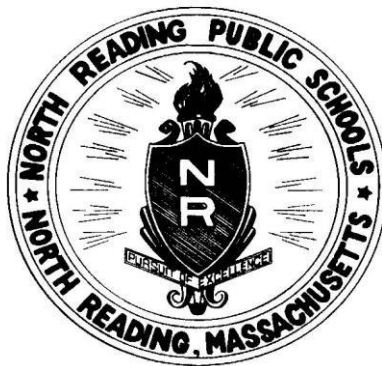


NORTH READING  
SCHOOL COMMITTEE

NORTH READING  
EDUCATION ASSOCIATION



CONTRACT

2024 – 2027

NORTH READING PUBLIC SCHOOLS  
North Reading, Massachusetts

PREAMBLE

The primary goal of all people connected with the North Reading school system is to improve the educational program and opportunities for the children of North Reading. The attempt to reach this goal is the chief motivating factor of the agreement and all its provisions.

The North Reading School Committee recognizes that in order to achieve this goal educators must be compensated fairly. It is the determination of the School Committee that everything possible consistent with good educational practice and within the Town's ability to pay will be done to advance the professional standing of educators.

The North Reading School Committee will do everything possible to attract and retain dedicated educators. The North Reading Education Association will do everything possible to encourage a responsible and dedicated attitude on the part of educators. To the extent that both of these aims are met, the children of North Reading will continue to receive the best education possible.

School Committee:

Scott Buckley, Chair  
Richard McGowan, Vice Chair  
Dyana Boutwell  
Jeff Friedman  
Noelle Rudloff

Superintendent of Schools:

Patrick Daly, Ed. D.

Negotiation Committee:

Michael Connelly, Assistant Superintendent  
Camille Craig-Comin, NREA  
Patrick Daly, Superintendent  
Jeff Friedman, School Committee  
Sara Grimbilas, NREA  
Shellie Kerrigan, NREA Vice President  
Sean Killeen, Assistant Superintendent  
Carla Lister, NREA  
Barbara Mantere, NREA President  
Richard McGowan, School Committee  
Matthew Oosting, NREA  
Christopher Roofe, NREA  
Morgan Soares, Administrator

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# CONTRACT

Pursuant to the provisions of Chapter 150E of the General Laws of Massachusetts, this CONTRACT is made this first day of July, 2024 by the SCHOOL COMMITTEE OF THE TOWN OF NORTH READING and THE NORTH READING EDUCATION ASSOCIATION (hereinafter sometimes referred to as the “Association”).

## ARTICLE I

### GENERAL DECLARATIONS

- A. Recognizing that our primary purpose is to provide education of the highest possible quality for the children of North Reading, and that good morale within the educator staff of North Reading is essential to achievement of that purpose, we, the undersigned parties of this Contract, declare that:
1. Under the law of Massachusetts, the Committee, elected by the citizens of North Reading, has final responsibility for establishing the educational policies of the public schools of North Reading;
  2. The Superintendent of Schools and the Principals of North Reading (hereinafter referred to as the “Administration”) have the responsibility for carrying out the policies so established;
  3. The educator staff of the public schools of North Reading has responsibility for providing the highest possible quality education and has the full responsibility for all professional duties;
  4. Fulfillment of these responsibilities can be facilitated and supported by consultations and free exchange of views and information among the Committee, the Superintendent, and the educator staff in the formulation and application of policies relating to wages, hours, and other conditions of employment for the educator staff;
  5. The provisions of the Agreement shall constitute Committee policy for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule, or regulation of the Committee which is in conflict with any provision of the Agreement shall be superseded and replaced by the Agreement. Nothing in this Agreement which changes pre-existing Committee policy, rules, or regulations shall operate retroactively unless expressly so stated;
  6. Subject to the provisions of this Agreement, the Committee, the Superintendent of Schools, and the principals reserve and retain full rights, authority, and discretion, in the proper discharge of their duties and responsibilities, to control, supervise, and manage the school system and its educator staff under governing law, ordinances, rules, and regulations--Municipal, State, and Federal. In all matters under this Agreement calling for the exercise

of judgment or discretion on the part of the Committee, the Superintendent of Schools, or the principals, the decision shall be final and binding if made in good faith--i.e., not arbitrarily, capriciously, or without rational basis in fact--except where some other standard of grievability or arbitrability is set forth in this Agreement; and so

7. As per Chapter 150E, Acts, 1972: In the event that any part or provision of this Agreement is in conflict with any law, ordinance, or by-law, the law, ordinance, or by-law shall prevail so long as such conflict remains. If funds are necessary to implement such written agreement, a request for the necessary appropriation shall be submitted to the legislative body. If such request is rejected, the matter shall be returned to the parties for further bargaining.
8. If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found to be 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. The parties will meet not later than ten (10) days after any such holding for the purpose of renegotiating the provision or provisions affected.
9. The School Committee will authorize the Superintendent of Schools to meet with representatives of the Education Association as often as necessary to discuss matters of mutual concern. Said meetings may be requested by either party and will be held at times convenient for both parties. No decisions or actions will be taken as a result of said meetings that in any way alters or modifies the existing Agreement.
10. The School Committee and the Association have a mutual interest in exploring the process of collaborative bargaining for future contracts.

## **ARTICLE II**

### **RECOGNITION**

- A. For the purposes of collective bargaining with respect to wages, hours, and other conditions of employment, the negotiation of collective bargaining agreements and any other questions arising thereunder, the Committee recognizes the Association as the exclusive bargaining agent and representatives of all educator employees. Specifically included as educators in this unit shall be School Psychologists, Adjustment Counselors, Guidance Counselors (HS), nurses, occupational therapists, physical therapists, and speech/language therapists. Excluded shall be the Superintendent, Principals, Assistant Principals, Director of Student Services, Assistant Superintendent, Assistant Director of Student Services for Special Education, Coordinator of Secondary Special Education, and any other administrator who has no teaching responsibility. Also excluded is every such employee who on the effective date of this Agreement is, or thereafter shall be, designated by the Committee as a representative of it for the purpose of such bargaining.

- B. All other independent employee groups are explicitly excluded from this Contract including Administrative Assistants, accountants, tutors, Paraprofessionals, food service workers, technology technicians, substitutes, and all other non-certified positions.

### **ARTICLE III**

#### **COMPENSATION AND OTHER CONDITIONS OF EMPLOYMENT**

- A. Subject to the provisions of this Contract the wages, hours, and other conditions of employment applicable on the effective date of this Contract to the employees covered by the Contract shall continue to be so applicable.

### **ARTICLE IV**

#### **AGENCY FEE - PAYROLL DEDUCTION**

- A. **Agency Fee:** Effective December 1, 1991, the Committee agrees to require as a condition of employment that all professional employees except those certified as members to the Committee by the Association pay annually or by dues deduction to the Association as of the thirtieth (30) day subsequent to the above effective date, an agency service fee which shall be commensurate with the cost of collective bargaining and contract administration which amount shall be certified annually to the Committee by the Association. The agency fee shall be deducted from the wages of any employee who signs authorization to that effect and such fees shall be transmitted to the Treasurer of the Association as provided in Section 176 of Chapter 180 of the General Laws. The Association will indemnify the committee for any liability arising from the operation of this provision.
- B. **Payroll Deduction:** The Committee hereby accepts the provisions of Section 17C of Chapter 180 of the General Laws of Massachusetts and, in accordance therewith, shall certify to the Treasurer of North Reading all payroll deductions for the payment of dues to the Association duly authorized by each individual covered by this Contract.

The Committee agrees to certify to the Treasurer of North Reading all Massachusetts Teachers' Association Credit Union deductions authorized by individuals covered by this Contract.

## ARTICLE V

### GRIEVANCE PROCEDURE

- A. The purpose of the procedure set forth hereinafter is to produce prompt and equitable solutions to those problems which from time to time may arise and affect the conditions of employment of the employees covered by this Contract. The Committee and the Association desire that such procedure shall always be as informal and confidential as may be appropriate for the grievance involved at the procedural level involved; and nothing in this Contract shall prevent any such employee from individually presenting any grievance of the employee.

**Definition:** A grievance is a claim based upon an event or condition that alleges a violation, misinterpretation, or misapplication of the terms of this Agreement.

**Level One:** The aggrieved employee shall discuss the grievance with a member of the Grievance Committee of the Association.

**Level Two:** If not disposed of to the employee's satisfaction by such discussion, the grievance shall be presented orally by the employee and a member of the said Grievance Committee to the appropriate intermediate supervisor of the employee. This presentation shall be scheduled within twenty (20) workdays after knowledge by the Employee or the Association giving rise to the act or condition which is the basis for the Complaint, or the Grievance is waived.

**Level Three:** If at the end of five (5) school days next following such presentation, the grievance shall not have been disposed of to the employee's satisfaction, the employee may, within five (5) school days thereafter, file with the President of the Association and the Chairman of its Grievance Committee a written statement of the grievance. Within five (5) school days thereafter, such statement shall be reviewed with the employee by the said President or Chairman, and if after such review the employee shall so desire, the grievance shall be forthwith presented in writing by the employee and said President, or Chairman to the Superintendent, who shall, within five (5) school days thereafter, meet with the employee and the said President or Chairman in an effort to settle the grievance.

**Level Four:** If at the end of the ten (10) school days next following such presentation to the Superintendent the grievance shall not have been disposed of to the employee's satisfaction, the employee may within five (5) school days thereafter, notify the said President and Chairman in writing of the employee's desire to have the grievance presented to the Committee. If the Grievance Committee so shall vote, the grievance shall forthwith be presented in writing by the Association to the School Committee within ten (10) school days, and within ten (10) school days, or at the next regularly scheduled meeting, whichever is the longer period of time, the School Committee shall meet with the Grievance Committee, the said President and the employee in an effort to settle the grievance.

**Level Five:** If , at the end of the ten (10) school days next following the meeting between the Grievance Committee and the School Committee, the grievance shall not have been disposed of to the satisfaction of the Grievance Committee of the Association, and if the grievance shall involve the interpretation of application of any provisions of this Contract, the Association may, by giving written notice to the School Committee within the ten (10) school days next following conclusion of such meeting, present the grievance for arbitration; in which event the School Committee and the Association shall forthwith submit the grievance to a mutually acceptable arbitration tribunal. If a mutually acceptable tribunal cannot be selected, the grievance shall be submitted to the American Arbitration Association in accordance with the American Arbitration Association Rules and Regulations. The expense of such arbitration shall be shared equally by the School Committee and the Education Association. The findings of the arbitrators are to be final and binding on both parties.

