

# GENERAL INFORMATION

## CONTACTING THE UNION

The Union office is open to serve you from 8:00 A.M. to 5:00 P.M. on all weekdays including school vacations but excluding State, County and National holidays, the day after Thanksgiving, Christmas Eve, and Good Friday. To contact the office call 617-288-2000.

To contact the Health and Welfare office (Dental, Legal, Hearing Aids and Hospitalization) call 617-288-0500, for the BTU Eye Care Center call 617-288-5540.

## COMMUNICATIONS

The Union publishes a newspaper, the *Boston Union Teacher*, once a month during the school year. These are mailed to each member.

To disseminate information quickly, email newsletters are sent out generally every Tuesday to the general membership. Periodic mailings go out as well to members' homes. All members are urged to sign up for the e-Bulletin at the BTU website: [www.btu.org](http://www.btu.org).

In order to ensure receipt of communications, members should inform the Union office of a current, non-BPS email address and notify the union office of any change of email address, home mailing address or phone number.

## UNION MEETINGS

Membership meetings shall be held on the second Wednesday of each month September through June and at such other times as are necessary during the school year at 4:30 P.M. at 180 Mt. Vernon Street, Dorchester (near JFK/UMass/Columbia Station). See web page [www.btu.org](http://www.btu.org) for directions.

## OFFICES AND ELECTIONS

The Executive Board is comprised of the President, Executive Vice President, Secretary- Treasurer, Elementary, Secondary and Paraprofessional Field Representatives, Political Director, and twelve members elected at large. The term of office is two years. The union elections will be conducted in May and June of odd-numbered years. Delegates to our affiliated bodies will also be elected at these times. TEACH delegates, however, will be chosen by membership policy through an application process.

## ASSAULTS

Assaults on teachers have been increasing each year. Teachers are urged to prosecute in case of an assault. Failure to do this can encourage further assaults. The Union office should be notified of any assault and assistance will be provided.

## GRIEVANCES

Each teacher is urged to read the current contract carefully. Any violations occurring in your school should be reported to your building representative and presented to your principal, headmaster, or director. If the grievance is not resolved satisfactorily at this level, the Union office should be notified.

In the case of a grievance not involving the above officials (e.g. a salary problem) the grievance should be reported to the Union office and initiated at the proper level.

The grievance procedure is spelled out in the contract and should be read carefully. The time allowed for the school committee to decide a grievance has been reduced and grievances should be resolved more quickly. Note the time limits established at each step. These time limits apply to us as well as to the administration.

Remember, a contract is only as strong as its enforcement. Make sure that the contract is enforced in your school.



# TABLE OF CONTENTS

## TEACHERS CONTRACT

Page

Preamble ..... 1

### Article I Purpose and Scope of Agreement

A. Recognition and Duration .....	4
B. Purpose.....	4
C. Scope.....	4
D. Management Rights .....	5
E. Handling of New Issues .....	5
F. Savings Clause .....	5
G. Preservation of Existing Laws and Regulations .....	6
H. Definitions.....	6

### Article II Developing and Maintaining Effective Working Relationships

A. Governing Philosophy.....	7
B. Mechanisms to Insure Joint Problem-Solving .....	7
1. Consultation .....	7
2. Steering Committee.....	7
3. Faculty Senates.....	7
C. Training.....	8
D. Leadership.....	8

### Article III School-Based Management and Shared Decision-Making

A. Governing Philosophy.....	9
B. School Site Councils .....	9
1. Composition .....	9
2. Role.....	11
C. Shared Decision-Making	
1. Orientation Program .....	12
2. Operation of the School Site Council .....	12
3. Training.....	14
4. Scope of Authority .....	14
D. Pilot Schools .....	16
E. Pilot School Agreement .....	17
F. Local Decision-Making About a School's Budget .....	18
G. Assessment Council .....	19

### Article IV School Assessment

A. Whole School School Plans .....	20
1. Scope.....	20
2. Approval .....	20
3. Content.....	20
B. School Performance Assessment .....	20
1. Collection of Data .....	20
2. Annual Assessment .....	21
C. School Intervention Teams.....	21
D. Superintendent's Schools .....	21

**Article V Staffing**

- A. Teachers ..... 24
  - 1. Class Size ..... 24
  - 2. Inclusion ..... 26
  - 3. Scheduling and Teaching Load ..... 28
  - 4. Relief from Non-teaching Tasks ..... 29
  - 5. Teacher Assignment Procedures ..... 30
  - 6. Project Promise ..... 31
  - 7. Summer Program ..... 32
  - 8. Hiring of Substitutes: Class Coverage ..... 32
  - 9. Final Records: Marks ..... 33
  - 10. Goals (Effective 9/1/2007) ..... 33
  - 11. Scholarship Standards ..... 34
- B. Special Groups ..... 34
  - 1. Kindergarten and Pre-Kindergarten ..... 34
  - 2. Teachers of Music ..... 35
  - 3. Industrial Arts and Home Economics Teachers ..... 35
  - 4. Guidance Counselors ..... 35
  - 5. Vocational Education Teachers ..... 35
  - 6. Coaches ..... 35
  - 7. Swimming Instructors ..... 36
  - 8. CoSESS ..... 37
    - SEIMS Arbitration, April 8, 1985, AAA No. 1139-0183 84 (as revised 9/1/12) ..... 38
  - 9. Department of Implementation Personnel ..... 38
  - 10. Investigative Counselors ..... 39
  - 11. Supervisors of Attendance ..... 40
  - 12. Nurses ..... 42
  - 13. 636 Coordinators ..... 43
  - 14. Clinical Coordinators ..... 43
  - 15. All Itinerant Service Providers ..... 43
  - 16. Student Support Coordinators ..... 44
  - 17. Tech Support Personnel ..... 44
  - 18. Performing Arts Teachers ..... 44
  - 19. Reading Recovery Teachers ..... 44
  - 20. JROTC ..... 44
  - 21. Restorative Practice ..... 44
- C. Alternative Service Providers ..... 45
  - 1. Educational Contracts ..... 45
  - 2. Volunteers ..... 45
- D. Affirmative Action ..... 45
- E. Length of School Year/School Day and Calendar ..... 46
  - 1. Length of School Year ..... 46
  - 2. Length of School Day ..... 47
  - 3. School Calendar ..... 47
  - 4. Length of Pupil Day ..... 47
  - 5. School Adjustment Counselors ..... 47
  - 6. School Nurses ..... 47
  - 7. The Day Before Thanksgiving and the Last Two Days of the School Year ..... 48
  - 8. Parent-Teacher Meeting ..... 48
  - 9. Extended Learning Time ..... 49
- F. Performance Evaluation, 9/1/10 through 8/31/12 ..... 55
  - 1. Formal Evaluation ..... 55
  - 2. Evaluator ..... 55
  - 3. Schedule, Meetings and Procedures ..... 55
  - 4. Evaluation Instrument ..... 57
  - 5. Plan and Mark Books ..... 57
  - 6. Student Performance and Student Progress ..... 57
  - 7. Informal Evaluations ..... 57

Performance Evaluation, effective 9/1/12 .....	58
1. Purpose of Educator Evaluation .....	58
2. Definitions.....	62
3. Evidence Used in Evaluation.....	63
4. Rubric.....	63
5. Evaluation Cycle: Training.....	64
6. Evaluation Cycle: Annual Orientation.....	64
7. Evaluation Cycle: Self-Assessment .....	64
8. Evaluation Cycle: Goal Setting and Development of the Educator Plan.....	65
9. Evaluation Cycle: Observation of Practice and Examination of Artifacts – Educators without PTS .....	66
10. Evaluation Cycle: Observation of Practice and Examination of Artifacts – Educators with PTS .....	66
11. Observations.....	67
12. Evaluation Cycle: Formative Assessment.....	68
13. Evaluation Cycle: Formative Evaluation of Two-Year Self-Directed Plans Only .....	69
14. Evaluation Cycle: Summative Evaluation .....	69
15. Educator Plans: General .....	71
16. Educator Plans: Developing Educator Plan .....	71
17. Educator Plans: Self-Directed Growth Plan.....	71
18. Educator Plans: Directed Growth Plan .....	72
19. Educator Plans: Improvement Plan.....	72
20. Timelines.....	74
21. Career Advancement .....	75
22. Rating Impact on Student Learning Growth .....	75
23. Using Student Feedback in Educator Evaluation.....	75
24. Using Staff Feedback in Educator Evaluation .....	75
25. Transition from Existing Evaluation System .....	75
26. General Provisions .....	76
G. Seniority .....	76
H. Certification/Program Areas.....	77
1. Program Areas.....	77
2. Qualifications .....	77
3. Ranking.....	77
4. Schedule and Procedures .....	77
5. Leave of Absence; Promotion .....	77
6. Recall .....	77
7. SPED Teachers.....	78
8. Bilingual Teachers.....	78
I. Transfers .....	78
1. General Procedures.....	78
2. Application for Promotion.....	80
(a) Posting and Bidding on Promotions .....	80
(b) Filling Related Positions.....	80
(c) Group II Lists .....	80
(d) Eligibility.....	80
(e) Transfers.....	80
(f) Other Points on Promotion .....	81
(g) Effect of an Unsatisfactory Evaluation .....	81
J. Post-Transfer Placement Process.....	81
K. Layoff and Recall Procedures .....	83
1. Layoffs .....	83
2. Recall .....	84
3. Resolution of Disputes .....	84
4. Effect of Laws .....	84
L. Withdrawal of Resignation, Subsequent Reemployment.....	85
M. Residency.....	85
N. Notice Following Interview.....	85

A. Governing Philosophy.....	86
B. Sabbaticals .....	86
C. Educational Conference Days .....	87
D. New Teacher Developers .....	87
E. Center for Leadership Development.....	87
1. Leadership Development for the Entire School Community .....	88
2. Types of Leadership Development Opportunities Provided .....	89
3. Organizational Structure.....	89
4. Funding of CLD .....	90
F. Career Ladder.....	90
1. TeachBoston.....	90
2. Lead Teachers .....	90
3. National Board for Professional Teaching Standards .....	90
4. Tuition Reimbursement.....	91
G. Collaborative Coaching and Learning .....	91
H. Peer Assistance Program .....	91
I. Academic Coaches .....	92
J. Common Professional Development Time.....	92
K. Professional Development Institute.....	92

## Article VII Working Conditions

A. School Facilities.....	93
1. Libraries .....	93
2. Consultation Rooms .....	93
3. Guidance Counselors.....	93
4. Music .....	93
5. Vocational Education .....	93
6. Industrial Arts and Home Economics .....	93
7. Physical Education .....	94
8. Resource Center .....	94
9. Telephones .....	94
10. Duplication Facilities .....	94
11. Parking and Tolls .....	94
12. Mail.....	94
13. Teacher’s Lounge.....	94
14. Snow Plowing .....	95
15. Ted Williams Tunnel.....	95
16. Alternative Education.....	95
17. Working and Learning Space .....	95
18. File Cabinet.....	96
19. Coverage Paraprofessionals.....	96
20. Sanitary Restrooms .....	96
21. Nursing Rooms.....	96
B. Books and Supplies .....	96
C. Classroom Environmental Control .....	96
D. School Construction and Repair .....	97
E. Student Discipline .....	97
F. Information at the School.....	97
G. Teacher Files .....	97
H. Assistance in Assault Cases .....	98
I. MCAS-Alt Portfolios .....	98
J. Plan and Mark Books .....	98

## Article VIII Compensation and Benefits

A. Step Placement and Step Advancement.....	99
1. Hiring Rate .....	99
2. Credit for Prior Work Experience.....	99
3. Provisional Teachers .....	100
4. Other Provisions Regarding Step Placement .....	100

5. Step Advancement.....	100
B. Payment of Salaries.....	101
C. Group I Salary Schedule.....	101
D. Column Placement .....	102
1. Column A.....	102
2. Column B.....	102
3. Column C.....	103
4. Column D.....	103
5. Lane Advancement.....	103
6. Academic Advancement Letter .....	104
E. Group II Salary Schedule .....	104
1. Salary Schedule.....	104
2. Column A.....	105
3. Column B.....	105
4. Column C.....	105
5. Other Group II Eligibility Provisions .....	105
F. Acting Rates and Differentials .....	105
1. Acting Positions .....	105
2. Acting Assistant Headmaster (Subject Matter).....	106
3. Teacher-in Charge .....	106
4. H.H.H.O.R.C.....	106
5. Special Class Differential .....	106
G. Special Rates and Extracurricular Payment.....	107
1. Miscellaneous Hourly Positions .....	107
2. Teachers, Coaches, and Coaches in Latin or Day High Schools.....	108
3. Yearbook, Clubs, and Audio-Visual and Teachers in Charge and JROTC Instructors .....	108
4. Evening High School.....	108
5. Evening Trade School .....	108
6. Evening Elementary School .....	108
7. Summer Review High Schools.....	108
8. Summer Review Middle Schools .....	108
9. Apprenticeship and Journeyman Class .....	108
10. Vocational Education Teachers .....	109
11. Class Coverage Payment .....	109
12. Contractual Hourly Rate.....	109
13. Externally Funded Extracurricular Activities .....	109
14. Language Assessment Team Leaders .....	109
15. Early Learning Centers.....	109
16. Clinical Coordinators .....	109
17. Cooperating Teachers.....	109
H. Pay Credit.....	110
I. Traveling Teachers and Mileage .....	110
J. Severance Pay .....	110
K. Tax-Free Annuities.....	110
L. Retirement Plan – State Boston Retirement System .....	110
M. Insurance.....	112
1. Health.....	112
2. Life.....	113
3. PEC-MOA.....	113
N. Career Awards.....	113
O. Health and Welfare Fund .....	114
P. Compensation Obligations .....	114
Q. Leaves of Absence and Sick Leave .....	114
1. Leave for Union Officers.....	114
2. Leave for Personal Reasons.....	115
3. Sick Leave .....	115
4. Absence Due to Injury in Course of Employment.....	115
5. Personal Leaves and Miscellaneous Paid Leave .....	116
6. Military Leave of Absence .....	118
7. Organized Reserve Forces .....	118

8. Leave Deadlines .....	118
R. Funding Clause .....	119
S. Direct Deposit .....	119
T. Flexible Spending Plan/Cafeteria Plan .....	119
U. Long Term Disability Insurance.....	119
V. BTU Member Children .....	120
W. Alternative Compensation.....	120

**Article IX Collective Bargaining**

A. Governing Philosophy .....	121
B. Fair Practices .....	121
1. Non-Discrimination.....	121
2. Protection of Individual and Group Rates .....	121
C. Privileges .....	121
1. Allowed Time for Union Negotiations .....	121
2. Payroll Deductions for Union Dues.....	122
3. Payroll Deductions for Agency Service Fee .....	122
4. Union Meetings Within Individual Schools.....	122
5. Bulletin Boards.....	122
6. Grievance Time for Building Representative .....	122
7. Information to the Union .....	122
8. C.O.P.E. ....	123
D. Responsibilities .....	123
1. No Union Activity on School Time.....	123
2. Authorized Union Representative.....	123

**Article X Dispute Resolutions**

A. General .....	124
B. Definitions .....	124
C. Availability of Mediators .....	124
D. Dispute Resolution Process for Grievances .....	125
1. General Procedures .....	125
2. Initiation of Grievances at Step 2 or 3 .....	126
3. Time Limits and Application.....	127
E. Arbitration.....	127
1. Arbitration Defined .....	127
2. Power of the Arbitrator.....	127
3. Decision of the Arbitrator.....	127
4. Arbitration Award Application.....	127
5. Alternate Arbitration Procedure .....	128
6. Staffing Clause .....	128
7. Implementation .....	128
F. Resolution of Differences by Peaceful Means .....	128

Signatures .....	129
------------------	-----

**PARAPROFESSIONALS AGREEMENT**

Preamble .....	130
----------------	-----

**Article I Purpose and Scope of Agreement**

A. Recognition and Duration .....	130
B. Purpose.....	131
C. Scope.....	131
D. Management Rights .....	131
E. Continuing Negotiations.....	131
F. Handling of New Issues .....	131
G. Savings Clause .....	132



H. Preservation of Existing Laws and Regulations .....	132
I. Definitions.....	132

**Article II Working Conditions**

A. General.....	133
1. Functions.....	133
2. Paras Files.....	133
3. Assistance in Assault Cases.....	133
4. Information to the Union.....	134
5. In-Service Courses.....	134
6. Substitute for Teacher.....	134
7. Para Evaluation.....	134
8. Training.....	134
9. Just Cause.....	135
10. Tutorial Program.....	135
11. School Based Management.....	135
12. Educational Contracts.....	135
13. Severance Pay.....	135
14. Equitable Assignments.....	135
15. Cluster Paraprofessional Substitutes.....	135
16. Job Sharing.....	135
17. Superintendent's Schools.....	135
B. Seniority Rights, Layoffs, Recall, Summer Work.....	136
1. Establishment of Seniority.....	136
2. Retention of Seniority.....	136
3. Excessing.....	136
4. Recall.....	137
5. Staffing and Transfer.....	137
6. Layoff.....	138
7. Summer Work.....	138
C. Posting of Vacancies.....	138
1. Miscellaneous.....	138
2. Teacher Vacancies.....	138
3. Paraprofessional First Consideration.....	138

**Article III Compensation and Benefits**

A. Payment of Salaries.....	139
B. Training Pay.....	139
C. Holidays, Vacations and Suspended Session.....	139
D. Length of Work Day.....	139
E. Hourly Salary Rates.....	139
F. Tax Free Annuities.....	141
G. Retirement Plan - State-Boston Retirement System.....	141
H. Insurance.....	142
I. Pay Credit.....	143
J. Traveling Paraprofessionals and Mileage.....	143
K. Health and Welfare Fund.....	143
1. Trust Fund.....	143
2. Annual Payment.....	144
3. Proration.....	144
L. Career Awards.....	144
M. Tuition Reimbursement.....	144
N. Compliance of Paraprofessionals.....	144
O. Leave of Absence & Sick Leave.....	144
1. Absence Due to Injury in the Course of Employment.....	144
2. Military Leave of Absence.....	145
3. Organized Reserve Forces.....	145
4. Leave for Study.....	145

5. Personal Leave .....	145
6. Sick Leave .....	146
7. Leave for Personal Reasons.....	146
8. Leave for Union Business.....	147
9. Sabbaticals .....	147

**Article IV Collective Bargaining**

A. Governing Philosophy .....	148
B. Fair Practices .....	148
1. Non-Discrimination.....	148
2. Protection of Individual and Group Rights .....	148
C. Privileges.....	148
1. Payroll Deductions for Union Dues .....	148
2. Payroll Deduction of Agency Service Fee .....	148
3. Union Meetings Within Individual Schools.....	149
4. Grievance Time For Building Representatives .....	149
5. C.O.P.E. ....	149
D. Responsibilities .....	149
1. No Union Activity on School Time .....	149
2. Authorized Union Representatives .....	149

**Article V Dispute Resolution**

A. General .....	150
B. Definitions.....	150
C. Availability of Mediators .....	150
D. Dispute Resolution Process of Grievances .....	150
1. General Procedures.....	150
2. Initiation of Grievances at Step 2 or 3 .....	152
3. Time Limits and Application.....	152
E. Arbitration .....	153
1. Arbitration Defined .....	153
2. Power of the Arbitrator.....	153
3. Decision of the Arbitrator.....	153
4. Arbitration Award Application.....	153
5. Alternate Arbitration Procedures .....	153
6. Implementation.....	153
F. Resolution of Differences by Peaceful Means .....	153

Signatures .....	154
------------------	-----

**SUBSTITUTE TEACHERS AND NURSES AGREEMENT**

**Article I Purpose and Scope of Agreement**

A. Recogniton and Duration.....	155
B. Qualifying as a Member of the Bargaining Unit.....	155
1. Annual Qualifications.....	155
2. Removal and Reinstatement .....	155
C. Purpose.....	156
D. Scope.....	156
E. Management Rights .....	156
F. Savings Clause .....	156
G. Definitions.....	156
1. Per Diem Substitute.....	156
2. Long Term Substitute.....	156
3. Cluster Substitute .....	156

**Article II Working Conditions**

A. Work Schedule and Duties .....	157
B. Method of Assignment .....	157
1. General .....	157
2. Cluster Substitutes .....	157
3. Long Term Substitutes .....	158
C. Performance Evaluation .....	158
D. Professional Development .....	158
E. Application for Teaching Positions .....	158

**Article III Compensation and Benefits**

A. Salary Schedule .....	159
1. General .....	159
2. Pay for Long Term Assignments .....	159
B. Sick Leave .....	159
C. Health Insurance .....	159
D. Health and Welfare Fund .....	160
E. Per Diem Substitute Bonus .....	160
F. Cluster Substitute Bereavement Leave .....	160

**Article IV Collective Bargaining**

A. Payroll Deduction of Union Dues or Agency Service Fee .....	161
B. Non-discrimination and Affirmative Action .....	161

**Article V Dispute Resolution**

A. General .....	162
B. Definitions .....	162
C. Availability of Mediators .....	162
D. Dispute Resolution Process for Grievances .....	163
1. General Procedures .....	163
2. Initiation of Grievances at Step 2 or Step 3 .....	164
3. Time Limits and Application .....	164
E. Arbitration .....	165
1. Arbitration Defined .....	165
2. Power of the Arbitrator .....	165
3. Decisions of the Arbitrator .....	165
4. Arbitration Award Application .....	165
5. Alternate Arbitration Process .....	166
6. Staffing Clause .....	166
7. Implementation .....	166
F. Resolution of Differences by Peaceful Means .....	166

Signatures .....	167
------------------	-----

# ABA SPECIALIST AGREEMENT

## Article I Purpose and Scope of Agreement

A. Recogniton and Duration.....	168
B. Purpose.....	168
C. Scope.....	168
D. Management Rights .....	169
E. Continuing Negotiations.....	169
F. Handling New Issues.....	169
G. Savings Clause.....	169
H. Preservation of Existing Laws and Regulations .....	169
I. Definitions.....	170

## Article II Working Conditions

A. General.....	171
1. Functions.....	171
2. ABA Specialists' Files .....	171
3. Assistance in Assault Cases.....	171
4. Information to the Union .....	172
5. In-Service Courses .....	172
6. ABA Specialist Evaluations .....	172
7. Training.....	172
8. Just Cause.....	172
9. Severance Pay .....	172
10. Assignments .....	172
B. Seniority and Layoffs.....	172
1. Establishment of Seniority .....	173
2. Retention of Seniority .....	173
3. Layoff.....	173
4. Recall.....	173
C. Communication and Notifications.....	173

## Article III Compensation and Benefits

A. Payment of Salaries.....	174
B. Training Pay.....	174
C. Length of Work Day .....	174
D. Work Year.....	174
E. Salary Rate .....	174
F. Tax Free Annuities.....	175
G. Retirement Plan – State-Boston Retirement System.....	175
H. Insurance.....	175
I. Pay Credit.....	175
J. Traveling ABA Specialists and Mileage .....	175
K. Health and Welfare Fund .....	176
1. Trust Fund .....	176
2. Annual Payment .....	176
3. Proration.....	176
L. Career Awards.....	176
M. Leaves of Absence & Sick Leave.....	176
1. Absence Due to Injury in the Course of Employment .....	176
2. Military Leave of Absence .....	177
3. Organized Reserve Forces .....	177
4. Leave for Study.....	177
5. Personal Leave .....	177
6. Sick Leave.....	178
7. Leave for Personal Reasons.....	178

8. Leave for Union Business.....	178
9. Sabbaticals .....	178
10. Intentionally Omitted .....	178
11. Sick Leave Donation Program.....	178

**Article IV Collective Bargaining**

A. Governing Philosophy.....	179
B. Fair Practices.....	179
1. Non-Discrimination.....	179
2. Protection of Individual and Group Rights .....	179
C. Privileges.....	179
1. Payroll Deductions for Union Dues.....	179
2. Payroll Deduction of Agency Service Fee .....	179
3. Union Meetings Within Individual Schools.....	180
4. Grievance Time for Building Representatives .....	180
5. C.O.P.E. ....	180
D. Responsibilities .....	180
1. No Union Activity on School Time.....	180
2. Authorized Union Representatives .....	180

**Article V Dispute Resolution**

A. General.....	181
B. Definitions.....	181
C. Availability of Mediators .....	181
D. Dispute Resolution Process for Grievances .....	181
1. General Procedures.....	181
2. Initiation of Grievances at Step 2 or Step 3 .....	183
3. Time Limits and Application.....	183
E. Arbitration.....	184
1. Arbitration Defined .....	184
2. Power of the Arbitrator.....	184
3. Decisions of the Arbitrator .....	184
4. Arbitration Award Application.....	184
5. Alternate Arbitration Process .....	184
6. Staffing Clause .....	184
7. Implementation.....	184
F. Resolution of Differences by Peaceful Means .....	184

Signatures .....	185
------------------	-----

## APPENDICES

<b>Appendix A:</b> Teacher Program Areas .....	186
<b>Appendix B:</b> Dorchester High/South Boston High Agreement .....	190
<b>Appendix C:</b> Memorandum of Agreement .....	191
<b>Appendix D:</b> Withdrawal of Program Directors Arbitration .....	196
<b>Appendix E:</b> Peer Assistance and Review (PAR) Program .....	197
<b>Appendix F:</b> No Child Left Behind .....	199
<b>Appendix G:</b> BTU-BPS Extended Learning Time Initiative .....	200
<b>Appendix H:</b> Boston Teachers Union & Boston School Committee – Memorandum of Agreement – Student Feedback in Educator Evaluations .....	201



# **Preamble: A Shared Commitment to Educational Achievement**

## **The Challenge**

The Parties to this agreement share a fundamental and abiding commitment to the education of the children of the City of Boston. They recognize and greatly appreciate the extraordinary commitment of teachers and administrators in the system. They take pride in knowing that the Council of Great City Schools has rated Boston's public schools as among the best urban schools in the nation.

Yet the parties to this agreement believe that being the best, in this case, is not good enough. They recognize that the Boston Public School system as a whole must do more to meet the needs and expectations of the community. In absolute terms, dropout rates are high, graduation standards and college matriculation rates are low, and the skills and prospects of many students in the system are well below their potential.

This contract is dedicated to doing better.

A commitment to change, however, is not enough. Our 1989 – 1992 contract was also intended to promote change, and it accomplished less than was hoped. There are lessons in that experience, and they are reflected in this agreement. Change will not come of its own accord; it requires intensive, carefully planned, and skillfully executed implementation. Strong, consistent leadership and widespread training is needed to transform the traditional labor management culture. To achieve real educational improvement, the parties and the community will have to work together collaboratively.

The challenge is great. Many students arrive in school hungry and with serious health and nutritional problems. Many lack a stable home environment. Some are victims of neglect or abuse; many require counseling. Their trip to and from school is often dangerous and fraught with deadly temptations. Many must work at after-school and weekend jobs to help support their families.

While most parents are deeply committed to their children's education, many are unsure of how best to support their children's performance. Many parents seek out contact with teachers and are effective advocates for their children, but others avoid contact, finding schools intimidating.

Teacher training programs seldom address such problems, and as a result some teachers may feel overwhelmed and unprepared for dealing with them. Teachers may also be unsure about how most effectively to communicate support and encouragement to students and parents whose linguistic, ethnic, or economic background differs from their own.

In the face of these challenges, urban schools are often offered fewer resources than suburban schools to achieve their educational goals. When their results in absolute terms are less, they are labeled "failures," even when they achieve enormous improvement over their starting point. No party benefits from this situation.

However great the challenge may be educating a Boston student to his or her full potential, the parties to this agreement are determined to tackle it. This agreement is designed to facilitate whatever change and experiments may be needed. The parties to this agreement invite the rest of the community to join in this effort. Working together, success is possible.

## **Some Basic Educational Principles**

In pursuing their shared goal of education achievement, the Committee and the Union share certain fundamental assumptions about education philosophy and the nature of their joint task that should inform the interpretation and implementation of this Agreement:



***The Importance of School-Based Decision-Making.*** The school is the point of delivery for the services provided by the school system. Within the bounds of law and economic efficiency, decisions affecting the educational process and the delivery of services can and should be made at the local level, with corresponding accountability for the results achieved. The staff on the scene have the most information about the situation, and are therefore best positioned to craft appropriate and effective strategies for the tasks at hand.

***The Importance of Flexibility.*** The background and skills of staff, students, parents, and administrators vary widely, as do the dynamics of groups. Likewise, facilities and programmatic objectives vary from school to school. The experience of educators in this and other systems demonstrates that there is no one best way to organize a school, a classroom, or any educational activity. Therefore, consistent with the philosophy of local decision-making, each school should have as much flexibility as possible to work out its own structures for governance and education.

***The Importance of Professional Development.*** Professional development programs need to prepare our teachers and administrators adequately to deal with the challenges of urban education in a multicultural and multilingual environment. And as in many other fields, staff and administrators need help in developing effective collaboration that does not founder in either adversarial battling or endlessly protracted decision-making by committee.

***The Importance of Parent Involvement.*** Schools cannot do the job of educating children without the full support and involvement of parents in their child's education. Much needs to be done to organize and restructure schools and the school-home connection so that parents and teachers become effective teams in working actively and long-term to develop, monitor, and stimulate the implementation of a personal growth plan for each child.

***The Importance of Accountability for Quality and Performance.*** In their 1989 – 1992 agreement the parties greatly strengthened the accountability of participants in the school system by requiring that each school create an Annual Education Plan, by offering detailed guidelines for school performance assessment, and by creating School Intervention Teams to assist and, if necessary, make recommendations to restructure schools in trouble. As these measures have been implemented, they have increasingly demonstrated powerful potential for driving school improvement.

This agreement builds on the existing structure to further increase the accountability of participants in the school system, recognizing that there are some challenges and dilemmas inherent in this goal. For example, teachers should be accountable for the progress of their students. Yet students should also be accountable for their progress. Students who know there is no firm commitment to standards for either behavior or achievement are less likely to take such standards seriously. Likewise, family involvement and support is strongly linked to student success; therefore parents should also be accountable for the behavior and progress of their children. Teachers should be accountable for encouraging and facilitating parental participation and support of their children.

The community should also be held accountable for making available the resources needed to meet the health, nutrition, social, parenting, and other needs of Boston's children and their families, as well their educational needs with time, staff, and facilities adequate to the task. It is unrealistic to expect urban schools to achieve results without the resources to create a level playing field with their wealthy suburban counterparts.

While competition and incentives can motivate performance, the parties do not want to do anything that would inhibit staff and schools from working together cooperatively and learning from each other. It is not necessary, and in fact not acceptable to structure an incentive system that requires there to be "winners" and "losers." We want all students and staff whose efforts earn it to be winners. Therefore, for example, the emphasis in this agreement is on school accountability, although there are also mechanisms to recognize outstanding staff and to improve or terminate unsatisfactory staff.

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

***The Inadequacy of Available Resources.*** The parties firmly believe that whatever progress can be made with the resources currently available to children in the Boston public schools and their families, those resources are inadequate to the task of educating children to their full potential. An appropriate level of funding could support the hiring of more teachers, a longer school day and year, the creation of alternative schools, including residential programs, greater family support services, and an enriched and more in-depth curriculum, including many more activities beyond the school site.

The parties nevertheless accept their responsibility for doing as well as possible with the resources now available, for demonstrating achievement as part of persuading the community that additional resources will make an important difference, and for diligently seeking a more adequate and secure source of revenue. They recognize that such an attitude and performance will enhance the possibility of additional resources being made available.

***The Need for a Collaborative Working Relationship.*** Historically, the Committee, the School Department, and the Union have had an adversarial relationship. Despite considerable improvement in recent years, the challenge remains to overcome vestiges of a litigious and suspicious culture focused on work rules, hierarchical power, and resistance to change by both parties. This consumes scarce resources and gets in the way of educational innovation and achievement.

The parties are committed to developing a collaborative working relationship at all levels of the system during the life of this contract. An effective working relationship is one in which the parties work together with mutual respect; clear and direct communication; a willingness to listen, understand, and consider a differing point of view; a habit of checking out assumptions before reaching conclusions about another party; a commitment to integrity, reliability and solving each problem on its merits; and in general the ability to resolve differences effectively while working to achieve a common goal or vision – to disagree without being disagreeable.

Developing or maintaining such a relationship does not require any party to give up their right to differ or their role as advocates for those they represent. It does require a willingness on each side occasionally to do what makes sense, even though it is painful. Mostly, however, it requires parties to change how they deal with each other, seeking to persuade and solve problems jointly, rather than to attack, disadvantage, and coerce each other. Rather than being seen as adversaries, teachers and administrators should be seen by the public and themselves as professional colleagues who sometimes disagree, but who share a common purpose and dedication to educational achievement.

***Respect and Dignity.*** The BPS and the BTU recognize the dignity and worth of every person. The aim of this policy is to create a workplace climate of understanding and mutual respect for the dignity and worth of every person so that each person is able to contribute fully to the development and well being of the students of the City of Boston.

**AGREEMENT  
BETWEEN  
THE SCHOOL COMMITTEE OF  
THE CITY OF BOSTON AND  
THE BOSTON TEACHERS UNION, LOCAL  
66, AFT, AFL-CIO**

***(Ratified by Boston Teachers Union, September 13, 2017)***

**Article I  
Purpose and Scope of Agreement**

**A. Recognition and Duration**

This Agreement is made and entered into on the 13th day of September 2017 by and between the School Committee of the City of Boston (hereinafter referred to as the “Committee”) and the Boston Teachers Union, Local 66, American Federation of Teachers, AFL-CIO (hereinafter referred to as the “Union”). The Committee recognizes the Union as the exclusive bargaining representative for all those persons in the bargaining unit which consist of those covered by Groups I, 2A-2B of the salary schedule (1963-1964) of the Boston School Committee, excluding Assistant Principals and Coordinators, but including nurses and supervising nurses, provisional teachers and nurses, substitute teachers and nurses on a one-year’s assignment, teacher-coaches, teachers and nurses in Summer and Evening Schools, swimming instructors, E.T.F.s, certain employees from the Department of Implementation, investigative counselors, security specialists, supervisors of attendance, clinical coordinators and lead sign language interpreters. The jurisdiction of the Union shall include those persons now or hereafter who perform the duties or functions of the categories of employees in the bargaining unit, regardless of whether these duties or functions are performed by present, or modified, or new processes or equipment.

This agreement and each of its provisions shall be in effect as of September 1, 2016, unless otherwise so stated, and shall continue in full force and effect through August 31, 2018. Negotiations for a subsequent agreement will commence on or after December 1, 2017 upon the request of either party.

This agreement and each of its provisions shall be in full force and effect from the period of September 1, 2016 through August 31, 2018 and continuing thereafter until such time as the parties have a successor to the 2016-2018 agreement.

**B. Purpose**

The purpose of this agreement is to promote the parties’ joint goal of achieving the best possible education of the children in the Boston Public Schools by structuring an effective and professional working relationship between the parties. That relationship should help the school system achieve maximum benefit from the combined expertise and coordinated efforts of the parties. It should also ensure fair and equitable compensation and fair and professional treatment for those employees represented by the Union.

**C. Scope**

The Committee and the Union agree that they have a common public and educational area of concern in addition to economic matters such as salary and working conditions. This wider area of professional concern is to be approached constructively toward the goal of educational excellence.

To this end, the Union will from time to time present to the Committee or its designated representatives views and suggestions on certain school problems clearly within its knowledge and province as the agency in the school system having the closest overall contact with the classroom teacher. Subjects considered to be within the scope of such initiation and discussion are: recruitment of qualified teachers, class size, operation of difficult schools, standards of physical and housekeeping environment and amenities on school premises, relief from nonteaching tasks, all matters related to school-based management, and an increasingly effective curriculum. Periodic consultation will take place without trespass or interference upon the distinct and special powers and duties of either party in the process.

It is hoped that this continuing consultation throughout the school year will contribute to the enhancement of public education in the City of Boston.

#### **D. Management Rights**

Except as otherwise provided in this Agreement, the Committee and the Superintendent retain all powers, rights, duties, and authority that they had prior to entering into this Agreement or its predecessors. Such rights of the Committee and the Superintendent include but are not limited to the right:

- to establish educational policy;
- to establish the standards and qualifications for hiring and promotion;
- to determine the size of the work force consistent with the terms of this Agreement;
- to establish job duties for new or substantially changed positions (except that changing the duties of existing positions shall be subject to collective bargaining to the extent required by law);
- to determine which textbooks shall be used in the schools;
- to prescribe curricula and rules governing student discipline; and
- to establish educational programs and to determine the number, age, and qualifications of pupils to be served by any such programs.

#### **E. Handling of New Issues**

Matters of collective bargaining import not covered by this Agreement may, during the life of the Agreement, be handled in the following manner:

**By the Committee:** Except as any change may be commanded by law, the Committee will continue its policies as outlined herein. With respect to matters not covered by this Agreement which are mandatory subjects for collective bargaining, the Committee agrees it will make no changes without prior consultation and negotiation with the Union.

**By the Union:** In any matter not covered in this Agreement which is a mandatory subject for collective bargaining, the Union may raise such issue with the Committee for consultation and negotiation; except that (other than as set forth later in this section E) the Union shall not renew or seek to renew any question introduced, debated, and settled, either negatively or affirmatively, during the bargaining prior to final settlement. This restriction shall not apply to the areas outlined in section C above as subjects for continuing consultation.

Being a mutual Agreement, this instrument may be amended at any time by mutual consent.

#### **F. Savings Clause**

If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law, and substitute action shall be subject to appropriate consultation and negotiation with the Union.

In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

**G. Preservation of Existing Laws and Regulations**

The rights and benefits of persons provided herein are in addition to those provided by City, State, or Federal law, rule, or regulation, including without limitation all applicable tenure, pension, or education laws and regulations.

The School Department shall identify by February 1 of each year those bargaining unit members who are affected by the School Committee’s policy on the employment of relatives. The Department and the Union shall meet to discuss the appropriate reassignment of affected members.

**H. Definitions**

The term “school” as used in this Agreement means any work location or functional division or group in which a complaint or grievance may arise.

The terms “Principal,” “Headmaster,” and “Director” as used in this Agreement mean the responsible administrative heads of their respective district, school, or department.

The terms “teacher” and “person” as used in this Agreement mean a person employed by the Committee in the bargaining unit as defined in Article I.

The term “nurse” as used in this Agreement means any person employed by the Committee in the bargaining unit as defined in Article I. The provisions of this agreement that apply to teachers and/or persons shall apply to nurses except:

- Article V(A)(1), Class Size;
- Article V(A)(3)(b)(1), Planning and Development Periods;
- Article V(A)(3)(c), Administrative Periods;
- Article V(A)(3)(d), Normal Teaching Load; and
- Article V(A)(5), Teacher Assignment Procedures.

The term “Union Representative” as used in this Agreement means the Union building representative or her or his designee, or an elected or appointed representative of the Union or any of its affiliates.

Wherever the singular is used in this Agreement it is to include the plural. Whenever a personal pronoun is used in this Agreement it is to include male and female employees.

Any reference in this Agreement to any provision, section, or other part of the Agreement intends to refer to the entire provision or other part unless specifically stated to be otherwise.

## **Article II**

### **Developing and Maintaining Effective Working Relationships**

#### **A. Governing Philosophy**

To achieve the goals of this Agreement, more effective working relationships must be forged between and among parents, teachers, students, building administrators, the Superintendent, other School Department personnel, the Union, the School Committee, and the community at large.

#### **B. Mechanisms to Insure Joint Problem-Solving**

##### **1. Consultation**

Whenever possible, the parties agree to consult before deciding on any issue that impacts the other. The goal of this provision is effective communication, preventing surprises, and more informed decision-making. It does not require either party to give up any right to act autonomously that they might otherwise have, nor does it require either party to approve of any action the other proposes to take. The leadership of each party shall seek to set an example in achieving this goal and to encourage others in the system at all levels to incorporate such an approach into their ways of working.

The Superintendent and the President of the Union together with appropriate members of their respective staffs agree to meet regularly (at least monthly) to monitor the progress of the mutual goals espoused here and the operation of the school system in general, and to consult about the inevitable issues that will arise in the operation of this Agreement.

##### **2. Steering Committee**

A joint BTU/BPS/Parent/Student Steering Committee will develop and implement policies and guidelines and generally oversee the implementation and operation of school-based/shared decision-making and all other joint committees established under this Agreement. This Steering Committee shall be composed of the Superintendent of Schools and the President of the Teachers Union, who shall serve as co-chairs, up to five additional members who shall be representative of the diverse and ethnic constituencies of the parties, and shall include five parents and two students who shall be representative of the diverse racial, ethnic, and Program (including Special Education and English Language Learners) constituencies of the District. Decisions of the Steering Committee shall require the concurrence of the Superintendent and the President of the Union.

The Steering Committee may appoint subcommittees, designate alternate members for tasks involving special expertise, and otherwise adopt whatever procedures further its smooth, effective, and efficient operation. It shall endeavor to operate by consensus as a role model for school-based shared decision-making groups.

The Union and the School Department recognize that the provisions of this agreement reflect a tentative consensus on a direction to move in improving the schools. Both sides recognize that school-based management ("SBM") represents a new way of doing business with which they still have limited experience. Success is likely to require much flexibility and continued learning from experience. Therefore the School Department and the Union agree to work together during the period of this agreement to assess and improve the structures established here for school-based management and shared decision-making in light of experience.

##### **3. Faculty Senates**

Faculty Senates may be formed in each school building and shall meet once every month after the close of the normal school day with the Principal or Headmaster concerned. Faculty Senates will be recognized by the administration of that school as having an advisory voice in the operation of that school and having an advisory voice in the formation of educational policy.

Faculty Senates representing Music Teachers, Guidance Counselors, Nurses, School Psychologists, Evaluation Team Leaders, Kindergarten teachers, Bilingual teachers, and Pupil Adjustment Counselors shall meet once every month after the close of the normal school day with the director or administrator concerned.

These Faculty Senates will be recognized by the administrator of the department as having an advisory voice in the formation of educational policy.

Faculty Senate Chairpersons will meet twice each year on the elementary, middle, and high school levels during days of regularly scheduled in-service meetings.

**C. Training**

To succeed in developing effective and collaborative working relationships, a core group of principals, parents, teachers, and other staff in each school must receive training to acquire the new roles and relationships this Agreement envisions. Skills are needed in consensus building, teamwork, conflict resolution, effective meeting skills, active listening, new models of learning, teaching, and so on. The parties pledge to seek the funding necessary to provide each school with the training needed to achieve its educational goals.

**D. Leadership**

To achieve the goals of this Agreement, strong, sustained, and visionary leadership is required. The parties need to help each other educate their constituents and the community at large about the need for a new kind of relationship and what it entails operationally. The Union agrees to make a special effort to communicate the need for this kind of change to its Building Representatives and to monitor and maintain steady encouragement of progress. The Superintendent agrees to do the same with Principals/Headmasters and other key administrators.

## **Article III**

### **School-Based Management and Shared Decision-Making**

#### **A. Governing Philosophy**

The Committee, the Union, and the Superintendent agree that the school site is the appropriate place for most decision-making affecting the education of children in that school. The parties also agree that the best quality decisions at the local level are likely to result from the process of shared decision-making.

The purpose of shared decision-making is to create a climate in the schools where the faculty, parents, administration, students (at the high school level), and other community participants working together share the responsibility and accountability for school improvement, better student performance, increased satisfaction among professional educators, greater involvement by and with parents, and stronger support from the community.

The parties recognize that the overriding goal of school-based management and shared decision-making is to improve the quality of our public schools and the instruction and learning of our students.

The parties agree that Principals and Headmasters are the educational leaders at the school site. The building administrator is a key person in creating the environment necessary to bring about positive change. The Principal or Headmaster shares with teachers and parents (and students at the high school level) through their representatives on the School Site Council the responsibility to create an environment where learning and teaching are enhanced.

The parties recognize that the most important interactions affecting student performance take place daily between teachers and students. Teachers, therefore, must be given a shared voice in decisions at the school site. The parties recognize that with this increased role in the decision-making process the teachers at the school site assume more responsibility and accountability for the success of the school.

The parties recognize that parental involvement is essential in achieving educational success for students. Therefore, parents shall also be given a voice in decisions at the school site.

The parties realize that to achieve effective shared decision making at the school level a significant restructuring of schools must occur, and the parties agree to work cooperatively in an effort to bring about these necessary changes. Significant changes in school governance, instructional practices, staff roles, and community involvement will require a substantial commitment from the leadership of the Union, the School Committee, and the Superintendent of Schools. The parties pledge to provide this commitment.

#### **B. School Site Councils**

##### **1. Composition**

###### **(a) Represented Groups**

Each Boston public school shall elect a School Site Council for the purposes enumerated in this Article. Members of a School Site Council should be elected by October 15th of each year to serve until a successor Council is elected.

The School Site Council shall be composed of the Principal/Headmaster, members of the bargaining unit who work more than 50% of their work week at that school elected using a secret ballot from the pool of bargaining unit members similarly qualified, parents elected by the parents of children at that school, and, in high schools, two voting high school student members elected by the student body.



Each school shall also elect each year alternate parent and teacher members of the School Site Council to substitute for absent members of their group. Alternate members may also be used to fill vacancies created by the resignation or removal of a Council member.

School Site Councils may also have associate, nonvoting members, for example additional high school students, representatives from the business or university community, or representatives of other employee groups in the school.

Upon formation or change in membership, each School Site Council shall report the names of its members to the School Department.

**(b) Bargaining Unit Members**

(1) **In General.** The number of members of the bargaining unit to be elected to a School Site Council shall be determined as follows, using enrollment figures as of October 1 of the year of the election:

Schools with less than 30 bargaining unit members: 4, Schools with at least 31 bargaining unit members but not more than 60 bargaining unit members: 5, Schools with 61 or more bargaining unit members: 6.

(2) **Goal of Diversity.** The Union and the Committee believe that School Site Councils will be less effective if any constituency groups are left out of the process. Therefore each represented group should endeavor to elect individuals who are representative of the racial and ethnic and program diversity of their constituents including Special Education and English Language Learners and the Steering Committee will strongly encourage this.

(3) **Definition.** Racial groups referred to in this section include: African American/Black, Asian American/Pacific Islander, Hispanic, Native American, and White.

(4) **Election Procedures.** Any racial group that constitutes at least 5% of the BTU membership at a school site and which has candidates who run for a seat on the School Site Council shall have the candidate with the highest number of votes seated on the Council. All other seats shall be filled by candidates who received the highest number of votes.

If the highest vote-getting candidate from any racial group is not among the highest overall vote-getting candidates, the number of seats of the School Site Council shall be as follows: the highest vote-getting candidate from each eligible racial group and all of the highest overall vote-getting candidates shall be seated.

**(c) Parent Members**

The number of parents elected to the School Site Council shall equal the number of professional educators, including the principal, on the Council.

**(d) Change in Composition**

After at least one year of operation as a shared decision-making school, a School Site Council may change its composition with the consent of a majority of the representatives of each represented group, except that no represented group can agree to the elimination of its representation.

**(e) Rotation of Membership**

At least one of the bargaining unit members and one of the parents on a School Site Council should change each year to insure that a growing segment of the school community develops a deeper understanding of the shared decision-making process.

## **2. Role of the School Site Council, the Personnel Subcommittee and the Instructional Leadership Team**

The parties agree that 1) the School Site Council shall remain the central governing body of the school under the school-based management/shared decision making model; 2) the Instructional Leadership Team is an advisory body to the principal/headmaster on issues related to teaching, learning, assessment, and professional development; and 3) the decisions of the Personnel Subcommittee are not subject to the approval of the School Site Council.

### **(a) The Role of the School Site Council shall be:**

- to review and approve the Whole School Improvement Plan within guidelines established by the Superintendent
- to approve the budget for discretionary school materials, supplies, textbooks and equipment, including the use of school improvement award funds
- to develop and approve plans for increasing parent involvement in the school
- to approve waivers
- to review and approve recommendations of the Instructional Leadership Team that will have a major effect on the school community. Such recommendations need not be forwarded to the School Site Council unless they are endorsed by the principal/headmaster
- to review and approve recommendations from any other committee or group that is established to recommend changes that will have a major effect on the school community
- to receive information about all outside programs or outside professionals that come into the school
- to review and comment on the entire school budget, including the General Fund and External Funds budgets, in a timely fashion. Upon written request, school site council members shall be provided with written or electronic copies of school budgets.

### **(b) The Role of the Personnel Subcommittee of the School Site Council shall be:**

- to approve the hiring of new BTU teachers' bargaining unit staff and in-transfer of BTU teachers' bargaining unit staff from other schools in the system and the choice of teachers from the excess pools
- to approve the selection of Lead Teachers, Mentor Teachers, and new athletic coaches
- to determine the schedule and procedures for reviewing candidates for positions

### **(c) The Role of the Instructional Leadership Team:**

- An Instructional Leadership Team shall be established at each school and shall be a representative body of the professional staff at the school. It shall be composed of administrators and teachers from the various grade levels, disciplines, and programs of the school.
- The Team shall serve as an advisory board to the principal/headmaster on issues related to teaching, learning, assessment and professional development.
- It shall be the responsibility of the principal/ headmaster to give a report each month to the School Site Council on the activities of the Instructional Leadership Team.
- Any recommendation of the ILT that alters the Whole School Improvement Plan or may have a major effect on the school community and which is supported by the principal/headmaster shall be subject to the approval of the School Site Council before being implemented.

Each School Site Council is responsible for finding ways to implement the intent of the provisions governing school-based management in ways that do not violate outstanding court orders or state and federal laws and regulations.

## **C. Shared Decision-Making**

### **1. Orientation Program**

The Steering Committee will be responsible for maintaining an orientation program on school-based management and shared decision-making for presentation to all new employees of the School Department, interested parents, and high school students.

### **2. Operation of the School Site Council**

#### **(a) General Policy**

The parties expect the members of a School Site Council to operate as a single decision-making team, not as a group of spokespersons representing constituent groups. Their role is to work together to find good solutions to educational problems confronting the school. Members are chosen from various groups to insure that decisions reflect the expertise and input of important affected groups.

#### **(b) Voting**

Formally, decisions of a School Site Council will be by majority vote with the Principal/Headmaster voting with the majority. The Principal/Headmaster may not delegate his or her vote except in emergency situations. The Principal/Headmaster is required to account in writing and in person (at a subsequent meeting) for any vote in contravention of a majority of the Council. In the event that a school has no sitting or acting Principal/Headmaster, the appropriate Cluster Leader or his or her designee shall be substituted.

#### **(c) Monitoring of School Site Council Operation**

The Steering Committee may request that School Site Councils provide information on the dates of School Site Council meetings and who attended.

The Steering Committee will monitor the operation of School Site Councils and may recommend action to deal with Councils that do not operate in compliance with the terms of this collective bargaining agreement or where Councils are frequently unable to reach decisions by consensus, or where the principal/headmaster repeatedly exercises a veto over the votes of a majority of council members.

To accomplish this monitoring role, the Steering Committee will establish a subcommittee for the purpose of reviewing and responding to complaints arising from schools that SBM/SDM is not implemented in accordance with the terms of the collective bargaining agreement. The subcommittee will consist of two members of the Steering Committee appointed by the BTU President, two members of the Steering Committee appointed Superintendent, two parent members of the Steering Committee appointed by CPC and two student members appointed by BSAC.

A notice of all actions taken by the School Site Councils will be distributed to all BTU Building Representatives, the President of the Faculty Senate, and to the Chairs of the Parent and Student Councils, within five school days following a council meeting.

Any member of a School Site Council may file a complaint with his Steering Committee concerning the operation SBM/SDM at his/her school. All such complaints will be forwarded to the subcommittee that shall acknowledge receipt of the complaint within five days and place the matter on the agenda of the next Steering Committee meeting. A recommendation by the Subcommittee on any complaint must be reported to the Steering Committee no later than the second Steering Committee meeting following receipt of the complaint.

It is expected that complaints submitted to this Subcommittee should involve serious breaches of the established guidelines for the implementation of SBM/SDM and that there has been a good faith effort at the school level to resolve these problems prior to filing the complaint.

Recommendations from the Subcommittee must be voted on by the full Steering Committee and such recommendations may include, but are not limited to, providing the services of a mediator/facilitator, calling for new Council elections for all or a portion of the School Site Council members, urging the Superintendent to send a letter of reprimand, if appropriate, or calling for the replacement of a building administrator.

**(d) Elections and Meetings**

Elections for new School Site Council members shall be conducted as early in the school year as possible, and a first meeting of the new council shall be held no later than October 31st.

At this first meeting a calendar of the meetings for the school year shall be established and any change to that calendar must be approved by the Site Council with at least one week's notice to all staff and parents.

The "out-going" School Site Council shall continue to meet and conduct the business of the Council until such time as the "new" Council holds its first meeting of the school year.

**(e) Voting by Alternate Members**

Alternate members of a School Site Council shall be voting members of the Council at meetings where their presence is necessary to have a quorum.

Provided that the alternative members of the School Site Council are not available, a teacher, parent, and student representatives on the personnel subcommittee may designate temporary replacement representatives to the personnel subcommittee. Before the summer recess, personnel subcommittee members who will be representing the teachers, parents and students shall leave contact information with school leaders, who will contact participants prior to the hiring or interviewing of any teacher applicants.

**(f) Quorum Requirements**

To constitute a quorum of members at a School Site Council meeting, the Principal/Headmaster must be present as well as at least two teachers and two parents for site councils with 9 to 12 members, or three parents and three teachers for site councils with 13 or more members.

**(g) Bylaws**

Each Council shall be required to pass bylaws to govern its School Site Council. The bylaws must be approved or amended by two-thirds of the members of the bargaining unit in the school eligible to vote for the School Site Council and by two-thirds of the parents who come to a parent meeting. There must be at least two weeks notice for the parent meeting. The bylaws may be approved the same night that elections are held. Copies of the bylaws will be distributed to all members at the first meeting of each newly elected council.

The by-laws must at least include provisions which address the following matters:

- How will elections be held?
- When will meetings be held?
- What are the notice procedures for announcing meetings?
- Who is responsible for co-chairing the Council and for recording minutes?
- What is the system for selecting alternates who have the same racial identity as the members they would be representing?
- What are the terms of office and how will they be staggered?
- What is the policy in regards to members who fail to attend regularly?

**(h) Agenda**

Any member of a School Site Council may place an item on the agenda so long as it is within the scope of authority of the School Site Council.

**(i) Co-chairs**

There shall be co-chairpersons of all School Site Councils. The co-chairs shall be the Principal/ Headmaster and one other voting member elected by the Site Council.

**(j) Minutes**

A notice of all actions taken by the School Site Councils will be distributed to all BTU Building Representatives and the President of the Faculty Senate within five school days following a council meeting.

**(k) Information**

All available information concerning the school budget and/or any other matter over which the School Site Council has authority must be shared with members of the School Site Council at least five school days before they are expected to vote on these issues.

**3. Training**

The BPS and BTU agree to offer training to all School Site Council members.

The BTU shall provide adequate facilities and materials for this training. The training should be a shared responsibility between the BPS and the BTU, and the School Department shall allocate \$50,000 annually for the training of School Site Council members. Upon request, the School Department shall provide the BTU, CPC, and BSAC with a list of all School Site Council members.

**4. Scope of Authority**

**(a) Compliance with Law**

In managing a school, the School Site Council must comply with all applicable federal and state laws, regulations, and court orders, unless the school has sought and received a proper waiver from appropriate authorities. Absent such a waiver, the Superintendent shall have the power to order specific measures at the school site to enforce such compliance. The School Department and the Union will cooperate through the Steering Committee in aggressively seeking appropriate approvals or waivers of state or federal policies or regulations or to seek statutory change to allow at least a demonstration project.

The actions of a School Site Council must also adhere to the standard of sound educational policy equitably applied to all students. Consistent with her or his statutory responsibilities, it is ultimately up to the Superintendent, in consultation with the Steering Committee, to determine what is inequitable or clearly beyond the bounds of sound educational policy.

This section serves to limit the application of sections (b) through (d) below. Any decision under this section to disallow the action of a School Site Council shall be reported to the Steering Committee.

**(b) Discretionary Powers**

To the greatest extent possible, decisions affecting the educational process at an individual school shall be made at the school level. Where a decision cannot be made at that level, schools should be free to communicate their views and concerns related to that decision to the relevant decision-maker. School Site Councils shall have primary authority to make decisions affecting those matters listed in Section III(B)(2) above.

### **(c) School Staffing**

Decisions on the voluntary in-transfer of teachers, the hiring of new teachers for “real” vacancies, and consistent with the terms of the current contract the choice of teachers from the excess pool will be made by a Subcommittee of the School Site Council composed of two teachers, one parent, one student in high schools and the Principal/Headmaster, with a majority required for decision and with the Principal/Headmaster voting with the majority. Teacher and parent representatives on this subcommittee may designate temporary replacement representatives appropriate to the position being filled.

In addition to permanent teachers who apply for transfer, a School Site Council may consider a provisional teacher with a letter of reasonable assurance for a position which appears on the transfer list and that the provisional currently holds within that school.

Decisions on the voluntary in-transfer of teachers may be made without regard to teacher seniority. In the event that the School Site Council is unable to reach a decision, the contract provisions in effect prior to the universal implementation of shared decision-making school-based management shall apply.

After interviewing candidates for a vacancy at a school that results from the transfer process, or if a vacancy at a school occurs after the completion of the regular transfer process, a school may choose to advertise or re-advertise the position.

BTU members on the School Site Council shall select the BTU representatives to serve on any screening committee convened to make recommendations for permanent appointments to administrative positions within the school consistent with screening committee guidelines and policies distributed by the School Department.

### **(d) Waivers**

A School Site Council may waive any provision of this Agreement or any School Committee rule or regulation or Superintendent’s policy provided that:

- (1) The Principal/Headmaster approves the waiver;
- (2) The school’s Parent Council approves the waiver (in the case of School Committee rules or regulations or Superintendent’s policies);
- (3) At least 66 2/3% of the members of the bargaining unit who work more than 50% of their work week at that school and who are present and voting approve the waiver; such vote shall be conducted by the Union representative using a secret ballot after five (5) days’ notice to all those eligible to vote;
- (4) No waiver vote may alter any bargaining unit member’s salary and benefits, seniority rights involving transfer, excessing, or layoff procedures, due process rights, or right to file a grievance, nor the Union’s jurisdiction; and
- (5) No waiver vote may affect the operation of another school or incur costs to the School Department beyond the school’s allocated budget without the approval of the School Department;
- (6) The Steering Committee shall be notified in writing of all waivers within five (5) days of their adoption.

In particular, a School Site Council may waive provisions of this Agreement and School Committee or Superintendent’s policies and regulations that involve:

- Timing and length of the school day and year, consistent with clause (5) above (for example, a school might propose to meet from 3 p.m. to 10 p.m.);
- Amount of time a teacher spends teaching each week;

- Class size (some classes involving less intensive supervision might exceed the class size maxima to permit more intensive staff involvement with students in other areas);
- Number, time, and place of teacher-parent meetings;
- Number, use, and scheduling of In-Service, planning, professional development, and other staff meetings;
- Number, use, and scheduling of planning and development and administrative periods;
- Nonteaching duties teachers are required to perform;
- Curriculum;
- Timing of report cards;
- Testing;
- Recordkeeping and paperwork requirements;
- Attendance policies;
- Graduation requirements;
- Student discipline codes; and
- Any other provision, policy, or regulation whose waiver is approved by the Steering Committee.

A school seeking permission from the Steering Committee to waive some provision of this Agreement or of a School Committee or School Department policy should be prepared to explain concretely their proposed alternative approach, the educational needs motivating the change, and in the case of a policy waiver, how that approach will meet the educational interests motivating the present policy.

If a teacher at a school waiving a provision of this contract as described above objects to the impact of that waiver on his or her job responsibilities, he or she shall be afforded an opportunity to transfer to another position in the system without loss of seniority or benefits. The implementation of any such waiver shall be delayed until such transfer opportunity has been provided or the impact of the waiver on this teacher has been eliminated. Any dispute arising out of the provisions of this paragraph shall be referred to the Steering Committee for resolution and shall not be arbitrable, provided that the Steering Committee reaches a decision on the matter within 30 days.

#### **D. Pilot Schools**

The Boston Public Schools and the Boston Teachers Union are sponsoring the establishment of innovative pilot schools within the Boston Public School system. The purpose of establishing pilot schools is to provide models of educational excellence that will help to foster widespread educational reform throughout all Boston Public Schools. The parties hope to improve dramatically the educational learning environment and thereby improve student performance.

There will be up to six pilot schools in the 1995-96 school year and in subsequent years, unless both parties agree to establish more.

Pilot Schools will be open to students in accordance with the Boston Public Schools controlled choice plan. Pilot Schools will operate with an average school-based per pupil budget, plus a startup supplement, and will have greatly increased decision-making authority, including exemptions from all Union and School Committee work rules. The actual establishment of such schools will be pursuant to the issuing of Requests for Proposals (RFP). The RFP will be developed and reviewed by the BPS/BTU Steering Committee. No pilot school shall be established without the approval of the Joint BTU/BPS Steering Committee and the School Committee.

Teachers, paraprofessionals, nurses, guidance counselors, substitutes, and all other employees at pilot schools who fall under the jurisdiction of the BTU contract throughout the school system will be members of the appropriate BTU bargaining unit. These employees shall accrue seniority in the system and shall receive, at a minimum, the salary and benefits established in the BTU contract.

Employees in pilot schools will be required to work the full work day/work year as prescribed by the terms of the individual pilot school proposal. Further, they shall be required to perform and work in accordance with the terms of the individual pilot school proposal.

All BTU members who apply for positions at pilot schools shall receive the following information at the time of their application:

- the length of the school day and school year;
- the amount of required time beyond the regular school day;
- any additional required time during the summer or school vacations; and
- any other duties or obligations beyond the requirements of the BTU contract.

BTU members who are employed at a pilot school shall receive, prior to the end of the school year, the same information as stated above.

The Governing Board of each pilot school shall develop an internal appeals process to allow any staff member to raise issues, concerns, or problems. The internal appeals process shall be submitted to the Joint BTU/BPS Steering Committee for approval. The internal appeals process shall be provided in writing to all BTU staff members.

