,441	62,128	62,805	63,354	63,695	64,032	64,378	65,054	65,602
5	63,140	63,851	64,562	65,280	65,829	66,191	66,542	66,900	67,616	68,165
6	65,632	66,372	67,128	67,875	68,421	68,802	69,175	69,553	70,298	70,848
7	68,247	69,025	69,815	70,606	71,154	71,547	71,940	72,337	73,124	73,674
8	70,991	71,811	72,639	73,470	74,019	74,428	74,840	75,259	76,086	76,632
9	73,872	74,735	75,606	76,473	77,021	77,458	77,895	78,327	79,196	79,746
10	76,897	77,802	78,720	79,632	80,181	80,637	81,089	81,549	82,461	83,010
11	80,071	81,031	81,992	82,950	83,498	83,976	84,452	84,935	85,891	86,437
12	82,951	83,908	84,870	85,828	86,376	86,853	87,331	87,810	88,768	89,314

**TEACHERS SALARY SCHEDULE
2017-2018 SCHOOL YEAR
300 HOURS ELT
@\$13,333.33 PER ANNUM
.5% LAST DAY**

STEP	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>B+45</u>	<u>B+60/M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>DOC</u>
1	54,520	55,104	55,690	56,282	56,834	57,131	57,426	57,720	58,314	58,866
2	56,581	57,191	57,810	58,431	58,984	59,289	59,602	59,914	60,535	61,086
3	58,733	59,379	60,035	60,685	61,236	61,564	61,892	62,210	62,868	63,418
4	61,008	61,681	62,372	63,053	63,604	63,947	64,285	64,634	65,312	65,864
5	63,389	64,103	64,818	65,540	66,091	66,456	66,808	67,168	67,888	68,439
6	65,893	66,637	67,397	68,147	68,697	69,080	69,454	69,834	70,583	71,136
7	68,521	69,304	70,098	70,893	71,443	71,838	72,233	72,632	73,423	73,975
8	71,279	72,104	72,936	73,770	74,323	74,734	75,148	75,569	76,399	76,949
9	74,174	75,042	75,918	76,789	77,340	77,779	78,217	78,652	79,525	80,078
10	77,214	78,124	79,047	79,964	80,515	80,974	81,428	81,890	82,807	83,358
11	80,405	81,370	82,335	83,298	83,849	84,329	84,808	85,293	86,254	86,803
12	83,299	84,261	85,228	86,190	86,741	87,221	87,701	88,182	89,145	89,694

**TEACHERS SALARY SCHEDULE
2018-2019 SCHOOL YEAR
300 HOURS ELT
@\$13,333.33 PER ANNUM
1%**

STEP	B	B+15	B+30	B+45	B+60/M	M+15	M+30	M+45	M+60	DOC
1	54,932	55,522	56,113	56,711	57,269	57,569	57,867	58,164	58,764	59,322
2	57,013	57,629	58,255	58,882	59,441	59,749	60,064	60,379	61,007	61,564
3	59,187	59,840	60,502	61,159	61,715	62,046	62,378	62,699	63,363	63,919
4	61,484	62,165	62,862	63,550	64,107	64,453	64,795	65,147	65,832	66,389
5	63,890	64,611	65,333	66,062	66,619	66,987	67,343	67,706	68,433	68,990
6	66,419	67,170	67,938	68,696	69,250	69,637	70,016	70,399	71,155	71,714
7	69,073	69,864	70,665	71,468	72,024	72,423	72,822	73,225	74,024	74,582
8	71,859	72,691	73,532	74,375	74,933	75,348	75,766	76,191	77,030	77,585
9	74,783	75,659	76,543	77,424	77,980	78,423	78,866	79,305	80,187	80,745
10	77,853	78,772	79,704	80,630	81,187	81,650	82,109	82,575	83,502	84,059
11	81,076	82,050	83,025	83,997	84,554	85,039	85,522	86,012	86,983	87,537
12	83,998	84,971	85,947	86,919	87,475	87,960	88,445	88,931	89,903	90,458

**TEACHERS SALARY SCHEDULE
2019-2020 SCHOOL YEAR
300 HOURS ELT
@\$13,333.33 PER ANNUM
2%**

STEP	BA	BA15	BA30	BA45	B+60 MA	MA15	MA30	MA45	MA60	CAGS DOC
1	55,764	56,365	56,969	57,579	58,148	58,454	58,758	59,060	59,672	60,241
2	57,887	58,515	59,153	59,793	60,363	60,677	60,999	61,320	61,960	62,528
3	60,104	60,770	61,445	62,115	62,682	63,021	63,359	63,687	64,364	64,931
4	62,447	63,141	63,853	64,554	65,122	65,475	65,824	66,183	66,882	67,450
5	64,901	65,636	66,373	67,116	67,684	68,060	68,423	68,793	69,535	70,103
6	67,480	68,247	69,030	69,803	70,369	70,763	71,149	71,540	72,311	72,882
7	70,188	70,994	71,812	72,631	73,198	73,605	74,012	74,423	75,237	75,807
8	73,029	73,879	74,736	75,595	76,165	76,588	77,015	77,449	78,304	78,870
9	76,012	76,905	77,808	78,706	79,273	79,725	80,177	80,624	81,524	82,093
10	79,144	80,081	81,031	81,976	82,544	83,016	83,485	83,960	84,905	85,473
11	82,431	83,424	84,419	85,411	85,979	86,473	86,966	87,466	88,456	89,021
12	85,412	86,403	87,399	88,391	88,958	89,452	89,947	90,443	91,434	92,000

SALARY SCHEDULE: 2017-2018 BASE SCHEDULE FOR ALL BEHAVIOR THERAPISTS					
STEP	BA	BA18 OR BCABA	BA + MA	B+MA+BCBA OR OTHER DESE LICENSE	CAGS/DOC
1	40,982	42,146	43,284	44,166	45,306
2	43,032	44,255	45,424	46,349	47,515
3	45,174	46,469	47,664	48,634	49,836
4	47,437	48,795	50,021	51,045	52,269
5	49,807	51,229	52,495	53,567	54,832
6	52,298	53,795	55,088	56,220	57,515
7	54,913	56,482	57,821	59,004	60,340
8	57,658	59,306	60,686	61,926	63,299
9	60,538	62,273	63,688	64,993	66,412
10	63,563	65,386	66,848	68,215	69,677
11	66,738	68,659	70,165	71,601	73,104
12	69,617	71,537	73,042	74,477	75,981

SALARY SCHEDULE: 2017-2018 .5% LAST DAY SCHEDULE FOR ALL BEHAVIOR THERAPISTS					
STEP	BA	BA18 OR BCABA	BA + MA	B+MA+BCBA OR OTHER DESE LICENSE	CAGS/DOC
1	41,187	42,356	43,501	44,387	45,533
2	43,247	44,476	45,651	46,580	47,753
3	45,400	46,702	47,902	48,877	50,085
4	47,674	49,039	50,271	51,300	52,530
5	50,056	51,485	52,758	53,834	55,106
6	52,560	54,064	55,364	56,501	57,803
7	55,188	56,764	58,110	59,299	60,642
8	57,946	59,603	60,989	62,236	63,615
9	60,841	62,584	64,006	65,318	66,744
10	63,881	65,713	67,182	68,556	70,025
11	67,072	69,002	70,516	71,959	73,470
12	69,965	71,895	73,408	74,849	76,361

SALARY SCHEDULE: 2018-2019 BASE SCHEDULE FOR ALL BEHAVIOR THERAPISTS					
STEP	BA	BA18 OR BCABA	BA + MA	B+MA+BCBA OR OTHER DESE LICENSE	CAGS/DOC
1	41,599	42,780	43,936	44,830	45,988
2	43,680	44,921	46,108	47,046	48,231
3	45,854	47,169	48,381	49,366	50,586
4	48,151	49,529	50,774	51,813	53,056
5	50,556	52,000	53,285	54,373	55,657
6	53,085	54,604	55,917	57,066	58,381
7	55,740	57,332	58,691	59,892	61,248
8	58,526	60,199	61,599	62,858	64,252
9	61,449	63,210	64,646	65,971	67,412
10	64,520	66,370	67,854	69,242	70,725
11	67,742	69,692	71,221	72,679	74,204
12	70,665	72,614	74,142	75,597	77,125

SALARY SCHEDULE: 2019-2020 BASE SCHEDULE FOR ALL BEHAVIOR THERAPISTS					
STEP	BA	BA18 OR BCABA	BA + MA	B+MA+BCBA OR OTHER DESE LICENSE	CAGS/DOC
1	42,431	43,636	44,814	45,727	46,908
2	44,553	45,820	47,030	47,987	49,195
3	46,771	48,112	49,349	50,353	51,598
4	49,114	50,520	51,789	52,849	54,117
5	51,568	53,040	54,351	55,460	56,770
6	54,147	55,696	57,035	58,207	59,548
7	56,854	58,479	59,865	61,089	62,473
8	59,696	61,403	62,831	64,115	65,537
9	62,678	64,474	65,939	67,291	68,760
10	65,810	67,698	69,211	70,627	72,140
11	69,097	71,086	72,645	74,132	75,688
12	72,078	74,066	75,625	77,109	78,667

APPENDIX A-2 LONGEVITY

Section 1.

All teachers beginning their tenth year shall receive payments in accordance with the following longevity schedule, biweekly in accordance with their normal pay schedule.

<u>Effective:</u>	10-14 years	\$ 450
	15-19 years	\$ 600
	20-24 years	\$1075
	25-29 years	\$1675

30-34 years	\$1850
35-39 years	\$1950
40 years and over	\$2025

APPENDIX A-3

EVENING SCHOOL, SUMMER SCHOOL, TUTORING, INTRAMURALS AND COMMITTEE WORK – All teaching personnel will receive the negotiated hourly rate.

APPENDIX A-4

Mentoring: The Parties will meet promptly following a tentative agreement to make such changes in the existing Mentoring Provision which shall reflect the discussions of the Parties during these negotiations (i.e. approximately 40 hours as expressly stipulated in the outline with compensation - \$1,485.00.

APPENDIX A-5

TEACHERS OF SPECIAL EDUCATION: \$500.00 - Only those teachers receiving the \$500.00 stipend as "Teachers of Special Education" in the school year September 1980 to June 1981 shall continue to receive said stipend.

APPENDIX A-6

COACHES: Coaching positions covered by this contract include but are not limited to the following:

APPENDIX A-7

HIGH SCHOOL COACHING STIPENDS

FALL SEASON	
Football	
Head Coach	\$7,124
Assistant Coach	\$4,289
Assistant Coach	\$4,289
Assistant Coach	\$4,289
Assistant Coach	\$4,289
Assistant Coach	\$4,289
Assistant Coach	\$4,289
Assistant Coach	\$4,289
Boys Soccer	
Head Coach	\$5,072
Assistant Coach	\$3,050
Assistant Coach	\$3,050

<u>Girls Soccer</u>	
Head Coach	\$5,072
Assistant Coach	\$3,050
<u>Cross Country</u>	
Head Coach	\$4,859
<u>Girls Volleyball</u>	
Head Coach	\$4,712
Assistant Coach	\$3,268
<u>Field Hockey</u>	
Head Coach	\$4,712
Assistant Coach	\$3,268
<u>Golf</u>	
Head Coach	\$4,289
<u>Equipment Manager</u>	\$1,981
<u>WINTER SEASON</u>	
<u>Boys Basketball</u>	
Head Coach	\$5,995
Assistant Coach	\$4,123
Assistant Coach	\$4,123
<u>Girls Basketball</u>	
Head Coach	\$5,995
Assistant Coach	\$4,123
Assistant Coach	\$4,123
<u>Ice Hockey</u>	
Head Coach	\$5,995
Assistant Coach	\$3,913
<u>Boys Winter Track</u>	
Head Coach	\$5,885
Assistant Coach	\$3,439
<u>Girls Winter Track</u>	
Head Coach	\$5,885
Assistant Coach	\$3,439
<u>Boys & Girls Swimming & Diving</u>	
Head Coach	\$4,956

Assistant Coach	\$3,439
Assistant Coach	\$3,439
<u>Wrestling</u>	
Head Coach	\$5,734
Assistant Coach	\$3,913
<u>Equipment Manager</u>	\$1,981
SPRING SEASON	
<u>Baseball</u>	
Head Coach	\$5,995
Assistant Coach	\$4,045
Assistant Coach	\$4,045
Assistant Coach	\$4,045
<u>Softball</u>	
Head Coach	\$5,995
Assistant Coach	\$4,045
Assistant Coach	\$4,045
Assistant Coach	\$4,045
<u>Boys Spring Track</u>	
Head Coach	\$5,995
Assistant Coach	\$4,176
Assistant Coach	\$4,176
<u>Girls Spring Track</u>	
Head Coach	\$5,995
Assistant Coach	\$4,176
Assistant Coach	\$4,176
<u>Boys Tennis</u>	
Head Coach	\$4,289
<u>Girls Tennis</u>	
Head Coach	\$4,289
<u>Boys Volleyball</u>	
Head Coach	\$4,712
Assistant Coach	\$3,268

APPENDIX A-8
MIDDLE SCHOOL COACHING STIPENDS

FALL

Sport	Position	Stipend
All	Program Coordinator	\$5,000
Boys' Soccer	Head Coach	\$1,400
	Assistant Coach	\$500
Girls' Soccer	Head Coach	\$1,400
	Assistant Coach	\$500
Cross Country	Head Coach	\$1,400
Field Hockey	Head Coach	\$1,400
	Assistant Coach	\$500
All	Athletic Trainer	\$35 per hour

WINTER

Sport	Position	Stipend
All	Program Coordinator	\$5,000
Boys' Basketball	Head Coach	\$1,700
	Assistant Coach	\$500
Girls' Basketball	Head Coach	\$1,700
	Assistant Coach	\$500
Cheerleading	Head Coach	\$1,700
All	Athletic Trainer	\$35 per hour

SPRING

Sport	Position	Stipend
All	Program Coordinator	\$5,000
Baseball	Head Coach	\$1,400
	Assistant Coach	\$500
Softball	Head Coach	\$1,400
	Assistant Coach	\$500
Flag Football	Head Coach	\$1,400
	Assistant Coach	\$500

Track and Field	Head Coach	\$1,400
	Assistant Coach	\$500
Cheerleading	Head Coach	\$1,400
All	Athletic Trainer	\$35 per hour

APPENDIX A-9 ELEMENTARY SCHOOL COACHING STIPENDS

Stipends include all practices, games and playoffs within a 10 to 12-week season (basketball) and in a 6 to 8-week season (baseball/softball).

Fall/Winter Basketball – Girls and Boys

Position	Stipend
Head Coach	\$500
Assistant Coach	\$400

Spring Baseball

Position	Stipend
Head Coach	\$400
Assistant Coach	\$300

Spring Softball

Position	Stipend
Head Coach	\$400
Assistant Coach	\$300

Any new positions created will be added to the above lists plus any existing position not already included. Payment for these positions will be in accordance with the above schedules.

APPENDIX A-10

DURFEE CLUBS AND ACTIVITIES

The Association and the School Committee recognize that the needs and interests of students should guide the Student Activities at Durfee High School. Accordingly, the Association and the School Committee agree that there shall be a maximum of forty-five (45) clubs and activities at

Durfee High School whose advisors receive stipends. Of those forty-five (45), all shall receive a stipend of \$1000 per school year, except for the following:

• Student Government and Activities Coordinator/s	\$5,500
• Freshman Class Advisor	\$1,200
• Sophomore Class Advisor	\$1,200
• Junior Class Advisor	\$1,400
• Senior Class Advisor	\$1,600
• National Honor Society	\$1,600
• Debate Team Coach	\$1,600
• Band Director	\$6,000
• Assistant Band Director	\$2,500
• Drama Director	\$6,000
• Drama Technical Assistant	\$1,500
• Durfee Chorus Director	\$3,200
• Jazz Band Director	\$1,500
• Durfee Strings/Orchestra Director	\$3,500
• Varsity Cheerleaders Coach	\$3,500
• Junior Varsity/Freshman Cheerleaders Coach	\$2,800
• Color Guard	\$2,500
• Technology Education Club Advisor	\$1,500
• Video Multimedia Club	\$3,500
• Yearbook Advisor	\$2,500

Advisors will hold meetings at least two (2) times per month (unless seasonal) and document student participation and club activities.

When a vacancy exists for a club or activity advisor/director, the Administration shall post said opening. If said opening remains unfilled or when participation in a club or activity has significantly declined, proposals to convert an activity or establish an alternate activity may be submitted to the principal. The principal may also discontinue a club for a year if he/she deems participation too low. Following submission to the Principal, the Activity Coordinator/s and a representative of the Administration shall convene and reach consensus on accepting or denying such proposals. Any accepted proposals will be forwarded to the Superintendent for final approval.

APPENDIX A-11

STIPENDS

The following stipends are also regular compensation for additional educational services that assigned teachers are required to perform during the school year.

Mentor Coordinator	\$ 7,125 Per School Year
Mentor	\$ 1,600 Per Protege

APPENDIX B

FALL RIVER PUBLIC SCHOOLS - TEACHER EVALUATION

INTRODUCTION



November 13, 2012

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APPENDIX B-1 OVERVIEW

On June 28, 2011, the Massachusetts Board of Elementary and Secondary Education (ESE) adopted new regulations to guide the evaluation of all educators serving in positions requiring a license (e.g., teachers, principals, superintendents and other administrators) (ESE, School-Level Planning and Implementation Guide, January 2012). The regulations are designed to:

- Promote leaders' and teachers' growth and development; place student learning at the center of the process using multiple measures of student learning, 603 CMR 35.01(2)(a);
- Provide a record of facts and assessments for personnel decisions, 35.01(2)(b);
- Ensure every school committee has a system to enhance the professionalism and accountability of teachers and administrators that will enable them to assist all students perform at high levels, 35.01(3); and
- Assure effective teaching and administrative leadership 35.01(3).

The regulations called on the Elementary and Secondary Education (ESE) to develop a model comprehensive educator evaluation system to be used as an exemplar for use by districts. School districts have the option to adopt the model system, adapt it to their local context, or revise their existing system so that it conforms to the educator evaluation regulations.

The regulations also require local district and associated local unions to approve contract language that is based on M.G.L., c71§ 38; M.G.L.c150E, the Educator Evaluation regulations, 603 CMR 35.00 et seq.; and the ESE Model System. In the event of a conflict between this collective bargaining agreement and the governing laws and regulations, the laws and regulations will prevail.

The Educator Evaluation Work Group

A work group consisting of teachers and administrators from all levels of the Fall River Public Schools joined together to develop the Educator Evaluation Handbook. The work group elected to adapt the Massachusetts Department of Elementary and Secondary Education (ESE) Model System for Educator Evaluation.

Work Group members are:

Brian Bennett, Teacher, Durfee H.S.
Sheryl Biss, Principal, Henry Lord M.S.
Pauline Botelho, Teacher, Morton, M.S.
Meg Christ, Principal, Viveiros Elementary
Maureen Crisafulli, Vice Principal, Kuss M.S.
Rebecca Cusick, Teacher, Fonseca Elementary
Sheila Fisher, Principal, Morton M.S.

Lorraine Gagne, Teacher, Viveiros Elementary
Gail Hemingway, Department Head, Henry Lord M.S.
Alicia Lisi, Teacher, Doran Elementary
Linda Martin-Isherwood, Teacher, Doran Elementary
Christine McMahon, Vice Principal, Kuss M.S.
Nancy Mullen, Principal, Kuss M.S.
Rochelle Pettenati, Teacher, Fall River Public Schools
David Pierce, Department Head, Henry Lord M.S.
Maria Pontes, Principal, Doran Elementary
Joany Santa, Executive Director of Human Resources and Educator Quality
Ann Marie Savaria, Teacher, Morton M.S.
Mary Ellen Shaw, Principal, Stone Day School
Jason Souza, Redesign Coach, Henry Lord M.S.
Kenneth Ward, Department Head, Kuss M.S.

Work Group Advisers are:

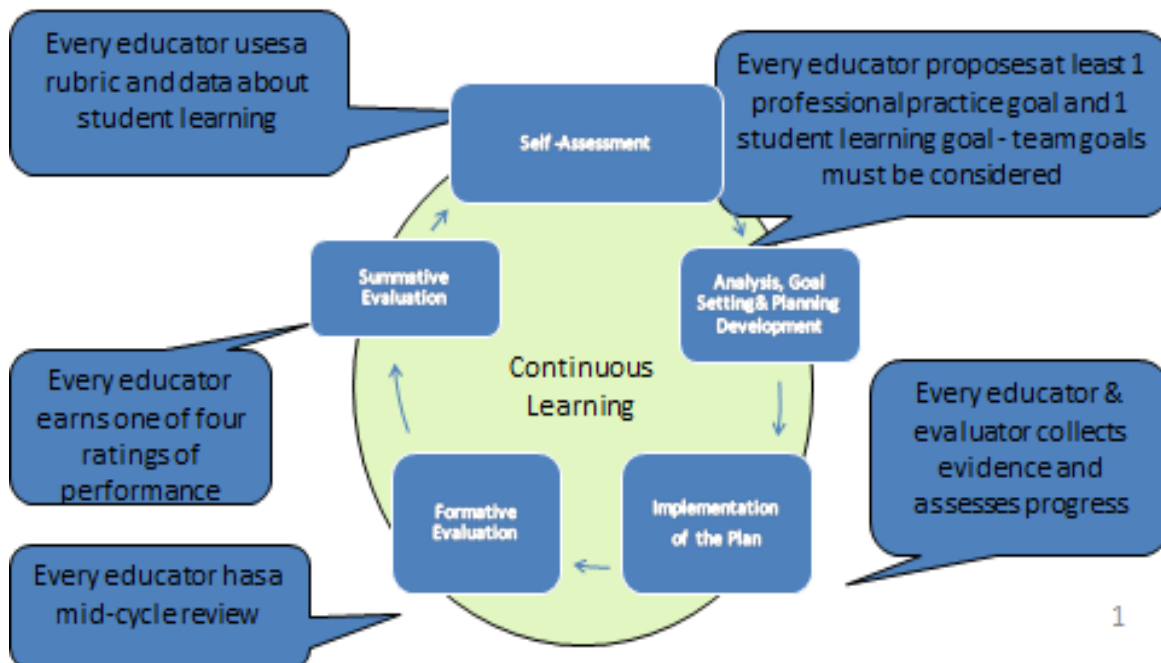
Phil Katz, Massachusetts Teachers Association
Linelle Clark-Brown, Center for Collaborative Education
Dan French, Center for Collaborative Education

The Educator Evaluation Work Group will remain a standing work group in order to review and refine the evaluation procedures, forms, and process outlined within this handbook as they are implemented. On a periodic basis, and not less than once per year over the next three years, the Joint Work Group will meet to review the evaluation system and determine whether changes are needed to address ESE direction, changes in statutory requirements, and/or lessons learned from local implementation. A formal mechanism for gathering feedback and information from both teachers and administrators will be designed and implemented to gain local teacher feedback on the educator evaluation system. Any changes to the handbook will be recommended by the Joint Work Group and subject to ratification by the members of the Fall River Educators' Association and the Fall River Public School Committee.

APPENDIX B-2 EVALUATION CYCLE

The ESE regulations require all educators to participate in an ongoing 5-step continuous improvement cycle, resulting in educators receiving a summative rating based on both their performance against the standards and indicators within the regulations. The FRPS Educator Evaluation Model adapted the ESE model system which includes the five-component process that all Educators follow consisting of 1) Self-Assessment; 2) Goal-setting and Educator Plan development; 3) Implementation of the Plan; 4) Formative Evaluation and 5) Summative Evaluation.

