

# **AGREEMENT**

*between the*

**FRAMINGHAM SCHOOL COMMITTEE**

*and the*

**FRAMINGHAM TEACHERS ASSOCIATION**

**UNIT A - TEACHERS**

*September 1, 2021 - August 31, 2024*

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## **UNIT A (TEACHERS)**

This **AGREEMENT** is made and entered into as of September 1, 2021 through and including August 31, 2024, by and between the **FRAMINGHAM SCHOOL COMMITTEE** (hereinafter referred to as "the School Committee" and/or "the Committee") and the **FRAMINGHAM TEACHERS ASSOCIATION** (hereinafter referred to as "the Association").

### **PREAMBLE**

The Committee and the Association recognize that in a democratic society education must be a continuous pursuit of universal truths; that each child is entitled to an educational program designed to meet specific educational needs; that each child is entitled to instruction by personnel professionally qualified and adequate in number in order that education of the highest quality may be the effective result; that more attention should be devoted to the constructive guidance of leisure time and in-school time activities of students; that commensurate with quality education is the need for good morale within the teaching staff; and that both the Committee and the Association view the consideration of matters of mutual concern as a joint responsibility.

Recognizing the diverse and multicultural nature of Framingham and the families involved with its schools, the parties each renew their commitment to maintaining a school system that treats each student, parent, and employee with respect, dignity, and sensitivity to their unique needs and culture. Each party encourages the other to pursue initiatives within their purview to meet this goal and to make suggestions for how the other might do so

### **ARTICLE 1** **RECOGNITION**

The Committee recognizes the Association for the purpose of collective bargaining as the exclusive representative of a unit consisting of all professional teaching employees of the Framingham Public Schools, falling into any one of the following categories:

All classroom teachers or teachers of remedial or special education, including all department heads, professional personnel serving pupils directly in a counseling capacity, nurses, occupational therapists, physical therapists, school psychologists, coaches of athletics, partnership and part time teachers, school librarians, academic coaches, but excluding substitute teachers and all other employees of the School Department.

Except where otherwise provided, where the word "teacher" appears in this Agreement, it shall be construed to include all of those positions or classifications specified in the paragraph above immediately preceding.

### **ARTICLE 2** **NEGOTIATION PROCEDURE**

- A. Not later than October 1 of the school year in which this Agreement expires, the Committee and the Association agree to enter into negotiations over a successor agreement.

- B. Any agreement reached between the Committee and the Association will be reduced to writing and signed by the Committee and the Association.
- C. This Agreement shall be provided electronically, by the Committee, to each new teacher within five (5) days after being employed. Alternatively, this Agreement may be posted online.
- D. No reprisals of any kind shall be taken by any party of this Contract against any party in interest, any witness or any member of the Association, or any other participant in the grievance procedure by reasons of such participation.

**ARTICLE 3**  
**GRIEVANCE PROCEDURE**

- A. A "grievance" is hereby defined to mean a dispute involving the meaning, interpretation, or application of this Agreement.
- B. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits to the aggrieved employee and the President of the Association shall permit the aggrieved party or parties to proceed to the next step.
- C. Failure at any step of this procedure to appeal the grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
- D. A grievance that affects a group or class of teachers from a different building or department, or is of a general nature, may be submitted in writing by the Association to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.
- E. When a grievance arises, the grievance must be filed within ten (10) calendar days (or when school is not in session, fourteen (14) calendar days) from the day of the event upon which the grievance is based or from the date when the teacher had or should have had knowledge of the event.
- F. Each written statement of a grievance shall include: (1) a statement of the facts constituting the grievance; (2) a reference to the applicable provisions of this Agreement; and (3) the dates of all prior written presentations. Each grievance form submitted by the Association, on behalf of a member, at Level Two or Three shall be signed on behalf of the Association by its President, Vice-President, or the Chair of the Grievance Committee.

Should any dispute or difference arise, it shall be settled in the following manner:

- **Level One:** A hearing shall be held within seven (7) calendar days of the filing of the grievance between the aggrieved employee, their principal, and a member of the Grievance Committee. The supervisory answer at this level shall be transmitted to the Association within seven (7) calendar days of such hearing.
- **Level Two:** If the dispute is not resolved at Level One, a hearing shall be held within seven (7) calendar days from the date of the reply at Level One between the aggrieved employee, the Chairman of the Grievance Committee or their designee, and

the Assistant Superintendent for Human Resources. One additional person may be present at the request of either party. Additional persons may be present as mutually agreed. The Assistant Superintendent for Human Resources' answer shall be transmitted to the Association within seven (7) calendar days of the hearing at Level Two.

- **Level Three:** If the dispute is not resolved at Level Two a hearing shall be held within seven (7) calendar days from the date of the reply at Level Two between the aggrieved employee, the Chairman of the Grievance Committee, or their designee, and the Superintendent or their designee. A Representative of the Massachusetts Teachers Association may be present at this hearing. The Superintendent's answer shall be transmitted to the Association within seven (7) calendar days of the hearing at Level Three.
- **Level Four:** If the dispute is not resolved at Level Three, a hearing shall be held no later than the second regularly scheduled Committee meeting from the date of the reply at Level Three between the Association (it shall be limited to seven (7) persons designated by the Chairman of the Grievance Committee) and the Committee. If the second regularly scheduled Committee meeting is during July or August after the Level III response, efforts will be made to schedule the Level IV grievance hearing at the first regularly scheduled Committee meeting from the date of the reply at Level III. The Committee's answer shall be transmitted to the Association within ten (10) calendar days of the hearing at Level Four.
- **Level Five:** In the event that the grievance shall not have been satisfactorily disposed of at Level Four, or in the event that no decision has been rendered within ten (10) calendar days after the Level Four meeting, the Association may refer in writing within ten (10) calendar days of the disposition under Level Four the unsettled grievance to arbitration. The Arbitrator shall be selected by agreement between the parties. If the parties are unable to agree upon an arbitrator, the selection shall be made by the American Arbitration Association, in accordance with its rules and regulations.

The arbitrator shall be without power or authority to modify or alter the terms of this contract.

The decision of the arbitrator shall be in writing and shall be rendered within thirty (30) calendar days after the hearing is declared closed. The decision shall be final and binding on both parties.

The costs for services of the arbitrator shall be borne equally by the Committee and the Association.

Except as stated below, no matter pertaining to a grievance procedure shall be included in a unit employee's personnel file unless so requested by the Unit employee. Except as stated below, all matters relating to any grievance shall be treated as confidential material and shall not be consulted in decisions regarding reemployment, promotion or transfer.

Any material pertaining to charges brought or disciplinary action taken against a unit employee will become part of the Unit employee's personnel file unless recourse is taken to



the grievance procedure in which case such material will not be so placed unless and until charges are substantiated in the process of the grievance.

**ARTICLE 4**  
**SALARIES**

The salaries of all persons covered by this Agreement are set forth in Appendix "A" which is attached hereto and made a part hereof.

**ARTICLE 5**  
**ACKNOWLEDGEMENT OF APPLICATION**

The receipt of all written applications for positions in the Framingham Public Schools from current employees of the bargaining unit shall be promptly acknowledged in writing.

**ARTICLE 6**  
**TEACHER EMPLOYMENT**

- A. The Committee reserves the right to grant salary credit for experience or specialized abilities other than actual teaching experience.
- B. The granting of such credit must be recommended by the administration.
- C. A prospective teacher who has spent one (1) year or more in the service of their country and has an honorable discharge may apply for extra salary credit. No more than two (2) salary steps shall be granted for military service. This shall not apply to anyone entering the District prior to the execution of this Agreement.
- D. A prospective teacher who has had experience related to teaching or who possesses specialized abilities needed by the School System may apply for extra salary credit. One step may be granted for each year's experience, such credit not to exceed five (5) such extra steps. Further, C and D are exclusive. No candidate shall receive salary credits under both classifications.
- E. The granting of salary credits under C and D shall not ordinarily place an individual above Step 10 on the salary schedule. However, the parties recognize that there may be appropriate exceptions when the Superintendent or their designee determines, in their sole discretion, the placement above Step 10 on the salary schedule.
- F. Subject to the requirements and provisions of Appendix A all teachers who have in excess of ninety (90) continuous days of teaching experience in one school year and who are recommended by their principal shall be eligible to be placed upon the next step of the salary schedule in the succeeding year. This provision shall apply only where there has been no break in service.
- G. This policy shall become effective on the execution date of this Agreement and shall not be applied retroactively. Any situations not following strictly the above regulations shall be reviewed by the Administration and upon its recommendation brought to the Committee for action.

**ARTICLE 7**  
**TEACHER ASSIGNMENT**

- A. Under normal circumstances, the teachers will be notified by the Administration in writing of their programs for the coming school year, including the school(s) 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 by one (1) week before the close of school. Changes in such programs may be made after one (1) week before the close of school, if necessary, and the teachers involved in the change will be notified as soon as possible.
- B. In order to assure that pupils are taught by teachers working within their areas of competence, teachers will be assigned within the scope of their teaching certificates or in compliance with other state regulations.
- C. Changes in grade assignment in the elementary schools and in the subject assignment in the middle and secondary schools will be voluntary to the extent possible.
- D. In arranging schedules for teachers who are assigned to more than one (1) school, an effort will be made to limit the amount of inter-school travel. Such teachers will be notified of any changes in their schedules as soon as practicable. Teachers who are assigned to more than one (1) school in any one school day will receive the current standard IRS mileage rate in reimbursement for all inter-school driving done by them.

**ARTICLE 8**  
**ORIENTATION OF NEW TEACHERS**

Every attempt will be made to orient new staff members adequately. Three (3) days prior to the opening of the school year, new teachers will be available for orientation to familiarize them with the school environment. Two (2) additional days of orientation may be scheduled over the teacher's next three (3) years at the Superintendent's discretion. The Association agrees to participate in the evaluation of the orientation program.

The Parties will establish a joint committee in the 2021-2022 school year to establish a program of Diversity, Equity, and Inclusion (DEI) studies such that, effective the 2022-2023 school year, educators entering employment with the Framingham Public Schools will be required to complete a designated number of hours of Diversity, Equity and Inclusion (DEI) training. Credit for coursework will be explored. The content and number of hours will be determined by the joint committee.

**ARTICLE 9**  
**TEACHER EVALUATION**

- A. Supervision of teachers will be conducted professionally, openly, and with full knowledge of the teacher; any serious complaint(s) of any supervisor regarding performance shall be promptly called to the attention of the teacher. Teachers shall be given a copy of any evaluation report prepared by an evaluator and will have the right to discuss their report. The evaluator must confer with any teacher whose service has been rated unsatisfactory in any respect, explain every evaluation, and plan cooperatively for improvement.

Beginning in the 1997-98 school year, the procedures outlined in the document entitled Supervision and Evaluation Procedures for the Framingham Public Schools will be used to evaluate all employees of the Association. Nurses will be evaluated using the School Nurse Evaluation form attached to this contract.

Beginning in the 2013-14 school year, the procedures outlined in the document entitled Framingham Evaluation Instrument will be used to evaluate all employees in Unit A. An Evaluation Review Committee consisting of 11 employees (3 teachers and 3 department heads appointed by the Association President; 3 principals appointed by the Superintendent along with the Assistant Superintendent for Human Resources and the Assistant Superintendents for Elementary and/or Secondary Education and co-chaired by an Association and administration appointee) will meet at least once a year to review and make a recommendation for revising our procedures to the Association and the School Committee. Both bodies must approve any changes in the procedures.

The Evaluation instrument and procedure shall be replaced with the new Evaluation instrument and procedure entitled Framingham Evaluation Instrument attached hereto as Appendix E.

B.

1. Teachers will have the right, upon written request, to review the contents of their personnel file.
2. No material derogatory to a teacher's conduct, service, character, or personality will be placed in the personnel file unless the teacher has had an opportunity to review the material. The teacher will acknowledge that they had the opportunity to review the material by affixing their signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher will also have the right to submit a written answer to such material and their answer shall be reviewed by the Superintendent and attached to the file copy.
3. Any serious complaints regarding a teacher made to any member of the Administration by any parent, student, or another person will be promptly called to the attention of the teacher. The name of the complainant shall be given to the teacher. If a negative assessment is indicated, the evaluator's written comments must contain relevant data that supports that negative assessment. Supportive data should include (but not be limited to):
  - a. Identification of the problem(s).
  - b. Evidence that the evaluator had conferred with the teacher regarding area(s) of concern.
  - c. Evidence of the evaluator's attempt(s) to assist the teacher in improving their performance.

**ARTICLE 10**  
**TRANSFERS, REDUCTION IN FORCE, AND RECALL**

- A. Although the Committee and Association recognize that some transfer of teachers from one school to another is unavoidable, they also recognize that frequent transfer of teachers is disruptive to the educational process and interferes with optimum teacher performance. Therefore, they agree as follows:
1. When a reduction in the number of teachers in a particular building is necessary, volunteers may request a transfer(s) to specific positions. If the request is not granted, the request shall be considered to be withdrawn.
  2. 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 Framingham Public School will be considered in determining which teacher is to be transferred. Teachers being involuntarily transferred will be transferred only to a comparable position.
  3. An involuntary transfer will be made only after a meeting between the teacher involved, an Association representative if requested by the teacher, and the Superintendent (or their designee), at which time the teacher will be notified of the reasons for the transfer.
  4. A list of open positions in other particular buildings will be made available to all teachers being transferred. The Committee in making involuntary transfers will give consideration to the professional background and other attainments of the teacher. Notice of transfer will be given to teachers as soon as practicable and under normal circumstances not later than June 1.
  5. VOLUNTARY TRANSFERS. All known vacancies shall be posted for transfer as soon as possible. Personnel within the system will be given adequate opportunity to make applications for transfer, but the Committee will not be restricted from advertising for applicants outside its current staff. The Committee will give consideration to the professional background and other attainments of all applicants. Any applicant covered by the A agreement who is not selected will receive a notice of non-action. Teachers wishing to be considered for transfer to positions that become vacant during the summer shall make such wishes known by letter to the Assistant Superintendent for Human Resources by the last day of school. The letter must specify what position(s) and in which school(s) they wish to be transferred. These wishes will be considered according to the criteria outlined above before assignments to such positions are made.
  6. Before a teacher is assigned or transferred to a particular building, the principal of the building in question will be consulted regarding said assignments or transfer.
  7. The Committee agrees that they will not utilize an involuntary transfer that would result in the lay-off of a teacher with professional status. The Committee further agrees that they will not deny a request for a voluntary transfer from an employee qualified for the position as specified in the criteria set forth in Article 10, Section D,

paragraph 2 if such denial would result in the lay-off of a teacher with professional status.

B. Reduction in Force:

1. In the event it becomes necessary for the Framingham Public Schools to reduce the number of employees in the bargaining Unit because of financial limitations, decrease in pupil enrollment, changes in curriculum, reorganization, etc., the procedures set forth in this Article will govern the layoff and recall of employees who are affected by such reduction.
2. No employee with professional status shall be laid off if there is a non-professional status teacher whose position such teacher with professional status is qualified to fill. Qualified shall mean certified by the Department of Elementary and Secondary Education.
3. For the purposes of complying with M.G.L. 71, s. 42 as amended by St. 2012, c. 131, s.3, and as these new statutory amendments are effective September 1, 2016, if layoffs are determined to be necessary by the Superintendent, they shall be conducted in the manner described below. Prior to implementing a layoff or Reduction in Force, the Superintendent shall:
  - a. Meet and discuss their intentions with the Association; and
  - b. Meet with the affected employee(s) and a Union representative chosen by the employee(s) to discuss how the decision was made.
4. Layoffs shall be conducted within targeted disciplines based on the employees' job performance and the best interests of the students. A targeted discipline for the purpose of this section is the area of certification in which employees are teaching and for which a layoff is contemplated. An employee's job performance and the best interests of the students shall be defined as the employee's past summative overall evaluation ratings as compared to other employee's past summative overall evaluation ratings in the discipline targeted to be reduced. Summative ratings of Proficient and Exemplary are considered equal and valued the highest. As such, teachers with such ratings shall be more qualified than employees with a summative rating of "Needs Improvement", who, in turn, shall be considered more qualified than the employees with an overall summative rating of "Unsatisfactory". If two or more employees are considered equally qualified, the least senior employee(s) shall be displaced based on seniority.
5. The number of summative evaluations compared will include all those evaluations written for teachers during the time equal to the most recently hired professional status teacher in the targeted discipline but not to exceed six (6) years and excluding the most recent summative evaluation that is to be determined for the year of the reduction. If there is a tie using the above criteria, the tie shall be broken by seniority, with the least senior teacher in the discipline targeted laid off first.
6. An employee with PTS, with a proficient or exemplary summative rating, reached for lay-off in a specific discipline may bump the least senior employee in another

discipline for which the senior employee is qualified using the criteria established above.

7. For the purpose of this section, a teacher who holds a General Certification, or K-8 Certification shall be considered to be qualified only in those disciplines they have performed for a period of two (2) years or more in the last five (5). Teachers with Elementary, "Grandfather," or General Certification teaching in Grades 7-8 shall be considered as having taught 1-6 for the purpose of the paragraph above.
8. Teachers who are to be laid off due to a reduction in staff must be notified in writing no later than June 15 of the school year preceding the year in which the reduction will take effect, where practicable and possible. The parties acknowledge that for positions funded by outside sources, funding levels might not be confirmed until July or August. Layoff notices related to a reduction in these outside funds will be sent as soon as possible after the levels of funding have been confirmed following the same process noted above.
9. The Committee agrees to provide the Association, in order to discharge its obligation as the exclusive bargaining agent, all information to which it is entitled as the collective bargaining representative (agent) for the purpose of determining whether or not there has been compliance with the layoff procedures.
10. The parties agree that M.G.L. 71, s. 42 as amended by St. 2012, c. 131, s.3 be repealed or otherwise changed, the language in this section reverts to the prior language contained in the 2015 through 2018 Collective Bargaining Agreement unless the statute or the law states otherwise.

C. Teacher Recall Procedure to Their Own Discipline:

1. This means the right of a professional teacher to return to a position in the discipline (as set forth in the attachment) from which the teacher was laid off.
2. Any professional teacher who is laid off pursuant to this article shall have a right to be recalled during the first two (2) years of their layoff to any vacancy in the discipline from which they were laid off on a last-out first-in basis.
3. Recall of a teacher shall be made by the Committee after such person has been nominated for such recall by the Superintendent.
4. The Association and the Committee agree that the above-stated procedure will be used first for the recall of all professional teachers to positions following a layoff.
5. Preference for substitute service will be given to laid-off teachers who indicate their availability to the Office of Human Resources.

D. Recall to Other Disciplines:

1. When a vacancy occurs which cannot be filled in accordance with Article 10, Paragraph C.2., teachers shall be eligible for other positions for which they are

qualified. No new employee will be hired until every eligible employee on the recall list has been given the opportunity to apply.

2. The following criteria will be applied in determining which of the qualified applicants will be considered for positions in disciplines other than the discipline from which the applicant was laid off:
  - a. Areas of Competence
    1. Certification
    2. The number of years of actual experience in the area of competency
    3. Recent experience in the area of competence (See Memorandum of Understanding and Clarification - 10/19/77)
  - b.
    1. Length of continuous permanent service in the system
    2. Length of service in the system
  - c. Major/Minor Field of Study (graduate, undergraduate)
    1. Major field of study
    2. Minor field of study
    3. Other courses
  - d. Contributions to the system beyond classroom teaching
    1. This does not include activities for which a teacher receives monetary compensation.
    2. Contributions considered will be made during the school year (September to June) only.
    3. All Association work that contributes to the educational process shall be considered a contribution to the system.
    4. Requests to contribute, which have not been accepted, shall be considered.
  - e. Quality of Teaching Performance
    1. Past evaluations which are in a teacher's personnel file.
    2. General recollections of supervisors who have had direct knowledge of a teacher's performance in the classroom.