Issues not resolved at the school level may go to mediation under Article X-C of this agreement. Final resolution will be made by the Superintendent of Schools and the President of the Boston Teachers Union.

The School Department will be allowed to open two new schools as pilot schools. Further, the parties agree to engage in a collaborative effort to establish, during the life of the contract, a pilot alternative secondary school with a minimum capacity of 200 students.

Employees shall work in Pilot Schools on a voluntary basis and may excess themselves on or before February 1st. No BTU member may be laid off as a result of the existence of Pilot Schools.

The specifications for the RFP on Pilot Schools is agreed to by the parties and is hereby incorporated by reference.

Pilot school positions will be posted on the BPS web page.

## **E. Pilot School Agreement**

The parties agree that a minimum number of seven pilot schools, provided there are sufficient proposals to consider, will be created through September 09 under this agreement. The new Pilot schools may result from conversions, newly-created schools, and/or charter schools that opt to become pilot schools. There shall be a union-sponsored, teacher-run pilot school at the site of the Thompson Middle School, effective 9/2009 or as soon as the Thompson building is available for such use. This school shall be run exclusively by the BTU bargaining unit members on staff. This pilot at the Thompson shall be counted as one of the seven schools. Nothing described in this paragraph shall supercede the Contract language found in Article III D, specifically, the language that gives the BTU president or superintendent veto power over any particular pilot school.

The parties agree that a teacher work year schedule (including length of work year, length of work day, professional development time in and out of school, and summer work) shall be created by the Governing Board and shall be given to affected staff no later than January 15 of the previous school year. By a 66 2/3% vote, affected BTU Bargaining Unit Staff may vote to override the proposed schedule, sending it back to the Governing Board for possible re-working. If a schedule for an upcoming school year has not been approved by February 15<sup>th</sup>, the previous year's schedule shall remain in place. Staff wishing to excess may do so on February 1<sup>st</sup>. If, after the start of the school year, the Governing Board of a pilot school wishes to change the teacher work year schedule, as referenced in sentence 1 of this paragraph, the change must be approved by a 66 2/3rds vote of the affected BTU Bargaining Staff. The following paragraph, currently found



in Article III D of the 2002-2006 CBA, shall be deleted: “Nothing in this agreement shall prevent pilot school governing bodies from making changes to their programs and schedules during the year.”

i. Bargaining Unit members who work in a pilot school shall get paid at the contractual hourly rate for hours scheduled in accordance with the above paragraph as follows: For all hours scheduled in excess of the traditional teacher work day and year (as mentioned in the first sentence in section 2) for their respective school levels (elementary 6:30 per day; secondary 6:40 per day) of 183 days and 18 hours, the following schedule shall be in effect:

In 2006-2007, excess hours up to 105 per school year shall not be compensated. Compensation for hours from 105-155 shall be paid by the school department. Compensation for hours beyond 155 shall be the responsibility of the individual pilotschool.

In 2007/2008, excess hours up to 100 per school year shall not be compensated. Compensation for hours from 100-150 shall be paid by the school department. Compensation for hours beyond 150 shall be the responsibility of the individual pilotschool.

In 2008/2009, excess hours up to 95 per school year shall not be compensated. Compensation for hours from 95-145 shall be paid by the school department. Compensation for hours beyond 145 shall be the responsibility of the individual pilotschool.

ii. All pay, regardless of the source of funding, will be annualized and retirement-worthy.

There shall be created Discovery Schools, after a jointly-designed process. The BTU, BPE, and the School Department shall create a committee of up to 6 people, evenly distributed, who will design and implement an RFP process. The superintendent shall have veto power over the creation of any particular Discovery School. It is envisioned that this program will be fully operational effective the 2007-8 school year, but nothing herein shall prevent the establishment of a Discovery School prior to that time. Discovery Schools shall be able to apply for the same autonomies, which could include fiscal and curricular autonomies, as pilot schools and their creation shall be a joint collaboration between the BTU, BPE, and the School Department.

The parties agree that there will be established an intervention process that can be invoked under certain conditions to be established. Either party will be able to initiate an intervention process. The process will be parallel the process as found in Article IV C of the CBA.

Each pilot school’s governing board shall include no less than four teachers.

Disputes over the interpretation or application of Article III E 2i 1, 2, and 3, shall be resolved in accordance with the arbitration procedure, waiving all immediate steps, of the parties’ collective bargaining agreement unless the superintendent and the union president can agree on a resolution.

The two Boston Horace Mann Charters, The Day and Evening Academy and the Health Careers Academy, will fall under this newly named article III E of the CBA.

Teachers in pilot schools must excess themselves by February 1 of a given school year. Pilot school principals and headmasters must excess teachers by February 1 of any given school year.

The parties agree that sections 2i, 1, 2, and 3 and section 6, if applicable, apply to paraprofessionals.

Article III E in the CBA will be renamed Article III F.

## **F. Local Decision-Making About a School’s Budget**

The School Committee will seek to maximize the percentage of a school’s budget that is expended by the decision of the building administrator or School Site Council and to maximize the percentage of all central allocations — the GSP budget, the External Funds budget, the special grants — that are allocated directly to schools and expended by decision of the school. The Steering Committee should offer suggestions for achieving these goals and seek to measure their achievement over the course of this agreement.

## **G. Assessments Council**

On or before a date agreed upon by BPS and BTU the parties shall establish the “Student Assessments Council which shall be composed of 12 members: 5 appointed by the Boston Public Schools Superintendent and 5 appointed by the Boston Teachers Union President after consultation with each other, 1 member appointed by the Boston Student Advisory Council (BSAC), and 1 member appointed by the Citywide Parent Council. Decisions of the Council shall be made by consensus and serve as recommendations to the Steering Committee, which will be given due consideration (deference) to all recommendations made by the Assessment Council. The compensation, roles, and lengths of terms of members of this Council are outlined in the Teacher Leadership Framework.

The Council shall meet quarterly and hold a public forum at least two times per calendar year for the purpose of reporting on their work. The responsibilities of the council will be to 1) catalog and document current (as well as any recent updates to) federal, state, and local policies that serve as parameters for assessment recommendations that can be made by the council, 2) gather information from content experts (central office administrators, school leaders, teachers, parents, and students) throughout the district regarding the rationale for providing, supporting, and/or requiring the use of specific assessment tools, 3) identify and observe schools (and other areas) that display a variety/range of practices in terms of using assessments to inform instruction throughout the district and synthesize across this information; 4) make recommendations regarding the district’s annual assessment policy guide and giving feedback on the implementation of the policy.

## **Article IV**

### **School Assessment**

#### **A. Whole School Improvement Plans**

##### **1. Scope**

Whole-school evaluation is the cornerstone of the quality assurance system in schools. It enables a school and external supervisors to provide an account of the school's current performance and to show to what extent it meets school district goals. This approach provides the opportunity for acknowledging the achievements of a school and for identifying areas that need attention.

Each school in the Boston Public School system will adopt a written Whole School Improvement Plan each year that sets specific educational goals for the school year. The primary purpose of this plan is to provide the leadership of each school with a process to help guide its decision-making regarding instructional improvement and programmatic options offered to students. The development of this plan is the responsibility of each school's Instructional Leadership Team (ILT).

##### **2. Approval**

Each school's proposed Whole School Improvement Plan shall be submitted to the appropriate Deputy Superintendent. The Deputy Superintendent will either approve the plan or return it for revision. If the plan is returned for revision, the Deputy Superintendent shall provide a written explanation of the decision and specific recommendations for revision of the Plan. The school will then have to submit a revised plan according to the Deputy Superintendent's given timelines.

##### **3. Content**

The Whole School Improvement Plans are designed to enable those in schools, supervisors and support services to identify to what extent the school is adding value to learners' prior knowledge, understanding and skills. The underlying philosophy of that plan should be guided and built on the following six essentials for whole school improvement:

- 1) Use effective instructional practices and create a collaborative school climate to improve student learning
- 2) Examine student work and data to drive instruction and professional development
- 3) Invest in professional development to improve instruction
- 4) Share leadership to sustain instructional improvement
- 5) Focus resources to support instructional improvement and improved student learning
- 6) Partner with families and community to support student learning

#### **B. School Performance Assessment**

##### **1. Collection of Data**

Careful analysis of student performance data is critical to that improvement and to developing a good school plan. The evaluation of both qualitative and quantitative data is essential when deciding how well a school is performing. The Instructional Leadership Team (ILT) at each school shall conduct a thorough analysis of a wide range of data associated with leadership and management, teaching and learning and family and community engagement. Through this process, the ILT is encouraged to have staff, parents and the school community reflect on the effectiveness of existing school policies and practices. The range of performance related data may include, among other criteria:

- MCAS scores
- Formative assessments
- Learning Walk reviews
- Samples of student work
- Collaborative Coaching and Learning inquiry

## **2. Annual Assessment**

Schools will continue to be assessed annually. Each school will undergo a rigorous external review by the Deputy Superintendent comparing the goals outlined in the Whole School Improvement Plan to performance. A School whose performance is unsatisfactory may be subject to further review by the Superintendent. The Superintendent may request a joint labor/management intervention process for those schools that have been identified as under performing. This Intervention Team can recommend appropriate improvement measures, including but not limited to:

- Reassignment of some or all members of the bargaining unit and/or administration
- Reallocation of staff duties
- Additional time to attempt improvement, but not more than one year
- Intensive monitoring
- Assignment of part-time or full-time in-school specialists or consultants
- Specialized staff development
- Replacement of some or all of the leadership team including Principal-Headmaster and members of the School Site Council.

A school's annual assessment is not subject to a grievance by any member of the bargaining unit. A School Site Council may request a review of an unsatisfactory assessment by the Deputy Superintendent, but an annual assessment may be changed only by the Superintendent.

## **C. School Intervention Teams**

The School Intervention Team will be composed of three members chosen by the Union, three members selected by the Superintendent, and a seventh member who is jointly agreed to by the Superintendent and the President of the Union. To the extent possible, an appropriately qualified substitute will be assigned to cover the classes of a teacher when the teacher is working as part of a school intervention team. This team will initiate an assessment of the reasons for the under-performance and present a remedial plan for improvement after spending time at the school and talking with school staff, parents, and community members. The remedial plan will be completed up to four months after the team is appointed. The plan will then be submitted to the Superintendent for appropriate action.

## **D. Superintendent's Schools**

### **Vision**

The Boston Public Schools seeks to transform low or under-performing schools to schools of excellence through a comprehensive slate of supports, incentives, collaborations, resources, flexibilities, structural improvements, and accountability measures. These schools will be known as the Superintendent's Schools. All members of the community (teachers, parents, students, administrators, universities, businesses, community groups, and neighbors) must work together to ensure that all students achieve academic success, and that gaps in achievement defined by race, income, language and/or program are eliminated.

## Core Beliefs

Boston's plan for improving low- and under-performing schools focuses on five core beliefs:

- All students can meet high standards of academic achievement in the Boston Public Schools.
- Quality instruction is the key factor affecting student learning.
- Strong and effective leadership at the school site is a key component to whole school improvement.
- The district must position resources to support principals' development as instructional leaders.
- Incentives and accountability around measurable goals at all levels must be aligned toward improving student learning.

By embracing these five core beliefs in all aspects of school life, by instituting policies and building practices around these beliefs in these schools, and by building coalitions of support around these beliefs, Boston will help build the capacity necessary to enable high student achievement in its neediest schools.

Schools become eligible to be selected as Superintendent's School status if they meet one of two criteria.

The school is on track to be, or has been, designated as "Chronically Under Performing" by the Massachusetts Department of Education.

The school is on track to be, or has been, designated as "Restructuring" under the Federal No Child Left Behind regulations.

In the first year of this intervention, the Superintendent, under the advisement of the Boston Teachers Union, will select up to 10 schools for this program. The Superintendent may designate five (5) more schools in the second year and five (5) additional schools in the third year for this status.

Once schools lose their state or federal designation they will be removed from the list of Superintendent's Schools, to be replaced by another following the procedures outlined above.

Each school year, the principal or headmaster of a Superintendent's School will have sole discretion in filling 75% of personnel vacancies.

All teachers and staff in Superintendent Schools will be required to work one additional hour per school day with the stipulation that a minimum of 80% of this additional time be used for direct instructional time. The balance of the time can be used for professional development (in addition to the 50 hours), meetings, advisory, common planning time, or class time. The specific allocation, scheduling, and content of this additional time will be stipulated in the School Reform Plan (SRP) and must be approved of by the Superintendent or his designee. Teachers compensation shall be paid on a pro-rata basis, annualized and retirement worthy. Paraprofessionals will be compensated at their regular hourly rate, retirement worthy.

All teacher Individual Professional Development Plans (IPDP) and school wide professional development plans must be submitted to and approved by the Superintendent or his designee.

The provisions found in Article V A(3)(d) "Normal Teaching Load" that limit teachers from teaching no more than 160 minutes without a lunch break, Planning and Development Period or an administrative duty shall be increased to 180 for Superintendent's Schools; in addition, teachers in Superintendent's Schools, to accommodate the additional hour of instructional time, will be permitted to teach up to 300 minutes per day.

Teachers in Superintendent Schools receive an additional 20 hours of professional development per year (in addition to the 30 existing required hours). The first twelve hours can be scheduled as two days during the week before school starts on a Tuesday, Wednesday, or Thursday, or as two days scheduled on Saturdays or other non-pupil school days. The remaining eight hours can be scheduled in the same manner as the current eighteen hours of professional development (see Article V(E)). Teachers participating in these twenty hours shall be compensated on a pro rata basis on their annual salary for this additional time. The faculty will vote to decide the schedule for the additional twenty hours. The vote will be conducted with five school days' notice to staff and with using a secret ballot. The twenty hours will receive retirement credit.

Teachers will have the option of excessing themselves from a newly-designated Superintendent School by February 1 of the previous school year provided that such notice is given before the beginning of the transfer process.

In each Superintendent School, a Joint Labor-Management Committee (made up of 2 BTU members, 2 chosen by the Superintendent and 1 jointly agreed upon member) will be convened to make recommendations to the Superintendent regarding school staff. The principal or headmaster can recommend to the Joint Committee that teachers, administrators, or other staff be reassigned from the school. The Joint Committee shall vote on any recommendation made by the principal or headmaster to reassign any staff member from the school. A vote in the affirmative by a simple majority shall result in the recommendation being forwarded to the Superintendent for approval and implementation. The Joint Committee may also make their own recommendations regarding the reassignment of additional school staff and/or the principal or headmaster to the Superintendent for approval and implementation. The Joint Committee must make staff reassignment recommendations to the Superintendent by January 15.

Recognizing that many of these schools are hard to staff schools, the district will offer an incentive to encourage individual or teams of experienced, excellent teachers to work in these schools. With additional curricular, leadership, professional development, or other responsibilities, these teachers may receive up to 5% above their base salary.

The scheduling of Tier 2 and 3 schools is an ongoing function of the BPS. Where possible, the BPS will attempt to accommodate a request for Superintendent's Schools in Tier 3 to move to Tier 2 or Tier 1.

When a principal asks a teacher currently working at a superintendent's school to fill a vacancy in another grade at the school, and the teacher objects to the assignment, the teacher may appeal the assignment to the BTU President and the Superintendent for resolution. Both must concur for the teacher to be reassigned.

The class size maxima in all regular education classes in Superintendent Schools shall be two students fewer than those maxima identified Article V, Section A(1)(a).

# Article V

## Staffing

### A Teachers

#### 1. Class Size

(a) The Committee and the Union recognize the desirability of achieving optimum teaching-learning conditions by assuring workable class size. To this end the Committee recognizes that it is desirable to attempt to reach the following class size maxima:

- 20 pupils in classes of academically talented or slow academic achievers
- 12 pupils in industrial arts classes composed of special class students

To achieve these class size targets, the Committee and the Union agree that the following class size maxima shall be in effect:

- 20 pupils in industrial classes
- 35 pupils in physical education in the middle and the high schools
- 20 pupils in Structured English Immersion (SEI) classes, Bilingual Classes, and ESL classes.
- 25 pupils in Structured English Immersion (SEI) classes, Bilingual Classes, and ESL classes with a paraprofessional.

In rooms with specific student stations (shops, typing rooms, laboratories) the number of pupils assigned to such rooms should not exceed the number of student stations available.

An appropriate number of regular teachers shall be hired to make possible the aforementioned class size maxima.

Class size for program prototypes 502.2, 502.3 and 502.4 shall conform with Regulations published by the State Department of Education.

The class size maxima during this Agreement shall be as follows:

<u>Grade</u>	<u>9/1/2016-8/31/2018</u>
K1, K2, and Grades 1 and 2	22
Grades 3 - 5	25
Grades 6-8	28
Grades 9-12	31

Notwithstanding the above-listed class size maxima table, effective September 1, 2013, the class size maximum in Grade 6 at schools designated as "Level 3" and "Level 4" by the Department of Elementary and Secondary Education shall be twenty-six (26) and the class size maximum in Grade 9 at schools designated as "Level 3" and "Level 4" by the Department of Elementary and Secondary Education ("DESE") shall be thirty (30). Additionally, each of following schools shall be treated as a "Level 3" school until such time as such school(s) receive a designation from DESE: King K-8, Higginson Lewis, Mildred Ave., Tech-Boston.

(b) Effective September 1, 2001

In elementary schools where there is only one regular education class in a grade level, the School Department may exceed the class size maxima by one or two students. For one student over the class size maxima the teacher will receive \$1,500 and for two students \$3,000.

In secondary schools where there is a singular regular education course offering, the School Department may exceed the class size maxima by one or two students. For one student in excess, the teacher will

receive \$300 per class and for two students, \$600 per class.



Compensation under this section will be on a pro rata basis and will be subject to retirement deductions.

(c) No compensation shall be owed for class size grievances resolved within fifteen school days of the filing of the grievance.

(d) In the event the maximum class size is exceeded, the building administrator and the classroom teacher will discuss in good faith appropriate educational solutions. These might include the assignment of a Para-professional to assist the teacher, a reduction in the teacher's nonteaching duties, insuring the teacher an overall average class size that is no more than 85% of the maximum, and similar measures. Ultimately, the classroom teacher may insist that the class size maximum be enforced.

(e) Caseloads

The maximum caseloads for "non-classroom" personnel shall be as follows:

**Speech/Language Pathologists** - Speech and language pathologists shall have a maximum average annual system wide caseload of one pathologist to forty-three (43) assigned students. The maximum individual caseload shall not exceed fifty-five (55). Effective 9/1/07, the BPS will increase its allocation of speech and language therapists by a net number of 2 in each year of the collective bargaining agreement that expires on August 31, 2010 for a total of six (6).

**Occupational Therapists** - Occupational therapists shall have a maximum average annual system wide caseload of one occupational therapist to thirty-four (34) assigned students. The maximum individual caseload shall not exceed forty-five (45). Effective 9/1/07, the BPS will increase its allocation of occupational therapists by a net number of three in each year of the Agreement that expires on August 31, 2010 for a total of nine (9).

Effective 9/1/07, BPS maintains flexibility to contract as needed in order to address compliance, caseload, leave, vacancies and any other unanticipated need not met by the staffing model in the preceding two paragraphs.

**Physical Therapists** - Physical therapists shall have a maximum average annual system wide caseload of one physical therapist to thirty-two (32) assigned students. The maximum individual caseload shall not exceed forty (40).

**Guidance Counselors** - The citywide ratio of Guidance Counselors shall be 1:300 (high schools); 1:400 (middle schools); and 1:250 (bilingual).

**Nurses** - The system wide ratio of school nurses to students shall be 1 to 700. No nurse will be assigned to more than two schools. In the 2007-2008 school year the School Committee shall add 0.5 Nurses for each exam school.

A joint union/management committee for Unified Student Services will establish a review for itinerants who believe they have inequitable caseloads.

During the course of the 2012-2013 school year, the Committee will add six full-time nurses to the current allotment of nurses and shall maintain such complement of nurses through August 31, 2016. The Committee will designate these six (6) full-time nurses as "coverage nurses" and the Office of Special Education and Student Services shall deploy coverage nurses to address students' needs in the District including, but not limited to covering for school-based nurses who are absent and supplementing current nursing services.

**Social Workers** - No later than the beginning of the 2013-2014 school year, the Committee shall add eight (8) social workers and shall maintain such complement of social workers through August 31, 2016.

## **2. Inclusion**

### **(a) Definition and Purpose**

Inclusion is moving a child or children with identified special needs into a general or regular educational setting for the amount of time deemed appropriate for the child's success.

To maximize student learning and effective teaching, the parties agree to the following provisions regarding the inclusion of SPED students into regular classrooms.

### **(b) Teacher Input**

Teacher members of the school-site inclusion planning teams shall be chosen by the school's faculty. Each Principal/Headmaster shall notify teachers of any inclusion plan to be implemented in their school during next school year prior to February 15, so that:

- teachers and paraprofessionals have an opportunity to plan and prepare for its implementation, and
- teachers who wish to may exercise their contractual right to excess themselves or transfer.

### **(c) SPED Placement**

Prior to assigning a student to a specific class for purposes of inclusion:

(1) At elementary schools, in accordance with the regulations, the Evaluation Team Leader will convene a meeting of the Evaluation Team plus the SPED and/or regular education teachers who currently have the student and the regular education and/or SPED teacher who is to receive the student.

(2) At middle and high school level schools, in accordance with the regulations, the Evaluation Team Facilitator shall convene a meeting of the evaluation team, including the special education teacher and the regular education teacher who has been designated as the liaison teacher for the student in question. Teachers who volunteer to be liaison teachers will gather information and input from the other regular education teachers to bring to that meeting. They may use two of their administrative periods to perform this task.

(3) When a student moves from an elementary school to a middle school or from a middle school to a high school, whenever possible, Cluster offices from the receiving school cluster will provide a transition person to meet with the sending school teams when they are preparing IEPs.

Decisions about classroom placement shall be made in those meetings in accordance with the regulations which govern placement.

(4) The BPS Special Education Department will clarify in writing for all personnel the policies concerning progress reports, 504 plans, service plans, and the goals addressing the new standards, and any other policies regarding the implementation of special education and support programs.

### **(d) Appeal of SPED Placement**

When a teacher has concerns about the placement of a student, that teacher shall make a request to the Principal or Headmaster to reconvene the team to reconsider the placement in accordance with the regulations. The evaluation team shall respond to the appeal within two weeks. If, upon reconsideration, the team finds the placement inappropriate, it shall present an IEP which contains an appropriate placement option to the parent.

### **(e) Common Planning Time**

Whenever possible, teachers teaching in inclusion classrooms at a school site shall be scheduled so that they have joint planning time at least two periods per week to plan activities in the inclusion setting.

**(f) Class Size and Staffing**

At each school site, teachers, in consultation with the Principal or Headmaster, will decide how best to configure their inclusion classrooms. However:

(1) In no instance shall an inclusion classroom exceed the ratio of 20 students to one teacher. The 20:1 ratio assumes a maximum of 6 SPED students, however, teachers in consultation with the Principal/Headmaster may exceed this maximum if they determine it is in the best interest of the students to do so.

(2) The staffing of inclusion programs at all schools shall be in a ratio of one special education teacher to one regular education teacher where a full complement of 502.4 students are part of the student body.

(3) The model currently in effect at the O’Hearn School shall be grandfathered and is not subject to this section.

(Note: The parties agree to continue the class size settlement outlined below in sections (4), (5), (6), and (7) as part of the 1997-2000 agreement.)

(4) Article VA(2)(f) Class Size and Staffing of the parties 1994-97 collective bargaining agreement addresses the situation where two classes, one regular education and one special education, have been combined, resulting in an inclusion classroom. Schools which are adopting other models or other integration of classes must consult with their school site councils and follow the procedures for and obtain a waiver consistent with Article III C(4)d under school based management.

(5) Schools which adopt an inclusion model which changes the way that resource rooms are configured or changes the way that resource room services are delivered must follow the procedures for and obtain a waiver through the school based management provisions, referred to in paragraph 1 above. Classrooms with mainstreamed SPED students who continue to receive resource room services which are not changed by the school’s inclusion plan will continue to fall under the provisions of Article V(A)1.

(6) Schools are reminded that the planning process referred to in Article V A2(b) and (h) is vital to the success of any inclusion program.

(7) Article V A2(g) Paraprofessionals and Other Support, ensures that the paraprofessional support assigned to the classes at a school will not be reduced as a result of the inclusion. The article neither entitles teachers to additional paraprofessionals as a result of inclusion, that is, more paraprofessionals than the number assigned to the students prior to inclusion, nor does it allow a reduction because of the inclusion model. Article V A2(g) gives schools flexibility in allocation of their paraprofessional support. Schools with inclusion models which vary from this must obtain a waiver through the school based management process.

**(g) Paraprofessionals and Other Support**

Principals/Headmasters, with input from the evaluation team, will decide how best to allocate paraprofessional support. In all inclusion classrooms to which 502.4 students are assigned, paraprofessionals shall be provided as well as other support required by that student’s IEP.

**(h) Training**

(1) **Teacher Training.** School-site inclusion planning teams shall meet with teachers teaching in inclusion classrooms at least twice yearly to determine what training, professional development, and support are needed. The Central and Cluster office personnel responsible for supporting inclusion shall arrange for such training to be provided.

(2) **Paraprofessional Training.** School-site inclusion planning teams shall meet with paraprofessionals teaching in inclusion classrooms at least twice yearly to determine what training, professional development, and support are needed. The Central and Cluster office personnel responsible for supporting inclusion shall arrange for such training to be provided.

When appropriate, paraprofessionals shall attend professional development training designed to support the inclusion process.

**(i) SPED Teacher Retention**

No teacher shall be excessed or laid off as a result of a school-site inclusion plan.

(1) Teachers who choose not to teach in an inclusion classroom may exercise their voluntary contractual right to excess themselves or to transfer.

(2) Positions to be filled in inclusion classrooms shall be offered first to teachers and para-professionals in the affected classrooms, then to others within the school according to the terms of the contract.

(3) Positions which are not filled by existing school staff shall be posted on the March transfer list and, if necessary, on the excess pool vacancy list, and on subsequent postings.

**3. Scheduling and Teaching Load**

**(a) General Policy**

The teaching schedule and assignments of teachers shall be determined at the school level to meet the best interests of children. To facilitate various educational goals, including coordinated teacher planning and professional development, and consistent with sound educational policy, the length of classes, class size, staffing levels, and daily and weekly schedules of teachers and students need not be uniform.

Whatever master schedule (e.g., six period day, seven period day, block schedule) is in effect in a middle or high school for the 2000-01 school year shall remain in effect in subsequent years unless a new type schedule is approved through the waiver provisions under school-based management by a vote of 55% of the BTU staff.

The Arbitration concerning the schedule at English High School shall be held in abeyance until January 31, 2001, and the BPS and the BTU shall co-sponsor meetings at EHS to discuss scheduling issues.

**(b) Planning and Development Periods**

(1) **Definition and Purpose.** "Planning and development periods" are those periods during which a teacher is not assigned to a regularly programmed responsibility. Planning and development periods shall be teacher directed and it is expected of teachers that these periods will be used primarily for educational planning, team meetings, and parental contact.

(2) **Elementary Teachers.** All teachers in elementary schools, including specialists and itinerant specialists, will be scheduled for four 48-minute planning and development periods per week. No teacher shall be scheduled for more than two such periods per day.

Effective September 1, 1995, elementary teachers shall receive a 48-minute common planning period each week.

This common planning period may be used for such purposes as common planning time; group, cluster, or departmental planning; team teacher planning; meeting with mentor or consulting teachers; modeling of lessons by demonstration teachers; staff meetings; parent/teacher meetings; or workshops sponsored by the Center for Leadership Development.

Effective January 1, 2001 the weekly common planning period shall be administratively directed.

So long as SPED teachers continue to receive the SPED 96-minute administrative period, such period shall count as two (2) planning and development periods in compliance with this section (1).

A teacher not receiving any such period will be paid 1/5 of the per diem substitute teacher rate.

(3) **Middle and High School Teachers.** All teachers in middle and high schools will be scheduled for 240 planning and development minutes per week. Teachers will have planning and development time each day and will be scheduled in blocks/periods of continuous time that are no less than 40 minutes in duration.

**(c) Administrative Periods**

“Administrative periods” are those periods during which a teacher is programmed for an activity other than teaching. “Homeroom classes” are those in which children assemble in the morning, during the school day, and at the close of the day for administrative purposes. The time involved is of short duration. Home room periods of other than short duration are considered administrative periods. Administrative periods shall be distributed as widely as possible among teachers not scheduled for teaching or other duties at a given time. Every effort shall be made to relieve a teacher of an administrative period if a teacher covers a class during one of his or her planning and development periods.

**(d) Normal Teaching Load**

In order to meet the new State Requirement of 990 instructional hours per year, the maximum teaching time at the secondary level shall be increased to 240 minutes per day. Teachers shall not be required to teach more than 160 minutes without a lunch break, planning and development period, or an administrative duty. Teachers shall receive a minimum of 240 minutes of planning and development time each week.

**(e) Duty-Free Lunch**

(1) **Elementary Schools.** The parties agree to provide for every elementary teacher an adequate duty-free lunch period of at least 40 minutes. This was and shall continue to be effectuated within a teaching day beginning at 8:30 and not extending beyond 2:30 p.m. with a 40-minute lunch period and a 15-minute recess. Elementary teachers’ duty-free lunch will be held at regularly-scheduled lunch periods.

(2) All secondary school schedules shall provide for a minimum of a twenty-five minute duty free lunch for teachers.

(3) **Leaving School Premises.** Staff shall be permitted to leave the building during their duty-free lunch period with the approval of the Headmaster or Principal or Assistant Principal or Teacher-in-Charge.

**(f) Limits on Additional Work**

Except as otherwise provided in this Agreement, a teacher shall not be required to be present at a school for more than the regular working day for that level, unless they agree to do so voluntarily.

**(g) Cooperating Teachers**

Any teacher requested to accept a trainee shall have at least one week’s advance notice, and may refuse.

**(h) Flexible Workdays for Non-classroom Professionals**

The Headmaster/Principal can develop a flexible work year or work day for Guidance Counselors, Librarians, or any other non-classroom professional so long as the bargaining unit member agrees.

**4. Relief from Non-teaching Tasks**

The parties agree that the present practice of requiring teachers to perform non-teaching tasks is un-economical; further it has a deteriorating effect on the vitality and effectiveness of the teacher in the practice of his or her profession. It is therefore agreed as follows:

**(a) Elementary Schools**

The Committee and the Union recognize the desirability of relieving teachers of non-teaching duties such as lunch duty, traffic duty, duplicating of materials, collecting money for purposes such as milk, insurance, pictures and school banking. As a first step in effectuating these principles, the parties agree that elementary teachers shall have no bus duty before or after school.

**(b) Middle Schools**

A person will not be required to perform street duty where police protection is considered necessary but it is not available. A person is not required to perform traffic patrol.

**(c)** Teachers relieved by school paras of administrative assignments shall not be assigned to teaching duties in lieu of such administrative assignments.

**(d)** No industrial arts, vocational education, or home economics teacher shall be required to perform work that is not part of the pupil instructional program or part of the teacher's job duties.

Teachers are encouraged to cooperate in meeting reasonable requests made with reasonable lead time prior to events related to school activities.

**5. Teacher Assignment Procedures**

**(a) High and Middle Schools**

(1) No later than February 1st, programming preference sheets shall be distributed to all teachers. Programming preferences will be honored to the extent consistent with the provisions of this Agreement. All preference sheets shall be returned by March 1. No later than ten (10) school days prior to the end of the school year, teachers shall be given the following information on their programs for the next school year:

– Subjects and grades of subject to be taught.

– Any special information about particular classes teachers may be required to teach and the grade and particular type of homeroom.

No later than five (5) school days before the end of the school year, teachers should receive their total program for the following school year, which shall include the periods and rooms where their assignments are scheduled. Programs may be considered subject to change if necessary because of changes in subject enrollments, faculty changes, or programming conflicts. Reasons for any such change shall be given by the Principal or Headmaster to any teacher affected. No teacher shall be required to teach out of certificate and no teacher will teach out of certificate if it prevents others from being appointed from the rated list.

A teacher may consent to teach outside of his or her primary program area to avoid being involuntarily excessed, provided the teacher is state certified and the assignment does not cause the layoff or prevent the recall of another teacher.

(2) Whenever possible teacher programs should follow these guidelines:

– Teachers shall be programmed so as to have a minimum of lesson preparations. Program requests of teachers shall be taken into consideration in determining this minimum. This policy shall be followed especially for beginning teachers and teachers having home room classes with maximum teaching loads.

– Teachers should be assigned to teach in their area of certification.

– There should be no more than three consecutive teaching assignments and no more than four consecutive working assignments except for teachers normally programmed for double periods.

– The number of different rooms in which assignments occur should be kept to the absolute minimum.

– Equitable standards should be applied within each school for exemption from home rooms and building assignments.

**(b) Elementary Schools**

No later than February 1st preference sheets shall be distributed to teachers. Teachers should indicate their preferences in order of priority of grade level and type of class, with the understanding that if an opening exists, such preferences will be honored where it is consistent with the educational needs and requirements of the particular school.

Teachers should be given an opportunity to discuss their assignment request with their principal. All preference sheets should be returned to the principal on or before March 1.

Where there is a vacancy and more than one qualified internal candidate desires the position, the principal or headmaster has the right to select an individual to fill a particular grade and/or assignment.

With regard to requests as to grade level or special assignments, teachers with the highest seniority should be given preference if the teachers' qualifications for the position are the same.

Looping at the Elementary Level: If the principal with a majority of the teaching staff at an elementary school adopts a "looping model," the principal shall be allowed to assign teachers to implement this program. Kindergarten classes will be excluded from any looping program.

**(c) Rotation**

The policy of equitable assignment of teachers for all teaching duties should be followed insofar as possible. The policy of equitable rotation of teachers for all non-teaching duties (including home room classes) should be followed insofar as possible, provided, however, no teacher shall be required involuntarily to perform a specific non-teaching assignment for a period in excess of two (2) school years.

On or before February 1, a list of all non-teaching assignments for which administrative periods are given in a teachers' program shall be posted in each school. These assignments may be applied for in the teacher's program preference sheet as herein provided.

An applicant for such a non-teaching assignment who does not receive the assignment shall, upon his/her request, be given the reasons for not having been selected by the Principal or Headmaster.

**(d) Granting Permanent Status To Provisional Teachers:**

Principals will be required to make recommendations as to which provisional teachers they want to make permanent teachers by February 1<sup>st</sup> of each year. Principals will be notified by February 15<sup>th</sup> if their recommendations have been approved. The Superintendent shall make permanent appointment of provisional teachers by March 27<sup>th</sup>.

**6. Project Promise**

(a) All Project Promise positions will be posted as more desirable positions under Article V(I)(2)(a) and filled by teachers who voluntarily apply and are selected.

(b) Faculty members in designated Project Promise schools who are interested in participating in Project Promise shall so inform their principals in writing. No such teacher shall be required to fill out a formal application or submit resumes, transcripts, or letters of recommendation.

(c) At any school which is designated a Project Promise type school as, for example, the Timilty and Thompson Schools in the 1986-87 school year, a teacher who does not apply for Project Promise or who applies but is not selected may be excessed or otherwise involuntarily assigned elsewhere in the system.

**(d) Hours**

Notwithstanding any contrary provisions of Article V(E), all teachers selected for Project Promise shall be required to work two hours beyond the regular work day on Monday through Friday and may be required to work three hours on Saturdays.

**(e) Work Schedule and Assignments**

The teaching schedules and assignments of Project Promise teachers shall be determined by the individual clusters established at each school; however, all Project Promise teachers shall be entitled to contractual provisions regarding lunch time, administrative periods, and planning and development time.

**(f) Compensation**

The extra hours of work, Monday through Friday, shall be compensated at the contractual hourly rate and the annual salary of Project Promise teachers shall be increased to annualize this premium. Each Saturday actually worked will be paid at one-half the teacher's actual per diem rate.

(g) No teacher will be laid off or denied recall rights as a consequence of the Project Promise program.

**7. Summer Program**

A voluntary summer program may be available for students in certain of the Boston Public Schools. The purposes of the summer program shall include enrichment of the educational experience of students, to provide opportunities for student remediation, to integrate work and community service opportunities with educational experience, and to allow for greater opportunities for sports, arts, and vocational education.

The School Department shall determine the summer program curriculum, all aspects of operation and administration of the program, including employment in the program, salary, hours, and conditions of employment. Employee participation in the summer program shall be voluntary. Selection of employees shall be as determined by the Department.

**8. Hiring of Substitutes: Class Coverage**

(a) Teachers having an instructional program who are allowed to attend an educational convention, or are called for a full-day professional conference or meeting by the Superintendent or a vote of the Committee, shall be relieved by a per diem substitute and the teacher shall be compensated.

A teacher shall lose no compensation for participation in case conference(s), home visit(s), attendance at council meeting(s), or attendance at any other approved meeting(s) which take one-half (1/2) or more of the day.

(b) It is the policy of the Committee that substitutes shall be hired to cover classes of regularly assigned teachers when they are absent.

(c) In the event the Committee after a good faith effort is unable to hire a substitute for a classroom teacher who regularly works with a paraprofessional, that paraprofessional may be requested to serve as a substitute teacher under the following conditions:

(1) The paraprofessional has a teaching certificate or five or more years of service.

(2) The paraprofessional is requested to substitute only in those classes in which he or she normally works.

(3) The paraprofessional is paid \$9.00, and effective 8/31/18, \$10.00 per hour in addition to his or her regular salary.



(d) The Department will make a good-faith effort to hire a substitute when a regularly assigned nurse is absent for more than one day. In any event, a substitute will be provided whenever a nurse is absent for three or more days.

**9. Final Records: Marks**

**(a) Elementary Schools**

No final records will be required of teachers until May 1st for Grade 5, and 15 days before the close of school for all other grades.

**(b) Middle Schools**

Final marks shall not be required of any teacher before May 1st for Grade 8, and 15 days before the close of school for Grade 6 and 7.

**(c) High Schools**

The number of marking periods for all schools shall not exceed five (5) in number. Final marks shall not be required of any teacher before May 1st for seniors, and 15 days before the close of school for other students.

**(d) Other**

(1) Marks may be subject to change if the teacher submits the request in writing to the principal or headmaster.

(2) Grades for all high school and Latin School students shall be recorded by the data processing method and no teacher shall be required to record numerical grades on duplicate records at the school.

(3) A joint Union/Management Committee shall be established with the specific goal of developing a program for the computerization of elementary report cards and all other elementary student records. The committee shall be appointed by the Steering Committee no later than December 1, 2000, and the recommendations of the committee on computerization shall be due by May 1, 2001. It is the goal of the Union and the School Department to provide for the computerization of elementary report cards and records by September, 2001.

**(e) Submission Deadline**

Teachers at all levels shall have at least 2 school days following any week long vacation to submit their students' marking term grades and attendance reports (scanner sheets), making them due no earlier than noon on the Wednesday following the vacation.

**10. Goals (Effective 9/1/2007)**

**(a) Unit Finals, Assessments**

All teachers required to input assessment data of any kind on any section of MyBPS or in spreadsheet form at the school or central level, but especially math end of unit tests, midyear and final tests shall be provided time during the work day that does not conflict with the teachers P&D or lunch to input student data that results from these or other assessments. Otherwise this task is completely voluntary and at the teacher's own discretion.

(b) Official School Department Tests

All BPS and official school tests must be printed, collated and stapled in a timely manner prior to the need to distribute, and sufficient copies will be provided to teachers.

(c) Grades, Inputting of Data

Grades and warning notices for all high school and Exam School students shall be recorded by the data processing method and no teacher shall be required to record numerical or letter grades or comments on duplicate records at the school.

**11. Scholarship Standards**

The parties agree that a continuing study will be given to suiting the curriculum to the student and developing optimum teaching-learning conditions. The following are recommended:

- (a) Extension of the academically talented program in the Middle Schools.
- (b) School rules for dismissal for athletic events will be enforced.
- (c) Class interruptions for notice or other matters shall occur only when necessary.
- (d) Out of district students shall not be admitted if overcrowding results.

(e) Teachers and assistant headmasters (subject areas) shall receive notice when a curriculum committee is to be established. Teachers will have an opportunity to submit recommendations to their curriculum committee.

Proposed major revisions in curriculum will be made available to teachers through their council or school representative in their area of education for their comment before such revisions are adopted.

(f) A joint committee shall be established to develop a curriculum guide for the extended day Kindergarten program.

(g) Individualized Benchmark Testing Effective September 1, 2004, all elementary teachers for grades K2 - 3 will be provided with substitute teacher coverage while administering individualized benchmark testing. These teachers will receive substitute coverage for the equivalent of two days- the equivalent of one in September and the equivalent of one in June-per teacher per year. In dual-language programs where teachers must complete this benchmark testing in two languages, the teachers will receive substitute coverage for the equivalent of four days -- two of which shall be in September and the remaining two in June -- per teacher, per year. The substitute will be compensated at the rate of \$15.00 per hour. The union will facilitate the hiring of retired teachers and others for this purpose. But if a regular substitute teacher is used, he/she will be paid in accordance with the collective bargaining agreement

**B Special Groups**

**1. Kindergarten and Pre-Kindergarten**

(a) The schedule of student morning arrival and length of school day for the kindergarten and pre-kindergarten teachers shall be no longer than that for the rest of the staff in an elementary school. The School Department will use its best efforts, subject to programming needs, to reduce the distance between schools for K1 and K2 teachers assigned to two schools.

(b) All administrative policies on kindergarten and pre-kindergarten teachers shall be made available to teachers and principals.

(c) Classes for kindergarten students shall not commence until the Monday following Labor Day.

(d) Involuntary traveling assignments for all K1 and K2 teachers will be made in reverse order of seniority.

(e) For the 2000-01 school year the School Department shall hire one paraprofessional for every two K classrooms. For the life of this contract (2007-2010), a fulltime paraprofessional will be assigned to all K0 and K1 classes.

## **2. Teachers of Music**

(a) Teachers of Music who qualify shall be permitted to rate for the position of Supervisor of Music/ Arts Education.

(b) No member of the Music Department instructional staff may be required to participate in professional conferences or other activities sponsored by any teacher organization.

## **3. Industrial Arts and Home Economics Teachers**

When a qualified Industrial Arts or Home Economics substitute is not available, the shop is to be closed.

## **4. Guidance Counselors**

(a) The School Department shall maintain a single list of guidance counselors that includes all permanent guidance counselors and former guidance advisors and student development counselors (SDCs), and the term "guidance advisors" shall not be used. This merged list shall be ranked by total years of service in the Boston School system and used for determining layoff, transfer, excessing, and all other appropriate purposes under this Agreement.

(b) A joint Union/Management Committee shall be established for Guidance Counselors.

(c) All bilingual guidance counselors shall have the same transfer and assignment rights as all other guidance counselors to "regular" guidance positions.

(d) Effective 9/1/2007, the school department shall provide opportunities for guidance counselors to earn PDPs through workshops.

## **5. Vocational Education Teachers**

When a qualified Vocational Education substitute is not available the shop is to be closed.

Effective 9/1/2007, a citywide task force shall be set up to look at the various specific needs of the vocational programs in Boston.

## **6. Coaches**

(a) Employees serving in coaching positions prior to September 1, 1980 shall be grandfathered in such positions which shall not be posted annually, provided, however, on and after September 1, 1981, no person may hold more than two (2) coaching jobs.

Any person holding more than two (2) coaching jobs prior to September 1, 1981 shall, prior to April, 1981, choose the two (2) coaching jobs he/she wishes to keep; any coaching job not so chosen will be posted under paragraph (b).

An employee will lose grandfather protection based on an "unsatisfactory" evaluation rating of his performance as a coach.

(b) Coaching vacancies arising after September, 1980 shall be for a term of one year only, notwithstanding any contrary prior practice, and shall be reported annually.

(c)

(1) All coaching positions shall be filled by qualified members of the teachers' or paraprofessionals' bargaining unit, except as provided in sections (2) and (4) below.

(2) If no bargaining unit member applies for a specific coaching position or if the only applicant or applicants have previously been rated unsatisfactory as a coach, the School Department may hire a coach from outside the bargaining unit. Such positions shall be reposted the following year and the incumbent shall be eligible for reappointment as long as there is no break in service.

(3) Any coach who is promoted out of the bargaining unit shall not retain his or her coaching position.

(4) Non-bargaining unit members who coached during the 1985-86 school year shall remain eligible for reappointment to a coaching position in the same sport in the same school.

(5) New coaching appointments shall be recommended by the personnel subcommittee of the School Site Council at each school.

(d) Coaches shall be evaluated annually by the Principal/Headmaster in consultation with the Athletic Director.

(e) The parties, having a joint interest in exploring options for expanding and maximizing the quality and depth of the school system's athletic programs through collaboration with the nonprofit Boston School Sports and Fitness Corporation ("BSSFC"), agree to maintain a Coaches Committee composed of four (4) representatives of the School Department appointed by the Superintendent, four (4) coaches appointed by the Union, and two representatives appointed by BSSFC.

This Coaches Committee shall continue to meet and make recommendations relative to coaches' issues. The Coaches Committee's recommendations shall be considered by the Steering Committee.

## **7. Swimming Instructors**

This Section defines the full agreement between the parties concerning swimming instructors.

### **(a) Salaries**

Swimming instructors will be paid according to the teachers' salary schedule and advance annually to the next higher step, except that the salary of a swimming instructor without teacher certification shall be capped at Step 5.

### **(b) Layoff and Recall**

The layoff and recall procedures for swimming instructors will be that specified in Article V(L) of this Agreement. For that purpose, swimming instructors shall be considered as a separate program and certification area.

### **(c) Fringe Benefits**

Swimming instructors will receive health and welfare fund, sick leave, group health insurance, military and reserve leave, and maternity leave under this Agreement, and personal leave as provided under the Paraprofessional's Agreement.

**(d) Union Dues and Agency Fee**

The Committee will make payroll deductions for Union dues or agency service fees for swimming instructors who sign a payroll deduction authorization. All non-members shall pay an agency service fee in lieu of dues as a condition of employment in the manner provided by law. The Union will indemnify the Committee against any costs as damages by reason of implementing this section.

**(e) Discipline and Discharge**

No swimming instructor who has served a probationary period in excess of thirty (30) school days shall be disciplined or discharged except for just cause.

**(f) Grievance and Arbitration Procedure**

Grievances as defined in this section 7 will be processed through the grievance and arbitration procedure under Article X of this Agreement.

**8. CoSESS**

CoSESS shall be added as a program areas in Appendix “A” of the Agreement. .

Effective upon the ratification of this agreement, there will be a district-wide caseload for CoSESS not to exceed an average of 150. Caseload will be determined by the total number of students with IEPs served by School-Based CoSESS and Compliance CoSESS, excluding early childhood students and students enrolled at private school divided by the full time equivalent of School-Based and Compliance CoSESS.

The District will increase its allocation of CoSESS by a net number of 2 in the 2013-2014, 2014-2015 and 2015-2016 school years for a total of six (6) additional CoSESS.

During the 2012-2013 school year, and through August 31, 2016, the District shall make available the equivalent of a 0.7 clerk to each 1.0 CoSESS.

CoSESS will be allowed to participate in the PTPP.

Supplies shall be made available to CoSESS at each school he/she serves.

CoSESS shall be paid under the teacher salary schedule. The work year for CoSESS shall be the teacher work year. In addition, CoSESS may be allotted summer work to be compensated at the contractual hourly rate and to be scheduled cooperatively by the Assistant Superintendent of Special Education and Support Services and the CoSESS, with such scheduling to be completed by July 15<sup>th</sup>.

viii. The Superintendent shall designate individuals to evaluate CoSESS.

**SEIMS ARBITRATION, APRIL 8, 1985**  
**AAA No. 1139-0183 84**  
**(As revised 9/1/12)**

1. Elementary Resource Room Teachers, Elementary Substantially Separate Teachers, Itinerant Teachers. Each of said teachers shall be provided ninety (90) minutes in each week. A ninety (90) minute period may be segmented into two (2) forty-five (45) minute periods in the discretion of the Department. Such period(s) shall be used primarily to perform SEIMS duties and/or secondarily SPED related duties as may be assigned by the Department or as may be determined by the teacher in the absence of such assignment, provided, however, the following duties shall not be considered as SPED related duties to be performed during the aforesaid 90 minutes each week.

a. Participating in 766 Team Meeting.

b. Conducting Formal Assessments.

c. Monitoring 502.1's, provided however, in the case of Itinerant teachers only, said monitoring may be required in one of said teachers 45" periods each week. The other 45" period of said Itinerant teacher shall be dedicated to perform SEIMS duties only.

d. Completing Compliance Assurance Checklist

e. Secondary Resource Room Teachers and Secondary Substantially Separate Teachers. Each of said teachers shall have two (2) of their scheduled administrative periods each week dedicated to SEIMS duties or other SPED-related duties in accordance with paragraph #4 herein.

f. In the event the Department fails in any instance to provide the required administrative period to a teacher, the Committee shall pay twelve dollars (\$12.00) for each full forty-five (45) minute period not provided.

2. The parties agree to promptly establish a Joint Committee consisting of four Cosses's appointed by the President of the BTU and three administrators appointed by the Superintendent. Decisions of the Committee shall be made by majority vote with the responsible administrator voting with the majority. The Committee shall deal with such issues as it may deem appropriate including but not limited to, the presentation of In-Service programs to regular education teachers concerning referrals, and SEIMS related matters.

3. Early Childhood Substantially Separate teachers shall be give 90 minutes of administrative time on the day of which no children are assigned, for SEIMS and other SPED related activities.

**9. Department of Implementation Personnel**

	<b>Information Officer</b>	<b>Transportation Officer</b>	<b>Assignment Transfer Specialist</b>
<b><u>9/1/2016 - 9/1/2017</u></b>			
Base	73,827	85,995	98,014
After 8 Yrs	78,190	90,356	102,378
<b><u>9/2/2017 - 8/31/2018</u></b>			
Base	76,042	88,575	100,954
After 8 Yrs	80,536	93,066	105,449

**(b) Length of the Work Year**

The work year shall be 12 months, but not to exceed 215 workdays. Vacation days will not be scheduled between the first Monday in August and October 1.

**(c) Length of the WorkDay**

The regular workday shall be 6 hours and 55 minutes (exclusive of lunch).

**(d) Overtime**

Effective July 1, 2007, group III will no longer be entitled to compensatory time-off. However, any compensatory time-off accrued prior to July1, 2007 will be valid. Overtime hours will be compensated at the contractual hourly rate.

**(e) Health and Welfare Fund**

Department of Implementation personnel in the teachers bargaining unit will be included under the provisions of Article VIII(O) of this Agreement.

**(f) Discipline and Discharge**

Department of Implementation personnel who have completed sixty (60) days shall not be disciplined or discharged without just cause.

**(g) Right of Return**

An employee of the Department of Implementation who may be laid off from a position and who was formerly a permanent teacher in the bargaining unit will be placed in the teacher excess pool. All years spent in the Department of Implementation will count towards seniority.

**(h) Assignment with Salary Groupings**

Department of Implementation personnel within the same salary grouping may be assigned as needed to any position within that grouping.

**(i) Additional Rights and Benefits**

Department of Implementation personnel shall have all rights and benefits of this teachers' Agreement.

**(j) Layoff and Recall**

Layoff and recall shall be by seniority by job title.

**10. Investigative Counselors**

**(a) Salary**

	<u>2016-17</u>	<u>2017-18</u>
Basic	83,266	85,764
After 8 years	87,528	90,154

**(b) Length of WorkYear**

The work year shall be the regular school year plus twenty-two (22) days.

(1) Summer work assignments shall be scheduled cooperatively by the responsible administrator and the investigative counselors; the summer schedule shall be completed by June 1 of each year.

(2) No investigative counselor shall be required to work during school vacation weeks.

**(c) Length of WorkDay**

The regular work day shall be eight (8) hours and 10 minutes, inclusive of lunch.

**(d) Overtime**

Compensatory time-off on an hour-for-hour basis shall be granted for the first thirty (30) hours of overtime worked. Overtime hours in excess of 30 hours shall be compensated at the contractual hourly rate.

**(e) Health and Welfare Fund**

Investigative counselors shall be included under the provisions of Article VIII(P) of this Agreement.

**(f) Discipline and Discharge**

Investigative counselors who have completed sixty (60) days shall not be disciplined or discharged without just cause.

**(g) Right of Return**

Investigative counselors who may be laid off and were formerly permanent teachers or paraprofessionals in the Boston Public School system will be placed in the appropriate excess pool. All years spent as an investigative counselor will count towards seniority.

**(h) Additional Rights and Benefits**

Investigative counselors shall have all rights and benefits of this Agreement.

**11. Supervisors of Attendance**

All relevant provisions of this Agreement shall be applicable to Supervisors of Attendance except: Article VIII(A)-(F), (G)(5) and (N); Article V(A)(1)-(5), (A)(7), (B)(1)-(10), (B)(12)-(13), (E), and (F).

The following provisions of the 1986-89 Supervisors of Attendance Contract shall be retained:

- Appendix A except for paragraph 4;
- Article III with modifications to Section A through D as agreed herein.

**(a) Salary**

Supervisors of Attendance shall be compensated based on the Group I salary schedule.

**(b) Health and Welfare Fund**

Supervisors of Attendance shall be included under the provisions of Article VIII(P) of this Agreement.



**(c) Career Award**

Supervisors of Attendance shall receive career awards in accordance with Article VIII(N) of this Agreement.

**(d) Work Day**

Same as 1996 - 1997, plus 10 minutes.

**(e) Work Year**

The Supervisors of Attendance shall work each day scheduled in the school calendar, except snow days, normal school holidays, and school vacations. Supervisors of Attendance shall work the ten normal work days (Monday-Friday) immediately after or immediately prior to the regular teacher work year to perform attendance-related duties as needed.

The Supervisors of Attendance will continue to perform job-related activities such as court appearances, visitation, etc., outside the normally scheduled work day and year including evenings, Saturdays, and vacation days.

**(f) Assignment**

The parties agree that:

- (1) Each Supervisor of Attendance shall be assigned to a cluster office;
- (2) Each Supervisor of Attendance shall be responsible for a geographic region of the city; and
- (3) The court liaison Supervisor of Attendance shall have Citywide responsibility.

**(g) Transferring, Excessing, and Layoff**

The Supervisor of Attendance shall be included in the appropriate sections of this teachers' contract for the proposes of transfer excessing, and layoffs.

**(h) Work Space**

Each Supervisor of Attendance shall be provided an adequate work station in the cluster office (including access to a telephone and a secure filing cabinet) to perform work and to maintain records.

**(i) Performance Evaluation**

Supervisors of Attendance shall be evaluated by the appropriate Cluster Leader or designee on the evaluation form entitled Supervisor of Attendance using procedures as outlined in Article V(G) of this Agreement.

**(j) Meeting**

Supervisors of Attendance shall meet monthly with a designated central office administrator for the purpose of reviewing work-related issues.

**(k) Grievance/Arbitration**

Same as that delineated in Article X, except: Step 1: Cluster Leader or Designee

Step 2: Office of Human Resources Step 3: Superintendent or Designee

### **(l) Right Of Return**

Supervisors of Attendance who may be laid off and were formerly permanent teachers or paraprofessionals in the Boston Public School system will be placed in the appropriate reassignment pool. All years spent as a Supervisor of Attendance in the Boston Public School system will count towards seniority.

### **(m) Discipline and Discharge**

So long as Supervisors of Attendance remain in Civil Service, discipline and discharge procedures shall be under Civil Service laws, regulations, and procedures as amended by Chapter 613. Supervisors of Attendance who have completed six (6) months shall not be disciplined or discharged without just cause. The grievance arbitration provisions of Article X shall apply to those employees who have successfully completed six (6) months of employment with the Boston Public Schools.

### **(n) Substitute Coverage**

The School Department shall make every effort to provide substitute coverage for any Supervisor of Attendance who is absent for more than five consecutive work days.

## **12. Nurses**

1) The parties agree to incorporate the Nurses Agreement in effect at the time of this Agreement and dated August 30, 1993. The parties further agree that notwithstanding anything in this Agreement or the prior contract to the contrary the system wide ratio of nurses to students shall be 1 to 700. A joint labor management committee of four administrators appointed by the Superintendent and four nurses appointed by the BTU shall be established. The first objective of this committee shall be to develop a workable coverage plan for absences. No nurse shall be assigned to more than two schools.

2) Student nurse observers shall be assigned to nurses who agree to have them. The colleges and hospitals sending them should be asked to send appropriate lecturers to School Nurse In-Service Programs.

3) The School Department shall provide the kind of training which is required by the Department of Education, e.g., CPR and first aid training, to nurses at no cost during regularly scheduled professional development time.

4) In School Year 2007-2008 nurses will be able to substitute professional Continuing Education Units ("CEU") for 6 hours of the professional development hours discussed Art. V, Section E.1 10. The six (6) hours shall be used for CPR training. In School Years 2008-2009 and 2009-2010 nurses may substitute up to 9 hours for professional development for this purpose if the Joint Labor Management Committee deems this necessary. At least six (6) hours shall be used for CPR training. The CPR/First Aid certification renewal class shall take place on the workday following the Christmas vacation.

5) Effective 9/1/2007, there shall be a minimum of 6 Health Paraprofessionals in each year of this contract that expires on August 31, 2010.

6) Effective September 1, 2017, BPS will hire additional coverage nurses (the number of FTEs needed to bring all schools up to at least .5 nurses). By September 1, 2018, the FTEs would be reallocated to schools to ensure each school has a minimum of a .5 FTE complement of a school nurse assigned, provided that absent a substantial and district-wide change in the level of student need, the overall complement of school nurses will not be reduced beyond the composition contemplated by this paragraph.

The BPS will make a good faith effort to assign substitute nurses when a regularly-assigned nurse is absent. The regularly-assigned nurse shall follow procedures currently in place for teaching staff to notify OHC of their absence.

### **13. 636 Coordinators**

Layoff and recall of 636 Coordinators shall be by seniority.

### **14. Clinical Coordinators**

Effective September 1, 1994, clinical coordinators will be placed on the Group I salary grid plus 10% for the eleventh month.

### **15. All Itinerant Service Providers:**

*(School Psychologists, Pupil Adjustment Counselors, Speech and Language Pathologists, Occupational Therapists, Physical Therapists, Adaptive Physical Education Teachers, Vision Teachers).*

(a) At least one of the all day professional days each school year shall be planned and implemented by the joint union/ management committee for the Itinerant Service Providers.

One half of all contractually required professional development time will be allocated for centralized professional development for all itinerant service providers, including school psychologists, pupil adjustment counselors, speech/language pathologists, occupational therapists, physical therapists, nurses, and evaluation team facilitators.

(b) The mileage rate for reimbursement shall be at the IRS rate. All Itinerant Service Providers (ISPs) shall be given the option of receiving a yearly payment of \$600.00 as reimbursement for mileage and auto expenses or filling out monthly mileage statements and receiving full reimbursement for documented mileage. There shall be no cap on the number of miles allowed as long as they are documented. Once documentation of mileage expenses in excess of \$600 has been submitted, an ISP will receive that \$600 payment in succeeding years provided the ISP's direct supervisor verifies that the ISP's travel schedule is substantially unchanged.

School Psychologists and Pupil Adjustment Counselors who were incumbents in the 2015-2016 school year who received the \$600 reimbursement payment shall have been deemed to have fulfilled the documentation requirement in the preceding sentence.

Individuals who opt for the lump sum \$600.00 payment shall be reimbursed in addition to the \$600.00 for mileage outside the City of Boston.

(c) The School Department will provide the testing kits and other protocols to all itinerant service providers. In addition, each provider will receive \$150 in year 2003-2004, \$175 in year 2004-2005, and \$200 in year 2005-2006 of the contract. These funds will be allocated to the primary school of the provider and the provider shall order and receive materials through the school (except that for school psychologists funds will be distributed through their department.)

(d) With the School Department approval of subject matter and provider, fifteen (15) contact hours of continuing education shall equal one (1) in-service credit for nurses, speech and language pathologists, school psychologists, pupil adjustment counselors, guidance counselors, occupational and physical therapists, vision teachers and, effective 9/1/2007, clinical social workers, and effective 9/1/12, lead sign language interpreters.

(e) For the group listed in the heading above a joint Union/Management Committee shall be created consisting of seven (7) union members appointed by the Union and seven (7) administrators appointed by the Superintendent.

(f) All occupational and physical therapists shall be provided documentation e.g. therapists logs or equivalent, once a year, of the number of students who have received services and the number of FTE therapists.

(g) All occupational therapists, physical therapists, Speech and Language Therapists, School Psychologists, Nurses, Adaptive Physical Education Specialists, Vision Teachers, and Social Workers will be reimbursed for their application and testing fees for National Board Certification. This reimbursement will be distributed upon successful completion of their respective national approval. From September 1, 2006 to August 31, 2010, the budget for this program will be \$15,000.

(h) Effective 9/1/07, a separate yearly budget will be allocated for the related service provider disciplines (including but not limited to, occupational, physical and speech and language therapies, vision services, psychology, adapted physical education, Guidance Counselors, Student Support Coordinators, and nurses), for planning and implementation of relevant professional development to satisfy contractual professional development requirements. The total budget will be \$15,000 for each of the following school years: 2007-2008, 2008-2009, 2009-2010. The funds will be divided proportionally among the different groups. The BTU and administrative members of the joint union management committee will plan the allocation of these funds for discipline specific professional development. The BTU will provide space for the meetings to be held.

### **16. Student Support Coordinators**

A joint Union/Management Committee shall be established for Student Support Coordinators. Effective 9/1/07, a joint Union/Management Committee shall be established for Clinical Social Workers.

### **17. Tech Support Personnel**

Stipends received by Tech Support Personnel for Tech Support work shall be subject to retirement deductions.

