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THE NORTHBOROUGH SCHOOL COMMITTEE AND NORTHBOROUGH TEACHERS ASSOCIATION MEMORANDUM OF AGREEMENT

The Northborough School Committee (the Committee) and the Northborough Teachers Association (the Association) hereby agree to a new three-year contract to be in effect from the first day of the 2020-2021 school year and will continue in effect to and including the day prior to the start of the 2023-2024 school year.

Except as modified by this Memorandum of Agreement, the terms and conditions of the prior Collective Bargaining Agreement and Memoranda of Agreement will be carried forward into the successor agreements. In this Agreement, bold indicates new language and strikethrough indicates language to be deleted.

1. COMPENSATION:
   Amend - Salary Schedules:

   Effective on the first day of the 2021 school year, a 2.5% Cost of Living Adjustment will be applied to the Teachers & Tutors Salary Schedules and Stipends. Effective on the first day of the 2022 school year, a 2.5% Cost of Living Adjustment will be applied to the Teachers & Tutors Salary Schedules and Stipends. Effective on the first day of the 2023 school year, a 2.75% Cost of Living Adjustment will be applied to the Teachers & Tutors Salary Schedules.

   See attached Salary Schedules.

2. ARTICLE I - RECOGNITION

   The Committee recognizes the Association for purposes of collective bargaining as the exclusive representative of the Northborough School District , including all teachers, school psychologists, guidance counselors, librarians, Occupational Therapists, Physical Therapists, Speech Therapists, **Instructional Technology Specialists, Team Chairs**, Behavioral Therapists, Tutors, and Nurses, but excluding the Principals, the Director of Student Support Services, Director of Finance, Director of Operations, , Assistant Director of Student Support Services, Director of ELL, District Wellness Coordinator, , Director of Instructional Technology and Digital Learning , Director of Human Resources, Superintendent, and the Assistant Superintendent. The Committee reserves the right to continue to contract Occupational Therapists, Physical Therapists, and Speech Therapists based on the needs of students.

3. ARTICLE XVIII - Payroll Deductions

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~~D. Agency Fee Members of the bargaining unit who are not members of the Association shall be required to pay the agency service fee. Said fee shall be in the amount and be implemented as prescribed under Massachusetts General Law, Chapter 150E and the regulations of the Massachusetts Labor Relations Commission. The School Committee shall not be responsible for the implementation, collection, or enforcement of the agency fee, except that it will supply any required documentation to establish that a person is a member of the bargaining unit subject to the fee. It is understood that the deduction of the agency service fee may be made by the School Committee, with the person's written permission, through its Treasurer, pursuant to Massachusetts General Law, Chapter 180, § 17b.~~

4. ARTICLE VII - TEACHER ASSIGNMENT

A. Any teacher involved in a transfer from one school to another will have the right to discuss the reasons for this transfer with the Superintendent.

B. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be hired or assigned except in accordance with the regulations of the Department of Elementary and Secondary Education (DESE).

C. **Any voluntary changes will be mutually agreed upon by the educator and the principal or Superintendent. It is the district's intent to provide grade-level stability. Involuntary changes will be at the discretion of the principal or Superintendent only after a conversation has been held with the impacted educators and the association. Except in extraordinary circumstances, once an educator with 'professional status' has experienced an involuntary transfer, they shall generally remain in the same position for three (3) years. After conversation with the Association, the final decision around staffing placement or extraordinary circumstances shall be decided by the Principal or Superintendent.** ~~To the extent practicable, changes in grade assignment in the elementary schools and in subject assignment in the Middle School will be voluntary. Teachers who desire a change in grade assignment in the elementary school and in subject assignment in the Middle School shall file a written statement of such desire to the Principal not later than February 1. Changes necessitated by emergency situations will be mutually agreed upon between the teacher and the Principal.~~

D. Teacher assignments will be made without regard to race, color, religion or religious creed, national or ethnic origin, age, disability or handicap, sex or gender, gender identity, sexual orientation, military or Veteran's status, genetic information, or any other characteristic protected under applicable Federal, State or local law .

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E. It is the School Committee's policy to pay teachers who are employed as substitutes during their preparation periods at the rate of **twenty-seven fifty ($27.50)** per period.

F. The Superintendent will make every effort to obtain substitutes.

5. ARTICLE XIV - **TIME OFF** (Formerly Temporary Leave of Absence) WITH PAY:

A. 2. Teachers covered by this Agreement shall be granted up to three (3) days of leave in any one (1) school year for time necessarily and actually lost for observance of a **state recognized** major religious holiday of the religious faith to which such person belongs when such holiday falls on a day on which the person is required to work. Notification by the person of his or her intention to take such leave shall be made to the Superintendent of Schools ten (10) days prior to the date, but in no event less than forty-eight (48) hours in advance of such holiday. The Superintendent of Schools shall be the final arbiter of what is recognized as any "Bona Fide" or "sincerely held religious beliefs."