For further clarification, see Appendix B and Appendix C.
3. The Office of Human Resources will notify each qualified former employee on the recall list by mail that a vacancy exists.

- a. Those interested must express this interest in writing within a fourteen (14) day calendar period from the date of the notification.
- b. If the Superintendent determines that no person on the recall list has the specific qualifications to fill a given vacancy and instead nominates a candidate from outside the recall list to fill a vacancy, the Association shall have the right to grieve.
- c. The recall list shall be sent to the Association.

E. General:

1. The Office of Human Resources shall maintain a complete list of all Framingham professional personnel formerly under contract who are, by virtue of declining student population and/or school closings, laid off. This listing will include the former employees:
  - a. Beginning and ending dates of continuous contracted services to the Framingham Public Schools;
  - b. Areas of certification;
  - c. Complete description of professional experience; and
  - d. Name, address, and telephone number (it is the applicant's responsibility to furnish current information and an updated resume to the Office of Human Resources).
2. A teacher's name shall be maintained on the recall list until September 1 two (2) years after the date on which the layoff occurs.
3. Personnel on this list are encouraged to notify the Office of Human Resources if they no longer wish to be considered for recall.
4. Names still listed at the end of the recall period will be dropped.
5. Individuals who refuse a job offer will be dropped from the list except for verified medical reasons. Medical reasons do not extend the recall period.
6. Seniority shall be defined as the length of continuous service in the Framingham Public School District Unit A. An employee in such a position who assumes an acting or temporary position outside Unit A for up to three (3) years will maintain but not accrue "length of continuous permanent service" for the purpose of these paragraphs. For status of and effect on seniority while on leave of absence, refer to Articles 31 and 33.

For purposes of this section, Nurses will be credited their Unit M seniority at the commencement of the 2007-2008 school year.
7. In the case of the length of continuous service that is the same, the order of seniority shall be determined by the drawing of lots.



8. All layoffs shall be based upon a system-wide basis.
9. Upon recall, employees shall be accredited with all previously earned, unused sick leave.
10. Returning employees shall be placed on the salary schedule one step higher than the level at which they left, provided they have served in excess of ninety (90) continuous days in the year directly preceding their layoff.
11. Teachers recalled shall be considered to have been on a non-paid leave of absence for the term of the layoff.

**ARTICLE 11**  
**CLASS SIZE**

The Committee and the Association recognize that class size is an important factor in good education and will, whenever possible, subject to space available and all other educational considerations, ensure that class size is of the most effective nature for both teacher and pupil. Special attention to class size will be given to such special situations as shop areas, drawing areas, or laboratory areas. Both the Committee and the Association recognize the need and desirability to confer over possible solutions to problems of class size and to consider staff suggestions concerning the same. However, the final decision as to class size will be made by the Committee in the best interest of all.

Aide Request: If an aide is requested, the form attached to this Agreement is to be used.

- A. The Committee and the Association recognize that class size guidelines for core academic subjects are an important factor in supporting quality education. Class size guidelines PK-8 and average class size guidelines at the high school will be targeted as indicated below:

Grades	Number of Students
Pre-K	22
K	22
1-2	24
3-8	25
9-12	30 (average per teacher)

- B. Classroom aides may be assigned to classrooms in Pre-K, K and 1<sup>st</sup> grades that reach the maximum guidelines for their level if funds are designated for this purpose by the Superintendent and if an aide is recommended by the classroom teacher and the Principal and appointed by the Superintendent.

- C. In any class in the District that exceeds the maximum of the class size guidelines, the administration will:
1. Look at existing school space available to open an additional classroom;
  2. Determine whether or not the District has the financial resources to fund an additional teaching position;
  3. Within the first two (2) weeks of the quarter or term, should the class size exceed twenty-seven (27) or the contractual limit, the Principal or their designee shall generate a list of the aforementioned classes, which will be promptly submitted via email to the Superintendent of Schools, who will then forward the information to the Committee and the Association within two (2) weeks, A meeting shall take place within two (2) weeks of the initial notification with the Superintendent, the Principal, and the Association President(s) to discuss possible resolutions, and the Superintendent will report back to the Committee within two (2) weeks.
  4. If the class size guidelines above are exceeded in any given building or at any particular time, the Superintendent shall notify the President(s) of the Association of the particular classroom that exceeds the above guidelines.
- D. The District's final determination shall be final provided that the terms of paragraph 3(C) above shall be grievable under the provisions of Article III. Grievances may be initiated at Level 3. This Article shall not be subject to the arbitration provisions of the Agreement.

**ARTICLE 12**  
**NON-TEACHING/ADDITIONAL RESPONSIBILITIES/DUTIES**

The Committee and the Association acknowledge that a teacher's primary responsibility is the total education of the children in their care.

- A.
1. Assignment of teachers for non-teaching duties shall be on a reasonable basis, which may include consideration of the teacher's number of preparations, number of classes, and class size. The Committee and the Association acknowledge that a nurse's responsibility is in the health room and that nurses do not have preparatory periods; therefore nurses will not be required to perform non-nursing duties.
  2. Although teachers may be required to collect and transmit money to be used for educational purposes, they will not be held responsible for the loss of any money where such loss is not the fault of the teacher.
- B. Teachers will not be required to drive pupils to activities that take place away from the school building.
- C. Volunteers will be solicited for student activity positions approved by the Committee. If there is no qualified volunteer for any of the above positions, a teacher may be appointed by the Superintendent or their designee to fill the position.

- D. Where reasonable and practical, all teachers will be allowed to remain in school buildings after school hours for the purpose of preparation.
- E. The Committee shall provide one (1) hour of time to review and complete electronically the mandatory training during the three (3) hours dedicated to Convocation. The Office of Human Resources will arrange for all new employees hired after the first day of school to complete said mandatory training within thirty (30) calendar days.
- F. Part-time teachers shall meet with their supervisor to mutually agree which required faculty meetings and department meetings they will attend, proportionate to their Full-Time Equivalent (FTE). Every effort shall be made to establish such meeting obligations by June of the previous year. If the required meetings are outside of their work schedule or FTE status, they are responsible for obtaining the information they missed.

**ARTICLE 13**  
**VACANCIES IN POSITIONS**

- A. Whenever any vacancy in a professional position occurs, as determined by the School Committee including those outside the bargaining unit, during the school year, it will be adequately published electronically via the District Website for at least one (1) week by the Assistant Superintendent for Human Resources. During the months of July and August, written notice of any such vacancy will be given to the Association and to any teacher who files a written request for such information with the Office of Human Resources. In both situations, the qualifications for the position, its duties, and the rate of compensation will be clearly set forth. Subsequent changes in qualifications will be made only when it is deemed justified by the Administration, and any change will be brought to the attention of the Association prior to the closing date for applications.
- B. All teachers will be given adequate opportunity to make applications for such positions, and the Committee agrees to give consideration to the professional background and other attainments of all applicants. Permanent appointments will be made as soon as possible.
- C. Written application will be required of all candidates for acting administrative positions.
- D. The Association President(s) and the Superintendent agree to meet in September of each school year and as needed to discuss the current hiring process of administrator positions and to determine the means by which to seek more input and suggestions from Unit A employees to improve the aforementioned process.
- E. A joint committee of designees of the Association and the Committee shall be established by January 30, 2022, to examine possible incentives for hard-to-fill positions. A report shall be completed by the Joint Committee and shared with the Association and School Committee which will include the joint committee's recommendations by January 15, 2023.

**ARTICLE 14**  
**WORKLOAD**

- A. It is the intention of the Committee to maintain the current practice with respect to work year, vacation periods, teacher hours of employment, length of the school day, and

workload. If the Committee deems that educational circumstances indicate that a change is warranted, it will notify the Association of the contemplated change and will provide the Association with every opportunity to present its views to the Committee. Any information or suggestions provided by the Association will be given serious consideration.

- B. A committee composed of two (2) employees appointed by the Association and two (2) employees appointed by the Committee shall be established to study special workload problems and to recommend appropriate changes, if any, to the Committee for its consideration.
- C. A committee consisting of two (2) elementary teachers and two (2) employees appointed by the Committee will be formed to examine and effect any necessary changes in present practice involving the assignment of extra-curricular duties in the elementary schools.
- D. To ensure that every effort is made for the equitable establishment of a teaching schedule, the administrators will consider the number of different classrooms within a school to which a teacher is assigned, the number of consecutive teaching assignments, the number of different necessary lesson preparations, and the total workload of each teacher. Final decision on these matters is reserved for the administrator.
- E. The Committee recognizes the need for preparation time for elementary teachers. Elementary teachers will not be required to remain in the classroom when art, music, and physical education specialists are instructing the class. In the event of a reduction in art, music, or physical education, the Committee agrees to bargain with the teachers over the impact. The Committee agrees to equalize the use of specialists in elementary schools. It is the intention of the Committee to continue the present policy of providing substitutes whenever it is possible.
- F. Effective January 18, 2001, teachers at the elementary schools will be guaranteed one hundred and eighty (180) minutes per week of preparation time.
- G. Effective January 18, 2001, teachers at the elementary, middle, or high school will receive sixteen dollars (\$16.00) for each preparation period missed because of the unavailability of a substitute so long as the administration has been notified of the absence of the teacher pursuant to the Teacher Absence provisions of the New Staff Handbook 2007-2008. Effective September 1, 2004, the reimbursement amount will be increased to twenty dollars (\$20.00) for each preparation period missed, and preparation periods will be reimbursed on the basis of thirty (30) minutes per period. All issues relating to workload for the middle and high schools shall be referred to a joint study committee of the Association and the Committee. For the year September 1, 2007, to August 31, 2008, the reimbursement rate will be twenty dollars (\$20.00) for each preparation period missed even if that period exceeds thirty (30) minutes. Starting September 1, 2008, the language in the current contract, i.e., "preparation periods will be reimbursed on the basis of thirty (30) minutes per period" will be in effect. Nurses asked to cover for another nurse when a substitute is not available, will receive a stipend of fifty dollars (\$50.00) per day.

- H. Travel Time. For elementary, middle, and high school teachers, time spent traveling between buildings by teachers who have a split building schedule shall be counted as a duty period.
- I. Effective the first day of the 2019-2020 school year, each employee's workday shall be seven (7) hours per day, provided that on Fridays and/or the days before holidays employees may leave when school-wide dismissal procedures are concluded. Consequently, fifteen (15) additional instructional minutes will be added at the elementary school, and five (5) additional minutes will be added to the high school. There shall be no after-school mandatory meetings on Fridays and/or on the day(s) before the holiday(s). Staff meetings shall take place once a month and last no more than forty-five (45) minutes in length. If a said meeting takes place before the employee's day begins, on that day employees can leave after school-wide student dismissal duties are concluded. In cases where said meetings occur after school, said meetings shall begin after the school-wide student dismissal procedures have concluded. Staff meetings shall be scheduled by the end of the 2018-2019 school year, and for each subsequent school year, prior to the conclusion of school and provided to the staff in advance.

**ARTICLE 15**  
**LUNCH BREAK**

In the absence of exceptional circumstances each teacher will be given a duty-free lunch period of thirty (30) minutes.

**ARTICLE 16**  
**WORKER'S COMPENSATION**

All teachers are covered by workers' compensation. A teacher who is collecting workers' compensation may use accumulated sick leave to make up the difference, if any, between the teacher's regular pay and the workers' compensation payments allocated to lost time. The Assistant Superintendent for Human Resources shall provide assistance to a teacher in communicating with representatives of Worker's Compensation.

**ARTICLE 17**  
**HIGH SCHOOL GRADUATION**

At high school graduation a place of prominence will be reserved for teachers. If a majority of the teachers in the building wish to attend, notification will be given forty-eight (48) hours prior to the graduation exercise of the number who will attend.

**ARTICLE 18**  
**PROTECTION**

- A. Teachers will immediately report to the Superintendent in writing all cases of abusive conduct and/or torts suffered by them in connection with their employment.
- 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 person involved and will act in appropriate ways as the liaison between the teacher, the police, and the courts. In addition, any student involved in such an assault will be

promptly and properly disciplined after the responsibility has been established.

- C. If criminal or civil proceedings are brought against a teacher alleging that they committed an assault in connection with their employment, the Committee may furnish legal counsel to defend them in such proceedings if they request such assistance. If the Committee does not provide such counsel and the teacher is exonerated, the Committee will reimburse the teacher for reasonable counsel fees incurred by them in such criminal or civil proceedings. In no event shall this section require the Committee to furnish legal counsel to a teacher or pay a teacher's legal fees in a disciplinary proceeding relating to or arising out of the circumstances which lead to the criminal or civil proceedings brought against the teacher.
- D. The Association recognizes the authority and responsibility of the principal for disciplining or reprimanding a teacher for the delinquency of professional performance. If a teacher is to be disciplined or reprimanded by an employee of the Administration, they may request to have a representative of the Association present.
- E. No teacher with professional status will be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause, or laid off in violation of this contract. Provided that no teacher will be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage for participating in activities protected under Massachusetts and Federal laws governing public employees' collective bargaining.
- F. No anonymous letters or materials shall be placed in the Unit employee's file.
- G. The Committee reserves the right to set reasonable standards of behavior for teachers as they may affect the reputation of the school District or the efficiency of the teacher's performance.

#### **ARTICLE 19** **COMMUNICATION**

- A. Upon written request for public information regarding the Framingham Public Schools, any employee of the professional staff shall receive a written answer.
- B. The Committee will, upon request, provide the Association with any documents which will assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the teachers and their students.
- C. A copy of the official agenda of Committee meetings will be given to the Association in advance of the meeting and a record of all actions taken except those in executive session will be given to the Association after that record has been approved and not later than thirty (30) days after the date of the approval.
- D. The Committee shall comply with any reasonable request by the Association for available information which is relevant to the processing of any Association grievance or the negotiation of any condition of employment.
- E. Unit employees will bring to the attention of the Director of Buildings and Grounds through their building Principal any conditions of building maintenance and the matter

will have the early attention of the Director.

- F. Unit A employees will receive communications regarding major decisions, such as calendar changes, administrative changes including but not limited to the hiring of new administrators, and changes in policies from the Superintendent's Office, via email as soon as possible. A good faith effort will be made to release such communications during the school day to Unit A employees prior to releasing the aforementioned communications to media outlets. The District's website will be updated in a timely manner.
- G. A Joint Study Committee on elementary report cards will be formed to fully review the elementary report card practice, form, and scope. This committee will be composed of a mutually agreed-upon equal number of representatives appointed by the School Committee and FTA and at least one parent of an elementary student. A report of the review of the elementary report cards and recommendations shall be completed by June 30, 2023

**ARTICLE 20**  
**TEACHERS' SUPPLY REQUEST**

Teachers will be given the opportunity to submit to their Principals and/or their Department Heads items for purchase. Such requests will be approved consistent with the educational needs and budgetary allotments. A report on the teacher's request will be given to the teacher within a reasonable period of time.

**ARTICLE 21**  
**NO STRIKE**

The Association agrees that it will not cause, condone, sanction, or take part in any strike, walkout, slow down, or work stoppage within the Framingham Public Schools.

The Association and its members, individually and collectively, agree that if there is a violation of this clause, that is, active participation or involvement in any such strike, walkout, slowdown, or stoppage, any or all teachers violating this clause will, at the discretion of the Committee, be subject to disciplinary action, including discharge or suspension, and the only question that will be subject to the grievance and arbitration procedure is that of participation or involvement as described above.

**ARTICLE 22**  
**POSITIONS IN SUMMER SCHOOL, EVENING SCHOOL,  
AND UNDER FEDERAL PROGRAMS**

- A. All openings for summer school and evening school positions and for positions under Federal programs will be adequately publicized electronically via the District website, and teachers who have applied for such positions will be notified of the action taken regarding their applications at least thirty (30) days prior to the beginning of the program, whenever possible.
- B. All teachers will be given adequate opportunity to make an application for these positions in summer school, evening school, and under Federal programs. The

Committee shall give consideration to the professional background and other attainments of such applicants.

- C. Positions in the Framingham summer school and evening school and positions under Federal programs will be filled first by regularly appointed teachers in the Framingham Public School when qualifications are relatively equal.

**ARTICLE 23  
DEPARTMENT HEADS**

- A. For Department Heads who supervise and evaluate, teaching assignments shall not exceed.

Number of Teachers	Teaching Assignments
1-8	4 periods or 0.8 FTE
9-15	3 periods or 0.6 FTE
16+	2 periods or 0.4 FTE

If Department Heads do not supervise and evaluate, their teaching assignments shall not exceed four (4) periods or 0.8 FTE.

- B. Where practical and possible, Department Heads shall not be assigned to extracurricular duties.
- C. Clerical assistance will be furnished consistent with budgetary consideration to Department Heads with the approval of the High School Principal and upon notification to the Superintendent or their designee. Each Department head shall be provided with office space, whenever possible.
- D. Effective September 1, 2001, the Association bargaining unit will not include any Department Head who does not teach any class, including but not limited to the following positions:
  - TEC's
  - Coordinator of Technology Education
  - Coordinator of the Alternative High School
  - Special Education Department Heads (1 H.S., 2 M.S.)
- E. Effective September 1, 2008, a Department Head may be required to work up to five (5) additional days at the request of the Superintendent. In addition to these aforementioned days, a Department Head with supervision and evaluation responsibilities may seek prior approval from the Superintendent to work additional days as follows:



Number of Teachers	Number of Additional Days that Can Be Requested
1-8	1 day
9-15	2 days
16+	3 days

The specific days to be worked shall be subject to the mutual agreement of the parties. The Department Head shall receive their per diem rate of pay based on the sum of the salary and the Department Head stipend for each day worked.

- F. Only Unit A employees shall be eligible to fill Department Head positions. Any Unit A employee who is selected to fill a Department Head vacancy shall initially be appointed to a one (1) year term and be considered a Year One Department Head. Thereafter, a Department Head who has previously served for one (1) year in the Department Head position may apply for a second year and, if selected, be considered a Year Two Department Head. They will be appointed for one (1) additional year. A Department Head who has served in the position for two (2) years may apply for a third year and, if selected, will be appointed as a Year Three Department Head to serve in that role for three (3) years. Thereafter, a Department Head who has held the Department Head position for a three (3) year term and is again selected to fill a Department Head vacancy shall from then on be appointed for three (3) year terms. If a Department Head is not rehired as a Department Head, they will return to a full-time teaching position.
- G. Effective September 1, 2015, a Department Head who has held the position in the 2014-2015 school year shall be considered a Year Two Department Head for the 2015-2016 school year if they are selected to fill the position and, thus, be appointed for one (1) additional year. A Department Head who is appointed for the first time for the 2015-2016 school year shall be considered a Year One Department Head and, thus, be appointed for one (1) year.
- H. Effective September 1, 2016, a Department Head who has held the position in the 2014-2015 and 2015-2016 school years shall be considered a Year Three Department Head for the 2016-2017 school year if they are selected to fill the position and, thus, be appointed for three (3) years.
- I. An evaluation instrument for Department Heads shall be developed by the Joint Labor Committee and presented to both parties in the 2015-2016 school year.

**ARTICLE 24  
ATHLETIC COACHES**

- A. Any coach who is hired for three (3) consecutive one-year terms is thereafter, if rehired, to be given a contract of three (3) years duration. However, if a new head coach is hired

during the term of an assistant coach's contract, the Committee has the option to rescind that contract. This provision does not apply to contracts existing prior to September 1, 1975.