### **18. Performing Arts Teachers**

Effective September 1, 2005, Performing Arts teachers, including theater, music, dance, drama, and choral group teachers, who conduct regular after school rehearsals and practices culminating in final productions and/or festivals shall be compensated for such after school time with a stipend of \$1,600.00 per year.

### **19. Reading Recovery Teachers**

Schools can choose Reading Recovery Teachers from applicants who are licensed as reading teachers or elementary or both so long as no reading teacher is currently on lay off and provided the teacher successfully completes the Reading Recovery Training.

### **20. JROTC**

There will be a Joint Labor/Management Committee for JROTC that will submit a recommendation for this program by July 1, 2007.

### **21. Restorative Practice**

IN SY 2017-2018, the BPS will hire and maintain, after consultation with the BTU president or her designee, a district-wide Restorative Practice Coach In a BTU position that shall oversee Restorative Practice Implementation and support school-based coordinators in the district.

The Coach will organize a minimum of 12 hours of compensated professional development for school-based RP coordinators, in partnership with the BTU Restorative Practice Organizing Committee. Alternatively, the 12 hours can be arranged into 2 all-day sessions, with release time provided.

The Coach shall work the regular teacher workday and work year plus 18 days, and shall be compensated in accordance with the BTU salary grid plus a differential of 10%. All compensation paid shall be retirement worthy.

In addition, the BTU and BPS shall collaboratively determine three schools to hire educators for the purpose of implementing Restorative Practices across the school. These positions may be either Community Field Coordinators or hybrid teacher roles, where teachers are released from classroom duties to coordinate Restorative Practices across the schools where they teach.

## **C Alternative Service Providers**

### **1. Educational Contracts**

Before the School Department enters into any outside educational contracts that directly affect the teaching-learning situation in the classroom, the contract shall be submitted for discussion by the Steering Committee.

Prior to the bringing of any grievance resulting from such a contract to arbitration, the Union shall submit the dispute for consideration by the Steering Committee. If within thirty (30) days of its presentation the Steering Committee reaches a decision on how to resolve the grievance, it shall be considered resolved and shall not be appealable to arbitration.

### **2. Volunteers**

The Union shall continue its policy of not filing grievances against the use of volunteers in the school system, provided such volunteerism does not result in the layoff of or failure to recall any member of the bargaining unit, nor the excessing of any member of the bargaining unit from a school that has not adopted shared decision-making.

Notwithstanding any other provision of this Agreement or prior arbitration decisions affecting voluntary programs as defined herein, the School Department may make any contract or arrangement for the provision of voluntary programs or services which enhance the educational output of the schools with organizations or individuals who are not part of the bargaining unit, provided that such contracts or arrangements have the effect of augmenting services and personnel rather than replacing them, and provided further, that such contracts or arrangements shall not result in the layoff or excessing of unit personnel or preclude the recall of unit personnel. The term “voluntary” as used in this paragraph means that the School Committee shall not pay directly or indirectly for the services or programs.

## **D Affirmative Action**

The parties agree that in situations where the School Department is under a Federal Court Order to reach a specified percentage of black or other minority teachers by a time certain, such compliance shall be attained through annual incremental progress. In situations where the percentage of black or other minority teachers within a school building is significantly less than the system-wide percentage for that particular level, the Union and the Department will jointly identify schools in need of such effort and will develop an agreed-upon procedure to address this problem.

The School Department will advertise and target all bargaining unit positions at the examination schools for minorities until those schools meet their court-ordered percentages for minority representation on the faculty. Circulars will clearly state that these procedures are undertaken to comply with federal court orders. The Union agrees not to grieve these postings.

The School Department agrees that if it is unable to reach the court-mandated percentages of minority faculty by the 1990 deadline, it will not undertake involuntary excessing to meet the goals at that time. Instead, both parties agree to petition the court for an extension of time to achieve compliance.

The School Department will identify schools where minority representation among teachers is significantly less than the systemwide percentage for that particular level and will work in cooperation with the Union and the School Site Council (or Principal/ Headmaster if there is no School Site Council) to increase that percentage.

## **E Length of School Year/School Day and Calendar**

### **1. Length of School Year**

#### **(a) In General**

1. Effective for the 1997-1998 school year and thereafter, the work year of teachers, other than new teachers who may be required to attend three (3) days of orientation, will begin the day after Labor Day and will terminate no later than June 30, but will in no event exceed one hundred eighty-three (183) days. The "work year" will include days when pupils are in attendance, orientation days at the beginning of the school year, conference days, in-service training days, curriculum development days, and any other days on which teacher attendance is required.

2. The three days in excess of the 180 days required by law shall be scheduled on the school calendar (or any revision thereof with appropriate notice) during the work year, but not on a day on which pupils are scheduled, and not on a Saturday, Sunday, or holiday, or during a normal intercession. These additional three days shall be used for in-service training, curriculum development, or other programmed professional purposes.

3. The Union shall be allowed to participate in orientation programs for new teachers.

4. The teacher and paraprofessional work year will begin the day after the Labor Day holiday. The activities for the first thirty minutes of this first day will be determined at the discretion of the building administrator. Teachers and paraprofessionals will spend the remainder of the first day organizing and preparing their classrooms. The activities for the first thirty minutes of the second day will be determined at the discretion of the building's union representative. Teachers will spend the remainder of the second day engaged in professional development.

5. The student year will begin on the Thursday after Labor Day.

6. Classes for kindergarten students shall not commence until the Monday following Labor Day.

7. Eighteen hours of professional development activities beyond the regular school day hours shall be scheduled annually. These eighteen hours shall focus on advancing the goals and objectives of the individual school's Whole School Improvement Plan.

For all professional development hours, the ILT in each school shall hold a meeting with the faculty each April to solicit ideas for the content of professional development in the following school year.

8. The building administrator may establish the professional development schedule provided that the meeting schedule be provided to the staff no later than the end of school for the preceding year, none of the time be scheduled over the summer unless there is a waiver vote under CBA, and provided that no professional development time be scheduled on the 2<sup>nd</sup> Wed. of month, and must be at least two hours in length.

9. Professional development schedules should be finalized by the end of the preceding school year. For the 1997-98 school year this deadline will be extended to October 15th if necessary. If the administrator and the faculty fail to agree on a professional development schedule, three six-hour professional development days shall be added to the end of the school year.

10. Teachers shall be required to participate in eighteen hours of professional development plus one full day of professional development which shall be scheduled on the work day following the Christmas vacation or the April vacation, at the discretion of management. This full day of professional development may be converted to professional development hours by a majority vote of the faculty. Teachers will receive a PDP certificate at the end of the school year for all time spent in professional development activities. Teachers may combine PDP activities year-to-year to comply with state requirements.

The professional development schedule for a school year shall be finalized before the end of the previous school year and the schedule shall be distributed to the staff. In the event that more than 25% of the staff is new to the building the following September, the faculty may re-vote. The vote must be completed by 9/15. The vote will be held by secret ballot with five days' notice to staff.

11. If a principal/headmaster so determines the need, up to ten additional hours of professional development can be required for the whole staff or some portion of the staff. The teachers required to engage in this professional development will schedule these hours and the principal/headmaster will determine the content. Teachers will be paid on a pro rata basis on their annual salary for this additional time. Such payment will be subject to retirement deductions.

## **2. Length of the School Day**

(a) The length of the teacher day at all levels will increase by ten minutes.

(b) The fifteen minutes before and fifteen minutes after school time for teachers shall be reduced to a total of twenty minutes, ten minutes before and ten minutes after school. The faculty, by a majority vote and with the approval of the principal, may change the allocation of the twenty minutes before and after school time.

## **(c) Group II Personnel**

The work year for Group II personnel shall be up to three (3) days in excess of the regular teacher work year. Such days will be scheduled during the week before or after the regular teacher work year. Group I personnel who work in the same positions may also be scheduled up to three (3) days in excess of the regular teacher work year, during the week before or after the regular teacher work year, in which case they shall be paid extra at their regular per diem rate.

## **3. School Calendar**

The School calendar prepared and promulgated by the School Department in advance of the beginning of a school year shall provide for three (3) one-week intercessions in December, February, and April.

Sessions of the day schools shall be suspended on Saturdays, Sundays, and the following named holidays and vacations: the Columbus Day holiday, the Veterans Day holiday, from Thanksgiving Day until the following Monday, from the first school day immediately preceding Christmas to and including the first day of the following January, Martin Luther King, Jr. Day, the week in which the twenty-second of February falls, Good Friday the week in which the nineteenth of April falls, and Memorial Day. Whenever any of the aforesaid holidays falls on Sunday, the schools shall not be in session on the following Monday.

## **4. Length of Pupil Day**

The length of the pupil school day shall not be less than the time required by the State Board of Education.

## **5. School Adjustment Counselors**

Hours for School Adjustment Counselors shall be as are required by them to complete their case load, but in no event shall their work day terminate prior to 2:30 p.m.

## **6. School Nurses**

School Nurses shall not be required to remain in the building after administrative personnel leave.

## **7. The Day Before Thanksgiving and the Last Two Days of School**

On the day before Thanksgiving and the last two days of the school year pupils shall be dismissed at not later than 12:30 p.m. provided that permission for such dismissals is granted by the State Department of Education.

## **8. Parent-Teacher Meetings**

Teachers will be available to attend two (2) evening parent-teacher meetings during the school year. Such meetings shall be planned by the building administrator in cooperation with the faculty senate and the parent council with one (1) month's advance notice. Such meetings shall not be scheduled to exceed two (2) hours each. Adequate security will be provided by the School Department.

On or before October 1 of each year, each School Site Council will schedule a parent orientation session. School Site Councils may use at least one of the school's two two-hour parent conference time slots for this parent orientation session.

Each teacher in a school will notify the Principal/ Headmaster of the weekly non-instructional time period during which it is convenient for that teacher to be available to meet with parents.

In September of each year all teachers shall prepare a brief outline or syllabus (one to three pages) which includes: the student learning objectives for the year, the curriculum materials they plan to cover, and any student learning products or projects which students are expected to produce during the school year.

This outline may be supplemented with information about the amount of time students are expected to spend on homework; student attendance requirements; what students are expected to bring to class (or not bring to class); and any other information that the teacher deems appropriate to help parents understand what is expected of students. Teachers shall not be required to repeat any information which is distributed by the school to all parents, e.g., code or discipline, homework policy, school handbook.

Two copies of this outline or syllabus shall be given to parents at the first parent teacher meeting of the school year. One copy must be signed by the parent and returned to the teacher indicating the parent's understanding of the curriculum and expectations and agreeing to cooperate with the teacher in meeting the educational objectives set for the year. Parents who do not attend the meeting shall have copies mailed to them by the principal at School Department expense with a stamped return envelope to return the signed copy to the school.

All K-5 elementary homeroom teachers will arrange for individual parent/teacher conferences in the fall.

The school will include along with the outline or syllabus given to parents each September a schedule of times that the teachers are available to meet with parents for an individual conference about their children.

Individual parent/teacher conferences shall be held at the school at a time that is mutually agreed upon by the parent and the teacher. If a parent is unable to come to a conference at the school, the teacher/parent conference regarding the child's school performance shall be conducted by telephone.

Follow-up individual conferences with all parents in the spring shall be encouraged; however, teachers shall schedule a second individual conference with any parent whose child is in danger of not being promoted to the next grade.



**Memorandum of Agreement  
between the  
School Committee of the City of Boston and  
the  
Boston Teachers Union, AFT Massachusetts**

WHEREAS, the Boston Public Schools (“BPS”) and the Boston Teachers Union (“BTU”) have committed to working together to establish a thoughtful and collaborative Extended Learning Time (“ELT”) program in the schools reflected on Schedule “A” annexed hereto and such other schools as may, from time to time, be added or deemed to have been added to Schedule “A”; and

WHEREAS, the parties’ shared goal focuses on improving student learning and achievement by providing students with a wider variety of academic and enrichment options within their school day; and

WHEREAS, the parties also agree that in expanding instructional and student learning time, the quality of extended daily learning and teaching time is as important as the quantity thereof; and

WHEREAS, experience has shown that collaboration within the school community is the key to the parties’ success in achieving a quality ELT program;

NOW THEREFORE, in consideration of the mutual covenants set forth below, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree to amend the terms of their current collective bargaining agreement as follows:

1. Article V.E. of the 2013-2016 collective bargaining agreement shall be amended by adding the following clause entitled “Extended Learning Time.”

**9. Extended Learning Time**

In addition to the current length of their respective days, effective September 1, 2015, all Schedule “A” schools shall increase their work day by forty (40) minutes per day for additional instructional time. The parties agree it is preferable that Tier 3 schools on Schedule “A” start as early as possible. To that end the school department shall use its best efforts to examine the transportation changes necessary to effectuate that goal. The school department shall periodically update BTU on its progress in achieving that goal but in any event shall notify BTU no later than January 15 of the starting student time for all Schedule “A” schools. BPS reserves the right to make changes and adjust start times on an as needed basis and will notify the BTU immediately of said changes. BPS agrees to give educators the ability to excess themselves in the event of a change within two weeks of notification. The parties agree that schools should think creatively about extended learning time and utilize the time to increase students’ access to academic interventions, instructional support, and enrichment learning opportunities such as drama, the arts, engineering/coding, physical education, and foreign languages. Schools are encouraged to be thoughtful about using the extended time to support the students’ learning needs, and encouraged to use the time to enrich our students’ lives with high-quality, rigorous learning activities. The parties agree that this ELT Agreement shall be phased in over a period of three (3) years, beginning with Phase I, twenty (20) schools in SY 2015/16. The schools for Phase I, SY 2015/16, shall be agreed upon by the parties on or before January 30, 2015. The schools for Phase II, SY 2016/17, shall be agreed upon by the parties on or before January 15, 2016. The remaining Schedule “A” schools, Phase III, shall be phased in at the start of SY 2017/18. The school department and the union shall collaborate in identifying the schools designated for implementation in all three phases and shall also collaborate and cooperate in efforts to adjust bus schedules to effectuate the purposes of this agreement.

The principal/headmaster, in concert with the faculty, and school site council, shall plan how this time shall be allocated and worked into the weekly schedule. Faculty chosen by the staff in the building shall meet with the Instructional Leadership Team and the building administrator three times per year to assess, review, and change, if decided, how the extended time shall be allocated.

Teachers shall be accorded a block of forty (40) consecutive minutes of teacher directed planning and collaboration time within the regular work day, as extended by paragraph 9(A) above. Specialists in Schedule "A" schools can use 6 of the 18 hours of professional development, afforded under Article V.E.I (a).7 of the 2013-2016 collective bargaining agreement (CBA), to meet with other specialists in Schedule "A" schools or with school-based grade level and/or content area teams. When and if possible, schools are encouraged to schedule accordingly to allow specialists to meet in school-based teams. Teachers not afforded the block of 40 consecutive minutes, in violation of this clause, shall be paid 1/5 of the per diem substitute teacher rate. Each Schedule "A" school that has implemented extended learning time shall have a designated budget for educational resources, materials, supplies, and other relevant purchases for the support of extended learning time. The value of the budget at each school will be the equivalent of \$200 per full time teacher. The use of these funds will be teacher directed and teacher determined through a process developed by the Joint Task Force identified in paragraph 9(J) below. These budgets will be drawn from funds to be raised collaboratively by the BTU, City of Boston, and BPS for this purpose. Any changes to the continuation of this funding beyond the first school year (i.e. SY 2015-2016), and in subsequent years, will be based on mutual consent of the President of the Boston Teachers Union and the Superintendent of the Boston Public Schools.

- (D) In SY 2014-2015 the School Department shall allocate one third of \$400,000 to be distributed among the Phase I Schedule "A" schools with an allocation prorated by the number of students in each Phase I Schedule "A" school. In SY 2015-16 the School Department shall allocate one third of \$400,000 to be distributed among the Phase II Schedule "A" schools, prorated by the number of students in Phase II Schedule "A" schools. In SY 2016/17 the remaining one third of the allocated \$400,000 shall distributed among the Phase III schools, prorated by the number of students in Phase III Schedule "A" schools. The apportioned money shall be used to support the planning and implementation of the extended school day before the respective school year begins.

The School Site Council at each school shall approve a plan for directing these funds, including stipends for participants and shall select the teachers and paraprofessionals chosen to receive the funds. All plans shall be reviewed by the network superintendent and approved by the Joint Task Force listed in paragraph J below.

Beginning in the summer before SY 2015-2016 the School Department shall implement trainings in the effective facilitation of professional learning and use of collaborative time. The Joint Task Force charged with overseeing the implementation of this Agreement shall review and approve the content and format of the training.

Beginning in SY 2015-2016, teachers selected by the School Site Council shall be eligible to receive a stipend of one thousand dollars (\$1000) per work year and shall be responsible for planning and facilitating the teacher collaboration time for the work year. It is the parties' intention that the number of educators eligible to receive the stipend shall be chosen on a ratio of one (1) for every five (5) teachers in the school. In addition to the one-time allocation of \$400,000 described above, and not in lieu thereof, the school department shall allocate, annually, funds sufficient to enable schools that have begun implementing the extended learning time called for in this agreement to pay the stipends described in this paragraph to teachers selected by their School Site Council. The payment of these stipends shall continue from year to year in a Schedule "A" school once it has begun an extended learning time schedule and funding for it is not a one-time allocation.

Teachers trained in these practices and receiving the stipend shall not be required to facilitate other collaborative structures, but may do so at the employee's discretion.

- (E) The Joint Task Force charged with overseeing the implementation of this Agreement shall review and approve the content and format of the training.

This Agreement shall not apply on the date of its execution to any school designated as of December 4, 2014 as a Horace Mann Charter School, a Turnaround School (Level 4), a Level 5 School, a Pilot School, an Innovation School, schools currently operating an Extended Learning Time Program, or such others as are shown on Schedule "B" subject, however, to paragraphs E4 and E5 below. The schools exempted from this Agreement as of the date this Agreement first takes effect are reflected on Schedule "B" annexed hereto.

Nothing in this Agreement is intended to the faculty of a Schedule "A" school from voting to accept Pilot or Innovation School status, or from being designated a Horace Mann Charter School, nor does this Agreement interfere with the right of the Commissioner of Education to designate a current Schedule "A" school a Level 4 or a Level 5 School in accordance with the regulations promulgated by the Department of Elementary and Secondary Education. The hours added to the teacher work day by the terms of this Agreement and the compensation payable for those hours shall be deemed the normal teacher work day and any hours added thereto, whether by the terms of a subsequently adopted RFP, Election to Work Agreement or Innovation Plan shall be compensated in accordance with the following schedule:

Hours 0 to 120 (new baseline):	Contract hourly rate for the first 96 hours
Hours 121 to 215:	Uncompensated
Hours 216 to 265:	Paid by Pilot or Innovation School as determined by the Applicable Pilot, RFP or Innovation Plan

In all Schedule "A" schools, the new baseline schedule for that school shall be that described in this Agreement.

The parties agree that the JRC award governing Turnaround Schools remains operative for the life of the current collective bargaining agreement (or any extensions or renewals thereof). Any current Schedule "A" school that becomes designated a Turnaround School hereafter shall remain subject to the additional 190 hours stated therein, except that the first 120 hours added to the teacher day by reason of this agreement (40 minutes/day x 180 days) shall count towards satisfaction of the 190 additional hours called for in the Joint Resolution Committee ("JRC") award and shall be compensated at the rate specified in this agreement. The hours, if any, worked *in* excess of 120 shall be compensated at the JRC hourly rate of \$21.58.

Any school exempt from this agreement as of December 4, 2014 shall become subject to its terms as a Schedule "A" school immediately following a change in its status as listed on Schedule "B" and prior to its assuming a status different from that shown on Schedule "B" such that the regular work day for staff therein and compensation for the extended instructional time shall be the same as if it were a Schedule "A" school prior to any further change in its status or designation.

All Schedule "A" schools shall adopt their upcoming year's schedule by June 15 of the preceding school year. All current Schedule "A" schools, and those schools becoming a Schedule "A" school hereafter shall have their schedule of 18 hours of professional development created and approved in accordance with Article VEI(a)(8)-(10) of the 2010-2013 collective bargaining agreement.

All staff assigned to a Schedule “A” school will work the extended day, except that itinerant staff shall work the extended day only on the day(s) they are assigned to a Schedule “A” school, with pay prorated as appropriate.

Itinerant staff who work in Schedule “A” schools shall be given their schedule for a given school year on or before August 15.

All paraprofessionals in Schedule “A” schools shall work the extended day.

Disagreements over the scheduling of staff, including itinerants and paraprofessionals, shall be resolved by September 30 of a given school year by a panel of three individuals, one chosen by the BTU, one by the Superintendent, and a third jointly designated by the parties. The decision of the panel shall be reduced to writing and is final.

(F) Staff compensation shall be codified on a new pay grid, hereinafter known as the “Schedule ‘A’ Pay Grid. Every step and lane shall be \$4,464.02 higher than the applicable Group I or Group II salary schedule effective September 1, 2015. The parties agree that this compensation shall be deemed a part of each employee’s base pay for their newly established workday under the collective bargaining agreement. It shall be subject to retirement deductions and shall be included in the calculation of a day’s pay for sick leave and severance pay purposes. If a faculty member leaves a Schedule “A” school and moves to a Schedule B school, his or her pay shall revert to the non Schedule “A” pay grid.

(G) All Schedule “A” schools shall have the option of having teacher planning and development time increased by seven (7) minutes each day, five days per week, or having a block of 35 additional minutes per week. Exercise of the option shall be by vote of the School Site Council taken in June.

(H) In the event of a conflict between the terms of this agreement concerning ELT any future RFP, Election to Work Agreement or governing document for a school hereafter adopting Pilot School or Innovation School status, or between this agreement and the charter of any school hereafter chartered as a Horace Mann Charter School or between the terms of this agreement and proposed Turnaround Plan of a Schedule “A” school designated hereafter as a Level 4 or Level 5 School, the terms of this agreement shall prevail

(I) Disputes over the interpretation or application of this agreement shall be resolved in accordance with the expedited arbitration procedures of the collective bargaining agreement..

(J) There shall be a seven (7) member Joint Task Force created to oversee the implementation of this ELT agreement, three members designated by the superintendent, three members designated by the president of the BTU and a seventh member selected jointly by the parties hereto.

The following attachments are incorporated into this Agreement:

Schedule A School List (as of the date of the signing of this agreement)

Adams	Higginson	Murphy
Alighieri Montessori	Higginson Lewis	O'Donnell
Bates	Holmes	Ohrenberger
Beethoven	Horace Mann K-8	Otis
Bradley	Hurley	Perkins
Carter	Jackson/Mann	Perry
Chittick	Kennedy PJ	Philbrick
Condon	Kenny	Quincy
Conley	Kilmer	Rogers
Curley	King	Roosevelt
Edison	Lee	Russell
Ellis	Lyon	Shaw PA
Everett	Manning	Sumner
Grew ( <i>until August 31, 2017</i> )	Mather	Taylor
Guild	McKay	Tobin
Hale	Mendel 1	Tynan
Harvard Kent	Middle School Academy	Warren Prescott
Hennigan	Mozart	Winship
Hernandez		

Schedule B School List (as of the date of the signing of this agreement)

Another Course to College	Fenway High
Baldwin Early Learning Academy'	Frederick
Blackstone	Gardner
Boston Adult Tech Academy	Greater Egleston
Boston Arts Academy	Greenwood E.
Boston Comm Leadership Academy	Greenwood S.
Boston Day and Evening Academy	Grew ( <i>2007</i> )
Boston Green Academy	Haley
Boston International High	Hayes
Boston Latin Academy	Haynes
Boston Latin School	Henderson
Boston Teachers Union	Horace Mann 9-12
Brighton High	Irving
Burke High	Kennedy Health
Channing	Kennedy JF
Charlestown High	Lee Academy
Clap Innovation	Lyndon
Community Academy	Madison
Community Academy Sci & Health	Mason
Dearborn	Mattahunt
Dever	McCormack
Dorchester Academy	McKinley Elem
Dudley Street Neighborhood	McKinley Middle
East Boston EEC	McKinley Prep
East Boston High	McKinley South End
Edwards	Mildred Avenue
Eliot	Mission Hill
Ellison Parks	Muniz Academy
English High	New Mission
Excel High	O'Bryant

Orchard Gardens  
Quincy Upper  
Snowden International  
TechBoston Academy  
Timilty  
Trotter  
Umana  
UP Boston

UP Dorchester Academy  
UP Holland  
Urban Science Academy  
West Roxbury Academy  
West Zone ELC  
Winthrop  
Young Achievers

This agreement is tentative and must be executed no later than January 5, 2015.

Thereafter, its terms shall be subject to ratification by the School Committee of the City of Boston and the membership of the Boston Teachers Union. For School Year 2014-2015 this Agreement is also subject to appropriation by the Boston City Council.

## **F. Performance Evaluation, 9/1/10 through 8/31/12**

### **1. Formal Evaluation**

All staff shall be formally evaluated using factors reasonably related to a teacher's professional performance, with a mark for each factor and an overall rating. Overall ratings shall be: Satisfactory or Unsatisfactory and shall be transmitted to teachers prior to May 15.

Staff will generally be evaluated formally every two years, except as set forth in section 3(h) below. During each school year, each Principal/Headmaster or Director will identify approximately one-half of the staff for which that administrator is responsible to be evaluated during that year. The process of identifying the evaluatees will be determined by the responsible administrator. An administrator may also evaluate a staff member not originally identified, if assistance, supervision, or intervention are deemed appropriate based on informal observation.

### **2. Evaluators**

(a) No supervisor shall supervise or evaluate a relative.

(b) Technical aspects of professional nursing or psychological services shall be evaluated only by a professional nurse or other health care expert designated by the School Department or, in the case of psychologists, by a certified school psychologist or other mental health professional designated by the School Department.

(c) The headmaster, principal, the superintendent's designee, or other administrator outside the bargaining unit will be responsible for all evaluations. However, they may be assisted by other qualified persons (who are not members of the bargaining unit) designated by the School Department.

(d) Principals/headmasters, the Superintendent, and their designees may at their discretion, enter teachers' classrooms to observe, for purposes of support, supervision, and evaluation. Designees will be administrative employees of the Boston Public Schools and not members of the Boston Teachers Union.

### **3. Schedule, Meetings, and Procedures**

(a) At the beginning of each school year, the responsible administrator or his or her designee shall meet with teachers for the purpose of explaining the evaluation program and instrument and answering questions. The building administrator may be assisted by other qualified persons designated by the School Department. Classroom visits may be a combination of announced and unannounced visits.

(b) Within ten (10) school days during which the teacher is present following the last observation to be used as a basis of the evaluation, regardless of the rating mark, the responsible administrator or designee shall meet with the teacher for the purpose of discussing the evaluation. The teacher will be notified in writing when the observation has ended for the purposes of counting the ten school days. At this meeting the teacher will be given two (2) copies of the written evaluation, signed and dated by the responsible administrator. The teacher shall sign and return one (1) copy to indicate having received it, but not to indicate agreement or disagreement. No teacher shall be asked to sign an incomplete evaluation form. Teachers shall be allowed to attach their written comments to the evaluation form. A teacher whose overall performance has been judged unsatisfactory at any point during the school year shall be so notified in writing and shall meet directly with the responsible administrator.

(c) In any area where the responsible administrator or designee indicates a need for improvement, he or she will provide the teacher with a written prescription. The teacher may attach comments to the prescription. If a teacher's performance results in an interim or yearend overall evaluation of unsatisfactory, the evaluation prescription may contain a requirement that a teacher take advantage of additional professional development training or other opportunities offered by or through the School Department to correct a weakness or deficiency which caused the unsatisfactory rating. For purposes of this contract, interim means eval-

uations that at a minimum are 20 school days apart. If, after allowing adequate time to improve, the teacher continues to need improvement, the responsible administrator may include in the evaluation prescription that the teacher may voluntarily take advantage of professional development courses or in-service training to correct a deficiency.

(d) If the responsible administrator has adjudged a teacher as overall Does Not Meet Standards on at least four (4) interim overall evaluations within a twelve (12) month period during which a teacher is present or on at least two (2) interim overall evaluations plus an end of the year overall evaluation in a school year, the responsible administrator may initiate termination by recommending to the Superintendent that such teacher be terminated. Evaluations with an overall rating of Does Not Meet Standards need not be consecutive. If a teacher who receives an overall Does Not Meet Standards takes a leave or is absent for any reason, the current evaluation timeframe is suspended. The time periods in this paragraph will not run during the teacher's absence. Upon return from leave or absence, the current evaluation cycle will resume and the teacher must meet with the responsible administrator within five (5) school days. An end of year overall unsatisfactory evaluation must be preceded by at least two interim overall unsatisfactory evaluations during that school year. A teacher may be removed from the classroom, dismissed, or suspended for just cause prior to the completion of the prescriptive period specified in this paragraph.

(e) After each of the first three interim overall Does Not Meet Standards evaluations that is based in whole or in part upon classroom performance, the responsible administrator shall conduct a follow-up evaluation. This evaluation shall include observation(s) of classroom performance that are separated by a minimum of 20 school days during which the teacher is present and a maximum of 50 school days during which the teacher is present after the previous "unsatisfactory" evaluation, except after the first Does Not Meet Standards evaluation in a school year when a subsequent evaluation may not be conducted any earlier than 30 school days during which the teacher is present and no later than 60 school days during which the teacher is present. Subsequent evaluation cycles will be subject to the 20 to 50 day timeline. However, in any case where an overall unsatisfactory evaluation occurs within 50 school days from the end of the school year, the evaluator will perform a follow-up evaluation by November 15th of the subsequent school year.

If an interim overall "unsatisfactory" is based upon other than classroom performance, then the responsible administrator must clearly convey the reasons in writing to the teacher and follow prescribed procedures for progressive discipline.

(f) Factor marks, less than annual overall ratings, and comments on an annual overall evaluation form are neither grievable nor arbitrable. An annual overall unsatisfactory rating shall be maintained as a permanent part of the employee's personnel record and may be grieved and arbitrated. Any such grievance shall be dealt with expeditiously. In the event of a concurrent dismissal, the grievances shall be merged and treated as a single grievance.

(g) Teachers newly assigned to program areas for which strict compliance with the qualification requirements has been waived will be held to the same performance standards as all other personnel.

(h) The following individuals shall be evaluated annually, prior to November 15 if at all possible:

(1) Staff who were evaluated during the previous school year as Unsatisfactory overall or in a particular area.

(2) All permanent teachers with less than three years seniority.

(3) All intern and provisional teachers.

(4) All staff new-to-building.

(i) Evaluation Cycles:

(a) Intern and Provisional teachers will receive annual "year end" evaluations.

(b) Permanent teachers will receive "year end" evaluations every two years.



(j) Evaluation Ratings:

All evaluation ratings on both “interim” and “year end” evaluations will be “satisfactory” or “unsatisfactory.”

**4. Evaluation Instrument**

(a) The BPS and the BTU are committed to establishing a teacher evaluation system which is based on evaluators providing a written narrative evaluation of teachers.

(b) The current summative evaluation instrument will be amended to include descriptors for each of the eight “performance areas.”

(c) A fourth standard for evaluation - “The teacher cooperates in implementing the Whole School Improvement Plan” - shall be added to the teacher evaluation instrument under the performance area entitled “School Responsibilities.”

**5. Plan and Mark Books**

The BPS shall provide all teachers with plan and mark books. Teachers shall maintain up-to-date written evidence of adequate prior lesson preparation. These plan and mark books will be available for review by the principal or the designated supervisor during classroom observation or at other reasonable times during the school day when the teacher is not using the plan and mark books.

**6. Student Performance and Student Progress**

(a) Beginning in September, 1997, and in each subsequent June, all classroom teachers shall be provided by the BPS with data indicating how their students compare on standardized achievement tests with similar students in similar classrooms throughout the school system, including relative gain data where possible.

(b) When the statewide assessment tests begin in the 4th, 8th, and 10th grades in English, math, history, and science, comparative data on these tests will also be provided to teachers.

Also, when the BPS develops criterion reference tests or other district wide performance assessments, teachers will also be provided with comparative data. Where possible, this data will be provided on a pupil gain basis.

(c) Where students progress is consistently low, principals and administrators or their designees will discuss personally these test results with each of their teachers and work with these teachers to develop appropriate strategies for improving student performance.

(d) Each school’s Whole School Improvement Plan shall include guidelines for assessing and improving the annual academic progress of all students.

**7. Informal Evaluations**

Principals/headmasters, the superintendent and their designees may from time to time visit classrooms to observe informally the classroom management and instructional practices of teachers. If the observer notes need for improvement in any area, the observer will provide written feedback to the classroom teacher within five school days of the informal visit.

## **Performance Evaluation, effective 9/1/12**

### **1. Purpose of Educator Evaluation**

This contract language is locally negotiated and based on M.G.L., c.71, § 38; M.G.L. c.150E; the Educator Evaluation regulations, 603 CMR 35.00 et seq.; and the Model System for Educator Evaluation developed and which may be updated from time to time by the Department of Elementary and Secondary Education. See 603 CMR 35.02 (definition of model system). In the event of a conflict between this collective bargaining agreement and the governing laws and regulations, the laws and regulations will prevail.

The regulatory purposes of evaluation are:

To promote student learning, growth, and achievement by providing Educators with feedback for improvement, enhanced opportunities for professional growth, and clear structures for accountability, 603 CMR 35.01(2)(a);

To provide a record of facts and assessments for personnel decisions, 35.01(2)(b);

To ensure that every school committee has a system to enhance the professionalism and accountability of teachers and administrators that will enable them to assist all students to perform at high levels, 35.01(3); and

To assure effective teaching and administrative leadership, 35.01(3).

### **2. Definitions (\* indicates definition is generally based on 603 CMR 35.02)**

**\*Artifacts of Professional Practice:** Products of an Educator's work and student work samples that demonstrate the Educator's knowledge and skills with respect to specific performance standards.

**Caseload Educator:** Educators who teach or counsel individual or small groups of students through consultation with the regular classroom teacher, for example, school nurses, guidance counselors, speech and language pathologists, and some reading specialists and special education teachers.

**Classroom teacher:** Educators who teach preK-12 whole classes, and teachers of special subjects as such as art, music, library, and physical education. May also include special education teachers and reading specialists who teach whole classes.

**Categories of Evidence:** Multiple measures of student learning, growth, and achievement, judgments based on observations and artifacts of professional practice, including unannounced observations of practice of any duration; and additional evidence relevant to one or more Standards of Effective Teaching Practice (603 CMR 35.03).

**\*District-determined Measures:** Measures of student learning, growth and achievement related to the Massachusetts Curriculum Frameworks, Massachusetts Vocational Technical Education Frameworks, or other relevant frameworks, that are comparable across grade or subject level district-wide. These measures may include, but shall not be limited to: portfolios approved commercial assessments and district-developed pre and post unit and course assessments, and capstone projects.

**\*Educator(s):** Inclusive term that applies to all classroom teachers and caseload educators, unless otherwise noted.

**\*Educator Plan:** The growth or improvement actions identified as part of each Educator’s evaluation. The type of plan is determined by the Educator’s career stage, overall performance rating, and the rating of impact on student learning, growth and achievement. There shall be four types of Educator Plans:

**Developing Educator Plan** shall mean a plan developed by the Educator and the Evaluator for one school year or less for an Educator without Professional Teacher Status (PTS); or, at the discretion of an Evaluator, for an Educator with PTS in a new assignment.

**Self-Directed Growth Plan** shall mean a plan developed by the Educator for one or two school years for Educators with PTS who are rated proficient or exemplary.

**Directed Growth Plan** shall mean a plan developed by the Educator and the Evaluator of one school year or less for Educators with PTS who are rated needs improvement.

**Improvement Plan** shall mean a plan developed by the Evaluator of at least 30 calendar days and no more than one school year for Educators with PTS who are rated unsatisfactory with goals specific to improving the Educator’s unsatisfactory performance. In those cases where an Educator is rated unsatisfactory near the close of a school year, the plan may include activities during the summer preceding the next school year.

**\*ESE:** The Massachusetts Department of Elementary and Secondary Education.

**\*Evaluation:** The ongoing process of defining goals and identifying, gathering, and using information as part of a process to improve professional performance (the “formative evaluation” and “formative assessment”) and to assess total job effectiveness and make personnel decisions (the “summative evaluation”).

**\*Evaluator:** Any person designated by a superintendent who has primary or supervisory responsibility for observation and evaluation. The superintendent is responsible for ensuring that all Evaluators have training in the principles of supervision and evaluation. Each Educator will have one primary Evaluator at any one time responsible for determining performance ratings.

**Primary Evaluator** shall be the person who determines the Educator’s performance ratings and evaluation.

**Supervising Evaluator** shall be the person responsible for developing the Educator Plan, supervising the Educator’s progress through formative assessments, evaluating the Educator’s progress toward attaining the Educator Plan goals, and making recommendations about the evaluation ratings to the primary Evaluator at the end of the Educator Plan. The Supervising Evaluator may be the primary Evaluator or his/her designee.

**Teaching Staff Assigned to More Than One Building:** Each Educator who is assigned to more than one building will be evaluated by the appropriate administrator where the individual is assigned most of the time. The principal of each building in which the Educator serves must review and sign the evaluation, and may add written comments. In cases where there is no predominate assignment, the superintendent will determine who the primary evaluator will be.

**Notification:** The Educator shall be notified in writing of his/her primary Evaluator and supervising Evaluator, if any, at the outset of each new evaluation cycle. The Evaluator(s) may be changed upon notification in writing to the Educator.

**Evaluation Cycle:** A five-component process that all Educators follow consisting of 1) Self-Assessment; 2) Goal-setting and Educator Plan development; 3) Implementation of the Plan; 4) Formative Assessment/Evaluation; and 5) Summative Evaluation.

**\*Experienced Educator:** An educator with Professional Teacher Status (PTS).

**\*Family:** Includes students' parents, legal guardians, foster parents, or primary caregivers.

**\*Formative Assessment:** The process used to assess progress towards attaining goals set forth in Educator plans, performance on standards, or both. This process may take place at any time(s) during the cycle of evaluation, but typically takes place at mid-cycle.

**\*Formative Evaluation:** An evaluation conducted at the end of Year 1 for an Educator on a 2-year Self-Directed Growth plan which is used to arrive at a rating on progress towards attaining the goals set forth in the Educator Plan, performance on Standards and Indicators of Effective Teaching Practice, or both.

**\*Goal:** A specific, actionable, and measurable area of improvement as set forth in an Educator's plan. A goal may pertain to any or all of the following: Educator practice in relation to Performance Standards, Educator practice in relation to indicators, or specified improvement in student learning, growth and achievement. Goals may be developed by individual Educators, by the Evaluator, or by teams, departments, or groups of Educators who have the same role.

**\*Measurable:** That which can be classified or estimated in relation to a scale, rubric, or standards.

**Multiple Measures of Student Learning:** Measures must include a combination of classroom, school and district assessments, student growth percentiles on state assessments, if state assessments are available, and student MEPA gain scores. This definition may be revised as required by regulations or agreement of the parties upon issuance of ESE guidance expected by July 2012.

**\*Observation:** A data gathering process that includes notes and judgments made during one or more classroom or worksite visits(s) of any duration by the Evaluator and may include examination of artifacts of practice including student work. An observation may occur in person or through video. Video observations will be done openly and with knowledge of the Educator. The parties agree to bargain the protocols of video observations should either party wish to adopt such practice. Classroom or worksite observations conducted pursuant to this article must result in feedback to the Educator. Normal supervisory responsibilities of department, building and district administrators will also cause administrators to drop in on classes and other activities in the worksite at various times as deemed necessary by the administrator. Carrying out these supervisory responsibilities, when they do not result in targeted and constructive feedback to the Educator, are not observations as defined in this Article.

**Parties:** The parties to this agreement are the local school committee and the employee organization that represents the Educators covered by this agreement for purposes of collective bargaining ("Employee Organization/Association").

**\*Performance Rating:** Describes the Educator's performance on each performance standard and overall. There shall be four performance ratings:

**Exemplary:** the Educator’s performance consistently and significantly exceeds the requirements of a standard or overall. The rating of exemplary on a standard indicates that practice significantly exceeds proficient and could serve as a model of practice on that standard district-wide.

**Proficient:** the Educator’s performance fully and consistently meets the requirements of a standard or overall. Proficient practice is understood to be fully satisfactory.

**Needs Improvement:** the Educator’s performance on a standard or overall is below the requirements of a standard or overall, but is not considered to be unsatisfactory at this time. Improvement is necessary and expected.

**Unsatisfactory:** the Educator’s performance on a standard or overall has not significantly improved following a rating of needs improvement, or the Educator’s performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.

**\*Performance Standards:** Locally developed standards and indicators pursuant to M.G.L. c. 71, § 38 and consistent with, and supplemental to 603 CMR 35.00. The parties may agree to limit standards and indicators to those set forth in 603 CMR 35.03.

**\*Professional Teacher Status:** PTS is the status granted to an Educator pursuant to M.G.L. c. 71, § 41.

**Rating of Educator Impact on Student Learning:** A rating of high, moderate or low based on trends and patterns on state assessments and district-determined measures. The parties will negotiate the process for using state and district-determined measures to arrive at an Educator’s rating of impact on student learning, growth and achievement, using guidance and model contract language from ESE, expected by July 2012.

**Rating of Overall Educator Performance:** The Educator’s overall performance rating is based on the Evaluator’s professional judgment and examination of evidence of the Educator’s performance against the four Performance Standards and the Educator’s attainment of goals set forth in the Educator Plan, as follows:

**Standard 1: Curriculum, Planning and Assessment**

**Standard 2: Teaching All Students**

**Standard 3: Family and Community Engagement**

**Standard 4: Professional Culture**

**Attainment of Professional Practice Goal(s)**

**Attainment of Student Learning Goal(s)**

**\*Rubric:** A scoring tool that describes characteristics of practice or artifacts at different levels of performance. The rubrics for Standards and Indicators of Effective Teaching Practice are used to rate Educators on Performance Standards, these rubrics consists of:

**Standards:** Describes broad categories of professional practice, including those required in 603 CMR 35.03

**Indicators:** Describes aspects of each standard, including those required in 603 CMR 35.03

**Elements:** Defines the individual components under each indicator

**Descriptors:** Describes practice at four levels of performance for each element

**\*Summative Evaluation:** An evaluation used to arrive at a rating on each standard, an overall rating, and as a basis to make personnel decisions. The summative evaluation includes the Evaluator's judgments of the Educator's performance against Performance Standards and the Educator's attainment of goals set forth in the Educator's Plan.

**\*Superintendent:** The person employed by the school committee pursuant to M.G.L. c. 71 §59 and §59A. The superintendent is responsible for the implementation of 603 CMR 35.00.

**\*Teacher:** An Educator employed in a position requiring a certificate or license as described in 603 CMR 7.04(3)(a, b, and d) and in the area of vocational education as provided in 603 CMR 4.00. Teachers may include, for example, classroom teachers, librarians, guidance counselors, or school nurses.

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

### **3. Evidence Used In Evaluation**

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

#### **Multiple measures of student learning, growth, and achievement, which shall include:**

Measures of student progress on classroom assessments that are aligned with the Massachusetts Curriculum Frameworks or other relevant frameworks and are comparable within grades or subjects in a school;

At least two district-determined measures of student learning related to the Massachusetts Curriculum Frameworks or the Massachusetts Vocational Technical Education Frameworks or other relevant frameworks that are comparable across grades and/or subjects district-wide. These measures may include: portfolios, approved commercial assessments and district-developed pre and post unit and course assessments, and capstone projects. One such measure shall be the MCAS Student Growth Percentile (SGP) or Massachusetts English Proficiency Assessment gain scores, if applicable, in which case at least two years of data is required.

Measures of student progress and/or achievement toward student learning goals set between the Educator and Evaluator for the school year or some other period of time established in the Educator Plan.

For Educators whose primary role is not as a classroom teacher, the appropriate measures of the Educator’s contribution to student learning, growth, and achievement set by the district. The measures set by the district should be based on the Educator’s role and responsibility.

**Judgments based on observations and artifacts of practice including:**

Unannounced observations of practice of any duration.

Announced observation(s) for non-PTS Educators in their first year of practice in a school, Educators on Improvement Plans, and as determined by the Evaluator.

Examination of Educator work products.

Examination of student work samples.

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

Evidence compiled and presented by the Educator, including:

Evidence of fulfillment of professional responsibilities and growth such as self-assessments, peer collaboration, professional development linked to goals in the Educator plans, contributions to the school community and professional culture;

Evidence of active outreach to and engagement with families;

Evidence of progress towards professional practice goal(s);

Evidence of progress toward student learning outcomes goal(s).

iv) Student and Staff Feedback – see # 23-24, below; and

v) Any other relevant evidence from any source that the Evaluator shares with the Educator. Other relevant evidence could include information provided by other administrators such as the superintendent.

**4. Rubric**

The rubrics are a scoring tool used for the Educator’s self-assessment, the formative assessment, the formative evaluation and the summative evaluation. The districts may use either the rubrics provided by ESE or comparably rigorous and comprehensive rubrics developed or adopted by the district and reviewed by ESE.

## **5. Evaluation Cycle: Training**

Prior to the implementation of the new evaluation process contained in this article, districts shall arrange training for all Educators, principals, and other evaluators that outlines the components of the new evaluation process and provides an explanation of the evaluation cycle. The district through the superintendent shall determine the type and quality of training based on guidance provided by ESE.

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

## **6. Evaluation Cycle: Annual Orientation**

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

Provide an overview of the evaluation process, including goal setting and the educator plans.

Provide all Educators with directions for obtaining a copy of the forms used by the district. These may be electronically provided.

The faculty meeting may be digitally recorded to facilitate orientation of Educators hired after the beginning of the school year.

## **7. Evaluation Cycle: Self-Assessment**

Completing the Self-Assessment

The evaluation cycle begins with the Educator completing and submitting to the Primary or Supervising Evaluator a self-assessment by October 1st or within four weeks of the start of their employment at the school.

The self-assessment includes:

An analysis of evidence of student learning, growth and achievement for students under the Educator's responsibility.

An assessment of practice against each of the four Performance Standards of effective practice using the district's rubric.



Proposed goals to pursue:

At least one goal directly related to improving the Educator's own professional practice.

At least one goal directed related to improving student learning.

Proposing the goals

Educators must consider goals for grade-level, subject-area, department teams, or other groups of Educators who share responsibility for student learning and results, except as provided in (ii) below. Educators may meet with teams to consider establishing team goals. Evaluators may participate in such meetings.

For Educators in their first year of practice, the Evaluator or his/her designee will meet with each Educator by October 1<sup>st</sup> (or within four weeks of the Educator's first day of employment if the Educator begins employment after September 15<sup>th</sup>) to assist the Educator in completing the self-assessment and drafting the professional practice and student learning goals which must include induction and mentoring activities.

Unless the Evaluator indicates that an Educator in his/her second or third years of practice should continue to address induction and mentoring goals pursuant to 603 CMR 7.12, the Educator may address shared grade level or subject area team goals.

For Educators with PTS and ratings of proficient or exemplary, the goals may be team goals. In addition, these Educators may include individual professional practice goals that address enhancing skills that enable the Educator to share proficient practices with colleagues or develop leadership skills.

For Educators with PTS and ratings of needs improvement or unsatisfactory, the professional practice goal(s) must address specific standards and indicators identified for improvement. In addition, the goals may address shared grade level or subject area team goals.

## **8. Evaluation Cycle: Goal Setting and Development of the Educator Plan**

Every Educator has an Educator Plan that includes, but is not limited to, one goal related to the improvement of practice; one goal for the improvement of student learning. The Plan also outlines actions the Educator must take to attain the goals established in the Plan and benchmarks to assess progress. Goals may be developed by individual Educators, by the Evaluator, or by teams, departments, or groups of Educators who have the similar roles and/or responsibilities. See Sections 15-19 for more on Educator Plans.

To determine the goals to be included in the Educator Plan, the Evaluator reviews the goals the Educator has proposed in the Self-Assessment, using evidence of Educator performance and impact on student learning, growth and achievement based on the Educator's self-assessment and other sources that Evaluator shares with the Educator. The process for determining the Educator's impact on student learning, growth and achievement will be determined after ESE issues guidance on this matter. See #22, below.

Educator Plan Development Meetings shall be conducted as follows:

Educators in the same school may meet with the Evaluator in teams and/or individually at the end of the previous evaluation cycle or by October 15th of the next academic year to develop their Educator Plan. Educators shall not be expected to meet during the summer hiatus.

For those Educators new to the school, the meeting with the Evaluator to establish the Educator Plan must occur by October 15<sup>th</sup> or within six weeks of the start of their assignment in that school

The Evaluator shall meet individually with Educators with PTS and ratings of needs improvement or unsatisfactory to develop professional practice goal(s) that must address specific standards and indicators identified for improvement. In addition, the goals may address shared grade level or subject matter goals.

The Evaluator completes the Educator Plan by November 1st. The Educator shall sign the Educator Plan within 5 school days of its receipt and may include a written response. The Educator's signature indicates that the Educator received the plan in a timely fashion. The signature does not indicate agreement or disagreement with its contents. The Evaluator retains final authority over the content of the Educator's Plan.

#### **9. Evaluation Cycle: Observation of Practice and Examination of Artifacts – Educators without PTS**

In the first year of practice or first year assigned to a school:

The Educator shall have at least one announced observation during the school year using the protocol described in section 11B, below.

The Educator shall have at least four unannounced observations during the school year.

In their second and third years of practice or second and third years as a non-PTS Educator in the school:

The Educator shall have at least three unannounced observations during the school year.

#### **10. Evaluation Cycle: Observation of Practice and Examination of Artifacts – Educators with PTS**

The Educator whose overall rating is proficient or exemplary must have at least one unannounced observation during the evaluation cycle.

The Educator whose overall rating is needs improvement must be observed according to the Directed Growth Plan during the period of Plan which must include at least two unannounced observations.

The Educator whose overall rating is unsatisfactory must be observed according to the Improvement Plan which must include both unannounced and announced observation. The number and frequency of the observations shall be determined by the Evaluator, but in no case, for improvement plans of one year, shall there be fewer than one announced and four unannounced observations. For Improvement Plans of six months or fewer, there must be no fewer than one announced and two unannounced observations.

## **11. Observations**

The Evaluator's first observation of the Educator should take place by November 15. Observations required by the Educator Plan should be completed by May 15th. The Evaluator may conduct additional observations after this date.

The Evaluator is not required nor expected to review all the indicators in a rubric during an observation.

### **Unannounced Observations**

Unannounced observations may be in the form of partial or full-period classroom visitations, Instructional Rounds, Walkthroughs, Learning Walks, or any other means deemed useful by the Evaluator, principal, superintendent or other administrator.

The Educator will be provided with at least brief written feedback from the Evaluator within 3-5 school days of the observation. The written feedback shall be delivered to the Educator in person, by email, placed in the Educator's mailbox or mailed to the Educator's home.

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

### **Announced Observations**

All non-PTS Educators in their first year in the school, PTS Educators on Improvement Plans and other educators at the discretion of the evaluator shall have at least one Announced Observation.

The Evaluator shall select the date and time of the lesson or activity to be observed and discuss with the Educator any specific goal(s) for the observation.

Within 5 school days of the scheduled observation, upon request of either the Evaluator or Educator, the Evaluator and Educator shall meet for a pre-observation conference. In lieu of a meeting, the Educator may inform the Evaluator in writing of the nature of the lesson, the student population served, and any other information that will assist the Evaluator to assess performance.

The Educator shall provide the Evaluator a draft of the lesson, student conference, IEP plan or activity. If the actual plan is different, the Educator will provide the Evaluator with a copy prior to the observation.

The Educator will be notified as soon as possible if the Evaluator will not be able to attend the scheduled observation. The observation will be rescheduled with the Educator as soon as reasonably practical.

Within 5 school days of the observation, the Evaluator and Educator shall meet for a post-observation conference. This timeframe may be extended due to unavailability on the part of either the Evaluator or the Educator, but shall be rescheduled within 24 hours if possible.

The Evaluator shall provide the Educator with written feedback within 5 school days of the post-observation conference. For any standard where the Educator's practice was found to be unsatisfactory or needs improvement, the feedback must:

Describe the basis for the Evaluator's judgment.

Describe actions the Educator should take to improve his/her performance.

Identify support and/or resources the Educator may use in his/her improvement.

State that the Educator is responsible for addressing the need for improvement.

## **12. Evaluation Cycle: Formative Assessment**

A specific purpose for evaluation is to promote student learning, growth and achievement by providing Educators with feedback for improvement. Evaluators are expected to make frequent unannounced visits to classrooms. Evaluators are expected to give targeted constructive feedback to Educators based on their observations of practice, examination of artifacts, and analysis of multiple measures of student learning, growth and achievement in relation to the Standards and Indicators of Effective Teaching Practice.

Formative Assessment may be ongoing throughout the evaluation cycle but typically takes place mid-cycle when a Formative Assessment report is completed. For an Educator on a two-year Self-Directed Growth Plan, the mid-cycle Formative Assessment report is replaced by the Formative Evaluation report at the end of year one. See section 13, below.

The Formative Assessment report provides written feedback and ratings to the Educator about his/her progress towards attaining the goals set forth in the Educator Plan, performance on Performance Standards and overall, or both

No less than two weeks before the due date for the Formative Assessment report, which due date shall be established by the Evaluator with written notice to the Educator, the Educator shall provide to the Evaluator evidence of family outreach and engagement, fulfillment of professional responsibility and growth, and progress on attaining professional practice and student learning goals. The educator may provide to the evaluator additional evidence of the educator's performances against the four Performance Standards.

Upon the request of either the Evaluator or the Educator, the Evaluator and the Educator will meet either before or after completion of the Formative Assessment Report.

The Evaluator shall complete the Formative Assessment report and provide a copy to the Educator. All Formative Assessment reports must be signed by the Evaluator and delivered face-to-face, by email or to the Educator's school mailbox or home.

The Educator may reply in writing to the Formative Assessment report within 5 school days of receiving the report.

The Educator shall sign the Formative Assessment report by within 5 school days of receiving the report. The signature indicates that the Educator received the Formative Assessment report in a timely fashion. The signature does not indicate agreement or disagreement with its contents.

As a result of the Formative Assessment Report, the Evaluator may change the activities in the Educator Plan.

If the rating in the Formative Assessment report differs from the last summative rating the Educator received, the Evaluator may place the Educator on a different Educator Plan, appropriate to the new rating.

### **13. Evaluation Cycle: Formative Evaluation for Two Year Self-Directed Plans Only**

Educators on two year Self-Directed Growth Educator Plans receive a Formative Evaluation report near the end of the first year of the two year cycle. The Educator's performance rating for that year shall be assumed to be the same as the previous summative rating unless evidence demonstrates a significant change in performance in which case the rating on the performance standards may change, and the Evaluator may place the Educator on a different Educator plan, appropriate to the new rating.

The Formative Evaluation report provides written feedback and ratings to the Educator about his/ her progress towards attaining the goals set forth in the Educator Plan, performance on each performance standard and overall, or both.

No less than two weeks before the due date for the Formative Evaluation report, which due date shall be established by the Evaluator with written notice provided to the Educator, the Educator shall provide to the Evaluator evidence of family outreach and engagement, fulfillment of professional responsibility and growth, and progress on attaining professional practice and student learning goals. The educator may also provide to the evaluator additional evidence of the educator's performance against the four Performance Standards.

The Evaluator shall complete the Formative Evaluation report and provide a copy to the Educator. All Formative Evaluation reports must be signed by the Evaluator and delivered face-to-face, by email or to the Educator's school mailbox or home.

Upon the request of either the Evaluator or the Educator, the Evaluator and the Educator will meet either before or after completion of the Formative Evaluation Report.

The Educator may reply in writing to the Formative Evaluation report within 5 school days of receiving the report.

The Educator shall sign the Formative Evaluation report by within 5 school days of receiving the report. The signature indicates that the Educator received the Formative Evaluation report in a timely fashion. The signature does not indicate agreement or disagreement with its contents.

As a result of the Formative Evaluation report, the Evaluator may change the activities in the Educator Plan.

If the rating in the Formative Evaluation report differs from the last summative rating the Educator received, the Evaluator may place the Educator on a different Educator Plan, appropriate to the new rating.

### **14. Evaluation Cycle: Summative Evaluation**

The evaluation cycle concludes with a summative evaluation report. For Educators on a one or two year Educator Plan, the summative report must be written and provided to the educator by May 15th.

The Evaluator determines a rating on each standard and an overall rating based on the Evaluator's professional judgment, an examination of evidence against the Performance Standards and evidence of the attainment of the Educator Plan goals.

The professional judgment of the primary evaluator shall determine the overall summative rating that the Educator receives.

For an educator whose overall performance rating is exemplary or proficient and whose impact on student learning is low, the evaluator's supervisor shall discuss and review the rating with the evaluator and the supervisor shall confirm or revise the educator's rating. In cases where the superintendent serves as the primary evaluator, the superintendent's decision on the rating shall not be subject to review.

The summative evaluation rating must be based on evidence from multiple categories of evidence. MCAS Growth scores shall not be the sole basis for a summative evaluation rating.

To be rated proficient overall, the Educator shall, at a minimum, have been rated proficient on the Curriculum, Planning and Assessment and the Teaching All Students Standards of Effective Teaching Practice.

No less than four weeks before the due date for the Summative Evaluation report, which due date shall be established by the Evaluator with written notice provided to the Educator, the Educator will provide to the Evaluator evidence of family outreach and engagement, fulfillment of professional responsibility and growth, and progress on attaining professional practice and student learning goals. The educator may also provide to the evaluator additional evidence of the educator's performance against the four Performance Standards.

The Summative Evaluation report should recognize areas of strength as well as identify recommendations for professional growth.

The Evaluator shall deliver a signed copy of the Summative Evaluation report to the Educator face-to-face, by email or to the Educator's school mailbox or home no later than May 15<sup>th</sup>.

The Evaluator shall meet with the Educator rated needs improvement or unsatisfactory to discuss the summative evaluation. The meeting shall occur by June 1st.

The Evaluator may meet with the Educator rated proficient or exemplary to discuss the summative evaluation, if either the Educator or the Evaluator requests such a meeting. The meeting shall occur by June 10th.

Upon mutual agreement, the Educator and the Evaluator may develop the Self-Directed Growth Plan for the following two years during the meeting on the Summative Evaluation report.

The Educator shall sign the final Summative Evaluation report by June 15th. The signature indicates that the Educator received the Summative Evaluation report in a timely fashion. The signature does not indicate agreement or disagreement with its contents.

The Educator shall have the right to respond in writing to the summative evaluation which shall become part of the final Summative Evaluation report.

A copy of the signed final Summative Evaluation report shall be filed in the Educator's personnel file.

### **15. Educator Plans – General**

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

The Educator Plan shall include, but is not limited to:

At least one goal related to improvement of practice tied to one or more Performance Standards;

At least one goal for the improvement the learning, growth and achievement of the students under the Educator's responsibility;

An outline of actions the Educator must take to attain the goals and benchmarks to assess progress. Actions must include specified professional development and learning activities that the Educator will participate in as a means of obtaining the goals, as well as other support that may be suggested by the Evaluator or provided by the school or district. Examples may include but are not limited to coursework, self-study, action research, curriculum development, study groups with peers, and implementing new programs.

It is the Educator's responsibility to attain the goals in the Plan and to participate in any trainings and professional development provided through the state, district, or other providers in accordance with the Educator Plan.

### **16. Educator Plans: Developing Educator Plan**

The Developing Educator Plan is for all Educators without PTS, and, at the discretion of the Evaluator, Educators with PTS in new assignments.

The Educator shall be evaluated at least annually.

### **17. Educator Plans: Self-Directed Growth Plan**

A Two-year Self-Directed Growth Plan is for those Educators with PTS who have an overall rating of proficient or exemplary, and after 2013-2014 whose impact on student learning is moderate or high. A formative evaluation report is completed at the end of year 1 and a summative evaluation report at the end of year 2.

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

## **18. Educator Plans: Directed Growth Plan**

A Directed Growth Plan is for those Educators with PTS whose overall rating is needs improvement.

The goals in the Plan must address areas identified as needing improvement as determined by the Evaluator.

The Evaluator shall complete a summative evaluation for the Educator at the end of the period determined by the Plan, but at least annually, and in no case later than June 10<sup>th</sup>.

For an Educator on a Directed Growth Plan whose overall performance rating is at least proficient, the Evaluator will place the Educator on a Self-Directed Growth Plan for the next Evaluation Cycle.

For an Educator on a Directed Growth Plan whose overall performance rating is not at least proficient, the Evaluator will rate the Educator as unsatisfactory and will place the Educator on an Improvement Plan for the next Evaluation Cycle.

## **19. Educator Plans: Improvement Plan**

An Improvement Plan is for those Educators with PTS whose overall rating is unsatisfactory.

The parties agree that in order to provide students with the best instruction, it may be necessary from time to time to place an Educator whose practice has been rated as unsatisfactory on an Improvement Plan of no fewer than 30 calendar days and no more than one school year. In the case of an Educator receiving a rating of unsatisfactory near the close of one school year, the Improvement Plan may include activities that occur during the summer before the next school year begins.

The Evaluator must complete a summative evaluation for the Educator at the end of the period determined by the Evaluator for the Plan.

An Educator on an Improvement Plan shall be assigned a Supervising Evaluator (see definitions). The Supervising Evaluator is responsible for providing the Educator with guidance and assistance in accessing the resources and professional development outlined in the Improvement Plan. The primary evaluator may be the Supervising Evaluator.

The Improvement Plan shall define the problem(s) of practice identified through the observations and evaluation and detail the improvement goals to be met, the activities the Educator must take to improve and the assistance to be provided to the Educator by the district.

The Improvement Plan process shall include:

Within ten school days of notification to the Educator that the Educator is being placed on an Improvement Plan, the Evaluator shall schedule a meeting with the Educator to discuss the Improvement Plan. The Evaluator will develop the Improvement Plan, which will include the provision of specific assistance to the Educator.



The Educator may request that a representative of the Employee Organization/Association attend the meeting(s).

If the Educator consents, the Employee Organization/Association will be informed that an Educator has been placed on an Improvement Plan.