D. Bereavement Teachers shall be granted up to three (3) school days at any one time in the event of the death of a teacher's spouse, child, parent, sibling, grandfather, grandmother, **grandchild**, son-in-law, daughter-in-law, father-in-law, mother-in-law, significant other, or other member of the immediate household. Teachers will be granted one (1) day at any one time in the event of the death of a teacher's brother-in-law, sister-in-law, uncle, aunt, cousin, niece, or nephew. Leaves taken pursuant to this section will be in addition to any sick leave to which the teacher is entitled. If additional days for bereavement are required, they may be granted and deducted from the sick leave allowance.
In the event of a relative or friend where the bond is so strong that attendance constitutes a moral obligation, one (1) personal or sick day may be used.

6. ARTICLE IX - JOB SHARING

5. If there is a temporary staffing interruption due to illness or other reason, the teacher who is available for work will cover for the absent teacher, whenever possible, thereby eliminating the need for a substitute. ~~At the conclusion of the school year, each teacher in the job share should be present an equivalent number of calendar days.~~ In instances where there is a long-term staffing interruption, the District has the option of posting for the position. In all instances, the teacher who is absent shall be credited as using the appropriate leave time and this time will be deducted from his/her accredited time, i.e., personal, sick.

~~H. It is understood in the application process that only one teacher is entitled to health insurance. One teacher in a job share must opt out of town provided health insurance for the year and secure that benefit through another source. Should that teacher lose the~~

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~~alternative source of health insurance during the year the individual would be eligible for COBRA with the former insurance provider. The District also has the right to make the position full time should such a situation occur. If the person without insurance is unable to continue in the job-share arrangement, he or she will not be eligible for the Reduction in Force language during that school year.~~

7. ARTICLE XX - PROFESSIONAL DEVELOPMENT POOL/**TUITION REIMBURSEMENT:**

   D. Professional Development Pool The Committee agrees to establish a professional development incentive program in the amount of $24,000. The funds-in this program will be made available to teachers for professional development course reimbursement. A committee consisting of two (2) Association representatives and two (2) Committee representatives shall determine annual goals and distribution of said funds. The deadline for requesting reimbursement is June 1st.

   When additional training is required to maintain state licensure for the positions of Speech & Language Pathologist (SLP), Physical Therapists (PT), Occupational Therapists (OT), Behavior Therapists, when graduate credits are not available Continuing Education Credits (CEU's) may be requested for pre-approval.

8. ARTICLE V OPERATIONAL GUIDELINES - FLEXIBLE PROFESSIONAL DEVELOPMENT:

   a. A. School Year

      1. The teachers' contractual year shall be one hundred eight-five (185) days including, but not limited to, the day before the first day of pupil classes and actual session days. Actual session days shall mean days when students are actually in session for at least half of the normal school day. Days on which school is not in session as a result of inclement weather or other causes are not a part of actual sessions days.
      2. The day before Thanksgiving shall be a half day for students and teachers. The day before December vacation and the last day of classes may be half days for students. Teachers will be engaged in professional activities after the students' departure to the extent required by state school-day regulations. The above half days shall be counted as "actual session days."
      3. Teachers shall not be required to work Saturday except by mutual agreement between the Association and the Committee.
      4. ~~Professional development days cancelled due to weather will be made up after the students' 180 day school year is completed.~~

      Of the four (4) days for professional development, one (1) of the days will be considered a flexible professional development day. If one (1) of the remaining three professional development days is cancelled due

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to a school cancellation, that professional development day will then become a second (2) Flexible Professional Development day that year.

C. ~~After-~~School Staff Meetings

~~Teachers are required to be available for not more than one (1) after-school staff meeting per week. The duration of the meeting shall not normally exceed one (1) hour.~~ **Monthly Staff meetings will consist of the following: One meeting of 90 minutes of principal directed staff meetings with all staff, One meeting of 60 minutes of team/curriculum directed meeting, One meeting of 60 minutes of teacher directed:** teacher-directed activities are in support of educational initiatives (examples include curriculum mapping, educator evaluation, common assessments)**. All staff meetings are regularly on Mondays except when there are two Monday holidays and meeting is scheduled with advanced notice.** No staff meetings will be held during the week when evening parent-teacher conferences and/or curriculum/open houses are scheduled. ~~At least one meeting per month will be provided for teacher-directed activities in support of educational initiatives (examples include curriculum mapping, educator evaluation, common assessments).~~ Principals and teachers will collaboratively develop the norms for such meetings.