- B. 1. If at the end of ten (10) school days next following the occurrence of any grievance, or the date of first knowledge of its occurrence by any employee affected by it, the grievance shall not have been presented at Level Two of the procedure set forth in Section A above, the grievance shall be deemed to have been waived; and any grievance in course under such procedure shall also be deemed to have been waived if the action required to present it to the next level in the procedure shall not have been taken within the time specified therefore by the said Section A.
2. If any employee covered by this Contract shall present any grievance without representation by the Association, the disposition if any, of the grievance shall be consistent with the provisions of this Contract.
3. No written communication, other document, or record relating to any grievance shall be filed in the personnel file maintained by the School Department of North Reading for any employee involved in presenting such grievance. To abide by statute, a special file is to be located in the Office of the Superintendent and set up for this purpose. Access to such file shall be granted only to the Superintendent, the President of the NREA, and the aggrieved employee. If said employee should leave the employ of the North Reading Public School System, the contents of such file shall not be sent to any future employer.

The Association shall be permitted to be represented by representatives of its own choosing at any step of the grievance procedure.

The Association can file in writing a grievance affecting a class of educators at Step One of this procedure.

The Association shall be permitted to be represented by no more than four representatives of its own choosing at Level Five.



## ARTICLE VI

### RELIEF FROM NON-TEACHING DUTIES

- A. The Committee and the Association agree that an educator's primary responsibility is to teach and that every effort possible will be made to utilize their professional talent to this end. The Committee and the Association recognize that educator aides and part-time clerical employees and others are useful and necessary in order to implement this principle. The parties agree to the following:
1. Educators shall have a duty-free lunch period as long as the students' lunch period.
  2. Health services, such as administering eye or ear examinations and weighing and measuring students, will be performed by appropriate professional personnel.
  3. Educators will not be required to drive students to activities which will take place away from school buildings. Educators may do so voluntarily, however, in authorized vehicles and with the advanced approval of the Superintendent or their designated supervisor. In no event will the School Committee be responsible for the unauthorized driving of students.
  4. Educators shall be relieved of distribution and inventory of books and supplies except in their own classrooms, of preparing and sending form letters to parents, and other similar clerical functions which do not require the exercise of professional judgment.
  5. Educators shall be relieved of collecting money from students for non-educational purposes. Although educators may be required to collect and transmit money to be used for educational purposes, they will not be required to tabulate or account for such money.
  6. Elementary educators will not be assigned to supervise lunches or recesses.
- B. The parties agree to work toward the following objectives:
1. Educators shall be relieved of the following assignments:
    - supervision of playgrounds;
    - supervision of cafeterias;
    - supervision of sidewalks and buses.
  2. Educators shall be relieved of duplicating instructional and other materials, cumulative record cards, and other similar functions.
  3. Educators shall have a duty-free lunch period of 30 minutes.

## ARTICLE VII

### TEACHING ASSIGNMENTS AND TRANSFERS

- A. Every reasonable effort will be made to notify, by June 1, educators, other than newly appointed and substitute educators, of any changes in their programs and schedules for the ensuing year, including the schools to which they will be assigned, and the grades and/or subjects that they will teach, and any special or unusual classes, students or assignments that they will have.
- B. In order to assure that students are taught by educators working within their areas of competence, educators shall not be assigned, except in accordance with the regulations of the State Board of Education and for good cause, to subjects and/or grades or other classes outside the scope of their teaching licensure and/or their major or minor fields of study.
- C. Educators who desire a change in grade and/or subject assignment or who desire to transfer to another building shall indicate such desire to the Superintendent in writing not later than March 1. Such indication shall include the grade and/or subjects to which the educator desires to be transferred. The Superintendent or their designee shall notify each educator who has made application for transfer of the disposition of each educator's request one week prior to the close of school or as soon as possible thereafter in writing. Should a position become available after March 1, educators in the system shall have ten (10) days from the posting of the vacancy to request a transfer. Educators will be guaranteed an interview after submitting their application, provided that the educator meets the stated qualifications for the position.
- D. **Voluntary Transfers:** In the determination of assignments and transfers, the Superintendent shall honor the preference and wishes of the individual educator, if in their opinion such actions are in the best interest of the North Reading Public Schools.
- E. In arranging schedules for educators who are assigned to more than one school an effort will be made to limit the amount of inter-school travel. Every effort will be made to allow adequate time for travel of 30 minutes between buildings in the scheduling of itinerant educators. Such educators will be notified of any change in their schedules. They will be paid mileage according to Section L of the NRPS Administrative Financial Guidelines and Procedures Manual at the rate established for Town employees.
- F. Educator assignments and transfers shall be made without regard to race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

G. **Involuntary Transfers:** Notice of intent to transfer or reassign shall be given in writing stating the reason as soon as practicable. Any involuntary transfer or reassignment shall be made only after a meeting between the educator or educators involved and the Superintendent or their designee and shall be made on the basis of length of service in the system unless in the opinion of the Superintendent the interest of the school system requires otherwise. The educator(s) may have an Association representative present at such a meeting. Involuntary transfers will not be made arbitrarily, capriciously, or without basis in fact.

- H. 1. In case of a reduction in teaching staff, an educator with professional status (PTS) shall not be dismissed if there is an educator without professional status (NPTS) employed whose position the educator with professional status is certified to fill.
2. Educators with professional status affected by a reduction in teaching staff shall be notified in writing by May 1 of the school year preceding the school year in which the reduction is to take place. Educators without professional status affected by a reduction in force shall be notified in writing by June 15 of the school year preceding the school year in which the reduction is to take place.
3. If a reduction in teaching staff results in the layoff of a PTS, layoffs shall be conducted within disciplines based on an educator's qualifications, job performance, and the best interest of the students, which is defined as follows: the past summative overall evaluation ratings as compared to other educators' past summative overall evaluation ratings in the discipline targeted to be reduced. The number of summative evaluations compared will include all those evaluations written for educators during the time equal to the most recently hired professional status educator in the targeted discipline, with an emphasis on the three most recent years in common. The judgment of qualifications shall be the sole responsibility of the Superintendent. For the term of this contract, ratings of "Proficient" and "Exemplary" will be considered equal and ties shall be broken by seniority. The Superintendent will review the summative evaluations along with the length of service information. If, in the Superintendent's judgment, educators are determined to have equal qualifications, seniority will be the determining factor of which educator(s) is retained.

Total time in the North Reading School system from the first day worked in a permanent position shall be used to compute length of service.

4. For purposes of definition, "discipline" shall be elementary: Grades PreK-5; secondary: English/Language Arts, Science, Mathematics, History/Social Studies, World Language, Entrepreneurship Education, Visual Arts, Performing Arts, Physical Education/Health, Special Education, and Digital Literacy/Computer Science. Should new disciplines be identified during the term of this Agreement, they shall be added to the list of disciplines in this section.

5. If subsequent vacancies occur or if new positions are added or old positions restored which persons on layoff previously performed, personnel laid off by the North Reading Public Schools under the foregoing provisions within the previous 18 months will be rehired in reverse order of layoff before other applicants are considered.
  6. Educators released under the provisions of this article shall be given initial consideration on the substitute list if they so choose. Further, released educators shall be permitted to pay the entire premium cost of membership in the Town health and life insurance plan for the period of one year provided that no Town or State law or regulation or policy of the insurer contravenes.
- I. No educator/professional employee shall be required to add the duties of another educator/professional employee to their own responsibilities.

## **ARTICLE VIII**

### **PROMOTIONS AND VACANCIES**

- A. All vacancies in promotional positions caused by death, retirement, discharge, resignation, or by the creation of a new promotional position shall be filled pursuant to the following procedures:
1. Such vacancies shall be adequately published by e-mail, as far in advance of the date of filling such vacancy as possible. A copy of all posted vacancies will be sent to the NREA president.
  2. Said notice of vacancy published by the Superintendent or their designee shall clearly set forth the qualifications for the position.
  3. Educators who desire to apply for such vacancies shall apply through the District's application portal within the time limit specified in the notice. Educators will be guaranteed an interview after submitting their application if they meet the license and/or experience requirement(s) for that posting.
  4. Such vacancy shall be filled on the basis of fitness for the vacant post. In the event two candidates are equally qualified, the appointment shall be made in good faith and will be given to the candidate presently employed in the North Reading Public School System. Interview performance, prior evaluations, and recommendations will be considered as qualifications along with appropriate licensure and experience. Final determination of qualifications will rest solely with the Administration.
- B. Promotional positions are defined as positions having a salary differential and/or positions on the administrative-supervisory level.

- C. All vacancies (as defined above in the case of promotional positions) for specialists and/or special project educators shall also be filled pursuant to the procedure set forth in Paragraph A above.
- D. Vacancies resulting from leaves of absence of six months' duration or longer shall be posted.
- E. Vacancies in all other positions shall be posted for informational purposes.
- F. All appointments to the aforesaid vacancies and openings shall be made without regard to race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

## **ARTICLE IX**

### **EDUCATOR FACILITIES**

- A. The Committee shall make every reasonable effort to provide in each school building:
  - 1. Adequate telephone communication
  - 2. Space in each classroom in which educators may safely store instructional materials and supplies
  - 3. An educator workroom containing adequate equipment and supplies to aid in the preparation of instructional materials
  - 4. Separate and appropriately furnished educator lounge rooms (said rooms to be in addition to the aforementioned educators' workroom)
  - 5. Well-lighted and clean educators' restrooms
  - 6. A system whereby educators can effectively communicate with the main office in the event of an emergency
  - 7. A separate, private, well-ventilated dining area for use of all personnel
  - 8. A desk and chair for each educator
  - 9. Adequate parking for all educators
  - 10. Safe classrooms for instruction, including temperatures

## **ARTICLE X**

### **PROFESSIONAL EMPLOYMENT OPPORTUNITIES**

- A. In the event that two candidates for a position in the North Reading Summer School Program are equally qualified, preference shall be given to regularly appointed educators in the North Reading School System.
- B. In filling such positions, the Superintendent or their designee shall give consideration to the educator's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, and length of service in the North Reading School System. The judgment of the Superintendent or their designee shall be final.
- C. Such positions will be posted by May 1 of each year whenever possible.