The Improvement Plan shall:

Define the improvement goals directly related to the performance standard(s) and/or student learning outcomes that must be improved;

Describe the activities and work products the Educator must complete as a means of improving performance;

Describe the assistance that the district will make available to the Educator;

Articulate the measurable outcomes that will be accepted as evidence of improvement;

Detail the timeline for completion of each component of the Plan, including at a minimum a mid-cycle formative assessment report of the relevant standard(s) and indicator(s);

Identify the individuals assigned to assist the Educator which must include minimally the Supervising Evaluator; and,

Include the signatures of the Educator and Supervising Evaluator.

A copy of the signed Plan shall be provided to the Educator. The Educator's signature indicates that the Educator received the Improvement Plan in a timely fashion. The signature does not indicate agreement or disagreement with its contents.

Decision on the Educator's status at the conclusion of the Improvement Plan.

All determinations below must be made no later than June 1. One of three decisions must be made at the conclusion of the Improvement Plan:

If the Evaluator determines that the Educator has improved his/her practice to the level of proficiency, the Educator will be placed on a Self-Directed Growth Plan.

In those cases where the Educator was placed on an Improvement Plan as a result of his/her summative rating at the end of his/her Directed Growth Plan, if the Evaluator determines that the Educator is making substantial progress toward proficiency, the Evaluator shall place the Educator on a Directed Growth Plan.

In those cases where the Educator was placed on an Improvement Plan as a result of his/her Summative rating at the end of his/her Directed Growth Plan, if the Evaluator determines that the Educator is not making substantial progress toward proficiency, the Evaluator shall recommend to the superintendent that the Educator be dismissed.

If the Evaluator determines that the Educator’s practice remains at the level of unsatisfactory, the Evaluator shall recommend to the superintendent that the Educator be dismissed.

**Educators with PTS on Two Year Plans**

<u>Activity</u>	<u>Completed by:</u>
Evaluator completes unannounced observation(s)	Any time during the 2-year evaluation cycle
Evaluator completes Formative Evaluation Report	<i>June 1 of Year 1</i>
Evaluator conducts Formative Evaluation Report, if any	<i>June 1 of Year 1</i>
Evaluator completes Summative Evaluation Report	<i>May 15 of Year 2</i>
Evaluator conducts Summative Evaluation Report, if any	<i>June 10 of Year 2</i>
Evaluator and Educator sign Summative Evaluation Report	<i>June 15 of Year 2</i>

**B) Educators on Plans of Less than One Year**

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

**20. Timelines** (*Dates in italics are provided as guidance*)

<u>Activity</u>	<u>Completed by:</u>
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process	<i>September 15</i>
Evaluator meets with first-year educators to assist in self-assessment and goal setting process	
Evaluator submits self-assessment and proposed goals	October 1
Evaluator meets with Educators in teams or individually to establish Educator Plans (Educator Plan may be established at Summative Evaluation Report meeting prior to school year)	October 15
Evaluator completes Educator Plans	November 1
Evaluator should complete first observation of each Educator	November 15
Educator submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired)	
* or four weeks before Formative Assessment Report date established by Evaluator	<i>January 5*</i>
Evaluator should complete mid-cycle Formative Assessment Reports for Educators on one-year Educator Plans	<i>February 1</i>
Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator	<i>February 15</i>
Educator submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired)	
* or four weeks before Summative Assessment Report date established by Evaluator	<i>April 20*</i>

Evaluator completes Summative Assessment Report	May 15
Evaluator meets with Educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	June 1
Evaluator meets with Educators whose ratings are proficient or exemplary at request of Evaluator or Educator	June 10
Evaluator signs Summative Assessment Report and adds response, if any, within 5 school days of receipt	June 15

**21. Career Advancement**

A) In order to attain Professional Teacher Status, the Educator should achieve ratings of proficient or exemplary on each Performance Standard and overall. A principal considering making an employment decision that would lead to PTS for any Educator who has not been rated proficient or exemplary on each performance standard and overall on the most recent evaluation shall confer with the superintendent by May 1. The principal’s decision is subject to review and approval by the superintendent.

B) In order to qualify to apply for a teacher leader position, the Educator must have had a Summative Evaluation performance rating of proficient or exemplary for at least the previous two years.

C) Educators with PTS whose summative performance rating is exemplary and, after 2013-14 whose impact on student learning is rated moderate or high, shall be recognized and rewarded with leadership roles, promotions, additional compensation, public commendation or other acknowledgement as determined by the district through collective bargaining where applicable.

**22. Rating Impact on Student Learning Growth**

ESE will provide model contract language and guidance on rating educator impact on student learning growth based on state and district-determined measures of student learning by July 15, 2012. Upon receiving this model contract language and guidance, the parties agree to bargain with respect to this matter.

**23. Using Student feedback in Educator Evaluation**

ESE will provide model contract language, direction and guidance on using student feedback in Educator Evaluation by June 30, 2013. Upon receiving this model contract language, direction and guidance, the parties agree to bargain with respect to this matter.

**24. Using Staff feedback in Educator Evaluation**

ESE will provide model contract language, direction and guidance on using staff feedback in Administrator Evaluation by June 30, 2013. Upon receiving this model contract language, direction and guidance, the parties agree to bargain with respect to this matter.

**25. Transition from Existing Evaluation System**

A) The parties may agree that 50% or more of Educators in the district will be evaluated under the new procedures at the outset of this Agreement, and 50% or fewer will be evaluated under the former evaluation procedures for the first year of implementation of the new procedures in this Agreement.

B) The parties shall agree on a process for identifying the Educator Plan that each Educator will be placed on during the Educator’s first year being evaluated under the new procedures, providing that Educators who have received ratings of unsatisfactory or its equivalent in the prior year will be placed on Self-Directed Growth or Improvement Plans at the sole discretion of the Superintendent.

C) The parties agree that to address the workload issue of Evaluators, during the first evaluation cycle under this Agreement in every school or department, the names of the Educators who are being placed on Self-directed Growth Plans shall be literally or figuratively “put into a hat.” The first fifty (50) percent drawn shall be on a 1-year Self-directed Growth Plan and the second fifty (50) percent shall be on a 2-year Plan.

D) The existing evaluation system will remain in effect until the provisions set forth in this Article are implemented. The relevant timeframe for adopting and implementing new systems is set forth in 603 CMR 35.11(1).

## **26. General Provisions**

A. Only Educators who are licensed may serve as primary evaluators of Educators.

B. Evaluators shall not make negative comments about the Educator’s performance, or comments of a negative evaluative nature, in the presence of students, parents or other staff, except in the unusual circumstance where the Evaluator concludes that s/he must immediately and directly intervene. Nothing in this paragraph is intended to limit an administrator’s ability to investigate a complaint, or secure assistance to support an Educator.

C. The superintendent shall insure that Evaluators have training in supervision and evaluation, including the regulations and standards and indicators of effective teaching practice promulgated by ESE (35.03), and the evaluation Standards and Procedures established in this Agreement.

D. Should there be a serious disagreement between the Educator and the Evaluator regarding an overall summative performance rating of unsatisfactory, the Educator may meet with the Evaluator’s supervisor to discuss the disagreement. Should the Educator request such a meeting, the Evaluator’s supervisor must meet with the Educator. The Evaluator may attend any such meeting at the discretion of the superintendent.

The parties agree to establish a joint labor-management evaluation team which shall review the evaluation processes and procedures annually through the first three years of implementation and recommend adjustments to the parties.

Violations of this article are subject to the grievance and arbitration procedures. The arbitrator shall determine whether there was substantial compliance with the totality of the evaluation process. When the evaluation process results in the termination or non-renewal of an Educator, then no financial remedy or reinstatement shall issue if there was substantial compliance.

## **G. Seniority**

Seniority in the teachers’ unit is defined as total years of professional service in the Boston Public School system for which salary credit is given for step advancement, including years on maximum whether or not such teaching experience (120 days) results in a provisional contract in any year.

Time spent in authorized leave of absence granted for any reasons prior to September 1, 1980 will continue to count as seniority in the teachers unit. Paid leave of absence granted on or after September 1, 1980 including leave covered by workmen’s compensation, will continue to count as seniority in the teachers’ unit. Unpaid leave of absence granted on or after September 1, 1980 for any reason other than for union business under Section VIII(Q)(1) will not count as seniority in the teachers’ unit. Any time spent on an involuntary layoff prior to an offer of recall shall be counted as seniority in the teachers’ unit; however, such time shall not count towards career awards or other salary advancement. The Union will indemnify the Committee against any cost or damages arising out of any dispute or proceeding connected with the prior sentence.

The Union shall be supplied with a current seniority list of all members of the bargaining unit.

The settlement agreement contained in Appendix B shall apply to all similar situations where the Superintendent breaks a larger school into smaller schools or small learning communities. The seniority provisions referenced in Paragraph 3 of the appendix will continue in each circumstance for 16 full years commencing from the beginning of the September following the year this provision is implemented in a given school.

## **H. Certification/Program Areas**

### **1. Program Areas**

Employees shall be assigned to program areas in which they are qualified. Program areas are listed in Appendix A. The School Committee reserves the right to establish additional program areas, subject to any collective bargaining obligation as may be required by law.

### **2. Qualifications**

Employees shall be deemed qualified in a program area by holding a valid state certificate or approval for such area and by meeting one of the following criteria:

- (a) A state certificate not more than five (5) years old.
- (b) A mean score on the National Teachers Examination, not more than ten (10) years old.
- (c) Fifteen (15) course credits, graduate or undergraduate, approved as relevant to qualification, all of which are not more than five (5) years old.
- (d) Two (2) years of teaching experience within ten (10) years. A creditable year is one in which at least 50% of the weekly schedule is in the subject area.

### **3. Ranking**

Teachers shall be ranked by seniority (as defined in Section V(H) above) within each program area, including teachers on recall lists.

### **4. Schedule and Procedures**

For the purposes of determining qualifications and placement in a program area, all valid credentials must be filed with the Personnel Department on or before January 15th of any year, unless the results of the NTE or PRAXIS exam are not available by January 15<sup>th</sup>, in which case, the application will be due by 2/15

Employees must respond to alleged erroneous placement or non-placement in a program area or to an error in their seniority date within thirty (30) days of the receipt of such information from the School Department.

### **5. Leave of Absence;Promotion**

Teachers on leave of absence for more than ten (10) years or who were promoted out of the bargaining unit shall be considered qualified in the program area in which they have taught immediately prior to such leave of absence or promotion in addition to any program area in which they are qualified under Section (2) above.

### **6. Recall**

Teachers on recall shall be placed in program areas in which they are qualified under Section 2 above.

## **7. SPED Teachers**

The following special provisions shall apply to SPED teachers, superseding any conflicting provision of the 1983 Settlement Agreement. All article references in this proposal refer to the Settlement Agreement.

(a) Employees shall be assigned to one of the SPED program areas or categories (see Appendix A).

(b) SPED teachers shall be deemed qualified in any such program area or category in any manner specified in IV C 17(b), subject to the specific additional requirements listed in Appendix A. In addition:

(1) Any SPED teacher, including an ETL, is deemed qualified in Program Area 12 and its categories (subject to special certification requirements).

(2) An ETL is considered qualified in the program area in which (s)he taught immediately prior to becoming an ETL.

(3) A SPED teacher hired on or after September 1, 1986 with an 003 certificate shall not be deemed qualified to teach in any specific program (e.g. LD, SAR, ESD) without evidence of satisfactorily completed coursework related to such program. The Department will accept evidence of enrollment as a valid credential, subject to completion of such courses on time line as mutually agreed by a teacher and the Department.

(c) Any SPED teacher may exercise layoff, transfer, recall and excessing rights, in accordance with the general provisions of Article VC15-19, in any program area in which such teacher is qualified, except that:

(1) No teacher who is targeted for excessing from a category other than 12f or 12g may displace a teacher in 12f or 12g (prior to being placed in the system-wide excess pool) without prior experience in such category;

(2) Teachers in Program Area 2 shall be excessed by category;

(3) Teachers laid off from Program Area 12 and currently teaching in category 12h or with prior experience in Category 12h (in compliance with Article VC 17-21) shall be considered qualified to displace junior teachers in Program Area 13 who are working in 502.4 cluster programs and to displace any provisional teacher in Program Area 13; but not to displace any junior tenured teacher at the McKinley School or in any other severe lab 502.4i program.

(d) Teachers currently teaching in category (a) of Program Area 2 and in Program Areas 5, 6, 7, and 8 shall be grandfathered and shall not be displaced or otherwise adversely affected by any additional requirements specified in this agreement; provided, however, they shall be affected by any new state-imposed requirements.

(e) For layoff, transfer, excessing, and reassignment rights, any teacher eligible to work within program area #13 shall also be eligible to work within program area #12.

## **8. Bilingual Teachers**

Years taught in the bilingual program shall count as teaching experience in the corresponding Regular Education program area, provided that such teacher is state-certified and is proficient in the English language.

### **I. Transfers**

#### **1. General Procedures**

These general procedures are subject to the provisions of Article III(C)(4)(c).

The Committee shall not be required to post for transfer any position held by a “provisional” teacher whom the Committee has made “permanent.” Any position which is posted for transfer may be filled by a provisional teacher whom the Committee has made “permanent.” Except as specified in the prior two sentences or elsewhere in this Agreement, all vacancies which under prior collective bargaining agreements were to be filled by transfer shall be filled in the manner set forth below:

(a) All vacancies shall be posted on the School Department website ([www.boston.k12.ma.us](http://www.boston.k12.ma.us)) no later than April 15<sup>th</sup>. All applications for vacant positions must be submitted no later than 10 school days after posting on the website. The website shall be the only medium for posting vacancies.

Internal candidates must use the MYBPS intranet system for submission of applications, including data information form and resume. Human Resources will not accept paper applications.

Positions held by provisional teachers with a letter of reasonable assurance will not be posted provided that one BTU Building Rep. has granted written approval. The Department of Human Resources will send out letters of reasonable assurance to provisional teachers no later than April 15<sup>th</sup>. The School Department will provide a list of such positions to the union prior to initiating the “posting process.” BTU members will have in-school access to a computer with internet capability and a printer.

**(b) Open Postings:**

All BTU vacancies that BPS intends to fill will be posted on an ongoing basis for internal and external candidates. BPS will not be required to attach a stipend to any position open-posted following ratification of this agreement, unless the position requires additional duties.

**(c) Transfer Eligibility:**

All permanent teachers, including those on leave of absence, are eligible to apply for transfers during the month of March. Provisional teachers with a letter of reasonable assurance shall be eligible to apply for transfers to their own positions under the transfer process. However, any permanent teacher who seeks a position to which a provisional teacher has applied under this section will be granted an interview by the School Site Council Personnel Subcommittee.

Teachers may be considered for transfer in any subject area in which they recertify under the 1993 Massachusetts Educational Reform Act, even if they do not hold an active Boston program area; however, a school’s Personnel Subcommittee shall not be required to select any such individual.

Any teacher who has received two interim overall unsatisfactory evaluations between September and February of that year may be rejected for transfer by the School Site Council Personnel Subcommittee.

Bilingual school psychologists shall be able to move to a monolingual school psychologist vacancy with notice to the administrator by February 1.

(d) If no permanent teacher applies for a position that appears in the April 15<sup>th</sup> posting, the personnel subcommittee may consider and select any qualified applicant who applies to the posting, so long as there is no permanent excess teacher in that subject area.

In cases where there is only one applicant for a vacancy on the transfer posting, the personnel subcommittee will not be required to hire that single applicant, and the vacancy will go into the excess pool. If there is no permanent excess teacher in that subject area, the personnel subcommittee may consider and select any qualified applicant who applies for the position.

(e) The BTU may challenge the omission of a vacancy from the April 15<sup>th</sup> posting. The challenge must occur within 10 days of the posting. The challenge may be overridden by a 60% vote of the faculty of the school where the vacancy is challenged. Should the challenge not be overridden, the vacancy shall be posted on the BPS web page prior to the running of the excess pools for 5 school days. Permanent teachers only are eligible to apply.

(f) Transfers will take effect the following September, unless the posting otherwise provides.

(g) Members of the bargaining unit shall have ten (10) school days to apply for transfer.

(h) In the event that a position sought through transfer no longer exists on the effective date of transfer, the person seeking the transfer shall remain in his/her former position as if the vacancy had not been posted.

(i) Upon rehiring after three (3) consecutive years of provisional service, provisional nurses shall attain the same rights and benefits relative to transfer as nurses who have been permanently appointed.

## **2. Application for Promotion**

### **(a) Posting and Bidding on Promotions**

A circular from the Superintendent shall be sent to all schools whenever vacancies occur or are about to occur on higher positions or more desirable positions within the bargaining unit or on levels above the bargaining unit, or when new positions of comparable status are to be established. This shall include the positions of Assistant Principal in any school where there are at least four classes, Assistant Headmasters (subject areas), Assistant Principals - Industrial Arts, Placement Teachers, and Supervising Nurses. Notice shall be posted on the appropriate bulletin board by the Principal, Headmaster, or Director. Copies shall be sent to the Union.

Qualifications, requirements, duties, salary, and other pertinent information should be categorically set forth in the foregoing notices.

All applications shall be considered.

A minimum of ten (10) school days shall be allowed for submission of an application, except that a posting within the last ten (10) school days of any school year will be posted for at least three (3) school days prior to the close of school and in such case applicants shall have fourteen (14) days after the close of school for submission of written applications. In the event that the posting reflects any change in qualifications for any position set forth in the first paragraph of this section without six (6) months' advance notice, the successful applicant will be given a six (6) month grace period to meet the changed qualification. The posting shall contain a reference to bargaining unit placement if known.

### **(b) Filling Rated Positions**

All rated positions filled on an acting basis shall be filled through the rating procedure within ninety (90) school days, except when the position is open due to sabbatical or other leave; provided however, as to any position where a six (6) months' notice is required by the last paragraph of the preceding section, this period of ninety (90) school days shall begin the day after the six (6) months notice requirement has ended.

### **(c) Group II Lists**

Effective September 1, 1969, all future lists established for appointment to a Group II position will be by rating.

### **(d) Eligibility**

Any person in Group II who has served in the Boston School System through two (2) biennial ratings shall be eligible for any position above Group II.

### **(e) Transfers**

All transfers shall be governed by the provisions set forth in section J(1) of this Article.



**(f) Other Points on Promotion**

- (1) Outside supervisory experience shall be considered in ratings for administrative positions and appropriate credit given therefore in Block 3 (Personal Qualities) of the present rating form.
- (2) Experience in teaching abroad may be submitted for credit for rating purposes.
- (3) Industrial arts, special class, and physical education teachers shall be eligible to rate for assistant principal.

**(g) Effect of an Unsatisfactory Evaluation**

A teacher receiving an overall annual performance evaluation of unsatisfactory will have no voluntary transfer rights and no voluntary excessing rights for the following school year, subject to the terms of the interim agreement dated 2-16-89.

**J. Post-Transfer Placement Process (“PTPP”)**

The parties acknowledge that this Article shall not affect or be applicable to the current placement/assignment process of Related Service Providers, School Psychologists, Pupil Adjustment Counselors, and other non-classroom personnel.

1. This PTPP procedure will not apply to “provisional” teachers, but will apply to “permanent” teachers and the following employees with more than three (3) consecutive years of service; school nurses, student support coordinators.

2. All voluntarily and involuntarily excessed teachers shall participate in the Post-Transfer Placement Process (PTPP). Each teacher who intends to voluntarily excess himself/herself from his/her position must do so on or before February 1st.

All eligible vacancies as well as the vacancies created by those teachers who have voluntarily excessed themselves shall be included and listed in the PTPP. BPS shall transmit to the BTU a list of all employees who are participating in the PTPP, prior to the beginning of the PTPP process. For purposes of this section eligible vacancies shall not include positions held by provisional teachers with letters of reasonable assurance, nor shall it include positions held by teachers who have been made permanent by the Superintendent. The BTU shall receive a list of provisional teachers with letters of reasonable assurance and teachers whom the Superintendent have made permanent prior to the beginning of the transfer process.

The above paragraph is not intended to prohibit the School Department from excessing teachers in the fall to correct class size problems.

3. Excessing from a school building shall be first by volunteers within a program area, then by reverse seniority within a program area. An employee who holds seniority in a program area other than the one from which he/she has been excessed shall be offered a vacancy in the building in such other program area. If there is no such vacancy he/she will participate in the PTPP.

4. **Voluntary Excessing:** Teachers with professional status shall be eligible to voluntarily excess themselves provided that: 1) any teacher who has received two or more overall “Does Not Meet Standards” evaluations between September 1<sup>st</sup> and February 1<sup>st</sup> (under the evaluation system in effect prior to the new system resulting from the 2011 change in regulations) or has an overall rating of “Needs Improvement,” or “Unsatisfactory” as of February 1<sup>st</sup> shall not be able to voluntarily excess himself/herself; 2) no teacher may voluntarily excess him/herself more than once in the prior two (2) school years; and 3) no more than 20% of the teachers in a school (rounding up for fractions) may voluntarily excess themselves in any one school year (this 20% limitation shall not include a senior teacher(s) who voluntarily excesses himself/herself in lieu of a more junior teacher being involuntarily excessed pursuant to paragraph 2 above). In instances where more than 20% of teachers submit requests to voluntarily excess themselves on or before February 1<sup>st</sup>, the teach-

ers with the most seniority shall be permitted to voluntarily excess themselves until the 20% cap has been reached. With the approval of the Assistant Superintendent of Human Resources, the 20% limitation may be exceeded.

5. **Expression of Interest:** Participants in the PTPP shall express his/her interest in five vacancies within his/her primary program area (Teachers in the PTPP may express interest in vacancies in an alternate program or in a PPA, but not in both). Teachers may not bid in an APA if there is a layoff list in that area or if there are projected to be insufficient vacancies in that area into which the person seeks to change. Participants in the PTPP shall make selections electronically from a list of vacancies produced by the Office of Human Resources. If there are not at least five vacancies available within the teacher's primary program area, he/she shall select all of the vacancies within that primary program area. All selections shall be done online within five school days after the list of vacancies has been posted. BPS shall provide the BTU with access to the selections submitted by participants in the PTPP. Those teachers who do not submit selections during the PTPP posting period in accordance with this paragraph shall forfeit their rights to participate in the process and shall be placed in a position(s) by the Office of Human Resources.

6. In the event of excessing during the school year on or after November 1, in cases of class consolidation, the Department may elect to excess and reassign the junior teacher in one of the classes being consolidated rather than the least senior teacher in the program area within the building.

7. Not more than five (5) days notice shall be required for involuntary excessing during a school year.

8. **Filling Vacancies:** Each Principal/Headmaster, with the help of personnel subcommittee, shall review the list of interested candidates and fill the vacancy/vacancies in such Principal's/Headmaster's school by selecting from among the teachers who expressed interest in such vacancy/ies during the PTPP process. The Principal/Headmaster shall convene the school's personnel subcommittee pursuant to Article III, Section B.2(b) and the personnel subcommittee shall be constituted as stated in Article III, Section C.4(c). However, where the vacancy occurs in a high school, the personnel subcommittee shall also include a student representative. The PTPP has concluded when all positions for which qualified teachers have submitted expressions of interest have been filled; no position shall be left unfilled if a qualified teacher has submitted an expression of interest in that position and was unsuccessful in obtaining other positions.

Vacancies will continue to be filled until late August, at which time teachers who are not matched against vacancies will be assigned in a suitable professional capacity, including substitute service, and will remain eligible to fill vacancies, as they occur, up to November 1<sup>st</sup>. There shall be no bumping from the system-wide excess list.

9. **Remaining Teachers and Positions:** Teachers who participated in the PTPP in accordance with paragraph 4 above but did not obtain a position during the PTPP, shall be offered the remaining vacancies, for which they are qualified, in order of seniority, by the Office of Human Resources. Such teachers shall select one of the remaining vacancies offered by the Office of Human Resources within two business days of receiving notice (this notice may be via email or telephone) from the Office of Human Resources when notice occurs during the school year. In instances where this notification is scheduled to occur after the end of the school year, teachers shall provide the Office of Human Resources with one preferred method of communication (email address, phone number, text message number, or proxy) for which to receive notice of available vacancies, and shall have three (3) calendar days to respond. Prior to the end of the school year, teachers shall be notified of their responsibility to notify the Office of Human Resources of their preferred method of contact. Teachers who fail to respond to the offer by the Office Human Resources in accordance with this paragraph shall be assigned to a position by the Office of Human Resources.

10. An employee exercising a right to return to the teacher bargaining unit after layoff or demotion shall be carried on the system-wide excess list in the applicable program area, but shall be eligible to participate in the PTPP.

11. All involuntarily excessed teachers and nurses will be notified by April 15th.

12. Disputes concerning the interpretation or application of the PTPP will be processed as grievances under the contractual grievance and arbitration procedure as modified herein:

(a) all intermediate steps are hereby waived;

(b) counsel for the B.T.U. and the Committee shall cooperate in obtaining the services of a referee who shall be available to arbitrate the dispute within one week after a grievance is communicated by the Union;

(c) arbitration will be conducted on an expedited basis without written briefs and with oral or written awards to be rendered not later than three days following the date of hearing not to exceed one day.

It is the intent of the parties that wherever possible remedial relief of any violation shall not delay implementation of the PTPP nor require the undoing of sequentially filled vacancies made in good faith.

13. These excessing procedures are subject to all applicable state and federal laws and lawful orders pursuant thereto.

14. The parties will cooperate in addressing any special problems that may exist in any school in relation to this policy.

15. All seniority lists will be placed on the BPS website, and the BTU will be provided access to them. The School Department shall provide a copy of the seniority list and vacancy lists to the BTU no later than five days prior to the start of the PTPP. BTU members will have in-school access to a computer with internet capability and a printer.

16. The personnel subcommittee shall not be required to meet between the end of one school year and the beginning of a succeeding school year.

## **K. Layoff and Recall Procedures**

### **1. Layoffs**

(a) This layoff and recall procedure will not apply to “provisional” teachers, but will apply to “permanent” teachers and to nurses or other persons permanently appointed.

For the purpose of this section, all nurses with more than 3 consecutive years of service are deemed to be “permanently appointed” and nursing service will be considered a separate program area.

(b) An employee will be given written notice of layoff by June 1 of the professional work year preceding the professional work year in which the layoff is to take place. For example, an employee to be laid off effective in September must be given written notice on or before the prior June 1.

(c) Employees will be laid off in reverse order of seniority within a program area. A senior employee within a program area with notice of layoff may exercise seniority by displacing the most junior teacher in all of the other program areas in which he or she is qualified.

(d) A person promoted out of their bargaining unit on or after 9/1/80 will retain full seniority rights in all areas in which he or she holds state certification, but shall not accrue seniority while outside of the bargaining unit. For purposes of this section a teacher “on assignment” outside of the bargaining unit for more than sixty (60) days is not considered to have been “promoted” and may continue to accrue seniority within this bargaining unit.

Any person promoted out of this bargaining unit prior to September 1, 1980 shall not accrue additional bargaining unit seniority for service outside the bargaining unit after August 31, 1983.

For the purpose of this section, an employee with notice of layoff may exercise her or his seniority rights in the order specified in subsection (c).

(e) There shall be a seniority-based layoff system for Clinical Social Workers.

## **2. Recall**

(a) Persons on recall will be given first preference in filing permanent vacancies within the bargaining unit which arise prior to March 15 and in filling temporary full-year vacancies (to remain vacant for the rest of the year) arising prior to December 1st.

(b) A recall will be by seniority to a vacancy in a program area in which a person is qualified at the time of recall subject to the provisions of IVC17 (d) of the Settlement Agreement.

(c) Seniority shall not accrue to an employee while on recall.

(d) A teacher who is offered recall to a full-year vacancy must accept or reject the offer within three (3) days excluding Saturday, Sunday, or a holiday after receipt of the offer and, upon acceptance, must be prepared to begin work no later than the Monday second next following acceptance of the offer, provided, however, a later reporting date will be allowed if a teacher is required to give up two (2) weeks' notice to a current employer.

(e) Teachers who reject a recall offer made on or before March 15 of any year for a teaching assignment to commence at the beginning of the next school year shall relinquish all recall rights.

(f) Employees who continued to be employed in seniority areas outside the ones in which they were teaching immediately prior to layoff shall be eligible to fill future vacancies in such program areas, in order of seniority, once the recall list for any such areas have been exhausted.

(g) **Severance Payment:** Teachers returning from recall shall not become eligible for severance pay, under Article VIII(K), unless they complete the work year.

(h) Teachers currently on the recall list because they were laid off in 1981 and 1982 will be required annually beginning in November, 1989 to confirm in writing (within 45 days of notification) their interest in remaining on the recall list. Teachers not complying or no longer qualified will be dropped from the list. The School Department will mail this notification to the teacher's last known address, and provided it does so, the Union will not grieve a failure or delay of actual notice.

(i) Effective in the 1994-95 school year, all teachers shall have recall rights for four years from the effective date of layoff.

(j) Teachers currently on the recall list are entitled to four years on the recall list from the date of this Agreement.

## **3. Resolution of Disputes**

Same as Article V(K)(9) of this Agreement, except delete "excessing."

## **4. Effect of Laws**

This layoff and recall procedure is subject to all applicable State and Federal laws and lawful orders pursuant thereto. The parties will cooperate in addressing any special problems that may exist in any school in relation to this policy.

**L. Withdrawal of Resignation, Subsequent Reemployment**

Teachers who resign in June and subsequently are reemployed in September of the same year shall be placed in the appropriate salary step of this agreement and shall be credited with the sick leave reserve and sabbatical leave rights which they held at the time of resignation. Re-entrants shall be placed on re-entrant list for appointment after successfully passing the major in the subject area.

Nurses who resign in June and subsequently are reemployed in September of the same year shall be placed in the appropriate salary step of this agreement and shall be credited with the sick leave reserve which they held at the time of resignation.

**M. Residency**

The parties agree to reopen negotiations if the state law regarding residency changes.

**N. Notice Following Interview**

The Superintendent will send a memorandum to all principals and headmasters directing them to send timely, written notice to any teacher who has interviewed for a position indicating whether or not the teacher received the position.

## Article VI Professional Development

### A. Governing Philosophy

One crucial factor in creating and maintaining an excellent public school system is the professional development of teachers and paraprofessionals. Professional development is the process by which teachers, individually and jointly, increase, enhance, improve, and update their existing knowledge base and skills.

While the major responsibility for defining, developing, and implementing a plan for professional growth lies with the individual teacher or paraprofessional, the School Department and the Union agree that it is in their best interest to work together to jointly define developmental needs and to facilitate, support, and provide resources and opportunities for teachers to exercise that responsibility.

Professional development will increase teacher effectiveness, confidence, morale, commitment, and ability to improve the quality of education offered to students in the Boston Public Schools.

Professionalization will also improve the School Department's ability to attract, develop, and retain excellent teachers.

The central issues that should determine the structure and content of professional development opportunities are what teachers, mentors, and evaluators identify as needs and as the most effective, efficient way to meet those needs. Among the ways such opportunities might be structured are:

- granting teachers a sabbatical to pursue an advanced degree program at a university or college
- providing staff support and resources for a teacher-designed, school-based workshop held on a single afternoon
- zone-sponsored mini-sabbaticals spread over several months
- exchange programs for math, science, and computer teachers with business, industry, and government
- courses or seminars designed and tailored to respond to needs identified by Boston teachers and offered at school sites around the city
- courses, seminars, and workshops available over educational television.
- in-school collaboration for a period of weeks or months with a specialized professional

The range of possibilities for the content of such professional development opportunities might include:

- strategies for growing and nurturing parent involvement with a school and support for their children's education;
- dealing with children who are acting out, taking the behavior as a symptom of underlying problems and addressing both;
- courses or seminars designed and tailored to respond to the ever-changing educational needs of the population of children being served by the Boston Public Schools, including, for example, multiculturalism;
- courses that are designed to update classroom teachers with new data, research, and topics that are being explored in their field of teaching.

### B. Sabbaticals

The Superintendent and the School Committee in consultation with the Center For Leadership Development shall decide whether and how many sabbaticals there shall be in a given year, if any, and determine procedures for their allocation. Both teachers and paraprofessionals shall be eligible for sabbaticals.

### **C. Educational Conference Days**

There will be 2000 days annually across the system budgeted for educational conference days that may be used for educational conferences, for visiting other schools locally, for teacher conferences, and for similar professional activities. The Career In Teaching Panel will be responsible for determining how such days will be allocated among schools.

### **D. New Teacher Developers**

A. A system that mentors and provides support and training development to novice teachers and provides an orientation program for other incoming teachers will be implemented. To meet this need, the position of New Teacher Developer (NTD) will be created to work with novice teachers. The NTD will be paired where possible by content area, subject areas, and grade level with novice teachers for such activities as conducting observations, demonstrations, mentoring, coaching, and providing induction support and professional development.

B. The position of full-time New Teacher Developer (NTD) shall be created and will allow for one (1) NTD to work with 14 novices and will be paid an additional 5% above their base annual salary. The work year for a full-time NTD will be 183 days, an additional 18 hours per year, and an additional 2.5 hours per week commencing on or about the second week in August through approximately June 15<sup>th</sup>, or when the NTD completes his or her work year, of each school year; however, full-time NTDs will be paid from September 1 through August 31 of each respective school year. All pay shall be retirement worthy. Full-time NTDs will be hired through a central hiring process. A team of three (3) members from the Boston Teachers Union and three (3) representatives from the Boston Public Schools will conduct the screening and selection of full-time NTDs using the job description and Dimensions of Effective teaching as criteria.

C. Part-time NTDs shall be assigned to work on a 1:1 ratio at 5% for an additional 2.5 hours per week or 1:2 ratio (NTD to novice(s)) at 10% for an additional five (5) hours per week. A part-time NTD can be assigned up to two (2) novice teachers, but it is desirable that the ratio be kept 1:1. The work year shall be the same as the standard work year. The additional pay shall be retirement worthy and the 5% additional salary (10% for two) shall be guaranteed for the entire school work year, contingent upon the NTD's successful completion of his or her responsibilities, with the understanding that NTDs assigned after the beginning of the school year will provide the balance of time as additional hours. Part-time NTDs shall be hired by each school's "personnel subcommittee."

D. The parties hereby agree that in 2006-7, all part-time NTD training will be conducted during school time, except that all part-time NTDs will work on Saturday, 9/16. Time spent on Saturday, 9/16, will be paid at the contractual hourly rate. Part-time NTDs will also receive two in-service credits for working on Saturday, 9/16. The in-service credits will be transmitted no later than 10/30. Teachers who do not complete the training program by the end of the school year will forfeit the in-service credit until completion of the program. In 2007-8 and 2008-9, all part-time NTD training will be conducted during the normal school day and no in-service credits will be provided.

### **E. Center for Leadership Development**

The Boston Public Schools and the Boston Teachers Union are committed to establishing the Boston Public School Center for Leadership Development (CLD) which will provide educational leadership development opportunities to BPS parents, teachers, paraprofessionals, substitutes, and administrators. The Boston Public Schools Center for Leadership Development will be a service-based operation designed to integrate and facilitate the coordination of training programs for parents, teachers, and staff in the BPS. It will be the institution primarily responsible for facilitating and coordinating the support and training necessary for implementation of school reform in Boston.

## **1. Leadership Development for the Entire School Community**

The Center for Leadership Development will be the coordinating body for all teacher related professional development. The Boston Public Schools Center for Leadership Development will provide the following services to teachers, administrators, and parents:

### **(a) Systemwide Leadership Development**

The BPS Center for Leadership Development will provide the professional development and training services required as a result of systemwide reform initiatives. The Career In Teaching Panel will provide to the BPS Center for Leadership Development a description of the professional development requirements associated with systemwide reform initiatives.

### **(b) School-Based Leadership Development**

Each school will be able to secure services from the BPS Center for Leadership Development to meet the professional development needs of its own school-based reform initiatives.

### **(c) Individual Professional Development**

Individual teachers will be able to use the BPS Center for Leadership Development to develop their own professional development plans. The School Department, through the Center for Leadership Development, shall conduct an annual survey of teachers to assess what courses, workshops, and seminars they need in specific content areas to enable them to recertify under the 1993 Massachusetts Educational Reform Act.

The CLD shall make available to BTU bargaining unit members courses, workshops, and seminars, including ones that focus on content areas, prior to 1999 to enable them to recertify under the Massachusetts Educational Reform Act.

### **(d) Peer Assistance**

The BPS Center for Leadership Development will facilitate or provide assistance for teachers. Lead Teachers may be available to work with individual teachers who agree to this form of assistance.

### **(e) BPS School Department**

The BPS Center for Leadership Development will be available to provide training and professional development programs for BPS administrators, principals and staff.

### **(f) SBM/SDM Support and Training**

Beginning in the 1995-96 school year, the BPS Center for Leadership Development will be available to train parents, teachers, and administrators on School Site Councils and involved in school-based parent organizations. During the 1994-95 school year, it will work with the SBM/SDM staff and the SBM/SDM Consortium to provide training to the School Site Councils.

### **(g) Dissemination of Best Practices**

Another role of the BPS Center for Leadership Development will be to coordinate the dissemination of the "best practices" from the BPS teachers and administrators as well as from other school districts. This includes disseminating the best practices of the BPS Pilot Schools. It will sponsor workshops and publications which help to accomplish this as well as the training of lead teachers in these practices, so that they can then train teachers in otherschools.



## **2. Types of Leadership Development Opportunities Provided**

The BPS Center for Leadership Development (CLD) will provide the following types of leadership development opportunities:

### **(a) Workshops and Courses**

The CLD will develop and sponsor courses and workshops in response to systemwide and school-based education reform needs. The CLD will provide an annual catalogue of all courses and workshops to parents, teachers, and administrators. The CLD will seek to become a Continuing Education Unit (“CEU”) approved provider.

Effective 9/1/07, the CLD shall post an online list of courses, workshops, and seminars offered. Professional development programs shall never be scheduled during religious holidays recognized by the Collective Bargaining Agreement. A joint committee of teachers and management, with teachers in the majority, shall be convened within two months of the signing of this agreement to survey the course offerings and to make recommendations to the superintendent.

### **(b) On-Site Workshops**

The CLD will also provide on-site workshops that meet the specific needs of particular schools. This may include School-Based Management training for parents and teachers, or training geared to the needs of the local parent center, or professional development opportunities for groups of teachers.

### **(c) Individualized Support**

The CLD will train BPS Lead Teachers who will provide mentoring and consulting services to individual teachers in the BPS.

### **(d) Peer Coaching and Observation**

The CLD will also make available opportunities for teachers to observe other teachers model “best practices.” This may be in the classrooms of the BPS Lead Teachers or in the BPS Pilot Schools.

### **(e) Collaboration with Boston Higher Education Partnership**

The CLD will work to access greater training support from the Boston Higher Education Partnership. Such training support will include, but not be limited to, courses and workshops by higher education faculty.

## **3. Organizational Structure**

### **(a) CLD Executive Director**

The CLD Executive Director will be selected by the Superintendent. The Superintendent, in selecting an Executive Director, will seek input and advice from the Professional Development Committee and the CLD Advisory Committee. The CLD Executive Director will report to the Superintendent.

### **(b) CLD Advisory Committee**

The CLD advisory committee will include representatives from the following organizations: Boston Teachers Union, Higher Education Partnership, the Boston COMPACT, the Boston Plan for Excellence, and the parent organizations. Additional members may be added by the Boston School Committee. The CLD Advisory Committee will, through the CLD Executive Director, report to the Superintendent and School Committee.

The CLD Advisory Committee will be responsible for:

- providing advice and input about the overall direction of the CLD;
- assisting in coordination between the participating organizations;
- spearheading fundraising for the CLD; and
- monitoring the CLD’s progress in achieving its goals.

#### **4. Funding of CLD**

The BPS Center for Leadership Development will be funded through multiple sources.

(a) The BPS will provide a foundation budget of \$250,000 for the 1994-95 School Year to the BPS Center for Leadership Development designed to facilitate the implementation of the systemwide reform initiatives.

(b) The BTU will contribute a to-be-determined amount of in-kind services to the BPS Center for Leadership Development to support the professionalization of Boston Public School teachers.

(c) The CLD Advisory Board in collaboration with the BPS grants office and the BTU will be responsible for ongoing fundraising from public and private sources.

#### **F. Career Ladder**

The BPS is committed to improving the profession of teaching—a profession that offers opportunities for professional growth, involvement in decision-making, communication and collaboration, and increased responsibilities and accountability. By implementing systemic educational reform, teachers will be increasingly assuming greater responsibility for the success of the reform effort. Accordingly, they should be given opportunities to develop these leadership skills and to earn correspondingly higher salaries. The development of a professional teacher career ladder is one way to provide these incentives to attract and keep quality teachers in the profession. The BPS shall establish a Career in Teaching Program that will be governed by a Career in Teaching Plan (the “plan”) administered by the Career in Teaching Panel. The Career in Teaching Program will have the following components.

##### **1. TeachBoston**

The Boston Public Schools, in cooperation with the Boston Teachers Union, will establish the Teach-Boston Program. Its mission will be to recruit and prepare BPS students to be future teachers. The Program will be a collaborative effort with local college and universities.

##### **2. Teacher Leadership**

Each year BPS shall allocate no less than \$300,000 to a Teacher Leadership Fund. On an annual basis, a joint committee, consisting of three members appointed by the Superintendent and three members appointed by the Union President after consultation with each other, shall request and approve proposals. The allocation may be used solely for stipends to teacher leaders. The level of the allocation, the contents of the requests, and the process for submitting and allocating monies shall be reviewed on an annual basis, but the allocation shall not fall below \$300,000. The aforementioned committee shall aim to distribute the funds equitably.

##### **3. National Board for Professional Teaching Standards**

Teachers who successfully complete the certification process of the National Board for Professional Teaching Standards (NBPTS) shall be reimbursed by the BPS for the costs of the application fees. Although not a requirement, successful completion of the NBPTS certification requirements may be considered as a special qualification for Lead Teacher eligibility.

Teachers who receive reimbursement for the NBPTS certification process shall commit to remain in the BPS system for at least two years after receipt of such reimbursement.

All National Board Certified Teachers shall receive additional compensation in the amount of 4% of their annual base salary as long as they hold National Board Certification. Such payment will be part of the teachers' annualized salary for retirement purposes.

#### **4. Tuition Reimbursement**

Effective September 1, 2012, permanent teachers, who are not eligible to receive a career award and who commit to three (3) years of continuous employment in the Boston Public Schools will be reimbursed for tuition paid in a given school year. Payment will not exceed \$1,000 per permanent teacher, per school year. Provisional teachers, who have completed at least one year of service in the Boston Public Schools, shall be eligible for tuition reimbursement provided there has not been a break in service. Payment will not exceed \$500 per provisional teacher, per school year who satisfies the above-mentioned prerequisites. The total expenditure for tuition reimbursement under this provision shall not exceed \$350,000 per fiscal year. However, the following reimbursement for provisional teachers shall not apply to the fiscal year cap: 1) any reimbursement for first year provisional teachers, and 2) any reimbursement over \$500 for second and third year provisional teachers.

#### **G. Collaborative Coaching and Learning**

Effective September 1, 2004, teachers are required to participate in Collaborative Coaching and Learning ("CCL"). Each elementary teacher will receive either coverage for the 180 minutes of planning and development time or will be compensated on a pro rata, retirement-worthy basis on their annual salary for the 180 minutes used for CCL per year, at the discretion of the teacher.

For school year, 2006-2007, teachers will not be required to give demonstration lessons. Effective 9/1/07, all teachers will demonstrate at least one lesson in a CCL cycle per school year. Observations of demonstration lessons will not be used in any performance evaluation or as part of the evaluation document. No teacher will be required to commit additional time to prepare or debrief a CCL demonstration lesson outside of contractual time.

#### **H. Peer Assistance Program (Effective 9/1/07)**

##### **a. Purpose and introduction**

The objective of the Peer Assistance program is to improve teaching in the Boston Public Schools and provide support for permanent teachers who are experiencing difficulties in the classroom. In cooperation with the building principal or headmaster, a Peer Assistant will work with the participating teacher to identify areas of improvement, develop specific performance goals, offer support and monitor the progress of the teacher. Individually crafted performance and teaching goals for the participating teacher will be aligned with the BPS Dimensions of Effective Teaching and the teacher performance evaluation tool.

Participation in the Peer Assistance program is voluntary.

The management of the Peer Assistance program will be the responsibility of the Peer Assistance Committee (PAC) which is to be comprised of both BPS and BTU members.

While the Peer Assistance program is designed and intended to help teachers in need, the Peer Assistance program will be separate from the performance evaluation of teachers. A teacher's selection into or denial of selection into the Peer Assistance program will not be grievable nor be arbitrable. The parties agree that peer assistants shall receive training, and the development thereof shall be up the joint committee below.

**a. Program Management & the Peer Assistance Committee**

The Peer Assistance program will be administered by a PAC comprised of two (2) BPS selected members and three (3) BTU selected members. This five-member committee will be responsible for:

- Selecting participating teachers in the Peer Assistance program.
- Hiring, evaluating, deploying, and managing Peer Assistants.
- Providing reports to both the Superintendent and Boston Teachers Union President on the progress of, participation in, and results of the Peer Assistance Program on request.

**b. Peer Assistant**

- i. Four (4) full time Peer Assistants will be hired for the 2007-2008 school year. Effective September 1, 2013 there will be five (5) full time Peer Assistants hired.
- ii. Each Peer Assistant will work with up to twelve (12) teachers at any one time.
- iii. The length of time a Peer Assistant is assigned to a participating teacher will be determined by the PAC, taking into account the recommendation of the Peer Assistant.
- iv. Peer Assistants will be compensated at BTU Group I Salary plus a 5% differential for 2.5 additional hours of work perweek.

**c. Evaluation of the program**

The Peer Assistance program will be evaluated at the end of the 2009-2010 school year. Continuation of the program will be subject to the mutual approval of the Superintendent and the BTU.

**d. Peer Assistance and Review**

The parties shall also form a joint-labor management committee to explore the development of a Peer Assistance and Review program.

**I. Academic Coaches (Effective 9/1/07)**

All academic coaches shall be granted permanent status as teachers after working, while properly licensed, for three consecutive years and one additional day under the contract.

The role of an academic coach is to support the classroom teacher. Classroom support is to be prearranged in order to minimize classroom disruption. Coaches and teachers are encouraged to work together to create a mutually agreed upon schedule of interaction.

**J. Common Professional Development Time**

All specialty teachers such as but not limited to art, music, physical education, guidance, district-wide shall meet as a group at least once annually during the contractual school year for a professional development day, on one of the city-wide all schools professional development days already scheduled on the academic calendar.

**K. Professional Development Institute**

Effective for the 2012-2013 school year and continuing for the duration of this agreement, the parties shall create a joint BPS-BTU Professional Development Institute. This institute shall be staffed with a Professional Development Institute Coordinator who will be a member of the BTU. The parties shall be responsible for the payment of 50% of such coordinator's salary. The coordinator shall be chosen by the BTU, provided that the Superintendent approves the selection. The Superintendent shall designate an individual to evaluate the coordinator.

# Article VII

## Working Conditions

### A. **School Facilities**

#### 1. **Libraries**

(a) Facilities for a library collection for reference and circulation shall be provided for all schools.

(b) A well-stocked library room shall be provided in all older structures where there is at least one vacant room or other adequate space which would be renovated.

#### 2. **Consultation Rooms**

(a) Appropriate consultation rooms will be provided for uninterrupted work which shall include psychological testing and teacher-parent interviews in every new building and in every old building space shall be renovated for this purpose.

(b) An adequate consultation room shall be made available for the private use of School Nurse wherever possible.

(c.) Appropriate consultation rooms shall be provided to all itinerant service providers (school psychologists, occupational therapists, physical therapists, and speech/language therapists) for uninterrupted work which shall include testing, therapy, and teacher/parent interviews in every new building.

#### 3. **Guidance Counselors**

(a) Telephone service is to be provided in each high school solely for the use of Guidance personnel.

(b) Counselors are to be provided with such necessary equipment as a proper desk, chairs and file cabinets.

(c) A committee involving members of OIIT and the guidance department shall meet to discuss student records and transcripts, with the goal that all elementary, middle and high school cumulative records shall be computerized-elementary. Hard copies will no be required to be kept.

#### 4. **Music**

(a) Suitable musical instruments shall be provided for musically talented children.

(b) In all new schools a suitable area shall be provided for the teaching of vocal and instrumental music.

#### 5. **Vocational Education**

Equipment used in vocational education shall be replaced so as to parallel as nearly as possible that used in industry.

#### 6. **Industrial Arts and Home Economics**

The Committee will endeavor to provide sufficient lighting in shops and to furnish the various machines and equipment necessary for a complete and adequate Industrial Arts and Home Economics Program in the schools, and to this end to utilize all possible sources of available federal funds and surplus property.

## **7. Physical Education**

Proper and sufficient equipment shall be provided for a well-rounded physical education program in all schools.

## **8. Resource Center**

The assistant superintendent for each of the six school areas of the city shall establish a resource center in his/her area. These resource centers will display all books on the current book lists to the extent that such books are provided by the publishers or distributors hereof.

## **9. Telephones**

(a) The School Department and the Union will cooperate in efforts to increase teachers' access to telephones for the purpose of contacting parents and securing services for students.

(b) A pay telephone for faculty use shall be located in each Middle School and in other buildings to assure privacy where possible.

## **10. Duplication Facilities**

The School Department and the Union will cooperate in efforts to insure that all teachers have reasonable access to duplication equipment for materials and record keeping.

## **11. Parking and Tolls**

(a) Teachers of the physically handicapped shall be provided with parking permits.

(b) The School Committee shall request the City to provide every member of the bargaining unit who so requests a window sticker for his or her automobile that will allow that person to park during school hours on the streets near his or her work site without being ticketed.

(c) The School Department, in cooperation with the Union, shall request the Massachusetts Port Authority to allow BTU members who pay tunnel or bridge tolls on route to work the opportunity to obtain orange Fast Lane transponders. Effective 9/1/07, the school department shall write a letter requesting that any teacher who currently must take either, the Tobin Bridge, Ted Williams or Sumner Tunnel at a cost of \$3.00 per day, is eligible for a discounted rate.

(d) Effective 9/1/07, BTU members will be eligible for reduced rate/pre-tax T Passes, contingent upon City Wide Policy regarding Flexible Spending accounts.

## **12. Mail**

A teachers' mailbox shall be provided in all schools.

## **13. Teachers' Lounge**

(a) Every school building shall have at least one teachers' lounge which is kept clean and provided with suitable furniture and other amenities.

(b) Every effort shall be made to provide for refrigerators and cooking facilities in all teacher lounges in buildings without cafeterias.

#### **14. Snow Plowing**

The School Committee shall guarantee that snow is plowed from schoolyards used for parking at no expense to bargaining unit members.

#### **15. Ted Williams Tunnel**

The School Department will apply for Ted Williams Tunnel passes for all bargaining unit members who commute to work through this tunnel.

#### **16. Alternative Education**

For the 2004-2005 school year, the School Department shall provide an additional 195 alternative education seats for high school students, an additional 60 alternative education seats for middle school students, and open two additional Saturday alternative education programs similar to that offered at the Baron Center for elementary students for a total of 255 seats. The BTU and the School Department shall form a joint committee to review alternative education requirements for elementary students and make recommendations to the School Department. All alternative education positions shall be open posted. The parties agree that a budget will be allotted for alternative education programs.

#### **17. Working and Learning Space (Effective 9/1/07)**

##### **(a) Appropriate Space**

All teachers shall have an exclusive working desk in one of the rooms that they use.

##### **(b) Adequate, Clean and Safe Learning Spaces**

All students and staff shall be provided with safe and clean learning spaces/classrooms.

##### **(c) Priority of Space**

The BPS shall issue a directive to all administrators making it clear that BTU members who teach shall be given priority in obtaining classrooms and adequate space before "extended services" personnel or coaches.

##### **(d) Common Courtesy In Advance of Classroom Visit**

All visitors to a classroom shall knock on the door and, if invited to do so, will introduce themselves.

##### **(e) Speech and Language Pathologists**

The school department will issue a letter annually directing that prior to implementation of services a BPS Speech/Language Pathologist shall be provided with an appropriate room, furniture and phone for uninterrupted work which will include testing, therapy and teacher/parent consultation.

##### **(f) Clinical Social Workers**

Clinical Social Workers shall be entitled to an adequate work-space in all new, BPS facilities.

##### **(g) School Psychologists**

Appropriate office space and equipment including tables, chairs, phones, and computers will be available at the designated office of Psychological Services.

## **(h) Physical Therapists**

In all new buildings and buildings undergoing major renovations, there shall be a safe, consistent, non-hazardous space for the Physical Therapist with a secure space for storing equipment.

## **18. File Cabinet**

The school committee agrees to provide a lockable file cabinet in each school and location serviced by itinerants (e.g., school psychologists, occupational therapists, physical therapists, speech and language pathologists) for secure storage of student records.

## **19. Coverage Paraprofessionals**

Effective during the 2017-2018 school year and through August 31, 2018, the School Department shall hire and maintain thirty (30) "coverage paraprofessionals." The School Department shall deploy these coverage paraprofessionals to cover for 1:1 paraprofessionals and paraprofessionals in substantially separate classrooms who are absent and to supplement current paraprofessional services.

## **20. Sanitary Restrooms**

All employees and students in a school shall have access to clean bathrooms, including handicapped accessible bathrooms, with locking doors, adequate sanitary supplies, hot and cold running water, soap, and paper towels. All BTU members who require accommodations shall have access to an adult handicapped-accessible bathroom.

## **21. Nursing Rooms**

Any BTU member who is a nursing mother will have access to a sanitary, private locking space other than a bathroom for the purpose of pumping breastmilk, and will determine time in consultation with her supervisor, for pumping.

## **B. Books and Supplies**

1. All supply orders for school materials, nurses' supplies, education supplies, and cooks' supplies shall be prepared by the building administrator in cooperation with the teachers.
2. Teaching materials and supplies shall be made available to teachers of the physically handicapped at a central stockroom designated by the Director of Teachers of the Physically Handicapped.
3. Industrial Arts and Home Economics teachers may order and acquire books for their classes in the same manner as that used in other subject areas.
4. Vocational Education teachers may order and acquire books for their classes in the same manner as that used in other subject areas.
5. All supply orders for arts books and reading materials shall be prepared by the building administrator in cooperation with the arts teachers.

## **C. Classroom Environmental Control**

1. A classroom will be closed when the temperature falls below 60 F., or whenever the temperature or climate becomes too oppressive.
2. The Committee shall continue to cooperate with the Union in a mutual effort to eradicate the asbestos problem from school buildings.



3. Consistent with School Committee policy and state law, there shall be no smoking in any school building or anywhere on school grounds.

4. Effective September 1, 2004 through August 31, 2006, the School Department shall appropriate a minimum of \$12,500 per school year towards the hiring of an independent air quality testing company. The company hired shall be chosen jointly by the BTU and the School Department in accordance with proper bidding procedures. The company will be hired to conduct independent air testing on an as-needed basis and report its findings to both the Union and the School Department.

#### **D. School Construction and Repair**

1. The School Committee or its representatives and representatives of the Union shall exchange views concerning design and equipment of proposed new construction, alteration and repair of existing facilities.

2. Every effort will be made to insure that repairs which are disruptive to the education process are not done during class time. The administrative head should be notified as to when such work will be performed. Complaints shall be filed with the Chief Structural Engineer.

#### **E. Student Discipline**

1. Other features of school discipline shall be spelled out in the form of a memorandum of agreement between the parties; such memorandum shall represent a comprehensive Discipline Code. It shall be distributed to all teachers.

2. The Committee agrees that a Union committee shall conduct a yearly review of the "Code of Discipline" and that the Committee shall accept the union committee's recommendations as considerations for committee action.

3. Teachers directly involved in the suspension of a student shall have the opportunity, if requested, to confer with student's parents or legal guardians prior to the readmission of the suspended student.

#### **F. Information at the School**

1. All official circulars shall be posted on school bulletin boards for inspection of teachers and shall be made available to teachers on request and shall be kept in an available file with a dated checklist.

2. A copy of current teaching programs, non-teaching assignments, administrative and planning and development periods shall be available at each school.

3. Each school shall have a copy of the Committee Rules and regulations available to the teachers.

4. The school time schedule will be posted in September in an area accessible to the entire faculty.

5. All catalogs, approved lists for educational materials, and book order forms shall be delivered to the schools a minimum of six (6) weeks before these orders are to be placed.

#### **G. Teacher Files**

All teacher files shall be maintained under the following circumstances:

1. No material derogatory to a teacher's conduct, service, character, or personality shall be placed in the files unless the teacher has had an opportunity to read the material. The teacher shall acknowledge that he or she has read such material by affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he or she has read the material to be filed. Such signature does not necessarily indicate agreement with its content.

2. The teacher shall have the right to answer any material filed and his or her answer shall be reviewed by the Personnel Manager and attached to the file copy.
3. Upon request by the teacher, the teacher shall be given access to his or her file without delay.
4. Upon receipt of a written request, the teacher shall be furnished a reproduction of any material in his file.

#### **H. Assistance in Assault Cases**

1. Principals shall report all cases of assault suffered by teachers, in connection with their employment, to the Director of Personnel.
2. Whenever it is alleged that a teacher has assaulted an individual, or that an individual has assaulted a teacher, the Principal and Director of Personnel shall cooperate with the teacher involved in the investigation of the incident. The Director of Personnel shall comply with any reasonable request from the teacher for relevant information in the Committee's possession not privileged under law concerning the individual or individuals involved. The Committee shall indemnify a teacher in its employ for expenses or damages sustained by him by reason of an action or claim against him arising out of the negligence of such teacher or other act of his resulting in accidental damage to or destruction of property, while acting as such teacher, and may indemnify a teacher in its employ for expenses or damages sustained by him by reason of an action or claim against him arising out of any other acts done by him while acting as such teacher, provided, in either case, that after investigation it shall appear to the Committee that such teacher was at the time the cause of action or claim arose acting within the scope of his employment and provided, further, that the defense or settlement of any action or claim for which indemnification is sought under this provision shall have been made by the Corporation Counsel, upon the request of the Committee, or if such Corporation Counsel fails or refuses to defend such action or claims, by an attorney employed by such teacher. The Committee shall appropriate funds for this purpose in the same manner as appropriations for General School Purposes.
3. The parties agree that an administrative circular will be sent to all schools no later than December 1st, dealing with the procedure in cases of suspension arising from assault on teachers by students.
4. Related medical expenses of a person absent pursuant to III A, f, 1 shall be paid for by the Committee.

#### **I. MCAS-Alt Portfolios**

A special education teacher who is required to generate and submit MCAS Alternative Assessment portfolios ("MCAS-Alt") shall receive one day of substitute coverage, per school year, for the preparation of MCAS-Alt portfolios for students in his/her class.

#### **J. Plan and Mark Books**

The BPS shall provide all teachers with plan and mark books. Teachers shall maintain up-to-date written evidence of adequate prior lesson preparation. These plan and mark books will be available for review by the principal or the designated supervisor during classroom observation or at other reasonable times during the school day when the teacher is not using the plan and mark books.

The parties agree to meet and negotiate the impacts of the implementation of new functionality in the Student Information System.

## **Article VIII Compensation and Benefits**

### **A. Step Placement and Step Advancement**

#### **1. Hiring Rate**

(a) All persons covered by this Agreement shall be hired at the minimum salaries for their respective ranks, except as hereinafter provided.

(b) If such persons are receiving a salary equal to or in excess of the minimum salary of the rank to which they may be appointed, they shall be placed upon that year of the schedule which most nearly approaches, but is not less than the salary they are receiving in a teaching or other position at the time of the appointment; provided, that salaries shall be based upon the regular annual compensation received in a teaching or other position identical with or definitely related to the instruction which teachers are to give up to the maximum of this salary schedule.

(c) Persons who leave other positions or teachers who leave teaching positions in other school systems to serve as a substitute or provisional teacher, and while serving as a substitute or provisional teacher are appointed, shall be placed upon the year of the schedule which most nearly approaches but is not less than the salary they received in a teaching position or other position identical with or definitely related to the instruction which teachers are to give, held immediately prior to the employment as a substitute or provisional teacher.

(d) For purposes of recruiting teachers into areas where there may be a teacher shortage or for affirmative action purposes, the Committee may place newly hired teachers on any step of the salary grid. Further, the Committee may pay moving expenses or other up-front, non-recurring payments as a hiring incentive.

(e) Every person who on September 1, 1976 or 1977 was serving in a rank specified in the foregoing salary schedule shall be placed on the minimum salary of his/her grouping, provided, however, that the salary of no person shall be reduced; and provided further, that nothing herein contained shall be construed to deprive any person of salary increases provided by other orders of the Committee.

#### **2. Credit for Prior Work Experience**

##### **(a) Outside the Boston School System**

Persons who have taught outside the Boston School System shall receive year for year service credit for such teaching experience for salary purposes on the Group I Salary Schedule, up to a maximum of three (3) years. For the purpose of this paragraph a year's teaching shall mean at least one hundred and sixty (160) days teaching performed under a certificate granted by the Massachusetts Department of Education or certificate that requires equal qualification.

##### **(b) Boston Professional Experience**

Credit for all prior teaching experience in the City of Boston shall be granted to all those in Group I of the salary schedule. One hundred twenty (120) days' credit for salary purposes per school year shall be the basis for computing one year's teaching experience.

All persons appointed to permanent service shall be placed upon that year of the salary schedule to which their years of permanent, permanent substitute, provisional, and temporary service in the Boston public schools entitles them. For salary purposes one hundred twenty (120) days within a school year shall be credited as one year's teaching experience.

Credit for all prior School Nursing experience in the City of Boston shall be granted to all nurses. One hundred twenty (120) days' credit for salary purposes per school year shall be the basis for computing one year of School Nurse experience.

**(c) Professional Service Credit**

Paraprofessionals who have become or do become teachers in the Boston School system shall receive one year of salary credit for every three years worked as a Boston Public School paraprofessional, up to a maximum of three (3) years for salary credit. For salary purposes one hundred twenty days (120) shall be the basis for computing one school year.