- B. A coach shall be notified in writing if they are not recommended for reappointment or re-appointed to his/her position.
- C. No assistant coach shall be hired or discharged unless there has been a previous consultation with the head coach of the sport involved.
- D. A study committee made up of two (2) coaches, two (2) administrators, the athletic director, and the President(s) of the Association, or their designee, shall examine the report on the current manner of compensation and recommend changes.
- E. Notwithstanding anything herein to the contrary, including Article 1, no coach or assistant coach shall be an employee of the Association solely by virtue of such position. In order to be an employee of the Association, and be entitled to the benefits of this Agreement, a coach or assistant coach also must be an employee of another category identified in Article 1.
- F. In the 2021-2022 School Year, a Joint Study Committee for Evaluation of Athletic Coaches shall be formed. This joint committee will be composed of an equal number of FTA members appointed by the FTA President and an equal number appointed by the School Committee. The task of the joint committee shall be to research and examine the processes, procedures, and forms used to evaluate coaches and formulate a recommendation for a process, including a rubric and an evaluation form. The final recommendations of the Joint Study Committee shall be shared with both the FTA and School Committee for their bargaining team's consideration during the bargaining for a successor CBA.

## **ARTICLE 25** **SPECIALISTS AND SPECIAL PROGRAMS**

- A. A joint committee of designees of the Association and the Committee shall be established to study the caseload/workload of Special Education Teachers, Speech-Language Pathologists, Social Workers, Psychologists, Guidance Counselors, Nurses, and other direct service providers. A report that establishes a study of the workload shall be completed by April 1, 2023, with recommendations to be made by June 1, 2023. Recommendations will be considered for the 2023-2024 school year.
- B. Where practical and possible, the Middle and High School Counselors' workload shall include the responsibility of not more than three hundred (300) students.
- C. Where practical and possible, the workload of the Guidance Department Head in the secondary schools shall not exceed sixty percent (60%) of that of the other employees of the Guidance Department.
- D. Guidance Counselors shall be available as in the past for service a maximum of five (5) days before the opening and five (5) days after the closing of the school year. For each day of service, each counselor and head counselor shall be compensated at their per

diem rate.

- E. Guidance Counselors in the High School shall be available for up to ten (10) days prior to the beginning of school and up to ten (10) days after the end of school. These days shall be at the discretion of the Superintendent or their designee. For each day of service, each Guidance Counselor shall be compensated at their per diem rate.
- F. Special educators and related service providers shall have the ability to request and be granted up to three (3) hours per month available to them to use for the completion of additional required tasks including but not limited to data collection, progress reports, testing, writing I.E.P.s (3 yr. and Annual), transition meetings, and Medicaid reporting. The Supervisor shall have the authority to deny such a request; the rationale for any denials will be provided in writing. This provision shall not be subject to the grievance process.
- G. Any employee can request and be granted a meeting with the Superintendent of Schools and/or their designee to seek possible solutions for an unbalanced caseload.

**ARTICLE 26**  
**FACULTY ADVISORY COMMITTEES**

There shall be a Faculty Advisory Committee established in each building of Unit A employees where internal problems may be discussed. The recommendation of the Faculty Advisory Committee must be given serious consideration by the respective Principal, who shall then transmit their answers to the Faculty Advisory Committee. The Association's Building Representative or their designee shall chair the Faculty Advisory Committee.

**ARTICLE 27**  
**TEACHER FACILITIES**

Where practical and possible, each school will have the following facilities:

1. Space in each classroom in which teachers may safely store instructional materials and supplies;
2. A teacher's 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, will be reserved for the exclusive use of the teachers as a faculty lounge. The said room will be in addition to the aforementioned teacher work area;
4. A serviceable desk and chair for each teacher;
5. A communication system so that teachers can communicate with the main building office from their classrooms;

6. A well-lighted and clean male teacher restroom and a well-lighted and clean female teacher restroom;
7. A separate, private dining area for the exclusive use of the professional staff;
8. An adequate portion of the parking lot is reserved for teacher parking;
9. Adequate bookcases for the storage of professional material;
10. Copying machines will be available in each school and will be maintained in operating condition;
11. Access to each building is the responsibility of the building Principal who shall consider the safety and security of students and staff in making their decision; and
12. Where such facilities are not immediately practical and possible, every effort will be made to progress toward these objectives.

**ARTICLE 28**  
**USES OF SCHOOL FACILITIES**

A.

1. Upon making arrangements with the Director of Buildings and Grounds, the Association will have the right to use school buildings without cost at reasonable times for meetings. The Principal of the building in question will be notified in advance of the time and place of all such meetings.
  2. Upon making arrangements with the Director of Building and Grounds, the Association will have the right to use the gymnasium and other athletic facilities and equipment at the High School, without cost, for one (1) evening each week. The Principal of the buildings in question 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, which will be placed in the faculty lounges, for the purpose of displaying official Association notices, circulars, and other material of a non-controversial nature. Copies of all such material will be given to the building Principal, but their advance approval will not be required. If the Principal objects to a particular bulletin, they will take the matter up with the Association.
- C. Use of school facilities and equipment for Association use shall be freely granted within reasonable limits. The cost of any materials used will be borne by the Association.
- D. No teacher will be prevented from wearing pins or other identification of membership in the Association or any other teacher organization.
- E. Upon proper notification, teachers shall be permitted to enter (outside of regular school hours) the building to which they are assigned with the approval of the Building Principal

and at no cost to the Committee.

## ARTICLE 29 TEMPORARY LEAVES OF ABSENCE

- A. Death in the Immediate Family - Unit A employees shall be allowed a period of up to five (5) consecutive days of absence, exclusive of Saturdays, Sundays, and legal holidays, at the discretion of the bereaved member without loss of pay when there is a death in their immediate family. The immediate family is defined to include the mother, father, sister, brother, child, spouse, mother-in-law, father-in-law, grandparent, grandchild, niece, nephew, significant other, brother-in-law, sister-in-law, aunt, and uncle. Acknowledging the changing composition of the family unit, the immediate family shall also include step-parents, step-siblings, and families with two (2) mothers or two (2) fathers. In the case of gay/lesbian employees, the immediate family also includes their partner and partner's parents and children. In case of unusual circumstances not covered by the above, additional time off with pay may be granted by the Superintendent. One (1) day absence without loss of pay shall be allowed to attend the funeral of a resident of the same household. If further time is required, it will be taken as either a personal or an unpaid day. The computation of bereavement days shall begin the day after the death of the family member. Up to two (2) days per calendar year may be deducted from a Unit A employee's sick time and used for bereavement leave on behalf of any person significant to the Unit A employee's life.

Should the application of the phrase "consecutive calendar days" provide for fewer than five (5) working days of paid absence, such affected employee may, in the case of unusual circumstances such as death or funeral out of state or delayed funeral, request additional time off with pay. The determination of the Superintendent concerning such additional days shall be final and shall not be subject to the grievance or arbitration provision of the Agreement. The total time permitted under this Section A shall not exceed five (5) working days.

- B. Three (3) personal days per calendar year without a stated reason shall be allowed to each teacher for a situation which arises and cannot be handled outside the regular school day. Effective July 1, 2023, accruals will run from July 1 to June 30 (September 1 - August 31) of each school year. New teachers starting on the first day of school will receive the full allotment. The Association agrees to establish an Ethics Committee which shall investigate any abuses and make recommendations to the Assistant Superintendent for Human Resources. Application for personal leave must be made at least twenty-four (24) hours before taking such leave except in the case of an emergency. The benefits of this paragraph shall not be utilized so as to extend a holiday or a vacation period, except in the case of an emergency or other good cause as determined by the Assistant Superintendent for Human Resources. Effective upon ratification of the contract, employees shall be eligible to use personal days consecutively, if needed. Depending on the circumstances employees may be able to borrow additional personal days from the next year's allotment. The decision will be subject to the superintendent's approval. [This Implementation Plan](#) will guide the change noted above
- C. Unless a teacher has been absent from school for personal illness or absent under provisions of Article 16, they shall not be granted a personal day unless they were

physically present in school on the previous day.

A maximum of two (2) unused personal days per teacher per year will be converted into sick days on January 1 of each year. The first year of conversion will begin at the end of 1995. Effective January 1, 2004, all unused personal days will be converted into sick days.

### **ARTICLE 30** **SICK LEAVE**

An indefinite number of days may be accumulated.

- A. Teachers newly hired to the District at the start of the school year will be awarded four (4) sick days for the months of September through December (prorated if after the start of school). Effective the 2023-2024 school year, accruals will run from July 1 to June 30 (September 1 - August 31) of each school year. New teachers starting on the first day of school will receive the full allotment. On July 1 and each succeeding July 1 of continuous employment, the teacher will be awarded twelve (12) sick days. Beginning on the sixth (6th) year of continuous employment, the sick day award on July 1st will be thirteen (13). On July 1 of the eleventh (11th) year of continuous employment, the sick day award will be fourteen (14) days. [This Implementation Plan](#) will guide the change noted above.
- B. Sick leave deductions will be made from the accumulation if payment has been made to the individual during their absence; otherwise, no deduction will be made from the individual's accumulation.
- C. The Committee has established a borrowing policy which involves the following conditions:
  - 1. If an individual is out of service beyond their accumulation, at any period in their service, and wishes to petition the Committee through the Superintendent for extra days, the Committee reserves the right to grant such a petition up to fifteen (15) days, with the understanding that the individual shall repay by services the number of days that have been granted.
  - 2. If an individual resigns from the District and has on their record borrowing time, then a financial deduction will be taken before the final payment period.
- D. The implementation of the indefinite accumulation for employees in service prior to January 1, 1966, started as of that date.
- E. Adjustment to the sick leave plan shall be based solely on the years of service in the Framingham Public Schools.
- F. In the event that the illness of an employee extends beyond three (3) consecutive school days, the Superintendent of Schools and/or their designee may require a doctor's certificate as to the nature of the illness, the condition of the employee, and the ability of the employee to resume work.
- G. The appearance of a pattern of abuse and/or the use of ten (10) or more sick days in a school year may lead to an investigation for possible abuse of sick time. Abuse of sick

leave can lead to disciplinary action.

- H. In the event an employee's sick day abuts a holiday and/or long weekend, the Superintendent of Schools and/or their designee may require a doctor's note.

**ARTICLE 31**  
**EXTENDED LEAVES OF ABSENCE**

- A. The Committee agrees that up to two (2) teachers designated by the Association may, upon individual request to the Committee, be granted a leave of absence for up to four (4) years without pay for the purpose of serving as an elected official in a local, state, or the National Education Association. The exercise of this discretion will be reasonable. Upon return from such leave, a teacher will be considered as if they were actively employed by the Committee during the leave and will be placed on the salary schedule at the level they would have achieved if they had not been absent. An employee may be granted only one such leave during their lifetime.
- B. A leave of absence without pay of up to two (2) years will be granted to any teacher who serves as a full-time exchange teacher and is a full-time participant in either of such programs. Upon return from such leave, a teacher will be considered as if they were actively employed by the Committee during the leave and will be placed on the salary schedule at the level they would have achieved if they had not been absent.
- C. Military leave will be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States. Upon return from such leave, a teacher will be placed on the salary schedule at the level which they would have achieved had they remained actively employed in the system during the period of their absence up to a maximum of two (2) years.
- D. A leave of absence without pay or increment of up to one (1) year may be granted at the discretion of the Superintendent of Schools or their designee for the purpose of caring for a sick member of the teacher's immediate family. The exercise of such discretion will be reasonable. Additional leave may be granted at the sole discretion of the Superintendent of Schools or their designee.
- E. The Superintendent of Schools or their designee may grant a leave of absence without pay or increment to any teacher to campaign for or serve in a public office. The exercise of this discretion will be reasonable.
- F. After five (5) years of continuous employment in the Framingham Public Schools a teacher may be granted a leave of absence without pay for up to one (1) year for health reasons.
- G. Any teacher whose personal illness extends beyond the period compensated will be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness up to a maximum of two (2) calendar years from the last day for which pay was received. Should the teacher be re-employed at a future date, all benefits related to seniority and service will be restored after a year of satisfactory

service. It is understood by the parties that re-employment will be as a teacher without professional status.

- H. Other leaves of absence without pay may be granted by the Superintendent of Schools or their designee.
- I. Seniority will be maintained but will not accrue during any leave granted by the Superintendent of Schools or their designee for the purpose of permitting a teacher to explore or pursue an alternate career. Requests for leaves for this purpose must be made by March 1, preceding the school year for which the request is made.
- J. Seniority will be maintained and accrued during any leave granted in accordance with paragraphs A, B, C, D, E, F, G, and H.
- K. All benefits to which a teacher was entitled at the time their leave of absence commenced, including unused accumulated sick leave, will be restored to them upon their return, and they will be assigned to the same position, or one substantially equivalent to the one held at the time the said leave commenced.
- L. All requests for extensions or renewals of leaves must be applied for in writing on or before March 1 of the year in which the leave expires. Decisions on these requests will be confirmed in writing.

### **ARTICLE 32** **SABBATICAL LEAVES**

Sabbatical leave shall be granted only for those purposes which will definitely improve the instruction in, or the administration of, the Framingham Public Schools. Leaves granted for professional study or for travel combined with such study, or for any reason which, in the judgment of the Superintendent, will contribute to the individual's cultural or technical qualifications in the schools shall be considered consistent with the purpose stated above.

Sabbatical leave shall be granted at the discretion of the Superintendent of Schools.

Regularly appointed employees of the teaching, supervisory, or administrative staff who have given seven (7) school years of uninterrupted and satisfactory service in the Framingham Public Schools before their sabbatical takes effect shall be eligible for sabbatical leave.

Not more than one percent (1%) of the teachers shall be on sabbatical leave at the same time. The extent of the candidate's service, their sabbatical plans, and equitable distribution among the different teaching and administrative groups and the order in which the applications are received shall be considered in determining the granting of sabbatical leaves.

Sabbatical leave shall be granted for either one-half ( $\frac{1}{2}$ ) or one (1) school year only.

A teacher absent on sabbatical leave shall receive fifty percent (50%) of their current salary unless this amount exceeds fifty percent (50%) of the maximum salary for their classification, or the amount exceeds fifty percent (50%) of the maximum salary paid to a teacher with a



master's degree. In other words, no person on sabbatical leave shall be paid at a rate higher than fifty percent (50%) of the maximum master's salary.

Any person granted a leave of absence with partial pay shall, prior to the granting of such leave, enter into a written agreement with the Committee that, upon the termination of such leave they will return to service in Framingham for a period twice the length of such leave and that, in default of completing such service, they will refund to Framingham an amount equal to such proportion of salary received by them while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered.

Such repayment must be made within ten (10) months of the date of resignation. If repayment is not made within this time, reimbursement of collection expenses up to three hundred dollars (\$300.00) actually incurred by the Committee may also be required by the Committee.

Application for sabbatical leave shall be made on a form furnished by the Office of Human Resources. Among other data, a statement of the program which the applicant plans to carry out while on leave shall be submitted. This program must be consistent with the purpose stated above. All applications for a sabbatical leave shall be filed in the Office of Human Resources not later than December 1 of the previous school year. An applicant may withdraw an application without prejudice. In extenuating circumstances, the Committee retains the discretion to consider an application filed later than December 1.

### **ARTICLE 33** **PARENTAL LEAVE OF ABSENCE**

- A. General. Any teacher may apply for a parental leave of absence. An employee shall be granted an absence from employment for the purpose of parental leave, which shall include leave for the purpose of giving birth to and/or receiving a newly born infant or for the placement of a child under the age of 18, or under the age of 23 if the child is disabled, for adoption, surrogacy, or foster or court-ordered placement.

The following shall apply

1. The employee may take a leave of absence of forty (40) consecutive workdays or the remainder of the school year, whichever comes first, which shall include the date of delivery or termination of pregnancy and/or receiving of a child through adoption, surrogacy, or foster or court-ordered placement, provided that in the case of adoption, surrogacy, or foster or court-ordered placement an employee may use up to five (5) of these days prior to the aforementioned date. The following do not count as workdays: holidays, weekends, school cancellations, and school breaks during the school year. The employee shall notify the Office of Human Resources in writing if this is the option they are electing at least two (2) weeks prior to the anticipated departure.
2. The employee shall return to work on the first day of the school year following the delivery or termination of pregnancy and/or receiving of a child through adoption, surrogacy, or foster or court-ordered placement. In addition, if the aforementioned occurs during the summer break, the employee can elect to return on the first day of the school year one (1) full school year following the event or take a leave of absence up to and including the number of consecutive workdays needed to reach the

equivalent 40 weekdays from the event. For example, if the qualifying event occurs 17 weekdays prior to the first teacher workday of the academic year, then the employee can elect to take a leave of absence of up to and including 23 consecutive workdays. If the employee elects to return one (1) full school year following the event, the employee shall notify the Office of Human Resources in writing if this is the option they are electing at least two (2) months prior to the anticipated departure.

3. A second consecutive school year's leave of absence for the same pregnancy and/or receiving of a child through adoption, surrogacy, or foster or court-ordered placement shall be granted, provided the teacher makes such request by the March 1 preceding the school year for which the leave is requested.
  4. Seniority will be maintained but not accrued during any total period of continuous parental leave in excess of twelve calendar months if due to the same pregnancy and/or receiving of a child through adoption, surrogacy, or foster or court-ordered placement.
- B. Sick Leave. An employee on parental leave, upon written request, shall be entitled to utilize accrued sick leave subject to the following conditions:
1. Accrued sick leave may only be utilized for up to and including forty (40) consecutive workdays for employees whose full-time equivalency is 1.0. It is understood that the forty (40) consecutive workdays shall not extend over summer break and into fall with the exception as noted in A2 above.
  2. Payment of sick leave, as aforementioned, shall be made on the days on which the employee would have been paid had they been working. Use of such accrued sick leave for employees whose full-time equivalency is less than 1.0 will be prorated based upon their full-time equivalency. Use of such accrued sick leave shall in no way result in the said employee receiving more than a total of forty (40) consecutive workdays of paid parental leave.
- C. Rights. The School Committee shall not be required to restore an employee on parental leave to their previous or similar position if other employees of equal length of service credit and status in the same or similar position have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of such parental leave; provided, however, that such employee on parental leave shall retain any preferential consideration for another position to which they may be entitled as of the date of their leave.
- D. Insurance. Teachers shall have the option to continue such insurance benefits as they might indicate, individually assuming the costs of such programs during the period of unpaid leave subject to the terms of the insurance contract between the School Department and the insurance carrier, provided such premiums are paid when billed by the City of Framingham Human Resources, payable to the City of Framingham. Any unused accumulated sick leave will be retained, but no additional sick leave will be accrued until return to service.
- E. Medical. The Office of Human Resources may require a teacher who is a birth parent to provide a note from their medical provider that they are physically able to resume their

work before returning to work.

- F. Effective upon ratification of the contract beginning September 1, 2021, Parental Leave of up to forty consecutive workdays of accrued sick time shall be fully available to both parents, even if both parents are bargaining unit employees.
- G. Employees may be eligible for additional benefits under the Family Medical Leave Act (FMLA) as well as the law of the Commonwealth of Massachusetts.

**ARTICLE 34**  
**IN-SERVICE PROGRAM**

- A. A committee consisting of the Association's Instructional and Professional Development Committee and the Assistant Superintendent(s) for Elementary and Secondary Education, will be formed to advise the Superintendent of Schools on the planning of the in-service program, and this committee will encourage participation by the professional staff in the in-service program.
- B. At the elementary level, sufficient time shall be allowed for consecutive parent-teacher conferences to be held on consecutive weeks when reporting is scheduled.