## **ARTICLE XI**

### **SICK LEAVE**

- A. NPTS educators will be entitled to twelve (12) and PTS educators to fifteen (15) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Sick leave days may be accumulated from year to year with no maximum limit.
  - 1. Part time educator will receive a pro rata allotment of sick leave based on their salary percentage. For example, an Educator with Professional Status who works 60% will be credited with nine (9) sick days. Sick leave will be applied to absences based on the amount of time the educator was scheduled to work on the day of the absence. For example, an Educator with Professional Status who works 60% of each school day will have a 0.6 of a day applied for each absence.
- B. In addition to personal illness or injury, three (3) of an educator's sick leave days may be utilized for the educator's personal medical appointments, and five (5) of an educator's sick leave days may be utilized for family illness.
- C. For instances of caring for a newborn (non-birthing parent), adoption, or fostering, up to fifteen (15) of an educator's sick leave days may be used.
- D. The North Reading Public Schools will match up to ten (10) days of paid leave used pursuant to Article XI.C above and for maternity, immediately following the birth, adoption, or placement of a child.

- E. 1. Effective July 1, 2020, the following language shall apply:  
Any educator hired prior to July 1, 2017 who submits a written notice of intent to retire to the Superintendent by February 1 of the school year in which they plan to retire shall be compensated a sum of money equal to \$50/day for each unused sick day up to 200 days of accumulated sick leave days.

The Sick Leave Buy Back provisions shall apply only in the following situations:

- a. Educators who submit their formal retirement to the Massachusetts State Educators Retirement Board.
  - b. Educators must notify the School Department of their intention to retire not later than February 1 of the school year in which they plan to retire.
  - c. Educators who die in service shall have this benefit paid to his or her estate.
  - d. Educators who are displaced because of RIF shall receive this benefit at the end of their recall period if not recalled.
  - e. The notice requirement above will be waived in cases where unexpected changes in health or family situations create a compelling need to retire earlier than anticipated. Notice in such cases will be provided as soon as the educator becomes aware of the need to retire. Payments to educators who have received a waiver of notice under this subparagraph will become due in the month of July in the second fiscal year following the date of their retirement.
  - f. The Sick Leave Buy Back will be paid in three equal installments over the next three years following the retirement.
- E. Employees will be provided access to the District's on-line absence management system as the means of tracking the balance of all accumulated sick leave granted under this agreement.

## **ARTICLE XII**

### **SICK LEAVE BANK AND FAMILY WELLNESS BANK**

- A. NPTS educators shall be enrolled in both the NREA Sick Bank and NREA Family Wellness Bank in their first year of employment without donating a sick day to either Bank. Should additional days be needed as outlined later in this contract, all members past the first year of employment will be asked to contribute in order to remain active in either Bank.

B. Sick Leave Bank: Educators may deposit one day of their sick leave allowance in the Sick Leave Bank each year. Educators who have a protracted illness and who have used up the sick leave to which they are entitled may apply to draw on the Bank. The operation of the Bank and withdrawals therefrom shall be carried out in accordance with the following guidelines:

1. A Sick Leave Committee shall be established, composed of three (3) members of the North Reading Education Association and three (3) members representing the North Reading school administration. Requests for grants of Sick Leave Bank time shall be made by a vote of Committee members. All approvals by the Committee require a minimum of four (4) votes in favor of granting the request.

In the event of a tie vote, the Superintendent, who shall not serve as a member of the Committee, shall make a final approval or denial determination on all such requests. The decisions of the Committee and/or those of the Superintendent shall be final and binding and are not subject to the grievance procedure, arbitration, or appeal of any kind.

2. All deposits must be made in writing no later than October 1 of each year.
3. Only those educators who deposit in the bank may be permitted to withdraw from the Bank.
4. All requests for withdrawal from the Bank must be accompanied by the reason and must be approved by the Sick Leave Committee.
5. No days may be withdrawn from the Sick Leave Bank for use for any reason except illness. Days may not be withdrawn to permit an educator to stay at home for other members of the family.
6. In the event of a new contract and/or an extension of the existing one, the balance of days in the Sick Leave Bank is to be carried over to succeeding contracts.
7. Changes in the regulations or operation of the Sick Leave Bank may be made through collective bargaining between the Association and the School Committee.
8. Educators who receive time from the Sick Leave Bank will be paid while absent at their current salary.
9. Whenever the number of days in the Sick Leave Bank falls below two hundred (200) days, the Sick Leave Committee will call for a contribution and each member of the Sick Leave Bank will contribute one (1) day to the Bank.
10. Membership in the Sick Leave Bank will be voluntary. Day deposit forms will be provided by the Association and must be completed promptly by all those wishing to join



11. Any educator who is not a member of the Sick Leave Bank may not expect to receive any extended sick leave benefits from the School Committee if their number of accrued sick days has been exhausted.
12. The Sick Bank is separate and distinct from the Family Wellness Bank as described in Article XII. D.

C. Sick Leave Bank Committee Operating Procedures

To avoid misunderstandings and assure that the benefits of the Sick Leave Bank are administered in a manner that is fair and equitable to all parties the following procedures will be used:

1. The applicant will submit a request form for a grant from the Sick Leave Bank to the Sick Leave Bank Committee.
2. The Chairperson of the Sick Leave Bank Committee will call a meeting when requests are made for grants of time.
3. Permanent minutes of meetings will be kept to provide record of requests and facts relating to cases.
4. Immediately following meetings, the applicant will receive the request form with the Committee's decision shown. If rejected, the reasons will be noted.
5. Following review and action by the Sick Leave Bank Committee, copies of the request form will be disbursed as follows:

Copy 1 – To Business Office as authorization to pay, then to employee's personnel file as a permanent record.

Copy 2 – To Sick Leave Bank Committee file.

Copy 3 – To applicant after all signatures in place.

6. The School Administration will provide the Sick Leave Bank Committee with sick leave historical data for any employee requesting sick leave grants.

D. Family Wellness Bank: Educators may deposit one day of their sick leave allowance in the Family Wellness Bank each year. Educators with a family member who have a protracted illness or ongoing medical concern and who have used up the sick leave to which they are entitled may apply to draw on the Family Wellness Bank. In addition, those seeking additional days for parental leave beyond the allotted use of fifteen (15) personal sick days may apply to the Family Wellness Bank. All applicants can apply for no more than a total of thirty (30) paid days, including the use of personal sick days. The operation of the Family Wellness Bank and withdrawals therefrom shall be carried out in accordance with the following guidelines:

1. Family Wellness Bank Leave Committee shall be established, composed of three (3) members of the North Reading Education Association and three (3) members representing the North Reading school administration. Requests for grants of Family Wellness Bank leave time shall be made by a vote of Committee members. All approvals by the Committee require a minimum of four (4) votes in favor of granting the request.

In the event of a tie vote, the Superintendent, who shall not serve as a member of the Committee, shall make a final approval or denial determination on all such requests. The decisions of the Committee and/or those of the Superintendent shall be final and binding and are not subject to the grievance procedure, arbitration, or appeal of any kind.

2. All deposits must be made in writing no later than October 1 of each year.
3. Only those Educators who deposit in the Family Wellness Bank may be permitted to withdraw from the Family Wellness Bank.
4. All requests for withdrawal from the Family Wellness Bank must be accompanied by the reason and must be approved by the Family Wellness Bank Committee.
5. No days may be withdrawn from the Family Wellness Bank for use for any reason beyond which is described above, including personal illness, which is to be addressed in accordance with Article XII.B.
6. In the event of a new contract and/or an extension of the existing one, the balance of days in the Family Wellness Bank is to be carried over to succeeding contracts.
7. Changes in the regulations or operation of the Family Wellness Bank may be made through collective bargaining between the Association and the School Committee.
8. Educators who receive time from the Family Wellness Bank will be paid while absent at their current salary.
9. Whenever the number of days in the Family Wellness Bank falls below two hundred (200) days, the Family Wellness Bank Committee will call for a contribution and each member of the Family Wellness Bank will contribute one (1) day to the Bank.
10. Membership in the Family Wellness Bank will be voluntary. Day deposit forms will be provided by the Association and must be completed promptly by all those wishing to join.
11. Any Educator who is not a member of the Family Wellness Bank may not expect to receive any extended family wellness benefits from the School Committee if their number of allowed accrued sick days has been exhausted.
12. The Family Wellness Bank is separate and distinct from the Sick Bank as described in Article XII. B.

E. Family Wellness Bank Committee Operating Procedures

To avoid misunderstandings and assure that the benefits of the Family Wellness Bank are administered in a manner that is fair and equitable to all parties the following procedures will be used:

1. The applicant will submit a request form for a grant from the Family Wellness Bank to the Family Wellness Bank Committee.
2. The Chairperson of the Family Wellness Bank Committee will call a meeting when requests are made for grants of time.
3. Permanent minutes of meetings will be kept to provide record of requests and facts relating to cases.
4. Immediately following meetings, the applicant will receive the request form with the Committee's decision shown. If rejected, the reasons will be noted.
5. Following review and action by the Family Wellness Bank Committee, copies of the request form will be disbursed as follows:

Copy 1 – To Business Office as authorization to pay, then to employee's personnel file as a permanent record.

Copy 2 – To Family Wellness Bank Committee file.

Copy 3 – To applicant after all signatures in place.

6. The School Administration will provide the Family Wellness Bank Committee with leave historical data for any employee requesting Family Wellness Bank grants.

### **ARTICLE XIII**

#### **TEMPORARY LEAVES OF ABSENCE**

- A. Educators will be entitled to the following temporary leaves of absence with pay each school year, with a maximum accumulation of five (5) days:

1. Educators may request up to three (3) days each year for imperative legal business, household or family matters, including medical appointments, which could not be conducted effectively outside of school hours. A request for a temporary leave of absence shall be made to the educator's school administrator through the on-line management system as early as possible, but not less than forty-eight (48) hours before the requested temporary leave of absence. In emergency situations where it is impossible to give notice in writing, requests will be given by telephone to the Principal and later reduced to writing. Requests for a temporary leave of absence shall not be unreasonably denied. The use of a temporary leave of absence to extend a holiday or vacation period is prohibited. Use of consecutive temporary leave of absence days shall not be permitted unless approved in advance by the Superintendent. This matter may however be represented through the grievance and arbitration procedure if the individual so elects.

2. Up to three (3) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature, if the request is initiated by the educators.
  3. Three (3) days for religious observance.
- B. Educators will be entitled to up to five (5) days' time in the event of death or critical illness of an educator's spouse, life partner/companion, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, sibling, or other member of the immediate household. Educators will be granted up to three (3) days at any time in the event of the death of an educator's grandfather, grandmother, brother-in-law, sister-in-law, uncle, aunt, niece, nephew, or cousin, unless said relative is a member of the immediate household in which event the educator will be entitled to the aforesaid five (5) days.

In the event of the loss of a child(ren) due to miscarriage or stillbirth educators may be entitled to up to five (5) days at the time of this loss. Neither the length of the pregnancy nor the number of children will impact the number of days to which educators are entitled.