**3. Provisional Teachers**

(a) On or before December 1, the Committee will determine when a vacancy is expected to last for the duration of the school year and shall grant a prospective contract to a provisional teacher hired to fill such vacancy. After December 1, a teacher who is expected to perform for the balance of the school year in the same assignment will be paid as a long-term substitute in accordance with the agreed upon terms governing substitute teachers and there shall be no retroactive contracts.

(b) Provisional teachers shall be given salary credit for up to three (3) full years of satisfactory teaching experience inside or outside of the school system. A "full" year inside the system for salary purposes is calculated as no less than one hundred twenty (120) days and includes service as a substitute. A "full" year outside the school system is calculated at no less than one hundred sixty (160) days and excludes service as a substitute.

(c) Provisional teachers shall be entitled to step advancement on the same basis as permanent teachers, without being capped at the third step on the bachelor schedule.

**4. Other Provisions Regarding Step Placement**

**(a) Master's Degree**

Teachers appointed heretofore or hereafter who obtain a Masters degree granted in a course by an educational institution approved by the Committee shall be placed on the step of the higher schedule for teachers which is the same step they hold in the lower schedule for teachers.

**(b) Length of Service**

All persons serving in ranks listed in Group I and Group II who are below the maximum salary shall be placed on that step to which their years of service in their group entitle them.

**5. Step Advancement**

(a) All persons serving in ranks listed in Group I, on maximum salary on August 31, 1997 shall be advanced to the maximum salary in Group I, on September 1, 1997 and on maximum salary August 31, 1998, shall be advanced to the maximum salary in Group I, on September 1, 1998. All persons on the maximum salary on September 1, 1998 shall be advanced to the maximum salary in Group I on September 1, 1999.

(b) Those persons who at the time of their appointment have not had one hundred twenty (120) days for salary purposes within the school year of their appointment but who do have a total of at least one hundred twenty (120) days for salary purposes in the school year of their appointment will advance a step on the salary schedule, to the maximum, on each September following their appointment.

All other persons will advance a step on the salary schedule, to the maximum, on the first day of the month of the appointment in each year.

(c) During the school year all persons in Group I and II who on the prior August 31 shall not have reached maximum salary of the respective anniversary dates by the amount of the annual increment provided for in the foregoing schedule until the maximum of their respective ranks is reached: provided that the final increment shall be such as shall place the person upon the maximum salary of his rank.

(d) Each teacher hired after September 1, 2013, shall not advance a step if his/her most recent evaluation reflects an overall rating of Unsatisfactory until he/she achieves a higher overall rating on a formative assessment, formative evaluation or summative evaluation.

**B. Payment of Salaries**

Salaries shall be deemed fully earned at the end of the school year and proportionately earned during the school year. Salaries shall be paid over a ten month period beginning with the first month of the school year and ending with the June month. Teachers who opt to be paid over twelve months will receive their full salary in 26 equal checks, issued every other Friday. Those who opt to be paid over ten months will receive their full salary in 22 checks, issued every other Friday, September through June.

(1) Effective September 1, 2006, all members of the teacher unit and the paraprofessional unit shall receive a one-time bonus of \$500.00. This bonus will not be calculated as part of the base wage.

**C. Group I Salary Schedule**

Effective September 1, 2016 - September 1, 2017: 2%

	<u>A</u> <u>Bachelor</u> <u>1</u>	<u>B+15</u> <u>2</u>	<u>B</u> <u>Masters</u> <u>3</u>	<u>M+15</u> <u>4</u>	<u>C</u> <u>M+30</u> <u>5</u>	<u>M+45</u> <u>6</u>	<u>M+60</u> <u>7</u>	<u>M+75</u> <u>8</u>	<u>D</u> <u>Doctorate</u> <u>9</u>
1	53,685	55,538	57,379	59,234	61,084	62,933	65,047	66,882	67,929
2	60,285	62,460	64,640	66,824	69,002	71,169	73,618	75,507	76,584
3	63,916	66,097	68,274	70,459	72,624	74,812	77,261	79,152	80,229
4	67,560	69,740	71,912	74,094	76,268	78,439	80,903	82,790	83,865
5	71,191	73,647	76,090	78,542	80,998	83,446	86,165	88,057	89,134
6	75,446	77,888	80,341	82,788	85,240	87,684	90,581	92,469	93,546
7	80,295	82,742	85,197	87,645	90,098	92,549	95,275	97,165	98,241
8	85,203	87,646	90,101	92,549	95,001	97,459	100,179	102,072	103,149
9	89,463	91,908	94,360	96,810	99,260	101,721	104,443	106,335	107,410

**SCHEDULE A – 9/1/16 - 9/1/17**

	<u>A</u> <u>Bachelor</u> <u>1</u>	<u>B+15</u> <u>2</u>	<u>B</u> <u>Masters</u> <u>3</u>	<u>M+15</u> <u>4</u>	<u>C</u> <u>M+30</u> <u>5</u>	<u>M+45</u> <u>6</u>	<u>M+60</u> <u>7</u>	<u>M+75</u> <u>8</u>	<u>D</u> <u>Doctorate</u> <u>9</u>
1	58,375	60,228	62,069	63,925	65,774	67,623	69,738	71,572	72,619
2	64,975	67,149	69,330	71,514	73,692	75,860	78,309	80,197	81,273
3	68,606	70,787	72,963	75,148	77,314	79,502	81,951	83,842	84,919
4	72,250	74,431	76,602	78,783	80,958	83,129	85,593	87,480	88,555
5	75,881	78,337	80,780	83,232	85,688	88,136	90,855	92,747	93,824
6	80,137	82,578	85,031	87,478	89,930	92,374	95,271	97,160	98,236
7	84,985	87,432	89,886	92,334	94,787	97,238	99,965	101,855	102,932
8	89,893	92,335	94,790	97,238	99,690	102,149	104,869	106,762	107,839
9	94,153	96,598	99,051	101,501	103,951	106,410	109,133	111,025	112,100

**Effective September 2, 2017 - August 31, 2018: 3%**

	<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>		
	<u>Bachelor</u>	<u>B+15</u>	<u>Masters</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>M+75</u>	<u>Doctorate</u>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
1	55,295	57,204	59,100	61,011	62,916	64,821	66,999	68,889	69,967
2	62,094	64,333	66,580	68,829	71,072	73,305	75,827	77,772	78,881
3	65,834	68,080	70,322	72,572	74,803	77,056	79,579	81,527	82,636
4	69,586	71,833	74,069	76,317	78,557	80,792	83,330	85,274	86,381
5	73,327	75,856	78,373	80,898	83,428	85,950	88,749	90,698	91,808
6	77,710	80,225	82,752	85,272	87,798	90,315	93,299	95,243	96,353
7	82,704	85,225	87,752	90,274	92,801	95,325	98,133	100,080	101,189
8	87,759	90,275	92,804	95,325	97,851	100,383	103,185	105,135	106,243
9	92,147	94,665	97,191	99,715	102,238	104,772	107,576	109,525	110,632

**SCHEDULE A – 9/2/17 - 8/31/18**

	<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>		
	<u>Bachelor</u>	<u>B+15</u>	<u>Masters</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>M+75</u>	<u>Doctorate</u>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
1	60,126	62,035	63,932	65,843	67,747	69,652	71,830	73,719	74,797
2	66,925	69,164	71,410	73,660	75,903	78,135	80,658	82,602	83,712
3	70,664	72,911	75,152	77,403	79,633	81,887	84,410	86,357	87,467
4	74,417	76,664	78,900	81,147	83,387	85,623	88,161	90,105	91,212
5	78,157	80,687	83,203	85,729	88,259	90,780	93,581	95,529	96,639
6	82,541	85,056	87,582	90,103	92,628	95,145	98,129	100,074	101,183
7	87,535	90,055	92,583	95,104	97,631	100,155	102,964	104,910	106,019
8	92,589	95,105	97,634	100,155	102,681	105,213	108,015	109,965	111,074
9	96,977	99,496	102,022	104,546	107,069	109,602	112,407	114,356	115,463

**Masters +75 Lane**

Amend Article VIII(C) by adding an “M+75” lane after “M+60” in all salary schedules effective September 1, 2005. M+75 shall be equal to M+60 plus \$1,400. The Doctorate lane shall be equal to M+60 plus \$2,200. On 9/1/05, the parties agree to the following sequence of salary changes, from the previous year: A 1% raise will be enacted across the board. The M75 lane will be implemented as described as will the new doctorate lane. Another 1% raise will be enacted after the implementation of the Masters 75 increase.

**D. Column Placement**

**1. Column A**

Column A applies to holders of a Bachelor’s degree or other certification.

**2. Column B**

Column B applies to those persons who:

- (a) Hold a Masters degree granted prior to September 1, 1958 or a Master’s degree granted in a course after said date by an educational institution approved by the committee;
- (b) Have served ten years under one of the following certificates: Certificate IV High School, Certificate XI-Special, Valid in Day High School Elementary and/or Middle, or Certificate XXVIII - Boston Business School, or Certificate XXXI High School Women, or Certificate XXXI or XXXI-B Day and Evening Industrial Schools, or Certificate XXXVI-School Librarian;

(c) Are now serving under Certificate XXXI High School Women, or Certificate XXXI or XXXI-B Day and Evening Industrial Schools and hold a Bachelor's degree or are now serving under one of the Certificates aforementioned in this clause after having served under Certificate XXX and who have completed in the aggregate ten years of service under Certificate XXX, XXXI, or XXXI-B;

(d) Are serving under Certificate IV High School Military Science and hold in the armed forces of the United States the rank of Major or Lieutenant Commander or a higher rank;

(e) Are serving under Certificate XI - Special Assistant Director Music;

(f) Are a Trades teacher and have earned 30 credits at the college level; or

Anyone hired after August 31, 1986 shall not be subject to subsections (b), (c), (d), and (e) of this Section.

### **3. Column C**

Column C applies to those members of the bargaining unit who possess a Master's degree and have earned a total of thirty (30) additional graduate credits or a law degree from an institution of higher learning accredited by the Committee and approved for credit by a representative of the Committee provided, however, that this language shall not displace any rights to which any teacher may be entitled in the 1971-72 Agreement between the parties; or the person is a Trades teacher who has earned a Bachelor's degree; or the person is now serving under Certificate IV, High School, Women, or Certificate XXXI or XXXI-B, Day and Evening Industrial Schools was a prerequisite, holds a Master's degree, and is currently not serving in the Industrial Arts Section of the Department of Vocational Education and Industrial Arts. Anyone hired after August 31, 1986 shall not be subject to the last clause, "or the person is now serving ... industrial arts."

### **4. Column D**

Column D applies to those persons in Group I who hold an earned Doctor's degree from an institution of higher learning accredited by the Committee; or a Trades teacher who has earned a Master's plus 30 credit.

### **5. Lane Advancement**

(a) For Group I and Group II, credit towards the "Bachelor's and 15 credits" lane, the "Master's and 15 credits" lane, the "Master's and 45 credits" and the "Master's and 60 credits" lane shall be granted on the same basis as that for which credits have been granted for the 30 added credits required for the "Master's and 30 credits" lane.

(b) Lane placement on an equivalency basis shall be granted to Trades teachers so that they achieve Master's plus 45 upon earning a Master's degree.

(c) In accordance with past policy, credit shall be granted for salary purposes for in-service courses and all graduate courses taken at an institution of higher learning accredited by the Committee. Credit in the excess of ten (10) but not in excess of thirty (30) shall be granted for salary purpose for in-service courses earned after September 1, 1980.

The School Department reserves the right to disapprove for salary credit courses that are unrelated to the field of education in the Boston Public Schools, or to subjects taught therein, or which do not enhance advancement up the educational career ladder for bargaining unit personnel. Law credits or degrees shall be creditable for employees who were in law school on or before the date of ratification of the 1983-86 Agreement and who acquire their law degree on or before June 30, 1985. Other employees with a law degree will always be placed one lane on the salary scale advanced from where they would otherwise be. Requests for pre-approval of any courses shall be responded to by the Human Resource Department promptly.

A teacher hired after September 1, 2013 shall not advance a lane on the salary grid beyond the Masters +15 lane in Art. VIII, Section C unless he or she takes course(s) that have received prior approval for lane advancement from the Assistant Superintendent of Human Resources.

(d) With the School Department approval of subject matter and provider, fifteen (15) contact hours of continuing education shall equal one (1) in-service credit for nurses, speech and language pathologists, school psychologists, pupil adjustment counselors, guidance counselors, occupational and physical therapists, vision teachers, and lead sign language interpreter.

**6. Academic Advancement Ladder**

There shall be created a new “credit” for academic lane advancement, called an Academic Ladder Credit “ALC.”

The school department shall be able to set an appropriate number of ALCs for each course or strand of courses. The school district shall be allowed to assign ALCs for a “strand” of courses available upon completion of the entire strand without allowing individual course credit for partial strand completion. So, for example, the district may set up a strand of five math courses – of the district’s own design – for elementary teachers, with the understanding that all five must be completed for any credit to be given.

All courses or strands of courses will be tuition-free.

All ALCs shall be interchangeable with in-service credits for lane advancement without being subject to the current in-service cap of 30. ALCs shall be awarded on a ratio of one (1) credit to twelve (12) hours of ALC instruction.

The school district shall be able to place whatever conditions it wishes on the attainment of ALCs whether for a course(s) or strand(s) completion. As an example, homework and research papers can be assigned, provided that the conditions are stated in a syllabus distributed at the beginning of the course/strand.

Employees may use combinations of graduate credits, in-service credits and ALCs for lane advancement. However, a teacher must possess a Master’s degree to advance to the Master’s lanes and must possess a Doctorate degree to advance to the Doctorate lane.

**E. Group II Salary Schedule**

**1. Salary Schedule**

The following schedule shall be effective September 1, 1997, for Division Foremen and Forewomen, Division Heads, Supervising Nurses, Guidance Counselors, Research Assistants, School Adjustment Counselors, Supervisors of Fine Arts, Vocal Music, and Physical Education in Elementary Schools, Teacher Coordinators, Vocational Assistants, and Vocational Instructors, Supervisors of Handicrafts (Special Classes), Assistant Industrial Arts, and any other person mentioned in Appendix A of this document under Group II:

**Effective September 1, 2016 - September 1, 2017: 2%**

	<u>A</u>	<u>B</u>			<u>C</u>		
	<u>Base</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>M+75</u>	<u>Doctorate</u>
1	99,746	102,273	104,828	104,252	110,202	112,095	113,171
2	104,004	106,533	109,088	111,640	114,462	116,356	117,434

**Effective September 2, 2017 - August 31, 2018: 3%**

	<u>A</u>	<u>B</u>			<u>C</u>		
	<u>Base</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>	<u>M+75</u>	<u>Doctorate</u>
1	102,738	105,341	107,973	107,380	113,508	115,458	116,566
2	107,124	109,729	112,361	114,989	117,896	119,847	120,957



**2. Column A**

Column A applies to persons appointed by the Committee to this Group II.

**3. Column B**

Column B applies to those members of the bargaining unit who possess a Master’s degree and have earned a total of thirty (30) additional graduate credits or a law degree from an institution of higher learning accredited by the Committee and approved for credit by a representative of the Committee provided, however, that this language shall not displace any rights to which any teacher may be entitled in the 1971-72 Agreement between the parties; or the person is a Trades teacher and has earned a Bachelor’s degree; or the person is now serving under Certificate IV, High School in an area where Certificate XXXI for High School, Women, or Certificate XXXI or XXXI-B, Day and Evening Industrial Schools was a prerequisite, holds a Master’s degree, and is currently not serving in the Industrial Arts Section of the Department of Vocational Education and Industrial Arts.

Anyone hired after August 31, 1986 shall not be subject to the last clause, “or the person is now serving ... industrial arts.”

**4. Column C**

Column C applies to those persons in the Group who hold an earned Doctors degree from an institution of higher learning accredited by the Committee; or the person is a Trades teacher and has earned a Master’s plus 30 credits.

**5. Other Group II Eligibility Provisions**

(a) Employees permanently appointed on or after September 1, 1978 as guidance counselors, guidance advisors, research assistants (psychologists), and school adjustment counselors will be paid at Group I rates. All employees permanently appointed to any such position on or before August 31, 1978, or who were serving on an acting basis in any such position and were thereafter appointed to any such position, will continue to be paid or continue to be eligible to be paid at Group II rates. It is understood that this provision is not intended to guarantee appointment to any person so serving on an acting basis.

(b) Nothing herein shall be construed to be a waiver of the rights of those persons now or formerly known as assistant headmaster-subject area, currently the subject of a proceeding at the SLRC.

**F. Acting Rates and Differentials**

**1. Acting Positions**

Any person in Groups I and II who may be designated by the Superintendent in accordance with the regulations to act in the position of a headmaster, shop superintendent, principal of a school or district, or of a director, associate director, or chief examiner, for a continuous period exceeding two (2) weeks, shall be paid per day for each day of service in addition to the regular salary of his or her rank:

<b>9/1/16</b>	<b>9/1/17</b>
68.95	71.02

Any person in Groups I and II who may be similarly designated to act in the position of assistant director, assistant in charge, supervisor, assistant headmaster (subject area), head instructor, coordinator, guidance counselor or division head, assistant principal, or shop foreman, shall be paid per day for each day of service in addition to the regular salary of his or her rank:

<b>9/1/16</b>	<b>9/1/17</b>
34.57	35.61

## 2. Acting Assistant Headmaster (Subject Matter)

Any master, junior master, or teacher, Latin or Day High Schools, who may be designated by the Superintendent in accordance with the regulations as acting assistant headmaster (subject area) wherein there are not less than fifteen hundred (1500) pupil hours in foreign (including ancient) languages, taught by at least three (3) teachers whole or part time, or of any other department wherein there are not less than two thousand (2,000) pupil hours, taught by at least four (4) teachers whole or part time, shall be paid per day for each day of service, in addition to the regular salary of his or her rank:

9/1/16	9/1/17
34.57	35.61

## 3. Teacher-in-Charge

Any person in Groups I and II of this salary schedule who may be designated by the Superintendent as teacher-in-charge of a building where there is no permanent assistant principal, assistant headmaster (subject area), or as teacher-in-charge of an elementary unit in a middle school, a high school or in an elementary school where there are at least four (4) classes shall be paid per day for each day of service, in addition to the regular salary of his or her rank. This sum shall be paid even when a teacher is out for acceptable reasons under this contract.

9/1/16	9/1/17
34.57	35.61

The position of teacher-in-charge shall be posted at the beginning of each school year in those elementary schools with no assistant principal. The principal shall designate as teacher-in-charge a person who is assigned full time to the school, who has an exemplary attendance record, and who is qualified, in the judgment of the principal, to serve in such capacity.

The teacher-in-charge shall be paid the per diem differential for each full day beginning with the first day the principal is out of the building.

Every effort shall be made to avoid having both the principal and the teacher-in-charge out of the school on the same day. If, however, both are absent on the same day, an alternate teacher-in-charge may be designated and paid in the same manner as set forth above, provided that only one teacher shall be paid a stipend as teacher-in-charge on a given day.

## 4. H.H.H.O.R.C.

All persons employed at the H.H.H.O.R.C. who are scheduled to work by the headmaster or his or her designee beyond the regular teacher work day shall be paid at the contractual hourly rate specified in Section VIII(H)(12) prorated for any fraction of an hour so scheduled.

This salary differential will be part of the teacher's annual salary and teachers will receive this in equal installments included as part of their regular pay checks.

The teaching load at the HHHORC will be consistent with the principles set forth in Sections V(A)(2)(a)-(d) and V(A)(4)(a)(2) based upon a longer work day. All teachers will have fifty-five (55) minutes for a planning and development period and fifty-five (55) minutes for an administrative period each day. Modules of twenty-five (25) and thirty (30) minutes may be scheduled to achieve these objectives.

## 5. Special Class Differential

A special class differential of :

9/1/16	9/1/17
1,541.00	1,587.00

(a) Bargaining unit members not exceeding 220 who were named by the parties under the grievance settlement agreement AAA Case No. 1139-1957-77 as having received the Special Class Differential during the school year 1973-1974 and who possessed Special Class Certification 56. Such bargaining unit members will continue to receive this differential for as long as they are employed in a bargaining unit position in the Department of Special Services.

(b) Bargaining unit members not exceeding 105 who taught in the SAR-ESD-DDS classifications for the school year 1977-1978, so long as they continue to teach in one of these classifications.

(c) Teachers of the Deaf at the Mann Unit of the Jackson Mann School, so long as they continue to teach in that position.

**G. Special Rates and Extracurricular Payments**

**1. Miscellaneous Hourly Positions**

	<b>9/1/16</b>	<b>9/1/17</b>
Teachers, Physically Handicapped	65.28	67.24
Teachers, Classes of Lip Reading	65.28	67.24
Special Assistants - Day School for Immigrants	65.28	67.24
Per session substitutes	65.28	67.24

Half day teachers of Kindergarten shall receive one-half the salary and benefits of Provisional Teachers.

**2. Teachers, Coaches, and Coaches in Latin or Day High Schools**

	<b>9/1/16</b>	<b>9/1/17</b>
Football, Head Coach	12,561	12,938
Football, Asst Coach	7,415	7,637
Baseball, Head Coach	7,780	8,013
Baseball, Asst Coach	6,277	6,465
Basketball, Head Coach	8,252	8,500
Basketball Asst Coach	6,581	6,778
Indoor Track, Coach	6,698	6,899
Hockey, Coach	8,252	8,500
Swimming, Coach	6,698	6,899
Cross Country, Coach	4,473	4,607
Outdoor Track, Coach	5,572	5,739
Soccer, Coach	5,967	6,146
Boating, Coach	3,349	3,449
Wrestling, Coach	4,017	4,138
Intramural Coaches - Middle School	76.10	78.38
Golf, Coach	4,017	4,138
Softball, Head Coach	7,780	8,013
Softball, Asst Coach	6,277	6,465
Badminton, Coach	4,017	4,138
Bowling, Coach	4,017	4,138
Cheerleading, Coach	4,017	4,138
Tennis, Coach	4,017	4,138
Volleyball, Coach	5,967	6,146
Basketball - Middle School	4,017	4,138
Track & Field - Middle School	4,017	4,138
Football - Middle School	4,017	4,138

### 3. Yearbook, Clubs and Audio-Visual and Teachers in Charge and JROTC Instructors

	9/1/16	9/1/17
Teacher in Charge of Yearbook, High School	1,612	1,660
Teacher in Charge of Yearbook, Middle School	1,612	1,660
Teacher in Charge of Drama Club	1,612	1,660
Teacher in Charge of clubs that meet in interscholastic competition	1,612	1,660
Elementary Teacher in charge of audio-visual equipment	1,612	1,660
JROTC Drill Instructors	1,995	2,055
Academic Debate Coach	1,995	2,055

### 4. Evening High Schools

	9/1/16	9/1/17
Principals, per hour	65.33	67.29
First Assistants, per hour	53.48	55.08
Assistants, per evening (three hours)	142.57	146.85

### 5. Evening Trade School

	9/1/16	9/1/17
Principals, per hour	65.33	67.29
First Assistants, per hour	53.48	55.08
Assistants, per evening (three hours)	142.57	146.85

### 6. Evening Elementary Schools

	9/1/16	9/1/17
Principals, per hour	65.33	67.29
Supervisors, Division B Classes, per evening (three hours)	160.34	165.15
Supervisors, Division C Classes, per evening (three hours)	160.34	165.15
First Assistants, per hour	53.48	55.08
Assistants, per evening (three hours)	142.57	146.85

### 7. Summer Review High Schools

	9/1/16	9/1/17
Principals, per hour	65.33	67.29
First Assistants, per hour	53.48	55.08
Assistant and School Nurses, per hour (four hours)	190.11	195.81

### 8. Summer Review Middle Schools

	9/1/16	9/1/17
Principals, per hour	65.33	67.29
First Assistants, per hour	53.48	55.08
Assistant and School Nurses, per hour (four hours)	142.57	146.85

### 9. Apprenticeship and Journeyman Classes

	9/1/16	9/1/17
First Assistants, per hour	53.48	55.08
Instructors, per hour	47.57	49.00

**10. Vocational Education Teachers**

Vocational Education Teachers who are required by the Department of Education of the Commonwealth of Massachusetts, or by the Committee, to attend summer courses, shall be paid a week’s pay at their rank as an expense allowance toward the costs of tuition, travel, and living in connection with such courses.

**11. Class Coverage Payment**

When coverage of a class one-half (1/2) or more of a period causes loss of Planning and Development, unless relieved of an administrative period, that teacher will be credited with 20% of the rate of the per diem substitute. Payment in full is to be made not later than June 30 of the school year.

**12. Contractual Hourly Rate**

<b>9/1/16</b>	<b>9/1/17</b>
47.34	48.76

**13. Externally Funded Extracurricular Activities**

The Department may pay a fixed stipend for extra work, regardless of the number of hours, for extracurricular activities dependent upon external funding.

**14. Language Assessment Team Leader**

The Language Assessment Team Leader in bilingual programs at the elementary level shall be granted an extracurricular payment of

<b>9/1/16</b>	<b>9/1/17</b>
923.98	951.70

to complete Language Assessment team related duties. At the middle and high school levels the Language Assessment Team Leader shall be allowed two (2) administrative periods to perform these duties.

**15. Early Learning Centers**

Provided that staff at early learning centers continue to arrange coverage during school vacations by staggering their work schedules, staff required to work in excess of ten months shall be paid on a pro rata basis for the additional time.

**16. Clinical Coordinators**

Clinical coordinators shall be reimbursed the cost of their professional supervision.

**17. Cooperating Teachers**

A joint study by Committee and Union representatives shall be made for compensation of cooperating teachers.

Each cooperating teacher shall be given two days of leave, with pay, without loss of benefits. Such days shall be taken as mutually agreed upon by the teacher and the administrative head during the last two weeks of the student-teacher training period. In cases of conflict, seniority shall prevail in the selection of days.

## **H. Pay Credit**

The teacher or his or her designated beneficiary, or if there is no designated beneficiary then the estate of the teacher, who is separated from employment or dies during the school year shall receive the pay withheld up to the date of separation or death.

## **I. Traveling Teachers and Mileage**

(1) All personnel covered by this Agreement who are authorized to use private automobiles for school business shall be reimbursed for miles traveled in connection with their duties as follows:

(2) The Mileage rate for reimbursement shall be the IRS rate. School Psychologists and Pupil Adjustment Counselors shall be given the option of receiving a yearly payment of \$600.00 as reimbursement for mileage and auto expenses or filling out monthly mileage statements and receiving full reimbursement for documented mileage. There shall be no cap on the number of miles allowed as long as they are documented.

The individuals who opt for the lump sum \$600.00 payment shall be reimbursed in addition to the \$600.00 for mileage outside the City of Boston.

(3) Lump sum payments will be made in June of each year. Psychologists and PAC's who may work part of a year will be reimbursed on a basis of 1/180 for each day worked.

(4) Out-of-city travel will be reimbursed at the applicable cents per mile specified in (b), plus any tolls, upon submission of a voucher and substantiating mileage log in June of each year.

(5) All traveling teachers shall be supplied with parking permits and will have equitable access to departmental supplies and inter-departmental supply lists.

(6) Placement and follow-up personnel in Cooperative Courses shall be considered "Traveling Teachers" for the purpose of this Section.

## **J. Severance Pay**

Persons who retire, resign, or die after ten (10) years of teaching in the Boston School System shall be paid at the rate of 40% of accumulated, unused paid sick days, without limitation. Payment shall be based on the annual rate of pay of the person at the time of death, retirement or resignation. In the event of death, payment shall be made to the estate.

Persons laid off by the Committee during this Agreement may resign prior to August 31 of the year following the layoff vote and collect severance pay, with forfeiture of recall rights and termination of any further unemployment compensation pay.

To the extent permitted by applicable law, severance shall be paid in two installments. One half of the payment shall be made on or before December 31 of the year of retirement; and the other half shall be paid on or before December 31 of the year after retirement.

## **K. Tax-Free Annuities**

The Committee agrees it is desirable to allow persons in the bargaining unit to take advantage of the federal law concerning tax-free annuities and shall take such steps as are necessary and possible to implement this program. The company or companies providing the coverage shall be mutually agreed upon by the parties.

## **L. Retirement Plan—State Boston Retirement System**

Permanently appointed persons have a percentage of their salaries deducted each pay day according to law. The amount you must contribute is as follows:

Eleven percent of your regular compensation if appointed on or after July 1, 2001;  
 Nine percent of your regular compensation if appointed on or after July 1, 1996;  
 Eight percent of your regular compensation if appointed on or after January 1, 1984;  
 Seven percent if appointed on or after January 1, 1975 yet prior to January 1, 1984;  
 Five percent if appointed prior to January 1, 1975.

In addition to the above, for all employees employed between January 1, 1979 and June 30, 2001, an additional 2% contribution is required on salary above \$30,000.

One must be under age sixty-five, upon entering service, to become a member. Special allowances are granted veterans and those disabled. Generous allowances are made to dependents of those who die on the job after two years of service. Teachers who enter Boston Service may make up ten years of out-of-state service by contributing to our fund.

Pensions are based on the average of one's three highest paid years of service, their total years of service, and their age. One cannot receive more than 80% of the average of their three (3) highest years.

The following Percentage Table is used.

<u>Age at Date of Retirement</u>	<u>Percent</u>
65 or over	2.5
64	2.4
63	2.3
62	2.2
61	2.1
60	2.0
59	1.9
58	1.8
57	1.7
56	1.6
55	1.5

One may retire at any time upon completion of twenty years of service. One may not retire before age fifty-five without completing twenty years of service. See <http://www.mass.gov/mtrb/> or <http://www.cityofboston.gov/retirement/> for more information.

**Example: Superannuation - Option A**

Group 1 member, at Mast column, retiring as of June 30, 1989, under the following conditions.

- (a) Age 65
- (b) 30 years of service
- (c) Average Salary 3 years prior to 6/30/89

1987	\$33,357
1988	35,960
1989	<u>38,200</u>
	\$107,517 / 3 = \$35,839

**Retirement Allowance Computation**

2.5% of 35,839 x 30 =	\$26,879
(a) Veteran	<u>300</u>
	\$27,179

Please note that this is not the actual method by which the average salary is computed. This is a more simplistic method that will give a close approximation for estimate purposes. One cannot receive more than 80%.

For up-to-date information about the retirement law as it affects Boston teachers, please see here (<http://www.cityofboston.gov/retirement/>). For exhaustive information about Mass. retirement law in general, see the Mass. Teacher Retirement System web page at <http://www.mass.gov/mtrs/>.

## **M. Insurance**

### **1. Health**

The City's contribution to all group hospitalization insurance premiums shall be as follows:

- 75% of the total monthly premiums for the policy selected by the employer, including master medical or the equivalent benefits
- 90% of the total monthly premiums for all approved and authorized health maintenance organizations

A. Effective July 1, 2007, the City shall cease to offer Master Medical to bargaining unit members. On July 1, 2007, the City shall offer the indemnity PPO known as Blue Care Elect Preferred. The City's rate of contribution for the indemnity PPO shall be 75%. The employee's rate of contribution shall be 25%.

B. Effective September 1, 2007, the City's rate of contribution for all approved and authorized health maintenance organizations shall be 89%. The employee rate of contribution for all approved and authorized health maintenance organizations shall be 11%.

C. Effective September 1, 2008, the City's rate of contribution for all approved and authorized health maintenance organizations shall be 88%. The employee's rate of contribution for all approved and authorized health maintenance organizations shall be 12%.

D. Effective September 1, 2009, the City's rate of contribution for all approved and authorized health maintenance organizations shall be 85%. The employee's rate of contribution for all approved and authorized health maintenance organizations shall be 15%.

E. Effective September 1, 2007, the City's rate of contribution for all approved and authorized point of service products shall be 84%. The employee's rate of contribution for all approved and authorized point of service products shall be 16%.

F. Effective September 1, 2008, the City's rate of contribution for all approved and authorized point of service products shall be 83%. The employee's rate of contribution for all approved and authorized point of service products shall be 17%.

G. Effective September 1, 2009, the City's rate of contribution for all approved and authorized point of service products shall be 80%. The employee's rate of contribution for all approved and authorized point of service products shall be 20%.

H. Adoption of M.G.L. Chapter 32B § 18.

- i. The Union agrees to support legislation that would allow Cities and Towns to adopt Section 18 and have the option of applying the provisions of Section 18 prospectively.
- ii. In the event that the legislature takes not action on the above mentioned matter by June 30, 2008, the Union will support the adoption of Section 18, in its current form, by the Boston City Council.



- iii. Upon adoption by the Boston City Council, the City will meet with the Union and bargain over the impact that the adoption will have on current members upon their retirement. It is the intention of the parties to meet and bargain over the impact of the adoption of Section 18 during the contract period. In the event the impact of said adoption does not conclude during the contract period, the City reserves its right to maintain that the impact of Section 18 shall continue to be an impact bargaining issue. Likewise, the Union reserves its right to maintain that the impact of Section 18 should be addressed as part of successor bargaining. This agreement shall not be construed as an agreement by either party as to whether or not this matter must be subject to impact bargaining or successor bargaining. In the event that this matter does become subject to successor bargaining, the parties will address the matter separate and aside from other matters being negotiated at the main bargaining table. This subsection shall take effect on the effective date of the collective bargaining agreement that expires on August 31, 2007 and expire on August 31, 2010.

I. **Re-opener**

A re-opener shall take effect if the City of Boston voluntarily enters into an agreement with another City of Boston municipal union (excluding the Boston Water and Sewer Commission) that would have the City paying more than 85% of the HMO premium contribution (or 80% of the POS premium contribution) during any time between September 1, 2009 and August 31, 2010. This re-opener shall be restricted to the issue of what percentage the City will pay for its contribution to HMO and POS premium products.

This section shall take effect upon the effective date of the collective bargaining agreement covering the 2006 – 2007 school year and shall expire on August 31, 2010.

2. **Life**

The employer contribution to the life insurance portion of the group insurance plan (\$5,000 policy) shall be 50% with a provision for teachers to purchase more life insurance at a low rate.

3. **PEC-MOA**

The parties agree to comply with the Memorandum of Agreement between the City of Boston and the Public Employee Committee attached hereto as Appendix “C”.

N. **Career Awards**

Career awards shall be paid as follows:

After 1 year Group 1 maximum or upon reaching Group II:	\$1,250
After 14 years	\$1,950
After 19 years	\$2,350
After 24 years	\$2,550
After 29 years	\$3,550
After 34 years	\$4,050
After 39 years	\$4,550
After 44 years	\$5,050

All bargaining unit members not on the salary grid shall be eligible for their first career award after nine (9) years of service.

Teachers shall automatically receive career awards to which they are entitled. Effective July 1, 2004, retroactive career award payments shall not exceed three (3) years.

**O. Health and Welfare Fund**

The Committee and the Union have established a Trust Fund designated as “The Boston Teachers Union Health and Welfare Fund” to provide such benefits as are set forth in the Health and Welfare Fund Agreement heretofore executed between the parties and incorporated herein by this reference as if set out fully at this point except that the Health and Welfare Fund shall be administered solely by five (5) trustees appointed by the Union and three (3) appointed by the Committee.

The Union agrees to comply with the reporting and disclosure requirements contained in Article IV, Sections 4.7, 4.8, and 4.9 of the Agreement and Declaration of Trust for the Boston Teachers Union Health and Welfare Fund, dated December 23, 1968.

Any bargaining unit member for whom a contribution is made to the Health and Welfare Fund in any school year shall remain covered by the Fund for the duration of that school year so long as he/she remains in the employ of the Committee in an acting position. No prorated credit shall be due the Committee for such employees. Should a bargaining unit member leave the bargaining unit for the balance of any school year and not remain in the employ of the Committee in an acting position, the Committee shall receive a prorated credit on the July payment to the Fund for those months of the school year beginning with the first full month after notice of service has been sent to and received by the Fund. Contributions to the Fund for employees granted provisional contracts shall be prospective, except pursuant to a grievance settlement or if required by a retroactive award ordered by an arbitrator.

Contributions shall be prorated for employees hired during the school year based on the number of months worked in relation to ten months. A month shall count as worked if any day in such month is worked.

The payment required annually on behalf of each person employed within the bargaining unit shall be made at the time required under the predecessor agreement in the following amount:

The annual contribution for Teachers and Paraprofessionals will increase by \$150.00 effective September 1, 2007. This amount will be added to the base contribution prior to application of the 3% general rate increase granted for the 2007-2008 school year.

	<b>9/1/16</b>	<b>9/1/17</b>
Teachers	1,649	1,698

**P. Compensation Obligations**

The Committee shall not be obligated to compensate bargaining unit members for services delivered unless the Committee authorizes such activities.

**Q. Leaves of Absence and Sick Leave**

**1. Leave for Union Officers**

Not more than the aggregate of twelve (12) employees in the bargaining unit for teachers and paraprofessionals, who are officers of the Union or who are appointed to its staff shall upon proper application, be given leave of absence without pay during the school year for the purpose of performing legitimate duties for the Union. Employees given leaves of absence without pay shall receive credit toward annual salary increments on the schedules appropriate to their rank.

The Committee agrees to recommend to the Pension System that the time spent on leave of absence pursuant to this section be granted as a service credit for retirement purposes and that the employees receiving such leave of absence be permitted to pay regular monthly contributions based upon their earnable salaries as members of the teaching staff for the period of such leave.

Provided also that for special purposes leaves without pay under the above conditions shall be granted from time to time for shorter periods than one year but not less than three months as requested by the Union for special study or research or similar relevant purposes to enhance the knowledge and competency of the Union in administering its responsibilities under this contract. All leaves under this short term stipulation would not exceed a total of twelve months per school year.

## **2. Leave for Personal Reasons**

Teachers granted leave with pay shall be permitted to continue to establish creditable service towards retirement while on such leave.

## **3. Sick Leave**

All members of the bargaining unit shall be granted an annual leave for fifteen (15) days without loss of pay, for absence caused by illness or by injury, or by exposure to contagious disease.

Sick leave may accumulate from year to year without limitation.

Each September, fifteen days of sick leave shall be added to the reserve of each person in actual service on or before October 1 of that school year.

A person appointed after October 1 of any school year shall be granted sick leave for that school year on the following basis:

(a) A person appointed after October 1 but before January 1 shall be granted twelve (12) days sick leave for that school year.

(b) A person appointed after January 1 but before April 1 shall be granted eight (8) days of sick leave for that school year.

(c) A person appointed after April 1 shall be granted four (4) days leave for that school year.

When the record of repeated absence reflects a clear pattern of abuse, the building administrator shall warn the employee and subsequently may request a doctor's certificate.

Up to thirty (30) days of accumulated sick leave in each school year may be used for family illness or for adopting a child. Effective September 1, 2004, up to forty (40) days of accumulated sick leave in each school year may be used for adopting a child. Additional leave for these purposes is subject to the approval of the Director of the Office of Human Resources.

Permanent members of the bargaining unit who resign without obtaining severance pay shall have their prior accumulated sick leave restored upon returning to the bargaining unit and obtaining permanent status.

## **4. Absence Due to Injury in the Course of Employment**

Persons injured in course of employment shall be granted leave in accordance with the provisions of this subsection, and such persons and substitute teachers will receive other Workmen's Compensation benefits as provided in General Laws, Chapter 152.

(a) A bargaining unit member whose industrial accident claim has been accepted and who is receiving workers' compensation pursuant G.L.c.152 will have restored all sick leave used after initial date of injury related to said claim and prior to receipt of workers' compensation pursuant to G.L. c.152. Such employee may, after acceptance of said claim, use such of his or her sick leave accrued prior to acceptance of claim, as may result in the payment of full salary. Any absence due to an injury compensated under G.L. c.152 shall be counted as creditable service for purposes of determining an employee's career award entitlement, seniority and salary step advancement once the employee has returned to work, provided however, that additional per-

sonal days and sick leave days shall not accrue to employees during the period after the employee has been accepted and is receiving workers' compensation and until such employee returns to work. Nothing herein is intended to diminish or reduce any rights or employees pursuant to G.L. c.152.

(b) Notwithstanding the provisions of the foregoing paragraph, a bargaining unit member who is absent due to physical bodily injury as a direct result of a physical assault and battery which occurs during the course of his/her employment and who, as a result of this injury has been accepted for and is receiving Workers' Compensation payment pursuant to G.L. c.152, shall have restored any sick leave used to supplement his/her workers' compensation payment, and which when added to his/her workers' compensation payment is equal to his or her full weekly salary. The provisions in this section shall be limited to forty-five calendar days after a bargaining unit member has been accepted and is receiving Workers' Compensation.

## **5. Personal Leaves and Miscellaneous Paid Leave**

### **(a) General**

Personal leave may be used for personal needs not otherwise provided for, such as to receive a college degree; to attend a veteran's convention; to attend the funeral of a cousin, friend or retired teacher; to attend the graduation of a member of immediate family, including niece and nephew; and to attend educational conventions.

Requests for personal leave other than in an emergency shall be submitted to the building administrator as early as possible prior to the day for which leave is requested. In no event will personal leave be granted during a school emergency.

Effective September 1, 2003, employees shall be entitled to use up to four (4) personal days "per school year." Any personal days not used in the year for which they are granted shall be added to the employee's sick leave entitlement for use in subsequent years.

### **(b) Limit on Number of Persons Taking Leave at the Same Time**

Except at the discretion of the building administrator, not more than five (5) percent of the teachers in a building shall be eligible for personal leave on the same day.

### **(c) Limit on Personal Days Before and After School Vacations**

No teacher may take a personal day on both the day immediately preceding and the day immediately following a school vacation, including the Thanksgiving recess.

### **(d) Religious Holidays**

The Committee shall provide up to two (2) days without loss of pay or personal leave for observance of the Jewish Holy Days, Rosh Hashanah and Yom Kippur, and for observance of the Muslim religious holidays, Eidul-Fitr and Eidul-Adha.

The Committee shall also provide one day without loss of pay for Good Friday observance of the Eastern Orthodox Church. The Committee and the Union may, by mutual consent, reopen negotiations on the issue of religious observance at any time during the contract period.

### **(e) Death in the Immediate Family**

In the event of a death in the immediate family, including mother-in-law or father-in-law or anyone residing in the same household with the teacher, up to five (5) days without loss of pay shall be provided. Days are consecutive school days immediately preceding, following or including the day of death. Holidays, vacations or suspended sessions shall be considered school days under this provision. One (1) day without loss of pay shall be provided for a niece, nephew, uncle, aunt, and in-law other than above.

Three (3) days without loss of pay shall be provided for the death of a grandchild or grandparent.

**(f) Court Leave**

The Boston School Department will provide release time without loss of pay for court appearances on school business, including cases involving job-related teacher assaults.

**(g) Union Convention Leave**

Up to 150 person-days per year without loss of pay for teachers and paraprofessionals will be provided for attending union conventions and conferences scheduled on teacher work days. Names of individuals to attend will be submitted to the Personnel Department ten (10) school days in advance of the leave. The BTU Health and Welfare Fund will reimburse the Department for its actual cost of substitutes filling in for persons on leave to attend a health and welfare-related conference or convention.

**(h) Maternity and Child Care Leave**

Any teacher who becomes pregnant shall give the Superintendent and her principal headmaster or immediate superior immediate notice of the pregnancy and the expected date of delivery.

Any teacher shall be eligible to use accumulated sick leave for disability caused by pregnancy or childbirth and recovery thereof. The certificate or statement of a doctor that such teacher was not in fit condition for service shall be necessary following an absence of six or more successive school days under sick leave.

Any teacher who is pregnant shall, upon request, be given a maternity leave of absence without pay; provided, that a teacher shall be eligible to use accumulated sick leave for such portion of the maternity leave of absence for which her physician certifies that she was not in fit condition for service due to disability caused by pregnancy or childbirth and recovery thereof.

No pregnant teacher shall be permitted to work later than the date recommended by her physician.

The pregnant teacher shall notify her principal, headmaster, or immediate superior no less than two weeks before her anticipated date of departure of the day she will leave.

The teacher, after delivery or if the pregnancy is of shorter duration than expected, may be permitted by the Superintendent to return to work at any time. She shall, however, be permitted to return to work upon notifying, in writing, no less than two weeks in advance of her return, the Superintendent and her principal, headmaster or immediate superior. The Superintendent may require the certificate or statement of a doctor that such teacher is in fit condition for service.

No maternity leave of absence combined with any sick leave for disability caused by pregnancy or childbirth and recovery thereof shall exceed eighteen months, except in accordance with the next paragraph.

If, before the expiration or termination of an absence under sick leave for disability caused by pregnancy or childbirth or recovery thereof, or a maternity leave of absence, a teacher shall become aware that she is pregnant again, the absence for her prior pregnancy shall immediately terminate and she shall be subject anew to this leave of absence.

A teacher who wishes leave without pay to care for his child after the mother will have recovered from pregnancy, must first have given the Superintendent and his headmaster, principal or director notification in writing, at least three months prior to the time he expects to be absent that he will take such leave and its expected duration. No less than two weeks before actual departure, he will notify the Superintendent and his headmaster, principal or director in writing of the day he will start the leave.

The teacher may be permitted to return to work before termination of his leave. He shall be permitted to return to work upon notification given two weeks in advance to the Superintendent and to his headmaster, principal or director. The teacher shall send the Superintendent a copy of the birth certificate within fifteen days of birth.

The duration of the leave, all of which is unpaid, shall not extend beyond eighteen months.

If, before expiration of the leave, the teacher learns that he is again to become a father, he may terminate the first leave of absence and arrange for a new one for a period up to eighteen months.

Teachers shall be credited for each day of sick leave for disability caused by pregnancy or childbirth and recovery thereof and of maternity leave of absence (days in which school is in session) up to forty (40) days of credit in each school year and; if teaching service and credited service totals at least one hundred twenty (120) days, shall be credited with one year's teaching experience for salary purposes.

Unpaid leave under this section shall be available for the purpose of adopting a child. Such leave will not exceed eight (8) weeks unless the child being adopted is less than twenty-four (24) months old, in which case no such leave shall exceed eighteen (18) months.

#### **(i) Parental Leave**

The City of Boston Paid Parental Leave policy shall be deemed applicable to provisional teachers (years 2 and 3) who so elect, via the adoption of the following language:

Aforementioned employees covered by this Agreement shall be granted parental leave consistent with the BPS Medical Leave Policy. Concurrent with the Parental Leave provision in the BPS Medical Leave Policy, aforementioned employees may also be granted paid parental leave consistent with the City's Paid Parental Leave Policy. Such paid parental leave shall run concurrent with the BPS Medical Leave Policy and any other applicable approved leaves of absence, including those covered by the Family and Medical Leave Act and the Massachusetts Parental Leave Act. The Union waives its right to bargain over the City's decision and any impacts associated with such decision to change or eliminate the Paid Parental Leave Policy. The City will provide thirty (30) days notice to the Union of any change to or elimination of the Paid Parental Leave Policy.

#### **6. Military Leave of Absence**

Military leave of absence, without pay, may be granted to a permanent teacher inducted into the armed forces for the required length of service, according to the terms of the Selective Services and Training Act of 1940, and subsequent amendments by Congress.

#### **7. Organized Reserve Forces**

Every person who is a member of a reserve component of the Armed Forces of the United States shall be granted, in accordance with Section 59 of Chapter 33 of the General Laws, leave of absence, without loss of pay, during the time of his annual tour of duty as a member of such reserve component; provided, however, that such leave shall not exceed seventeen (17) days.

#### **8. Leave Deadlines**

January 15 is the deadline for all of the following:

- (a) Application for leave of absence to commence at the beginning of the next teacher work year.
- (b) Application for extension of leave of absence scheduled to expire at the beginning of the next teacher work year.

(c) Application to cut short a scheduled leave of absence and to return to work at the beginning of the next teacher work year.

The January 15 deadline will be waived in case of circumstances arising after January 15 and beyond the teacher's control (e.g., unexpected family illness).

(d) A teacher on leave of absence for more than six (6) months including leave under Section VIII(R) (5)(h) above, may not return during a school year except to fill a vacancy. For the purpose of this section, a vacancy includes a position held by a substitute teacher, per diem or long term, but not by a non-tenured teacher under contract.

**(e) Failure to Respond to the January 15<sup>th</sup> Deadline:**

Teachers on leave of absence who fail to notify the Office of Human Resources in writing post-marked by January 15<sup>th</sup> whether or not they will be returning from leave (or who fail to explain in writing why a definitive answer is not possible at that time) shall forfeit their attachment rights shall re-enter the system via the excess pool.

For those who respond by January 15<sup>th</sup> as to why they cannot make a decision at that time, they must send a response, postmarked no later than May 1<sup>st</sup>, as to whether or not they will return in September. If they fail to respond by May 1<sup>st</sup>, they shall forfeit their attachment rights, their excess pool rights, and shall be subject to reassignment by the Superintendent.

(f) **The Boston Teachers Union's Role:** The BTU, through its officers, shall advise and encourage its members to communicate with their principals and the Office of Human Resources prior to January 15<sup>th</sup> concerning their intention to retire or resign or to take, extended, or terminate a leave of absence.

(g) **The School Department's Role:** The Superintendent and the Office of Human Resources shall require that principals and headmasters post all vacancies at their schools in a timely manner.

**R. Funding Clause**

This Agreement is subject to the appropriation of sufficient funds to implement the cost items under M.G.L. Chapter 150E.

This Agreement shall be effective from September 1, 2010 through August 31, 2016, provided that it is ratified by both parties and that the City Council of the City of Boston votes a supplemental appropriation to the budget of the Boston School Department sufficient to fund the Agreement for the first year.

**S. Direct Deposit**

The Boston Public Schools shall work with the City of Boston to provide direct deposit services to members of the Boston Teachers Union.

**T. Flexible Spending Plan/Cafeteria Plan**

The School Department and the City shall cooperate with the Boston Teachers Union in setting up a task force to study Flexible Spending/Cafeteria Plans for tax free payments of medical, dental, and dependent care expenses. This task force shall be established no later than October 15, 1997.

**U. Long Term Disability Insurance**

The School Committee and the City shall cooperate with the Boston Teachers Union in setting up a task force to study the feasibility of providing reduced cost long term disability insurance and long term care insurance to bargaining unit members. The task force shall be established no later than December 15, 2000.

**V. BTU Member Children**

BTU members who live in Boston with their children shall be able to obtain a school placement for their child at the school at which either parent works, provided, however, that: 1) the parent shall be responsible for the transportation of the child unless the child would otherwise receive transportation in accordance with the District's transportation and/or assignment policy, 2) there is a seat vacancy and no waiting list at the school within an appropriate program setting for the child, 3) no class size maxima shall be exceeded at the time of the child's enrollment in the school, and 4) the student meets eligibility requirements, if any. This provision shall not be applicable to high schools.

**W. Alternative Compensation**

The parties agree to form a joint-labor management committee to explore the creation of an alternative compensation model that recognizes those teachers who consistently produce exemplary results.



# Article IX

## Collective Bargaining

### A. **Governing Philosophy**

The parties believe the collective bargaining method is workable and competent and will add dignity and increase professionalism in the best sense to the joint effort of the Union and the Committee to reach agreement. In entering upon this responsibility, the parties declare their intention to cooperate fully in what must be the joint objective of both parties, the best education possible for Boston's children.

### B. **Fair Practices**

#### 1. **Non-Discrimination**

As sole collective bargaining agent, the Union will continue its policy of accepting into voluntary membership and will continue to represent equally all eligible persons in the unit without regard to race, color, creed, national origin, sex, marital status, sexual preference, age, or handicap.

The Committee agrees to continue its policy of not discriminating against any person on the basis of race, creed, color, national origin, sex, marital status, sexual preference, age, handicap, or participation in or association with the activities of any employee organization.

Nothing in this Agreement shall be interpreted as a barrier to affirmative action. The Union and the Committee shall cooperate in developing and implementing effective affirmative action in the areas of promotion, staff assignments, coaching positions, and all other paid and unpaid extra-curricular activities. Any affirmative action plan adopted by the Committee shall be negotiable as contemplated by law.

Both parties recognize the importance of diversity in the membership of their joint and individual committees and management structures and commit their best efforts to achieving and maintaining such diversity.

#### 2. **Protection of Individual and Group Rights**

Nothing contained herein shall be construed to prevent the Committee, a member of the Committee or its designated representatives from meeting with any teacher for expression of the teacher's views. In the area of collective bargaining, no changes or modifications shall be made except through consultation and negotiation with the Union.

Nothing contained herein shall be construed to permit an organization other than the Union to appear in an official capacity in the processing of a grievance.

Nothing contained herein shall be construed to prevent any person from informally discussing any dispute with his immediate superior or processing a grievance on his/her own behalf in accordance with the Grievance Procedure, heretofore set forth in Article VII.

### C. **Privileges**

#### 1. **Allowed Time for Union Negotiations**

(a) All collective bargaining shall be conducted at the level of the School Department.

(b) A committee of Union representatives shall meet at least once a month with the Superintendent of Schools for consultation on matters of educational programs and curriculum during the school year. Both parties shall submit items for the agenda. There shall be mutual effort to make these sessions meaningful and advantageous to the school system. Union representatives shall be excused from teaching duty for this

purpose when held during school hours.

(c) Negotiations shall be scheduled at mutually agreeable times during and outside normal working hours. Up to four (4) members of the Union negotiating team shall be excused from duty with pay with provision for substitutes relief as necessary.

## **2. Payroll Deductions for Union Dues**

The Union may secure authorizations for payroll deductions for Union dues. Such authorizations may be revocable as provided by law. The Committee will request the Treasurer of the City of Boston to submit such sums in total to the Union Treasurer no later than 30 days after such deduction was made.

## **3. Payroll Deductions for Agency Service Fee**

(a) Pursuant to Chapter 903 of the Acts of 1977, effective the first full month following ratification of this agreement, an agency service fee shall be deducted each month by the Collector-Treasurer of the City from the salary of each employee in the bargaining unit other than those paying dues pursuant to Section C(2) of this Article. Said service fee shall be a sum equal to the amount required to become a member and remain a member in good standing in the Union and shall be paid over promptly to the Treasurer of the Union on a monthly basis.

(b) The Union certifies that it has established a procedure required by law under which any employee so demanding may obtain a rebate of such part, if any, of an agency service payment representing a pro rata share of expenditures for political action.

(c) The Union agrees to indemnify the City for damages or other financial loss which the City may be required to pay or suffer by an administrative agency or Court of competent jurisdiction as a result of the City's compliance with Section C(3)(a) and (b) above.

## **4. Union Meetings Within Individual Schools**

Union meetings may be held on school property by faculty members of individual schools provided there is no interference with any school activity.

School buildings will be available for the conduct of Union business outside of school hours subject to prior scheduling and in accordance with the present fee arrangements.

## **5. Bulletin Boards**

At least one bulletin board shall be reserved at an accessible place in each school for the exclusive use of the Union for purposes of posting material dealing with proper and legitimate business of the Union. Notices must be signed by the Building Representative or his/her authorized representatives.

Sufficient bulletin board space shall be provided in an accessible place in the office of the Department of Health Services for the exclusive use of the Union for the purpose of posting material dealing with proper and legitimate business of the Union. Notices must be signed by the Building Representative or his or her authorized representative.

## **6. Grievance Time For Building Representative**

The Union Building Representative in each High School and Middle School shall be allowed one administrative period per week for conferring with teachers on grievances or associated matters.

The Union Building Representative in each elementary school shall be allowed 45 minutes per week during administrative time for the purpose of conferring with teachers on grievances or associated matters.

## **7. Information to the Union**

The Committee will make available to the Union all information necessary for the Union to perform its function in collective bargaining and contract administration and otherwise as collective bargaining agent.

## **8. C.O.P.E.**

If at any time during the duration of this collective bargaining agreement the General Court adopts a bill allowing for a C.O.P.E. check-off for public employees, the School Department shall cooperate with the Union in establishing a voluntary C.O.P.E. check-off system in compliance with such legislation.

### **D. Responsibilities**

#### **1. No Union Activity on School Time**

Except as provided herein the Union agrees that no teacher will engage in Union activity during the time he/she is assigned to teaching or other duties.

#### **2. Authorized Union Representatives**

The Union shall furnish the Committee with a list of its officers and authorized Union representatives, and shall as soon as possible notify the Committee in writing of any change. No Union representative shall be recognized by the Committee except those designated in writing by the Union.

## **Article X**

### **Dispute Resolution**

#### **A. General**

It is the declared objective of the parties to encourage the prompt resolution of disputes arising under this Agreement. The parties recognize the importance of prompt and equitable disposition of any complaint at the lowest organizational level possible.

Whatever means are used to resolve a dispute arising under this Agreement, a resolution should be sought that provides fair redress of grievances while giving due consideration to the best interests of schoolchildren.

Any person(s) or the Union shall have the right to present a dispute and have it promptly considered on its merits. Staff covered by this Agreement shall not suffer a loss of pay for time spent in conferring and meeting on a grievance; provided, however, that conferences and meetings will not normally take place during periods when the individuals involved have classroom duties, except as otherwise provided herein. A grievance of a continuing nature alleging that it uniformly affects a class of bargaining unit employees need only be filed once and shall be considered to include all subsequent violations.

Any discipline in relation to collective bargaining unit members shall be for just cause.

#### **B. Definitions**

A “grievance” shall mean a complaint

(1) that there has been as to a member of the bargaining unit a violation, misinterpretation, or inequitable application of any of the provisions of this agreement or

(2) that a member of the bargaining unit has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees, except that the term “grievance” shall not apply to any matter as to which the Committee is without authority to act. As used in this Article, references to a single employee shall include also a group of employees having the same grievance.

#### **C. Availability of Mediators**

The Steering Committee shall choose up to twenty-four (24) employees of the Boston Public School system to be trained as mediators for the system. All persons chosen shall be acceptable to both the Union and the Committee. Employees chosen for this position should have demonstrated excellent interpersonal skills, creativity, and an orientation toward collaborative problem-solving in carrying out their duties in the system. The candidates chosen should as a group be highly representative of the racial and ethnic diversity of the school system. They should receive formal training in problem-solving mediation. Appointments as a mediator should be voluntary. Appointments should be reviewed annually and terminable at the discretion of the Superintendent with or without cause.

These mediators shall be available in addition to their regular duties to confer with employees of the system involved in contract-related disputes on a confidential basis seeking to assist the parties in resolving such difficulties. They may talk in person or by phone. Mediators shall be called on to mediate a building-level discussion of a grievance in Step 1 of the dispute resolution process outlined in the following section. However, no mediator shall mediate a building-level discussion of a grievance that they have previously discussed with an employee, unless all parties to the mediation so request in writing. Mediation will be available for grievances filed at Step 2 or Step 3 if both parties agree.

The School Department will circulate at least annually to all employees a list of mediators and their phone numbers. School Department policy shall be to encourage employees to seek help from a mediator to resolve work-related difficulties informally.

Mediator stipends will be retirement worthy and become part of one's annualized salary.

#### **D. Dispute Resolution Process for Grievances**

Grievances of employees within the bargaining unit shall be presented and adjusted in the following manner:

##### **1. General Procedures**

###### **(a) Step 1: School Level**

An employee or his or her Union representative may either orally or in writing present a grievance to the Principal, Headmaster, or Director within a reasonable time, normally thirty (30) school days after knowledge by the employee of the facts giving rise to the act or condition which is the basis of her or his grievance.

The Principal, Headmaster, or Director of the school shall confer with the employee at the time of the complaint or within five (5) school days with a view to arrive at a mutually satisfactory resolution of the grievance. At that conference, the employee may present the grievance personally or he or she may be represented by a Union representative; but where the employee is represented, he/she must be present. Whenever a grievance is presented by the employee personally, the Principal, Headmaster, or Director shall give the Union representative the opportunity to be present and state the views of the Union.

The Principal/Headmaster or Director shall communicate his/her decision orally or in writing to the aggrieved employee and to any Union representative who participated in this Step within five (5) school days after receiving the complaint or within five (5) school days after the conference, whichever is earlier.

If the grievance is unresolved, a mediator shall be assigned within three (3) school days to assist the parties in attempting to resolve the complaint. If the dispute is not resolved within three (3) school days following the assignment of a mediator, the grievance may be appealed to the next step.

The parties shall observe the grievance procedure pertaining to Steps 1, 2, and 3 without regard to the mediation process specified herein until the utilization of mediators contemplated by this Agreement is made operational by the School Department and written notice of that implementation is provided to the Union.

###### **(b) Step 2: Cluster Leader or Manager for Employee Relations**

If the grievance is not resolved at Step 1, the aggrieved employee or the Union may appeal by forwarding the grievance in writing to the appropriate Cluster Leader within five (5) school days after he or she has received the Step 1 decision. The appeal shall include:

- (1) The name and position of the Complainant.
- (2) A statement of the grievance and the facts involved.
- (3) The corrective action requested.
- (4) Name of Union Representative at Step 1; if any.
- (5) Signature of each complaining employee or Union representative.

The Cluster Leader will conduct a grievance hearing with the aggrieved employee, and his or her Union representative shall be given at least two (2) school days' notice of the hearing. The aggrieved employee shall be given the opportunity to be present at the hearing. The Headmaster/Principal or applicable administrator may also be present at this hearing to state his or her views. For grievances filed at step 1, mediators shall not be present at step 2 grievance hearings. For grievances filed at step 2, a mediator shall be used if requested by both parties.

The Cluster Leader shall issue a written decision on the grievance as soon as possible, but not later than ten (10) school days after the receipt of the appeal or five (5) school days after the hearing, whichever is earlier. A copy will be sent to the aggrieved employee and the Union.

The following grievances shall be presented to the Manager for Employee Relations with the procedures and timerequirements set forth above:

- (1) A grievance alleging that the person was placed on the wrong step of the salary schedule.
- (2) A grievance alleging the person's wages were improperly paid.
- (3) A grievance alleging the person was improperly denied an increment.
- (4) A grievance alleging the person's absence deduction was improperly calculated.
- (5) A grievance alleging the person was improperly denied a sabbatical leave.
- (6) A grievance alleging the person was improperly denied a leave of absence without pay.
- (7) A grievance filed on behalf of a person who is not assigned to a level.
- (8) A grievance that, by mutual agreement of the Cluster Leader and Union, should be heard directly at CentralAdministration.