**ARTICLE 35**  
**SUMMER SCHOOL**

- A. The operation of a comprehensive Summer School in Framingham shall be continued so long as a need for such a program continues to exist in the opinion of the Committee.
- B. Salaries of Summer School personnel are listed in the Appendix to this Agreement.
- C. The Association will appoint a committee on Summer Schools which will study the present structure and future needs of such a program and will make recommendations relative to Summer School structure and operation to the Director of the Summer School and the School Committee for their consideration.

**ARTICLE 36**  
**CURRICULUM REVISION**

There may be a voluntary curriculum revision program each summer under the direction of the Superintendent. The purpose of the program is to study needed curriculum revision.

**ARTICLE 37**  
**DISTRICT SPONSORED COURSES**

- A. Teachers enrolled in district-sponsored professional development courses that are available for graduate credits can opt to earn FPS salary credits for a fee of seventy-five dollars (\$75.00) per credit. For courses that have additional workload requirements for graduate credits, the same expectation will hold for salary credits. Salary credits may be used by employees to move across lanes, but are not transferable if a teacher leaves the district.
- B. Should an FPS educator have an idea for an extension course they believe would be

beneficial to other educators, they are encouraged to submit a proposal to the Office of Teaching and Learning. The Office of Teaching and Learning would review all proposals to determine alignment to the district strategic plan as a basis of approval within the allotted budget. Such approved course proposals would still need to meet two criteria: approval by FSU for graduate credits and minimum course enrollment (10). Educators whose extension courses run (otherwise known as “FPS Extension Course”) will be paid at the stipended rate of eight hundred and fifty dollars (\$850.00) per credit.

### **ARTICLE 38**

#### **INSTRUCTIONAL & PROFESSIONAL DEVELOPMENT COMMITTEE**

- A. The Association will appoint an Instructional & Professional Development Committee which will consider the future development of the curriculum (including topics such as racial equity and social/emotional needs), teaching methods, aids, teaching materials, and educational facilities intended to encourage the improvement of the educational program in the Framingham Public Schools. This committee will cooperate with the administrators in the implementation of the educational revisions and shall make recommendations to the Committee at reasonable times by mutual agreement. This committee will be consulted prior to any major change in the area described above.
- B. The Association shall make, and Committee agrees to consider, at any time any suggestions intended to improve any aspects of education in the schools.
- C. During the 2010-2011 school year, the work year will include 180 student contact days and two (2) professional development days. Commencing with the 2011-2012 school year, teachers will be available for one (1) additional workday. This additional day will consist of classroom preparation (50%) and building-based and/or district meetings (50%). This additional day will be scheduled on the day immediately before school commences for students. The salary schedule will be modified by increasing steps 3 through 12 by one day’s pay.
- D. Effective September 1, 2013, a professional development day shall be added to the annual school calendar for a total of one hundred and eighty-four (184) workdays for teachers.
- E. Effective September 1, 2014, a professional development day shall be added to the annual school calendar for a total of one hundred and eighty-five (185) workdays for teachers.

### **ARTICLE 39**

#### **ADMINISTRATION-SCHOOL COMMITTEE ASSOCIATION CONFERENCES**

- A. Each building Principal shall meet at least once a month during the school year with two (2) representatives of the Association at their request to discuss school operation and questions other than grievances relative to the implementation of the Agreement.

- B. The Superintendent shall meet monthly at a mutually agreeable time with two (2) representatives of the Association to discuss matters relative to the implementation of this Agreement. One (1) week prior to such meetings, an agenda of discussion items will be submitted by each party.
- C. The President(s) and the Executive Board of the Association shall meet with the Committee at least six (6) times per academic year to discuss issues, matters, concerns, and other jointly set agenda items. These six (6) dates shall be mutually agreed upon by the Chair of the Committee and the President(s) of the Association by September 15 of each school year.

**ARTICLE 40**  
**MASSACHUSETTS TEACHERS ASSOCIATION ANNUAL MEETING**

By April 1, the Association will notify the Superintendent of Schools of the names of up to ten (10) delegates allowed to attend the May Annual Meeting.

**ARTICLE 41**  
**PROFESSIONAL DAY**

One (1) in-service day each year will be designated by the Committee as a professional day in cooperation with the Association, and meetings, exhibits, and activities of a professional nature will be held during the normal in-service hours.

**ARTICLE 42**  
**DUES DEDUCTION**

The Committee hereby accepts the provision of Section 17C of Chapter 180 of the General Laws of Massachusetts and, in accordance therewith shall certify to the Treasurer of Framingham all payroll deductions for payment of dues to the Association duly authorized by employees covered by this contract. The Association agrees to indemnify, defend and hold harmless the Committee from and against any claims made against the Committee pursuant to this Article.

Within thirty (30) days from the time the School Department has the technical capability for this paragraph, the Committee will vote to accept the provisions of G.L. c.180, section 171. Employees may authorize the Committee to deduct from their salary a contribution to Voice of Teachers for Education for an amount which the employees shall specify in writing. The Committee will certify on the payroll the amount to be deducted by the Treasurer. Such amounts shall be transmitted to the Massachusetts Teachers Association within thirty (30) days.

**ARTICLE 43**  
**SCHOOL COMMITTEE RIGHTS**

Both parties recognize that under the laws of the Commonwealth of Massachusetts the Committee has the exclusive right, responsibility, and final authority for establishing the policies for the control, direction, and management of the School Department. Therefore, it is understood and agreed that this Agreement concerns those matters of wages, hours, and conditions of employment which have been expressly bargained for and are included herein

and expressly reserves those powers, prerogatives, and authority not expressly abridged or modified by this Agreement to the Committee. Further, both parties agree that it is their responsibility to abide by the terms of this Agreement for its duration.

It is agreed that management officials of the Committee shall at all times retain the right to direct employees, to hire, promote, transfer, assign and retain employees within the School Department, and to suspend, demote, discharge, or take other disciplinary action against employees for just cause, to relieve employees from duties because of lack of work or for other legitimate reasons, to maintain the efficiency of the operations entrusted to them, to determine the methods, means and personnel by which such operations are to be conducted, to conduct school system operations in a safe and most efficient manner, and to take whatever actions may be necessary to carry out the mission of the School Department, subject to the provisions of this Agreement.

The just cause provision referred to in the previous paragraph shall not apply to the non-renewal of non-professional teacher status nor to the dismissal of new teachers during the first ninety (90) days.

#### **ARTICLE 44** **WAIVER PROVISIONS**

- A. The Association and the Committee agree that each has had a right to bargain for any provision that they wished in this Agreement and each expressly waives the right to reopen the Agreement for any further demands or proposals and agrees that the present contract constitutes a complete agreement on all matters and that if other proposals have been made, they have been withdrawn in consideration of the Agreement.
- B. 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 provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

#### **ARTICLE 45** **DURATION**

This Agreement shall remain in full force from September 1, 2021, through August 31, 2024.

#### **ARTICLE 46** **PRESIDENT OF FRAMINGHAM TEACHERS ASSOCIATION**

The role of the President of the Association will constitute no more than a total of 1.0 FTE. The President(s) of the Association shall be relieved of their full-time responsibilities for the purpose of conducting Association business. The President(s) shall maintain a full salary as specified by the Salary Schedule.

Effective the 2020-2021 and 2021-2022 school years, the district shall be responsible for fifty percent (50%) of the cost of a replacement of a Unit A member, and the Association shall be responsible for the remaining fifty percent (50%) of the cost of a replacement of a Unit A member, equivalent to the lowest paid full time employee with a cap of up to a Masters at Step 1 on the Salary Schedule.

Effective the 2022-2023 school year, the district shall be responsible for fifty percent (50%) of the cost of the actual salary of the President and the Association shall be responsible for the remaining fifty percent (50%) of the cost of a replacement of the salary of the President.

Effective the 2023-2024 school year, the district shall be responsible for twenty-five percent (25%) of the cost of the actual salary of the President and the Association shall be responsible for the remaining seventy-five percent (75%) of the cost of a replacement of the salary of the President.

Effective at the end of 2023-2024 school year, the President's salary shall be paid in full by the Association to the District equal to the amount of release time if any (for instance, if the President receives only a 0.5 FTE release from teaching duties, the Association will reimburse the District for 0.5 of the actual President's salary; if there is no release time provided, the Association will not provide any reimbursement).

Upon the completion of the role of President(s), every effort will be made by the Superintendent to return the Unit A member(s) to their previous or comparable assignment(s).

#### **ARTICLE 47** **TEACHER INFORMATION**

The Committee agrees to furnish the following information to teachers upon the receipt of a written request:

- 1) The number of days of unused sick leave;
- 2) Placement on salary schedule;
- 3) Any other compensation; and/or
- 4) All accepted academic salary credits.

#### **ARTICLE 48** **AGENCY SERVICE FEE**

The Committee agrees to deduct yearly as a condition of employment an agency service fee in accordance with the provisions of Massachusetts General Laws, Chapter 180, Section 171 and chapter 150E Section 12. These fees will be deducted from employees of the bargaining unit who are not members of the Association, contingent on satisfactory proof that sixty-five percent (65%) of those eligible for membership have joined.

The Association agrees to indemnify, defend and hold harmless the Committee from and against any claims made against the Committee pursuant to this Article.

#### **ARTICLE 49** **JURY DUTY PAY**

A teacher required to be absent from work because of Jury Duty shall be paid the difference, if any, between their regular wages over and above the amount they receive because of such Jury Duty. The difference shall also include any loss of wages relating to extra-curricular or coaching positions or who is required to attend court or other legal proceedings pursuant to a summons in connection with matters arising out of their professional responsibilities.

**ARTICLE 50**  
**ORDERLY RETIREMENT INCENTIVE PLAN**

Subject to the following conditions, an amount of money equal to one hundred dollars (\$100.00) times the number of full years of their continuous service will be paid to a teacher who retires after the last day of school in that school year or no later than the day before the first day of school in the next school year, provided:

- A. The teacher notifies the Superintendent in writing no later than the second (2nd) Friday in February immediately preceding the retirement date.
- B. The teacher works through to the last day of that school year.
- C. Less than a full year of service will be prorated on a ten (10) month-year basis, with a full month credit for fifteen (15) or more days of service and no credit for less than fifteen (15) service.
- D. The amount of money due in this benefit, as determined by the provisions above; will be reduced by an amount equal to one hundred dollars (\$100.00) times the number of sick days paid for in excess of ten (10) days between January 1 and the last day of school. However, the use of sick days in excess of ten (10) days shall be waived if used for a medically documented reason.
- E. Should an eligible and enrolled teacher die in the period from their notification date to the last day of school, the money owed under this Article will be paid to their estate.
- F. If a person was employed by the Framingham Public Schools and left but subsequently returns and works a minimum of ten (10) consecutive years additionally, the calculation of years of service for the purpose of this article will be for the total number of full years of employment with the Framingham Public Schools.

**ARTICLE 51**  
**EMPLOYER CONTRIBUTIONS TO BENEFIT PLANS**

- A. Pursuant to the provisions of chapter 697 of the Acts of 1987 (the Public Employee Pension Reform Act), the Committee agrees to make the necessary changes in its payroll procedures to allow employee contributions to health insurance, to be paid with pretax earnings.
- B. The Committee agrees to participate in a joint study committee with the Association to determine the possibility of participation, administration, and implementation of a Dependent Care Account Plan (D-CAP) and/or a Medical Care Account Plan (MED-CAP).
- C. Should the Coalition of City Unions no longer be in existence, the Association reserves its rights to bargain regarding healthcare.
- D. School nurses will be included as insured "health care professionals" within the General Liability insurance contract issued to the City of Framingham, with Occurrence Limit coverage of one million dollars (\$1,000,000.00).



**ARTICLE 52**  
**SICK LEAVE BUY BACK PROGRAM**

Teachers who have served in the Framingham Public Schools for fifteen (15) years or more will be entitled to a buy-back of unused sick leave time upon retirement according to the following stipulations:

- A. The notification of intent to retire is received by the Office of Human Resources no later than the second (2nd) Friday in February preceding the retirement.
- B. The teacher must retire between the end of the school year and the beginning of the next school year.
- C. The teacher must have a minimum of one hundred (100) sick days accumulated at the point of retirement.
- D. For every sick day beyond one hundred (100), the teacher will be paid the amount of sixty dollars (\$60.00) for each unused sick day. For teachers working less than full time at the point of retirement, the daily rate will be prorated. The financial benefit under this Article shall not exceed seven thousand five hundred dollars (\$7,500.00) for each teacher who retires. This amount shall increase to nine thousand dollars (\$9,000.00) as of September 1, 2009.
  - 1. Payments for Sick Leave Buy Back and/or Orderly Retirement benefits shall be made in three (3) equal annual payments with the first (1st) payment made one (1) year after retirement and the second (2nd) and third (3rd) payments made on the second (2nd) and third (3rd) anniversary dates of retirement.
  - 2. Retiring teachers who are eligible for this provision as well as the Orderly Retirement Incentive Provision (see Article 50) will be able to access both provisions, but the combined financial benefit shall not exceed seven thousand five hundred dollars (\$7,500.00) for each teacher who retires. This amount shall increase to nine thousand dollars (\$9,000.00) as of September 1, 2009.

**ARTICLE 53**  
**TUITION REIMBURSEMENT**

To be considered for reimbursement, a grade of C or above must have been received in the course.

Upon ratification of this Agreement, ten thousand dollars (\$10,000.00) will be transferred from the Supply Reimbursement Fund into the Tuition Reimbursement Fund for a pool of one hundred and ten thousand dollars (\$110,000.00), which shall be made available for tuition reimbursement as of the 2018-2019 school year for the purpose of reimbursing Unit A employees for fees, tuition costs, books and/or reading materials related to satisfactorily completed credit courses taken at a degree-granting institution accredited by the U.S. Department of Education. Should other financial assistance be received, the reimbursement will be reduced so that the sum of financial assistance and reimbursement does not exceed the full amount of the course cost. Unit A employees shall be reimbursed for the

aforementioned costs by June 30.

In each school year, should funds remain in the Supply Reimbursement Fund as of May 1, such funds will be transferred into the Tuition Reimbursement Fund and shall be made available for tuition reimbursement.

Tuition Reimbursement Process:

- A. Beginning July 1, 2019, and for each fiscal year going forward, submissions for reimbursement for courses completed from July 1 to June 30 must be submitted via TalentEd Records to the Office of Human Resources by five (5) business days before July 15 of the following fiscal year.
- B. The Office of Human Resources will notify the employee if there is any missing paperwork. The employee must provide the requested paperwork within two (2) business days.
- C. In order to be submitted for reimbursement, courses must be related to the education field, or be completed as part of a requirement to maintain your DESE certification. The Office of Human Resources will be approving the course(s) and the tuition reimbursement simultaneously.
- D. Beginning in the 2019-2020 school year, members may submit for supply reimbursement until May 1 of each fiscal year. Once all eligible supply reimbursements have been processed, the remaining supply reimbursement funds will be combined with tuition reimbursement funds. The District will encumber the remaining budget lines in the combined Supply Reimbursement Fund and Tuition Reimbursement Fund each fiscal year on June 30.
- E. All employees will receive an equal percentage of their submissions for reimbursement, not to exceed one thousand dollars (\$1,000.00) per employee each fiscal year. The amount to be reimbursed for each submission can be determined after all submissions have been processed and approved.
- F. On either July 15 or the first business day following July 15, the Office of Human Resources must submit ALL approved reimbursement amounts to the Payroll Department for processing.
- G. The employee should receive the reimbursement within two pay cycles after the paperwork is received by the Payroll Department. 10. Beginning July 1, 2020, submissions for courses completed in a previous fiscal year will no longer be eligible for reimbursement.

#### **ARTICLE 54** **CLASSROOM SUPPLIES**

Funds shall become available promptly on a “first-in, first-out” (hereafter, “FIFO”) basis for supplies purchased beginning July 1 of each fiscal year and submitted by May 1.

The Office of Finance & Operations shall inform the Unit A employee of receipt of the submission for supply reimbursement within two (2) workdays of such receipt. Any inquiries

made by the Office of Finance of a Unit A employee that relate to supply reimbursement must be answered within five (5) workdays. Failure to do so shall result in the Office of Finance returning all documents to the Unit A employee with an explanation for the return. Consequently, a Unit A employee will lose their place in FIFO. Within ten (10) workdays of receipt of a completed supply reimbursement request, the Office of Finance shall send the information to payroll; any Unit A employee shall be reimbursed for their supply costs within two (2) pay cycles thereafter.

If the pool of supply reimbursement funds has been exhausted, then further supply reimbursement requests shall be denied by the District. If unused funds in the Supply Reimbursement Fund exist, then such excess funds shall be transferred to the Tuition Reimbursement Fund available for Unit A employees.

The Association President(s) shall be updated monthly via email by the Office of Finance regarding the status of available funds for supply reimbursements.

Upon ratification of the Agreement, ten thousand dollars (\$10,000.00) will be transferred from the Supply Reimbursement Fund into the Tuition Reimbursement Fund for a pool of \$110,000, which shall be made available for tuition reimbursement as of the 2018-2019 school year and beyond.

Commencing September 1, each Unit A employee shall be eligible for up to one hundred dollars (\$100.00) reimbursement for supplies for costs in the fiscal year in which the expense was incurred. Thereafter, a pool of twenty thousand dollars (\$20,000) shall be available yearly to the Association for the purpose of supply reimbursement. In each school year, should funds remain in the Supply Reimbursement Fund as of May 1, such funds will be transferred into the Tuition Reimbursement Fund and shall be made available for tuition reimbursement

#### **ARTICLE 55 NURSE DELEGATION**

School nurses agree to delegate responsibility for EpiPen administration. Such delegation shall include, but not be limited, to training and monitoring of said personnel and shall conform to all applicable regulations of the Commonwealth of Massachusetts and the Board of Registration in Nursing.

#### **ARTICLE 56 WORKSHOP REIMBURSEMENT FOR NON-DESE LICENSE POSITIONS**

Beginning in the 2013-2014 school year, the School Committee will set aside a maximum of ten thousand dollars (\$10,000.00) for workshop for reimbursement for re-licensure of bargaining unit employees who only hold a Board of Allied Health or another non-DESE license. The maximum reimbursement to an eligible employee is an amount of five hundred dollars (\$500.00) per year for the cost of attending an approved workshop.

**APPENDIX A**  
**SALARY SCHEDULE**

- A. Teachers shall be eligible for step increments on September 1.
- B. Effective with the 1984-85 school year, teachers will be paid on the basis of either twenty-one (21) or twenty-six (26) equal bi-weekly payments as the individual teacher may elect. Those who elect the twenty-six (26) payment option will no longer be eligible for lump-sum payment of the twenty-second (22nd) through twenty-sixth (26th) bi-weekly payment. A teacher may change their salary payment basis once each year provided they notify the Office of Human Resources by August 1 immediately preceding the school year for which the change is desired.
- C. In those years in which fifty-three (53) Fridays occur between September 1 and the August 31 immediately following, the parties may agree that on the second Friday following the 26th payment, no payments will be made because the entire annual compensation will have been paid in the twenty-sixth (26th) payment previously made; or the parties may agree that total compensation be paid in twenty-seven equal payments.
  - 1. In those years where there are fifty-three (53) Fridays, there shall be no more than three (3) weeks between the last paycheck for a previous school year and the first paycheck for a new school year.
  - 2. The parties shall meet annually no later than September 30 to determine if there are 53 Fridays in the school year between September 1st and August 31st of the following school year. By the close of school each year, all employees will be provided a list of pay dates for the upcoming school year.
  - 3. For the 2018-19 school year only, the parties agreed to a three (3) week gap between the 26th check of the 2018-19 and the first check of the 2019-20 school year.
- D. The Committee reserves the right to withhold increments and adjustments for those teachers who do not receive favorable recommendation for increases from their Director, Supervisor or Principal.
- E. Upon proof of re-certifications, teachers will be reimbursed one hundred fifty dollars (\$150.00) for the cost of re-certification. Effective September 1, 2008, teachers required to hold multiple licenses in order to be qualified for their position, will be reimbursed up to three hundred dollars (\$300.00) for the cost of re-certifications. Effective September 1, 2019, the above reimbursement provision shall apply to teachers required by DESE to obtain a specific license or endorsement, in addition to the license they already hold in order to be qualified for their position, will be reimbursed an amount not to exceed One Hundred Fifty Dollars (\$150.00) for related expenses.
- F. If a nurse, because of the absence of the Director of Health and Wellness, at the discretion of the Superintendent, assumes the duties of the Director for a period exceeding five (5) work days in any school year, they shall be paid the difference between

their salary and that of the Director retroactive to the first day of assuming said duties.