Every educator is an active participant: 5-step process of evaluation



Massachusetts Department of
Elementary and Secondary Education

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APPENDIX B-3 DEFINITIONS

- A) **Artifacts of Professional Practice:** Products of an Educator’s work and student work samples that demonstrate the Educator’s knowledge and skills with respect to specific performance standards
- B) **Caseload Educators:** Educators who teach or counsel individuals or small groups of students through consultation with the regular classroom teacher, for example, speech and language pathologist, occupational therapist, physical therapist and content coaches.
- C) **Classroom teacher:** Educators who teach prek-12 whole classes, and teachers of special subjects such as art, music, library, computer technology and physical education. Classroom teachers may also include special education teachers, interventionist and reading specialists who teach whole classes.
- D) **Categories of Evidence:** Multiple measures of student learning, growth, and achievement; examples of evidence include observations and artifacts of professional practice, and additional evidence relevant to one or more Standards of Effective Teaching Practice.
- E) **District-Determined Measures:** Measures of student learning, growth and achievement related to the Massachusetts Curriculum Frameworks, Massachusetts Vocational Technical Education Frameworks, or other relevant frameworks, that are comparable across grade or subject level district-wide. These measures may include, but shall not be limited to: portfolios approved commercial assessments, district-developed pre and post unit and course assessments, and capstone projects.
- F) **Educator(s):** Inclusive term that applies to classroom teachers and caseload educators.
- G) **Educator Plan:** The growth or improvement actions identified as part of each Educator’s evaluation. The type of plan is determined by the Educator’s career stage, overall performance rating, and the rating of impact on student learning, growth and achievement. (Reference- Educator Plan Development section of this document for detailed explanation)
- H) **ESE:** The Massachusetts Department of Elementary and Secondary Education.
- I) **Evaluation:** The ongoing process of defining goals and identifying, gathering, and using information as part of a process to improve professional performance (the “formative

evaluation”) and to assess total job effectiveness and make personnel decisions (the “summative evaluation”).

- J) **Evaluator:** Any person designated by a superintendent who has responsibility for observation and evaluation. In the Fall River Public Schools, each person will have one evaluator who is responsible for determining performance ratings. Educators assigned to more than one building will be evaluated by the appropriate administrator at the site where the individual is assigned most of the time. The Educator shall be notified in writing the name of his/her assigned evaluator.
- K) **Evaluation Cycle:** A five-component process that all Educators following consisting of 1) Self-Assessment; 2) Goal-setting and Educator Plan development; 3) Implementation of the Plan; 4) Formative Evaluation; and 5) Summative Evaluation.
- L) **Experienced Educator:** An educator with Professional Teacher Status (PTS).
- M) **Family:** Includes students’ parents, legal guardians, foster parents, or primary caregivers.
- N) **Formative Evaluation:** The process used to assess progress towards attaining goals set forth in the Educator plans, performance on standards, or both. This process may take place at any time(s) during the cycle of evaluation, but typically takes place at mid-cycle.
- O) **Goal:** A specific, actionable, and measurable area of improvement as set forth in an Educator’s plan. A goal may pertain to any or all of the following: Educator practice in relation to Performance Standards, Educator practice in relation to indicators, or specified improvement in student learning, growth and achievement. [Reference Goal Setting section of this document for detailed explanation]
- P) **Measurable:** That which can be classified or estimated in relation to a scale, rubric, or standards.
- Q) **Multiple Measures of Student Learning:** Measures must include a combination of classroom, school and district assessments, student growth percentiles on state assessments, if state assessments are available, and student MEPA gain scores. This definition may be revised as required by regulations or agreement of the parties upon issuance of ESE guidance.
- R) **Observation:** A data gathering process that includes notes and judgments made during one or more classroom or worksite visits(s). There are two types of observations,

unannounced and announced. [Reference Observation section of this document for detailed explanation]

- S) **Parties:** The parties to this agreement are the Fall River School Committee and the Fall River Educators Association.
- T) **Performance Rating:** Describes the Educator's performance on each performance standard and overall performance rating. There shall be four performance ratings:
 - i. **Exemplary:** the Educator's performance consistently and significantly exceeds the requirements of a standard or overall. The rating of exemplary on a standard indicates that practice significantly exceeds proficient and could serve as a model of practice on that standard district-wide.
 - ii. **Proficient:** the Educator's performance fully and consistently meets the requirements of a standard or overall. Proficient practice is understood to be fully satisfactory.
 - iii. **Needs Improvement:** the Educator's performance on a standard or overall is below the requirements of a standard or overall, but is not considered to be unsatisfactory at this time. Improvement is necessary and expected.
 - iv. **Unsatisfactory:** the Educator's performance on a standard or overall has not significantly improved following a rating of needs improvement, or the Educator's performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.
- U) **Professional Teacher Status:** PTS is the status granted by an Educator pursuant to M.G.L. c.71, section 41.
- V) **Rating Impact on Student Learning:** A rating of high, moderate or low based on trends and patterns on state assessments and district-determined measures. The parties will negotiate the process for using state and district-determined measures to arrive at an Educator's rating of impact on student learning, growth and achievement, using guidance and model contract language from the ESE.
- W) **Rating of Overall Educator Performance:** The Educator's overall performance rating is based on the Evaluator's professional judgment and examination of evidence of the Educator's performance against the four Performance Standards and the Educator's attainment of goals set forth in the Educator Plan, as follows:

- i. Standard 1: Curriculum, Planning and Assessment
 - ii. Standard 2: Teaching All Students
 - iii. Standard 3: Family and Community Engagement
 - iv. Standard 4: Professional Culture
 - v. Attainment of Professional Practice Goal(s)
 - vi. Attainment of Student Learning Goal(s)

- X) **Rubric:** The rubrics are a scoring tool used for the Educator’s self-assessment, the formative and summative evaluation. The parties adopted the ESE model rubrics for Classroom Teachers exactly as published in January 2012; and the ESE rubric for Specialized Instructional Support Personnel exactly as published in March 2012 [Reference Rubrics section of this document for detailed explanation]. The rubrics are used to rate Educators on Performance Standards which consist of:
 - i. Standards: Describes broad categories of professional practice
 - ii. Indicators: Describes aspects of each standard
 - iii. Elements: Defines the individual components under each indicator
 - iv. Descriptors: Describes practice at four levels of performance for each element

- Y) **Self-Assessment:** Educators analyze student data to reflect on their performance in order to propose a minimum of one student learning goal and one professional practice goal individually and/or in teams. [Reference Self-Assessment section of this document for detailed explanation]

- Z) **Short-Term Intervention:** A short-term intervention may be implemented any time during the evaluation cycle if an evaluator determines that the educator’s performance is of concern in a specific standard or goal. [Reference Short-term Intervention section of this document for detailed explanation]

- AA) **Summative Evaluation:** An evaluation used to arrive at a rating on each standard, an overall rating, and as a basis to make personnel decisions. [Reference Summative Evaluation section of this document for detailed explanation]

- BB) **Trends in student learning:** At least two years of data from the district-determined measures and state assessments used in determining the Educator’s rating on impact on student learning as high, moderate or low.

APPENDIX B-4 EVALUATION TRAINING AND ORIENTATION

By November 1st of the first year of this agreement, all Educators shall complete a professional learning activity/training about self-assessment and goal-setting satisfactory to the superintendent and principal. Any Educator hired after the November 1st date and who has not previously completed such an activity, shall complete such a professional learning activity about self-assessment and goal-setting within three months of the date of hire. The district through the superintendent shall determine the type and quality of the learning activity based on guidance provided by ESE.

At the start of each school year, the superintendent, principal or designee shall conduct a meeting for Educators and Evaluators focused substantially on educator evaluation. The superintendent, principal, or designee shall:

- i. Provide an overview of the evaluation process, including goal setting and the educator plans and the district's vision, mission, and core values.
- ii. Provide all Educators with directions for obtaining a copy of the forms used by the district.
- iii. The faculty meeting may be digitally recorded to facilitate orientation of Educators hired after the beginning of the school year.

APPENDIX B-5 SELF-ASSESSMENT

The first task of the educator on the evaluation system is to complete a self-assessment and propose goals. Educators who have their plan changed in the middle of a school year will skip the Self-Assessment phase and start with Goal Setting and Plan Development. Using the Educator Self-Assessment Form, the educator is to assess his/her past practice, noting strengths and areas of concern. This is to be completed solely by the educator and shared with his/her evaluator by **October 1st or within four weeks of the start of their employment at the school.**

There are three parts to the self-assessment: “Analysis of Evidence of Student Learning, Growth and Achievement”, “Assessment of Practice against Performance Standards,” and the drafting of proposed goals.

Part 1: Analysis of Evidence of Student Learning, Growth and Achievement

In this section, briefly summarize areas of strength and high-priority concerns around the learning, growth and achievement of the students under your responsibility. Where possible, you should support your assessment with evidence including results from assessments, disaggregating data on specific populations as needed.

Part 2: Assessment of Practice Against Performance Standards - Performance Ratings

In this section, briefly summarize an assessment of practice for each of the four Performance Standards of effective practice using the Rubric. Focus your summary on 1-2 areas of strength and 1-2 high-priority areas for growth. Areas for growth can target specific sub-indicators or generalize across multiple sub-indicators. Where possible, you should support your assessment with evidence including prior evaluations and performance reports and teaching artifacts.

Part 3: Proposed Goals

Each educator shall draft a minimum of two proposed goals to focus on for the school year:

- At least one goal directly related to improving the Educator’s own professional practice.
- At least one goal directly related to improving student learning.

Both student learning and professional practice goals may be individual or team goals.

APPENDIX B-6 GOAL SETTING

Description

- a. Each educator shall draft a minimum of two proposed goals to focus on for the school year:
 - At least one goal directly related to improving the Educator's own professional practice.
 - At least one goal directly related to improving student learning.
- b. Both student learning and professional practice goals may be individual or team goals.
- c. Educators shall consider team goals for grade-level, subject area, department teams, or other groups of Educators who share responsibility for student learning and results.
- d. Teachers in their first year of practice must include induction and mentoring activities.
- e. Unless the Evaluator indicates otherwise, an Educator in his/her second or third years of practices should continue to address induction and mentoring goals.
- f. Educators with PTS and ratings of proficient or exemplary may include individual professional practice goals that address enhancing skills that enable the Educator to share proficient practices with colleagues or develop leadership skills.
- g. Educators with ratings of needs improvement or unsatisfactory shall meet with the Evaluator to develop professional practice goal(s) that address specific standards and indicators identified for improvement.
- h. Goals are to be developed in accordance with the SMART Goals Guide [Reference SMART Goals section within this document].
- i. The total number of goals may depend on the team/department of which the educator is a member, the professional judgment of the educator, and guidance from the evaluator.
- j. For Professional Practice goals relevant performance standards on the Educator Rubric should be cited.
- k. Goals shall be consistent with the school goals, the district's vision, mission, core values and goals.

Proposing Goals

For Educators in their first year of practice, the Evaluator or his/her designee will meet with the Educator by October 1st (or within four weeks of the Educator's first day of employment if the Educator begins employment after September 15th) to assist the Educator in completing the self-assessment and drafting the professional practice and student learning goals. The Educator will submit to the Evaluator on Oct 1st proposed goals on section-1 of the Goal Setting, Educator Plan Development Form.

Setting Goals

In setting goals, evaluators shall use evidence of educator performance and impact on student learning, growth, and achievement based on the educator's self-assessment and other sources that the evaluator shares with the educator. It is the responsibility of the Educator to attain the goals

in the Plan [Reference Plan Development section within this document]. The evaluator will review the proposed goals, meet with the Educator if appropriate, and approve the goals on the Educator Plan Development Form by October 15th. The evaluator retains final authority over goals to be included in an educator's plan.

APPENDIX B-7 PLAN DEVELOPMENT

Description

An Educator Plan is the specific actions/strategies, timeline, resources and evidence of success used to meet an educator's goals and achievement against the four standards and two goals.

Educator Plans shall be designed to provide Educators with feedback for improvement, professional growth, and leadership; and to ensure Educator effectiveness and overall system accountability. The Plan must aligned to the standards and indicators and be consistent with district goals, vision, mission core values and school goals.

The Educator Plan specifies actions/strategies, timeline, and evidence of success used to meet the approved goals. The Plan also details specified professional development and learning activities the Educator will participate in as a means of obtaining the goals, as well as other support suggested by the Evaluator or provided by the school or district. Examples may include but are not limited to coursework, self-study, action research, curriculum development, study groups with peers, and implementing new programs.

The type of plan an Educator is placed is determined by the Educator's career stage, overall performance rating, and the rating of impact on student learning, growth and achievement.

There are four types of Educator Plans:

Developing Educator Plan

- a. Applies to educators without Professional Teaching Status (PTS), and at the discretion of the Principal or Director this plan may be used for educators working in the first year under a different license.
- b. The Educator shall be placed on a Developing Educator Plan for one year or until the end of the school year if the plan started after the beginning of the school year.

Self-Directed Growth Plan

- a. A Two-year Self-Directed Growth Plan is for those Educators with PTS who have an overall rating of proficient or exemplary, and after 2012-2014 whose impact on student learning is moderate or high. A formative evaluation report is completed at the end of year one and a summative evaluation report at the end of year two.
- b. A One-year Self-Directed Growth Plan is for those Educators with PTS who have an overall rating of proficient or exemplary, and after 2013-2014 whose impact on student learning is low. In this case, the Evaluator and Educator shall analyze the discrepancy between the summative evaluation rating and the rating for impact on student learning to seek to determine the cause(s) of the discrepancy.

Directed Growth Plan

A Directed Growth Plan is for those Educators with PTS whose overall rating is needs improvement. An educator may be placed on a Directed Growth Plan between ninety school days to one year.

Improvement Plan

- a. An Improvement Plan is for those Educators with PTS whose overall rating is unsatisfactory. Educators may be placed on an Improvement Plan of no fewer than 45 days and no more than one school year.
- b. Within ten school days of notification to the Educator he/she is being placed on an Improvement Plan, the Evaluator shall schedule a meeting with the Educator to discuss the plan. The Educator has the opportunity to invite union representation to this meeting, upon prior request. If the Educator consents, the FREA will be informed that an Educator is receiving a rating of unsatisfactory.
- c. In the case of an Educator receiving a rating of unsatisfactory near the close of the school year, the Improvement Plan may include activities that occur during the summer before the next school year begins.
- d. The Improvement Plan shall:
 - i. Define the improvement goals directly related to the performance standard(s) and/or student learning outcomes that must be improved;
 - ii. Describe the activities and work products the Educator must complete as a means of improving performance;
 - iii. Describe the assistance the district will make available to the Educator;
 - iv. Articulate the measurable outcomes that will be accepted as evidence of improvement;
 - v. Detail the timeline for completion of each component of the Plan, including at a minimum a mid-cycle formative evaluation report of the relevant standard(s) and indicator(s);
 - vi. Identify the individuals assigned to assist the Educator which must include minimally the Evaluator; and,
 - vii. Include the signatures of the Educator and Evaluator.
- e. If the Evaluator determines at the conclusion of the Improvement Plan the Educator has improved his/her practice to the level of proficiency, the Educator will be placed on a Self- Directed Growth Plan. If the Evaluator determines the Educator is making substantial progress towards proficiency, the Evaluator shall

place the Educator on a Directed Growth Plan. If the Evaluator determines the Educator's practice remains at the level of unsatisfactory, the Evaluator may recommend to the superintendent that the Educator be dismissed or remain on an Improvement Plan for another evaluation cycle. All determinations must be made no later than June 1.

The table below outlines the plan type, who goes on which plan and the length of plan

Plan Type	Who Goes on Plan	Length of Plan
Two-year Self-Directed	Overall rating of Exemplary or Proficient and high or moderate impact on student learning	2 years
One-year Self-Directed	Overall rating of Exemplary or Proficient and low impact on student learning	1 year
Directed	Overall rating of Needs Improvement	90 school days to 1 yr.
Improvement	Overall rating of Unsatisfactory	45 school days to 1 yr.
Developing	Non-PTS, or at the discretion of the Principal or Director, educators in the first year working under a different license	1 year (or to the end of the school year)

Plan Proposal

Educators on Self-Directed, Directed or Developing Plans will develop a Plan individually or in collaboration with the Evaluator detailing how he/she will accomplish the Evaluator approved goals. The Educator must include the elements of the plan described above. The Educator shall consider the information provided by the Evaluator and all other relevant information. Educators on Improvement Plans do not propose plans.

The Educator shall submit his/her proposed plan on the Educator Plan Development Form by November 1st and no less than two weeks after his/her Evaluator approves his/her goals. For those Educators new to the school, the meeting with the Evaluator to establish the Educator Plan must occur by October 1st or within six weeks of the start of their assignment in that school.

Plan Setting

The Evaluator shall consider the information provided by the educator and all relevant information. The Evaluator will review the proposed plan, meet with the Educator if appropriate, and approve the goals on the Educator Plan Development Form by November 15th. The Evaluator retains final authority over the content of the Educator's Plan.

The Evaluator will present to the Educator the approved plan, along with the approved goals on the Educator Plan Development Form. The Educator shall sign the Educator Plan Development Form within 5 school days of its receipt. The Educator's signature indicates that the Educator received the plan. The signature does not indicate agreement or disagreement with its contents. The Educator may reply in writing to the Educator Plan Development Form within ten (10) school days of receiving the form, which will become a part of the Educators' evaluation plan. Educators shall not be expected to meet during the summer hiatus.

Plan Modification

The educator or evaluator may initiate a conversation with the other regarding modification(s) to the Educator Plan if:

- a. The School or District has changed teaching policies,
- b. Enough data has been collected to show that, with adherence to the plan, that the educator will not be able to meet the goal; or
- c. Any other mutually agreed upon reasons.

APPENDIX B-8 COLLECTION OF EVIDENCE

Description

Under the new educator evaluation regulations, educators are required to submit artifacts of professional practice for each of the four standards and two or more goals by which you will be evaluated, while evaluators may also choose to collect evidence for the formative and summative evaluations. You are free to collect evidence for your formative and summative evaluations in whatever manner or format you choose. However, following are guidelines that we recommend educators and evaluators use in collecting this evidence.

Working Folders

At the beginning of the school year, create six working folders (or binder, all of which could be electronic), one for each of the four standards by which teachers are evaluated (curriculum, planning, and evaluation; effective teaching practice; family and community engagement; and professional culture), and one each for your professional practice goal (individual or team) and student learning goal (individual or team). Keep them accessible in your classroom. Review the list below of sample artifacts for each standard, and keep them in mind. Throughout the year, as you notice an artifact that you have developed that provides evidence of one of the four standards, make a copy and place it in the respective working folder. In this way, you will ease the burden of preparing your final set of artifacts to present to your evaluator.

Itinerant teachers (who teach in more than one school) should collect data for all of their school assignments. Each itinerant teacher will be evaluated by one evaluator, usually from the school in which the itinerant teacher spends the most time, who will invite prior input from the respective evaluators in the other schools in which the itinerant teacher works.

Creating a Portfolio

Near the time in which your formative evaluation or summative evaluation is to occur, sort through your artifacts:

- Select the best pieces that reflect work that meets the respective standard. It is suggested 3-5 pieces for each standard and goal would be appropriate.
- Document each artifact that you have selected for a standard or goal on the *FRPS Collection of Evidence Form*, and include any notes that explain the rationale for your selection. Evaluators may also choose to collect artifacts for the educator evaluation.

Sample Artifacts for Standards

These are examples of possible artifacts; they are not meant to be all-inclusive.

Standard I: Curriculum, Planning, and Assessment

- Standards-based curriculum unit and examples of well-structured lesson plans that exemplify one or more of the following:
 - Clear goals and objectives
 - Use of higher order thinking skills
 - Appropriate scaffolding in teaching a new concept
 - Culturally relevant instructional materials
 - Engaging to students
 - Application of new concepts learned
 - Differentiation for students with varying skills or achievement levels
 - Diverse student needs or learning styles
- Varied assessments, including paper and pencil test, research paper, portfolio, oral presentation, exhibition/demonstration, multi-media
- Video clip of a teacher's instruction
- Use and analysis of data that leads to change in curriculum or instruction
- Use and analysis of data with students to set individual goals
- Description of how the classroom reflects a culturally competent learning environment

Standard II: Effective Teaching Practice

- Lesson plan, assignment, or rubric which demonstrates one or more of the following:
 - High expectations for the quality and standard of work produced
 - Varied instructional strategies to accommodate diverse learning needs and styles
 - Gradual release of responsibility (e.g., mini-lecture, modeling, group practice)
- Student portfolio of work
- Example of classroom ritual, routine, or lesson that demonstrates one or more of the following:
 - Creating a personalized culture
 - Cultural proficiency (respect and affirmation of cultures)
- Example of resources, lesson plans, and instructional materials that demonstrate making content accessible to English language learners and students with disabilities

Standard III: Family and Community Engagement

- Communication to parents informing them of learning expectations for a course, classroom, or assignment, and/or provides parents with suggestions for supporting learning at home
- Lesson plan that includes parent presentation or participation in the classroom
- Example of assistance to parents to help with their children's learning
- Communication to individual parents regarding a commendation or concern about their child
- Communication to parents that demonstrate cultural understanding and appreciation

- Parent surveys regarding the interests, strengths, and challenges of their child(ren)
- Log of in-person and phone conversations with parents

Standard IV: Professional Culture

- Examples of journaling or other modes of reflection and self-assessment on lessons, units, or interactions with students and families that lead to new insights about instruction and student learning
- Professional development agendas in which you have participated
- Team-developed curriculum units
- Team agendas that involve looking at student work and teacher assignments
- Evidence of contribution to a school/district committee or Leadership Team
- Work products developed as a result of team work or professional development

APPENDIX B-9 OBSERVATIONS

Description

Observations of teacher practice are a significant portion of collecting evidence for the formative and summative evaluations. This document provides guidance to educators and administrators for how to collect data in observations.

It is understood that not all of the indicators articulated on the Performance Rubric or on educators' goals may be observed during any one observation.

There are two kinds of observations: unannounced observations and announced observations.

- A) Unannounced observations are intended to be an observation of the teacher's classroom culture, instruction, student learning and assessment, lasting ten minutes or longer and can include multiple visits in one school day. Unannounced observations shall result in written feedback provided to the teacher. The following process shall be used to conduct an unannounced observation:
 - a. The administrator shall provide the teacher with written feedback of the unannounced observation within two school days of the visit, using the approved FRPS Unannounced Observation Report Form. The written feedback shall be delivered to the Educator in person, by email, placed in the Educator's mailbox or mailed to the Educator's home.
 - b. No other observations may take place until the day after the feedback has been provided. The teacher and administrator are encouraged to have conversations on feedback.

Any recommendations, if any, shall: include specific, observable and measurable recommendations that the teacher should take to improve his/her performance; and identify resources available, when applicable.

Any observations or series of observations resulting in one or more standards judged to be unsatisfactory or needs improvement for the first time must be followed by at least one announced observation of at least 30 minutes in duration within 30 school days.

- B) Announced observations are intended to be a thorough observation of the teacher's classroom culture, instruction, student learning and assessment. An announced observation is a planned visit by the evaluator of at least 40 minutes. The following process shall be used to conduct an announced observation:
 - a. Initial Meeting: The evaluator and teacher shall meet to:

- i. review the observation process;
 - ii. select the dates and times of the pre-observation conference, observation, and post-observation conference; and
 - iii. discuss any specific goal(s) for the observation.
- b. Pre-observation conference: Teacher completes the FRPS Pre-Observation Announced Conference Form and conferences with the evaluator within five school days prior to the scheduled observation. At this meeting the teacher and evaluator will review the Pre-Observation Announced Observation Form, the lesson plan, copies of expected handouts and any other information that will enable the evaluator to assess the performance.
- c. The Educator will be notified as soon as possible if the Evaluator will not be able to attend the scheduled observation. The observation will be rescheduled with the Educator as soon as reasonably practical.
- d. Classroom Observation: Evaluator documents classroom observation using a written narrative and/or notes, and gives a copy to the teacher ideally within one (1) school day, but no more than two days of the observation.
- e. Post-Observation Conference: Within four (4) school days of the observation and at least one (1) school day after the evaluator provides the teacher with the narrative/notes, the evaluator and teacher will conference about the classroom observation. At this meeting, the evaluator and the educator shall review the Pre-Observation Form, the written narrative/ notes and any additional documentation. This timeframe may be extended due to unavailability on the part of either the Evaluator or the Educator, but shall be rescheduled within 24 hours if possible.
- f. The evaluator shall provide the teacher with a copy of a completed FRPS Post-Observation Announced Conference Form within seven (7) school days after the Post-Observation conference.
- g. Within two (2) school days of receiving the Post-Observation Announced Conference Form, the teacher shall sign and return the FRPS Post-Observation Form indicating he/she has seen it. The teacher's signature does not indicate agreement or disagreement with the contents.
 - i. The teacher may request a meeting to discuss possible changes in the Post-Observation Form write up.
 - ii. The teacher shall have the right to make a written statement which shall become part of the Post-Observation Form.