- C. Educators will be entitled to the following temporary leaves of absence with pay each school year, with the maximum accumulation of three (3) days.
1. One (1) day off for not more than six (6) delegates to attend Massachusetts Educators' Association and/or National Education Association conferences and conventions. Applications for these leaves will be made at least twenty-four (24) hours before taking such leave.
- D. Leaves taken pursuant to Section A above will be in addition to any sick leave to which the educator is entitled. No educator will be required to arrange for their own substitute. When an application for such leaves as detailed above is made, the educator will be required to state acceptable reasons for taking such a leave.
- E. Part time educators will receive a pro rata allotment of leave under this Article. Such leave will be applied to absences based on the amount of time the educator was scheduled to work on the day of the absence.

## **ARTICLE XIV**

### **EXTENDED LEAVES OF ABSENCE**

- A. The Committee agrees that not more than two (2) PTS educators designated by the Association will, upon request, be granted a leave of absence for up to two (2) years without pay for the purpose of engaging in Associations (state or national) activities. Upon return from such leave, an educator will be considered as if he/she were actively employed by the Committee during the leave and will receive the appropriate increment(s), based on past performance as though such educator had not been on leave.

- B. A leave of absence without pay of up to two (2) years will be granted to any PTS educator who joins the Peace Corps or serves as an exchange educator, and is a full-time participant in either of such programs. Upon return from such leave, a educator will be considered as if she/he were actively employed by the Committee during the leave and will be placed on the appropriate increment, based on past performance as though such educator had not been on leave.
- C. Military leave will be granted to any educator who enlists in any branch of the armed forces of the United States. Upon return from such leave, a educator will be placed on the appropriate increment, based upon past performance, as though such educator had not been on leave.
- D. A leave of absence without pay or increment of no more than a maximum of two (2) academic years or parts thereof, will be granted to any PTS educator for childrearing needs. By way of clarification, if a PTS educator commences such leave in February of academic year 2022-2023, the PTS educator would also be eligible for an unpaid leave during academic years 2022-2023 and 2023-2024 only.
- E. A leave of absence without pay or increment of up to one (1) year will be granted to any PTS educator for the purpose of caring for a sick member of the educator's immediate family. Additional leave may be granted at the discretion of the Committee.
- F. After five (5) years of continuous employment in the North Reading School System, an educator may be granted a leave of absence, without pay or increment, for up to one (1) year for health reasons. Requests for such leave will be supported by appropriate medical evidence. Any educator who is on personal illness leave, with compensation under the Sick Leave Article, and whose illness extends beyond the period compensated will be granted leave of absence without pay for such time as is necessary for complete recovery from such illness, for up to one (1) year.
- G. Other leaves of absence without pay may be granted by the Committee.
- H. All benefits to which a educator was entitled by the time their leave of absence commenced, including unused accumulated sick leave, will be restored to them upon their return, and he/she will be assigned to the same position which he/she held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.
- I. All requests for extensions or renewals of leave will be applied for in writing, and if granted, granted in writing.
- J. An educator who has been granted an extended leave of absence and who desires to return to employment in North Reading must so notify the Superintendent of Schools in writing by February 1 of the school year in which the leave ends. Failure to comply with this section shall release the School Committee of any obligation connected with the granting of the leave of absence.

- K. Any leaves taken under this Agreement under circumstances which would qualify for leave under the Family and Medical Leave Act will run concurrently and will be counted toward the twelve (12) weeks available under the FMLA. An employee's available and applicable paid leave (e.g., sick leave) may be substituted for unpaid FMLA Leave at the discretion of the employee, provided such paid leave is generally available in the circumstances of the leave.

## **ARTICLE XV**

### **SABBATICAL LEAVE**

- A. Any educator who has served in the North Reading Public Schools for a period of seven (7) consecutive years may request of the School Committee a sabbatical leave for a period not to exceed one (1) school year. A sabbatical leave for a period of less than one (1) year will also be considered.
- B. Requests for sabbatical leave must be filed in writing with the Superintendent no later than December 31 of the year preceding the one in which the leave will be taken.
- C. In determining which applications for sabbatical leave will take priority, consideration will be given to: (1) the value of the leave to the school system, (2) the seniority and service of the applicant, (3) the equitable distribution of leaves throughout the system. Ordinarily, no more than one percent of the staff will be eligible for leave during the same school year.
- D. An educator on sabbatical leave will be paid at three-quarters (3/4) of their current annual salary contract rate provided that such pay when added to any program grant shall not exceed the educator's full annual salary rate. The educator's full annual salary rate shall include the base salary, but not extra-curricular or coaching differentials.
- E. An educator on sabbatical leave shall agree in writing to return to employment in North Reading for a period equal to twice the length of the leave unless released from this commitment by the School Committee. In the event of default, the educator will return to the Town an amount equal to the proportion of the salary received by them on leave.

## **ARTICLE XVI**

### **SUBSTITUTE EDUCATORS**

- A. The School Department will make reasonable efforts to secure qualified personnel who have met the state certification requirements to serve as replacements for educators and nurses.

## **ARTICLE XVII**

### **INSURANCE AND ANNUITY PLAN**

- A. Employees shall be eligible for a \$5,000 term life insurance policy and health insurance provided by the Town of North Reading under such conditions as the Town may, from time to time, establish. The current insurance plan is documented in a Memorandum of Agreement between the Town and the Association. Any and all changes in the insurance plan are subject to negotiation with the NREA.
- B. Educators will be able and eligible to participate in a "tax sheltered" annuity plan established pursuant to United States Public Law No. 87-370. Educators will have the opportunity to initiate a change in their annuity on two specific dates each year. The specific dates will be agreed upon by the Association and the Committee.

## **ARTICLE XVIII**

### **CLASS SIZE AND COMPOSITION**

- A. The parties to this contract accept the following goals as desirable whenever feasible under the circumstances (e.g., availability of staff and facilities) in both elementary schools (including kindergarten) and secondary schools:
  - 1. No regular class shall have more than thirty (30) students.
  - 2. The composition and size of special education classes shall be in accordance with applicable state and federal mandates and regulations.
  - 3. Classes containing a concentration of high needs students shall be reduced in size as rapidly as practicable to a number which permits optimum learning opportunities for such students.
  - 4. When educators are assigned to co-taught classes, the following should be part of the process:
    - a. Volunteers should be sought first before any educator is assigned.
    - b. Educators will have a dedicated work space.
    - c. Whenever feasible and to the extent possible, special education educators and regular education educators will have common planning time when assigned as co-educators.
  - 5. The School Committee will make every reasonable effort, as is practicable, to observe the recommendation of the Commonwealth of Massachusetts Department of Health and Human Services regarding school nurse/student ratios.

- B. The foregoing standards are subject to modification for educational purposes such as the avoidance of split-grade classes or half-classes or specialized or experimental instruction (e.g., music, team-teaching, typing classes, and physical education).

## **ARTICLE XIX**

### **SALARIES**

- A. The salaries and differentials are set forth in Appendix "A", which is attached to and made a part of this Agreement. Educators may be given credit for prior experience for placement on the salary schedule at the discretion of the Superintendent.
- B. Educators shall be paid the difference between their base teaching salary and their base military pay for all days when the educator is assigned to temporary military training duty.
- C. Educators shall be paid the difference between their base teaching salary and any fees received as a result of the educator being assigned to jury duty.
- D. Full-time educators who accept extra class period assignments on a temporary basis at the secondary level will be paid at a pro-rated amount of eighteen percent (18%) of their salary for the duration of the assignment for each section taught, unless the educator is teaching under a contract which establishes a percentage basis of salary and workload. Payments made to educators pursuant to this paragraph shall be made bi-weekly or lump sum at completion of any extra class period assignments, and the payment(s) distribution method shall be communicated in advance in the assignment letter.

If the Principal receives timely notification of the need for a temporary assignment, they will post the position externally to determine if there are qualified candidates.

If there are no qualified candidates, or if the need to fill the position is immediate, the Principal will inquire internally to determine interest in filling the position following the procedure below.

- Email or otherwise notify all members in the department where there is the need for a temporary assignment.
- Identify the interested department members who have availability during the required periods.
- Notify those interested with respect to their availability.
- Determine which eligible educator(s) receive the additional class period assignment(s) based upon the following:
  - Recent awards of extra class periods
  - The length of time of previous awards
  - Current licensure



- Educator's current course schedule
- Relevant course-specific experiences
- FTE in the department

If no suitable candidates emerge from this process the Principal will decide between resuming an external posting or considering educators outside the department of need. If the Principal decides to consider other internal candidates, they will contact related departments who may have the most appropriate license (STEM, Humanities, Arts) and follow the procedure above before opening up the request to the entire staff.

The District will maintain a list of recent awards and distribution.

## **ARTICLE XX**

### **PROTECTION**

- A. Educators will immediately report all cases of abusive conduct and/or torts suffered by them in connection with their employment to the Superintendent of Schools in writing.
- B. Such report(s) will be forwarded to the Committee or its designee who will comply with any reasonable request, within statutory limitations, from the educator for information in its possession relating to the incident(s) or the persons involved, and will act in appropriate ways as liaison between the educator, the police, and the courts.

## **ARTICLE XXI**

### **PERSONAL INJURY BENEFITS**

- A. Whenever an educator is absent from school as a result of personal injury caused by an assault or accident occurring in the course of their employment, he/she will be paid their full salary (less the amount of any workers' compensation award made for temporary disability due to said injury) for the period of up to one year and no part shall be deducted from accumulated sick leave.
- B. Nothing in this Article is to be construed as limiting or waiving any personal rights of the educator to seek redress in the courts for damages to person or property.