**(c) Step 3: Superintendent**

A decision at Step 2 may be appealed in writing by the employee or the Union to the Superintendent of Schools within ten (10) school days after the decision by the appropriate administrator at Step 2 has been received. The Superintendent or his or her designated representatives shall meet with the aggrieved employee and the Union representative with a view to arriving at a mutually satisfactory resolution of the complaint. The aggrieved employee and the Union representative will receive at least two (2) school days' notice of the meeting and shall be given an opportunity to be heard. The Headmaster/Principal or Director and the Cluster Leader or Manager of Employee Relations may also be present at the meeting and state their views.

The Superintendent or her or his designated representatives shall communicate her or his written decision together with supporting reasons to the aggrieved employee and to the Union as soon as possible, but not later than ten (10) school days after receipt of the appeal or five (5) school days after the conference, whichever is earlier.

**(d) Alternative Procedure for Certain Grievances**

All grievances involving in whole or in part violations of section I(F) of this Agreement, "Handling of New Issues," shall be submitted to the following procedure in lieu of proceeding through Steps 1 through 3 of the grievance procedure described above. Either party may initiate a grievance in writing by requesting that it be made the subject of a meeting between a representative of the General Counsel's office and a representative of the Union. The parties shall meet and confer upon the matter within ten (10) school days following the request for a meeting in an attempt to resolve the grievance. If the parties agree on a resolution, they shall reduce this agreement to writing and sign it. The representative of the General Counsel's office shall be authorized to take appropriate corrective action to redress such grievances. If no agreement is reached within ten (10) school days, nothing in this clause shall affect the rights or either party to proceed to arbitration.

**2. Initiation of Grievances at Step 2 or Step 3**

(a) Grievances arising from the action of officials other than the Principal, Headmaster, or Director may be initiated with and processed in accordance with the provisions of Step 2 of this dispute resolution process. Where the action is initiated by the Superintendent of Schools, the grievance may be initiated at Step 3.

(b) Conferences held under this procedure at Step 2 or Step 3 shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons entitled to be present to attend. When such conferences are held during day school hours, all persons who participate shall be excused with pay.

### **3. Time Limits and Application**

(a) The time limits specified in any step of this procedure may be extended in any specific instance, by mutual agreement.

(b) A grievance filed at an inappropriate step of the grievance procedure will be considered as properly filed, but the time limits for answering the complaint shall not begin until the grievance is referred to the appropriate step.

(c) In the event that the immediacy of the grievance requires an employee to meet with his/her Principal or Headmaster suddenly (on a non-scheduled occasion) he/ she shall be allowed to have his/her Union representative present at the meeting, provided he/she first makes this request of the Principal or Headmaster.

(d) A failure by a teacher or the Union to process the grievance from one step to the next step, within the time limits provided for will result in an automatic appeal of the grievance to the next step. A failure of a Committee representative to answer a grievance at any step of the grievance procedure within the time limits provided shall be considered a denial of the grievance at that step.

## **E. Arbitration**

### **1. Arbitration Defined**

A grievance which was not resolved at Step 3 under the grievance procedure may be submitted by the Union to arbitration. The arbitration may be initiated by filing with the Committee and the American Arbitration Association a request for arbitration. The notice shall be filed within thirty (30) school days after denial of the grievance at Step 3 under the grievance procedure, provided, however, if the Union did not receive a written reply from the Superintendent at Step 3, then said time limit shall be extended to sixty (60) school days after the Step 3 hearing. The voluntary labor arbitration rules of the American Arbitration Association shall apply to the proceeding.

The Union will make a reasonable effort to use no more than two (2) witnesses during the same school hours in arbitration cases.

### **2. Power of the Arbitrator**

Notwithstanding anything to the contrary, no dispute or controversy shall be a subject for arbitration unless it involves the meaning, interpretation, or application of an express provision of this Agreement. The arbitrator shall have no power to alter, add to, subtract from, or modify any provision of this Agreement. The parties are agreed that no restrictions are intended on the powers of the Committee except those set forth in the language of this Agreement.

### **3. Decision of the Arbitrator**

The arbitrator shall issue his/her written decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision of the arbitrator will be accepted as final by the parties to the dispute and both will abide by it.

### **4. Arbitration Award Application**

The Committee agrees that it will apply to all substantially similar situations the decision of an arbitrator sustaining a grievance and the Union agrees that it will not bring or continue, and that it will not represent any employee in any grievance which is substantially similar to a grievance denied by the decision of the arbitrator. The arbitrator's fee will be shared equally by the parties to the dispute.



## **5. Alternate Arbitration Procedure**

Notwithstanding any contrary provision of this Article, unresolved grievances at Step 3 may be submitted by the Union to a closed panel of arbitrators and not the American Arbitration Association, under an alternate arbitration procedure mutually agreed between the parties.

## **6. Staffing Clause**

Notwithstanding any contrary provision of this Agreement, no provision of this Agreement shall be deemed to require the School Committee to hire any particular number or kind of teachers or other personnel or to maintain any level of staffing, nor shall any arbitrator have the power to order the hiring of any kind or number of teachers or other personnel as a consequence of any violation of this Agreement. This provision shall not be deemed to restrict any arbitrator from ordering the reinstatement of any employee in any case dealing with the question of just cause for dismissal.

## **7. Implementation**

The Committee will use its best efforts to implement a settlement agreement or an arbitrator's award within 30 days after approval of such settlement or receipt of such award and determination not to contest it.

Such efforts shall include, but not be limited to, establishment of a payment system under which specified employees of the School Department are to be held accountable for compliance with this section.

## **F. Resolution of Differences by Peaceful Means**

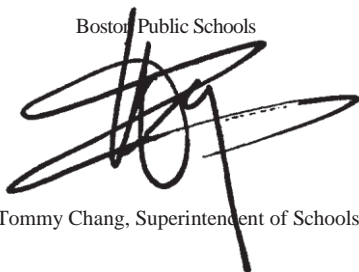
The Union and Committee agree that differences between the parties shall be settled by peaceful means as provided within this Agreement. The Union, in consideration of the value of this Agreement and its terms and conditions and the Legislation which engendered it, will not engage in, instigate, or condone any strike, work stoppage, or any concerted refusal to perform normal work duties on the part of any employee covered by this Agreement.

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE SCHOOL COMMITTEE OF THE CITY OF BOSTON  
AND  
THE BOSTON TEACHERS UNION, LOCAL 66,  
AFT-MASS, AFL-CIO**

**TEACHERS 2016-2018**

In witnesses whereof, the parties hereto have caused their names to be subscribed as the duly authorized officers and representatives in this 13<sup>th</sup> day of September, 2017.

Boston Public Schools

A handwritten signature in black ink, consisting of several overlapping loops and a long vertical stroke extending downwards.

Tommy Chang, Superintendent of Schools

Boston Teachers Union  
Local 66, AFT-Mass., AFL-CIO

A handwritten signature in black ink, featuring a large, stylized 'J' followed by a series of loops and a long horizontal stroke extending to the right.

Jessica Tang, President

**2016-2018  
Agreement Between the School  
Committee  
of the City of Boston and  
the  
Boston Teachers Union,  
Local 66, AFT, AFL-CIO**

**Paraprofessionals**

**Effective from  
September 1, 2016 through August 31, 2018**

**Preamble**

WHEREAS: in a secret ballot election conducted at the request of the School Committee of the City of Boston (hereinafter referred to as the "Committee") by the Labor Relations Commission of the Commonwealth of Massachusetts on April 6, 1972, the Boston Teachers Union, Local 66, American Federation of Teachers, AFL-CIO (hereinafter referred to as the "Union") received a majority of votes cast, and

WHEREAS: on May 9, 1972, the Committee pursuant to the above election results recognized the Union as the exclusive collective bargaining agent for all persons described in Article I of this Agreement,

THEREFORE, it is agreed as follows:

**Article I  
Purpose and Scope of Agreement**

**A. Recognition and Duration**

This Agreement is made and entered into on the 13th day of September, 2017 by and between the School Committee of the City of Boston and the Boston Teachers Union. The Committee recognizes the Union as the exclusive bargaining representative for all teacher paraprofessionals employed by the Committee, including clerical paras, teacher paras, library paras, tool keepers, bilingual paras, security paras, community liaison paras, community field coordinators, sign language interpreters, and all other paras, but excluding lunch hour monitors and bus monitors.

The jurisdiction of the Union shall include those individuals employed by the Committee who now or hereafter perform the duties of paras as described in Article IV Section A of this agreement and currently performed by persons in the bargaining unit as set forth in the preceding paragraph.

This Agreement and each of its provisions, unless otherwise indicated, shall be effective September 1, 2016 and shall continue in full force and effect through August 31, 2018. Negotiations for a subsequent agreement will commence on or after December 1, 2017 upon the request of either party.

This agreement and each of its provisions shall be in full force and effect from the period of September 1, 2016 to August 31, 2018 and continuing thereafter until such time as the parties have a successor to the 2016-2018 agreement.

## **B. Purpose**

The purpose of this Agreement is to promote the parties' joint goal of achieving the best possible education of the children in the Boston Public Schools by structuring an effective and professional working relationship between the parties. That relationship should help the school system achieve maximum benefit from the combined expertise and coordinated efforts of the parties. It should also ensure fair and equitable compensation and fair and professional treatment for those employees represented by the Union.

## **C. Scope**

The Committee and the Union agree that they have a common public and educational area of concern in addition to economic matters such as salary and working conditions. This wider area of concern is to be approached constructively toward the goal of educational excellence.

To this end, the Union will from time to time present to the Committee or its designated representatives views and suggestions on certain school problems clearly within its knowledge and province as the agency in the School system having the closest overall contact with the paras. Subjects considered to be within the scope of such initiation and discussion are: operation of difficult schools, standards of physical and housekeeping environment and amenities on school premises, all matters relating to school-based management, and an increasingly effective curriculum. Periodic consultation will take place without trespass or interference upon the distinct and special powers and duties of either party in the process. It is hoped that this continuing consultation throughout the school year will contribute to the enhancement of public education in the City of Boston.

## **D. Management Rights**

Except as otherwise provided in this Agreement, the Committee and the Superintendent retain all powers, rights, duties, and authority which they had prior to entering into the Agreement. Such rights of the Committee include but are not limited to the right:

- to establish educational policy;
- to establish the standards and qualifications for hire and promotion;
- to determine the size of the work force consistent with the terms of this Agreement;
- to establish job duties for new or substantially changed positions;
- to determine which textbooks shall be used in the schools;
- to prescribe curriculum and rules governing student discipline; and
- to establish educational programs and to determine the number, age, and qualifications of pupils to be served by any such programs.

## **E. Continuing Negotiations**

The Committee and the Union may, by mutual consent, reopen negotiations on the issue of religious observance at any time during the contract period.

## **F. Handling of New Issues**

Matters of collective bargaining import not covered by this Agreement may, during the life of the Agreement, be handled in the following manner:

**By the Committee:** Except as any change may be commanded by the law, the Committee will continue its policies as outlined herein. With respect to matters not covered by this Agreement that are mandatory subjects for collective bargaining, the Committee agrees it will make no changes without prior consultation and negotiation with the Union.

**By the Union:** In any matter not covered in this Agreement that is a mandatory subject for collective bargaining, the Union may raise such issues with the Committee for consultation and negotiation; except that the Union shall not renew or to seek to renew any questions introduced, debated, and settled, either negatively or affirmatively, during the bargaining prior to final settlement. This restriction shall not apply to the areas outlined in section I(C) as subject for continuing consultation.

Being a mutual Agreement, this instrument may be amended at any time by mutual consent.

**G. Savings Clause**

If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law, and substitute action shall be subject to appropriate consultation and negotiation with the Union.

In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

**H. Preservation of Existing Laws and Regulations**

The School Department shall identify by February 1 of each year those bargaining unit members who are affected by the School Committee's policy on the employment of relatives. The Department and the Union shall meet to discuss the appropriate reassignment of affected members.

**I. Definitions**

The term "school" as used in this Agreement means any work location or functional division or group in which a grievance may arise.

The terms "Principal" and "Headmaster" as used in the Agreement mean the responsible administrative heads of their respective district, school, or department.

The term "paraprofessional" as used in this Agreement means a person employed by the Committee in the bargaining unit as defined in Article I. (For convenience the term "paraprofessional" will be abbreviated to "para" or "paras" in this contract.)

The term "person" as used in the Agreement means a person employed by the Committee in the bargaining unit as defined in Article I.

The term "Union representative" as used in this Agreement means the Union building representative or his designee, or an elected or appointed representative of the Union or any of its affiliates.

Wherever the singular is used in this Agreement it is to include the plural.

## Article II Working Conditions

### A. **General**

#### 1. **Functions**

A para is a non-certified individual employed by the Boston School Committee whose function is to assist teachers and other school personnel, except that paras shall not perform the work of custodial or cafeteria workers.

#### 2. **Paras Files**

A para's files shall be maintained under the following circumstances:

(a) No material derogatory to a para's conduct, service, character, or personality shall be placed in the files unless the para has had an opportunity to read the material. The para shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed. Such signature does not necessarily indicate agreement with its content.

(b) The para shall have the right to answer any material filed, and the answer shall be reviewed by the Assistant Superintendent or Director of the program in which the para is employed and attached to the file copy.

(c) Upon request by the para, the para shall be given access to the para's file without delay.

(d) Upon receipt of a written request, the para shall be furnished a reproduction of any material in the para's file.

(e) All paraprofessionals shall receive notification of their "program/subject code" on their annual Employee Verification Form. If her/his "program/subject code" changes, the paraprofessional shall be notified immediately.

#### 3. **Assistance in Assault Cases**

(a) Principals shall report all cases of assault suffered by paras in connection with their employment to the Director of Personnel.

(b) Whenever it is alleged that a para has assaulted an individual or that an individual has assaulted a para, the Principal and Director of Personnel shall cooperate with the para involved in the investigation of the incident. The Director of Personnel shall comply with any reasonable request from the para for relevant information in the Committee's possession, not privileged under law, concerning the individual or individuals involved. The Committee shall indemnify a para in its employ for expenses or damages sustained by the para by reason of an action or claim against the para arising out of the negligence of such para or other act of his/her resulting in accidental bodily injury to or the death of any individual or in accidental damage to or destruction of property, while acting as such para, and may indemnify a para in its employ for expenses or damages sustained by the para by reason of an action or claim against the para arising out of any other acts done by the para while acting as such para; provided, in either case, that after investigation it shall appear to the Committee that such para was at the time the cause of action or claim arose acting within the scope of his/her employment and provided, further, that the defense of indemnification sought under this provision shall have been made by the Corporation Counsel, upon the request of the Committee, or if such Corporation Counsel fails or refuses to defend such action or claims, by an attorney employed by such para. The Committee shall appropriate funds for this purpose in the same manner as appropriations for General School

Purposes.

#### **4. Information to the Union**

The Union shall be supplied with a current seniority list of all members of the bargaining unit.

#### **5. In-Service Courses**

Paras shall be eligible to participate in the in-service courses offered to teachers. Whether or not the certificate, upon completion of a course, provides a credit, the identical type of certificate given teachers is to be awarded paras. Paraprofessionals shall be allowed to accumulate up to 30 in-service credits for salary purposes.

#### **6. Substitute for Teacher**

(a) In the event there is no substitute teacher as a replacement in the case of a teacher reported absent, a para is not to serve as a substitute teacher, but may be assigned solely for security purposes until a teacher or a substitute arrives; however, an instructional para may continue with duties that are pursuant to the teacher's instruction.

(b) In the event the Committee, after a good faith effort, is unable to hire a substitute for a classroom teacher who regularly works with a paraprofessional, that paraprofessional may be requested to serve as a substitute teacher under the following conditions:

(1) The paraprofessional has a teaching certificate or ten or more year of service. Effective 9/1/07, the paraprofessional has a teaching certificate or five or more years of service;

(2) the paraprofessional is requested to substitute only in those classes in which he or she normally works;

(3) effective September 1, 2017, the paraprofessional is paid \$9.00 per hour in addition to his or her regular salary, and effective August 31, 2017, the paraprofessional is paid \$10.00 per hour in addition to his or her regular salary

(c) The Committee will use its best efforts to hire a substitute paraprofessional whenever the regular paraprofessional in a 502.4 classroom is absent. This clause in no way limits or waives any rights the Union had prior to entering into this Agreement.

#### **7. Para Evaluation**

Paras will be evaluated during this Agreement. The building administrator outside of the bargaining unit or his/her designee will be responsible for the evaluation. Evaluation procedures shall be the subject of continuing negotiation.

Effective 9/1/07, the BPS and BTU agree to form a joint subcommittee that will develop a process for evaluating paraprofessionals with a new document to be implemented in the 2008-2009 school year.

#### **8. Training**

(a) At the beginning of the school year and thereafter as may be necessary, paraprofessionals and newly employed paraprofessionals shall receive training in the use of machinery and equipment that they will be expected to use or be familiar with as part of their job.

(b) **Paraprofessional Training Program:** The School Department and the Union shall jointly administer a Paraprofessional Training Program utilizing paras who have successfully completed the eight week program to train other paras. The School Department shall allocate \$25,000 annually to provide stipends for the trainers. The length and design of the program and the stipend amount shall be determined by the joint committee.



(c) **Paraprofessional Training:** In addition to the annual \$25,000 to provide a Paraprofessional Training Program, the School Department shall provide \$25,000 for training paraprofessionals who are moving to a new program. The BTU and the BPS shall develop the training program.

### **9. Just Cause**

Paraprofessionals who have completed their probationary period shall not be disciplined or discharged without just cause.

### **10. Tutorial Program**

The outside tutorial program at the Umana School and elsewhere throughout the system may continue in force subject to the following conditions:

- (a) no paraprofessional will be laid off as a result of the implementation of this program;
- (b) the number of tutorial person-hours shall not exceed 22,000 per year.

### **11. School-Based Management**

Paraprofessionals are eligible to serve in the faculty slots on a School Site Council.

In principle, it is agreed that paraprofessionals will be eligible for all professional development activities available to teachers. In practice, the Professional Development Committee may recommend some exceptions or modifications to this general principle in specific cases. Also recommended is a career development program for paraprofessionals supportive of their attaining teacher certification and “reduced” or “no cost” courses for teachers and paraprofessionals.

### **12. Educational Contracts**

The Union shall have input into all contracts with outside educational contractors that directly affect the teaching-learning situation in the classroom. The Union shall receive sufficient notification of such proposed contracts to enable it to have effective input.

### **13. Severance Pay**

Paraprofessionals shall be eligible for severance pay as allowed in the teacher’s contract.

### **14. Equitable Assignments**

All duties and emergency assignments within a school are to be shared among all the paras on an equitable basis.

### **15. Cluster Paraprofessional Substitutes**

The School Department shall hire 18 cluster paraprofessional substitutes.

### **16. Job Sharing**

Effective September 1, 2005, up to 20 paraprofessionals who so elect shall be given an opportunity to job share.

### **17. Superintendent’s Schools**

Paraprofessional working in designated “Superintendent Schools” shall participate in the extended school day and professional development at their full rate of pay.

## **B. Seniority Rights, Layoffs, Recall, Summer Work**

### **1. Establishment of Seniority**

Seniority shall be based on length of service as a para in the system. Seniority shall be measured from the first day of such employment after completion of a probationary period of thirty (30) school days. The sick leave provisions of this contract shall be implemented in accordance with the arbitration award of Abraham Siegel. In the event a para's assignment is changed, the para shall maintain his/her seniority.

### **2. Retention of Seniority**

An employee in the bargaining unit who is laid off shall retain the seniority the employee had before being laid off, for a period of up twenty-four (24) months. Paras on layoff shall be obligated at all times to provide the Director of Personnel their current address and telephone number.

Paraprofessionals who have lost seniority as the result of a break in service of two or more years shall have that seniority (for time worked) fully restored upon the completion of 90 days of work following their return to a paraprofessional position.

### **3. Excessing**

For purposes of the initial implementation of this subsection 3, paraprofessionals shall be placed in the category of the position in which they were employed on September 1, 2017.

Paraprofessionals will be excessed from a school or department by seniority within the following position categories:

Categories:

1. Bilingual -- [language-specific]
2. Special Education -- Autism
3. Special Education -- LAB/Emotional Impairment
4. Special Education -- Early Childhood
5. Special Education -- DDC/Severe Intellectual, Multiple disabilities
6. Special Education -- ESD/Moderate Intellectual Impairment
7. Special Education -- Inclusion, Mild Intellectual Impairment, LD, SAR
8. Special Education/Bilingual -- [language-specific]
9. Instructional
10. Security
11. Coverage
12. Health
13. Swimming
14. Library
15. Sign Language Interpreters

Paraprofessionals in the following positions will be excessed from a school or department by seniority as indicated for each category:

1. Community Field Coordinator --within a function, e.g., if CFCs at a school serve different functions as indicated by their job description, they will be excessed from the function area being reduced.

2. Surround Care -- within a shift, e.g., if a school has AM and PM surround care paraprofessionals, excessing will be done from the shift where the reduction is taking place.

3. One-to-One -- by student assigned, e.g., if the paraprofessional's student leaves the district or graduates, the para will be excessed.

Excessed paraprofessionals will have the ability to exercise their seniority laterally into a vacant position in their school in categories 3-8 for which they meet the required physical and linguistic fluency qualifications, upon a written agreement between the para and BPS mandating completion by the para of up to 15 hours consisting of two 7.5-hour days of district-provided professional development in the field of their receiving position category by August 31. Upon successful completion of the training, the paraprofessional will be deemed qualified for the receiving position. The district may waive this requirement if the paraprofessional has already received the required training. Training outside of the normal school hours will be compensated.

#### **4. Recall**

A para on layoff status shall be recalled by system-wide seniority to a vacancy in a position for which the para is qualified in position categories 1, and 4-9.

A para who refuses an opportunity for recall without reasonable grounds shall be placed at the bottom of that para's seniority list for recall. Upon refusal of another opportunity for recall for any reason, the para shall lose all seniority and recall rights. A para who has reasonable grounds for refusing a recall opportunity (more than simply not wanting the offered assignment) shall retain their placement in the seniority list for recall. Upon refusal of another recall opportunity for any reason, the para shall be placed at the bottom of that para's seniority list for recall. Upon refusal of another opportunity for recall for any reason, the para shall lose all seniority and recall rights.

If a specific para program is abolished and then reinstated, paras who were forced to transfer by abolishment of the program shall have the right to return to their former position in accordance with their seniority, and on or before December 1.

Paras employed in a program in which funding is terminated at the end of a school year shall have first priority, in order of their seniority, to return to their position if the program is refunded during the next school year.

#### **5. Staffing and Transfer**

The School Department will provide the Union a complete list of names, seniority dates, program categories or function areas, and vacancies, including excessed and laid off paraprofessionals in advance of the transfer period. Para vacancies will first be posted for transfer, with selection of in-transferring paras at the discretion of the hiring school. If a para is excessed and there is a vacancy at the school, the para may transfer to the vacancy upon the mutual consent of the para and Headmaster/Principal, provided that a transfer under this paragraph does not cause a layoff or prevent the recall of another para.

During paraprofessional excess pools, paras shall choose in seniority order three vacancies for which they are qualified and shall be guaranteed one of their selections.

Any paraprofessional who has received an evaluation with an overall rating of 'Does Not Meet Standards' in the prior or current school year will have no bidding rights through excess pools.

A paraprofessional who voluntarily excesses himself/herself to an excess pool cannot claim an attachment right for his or her own position. However, during the normal process of the pool, a paraprofessional may select their prior assignment when they reach that position in seniority order in the pool.

A paraprofessional will be deemed to be qualified for a position if they meet the required qualifications listed on the agreed-upon written job description or have completed the required training therefor.

## **6. Layoff**

For purposes of layoff, paras shall be organized within one (1) of the following groups:

- Group 1: Bilingual (Position Category 1)
- Group 2: Special Education (Position Categories 4-8)
- Group 3: Instructional (Position Category 9)
- Group 4: Sign Language Interpreters (Position Category 15)

Paraprofessionals excessed from Position Categories 2 and 3 shall be included in Group 2, and paraprofessionals excessed from Categories 10-14 shall be included in Group 3. Paras shall be laid off by inverse system-wide seniority within a position group.

## **7. Summer Work**

The opportunity for paras to have summer work in a program in their classification not limited to a particular school or district shall be based on seniority in their classification, provided that the senior employee has demonstrated that they can satisfactorily perform the available work.

## **C. Posting of Vacancies**

### **1. Miscellaneous**

The above process for filling vacancies shall not apply to the following paraprofessional positions or schools. These vacancies will be filled by any internal or external candidate or in accordance with their governing documents and will not be subject to recall:

Positions:

1. Position categories 2-3 and 10-15, as identified above (Special Education -- Autism, Special Education -- LAB/Emotional Impairment, Security, Coverage, Health, Swimming, Library, Sign Language Interpreter)
2. Community Field Coordinator
3. Surround Care
4. One-to-One

Schools:

Nothing in this section shall be construed to restrict, expand, or otherwise modify existing autonomies at specific schools as of the time of ratification of this agreement.

### **2. Teacher Vacancies**

Paraprofessionals who qualify as teachers shall be given first consideration in the hiring process for new teachers.

### **3. Paraprofessional First Consideration**

A Paraprofessional who has received his/her teaching certification, is recommended for employment by his/her building administrator, and who applies for teaching positions will receive four interviews provided that there are four vacancies for which the paraprofessional is qualified, three interviews provided that there are three vacancies for which the paraprofessional is qualified, two interviews provided that there are two vacancies for which the paraprofessional is qualified, and one interview provided that there is one vacancy for which the paraprofessional is qualified.

## Article III Compensation and Benefits

### A. Payment of Salaries

Paras shall be paid twice a month. When a normal date for the payment of salaries falls on a weekend or during a holiday or vacation period, the Committee will do everything possible to have those salaries paid on the school day previous to said weekend, holiday, or vacation.

No paraprofessional shall be required to apply for a step increase; such increases shall be automatic.

If 200 paraprofessionals choose the option, a paraprofessional shall have the option of being paid bi-weekly over 26 paychecks.

### B. Training Pay

Training, other than that accomplished during the regular school day and school year, shall be compensated for at the rates listed herein.

### C. Holidays, Vacations, and Suspended Session

Paras shall be paid their regular pay when any school session is cancelled and for the holidays and vacations listed in Sections V(E)(1) and V(E)(2) of the teachers' contract between the Boston Teachers Union and the Boston School Committee.

### D. Length of Work Day

The work day for all paraprofessionals shall be at least six (6) hours and then (10) minutes, seven (7) hours and fifteen (15) minutes, or eight hours. Paraprofessionals shall have a duty free lunch of at least thirty (30) minutes scheduled at a reasonable time as the schedule of the school permits and one ten (10) minute break during the work day.

### E. Hourly Salary Rate

The daily rate for paraprofessionals who work six (6) hours and ten (10) minutes is the hourly rate times 6.17; the daily rate for paraprofessionals who work seven (7) hours and fifteen (15) minutes is the hourly rate times 7.27; and the daily rate for paraprofessionals who work eight (8) hours is the hourly rate times eight (8). Effective 9/1/07, A paraprofessional pay lane for a Bachelors Degree will be added.

#### Basic Paraprofessional Rate

#### Effective September 1, 2016 - September 1, 2017: 2%

	Base	30 Credits	60 Credits	90 Credits	Bachelors
Step 1 (basic rate)	18.68	20.27	21.75	23.19	24.78
Step 2 (after 3 years)	19.17	20.69	22.21	23.75	25.27
Step 3 (after 6 years)	19.58	21.17	22.72	24.20	25.72
Step 4 (after 9 years)	20.02	21.65	23.11	24.67	26.23

#### Effective September 2, 2017 - August 31, 2018: 3%

	Base	30 Credits	60 Credits	90 Credits	Bachelors	B+15
Step 1 (basic rate)	19.24	20.88	22.40	23.89	25.52	26.33
Step 2 (after 3 years)	19.74	21.31	22.87	24.46	26.02	26.81
Step 3 (after 6 years)	20.17	21.80	23.40	24.93	26.50	27.28
Step 4 (after 9 years)	20.62	22.30	23.81	25.41	27.02	27.83

**Security, Library, and Surround Care (PM) Rate, 1 to 1 Paras**

**Effective September 1, 2016 - September 1, 2017: 2%**

	<b>Base</b>	<b>30 Credits</b>	<b>60 Credits</b>	<b>90 Credits</b>	<b>Bachelors</b>
Step 1 (basic rate)	23.06	24.63	26.14	27.65	29.18
Step 2 (after 3 years)	23.54	25.10	26.60	28.10	29.65
Step 3 (after 6 years)	24.02	25.54	27.13	28.62	30.16
Step 4 (after 9 years)	24.42	26.04	27.51	29.08	30.62

**Effective September 2, 2017 - August 31, 2018: 3%**

	<b>Base</b>	<b>30 Credits</b>	<b>60 Credits</b>	<b>90 Credits</b>	<b>Bachelors</b>	<b>B+15</b>
Step 1 (basic rate)	23.75	25.37	26.93	28.48	30.06	30.85
Step 2 (after 3 years)	24.25	25.86	27.40	28.94	30.54	31.34
Step 3 (after 6 years)	24.74	26.31	27.95	29.48	31.07	31.86
Step 4 (after 9 years)	25.15	26.82	28.33	29.95	31.54	32.33

**Health Community Field Coordinator Rate**

	<b>Base</b>	<b>30 Credits</b>	<b>60 Credits</b>	<b>90 Credits</b>	<b>Bachelors</b>
Step 1 (basic rate)	30.53	32.12	33.63	35.09	36.64
Step 2 (after 3 years)	31.00	32.56	34.15	35.60	37.12
Step 3 (after 6 years)	31.46	33.06	34.56	36.06	37.61
Step 4 (after 9 years)	32.02	33.55	34.98	36.58	38.14

**Effective September 2, 2017 - August 31, 2018: 3%**

	<b>Base</b>	<b>30 Credits</b>	<b>60 Credits</b>	<b>90 Credits</b>	<b>Bachelors</b>	<b>B+15</b>
Step 1 (basic rate)	31.44	33.08	34.64	36.14	37.74	38.54
Step 2 (after 3 years)	31.93	33.54	35.17	36.67	38.23	39.01
Step 3 (after 6 years)	32.40	34.05	35.59	37.14	38.74	39.53
Step 4 (after 9 years)	32.98	34.55	36.03	37.67	39.28	40.09

**Sign Language Interpreter**

	<b>Base</b>	<b>30 Credits</b>	<b>60 Credits</b>	<b>90 Credits</b>	<b>Bachelors</b>
Step 1 (basic rate)	33.58	35.33	36.99	38.60	43.97
Step 2 (after 3 years)	34.10	35.81	37.56	39.16	44.54
Step 3 (after 6 years)	34.60	36.36	38.01	39.66	45.13
Step 4 (after 9 years)	35.22	36.90	38.47	40.23	45.77

**Effective September 2, 2017 - August 31, 2018: 3%**

	<b>Base</b>	<b>30 Credits</b>	<b>60 Credits</b>	<b>90 Credits</b>	<b>Bachelors</b>	<b>B+15</b>
Step 1 (basic rate)	34.59	36.39	38.10	39.75	45.29	48.05
Step 2 (after 3 years)	35.12	36.89	38.69	40.33	45.88	48.65
Step 3 (after 6 years)	35.64	37.45	39.15	40.85	46.48	49.30
Step 4 (after 9 years)	36.28	38.01	39.63	41.44	47.14	49.99

\* Paraprofessionals on 26 payments will have this hourly rate pro-rated to reflect payment for 10 months service over 12 months.

#### **4. College Credits**

College credits shall be granted for salary purposes for in-service training courses (other than those for which attendants receive compensation) and for all courses at an institution of higher learning accredited by the Committee.

#### **5. Surround Care Paraprofessionals (Effective 9/1/07)**

A surround care paraprofessionals shall be paid \$6.00 per hour in additional to the regular wage for up to two and a half hours per day if required to take students in excess of the regular class size for that grade level.

#### **F. Tax Free Annuities**

The Committee agrees it is desirable to allow persons in the bargaining unit to take advantage of the federal law concerning tax-free annuities and shall take such steps as are necessary and possible to implement this program. (The company or companies providing the coverage shall be mutually agreed upon by the parties.)

#### **G. Retirement Plan—State-Boston Retirement System**

Permanently appointed persons have a percentage of their salaries deducted each pay day according to law. The amount you must contribute is as follows:

- Eight percent of your regular compensation if appointed on or after January 1, 1984;
- Seven percent if appointed on or after January 1, 1975 yet prior to January 1, 1984;
- Five percent if appointed prior to January 1, 1975.

In addition to the above, for all employees employed on or after January 1, 1979, an additional 2% contribution is required on salary above \$30,000.

One must be under age sixty-five, upon entering service, to become a member. Special allowances are granted veterans and those disabled. Generous allowances are made to dependents of those who die on the job after two years of service. Paras who enter Boston Service may make up ten years out of state service by contributing to ourfund.

Pensions are based on the average of one's three highest paid years of service; their total years of service, and their age. One cannot receive more than 80% of the average of their three (3) highest year.

The following Percentage Table is used:

<u>Age at Date of Retirement</u>	<u>Percent</u>
65 or over	2.5
64	2.4
63	2.3
62	2.2
61	2.1
60	2.0
59	1.9
58	1.8
57	1.7
56	1.6
55	1.5

One may retire at any time upon completion of twenty years of service. One may not retire before age fifty-five without completing twenty years of service.

## EXAMPLE - SUPERANNUATION - OPTION A

Group 1 member, at Master column, retiring as of June 30, 1989, under the following conditions:

(a) Age 65	
(b) 20 years of service	
(c) 1987	\$ 9,800
1988	10,500
1989	<u>11,500</u>
	<b>31,800 / 3 = \$10,600</b>

## RETIREMENT ALLOWANCE COMPUTATION\*

**2.5% of \$10,600 x 20 = \$5,300**

(d) Veteran	<u>300</u>
	\$5,600

\* Please note that this is not the actual method by which salary is computed. This is a more simplistic method and will give a close approximation for estimate purposes. One cannot receive more than 80%.

For up-to-date information about the retirement law as it affects Boston paraprofessionals, please see here (<http://www.cityofboston.gov/retirement/>). For exhaustive information about Mass retirement law in general, see the Mass Teacher Retirement System web page at <http://www.mass.gov/mtrs/>.

Both sites will provide a complete and up-to-date explanation of all matters concerning the retirement law.

## H. Insurance

The Committee's contribution to all group hospitalization insurance premiums shall be as follows:

- 75% of the total monthly premiums for the policy selected by the employer, including master medical or the equivalent benefits
- 90% of the total monthly premiums for all approved and authorized health maintenance organizations

A. Effective July 1, 2007 the City shall cease to offer Master Medical to bargaining unit members. On July 1, 2007 the City shall offer the indemnity PPO known as Blue Care Elect Preferred. The City's rate of contribution for the indemnity PPO shall be 75%. The employee's rate of contribution shall be 25%.

B. Effective September 1, 2007 the City's rate of contribution for all approved and authorized health maintenance organizations shall be 89%. The employee rate of contribution for all approved and authorized health maintenance organizations shall be 11%.

C. Effective September 1, 2008 the City's rate of contribution for all approved and authorized health maintenance organizations shall be 88%. The employee's rate of contribution for all approved and authorized health maintenance organizations shall be 12%.

D. Effective September 1, 2009 the City's rate of contribution for all approved and authorized health maintenance organizations shall be 85%. The employee's rate of contribution for all approved and authorized health maintenance organizations shall be 15%.

E. Effective September 1, 2007 the City's rate of contribution for all approved and authorized point of service products shall be 84%. The employee's rate of contribution for all approved and authorized point of service products shall be 16%.



F. Effective September 1, 2008 the City's rate of contribution for all approved and authorized point of service products shall be 83%. The employee's rate of contribution for all approved and authorized point of service products shall be 17%

G. Effective September 1, 2009 the City's rate of contribution for all approved and authorized point of service products shall be 80%. The employee's rate of contribution for all approved and authorized point of service products shall be 20%.

H. Adoption of M.G.L. Chapter 32B § 18.

i. The Union agrees to support legislation that would allow Cities and Towns to adopt Section 18 and have the option of applying the provisions of Section 18 prospectively.

ii. In the event that the legislature takes not action on the above mentioned matter by June 30, 2008, the Union will support the adoption of Section 18, in its current form, by the Boston City Council.

Upon adoption by the Boston City Council, the City will meet with the Union and bargain over the impact that the adoption will have on current members upon their retirement. It is the intention of the parties to meet and bargain over the impact of the adoption of Section 18 during the contract period. In the event the impact of said adoption does not conclude during the contract period, the City reserves its right to maintain that the impact of Section 18 shall continue to be an impact bargaining issue. Likewise, the Union reserves its right to maintain that the impact of Section 18 should be addressed as part of successor bargaining. This agreement shall not be construed as an agreement by either party as to whether or not this matter must be subject to impact bargaining or successor bargaining. In the event that this matter does become subject to successor bargaining, the parties will address the matter separate and aside from other matters being negotiated at the main bargaining table. This subsection shall take effect on the effective date of the collective bargaining agreement that expires on August 31, 2007 and expire on August 31, 2010.

The employer contribution to the life insurance portion of the group insurance plan (\$5,000) policy shall be 50% with a provision for a paraprofessional to purchase more life insurance at a low rate.

Paras shall have health insurance premiums deducted from May and June paychecks for coverage through September 30 of the following school year.

The parties agree to comply with the Memorandum of Agreement between the City of Boston and the Public Employee Committee attached hereto as Appendix "C".

## **I. Pay Credit**

The para or the para's designated beneficiary, or if there is no designated beneficiary then the estate of the para who is separated from employment or dies during the school year, shall receive the pay withheld up to the date of separation or death.

## **J. Traveling Paraprofessionals and Mileage**

All personnel covered by this Agreement who are authorized to use private automobiles for school business shall be reimbursed for miles traveled in connection with their duties at the IRS rate.

## **K. Health and Welfare Fund**

### **1. Trust Fund**

The Committee and the Union have established a Trust Fund designated as "The Boston Teachers Union Paraprofessional Health and Welfare Fund," to provide such benefits as are set forth in the Paraprofessional Health and Welfare Fund Agreement executed between the parties and incorporated herein by this reference as if set out fully at this point, except that the Fund shall be administered solely by five (5) trustees appointed by the Union and three (3) appointed by the Committee.

## **2. Annual Payment**

The payment required annually on behalf of each paraprofessional shall be made at the times required in the teachers' contract, in the following amounts:

The annual contribution for Teachers and Paraprofessionals will increase by \$150.00 effective September 1, 2007. This amount will be added to the base contribution prior to application of the 3% general rate increase granted for the 2007-2008 school year.

	<b>9/1/16</b>	<b>9/1/17</b>
Paras	1,028	1,059

## **3. Proration**

The proration provisions of Section VIII(O) of the teachers' contract shall apply to paras.

### **L. Career Awards**

Paras shall receive career awards as follows:

After 9 years	\$2,350
After 14 years	\$2,850
After 19 years	\$3,350
After 24 years	\$3,850
After 29 years	\$4,350

For paras who have become or do become teachers in the Boston Public Schools, years of service as paras in the BPS will count towards career awards in the teachers' unit.

### **M. Tuition Reimbursement**

Effective September 1, 2012, all paraprofessionals with three or more years of service will be entitled to tuition reimbursement of up to \$500.00 per school year for approved college courses. All paraprofessionals with five or more years of service will be entitled to tuition reimbursement of up to \$1,000.00 per school year for approved college courses. The total expenditure for tuition reimbursement under this provision shall not exceed \$20,000 per fiscal year.

### **N. Compliance Paraprofessionals**

Compliance paraprofessionals after working 90 days in the same position will have all rights and benefits in the contract—provided all paraprofessionals with attachment and recall rights had an opportunity to exercise them.

### **O. Leaves of Absence & Sick Leave**

#### **1. Absence Due to Injury in the Course of Employment**

Persons injured in course of employment shall be granted leave in accordance with the provisions of this subsection, and such persons shall receive other Workmen's Compensation benefits as provided in General Laws, Chapter 152.

(a) A bargaining unit member whose industrial accident claim has been accepted and who is receiving workers' compensation pursuant G.L. c.152 will have restored all sick leave used after initial date of injury related to said claim and prior to receipt of workers' compensation pursuant to G.L. c.152. Such employee may, after acceptance of said claim, use such of his or her sick leave accrued prior to acceptance of claim, as may result in the payment of full salary. Any absence due to an injury compensated under G.L. c.152 shall be

counted as creditable service for purposes of determining an employee's career award entitlement, seniority and salary step advancement once the employee has returned to work, provided however, that additional personal days and sick leave days shall not accrue to employees during the period after the employee has been accepted and is receiving workers' compensation and until such employee returns to work. Nothing herein is intended to diminish or reduce any rights or employees pursuant to G.L. c.152.

(b) Notwithstanding the provisions of the foregoing paragraph, a bargaining unit member who is absent due to physical bodily injury as a direct result of a physical assault and battery which occurs during the course of his/her employment and who, as a result of this injury has been accepted for and is receiving Workers' Compensation payment pursuant to G.L. c.152, shall have restored any sick leave used to supplement his/her workers' compensation payment, and which when added to his/her workers' compensation payment is equal to his or her full weekly salary. The provisions in this section shall be limited to forty-five calendar days after a bargaining unit member has been accepted and is receiving Workers' Compensation.

## **2. Military Leave of Absence**

Military leave of absence, without pay, may be granted to a permanent para inducted into the armed forces for the required length of service, according to the terms of the Selective Services and Training Act of 1940, and subsequent amendments by Congress.

## **3. Organized Reserve Forces**

Every person who is a member of a reserve component of the Armed Forces of the United States shall be granted, in accordance with Section 59 of Chapter 33 of the General Laws, leave of absence, without loss of pay, during the time of his or her annual tour of duty as a member of such reserve component; provided, however, that such leave shall not exceed seventeen (17) days.

## **4. Leave for Study**

Paras with three (3) or more years of service, who, not later than May 1, request in writing a leave of absence for the next school year for study at an institution of higher learning accredited by the Committee, will be granted such leave without pay and will retain the seniority and the sick leave held at the time such leave for study began.

## **5. Personal Leave**

Paraprofessionals shall be granted personal leave as follows:

(a) Court Summons — school business: no loss.

(b) Death:

(1) Immediate family, including mother-in-law, father-in-law, and anyone residing in the same household with the paraprofessional: 5 days, no loss.

(2) Niece, nephew, uncle, aunt in-law other than above: 1 day, no loss.

(3) Grandchild or grandparent: 3 days, no loss.

These are consecutive school days immediately preceding, following, or including the day of death, Holidays, vacation or suspended sessions shall be considered school days under this provision.

(c) Paras who have completed their probationary period will be allowed personal leave for personal needs not otherwise provided for, not more than two days per year without loss of pay, subject to the following:

(1) Such leave can be provided without hiring a substitute.

(2) Notice is given to the principal or headmaster not later than the school day prior to the date of the intended personal leave.

(3) In emergency situations, the administrative head of a school shall have the prerogative of postponing a para's absence for a personal day until the emergency is over, provided that the Faculty Senate and/or Building Representative agree(s) that an emergency exists. Unused personal days may be added to accumulate sick leave for use in subsequent years.

(d) **College Degree:** to receive degree at college: 1 day, no loss.

(e) Up to 150 person-days per year without loss of pay for teachers and paraprofessionals will be provided for attending union conventions and conferences scheduled on teacher work days. Names of individuals to attend will be submitted to the Personnel Department ten (10) school days in advance of the leave. The BTU Health and Welfare Fund will reimburse the Department for its actual cost of substitutes filling in for persons on leave to attend a health and welfare-related conference or convention.

(f) Graduation: Members of immediate family, including niece and nephew: 1 day, no loss.

(g) Personal leave without pay: Leave of absence without pay for personal reasons may be granted paraprofessionals for a period of up to one (1) year with the approval of the Director of Personnel.

(h) Paraprofessionals shall be granted religious holidays in the same manner as teachers.

No paraprofessional may take a personal day on both the day immediately preceding and the day immediately following the Thanksgiving recess.

## **6. Sick Leave**

Commencing with the first year of service (following a ninety day probationary period) and annually thereafter, each September, fifteen (15) days of sick leave shall be granted to each paraprofessional in actual service on or before October 1<sup>st</sup> of that school year. For a person returning to actual service after October 1 of the second year of service or any subsequent year, sick leave for that school year shall be added to the reserve of such person at the rate of 1.5 times the number of months remaining in the regular school year. Sick leave not used in the year of service for which it was granted shall be accumulated for use in subsequent years.

Paraprofessionals shall be allowed to use sick leave days for family illness as permitted in the teacher's contract.

Paraprofessionals shall be eligible to carry over sick leave upon moving into the teachers' bargaining unit.

## **7. Leave for Personal Reasons**

The provisions of Section VIII(R)(6)(h) of the teachers' contract, Maternity and Child Care Leave, as modified by Section IV(A)(8)(1) of the teacher's Settlement Agreement are hereby incorporated by reference.

Section VII (Q)(5)(i) of the teachers' contract, Parental Leave, as it pertains to paraprofessionals in years 2 or 3 of service to the Boston Public Schools are hereby incorporated by reference.

## **8. Leave for Union Business**

Not more than an aggregate of ten (10) employees in the bargaining unit for teachers and paraprofessionals, who are officers of the Union or who are appointed to its staff, shall, upon proper application, be given leave of absence without pay during the school year for the purpose of performing legitimate duties for the Union. Employees given leaves of absence without pay shall receive credit toward salary increments on the schedule appropriate to their rank.

## **9. Sabbaticals**

Paraprofessionals shall be eligible for sabbaticals.

## **Article IV**

### **Collective Bargaining**

#### **A. Governing Philosophy**

The parties believe the collective bargaining method is workable and competent and will add dignity to the joint effort of the Union and the Committee to reach agreement. In entering upon this new responsibility, the parties wish to declare their intention to cooperate fully in what must be the joint objective of both bodies, the best education possible for Boston's children.

#### **B. Fair Practices**

##### **1. Non-Discrimination**

As sole collective bargaining agent, the Union will continue its policy of accepting into voluntary membership and will continue to represent equally all eligible persons in the unit without regard to race, color, creed, national origin, sex, marital status, sexual preference, age, or handicap.

The Committee agrees to continue its policy of not discriminating against any person on the basis of race, creed, color, national origin, sex, marital status, sexual preference, age, handicap, or participation in or association with the activities of any employee organization.

Furthermore, the Union and the Committee shall cooperate in developing and implementing effective affirmative action.

##### **2. Protection of Individual and Group Rights**

Nothing contained herein shall be construed to prevent the Committee, a member of the Committee, or its designated representatives from meeting with any para for expression of the para's views. In the area of collective bargaining, no changes or modifications shall be made, except through consultation and negotiation with the Union. Nothing contained herein shall be construed to permit an organization other than the Union to appear in an official capacity in the processing of a grievance. Nothing contained herein shall be construed to prevent any person from informally discussing any dispute with his or her immediate superior, or processing a grievance on his or her own behalf in accordance with the Grievance Procedure, as set forth in Article V.

#### **C. Privileges**

##### **1. Payroll Deductions for Union Dues**

The Union may secure authorizations for payroll deductions for Union dues. Such authorizations may be revocable as provided by law. The Committee will request the Treasurer of the City of Boston to submit such sums in total to the Union Treasurer no later than thirty (30) days after such deduction was made.

##### **2. Payroll Deduction of Agency Service Fee**

(a) Pursuant to Chapter 903 of the Acts of 1977, effective the first full month following ratification of this Agreement, an agency service fee shall be deducted each month by the Collector Treasurer of the City from the salary of each employee in the bargaining unit other than those paying dues pursuant to Section C(1) above. Said service fee shall be a sum equal to the amount required to become a member and remain a member in good standing in the Union, and shall be paid over promptly to the Treasurer of the Union on a monthly basis.

(b) The Union certifies that it has established a procedure required by law under which any employee so demanding may obtain a rebate of such part, if any, of an agency service payment representing a pro rata share of expenditures for political action.

(c) The Union agrees to indemnify the City for damages or other financial loss which the City may be required to pay or suffer by an administrative agency or Court of competent jurisdiction as a result of the City's compliance with Section 1 above.

**3. Union Meetings Within Individual Schools**

Union meetings may be held on school property by faculty members of individual schools, provided there is no interference with any school activity.

**4. Grievance Time For Building Representative**

A para who is elected to serve as Building Representative in an elementary school, middle school, or high school shall be allowed the equivalent of one administrative period per week for conferring with members of the bargaining unit on grievances or associated matters.

**5. C.O.P.E.**

If at any time during the duration of this collective bargaining agreement the General Court adopts a bill allowing for a C.O.P.E. check-off for public employees, the School Department shall cooperate with the Union in establishing a voluntary C.O.P.E. check-off system in compliance with such legislation.

**D. Responsibilities**

**1. No Union Activity on School Time**

Except as provided herein the Union agrees that no para will engage in Union activity during the time he is assigned to teaching or other duties.

**2. Authorized Union Representatives**

The Union shall furnish the Committee with a list of its officers, and authorized Union representatives, and shall as soon as possible notify the Committee in writing of any change. No Union representative shall be recognized by the Committee except those designated in writing by the Union.

## **Article V**

### **Dispute Resolution**

#### **A. General**

It is the declared objective of the parties to encourage the prompt resolution of disputes arising under this Agreement. The parties recognize the importance of prompt and equitable disposition of any complaint at the lowest organizational level possible.

Whatever means are used to resolve a dispute arising under this Agreement, a resolution should be sought that provides fair redress of grievances while giving due consideration to the best interests of schoolchildren.

Any person(s) or the Union shall have the right to present a dispute and have it promptly considered on its merits. Paras subject to this Agreement shall not suffer a loss of pay for time spent in conferring and meeting on a grievance; provided, however, that conferences and meetings will not normally take place during periods when the individuals involved have classroom duties, except as otherwise provided herein. A grievance of a continuing nature alleging that it uniformly affects a class of bargaining unit employees need only be filed once and shall be considered to include all subsequent violations.

Any discipline in relation to collective bargaining unit members shall be for just cause.

#### **B. Definitions**

A “grievance” shall mean a complaint (1) that there has been as to a para a violation, misinterpretation, or inequitable application of any of the provisions of this agreement or (2) that a para has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees, except that the term “grievance” shall not apply to any matter as to which the Committee is without authority to act. As used in this Article, the term “person” or “para” shall mean also a group of paras having the same grievance.

#### **C. Availability of Mediators**

The provisions of Section X(C) of the teachers’ contract concerning the availability of mediators to help resolve disputes arising under this contract are incorporated herein by reference.

#### **D. Dispute Resolution Process for Grievances**

Grievances of employees within the bargaining unit shall be presented and adjusted in the following manner:

##### **1. General Procedures**

###### **(a) Step 1: School Level**

A para or his or her Union representative may either orally or in writing present a grievance to the Principal, Headmaster, or Director within a reasonable time, normally thirty (30) school days after knowledge by the para of the facts giving rise to the act or condition which is the basis of her or his complaint.

The Principal, Headmaster, or Director of the school shall confer with the para at the time of the complaint or within five (5) school days with a view to arrive at a mutually satisfactory resolution of the grievance. At that conference, the para may present the grievance personally or he or she may be represented by a Union representative; but where the para is represented, he/she must be present. Whenever a grievance is presented by the para personally, the Principal, Headmaster, or Director shall give the Union representative



the opportunity to be present and state the views of the Union.

The Principal/Headmaster or Director shall communicate his/her decision orally or in writing to the aggrieved employee and to any Union representative who participated in this Step within five (5) school days after receiving the complaint or within five (5) school days after the conference, whichever is earlier.

If the grievance is unresolved, a mediator shall be assigned within three (3) school days to assist the parties in attempting to resolve the complaint. If the dispute is not resolved within three (3) school days following the assignment of a mediator, the grievance may be appealed to the next step.

The parties shall observe the grievance procedure pertaining to Steps 1, 2, and 3 without regard to the mediation process specified herein until the utilization of mediators contemplated by this Agreement is made operational by the School Department and written notice of that implementation is provided to the Union.

**(b) Step 2: Cluster Leader or Manager for Employee Relations**

If the grievance is not resolved at Step 1, the aggrieved paraprofessional or the Union may appeal by forwarding the grievance in writing to the appropriate Cluster Leader within five (5) school days after he or she has received the Step 1 decision. The appeal shall include:

- (1) The name and position of the grievant.
- (2) A statement of the grievance and the facts involved.
- (3) The corrective action requested.
- (4) Name of Union Representative at Step 1; if any.
- (5) Signature(s) of grievants or Union representative.

The Cluster Leader will conduct a grievance hearing with the aggrieved para and his or her Union representative, each of whom shall be given at least two (2) school days' notice of the hearing. The aggrieved para shall be given the opportunity to be present at the hearing

The Headmaster/Principal or applicable administrator may also be present at this hearing to state his or her views. For grievances filed at Step 1, mediators shall not be present at Step 2 grievance hearings. For grievances filed at Step 2, a mediator shall be used if requested by both parties.

The Cluster Leader shall issue a written decision on the grievance as soon as possible, but not later than ten (10) school days after the receipt of the appeal or five (5) school days after the hearing, whichever is earlier. A copy will be sent to the aggrieved para and the Union.

The following grievances shall be presented to the Manager for Employee Relations at Step 2 who shall act in accordance with the procedures and time requirements set forth above:

- (1) A grievance alleging that the person was placed on the wrong step of the salary schedule.
- (2) A grievance alleging the person's wages were improperly paid.
- (3) A grievance alleging the person was improperly denied an increment.
- (4) A grievance alleging the person's absence deduction was improperly calculated.
- (5) A grievance alleging the person was improperly denied a leave of absence without pay.
- (6) A grievance filed on behalf of a person who is not assigned to a level.
- (7) A grievance that, by mutual agreement of the Cluster Leader and Union, should be heard directly at Central Administration.

**(c) Step 3: Superintendent**

A decision at Step 2 may be appealed in writing by the para or the Union to the Superintendent of Schools within ten (10) school days after the decision by the appropriate administrator at Step 2 has been received. The Superintendent or his or her designated representative shall meet with the aggrieved para and the Union representative with a view to arriving at a mutually satisfactory resolution of the complaint. The aggrieved employee and the Union representative will receive at least two (2) school days' notice of the meeting and shall be given an opportunity to be heard. The Headmaster/Principal or Director and the Assistant Superintendent or Director of Personnel may also be present at the meeting and state their views.

The Superintendent or her or his designated representatives shall communicate her or his written decision together with supporting reasons to the aggrieved para and to the Union as soon as possible, but not later than ten (10) school days after receipt of the appeal or five (5) school days after the conference, whichever is earlier.

**(d) Alternative Procedure for Certain Grievances**

All grievances involving in whole or in part violations of section I(F) of this Agreement, "Handling of New Issues," shall be submitted to the following procedure in lieu of proceeding through Steps 1 through 3 of the grievance procedure described above. Either party may initiate a grievance in writing by requesting that it be made the subject of a meeting between a representative of the General Counsel's office and a representative of the Union. The parties shall meet and confer upon the matter within ten (10) school days following the request for a meeting in an attempt to resolve the grievance. If the parties agree on a resolution, they shall reduce this agreement to writing and sign it. The representative of the General Counsel's office shall be authorized to take appropriate corrective action to redress such grievances.

If no agreement is reached within ten (10) school days, nothing in this clause shall affect the rights or either party to proceed to arbitration.

**2. Initiation of Grievances at Step 2 or Step 3**

(a) Grievances arising from the action of officials other than the Principal, Headmaster, or Director may be initiated with and processed in accordance with the provisions of Step 2 of this dispute resolution process. Where the action is initiated by the Superintendent of Schools, the grievance may be initiated at Step 3.

(b) Conferences held under this procedure at Step 2 or Step 3 shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons entitled to be present to attend. When such conferences are held during day school hours, all persons who participate shall be excused with pay.

**3. Time Limits and Application**

(a) The time limits specified in any step of this procedure may be extended in any specific instance, by mutual agreement.

(b) A grievance filed at an inappropriate step of the grievance procedure will be considered as properly filed, but the time limits for answering the complaint shall not begin until the grievance is referred to the appropriate step.

(c) In the event that the immediacy of the grievance requires a para to meet with his/her Principal or Headmaster suddenly (on a non-scheduled occasion) he/she shall be allowed to have his/her Union representative present at the meeting, provided he/she first makes this request of the Principal or Headmaster.

(d) A failure by a para or the Union to process the grievance from one step to the next step within the time limits provided for will result in an automatic appeal of the grievance to the next step. A failure of a Committee representative to answer a grievance at any step of the grievance procedure within the time limits provided shall be considered a denial of the grievance at that step.

## **E. Arbitration**

### **1. Arbitration Defined**

A grievance which was not resolved at Step 3 under the grievance procedure may be submitted by the Union to arbitration. The arbitration may be initiated by filing with the Committee and the American Arbitration Association a request for arbitration. The notice shall be filed within thirty (30) school days after denial of the grievance at Step 3 under the grievance procedure, provided, however, if the Union did not receive a written reply from the Superintendent at Step 3, then said time limit shall be extended to sixty (60) school days after submission of the grievance to the Superintendent at Step 3. The voluntary labor arbitration rules of the American Arbitration Association shall apply to the proceeding. The Union will make a reasonable effort to use no more than two (2) witnesses during the same school hours in arbitration cases.

### **2. Power of the Arbitrator**

Notwithstanding anything to the contrary, no dispute or controversy shall be a subject for arbitration unless it involves the meaning, interpretation, or application of an express provision of this Agreement. The arbitrator shall have no power to alter, add to, subtract from, or modify any provision of this Agreement.

The parties are agreed that no restrictions are intended on the powers of the Committee, except those set forth in the language of this Agreement.

### **3. Decision of the Arbitrator**

The arbitrator shall issue his/her written decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision of the arbitrator will be accepted as final by the parties to the dispute and both will abide by it.

### **4. Arbitration Award Application**

The Committee agrees that it will apply to all substantially similar situations the decision of an arbitrator sustaining a grievance and the Union agrees that it will not bring or continue, and that it will not represent any employee in any grievance which is substantially similar to a grievance denied by the decision of the arbitrator. The arbitrator's fee will be shared equally by the parties to the dispute.

### **5. Alternate Arbitration Procedure**

Notwithstanding any contrary provision of this Article, unresolved grievances at Step 3 may be submitted by the Union to a closed panel of arbitrators and not the American Arbitration Association, under an alternate arbitration procedure mutually agreed between the parties.

### **6. Implementation**

The Committee will use its best efforts to implement a settlement agreement or an arbitrator's award within 30 days after approval of such settlement or receipt of such award and determination not to contest it.

## **F. Resolution of Differences by Peaceful Means**

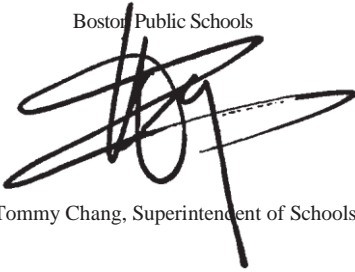
The Union and Committee agree that differences between the parties shall be settled by peaceful means as provided within this Agreement. The Union, in consideration of the value of this Agreement and its terms and conditions and the Legislation which engendered it, will not engage in, instigate, or condone any strike, work stoppage, or any concerted refusal to perform normal work duties on the part of any employee covered by this Agreement.

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE SCHOOL COMMITTEE OF THE CITY OF BOSTON  
AND  
THE BOSTON TEACHERS UNION, LOCAL 66,  
AFT-MASS, AFL-CIO**

**PARAPROFESSIONALS 2016-2018**

In witnesses whereof, the parties hereto have caused their names to be subscribed as the duly authorized officers and representatives in this 13<sup>th</sup> day of September, 2017.

Boston Public Schools

A handwritten signature in black ink, consisting of several overlapping loops and a long vertical stroke extending downwards.

Tommy Chang, Superintendent of Schools

Boston Teachers Union  
Local 66, AFT-Mass., AFL-CIO

A handwritten signature in black ink, featuring a large, stylized 'J' followed by a series of loops and a long horizontal tail stroke.

Jessica Tang, President

**2016-2018  
AGREEMENT  
Between the  
School Committee of  
the City of Boston  
and the  
Boston Teachers Union,  
Local 66, AFT, AFL-CIO**

**Substitute Teachers and Nurses**

**Effective from September 1, 2016  
through August 31, 2018**

**Article I  
Purpose and Scope of Agreement**

**A. Recognition and Duration**

This Agreement is made and entered into on the 13th day of September, 2017, by and between the School Committee of the City of Boston (hereinafter referred to as the “Committee”) and the Boston Teachers Union, Local 66, American Federation of Teachers, AFL-CIO (hereinafter referred to as the Union”). The Committee recognizes the Union as the exclusive bargaining representative for substitute teachers and nurses who meet the qualifications for membership in the bargaining unit set forth in Section I(B) of this Agreement.

This Agreement and each of its provisions shall become effective upon signature by both parties following ratification, and shall be in full force and effect from September 1, 2016 through August 31, 2018. Negotiations for a subsequent agreement will commence on or after December 1, 2017 upon the request of either party.

This agreement and each of its provisions shall be in full force and effect from the period of September 1, 2016 to August 31, 2018 and continuing thereafter until such time as the parties have a successor to the 2016-2018 agreement.

**B. Qualifying as a Member of the Bargaining Unit**

**1. Annual Qualification**

For the purpose of becoming a bargaining unit member, substitute teachers/nurses must complete sixty (60) workdays in the same school year. All substitutes who work sixty (60) workdays or more in a given school year shall be considered bargaining unit members on the first day of their re-employment in each subsequent school year. However, if after reaching bargaining unit status in a particular school year, a substitute teacher/nurse is not re-employed in the next school year following, but returns in a subsequent year, he/she must work sixty (60) days in that year to be reinstated as a member of the bargaining unit.