- h. There will be a minimum of twenty (20) school days between formal observations, unless the teacher and evaluator mutually agree that a better understanding of the observed class may be achieved by an immediate follow-up observation.
- i. Evaluators shall have completed the first announced observation process for every teacher no later than January 15th; if a second announced observation occurs, it must be completed by May 15th.
- j. Any recommendations shall:
 - i. cite the indicator(s) from the Performance Rubric and/or Personal Goal(s) that are not being met, and the basis for the Evaluator's judgment;
 - ii. include specific, observable and measurable recommendations that the teacher should take to improve his/her performance;
 - iii. specify how the required improvement will be measured or observed;
 - iv. identify the resources the school or district will invest in the teacher's improvement; and
 - v. schedule two observations focusing on the areas of recommendation

Teachers will be observed a minimum number of times per educator plan cycle as follows:

Educator Plan	Number of Unannounced Observations	Number of Announced Observations
Two-Year Self-Directed Plan	2	1
One-Year Self-Directed Plan:	2	1
Directed Plan	3	1
Improvement Plan	4	2
Developing Educator Plan	4	1

The Educator's first announced or unannounced observation of the Educator should take place by November 15th. Educators on a Developing or Directed Plan may request a second observation. As well, following the mid-year formative evaluation educators on a Developing or Directed Plan can request another observation with a different evaluator. Additional observations may occur over the minimum at the evaluator's discretion. All observations shall be concluded by May 15th.

Walk-throughs and Learning Walks are intended to gauge the overall climate, culture, and instruction within a school, program, or department, and entail walking into multiple classrooms. Observations from walk-throughs and learning walks summarize the aggregate climate, culture, and instruction, rather than commenting on individual teachers and are used to talk about observed patterns and trends across classrooms. Walk-throughs are not intended to result in specific feedback given to individual teachers. A walk-through can be announced or unannounced. There are no limits on the number of walk-throughs /learning walks that can be conducted, provided that all teachers in a school shall have a similar number of such visits. Walk-throughs/ Learning Walks may result in non-evaluative feedback provided to the teacher on observed practice.

APPENDIX B-10

EVIDENCE USED IN EVALUATION

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

- A) Multiple measures of student learning, growth, and achievement, which shall include:
 - i. Measures of student progress on classroom assessments that are aligned with the Massachusetts Curriculum Frameworks or other relevant frameworks and are comparable within grades or subjects in a school;
 - ii. At least two district-determined measures of student learning related to the Massachusetts Curriculum Frameworks or the Massachusetts Vocational Technical Education Frameworks or other relevant frameworks that are comparable across grades and/ or subjects district-wide. These measures may include: portfolios, approved commercial assessments and district-developed pre and post unit and course assessments, and capstone projects. One such measure shall be the MCAS Student Growth Percentile (SGP) or Massachusetts English Proficiency Assessment gain scores, if applicable, in which case at least two years of data is required.
 - iii. Measures of student progress and/or achievement toward student learning goals set between the Educator and Evaluator for the school year or some other period of time established in the Educator Plan.
 - iv. For Educators whose primary role is not as a classroom teacher, the appropriate measures of the Educator's contribution to student learning, growth, and achievement set by the district.

- B) Judgments based on observations and artifacts of practice including:
 - i. Unannounced observations of practice as described in this document.
 - ii. Announced observations as described in this document.
 - iii. Examination of Educator work products.
 - iv. Examination of student work samples.

- C) Evidence relevant to one or more Performance Standards, including but not limited to evidence compiled and presented by the Educator, including:
 - i. Evidence of fulfillment of professional responsibilities and growth such as self-assessments, peer collaboration, professional development linked to goals in the Educator plans, contributions to the school community and professional culture;
 - ii. Evidence of progress towards professional practice goal(s);
 - iii. Evidence of progress toward student learning outcome goal(s).
 - iv. Any other relevant evidence from any source that the Evaluator shares with the Educator. Other relevant evidence could include information provided by other administrators such as the superintendent.

APPENDIX B-11

FORMATIVE EVALUATION

Description

A specific purpose for evaluation is to promote student learning, growth and achievement by providing educators with feedback for improvement. The formative evaluation is when evaluators assess educator progress towards attaining goals set forth in Educator Plans and with performance on performance standards. This step ensures an opportunity for educators to receive feedback and suggestions for improvement. Formative evaluation should be a mid-cycle opportunity of taking stock, implemented through a review of evidence collected by both the educator and the evaluator. Evaluators are expected to give targeted constructive feedback to educators based on their observations of practice, examination of artifacts, and analysis of multiple measures of student learning, growth and achievement in relation to the Standards and Indicators of Effective Teaching Practice. The Formative Evaluation Report Form provides written feedback and ratings to the Educator about his/her progress towards attaining the goals set forth in the Educator Plan, performance on Performance Standards and overall, or both. If there are patterns of evidence that demonstrate performance that is either *unsatisfactory* or *in need of improvement*, this is a critical time for evaluators to discuss this evidence so there are “no surprises” during the summative evaluation and more importantly, to provide the educator with the opportunity to address areas of concern. Educators on one-year and two-year plans will receive formative evaluation ratings.

TIMEFRAME

The formative review can occur at any time during the evaluation cycle however, it typically occurs at the midpoint of an educator’s plan. For example, an educator on a one-year Development Plan is likely to participate in a formative evaluation in December or January. Educators on a two-year Self-Directed Growth Plan participate in a formative evaluation in May or June, the midpoint of their evaluation cycle.

Formative Evaluation Steps

- **Scheduling.** Formative evaluation conferences should be scheduled at least two weeks in advance to allow for preparation.
- **Educator evidence.** No less than one week before the due date for the Formative Evaluation conference, the Educator shall provide the Evaluator evidence of meeting the four standards and two performance goals. The evaluator should review the collected evidence prior to the formative conference.
- **Formative Evaluation conferences.** At the conference, the educator and evaluator review the educator’s collection of evidence for each standard and goal. This is a time where the evaluator may also present evidence on any of the standards or goals. The combined evidence is reviewed and discussed by the educator and evaluator, and the evaluator shares his/her thoughts with the educator on commendations, questions, and

areas in which to improve. In formative evaluation conferences, the evaluator shares his/her rating of each standard and goal, as well as an overall rating, which are then discussed by the educator and evaluator. The educator has the opportunity to invite union representation to this meeting, upon prior request.

- **Formative Evaluation report.** The Evaluator shall complete the Formative Evaluation report and provide a copy to the Educator. All Formative Evaluation reports must be signed by the Evaluator and delivered face-to-face, by email or to the Educator's school mailbox or home. The Educator shall sign the Formative Evaluation report within five (5) school days of receiving the report. The signature indicates the Educator received the Formative Evaluation report. The signature does not indicate agreement or disagreement with its contents. The Educator may reply in writing to the Formative Evaluation report within ten (10) school days of receiving the report; the Educators' response will become a part of the Formative Evaluation Report.
- **Weights.** Each of the standards and the goals (considered as one) will be weighted at 20%. The five ratings will be averaged to determine the overall rating (although if an educator's average rating is Proficient or Exemplary, and the educator was not rated at least Proficient in both Standards 1 and 2, the educator will be rated as Needs Improvement).

Revising and Changing the Plan

The Educator's performance rating for that year shall be assumed to be the same as the previous summative rating unless evidence demonstrates a significant change in performance. If an educator receives a formative evaluation that differs from the summative rating the educator had received at the beginning of the evaluation cycle, the evaluator may revise the plan or place the educator on a different educator plan with goals, appropriate to the new rating. Alternatively, the evaluator could place the educator on a short-term intervention that specifies the changes that need to be made in order to maintain the current summative rating. [See Short-Term Intervention within this document for detailed description].

The chart below, details the types of plans an educator may be placed on and the associated numbers of observations.

Plan Type	Who Goes on Plan	Length of Plan	# of Unannounced Observations	# of Announced Observations
Two-year Self-Directed	Overall rating of Exemplary or Proficient and high or moderate impact on student learning	2 years	2	1
One-year Self-Directed	Overall rating of Exemplary or Proficient and low impact on student learning	1 year	2	1
Directed	Overall rating of Needs Improvement	90 school days to 1 yr.	3	1
Improvement	Overall rating of Unsatisfactory	45 school days to 1 yr.	4	2
Developing	Non-PTS, or at the discretion of the Principal or Director, educators in the first year working under a different license	1 year (or to the end of the school year	4	1

APPENDIX B-12

SUMMATIVE EVALUATION

Description

The summative evaluation occurs at the end of each educator's individualized Educator Plan and guides plan development for the subsequent cycle. During the summative evaluation, evaluators analyze evidence that demonstrates the educator's performance against Performance Standards and evidence of the attainment of the goals in the Educator Plan. This analysis of evidence is used to arrive at a rating on each standard and goal, based on the evaluator's professional judgment. The overall rating should be the average rating of the four standards and goals.

Evidence and professional judgment inform the evaluator's determination.

The process is similar to that of formative evaluation: evaluators review and analyze evidence, and issue performance ratings on each standard as well as an overall rating.

There are several key differences between the formative evaluation and summative evaluation:

The summative evaluation involves a separate rating of educators' impact on student learning, based on trends and patterns in statewide and district-determined measures that are comparable across grade and/or subject.

The summative evaluation results determine the type and duration of an educator's subsequent Educator Plan, as well as consequences around rewards and recognition and local personnel decisions.

In the formative evaluation, educators are rated on their progress; in summative evaluations, educators are rated on outcomes.

Please note: Evaluators will not rate educators' impact on student learning until at least 2013-2014.

The summative evaluation is used to arrive at a rating on each standard and goal, determine an overall rating, and serve as a basis for making personnel decisions. Every educator must be rated as Exemplary, Proficient, Needs Improvement, or Unsatisfactory on the standards, and must be rated as Exceeded, Met, Progress, and No Progress on the professional practice and student learning goals. In rating educators on Performance Standards for the purposes of summative evaluation, the Evaluator will use the parties' agreed-upon rubrics.

Summative Evaluation Steps

TIMEFRAME

Most educators will receive a summative evaluation near the end of a school year, although educators on a Directed Growth Plan or Improvement Plan may have more than one summative evaluation in a single year. For Educators on a one or two year Educator Plan, the summative report must be written and provided to the educator by May 15th.

- **Scheduling.** Summative evaluation conferences should be scheduled at least two weeks in advance to allow for preparation.
- **Educator evidence.** No less than one week before the due date for the Summative Evaluation conference, the Educator shall provide the Evaluator evidence of meeting the four

standards and two performance goals. The evaluator should review the collected evidence prior to the formative conference.

- **Summative conferences.** At the conference, the educator and evaluator review the educator's collection of evidence for each standard and goal. This is a time where the evaluator may also present evidence on any of the standards or goals [Reference Evidence Used in Evaluation section within this document]. The combined evidence is reviewed and discussed by the educator and evaluator, and the evaluator shares her thoughts with the educator on commendations, questions, and areas in which to improve. The evaluator shares her rating of each standard and goal, as well as an overall rating (Exemplary, Proficient, Needs Improvement, or Unsatisfactory), which are then discussed by the educator and evaluator. As well, the length of the plan to be developed is communicated. The educator has the opportunity to invite union representation to this meeting, upon prior request.
 - For an educator whose overall performance rating is exemplary or proficient and whose impact on student learning is low, the evaluator's supervisor shall discuss and review the rating with the evaluator and the supervisor shall confirm or revise the educator's rating. In cases where the superintendent serves as the primary evaluator, the superintendent's decision on the rating shall not be subject to review.
 - The summative evaluation rating must be based on evidence from multiple categories of evidence.
- **Summative Evaluation report.** The Summative Evaluation report should recognize areas of strength as well as identify recommendations for professional growth. The Evaluator shall deliver a signed copy of the Summative Evaluation report to the Educator face-to-face, by email or to Educator's school mailbox or home no later than May 31st. The Evaluator shall meet with any Educator rated needs improvement or unsatisfactory to discuss the summative evaluation. The meeting shall occur by June 1st. The Evaluator may meet with the Educator rated proficient or exemplary to discuss the summative evaluation, if either the Educator or the Evaluator requests such a meeting. The meeting shall occur by June 10th. The Educator shall sign the final Summative Evaluation report within five (5) days of receipt. The signature indicates the Educator received the Summative Evaluation report. The signature does not indicate agreement or disagreement with its contents. The Educator may reply in writing on the Educator Response Form within ten (10) days of receiving the report. A copy of the signed final Summative Evaluation report and Educator Response Form (if applicable) shall be filed in the Educator's personnel file.

Weights

The summative evaluation rating must be based on evidence from multiple categories of evidence. MCAS growth scores cannot be the sole basis for a summative evaluation rating. Each of the standards and the goals (considered as one) will be weighted at 20%. The five ratings will be averaged to determine the overall rating (although if an educator's average rating is Proficient or Exemplary, and the educator was not rated at least Proficient in both Standards 1 and 2, the educator will be rated as Needs Improvement).

Professional Teacher Status

Professional teacher status should be granted only to educators who have achieved ratings of proficient or exemplary on each Performance Standard and overall. A principal considering making an employment decision that would lead to professional teacher status for any educator who has not been rated proficient or exemplary on each Performance Standard and overall on the most recent evaluation, shall confer with the superintendent of schools by May 1. The principal's decision is subject to review and approval by the superintendent.

Moving Forward

The summative evaluation step marks the end of one evaluation cycle and kicks off a new cycle of self-assessment, goal setting, and plan development. When well-implemented, educators will leave the summative evaluation conference with a good idea of their next steps for the following evaluation cycle. The new cycle will coincide with the new school year for educators on a Development Plan or Self-Directed Growth Plan, but it may begin midyear for educators on a Directed Growth Plan or Improvement Plan.

Ultimately, both the summative performance rating and the rating of impact on student learning will jointly determine the next Educator Plan for each educator. The *Summative Rating* categories can guide evaluators in determining the appropriate Educator Plan for each educator. Educators without Professional Teacher Status (PTS) and those teaching under a different license than the prior year (at the discretion of the evaluator) will be on a Developing Educator Plan. The following chart displays the type of plan an Educator will be assigned based on his/her Summative Evaluation rating, and associated numbers of observations.

Plan Type	Who Goes on Plan	Length of Plan	# of Unannounced Observations	# of Announced Observations
Two-year Self-Directed	Overall rating of Exemplary or Proficient and high or moderate impact on student learning	2 years	2	1
One-year Self-Directed	Overall rating of Exemplary or Proficient and low impact on student learning	1 year	2	1
Directed	Overall rating of Needs Improvement	90 school days to 1 yr.	3	1
Improvement	Overall rating of Unsatisfactory	45 school days to 1 yr.	4	2
Developing	Non-PTS, or at the discretion of the Principal or Director, educators in the first year working under a different license	1 year (or to the end of the school year	4	1

APPENDIX B-13

SHORT-TERM INTERVENTION

Description

An Evaluator may at any time during the evaluation cycle elect to utilize a short-term intervention process if the evaluator determines that the educator's performance is of concern in a specific standard or goal identified during an observation and/or examination of an educator's work product. The purpose of the short-term intervention process is to specify the changes that need to be made in the educator's practice in order to address the concerns.

Short-term Intervention Steps:

A) Evaluator and Educator Conference and Intervention Action Steps

The evaluator will verbally bring the issue to the attention of the educator by:

- a. Stating specifically the practice that is of concern, and the evidence substantiating the concern
- b. Specifying the changes that need to be made in order to maintain the current evaluation rating
- c. Stating the length of time by which progress is to be made, the support that will be provided to the educator to assist in making the specified changes, and evidence needed to signal that the changes have been made.

Based on this conference, the evaluator will develop action steps on Section 1 of the Short-Term Intervention Form and give it to the educator for review. The action steps will include meeting dates to assess whether the specified progress has been made. The educator will then either sign off on the action steps or schedule a meeting with the evaluator to discuss and agree on the action steps. The educator has the opportunity to invite union representation to this meeting, upon prior notice.

B) Meeting to Assess Progress

At the end of the agreed upon timeline for the short-term intervention action steps, the evaluator and educator will meet to assess progress, and ascertain whether the specified changes have been accomplished. The Evaluator will use Section 2 of the Short-Term Intervention Form to memorialize the assessment of progress. Based on this assessment, the evaluator can decide:

- a. The educator has made the specified changes and the intervention has been completed.
- b. The educator has made progress but has not attained all the specified changes; the intervention time period will be extended for a specified date.
- c. The educator has not made progress; the Evaluator may initiate a formative evaluation which may result in a new Educator Plan.

APPENDIX B-14
TIMELINE- (SUBJECT TO CHANGE EACH YEAR)

A) Educators with PTS on One Year Plan

Activity:	Completed By:
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process	September 5 th
Educator Evaluation Training (e.g., SMART Goals, Goal Setting and Plan Development, etc.)	September 20 th
Educator conducts Self-Assessment and submits proposed goals to Evaluator	October 1 st
Evaluator reviews and approves Educators' goals	October 15 th
Educator submits Educator Plan Development Form	November 1 st
Evaluator reviews and approves Educator Plan	November 15 th
Evaluator should complete first announced observation of each Educator	January 15 th
Educator submits standards and goals evidence for mid-cycle formative evaluation	One week before scheduled Formative Evaluation Conference
Evaluator should complete Formative Evaluation Reports	Dec or Jan
Evaluator should complete second announced observation of each (applicable) Educator	May 15 th
Educator submits standards and goals evidence for summative evaluation	One week before schedule Summative Evaluation Conference
Evaluator completes Summative Evaluation Report	May 15 th
Evaluator meets with Educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	June 1 st
Evaluator meets with Educators whose ratings are proficient or exemplary at request of Evaluator or Educator	June 10 th
Educator signs Summative Evaluation Report and adds response, if any within 5 school days of receipt	June 15 th

B) Educators with PTS on Two Year Plan

Activity:	Completed By:
Educator completes observations	Any time during the 2-year evaluation cycle
Educator submits standards and goals evidence for mid-cycle formative evaluation	One week before scheduled Formative Evaluation Conference
Evaluator completes Formative Evaluation Report	June 1 of Year 1
Educator submits standards and goals evidence for summative evaluation	One week before schedule Summative Evaluation Conference
Evaluator completes Summative Evaluation Report	May 15 of Year 2

C) Educators on Plans of Less than One Year

The timeline for educators on Plans less than one year will be established in the Educator Plan

APPENDIX B-15
GENERAL PROVISIONS

- A) Only Administrators who are licensed may serve as Evaluators of Educators.
- B) Evaluators shall not make negative comments about the Educator's performance, or comments of a negative evaluative nature, in the presence of students, parents or other staff, except in the unusual circumstance where the Evaluator concludes that s/he must immediately and directly intervene. Nothing in this paragraph is intended to limit an administrator's ability to investigate a complaint, or secure assistance to support an Educator.
- C) The superintendent shall insure that Evaluators have training in supervision and evaluation, including the regulations and standards and indicators of effective teaching practice promulgated by ESE (35.03), and the evaluation Standards and Procedures established in this Agreement.
- D) Should there be a serious disagreement between the Educator and the Evaluator regarding an overall summative performance rating of unsatisfactory, the Educator may meet with the Evaluator's supervisor to discuss the disagreement. Should the Educator request such a meeting, the Evaluator's supervisor must meet with the Educator. The Evaluator may attend any such meeting at the discretion of the superintendent.
- E) The parties agree to establish a joint labor-management evaluation team which shall review the evaluation processes and procedures annually through the first three years of implementation and recommend adjustments to the parties.
- F) Violations of this article are subject to the grievance and arbitration procedures. The arbitrator shall determine whether there was substantial compliance with the totality of the evaluation process. Substantial compliance addresses the specific timelines in the contract. Where the evaluation process has resulted in a fair evaluation, but the evaluator has missed deadlines that do not impact the fairness of the evaluation, that type of misstep shall not undo an otherwise fair evaluation process. When the evaluation process results in the termination or non-renewal of an Educator, then no financial remedy or reinstatement shall issue if there was substantial compliance
- G) No educator shall be disciplined or penalized for:
 - i. The content on his/her self-assessment, goal proposal or plan proposal;
 - ii. Disagreeing, either in writing or orally, with an evaluator, including but not limited to the evaluator's goals, plans, observations, decisions, judgments and evaluations.
 - iii. Missing timeline(s) in unusual or unanticipated circumstances (in these cases, the educator and evaluator will mutually extend the timelines to an appropriate timeframe);

APPENDIX B-16

FALL RIVER PUBLIC SCHOOLS EDUCATOR SELF-ASSESSMENT FORM

[illegible]

APPENDIX B-17

FALL RIVER PUBLIC SCHOOLS EDUCATOR PLAN DEVELOPMENT FORM
(Section 1- Goals)

Educator:		School Year:	
Evaluator:		School(s):	
Assignment:		Previous Plan and Duration:	
Date Initiated:		Date(s) Reviewed:	
Self Directed Plan <input type="checkbox"/> One- Year <input type="checkbox"/> Two- Year for PTS educators rated Exemplary or Proficient*	<input type="checkbox"/> Directed Growth Plan _____ Months for PTS educators rated Needs Improvement*	<input type="checkbox"/> Improvement Plan _____ Months for PTS educators rated Unsatisfactory*	<input type="checkbox"/> Developing Educator Plan (1 year) for Non-PTS educators or those in first year of a new licensure area

** performance rating in most recent evaluation*

Section 1- GOALS

Educator plans shall include a minimum of one student learning goal and one professional practice goal. The total number of goals may depend on the team/department of which the educator is a member, the professional judgment of the educator, and guidance from the evaluator. Attach additional pages for more than two goals. For each goal, mark goal as an individual or team/dept. goal and record team/dept. name if applicable. Give each a unique name to reference in the planned activities section. For Professional Practice goals, cite relevant performance standard on Educator Rubric. Refer to the Guide on developing SMART Goals.

<u>Student Learning SMART Goals</u> <input type="checkbox"/> Individual <input type="checkbox"/> Team/Dept. Name: _____ Goal Name: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	<u>Professional Practice SMART Goals</u> <input type="checkbox"/> Individual <input type="checkbox"/> Team/Dept. Name: _____ Goal Name: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
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APPENDIX B-18
FALL RIVER PUBLIC SCHOOLS EDUCATOR PLAN DEVELOPMENT FORM
(SECTION 2- PLANNED ACTIVITIES)

Outline actions the educator must take to attain these goals. **Use one page per goal.**

Educator:		School Year:	
Date Plan Developed:		Goal Name:	
<u>Action/Strategies</u>	<u>Timeline or Frequency</u>	<u>Resources and Support</u>	<u>Indicators/Evidence</u>
<u>Additional Notes</u>			

Signature of Evaluator _____ Date _____

Signature of Educator* _____ Date _____

*Signature of the educator indicates acknowledgement of this report; it does not necessarily denote agreement with the contents of the report. The Educator has the opportunity to respond to this report in writing and may use the Educator Response Form.

APPENDIX B-19
FALL RIVER PUBLIC SCHOOLS EDUCATOR EVALUATION: COLLECTION OF EVIDENCE FORM

Educator:	Plan Type:
Evaluator:	Plan Dates: from to
This evidence collected by:	Date of submission:

Label	Date Record date, duration if applicable	Source of Evidence e.g., parent conference, observation	Standard(s) and/or Goals Standard(s) and/or goal(s) to which evidence is tied	Notes Optional. Explain why included, specifics on what the evidence shows, context, etc.
<i>ex. 1</i>	<i>ex: 11/8/11</i>	<i>ex: unit plans, benchmark data</i>	<i>ex: I, Student Goal</i>	<i>ex: unit plans modification reflect student performance at mid-point of semester</i>

Attach additional sheets as needed

APPENDIX B-20
FALL RIVER PUBLIC SCHOOLS UNANNOUNCED OBSERVATION REPORT FORM

Educator Name/ Title _____

Educator/ Observer Name/Title _____

School/ Class/Activity _____ Date and Timeframe _____

Assessing progress toward (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Student learning goal(s) | <input type="checkbox"/> Standard I: Curriculum, Planning & Assessment |
| <input type="checkbox"/> Professional practice goal(s) | <input type="checkbox"/> Standard II: Teaching All Students |
| | <input type="checkbox"/> Standard III: Family & Community Engagement |
| | <input type="checkbox"/> Standard IV: Professional Culture |

Observation Report

Provide notes and judgments made during the observation resulting in targeted and constructive feedback. It may include examination of artifacts of practice including student work. Attach artifacts if appropriate.

Any recommendations shall: include observable and measurable recommendations the teacher should take to improve his/her performance; and reasonable resources when applicable will be identified.

☐ Check here if this observation results in one or more standards judged to be unsatisfactory or needs improvement for the first time. If so, it must be followed by at least one observation of at least 30 minutes in duration within 30 days.

Receipt of this report does not necessarily denote agreement with the contents of the report. The Educator has the opportunity to respond to this report in writing and may use the Educator Response Form.