- G. The parties agree that the Side Letter of Agreement regarding salary credits will sunset at the end of the 2012-2013 school year.
- H. The parties agree to establish a joint committee to review stipends and make recommendations. All parties will abide by their ratification process for any acceptance of the recommendations from the joint committee.

### **SPECIFIED REQUIREMENTS**

- A. The parties agree to eliminate the Master's Equivalency Lane for all new hires (commencing with the 2013-2014 school year). Bargaining unit employees who are on the payroll as of the execution of this Agreement shall be grandfathered and have access to the Master's Equivalency Lane for nine (9) years (until the end of the 2022 school year). In addition, anyone who has advanced on the salary schedule due to a Master's equivalency shall maintain said advancement.  
The parties agree to eliminate the Masters + 45 Lane for all new hires (commencing with the 2013-14 school year). Bargaining unit employees who are on the payroll as of the execution of this Agreement shall be grandfathered and have access to the Masters + 45 until February 1, 2018. No employee shall advance to the Masters + 45 Lane after February 1, 2018.
- B. Effective the 2018-2019 school year, a principal's recommendation shall no longer be required to move from Level I to Level II in the Bachelor or Master/Master Equivalent schedule.
- C. In order to move from Level II to Level III in the Bachelor or Master/Master Equivalent schedule, a teacher must present evidence of the successful completion of six-semester credits for courses previously approved by the Superintendent of Schools or designee. Three credits must be in the teacher's subject matter field; three credits may be in the field of general education. These courses must have been taken as the teacher progressed through Level II of the salary schedule. The only exception to the subject matter course requirements shall be for those who have been accepted in an advanced degree program.
- D. In order to move from Level III to Level IV on the Bachelor or Master/Master Equivalent schedule, a teacher must present evidence of the successful completion of six-semester credits for courses previously approved by the Superintendent of Schools or designee. Three credits must be in the teacher's subject matter area; three credits may be in the field of general education. These courses must have been taken as the teacher progressed through the steps of Level III of the salary schedule. The only exception to the subject matter course requirements shall be for those who have been accepted in an advanced degree program.

Effective the 2018-2019 school year, in order to be eligible for lane movement, a Unit A employee, upon the completion of the requisite number of credits necessary to qualify for a lane change as noted in the above provisions, shall submit a lane change request form via TalentEd, or any other electronic system designated by the district, with all transcripts, indicating a completion grade of C or above, to the Office of Human Resources. The Office

of Human Resources will then acknowledge receipt of the aforementioned documentation within ten (10) work days. Upon notification of a problem with the aforementioned submission(s), the Unit A employee will have five (5) work days to resolve the problem and submit the necessary documentation.

Effective the 2021-2022 school year, in order to be eligible for lane movement, a Unit A employee, upon the completion of the requisite number of credits necessary to qualify for a lane change as noted in the above provisions, shall submit a lane change request form via TalentEd, or any other electronic system designated by the district, with all transcripts, indicating a completion grade of B- or above, to the Office of Human Resources. Grade of B- or above applies to courses completed after the ratification of the agreement. A completion grade of C or above is required for courses completed prior to ratification of the agreement. The Office of Human Resources will then acknowledge receipt of the aforementioned documentation within ten (10) workdays. Upon notification of a problem with the aforementioned submission(s), the Unit A employee will have five (5) work days to resolve the problem and submit the necessary documentation.

Effective the 2018-2019 school year, Level II to Level III and/or Level III to Level IV advancement will be effective October 1 if an employee submits all of the aforementioned completed documentation on or before October 1 of the year in which Level advancement is sought. Level II to Level III and/or Level III to Level IV advancement will be effective April 1 if an employee submits all of the aforementioned completed documentation after October 1 but on or before April 1 of the year in which Level advancement is sought.

Effective the 2018-2019 school year, employees will no longer be required to obtain advance approval by the Superintendent of Schools or their designee for courses taken in order to move from one lane to another.

Effective the 2018-2019 school year, movement from one salary lane to another (e.g. Masters to Masters +15) shall no longer require preliminary written notice to the Superintendent of Schools or their designee of the intended change by the previous January 30.

No earlier than January 1 of the previous school year, the District will survey staff as to intent to advance to a higher educational lane during the following school year and the Association will encourage its members to participate to allow for budget projections.

- E. In order to move from the Bachelor's schedule to the Master/Master Equivalent schedule, a teacher must present either evidence of a Master's Degree or evidence indicating satisfactory completion of thirty-nine (39) semester hours of credit beyond the bachelor's degree at least eighteen (18) of which must have been taken after September, 1970. These eighteen (18) hours must be approved in advance by the Superintendent of Schools.
- F. Teachers on Masters/Masters Equivalent schedule may progress from that schedule to the Masters +15 schedule upon submission of evidence that fifteen (15) semester hours of credit from an institution accredited by the United States Department of Education or

Massachusetts Department of Elementary and Secondary Education have been satisfactorily completed after having received a Master's Degree or having attained the Masters/Masters Equivalent Level.

- G. Teachers on Masters +15 schedule may progress from that schedule to the Masters +30 schedule upon submission of evidence that fifteen (15) semester hours of credit from an institution accredited by the United States Department of Education or Massachusetts Department of Elementary and Secondary Education have been satisfactorily completed after having reached the Masters +15 Level.
- H. Teachers on Masters +30 schedule may progress from that schedule to the Masters +60 schedule upon submission of evidence that thirty(30) semester hours of credit from an institution accredited by the United States Department of Education or Massachusetts Department of Elementary and Secondary Education have been satisfactorily completed after having reached the Masters +30 Level.

Effective the 2020-2021 school year, employees on the Masters +30 schedule may progress to the Masters +45 schedule upon submission of evidence that fifteen (15) semester hours of credit from an institution accredited by the United States Department of Education or Massachusetts Department of Elementary and Secondary Education have been satisfactorily completed after having reached the Masters +30 Level.

- I. Effective the 2020-2021 school year, employees on the Masters +60 schedule may progress to the Masters +75 schedule upon submission of evidence that fifteen (15) semester hours of credit from an institution accredited by the United States Department of Education or Massachusetts Department of Elementary and Secondary Education have been satisfactorily completed after having reached the Masters +60 Level.

Effective the 2018-2019 school year, lane advancement will be effective October 1 if an employee submits all of the aforementioned completed documentation on or before October 1 of the year in which advancement is sought. Lane advancement will be effective April 1 if an employee submits all of the aforementioned completed documentation after October 1 but on or before April 1 of the year in which advancement is sought.

Any newly hired Unit A employees shall submit all of their graduate credits within two (2) weeks of the date of hire.

Any Unit A employee will be able to store their transcripts in their personnel file by uploading them via the district-designated electronic system.

- Effective the first day of the 2021-2022 school year, increase the salary schedule by 2.00%.
- Effective the first day of the 2022-2023 school year, increase the salary schedule by 2.00%.
- Effective the first day of the 2023-2024 school year, increase the salary schedule by 2.00%.

Effective September 1, 2008, nurses will no longer receive a clothing allowance.

- J. Billheads should be submitted no later than ten school days after the work has been performed

## SUPERMAX STEP

If a teacher works under contract for less than a full year, but more than ninety (90) school days during that year, the year shall be counted toward the total years. A teacher working under contract for less than a full day or less than a full week shall receive this supermax benefit at a prorated basis. In each year, the supermax benefit is added after calculating the percentage wage increase. In order to qualify for supermax, a teacher must have attained Professional Teacher Status in the Framingham Public Schools. Service as a substitute or student teacher will be excluded.

For the 2018-2019 school year, the Office of Human Resources will issue an Employee Notification Form within thirty (30) calendar days of ratification; employees will have thirty (30) calendar days to submit the Form to be eligible for a new supermax benefit in the 2018-2019 school year. Funds will be disbursed within ninety (90) calendar days of such submission, and payment will be retroactive to the beginning of the 2018-2019 school year.

Subject to the restrictions set out above, effective the first day of the 2018-2019 school year, any Unit A employee who has completed at least fifteen (15) years in public education shall be eligible for a supermax set benefit equal to seven hundred fifty dollars (\$750.00) above the step immediately below it.

Subject to the restrictions set out above, effective the first day of the 2018-2019 school year, any Unit A employee who has completed at least twenty (20) years in public education shall be eligible for a supermax set benefit equal to fifteen hundred dollars (\$1,500.00) above the step immediately below it.

Subject to the restrictions set out above, effective the first day of the 2018-2019 school year, any employee who has completed at least twenty-five (25) years of service in Framingham Public Schools shall be eligible for a supermax set benefit equal to two thousand dollars (\$2,000.00) above the step immediately below it.

Subject to the restrictions set out above, effective the first day of the 2018-2019 school year, any employee who has completed at least thirty (30) years of service in Framingham Public Schools shall be eligible for a supermax set benefit equal to two thousand five hundred dollars (\$2,500.00) above the step immediately below it.

A teacher shall be entitled to only one supermax step payment in any one year.

The M45 lane shall not be available to any employee **not** on the payroll as of the execution of this Agreement. Bargaining unit employees who are on the payroll as of the execution of this Agreement but have not yet attained the M45 advancement will have until February 1, 2018 to attain advancement to the M45. No employee shall advance to the M45 lane after February 1, 2018 until the 2020-2021 school year, once they have met Specified Requirements, section H. (above).



**2021-2022 SALARY SCHEDULE**

2021-2022 School Year (2.0% increase)									
Step	Bachelors	Masters	Masters +15	Masters +30	Masters +45	Masters +60	Masters +75	Doctorate	Level
1	51,028	55,075	56,961	58,845	60,734	62,614	64,493	64,500	
2	52,844	56,728	58,670	60,609	62,555	64,491	66,425	66,435	
3	54,429	58,430	60,429	62,427	64,430	66,426	68,420	68,428	
4	57,121	61,324	63,422	65,521	67,625	69,724	71,816	71,823	I
5	59,947	64,360	66,398	68,768	70,976	73,180	75,375	75,387	
6	62,916	67,615	69,866	72,177	74,493	76,811	79,115	79,125	
7	66,035	70,894	73,328	75,759	78,190	80,622	83,040	83,048	II
8	69,308	74,415	76,965	79,519	82,073	84,621	87,160	87,177	
9	72,742	78,507	80,784	83,466	86,146	88,828	91,493	91,503	
10	76,351	82,826	84,796	87,606	90,424	93,238	96,035	96,053	III
11	80,140	87,378	89,458	91,959	94,915	97,870	100,807	100,821	
12	84,023	91,565	93,208	95,324	97,810	100,817	103,841	103,841	IV

SUPERMAX		
Supermax	\$750.00	Any employee with 15 years in public education
Supermax 1	\$1,500.00	Any employee with 20 years in public education
Supermax 2	\$2,000.00	Any employee with 25 years in Framingham Public Schools
Supermax 3	\$2,500.00	Any employee with 30 years in Framingham Public Schools

**2022-2023 SALARY SCHEDULE**

Salary 2022-2023 School Year (2.00% increase)									
Step	Bachelors	Masters	Masters +15	Masters +30	Masters +45	Masters +60	Masters +75	Doctorate	Level
1	52,048	56,176	58,100	60,022	61,949	63,866	65,782	65,790	
2	53,901	57,863	59,844	61,822	63,806	65,780	67,754	67,763	
3	55,518	59,598	61,637	63,676	65,719	67,755	69,788	69,796	
4	58,263	62,551	64,690	66,831	68,977	71,119	73,252	73,260	I
5	61,146	65,647	67,726	70,144	72,395	74,643	76,882	76,895	
6	64,174	68,967	71,263	73,621	75,982	78,347	80,698	80,708	
7	67,355	72,312	74,794	77,275	79,754	82,234	84,701	84,709	II
8	70,694	75,903	78,504	81,110	83,715	86,314	88,903	88,921	
9	74,197	80,078	82,400	85,135	87,869	90,604	93,323	93,333	
10	77,878	84,483	86,492	89,358	92,233	95,103	97,956	97,974	III
11	81,743	89,126	91,247	93,798	96,813	99,827	102,823	102,837	
12	85,703	93,397	95,072	97,231	99,766	102,833	105,918	105,918	IV

SUPERMAX		
Supermax	\$750.00	Any employee with 15 years in public education
Supermax 1	\$1,500.00	Any employee with 20 years in public education
Supermax 2	\$2,000.00	Any employee with 25 years in Framingham Public Schools
Supermax 3	\$2,500.00	Any employee with 30 years in Framingham Public Schools

## 2023-2024 SALARY SCHEDULE

2023-2024 School Year (2.00% increase)									
Step	Bachelors	Masters	Masters +15	Masters +30	Masters +45	Masters +60	Master +75	Doctorate	Level
1	53,089	57,300	59,262	61,222	63,188	65,143	67,098	67,105	
2	54,979	59,020	61,041	63,058	65,082	67,096	69,109	69,119	
3	56,628	60,790	62,870	64,949	67,033	69,110	71,184	71,192	
4	59,429	63,802	65,984	68,168	70,357	72,541	74,718	74,725	I
5	62,369	66,960	69,080	71,547	73,843	76,136	78,420	78,433	
6	65,457	70,346	72,689	75,093	77,502	79,914	82,312	82,322	
7	68,703	73,758	76,290	78,820	81,349	83,879	86,395	86,404	II
8	72,108	77,421	80,075	82,732	85,389	88,040	90,681	90,699	
9	75,681	81,679	84,048	86,838	89,626	92,416	95,189	95,200	
10	79,436	86,172	88,221	91,145	94,077	97,005	99,915	99,934	III
11	83,378	90,908	93,072	95,674	98,750	101,824	104,879	104,894	
12	87,417	95,265	96,973	99,175	101,761	104,890	108,036	108,036	IV

SUPERMAX		
Supermax	\$750.00	Any employee with 15 years in public education
Supermax 1	\$1,500.00	Any employee with 20 years in public education
Supermax 2	\$2,000.00	Any employee with 25 years in Framingham Public Schools
Supermax 3	\$2,500.00	Any employee with 30 years in Framingham Public Schools

**NON-GRID STIPENDS**

1. All stipend amounts listed below are yearly amounts unless otherwise indicated.

<b>HIGH SCHOOL</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
Academic Liaison to Athletics	\$6,000.00	\$6,000.00	\$6,120.00
AP Coordinator	\$5,500.00	\$5,500.00	\$5,610.00
College and Career Counselor	\$4,100.00	\$4,100.00	\$4,182.00
Equipment Manager	\$6,486.00	\$6,486.00	\$6,615.72
Faculty Manager	\$8,722.00	\$8,722.00	\$8,896.44
Guidance Counselor Department Facilitator	\$400.00	\$400.00	\$408.00
*If the Facilitator is NOT the Department Head	\$1,500.00	\$1,500.00	\$1530.00
Limited English Proficiency Coordinator (LEP)	\$319.00	\$319.00	\$325.38
Parent Involvement Facilitator (PIF)	\$2,127.00	\$2,127.00	\$2,169.54
Social Worker Department Facilitator	\$1,500.00	\$1,500.00	\$1,530.00
VHS Site Coordinator	\$6,000.00	Not Applicable	Not Applicable
VHS Case Manager	\$6,000.00	Not Applicable	Not Applicable
VHS Tutor	\$3,750.00	Not Applicable	Not Applicable
<b>MIDDLE SCHOOL</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
Limited English Proficiency Coordinator (LEP)	\$319.00	\$319.00	\$325.38
Parent Involvement Facilitator (PIF)	\$2,127.00	\$2,127.00	\$2,169.54
<b>ELEMENTARY SCHOOL</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
Activity Chosen by the Principal	\$300.00	\$300.00	\$306.00
Art and Music Head Teacher	\$4,224.00	\$4,224.00	\$4,308.48
General Music Facilitator (\$500.00 per school)	\$4,500.00	\$4,500.00	\$4,590.00
Limited English Proficiency Coordinator (LEP)	\$319.00	\$319.00	\$325.38
Literacy Facilitator (\$500.00 per school)	\$4,500.00	\$4,500.00	\$4,590.00
Mathematics Facilitator (\$500.00 per school)	\$4,500.00	\$4,500.00	\$4,590.00
Open Circle Consultant	\$106.00	\$106.00	\$108.12
Parent Involvement Facilitator (PIF)	\$2,127.00	\$2,127.00	\$2,169.54
Primary Years Program Facilitator (PYP)	\$5,500.00	\$5,500.00	\$5,610.00
Science Facilitator (\$500.00 per school)	\$4,500.00	\$4,500.00	\$4,590.00
Social Studies Facilitator (\$500.00 per school)	\$4,500.00	\$4,500.00	\$4,590.00

DISTRICT WIDE	2021-2022	2022-2023	2023-2024
Curriculum Development Committee Work/Policy Writing (hourly)	\$34.00	\$35.70	\$36.41
District Mentor Coordinator	\$5,500.00	\$5,500.00	\$5,610.00
Grant Funded Positions (hourly)	\$27.13	\$28.49	\$29.06
Intramurals (per hour)	\$36.36	\$36.36	\$37.09
K-8 Guidance Counselor Department Facilitator	\$3,000.00	\$3,000.00	\$3,060.00
K-8 Social Worker Department Facilitator	\$3,000.00	\$3,000.00	\$3,060.00
K-8 Gifted and Talented Facilitator (\$500 per school)	\$6,000.00	\$6,000.00	\$6,120.00
PreK-12 Safety & Care Training Facilitator (\$500 per school)	\$7,500.00	\$7,500.00	\$7,640.00
MCAS Alternative Assessment Trainer	\$2,500.00	\$2,500.00	\$2,550.00
Mentors** see added language	\$850.00	\$850.00	\$867.00
Nurses Department Facilitator PreK-12	\$3,000.00	\$3,000.00	\$3,060.00
OST Club Instructor	\$27.13	\$28.49	\$29.06
<b>Parent Teacher Home Visit Site Coordinator</b>			
• 01-05 visits	\$150.00	\$150.00	\$153.00
• 06-10 visits	\$300.00	\$300.00	\$306.00
• 11-20 visits	\$600.00	\$600.00	\$612.00
• 21-30 visits	\$900.00	\$900.00	\$918.00
• 31-40 visits	\$1,200.00	\$1,200.00	\$1,224.00
• 41+ visits	\$1,500.00	\$1,500.00	\$1,530.00
Professional Dev. Presenter (hourly) **see added language	\$55.00	\$55.00	\$56.10
Professional Dev. Presenter Prep (hourly)**see added language	\$27.13	\$28.49	\$29.06
Psychologists Department Facilitator PreK-12	\$3,000.00	\$3,000.00	\$3,060.00
Saturday School/Detention (hourly)	\$27.13	\$28.49	\$29.06
Saturday School/Detention Coordinator (hourly)	\$53.17	\$53.17	\$54.23
<b>Seal of Biliteracy Coordinator</b>			
• 01-25 Students	\$1,000.00	\$1,000.00	\$1,020.00
• 26-50 Students	\$2,000.00	\$2,000.00	\$2,040.00
• 51- 75 Students	\$3,000.00	\$3,000.00	\$3,060.00
• 76-100 Students	\$4,000.00	\$4,000.00	\$4,080.00
Special Project/Adolescent Health Nurse* <i>Equivalent to \$500 per school excluding BLOCKS</i>	\$6,500.00*	\$6,500.00*	\$6,630.00
<b>Student Activities Treasurer: per semester</b>			
• Total receipts: \$250,000 or more	\$3,500.00	\$3,500.00	\$3,570.00
• Total receipts: \$100,000-\$249,999	\$2,000.00	\$2,000.00	\$2,040.00
• Total receipts: less than \$100,000	\$1,000.00	\$1,000.00	\$1,020.00