E. Preparation Periods

1. In addition to their lunch period, all elementary teachers shall have preparation periods during which they will not be assigned any other duties. There will be five (5) such periods per week, each of which shall be approximately forty (40) minutes in duration. A team planning period or a team meeting may be substituted for one of the five prep periods when deemed necessary by the principal. **The Principal will endeavor in consultation with teachers to schedule one prep per day.** ~~Administration shall work with the Association and with the educators at each elementary school to ensure adequate time for and equitable distribution of said preparation periods.~~
2. In addition to their lunch period, all Middle School teachers will have one (1) modular classroom preparation period per day, equal to the average modular period, during which preparation period they will not be assigned to any other duties.

G. Class Size

The Committee recommends following the class size policy insofar as it is feasible to do so. ~~the following class size ranges as outlined in Policy 1-240 insofar as it is feasible to do so: 7 K,1,2 3,4,5 6,7,8 16-20 16-22 16-24~~

9. ARTICLE VII - TEACHER EMPLOYMENT

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Section F - Early Retirement Clause
~~If the unit employee fails to retire on the specified date, the unit employee must repay the retirement stipend to the Town of Northborough.~~ **This decision may not be rescinded due to budgetary implications except it may be considered on a case by case basis by the Superintendent if there are extenuating circumstances. This request must be submitted by January 15th for consideration.**

10. STIPENDS:

Extracurricular Activities - Stipends
School Music Stipends

Music Director	$1,000
Costumer	~~$12.60/hr up to~~ $500
Assistant Directors (2)	$750
Set Builder/Set Painter (2)	~~$12.60/hr up to~~ $500
Backdrop Scenery	$500
Instrumentalists	~~$12.60/hr up to~~ $500
Choreographer	$500
Instrumental Director	$500

All After School Clubs, K-8 will be compensated at the **per club** rate:

Category A - $150 - 6 weekly meetings, one hour per week

Category B - $300 - 12 weekly meetings, one hour per week

Category C - $450 - 18 weekly meetings, one hour per week

Category D - $ - $600 - 24 weekly meetings, one hour per week

Category E- $750 - 30 weekly meetings, one hour per week

Category F- $900 - 36 weekly meetings or equivalent, one hour per week

*** These clubs are subject to administration approval and funding**

****Yearbook person held harmless for the current incumbent, once the incumbent vacates, it reverts to $900**

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11. HOUSEKEEPING ISSUES/CONTRACT CLEAN-UP:

Salary Section 2. A "Request for Approval Form" and appropriate documentation, which includes course descriptions, must be completed and submitted to **Human Resources** and approved by the Superintendent prior to the start of the coursework.

This Memorandum of Agreement is subject to vote and ratification by the Northborough School Committee and the Northborough Teachers Association.

IN WITNESS WHEREOF, the parties have set their hand and seal by their duly authorized representatives, this Xth day of X.

For the Committee

DocuSigned by:
Susan Lawrence 5/27/2020
71DF8B1E157B4E1...
Chairperson

For the Association

DocuSigned by:
Peter Olson 5/27/2020
7DB33601E3B3460...
President

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APPENDIX A

Salary Schedules

FY20	BACHELORS	BA+15	MASTERS	M+18	CAGS/M+36	M+60
Step 0	48,959	50,781	53,000	54,984	56,760	59,128
Step 1	51,869	53,694	56,528	58,519	60,450	62,977
Step 2	54,778	56,607	60,057	62,054	64,139	66,826
Step 3	57,688	59,520	63,585	65,589	67,829	70,675
Step 4	60,598	62,433	67,114	69,124	71,519	74,524
Step 5	63,508	65,346	70,642	72,659	75,209	78,373
Step 6	66,418	68,259	74,171	76,194	78,899	82,222
Step 7	69,328	71,172	77,700	79,729	82,589	86,071
Step 8	72,237	74,085	81,228	83,263	86,278	89,920
Step 9	75,147	76,998	84,757	86,798	89,968	93,769
Step 10	78,057	79,911	88,285	90,333	93,658	97,618
Step 11	80,967	82,824	91,814	93,868	97,348	101,467