APPENDIX B-21
FALL RIVER PUBLIC SCHOOLS PRE-OBSERVATION ANNOUNCED CONFERENCE

Form To be filled out by educator prior to conference

Educator: _____ Date: _____

Pre-observation Conference Date: _____

Date of Observation: _____

Evaluator: _____

1. Describe lesson and how it fits into the unit you are teaching:

2. List the academic and behavioral objectives for the lesson that will be observed:

APPENDIX B-22
Fall River Public Schools Pre- Observation Announced Conference Form (Continuation)

3. Name the correlating Massachusetts Curriculum Framework Standards and if appropriate individual student, practice or school learning goals:

4. Identify how you will assess learning.

5. Provide any additional information you would like the evaluator to know if appropriate:

Note: Please provide a lesson plan and any handouts.

APPENDIX B-23
FALL RIVER PUBLIC SCHOOLS POST- OBSERVATION ANNOUNCED
CONFERENCE FORM

Educator: _____ Date: _____

Post-observation Conference Date: _____

Date of Observation: _____

Evaluator: _____

Claims, evidence, interpretation should reflect pre- observation goals and rubrics.

Attach notes taken during observation s- attach additional sheets as needed.

Summary of lesson observed:

Claims:

Evidence :

Interpretation:

Commendations:

Recommendations:

Other Areas of Consideration:

Next Evaluation Step:

_____ Additional observation before next evaluation conference

_____ Formative Evaluation Conference

_____ Summative Evaluation before year-end

Signatures

*Educator _____ Date _____

Evaluator _____ Date _____

* Signature of the educator indicates acknowledgement of this report; it does not necessarily denote agreement with the contents of the report. The Educator has the opportunity to respond to this report in writing and may use the Educator Response Form.

APPENDIX B-24
FORMATIVE EVALUATION REPORT FORM

Educator—Name/Title: _____

Evaluator—Name/Title: _____

School(s): _____

Assessing:

☐ Progress toward attaining goals

☐ Performance on Standards

Progress Toward Student Learning Goal(s)

Attach additional pages as needed.

☐ Did not meet ☐ Some progress ☐ Significant Progress ☐ Met / Exceeded (Circle One)

Rationale, evidence, and feedback for improvement:

Progress Toward Professional Practice Goal(s)

Attach additional pages as needed.

☐ Did not meet ☐ Some progress ☐ Significant Progress ☐ Met/ Exceeded (Circle One)

Rationale, evidence, and feedback for improvement:

Formative Evaluation Report Form (Continuation)
Performance on Each Standard

**I: Curriculum, Planning,
& Assessment**

☐ Unsatisfactory ☐ Needs Improvement ☐ Proficient ☐ Exemplary

Rationale, evidence, and feedback for improvement:

**II: Teaching All
Students**

☐ Unsatisfactory ☐ Needs Improvement ☐ Proficient ☐ Exemplary

Rationale, evidence, and feedback for improvement:

**III: Family/Community
Engagement**

☐ Unsatisfactory ☐ Needs Improvement ☐ Proficient ☐ Exemplary

Rationale, evidence, and feedback for improvement:

**IV: Professional
Culture**

☐ Unsatisfactory

☐ Needs Improvement

☐ Proficient

☐ Exemplary

Rationale, evidence, and feedback for improvement:

Describe performance and feedback for improvement. Attach additional pages as needed.

Educator—Name/Title: _____

Plan Moving Forward	
<input type="checkbox"/>	Evaluator is assigning same ratings as prior Summative Evaluation; no comments needed
<input type="checkbox"/>	Evaluator is assigning ratings that differ from prior Summative Evaluation; comments required
<input type="checkbox"/>	Educator is being placed on a new Plan; Identify the new Plan type _____

Signature of Evaluator _____ Date Completed: _____

Signature of Educator* _____ Date Received: _____

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APPENDIX B-25
SUMMATIVE EVALUATION REPORT FORM

Educator—Name/Title: _____

Evaluator—Name/Title: _____

School(s): _____

Current
Plan _____

Progress Toward Student Learning Goal(s)

Attach additional pages as needed.

☐ No Progress ☐ Some progress ☐ Met ☐ Exceeded

Rationale, evidence, and feedback for improvement:

Progress Toward Professional Practice Goal(s)

Attach additional pages as needed.

☐ No Progress ☐ Some progress ☐ Met ☐ Exceeded

Rationale, evidence, and feedback for improvement:

Summative Evaluation Report Form (Continuation) Rating on Each Standard

I: Curriculum, Planning, & Assessment ☐ Unsatisfactory ☐ Needs Improvement ☐ Proficient ☐ Exemplary

Rationale, evidence, and feedback for improvement:

II: Teaching All Students ☐ Unsatisfactory ☐ Needs Improvement ☐ Proficient ☐ Exemplary

Rationale, evidence, and feedback for improvement:

III: Family/Community Engagement ☐ Unsatisfactory ☐ Needs Improvement ☐ Proficient ☐ Exemplary

Rationale, evidence, and feedback for improvement:

IV: Professional Culture ☐ Unsatisfactory ☐ Needs Improvement ☐ Proficient ☐ Exemplary

Rationale, evidence, and feedback for improvement:

Educator—Name/Title:

Signature of Evaluator_____ Date Completed:_____

Signature of Educator* _____ Date Received: _____

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APPENDIX B-26
FALL RIVER PUBLIC SCHOOLS DIRECTED GROWTH PLAN FORM
(for PTS Educators Rated “Needs Improvement”*)

Educator:	School Year:
Evaluator:	School(s)/Assignment:

* performance rating in most recent evaluation

- ☐ 90-day Plan
☐ Other Plan (from 90 days – 1 school year) _____ days/months
☐ One (school) Year Plan

(Directed Growth Plan timeframes range from no fewer than 90 days to no more than one (1) school year.)

Reason For Directed Growth Plan
Directed Growth Goals – developed by the Educator and Evaluator (directly related to the performance standard(s) and/or student learning outcomes that must be improved)
Action Steps To Be Taken By Educator (activities and work product the educator must complete as a means of improving performance)
Assistance That Will Be Provided (describe the assistance the evaluator/school/district will make available to the educator)
Individuals Assigned To Assist The Educator (at a minimum, must include the evaluator)
Measureable Outcomes (what outcomes will be accepted as evidence of improvement)
Timelines
Date Plan Initiated: Scheduled Meetings: Announced Observations: Scheduled Plan Conclusion: Summative Evaluation Meeting:

Signatures Of Participants At The Plan Initiation Meeting*	
Educator _____	Date _____
Evaluator _____	Date _____
Union Rep** _____	Date _____
Principal _____	Date _____
Conclusion	
<input type="checkbox"/> Educator has improved his/her practice to the level of proficiency and will be placed on a Self-Directed Growth Plan	
<input type="checkbox"/> Educator has not improved his/her practice to the level of proficiency and is rated Unsatisfactory - Evaluator recommends <input type="checkbox"/> Improvement Plan for _____ days	
Signatures Of Participants At The Plan Conclusion Meeting*	
Educator _____	Date _____
Evaluator _____	Date _____
Union Rep** _____	Date _____
Principal _____	Date _____

*Signature of the educator indicates acknowledgement of this report; it does not necessarily denote agreement with the contents of the report. The educator has the opportunity to respond to this report in writing and may use the Educator Response Form.

** If a union rep is unavailable and/or educator declines representation, another witness may attend at the request of the educator or evaluator.

APPENDIX B-27
FALL RIVER PUBLIC SCHOOLS EDUCATOR IMPROVEMENT PLAN FORM
(for PTS Educators Rated “Unsatisfactory”*)

Educator:	School Year:
Evaluator:	School(s)/Assignment:

* performance

rating in most recent evaluation

- ☐ 45-day Plan
☐ 90-day Plan
☐ Other Plan (from 45 days – 1 school year) _____ days/months
☐ One (school) Year Plan

(Improvement Plan timeframes range from no fewer than 45 days to no more than one (1) school year.)

Reason For Improvement Plan
Improvement Goals (directly related to the performance standard(s) and/or student learning outcomes that must be improved)
Action Steps To Be Taken By Educator (activities and work product the educator must complete as a means of improving performance)
Assistance That Will Be Provided (describe the assistance the evaluator/school/district will make available to the educator)
Individuals Assigned To Assist The Educator (at a minimum, must include the evaluator)
Measureable Outcomes (what outcomes will be accepted as evidence of improvement)
<p style="text-align: center;">Timelines</p> Date Plan Initiated: Scheduled Meetings: Announced Observations: Mid-cycle Formative Evaluation: Scheduled Plan Conclusion: Summative Evaluation Date:

Signatures Of Participants At The Plan Initiation Meeting*	
Educator _____	Date _____
Evaluator _____	Date _____
Union Rep _____	Date _____
Principal _____	Date _____
Conclusion	
<input type="checkbox"/> Educator has improved his/her practice to the level of proficiency and will be placed on a Self-Directed Growth Plan	
<input type="checkbox"/> Educator is making substantial progress towards proficiency and will be placed on a Directed Growth Plan	
<input type="checkbox"/> Educator's practice remains Unsatisfactory - Evaluator recommends <input type="checkbox"/> Dismissal <input type="checkbox"/> Improvement Plan for _____ days	
Signatures Of Participants At The Plan Conclusion Meeting*	
Educator _____	Date _____
Evaluator _____	Date _____
Union Rep** _____	Date _____
Principal _____	Date _____

*Signature of the educator indicates acknowledgement of this report; it does not necessarily denote agreement with the contents of the report. The educator has the opportunity to respond to this report in writing and may use the Educator Response Form.

** If a union rep is unavailable and/or educator declines representation, another witness may attend at the request of the educator or evaluator.

APPENDIX B-28

Fall River Public Schools Short-Term Intervention Action Form (Section 1- Reasons)

Educator	School Year:
Evaluator:	School (s):
Grade(s)	Subject(s):
<p style="text-align: center;">Reasons for Short-Term Intervention</p> <p>In this section, state specifically the concerns that led to the short-term intervention. Provide evidence for the concern.</p>	
<p style="text-align: center;">Intervention Action Step(s)</p> <p>In this section, state (1) the specified changes in practice that must be made, (2) the support that will be provided to the educator, and (3) the timeline by which the changes should be made.</p>	
<p>Signature of Evaluator _____ Date _____</p> <p>Signature of Educator* _____ Date _____</p> <p>*Signature of the educator indicates acknowledgement of this report; it does not necessarily denote agreement with the contents of the report. The Educator has the opportunity to respond to this report in writing and may use the Educator Response Form.</p>	

Short-Term Intervention Form (Section 2- Progress)

Intervention Action Step(s) Progress Meeting

Based on the assessment of progress, the educator has (check one):

- € Made the specified changes and the intervention is completed
- € Made progress but has not attained all the specified changes; the time period will be extended
- € Not made progress; the Evaluator may initiate a Formative Evaluation which may result in a new Educator Plan.

Comments:

Signature of Evaluator_____ Date_____

Signature of Educator*_____ Date_____

*Signature of the educator indicates acknowledgement of this report; it does not necessarily denote agreement with the contents of the report. The Educator has the opportunity to respond to this report in writing and may use the Educator Response Form.

APPENDIX B-29
FALL RIVER PUBLIC SCHOOLS EDUCATOR RESPONSE FORM

Educator—Name/Title: _____

Evaluator—Name/Title: _____

School(s): _____

Response to: (check all that apply)

- ☐ Educator Plan, including goals and activities
- ☐ Evaluator collection and/or analysis of evidence
- ☐ Unannounced Observation
- ☐ Announced Observation
- ☐ Formative Evaluation Report
- ☐ Summative Evaluation Report
- ☐ Other: _____

Educator Response

Attach additional pages as needed

☐ Attachment(s) included _____

APPENDIX B-30

SETTING SMART GOALS

(Source: ESE, School-Level Planning and Implementation Guide, January 2012)

Good goals help educators, schools, and districts improve. That is why the educator evaluation regulations require educators to develop goals that are specific, actionable, and measurable. They require, too, that goals be accompanied by action plans with benchmarks to assess progress. This “SMART” Goal framework is a useful tool that individuals and teams can use to craft effective goals and action plans:

S	=	Specific and Strategic
M	=	Measurable
A	=	Action Oriented
R	=	Rigorous, Realistic, and Results-Focused (the 3 Rs)
T	=	Timed and Tracked

Goals with an action plan and benchmarks that have these characteristics are “SMART.”

A practical example some of us have experienced in our personal lives can make clear how this SMART goal framework can help turn hopes into actions that have results.

First, an example of *not* being “SMART” with goals: *I will lose weight and get in condition.*

Getting SMARTer: *Between March 15 and Memorial Day, I will lose 10 pounds and be able to run 1 mile nonstop.*

The **hope** is now a **goal**, that meets most of the SMART Framework criteria:

It’s Specific and Strategic	= 10 pounds, 1 mile
It’s Measurable	= pounds, miles
It’s Action-oriented	= lose, run
It’s got the 3 Rs	= weight loss and running distance
It’s Timed	= 10 weeks

SMART enough: To make the goal really “SMART,” though, we need to add an action plan and benchmarks. They make sure the goal meets that final criteria, “Tracked.” They also strengthen the other criteria, especially when the benchmarks include “process” benchmarks for tracking progress on the key actions and “outcome” benchmarks that track early evidence of change and/or progress toward the ultimate goal.

Key Actions

- **Reduce my daily calorie intake to fewer than 1,200 calories for each of 10 weeks.**
- **Walk 15 minutes per day; increase my time by 5 minutes per week for the next 4 weeks.**
- **Starting in week 5, run and walk in intervals for 30 minutes, increasing the proportion of time spent running instead of walking until I can run a mile, non-stop, by the end of week 10.**

Benchmarks:

- **For process, maintaining a daily record of calorie intake and exercise**
- **For outcome, biweekly weight loss and running distance targets (e.g., After 2 wks: 2 lbs/0**

miles; 4 wks: 4 lbs/0 miles; 6 wks: 6lbs/.2 mi; 8 wks: 8 lbs/.4 miles)

■
S = Specific and Strategic

Goals need to be straightforward and clearly written, with sufficient specificity to determine whether or not they have been achieved. A goal is strategic when it serves an important purpose of the school or district as a whole and addresses something that is likely to have a big impact on our overall vision.

M = Measurable

If we can't measure it, we can't manage it. What measures of quantity, quality, and/or impact will we use to determine that we've achieved the goal? And how will we measure progress along the way? Progress toward achieving the goal is typically measured through "benchmarks." Some benchmarks focus on the process: are we doing what we said we were going to do? Other benchmarks focus on the outcome: are we seeing early signs of progress toward the results?

A = Action Oriented

Goals have active, not passive verbs. And the action steps attached to them tell us "who" is doing "what." Without clarity about what we're actually going to do to achieve the goal, a goal is only a hope with little chance of being achieved. Making clear the key actions required to achieve a goal helps everyone see how their part of the work is connected—to other parts of the work and to a larger purpose. Knowing that helps people stay focused and energized, rather than fragmented and uncertain.

R = Rigorous, Realistic, and Results-Focused (the 3 Rs)

A goal is not an activity: a goal makes clear what will be different as a result of achieving the goal. A goal needs to describe a realistic, yet ambitious result. It needs to stretch the educator, team, school, or district toward improvement but not be out of reach. The focus and effort required achieving a rigorous but realistic goal should be challenging but not exhausting. Goals set too high will discourage us, whereas goals set too low will leave us feeling "empty" when it is accomplished and won't serve our students well.

T = Timed

A goal needs to have a deadline. Deadlines help all of us take action. For a goal to be accomplished, definite times need to be established when key actions will be completed and benchmarks achieved. Tracking the progress we're making on our action steps (process benchmarks) is essential: if we fall behind on doing something we said we were going to do, we'll need to accelerate the pace on something else. But tracking progress on process outcomes isn't enough. Our outcome benchmarks help us know whether we're on track to achieve our goal and/or whether we've reached our goal. Benchmarks give us a way to see our progress and celebrate it. They also give us information we need to make mid-course corrections.

**APPENDIX C-1.
TEACHER RUBRIC**

Part III: Guide to Rubrics and Model Rubrics for Superintendent, Administrator, and Teacher

Massachusetts Model System for Educator Evaluation

January 2012

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Rubrics – defined in the regulations as “scoring tool[s] that describe characteristics of practice or artifacts at different levels of performance” (603 CMR 35.02) – are a critical component of the Massachusetts educator evaluation framework and are required for every educator. Rubrics are designed to help educators and evaluators (1) develop a consistent, shared understanding of what proficient performance looks like in practice, (2) develop a common terminology and structure to organize evidence, and (3) make informed professional judgments about formative and summative performance ratings on each Standard and overall. This appendix contains the ESE Model Teacher Rubric.

D. **Structure of the Teacher Rubric**

- **Standards:** Standards are the broad categories of knowledge, skills, and performance of effective practice detailed in the regulations. There are four Standards for teachers: *Curriculum, Planning, and Assessment; Teaching All Students; Family and Community Engagement; and Professional Culture.*
- **Indicators:** Indicators, also detailed in the regulations, describe specific knowledge, skills, and performance for each Standard. For example, there are three Indicators in Standard I of the teacher rubric: *Curriculum and Planning; Assessment; and Analysis.*
- **Elements:** The elements are more specific descriptions of actions and behaviors related to each Indicator. The elements further break down the Indicators into more specific aspects of educator practice and provide an opportunity for evaluators to offer detailed feedback that serves as a roadmap for improvement.
- **Descriptors:** Performance descriptors are observable and measurable statements of educator actions and behaviors aligned to each element and serve as the basis for identifying the level of teaching or administrative performance in one of four categories: *Unsatisfactory, Needs Improvement, Proficient, or Exemplary.*

E. **Use of the Teacher Rubric**

This rubric describes teaching practice. It is intended to be used throughout the 5 step evaluation cycle for all teachers, including teachers of whole classrooms, small groups, individual students, or any combination of the above. The rubric is designed to be applicable to general education teachers from pre-K through Advanced Placement, as well as teachers with specialized classes or knowledge, including teachers of English Language Learners, and special education teachers; districts may also choose to use this rubric for educators in other roles such as specialists.

The responsibilities of teachers to whom this rubric will be applied may vary. ESE encourages educators and evaluators to use the rubric strategically by discussing and agreeing upon certain Indicators and Elements that should be high priorities according to that educator’s role and responsibilities as well as his/her professional practice and student learning needs. There are a variety of ways to emphasize these components throughout the evaluation cycle. For example, high priority Indicators and/or elements can be analyzed in greater depth during self-assessment, targeted during goal setting, a focus for more comprehensive evidence collection, or all of the above. However, the expectation is that by the end of the evaluation cycle, educators and evaluators have gathered and shared a reasonable amount of evidence on every Indicator to support a rating for each Standard.

APPENDIX C-2 RUBIC STANDARDS I – IV

Standard I: Curriculum, Planning, and Assessment	Standard II: Teaching All Students	Standard III: Family and Community Engagement	Standard IV: Professional Culture
A. Curriculum and Planning Indicator 1. Subject Matter Knowledge 2. Child and Adolescent Development 3. Rigorous Standards-Based Unit Design 4. Well-Structured Lessons B. Assessment Indicator 1. Variety of Assessment Methods 2. Adjustments to Practice C. Analysis Indicator 1. Analysis and Conclusions 2. Sharing Conclusions With Colleagues 3. Sharing Conclusions With Students	A. Instruction Indicator 1. Quality of Effort and Work 2. Student Engagement 3. Meeting Diverse Needs B. Learning Environment Indicator 1. Safe Learning Environment 2. Collaborative Learning Environment 3. Student Motivation C. Cultural Proficiency Indicator 1. Respects Differences 2. Maintains Respectful Environment D. Expectations Indicator 1. Clear Expectations 2. High Expectations 3. Access to Knowledge	A. Engagement Indicator 1. Parent/Family Engagement B. Collaboration Indicator 1. Learning Expectations 2. Curriculum Support C. Communication Indicator 1. Two-Way Communication 2. Culturally Proficient Communication	A. Reflection Indicator 1. Reflective Practice 2. Goal Setting B. Professional Growth Indicator 1. Professional Learning and Growth C. Collaboration Indicator 1. Professional Collaboration D. Decision-Making Indicator 1. Decision-making E. Shared Responsibility Indicator 1. Shared Responsibility F. Professional Responsibilities Indicator 1. Judgment 2. Reliability and Responsibility

How to reference parts of the rubric:

Indicator terminology: under the “Teaching All Students” Standard (II), the “Instruction Indicator” (A) can be referred to as *Indicator II-A*

Element terminology: under the Instruction Indicator (A), the Student Engagement Element (2) can be referred to as *Element II-A-2*

Standard I: Curriculum, Planning, and Assessment. *The teacher promotes the learning and growth of all students by providing high-quality and coherent instruction, designing and administering authentic and meaningful student assessments, analyzing student performance and growth data, using this data to improve instruction, providing students with constructive feedback on an ongoing basis, and continuously refining learning objectives.*

APPENDIX C-3
INDICATOR I - A – CURRICULUM AND PLANNING

Indicator I-A. Curriculum and Planning: Knows the subject matter well, has a good grasp of child development and how students learn, and designs effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes.				
I-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A-1. Subject Matter Knowledge	Demonstrates limited knowledge of the subject matter and/or its pedagogy; relies heavily on textbooks or resources for development of the factual content. Rarely engages students in learning experiences focused on complex knowledge or skills in the subject.	Demonstrates factual knowledge of subject matter and the pedagogy it requires by sometimes engaging students in learning experiences around complex knowledge and skills in the subject.	Demonstrates sound knowledge and understanding of the subject matter and the pedagogy it requires by consistently engaging students in learning experiences that enable them to acquire complex knowledge and skills in the subject.	Demonstrates expertise in subject matter and the pedagogy it requires by engaging all students in learning experiences that enable them to synthesize complex knowledge and skills in the subject. Is able to model this element.
I-A-2. Child and Adolescent Development	Demonstrates little or no knowledge of developmental levels of students this age or differences in how students learn. Typically develops one learning experience for all students that do not enable most students to meet the intended outcomes.	Demonstrates knowledge of developmental levels of students this age but does not identify developmental levels and ways of learning among the students in the class and/or develops learning experiences that enable some, but not all, students to move toward meeting intended outcomes.	Demonstrates knowledge of the developmental levels of students in the classroom and the different ways these students learn by providing differentiated learning experiences that enable all students to progress toward meeting intended outcomes.	Demonstrates expert knowledge of the developmental levels of the teacher's own students and students in this grade or subject more generally and uses this knowledge to differentiate and expand learning experiences that enable all students to make significant progress toward meeting stated outcomes. Is able to model this element.
I-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A-3. Rigorous Standards-Based Unit Design	Plans individual lessons rather than units of instruction, or designs units of instruction that are not aligned with state standards/ local curricula, lack measurable outcomes, and/or include tasks that mostly rely on lower level thinking skills.	Designs units of instruction that address some knowledge and skills defined in state standards/local curricula, but some student outcomes are poorly defined and/or tasks rarely require higher-order thinking skills.	Designs units of instruction with measurable outcomes and challenging tasks requiring higher-order thinking skills that enable students to learn the knowledge and skills defined in state standards/local curricula.	Designs integrated units of instruction with measurable, accessible outcomes and challenging tasks requiring higher-order thinking skills that enable students to learn and apply the knowledge and skills defined in state standards/local curricula. Is able to model this element.
I-A-4. Well-Structured Lessons	Develops lessons with inappropriate student engagement strategies, pacing, sequence, activities, materials, resources, and/or grouping for the intended outcome or for the students in the class.	Develops lessons with only some elements of appropriate student engagement strategies, pacing, sequence, activities, materials, resources, and grouping.	Develops well-structured lessons with challenging, measurable objectives and appropriate student engagement strategies, pacing, sequence, activities, materials, resources, technologies, and grouping.	Develops well-structured and highly engaging lessons with challenging, measurable objectives and appropriate student engagement strategies, pacing, sequence, activities, materials, resources, technologies, and grouping to attend to every student's needs. Is able to model this element.