DISTRICT WIDE	2021-2022	2022-2023	2023-2024
Student Support Chair	\$3,000.00	\$3,000.00	\$3,060.00
Teacher in After School Program (hourly) <i>Excluding OST before/after school programs</i>	\$27.13	\$28.49	\$29.06
Teaching & Learning Extension Course (per graduate credit)	\$850.00	\$850.00	\$867.00
Tutoring-fulfilling district obligations (hourly)	\$27.13	\$28.49	\$29.06
Curriculum Development Committee Work/Policy Writing (hourly)	\$34.00	\$35.70	\$36.41
District Mentor Coordinator	\$5,500.00	\$5,500.00	\$5,610.00
Framingham Teacher Resident Mentor	\$2,500.00	\$2,500.00	\$2,550.00

SUMMER PROGRAMS	2021-2022	2022-2023	2023-2024
Elementary Summer School, Director	\$8,449.00	\$8,449.00	\$8,617.98
Secondary Summer School, Director	\$8,703.00	\$8,703.00	\$8,877.06
SPED Extended School Year (ESY) Coordinator	\$8,703.00	\$8,703.00	\$8,877.06
SPED Nurse Coordinator	\$500.00	\$500.00	\$510.00
<b>SPED Summer School Coordinators:</b>			
• 00-75 students	\$2,700.00	\$2,700.00	\$2,754.00
• 76-100 students	\$3,000.00	\$3,000.00	\$3,060.00
• 101-150 students	\$3,300.00	\$3,300.00	\$3,336.00
• 151+ students	\$3,800.00	\$3,800.00	\$3,876.00
Summer School Teacher (hourly)	\$27.13	\$28.49	\$29.06
Summer Workshops	\$27.13	\$28.49	\$29.06

OUT OF SCHOOL TIME MENTOR HOURLY RATE SCHEDULE							
FPS/CRD Experience	High School Diploma	Associates Degree	Bachelor's Degree	Masters Degree	Steps	Hourly Rate FY22/FY23	Hourly Rate FY24
0 years	Step 1	Step 2	Step 3	Step 4	1	\$16.00	\$16.32
1 years	Step 2	Step 3	Step 4	Step 5	2	\$17.00	\$17.34
2 years	Step 3	Step 4	Step 5	Step 6	3	\$18.00	\$18.36
3 years	Step 4	Step 5	Step 6	Step 6	4	\$19.00	19.38
4 years	Step 5	Step 6	Step 6	Step 6	5	\$20.00	\$20.40
5+ years	Step 6	Step 6	Step 6	Step 6	6	\$21.00	\$21.42

**DEPARTMENT HEADS**

**DEPARTMENT HEAD WITH SUPERVISION**

The following two columns shall be combined per the number of evaluatees:

COLUMN 1: Number of Teachers			COLUMN 2: Number of Schools		
	FY22/FY23	FY24		FY22/FY23	FY24
01-08	\$7,500.00	\$7,650.00	1	\$0	0
09-15	\$8,000.00	\$8,160.00	2-3	\$500.00	\$510.00
16+	\$8,500.00	\$8,670.00	4-6	\$1,000.00	\$1,020.00
			7-10	\$1,500.00	\$1,530.00
			11+	\$2,000.00	\$2,040.00

Any employee who is a Department Head as of the execution of this Agreement and who shall be financially harmed by the above shall be grandfathered in at the current compensation.

**DEPARTMENT HEAD STIPEND WITHOUT SUPERVISION**

The following two columns shall be combined per the number of evaluatees:

COLUMN 1: Number of Teachers			COLUMN 2: Number of Schools		
	FY22/FY23	FY24		FY22/FY23	FY24
1-8	\$5,500	\$5,610	1	\$0	
9-15	\$5,500	\$5,610	2-3	\$500	\$510
16+	\$5,500	\$5,610	4-6	\$1,000	\$1,020
			7-10	\$1,500	\$1,530
			11+	\$2,000	\$2,040

## STIPEND GRID

<b>A</b>	Meets 3-5 days each week for 2-3 hours including regular weekends for a minimum of 9 weeks and/or meets year round for the equivalent number of hours
<b>B</b>	Meets 3-5 days each week for 1 hour including occasional weekends for a minimum of 9 weeks and/or meets year round for the equivalent number of hours
<b>C</b>	Meets 2 days each week for 1-3 hours including occasional weekends for a minimum of 9 weeks and/or meets year round for the equivalent number of hours
<b>D</b>	Meets once each week for 1-3 hours - rare weekend commitments for a minimum of 9 weeks and/or meets year round for the equivalent number of hours
<b>E</b>	Meets 1-2 times each week less than 1 hour - no weekend commitments (or specific responsibilities) for a minimum of 9 weeks and/or meets year round for the equivalent number of hours

A	B	C	D	E
2021-2022: \$4,500 2022-2023: \$4,500 2023-2024: \$4,590	2021-2022: \$3,750 2022-2023: \$3,750 2023-2024: \$3,825	2021-2022: \$3,250 2022-2023: \$3,250 2023-2024: \$3,315	2021-2022: \$2,350 2022-2023: \$2,350 2023-2024: \$2,397	2021-2022: \$1,350 2022-2023: \$1,350 2023-2024: \$1,377
<i>District Wide</i>				
		School Committee. Media Facilitator	Mgr. Nurse Health Record Database	Webmasters
<i>High School Only</i>				
<ul style="list-style-type: none"> <li>- Flyer News (season)</li> <li>- Senior Class Advisor</li> <li>- Student Government Council</li> <li>- Evening Academic (ESL, History, Math, Biology, Chemistry, Special Education)</li> </ul>	<ul style="list-style-type: none"> <li>- Junior Class Advisor</li> <li>- Marching Band Director (season)</li> <li>- RFL After School Coordinator</li> <li>- National Honor Society</li> </ul>	<ul style="list-style-type: none"> <li>- Poetry and Literary Arts</li> <li>- Sophomore Class Advisor</li> <li>- Newspaper Yearbook</li> <li>- RFL Summer Program Coordinator</li> <li>- Environmental</li> </ul>	<ul style="list-style-type: none"> <li>- Academic Decathlon</li> <li>- Debate Team</li> <li>- Art Guild</li> <li>- Freshman Class Advisor</li> <li>- Marching Instructor (season)</li> <li>- Color Guard Instructor (season)</li> <li>- Percussion Instructor (season)</li> <li>- Show Choir Director</li> <li>- Key Club</li> <li>- Model Congress</li> <li>- Math Team</li> <li>- Jazz Band Director</li> </ul>	<ul style="list-style-type: none"> <li>- RFL Retreat Chaperone</li> <li>- International Association</li> <li>- GLBTQA</li> <li>- Boys/ Girls A Capella</li> </ul>



A	B	C	D	E
			<ul style="list-style-type: none"> <li>- Newspaper/ Yearbook Business Manager</li> <li>- Model UN</li> <li>- Dual Language Student Advisory Council Lead Advisor</li> </ul>	
<i>MIDDLE AND HIGH SCHOOL STIPENDS ONLY</i>				
<ul style="list-style-type: none"> <li>- Stage Director (event)</li> <li>- Robotics</li> </ul>		<ul style="list-style-type: none"> <li>- METG Host</li> <li>- Technical Director (event)</li> <li>- Vocal Director (event)</li> <li>- Choreographer (event)</li> </ul>	<ul style="list-style-type: none"> <li>- Production Manager (event)</li> <li>- Producer (event)</li> <li>- Costume Design (event)</li> <li>- Drama Company Advisor</li> <li>- Conductor (event)</li> </ul>	<ul style="list-style-type: none"> <li>- Band Activities</li> <li>- Choral Activities</li> <li>- Student Activity Advisor selected by Principal</li> <li>- Lighting Design</li> </ul>
<i>MIDDLE SCHOOL ONLY</i>				
			<ul style="list-style-type: none"> <li>- Newspaper</li> <li>- PBIS Coordinator</li> <li>- Yearbook</li> <li>- Team Leader</li> <li>- Student Council</li> <li>- Jazz Band Director</li> <li>- RFL After School Coordinator</li> <li>- Variety Show</li> <li>- Show Choir Director</li> </ul>	<ul style="list-style-type: none"> <li>- Fine Arts selected by Principal</li> <li>- Boys/Girls Acapella</li> </ul>
<i>ELEMENTARY SCHOOL ONLY</i>				
		<ul style="list-style-type: none"> <li>- Head Teacher</li> </ul>	<ul style="list-style-type: none"> <li>- PBIS Coordinator</li> </ul>	

## ATHLETIC STIPENDS

SPORT	2021-2022	2022-2023	2023-2024
Boys Freshman Basketball	\$3,600.00	\$4,100.00	\$4,182.00
Boys Freshman Soccer	\$3,600.00	\$4,100.00	\$4,182.00
Boys Freshman Volleyball	\$3,600.00	\$4,100.00	\$4,182.00
Boys Indoor Track	\$6,000.00	\$7,000.00	\$7,140.00
Boys Indoor Track First Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Boys Indoor Track Second Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Boys Junior Varsity Basketball		\$4,600.00	\$4,692.00
Boys Junior Varsity Golf	\$3,600.00	\$4,100.00	\$4,182.00
Boys Junior Varsity Hockey		\$4,600.00	\$4,692.00
Boys Junior Varsity Lacrosse		\$4,600.00	\$4,692.00
Boys JV Volleyball		\$4,600.00	\$4,692.00
Boys Outdoor Track First Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Boys Outdoor Track Second Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Boys Outdoor Track Head Coach	\$6,000.00	\$7,000.00	\$7,140.00
Boys Varsity Assistant		\$1,200.00	\$1,224.00
Boys Varsity Basketball	\$6,000.00	\$7,000.00	\$7,140.00
Boys Varsity Basketball Assistant		\$2,800.00	\$2,856.00
Boys Varsity Golf	\$4,600.00	\$5,000.00	\$5,100.00
Boys Varsity Ice Hockey	\$6,000.00	\$7,000.00	\$7,140.00
Boys Varsity Ice Hockey Assistant		\$2,800.00	\$2,856.00
Boys Varsity Lacrosse	\$6,000.00	\$7,000.00	\$7,140.00
Boys Varsity Lacrosse Assistant		\$2,800.00	\$2,856.00
Boys Varsity Soccer	\$6,000.00	\$7,000.00	\$7,140.00
Boys Varsity Swim & Dive	\$6,000.00	\$7,000.00	\$7,140.00
Boys Varsity Swim & Dive Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Boys Varsity Tennis	\$4,600.00	\$7,000.00	\$7,140.00
Boys Varsity Tennis Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Boys Varsity Volleyball	\$6,000.00	\$7,000.00	\$7,140.00
Cross Country Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Dive Coach	\$3,600.00	\$4,100.00	\$4,182.00
Freshman Baseball	\$3,600.00	\$4,100.00	\$4,182.00

SPORT	2021-2022	2022-2023	2023-2024
Freshman Field Hockey	\$3,600.00	\$4,100.00	\$4,182.00
Freshman Football Assistant Coach		\$3,000.00	\$3,060.00
Freshman Football Head Coach		\$4,500.00	\$4,590.00
Freshman Lacrosse	\$3,600.00	\$4,100.00	\$4,182.00
Freshman Softball	\$3,600.00	\$4,100.00	\$4,182.00
Freshman Volleyball	\$3,600.00	\$4,100.00	\$4,182.00
Girls Varsity Golf	\$4,600.00	\$5,000.00	\$5,100.00
Girls Freshman Basketball	\$3,600.00	\$4,100.00	\$4,182.00
Girls Freshman Lacrosse	\$3,600.00	\$4,100.00	\$4,182.00
Girls Freshman Soccer	\$3,600.00	\$4,100.00	\$4,182.00
Girls Indoor Track First Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Girls Indoor Track Second Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Girls Indoor Track Head Coach	\$6,000.00	\$7,000.00	\$7,140.00
Girls Junior Varsity Basketball		\$4,600.00	\$4,692.00
Girls Junior Varsity Golf	\$3,600.00	\$4,100.00	\$4,182.00
Girls Junior Varsity Ice Hockey		\$4,600.00	\$4,692.00
Girls Junior Varsity Lacrosse		\$4,600.00	\$4,692.00
Girls Junior Varsity Soccer	\$4,200.00	\$4,700.00	\$4,794.00
Girls Outdoor Track First Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Girls Outdoor Track Second Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Girls Outdoor Track Head Coach	\$6,000.00	\$7,000.00	\$7,140.00
Girls Varsity Ice Hockey Assistant		\$2,800.00	\$2,856.00
Girls Varsity Assistant		\$1,200.00	\$1,224.00
Girls Varsity Basketball	\$6,000.00	\$7,000.00	\$7,140.00
Girls Varsity Basketball Assistant		\$2,800.00	\$2,856.00
Girls Varsity Ice Hockey	\$6,000.00	\$7,000.00	\$7,140.00
Girls Varsity Lacrosse	\$6,000.00	\$7,000.00	\$7,140.00
Girls Varsity Soccer	\$6,000.00	\$7,000.00	\$7,140.00
Girls Varsity Soccer Assistant		\$2,800.00	\$2,856.00
Girls Varsity Swim & Dive	\$6,000.00	\$7,000.00	\$7,140.00
Girls Varsity Swim & Dive Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Girls Varsity Tennis	\$4,600.00	\$7,000.00	\$7,140.00
Girls Varsity Tennis Assistant	\$3,600.00	\$4,100.00	\$4,182.00

SPORT	2021-2022	2022-2023	2023-2024
Girls Varsity Volleyball	\$6,000.00	\$7,000.00	\$7,140.00
Girls Varsity Volleyball Assistant		\$2,800.00	\$2,856.00
Junior Varsity Baseball	\$4,200.00	\$4,600.00	\$4,692.00
Junior Varsity Cheerleading Coach	\$3,600.00	\$4,100.00	\$4,182.00
Junior Varsity Field Hockey	\$4,200.00	\$4,700.00	\$4,794.00
Junior Varsity Soccer	\$4,200.00	\$4,700.00	\$4,794.00
Junior Varsity Softball	\$4,200.00	\$4,600.00	\$4,692.00
Junior Varsity Volleyball	\$4,200.00	\$4,700.00	\$4,794.00
Junior Varsity Wrestling	\$4,200.00	\$4,600.00	\$4,692.00
Varsity Alpine Ski	\$6,000.00	\$7,000.00	\$7,140.00
Varsity Baseball	\$6,000.00	\$7,000.00	\$7,140.00
Varsity Baseball Assistant		\$2,800.00	\$2,856.00
Varsity Cheerleading		\$700.00	\$714.00
Varsity Cheerleading Assistant		\$2,800.00	\$2,856.00
Varsity Cross Country	\$6,000.00	\$7,000.00	\$7,140.00
Varsity Cross Country Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Varsity Dance	\$4,600.00	\$7,000.00	\$7,140.00
Varsity Dance Assistant		\$2,800.00	\$2,856.00
Varsity Field Hockey	\$6,000.00	\$7,000.00	\$7,140.00
Varsity Field Hockey Assistant		\$2,800.00	
Varsity Football	\$9,000.00	\$10,000.00	\$10,200.00
Varsity Football First Assistant	\$5,100.00	\$6,000.00	\$6,120.00
Varsity Football Second Assistant	\$5,100.00	\$6,000.00	\$6,120.00
Varsity Football Third Assistant	\$4,600.00	\$5,000.00	\$5,100.00
Varsity Football Fourth Assistant	\$4,600.00	\$5,000.00	\$5,100.00
Varsity Football Fifth Assistant	\$4,600.00	\$5,000.00	\$5,100.00
Varsity Gymnastics	\$4,600.00	\$7,000.00	\$7,140.00
Varsity Gymnastics Assistant Coach		\$4,600.00	\$4,692.00
Varsity Ski Assistant	\$3,600.00	\$4,100.00	\$4,182.00
Varsity Soccer Assistant		\$2,800.00	\$2,856.00
Varsity Softball	\$6,000.00	\$7,000.00	\$7,140.00
Varsity Softball Assistant		\$2,800.00	\$2,856.00
Varsity Wrestling	\$6,000.00	\$7,000.00	\$7,140.00

SPORT	2021-2022	2022-2023	2023-2024
Wrestling Assistant Coach	\$3,600.00	\$4,100.00	\$4,182.00

ADDED LANGUAGE:

- A. MENTORS: all parties agree that the anticipated time required by a mentor is between forty (40)-fifty (50) hours per school year and documentation of said hours is required.V
- B. All parties agree to establish a committee comprised of unit membership and administration membership to meet at least annually on or before January 1 of each academic year to review stipends and to make any recommendations for additional or deletions to the stipend list. All said changes which are mutually agreed to by this committee shall be executed by the leadership of each party via a side letter of agreement.V
- C. All parties agree that when a Student Activities Advisorship, chosen by the Principal, has run for three (3) consecutive years, it is then referred to the joint committee for inclusion within the stipend list under a separate name and assigned amount.
- D. If a current Unit A employee has held a non-coaching stipend position for at least three consecutive years, then the unit employee shall be grandfathered from any decrease in the stipend amount from Sept 1, 2014 through Aug 31, 2017. After August 31, 2017, the unit employee who still holds the non-coaching stipend position will move to the negotiated amount in the non-coaching stipend grid.
- E. If a current Unit A employee has held a coaching stipend position for at least five consecutive years, then the unit employee shall be grandfathered from any decrease in the stipend amount and the unit employee shall remain at the Sept 1, 2012 through Aug 31, 2014 rates until August 31, 2019. After that time, the unit employee who still holds the coaching stipend position will move to the negotiated amount in the athletic stipend grid.
- F. Effective September 1, 2021, the hourly rate for the Adult ESL Instructor, Adult ESL Advisor, Adult ESL Substitute and Adult ESL Tester positions will be determined by the designated grant, but no less than \$27.13 per hour.

Effective September 1, 2022, the hourly rate for the Adult ESL Instructor, Adult ESL Advisor, Adult ESL Substitute and Adult ESL Tester positions will be determined by the designated grant, but no less than \$28.49 per hour.

Effective September 1, 2023, the hourly rate for the Adult ESL Instructor, Adult ESL Advisor, Adult ESL Substitute and Adult ESL Tester positions will be determined by the designated grant, but no less than \$29.06 per hour.

## PROFESSIONAL DEVELOPMENT PRESENTER

- A. New professional development to be presented during regular contract hours:
  - 1. Preparation only at 2 preparation hours for every hour of presentation at the current professional development hourly rate.
  - 2. No compensation for actual presentation time since it occurs during the contract hours.
  
- B. Repeat professional development to be presented during regular contract hours:
  - 1. Preparation only at 1 hour for every hour of presentation at the current professional development hourly rate.
  - 2. No compensation for actual presentation time since it occurs during the contract hours.
  