**2. Removal and Reinstatement**

A substitute teacher/nurse who has obtained bargaining unit membership and works fewer than sixty (60) workdays in the following school year shall be removed from membership in the bargaining unit on the first day of the next school year. Such person shall be reinstated as a bargaining unit member upon the completion of the sixtieth (60) workday as a substitute in the next school year following removal.

## **C. Purpose**

The purpose of this Agreement is to promote the parties' joint goal of achieving the best possible education of the children in the Boston Public Schools by structuring an effective and professional working relationship between the parties. That relationship should help the school system achieve maximum benefit from the combined expertise and coordinated efforts of the parties. It should also ensure fair and equitable compensation and fair and professional treatment for those employees represented by the Union.

## **D. Scope**

The parties intend that matters which were raised during the life of this Agreement but withdrawn will not be negotiated as a supplement to this Agreement, but rather may be addressed in the negotiation of the successor Agreement. The Committee shall not be deemed to have agreed to any past practice not specifically protected by this Agreement.

## **E. Management Rights**

Except as otherwise provided in this Agreement, the Committee and the Superintendent retain all powers, rights, duties, and authority which they had prior to entering into the Agreement. Such rights of the Committee include but are not limited to the following rights:

- to establish educational policy;
- to establish the standards and qualifications for hire and promotion;
- to determine the size of the work force consistent with the terms of this Agreement;
- to establish job duties for new or substantially changed positions (except that changing the duties of existing positions shall be subject to collective bargaining to the extent required by law);
- to determine which textbooks shall be used in the schools;
- to prescribe curriculum and rules governing student discipline; and
- to establish educational programs and to determine the number, age, and qualifications of pupils to be served by any such programs.

## **F. Savings Clause**

If any provisions of this Agreement are or shall at any time be contrary to law, the remainder of this Agreement shall continue in force. The provisions of any federal order shall preempt and supersede any conflicting provision of this Agreement.

## **G. Definitions**

### **1. Per Diem Substitute**

A "per diem" substitute is any person subject day-to-day assignments or reassignments to fill positions on an interim basis.

### **2. Long Term Substitute**

A "long term" substitute teacher/nurse is any person with proper qualifications who is assigned to fill a position of teacher which is a temporary vacancy and serves continuously in the same assignment in the same school. A temporary vacancy is one which is anticipated to be vacant for more than twenty (20) consecutive workdays but less than a full school year, or one in which an assigned substitute actually serves continuously for more than twenty (20) consecutive days.

### **3. Cluster Substitute**

A "cluster" substitute teacher is any person with proper qualifications (including, but not limited to a satisfactory performance evaluation as a long term substitute teacher in a prior year) who is assigned to a cluster office for a full year to rotate in the various cluster schools, as needed, on a daily basis.

## **Article II Working Conditions**

### **A. Work Schedule and Duties**

Substitute teachers will generally be required to perform the work schedules and duties, in and out of the classroom, of the regular teacher who is being covered by the substitute; provided, however, the teacher assignment procedures, teacher program guidelines, and teaching load provisions of the teachers' contract shall not be considered as established policy or binding contractual commitment. No long term substitute teacher may be assigned teaching periods or administrative duties in excess of the maximum allowed for other teachers in the building.

Long term and cluster substitutes shall participate in professional days along with regular teachers/nurses and shall be compensated therefore.

All substitutes will receive a duty free lunch, consistent with the school schedule.

Effective 9/1/07, retired teachers who return to substituting shall not be required to take or pass any test.

### **B. Method of Assignment**

#### **1. General**

The School Department shall, when assigning substitute teachers, attempt to take into consideration the expressed geographic and grade level preference of the substitute teacher, their qualifications, their teaching experience, areas of state certifications(s), and educational background, while staffing in accordance with the needs of the system, the particular district(s) and school(s).

The School Department in deploying substitutes to long-term assignments, will first seek to place persons holding certification in the particular area, provided that all other needs of the system and the particular school or classroom will be met.

Retired teachers who return to substituting shall not be required to take or pass any test.

Substitutes shall have the right to review all documents and information leading to a "do not call" designation within twenty-four (24) hours of the designation.

#### **2. Cluster Substitutes**

The Central Office will attempt to assign all cluster substitute teachers to their respective cluster offices by November 1 in each school year. However, cluster substitute teachers may be assigned to any cluster throughout the school year depending upon the needs of the various clusters.

Cluster substitutes will be assigned to a Cluster Office by the School Department. Daily assignments to specific schools within the cluster will be made by the appropriate Cluster Leader or designee. Cluster substitutes must be assigned first to schools within their cluster. However, when necessary, cluster substitutes may be assigned to other schools. Cluster substitutes, when not assigned to a school, shall report to the cluster office on a daily basis.

Persons serving as cluster substitute teachers shall not be eligible to receive a teacher contract, nor shall they have claims to tenure status if they hold the position of cluster substitute for more than 3 years. However, such persons may be eligible for a teacher contract in vacancies filled by them that later materialize into non-tenured teacher positions, provided, however, that all other conditions (including, but not limited to, Federal Court Orders and the current teachers' collective bargaining agreement) have been satisfied.



Effective September 1, 2000, the Office of Human Resources shall assign a minimum of 12 cluster substitutes to each of the ten Clusters.

### **3. Long Term Substitutes**

A Long Term Substitute shall be granted a provisional contract on or before December 1, if the assignment in which he or she is serving becomes vacant for the remainder of the school year, provided that such provisional contract does not negate the rights of a teacher on the recall list. Provisional contracts granted under this Section shall be prospective.

### **C. Performance Evaluation**

All substitute teachers will be subject to evaluation after fifteen (15) consecutive work days in the same assignment in the same school, and may be subsequently re-evaluated periodically by the building administrator or their designee outside of the bargaining unit. Cluster substitute teachers shall be evaluated by the responsible administrator of the school when serving at the school for more than fifteen (15) days. A cluster substitute teacher shall be given two (2) overall performance evaluations for the academic year by the appropriate Cluster Leader or their designee outside of the bargaining unit.

An overall mark of unsatisfactory shall be expunged following a subsequent year in which a substitute receives an overall mark of "Meets Expectations" or "Exceeds Expectations."

No evaluation mark may be grieved except an overall unsatisfactory." An overall" mark for a long-term substitute teacher is the overall mark received from the building administrator during the final performance evaluation while serving in the same assignment for more than fifteen (15) consecutive days.

Substitute teachers who are subject to disciplinary action, including dismissal, will be afforded progressive disciplinary measures pursuant to the policies and procedures of the Committee set forth in the Deputy Superintendent circular.

### **D. Professional Development**

(1) Commencing August 1, 1999, new substitute teachers may be required to attend up to three days of training to prepare them for teaching in the Boston Public Schools.

(2) The Center for Leadership Development will establish a program to assist substitute teachers with certification.

(3) Commencing September 1, 1999, long term and cluster substitutes will be required to attend the eighteen hours of professional development required of teachers. This professional development is scheduled beyond the school day and long term and cluster substitutes will be paid for this time.

### **E. Application for Teaching Positions**

Those substitute teachers who are certified, recommended as a result of central interview, have a letter of recommendation from a Boston Public Schools administrator and who apply for teaching positions will be guaranteed up to four interviews.

# Article III Compensation and Benefits

## A. Salary Schedule

### 1. General

#### Salary Schedule - Substitute Teachers

Effective	9/1/16	9/1/17
Per Diem	144.35	148.68
Long Term - After 10 days	160.59	165.40
Long Term - After 25 days	290.56	299.27
Cluster	175.74	181.01

Effective September 1, 2004, the Long Term\* (after 30 days) rate shall take effect after twenty-five (25) consecutive workdays in the same assignment. Effective 9/1/07, all substitute teachers who hold an active, Massachusetts teaching license shall receive a differential equal to three percent (3%) of the per diem rate.

### 2. Pay for Long Term Assignments

A long-term substitute assignment must be approved by the Director of Personnel or their designee. A long-term substitute shall be paid prospectively at the daily rate for long-term substitute assignment beginning with the eleventh (11th) consecutive workday, or beginning such earlier date upon approval of the Director of Personnel and or their designee.

In the event that the assigned substitute serves continuously in a temporary vacancy for more than ten (10) consecutive workdays in a situation when the vacancy was not anticipated or expected to last so long, such substitute will be paid as of the eleventh (11th) day at the long-term substitute daily rate, from the date of approval by the Director of Personnel or their designee.

## B. Sick Leave

Long Term and Cluster Substitutes shall receive prospectively one (1) day of sick leave for every twenty (20) days worked. Sick leave will be cumulative from year to year, provided that the substitute teacher remains a bargaining unit member. Accumulated sick leave cannot be used while serving as a per diem substitute.

All substitutes shall be eligible for professional development activities under guidelines established by the Professional Development Committee.

Substitutes shall carry over earned sick leave upon becoming teachers or paraprofessionals.

## C. Health Insurance

The Committee's contribution to all group hospitalization insurance premiums shall be as follows:

75% of the total monthly premiums for the policy selected by the employer, including master medical or the equivalent benefits.

90% of the total monthly premiums for all approved and authorized health maintenance organizations.

The employer contribution to the life insurance portion of the group insurance plan (\$5,000 policy) shall be 50% with a provision for level and long-term substitute teachers to purchase more life insurance at a low rate.

Substitute teachers' eligibility for health insurance is determined by statutory requirements, as may be amended. In 1999 the statutory requirements are as follows: An employee must work a minimum of twenty (20) hours per week on a regular basis, and cannot be a seasonal or emergency employee to be eligible for health insurance.

The parties agree to comply with the Memorandum of Agreement between the City of Boston and the Public Employee Committee attached hereto as Appendix "C".

**D. Health and Welfare Fund**

Cluster Substitutes shall be included in the Paraprofessional Health and Welfare Fund Benefit.

	<b>9/1/16</b>	<b>9/1/17</b>
Paraprofessionals	1,028	1,098
Cluster Substitutes	1,028	1,098

**E. Per Diem Substitute Bonus**

Those individuals who served as per diem substitutes for 120 days or more during the school year will receive a bonus of \$1,000 in June of that year. Those individuals who served as per diem substitutes for 150 days or more during the school year will receive a bonus of \$1,500 in June of that year.

**F. Cluster Substitute Bereavement Leave**

Cluster Substitute teachers shall be granted bereavement leave as follows:

- (1) Death in the immediate family, including mother-in-law, father-in-law, and anyone residing in the same household with the substitute teacher: 5 days, no loss.
- (2) Death of niece, nephew, uncle, aunt, or in-law other than above: 1 day, no loss.
- (3) Death of grandchild or grandparent: 3 days, no loss.

## **Article IV**

### **Collective Bargaining**

#### **A. Payroll Deduction of Union Dues or Agency Service Fee**

Substitute teachers who are members of the bargaining unit shall be subject to payroll deduction for Union dues or payroll deduction of agency service fees as set forth in Sections IX(c)(2) and IX(C)(3) of the 1994-1997 teachers' agreement.

#### **B. Non-discrimination and Affirmative Action**

As sole collective bargaining agent, the Union will continue its policy of accepting into voluntary membership and will continue to represent equally all eligible persons in the unit without regard to race, color, creed, national origin, sex, marital status, sexual preference, age, or handicap.

The Committee agrees to continue its policy of not discriminating against any person on the basis of race, creed, color, national origin, sex, marital status, sexual preferences, age, handicap, or participation in or association with the activities of any employee organization.

This section shall not interpreted as a barrier to affirmative action.

Any affirmative action plan adopted by the Committee shall be negotiable as contemplated by law. Furthermore, the Union and the Committee shall cooperate in developing and implementing effective affirmative action in the areas of promotion, teacher assignments, coaching positions, and paid and unpaid extra-curricular activities.

## **Article V**

### **Dispute Resolution**

#### **A. General**

It is the declared objective of the parties to encourage the prompt resolution of disputes arising under this Agreement. The parties recognize the importance of prompt and equitable disposition of any complaint at the lowest organizational level possible.

Whatever means are used to resolve a dispute arising under this Agreement, a resolution should be sought that provides fair redress of grievances while giving due consideration to the best interests of schoolchildren.

Any person(s) or the Union shall have the right to present a dispute and have it promptly considered on its merits. Staff subject to this Agreement shall not suffer a loss of pay for time spent in conferring and meeting on a grievance; provided, however, that conferences and meetings will not normally take place during periods when the individuals involved have classroom duties, except as otherwise provided herein.

A grievance of a continuing nature alleging that it uniformly affects a class of bargaining unit employees need only be filed once and shall be considered to include all subsequent violations. Any discipline in relation to collective bargaining unit members shall be for just cause.

#### **B. Definitions**

"Grievance" shall mean a complaint

(1) that there has been as to a member of the bargaining unit a violation, misinterpretation, or inequitable application of any of the provisions of this agreement or

(2) that a member of the bargaining unit has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees, except that the term "grievance" shall not apply to any matter as to which the Committee is without authority to act. As used in this Article, the term "person" or "teacher" shall mean also a group of teachers having the same grievance.

#### **C. Availability of Mediators**

The Steering Committee shall choose up to fifteen (15) employees of the Boston Public School system to be trained as mediators for the system. All persons chosen shall be acceptable to both the Union and the Committee. Employees chosen for this position should have demonstrated excellent interpersonal skills, creativity, and an orientation toward collaborative problem-solving in carrying out their duties in the system. The candidates chosen should as a group be highly representative of the racial and ethnic diversity of the school system. They should receive formal training in problem-solving mediation. Appointments as a mediator should be voluntary.

Appointments should be reviewed annually and terminable at the discretion of the Superintendent with or without cause.

These mediators shall be available in addition to their regular duties to confer with employees of the system involved in contract-related disputes on a confidential basis seeking to assist the parties in resolving such difficulties. They may talk in person or by phone. Mediators shall be called on to mediate a building-level discussion of a grievance in Step 1 of the dispute resolution process outlined in the following section. However, no mediator shall mediate a building-level discussion of a grievance that they have previously discussed with an employee, unless all parties to the mediation so request in writing.

The School Department will circulate at least annually to all employees a list of mediators and their phone numbers. School Department policy shall be to encourage employees to seek help from a mediator to resolve work-related difficulties informally.

#### **D. Dispute Resolution Process for Grievances**

Grievances of employees within the bargaining unit shall be presented and adjusted in the following manner:

##### **1. General Procedures**

###### **(a) Step 1: School Level**

An employee or his or her Union representative may either orally or in writing present a grievance to the Principal, Headmaster, or Director within a reasonable time, normally thirty (30) school days after knowledge by the employee of the facts giving rise to the act or condition which is the basis of her or his grievance.

The Principal, Headmaster, or Director of the school shall confer with the employee at the time of the complaint or within five (5) school days with a view to arrive at a mutually satisfactory resolution of the grievance. At that conference, the employee may present the grievance personally or he or she may be represented by a Union representative; but where the employee is represented, he/she must be present. Whenever a grievance is presented by the employee personally, the Principal, Headmaster, or Director shall give the Union representative the opportunity to be present and state the views of the Union.

The Principal/Headmaster or Director shall communicate his/her decision orally or in writing to the aggrieved employee and to any Union representative who participated in this Step within five (5) school days after receiving the complaint or within five (5) school days after the conference, whichever is earlier.

If the grievance is unresolved, a mediator shall be assigned within three (3) school days to assist the parties in attempting to resolve the complaint. If the dispute is not resolved within three (3) school days following the assignment of a mediator, the grievance may be appealed to the next step.

The parties shall observe the grievance procedure pertaining to Steps 1, 2, and 3 without regard to the mediation process specified herein until the utilization of mediators contemplated by this Agreement is made operational by the School Department and written notice of that implementation is provided to the Union.

###### **(b) Step 2: Cluster Leader or Manager for Employee Relations**

If the grievance is not resolved at Step 1, the aggrieved employee or the Union may appeal by forwarding the grievance in writing to the appropriate Cluster Leader within five (5) school days after he or she has received the Step 1 decision. The appeal shall include:

- (1) The name and position of the complainant.
- (2) A statement of the grievance and the facts involved.
- (3) The corrective action requested.
- (4) Name of Union Representative at Step 1; if any.
- (5) Signature of each grievant or Union representative.

The Cluster Leader will conduct a grievance hearing with the aggrieved employee, and his or her Union representative shall be given at least two (2) school days' notice of the hearing. The aggrieved employee shall be given the opportunity to be present at the hearing. The Headmaster/Principal or applicable administrator may also be present at this hearing to state his or her views. A mediator may be present if requested by either party.

The Cluster Leader shall issue a written decision on the grievance as soon as possible, but not later than ten (10) school days after the receipt of the appeal or five (5) school days after the hearing, whichever is earlier. A copy will be sent to the aggrieved employee and the Union. The following grievances shall be presented to the Manager for Employee Relations at Step 2 who shall act in accordance with the procedures and time requirements set forth above:

- (1) A grievance alleging that the person was placed on the wrong step of the salary schedule.
- (2) A grievance alleging the person's wages were improperly paid.
- (3) A grievance alleging the person was improperly denied an increment.
- (4) A grievance alleging the person's absence deduction was improperly calculated.
- (5) A grievance alleging the person was improperly denied a sabbatical leave.
- (6) A grievance alleging the person was improperly denied a leave of absence without pay.
- (7) A grievance filed on behalf of a person who is not assigned to a level.
- (8) A grievance that, by mutual agreement of the Cluster Leader and Union, should be heard directly at Central Administration.

**(c) Step 3: Superintendent**

A decision at Step 2 may be appealed in writing by the employee or the Union to the Superintendent of Schools within ten (10) school days after the decision by the appropriate administrator at Step 2 has been received.

The Superintendent or his or her designated representatives shall meet with the aggrieved employee and the Union representative with a view to arriving at a mutually satisfactory resolution of the complaint. The aggrieved employee and the Union representative will receive at least two (2) school days' notice of the meeting and shall be given an opportunity to be heard. The Headmaster/Principal or Director and the Assistant Superintendent or Director of Personnel may also be present at the meeting and state their views.

The Superintendent or her or his designated representatives shall communicate her or his written decision together with supporting reasons to the aggrieved employee and to the Union as soon as possible, but not later than ten (10) school days after receipt of the appeal or five (5) school days after the conference, whichever is earlier.

**2. Initiation of Grievances at Step 2 or Step 3**

(a) Grievances arising from the action of officials other than the Principal, Headmaster, or Director may be initiated with and processed in accordance with the provisions of Step 2 of this dispute resolution process.

Where the action is initiated by the Superintendent of Schools, the grievance may be initiated at Step 3.

(b) Conferences held under this procedure at Step 2 or Step 3 shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons entitled to be present to attend. When such conferences are held during day school hours, all persons who participate shall be excused with pay.

**3. Time Limits and Application**

(a) The time limits specified in any step of this procedure may be extended in any specific instance, by mutual agreement.

(b) A grievance filed at an inappropriate step of the grievance procedure will be considered as properly filed, but the time limits for answering the complaint shall not begin until the grievance is referred to the appropriate step.

(c) In the event that the immediacy of the grievance requires an employee to meet with his/her Principal or Headmaster suddenly (on a non-scheduled occasion) he/she shall be allowed to have his/her Union representative present at the meeting, provided he/she first makes this request of the Principal or Headmaster.

(d) A failure by a teacher or the Union to process the grievance from one step to the next step, within the time limits provided for will result in an automatic appeal of the grievance to the next step. A failure of a Committee representative to answer a grievance at any step of the grievance procedure within the time limits provided shall be considered a denial of the grievance at that step.

## **E. Arbitration**

### **1. Arbitration Defined**

A grievance which was not resolved at Step 3 under the grievance procedure may be submitted by the Union to arbitration, except that the following matters shall not be arbitrable:

- performance evaluations—procedures and marks;
- methods of assignment;
- non-renewals, non-assignment disciplinary actions and dismissals;
- claims of unfair or inequitable treatment allegedly contrary to policy or past practice;
- grievances filed by or on behalf of per diem substitutes.

The arbitration may be initiated by filing with the Committee and the American Arbitration Association a request for arbitration. The notice shall be filed within thirty (30) school days after denial of the grievance at Step 3 under the grievance procedure, provided, however, if the Union did not receive a written reply from the Superintendent at Step 3, then said time limit shall be extended to sixty (60) school days after submission of the grievance to the Superintendent at Step 3. The voluntary labor arbitration rules of the American Arbitration Association shall apply to the proceeding.

The Union will make a reasonable effort to use no more than two (2) witnesses during the same school hours in arbitration cases.

### **2. Power of the Arbitrator**

No dispute or controversy shall be a subject for arbitration unless it involves the meaning, interpretation, or application of an express provision of this contract. Notwithstanding anything to the contrary, the arbitrator shall have no power to determine the meaning and scope of the matters expressly excluded from arbitration in Section V(E)(1) above. Furthermore, the arbitrator shall have no power to alter, add to, subtract from, or modify any provision of this Agreement. The parties are agreed that no restrictions are intended on the powers of the Committee except those set forth in the language of this Agreement.

### **3. Decision of the Arbitrator**

The arbitrator shall issue his/her written decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision of the arbitrator will be accepted as final by the parties to the dispute and both will abide by it.

### **4. Arbitration Award Application**

The Committee agrees that it will apply to all substantially similar situations the decision of an arbitrator sustaining a grievance, and the Union agrees that it will not bring or continue and that it will not represent any employee in any grievance that is substantially similar to a grievance denied by the decision of the arbitrator. The arbitrator's fee will be shared equally by the parties to the dispute.



## **5. Alternate Arbitration Procedure**

Notwithstanding any contrary provision of this Article, unresolved grievances at Step 3 may be submitted by the Union to a closed panel of arbitrators and not the American Arbitration Association, under an alternate arbitration procedure mutually agreed between the parties.

## **6. Staffing Clause**

Notwithstanding any contrary provision of this Agreement, no provision of this Agreement shall be deemed to require the School Committee to hire any particular number or kind of teachers or other personnel or to maintain any level of staffing, nor shall any arbitrator have the power to order the hiring of any kind or number teachers or other personnel as a consequence of any violation of this Agreement. This provision shall not be deemed to restrict any arbitrator from ordering the reinstatement of any employee in any case dealing with the question of just cause for dismissal.

## **7. Implementation**

The Committee will use its best efforts to implement a settlement agreement or an arbitrator's award within 30 days after approval of such settlement or receipt of such award and determination not to contest it. Such efforts shall include, but not be limited to, establishment of a payment system under which specified employees of the School Department are to be held accountable for compliance with this section.

## **F. Resolution of Differences by Peaceful Means**

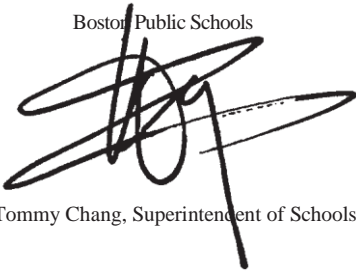
The Union and Committee agree that differences between the parties shall be settled by peaceful means as provided within this Agreement. The Union, in consideration of the value of this Agreement and its terms and conditions and the Legislation which engendered it, will not engage in, instigate, or condone any strike, work stoppage, or any concerted refusal to perform normal work duties on the part of any employee covered by this Agreement.

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE SCHOOL COMMITTEE OF THE CITY OF BOSTON  
AND  
THE BOSTON TEACHERS UNION, LOCAL 66,  
AFT-MASS, AFL-CIO**

**SUBSTITUTE TEACHERS AND NURSES 2016-2018**


In witnesses whereof, the parties hereto have caused their names to be subscribed as the duly authorized officers and representatives in this 13<sup>th</sup> day of September, 2017.

Boston Public Schools

A handwritten signature in black ink, consisting of several overlapping loops and a long vertical stroke extending downwards.

Tommy Chang, Superintendent of Schools

Boston Teachers Union  
Local 66, AFT-Mass., AFL-CIO

A handwritten signature in black ink, featuring a large, stylized 'J' followed by a series of loops and a long horizontal stroke extending to the right.

Jessica Tang, President

**AGREEMENT**  
**between the**  
**School Committee of the City of Boston and**  
**the**  
**Boston Teachers Union, Local 66, AFT Massachusetts Re: ABA**  
**Specialists BTU to BPS**

**Effective from September 1, 2016**  
**through August 31, 2018**

**Article I**  
**Purpose and Scope of Agreement**

**A. Recognition and Duration**

This Agreement is made and entered into on the 13th day of September, 2017 by and between the School Committee of the City of Boston and the Boston Teachers Union. The Committee recognizes the Union as the exclusive bargaining representative for all ABA Specialists employed by the Committee.

The jurisdiction of the Union shall include those individuals employed by the Committee who now or hereafter perform the duties of ABA Specialists as described in Article II(A)(1) of this agreement and currently performed by persons in the bargaining unit as set forth in the preceding paragraph.

This Agreement and each of its provisions shall become effective upon signature by both parties following ratification, and shall be in full force and effect from September 1, 2016 through August 31, 2018. Negotiations for a subsequent agreement will commence on or after December 1, 2017 upon the request of either party.

This agreement and each of its provisions shall be in full force and effect from the period of September 1, 2016 to August 31, 2018 and continuing thereafter until such time as the parties have a successor to the 2016-2018 agreement.

**B. Purpose**

The purpose of this Agreement is to promote the parties' joint goal of achieving the best possible education of the children in the Boston Public Schools by structuring an effective and professional working relationship between the parties. That relationship should help the school system achieve maximum benefit from the combined expertise and coordinated efforts of the parties. It should also ensure fair and equitable compensation and fair and professional treatment for those employees represented by the Union.

**C. Scope**

The Committee and the Union agree that they have a common public and educational area of concern in addition to economic matters such as salary and working conditions. This wider area of concern is to be approached constructively toward the goal of educational excellence.

To this end, the Union will from time to time present to the Committee or its designated representatives views and suggestions on certain school problems clearly within its knowledge and province as the agency in the School system having the closest overall contact with the ABA Specialists. Subjects considered to be within the scope of such initiation and discussion are: operation of difficult schools, standards of physical and housekeeping environment and amenities on school premises, all matters relating to school-based management, and an increasingly effective curriculum. Periodic consultation will take place without trespass

or interference upon the distinct and special powers and duties of either party in the process. It is hoped that this continuing consultation throughout the school year will contribute to the enhancement of public education in the City of Boston.

#### **D. Management Rights**

Except as otherwise provided in this Agreement, the Committee and the Superintendent retain all powers, rights, duties, and authority which they had prior to entering into the Agreement. Such rights of the Committee include but are not limited to the right:

- to establish educational policy;
- to establish the standards and qualifications for hire and promotion;
- to determine the size of the work force consistent with the terms of this Agreement;
- to establish job duties for new or substantially changed positions;
- to determine which textbooks shall be used in the schools;
- to prescribe curriculum and rules governing student discipline; and
- to establish educational programs and to determine the number, age, and qualifications of pupils to be served by any such programs.

#### **E. Continuing Negotiations**

The Committee and the Union may, by mutual consent, reopen negotiations on the issue of religious observance at any time during the contract period.

#### **F. Handling of New Issues**

Matters of collective bargaining import not covered by this Agreement may, during the life of the Agreement, be handled in the following manner:

*By the Committee:* Except as any change may be commanded by the law, the Committee will continue its policies as outlined herein. With respect to matters not covered by this Agreement that are mandatory subjects for collective bargaining, the Committee agrees it will make no changes without prior consultation and negotiation with the Union.

*By the Union:* In any matter not covered in this Agreement that is a mandatory subject for collective bargaining, the Union may raise such issues with the Committee for consultation and negotiation; except that the Union shall not renew or to seek to renew any questions introduced, debated, and settled, either negatively or affirmatively, during the bargaining prior to final settlement. This restriction shall not apply to the areas outlined in section I(C) as subject for continuing consultation.

Being a mutual Agreement, this instrument may be amended at any time by mutual consent.

#### **G. Savings Clause**

If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law, and substitute action shall be subject to appropriate consultation and negotiation with the Union.

In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

#### **H. Preservation of Existing Laws and Regulations**

The School Department shall identify by February 1 of each year those bargaining unit members who are affected by the School Committee's policy on the employment of relatives. The Department and the Union shall meet to discuss the appropriate reassignment of affected members.

## **I. Definitions**

The term “school” as used in this Agreement means any work location or functional division or group in which a grievance may arise.

The terms “Principal” and “Headmaster” as used in the Agreement mean the responsible administrative heads of their respective district, school, or department.

The term “ABA Specialist” as used in this Agreement means a person employed by the Committee as an ABA Specialist and exclusively engaged in the delivery of direct ABA services to individual students and groups of students as defined in each Individual Education Plan. It is understood and agreed to that Applied Behavior Analysis is an approach to teaching and learning that can be used throughout the school day by any employee to support a student and will not be used exclusively by ABA Specialists.

The term “person” as used in the Agreement means a person employed by the Committee in the bargaining unit as defined in Article I.

The term “Union representative” as used in this Agreement means the Union building representative or his designee, or an elected or appointed representative of the Union or any of its affiliates.

Wherever the singular is used in this Agreement it is to include the plural.

## Article II Working Conditions

### A. General

#### 1. Functions

An ABA Specialist is a non-certified individual employed by the Boston School Committee whose function is to provide direct ABA services to students as outlined in students' IEPs, collect individual and classroom data, work as a team member to ensure delivery of high quality interventions across environments, and facilitate structured peer group activities as appropriate.

#### 2. ABA Specialists' Files

ABA Specialists' files shall be maintained under the following circumstances:

(a) No material derogatory to an ABA Specialist' conduct, service, character, or personality shall be placed in the files unless the ABA Specialist has had an opportunity to read the material. The ABA Specialist shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed. Such signature does not necessarily indicate agreement with its content.

(b) The ABA Specialist shall have the right to answer any material filed, and the answer shall be reviewed by the Assistant Superintendent or Director of the program in which the ABA Specialist is employed and attached to the file copy.

(c) Upon request by the ABA Specialist, the ABA Specialist shall be given access to the ABA Specialist's file without delay.

(d) Upon receipt of a written request, the ABA Specialist shall be furnished a reproduction of any material in the ABA Specialist's file.

#### 3. Assistance in Assault Cases

(a) Principals shall report all cases of assault suffered by ABA Specialists in connection with their employment to the Director of Personnel.

(b) Whenever it is alleged that an ABA Specialist has assaulted an individual or that an individual has assaulted an ABA Specialist, the Principal and Director of Personnel shall cooperate with the ABA Specialist involved in the investigation of the incident. The Director of Personnel shall comply with any reasonable request from the ABA Specialist for relevant information in the Committee's possession, not privileged under law, concerning the individual or individuals involved. The Committee shall indemnify an ABA Specialist in its employment for expenses or damages sustained by the ABA Specialist by reason of an action or claims against the ABA Specialist arising out of the negligence of such ABA Specialist or other act of his/her resulting in accidental bodily injury to or the death of any individual or in accidental damage to or destruction of property, while acting as such ABA Specialist, and may indemnify an ABA Specialist in its employ for expenses or damages sustained by the ABA Specialist by reason of an action or claim against the ABA Specialist arising out of any other acts done by the ABA Specialist while acting as such ABA Specialist; provided, in either case, that after investigation it shall appear to the Committee that such ABA Specialist was at the time the cause of action or claim arose acting within the scope of his/her employment and provided, further, that the defense of indemnification sought under this provision shall have been made by the Corporation Counsel, upon the request of the Committee, or if such Corporation Counsel fails or refuses to defend such action or claims, by an attorney employed by such ABA Specialist. The Committee shall appropriate funds for this purpose in the same manner as appropriations for General School Purposes.

#### **4. Information to the Union**

The Union shall be supplied with a current seniority list of all members of the bargaining unit.

#### **5. In-Service Courses**

ABA Specialists shall be eligible to participate in the in-service courses offered to teachers. Whether or not the certificate, upon completion of a course, provides a credit, the identical type of certificate given teachers is to be awarded ABA Specialists.

#### **6. ABA Specialist Evaluation**

ABA Specialists will be evaluated during this Agreement. The building administrator outside of the bargaining unit or special education administrator to whom the ABA Specialist reports will be responsible for the evaluation. The evaluation tool and procedure for ABAs will be jointly developed by the District and BTU. Until such time as the evaluation tool contemplated by this agreement is developed, the district will evaluate BTU members serving as ABA Specialists in accordance with the evaluation practice in place at the time of this agreement.

#### **7. Training**

(a) At the beginning of the school year and thereafter as may be necessary, ABA Specialists and newly employed ABA Specialists shall receive appropriate training related to their job at no cost to them and with pay during normal working hours.

(b) BPS will provide access to the RBT certification course for all current ABA Specialists at no cost to them and with pay during normal work hours.

#### **8. Just Cause**

ABA Specialists who have completed their probationary period shall not be disciplined or discharged without just cause.

#### **9. Severance Pay**

ABA specialists shall be eligible for severance pay as allowed in the teacher's contract. When ABA Specialists leave their employment, they will also receive payment for their unused vacation days, up to a maximum of 50 days. For ABA Specialists hired before February 1, 2001, the daily rate will be computed on the basis of a 225-day work year. For ABA Specialists hired on or after February 1, 2001, these days will be computed on the basis of a 260-day work year. Upon their termination of employment, ABA Specialists may elect to receive the payments described in this section in two fiscal years. In the event of an ABA Specialist's death, the above payments shall be made to the beneficiary designated by the ABA Specialist, or, if no specific designation has been made, payment shall be made to the ABA Specialist's estate.

#### **10. Assignments**

The Deputy Superintendent of Student Support, or her designee, shall issue preference sheets to ABA Specialists prior to January 1st of the school year, and ABA Specialists shall return these preference sheets by February 1st of the same school year. The Deputy Superintendent, or her designee, shall consider the best interests of students, employee performance, and ABA Specialist's preferences in making assignments for the following school year.

ABA Specialists may be assigned to either a classroom or a caseload at the discretion of the Deputy Superintendent or her designee. However, the Deputy Superintendent or her designee can change an ABA Specialist's assignment at any time based upon a change in caseload demand or the specific needs of a student or students. Caseloads shall not exceed thirty direct service hours per week, provided that the 30-hour case-

load limitation contemplated by this paragraph shall not be construed to constitute a limitation on the total number of students an ABA Specialist may be assigned within that total number of hours.

Effective on the first school day of the collective bargaining agreement, BPS maintains flexibility to contract as needed in order to address compliance, caseload, leave, vacancies and any other unanticipated need not met by the staffing model in the preceding paragraph.

The parties recognize that ABA services are best provided by BPS employees. For school year 2016-2017 and continuing, BPS agrees it will maintain a complement of not less than ninety (90) full-time ABA's.

## **B. Seniority and Layoffs**

### **1. Establishment of Seniority**

Seniority shall be based on length of service as an ABA Specialist in the system. Seniority shall be measured from the first day of such employment after completion of a probationary period of sixty (60) work days. In the event an ABA Specialist's assignment is changed, the ABA Specialist shall maintain his/her seniority.

### **2. Retention of Seniority**

An employee in the bargaining unit who is laid off shall retain the seniority the employee had before being laid off, for a period of up twenty-four (24) months. ABA Specialists on layoff shall be obligated at all times to provide the Director of Personnel their current address and telephone number.

ABA Specialists who have lost seniority as the result of a break in service of two or more years shall have that seniority (for time worked) fully restored upon the completion of 90 days of work following their return to an ABA Specialist position.

### **3. Layoff**

ABA Specialists shall be laid off by inverse system-wide seniority. No paraprofessional shall be laid off or otherwise displaced as a result of the existence of the ABA Specialist job classification.

### **4. Recall**

An ABA Specialist shall be recalled by system-wide seniority to a vacancy. An ABA Specialist who refuses an opportunity for recall without reasonable grounds shall be placed at the bottom of the seniority list for recall. Upon refusal of another opportunity for recall for any reason, the ABA Specialist shall lose all seniority and recall rights. An ABA Specialist who has reasonable grounds for refusing a recall opportunity (more than simply not wanting the offered assignment) shall retain his/her placement in the seniority list for recall. Upon refusal of another recall opportunity for any reason, the ABA Specialist shall be placed at the bottom of the seniority list for recall. Upon refusal of another opportunity for recall for any reason, the ABA Specialist shall lose all seniority and recall rights.

## **C. Communication and Notifications**

Each ABA Specialist shall be provided with a BPS-issued laptop.



## Article III Compensation and Benefits

### A. Payment of Salaries

ABA Specialists shall be paid bi-weekly over 26 paychecks. No ABA Specialist shall be required to apply for a step increase; such increases shall be automatic.

### B. Training Pay

Training, other than that accomplished during the regular school day and school year, shall be compensated for at each ABA Specialist's true pro rata hourly rate.

### C. Length of Work Day

The work day for all ABA Specialists shall be seven and one half hours, inclusive of lunch. ABA Specialists shall have a paid duty free lunch of at least thirty (30) minutes and not less than sixty (60) minutes of self-directed time per day without the presence of students. The supervisors of ABA Specialists shall review and approve ABA Specialists' work day schedules prior to September 1 of each year.

### D. Work Year

The work year for ABA Specialists hired after the effective date of this agreement shall consist of the 180 days that all students are present, the 2 days teachers and paraprofessionals are present prior to the arrival of students, and a total of 8 days of preparation, school year closeout, and professional development, for a total work year of 190 days. ABA Specialists shall receive 13 paid holidays taken on the officially designated days.

The eight (8) days of preparation, school year closeout, and professional development shall be scheduled on the three work days immediately prior to teachers and paras reporting to work, the first work day following the New Year's Day holiday, and the four workdays immediately succeeding the dismissal of students in June.

ABA Specialists hired prior to the execution of this agreement shall have the option of working a 215 day schedule, consisting of the 190 days common to all ABA Specialists and an additional twenty-five (25) days for the extended school year (ESY). Each year, each ABA Specialist shall indicate prior to February 1 whether he or she wishes to work the twenty-five (25) day extended school year (ESY) during the next summer. ESY assignments shall annually be made in seniority order from among those ABA Specialists wishing to work the ESY. No contractors may be hired for ESY prior to the hiring of all ABA Specialists hired prior to the execution of this agreement who wish to work ESY in a given year. ABA Specialists hired after the execution of this agreement shall not work ESY.

### E. Salary Rate

All ABA Specialists hired after the effective date of the collective bargaining agreement are required to hold a bachelor's degree to be deemed qualified as an ABA Specialist.

#### Effective September 1, 2016 - August 31, 2017

GRADE 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
ABA 215 day Grid	40,740	42,573	44,488	46,491	48,583	50,768	53,053	55,441	57,936
	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	
	60,543	63,268	66,114	69,090	72,199	75,447	78,843	82,390	

<b>GRADE 2</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
ABA 190 day Grid	34,100	35,634	39,315	41,085	42,934	44,865	46,884	48,995	51,199
	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>	<b>Step 13</b>	<b>Step 14</b>	<b>Step 15</b>	<b>Step 16</b>	<b>Step 17</b>	
	53,503	55,911	58,427	61,056	63,803	66,674	69,675	72,811	

**Effective September 2, 2017 - August 31, 2018**

<b>GRADE 1</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
ABA 215 day Grid	41,962	43,850	45,823	47,885	50,040	52,292	54,645	57,104	59,674
	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>	<b>Step 13</b>	<b>Step 14</b>	<b>Step 15</b>	<b>Step 16</b>	<b>Step 17</b>	
	62,359	65,166	68,098	71,162	74,365	77,711	81,208	84,862	

<b>GRADE 2</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
ABA 190 day Grid	35,123	36,703	40,494	42,317	44,222	46,211	48,291	50,465	52,735
	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>	<b>Step 13</b>	<b>Step 14</b>	<b>Step 15</b>	<b>Step 16</b>	<b>Step 17</b>	
	55,108	57,589	60,179	62,888	65,717	68,675	71,765	74,995	

ABA Specialists shall advance one pay step per year.

**F. Tax Free Annuities**

The Committee agrees it is desirable to allow persons in the bargaining unit to take advantage of the federal law concerning tax-free annuities and shall take such steps as are necessary and possible to implement this program. (The company or companies providing the coverage shall be mutually agreed upon by the parties.)

**G. Retirement Plan – State-Boston Retirement System**

The provisions of G.L. c. 32 shall govern the membership of ABA Specialists in the State-Boston Retirement System.

**H. Insurance**

The provisions of the Public Employee Committee (Appendix C to this contract) agreement with the City of Boston shall apply to ABA Specialists.

**I. Pay Credit**

The ABA Specialist or the ABA Specialist’s designated beneficiary, or if there is no designated beneficiary then the estate of the ABA Specialist who is separated from employment or dies during the school year, shall receive the pay withheld up to the date of separation or death.

**J. Traveling ABA Specialists and Mileage**

All personnel covered by this Agreement who are authorized to use private automobiles for school business shall be reimbursed for miles traveled in connection with their duties at the IRS rate.

**K. Health and Welfare Fund**

**1. Trust Fund**

The Committee and the Union have established a Trust Fund designated as “The Boston Teachers Union Paraprofessional Health and Welfare Fund, to provide such benefits as are set forth in the Paraprofessional Health and Welfare Fund Agreement executed between the parties and incorporated herein by this reference as if set out fully at this point, except that the Fund shall be administered by five (5) trustees appointed by the Union and three (3) appointed by the Committee. The terms of the Trust and Agreement shall be amended as necessary to extend coverage and benefits to ABA Specialists.

**2. Annual Payment**

The payment required annually on behalf of each ABASpecialist shall be made at the times required in the teachers’ contract, in the following amount: \$1,059.

**3. Proration**

The proration provisions of Section VIII(O) of the teachers’ contract shall apply to ABA Specialists.

**L. Career Awards**

ABA Specialists shall receive career awards as follows upon their anniversary date:

After 7 years	\$1,250
After 14 years	\$1,950
After 19 years	\$2,350
After 24 years	\$2,550
After 29 years	\$3,550
After 34 years	\$4,050
After 39 years	\$4,550

Employees who have a Master’s Degree plus 45 credits or a J.D. will receive an additional \$800 per year. Employees who have earned a doctorate from an accredited institution will receive an additional \$3,000 per year.

For ABASpecialists who have become or do become teachers in the Boston Public Schools, years of service as ABASpecialists in the BPS will count towards career awards in the teachers’ unit.

**M. Leaves of Absence & Sick Leave**

**1. Absence Due to Injury in the Course of Employment**

Persons injured in course of employment shall be granted leave in accordance with the provisions of this subsection, and such persons shall receive other Workmen’s Compensation benefits as provided in General Laws, Chapter 152.

(a) A bargaining unit member whose industrial accident claim has been accepted and who is receiving workers’ compensation pursuant to G.L. c.152 will have restored all sick leave used after initial date of injury related to said claim and prior to receipt of workers’ compensation pursuant to G.L. c.152. Such employee may, after acceptance of said claim, use such of his or her sick leave accrued prior to acceptance of claim, as may result in the payment of full salary. Any absence due to an injury compensated under G.L. c.152 shall be counted as creditable service for purposes of determining an employee’s career award entitlement, seniority and salary step advancement once the employee has returned to work, provided however, that additional personal days and sick leave days shall not accrue to employees during the period after the employee has been accepted and is receiving workers’ compensation and until such employee returns to work. Nothing herein is intended to diminish or reduce any rights of employees pursuant to G.L. c.152.

(b) Notwithstanding the provisions of the foregoing paragraph, a bargaining unit member who is absent due to physical bodily injury as a direct result of a physical assault and battery which occurs during the course of his/her employment and who, as a result of this injury has been accepted for and is receiving Workers' Compensation payment pursuant to G.L. c.152, shall have restored any sick leave used to supplement his/her workers' compensation payment, and which when added to his/her workers' compensation payment is equal to his or her full weekly salary. The provisions in this section shall be limited to forty-five calendar days after a bargaining unit member has been accepted and is receiving Workers' Compensation.

## **2. Military Leave of Absence**

Military leave of absence, without pay, may be granted to a permanent ABA Specialist inducted into the armed forces for the required length of service, according to the terms of the Selective Services and Training Act of 1940, and subsequent amendments by Congress.

## **3. Organized Reserve Forces**

Every person who is a member of a reserve component of the Armed Forces of the United States shall be granted, in accordance with Section 59 of Chapter 33 of the General Laws, leave of absence, without loss of pay, during the time of his or her annual tour of duty as a member of such reserve component; provided, however, that such leave shall not exceed seventeen (17) days.

## **4. Leave for Study**

ABA Specialists with three (3) or more years of service, who, not later than March 1, request in writing a leave of absence for the next school year for study at an institution of higher learning accredited by the Committee, will be granted such leave without pay and will retain the seniority and the sick leave held at the time such leave for study began.

## **5. Personal Leave**

ABA Specialists shall be granted personal leave as follows:

(a) Court Summons — school business: no loss.

(b) Death:

(1) Immediate family, including mother-in-law, father-in-law, and anyone residing in the same household with the ABA Specialist: 5 days, no loss.

(2) Niece, nephew, uncle, aunt in-law other than above: 1 day, no loss.

(3) Grandchild or grandparent: 3 days, no loss.

These are consecutive school days immediately preceding, following, or including the day of death, Holidays, vacation or suspended sessions shall be considered school days under this provision.

(c) ABA Specialists who have completed their probationary period will be allowed personal leave for personal needs not otherwise provided for, not more than four days per year without loss of pay. Requests for personal leave other than in an emergency shall be submitted to the supervisor as early as possible prior to the day for which leave is requested. In no event will personal leave be granted during a school emergency. All personal days not used in the year for which they are granted shall be added to the employee's sick leave entitlement for use in subsequent years.

(d) College Degree: to receive degree at college: 1 day, no loss.

(e) Up to 150 person-days per year without loss of pay for teachers, paraprofessionals and ABA Specialists will be provided for attending union conventions and conferences scheduled on teacher work days. Names of individuals to attend will be submitted to the Personnel Department ten (10) school days in advance of the leave. The BTU Health and Welfare Fund will reimburse the Department for its actual cost of substitutes filling in for persons on leave to attend a health and welfare-related conference or convention.

(f) Graduation: Members of immediate family, including niece and nephew: 1 day, no loss.

(g) Personal leave without pay: Leave of absence without pay for personal reasons may be granted ABA Specialists for a period of up to one (1) year with the approval of the Assistant Superintendent of Human Capital.

(h) ABA Specialists shall be granted religious holidays in the same manner as teachers.

No ABA specialist may take a personal day on both the day immediately preceding and the day immediately following the Thanksgiving recess.

## **6. Sick Leave**

Commencing with the first year of service (following a sixty (60) day probationary period) and annually thereafter, each September, fifteen (15) days of sick leave shall be granted to each ABA Specialist in actual service on or before October 1st of that school year. For a person returning to actual service after October 1 of the second year of service or any subsequent year, sick leave for that school year shall be added to the reserve of such person at the rate of 1.5 times the number of months remaining in the regular school year. Sick leave not used in the year of service for which it was granted shall be accumulated for use in subsequent years.

ABA Specialists shall be allowed to use sick leave days for family illness as permitted in the teacher's contract.

ABA Specialists shall be eligible to carry over sick leave upon moving into the teachers' bargaining unit.

## **7. Leave for Personal Reasons**

The provisions of Section VIII(R)(6)(h) of the teachers' contract, Maternity and Child Care Leave, as modified by Section IV(A)(8)(1) of the teachers' Settlement Agreement are hereby incorporated by reference.

## **8. Leave for Union Business**

Not more than an aggregate of ten (10) employees in the bargaining units for teachers, paraprofessionals, and ABA Specialists, who are officers of the Union or who are appointed to its staff, shall, upon proper application, be given leave of absence without pay during the school year for the purpose of performing legitimate duties for the Union. Employees given leaves of absence without pay shall receive credit toward salary increments on the schedule appropriate to their rank.

## **9. Sabbaticals**

ABA Specialists shall be eligible for sabbaticals.

## **11. Sick Leave Donation Program**

Eligible employees may annually donate sick days to a sick leave bank. Only employees who have donated are eligible to apply for time from the sick leave bank. Details about this program are set forth in a Personnel Bulletin issued annually by the Office of Human Resources.

## **Article IV**

### **Collective Bargaining**

#### **A. Governing Philosophy**

The parties believe the collective bargaining method is workable and competent and will add dignity to the joint effort of the Union and the Committee to reach agreement. In entering upon this new responsibility, the parties wish to declare their intention to cooperate fully in what must be the joint objective of both bodies, the best education possible for Boston's children.

#### **B. Fair Practices**

##### **1. Non-Discrimination**

As sole collective bargaining agent, the Union will continue its policy of accepting into voluntary membership and will continue to represent equally all eligible persons in the unit without regard to race, color, creed, national origin, sex, marital status, sexual preference, age, or handicap.

The Committee agrees to continue its policy of not discriminating against any person on the basis of race, creed, color, national origin, sex, marital status, sexual preference, age, handicap, or participation in or association with the activities of any employee organization.

Furthermore, the Union and the Committee shall cooperate in developing and implementing effective affirmative action.

##### **2. Protection of Individual and Group Rights**

Nothing contained herein shall be construed to prevent the Committee, a member of the Committee, or its designated representatives from meeting with any ABA Specialist for expression of the ABA Specialist's views. In the area of collective bargaining, no changes or modifications shall be made, except through consultation and negotiation with the Union. Nothing contained herein shall be construed to permit an organization other than the Union to appear in an official capacity in the processing of a grievance. Nothing contained herein shall be construed to prevent any person from informally discussing any dispute with his or her immediate superior, or processing a grievance on his or her own behalf in accordance with the Grievance Procedure, as set forth in Article V.

#### **C. Privileges**

##### **1. Payroll Deductions for Union Dues**

The Union may secure authorizations for payroll deductions for Union dues. Such authorizations may be revocable as provided by law. The Committee will request the Treasurer of the City of Boston to submit such sums in total to the Union Treasurer no later than thirty (30) days after such deduction was made.

##### **2. Payroll Deduction of Agency Service Fee**

(a) Pursuant to Chapter 903 of the Acts of 1977, effective the first full month following ratification of this Agreement, an agency service fee shall be deducted each month by the Collector Treasurer of the City from the salary of each employee in the bargaining unit other than those paying dues pursuant to Section C(1) above. Said service fee shall be a sum equal to the amount required to become a member and remain a member in good standing in the Union, and shall be paid over promptly to the Treasurer of the Union on a monthly basis.

(b) The Union certifies that it has established a procedure required by law under which any employee so demanding may obtain a rebate of such part, if any, of an agency service payment representing a pro rata

share of expenditures for political action.

(c) The Union agrees to indemnify the City for damages or other financial loss which the City may be required to pay or suffer by an administrative agency or Court of competent jurisdiction as a result of the City's compliance with Section 1 above.

**3. Union Meetings Within Individual Schools**

Union meetings may be held on school property by faculty members of individual schools, provided there is no interference with any school activity.

**4. Grievance Time For Building Representatives**

An ABA Specialist who is elected to serve as Building Representative in an elementary school, middle school, or high school shall be allowed forty-five (45) minutes per week for conferring with members of the bargaining unit on grievances or associated matters.

**5. C.O.P.E.**

The School Department shall cooperate with the Union in establishing a voluntary C.O.P.E. check-off system.

**D. Responsibilities**

**1. No Union Activity on School Time**

Except as provided herein the Union agrees that no ABA Specialist will engage in Union activity during the time he or she is assigned to teaching or other duties.

**2. Authorized Union Representatives**

The Union shall furnish the Committee with a list of its officers, and authorized Union representatives, and shall as soon as possible notify the Committee in writing of any change. No Union representative shall be recognized by the Committee except those designated in writing by the Union.



## **Article V**

### **Dispute Resolution**

#### **A. General**

It is the declared objective of the parties to encourage the prompt resolution of disputes arising under this Agreement. The parties recognize the importance of prompt and equitable disposition of any complaint at the lowest organizational level possible.

Whatever means are used to resolve a dispute arising under this Agreement, a resolution should be sought that provides fair redress of grievances while giving due consideration to the best interests of schoolchildren.

Any person(s) or the Union shall have the right to present a dispute and have it promptly considered on its merits. ABA Specialists subject to this Agreement shall not suffer a loss of pay for time spent in conferring and meeting on a grievance; provided, however, that conferences and meetings will not normally take place during periods when the individuals involved have classroom duties, except as otherwise provided herein. A grievance of a continuing nature alleging that it uniformly affects a class of bargaining unit employees need only be filed once and shall be considered to include all subsequent violations.

Any discipline in relation to collective bargaining unit members shall be for just cause.

#### **B. Definitions**

A “grievance” shall mean a complaint (1) that there has been as to an ABA Specialist a violation, misinterpretation, or inequitable application of any of the provisions of this agreement or (2) that a ABA Specialist has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees, except that the term “grievance” shall not apply to any matter as to which the Committee is without authority to act. As used in this Article, the term “person” or “ABA Specialist” shall mean also a group of ABA Specialists having the same grievance.

#### **C. Availability of Mediators**

The provisions of Section X(C) of the teachers’ contract concerning the availability of mediators to help resolve disputes arising under this contract are incorporated herein by reference.

#### **D. Dispute Resolution Process for Grievances**

Grievances of employees within the bargaining unit shall be presented and adjusted in the following manner:

##### **1. General Procedures**

###### **(a) Step 1**

An ABA Specialist or his or her Union representative may either orally or in writing present a grievance to the direct supervisor within a reasonable time, normally thirty (30) school days after knowledge by the ABA Specialist of the facts giving rise to the act or condition which is the basis of her or his complaint.

The supervisor shall confer with the ABA Specialist at the time of the complaint or within five (5) school days with a view to arrive at a mutually satisfactory resolution of the grievance. At that conference, the ABA Specialist may present the grievance personally or he or she may be represented by a Union representative; but where the ABA Specialist is represented, he/she must be present. Whenever a grievance is presented by the ABA Specialist personally, the supervisor shall give the Union representative the opportunity to be

present and state the views of the Union.

The supervisor shall communicate his/her decision orally or in writing to the aggrieved employee and to any Union representative who participated in this Step within five (5) school days after receiving the complaint or within five (5) school days after the conference, whichever is earlier.

If the grievance is unresolved, a mediator shall be assigned within three (3) school days to assist the parties in attempting to resolve the complaint. If the dispute is not resolved within three (3) school days following the assignment of a mediator, the grievance may be appealed to the next step.

The parties shall observe the grievance procedure pertaining to Steps 1, 2, and 3 without regard to the mediation process specified herein until the utilization of mediators contemplated by this Agreement is made operational by the School Department and written notice of that implementation is provided to the Union.

(b) Step 2: Cluster Leader or Manager for Employee Relations

If the grievance is not resolved at Step 1, the aggrieved ABA Specialist or the Union may appeal by forwarding the grievance in writing to the Assistant Superintendent within five (5) school days after he or she has received the Step 1 decision. The appeal shall include:

- (1) The name and position of the grievant.
- (2) A statement of the grievance and the facts involved.
- (3) The corrective action requested.
- (4) Name of Union Representative at Step 1; if any.
- (5) Signature(s) of grievants or Union representative.

The Assistant Superintendent, or their designee, will conduct a grievance hearing with the aggrieved ABA Specialist and his or her Union representative, each of whom shall be given at least two (2) school days' notice of the hearing. The aggrieved ABA Specialist shall be given the opportunity to be present at the hearing.

The supervisor may also be present at this hearing to state his or her views. For grievances filed at Step 1, mediators shall not be present at Step 2 grievance hearings. For grievances filed at Step 2, a mediator shall be used if requested by both parties.

The Assistant Superintendent shall issue a written decision on the grievance as soon as possible, but not later than ten (10) school days after the receipt of the appeal or five (5) school days after the hearing, whichever is earlier. A copy will be sent to the aggrieved ABA Specialist and the Union.

The following grievances shall be presented to the Director of Labor Relations at Step 2 who shall act in accordance with the procedures and time requirements set forth above:

- (1) A grievance alleging that the person was placed on the wrong step of the salary schedule.
- (2) A grievance alleging the person's wages were improperly paid.
- (3) A grievance alleging the person was improperly denied an increment.
- (4) A grievance alleging the person's absence deduction was improperly calculated.
- (5) A grievance alleging the person was improperly denied a leave of absence without pay.
- (6) A grievance filed on behalf of a person who is not assigned to a level.
- (7) A grievance that, by mutual agreement of the Assistant Superintendent and Union, should be heard directly at Central Administration.

(c) Step 3: Superintendent

A decision at Step 2 may be appealed in writing by the ABA Specialist or the Union to the Superintendent of Schools within ten (10) school days after the decision by the appropriate administrator at Step 2 has been received. The Superintendent or his or her designated representative shall meet with the aggrieved ABA Specialist and the Union representative with a view to arriving at a mutually satisfactory resolution of the complaint. The aggrieved employee and the Union representative will receive at least two (2) school days' notice of the meeting and shall be given an opportunity to be heard. The Headmaster/ Principal or Director and the Assistant Superintendent or Director of Personnel may also be present at the meeting and state their views.

The Superintendent or her or his designated representatives shall communicate her or his written decision together with supporting reasons to the aggrieved ABA Specialist and to the Union as soon as possible, but not later than ten (10) school days after receipt of the appeal or five (5) school days after the conference, whichever is earlier.

(d) Alternative Procedure for Certain Grievances

All grievances involving in whole or in part violations of section I(F) of this Agreement, "Handling of New Issues," shall be submitted to the following procedure in lieu of proceeding through Steps 1 through 3 of the grievance procedure described above. Either party may initiate a grievance in writing by requesting that it be made the subject of a meeting between a representative of the General Counsel's office and a representative of the Union. The parties shall meet and confer upon the matter within ten (10) school days following the request for a meeting in an attempt to resolve the grievance. If the parties agree on a resolution, they shall reduce this agreement to writing and sign it. The representative of the General Counsel's office shall be authorized to take appropriate corrective action to redress such grievances.

If no agreement is reached within ten (10) school days, nothing in this clause shall affect the rights or either party to proceed to arbitration.

## **2. Initiation of Grievances at Step 2 or Step 3**

(a) Grievances arising from the action of officials other than the supervisor may be initiated with and processed in accordance with the provisions of Step 2 of this dispute resolution process. Where the action is initiated by the Superintendent of Schools, the grievance may be initiated at Step 3.

(b) Conferences held under this procedure at Step 2 or Step 3 shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons entitled to be present to attend. When such conferences are held during day school hours, all persons who participate shall be excused with pay.

## **3. Time Limits and Application**

(a) The time limits specified in any step of this procedure may be extended in any specific instance, by mutual agreement.

(b) A grievance filed at an inappropriate step of the grievance procedure will be considered as properly filed, but the time limits for answering the complaint shall not begin until the grievance is referred to the appropriate step.

(c) In the event that the immediacy of the grievance requires an ABA Specialist to meet with his/her supervisor suddenly (on a non-scheduled occasion) he/she shall be allowed to have his/her Union representative present at the meeting, provided he/she first makes this request of the supervisor.

(d) A failure by an ABA Specialist or the Union to process the grievance from one step to the next step within the time limits provided for will result in an automatic appeal of the grievance to the next step. A failure of a Committee representative to answer a grievance at any step of the grievance procedure within the time limits provided shall be considered a denial of the grievance at that step.

## **E. Arbitration**

### **1. Arbitration Defined**

A grievance which was not resolved at Step 3 under the grievance procedure may be submitted by the Union to arbitration. The arbitration may be initiated by filing with the Committee and the American Arbitration Association a request for arbitration. The notice shall be filed within thirty (30) school days after denial of the grievance at Step 3 under the grievance procedure, provided, however, if the Union did not receive a written reply from the Superintendent at Step 3, then said time limit shall be extended to sixty (60) school days after submission of the grievance to the Superintendent at Step 3. The voluntary labor arbitration rules of the American Arbitration Association shall apply to the proceeding. The Union will make a reasonable effort to use no more than two (2) witnesses during the same school hours in arbitration cases.

### **2. Power of the Arbitrator**

Notwithstanding anything to the contrary, no dispute or controversy shall be a subject for arbitration unless it involves the meaning, interpretation, or application of an express provision of this Agreement. The arbitrator shall have no power to alter, add to, subtract from, or modify any provision of this Agreement.

The parties are agreed that no restrictions are intended on the powers of the Committee, except those set forth in the language of this Agreement.

### **3. Decision of the Arbitrator**

The arbitrator shall issue his/her written decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision of the arbitrator will be accepted as final by the parties to the dispute and both will abide by it.

### **4. Arbitration Award Application**

The Committee agrees that it will apply to all substantially similar situations the decision of an arbitrator sustaining a grievance and the Union agrees that it will not bring or continue, and that it will not represent any employee in any grievance which is substantially similar to a grievance denied by the decision of the arbitrator. The arbitrator's fee will be shared equally by the parties to the dispute.

### **5. Alternate Arbitration Procedure**

Notwithstanding any contrary provision of this Article, unresolved grievances at Step 3 may be submitted by the Union to a closed panel of arbitrators and not the American Arbitration Association, under an alternate arbitration procedure mutually agreed between the parties.

### **6. Implementation**

The Committee will use its best efforts to implement a settlement agreement or an arbitrator's award within 30 days after approval of such settlement or receipt of such award and determination not to contest it.

## **F. Resolution of Differences by Peaceful Means**

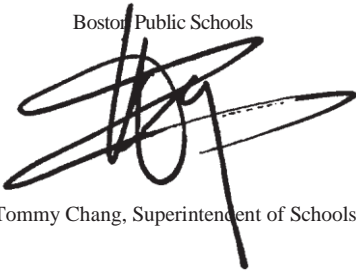
The Union and Committee agree that differences between the parties shall be settled by peaceful means as provided within this Agreement. The Union, in consideration of the value of this Agreement and its terms and conditions and the Legislation which engendered it, will not engage in, instigate, or condone any strike, work stoppage, or any concerted refusal to perform normal work duties on the part of any employee covered by this Agreement.