APPENDIX C-4
INDICATOR I - B. - ASSESSMENT

Indicator I-B. Assessment: Uses a variety of informal and formal methods of assessments to measure student learning, growth, and understanding to develop differentiated and enhanced learning experiences and improve future instruction				
I-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-B-1. Variety of Assessment Methods	Administers only the assessments required by the school and/or measures only point-in-time student achievement.	May administer some informal and/or formal assessments to measure student learning but rarely measures student progress toward achieving state/local standards.	Designs and administers a variety of informal and formal methods and assessments, including common interim assessments, to measure each student's learning, growth, and progress toward achieving state/local standards.	Uses an integrated, comprehensive system of informal and formal assessments, including common interim assessments, to measure student learning, growth, and progress toward achieving state/local standards. Is able to model this element.
I-B-2. Adjustment to Practice	Makes few adjustments to practice based on formal and informal assessments.	May organize and analyze some assessment results but only occasionally adjusts practice or modifies future instruction based on the findings.	Organizes and analyzes results from a variety of assessments to determine progress toward intended outcomes and uses these findings to adjust practice and identify and/or implement appropriate differentiated interventions and enhancements for students.	Organizes and analyzes results from a comprehensive system of assessments to determine progress toward intended outcomes and frequently uses these findings to adjust practice and identify and/or implement appropriate differentiated interventions and enhancements for individuals and groups of students and appropriate modifications of lessons and units. Is able to model this element.

APPENDIX C-5
INDICATOR I - C. - ANALYSIS

Indicator I-C. Analysis: Analyzes data from assessments, draws conclusions, and shares them appropriately.				
I-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-C-1. Analysis and Conclusions	Does not draw conclusions from student data beyond completing minimal requirements such as grading for report cards.	Draws conclusions from a limited analysis of student data to inform student grading and promotion decisions.	Individually and with colleagues, draws appropriate conclusions from a thorough analysis of a wide range of assessment data to improve student learning.	Individually and with colleagues, draws appropriate, actionable conclusions from a thorough analysis of a wide range of assessment data that improve short- and long-term instructional decisions. Is able to model this element.
I-C-2. Sharing Conclusions With Colleagues	Rarely shares with colleagues conclusions about student progress and/or rarely seeks feedback.	Only occasionally shares with colleagues conclusions about student progress and/or only occasionally seeks feedback from them about practices that will support improved student learning.	Regularly shares with appropriate colleagues (e.g., general education, special education, and English learner staff) conclusions about student progress and seeks feedback from them about instructional or assessment practices that will support improved student learning.	Establishes and implements a schedule and plan for regularly sharing with all appropriate colleagues conclusions and insights about student progress. Seeks and applies feedback from them about practices that will support improved student learning. Is able to model this element.
I-C-3. Sharing Conclusions With Students	Provides little or no feedback on student performance except through grades or report of task completion, or provides inappropriate feedback that does not support students to improve their performance.	Provides some feedback about performance beyond grades but rarely shares strategies for students to improve their performance toward objectives.	Based on assessment results, provides descriptive feedback and engages students and families in constructive conversation that focuses on how students can improve their performance.	Establishes early, constructive feedback loops with students and families that create a dialogue about performance, progress, and improvement. Is able to model this element.

APPENDIX C-6
INDICATOR II - A – INSTRUCTION

***Standard II: Teaching All Students.** The teacher promotes the learning and growth of all students through instructional practices that establish high expectations, create a safe and effective classroom environment, and demonstrate cultural proficiency.*

Indicator II-A. Instruction: Uses instructional practices that reflect high expectations regarding content and quality of effort and work; engage all students; and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.				
II-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-A-1. Quality of Effort and Work	Establishes no or low expectations around quality of work and effort and/or offers few supports for students to produce quality work or effort.	May states high expectations for quality and effort, but provides few exemplars and rubrics, limited guided practice, and/or few other supports to help students know what is expected of them; may establish inappropriately low expectations for quality and effort.	Consistently defines high expectations for the quality of student work and the perseverance and effort required to produce it; often provides exemplars, rubrics, and guided practice.	Consistently defines high expectations for quality work and effort and effectively supports students to set high expectations for each other to persevere and produce high-quality work. Is able to model this element.
II-A-2. Student Engagement	Uses instructional practices that leave most students uninvolved and/or passive participants.	Uses instructional practices that motivate and engage some students but leave others uninvolved and/or passive participants.	Consistently uses instructional practices that are likely to motivate and engage most students during the lesson.	Consistently uses instructional practices that typically motivate and engage most students both during the lesson and during independent work and home work. Is able to model this element.

II-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-A-3. Meeting Diverse Needs	Uses limited and/or inappropriate practices to accommodate differences.	May use some appropriate practices to accommodate differences, but fails to address an adequate range of differences.	Uses appropriate practices, including tiered instruction and scaffolds, to accommodate differences in learning styles, needs, interests, and levels of readiness, including those of students with disabilities and English learners.	Uses a varied repertoire of practices to create structured opportunities for each student to meet or exceed state standards/local curriculum and behavioral expectations. Is able to model this element.

APPENDIX C-7
INDICATOR II-B - LEARNING ENVIRONMENT

Indicator II-B. Learning Environment: Creates and maintains a safe and collaborative learning environment that motivates students to take academic risks, challenge themselves, and claim ownership of their learning.				
II-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-B-1. Safe Learning Environment	Maintains a physical environment that is unsafe or does not support student learning. Uses inappropriate or ineffective rituals, routines, and/or responses to reinforce positive behavior or respond to behaviors that interfere with students' learning.	May create and maintain a safe physical environment but inconsistently maintains rituals, routines, and responses needed to prevent and/or stop behaviors that interfere with all students' learning.	Uses rituals, routines, and appropriate responses that create and maintain a safe physical and intellectual environment where students take academic risks and most behaviors that interfere with learning are prevented.	Uses rituals, routines, and proactive responses that create and maintain a safe physical and intellectual environment where students take academic risks and play an active role—individually and collectively—in preventing behaviors that interfere with learning. Is able to model this element.

II-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-B-2. Collaborative Learning Environment	Makes little effort to teach interpersonal, group, and communication skills or facilitate student work in groups, or such attempts are ineffective.	Teaches some interpersonal, group, and communication skills and provides some opportunities for students to work in groups.	Develops students' interpersonal, group, and communication skills and provides opportunities for students to learn in groups with diverse peers.	Teaches and reinforces interpersonal, group, and communication skills so that students seek out their peers as resources. Is able to model this practice.
II-B-3. Student Motivation	Directs all learning experiences, providing few, if any, opportunities for students to take academic risks or challenge themselves to learn.	Creates some learning experiences that guide students to identify needs, ask for support, and challenge themselves to take academic risks.	Consistently creates learning experiences that guide students to identify their strengths, interests, and needs; ask for support when appropriate; take academic risks; and challenge themselves to learn.	Consistently supports students to identify strengths, interests, and needs; ask for support; take risks; challenge themselves; set learning goals; and monitor their own progress. Models these skills for colleagues.

APPENDIX C-8
INDICATOR II - C. – CULTURAL PROFICIENCY

Indicator II - C. - Cultural Proficiency: Actively creates and maintains an environment in which students' diverse backgrounds, identities, strengths, and challenges are respected.				
II-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-C-1. Respects Differences	Establishes an environment in which students demonstrate limited respect for individual differences.	Establishes an environment in which students generally demonstrate respect for individual differences	Consistently uses strategies and practices that are likely to enable students to demonstrate respect for and affirm their own and others' differences related to background, identity, language, strengths, and challenges.	Establishes an environment in which students respect and affirm their own and others' differences and are supported to share and explore differences and similarities related to background, identity, language, strengths, and challenges. Is able to model this practice.
II-C-2. Maintains Respectful Environment	Minimizes or ignores conflicts and/or responds in inappropriate ways.	Anticipates and responds appropriately to some conflicts or misunderstandings but ignores and/or minimizes others.	Anticipates and responds appropriately to conflicts or misunderstandings arising from differences in backgrounds, languages, and identities.	Anticipates and responds appropriately to conflicts or misunderstandings arising from differences in backgrounds, languages, and identities in ways that lead students to be able to do the same independently. Is able to model this practice.

APPENDIX C – 9
INDICATOR II - D. - EXPECTATIONS

Indicator II-D. Expectations: Plans and implements lessons that set clear and high expectations and also make knowledge accessible for all students.				
II-D. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-D-1. Clear Expectations	Does not make specific academic and behavior expectations clear to students.	May announce and post classroom academic and behavior rules and consequences, but inconsistently or ineffectively enforces them.	Clearly communicates and consistently enforces specific standards for student work, effort, and behavior.	Clearly communicates and consistently enforces specific standards for student work, effort, and behavior so that most students are able to describe them and take ownership of meeting them. Is able to model this element.
II-D-2. High Expectations	Gives up on some students or communicates that some cannot master challenging material.	May tell students that the subject or assignment is challenging and that they need to work hard but does little to counteract student misconceptions about innate ability.	Effectively models and reinforces ways that students can master challenging material through effective effort, rather than having to depend on innate ability.	Effectively models and reinforces ways that students can consistently master challenging material through effective effort. Successfully challenges students' misconceptions about innate ability. Is able to model this element.
II-D-3. Access to Knowledge	Rarely adapts instruction, materials, and assessments to make challenging material accessible to all students.	Occasionally adapts instruction, materials, and assessments to make challenging material accessible to all students.	Consistently adapts instruction, materials, and assessments to make challenging material accessible to all students, including English learners and students with disabilities.	Individually and with colleagues, consistently adapts instruction, materials, and assessments to make challenging material accessible to all students, including English learners and students with disabilities. Is able to model this element.

APPENDIX C – 9
INDICATORS III-A, B & C– ENGAGEMENT, COLLABORATION & COMMUNICATION

Standard III: Family and Community Engagement. *The teacher promotes the learning and growth of all students through effective partnerships with families, caregivers, community members, and organizations.*

Indicator III-A. Engagement: Welcomes and encourages every family to become active participants in the classroom and school community.				
III-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-A-1. Parent/Family Engagement	Does not welcome families to become participants in the classroom and school community or actively discourages their participation.	Makes limited attempts to involve families in school and/or classroom activities, meetings, and planning.	Uses a variety of strategies to support every family to participate actively and appropriately in the classroom and school community.	Successfully engages most families and sustains their active and appropriate participation in the classroom and school community. Is able to model this element.

Indicator III-B. Collaboration: Collaborates with families to create and implement strategies for supporting student learning and development both at home and at school.				
III-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-B-1. Learning Expectations	Does not inform parents about learning or behavior expectations.	Sends home only a list of classroom rules and the learning outline or syllabus for the year.	Consistently provides parents with clear, user-friendly expectations for student learning and behavior.	Successfully conveys to most parents student learning and behavior expectations. Is able to model this element.
III-B-2. Curriculum Support	Rarely, if ever, communicates with parents on ways to support children at home or at school.	Sends home occasional suggestions on how parents can support children at home or at school.	Regularly updates parents on curriculum throughout the year and suggests strategies for supporting learning at school and home, including appropriate adaptation for students with disabilities or limited English proficiency.	Successfully prompts most families to use one or more of the strategies suggested for supporting learning at school and home and seeks out evidence of their impact. Is able to model this element.

Indicator III-C. Communication: Engages in regular, two-way, and culturally proficient communication with families about student learning and performance.				
III-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-C-1. Two-Way Communication	Rarely communicates with families except through report cards; rarely solicits or responds promptly and carefully to communications from families.	Relies primarily on newsletters and other one-way media and usually responds promptly to communications from families.	Regularly uses two-way communication with families about student performance and learning and responds promptly and carefully to communications from families.	Regularly uses a two-way system that supports frequent, proactive, and personalized communication with families about student performance and learning. Is able to model this element.
III-C-2. Culturally Proficient Communication	Makes few attempts to respond to different family cultural norms and/or responds inappropriately or disrespectfully.	May communicate respectfully and make efforts to take into account different families' home language, culture, and values, but does so inconsistently or does not demonstrate understanding and sensitivity to the differences.	Always communicates respectfully with families and demonstrates understanding of and sensitivity to different families' home language, culture, and values.	Always communicates respectfully with families and demonstrates understanding and appreciation of different families' home language, culture, and values. Is able to model this element.

APPENDIX C- 10

INDICATOR IV - A. - REFLECTION & PROFESSIONAL GROWTH

Standard IV: Professional Culture. *The teacher promotes the learning and growth of all students through ethical, culturally proficient, skilled, and collaborative practice.*

Indicator IV-A. Reflection: Demonstrates the capacity to reflect on and improve the educator's own practice, using informal means as well as meetings with teams and work groups to gather information, analyze data, examine issues, set meaningful goals, and develop new approaches in order to improve teaching and learning.				
IV-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-A-1. Reflective Practice	Demonstrates limited reflection on practice and/or use of insights gained to improve practice.	May reflect on the effectiveness of lessons/ units and interactions with students but not with colleagues and/or rarely uses insights to improve practice.	Regularly reflects on the effectiveness of lessons, units, and interactions with students, both individually and with colleagues, and uses insights gained to improve practice and student learning.	Regularly reflects on the effectiveness of lessons, units, and interactions with students, both individually and with colleagues; and uses and shares with colleagues, insights gained to improve practice and student learning. Is able to model this element.
IV-A-2. Goal Setting	Generally, participates passively in the goal-setting process and/or proposes goals that are vague or easy to reach.	Proposes goals that are sometimes vague or easy to achieve and/or bases goals on a limited self-assessment and analysis of student learning data.	Proposes challenging, measurable professional practice, team, and student learning goals that are based on thorough self-assessment and analysis of student learning data.	Individually and with colleagues builds capacity to propose and monitor challenging, measurable goals based on thorough self-assessment and analysis of student learning data. Is able to model this element.

Indicator IV-B. Professional Growth: Actively pursues professional development and learning opportunities to improve quality of practice or build the expertise and experience to assume different instructional and leadership roles.				
IV-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-B-1. Professional Learning and Growth	Participates in few, if any, professional development and learning opportunities to improve practice and/or applies little new learning to practice.	Participates only in required professional development activities and/or inconsistently or inappropriately applies new learning to improve practice.	Consistently seeks out and applies, when appropriate, ideas for improving practice from supervisors, colleagues, professional development activities, and other resources to gain expertise and/or assume different instruction and leadership responsibilities.	Consistently seeks out professional development and learning opportunities that improve practice and build expertise of self and other educators in instruction and leadership. Is able to model this element.

APPENDIX C- 11

INDICATORS IV-C, D E & F – COLLABORATION, DECISION MAKING, SHARED & PROFESSIONAL RESPONSIBILITIES

Indicator IV-C. Collaboration: Collaborates effectively with colleagues on a wide range of tasks.				
IV-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-C-1. Professional Collaboration	Rarely and/or ineffectively collaborates with colleagues; conversations often lack focus on improving student learning.	Does not consistently collaborate with colleagues in ways that support productive team effort.	Consistently and effectively collaborates with colleagues in such work as developing standards-based units, examining student work, analyzing student performance, and planning appropriate intervention.	Supports colleagues to collaborate in areas such as developing standards-based units, examining student work, analyzing student performance, and planning appropriate intervention. Is able to model this element.

Indicator IV-D. Decision-Making: Becomes involved in schoolwide decision making, and takes an active role in school improvement planning.				
IV-D. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-D-1. Decision-Making	Participates in planning and decision making at the school, department, and/or grade level only when asked and rarely contributes relevant ideas or expertise.	May participate in planning and decision making at the school, department, and/or grade level but rarely contributes relevant ideas or expertise.	Consistently contributes relevant ideas and expertise to planning and decision making at the school, department, and/or grade level.	I In planning and decision-making at the school, department, and/or grade level, consistently contribute ideas and expertise that are critical to school improvement efforts. Is able to model this element.

Indicator IV-E. Shared Responsibility: Shares responsibility for the performance of all students within the school.				
IV-E. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-E-1. Shared Responsibility	Rarely reinforces schoolwide behavior and learning expectations for all students and/or makes a limited contribution to their learning by rarely sharing responsibility for meeting their needs.	Within and beyond the classroom, inconsistently reinforces schoolwide behavior and learning expectations for all students, and/or makes a limited contribution to their learning by inconsistently sharing responsibility for meeting their needs.	Within and beyond the classroom, consistently reinforces schoolwide behavior and learning expectations for all students, and contributes to their learning by sharing responsibility for meeting their needs.	Individually and with colleagues develops strategies and actions that contribute to the learning and productive behavior of all students at the school. Is able to model this element.

Indicator IV-F. Professional Responsibilities: Is ethical and reliable, and meets routine responsibilities consistently.				
IV-F. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-F-1. Judgment	Demonstrates poor judgment and/or discloses confidential student information inappropriately.	Sometimes demonstrates questionable judgment and/or inadvertently shares confidential information.	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.	Demonstrates sound judgment and acts appropriately to protect student confidentiality, rights and safety. Is able to model this element.
IV-F-2. Reliability & Responsibility	Frequently misses or is late to assignments, makes errors in records, and/or misses' paperwork deadlines; frequently late or absent.	Occasionally misses or is late to assignments, completes work late, and/or makes errors in records.	Consistently fulfills professional responsibilities; is consistently punctual and reliable with paperwork, duties, and assignments; and is rarely late or absent from school.	Consistently fulfills all professional responsibilities to high standards. Is able to model this element.



APPENDIX D – 1.
SPECIALIZED INSTRUCTIONAL SUPPORT PERSONNEL RUBRIC (SISP)
Massachusetts Model System for Educator Evaluation

PART III: GUIDE TO RUBRICS AND MODEL RUBRICS FOR SUPERINTENDENT, ADMINISTRATOR, AND TEACHER

March 2012

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Specialized Instructional Support Personnel (SISP) Rubric At-A-Glance

Rubrics – defined in the regulations as “scoring tool[s] that describe characteristics of practice or artifacts at different levels of performance” (603 CMR 35.02) – are a critical component of the Massachusetts educator evaluation framework and are required for every educator. Rubrics are designed to help educators and evaluators (1) develop a consistent, shared understanding of what proficient performance looks like in practice, (2) develop a common terminology and structure to organize evidence, and (3) make informed professional judgments about formative and summative performance ratings on each Standard and overall. This appendix contains the ESE Model “SISP” Rubric.

D. Structure of the Specialized Instructional Support Personnel (SISP) Rubric

- **Standards:** Standards are the broad categories of knowledge, skills, and performance of effective practice detailed in the regulations. There are four Standards for teachers: *Curriculum, Planning, and Assessment*; *Teaching All Students*; *Family and Community Engagement*; and *Professional Culture*.
- **Indicators:** Indicators, also detailed in the regulations, describe specific knowledge, skills, and performance for each Standard. For example, there are three Indicators in Standard I of the SISP rubric: *Curriculum and Planning*; *Assessment*; and *Analysis*.
- **Elements:** The elements are more specific descriptions of actions and behaviors related to each Indicator. The elements further break down the Indicators into more specific aspects of educator practice and provide an opportunity for evaluators to offer detailed feedback that serves as a roadmap for improvement.
- **Descriptors:** Performance descriptors are observable and measurable statements of educator actions and behaviors aligned to each element and serve as the basis for identifying the level of teaching or administrative performance in one of four categories: *Unsatisfactory*, *Needs Improvement*, *Proficient*, or *Exemplary*.

E. Use of the Specialized Instructional Support Personnel (SISP) Rubric

This rubric describes practice that is common across educators in professional support roles such as school counselors, school psychologists, school nurses, and others defined in the recognition clause of the appropriate collective bargaining agreement. It is intended to be used throughout the 5 step evaluation cycle for educators who provide direct services such as education, therapy, counseling, assessment, and diagnosis to a caseload of students, as well as educators who may provide indirect support to students through consultation to and collaboration with teachers, administrators, and other colleagues.

The roles and responsibilities of educators to whom this rubric will be applied will vary. ESE encourages educators and evaluators to use the rubric strategically by discussing and agreeing upon certain Indicators and Elements that should be high priorities according to that educator’s role and responsibilities as well as his/her professional practice and student learning needs. There are a variety of ways to emphasize these components throughout the evaluation cycle. For example, high priority Indicators and/or elements can be analyzed in greater depth during self-assessment, targeted during goal setting, a focus for more comprehensive evidence collection, or all of the above. However, the expectation is that by the end of the evaluation cycle, educators and evaluators have gathered and shared a reasonable amount of evidence on every Indicator to support a rating for each Standard.

Specialized Instructional Support Personnel (SISP) Rubric At-A-Glance

Appendix D – 2 SISP STANDARDS I - IV

Standard I: Curriculum, Planning, and Assessment	Standard II: Teaching All Students	Standard III: Family and Community Engagement	Standard IV: Professional Culture
A. Curriculum and Planning Indicator 1. Professional Knowledge 2. Child and Adolescent Development 3. Plan Development 4. Well-Structured Lessons	A. Instruction Indicator 1. Quality of Effort and Work 2. Student Engagement 3. Meeting Diverse Needs	A. Engagement Indicator 1. Parent/Family Engagement	A. Reflection Indicator 1. Reflective Practice 2. Goal Setting
B. Assessment Indicator 1. Variety of Assessment Methods 2. Adjustments to Practice	B. Learning Environment Indicator 1. Safe Learning Environment 2. Collaborative Learning Environment 3. Student Motivation	B. Collaboration Indicator 1. Learning Expectations 2. Student Support	B. Professional Growth Indicator 1. Professional Learning and Growth
C. Analysis Indicator 1. Analysis and Conclusions 2. Sharing Conclusions With Colleagues 3. Sharing Conclusions With Students and Families	C. Cultural Proficiency Indicator 1. Respects Differences 2. Maintains Respectful Environment	C. Communication Indicator 1. Two-Way Communication 2. Culturally Proficient Communication	C. Collaboration Indicator 1. Professional Collaboration 2. Consultation
	D. Expectations Indicator 1. Clear Expectations 2. High Expectations 3. Access to Knowledge		D. Decision-Making Indicator 1. Decision-making
			E. Shared Responsibility Indicator 1. Shared Responsibility
			F. Professional Responsibilities Indicator 1. Judgment 2. Reliability and Responsibility

Note: The SISP rubric is designed to have close alignment with the teacher rubric to emphasize commonalities across educators. Please see Appendix E addressing “Role-Specific Indicators” for additional guidance and samples of how to strategically supplement this rubric to further differentiate by role.

APPENDIX D – 3 SISP
INDICATORS I – A, B & C- CURRICULUM AND PLANNING, ASSESSMENTS & ANALYSIS

***Standard I: Curriculum, Planning, and Assessment.** promotes the learning and growth of all students by providing high-quality and coherent instruction, designing and administering authentic and meaningful student assessments, analyzing student performance and growth data, using this data to improve instruction, providing students with constructive feedback on an ongoing basis, and continuously refining learning objectives.*

Indicator I-A. Curriculum and Planning: Has strong knowledge specific to subject matter and/or professional responsibility, has a good grasp of child development and how students learn, and designs effective and rigorous plans for support consisting of well-structured lessons with measurable outcomes.				
I-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A-1. Professional Knowledge	Demonstrates limited professional knowledge; relies heavily on outdated practices as opposed to current practices supported by research. Rarely engages students in academic, behavioral, and social/emotional learning experiences through the use of educational and/or clinical practices.	Demonstrates factual knowledge of the professional content and delivery and sometimes applies it to engage students in academic, behavioral, and social/emotional learning experiences through the use of educational and/or clinical practices.	Demonstrates sound knowledge and understanding of professional content and delivery by consistently engaging students in academic, behavioral, and social/emotional learning experiences through the use of educational and/or clinical practices that enable students to acquire knowledge and skills.	Demonstrates mastery of professional content and its delivery by engaging all students in academic, behavioral, and social/emotional learning experiences, through the use of educational and/or clinical practices, that enable students to synthesize knowledge and skills. Is able to model this element.
I-A-2. Child and Adolescent Development	Demonstrates little or no knowledge of child and adolescent development; typically develops one learning experience, and/or type of support or assistance for all students that does not adequately address intended outcomes.	Demonstrates general knowledge of child and adolescent development but does not apply this knowledge when providing differentiated learning experiences, support, and/or assistance that would enable all students—as opposed to just some—to move toward meeting intended outcomes.	Demonstrates knowledge of students’ developmental levels and the different ways these students learn or behave by providing differentiated learning experiences, support, and/or assistance that enable all students to progress toward meeting intended outcomes.	Demonstrates expert knowledge of the developmental levels of individual students and students in the grade or subject more generally and uses this knowledge to differentiate and expand learning experiences, supports, and/or types of assistance, enabling all students to make significant progress toward meeting stated outcomes. Is able to model this element.