- C. New professional development to be presented outside of regular contract hours:
  - 1. Professional development presenter rate per hour for duration of presentation and preparation rate at 2 hours for every hour of presentation at the current professional development hourly rate. *i.e. 3 hour new professional development after school hours = 3 hours of presenting at the current presenter rate + 6 hours of prep at the current professional development hourly rate.*
  
- D. Repeat professional development to be presented outside of regular contract hours:
  - 1. Professional development presenter rate per hour for duration of presentation and preparation rate at 1 preparation hour per each hour of professional development presentation at the current professional development hourly rate. *i.e. 3 hour repeat professional development after school hours = 3 hours of presenting at the current presenter rate + 3 hours of prep at the current professional development hourly rate.*

**APPENDIX B**  
**RECALL PROCEDURE**

October 19, 1977

TO: Joe Walker, Roberta Golick, Spencer Tobin, Albert Benson, Richard Brosnihan,  
FTA Negotiating Team  
FROM: Lee Ann Friedman  
RE: Memorandum of Understanding and Clarification of the Agreed intent of  
"Recent Experience in the Area of Competence" in the Recall Procedure  
tentatively agreed on October 13, 1977.

Areas include:

1. Teaching experience - full-time, part-time or substitute.
2. Any retraining program sponsored by the school system.
3. Any retraining program endorsed by the Framingham School System fund with public monies.
4. Any course work at an accredited institution.
5. Related work experience which pertains to the new job opening may also be considered "recent experience." This work experience shall be such that it directly enhances the applicant's qualifications for the new position.
6. Extenuating circumstances such as health or financial difficulties shall be considered in evaluating an applicant's "recent experience."

It is our understanding that as soon as possible the Framingham School Administration and the Framingham Teachers Association shall establish a committee for the purpose of studying teacher-retraining program. A Report of this committee with the recommendations will be made to the School Committee by the end of the school year.

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**APPENDIX C**  
**RECALL PROCEDURE**

November 14, 1977

TO: Lee Ann Friedman, Negotiating Chairman  
FROM: James S. Tobin, Attorney  
RE: Recall Procedure

The parties agree that if an individual filed a grievance concerning the interpretation of the Recall Procedure contained in the collective bargaining agreement and the grievance is adjudicated in favor of the grievant, the two-year time limit shall be extended an amount of time equal to the time span of the grievance and arbitration procedure.

**APPENDIX D**  
**DISCIPLINE LIST**

The following list of disciplines shall apply in implementing ARTICLE 10, TRANSFERS, REDUCTION IN FORCE AND RECALL:

1. \*Grades K-6 classroom teachers
2. \*Grades 7-12 classroom teachers  
*(each individual subject area constitutes a separate discipline)*
3. Teacher, World Language -  
*(each foreign language constitutes a separate discipline)*
4. Music Teacher
5. Art Teacher
6. Physical Education Teacher
7. Health/Phys Ed Teacher
8. Health Education Teacher
9. Technology Education Teacher
10. Family and Consumer Science Teacher
11. Business Teacher
12. Reading Teacher
13. Special Ed Teachers  
*(Resource Room, Sub-Separate and Inclusion constitute one discipline)*
14. Transitional Bilingual Education Teacher
15. English as a Second Language Teacher
16. Guidance Counselors
17. Bilingual Guidance Counselors
18. School Adjustment Counselors and Social Workers
19. Crisis Intervention Counselors
20. School Psychologists
21. Speech and Language Pathologists  
*(Speech Therapist, Speech Clinician)*
22. Elementary Resource Teacher
23. Teacher Visually Impaired
24. Teacher Consultant, Gifted and Talented
25. Librarians
26. Department Head, Middle Schools  
*(each specific subject area constitutes a separate discipline)*
27. Department Head, High Schools  
*(each specific subject area constitutes a separate discipline)*
28. Team Evaluation Coordinator
29. Department Head, Guidance
30. Department Head, Consumer & Family Studies
31. Department Head, Technology Education
32. World Language Coordinator
33. Adaptive Physical Education Teacher
34. Occupational Therapist
35. Physical Therapist



- 36. METCO Reading Teacher
- 37. School Nurses

\* After 8/31/84, for the purpose of identifying position to be eliminated, it is understood that the determination will be made by the grouping

- K-5 (Elementary)
- 6-8 (Middle Schools - each subject area)
- 9-12 (High Schools - each subject area)

## AIDE REQUEST FORM

This form is to be used to request a classroom aide initiated by the teacher, signed by the principal and forwarded to the Superintendent of Schools for processing and returned to the teacher within ten (10) calendar days.

Aides may be added to individual classrooms for reasons of class size and/or unique educational factors. The reasons for an aide request should be stated clearly in the space below.

Teacher's Name:	
School:	
Grade Level:	
Current Class Size:	
Reasons for Request: <i>(Required)</i>	

Teacher's signature	
Principal's signature	

Approved

Denied

Reasons for denial (required)

cc: Superintendent of Schools  
Assistant Superintendent for Human Resources  
FTA President

APPENDIX E

**UNIT A EVALUATION**  
**INSTRUMENT**

## **Table of Contents**

1. Purpose of Educator Evaluation
2. Definitions
3. Evidence Used in Evaluation
4. Rubric
5. Evaluation Cycle: Annual Orientation /Training
6. Evaluation Cycles
7. Educator Plans
8. Timelines
9. Career Advancement
10. General Provisions

## 1. PURPOSE OF EDUCATOR EVALUATION

- A. This contract language is locally negotiated and based on M.G.L., c.71, § 38; M.G.L. c.150E; the Educator Evaluation regulations, 603 CMR 35.00 et seq.; and the Model System for Educator Evaluation developed and which may be updated from time to time by the Department of Elementary and Secondary Education. See 603 CMR 35.02 (definition of 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.
- B. The regulatory purposes of evaluation are:
  - i) To promote student learning, growth, and achievement by providing Educators with feedback for improvement, enhanced opportunities for professional growth, and clear structures for accountability, 603 CMR 35.01(2)(a);
  - ii) To provide a record of facts and assessments for personnel decisions, 35.01(2)(b);
  - lii) To ensure that every school committee has a system to enhance the professionalism and accountability of teachers and administrators that will enable them to assist all students to perform at high levels, 35.01(3); and
  - iv) To assure effective teaching and administrative leadership, 35.01(3).

## 2. DEFINITIONS

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

- A. \*Artifacts of Professional Practice: Products of an Educator's work and/or student work samples that demonstrate the Educator's knowledge and skills with respect to specific performance standards.
- B. Caseload Educator: Educators who work with or counsel individual or groups of students through consultation with classroom teachers such as school nurses, guidance counselors and others covered under this agreement and who are not responsible for issuing student grades. This will include coaches/specialists who work with staff.
- C. Classroom teacher: Educators who teach preK-12 classes and have responsibility for issuing student grades.
- D. Categories of Evidence: Multiple measures of student learning, growth, and achievement, judgments based on observations and artifacts of professional practice, including unannounced observations of practice of partial or full period classroom visits of at least 15 minutes in duration and no more than a class/subject period; and additional evidence relevant to one or more Standards of Effective Teaching Practice (603 CMR 35.03).

- E. \*District-determined Measures: Measures of student learning, growth and achievement related to the Massachusetts Curriculum Frameworks, Massachusetts Vocational Technical Education Frameworks, or other relevant frameworks, that are comparable across grade or subject level district-wide. These measures may include, but shall not be limited to: portfolios, approved commercial assessments and district-developed pre and post unit and course assessments, and capstone projects.
- F. \*Educator(s): Inclusive term that applies to all classroom teachers and caseload educators as determined by the Unit A recognition clause, unless otherwise noted.
- G. \*Educator Plan: The growth or improvement actions identified as part of each Educator's evaluation. The type of plan is determined by the Educator's career stage, most recent Summative performance rating, and the most recent rating of impact on student learning, growth and achievement. There shall be four types of Educator Plans:
  - i) Developing Educator Plan shall mean a plan developed by the Educator and the Evaluator for one school year for an Educator without Professional Teacher Status (PTS) or less than one year for an educator without PTS who is hired after the start of the school year.
  - ii) Self-Directed Growth Plan shall mean a plan developed by the Educator for one or two school years for Educators with PTS who are rated proficient or exemplary.
  - iii) Directed Growth Plan shall mean a plan developed by the Educator and the Evaluator of one school year or less for Educators with PTS who are rated needs improvement.
  - iv) Improvement Plan shall mean a plan developed by the Evaluator of at least 90 school days for the 2013-2014 school year and at least 60 school days for the 2014-2015 school year and no more than one school year for Educators with PTS who are rated unsatisfactory with goals specific to improving the Educator's unsatisfactory performance. In those cases where an Educator is rated unsatisfactory near the close of a school year, the plan may include activities during the summer preceding the next school year.
- H. \*ESE: The Massachusetts Department of Elementary and Secondary Education.
- I. \*Evaluation: The ongoing process of defining goals and identifying, gathering, and using information as part of a process to improve professional performance (the "formative evaluation" and "formative assessment") and to assess total job effectiveness and make personnel decisions (the "summative evaluation").
- J. \*Evaluator: Any FPS employee designated by the superintendent who has primary or supervisory responsibility for observation and evaluation and whose overall Summative rating is Proficient or Exemplary. The superintendent is responsible for ensuring that all

Evaluators have training in the principles of supervision and evaluation. Each Educator will have one primary Evaluator responsible for determining performance ratings.

- i) Primary Evaluator: Any FPS employee who falls into the category of Principal, Director, or employee of the Framingham Administrator Association and determines the Educator's performance ratings and evaluation. In the case of an educator whose overall formative or summative rating declines to Needs Improvement or Unsatisfactory, the Primary Evaluator will assume all responsibilities of evaluation that may have been performed by the Supervising Evaluator.
  - ii) Supervising Evaluator shall be the person responsible for developing the Educator Plan, supervising the Educator's progress through formative assessments, evaluating the Educator's progress toward attaining the Educator Plan goals, and making recommendations about the evaluation ratings to the primary Evaluator at the end of the Educator Plan. The Supervising Evaluator may be the primary Evaluator as defined in 2J i or his/her designee.
  - iii) Teaching Staff Assigned to More Than One Building: Each Educator who is assigned to more than one building will be evaluated by the appropriate administrator where the individual is assigned most of the time. The principal of each building in which the Educator serves must review and sign the evaluation, and may add written comments. In cases where there is no predominate assignment, the superintendent will determine who the primary evaluator will be.
  - iv) Notification: The Educator shall be notified in writing of his/her primary Evaluator and supervising Evaluator, if any, at the outset of each new evaluation cycle. The Evaluator(s) may be changed upon notification in writing to the Educator and a rationale for the change will be provided. Good faith attempts will be made to maintain continuity of Primary/Supervising Evaluators through the evaluation cycle.
- K. Evaluation Cycle: A five-component process that all Educators follow consisting of 1) Self-Assessment; 2) Goal-setting and Educator Plan development; 3) Implementation of the Plan; 4) Formative Assessment/Evaluation; and 5) Summative Evaluation.
- L. \*Experienced Educator: An educator with Professional Teacher Status (PTS).
- M. \*Family: Includes students' parents, legal guardians, foster parents, or primary caregivers.
- N. \*Formative Assessment: The process used to assess progress towards attaining goals set forth in Educator plans, performance on standards, or both. This process may take place at any time(s) during the cycle of evaluation, but typically takes place at mid-cycle.
- O. \*Formative Evaluation: An evaluation conducted at the end of Year 1 for an Educator on a 2-year Self-Directed Growth plan which is used to arrive at a rating on progress

towards attaining the goals set forth in the Educator Plan, performance on Standards and Indicators of Effective Teaching Practice, or both.

- P. \*Goal: A specific, actionable, and measurable area of improvement as set forth in an Educator's plan. A goal may pertain to any or all of the following: Educator practice in relation to Performance Standards, Educator practice in relation to indicators, or specified improvement in student learning, growth and achievement. Goals may be developed by individual Educators, by the Evaluator, or by teams, departments, or groups of Educators.
- Q. \*Measurable: That which can be classified or estimated in relation to a scale, rubric, or standards.
- R. Multiple Measures of Student Learning: Measures must include a combination of classroom, school and district assessments, and student growth percentiles on state assessments, if state assessments are available, and improvement in student ACCESS scores. Caseload Educators may use profession specific measures. This definition may be revised as required by regulations or agreement of the parties upon issuance of the most recent ESE guidance.
- S. \*Observation: A data gathering process that includes notes and judgments made during one or more classroom or worksite visits(s) of at least 15 minutes in duration by the Evaluator and may include examination of artifacts of practice including student work. An observation may occur in person. Classroom or worksite observations conducted pursuant to this article must result in feedback to the Educator. Normal supervisory responsibilities of department, building and district administrators will also cause administrators to drop in on classes and other activities in the worksite at various times as deemed necessary by the administrator. Carrying out these supervisory responsibilities, when they do not result in targeted and constructive feedback to the Educator, are not observations as defined in this Article.
- T. Parties: The parties to this agreement are the local school committee and the Framingham Teachers Association.
- U. \*Performance Rating: Describes the Educator's performance on each performance standard and overall. 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 proficiency 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.
- V. \*Performance Standards: Locally developed standards and indicators pursuant to M.G.L. c. 71, § 38 and consistent with, and supplemental to 603 CMR 35.00. The parties may agree to limit standards and indicators to those set forth in 603 CMR 35.03.
- W. \*Professional Teacher Status: PTS is the status granted to an Educator pursuant to M.G.L. c. 71, § 41.
- X. Rating of 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)
  - vii) For the 2013-2014 school year, the overall performance rating will be based on items i, ii, v, and vi above.
- Y. \*Rubric: A scoring tool that describes characteristics of practice or artifacts at different levels of performance. The rubrics for Standards and Indicators of Effective Teaching practice are used to rate Educators on Performance Standards, these rubrics consists of:
- i) Standards: Describes broad categories of professional practice, including those required in 603 CMR 35.03
  - ii) Indicators: Describes aspects of each standard, including those required in 603 CMR 35.03

- iii) Elements: Defines the individual components under each indicator
  - iv) Descriptors: Describes practice at four levels of performance for each element
- Z. \*Summative Evaluation: An evaluation used to arrive at a rating on each standard, an overall rating, and as a basis to make personnel decisions. The summative evaluation includes the Evaluator's judgments of the Educator's performance against Performance Standards and the Educator's attainment of goals set forth in the Educator's Plan.
- AA. \*Superintendent: The person employed by the school committee pursuant to M.G.L. c. 71 §59 and §59A. The superintendent is responsible for the implementation of 603 CMR 35.00.
- BB. \*Teacher: An Educator employed in a position requiring a certificate or license as described in 603 CMR 7.04(3)(a, b, and d Teachers will include all employees covered by the Recognition clause of the Unit A contract.

### **3. EVIDENCE USED IN EVALUATION**

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

- A. Multiple measures of student learning, growth, and achievement, which shall include:
- i) Measures of student progress on classroom assessments that are aligned with the Massachusetts Curriculum Frameworks or other relevant frameworks and are comparable within grades or subjects in a school;
  - ii) At least two district-determined measures of student learning related to the Massachusetts Curriculum 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), MAP or ACCESS 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 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 will be set between the Educator and Evaluator for the time established in the Educator Plan.
- B. Judgments based on observations and artifacts of practice including:
- i) Unannounced observations of practice may be in the form of partial or full-period

classroom visitations of at least 15 minutes or no more than one class/subject period.

- ii) Announced observation(s) for non-PTS Educators in their first year of practice in the district, Educators on Improvement Plans, Directed Growth Plan, and as determined by the Evaluator.
- iii) Examination of Educator work products.
  - (a) An educator shall be provided with relevant samples. Educators will be provided guidance and training pursuant to the development of work products and evidence.
- iv) Examination of student work samples.
  - (a) An educator shall be provided with relevant samples. Educators will be provided guidance and training pursuant to the development of work products and evidence .

C. Evidence relevant to one or more Performance Standards, including but not limited to:

- i) Evidence compiled and presented by the Educator, including :
  - (a) Evidence of fulfillment of professional responsibilities and growth such as self-assessments, peer collaboration, professional development linked to goals in the Educator plans, contributions to the school community and professional culture; (as provided by 3biii and 3biv above)
  - (b) Evidence of active outreach to and engagement with families; (as provided by 3biii and 3biv above)
- ii) Evidence of progress towards professional practice goal(s);
- iii) Evidence of progress toward student learning outcomes goal(s).
- iv) Student and Staff Feedback – see # 23-24, below; and
- v) Any other relevant evidence from any source that the Educator shares with the Evaluator or that the Evaluator shares with the Educator. Other relevant evidence could include information provided by other administrators such as the superintendent.
- vi) Educators will be provided a total of three dedicated contractual hours distributed over the school year in order to compile evidence. These hours shall be mutually agreed upon by the FTA and FPS prior to the final adoption of the school calendar for the following year

#### 4. RUBRICS

The rubrics are a scoring tool used for the Educator's self-assessment, the formative assessment, the formative evaluation and the summative evaluation. The parties agree that the rubrics attached to the agreement shall be used.

#### **5. EVALUATION CYCLE: ANNUAL ORIENTATION/ TRAINING**

- A. During the new teacher orientation, held before the start of the school year, all new staff will be given a presentation on Supervision and Evaluation.
- B. At the start of each school year, the superintendent, principal, and/or designee shall provide training by conducting a meeting or through electronic means for Educators and Evaluators focused on educator evaluation. The superintendent, principal, and/or designee shall:
  - i. Provide an overview of the evaluation process, including goal setting and the educator plans.
  - ii. Provide all educators with directions for accessing a copy of the forms used by the district.
  - iii. The newly hired Educator shall also meet with the superintendent, principal, and/or designee to accomplish items in 5bi and 5bii above.

#### **6. EVALUATION CYCLE**

##### **A. SELF ASSESSMENT, GOAL SETTING AND THE DEVELOPMENT OF A PLAN (NOT INCLUDING EDUCATORS ON DIRECTED OR IMPROVEMENT PLANS)**

The specific purpose for the evaluation cycle is to promote student learning, growth and achievement. The 5-Step Cycle is central to the evaluation process and includes the following steps:

- Self-assessment
- Goal setting and plan development
- Plan implementation
- Formative assessment/evaluation
- Summative evaluation

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

## Completing the Self-Assessment:

1. The evaluation cycle begins with the Educator completing a Self-Assessment.
  - a. The Self-Assessment may include:
    - i. An analysis of evidence, made available by the district, of student learning, growth and achievement for students under the Educator's responsibility.
    - ii. Other evidence as appropriate including but not limited to curriculum-correlated assessment data; diagnostic assessment data and/or observations; teacher-designed assessments; other standardized assessment results; cumulative student performance/classroom data.
    - iii. An assessment of effective practice against each of the four Performance Standards, using the district's rubric.
2. Proposing the Goals
  - a. Educators will define two (2) goals:
    - i. one goal directly related to improving the learning, growth, and achievement of the students under the Educator's responsibility.
    - ii. one goal directly related to improving the Educator's own professional practice.
    - iii. Each goal that an Educator on a Self-Directed Plan writes can be for a one or two year duration.
    - iv. An Educator on a Developing Educator Plan (Year 1) is not required to write goals.
    - v. An Educator on a Developing Educator Plan (Years 2 or 3) will write a one year goal.
    - vi. During a two-year Self-Directed Plan cycle, an Educator may choose to refine or change their goal for the second year of the Educator Plan
    - vii. Educators may consider goals for grade-level, subject-area, department teams, and/or other groups of Educators who share responsibility for student learning and results. Educators may meet with teams to consider establishing team goals. Evaluators may participate in such meetings. School and/or district leaders will provide educators with available assessment data and copies of the current school and/or district goals.
    - viii. The Plan outlines actions the Educator must take to attain the goals established in the Plan and benchmarks to assess progress.
    - ix. Actions may include specified professional development and/or learning activities that the Educator will participate in as a means of obtaining the

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

- x. It is the Educator's responsibility to make progress towards attaining the goals in the Plan and to participate in any training, learning activities and professional development in accordance with the Educator Plan.
- xi. The Evaluator reviews the goals the Educator has proposed, using evidence of Educator performance based on the Educator's self-assessment and sources. The Evaluator retains final authority over the required goals.
- xii. Educator Plan Development Meetings shall be conducted as follows:
  - 1. The Educator shall complete the Educator Plan by the timelines. The Evaluator will review the Educator Plan and provide feedback and/or sign off within 5 school days of its receipt.
  - 2. For educators moving onto an improvement plan or a directed plan, please see section 7.