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FY21 @2.5%	BACHELORS	BA+15	MASTERS	M+18	CAGS/M+36	M+60
Step 0	50,183	52,051	54,325	56,359	58,179	60,606
Step 1	53,166	55,036	57,941	59,982	61,961	64,551
Step 2	56,147	58,022	61,558	63,605	65,742	68,497
Step 3	59,130	61,008	65,175	67,229	69,525	72,442
Step 4	62,113	63,994	68,792	70,852	73,307	76,387
Step 5	65,096	66,980	72,408	74,475	77,089	80,332
Step 6	68,078	69,965	76,025	78,099	80,871	84,278
Step 7	71,061	72,951	79,643	81,722	84,654	88,223
Step 8	74,043	75,937	83,259	85,345	88,435	92,168
Step 9	77,026	78,923	86,876	88,968	92,217	96,113
Step 10	80,008	81,909	90,492	92,591	95,999	100,058
Step 11	82,991	84,895	94,109	96,215	99,782	104,004

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FY22 @2.5%	BACHELORS	BA+15	MASTERS	M+18	CAGS/M+36	M+60
Step 0	51,438	53,352	55,683	57,768	59,633	62,121
Step 1	54,495	56,412	59,390	61,482	63,510	66,165
Step 2	57,551	59,473	63,097	65,195	67,386	70,209
Step 3	60,608	62,533	66,804	68,909	71,263	74,253
Step 4	63,666	65,594	70,512	72,623	75,140	78,297
Step 5	66,723	68,654	74,218	76,337	79,016	82,341
Step 6	69,780	71,715	77,926	80,051	82,893	86,384
Step 7	72,838	74,775	81,634	83,765	86,770	90,428
Step 8	75,894	77,836	85,340	87,478	90,646	94,472
Step 9	78,951	80,896	89,048	91,192	94,523	98,516
Step 10	82,009	83,956	92,754	94,906	98,399	102,560
Step 11	85,066	87,017	96,462	98,620	102,276	106,604

FY23 @2.75%	BACHELORS	BA+15	MASTERS	M+18	CAGS/M+36	M+60
Step 0	52,852	54,819	57,214	59,356	61,273	63,830
Step 1	55,993	57,964	61,023	63,172	65,257	67,985

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Step 2	59,134	61,108	64,833	66,988	69,239	72,140
Step 3	62,275	64,253	68,641	70,804	73,223	76,295
Step 4	65,417	67,397	72,451	74,621	77,206	80,450
Step 5	68,558	70,542	76,259	78,437	81,189	84,605
Step 6	71,699	73,687	80,069	82,253	85,173	88,760
Step 7	74,841	76,831	83,878	86,069	89,156	92,915
Step 8	77,981	79,976	87,687	89,884	93,139	97,070
Step 9	81,122	83,121	91,497	93,700	97,122	101,225
Step 10	84,264	86,265	95,305	97,516	101,105	105,380
Step 11	87,405	89,410	99,115	101,332	105,089	109,535

TUTORS

	2019-20 Step 2%	**2020-21 2.50%**	**21-22 2.50%**	**22-23 2.75%**
1	$27.63	$28.32	$29.03	$29.83
2	$28.71	$29.43	$30.16	$30.99
3	$29.88	$30.63	$31.39	$32.26
4	$31.03	$31.81	$32.60	$33.50
5	$32.31	$33.12	$33.95	$34.88
6	$33.59	$34.43	$35.29	$36.26
7	$33.92	$34.77	$35.64	$36.62
8	$35.19	$36.07	$36.97	$37.99

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APPENDIX C

FLEXIBLE PROFESSIONAL DEVELOPMENT

The six (6) hours of on or off campus PD may be fulfilled in a variety of ways. Staff may submit and take part in professional partnerships, conduct and lead PD opportunities within the district, attend PD opportunities that occur after the school day has ended, throughout the school year beyond the school day, attend participate in webinars, recommend and participate with guest speakers, develop participate in topical professional learning communities (PLC's), and participate in virtual learning offerings that may be offered by the district. Staff may submit requests for PD proposals consistent with our more traditional scheduling of professional development. For teachers, the PD for these (6) hours must occur after the school day ends.

The parties believe this model provides for maximum flexibility and fluidity, professional and administrative ownership, and personalized and meaningful teaching and learning experiences for all participants. The use of these six (6) hours will be designed in collaboration with the principal and professional development/building staff with feedback from the Professional Development Committee.

The Professional Development Committee (PDC) includes two representatives from each of the K-8 schools and four representatives from Algonquin. The PDC is responsible for assisting in the development of site-based and District parameters, including but not limited to documentation, procedures and scheduling. Each member of the PDC will receive a stipend of $27.50 per hour as defined by contract. Additional members may be added to accommodate both District and site based professional development planning.