I-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
1-A-3 Plan Development ¹	Develops or contributes to the development of plans that are not timely and/or not tailored to the needs of individual students; or, plans do not include appropriate supports or measurable outcomes that would enable students to meet the goals and objectives of the plan.	Develops or contributes to the timely development of plans that respond to some but not all relevant individual student needs, and/or plans that lack sufficient measurable outcomes or supports that enable students to meet all goals and objectives of the plan.	Develops or contributes to the timely development of well-structured plans with measurable outcomes that respond to all relevant individual student needs, and include supports that enable students to meet the goals or objectives of the plan.	Develops or contributes to the timely development of comprehensive, well-structured plans with measurable outcomes that respond to all relevant individual student needs, are coordinated with other plans relevant to those students, and include supports that enable students to meet all goals or objectives of the plan. Is able to model this element.

¹ “Plan” is used throughout this document to refer to a variety of plans, including but not limited to: lesson plans, unit plans, Individualized Education Programs (IEPs), Individualized Health Care Plans (IHCPs), Career Plans, and 504 Plans. The type of plan that an educator is responsible for depends on the educator being evaluated; both the educator and evaluator should understand and agree upon the definition relevant to the educator’s role.

I-A-4. Well-Structured Lessons	Develops lessons (which may include individual and group activities or sessions) with inappropriate student engagement strategies, pacing, sequence, activities, materials, resources, and/or grouping.	Develops lessons (which may include individual and group activities or sessions) with only some elements of appropriate student engagement strategies, pacing, sequence, activities, materials, resources, and grouping.	Develops well-structured lessons (which may include individual and group activities or sessions) with challenging, measurable objectives and appropriate student engagement strategies, pacing, sequence, activities, materials, resources, technologies, and grouping.	Develops well-structured and highly engaging lessons (which may include individual and group activities and sessions) with challenging, measurable objectives and appropriate student engagement strategies, pacing, sequence, activities, materials, resources, technologies, and grouping to attend to every student's needs. Is able to model this element.
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Indicator I-B. Assessment: Uses a variety of informal and formal methods of assessments to measure student learning, growth, and understanding to develop differentiated and enhanced learning experiences and improve future instruction.				
I-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-B-1. Variety of Assessment Methods	Administers assessments and/or collects only the data required by the school and/or measures only point-in-time student achievement or development.	May design and administer assessments and/or collect some data to measure student learning, growth, or development, but uses a limited range of methods.	Designs and administers assessments and/or collects data to measure student learning, growth, and/or development through a variety of methods, including informal and formal assessments and common interim assessments where applicable.	Uses an integrated, comprehensive assessment system, including informal and formal assessment methods and common interim assessments where applicable, to measure student learning, growth, and development. Is able to model this element.
I-B-2. Adjustment	Makes few adjustments to practice by identifying	May organize and analyze some assessment results but	Organizes and analyzes results from a variety of	Organizes and analyzes results from a

to Practice	and/or implementing appropriate differentiated interventions, supports, and programs based on formal and informal assessments.	only occasionally adjusts practice and identifies and/or implements appropriate differentiated interventions, supports, and programs for students.	assessments to determine progress toward intended outcomes and uses these findings to adjust practice and identify and/or implement appropriate differentiated interventions, supports, and programs for students.	comprehensive system of assessments to determine progress toward intended outcomes and frequently uses these findings to adjust practice and identify and/or implement appropriate differentiated interventions, supports, or programs for individuals and groups of students and appropriate modifications of plans. Is able to model this element.
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Indicator I-C. Analysis: Analyzes data from assessments, draws conclusions, and shares them appropriately.				
I-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-C-1. Analysis and Conclusions	Does not analyze data and/or draw conclusions from data beyond completing minimal requirements.	Draws conclusions from a limited analysis of data to inform student learning, growth, and development.	Individually and with colleagues, draws appropriate conclusions about programs, plans, and practices from a thorough analysis of a wide range of data to improve student learning, growth, and development.	Individually and with colleagues, draws appropriate, actionable conclusions about programs, plans, and practices from a thorough analysis of a wide range of data that improve short- and long-term planning decisions. Is able to model this element.
I-C-2. Sharing Conclusions With Colleagues	Rarely shares with colleagues conclusions about student progress and/or rarely seeks feedback from them about practices that will support improved student learning and/or development.	Only occasionally shares with colleagues conclusions about student progress and/or seeks feedback from them about practices that will support improved student learning and/or development.	Regularly shares with appropriate colleagues (e.g., classroom teachers, administrators, and professional support personnel) conclusions about student progress and seeks feedback from them about practices that will support improved student learning and/or development.	Establishes and implements a schedule and plan for regularly sharing with all appropriate colleagues (e.g., classroom teachers, administrators, and professional support personnel) conclusions and insights about student progress. Seeks and applies feedback from them about practices that will support

				improved student learning and/or development. Is able to model this element.
I-C-3. Sharing Conclusions With Students and Families	Provides little or no feedback on student growth or progress except through minimally required reporting or provides inappropriate feedback that does not support students to grow and improve.	Provides some feedback about student growth or progress beyond required reports but rarely shares strategies for students to grow and improve.	Based on assessment results and/or other data, provides descriptive feedback and engages students and families in constructive conversation that focuses on student growth and improvement.	Establishes early, constructive feedback loops with students and families that create a dialogue about student growth, progress, and improvement. Is able to model this element.

APPENDIX D – 4 SISP
INDICATORS II – A, B, C & D – INSTRUCTION, LEARNING ENVIRONMENT, CULTURAL PROFICIENCY, & EXPECTATION

***Standard II: Teaching All Students.** Promotes the learning and growth of all students through instructional practices that establish high expectations, create a safe and effective classroom environment, and demonstrate cultural proficiency.*

Indicator II-A. Instruction: Uses instructional and clinical practices that reflect high expectations regarding content and quality of effort and work; engage all students; and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.				
II-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-A-1. Quality of Effort and Work	Establishes no or low expectations for student work and behavior and/or offers few supports to help students know what is expected of them.	May state high expectations for student work and behavior, but provides few exemplars and rubrics, or limited guided practice, and/or few other supports to help students know what is expected of them.	Consistently defines high expectations for student work and behavior, and the perseverance and effort required to produce it; often provides exemplars, rubrics, or guided practice, and/or models appropriate behaviors.	Consistently defines high expectations for student work and behavior and effectively supports students to set high expectations for each other to persevere and produce high-quality work. Is able to model this element.
II-A-2. Student Engagement	Uses instructional and/or clinical practices that leave most students uninvolved and/or passive.	Uses instructional and/or clinical practices that motivate and engage some students but leave others uninvolved and/or passive.	Consistently uses instructional and clinical practices that are likely to motivate and engage most students during the lesson, activity, or session.	Consistently uses instructional and clinical practices that typically motivate and engage most students during the lesson, activity, or session, and during independent work. Is able to model this element.
II-A-3. Meeting Diverse Needs	Uses limited and/or inappropriate practices and/or supports to accommodate differences.	May use some appropriate practices and/or supports to accommodate differences, but fails to address an adequate range of differences.	Uses appropriate practices, including tiered instruction, scaffolds, and other supports, to accommodate differences in learning styles, needs, interests, and levels of readiness, including those of students with disabilities and English learners.	Uses a varied repertoire of practices and/or supports to create structured opportunities for each student to meet or exceed expectations for growth and development. Is able to model this element.

Indicator II-B. Learning Environment: Creates and maintains a safe and collaborative learning environment that motivates students to take academic risks, challenge themselves, and claim ownership of their learning.				
II-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-B-1. Safe Learning Environment	Maintains a physical environment that is unsafe or does not support student learning. Uses inappropriate or ineffective rituals, routines, and/or responses to reinforce positive behavior or respond to behaviors that interfere with students' learning.	May create and maintain a safe physical environment but inconsistently maintains rituals, routines, and responses needed to prevent and/or stop behaviors that interfere with all students' learning.	Uses rituals, routines, and appropriate responses that create and maintain a safe physical and intellectual environment where students take academic risks and most behaviors that interfere with learning are prevented.	Uses rituals, routines, and proactive responses that create and maintain a safe physical and intellectual environment where students take academic risks and play an active role—individually and collectively—in preventing behaviors that interfere with learning. Is able to model this element.
II-B-2. Collaborative Learning Environment	Makes little effort to teach interpersonal, group, and communication skills or facilitate student work in groups, or such attempts are ineffective.	Teaches some interpersonal, group, and communication skills and provides some opportunities for students to work in groups.	Develops students' interpersonal, group, and communication skills and provides opportunities for students to learn in groups with diverse peers.	Teaches and reinforces interpersonal, group, and communication skills so that students seek out their peers as resources. Is able to model this practice.
II-B-2. Student Motivation	Directs all learning experiences, providing few, if any, opportunities for students to take risks or challenge themselves.	Creates some learning experiences that guide students to identify needs, ask for support, and challenge themselves to take risks.	Consistently creates learning experiences that guide students to identify their strengths, interests, and needs; ask for support when appropriate; take risks; and challenge themselves to succeed.	Consistently supports students to identify their strengths, interests, and needs; ask for support; take risks; challenge themselves; set learning goals; and monitor their own progress. Is able to model this element.

Indicator II-C. Cultural Proficiency: Actively creates and maintains an environment in which students' diverse backgrounds, identities, strengths, and challenges are respected.				
II-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-C-1. Respects Differences	Establishes an environment in which students demonstrate limited respect for individual differences.	Establishes an environment in which students generally demonstrate respect for individual differences.	Consistently uses strategies and practices that are likely to enable students to demonstrate respect for and affirm their own and others' differences related to background, identity, language, strengths, and challenges.	Establishes an environment in which students respect and affirm their own and others' differences and are supported to share and explore differences and similarities related to background, identity, language, strengths, and challenges. Is able to model this element.
II-C-2. Maintains Respectful Environment	Minimizes or ignores conflicts and/or responds in inappropriate ways.	Anticipates and responds appropriately to some conflicts or misunderstandings but ignores and/or minimizes others.	Anticipates and responds appropriately to conflicts or misunderstandings arising from differences in backgrounds, languages, and identities.	Anticipates and responds appropriately to conflicts or misunderstandings arising from differences in backgrounds, languages, and identities in ways that lead students to be able to do the same independently. Is able to model this element.

Indicator II-D. Expectations: Plans and implements lessons and/or supports that set clear and high expectations and also make knowledge, information, and/or supports accessible for all students.				
II-D. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-D-1. Clear Expectations	Does not make specific standards for student work, effort, interactions, and behavior clear to students.	May communicate specific standards for student work, effort, interactions, and behavior, but inconsistently or ineffectively enforces them.	Clearly communicates and consistently enforces specific standards for student work, effort, and behavior.	Clearly communicates and consistently enforces specific standards for student work, effort, interactions, and behavior so that most students are able to describe them and take ownership of meeting them. Is able to model this element.
II-D-2. High Expectations	Gives up on some students or communicates that some cannot accomplish challenging goals. .	May tell students that a goal is challenging and that they need to work hard but does not model ways students can accomplish the goal through effective effort. .	Effectively models and reinforces ways that students can set and accomplish challenging goals through effective effort, rather than having to depend on innate ability.	Effectively models and reinforces ways that students can consistently accomplish challenging goals through effective effort. Successfully challenges students' misconceptions about innate ability. Is able to model this element.

II-D. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-D-3. Access to Knowledge	Rarely adapts instruction, services, plans, communication, and/or assessments to make curriculum/supports accessible to all students for whom the educator has responsibility.	Occasionally adapts instruction, services, plans, communication, and/or assessments to make curriculum/supports accessible to all students for whom the educator has responsibility.	Consistently adapts instruction, services, plans, communication, and/or assessments to make curriculum/ supports accessible to all students for whom the educator has responsibility, including English learners and students with disabilities.	Individually and with colleagues, consistently adapts instruction, services, plans, communication, and/or assessments to make curriculum/supports accessible to all students for whom the educator has responsibility, including English learners and students with disabilities. Is able to model this element.

APPENDIX D – 5
INDICATORS III – A, B & C – ENGAGEMENT, COLLABORATION & COMMUNICATION

***Standard III: Family and Community Engagement.** Promotes the learning and growth of all students through effective partnerships with families, caregivers, community members, and organizations.*

Indicator III-A. Engagement: Welcomes and encourages every family to become active participants in the classroom and school community.				
III-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-A-1. Parent/Family Engagement	Does not welcome families to become participants in the classroom and school community or actively discourages their participation.	Makes limited attempts to involve families in school and/or classroom activities, meetings, and planning.	Uses a variety of strategies to support families to participate actively and appropriately in the classroom and school community.	Successfully engages most families and sustains their active and appropriate participation in the classroom and school community. Is able to model this element.

Indicator III-B. Collaboration: Collaborates with families to create and implement strategies for supporting student learning and development both at home and at school.				
III-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-B-1. Learning Expectations	Does not inform parents about learning, behavior, and/or wellness expectations.	Sends home only a list of rules/expectations and an outline of the student learning, behavior, or wellness plan for the year.	Consistently provides parents with clear, user-friendly expectations for student learning, behavior, and/or wellness.	Successfully conveys to most parents clear, user-friendly student learning, behavior, and wellness expectations. Is able to model this element.
III-B-2. Student Support	Rarely, if ever, communicates with parents on ways to support learning and development at home or at school.	Sends home occasional suggestions on how parents can support learning and development at home or at school.	Regularly communicates with parents to create, share, and/or identify strategies for supporting learning and development at school and home.	Regularly communicates with parents to share and/or identify strategies for supporting learning and development at school and home, successfully encourages most families to use at least one of these strategies, and seeks out evidence of their impact. Is able to model this element.

Indicator III-C. Communication: Engages in regular, two-way, and culturally proficient communication with families about student learning, behavior and wellness.				
III-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-C-1. Two-Way Communication	Rarely communicates with families except through required reports; rarely solicits or responds promptly to communications from families.	Relies primarily on sharing general information and announcements with families through one-way media and usually responds promptly to communications from families.	Regularly uses two-way communication with families about student learning, behavior, and wellness; responds promptly and carefully to communications from families.	Regularly uses a two-way system that supports frequent, proactive, and personalized communication with families about individual student learning, behavior, and wellness. Is able to model this element.
III-C-2. Culturally Proficient Communication	Makes few attempts to respond to different family cultural norms and/or responds inappropriately or disrespectfully.	May communicate respectfully and make efforts to take into account different families' home language, culture, and values, but does so inconsistently or does not demonstrate understanding and sensitivity to the differences.	Always communicates respectfully with families and demonstrates understanding of and sensitivity to different families' home language, culture, and values.	Always communicates respectfully with families and demonstrates understanding and appreciation of different families' home language, culture, and values. Is able to model this element.

APPENDIX D – 6 SISP
INDICATORS IV – A, B C,& D– REFLECTION PROFESSIONAL GROWTH & DECISION MAKING & COLLABORATION

***Standard IV: Professional Culture.** Promotes the learning and growth of all students through ethical, culturally proficient, skilled, and collaborative practice.*

Indicator IV-A. Reflection: Demonstrates the capacity to reflect on and improve the educator’s own practice, using informal means as well as meetings with teams and work groups to gather information, analyze data, examine issues, set meaningful goals, and develop new approaches in order to improve teaching and learning.				
IV-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-A-1. Reflective Practice	Demonstrates limited reflection on practice and/or use of insights gained to improve practice.	May reflect on the effectiveness of instruction, supports, and interactions with students but not with colleagues and/or rarely uses insights gained to improve practice.	Regularly reflects on the effectiveness of instruction, supports, and interactions with students, both individually and with colleagues, and uses insights gained to improve practice and student outcomes.	Regularly reflects on the effectiveness of instruction, supports, and interactions with students, both individually and with colleagues; and uses and shares with colleagues insights gained to improve practice and student outcomes. Is able to model this element.
IV-A-2. Goal Setting	Participates passively in the goal-setting process and/or proposes goals that are vague or easy to reach.	Proposes one goal that is vague or easy to achieve and/or bases goals on a limited self-assessment and analysis of student data.	Proposes challenging, measurable professional practice, team, and student learning goals that are based on thorough self-assessment and analysis of student data.	Individually and with colleagues builds capacity to propose and monitor challenging, measurable goals based on thorough self-assessment and analysis of student data. Is able to model this element.

Indicator IV-B. Professional Growth: Actively pursues professional development and learning opportunities to improve quality of practice or build the expertise and experience to assume different instructional and leadership roles.				
IV-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-B-1. Professional Learning and Growth	Participates in few, if any, professional development and learning opportunities to improve practice and/or applies little new learning to practice.	Participates only in required professional development and learning activities and/or inconsistently or inappropriately applies new learning to improve practice.	Consistently seeks out and applies, when appropriate, ideas for improving practice from supervisors, colleagues, professional development activities, and other resources to gain expertise and/or assume different instruction and leadership responsibilities.	Consistently seeks out professional development and learning opportunities that improve practice and build expertise of self and other educators in instruction, academic support, and leadership. Is able to model this element.
Indicator IV-C. Collaboration: Collaborates effectively with colleagues on a wide range of tasks.				
IV-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-C-1. Professional Collaboration	Rarely and/or ineffectively collaborates with colleagues; conversations often lack focus on student performance and/or development.	Does not consistently collaborate with colleagues in ways that support productive team effort.	Consistently and effectively collaborates with colleagues through shared planning and/or informal conversation in such work as: analyzing student performance and development and planning appropriate interventions at the classroom or school level.	Facilitates effective collaboration among colleagues through shared planning and/or informal conversation in such work as analyzing student performance and development and planning appropriate, comprehensive interventions at the classroom and school level. Is able to model this element.

IV-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-C-2. Consultation	Regularly provides inappropriate advice; does not provide advice and expertise to general education teachers or other colleagues unless prompted to do so; and/or fails to offer advice when appropriate.	Provides advice and expertise to support general education teachers and other colleagues to create appropriate and effective academic, behavioral, and social/emotional learning experiences for only some students for whom responsibility is shared, or sometimes provides advice that is inappropriate or poorly customized.	Regularly provides appropriate advice and expertise that is customized to support general education teachers and other colleagues to create appropriate and effective academic, behavioral, and social/emotional learning experiences for students for whom responsibility is shared.	Utilizes a variety of means to regularly provide advice and expertise that is customized to support general education teachers and other colleagues to successfully create appropriate and effective academic, behavioral, and social/emotional learning experiences for students. Is able to model this element.

Indicator IV-D. Decision-Making: Becomes involved in schoolwide decision making, and takes an active role in school improvement planning.				
IV-D. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-D-1. Decision-Making	Participates in planning and decision making at the school, department, and/or grade level only when asked and rarely contributes relevant ideas or expertise.	May participate in planning and decision making at the school, department, and/or grade level but rarely contributes relevant ideas or expertise.	Consistently contributes relevant ideas and expertise to planning and decision making at the school, department, and/or grade level.	In planning and decision-making at the school, department, and/or grade level, consistently contributes ideas and expertise that are critical to school improvement efforts. Is able to model this element.

APPENDIX D – 7 SISP
INDICATORS IV – E & F– SHARED RESPONSIBILITY & PROFESSIONAL RESPONSIBILITIES

Indicator IV-E. Shared Responsibility: Shares responsibility for the performance of all students within the school.				
IV-E. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-E-1. Shared Responsibility	Rarely reinforces schoolwide behavior and learning expectations for all students and/or makes a limited contribution to their learning by rarely sharing responsibility for meeting their needs.	Within and beyond the classroom, inconsistently reinforces schoolwide behavior and learning expectations for all students, and/or makes a limited contribution to their learning by inconsistently sharing responsibility for meeting their needs.	Within and beyond the classroom, consistently reinforces school-wide behavior and learning expectations for all students, and contributes to their learning by sharing responsibility for meeting their needs.	Individually and with colleagues, develops strategies and actions that contribute to the learning and productive behavior of all students at the school. Is able to model this element.

Indicator IV-F. Professional Responsibilities: Is ethical and reliable, and meets routine responsibilities consistently.				
IV-F. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-F-1. Judgment	Demonstrates poor judgment and/or discloses confidential student information inappropriately.	Sometimes demonstrates questionable judgment and/or inadvertently shares confidential information.	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.	Demonstrates sound judgment and acts appropriately to protect student confidentiality, rights and safety. Is able to model this element.
IV-F-2. Reliability & Responsibility	Frequently misses or is late to assignments, makes errors in records, and/or misses' paperwork deadlines; frequently late or absent.	Occasionally misses or is late to assignments, completes work late, and/or makes errors in records.	Consistently fulfills professional responsibilities; is consistently punctual and reliable with paperwork, duties, and assignments; and is rarely late or absent from school.	Consistently fulfills all professional responsibilities to high standards. Is able to model this element.

APPENDIX E MENTORING

The mentoring induction program shall be made available to all first year teachers in the Fall River School Department who are new to the profession, as well as, to any teacher where state regulations require such for licensure. The Fall River Public Schools will provide all documentation as required by state regulations regarding mentoring.

The Fall River School Committee and the Fall River Educators Association agree that the mentoring/induction program for new teachers and teachers new to the system shall be as follows:

1. The Committee and the Association shall establish a Joint Mentoring Review Committee. The Parties shall each appoint three (3) members to this committee. This committee shall be responsible for all aspects of gathering data and making recommendations to the parties relating to its findings in accordance with the needs of the district, staff and DESE requirements.
2. The Employer shall appoint a Mentor Coordinator who shall oversee the mentoring programs at all schools. If the number of partnerships exceeds forty (40) in a school year, the Coordinator shall be released from teaching duties half time for that school year. The Mentor Coordinator shall be compensated as listed in Appendix A.
3. Appointment to a mentor position shall be voluntary, but not automatic. The Human Resources Department will determine if a candidate is eligible for a mentor position. The District Mentor Coordinator and the Superintendent's designee shall appoint mentors to partnerships. To the extent possible, partnerships will be assigned within two (2) weeks of the hire date of the new teacher. Mentor credentials will follow the DESE requirements. Mentors shall be trained or enrolled in a mentoring course before being appointed. Ideally, mentors will serve in no more than one (1) partnership at a time; however, in no case shall a mentor serve in more than two (2) partnerships at any one time. If service as a mentor ends during a school year, the compensation will be prorated based on the number of school days of the school year served. Mentors shall be matched as closely as possible with their protégés according to proximity, grade level, discipline and other relational factors.

In the interest of recruiting and retaining high quality mentors, new mentors are required to attend a ten (10) hour training prior to the assignment of a protégé. New mentors shall be approved by the Mentor Coordinator and the Superintendent or his/her designee. Training will be conducted by the District Mentor Coordinator or two (2) designated District Lead Mentors as determined by the Mentor Coordinator and the Superintendent or his/her designee. Such new mentors will be compensated at the hourly negotiated rate if such training is held after the regular school day. Trainers shall be compensated five (5) additional hours to prepare and organize.

4. A mentor is an experienced, caring person whose knowledge and skills with people and the job assignment are made available to a less experienced person so that such person

can more readily learn and succeed in his/her new responsibility. The mentor is respected in the school community. The mentor cannot serve while on an improvement plan. The mentor will assist the protégé in learning about the work setting, the key people and places, the traditions and the organizational culture, the district's expectations of its professional staff, the curriculum and other programs of the district, developing professional relationships, and instilling confidence by enhancing personal and professional development.

5. Appointed mentors shall be required to attend one (1) additional professional development day beyond the teacher work year, and up to four (4) additional after school meetings per year, as scheduled by the Coordinator. Such meetings shall not exceed two (2) hours each. Mentor applicants shall be paid at their per diem rate for the day when requested to attend by the Coordinator, and at the hourly rate for any of the four (4) meetings the Coordinator requests they attend. Appointed mentors (those in a partnership) shall be compensated at the rate as listed in Appendix A. Such annual stipend shall increase each year at the same percentage rate as that applied to the Teacher Salary Schedule. Appointed mentors shall earn the maximum number of PDPs allowed by DESE for their service.
6. On the secondary level, the mentor/protégé partnership shall be provided a minimum of one (1) common planning period every two (2) weeks. On the elementary level, the Employer will strive to provide the partnership with a minimum of one (1) common planning period every two (2) weeks. In addition, the mentor shall meet with the protégé a minimum of once a week beyond the regular school day. Observations by mentors shall be performed during common planning periods or during preparation periods (counted as two (2) hours), as determined by the mentor and the protégé. The protégé shall be provided up to three (3) opportunities per school year to observe models of effective teaching within the school building.
7. Teachers new to the district, but not new to teaching, or second year teachers may request ten (10) hours of mentoring throughout the year utilizing a group mentoring model. Such groups will not exceed four (4) teachers. The trained mentor assigned to lead the group will receive the stipend rate in Appendix C for meeting time, preparation time and all related paperwork required by the Mentor Coordinator. To the extent possible, the District Mentor Coordinator and the Superintendent's designee shall appoint mentors to group partnerships within two (2) weeks of the hire date.
8. The mentor shall not formally evaluate the protégé. The mentoring partnership shall not be part of any performance evaluation process. The professional conversations, observations, notes, journals or logs between the mentor and the protégé relating to the partnership shall be confidential to the mentor and the protégé. Any such written material shall become the exclusive property of the protégé at the end of the school year or the end of the partnership whichever is earlier.
9. Mentoring shall start by September 30 or within two (2) weeks of the protégé's hire date, whichever is earlier. Mentors shall be paid the full amount listed in Appendix A

regardless of when the partnership started as long as all the mentoring work has otherwise been completed.