## ARTICLE XXII

### TEACHING HOURS AND TEACHING LOAD

- A. 1. Starting and dismissal times of students are subject to modification by the Committee, provided, however, that no such modification will increase the length of the educator's workday unless negotiated.
2. Certified personnel other than classroom educators will work at their assigned tasks for at least the length of the regular educator's workday. It is recognized, however, that the proper performance of their duties may, on occasion, require these persons to work longer than the normal working day. The exact daily schedule will be worked out on an individual basis. Educators who are assigned at both elementary and secondary schools may be required to follow the secondary professional work day on the day(s) assigned at a secondary school (7 hour day).
3. The professional work day for Elementary educators and nurses will be seven (7) hours and/or not to exceed thirty-five (35) hours per week. Students will not be admitted into classrooms more than ten (10) minutes before the official school starting time for students. The workday will include the equivalent of fifteen (15) minutes per day (75 minutes per week in a typical five-day week) for the purpose of student-focused collaboration.
4. With the changes to the length of the Elementary work day starting in the 2024-25 school year, the parties agree to work collaboratively through a representative working sub-group to identify the best practices for collaboration that can be modeled across the district. Educators are encouraged to consider meeting before the student day, after the student day, and through virtual opportunities for collaboration with grade level educators within their building and across multiple schools. The collaboration time must be mutually agreed upon and inclusive of all educators within grade level or job-alike group and can vary from week to week but should equate to fifteen (15) minutes per day or seventy-five (75) minutes per week. The hours when educators are expected to be in the school building to receive students will remain the same as in the 2023-24 school year.
5. The professional work day for Middle School and High School educators and nurses will be seven (7) hours. Students will not be admitted into classrooms more than ten (10) minutes before the official school starting time for students. The workday will include the equivalent of twenty (20) minutes per day (100 minutes per week in a typical five-day week) for the purpose of providing extra help and student-focused collaboration.
6. In order to provide safety for all students, the school Nurses shall be in their buildings and available for students before the start of the school day and after the end of the student day. This schedule will be created with the building Principal and school Nurse prior to the start of the school year. For example, ten (10) minutes before the start of the school day and twenty (20) minutes after student dismissal.

7. With the introduction of changes to the school start times in 2021-2022, the parties agree to work collaboratively through a representative working sub-group to identify the modes, processes, and procedures for providing extra help and collaboration that are most impactful for improving student learning for all students. This will include after-school, before-school, and virtual opportunities for students that are representative of the availability and mutual interest of both educators and students. Such procedures will require data collection and analysis in order to establish the best practices moving forward. In order to account for the various roles and responsibilities of educators throughout the district, these procedures will be discussed at each school through conversations between the educators and the Principal and shared with the representative sub-group with the goal of establishing best practices that can be applied equitably across the district.
- B. 1. The work year of educators (other than new personnel who may be required to attend additional orientation sessions) will begin no earlier than September 1 and terminate no later than June 30. The professional work year will consist of 184 days. The "work year" will include days when students are in attendance, orientation days at the beginning of the school year, conference days, professional development days, and any other days on which educator attendance is required. The schedule of class days will not exceed five (5) days beyond that required by State Law. Beginning on July 1, 2024, the 184<sup>th</sup> day will consist of a day to be used for the purpose of classroom set-up and additional time for the completion of mandatory trainings. Access to the classroom and to the mandatory trainings will be made available by the building Principal within a window of time preceding the first day of school to be communicated no later than August 15, 2024.

Since part-time educators are being paid a prorated salary that is based upon 184 days, it is expected that they attend all orientation days at the beginning of the school year, conference days, professional development days and half-days, and any other days on which educator attendance is required in addition to the days when students are in attendance (which would be reduced daily or weekly depending upon their part-time assignment). If a professional development day or half-day is scheduled on a day (or during the hours) that the part-time educator is not required to work then the educator will be paid the contractual hourly rate for the time. These dates will be included on the school year calendar and made available prior to July 1<sup>st</sup> for the upcoming school year and attendance should be mutually agreed upon by the educator and the principal within the first week of the school year.

2. The Committee agrees to consult with the Association before establishing the school calendar.

- C. 1. Educators may be required to attend either before or remain after the end of the professional work day without additional compensation for up to one (1) hour to attend the following staff meetings: building meetings, curriculum meetings, department meetings, special needs meetings or other building or general meetings authorized by the Superintendent of Schools or their designee. Said meetings shall not exceed twenty (20) per school year. All school meetings shall start no earlier than one hour prior to the beginning of the professional work day nor no later than fifteen (15) minutes after the end of the professional work day, provided that a substantive majority of the educators are present. Said meetings shall not exceed one (1) hour in length. Every effort shall be made to schedule meetings at a time convenient for all participants and normally advance notice of 48 hours will be given.

Part-time educators are expected to attend the required meetings above, not to exceed the number commensurate with their FTE. The selection of these meetings should be coordinated with the Principal or Director. For any meetings that a part-time educator is required to attend, beyond the number commensurate with their FTE, shall be compensated at the contractual hourly rate.

2. Educators may be required to attend up to four (4) evening Parent-Educator meetings each year unless excused by the Principal for good cause.

Part-time educators are expected to attend all four (4) evening Parent-Educator meetings each year unless excused by the Principal for good cause.

3. The Association and the Committee recognize the value of the conference report card system at the elementary level. Therefore, in order to provide optimum time for parental conferences and to maintain quality education in the classroom, the elementary schools will end their day at approximately 12:00 noon on those days when afternoon or evening report card conferences are scheduled.

- D. 1. Middle and High School educators will have at least one preparation period per day.
2. Secondary educators will not be required to teach more than two (2) subjects nor more than a total of three (3) teaching preparations within said subjects at any one time.
3. Secondary educators will not be required to teach more than twenty-five (25) periods per week in a traditional schedule or more than twenty-five (25) blocks per two-week cycle in a macro-schedule with the following exceptions:
- a. Middle School General Arts educators will not be required to teach more than thirty (30) General Arts periods per week in a traditional schedule.
  - b. Middle and High School Special Education educators will not be assigned more than thirty (30) periods per week in a traditional schedule nor more than thirty (30) blocks per two-week cycle in a macro-schedule.

- c. A JLMC will meet to discuss the impacts of reducing the Middle School General Arts educators as well as the Middle and High School Special Education educators to 25 periods per week/25 blocks per two-week cycle. This JLMC will make recommendations for the next contract.
- E.
  - 1. Elementary educators will be guaranteed thirty (30) consecutive minutes per day of preparation time.
  - 2. Preparation time for elementary educators will be distributed equitably.
  - 3. Every effort will be made to balance preparation time at the elementary and secondary levels.
- F. Exceptions to the provisions of Sections D and E above, requested by the Superintendent, may be made only if the Superintendent of Schools (or their designee) determines that it is necessary to do so in the best interests of the educational process. The Superintendent will consult with the Association in each case where an exception is necessary and no assignment will be made without the consent of the Association President.
- G. Educator participation in those positions labeled as differentials, extracurricular, and/or coaching activities will be strictly voluntary and educators will be compensated for all such participation in accordance with the provisions of the salary schedule.
- H. Educators will be required, as a condition of employment, to participate in the mentoring and induction program during the first three years of employment in North Reading. In year one only, educators will be assigned a formal mentor; the program for years two and three will be facilitated by the Superintendent or their designee(s). The first cohort of educators for which the three-year mentoring and induction program is required will be the educators who begin employment in the North Reading Public Schools for the 2018-2019 school year
- I. Nurses shall not be required to schedule their substitute coverage.

## ARTICLE XXIII

### USE OF SCHOOL FACILITIES

- A.
  - 1. The Association will have the right to use the 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 such meetings.
  - 2. The Association will have the right to use a gymnasium and other athletic facilities and equipment without cost one (1) evening each week. The schedule and other related matters will be arranged in advance with the Superintendent of Schools or their designee.
  - 3. The Association may use school mailboxes for distribution of Association material.
  - 4. The President of the Association or their designee may address all educators during orientation at a time mutually agreeable to the Superintendent and the President of the Association.
  - 5. The Committee shall provide the Association with an agreed upon number of copies of the agenda and approved minutes of all School Committee meetings held in open session.
  - 6. The Committee shall provide the Association with the name and address of all educators at the beginning of the School year (by building). The Association shall provide the Committee with the names of educators who belong to the Association at the beginning of the school year.
- B. There will be available space on one (1) bulletin board in each school building which will be placed in the faculty lounge, for the purpose of displaying notices, circulars, and other Association material. Copies of all such material will be given to the building principal, but their advance approval will not be required.
- C. Educators will not be permitted to use school premises to engage in private employment or business activity except under the terms and conditions of the North Reading School Department Facilities Use policy.

## ARTICLE XXIV

### GENERAL

- A. There will be no reprisals of any kind taken against any educator by reason of their membership in the Association or participation in its activities.
- B. If negotiation meetings between the Committee and the Association are scheduled during the school day, the representatives of the Association will be relieved from all regular duties without loss of pay as necessary in order to permit their participation in such meetings. When it is necessary, pursuant to Article V (Grievance Procedure) for a School Representative, member of the Grievance Committee, or other representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during a school day, he/she will, upon notice to their principal or immediate superior and to the Superintendent by the Chairman of the Grievance Committee, be released without loss of pay as necessary in order to permit participation in the foregoing activities. Any educator whose appearance in such investigations, meetings, or hearings as a witness is necessary will be accorded the same right. The Association agrees that these rights will not be abused.
- C. The Committee agrees to deduct from the educators' salaries money for NEA and/or MTA services and programs to be selected by the Association and as said educators individually and voluntarily authorize the Committee to deduct and to transmit the monies promptly to such Association or Associations. The procedures governing notification to the Committee, the frequency and manner of deduction, revocation or authorization, and the like will be similar to those set forth in Article IV regarding dues deduction, to the extent that these procedures are appropriate. It is expressly understood that any deductions which an educator may authorize the Committee to take from their earnings will be deducted in equal installments, as agreed upon, from each paycheck or alternate received by said educator during the year.
- D. Educators will be entitled to full rights of citizenship. No religious or political activities of any educator or the lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such educator.
- E. The Committee will, upon written request of the Association, provide the Association with any public documents pertaining to school affairs which will assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the educators and their students, together with any available information which may be necessary for the Association to process grievances under this Agreement.
- F. With reasonable notice and approval by the Superintendent or their designee, the President of the NREA will be provided one half (1/2) day a month to attend to Union duties.
- G. Educators who are required by the Superintendent or their designee to attend workshops, classes, seminars, or clinics will be reimbursed for reasonable and necessary expenses.

## ARTICLE XXV

### EDUCATOR EVALUATION

- A. All monitoring or observation of the work performance of an educator will be conducted openly and with the full knowledge of the educator. Educators will be given a copy of any evaluation report prepared by their principals or supervising administrators.
- B.
  - 1. Educators will have the right, upon request, to review the contents of their personnel file. An educator will be entitled to have a representative of the Association accompany them during such review.
  - 2. No material derogatory to an educator's conduct, service, character, or personality will be placed in their personnel file unless the educator has had the opportunity to review such 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 educator will also have the right to submit a written answer to such material and their answer shall be reviewed by the Superintendent, and signed and attached to the file copy.
- C. Any written or oral complaints regarding a educator made to any member of the administration by any parent, student, or other person will be promptly called to the attention of the educator.
- D. The Association recognizes the authority and responsibility of the principal for disciplining or reprimanding an educator for delinquency of professional performance. If an educator is to be disciplined or reprimanded by a member of the administration above the level of the principal, however, he/she will be entitled to have a representative of the Association present. The educator may at any stage of the interview ask the Association representative to leave.
- E. No educator will be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. This provision shall have no application to the dismissal or non-renewal of an educator without professional status.
- F. All educators without professional educator status shall have a conference with one or more persons charged with the responsibility of evaluation on or before December 1.
- G. Formal observations and evaluations will be conducted in accordance with the established provisions of the piloted Educator Evaluation Model



- H. All provisions of the Educator Evaluation Framework as provided for by law and by the regulations set forth by the Massachusetts Department of Elementary and Secondary Education will be recognized by all parties. The language herein will serve to guide the process under which North Reading Educators will be evaluated during the period covered by the Collective Bargaining Agreement.