## **B. OBSERVATIONS OF PRACTICE**

Observations required by the Educator Plan shall be completed by the timelines specified in section 18. The Evaluator is neither required nor expected to review all the indicators in a rubric during an observation.

### **1. Educators without Professional Teacher Status (PTS)**

As a DEP/VEP 1 in the district:

- a. The Educator shall have at least two (2) formal (announced) observations during the school year using the protocol described in section 9(d) below.
- b. The Educator shall have at least two (2) unannounced observations during the school year.

As a DEP/VEP 2 or 3 in the district:

- a. The Educator shall have at least one (1) formal (announced) observation during each school year using the protocol described in section 9(d).
- b. The Educator shall have at least two (2) unannounced observations during each school year.

### **2. Educators with Professional Teacher Status (PTS)**

- a. The Educator whose overall rating is Proficient or Exemplary must have at least one (1) unannounced observation during the evaluation cycle.

- b. The Educator whose overall rating is Needs Improvement must be observed according to the Directed Growth Plan during the period of the Plan which must include at least two (2) unannounced observations and two (2) announced observations.
- c. The Educator whose overall rating is Unsatisfactory must be observed according to the Improvement Plan which must include both unannounced and formal (announced) observations. The number and frequency of the observations shall be determined by the Evaluator (Administrator), but in no case, for Improvement Plans of one (1) year, shall there be fewer than four (4) formal (announced) and four (4) unannounced observations.

### **3. Unannounced Observations**

- a. Unannounced observations may be in the form of partial or full-period classroom visitations of at least 15 minutes and no longer than one (1) hour.
- b. The Evaluator will provide the Educator feedback through the District-designated electronic system within three (3) school days of the observation.
- c. The Educator shall have the opportunity to respond in writing to any feedback from the Evaluator. The Educator shall sign the form within five (5) school days. The signature does not indicate agreement or disagreement with its contents.
- d. Any observation resulting in one (1) or more standard(s) deemed Unsatisfactory for the first time must be followed by at least one observation of at least 30 minutes in duration within 30 school days.
- e. If an observation results in one (1) or more standard(s) deemed Needs Improvement and it is requested by the Educator, the Evaluator will follow up with an additional observation within 30 school days.

### **4. Formal (Announced) Observations**

- a. All DEP1 Educators in the district and PTS Educators on Directed Growth Plans shall have at least two (2) Formal (Announced) Observations. PTS Educators on Improvement Plans shall have at least four (4) Formal (Announced) Observations.
- b. The Evaluator and Educator shall select the date and time of the lesson or activity to be observed and discuss any specific area(s) of interest for the Observation.
- c. Within five (5) school days of the scheduled Formal (announced) Observation, the Evaluator and Educator shall meet for a pre-Observation conference.
- i. The Educator may provide the Evaluator a draft of the lesson, student conference, IEP plan or activity. If the actual plan is different, the Educator will provide the Evaluator with a copy prior to the observation.

- d. 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 is reasonably practical.
- e. Within five (5) school days of the observation, the Evaluator and Educator shall meet for a Post-Observation conference. In the case of an Educator currently on an Improvement plan, the post-observation conference will occur within two (2) school days. 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 Educator with the observation report within five (5) school days of the post-observation conference.

### **C. EVIDENCE**

- a. By May 1st, the Educator shall upload evidence of performance in relation to the four Performance Standards and progress on attaining professional practice and student learning goals.
- b. There must be a minimum of two (2) artifacts in total; among these two (2) or more artifacts, there must be evidence of all four (4) performance standards.

### **D. FORMATIVE ASSESSMENT**

- a. The Formative Assessment report provides feedback and to the Educator about progress towards attaining the goals set forth in the Educator Plan and performance on each performance standard
- b. Evaluators are expected to make unannounced visits to classrooms. Evaluators are expected to give specific constructive feedback to Educators based on their observations of practice as well as an examination of a minimum of two (2) artifacts and an analysis of multiple measures of student learning, growth, and achievement in relation to the Framingham Public Schools' Standards and Indicators of Effective Teaching Practice.
- c. Formative Assessment may be ongoing throughout the evaluation cycle but typically takes place mid-cycle when a Formative Assessment report is completed.
  - c. The Formative Assessment report provides feedback and ratings to the Educator about his/her progress towards attaining the goals set forth in the Educator Plan and performance on Performance Standards.
- d. No fewer than two (2) weeks before the due date for the Formative Assessment report, the Educator shall meet with and provide to the Evaluator reasonable evidence of performance in relation to the four Performance Standards and progress on attaining professional practice and student learning goals.
- e. In the case that the Evaluator determines that the evidence is not sufficient, the Educator and Evaluator will meet before completion of the Formative Assessment Report.



- f. Either the Evaluator and/or the Educator may request a meeting before completion of the Formative Assessment Report.
- g. The Evaluator shall complete the Formative Assessment Report. All Formative Assessment Reports must be signed by the Evaluator.
- h. The Evaluator shall complete and share the Formative Assessment report online.
- i. The Educator may reply in writing to the Formative Assessment report within five (5) school days of receiving the report.
- j. The Educator shall sign the Formative Assessment Report electronically within five (5) school days of receiving the Report. The signature indicates that the Educator received the Formative Assessment Report. The Educator's signature indicates receipt but does not indicate agreement to the contents of the feedback.
- k. As a result of a Formative Assessment Report that indicates a potential decline in the Educator's performance on Standards I or II, the Evaluator must conference with the Educator to determine if a change to the Educator Plan is warranted.
- l. Any changes to an Improvement Plan require a conference with the Educator and, if appropriate, representation from the Association.

#### **E. SUMMATIVE EVALUATION**

- a. No educator shall receive a summative evaluation rating of Needs Improvement or Unsatisfactory after May 31; additionally, educators receiving a rating of Proficient or Exemplary shall receive their summative evaluation by June 15.
- b. The Evaluator shall meet with the Educator rated Needs Improvement or Unsatisfactory to discuss the summative evaluation. The meeting shall occur by **May 15**.
- c. 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 1**.
- d. The Evaluator, in their professional judgment, determines a rating on each standard based on an examination of evidence of the Performance Standards and evidence towards the Educator Plan goals.
- e. Standards I and II shall determine the overall summative rating. To be rated Proficient overall, an Educator needs to be rated at least Proficient on Standards I and II. To be rated Exemplary overall, an Educator needs to be rated Exemplary on Standards I and II.
- f. The overall summative evaluation rating must be based on evidence from multiple categories of evidence.

- g. By May 1, the Educator may upload additional evidence of performance in relation to the four Performance Standards and progress towards professional practice and student learning goals.
- h. The Evaluator shall complete and share the Summative Assessment report electronically as indicated above.
- i. All Summative Assessment reports must be signed electronically by the Educator within 5 school days of receiving the report. The signature indicates that the Educator received the Summative Assessment report but does not indicate agreement or disagreement with its contents. The Educator is encouraged to submit a response at the time of signing. However, if more time is needed the Educator will have the right to respond in writing by June 30th to the summative evaluation which shall become part of the final Summative Evaluation report.
- j. A copy of the signed final Summative Evaluation report shall be filed in the Educator's personnel file.

## **7. EDUCATOR PLANS**

EDUCATOR PLANS, with the exception of Improvement Plans and Directed Growth Plans, are as follows:

A. **DEVELOPING EDUCATOR PLANS** for all Educators without PTS, Visiting teachers (VEP) will remain as VEP 1 but in Years 2 and 3 of their term in the District will be held to the action steps and timelines of VEP 2 and VEP 3 Educators.

**a. Developing Educator Plan (DEP) 1:**

- one year plan
- no self assessment or goals required
- unannounced, formal & formative by January 31st
- unannounced, formal & summative by May 31st

**b. Developing Educator Plan (DEP) 2 and 3:**

- one year plan
- self assessment due by October 15th
- goals due by October 31st
- formal and formative by January 31st
- unannounced and summative by May 31st

**c. Visiting Educator Plan (VEP) 1:**

- one year plan
- no self assessment or goals required
- unannounced, formal & formative by January 31st
- unannounced, formal & summative by May 31st

**d. Visiting Educator Plan (VEP) 2 and 3:**

- one year plan
- self assessment due by October 15th

- goals due by October 31st
- formal and formative by January 31st
- unannounced and summative by May 31st

**B. SELF DIRECTED PLANS** for PTS Educators whose overall rating is proficient or above.

**a. Self Directed Plan (SDP)**

- two year plan
- self assessment due by October 31st of the first year of the plan
- goals due by November 15th of the first year of the plan (one year goal cycle optional)
- unannounced and formative due by May 31st of the first year of the plan
- summative due by May 31st of the second year of the plan
- if the educator is rated proficient or exemplary, the summative is to be completed by June 15th of the second year of the plan

**1. Self-Directed Growth Plan**

- Each goal that an educator on a Self-Directed Plan writes can be for a one or two year duration.
- During a two-year Self-Directed Plan cycle, an Educator may choose to refine or change their goal for the second year of the Educator Plan.
  - For Educators with PTS and ratings of Needs Improvement or Unsatisfactory, the professional practice goal(s) must address specific standards and indicators identified for improvement.
- A Two-year Self-Directed Growth Plan is for those Educators with PTS who have an overall summative rating of Proficient or Exemplary.
  - SDP1 Self Assessment due by October 31; Goals by November 15
  - A Formative Evaluation report is to be completed by **May 31 or June 15 depending on the rating assigned**, of the first year of the plan.
  - SDP2: no Self Assessment or Goals required unless an Educator chooses to refine or change their goal for the second year of the Educator Plan. If the Educator chooses to change their goal a revised Self Assessment is not necessary.
  - The summative evaluation report is to be completed by **May 31 or June 15 depending on the rating assigned**, of the second year of the plan.
    - No Educator shall receive a summative evaluation rating the Educator needs improvement or unsatisfactory after May 31; additionally, Educators receiving a rating of proficient or exemplary shall receive their summative evaluation by June 15.

- d. The Evaluator, in their professional judgment, determines a rating on each standard based on an examination of evidence of the Performance Standards and evidence towards the Educator Plan goals.
- e. Standards I and II shall determine the overall summative rating. To be rated Proficient overall, an Educator needs to be rated at least Proficient on Standards I and II. To be rated Exemplary overall, an Educator needs to be rated Exemplary on Standards I and II.
- f. The overall summative evaluation rating must be based on evidence from multiple categories of evidence.
- g. By May 1, the Educator may upload additional evidence of performance in relation to the four Performance Standards and progress towards professional practice and student learning goals.
- h. Either the Evaluator and/or the Educator may request a meeting before completion of the Summative Assessment Report.
- i. The Evaluator shall complete and share the Summative Assessment report electronically by May 31.
  - i. All Summative Assessment reports must be signed electronically by the Educator within 5 school days of receiving the report. The signature indicates that the Educator received the Formative Assessment report but not agreement or disagreement with its contents.

### **C. DIRECTED GROWTH PLAN**

- a. In the instances of a Directed Growth Plan the Evaluator who writes and monitors the Plan should be an Administrator. In instances where a Unit A member is also an Evaluator that person should collaboratively contribute to the Plan.
- b. A Directed Growth Plan is for an Educator with PTS whose:
  - i. Overall rating at the end of SDP1 is progressing towards Unsatisfactory, OR whose
  - ii. Overall rating is Needs Improvement at the end of SDP 2.
- c. The Goals in the Plan must address areas identified as needing improvement as stated in the previous Formative evaluation for SDP1 or Summative Evaluation for SDP2.
- d. The Educator and the Evaluator will create action steps with agreed upon supports and deadlines. The plan will include monthly meetings between the Evaluator and the Educator to discuss evidence of teacher progress towards identified goals. Minutes will be completed and shared as evidence of these meetings.

- e. For an Educator whose overall performance rating is Proficient or Exemplary, the Educator will be placed on a **Two Year** Self-Directed Growth Plan Year I for the next Evaluation Cycle.
- f. For an Educator whose overall performance rating is not Proficient or Exemplary, the Evaluator will rate the Educator as Unsatisfactory and will place the Educator on an Improvement Plan for the next Evaluation Cycle.
- g. Educators on a Directed Growth Plan will receive an Unannounced Observation, Formal Observation and Formative Assessment by December 31. They will also receive an Unannounced Observation and Formal Observation by March 31 and a summative assessment by May 31.

#### **D. IMPROVEMENT PLAN**

- a. In the instances of an Improvement Plan the Evaluator who writes and monitors the Plan should be an Administrator. In instances where a Unit A member is also an Evaluator that person should collaboratively contribute to the Plan.
- b. An Improvement Plan is for an Educator with PTS whose overall summative rating is Unsatisfactory.
- c. In the case of an Educator receiving a rating of Unsatisfactory near the close of one school year, the Improvement Plan may include activities that occur during the summer before the next school year begins provided the activities are agreed to by the Evaluator, Educator and if desired by the Educator, an Association representative.
- d. An Improvement Plan requires a conference with the Educator and if appropriate, representation from the Association.
- e. The Improvement Plan process:
  - i. Will be defined as a minimum of 60 school days with the option to extend the period (not to exceed the course of the school year) of the Improvement Plan with the consent of the Educator and the Association.
  - ii. An Educator on an Improvement Plan shall be assigned the Principal as the Primary Evaluator. The Principal is responsible for providing the Educator with guidance and assistance in accessing the resources and professional development outlined in the Improvement Plan.
  - iii. Within **ten** school days of completion of the summative evaluation where the overall rating is Unsatisfactory, the educator shall complete a Self-Assessment. The Evaluator shall schedule a meeting with the Educator and, if requested by the Educator, an Association representative to discuss the Summative Rating, the completed Self-Assessment and to identify specific areas for improvement.

- iv. No later than **three** days before the last school day, the educator shall meet with the Evaluator to develop the goals and the Improvement Plan. If requested by the Educator, an Association Representative may be present at this meeting.
  - v. Prior to holding the meeting to write the Improvement Plan the Assistant Superintendent of Human Resources will notify the President(s) of the Association and the Superintendent of any Educator being placed on an Improvement Plan. The Educator may request that a representative of the Association attend any meeting(s) in regards to the Improvement Plan as the Educator's representative.
- f. The Improvement Plan will:
- i. Define the problem(s) of practice identified through observations and the Summative Evaluation;
  - ii. Define the improvement goals directly related to the performance standard(s) that need to be addressed;
  - iii. Describe the activities and work products the Educator must complete as a means of improving performance;
  - iv. Describe the assistance that the district will make available to the Educator and the connection to the improvement goals;
  - v. Include monthly meetings between the Primary Evaluator and the Educator to discuss evidence of teacher progress towards identified goals. Minutes will be completed and shared as evidence of these meetings.
  - vi. Articulate the measurable outcomes that will be accepted as evidence of improvement;
  - vii. Detail the intended timeline for completion of each component of the Plan, including at a minimum, a monthly formative assessment of the relevant standard(s) and indicator(s);
  - viii. Identify the individuals assigned to assist the Educator in a non-evaluative manner;
  - ix. Identify the individuals assigned to evaluate the Educator, which must include minimally the Supervising Evaluator;
  - x. Include the signatures on the Improvement Plan of the Educator, Primary Evaluator and, if appropriate, an Association representative.
  - xi. A copy of the signed Plan shall be provided to the Educator. The Educator's signature indicates that the Educator received the Improvement Plan within 10 school days from the meeting. The signature does not indicate agreement or disagreement with its contents.

- g. The Evaluator must complete a summative evaluation for the Educator at the end of the period determined by the Evaluator in the Plan.
- h. Decision on the Educator’s status at the conclusion of the Improvement Plan.
  - i. All determinations below must be made no later than May 31. One of three decisions must be made at the conclusion of the Improvement Plan:
    - (a) If the Evaluator determines that the Educator has improved his/her practice to the level of proficiency, the Educator will be placed on a Self-Directed Growth Plan Year 1.
    - (b) If the Evaluator determines that the Educator has improved their practice to the level of Needs Improvement, the Educator will be placed on a Directed Growth Plan.
    - (c) If the Evaluator determines that the Educator’s practice remains at the level of Unsatisfactory, the Evaluator shall recommend to the superintendent that the Educator be dismissed.

## 8. TIMELINES

NON-PROFESSIONAL	Deadlines		1/31			5/31		
	Self Assessment	Goals	Unannounced	Formal	Formative	Unannounced	Formal	Summative
DEP/VDP 1 - Developing Educator Plan (Year 1)	10/15	10/31	X	X	X	X	X	X
DEP/VDP 2 - Developing Educator Plan (Year 2)	10/15	10/31		X	X	X		X
DEP/VDP 3 - Developing Educator Plan (Years 3)	10/15	10/31		X	X	X		X

PROFESSIONAL	Deadlines		5/31 (Year 1)			5/31(Year 2)*		
	Self Assessment	Goals	Unannounced	Formal	Formative	Unannounced	Formal	Summative
SDP - Self Directed Plan (2 years)	10/31	11/15	X		X			X.

\*if proficient or exemplary, the date can extend to 6/15.

PROFESSIONAL	Deadlines		12/31			3/31		5/31
	Self Assessment	Goals	Unannounced	Formal	Formative	Unannounced	Formal	Summative
DGP - Directed Growth Plan (1 year)	9/15	10/15	X	X	X	X	X	X

## 9. CAREER ADVANCEMENT

In order to attain Professional Teacher Status, the Educator shall achieve ratings of proficient or exemplary on Performance Standard I and II on their most recent evaluation. A principal considering making an employment decision that would lead to PTS for any Educator who has not been rated proficient or exemplary on each performance standard and overall on the most recent evaluation shall confer with the superintendent by May 31st. The principal's decision is subject to review and approval by the superintendent.

After all employees have been evaluated under this system, the district and the association will bargain with respect to potential career ladder for educators.

## **10. GENERAL PROVISIONS**

- A. Only Educators who are licensed may serve as primary 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. 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 ensure that Evaluators have training in supervision and evaluation, including the regulations and standards and indicators of effective teaching practice promulgated by ESE (35.03), and the evaluation Standards and Procedures established in this Agreement.
- 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 and, if requested by the Educator, an Association representative. 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 five years of implementation and recommend adjustments to the parties. The recommended adjustments will be reduced to writing, for the purpose of bargaining. Nothing shall prevent the parties from agreeing to make changes based on the recommendations during the life of the contract. Any changes shall be reduced to writing and signed by 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. 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. Substantial compliance shall refer to a situation where the process has resulted in a fair evaluation although there may have been procedural misstep(s), such as a minor procedural error(s), or missed deadlines, that do not materially impact the fairness of the evaluation; that type of missed deadline(s) and/or misstep(s) should not undo an otherwise fair evaluation process.