APPENDIX F
MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF FALL RIVER AND PUBLIC EMPLOYEE COMMITTEE

It is agreed by and among the **City of Fall River ("City")** acting by and through its Mayor and the Public Employee Committee ("PEC") as follows:

I. Parties to the Memorandum

Parties to this Memorandum of Understanding (Memorandum) are:

- A. The City of Fall River, with a principal address of 1 Government Center, Fall River, MA referred to as the "City" from this point forward; and
- B. The Public Employee Committee referred to as the "PEC" from this point forward. The PEC includes a representative of each collective bargaining unit with the City and a retiree representative. Specifically, the PEC consists of the following representatives:

Bargaining Unit	Representative of each Collective Bargaining Unit
<i>School</i> AFSCME – American Federation of State, County, and Municipal Employees	Sandra St. Martin President of Local 1118 Sstmartin@fallriverschools.org
FREA - Fall River Educators Association	Rebecca Cusick, President president@fallrivereducators.org
FRAA - Fall River Administrators Association (Fall River Public Schools)	George Ackley, President gackley@fallriverschools.org
FRPPA – Fall River Federation of Paraprofessionals Fall River School Department	Patricia A. Demeule, President pdemeule@fallriverschools.org
FRCA –Fall River Clerical Association Fall River School Department	Elizabeth Lord-Correia, President elord@fallriverschools.org

SGVT - Director of Early Childhood Government Programs	Barbara Allard, ballard@fallriverschools.org
<u>City</u>	
Fall River Police Association Local 1854	Peter Da Luz, Treasurer, pdluz@comcast.net
Fall River Fire Fighters, Local 1314	James Cusick, Secretary, JWCHR1@comcast.net
Fall River Police Superior Officers' Association	Joseph Castro, Union Vice-President, JosephECastro@comcast.net
AFSCME – American Federation of State, County, and Municipal Employees	Tracy Wright, President tracyw@fallriverma.org
Teamsters Local 251	Robert DeSoto, Union Steward Roc.ko@aol.com
LAW - Labor Advantage Workers (nurses and custodians)	Linda Saravo lsaravao@fallriverma.org
<u>Retirees</u>	Robert Camara, Rcamara16@verizon.net
Retirees Association	

C. City and PEC are hereinafter collectively “Parties”.

II. Purpose

The purpose of this memorandum is to specify and delineate the finalized understanding the City’s Health Plan Design (hereinafter “HPD”) between the City and the PEC, as duly ordained and authorized under section 21-23 of Massachusetts General Laws Chapter 32B. The parties to this memorandum agree to participate in this new HPD.

III. Term of the Memorandum

The effective date of this memorandum shall be July 1, 2014. The terms of this plan shall remain in effect until June 30, 2018.

IV. Health Care Plan Benefits

After, a process deemed and agreed to have complied with the procedural process and requirements of Sections 21-23 of Chapter 32B of the General Laws, the City and the PEC have agreed that, effective August 1, 2014, the cost sharing features of the non-Medicare health plans (Blue Cross Blue Shield Blue Care Elect, Blue Choice, and Network Blue New England) offered by the City shall be changed. Effective August 1, 2014 the City will offer two (2) non-Medicare Plans. These plans are Blue Care Elect Deductible Plan and HMO Blue New England Health Options v.4. Furthermore the City will continue being a self-insured plan with Blue Cross. Effective August 1, 2014 retirees enrolled in Medex will be enrolled in the Blue CareRX (PDP) plan. (See attachments A, B and C for Plan Designs).

V. Amendment of the Memorandum

This memorandum may be amended at any time by mutual agreement of all the parties. Such amendments shall not be binding upon any party unless it is in writing and signed by personnel authorized to bind each of the parties.

VI. The City agrees that between August 1, 2014 and June 30, 2018 it will make no further changes to the HPD co-payments. The City further agrees that during that period it will make no changes to the contribution ratios (75% City contribution/25% Employee contribution) that apply to the HPD that it offers to its subscribers.

VII. The PEC signatories to this agreement attest to the fact that they are representative of their respective collective bargaining unit and deem all prerequisites to the execution of this agreement as deemed met.

VIII. It is agreed that the provisions of this agreement shall supersede any contrary provisions of any collective bargaining agreement and that all references to co-payments or other cost-sharing features in all collective bargaining agreements shall be null and void and shall be considered to be physically removed from such collective bargaining agreements to the extent they exist. The Parties agree as follows:

- a. The City and the IAC/PEC have the option to put the health plans out to bid in any plan year. The City may not implement the GIC plans unless the GIC cost savings is greater than 7.5% and the City follows the legislative process outlined in MGL Chapter 32B, Sections 21-23. This does not preclude the City from entering into a contract with other insurance companies for equivalent health care plans if the competitive bid process generates rates less than the BCBS renewal;
- b. Due to significant cost reduction in premium costs, the City will no longer pay the \$26.88 subsidy currently paid to eligible retirees;
- c. Effective August 1, 2014 the City shall implement the plan design changes set forth with Blue Cross Blue Shield of MA for active City employees and retirees. Active Employees and non-Medicare eligible employees will subscribe to the HMO Blue New England Health Options v.4. Employees who are currently

enrolled in Blue Care Elect may choose to be grandfathered under the new Blue Care Elect Deductible Plan or enroll into the HMO Blue New England Health Options v. 4 plan. To be eligible to enroll in Blue Care Elect, any existing employee or newly hired employee and non-Medicare eligible retiree after 8/1/2014 must reside outside of the New England service area. Anyone currently enrolled in the Blue Care Elect Plan (PPO) will be grandfathered and can remain on the new PPO Deductible Plan regardless of their residency. Effective 8/1/14 active employees and non-Medicare eligible retirees must show proof of residency outside of New England to be eligible for Blue Care Elect Deductible Plan. (voter registration, tax return, utility bill, driver's license or other similar document). If you reside in the New England service area you must enroll in the HMO Blue New England Options v. 4 plan. Eligibility for the Blue Care Elect Deductible Plan extends to any subscriber that has a dependent residing outside New England.

- d. Retirees enrolled in Medex will be enrolled in the BlueCareRx (PDP) plan with a prescription drug tier of 10/20/35 with two times for mail order . A new card will be issued for the prescriptions;
- e. The City will continue to provide Fall River Meds/CanaRx with the following contribution shares:
 - i. August 1, 2014 – July 31, 2015: zero (0) percent employer and one hundred (100) percent employee, paid out of the Employee Trust Fund (employer's share of seventy-five (75) percent of cost to be reimbursed in accordance with VIII f-i below); and
 - ii. July 31, 2015 – June 30, 2018: seventy-five (75) percent employer and twenty-five (25) percent employee.
- f. The City shall provide mitigation as follows:
 - i. On 8/1/2015, the City shall reimburse to the Employee Trust Fund, their portion of the cost (seventy-five (75) percent of the contribution share) of CanaRx for 8/1/2014 through 7/31/2015;
 - ii. On 7/1/2016 the City shall provide \$750,000 to the Employee Health Care Mitigation Fund;
 - iii. On 7/1/2017 the City shall also provide an additional \$750,000 to the Employee Health Care Mitigation Fund;
 - i. Any balance left over in the Employee Health Care Mitigation Fund at the end of a fiscal year shall rollover to the next fiscal year;

- ii. The City's Insurance Advisory Committee ("IAC") shall determine how the Employee Health Care Mitigation Fund is used.
- g. Claims in any plan year shall be shared between the Employee Trust Fund and the Employer based on the current seventy-five (75) percent employer, twenty-five (25) percent employee split if the City terminates its self-insured plan and implements an insured plan;
- h. An audit of the City's Health Insurance Accounts may be performed by an accountant selected by the IAC. The cost of the audit will be paid in full from the Employee Trust Fund;
- i. The City will provide the monthly Employee Trust Fund account balance to the IAC and its designated consultant with all supporting documentation at the IAC's monthly meetings. The IAC will provide a detailed list of requested information in writing at a subsequent meeting;
- j. Blue Cross Blue Shield MA shall provide twenty-six (26) informational sessions to bargaining unit members and retirees;
- k. Should the IAC elect to establish a Healthcare Reimbursement Account (HRA) using funds from the Employee Health Care Mitigation Fund, the IAC and the City shall meet on or about January 1, 2016 to discuss each party's share of the administrative cost of the HRA.
- l. The Insurance Advisory Committee meetings will be held when necessary but not less than monthly at the request of the Chairperson of the Insurance Advisory Committee, at which time the monthly financial records, Employee Trust Fund Bank Statements, and all reconciled reports of the Employee Trust Fund will be submitted.
- m. The PEC/IAC may hire and assume the cost of its own Health Insurance Consultant to periodically analyze the City's health insurance plans.
- n. If the City and IAC mutually agree, in accordance with Article V of this Agreement, to employ the same Health Insurance Consultant, then the City and IAC shall be responsible for seventy-five percent (75%) and twenty-five percent (25%) of the cost respectively. Should the city and the IAC not agree then both parties will assume 100% of the cost for their respective consultants.

ENTIRE AGREEMENT

This contract, represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

CONFORMANCE

If any provision of this agreement violates any statute or rule of law of the Commonwealth of Massachusetts it is considered modified to conform to that statute or rule of law.

THIS MEMORANDUM OF UNDERSTANDING, consisting of seven pages, is executed by the persons signing below who warrant that they have the authority to execute the Memorandum of Understanding.

City of Fall River

By: Jasiel F. Correia II, Mayor	Date
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By: Cathy Ann Viveiros, City Administrator	Date
--	------

By: Madeline Coelho, Director of Administrative Services/ Human Resources	Date
---	------

By: Gary P. Howayeck, Esq., Office of the Corporation Counsel	Date
---	------

Public Employee Committee:
School

AFSCME – American Federation of State, County, and Municipal Employees,
Through its Authorized Agent,

Sandra St. Martin, President of Local 1118

Date

FREA - Fall River Educators Association,
Through its Authorized Agent,

Rebecca Cusick, President

Date

FRAA - Fall River Administrators Association (Fall River Public Schools),
Through its Authorized Agent,

George Ackley, President

Date

FRPPA – Fall River Federation of Paraprofessionals Fall River School Department,
Through its Authorized Agent,

Judith Couto, Vice President

Date

FRCA –Fall River Clerical Association Fall River School Department,
Through its Authorized Agent,

Elizabeth Lord-Correia, Vice President

Date

SGVT - Director of Early Childhood Government Programs,
Through its Authorized Agent,

Barbara Allard

Date

City

Fall River Police Association Local 1854,
Through its Authorized Agent,

Peter Da Luz, Vice President

Date

Fall River Fire Fighters, Local 1314,
Through its Authorized Agent,

James Cusick, Secretary

Date

Fall River Police Superior Officers' Association,
Through its Authorized Agent,

Joseph Castro, Union Steward

Date

AFSCME – American Federation of State, County, and Municipal Employees,
Through its Authorized Agent,

Tracy Wright, Treasurer

Date

Teamsters Local 251,
Through its Authorized Agent,

Robert DeSoto, Union Steward

Date

LAW- Labor Advantage Workers (nurses and custodians),
Through its Authorized Agent,

Linda Saravo

Date

Retirees

Retirees Association,
Through its Authorized Agent,

Robert Camara

Date

**Addendum
Memorandum of Understanding
Between
The City of Fall River and
Public Employee Committee**

The City of Fall River and the Public Employee Committee (PEC) agree to amend the Memorandum of Understanding (MOU) between the parties dated June 30, 2014 through this Addendum, as follows:

In exchange for the PEC agreement to transfer eligible members currently residing in Massachusetts and Rhode Island, from the Blue Care Elect (PPO) plan to the Network Blue (HMO), effective July 1, 2017, the parties agree as follows:

1. Only non-Medicare eligible retirees, subscribers with or without dependents who reside outside of the area of Massachusetts and Rhode Island shall be allowed to enroll in the Blue Care Elect Plan. It is understood that this plan shall only be available to subscribers with or without dependents who reside outside of this area.
2. The term of the current MOU, Section III, shall be extended until June 30, 2021.
3. Section V of the MOU shall be amended by adding the following conditions:

The parties agree that if there is any change that imposes a substantial financial burden, exclusively or disproportionately, on the Employer or Employee Trust funds, or if any of the plans offered by the City during the life of the 2014-2021 PEC agreement are reasonably expected to result in the triggering of the excise tax, the Parties shall meet as soon as practicable and shall mutually agree to make acceptable changes to the then current plan design in order to avoid triggering the excise tax. Plan design changes shall be duly considered and negotiated in accordance with the process outlined in Chapter 32B sections 21-23.

4. The parties acknowledge that the use of mitigation funds shall be recommended by the IAC or PEC for approval by the PEC.

For the City

By: Jasiel F. Correia II, Mayor

Date

By: Cathy Ann Viveiros, City Administrator

Date

By: Madeline Coelho, Director of Administrative Services
Human Resources

Date

By: Joseph I. Macy, Corporation Counsel

Date

Public Employee Committee:

School

AFSCME – American Federation of State, County, and Municipal Employees, Through its
Authorized Agent,

Sandra St. Martin, President of Local 1118

Date

FREA – Fall River Educators Association, Through its Authorized Agent,

Rebecca Cusick, President

Date

FRAA – Fall River Administrators Association (Fall River Public Schools), Through its
Authorized Agent,

George Ackley, President

Date

FRPPA – Fall River Federation of Paraprofessionals Fall River School Department, Through its
Authorized Agent,

Stacy Alves, President

Date

FRCA – Fall River Clerical Association Fall River School Department, Through its Authorized
Agent,

Elizabeth Lord-Correia, President

Date

City

EMS Union

Andrew Almeida, Vice President

Date

Fall River Police Association Local 1854, Through its Authorized Agent,

Peter Da Luz, Patrolman's Union Treasurer

Date

Fall River Fire Fighters, Local 1314, Through its Authorized Agent,

James Cusick, Representative

Date

Fall River Police Superior Officers' Association, Through its Authorized Agent,

Joseph Castro, Vice President

Date

AFSCME – American Federation of State, County, and Municipal Employees, Through its
Authorized Agent,

Tracy Wright, Executive Board Member

Date

Teamsters Local 251, Through its Authorized Agent,

William Roncka, Union Steward

Date

LAW – Labor Advantage Workers (nurses and custodians), Through its Authorized Agent,

David Lavoie, President

Date

Retirees

Retirees Association, Through its Authorized Agent,

Robert Camara

Date

APPENDIX G

MEMORANDUM OF AGREEMENT

WHEREAS, the Fall River School Committee (hereinafter “the Employer”) and the Fall River Educators Association (hereinafter “the Association” and jointly, “the Parties”) have met for the purpose of resolving Massachusetts Labor Relations Commission case number MUP-06-4736,

NOW THEREFORE, the Employer and the Association agree that the above matter shall be resolved as follows:

- I A. For the purpose of this Section I, “displaced teachers” (also referred to as “the pool”) shall be defined as only those teachers whose positions were eliminated at the end of the 2005-2006 school year and who also participated in the displaced teacher pool bidding process held by the Parties on or about August 14, 2006.
- B. The Employer shall provide a list of all existing and/or anticipated vacancies or openings in bargaining unit positions for September 1, 2007, which the Employer is aware of or should have been aware of by April 2, 2007 to all members of the pool and to the Association. It is understood that the list shall include vacancies created by pool members who bid other vacant positions. Positions held by pool members who opt to remain in such positions and not participate in this bidding process shall not be considered vacancies.
- C. The Parties will jointly create a form for the individual members of the pool to make their selections for such vacancies in order of their preference; 1, 2 and 3. Any members of the pool who opt to remain in their current (2006-2007) position shall so indicate on the form provided and they shall have first preference for their positions. A section in the form will be provided for pool members to indicate their decision to remain in their current positions. All provisions of the Agreement will remain in full effect except as specifically provided herein. Pool members who opt for the selection process shall not be precluded from making their current position their second or third choice.
- D. Pool members will make their selections or state their option and return their form to the office of the Superintendent by April 10.
- E. Such displaced teachers shall be assigned to their 2007-2008 positions subject to the terms of the Collective Bargaining Agreement and this Memorandum of Agreement. The Parties agree that such process shall be as follows:
 - 1. The pool members who opt for the bidding process shall each indicate on the form their request to be assigned to specific vacant positions from the list in order their preference, first, second and third. Provided that the criteria listed in Section B of Article XI is substantially equal between them, such teachers shall be assigned to such positions, for which they are certified/licensed, on the basis of their seniority, the most senior shall receive his/her highest preference and so on.

2. In any case in which a pool member is not assigned to the 2007-2008 position of his/her choice, in order of his/her highest preference, for any reason other than based on his/her seniority, the Employer will provide the reason, in writing, upon request of the teacher or the Association.
 3. The Employer will notify pool members of their 2007-2008 assignments, in writing, within fifteen (15) business days after the last day of the submission period.
- F. Any disagreement concerning the interpretation, meaning or application of the terms or provisions of Section I of this Memorandum of Agreement or the Collective Bargaining Agreement as it specifically relates to Section I, herein, which remains unresolved for a period of fifteen (15) school days, shall be promptly submitted to expedited arbitration under AAA rules, before Arbitrator Richard Boulanger, as provided in Article III, Level Four, Sections b, c and d of the Collective Bargaining Agreement.
- II. Effective immediately following the process provided in Section I, above, the process for assignment of displaced teachers shall henceforth be as provided herein.
- A. A “Displaced Teacher” shall be defined as a bargaining unit member whose position has been eliminated at a time when a vacancy(s) or opening(s) exists for which such bargaining unit member is qualified/licensed.
- B. If the elimination of a position(s) results in creating a displaced teacher(s), the process of assigning such teachers to positions shall be subject to the Collective Bargaining Agreement and this Memorandum of Agreement, as follows:
1. The Employer shall notify all teachers in the effected school, grade, subject, department and/or area (hereinafter, all considered in the term “area”) of the elimination of such positions, in writing, within ten (10) business days after it became aware or reasonably should have been aware of the elimination of such positions. Such notice shall also be provided to the Association. Teachers from the effected area may volunteer to become the displaced teacher. If there is no volunteer, and the criteria in Section B of Article XI is substantially equal between teachers, the least senior teacher in the effected area shall become the displaced teacher. Within ten (10) business days after the above notice was provided, displaced teachers will be notified, in writing, of their status. At the same time, the Employer will provide a list of the displaced teachers to the Association.
 2. When the Employer becomes aware of an elimination of a position(s) it will immediately establish a temporary hiatus in filling vacant or open positions in all areas in which any displaced teacher(s) is certified/licensed. The Employer will provide a list of such existing or anticipated openings or vacancies in the

areas in which the displaced teacher(s) is certified/licensed to such teachers and to the Association.

3. The Parties will jointly create a form for use in the displaced teacher bidding process. Displaced teachers shall use the form to bid for the vacancies on the list in order of the individual teacher's preference, first, second and third. Provided that the criteria listed in Section B of Article XI of the Agreement is substantially equal between teachers, they shall be assigned to such positions for which they are certified/licensed on the basis of their seniority, the most senior shall receive his/her highest preference, and so on. Displaced teachers will be provided a minimum of five (5) business days and a maximum of ten (10) business days, as designated by the Employer, to complete the bidding form and submit it to the office of the Superintendent or his/her designee.

4. In any case in which a displaced teacher is not assigned to the vacant position of his/her choice, in order of his/her highest preference, for any reason other than based on his/her seniority, the Employer shall provide the reason, in writing, upon request of the teacher or the Association. Teachers will be notified of their assignments, in writing, within ten (10) business days following submission of the bidding form.

5. When the above bidding process is concluded, the hiring hiatus will end.

6. The employer may fill any vacancies in positions for which no displaced teacher is certified/licensed during the hiatus period.

7. Any grievance arising out of an alleged violation of this Memorandum of Agreement shall be processed through all levels of the grievance/arbitration procedure, Article III, in an expeditious manner.

III. 1. If a simple majority of Title I teachers so vote, all such teachers shall be accreted into the bargaining unit. If so, Article I shall be amended by moving the words "Title I" from their present position in the sentence and placing such words after the words "teaching profession".

2. The Parties will agree to a neutral election observer.

3. All Title I teachers shall enter the bargaining unit with the same seniority date which shall be the date of the election. Their individual seniority within that date shall be determined by the initial date of hire in continuous employment as a teacher or Title I teacher in the Fall River Public Schools.

IV. The Association shall promptly withdraw Case Number MUP-06-4736, grievance #06-04 and grievance #06-05 with prejudice to this Memorandum of Agreement.

APPENDIX H
MEMORANDUM OF AGREEMENT
RESOLUTION OF A GRIEVANCE RELATED TO THE IMPLEMENTATION OF
EXPANDED LEARNING TIME

WHEREAS, the Fall River School Committee (hereinafter “the Employer”) and the Fall River Educators Association (hereinafter “the Association” and jointly “the Parties”) have met for the purpose of resolving a grievance filed at the beginning of the 2006 – 2007 school year concerning the implementation of Expanded Learning Time Grant (hereinafter “ELT”) in the designated schools and the requirement for the Joint ELT Committee to meet meaningfully and timely to any such implementation and make recommendations to the Parties, where appropriate,

NOW THEREFORE, the Employer and the Association agree as follows:

1. The Employer and the Association both agree to adhere to and enforce the terms and provisions of the Collective Bargaining Agreement. The Parties also agree to adhere to and enforce any duly authorized Memorandum(s) of Agreement concerning mandatory subjects related to a designated ELT Grant school(s). There shall be no change to any terms or provisions of the Collective Bargaining Agreement for employees assigned to schools which are not specifically designated by the Parties as ELT Grant Schools. Except by specific written agreement by the duly authorized representative(s) of the Parties, no agreement to change or modify any terms or provisions of the Collective Bargaining Agreement shall remain in effect beyond the termination of the ELT Grant in any school.
2. A Joint ELT Committee shall be established immediately by the Parties. Each respective Party shall appoint up to ten (10) persons to serve on the Joint ELT Committee. Such Committee shall begin meeting no later than thirty (30) calendar days following the execution of this Memorandum of Agreement. The Joint ELT Committee shall review, discuss and recommend all matters relating to hours and terms and conditions of employment in which change or modification is contemplated in a specifically designated ELT school(s). Recommendations of the Joint ELT Committee shall be presented to the Parties in an expeditious manner following its reaching consensus.
3. The Grievance Procedure for all grievances specifically relating to ELT designated schools shall be as follows:
 - a. All provisions, terms and definitions of Article III, Grievance Procedure, shall remain in full force and effect, except as specifically modified as provided herein.
 - b. Level One - Nothing in this procedure shall be construed as precluding or requiring a teacher and the Association from meeting informally prior to Level One in an effort to resolve the grievance. A teacher or the Association will present the grievance to the Principal or immediate supervisor, in writing. The Principal or immediate supervisor will meet in an effort to resolve the grievance with the teacher (and representative) or the Association within five (5) days after receipt of the grievance. If the grievant or the Association is not satisfied with the

disposition of the grievance, or no decision has been rendered, in writing, within five (5) days after such meeting or within ten (10) days following submission of the grievance if no meeting was held, the grievant and/or the Association may advance the written grievance to Level Two, the Superintendent, within five (5) days thereafter.