The established subcommittee of administration and educators will continue to meet to maintain communication so as to further the effective implementation of the Massachusetts Educator Evaluation model.

- I. A collaborative effort to further develop the parties' approach to matters related to the Educator Evaluation Model will continue through the efforts of the established Educator Evaluation Subcommittee. The Subcommittee will continue to work towards a North Reading-specific implementation that respects all related laws of the Commonwealth of Massachusetts and the Massachusetts Department of Elementary and Secondary Education and the specific and unique needs of the North Reading Schools.
- J. Detailed information regarding Educator Evaluation, including all forms and relevant dates related to educator evaluation, can be found on the district website for the North Reading Public Schools under "Staff Resources" and under "District Administration."

## **ARTICLE XXVI**

### **MUNICIPAL HEALTH INSURANCE**

- A. Health Insurance offered under the Town plan is available to school employees who qualify. Participation is optional. The Town currently pays 70% of the base plan.

## **ARTICLE XXVII**

### **AGENT'S FEE**

- A. A stipend in the amount of 5% or \$500 (whichever is smaller) will be given to a writer of a project funded by federal, state, or private funds, not including those normally received by the Committee from such sources provided that:
  - 1. The project has been approved by the Superintendent of Schools.
  - 2. The project is pursued and written outside of the school hours/day.
  - 3. Such administrative fee is not prohibited by the funding agency.

**ARTICLE XXVIII**

**DURATION**

- A. This Contract shall remain in effect from July 1, 2024, through June 30, 2027.
- B. The Committee agrees to publish this contract on its website in electronic form. Upon request, members of The Association may request a reasonable number of printed copies. In such a request, any expense in printing this Agreement will be shared equally by both parties.
- C. IN WITNESS WHEREOF the parties to this Contract have caused these presents to be executed by their agents hereunto duly authorized as of the date first above written.

SCHOOL COMMITTEE OF NORTH READING

DocuSigned by:

*Scott Buckley*

FC45C226B0A8423...

School Committee Chair

NORTH READING EDUCATION ASSOCIATION

DocuSigned by:

*Barbara Mantere*

073974DD1A6F4C7...

President

**APPENDIX A – SALARIES**

**Educators and Nurses**

**FY25**

**July 1, 2024**

**5%**

<b>Step</b>	<b>B</b>	<b>B15</b>	<b>B30</b>	<b>M</b>	<b>M15</b>	<b>M30</b>	<b>M45</b>	<b>M60</b>	<b>D</b>
Step 1	54,352	55,066	58,280	60,940	61,654	62,011	62,724	64,868	68,066
Step 2	57,535	58,250	61,464	64,348	65,061	65,419	66,132	68,275	71,524
Step 3	60,717	61,432	64,647	67,750	68,464	68,821	69,535	71,676	74,981
Step 4	63,905	64,619	67,834	71,155	71,869	72,225	72,939	75,081	78,464
Step 5	67,092	67,806	71,022	74,562	75,276	75,639	76,346	78,489	81,894
Step 6	70,275	70,989	74,204	77,968	78,681	79,038	79,752	81,894	85,349
Step 7	73,462	74,174	77,389	81,371	82,085	82,442	83,157	85,297	88,812
Step 8	76,645	77,359	80,574	84,777	85,490	85,850	86,565	88,706	92,267
Step 9	79,834	80,549	83,763	88,181	88,898	89,255	89,969	92,111	95,726
Step 10	84,721	85,433	88,645	93,281	93,994	94,353	95,066	97,210	100,876
Step 11	87,651	88,365	91,577	96,443	97,159	97,515	98,230	100,373	104,093
Step 12	90,581	91,293	94,508	99,605	100,321	100,676	101,389	103,532	107,312

**FY26**

**July 1, 2025**

**5%**

<b>Step</b>	<b>B</b>	<b>B15</b>	<b>B30</b>	<b>M</b>	<b>M15</b>	<b>M30</b>	<b>M45</b>	<b>M60</b>	<b>D</b>
Step 1	57,070	57,820	61,194	63,987	64,737	65,111	65,860	68,111	71,470
Step 2	60,411	61,162	64,537	67,566	68,314	68,690	69,439	71,689	75,100
Step 3	63,753	64,504	67,880	71,138	71,887	72,262	73,012	75,260	78,730
Step 4	67,100	67,850	71,226	74,713	75,463	75,837	76,586	78,835	82,388
Step 5	70,446	71,196	74,573	78,290	79,039	79,421	80,163	82,413	85,988
Step 6	73,789	74,539	77,914	81,866	82,615	82,990	83,739	85,988	89,617
Step 7	77,135	77,883	81,259	85,439	86,189	86,564	87,315	89,562	93,253
Step 8	80,477	81,227	84,603	89,016	89,764	90,143	90,893	93,141	96,880
Step 9	83,825	84,576	87,951	92,590	93,343	93,718	94,468	96,717	100,513
Step 10	88,957	89,705	93,077	97,945	98,694	99,071	99,819	102,071	105,919
Step 11	92,033	92,783	96,156	101,265	102,017	102,390	103,141	105,391	109,297
Step 12	95,110	95,858	99,234	104,585	105,337	105,710	106,459	108,709	112,678

**FY27**  
**July 1, 2026**  
**5% and 5.5% for Step 12**

<b>Step</b>	<b>B</b>	<b>B15</b>	<b>B30</b>	<b>M</b>	<b>M15</b>	<b>M30</b>	<b>M45</b>	<b>M60</b>	<b>D</b>
Step 1	59,923	60,710	64,254	67,186	67,973	68,367	69,153	71,517	75,043
Step 2	63,432	64,220	67,764	70,944	71,730	72,125	72,911	75,273	78,855
Step 3	66,941	67,729	71,274	74,695	75,482	75,875	76,663	79,023	82,666
Step 4	70,455	71,243	74,787	78,449	79,236	79,628	80,416	82,777	86,507
Step 5	73,969	74,756	78,302	82,204	82,991	83,392	84,171	86,534	90,288
Step 6	77,479	78,266	81,809	85,959	86,745	87,139	87,926	90,288	94,098
Step 7	80,992	81,777	85,322	89,711	90,498	90,892	91,680	94,040	97,915
Step 8	84,501	85,288	88,833	93,467	94,253	94,650	95,438	97,798	101,724
Step 9	88,017	88,805	92,348	97,220	98,010	98,404	99,191	101,553	105,538
Step 10	93,405	94,190	97,731	102,842	103,628	104,024	104,810	107,174	111,215
Step 11	96,635	97,422	100,963	106,328	107,117	107,510	108,298	110,661	114,762
Step 12	100,342	101,130	104,692	110,338	111,131	111,524	112,314	114,688	118,875

**SALARY ADJUSTMENTS**

July 1, 2024 increase the salary schedule by 5.0%  
July 1, 2025 increase the salary schedule by 5.0%  
July 1, 2026 increase the salary schedule by 5.0% and 5.5% for Step 12

**SUMMER, TUTORING, AND OPTIONAL EMPLOYMENT**

Educators may apply to be employed for additional hours of work during the summer months, during the school year outside of the regular school day, or other optional employment. Payment for this service will be at the rate of \$50/hour.

A staff member whose standard duties extend beyond 184 days may be required to work beyond the school year provided he or she receives notice of the requirement not later than March 1, unless the staff member has an unavoidable conflict. Any staff member who works beyond the limits of the collective bargaining agreement shall be compensated at the rate of 1/184th of applicable base pay per day or appropriate portion thereof. Effective summer of 2013, educators who apply and are hired to work as part of the summer school program for students on Individual Education Plans (IEP's) will be paid at the hourly rate and not the per diem rate.

**PAYMENT OF WAGES**

Each educator or nurse in the system shall indicate the method of annual salary payment by choosing either Option 1 or Option 2:

Option 1

The annual salary for each educator or nurse will be paid in twenty-six (26) equal installments on alternate Fridays.

Option 2

The annual salary for each educator or nurse will be paid in twenty-one (21) equal installments with the first twenty (20) checks paid on alternate Fridays of the school year and the twenty-first (21st) check to be paid on the last educator or nurse workday of the school year in June.

**NOTICE OF SALARY**

The School Department will provide annual individual written notice of salary (as of the first day of school). Employees will be provided access to the district's on-line absence management system as the means of tracking the balance of accrued sick leave.

## GRADUATE/IN-SERVICE CREDITS

- A. Effective July 1, 2015 all North Reading credits awarded prior to this date will follow the formula of one (1) North Reading credit to equal one (1) graduate credit and will be used for placement on the new salary schedule. Any credits earned after June 30, 2015, including those that have been pre-approved as North Reading credits, will be approved only for the award of Professional Development points (PDP's).
- B. A graduate course credit is defined as that which meets the traditional definition established at an accredited college or university and not a "graduate-level" or "salary progression and recertification" credit. The spirit of the definition observed is that the graduate course credit is earned either on-line or in person at an academic institution over a sustained period of time such as an academic semester. Further, a graduate course credit is: (1) one that is transferable into a recognized graduate/post-baccalaureate program; or (2) one that is from a workshop offering graduate credit from local colleges and universities provided that such graduate credit meets the Department of Elementary and Secondary Education's definition of one semester hour being equivalent to 22.5 PDPs. This definition shall apply to all credits used for placement or advancement on the salary schedule.
- C. In addition to graduate credits, in-service credits may be awarded for specific North Reading courses and programs at the discretion of the Superintendent or his designee according to the following formula: twelve hours equals one (1) in-service credit; twenty-four hours equals two (2) in-service credits; thirty-six hours equals three in-service (3) credits;
- D. No more than twenty-four (24) in-service credits in total, and no more than six (6) in-service credits per lane, can be used toward lane advancements on the salary schedule during an educator's tenure in the North Reading Public Schools;
- E. All courses eligible for credit award must be pre-approved by the Superintendent or his designee;
- F. Any intention to advance a lane on the salary schedule must be provided in writing to the Superintendent by February 1<sup>st</sup> in the year prior to the school year in which the advancement would take effect;
- G. Evidence of credits for graduate courses taken and completed by September 1<sup>st</sup> must be submitted no later than October 1<sup>st</sup> in order to be eligible for such compensation. Upon satisfactory submission of all course paperwork and transcripts the educator will be advanced the appropriate lane movement retroactive to September 1<sup>st</sup> provided that the February 1<sup>st</sup> deadline noted above has been met.
- H. Educators must receive a grade of "B" or better in the course when a grade is applicable.