- c. Level Two - The Superintendent or his/her designee shall meet with the Grievant (and representative) or the Association in an effort to resolve the grievance within ten (10) days following receipt of the grievance at this Level. If the grievant and/or the Association is not satisfied with the disposition of the grievance or no written decision is rendered within five (5) days following such meeting or fifteen (15) days after submission at this Level, if no meeting was held, the grievance may be advanced to Level Three, the School Committee, within five (5) days thereafter.
 - d. Level Three - The Grievance Sub-Committee of the School Committee shall meet with the grievant (and representative) and/or the Association, in executive session, within fifteen (15) days following receipt of the grievance at this Level, in an effort to resolve the grievance. If the Association is not satisfied with the disposition of the grievance or no written decision is rendered at Level Three within the following time limits: 1.) ten (10) days following the next school Committee meeting or, 2.) If there is no School Committee meeting held within such month, then (20) days following the meeting Level Three. If the Sub-Committee does not meet with the grievant and/or the Association at Level Three, the Association may advance the grievance to Level Four, arbitration, within twenty (20) days after the expiration of the fifteen-day time limit for the meeting at Level Three.
 - e. Arbitration - The Association shall notify the School Committee, in writing, of its intent to advance the grievance to arbitration within the time limits specified above. Promptly thereafter, the Association shall contact Arbitrator Richard Boulanger to request that he supply dates to the Parties for their consideration for the hearing of the grievance. The hearing shall be conducted under the Rules of the American Arbitration Association. If Arbitrator Boulanger is not available or cannot offer a commitment within a reasonable time, the grievance will be filed with the American Arbitration Association. The decision of the Arbitrator will be final and binding upon the Parties.
4. This Agreement shall constitute a resolution to all claims of the Association specifically relating to the ELT schools during the 2006-2007 school year, without prejudice or precedent. This Agreement shall not be construed to be a waiver of any legal or contractual rights of either party. The Joint ELT Committee will recommend any changes to any provisions of the Collective Bargaining Agreement to the Parties for their respective consideration. There will be no unilateral implementation of any mandatory subjects. Based on the considerations specified herein, the Association shall withdraw the instant grievance forthwith.

APPENDIX I
MEMORANDUM OF AGREEMENT REGARDING THE MMSI GRANT FOR THE AP
TRAINING AND AWARD PROGRAM

The Fall River School Committee (Committee) and the Fall River Educators Association (Association) agree to the following philosophy regarding the Advanced Placement program.

The parties agree to support the program and will work together to encourage students to take Advanced Placement classes. Both the Committee and the Association believe that the additional professional development opportunities offered by the Massachusetts Mathematics and Science Initiative Program will benefit teachers at the high school.

The Agreement should not be interpreted in any way as Association support of, or intent to tie faculty and/or staff compensation to students' performance on standardized tests and/or pay for performance. The Committee shares the Association's view that the measurement of student achievement cannot be captured in a single test.

The parties, therefore, agree to the following:

1. The positions associated with the MMSI program: Advanced Placement Teacher, advanced Placement Lead Teacher and any other teacher positions receiving additional compensation through this program will be posted and filled in accordance with *Article XI – Vacancies and Transfers* of the current contract between the Fall River School Committee and the Fall River Educators Association.
2. Job descriptions for Lead Teacher positions will be discussed between the parties in advance of implementation.
3. Fall River teachers participating in this program shall be considered employees of the Fall River Public Schools and thus have the benefits and protections provided under the FREA agreement and the Massachusetts General Laws.
4. As employees, the teachers participating will be paid at their contractual stipend rate for any work they perform beyond the regular school week/day associated with the MMSI program. Payment will be made during the 2009-2010 school year and each school year thereafter.
5. It is the position of the FREA that any additional compensation paid to participating teachers will be donated by MMSI to a revolving account maintained by the Committee. The distribution of these funds to general education support will be decided by a committee of five (5) teachers and two (2) administrators located at the high school.* The Fall River Public School does not agree with this position.
6. The estimated time requirements for participating AP teachers shall be as follows:

5 day College Board Training	35 hours.
2 day local training	14 hours
3 Saturday student prep sessions	21 hours
4 vertical team meetings	8 hours

7. The parties agree that the performance evaluation of AP teachers participating in this Grant shall be conducted consistent with the Agreement and the “Professional Employees Evaluation System”.
8. The position of “Lead Teachers” will be posted and revised, as necessary, as stated in paragraph 2 above. In addition, Article I, Recognition will be amended to include the “Lead Teacher” position.
9. Teachers participating in the Grant, may be required to sign a “Letter of Acknowledgment” each year of the grant, provided, however, that the “Letter of Acknowledgment” cannot conflict with the terms of this Memorandum and the Agreement.
10. The parties agree that neither side is waiving current or future collective bargaining rights nor will this agreement in any way set any precedent for future agreements.

*See Tentative Agreement Above

APPENDIX J
AGREEMENT BETWEEN THE FALL RIVER SCHOOL COMMITTEE AND THE FALL
RIVER EDUCATORS ASSOCIATION FOR THE DORAN SCHOOL TRANSITION
FROM LEVEL 4 TO LEVEL 2

Whereas, the Fall River School Committee (hereinafter, “the Employer”) and the Fall River Educators Association (hereinafter, “the Association” and jointly, “the Parties”) have met for the purpose of bargaining modifications to the Collective Bargaining Agreement to address the transition from Level 4 to Level 2 status of the John Doran Elementary School,

Now Therefore, the Parties agree as follows:

The Collective Bargaining Agreement between the Fall River School Committee (“the Committee”) and the Fall River Educators Association shall be modified only as specifically provided herein, to address subjects related to the transition from Level 4 to Level 2 Status of the Doran School.

1. Work-Day, Work Year and Schedule
 - A. The Principal of the Doran School shall establish the master schedule.
 - B. Work Day and Work Year (contingent upon agreement on compensation)
 - i. The teacher work day shall be 7:55 – 3:27. The Principal shall select one day of the week and on that day each week students shall be dismissed at 2:22 P.M.
 - ii. The schedule shall be scheduled for bargaining unit members at the beginning of the school year as follows:
 - a. School Years 2013-2014, 2014-2015, 2015-2016:
 - On three (3) early student dismissal days per month, the non-student time hour shall be administratively directed. One meeting hour (Article V, Section G) may be added to create a two-hour meeting opportunity (2:27 to 4:27) each of two early student dismissal days per month. The third administratively directed hour will end at the end of the regular teacher work day. The agenda for all such time shall be provided to the Association in writing prior to each common planning time.
 - One (1) early student dismissal day per month shall be for teacher-initiated common planning time. An agenda will be established and minutes maintained for Principal review.

- b. The manner in which early student dismissal days per month will be scheduled will be announced in the master schedule each year.
- iv. The master schedule for the next school year will be provided to bargaining unit members by May 1 each year.

2. Professional Development

- A. Employees at the Doran School may be required to attend up to five (5) consecutive week days beyond the regular work year as provided in Article V, Section B of the Agreement for professional development. Such days shall not be scheduled before August 12 or during the week before Labor Day weekend. The schedule for days under this section will be provided to teachers, in writing, by February 15, each year. Compensation for professional development days scheduled under this section only shall be as provided in Appendix A, Section 2, Evening School, Summer School, Tutoring, Intramurals and Committee Work. Prior to April 1, 2015, the parties shall meet to bargain over this provision and its possible application to the 2015-2016 school year.
- B. The content and schedule of all professional development, including administratively assigned early student dismissal days, shall be established by the Principal after consultation with the professional staff. The Parties agree to encourage teacher input in planning and feedback on professional development with an emphasis on job-imbedded processes.
- C. Teachers may model (peer modeling/observation) up to three (3) lessons per school year for fellow employees. A minimum of fourteen (14) days notice will be provided to the modeling teacher for each such lesson.
- D. Each employee may receive up to three (3) school business days per school year to visit classrooms of high achieving schools to share best practices. Teachers shall request such visitation days and approval will be at the discretion of the Principal.

3. Planning/Assessments

- A. Teachers shall collaboratively create individual formative intervention plans based upon classroom assessments for Standards Based Units of instruction for those students who are below proficiency.
- B. When the software is available on individual teachers' computers and they are trained, teachers shall use standards-based report cards for student grades.
- C. Subcommittees of teachers and administrators shall be established to develop lesson plan frameworks for the following: Specialists, Kindergarten through Grade 5, and Grade 6 through Grade 8.

4. Staffing

- A. Teachers at the Doran School may “opt out” by February 1 for the next school year. A teacher’s request to “opt out” is conditioned upon a licensed teacher replacement selected by the principal to “opt in” to fill the position.
- B. Any teacher at the Doran School who has elected to “opt out” as provided in Section A, above shall be placed on the “displaced teacher list”, or if there are no vacancies, shall be considered “RIF”ed as provided in Article XXXI, Section B.2. of the Agreement.
- C. Vacancies at the Doran School shall not be eligible for placement on the “displaced teacher” vacancy list, unless such a Doran School vacancy is a vacancy of “last resort” for a teacher on the displaced teacher list. “Last resort” means there is no other vacancy in the District which the displaced teacher can fill as provided by “displaced teacher provisions” of the Agreement. This provision shall expire on June 30, 2016.

5. Compensation

- A. The regular salary for bargaining units members at the Doran School shall be their regular salary as provided in Appendix A, plus \$8,000.00. In a schedule like that for the Expanded Learning Program scale in the Appendix.

6. Duration

This Agreement shall be effective from September 1, 2013 – August 31, 2016.

7. Teacher Career Ladder Program at the Doran School

The Training and Career Ladder shall expire on June 30, 2014.

The purpose of the Teacher Career Ladder Program (TCLP) is to recognize the enhancement activities undertaken by educators at the Doran School.

All Career Ladder responsibilities will be academic in nature and shall directly and obviously relate to the improvement of programs and services for students as outlined in the Doran School Improvement Plan, Redesign Plan, Professional Development Plan, or other instructional improvement in the Fall River Public School.

The district shall compensate qualified, participating teachers with annual stipends of \$1,000 for Stage I, \$2,500 for Stage II or \$4,500 for Stage III. These stipends shall be in addition to the regular salary paid to the teacher by the Doran School’s salary schedule.

Stage I

1. Minimum of three (3) years teaching experience in Massachusetts Public Schools.
2. Teacher Evaluation – the educator shall have performed at the proficient level or above on at least 90% of the criteria on the most recent final evaluation instrument.
3. Have appropriate Massachusetts licensure, including ESL or SEI training.
4. At the beginning of the year, have developed in collaboration with the educator's evaluator, a Career Development Plan (CDP) that contains responsibilities that the educator will assume in order to receive his/her Career Ladder stipend. The educator will complete a minimum of 2 responsibilities (see attached). The district shall designate at this point the number of hours not to exceed 40, recommended for Stage I. The educator shall relate each responsibility to an identified plan or other instructional improvement.
5. Educators participating on Stage I of the Career Ladder will also show evidence of 9 hours college credit above the Bachelor's degree that directly relate to their teaching area or prepares them for additional certification.

Stage II

1. Minimum of six (6) years teaching experience in Massachusetts public schools.
2. Teacher Evaluation – the educator shall have performed at the proficient level or above on at least 90% of the criteria on the most recent final evaluation instrument.
3. Have appropriate Massachusetts licensure, including ESL or SEI training.
4. At the beginning of the year preceding Stage II, the Career Ladder educator will identify, in collaboration with the educator's evaluator, a Career Development Plan (CDP) that contains responsibilities that the educator will assume in order to receive his/her Career Ladder stipends. The educator will complete a minimum of three (3) responsibilities (see attached). The educator shall relate each responsibility to an identified plan or other instructional improvement.
5. Educators participating on Stage II the Career Ladder also show evidence of 15 hours college credit above the Bachelor's degree that directly relate to their teaching area or prepare them for additional certification.

Stage III

1. Minimum of eight (8) years teaching experience in Massachusetts public schools.
2. Teacher Evaluation – the educator shall have performed at the proficient level or above on 90 % of criteria on the most recent final evaluation instrument.

3. Have appropriate Massachusetts licensure, including ESL or SEI training.
4. At the beginning of the year preceding Stage III, the Career Ladder educator will identify, in collaboration with that educator's evaluator, a Career Development Plan (CDP) that contains responsibilities that the educator's evaluator, a Career Development Plan (CDP) that contains responsibilities that the educator will assume in order to receive his/her Career Ladder stipend. The educator will complete a minimum of three (3) responsibilities (see attached). The educator shall relate each responsibility to an identified plan or other instructional improvement.
5. Educators participating on Stage III of the Career Ladder also show evidence of a Master's degree or 30 hours college credit above the Bachelor's degree that directly relate to their teaching area or prepare them for additional certification.

Other Educational Activities

Other educational activities which could qualify for Career Development Plan initiatives, subject to the approval of the Principal or Evaluator.

Add initiatives which were very school specific, but not otherwise compensated.

8. Duration

This Agreement shall be effective from July 1, 2013 through June 30, 2016.

TABLE 1: INSTRUCTIONAL LEADERSHIP PATH

INSTRUCTIONAL LEADERSHIP ROLE	COURSE WORK & FIELD EXPERIENCE
1. Community Liaisons identify businesses, cultural organizations, youth agencies, and other community-based organizations and with whom the schools may partner and identify other resources to support student learning. ▲	<ul style="list-style-type: none"> • Identification of and collaboration with community-based organizations • Grant writing skills and strategies, oral and written communication skills
2. Content/Instructional Coaches guide teachers in the use of curriculum materials and instructional strategies; in addition to demonstrated expertise in the content area.	<ul style="list-style-type: none"> • Presentation, facilitation, coaching skills • Broad repertoire of instructional methods
3. Curriculum Developers guide the development of local curriculum adoption and adaptation with state or national standards and identify appropriate instructional materials and strategies.	<ul style="list-style-type: none"> • Curriculum models and design • Models of teaching
4. Data Analysts read and interpret a variety of indicators of student, school, and district performance. ▲ ❖	<ul style="list-style-type: none"> • Use and analysis of multiple measures of assessment • Use of school data as a means of informing curriculum and instruction decisions
5. Family Engagers work with parents and families through two-way communication between the school and home to create more home-like schools and school-like homes. ▲ ❖	<ul style="list-style-type: none"> • Effective engagement of parents and families from different ethnic, linguistic, cultural and socioeconomic groups • Cultural competence
6. Induction Leaders plan, develop, and instruct Resident Teachers through onsite seminars, workshops, and courses addressing specific learning needs.	<ul style="list-style-type: none"> • Presentation, facilitation, and coaching skills, group process strategies • Topics related to new teacher orientation, induction and mentoring
7. Mentors observe and conference with Resident Teachers through at least their two years of practice through frequent one-on-one or small group sessions; provide feedback and assistance about classroom and professional practice.	<ul style="list-style-type: none"> • Facilitation and coaching practices • Formative assessment strategies, classroom observation techniques
8. New Teacher Developers work with pre-service teachers completing their field experiences by making connections between classroom observations and the content of teacher preparation program courses.	<ul style="list-style-type: none"> • Facilitation and coaching practices with new educators • Connection of PreK-12 practice with teacher preparation program requirements
9. Peer Assistants provide intense one-on-one support to veteran educators identified as needing assistance in improving their practice.	<ul style="list-style-type: none"> • Facilitation and coaching practices with veteran educators • Formative assessment strategies, classroom observation techniques
10. Staff Developers plan, develop and present professional learning experiences based on identified needs. ❖	<ul style="list-style-type: none"> • Development of adult learning experiences • Presentation, facilitation and coaching skills
▲ Role included in School Principal preparation. ❖ Role included in School Superintendent preparation.	

APPENDIX K
AGREEMENT BETWEEN THE FALL RIVER SCHOOL COMMITTEE AND THE FALL RIVER EDUCATORS ASSOCIATION FOR THE WATSON SCHOOL LEVEL 4

Whereas, the Fall River School Committee (hereinafter, “the Employer”) and the Fall River Educators Association (hereinafter, “the Association” and jointly, “the Parties”) have met for the purpose of bargaining modifications to the Collective Bargaining Agreement to address the Level 4 status of the Watson Elementary School,

Now Therefore, the Parties agree as follows:

The Collective Bargaining Agreement between the Fall River School Committee (“the Committee”) and the Fall River Educators Association shall be modified only as specifically provided herein, to address subjects related to the Level 4 designation of the Watson School.

1. Work-Day, Work Year and Schedule
 - A. The Principal of the Watson School shall establish the master schedule.
 - B. Work Day and Work Year
 - i. The Principal shall schedule the work-day and the work year for bargaining unit members at the Watson School.
 - ii. Effective February 24, 2014 through the end of the 2013-2014 school year, the teacher work day shall be 7:50 – 2:57. Also effective February 24, 2014 through the end of the 2013-2014 school year, the Principal shall select one day of the week and on that day, each week students shall be dismissed at 1:57 PM and the teacher work day shall end at 3:27 PM. For the 2014-2015 and 2015-2016 school years, the teacher work day shall be 7:50 – 3:32. For the 2014-2015 and 2015-2016 school years, the Principal shall select one day of the week and on that day each week students shall be dismissed at 2:27 P.M and the teacher work day shall end at 3:57 PM. Time previously allotted for after school meetings held in compliance with Article V, Section G of the Collective Bargaining Agreement shall be used to provide opportunities of ninety (90) minutes of professional development on early student release days.
 - iii. The manner in which early student dismissal days per month will be scheduled will be announced in the master schedule each year.
 - iv. The number and length of preparation periods per week shall not be reduced from what is provided in the Collective Bargaining Agreement.
 - v. The master schedule, which shall include the early student dismissal days meeting schedule, for the remainder of the school year 2013-2014 shall be

provided to bargaining unit members within thirty (30) calendar days following the execution of this Agreement. Thereafter, the master schedule for the following school year will be provided to bargaining unit members by May 1, each year.

vi. Parent-Teacher Conferences

All teachers will engage in frequent contact with parents and will arrange for individual parent/teacher conferences in the fall, winter and spring.

2. Professional Development

- A. Prior to the 2014-2015 school year, employees at the Watson School may be required to attend up to ten (10) week days beyond the regular work year as provided in Article V, Section B of the Agreement for professional development. The ten (10) week days shall be scheduled in blocks of five (5) consecutive week days. One block of five (5) consecutive weekdays shall be half days. The other block of five (5) consecutive weekdays shall be full days. The schedule for days under this section will be provided to teachers, in writing, by February 15, each year. Compensation for professional development days scheduled under this section only shall be as provided in Appendix A, Section 2, Evening School, Summer School, Tutoring, Intramurals and Committee Work.
- B. Prior to the 2015-2016 school year, employees at the Watson School may be required to attend up to five (5) consecutive week days beyond the regular work year as provided in Article V, Section B of the Agreement for professional development. The schedule for days under this section will be provided to teachers, in writing, by February 15, each year. Compensation for professional development days scheduled under this section only shall be as provided in Appendix A, Section 2, Evening School, Summer School, Tutoring, Intramurals and Committee Work.
- C. The content and schedule of all professional development, including administratively assigned early student dismissal days, shall be established by the Principal after consultation with the professional staff. The Parties agree to encourage teacher input in planning and feedback on professional development with an emphasis on job-imbedded processes.
- D. Teachers may be expected to model (peer modeling/observation) up to three (3) lessons per school year for fellow employees. A minimum of fourteen (14) days notice will be provided to the modeling teacher for each such lesson.
- E. Each employee may receive up to three (3) school business days per school year to visit classrooms of high achieving schools to share best practices. Teachers shall request such visitation days and approval will be at the discretion of the Principal.

3. Planning/Assessments

- A. Lesson plan templates and forms used for intervention plans shall be developed by the Principal in conjunction with the Instructional Learning Team at Watson School. These forms may be revised at any time via the process outlined in this provision.

4. Staffing

- A. Teachers at the Watson School may “opt out” by February 15 for the next school year. A teacher’s request to “opt out” is conditioned upon a licensed teacher replacement selected by the principal to “opt in” to fill the position.

- B. In recognition of the fact that there exists some urgency in the turnaround process for student achievement at the Watson School, the Parties agree to the following:

The Principal may “opt out” a teacher to another school. Notification by the Principal to administratively “opt out” a teacher shall be made, in writing by March 1 for the next school year.

- C. Any teacher at the Watson School who has elected to “opt out” as provided in Section A, above, or who has been “opted out”, as provided in Section B, above, shall be placed on the “displaced teacher list”, or if there are no vacancies, shall be considered “RIF”ed as provided in Article XXXI, Section B.2. of the Agreement.

- D. Vacancies at the Watson School shall not be eligible for placement on the “displaced teacher” vacancy list, unless such a Watson School vacancy is a vacancy of “last resort” for a teacher on the displaced teacher list. “Last resort” means there is no other vacancy in the District which the displaced teacher can fill as provided by “displaced teacher provisions” of the Agreement.

5. Evaluation

- A. The Evaluation Handbook shall be used in full force and effect at Watson School.

6. Compensation

- A. Effective February 24, 2014 through the end of the 2013-2014 school year, the regular salary for bargaining unit members at the Watson School shall be their regular salary as provided in Appendix A, plus compensation based on a pro rata application of the \$4,000 per annum rate in the Collective Bargaining Agreement for thirty (30) minutes worked beyond the regular contractual work day. For the 2014-2015 and 2015-2016 school years, the regular salary for bargaining unit

members at the Watson School shall be their regular salary as provided in Appendix A, plus \$8,000.00 These changes in salary shall be codified in the salary scales of Appendix A.

7. Change to the Plan

The Employer (Superintendent) and Association reserve the right to request to bargain over subjects not addressed in this Memorandum of Agreement during the term of this Agreement.

8. Duration

Once the Watson School loses its designation as “underperforming” this Memorandum of Agreement will cease to be in effect and all changes in working conditions and changes in the Collective Bargaining Agreement established by the turnaround plan shall no longer apply. All of the terms and provisions of the Collective Bargaining Agreement will return to full force and effect status. Notwithstanding the above, this Memorandum of Agreement shall be effective only for the three years this turnaround plan is in effect (consistent with Section 3 (i) of the Act Relative to the Achievement Gap).

APPENDIX L

AD-HOC COMMITTEES

The parties shall create or maintain the following sub-committees:

- A. Evaluation: this sub-committee is to continue to develop the new evaluation system under new DESE Regulations.
- B. IEPs: this sub-committee will convene quarterly to address the issues of improving X2, or any other electronic system, for use in IEPs, the number of IEPs, and releasing teachers to attend IEP meetings. In addressing these issues, the sub-committee shall make recommendations in accordance to state and federal laws and regulations.
- C. Respectful Workplace: this sub-committee will continue to convene to create a policy for a respectful workplace.
- D. Mentoring Compliance Committee: this sub-committee will convene quarterly to address compliance with state required mentoring programs for second and third year teachers.

APPENDIX M
MEMORANDUM OF AGREEMENT FOR THE MORTON SCHOOL

Effective September 1, 2016 to August 31, 2019

Agreement entered by and between the Fall River School Committee (“School Committee”) and the Fall River Educators’ Association (“FREA”).

WHEREAS, the School Committee and the FREA have reached an agreement as to Expanded Learning Time (ELT) at Morton Middle School and whereas, the parties wish to memorialize the terms and conditions of their Agreement.

NOW, THEREFORE, in consideration of the terms and provisions of this Agreement, the parties agree as follows:

START AND END TIME

- B. The Principal of the Morton Middle School shall schedule the Workday for bargaining unit members at the Morton Middle School consistent with the Collective Bargaining Agreement and past practice.
- C. The teacher workday shall be 7:30 A.M. to 2:30 P.M.
- D. The workday for teachers at the Morton School who participate in enhanced learning opportunities shall be 7:30 A.M. to 3:30 P.M.
- E. Teachers at the Morton School who participate in enhanced learning opportunities shall be compensated at the prorated compensation rates below consistent with Article V, Section L of the Collective Bargaining Agreement. The enhanced learning work shall be countable and eligible for MTRS as regular compensation. The enhanced learning work shall also be included in calculating sick leave compensation.

	1 Day per Week	2 Days per Week	3 Days per Week	4 Days per Week	5 Days per Week
1 Semester	\$800	\$1,600	\$2,400	\$3,200	\$4,000
2 Semesters	\$1,600	\$3,200	\$4,800	\$6,400	\$8,000

STAFFING

Teachers at Morton Middle School may “opt out” of ELT by March 1st for the next school year.

Teachers will be notified by the last day of the school year whether or not they will be a partner in the ELT program.

ELT COMMITTEES

The FREA shall have the right to designate a bargaining unit member(s) to any ELT Planning Committee.

OUTSIDE VENDORS

The Administration shall have the right to contract with outside vendors for the purpose of performing teaching and/or non-teaching duties at the hourly rate of not more than thirty dollars (\$30.00)

SALARY SCHEDULE

All affected salary scales shall be updated in accordance with the Collective Bargaining Agreement.

Their duly authorized representative(s) of the Parties affix their signatures hereto to attest to their agreement to this Memorandum of Agreement.

FOR THE COMMITTEE:

DATE: _____

FOR THE ASSOCIATION:

DATE: _____