## **TUITION REIMBURSEMENT**

- A. To be implemented beginning on July 1, 2016;
- B. Educators can submit for reimbursement of up to \$500 per course or C.E.U. bearing workshop prior to taking the course or C.E.U. bearing workshop;
- C. Educators must receive a grade of “B” or better in the course when a grade is applicable;
- D. The district will reserve \$20,000 annually to be distributed three times during the year for the purpose of reimbursement for graduate credit and/or C.E.U.s (\$8,000/\$6,000/\$6,000);
- E. Monies not encumbered in each of the summer/fall/spring periods will roll over into the next trimester. For example, \$500 remaining in the fall will be eligible for the spring. Monies not encumbered in the spring will first be used to reimburse eligible employees and then for other professional development expenses at the discretion of the Superintendent or his designee. There is no roll over from year to year. All payments will be made at two times during the year, November and March.
- F. Prior to each summer/fall/spring, the district will hold a lottery for reimbursement. Entries will be weighted to that those who have not previously received reimbursement will have an increased opportunity to receive reimbursement;
- G. All eligible courses or C.E.U. bearing workshops must be approved through the My Learning Plan program (or equivalent).
- H. Priority for reimbursement (for coursework or testing) shall be given first to those educators for whom the SEI endorsement is required.
- I. Detailed information regarding Tuition Reimbursement can be found on the district website for the North Reading Public Schools under “Staff Resources” and under “District Administration.”

## **DIFFERENTIAL, EXTRACURRICULAR, AND COACHING STIPENDS**

Differential, Extracurricular, and Coaching positions are educational in nature and integral to the mission of the North Reading School System to educate North Reading students. An educator who has unusual authority and responsibility over an activity may receive additional compensation while carrying out that responsibility. When a new Differential, Extracurricular or Coaching position is created, the Association and the Committee agree to negotiate an appropriate annual stipend.

<b>Differentials</b>				
		<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
<b>Curriculum Leaders:</b>	<b>QTY</b>	<b>July 1, 2024</b>	<b>July 1, 2025</b>	<b>July 1, 2026</b>
<b>Elementary</b>				
ELA & Literacy/Social Science (K-2)	3	4,940	4,940	4,940
ELA & Literacy/Social Science (3-5)	3	4,940	4,940	4,940
Mathematics	3	4,940	4,940	4,940
Science/Tech Engineering	3	4,940	4,940	4,940
Special Education Student Support Specialist	3	4,628	4,628	4,628
<b>Middle School</b>				
English Language Arts	1	4,940	4,940	4,940
History & Social Science	1	4,940	4,940	4,940
Mathematics	1	3,380	3,380	3,380
Science/Tech Engineering	1	3,380	3,380	3,380
Special Education Student Support Specialist	1	5,460	5,460	5,460
<b>High School</b>				
English Language Arts	1	5,460	5,460	5,460
Entrepreneurship	1	3,380	3,380	3,380
History & Social Science	1	5,460	5,460	5,460
Mathematics	1	3,380	3,380	3,380
Science/Tech Engineering	1	3,380	3,380	3,380
Special Education Student Support Specialist	1	5,460	5,460	5,460
<b>Curriculum Leaders:</b>				
K-12 Health/Wellness	1	5,460	5,460	5,460
K-12 Performing Arts	1	5,460	5,460	5,460
K-12 Visual Arts	1	5,460	5,460	5,460
6-12 World Languages	1	5,460	5,460	5,460



<b>Student Management Support:</b>				
School Data Leader	5	1,389	1,389	1,389
Elementary Principal Designee	3	3,819	3,819	3,819
Middle School Team Leader	6	1,389	1,389	1,389
Middle School MTSS Leader	1	1,389	1,389	1,389
Lead Nurse	1	3,819	3,819	3,819
Lead Clinician	1	3,380	3,380	3,380
<b>Induction Program:</b>				
Mentor Coordinator	3	2,432	2,432	2,432
Mentor	TBD	1,623	1,623	1,623
<b>Other:</b>				
Civics Project Coordinator	1	1,560	1,560	1,560
MS/HS Library/Media Supervisor	1	1,455	1,455	1,455
Seal of Bilingual Coordinator	1	1,560	1,560	1,560

## EXTRACURRICULAR ACTIVITIES

All extracurricular activities will be compensated in accordance with the following schedule. The fact that an activity appears on the schedule does not mean that it will be funded.

<b>District:</b>		<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
<b>Band/Chorus Stipends:</b>	<b>Category</b>	<b>July 1, 2024</b>	<b>July 1, 2025</b>	<b>July 1, 2026</b>
Elementary Chorus Director (3)	N/A	1,302	1,302	1,302
Elementary Band Director (3)	N/A	1,302	1,302	1,302
Middle School Chorus Director	N/A	1,302	1,302	1,302
Middle School Band Director	N/A	1,302	1,302	1,302
High School Chorus Director	N/A	1,302	1,302	1,302
High School Band Director	N/A	1,302	1,302	1,302
<b>Elementary Schools</b>				
Student Council Advisor (3)	3	1,722	1,722	1,722

<b>Middle School:</b>		<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
<b>Club name</b>	<b>Category</b>	<b>July 1, 2024</b>	<b>July 1, 2025</b>	<b>July 1, 2026</b>
8th Grade Activities Advisor (formerly Washington DC Trip Advisor)	2	2,615	2,615	2,615
Homework Club Advisor	2	2,615	2,615	2,615
Science Club Advisor	2	2,615	2,615	2,615
Art Club Advisor	3	1,722	1,722	1,722
Book Club Advisor	3	1,722	1,722	1,722
Computer Science Club Advisor	3	1,722	1,722	1,722
Debate Club Advisor	3	1,722	1,722	1,722
Digital Publishing Club Advisor	3	1,722	1,722	1,722
Dungeons & Dragons Club Advisor	3	1,722	1,722	1,722
Early Act Advisor	3	1,722	1,722	1,722
Gay Straight Alliance Advisor	3	1,722	1,722	1,722
Geography Club Advisor	3	1,722	1,722	1,722
International Club Advisor (formerly Spanish Club Advisor)	3	1,722	1,722	1,722
Memory Book Advisor	3	1,722	1,722	1,722
Peer Leaders Advisor	3	1,722	1,722	1,722
Robotics Club Advisor	3	1,722	1,722	1,722
Student Council Advisor	3	1,722	1,722	1,722
Video Production Club Advisor	3	1,722	1,722	1,722
World Affairs Club Advisor	3	1,722	1,722	1,722
Writing Club Advisor	3	1,722	1,722	1,722
<b>High School</b>		<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
<b>Club name</b>	<b>Category</b>	<b>July 1, 2024</b>	<b>July 1, 2025</b>	<b>July 1, 2026</b>
Intensive Language Immersion Coordinator	1	3,505	3,505	3,505
International Travel Club Advisor	1	3,505	3,505	3,505
Student Council Advisor	1	3,505	3,505	3,505
Academic Decathlon Advisor	2	2,615	2,615	2,615
Adventure Club Advisor	2	2,615	2,615	2,615
Future Business Leaders of America-DECA Advisor	2	2,615	2,615	2,615
Junior Class Advisor	2	2,615	2,615	2,615

Marching Band Advisor	2	2,615	2,615	2,615
Mock Trial Advisor	2	2,615	2,615	2,615
Model United Nations Club Advisor	2	2,615	2,615	2,615
Senior Class Advisor	2	2,615	2,615	2,615
Ultimate Frisbee Club Advisor	2	2,615	2,615	2,615
Yearbook Advisor	2	2,615	2,615	2,615
Art Club Advisor	3	1,722	1,722	1,722
Book Discussion Club Advisor	3	1,722	1,722	1,722
Environmental Club (Eco-Team) Advisor	3	1,722	1,722	1,722
Interact Club Advisor	3	1,722	1,722	1,722
Literary Magazine Advisor	3	1,722	1,722	1,722
Masquers (club only) Advisor	3	1,722	1,722	1,722
National Honor Society Advisor	3	1,722	1,722	1,722
Newspaper Advisor	3	1,722	1,722	1,722
Photography Club Advisor	3	1,722	1,722	1,722
S.A.D.D. Chapter Advisor	3	1,722	1,722	1,722
SLAM (Student Leadership & Mentoring) Advisor	3	1,722	1,722	1,722
Sophomore Class Advisor	3	1,722	1,722	1,722
World of Science Club Advisor	3	1,722	1,722	1,722
American Red Cross Club Advisor	4	833	833	833
American Sign Language Club Advisor	4	833	833	833
Assistant Marching Band Advisor	4	833	833	833
Chess Club Advisor	4	833	833	833
Culinary Club Advisor	4	833	833	833
Debating Club Advisor	4	833	833	833
Freshman Class Advisor	4	833	833	833
International Club Advisor	4	833	833	833
Queer Straight Alliance (QSA) Advisor	4	833	833	833
Samantha's Harvest Advisor	4	833	833	833
Social Activism Club Advisor	4	833	833	833
Team Cure Advisor	4	833	833	833

<b>EXTRACURRICULAR STIPENDS</b>				
For all clubs and activities, it is the expectation that the meeting to planning time ratio is 2:1. For example, in Category 1 that would be 40 hours of actual club/activity meeting time with 20 hours of club/activity preparation time.		<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
<b>Category</b>	<b>Hours (prep and meetings)</b>	<b>July 1, 2024</b>	<b>July 1, 2025</b>	<b>July 1, 2026</b>
Category 1	These extracurricular clubs and activities comprise more than 60 hours of preparation and meeting time total during the school year; all or the majority of these hours take place outside of an educator's contract hours, AND/OR these extracurricular clubs/activities meet the criteria for Category 2 or 3 AND, include significant weekend/overnight/travel commitments	\$3,505	\$3,505	\$3,505
Category 2	These extracurricular clubs and activities comprise more than 30 hours of preparation and meeting time total during the school year; all or the majority of these hours take place outside of an educator's contract hours, AND/OR these extracurricular clubs/activities meet the criteria for Category 3 AND, include evening/weekend/overnight commitments	\$2,615	\$2,615	\$2,615
Category 3	These extracurricular clubs and activities comprise up to 30 hours of preparation and meeting time total during the school year; all or the majority of these hours take place outside of an educator's contract hours	\$1,722	\$1,722	\$1,722
Category 4	These extracurricular clubs and activities meet exclusively during an educator's contract hours (stipend to compensate prep time) OR clubs/activities that meet for less than 30 hours of preparation and meeting time total during the school year	\$833	\$833	\$833
Pilot Year 1	Pilot extracurricular clubs or activities in their first year	\$500	\$500	\$500
Pilot Year 2	Pilot extracurricular clubs or activities in their second year	\$700	\$700	\$700

**Extracurricular Activity Proposal Procedure**  
**For New Clubs or Activities or Existing Clubs or Activities Proposing a New Category**

- Prior to May 1st of the school year preceding the school year of the pilot for the club/activity the Advisor will present the proposal form for the new or continuing club/activity to the building Principal. The form should be completed in its entirety and include a thorough description of the club/activity, its purpose, and all planned activities.
- Proposals may also be submitted throughout the school year if initiated by the Principal.
- Recommendations may also be made to move up or down between the categories by either the Advisor or the Principal.
- The Principal will review the proposal and decide if the club/activity will be presented to the Superintendent and School Committee for approval. The proposal can be revised if initially rejected by Principal.
- If approved, the club/activity will be given pilot status for two years and the stipend will be \$500 for year one and \$700 for year two of the pilot.
- If a Club/Activity in Pilot Year 2 has low attendance (on average less than 5 students per meeting), the Advisor can request another year of Pilot Year 2 for the following school year, and complete all the necessary steps for that category.
  - Advisor should receive a Pilot Year 2 stipend amount.
  - Should the club/activity remain at a low level of student engagement for two consecutive years, as defined by meeting attendance above, club/activity would not continue into next school year and will be moved to inactive.
- Clubs that do not run for three consecutive years will be deemed “inactive.”
- Inactive clubs may resume after a one-year pilot at Pilot Year 2 criteria and stipend, if approved by the Principal using established proposal process. Inactive clubs must be substantially the same club/activity when they resume as when piloted.
- Existing clubs seeking a new category will collect data for one year with no additional stipend until the Principal and Superintendent review the data at the end of that school year.
- The Advisor will present accurate records of attendance, participation, meeting times and durations, additional time for the advisor, and other relevant information to help determine whether the club/activity should continue in year two of the pilot and then as an active club/activity at an assigned category.
- All clubs/activities will keep accurate records including attendance, participation, etc. for ongoing review of student activity and progress.

- If the club/activity meets all requirements in both of the two pilot years, the club and the data presented corresponds with the proposed Category, it will be added to the permanent extra-curricular activities at the Category agreed upon during the pilot process.
- The form below should be used to apply for a change in a club/activity category or to propose a new club/activity.

### Extracurricular Activity Proposal/Change Form

Club/Activity Name:	Advisor Name:	
Pilot Status:    Year 1    Year 2 Existing Club Category _____	Date Submitted:	
Proposed Category:	Dates of Pilot:	
Proposed # of Meetings/Events:	Proposed Meeting Dates:	
Club/Activity Description: (Attach additional sheets if necessary.)		
Student Sponsor: (if applicable)	Are signatures attached (Y1 only)  ___Y___N	Is attendance attached  ___Y___N
Does this club/activity require/include:		
Overnight trips?  ___Y___N	Performance or competition?  ___Y___N	Weekend participation?  ___Y___N
# of trips _____	# of competitions _____	# of weekends _____
Approved by (Principal) _____		Date: _____
Approved by (Superintendent) _____		Date: _____
<p>At the conclusion of the pilot the advisor will provide all of the relevant data for this club/activity to the Principal for Category placement. This includes but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• Attendance and participation data</li> <li>• Meeting times and durations; Calendar(s)</li> <li>• Documentation of performances, competitions, and/or travel/trips</li> <li>• Student work products, performances, videos, photographs, reflections etc.</li> </ul>		

**PERFORMING ARTS STIPENDS**

<b>Performing Arts Stipends</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
<b>Elementary School:</b>	<b>July 1, 2024</b>	<b>July 1, 2025</b>	<b>July 1, 2026</b>
<b>Performing Arts Programs</b>			
Stage Director (Musical) (3)	2,601	2,601	2,601
Vocal Director (Musical) (3)	1,714	1,714	1,714
Lighting, Sound, & Tech (Musical) (3)	1,714	1,714	1,714
Assistant Director (3)	828	828	828
<b>Middle School:</b>			
<b>Performing Arts Programs</b>			
Dramatics Director (Play/Drama)	2,615	2,615	2,615
Stage Director (Musical)	3,565	3,565	3,565
Vocal Director (Musical)	2,376	2,376	2,376
Set Design (Musical)	2,376	2,376	2,376
Tech Director (play) (Lighting & Sound)	1,784	1,784	1,784
Assistant Stage Director (Musical)	1,722	1,722	1,722
Jazz Band	833	833	833
A Cappella Advisor	1,560	1,560	1,560
<b>High School:</b>			
<b>Performing Arts Programs</b>			
Stage Director (Musical)	5,795	5,795	5,795
Vocal Director (Musical)	3,547	3,547	3,547
Set Design (Musical)	1,184	1,184	1,184
Choreographer (Musical)	1,714	1,714	1,714
Costume Design Advisor (Musical only)	1,714	1,714	1,714
Lighting and Sound Advisor (Musical & Play)	2,601	2,601	2,601
Set Construction Advisor (Musical)	4,139	4,139	4,139
Set Construction Advisor (Play)	3,311	3,311	3,311
Assistant Set Construction Advisor (Play)	2,615	2,615	2,615
Assistant Director (Musical)	1,302	1,302	1,302
Dramatics Director (Play)	4,493	4,493	4,493
A Cappella Group Advisor	3,489	3,489	3,489
Stage Band Director	1,714	1,714	1,714
Flag Squad Advisor	828	828	828



**Performing Arts Stipend for Postseason Play:** A JLMC will identify performing arts positions and will define the number of competitions that it will participate in each typical year. Additional competitions that place beyond the typical year (advancing to finals, nationals, internationals, etc.) will be compensated at a rate of 5% of their performing arts stipend for each round up to a maximum amount of 15% of their stipend. Participation in these additional competitions must be pre-approved by the building Principal prior to registration/participation/qualification in the additional events. These competitions may not be done in place of the regular season competitions. The pre-approval conversations shall include:

- a consensus of which positions are needed at all stages of the postseason;
- an understanding that these additional events do not substitute for the typical year events;
- a consensus of the agreed upon performing arts positions and responsibilities.

### COACHING STIPENDS

Individuals serving as coaches will be compensated on the following basis. The fact that a coaching position appears on this schedule does not mean it will be filled.

CATEGORY A	Varsity Football
CATEGORY B	Varsity Baseball
	Varsity Boys Basketball
	Varsity Boys Indoor Track
	Varsity Boys Lacrosse
	Varsity Boys Soccer
	Varsity Boys Spring Track
	Varsity Boys Tennis
	Varsity Cheerleading (per season: Fall, Winter)
	Varsity Cross Country
	Varsity Field Hockey
	Varsity Girls Basketball
	Varsity Girls Indoor Track
	Varsity Girls Lacrosse
	Varsity Girls Soccer
	Varsity Girls Spring Track
	Varsity Golf
	Varsity Ice Hockey
	Varsity Softball
	Varsity Swimming

	Varsity Volleyball
	Varsity Girls Tennis
	Wrestling
CATEGORY C	Equipment Manager
	First Varsity Assistant Football
	Second Varsity Assistant Football
	Trainer (Per Season: Fall, Winter, Spring)
CATEGORY D	Assistant Varsity Baseball
	JV1 Baseball
	JV2 Baseball
	JV1 Boys Basketball
	JV2 Boys Basketball
	Assistant Varsity Boys Lacrosse
	JV1 Boys Lacrosse
	JV1 Boys Soccer
	JV2 Boys Soccer
	Assistant Boys Spring Track
	Assistant Varsity Cross Country
	JV1 Field Hockey
	JV1 Freshman Football
	JV1 Girls Basketball
	JV2 Girls Basketball
	Assistant Varsity Girls Lacrosse
	JV1 Girls Lacrosse
	Assistant Varsity Girls Soccer
	JV2 Girls Soccer
	Assistant Girls Spring Track
	Assistant Varsity Ice Hockey
	JV1 Ice Hockey
	Assistant Boys Indoor Track
	Assistant Girls Indoor Track
	JV1 Softball
	Assistant Varsity Swimming
	JV1 Volleyball

	Assistant Varsity Wrestling
	JV2 Baseball
	JV2 Boys Basketball
	JV2 Boys Soccer
	JV1 Football
	JV2 Girls Basketball
	JV2 Girls Soccer
	JV2 Softball
CATEGORY E	Unified Sports

**COACHING STIPENDS**

<b>FY25-FY27</b>					
<b>Coaches:</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Category A	10,752	11,033	11,309	11,579	11,951
Category B	6,887	7,173	7,464	7,751	8,145
Category C	5,414	5,800	6,188	6,518	6,983
Category D	4,126	4,576	4,836	5,068	5,432
Category E	3,803	4,104	4,404	4,659	5,020
Intramurals	1,275				
Athletic Director	20,656	21,521	22,391	23,252	24,437

The Athletic Director will receive a stipend equivalent to a Category B stipend for each athletic season.

**Longevity:** Upon appointment to coach the same sport in North Reading for a 15<sup>th</sup> year, a coach will receive a \$300 coaching longevity increment for that sport. This will be paid for each subsequent season coaching that sport. The coaching longevity increment will be applied for each sport coached for fifteen (15) or more seasons.

**Coaching Stipend for Postseason Play:** In the event that a team participates in postseason league competition, the head coach will submit the tentative schedule and necessary assistant coaching staff (if applicable) for postseason play to the Athletic Director and High School Principal for approval. If approved, the coach(es) participating in postseason competition will receive an additional amount equal to 5% of their coaching stipend for each week of postseason play up to a maximum additional amount of 15% of their stipend. In the event that an individual player makes the postseason, the head coach and the position coach will be eligible to receive a postseason stipend.

**Joint Labor Management Committee (JLMC):** A JLMC will meet to review the process for adding new positions for Performing Arts and Athletics, and also for recommending changes to existing stipend amounts. This work will begin with the proposed documents shared during negotiations.