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE SCHOOL COMMITTEE OF THE CITY OF BOSTON  
AND  
THE BOSTON TEACHERS UNION, LOCAL 66,  
AFT-MASS, AFL-CIO**

**ABA SPECIALISTS 2016-2018**


In witnesses whereof, the parties hereto have caused their names to be subscribed as the duly authorized officers and representatives in this 13<sup>th</sup> day of September, 2017.

Boston Public Schools

A handwritten signature in black ink, consisting of several overlapping loops and a long vertical stroke extending downwards.

Tommy Chang, Superintendent of Schools

Boston Teachers Union  
Local 66, AFT-Mass., AFL-CIO

A handwritten signature in black ink, featuring a large, stylized 'J' followed by a series of loops and a long horizontal stroke extending to the right.

Jessica Tang, President

## Appendix A

### TEACHER PROGRAM AREAS

#### Regular Education

<u>Program Area</u>	<b>Required State Cert. Approval</b>	<b>Complete Years of Experience Required in Program Area</b>	<b>Additional Requirements For Special Areas</b>
Art	47	2	
Bookkeeping	43	2	
Economics	43	2	
Office Practice	43	2	
Shorthand/ Typing	43	2	
General Business	43	2	
Social Studies	14,13,12	2	
Health Education	42	2	
English	11	2	
French	21	2	
German	22	2	
Italian	24	2	
Latin	29	2	
Spanish	23	2	
Mathematics	15	2	
Biology	18	2	
Chemistry	16	2	
General Science	19	2	
Physics	17	2	
Earth Science	20	2	
Elementary/ Kindergarten (K-6)	01	2	
Music-Instrumental	48	2	Instrument-Specific
Music-Vocal	48	2	
Reading	46	2	
School Librarian	84	2	
Physical Ed.	41	2	
Home Economics	44	2	
Drama	49	2	
Industrial Arts	45	2	* Specialties may be required
Computer Instructor	Any valid Certificate	2	* 15 credits in Computer Education as defined in appropriate Circulars.

## Bilingual

<u>Program Area</u>	<u>Required State Cert. Approval</u>	<u>Complete Years of Experience Required in Program Area</u>	<u>Additional Requirements For Special Areas</u>
Kindergarten	B01	2	Appropriate language is required for each Program Area: (Cape Verdean, Chinese, Greek, Haitian, Italian, Portuguese, Russian, Spanish, Vietnamese, Laotian, Cambodian, and any other language that BPS has a bilingual program).
Elementary (Grades 1-6)	B01	2	
English	B11	2	
Social Studies	B12,B13,B14	2	
Mathematics	B15	2	
Chemistry	B16	2	
Physics	B17	2	
Biology	B18	2	
General Science	B19	2	
Earth Science	B20	2	
French	B21	2	
Spanish	B23	2	
Italian	B24	2	
Russian	B25	2	
Portuguese	B27	2	
Other Modern Language	B28	2	
Greek	B30	2	
Business Subject	B43	2	
Drama	B49	2	
English as a Second Language - K-6	01,10	2	
English as a Second Language - 7-12	11,10	2	Proficiency in native language 11 + (3) ESL Methods Course



## Occupational Education

<u>Program Area</u>	<b>Required State Cert. Approval</b>	<b>Complete Years of Experience Required in Program Area</b>	<b>Additional Requirements For Special Areas</b>
Dental Assistant	H41	2	
Nurses Aide	H36, H40	2	
Health Sciences	H44	2	
Medical Laboratory Technology	H45	2	
Cabinetmaking (Bench/Mill Carpentry)	T09, T08	2	
Building Carpentry	T07	2	
Plumbing	T24	2	
Maintenance Repair	T12, T53, T57	2	
Drafting	T13, T14	2	
Banking	SC7	2	
Child Care	F58	2	
Cosmetology	T28	2	
Fashion/Interior	F62, F66, F77	2	
Food Service	T25, T26, F60	2	
Hotel, Hospitality	SC7	2	
Retailing/Marketing/Management	SC7	2	
Commercial Design	T21	2	
Fashion Illustration	T67	2	
Machine Drafting	T13	2	
Photographic Technology	T79	2	
Printing	T18, T19, T20	2	
Television Production	T70	2	
Data Processing	T54	2	
Auto Body Repair	T01	2	
Machine Laboratory	T31	2	
Sheet Metal	T32	2	
Welding Laboratory	T35	2	
Automotive/Truck Repair	T06, T80	2	
Marine and Small Engine Repair	T06, T80	2	
Electricity	T23	2	
Electronics	T55, T30	2	
Heating/Air Conditioning/ Ventilation	T29	2	

## Special Education

<u>Program Area</u>	<u>Category</u>	<u>Required State Certificate or Approval</u>	<u>Additional Requirements</u>
1. Audition	58, 300, 06	Sign Language	
2. Speech Hearing and Language	a. Speech and Hearing	57 (plus any) 003, 100, 200, 400, 005	
3. Vision		400, 005	
4. Peripatology		400, 005	Certificate by Association of Workers for the Blind
5. Adaptive Physical Ed.	41 (plus any) 003, 56, 100, 200, 750		
6. Vocational Special Ed.		Voc. approval (plus any) 003, 56, 100, 200, 750	
7. Bilingual Special Ed.		Bilingual Certificate plus appropriate Special Ed. approval	Appropriate language
8. Bilingual Vocational Ed.	Vocational approval plus	Bilingual Certificate (plus any) 003, 56, 100, 200, 750	Appropriate language
9. ETL		Any Special Ed. approval Cert. or 7 02	Circular and approval
10. Early Childhood		004	
11. Severe Special	a. Multiply Handicapped b. Developmental Disabilities	004 004	Prior experience Sign Language
12. Mild-to-Moderate Special Needs	a. Mild Generic b. Resource Room c. Learning Disabilities d. Supp. Acad. Remediation e. Primary Transition f. Physically Handicapped g. Education and Social Development h. Learning Adaptive Behavior i. Language	500, 002 100, 200, 750 003, 56, 100, 200, 750 003, 56, 100, 200, 750 003, 56, 100, 200, 750 003, 56, 100, 200, 750 003, 56, 100, 200, 750 003, 56, 100, 200, 750 003, 56, 100, 200, 750 003, 100, 200	
13. Severe LAB (Low, Incid. including) 502.4 LAB Cluster Program, McKinley Schools or Additional 502.4i			Prior Experience and additional quals based on type of program; circular and Approval
14. CoSESS			

## **Appendix B**

### **DORCHESTER HIGH/ SOUTH BOSTON HIGH AGREEMENT**

This Agreement is in full and final resolution between the Boston Teachers Union and the Boston Public Schools concerning all issues regarding the closing of Dorchester and South Boston High Schools and the creation of independent academies in Dorchester High School Complex and South Boston High School Complex.

1. The Boston Teachers Union agrees to withdraw all pending and potential grievances and other actions with prejudice regarding Dorchester High School and South Boston High School as defined above.

2. The new small high schools/academies in South Boston will be housed in the South Boston Education Complex, and the new small high schools/academies in Dorchester will be housed in the Dorchester Education Complex.

3. Current permanent teachers from the former South Boston High School and the former Dorchester High School will retain seniority rights in all of the new small high schools/academies located at the South Boston Education Complex and Dorchester High School for 16 years commencing with the 2003-2004 School Year through the 2018-2019 School Year.

4. Effective September 1, 2003, teachers who are new to any of the small school/academies located in the South Boston Education Complex or the Dorchester Education Complex will only have seniority right in the small school/academy to which they are assigned.

5. The new schools/academies shall be autonomous schools for all purposes including but not limited to, voting decision making, curriculum, scheduling, budget purposes, school site councils, staffing personnel subcommittees, etc.

## Appendix C

### MEMORANDUM OF AGREEMENT

**WHEREAS**, on or about May 4, 2011, the City, by majority vote of the City Council and approval of the Mayor, accepted M.G.L. c. 32B, §19 (“Section 19”); and

**WHEREAS**, the City and the PEC entered into an agreement pursuant to Section 19 that set forth the Parties’ agreements with respect to health insurance benefits for the City’s subscribers for the limited time period of July 1, 2011, through June 30, 2015 (“2011 -2015 PEC Agreement”); and

**WHEREAS**, pursuant to the terms of the 2011-2015 PEC Agreement, the 2011-2015 PEC Agreement shall expire and Section 19 shall be revoked on June 30, 2015, thereby returning negotiations for health insurance to bargaining between the City and individual bargaining units pursuant to M.G.L. c. 150E; and

**WHEREAS**, the City and the PEC wish to remain in Section 19 bargaining and enter into a successor to their 2011-2015 PEC Agreement that will set forth and establish the Parties’ agreements with respect to health insurance benefits for the City’s subscribers for the limited time period of July 1, 2015, through June 30, 2020 (“2015-2020 PEC Agreement”), provided certain future events occur and future conditions are met; and

**NOW, THEREFORE**, the Parties agree to the following:

**1) City’s RFP for New Health Insurance Plans/Benefits:** The Parties agree that the City will issue a Request for Proposal (“RFP”) with a target release date of October 1, 2014, for health insurance plans that meet the criteria set forth in Appendix A, which is attached hereto. The Parties acknowledge and agree that Appendix A represents changes to the health insurance plans and benefits from those currently in effect through June 30, 2015. For information regarding the health insurance plans and benefits currently in effect through June 30, 2015, refer to the 2011-2015 PEC Agreement.

**2) Extension of Section 19 by the City:** Provided the City receives at least one response that meets the requirements contained in the RFP referenced in paragraph #1 above, the Mayor shall recommend to the City Council that it agree to extend its acceptance of Section 19 that is due to expire on June 30, 2015, through June 30, 2020, which the Mayor approves.

**3) PEC Agreement by City and PEC:** Provided the City Council votes to extend its acceptance of Section 19 through June 30, 2020, with the Mayor’s approval, the City and the PEC shall convene a meeting as soon as possible to approve the terms of this MOA, including but not limited to the terms of at least one of the proposals that met the requirements of the City’s RFP, as the terms of the 2015-2020 PEC Agreement pursuant to Section 19.

**4) Expiration of PEC Agreement and Revocation of Section 19:** The Parties agree the 2015-2020 PEC Agreement on June 30, 2020. Therefore, Section 19 shall be deemed revoked on June 30, 2020, and said revocation shall not require a subsequent agreement between the City and the PEC or subsequent vote by City Council and approval by the Mayor. If it is later determined that a distinct vote by the City Council and approval by the Mayor is required to revoke Section 19 then this agreement shall be deemed to be supported by the City and the PEC for such revocation.

**5) Section 19 Supersedes Collective Bargaining Agreements:** As with the 2011-2015 PEC Agreement, any and all provisions of any collective bargaining agreement relative to health insurance, including but not limited to health insurance plans, contribution rates, or policies between the City, the Boston School Committee and any of the bargaining units who are signatories to this MOA, shall be superseded by the 2015-2020 PEC Agreement, as it is the Parties’ understanding that all health insurance matters will hereafter be subject to the provisions and procedures of Section 19 and decisions made between the City and the PEC shall determine said matters, which are therefore not a proper subject of bargaining for

individual bargaining units. Notwithstanding the aforementioned, dental and vision benefits and any health insurance “opt out” clause related to an individual union shall not be part of this MOA or the 2015-2020 PEC Agreement and shall continue to be negotiated between the City and each of the collective bargaining units pursuant to M.G.L. c. 150E.

**6) Bargaining After Section 19 Revocation:** When Section 19 is revoked pursuant to paragraph #4, above, the PEC will be dissolved and the City shall, unless otherwise agreed to by any or all bargaining units, negotiate with each bargaining unit individually with respect to health insurance coverage. Said negotiations, and any available insurance coverage, shall be in accordance with M.G.L. c. 150E and/or any other applicable law regarding public employee health insurance.

**7) Health Insurance Coverage:** The Parties agree to the changes contained in Appendix A for all non-Medicare plans. For benefits in effect prior to July 1, 2015, refer to the 2011-2015 PEC agreement.

**8) Funding:** The Parties agree to continue their commitment to self-insurance of medical plans. The RFP will be written to solicit only self-insured responses for the PPO and Standard HMO plans. The RFP will state a preference for self-insuring the Value HMO plan. However, the Parties agree that a fully-insured response will be considered as part of the RFP process for the Value HMO plan so long as the carrier meets both of the following criteria: (1) The carrier is unable to offer a self-inspired quote; and (2) The carrier is able to submit a full response to all sections of the RFP.

**9) Prescription Drug Carve Out RFP:** The City and PEC agree that during the life of the 2015-2020 PEC Agreement the city will issue an RFP to carve out Prescription Drug benefits. The objective of the prescription drug carve out will be to lower costs through competitive pricing terms and not lower costs through limited formularies, pharmacy networks, or modifications to standard pharmacy benefit management practices (i.e. step therapy, quantity limits, or prior authorization). The Parties will endeavor to maintain the same formulary for both non-Medicare and Medicare plans; however, some differences may exist as necessary to comply with the Centers for Medicare and Medicaid Services (“CMS”) requirements for Medicare prescription drug plans, such as a PDP. The RFP is targeted to be issued in the fall of 2016 for a July 1, 2017 effective date.

**10) Medicare RFP:** The City and the PEC agree that during the life of the 2015-2020 PEC Agreement the City will issue an RFP for Medicare plan design changes and consolidation consistent with the terms contained in Appendix B of this agreement. The RFP is targeted to be issued in the fall of 2016 for a July 1, 2017 effective date.

**11) Reopener to Avoid Affordable Care Act Excise Tax:** If any of the plans offered by the City during the life of the 2015-2020 PEC Agreement are reasonably expected to result in the triggering of the excise tax, the Parties shall meet as soon as practicable and shall mutually agree to make acceptable changes to the then current plan design in order to avoid triggering the excise tax.

**12) Disease Management:** Effective July 1, 2015, the City will reallocate the seventy-five thousand dollars (\$75,000.00) per year currently being used to fund a pilot disease management program with Atrius Health that will expire December 2014, to fund a well-structured disease management program chosen by the City and the PEC.

**13) Wellness:** The City and the PEC will work together to promote the City’s current wellness offerings as well as the programs offered by the health plan carriers.

**14) Medicare Part B:** Throughout the duration of this agreement, the City of Boston shall continue to reimburse fifty-percent (50%) of the cost of Medicare Part B to all retirees who are enrolled in Medicare Part B, and who are enrolled in one of the City’s Medicare Products. The process, procedure, eligibility and all other matters related to the Medicare Part B reimbursement shall be consistent with the City’s current practice.

15) **Retail Health Clinics:** The Parties agree to explore and discuss allowing retail health clinics (i.e. "Minute Clinics") to operate in the City of Boston.

16) **No Severable Terms:** The terms and provisions of this Agreement are not severable. If any term(s) or provision(s) of this Agreement shall be held to be invalid or For the City of Boston:

17) **Signatories.** The signatories are authorized to bind their principals.

In Witness hereof, the City of Boston and the PEC have caused this agreement to be signed on November 12, 2014.

For the City of Boston:

For the Boston Public Employee Committee:

<u>David Sweeney</u>	<u>Shulets to / admit AFSCME 1524</u>
<u>Kathleen McGovern</u>	<u>John Zuccaro for Pres. BENA 9158</u>
<u>[Signature]</u>	<u>Michael J. Tella Sch. Cust</u>
<u>Paul Carr</u>	<u>William McCall P.A.A.</u>
<u>[Signature]</u>	<u>[Signature] AFSCME 93</u>
	<u>Nelly Maloney AFSCME 92</u>
	<u>Mark J. Savolin BPEW</u>
	<u>Daniel Kuhn B.P. DB.S</u>
	<u>Richard Car BPEW Fido 713</u>
	<u>Lawrence Curran Retirees</u>
	<u>Dave J. Kelly school Custodian 4957</u>
	<u>Tom MacBryde</u>
	<u>Charles R. Johnson BTU #66</u>
	<u>Pat Carr for Dominic Scoditti - 13A5173</u>

**Appendix A**  
**Changes to Non-Medicare Plans**  
**Effective July 1, 2015 through June 30, 2020**

	<u>PPO</u>	<u>Standard HMO</u>	<u>Value HMO</u>
Premium Contribution Split July 1, 2015*	71.5%/28.5%	81.5%/18.5%	81.5%/18.5%
Premium Contribution Split July 1, 2016*	71.0%/29.0%	81.0%/19.0%	81.0%/19.0%
Premium Contribution Split July 1, 2017*	70.5%/29.5%	80.5%/19.5%	80.5%/19.5%
In-Network Out-of-Pocket Maximum	\$4,500 Member \$9,000 Family	\$4,500 Member \$9,000 Family	\$4,500 Member \$9,000 Family
Office Visit (PCP)	\$20 co-pay	\$20 co-pay	\$20 co-pay
Office Visit (Specialist)	\$30 co-pay	\$30 co-pay	\$30 co-pay
Out-of Network Deductible	\$250 Member \$750 Family	N/A	N/A
Out-of-Network Out-of Pocket Maximum	\$24,500/\$9,000 for coinsurance only	N/A	N/A

\* Due to the fact that the City takes health insurance deductions one month in advance, employees and retirees enrolled in the above offered City plans will see the above contribution deducted from their paychecks or pension checks one month prior to the effective date of the contribution split.

The Parties agree that the City will consolidate plan options for non-Medicare plans from six (6) to three (3) and will issue an RFP soliciting responses for three (3) non-Medicare Plans as defined below:

**1) PPO Plan** - The network for this plan must include in-network and out-of-network access to providers in the United States and its Territories. In order to facilitate coordination of care, members will be asked to designate a PCP. Failure to designate a PCP will not result in a penalty for a member nor will members be required to obtain a referral from a PCP in order to visit a specialist during the term of this Agreement.

**2) Standard HMO Plan** - The network for this plan should include access to all providers within the Carrier's general network. The network must be Massachusetts based and ideally will include providers in New Hampshire and Rhode Island. The member will be required to elect a PCP and must obtain a referral from their PCP to see a specialist.

**3) Value HMO Plan** - The network must be Massachusetts based. The member will be required to elect a PCP and must obtain a referral from their PCP to see a specialist. The objective of this plan is to be less costly than a Standard HMO plan. The bidder may have developed a plan which achieves savings through various methods such as a limited network, deeper discounted provider costs and/or payment arrangements, etc. In order to be considered, this plan must not gain cost savings through additional out of pocket costs to members or elimination of covered services.

## **Appendix B**

### **Changes to Medicare Plans**

**Premium Share:** As referenced in the 2011-2015 PEC Agreement, the coverage effective July 2015, the retiree premium share for all Medicare plans shall increase by 1%.

Effective July 1, 2017, the retiree premium share for all Medicare plans shall increase by 1%.

**Copays:** Effective July 1, 2017, the copays for Medicare plans shall be changed to the following (to the extent that the plans can comply with this design):

- **Office Visits** - \$15
- **Inpatient Hospital** - \$50 per admission (max 1 copay/person/quarter)

The City and PEC also agree to the following:

1) An RFP will be issued in the fall of 2016 for three Medicare plan types (to include an indemnity/nationwide plan, local plan, Medicare Advantage plan) with the plan design changes listed above. These plans will be offered for coverage effective July 1, 2017.

2) The Master Medical A & B Carveout Plan will be eliminated effective July 1, 2017.

3) Through the Medicare Plan RPP and Prescription Drug Carveout RFP process, cost savings options such as PDP plans will be evaluated and implemented if savings are generated without significant disruption.

4) Throughout the duration of this agreement, the City of Boston shall continue to reimburse fifty-percent (50%) of the cost of Medicare Part B to all retirees who are enrolled in one of the City's Medicare Products. The process, procedures, eligibility and all other matters related to Medicare Part B reimbursement shall be consistent with the City's current practice.



## Appendix D

### WITHDRAWAL OF PROGRAM DIRECTORS ARBITRATION

The Union agrees to withdraw its demand for arbitration in Boston Teachers Union and Boston School Committee, American Arbitration Association Case No. 11390-00804-06 (Gr. Program Directors) upon the execution of this agreement and funding of the parties' successor agreement(s) to their 2003-2006 collective bargaining agreement. The Union also agrees that it will not grieve/arbitrate any claim based on the facts in the above captioned arbitration and will not renew any substantially similar grievance alleging violations of the collective bargaining agreement based on the school department's prospective assignment to program directors of the duty of teaching up to two classes or up to fifty percent (50%) of a teacher's normal teaching load, provided however, that no member of the Union's bargaining unit shall be exceeded as the result of any such assignment.

## Appendix E

### PEER ASSISTANCE AND REVIEW (PAR) PROGRAM

#### 1. Rationale

The Boston Teachers Union (“BTU”) and the Boston School Committee (“BSC”), hereinafter the “Parties”, agree that our students will be more likely to succeed with the guidance of a skilled teacher, and that supporting, evaluating, and retaining high-quality teachers is essential to providing a high-quality education. Working collaboratively, both parties hope to strengthen teaching and learning by providing support to struggling veteran and early-career teachers and provide leadership roles to teachers. To do this, the Parties agree to establish a pilot Peer Assistance and Review (PAR) Program. The continuation of this agreement shall be subject to the assent of both Parties, and either party may end the program at any time with 30 days written notice to the other party. Upon termination, no new applicants will be accepted into the program but existing participants will be permitted to finish the process to its conclusion and the CTs will revert to a Peer Assistant or a New Teacher Developer position.

#### 2. PAR Panel And Compensation For Service

A PAR Panel shall be composed of nine (9) members: Four appointed by the Boston Public Schools Superintendent (“Superintendent”) and four (4) BTU members appointed by the BTU President, after consultation with each other, and one person from outside the school system agreed upon jointly by the BTU President and the Superintendent. The Chair of the PAR Panel shall alternate each school year between a BTU appointee and a Superintendent appointee. Effective September 1, 2014, the position of “BTU PAR Panel Member” shall be compensated by the payment of a sum equal to base salary and an additional differential of \$3,000 as remuneration for service on the Panel plus all benefits payable under the collective bargaining agreement. Percentage increases to base salary becoming effective after September 1, 2014 shall also be applied to this differential. It is the declared intention of the parties that this differential be deemed regular compensation for retirement purposes. The additional remuneration payable to BTU bargaining unit members hereunder shall be integral to their annual salary during their respective terms of service on the panel and shall be paid in equal, recurring installments along with salary over the course of each school year or part thereof during which the member serves on the panel. The added salary payable shall be available on a non-discriminatory basis to any BTU member appointed to serve on the panel. Initial appointments and reappointments may be to either two or three-year terms, so that terms will be staggered, and one BTU member and one administration member will rotate off each year.

The PAR Panel shall meet regularly. It shall be the responsibility of the Chair to schedule the meetings. The PAR Panel will have responsibility for administering all aspects of the PAR Program, including, but not limited to:

- Establishing operational procedures, developing and revising all necessary documents
- Selecting, supervising and evaluating Consulting Teachers (“CTs”)
- Overseeing training of CTs
- Meeting with CTs periodically to receive reports
- Making decisions on who will participate in PAR
- Making personnel recommendations to the Superintendent based on evidence presented to the Panel at the end of a participating teacher’s plan period.

Decisions shall be made by majority vote, and a quorum of six (6) members must be present.

### **3. Consulting Teachers**

Beginning with School Year 2014-15, two consulting teachers (CTs) shall be hired. A Consulting Teacher will support, coach and make recommendations to the PAR Panel about the performance of participants in the PAR Program. CTs shall be hired from the ranks of permanent teachers, and may serve in the position for no more than four (4) years. After that time, they will have a right to return to a position in their program area. CTs shall be compensated at their regular rate plus five (5) percent for two point five (2.5) additional hours of work per week. Upon leaving a position as a CT, no BTU member may take a position as an administrator in the Boston Public Schools for one year. One position that would otherwise have been filled by a Peer Assistant and one position that would otherwise have been filled by a New Teacher Developer will be filled by CTs. The parties agree that Consulting Teachers shall receive training before beginning their work as a CT and on an ongoing basis, and the development of training shall be up to the PAR Panel.

Each CT shall work with a caseload of not more than twelve (12) teachers. CTs will work with permanent teachers who are on a Directed Growth Plan as defined by the Parties' Collective Bargaining Agreement, Article V F, Performance Evaluation, Effective 9/1/12, 2 iii, of at least six (6) months or Improvement plan of at least six (6) months, and third-year provisional teachers who have received a rating of Needs Improvement and are on a Developing Educator Plan, as defined by the Parties' Collective Bargaining Agreement, Article V F, Performance Evaluation, Effective 9/1/12, 2 ii.

### **4. Entering the PAR Program**

a) Provisional teachers who receive an overall rating of Needs Improvement at the end of their second year may choose to apply for the program upon receiving their rating in the spring. The PAR Panel will consider applicants, including feedback from their principal/headmaster, and designate participants before the last day of the school year. Those teachers will begin the PAR Program at the beginning of the following school year.

b) Permanent teachers who have received an overall rating of Needs Improvement or Unsatisfactory and been placed on a Directed Growth or Improvement Plan of at least six (6) months, may opt into the PAR Program within ten (10) school days of the plan. The teacher may apply to participate in the PAR Program. Within the following ten (10) school days, the teacher will be informed whether there is space in the PAR Program and the initial three-way meeting between the teacher, the evaluator, and the CT shall take place. At that time, the CT will be designated the primary evaluator, and the group will review the goals and any prescriptions and change as needed.

c) During the plan, the CT will visit the teacher regularly and provide support, which may consist of observing, modeling, coaching, or any other support the CT and the teacher deem necessary. The principal/headmaster may continue observing and providing support as an evaluator. At least two other three-way meetings must occur over the course of the plan (at least one month between each), and after each, the CT and school-based evaluator will issue a brief update (if there is a discrepancy between school-based evaluator and CT; if both agree that the teacher is not making adequate progress) to the PAR Panel. The final three-way meeting must occur at least one month before the scheduled end of the plan.

d) At the end of the plan, the CT will issue a summative evaluation with an overall rating. The PAR Panel will convene within one month to review the evidence provided by the CT, the principal/headmaster, and the teacher and make a recommendation to the Superintendent whether to place the teacher on a Self-Directed Growth Plan, Directed Growth Plan, or an Improvement Plan (in which case the PAR Program may continue), or to dismiss or non-renew the teacher.

## **Appendix F**

### **NO CHILD LEFT BEHIND**

Effective June 30, 2007, paraprofessionals shall achieve highly qualified status in compliance with the No Child Left Behind Act as condition of employment.

Effective June 30, 2007, teachers shall maintain highly qualified status in compliance with the No Child Left Behind Act as a condition of employment.

The above language, as proposed by the School Committee is withdrawn without prejudice. In withdrawing this proposed language, the School Committee does not relinquish any obligations or rights it has under federal or state law including, but not limited to, the No Child Left Behind Act.

The School Committee and the Union are committed to insuring that all teachers and paraprofessionals are highly qualified and agree to continue working together to achieve this goal.

## Appendix G

### BOSTON TEACHERS UNION-BOSTON PUBLIC SCHOOLS EXTENDED LEARNING TIME INITIATIVE

May 23, 2006

#### Overview

All parties have agreed that providing students and teachers in Boston additional learning and teaching time is an important strategy of many for improving student achievement. There is also agreement that teachers are integral to the development of each schools' extended learning time plan. It is further agreed that each school will develop a working group of all constituencies for on-going review and evaluation of the program.

For the 2006 – 2007 school year, the Edwards and Umana/Barnes middle schools will be implementing an extended day schedule and the Timilty Middle School will expand its current extended day schedule.

The following agreement in support of the Extended Learning Time Initiative has been reached between the Boston Public Schools and the Boston Teachers Union. On the issue of compensation, the parties agree to review this issue during the course of the school year.

No Permanent Teacher shall be mandated to work an extended day.

Anyone may volunteer to work an extended day.

The compensation for teachers working extended day hours will be the contractual hourly rate and shall be retirement-worthy.

Vacancies at an extended day school shall be posted in accordance with contractual provisions.

If a vacancy at an extended day school is 'open' posted, it shall be posted in accordance with contractual provisions, provided, however, a stipend attached to the position shall be for duties independent of the extended day work, which will be compensated as stated in accordance with section 3 above. It is the intent of section 5 that vacancies requiring additional time can only be posted as 'open postings' and only then, in accordance with normal contractual provisions. And if they are so posted, paragraph 5 is applicable.

The Timilty Extended Day program will continue to fall under Article VA 6, except that participants in the Timilty program shall not have their hours capped at two.

The BTU and the Boston Public Schools agree that a provisional who becomes permanent can opt out of the extended day program for an upcoming school year with notice to the administrator before January 1<sup>st</sup> of the current school year.

## Appendix H

# BOSTON TEACHERS UNION AND BOSTON SCHOOL COMMITTEE MEMORANDUM OF AGREEMENT STUDENT FEEDBACK IN EDUCATOR EVALUATION JUNE 30, 2017

The Boston Teachers Union (“BTU”) and the Boston School Committee (“BSC”) (collectively, the “parties”), recognizing the critical role student feedback plays in the continuous professional improvement of educators, agree upon the implementation of student feedback for the purpose of informing the self-assessment and goal-setting components of the educator evaluation process.

The parties agree that, subject to the approval of the Steering Committee, the BSC may engage an outside contractor to administer instruments of student feedback on teachers. BSC shall ensure that any such contractor so engaged shall have in place adequate data security and privacy controls. The contractor shall provide a written description of its data collection procedure and affirm the security of such procedure.

District-wide feedback collection shall occur annually at the end of each school year. The first year of student feedback collection shall be the 2017 - 18 school year at all BPS schools. Feedback collected at this time and thereafter shall be used only to inform the self-assessment and goal-setting components of educator plans that commence in the fall of 2018 and in subsequent years, subject to paragraph nine (9) below.

Feedback results will be provided only to the educator. Starting in the fall of 2018, each educator employed in the Boston Public Schools during the prior school year shall annually submit an artifact evidencing that student feedback received at the conclusion of the prior school year informed that educator’s goal-setting for the current school year. Data from such artifacts may not be used as direct evidence toward a rating on any goal, standard or overall.

During the 2017-2018 and 2018-2019 school years, each school shall administer the default student feedback instruments selected by mutual agreement of BSC and BTU. Starting in the 2018-2019 school year and continuing, the parties agree that student feedback may take any form approved by the Department of Elementary and Secondary Education as of December, 2015. Schools shall have the discretion to determine the instruments to be used for each class and grade by two-thirds majority vote of all teachers’ unit educators at the school, subject to the approval of the Steering Committee. In the absence of a two-thirds majority vote at a school, that school shall implement the default instruments agreed upon by the parties hereto. Such default instruments, along with the protocols for their delivery, shall be as determined by the Steering Committee, and subject to annual review by the Steering Committee.

The parties agree to convene a joint working group to determine accessibility requirements of student feedback collection methods for students with disabilities, whose first language is not English, or who may experience other barriers to providing feedback to their teachers (ongoing).

BPS and BTU shall jointly provide all necessary technical training to educators and students in preparing for implementation of student feedback.

Educators who are on less-than-one-year plans already in progress in the fall subsequent to administration of a student feedback instrument may review the feedback results during the current plan, but need not apply the feedback to self-assessment or goal-setting until the next educator plan commences.

BPS and BTU agree to reopen bargaining over the terms of this agreement no later than June of 2017.



# BYLAWS OF THE BOSTON TEACHERS UNION

Affiliated with the  
American Federation of Teachers

American Federation of Teachers,  
Massachusetts

Massachusetts AFL-CIO

Greater Boston Labor Council

## **Article I Name**

This Organization shall be called The Boston Teachers Union.

## **Article II Purposes**

The purposes of the BTU shall be:

- (a) To maintain and improve the condition of its members with respect to salaries, pension, professional status, conditions of employment in general and the right of freedom of expression in and out of the classroom.
- (b) To raise the standards of the teaching profession by securing conditions essential to the best professional service and development.
- (c) To promote democratization of school administration.
- (d) To do all in its power through collective bargaining to provide the best education for the children we serve.

## **Article III Membership**

*Section 1.* Any member of Groups I and II professionals, substitute teachers, school nurses, school paras and any other group for which the BTU was the bargaining agent in the salary agreement of 2006-2010 are eligible for membership. Any person holding membership as of June, 1970 not in the aforesaid groups, may continue to hold membership unless he/she enters a category under Article III Section 2. Once a member is promoted beyond Group II he shall no longer have voice or vote in this union.

*Section 2.* No person above Group II who has the right to recommend hiring or discharging shall be eligible for membership. No person in an acting position above Group II for a period longer than two weeks, who has the right to recommend hiring or discharging shall have the right to voice and vote in the union while in said acting position.

*Section 3.* Applications for membership shall be considered at the next meeting of the Executive Board which shall make recommendations to the next meeting of the membership. An eligible applicant shall be admitted to membership by a majority vote of those members present and voting.



*Section 4.* Members who retire may obtain membership in the BTU Retired Teachers Chapter. RTC Members will pay sixty dollars (\$60.00) per year or have five dollars per month deducted from their retirement check and paras will pay \$30.00 per year or \$2.50 per month from their retirement check (Teachers who have retired prior to December 1973 pay at para rate.) RTC members shall have voice and vote at membership meetings except they may not vote on collective bargaining or job actions.

*Section 5.* Any laid-off member on a recall list in good standing may be admitted to attend with voice and vote at BTU meetings for the duration of their recall period. Nothing in these By-laws shall take precedence over the Constitution and By-laws of the AFT except in the case of laid-off teachers.

#### **Article IV Union Officials**

*Section 1.* The Officers of the BTU shall be President, Executive Vice-President, and Secretary-Treasurer. Their duties shall be those normally ascribed to such offices and as outlined in the By-laws.

*Section 2.* The Executive Board of the BTU shall consist of the Officers, the Elementary Field Representative, the Secondary Field Representative, the Paraprofessional/Substitute Teacher Field Representative, the Political Director and twelve (12) other members to be elected at large. No member may be a candidate for officer and /or Field Representative, and/or member of the Executive Board at the same time.

*Section 3.* The Executive Board shall meet at least once a month during the year (September through August) at a time and place to be determined by the Executive Board. Special meetings of the Board may be called by the President or two-thirds (2/3) vote of the Executive Board, or by petition of 10% of the membership. The Executive Board shall have emergency powers for Union affairs between meetings of the membership. Their actions are subject to the review of the membership.

The Board shall set up and be responsible for the operation of, all necessary committees. The Board shall formulate and enforce an annual budget. Monies not in the budget shall not be expended unless approved by the Executive Board and the membership. The Executive Board shall conduct business of the Union between meetings of the membership and shall negotiate the salaries of all paid officers and employees. The Executive Board may call before it any officer or member to explain any action.

*Section 4.* The standing committees of the BTU shall be Grievance, Political Action, Editorial Board, Educational Issues, Sergeant at Arms, and Retired Teachers Chapter. Additional standing committees may be established at the direction of the Executive Board. The Chairperson of any committee and its members shall be appointed by the President with the approval of the Executive Board except as otherwise provided in these By-Laws.

*Section 5.* Any Officer or member of the Executive Board absent from three consecutive meetings shall forfeit his office unless excused by the Executive Board.

#### **Article V Representation**

*Section 1.* Building or group representatives shall serve as a liaison between the Officers and the Executive Board and the building or group they represent. Each Elementary School or Middle School or High School or work site or any other group which meets regularly with administration on contract issues shall be allowed the following numbers of building or group representatives: one (1) representative shall be allowed for every twenty-five (25) Union members or portion thereof.

The numbers of representatives shall be determined by the first payroll in September. These representatives shall handle all grievances at Step I and shall facilitate and handle all dealings between the school or group and the BTU. They shall assume their role on the date of their election. Any additional group as recommended by the Executive Board may be considered as a special group for these purposes.

*Section 2.* A negotiating team shall be the sole representative of the membership in collective bargaining with the School Committee and/or its representatives. The negotiating team will be composed of the President, a professional negotiator appointed by the President with the approval of the Executive Board

and the membership, and five persons appointed by the President from the membership. These five persons appointed by the President shall be approved by the Executive Board and the membership, at the regular September membership meeting following the election of Union officials.

A collective bargaining committee made up of various interest groups in the BTU shall be appointed by the President with the approval of the Executive Board and the membership.

The purpose of the collective bargaining committee shall be to meet periodically with the negotiating team to advise the team as to the needs of the membership and also to advise and help the team with any problems which may develop in negotiations.

The collective bargaining committee will not participate in actual negotiations unless requested to do so by the negotiating team.

*Section 3.* The President shall declare vacant the position of any member of the Executive Board or Delegate who has missed three meetings of the appropriate body, and has not been properly excused. The order of appointment shall be the orders to finish in the preceding election. An election may be ordered by the Executive Board to fill any such vacancy.

Any officer or member of the Executive Board absent from Executive Board meetings shall notify the Secretary-Treasurer.

*Section 4.* A list of those present and absent from respective meetings of the Executive Board shall be published in the report of the Secretary and placed on file in the Union office.

## **Article VI Nominations and Elections**

*Section 1.* Nomination papers will be filed at the March membership meeting in election years with the Election Committee. (Elections shall take place every two years starting in June of 1967). To be eligible for nomination a member must have obtained the signatures of at least one hundred (100) members in good standing for the offices of President, Executive Vice President, Secretary-Treasurer, Field Representative, Political Director and at least fifty (50) signatures for the positions of the Executive Board. At least twenty-five (25) valid signatures shall be obtained by a candidate for Paraprofessional Council or delegate to any affiliated body.

No member may sign more nomination papers than there are vacancies for that office or position. The validity of these signatures will be checked by the election committee. A valid signature shall consist of the following (a) legible signature-person's full name; (b) complete home address - number, street, town; (c) school or department; (d) indicate job title.

If a vacancy occurs in the office of Executive Vice-President, Secretary-Treasurer, the positions of Elementary, Secondary, Paraprofessional Field Representative or Political Director, the following procedures and timelines shall be followed.

1. If the vacancy occurs between the final election and September 30 of the first year of the term, the President shall nominate a member to fill the vacancy. This member must be approved by 2/3 of the Executive Board present and voting. Beginning the first day of school, the nomination process shall commence, with the preliminary election (if necessary) and final elections scheduled within six weeks.
2. If the vacancy occurs between September 30 of year one and April 15 of year one of the term, the President shall declare a vacancy and a preliminary election (if necessary) and a final election shall be held within six weeks.
3. If the vacancy occurs between April 15 of year one and September 30 of year two, the President shall nominate a member to fill the vacancy. This member must be approved by 2/3 of the Executive Board present and voting. Beginning the first day of school, the nomination process shall commence, with the preliminary election (if necessary) and final election scheduled within six weeks.

4. If a vacancy occurs between October 1 of year two and December 31 of year 2, the President shall declare a vacancy and a preliminary election (if necessary) and a final election shall be held within six weeks.

5. If the vacancy occurs between January 1 of year 2 and the next election, the President shall nominate a member to fill the vacancy. This member must be approved by 2/3 of the Executive Board present and voting.

6. Nomination papers shall be made available immediately upon declaration of the vacancy. The same procedure shall be followed as outlined in Article VI, Section 2.

7. Nomination and appointment to a vacancy shall not preclude a member from being a candidate in an election for that position.

If there are more than two nominations per position open for Officer, Field Representative and members of the Executive Board a primary election shall be held on the first Wednesday in May. The two candidates for each of the three offices, three Field Representatives and twenty-four candidates for the Executive Board who receive the highest number of votes in the primary shall be nominated for the final election on the first Wednesday in June. Write-in votes will be considered only if they exceed the number of signatures required for nomination.

*Section 2.* The Officers and Executive Board members, shall be elected by secret ballot with the members in good standing of the Union voting on the first Wednesday in June in election years. Delegates to Conventions and the Greater Boston Labor Council shall be elected in the Final election on the first Wednesday in June.

The Officers and members of the Executive Board and Delegates shall serve for two years or until their successors are elected. The President and Executive Vice President shall automatically be delegates to all conventions and affiliated bodies.

In 2005, AFT delegates will be elected for 2005, 2006 and 2007; thereafter AFT delegates will be elected for the two (2) calendar years after the Election year. (e.g. 2007 election for 2008 and 2009 and 2009 election for 2010 and 2011).

*Section 3.* An Election Committee consisting of fifteen (15) members in good standing of the BTU and/or the RTC shall be selected from among nominees who have submitted a written statement of interest to the President of the Union by the 2nd Wednesday in April of the year prior to an election. The President shall submit to the Executive Board the names of all such members in good standing who have submitted a timely statement of interest at the April Executive Board Meeting.

No candidate for any office or position on the Executive Board shall be eligible to serve as a member of the Election Committee.

The Executive Board shall be solely responsible for selecting by majority vote at an open Executive Board meeting Election Committee members from among those who have submitted a timely statement of interest to the President. The Election Committee members chosen by vote of the Executive Board shall be recorded in the minutes of its meeting and reported to the membership at the next regularly scheduled membership meeting for approval.

The BTU office staff shall be responsible for ensuring the accuracy of all voter eligibility lists. The Election Committee shall be responsible for all aspects of the primary and final elections. It shall convene its first meeting not later than the June membership meeting following its appointment, at which time it shall elect co-chairs, a secretary and an election ombudsman from among its members. The Election Committee shall have the right to adopt by majority vote of those present and voting reasonable rules and regulations not inconsistent with these bylaws or the AFT Constitution. Its procedures shall include, at a minimum, the following:

a) The co-chairs, after consultation with the other members of the Election Committee, shall establish a schedule of meetings, an agenda for each meeting and shall notify all committee members of same.

b) The search for an election vendor shall commence no later than the September preceding the election. An RFP shall be developed for vendors specifying the BTUs unique requirements. The Election Committee will check references before a final vendor is chosen.

c) The secretary of the Election Committee shall keep written minutes of all meetings, which shall be scheduled outside regular working hours. Except for meetings dedicated to the validation of signatures, all meetings of the Election Committee shall be open to the membership of BTU and RTC. The minutes shall be published and made available for inspection within 72 hours.

d) The Election Committee shall allot a reasonable time at each of its meetings for members in attendance to ask questions relating to the Committee's proceedings and the election process. The questions, responses and discussion relating thereto shall be included in the minutes of the meeting.

e) The Election Committee shall establish and publish the procedures governing the election in accordance with the BTU bylaws, including a procedure by which members can contact the union to verify their eligibility to vote and the nature of the mail ballot or electronic ballot they are eligible to receive, the date by which ballots shall be mailed to eligible voters, the deadline for receipt of voters' mail-in ballots or electronic ballots for those members in good standing electing to vote by mail or electronically. The Election Committee shall establish hours for in-person voting for both the primary and final elections. A published hotline shall be established for members to call to report their non-receipt of a mailed ballot or any election related problems affecting their ability to vote. Any member who appears on the most recent dues list shall be allowed to vote after filling out a new membership card if a current card is not on file. All procedures must be in accordance with the BTU bylaws.

f) Any member that has not yet received their retiree number from the Boston Retirement Board, and has retired during an election year in good standing should be considered eligible to vote. If a member appears on the RTC dues list but not on the membership list, they can complete an RTC membership card and be allowed to vote.

g) The Election Committee shall provide for and staff a "problem solving table" at the polls to assist voters.

h) The Election Committee shall report the results of each election to the membership through its co-chairs as expeditiously as possible following the tally of ballots.

*Section 4.* Building Representative Elections shall be held between May 1 and May 31. Elected representatives shall submit the election results to the BTU office no later than June 1. In the event that twenty-five percent or more of the BTU staff is new to the facility the following year, the faculty must revote in the fall no later than September 30. Schools and programs with any unfilled Building Representative positions will also hold elections to fill those positions, no later than September 30, the votes shall be held by secret ballot after a five day notice to staff. The results of these elections shall be reported to the Union office by each School or Group immediately and in writing. The report must be signed by the committee which conducted each election, with a report of the procedure. If any dispute arises over election of representatives of buildings or groups the Executive Board shall consider all the facts in any case presented to it and its decision shall be final.

*Section 5.* In the event of a margin of less than 5% of the total votes cast in a particular race between elected and defeated candidates, a recount may be granted if requested by the defeated candidate of the incumbent Executive Board in a primary election and of the incoming Executive Board in a final election. If a recount is required the candidate must request a recount in writing to the chairperson of the election committee within twenty-four (24) hours from the time the election results are announced.

*Section 6.* In the event that between the nominations and final elections a candidate for full-time Union office is incapacitated and unable to serve in his/her office the Executive Board shall call for renominations for that office.

If an Executive Board or Paraprofessional Council vacancy occurs, that member with the next highest vote from the election results will serve thereafter.

*Section 7.* Write-in votes will only count if: (a) the number of votes equals or exceeds the number of signatures required for nomination (b) the office the person is seeking is on the ballot (c) a successful write-in candidate submits a statement of willingness to serve in that office.

*Section 8.* Voting for Field Representatives will be by the following: Elementary Teachers/Nurses - vote for Elementary Field Rep; Secondary Teachers/Nurses - vote Secondary Field Rep; Paraprofessionals/Substitutes - vote for Para Field Rep.

*Section 9.* Voting for the fifteen (15) member Paraprofessional Council will be by paraprofessionals only.

## **Article VII Finances**

*Section 1.* The dues of the BTU shall be payable to payroll deductions. It shall be at a yearly rate set by the membership and collected over a ten month period. Members not subject to payroll deduction will pay at the same rate annually or semi-annually in advance. Paraprofessionals and substitute teachers shall pay one-half regular dues. ABA Specialists shall pay sixty-five percent (65%) of regular dues.

*Section 2.* A member in arrears of dues for three (3) months shall be notified in writing by the Secretary-Treasurer that he/she is in bad standing. If he/she does not pay within one month he/she shall be suspended from the rolls of the Local. To be reinstated all back dues must be paid.

*Section 3.* There shall be an annual audit of the books of the Local by a Registered and Certified auditor chosen by the Executive Board. This audit shall reflect the financial condition of this Union as of August 31st of the current year.

This report shall be furnished to each member of the Executive Board before November 15th. The Executive Board shall consider this report and make recommendations for a proposed budget to the December meeting of the membership. A written report shall be available to all members.

*Section 4.* Any major expenditures recommended by the membership but not in the budget shall automatically be referred to the Executive Board. The Executive Board shall consider the Budget and make recommendations to the next meeting of the membership for final action.

## **Article VIII Affiliations**

*Section 1.* This organization shall affiliate with the American Federation of Teachers, Massachusetts Federation of Teachers, Massachusetts AFL-CIO, and the Greater Boston Labor Council.

## **Article IX General Membership**

*Section 1.* General Membership meetings shall be held on the second Wednesday of the months September through June and at such other times as are necessary. Whenever the monthly general membership meeting falls on a day when school is not in session, the membership meeting will be held on the next Wednesday when school is in session.

Special meetings may be called by the President, or by petition of 10 members of the Executive Board, or 10% of the membership. The meeting in June shall be the annual meeting.

A general membership meeting shall have the power to reject or approve any and all actions of the Officers or the Executive Board. Not limiting the generality of the preceding, the following powers are reserved for the membership only:

(a) The general membership meeting must approve all items for negotiation before they are submitted to the Boston School Committee.

(b) A general membership meeting is the only body which may accept or reject contracts or call a work stoppage.

(c) A general membership meeting must pass on all budgets and substantial deviations thereof before money is expended.

(d) A general membership meeting is the only body which may endorse a candidate for public office.

## **Article X Amendments**

Amendments to these Bylaws may be proposed by a majority vote of the Executive Board, by a majority vote of a meeting of the membership or by petition of 10% of the membership. Proposed amendments shall be considered by the Executive Board and shall be announced to the membership in writing at least fifteen (15) days in advance of the next meeting of the membership. The proposed amendment shall become part of the Bylaws of the BTU by a two-thirds (2/3) vote of those present and voting in favor at the next meeting of the membership. Any motion which alters or amends our collective bargaining agreement shall require the same notice to the membership as a constitutional amendment.

## **Article XI Communications**

*Section 1.* Publicity releases from the Union must emanate from the office of the President. Personal opinions shall not be stated publicly by Union officials on Union matters on which the Union has acted or has chosen not to act. Only the President, the Executive Vice President or their designees shall be empowered to present Union views as expressed in positions already taken by the Union.

Positions or interviews relating to contract negotiation shall be handled in the same fashion.

*Section 2.* All materials to be distributed in fact sheets or other periodicals coming officially from the Union must receive approval by a majority of the following: President, the Executive Vice President, and Secretary-Treasurer. Any rejection of submitted material may be appealed for review to the Executive Board.

*Section 3.* All material to be published in the BUT newspaper must receive the approval of a majority of the following: President, the Executive Vice President, and the BUT newspaper editor. Any rejection of submitted material may be appealed for review to the Executive Board.

*Section 4.* Any material not emanating from the Executive Board or the Union office to be distributed at a meeting of the Executive Board or Membership must be signed by the member or members distributing such material.

*Section 5.* Reports of the President, Executive Vice President and any Standing or Special Committee must be in printed (typed, mimeo, duplicated) form and presented to the Executive Board and Membership at each meeting and shall be placed on file as Union records within seven (7) days after action is completed. None of these reports shall be publicized except as provided in these Bylaws.

*Section 6.* Secretary-Treasurer reports of all financial matters concerning the Union shall be in printed form (typed, mimeo, duplicated, etc.) presented to the Executive Board and to the membership at its meeting each month. These reports shall be placed on file as union records after action is completed. None of these reports shall be publicized except as provided in these Bylaws.

*Section 7.* No individual Union member, Officer or Executive Board member shall have the power to be spokesman for the Union, or any part of the union, unless authorized by the President, Executive Vice President or by vote of the Executive Board or the membership.

## **Article XII General Procedures**

*Section 1.* A quorum of the Executive Board shall be ten members and of the General Membership 100 members.

*Section 2.* Nothing in these By-laws shall take precedence over the Constitution and Bylaws of the AFT.

*Section 3.* No elections shall be held on the day of a scheduled meeting.

*Section 4.* The current membership card or the most recent pay stub, showing your union dues deduction, shall be used as identification as a member of the BTU in good standing. Further identification may be requested.

*Section 5.* No one other than members of the BTU in good standing shall be allowed to attend any meetings of the organization unless previous permission of the Executive Board or membership has been secured.

*Section 6.* Only the official Negotiators shall petition the School Committee on points of negotiations. All negotiating items must be submitted in writing to the Union Negotiators by a date to be determined by the Executive Board each year.

In the event that negotiations are still in progress at the time of a convention, the Executive Vice President shall take the place of the President at such convention unless permission for the President to attend is granted by the Executive Board.

*Section 7.* All actions of the Executive Board shall be subject to the review of the General Membership.

*Section 8.* A suspended member loses the right to voice and vote.

*Section 9.* If all three Officers are incapacitated, the Executive Board or its designees approved by the membership shall choose an Acting President.

*Section 10.* In the absence of any provision in these By-laws, the latest revision of Robert's Rules of Order shall be binding.

*Section 11.* Each new member of this local shall be furnished a copy of these Bylaws.

*Section 12.* Officers and Delegates from this local to conventions, affiliated bodies and members in general when acting as spokesman for the local, shall support and work for policies expressed in these By-laws or to the policies of the Union still in effect. No Officer, Delegate, or member may express his personal opinions as a spokesman for the local.

*Section 13.* Contact with the Union Attorney on Union matters other than by the full-time staff shall be made only with the permission of the President, Executive Vice President or the Executive Board.

*Section 14.* Valid nomination papers shall be provided by the BTU. Candidates shall receive papers either at the BTU office or from members of the election committee. No other form shall be accepted. The way a candidate fills out the top of his/her nomination papers will be the way his/her name will appear on the ballot.

*Section 15.* Each member in good standing must be sent notification of union elections fifteen (15) days prior to the date of such elections.

## **Article XIII General Duties of Officers**

*Section 1.* The President, Executive Vice President and Secretary-Treasurer shall be the only full-time paid Officers of the Union.

*Section 2.* To be eligible for any office or position on the Executive Board one must have been a member in good standing for one year by the time of final election.

*Section 3.* One of the three full-time paid officers shall be available at all times unless the previous permission of the Executive Board has been obtained.

*Section 4.* It shall be the duty of all full-time officers to keep the Union officer informed of their whereabouts at all times during the day in order that they might be reached in the event of an emergency.

*Section 5.* The full-time paid officers shall work on a daily basis except city, county, state, and national holidays. Their vacation period shall be four (4) weeks per year.

*Section 6.* The full-time paid officers shall have their health and basic life insurance paid for by the Union. They shall pay their own Union dues.

*Section 7.* Duties of the President.

*The President:*

- (a) Shall be the full-time Chief Executive Officer of the Union.
- (b) Shall be responsible to the Executive Board and the membership.
- (c) Shall preside at meetings of the Executive Board and the membership.
- (d) Shall give a written report of his/her activities at all Executive Board and membership meetings.
- (e) Shall be in charge of the Union office and all communications to Union members.
- (f) Shall be responsible for the work of all committees.
- (g) Shall have his/her salary negotiated by the Executive Board.
- (h) Shall be the interpreter of these Bylaws subject to the review of the membership.

*Section 8.* Duties of the Executive Vice President.

*The Executive Vice President:*

- (a) Shall be responsible to the President, the Executive Board and the membership.
- (b) Shall preside at the Executive Board and the membership meetings in the absence of the President.
- (c) Shall give a written report of his/her activities at all Executive Board and membership meetings.
- (d) Shall automatically take over the Presidency in case of resignation, impeachment or other unforeseen event.
- (e) Shall carry out duties as assigned by the President.
- (f) Shall act as grievance chairperson and process all grievances above step I.
- (g) Shall have his/her salary negotiated by the Executive Board.

*Section 9.* Duties of the Secretary-Treasurer.

*The Secretary-Treasurer:*

- (a) Shall keep an accurate record of all Executive Board and Membership meetings.
- (b) Shall keep the attendance of Executive Board meetings.
- (c) Shall preside at the Executive Board and membership meetings in cases of the absences of the President and Executive Vice President.
- (d) Shall be responsible to the President, the Executive Board and the membership.
- (e) Shall have his/her salary negotiated by the Executive Board.
- (f) Shall be in charge of all Union monies and financial records.
- (g) Shall pay all bills approved by the Executive Board.
- (h) Shall co-sign all checks with the President.
- (i) Shall be responsible for BTU representation at School Committee meetings.



- (j) Shall manage the Union office.
- (k) Shall be responsible for all preparation and distribution of all Executive Board and membership meetings minutes.
- (l) Shall be responsible for all Union records being up to date and on file in the BTU office. He/she shall give a copy of the minutes of all meetings to the President and Executive Vice President.
- (m) Shall notify all Executive Board members of all meetings. He/she shall be responsible for notification of all general membership meetings.
- (n) Shall carry out such field duties as designated by the President.
- (o) Shall give a written report of the status of the Union finances to each meeting of the Executive Board and membership.

#### **Article XIV Order of Business**

##### *Section 1. Call to Order President's Report*

Minutes of the last meeting of:

- (a) Executive Board
- (b) Membership
- (c) Treasurer's Report
- (d) Executive Vice President's Report
- (e) Committee Reports
- (f) Unfinished Business
- (g) New Business
- (h) Adjourn

All reports of individuals or committees must be printed and after acceptance be filed as a Union record.

## GENERAL INFORMATION

### Thumbnail Sketch of Parliamentary Procedure

<u>Motions</u>	<u>Can be Debated</u>	<u>Can be Amended</u>	<u>Can be Reconsidered</u>	<u>Vote Required</u>
<u><b>Privileged</b></u>				
Adjourn				Majority
Recess	X			Majority
Fix the time for adjournment	X	X	X	Majority
Question of Privilege or information				None
<u><b>Subsidiary</b></u>				
Lay on the table			X	Majority
Previous Question (Move the Question)				Majority
Limit or extend debate			X	2/3
Postpone to a fixed time	X	X	X	Majority
Point of Order Appeal	X		X	Majority
Suspension of Rules (special order)				2/3
Withdraw or modify a motion				Majority
Main	X	X	X	Majority
Reconsider	X			Majority
Rescind	X			2/3 (without prior notice)
Take from the table				Majority

1. *To Be Recognized* - Raise your hand, wait to be recognized by the Chair, go to the microphone, identify yourself by name and school or Dept.

2. *Debate* - Before a motion is debated, it is necessary that the motion be made, seconded and stated by the Chair. Then inquiries may be put to the Chair or to individuals through the Chair.

3. *Quorum* - 100 members in good standing. Business continues legally and in proper order until such time as the quorum is questioned and found lacking. The meeting then must adjourn or recess to obtain a quorum.

### FACULTY SENATE GUIDELINES

#### *Art. I Sec. E 7 a&b*

Faculty Senates may be formed in each school building and shall meet once every month after the close of the normal school day with the principal or headmaster concerned. Faculty Senates will be recognized by the administration of that school as having an advisory voice in the operation of that school and having an advisory voice in the formation of educational policy.

*(Add as of 73-74 contract)*

Faculty Senate Chairpersons will meet twice each year on the elementary, middle and sr. high levels during days of regularly scheduled in-service meetings.

#### **Purpose**

The Faculty Senate shall:

1) Plan and run in-service meetings, in cooperation with the administration and in accordance with the contract;

- 2) Elected by the teaching staff, it represents that staff in matters concerning school policy;
- 3) Present the administration with faculty positions on building procedures and educational.
- 4) Cooperate with the building rep. in all contract matters and Union policy.

### **Membership**

- 1) Only those eligible to vote shall be eligible for membership (see below);
- 2) The Faculty Senate will be composed of a minimum of five members, except in buildings where the number of teachers is less. In schools where the faculty numbers more than 50, membership should be on a 1 to 10 ratio. Members are generally elected at large, but in certain schools may be elected by departments, areas, pods, etc.
- 3) All Building Reps. are automatically members of the Faculty Senate, but should be elected as Building Reps. separately.

### **Eligibility for Voting**

- 1) All teaching personnel assigned to the building except short term subs;
- 2) Nurses, permanent librarians, guidance personnel.
- 3) No one above Group II.

### **Elections**

- 1) Held by the first week of October;
- 2) Outgoing Faculty Senate appoints election committee; if no Faculty Senate. then BTU Building Representative appoints election committee. Submit names in writing. In a case where not enough names are submitted, the BTU Building Representative should run a primary, entering the name of every eligible person in the building.
- 3) Separate ballots for BTU Building Representative and Faculty Senate Union members only vote for BTU Building Representative.
- 4) Ballots should be checked, one per voter.

### **Meetings**

- 1) Faculty Senate elects own chairperson;
- 2) Faculty Senate should meet at least biweekly;
- 3) The administrative head must meet with the Faculty Senate at least monthly; present the administrative head with written positions of the faculty and demand a response.
- 4) Meet with entire faculty at least monthly; Faculty should submit items for agenda; Faculty Senate Chairperson determines agenda;
- 5) Faculty Senate elects own secretary;
- 6) In Service Meetings
  - a) Faculty and administration submit items for agenda
  - b) Chairperson and administrative head determine time allotments
  - c) each (in b) chairs his section of meeting.

## **Communications**

The Faculty Senate should;

- 1) Keep accurate attendance and minutes of all meetings.
- 2) Supply each member of the faculty with a written report once each month.
- 3) Present the faculty with the responses of the administrative head. If the faculty is dissatisfied with the response of the administrative head, it may be appealed to the Community District Superintendent.

## **By-Laws**

Each Faculty Senate should formulate its own bylaws following these guidelines and in compliance with the contract and union membership policy.

## **FILING A GRIEVANCE**

One of the most important duties of the Building Representative is the handling of grievances at Step One. Therefore, it is imperative that all Building Representatives become thoroughly familiar with the "Dispute Resolution" sections of the contract, and especially with the paragraphs which deal with the filing of a grievance at the school level. This is found in Article X of the teacher contract and Article V of the paraprofessional, substitute, and ABA contracts.

Put in general terms, a "grievance" is a statement which says that a teacher's rights have been violated due to a misinterpretation or misapplication of the contract. It is not a general complaint or claim of unfair treatment.

The importance of filing a grievance when applicable is obvious. A grievance must be filed every time an individual teacher's rights are violated in order to protect the rights of the entire membership.

The following is a list of guidelines which the Building Rep should follow in filing a grievance.

### **I Gathering information before meeting with the Administrator**

1. Get all the facts from the teacher(s) involved in the grievance.
2. Get copies of all pertinent documents related to the grievance, e.g. bulletins, notices, letters, e-mails, memos, etc. (Building representatives have the right to obtain copies of all official school documents).
3. Examine the contract and locate any articles of the contract that have been violated.

### **II Initial meeting with the Administrator**

1. Request a meeting with the Administrator and the teacher(s) involved.
2. Present the case orally. Show documents and cite the contract violation(s). Explain the Union's position and request that the violation be resolved.
3. It is of the utmost importance that in these meetings the Building Representatives be prepared, be professional and remain courteous (but firm). Do not insult the Administrator or attempt to intimidate him or her in any way. On the other hand, do not approach the Administrator as a subordinate. In this situation, as a representative of the Union the Building Representative is on equal ground with the Administrator.
4. Make every effort to reach a resolution consistent with the contract at this meeting. This will save time, work, and money for the Union and possibly considerable inconvenience for the grievant.

### **III. Written Grievance**

1. If the Administrator is unwilling to resolve the grievance at this meeting, file a written grievance with the Administrator. (Be sure to make several copies of the grievance - one for yourself, one for the grievant and one for the Union office.)

2. The grievance letter should be succinct but civil. It should include the following information; Name and position of the grievant, Statement of the grievance, Action requested, and Name of Union Representative. (See sample grievance letter at the end of this section.) Send a copy of the grievance to the appropriate Field Representative.

### **IV. Contacting the Union Office**

1. If the Administrator denies the grievance or fails to respond to the grievance within five school days, a Field Representative should be contacted. You can call 617-288-2000 or email the appropriate Field Rep.

2. Send copies of the grievance letter and all pertinent documents to the Union office via email to your Field Representative, via mail to 180 Mt. Vernon Street, Dorchester, MA 02125 or fax to 617-288-0024.

3. The Field Rep will refer the grievance to mediation, and if the grievance is deemed valid by the union, two trained mediators will meet with the grievant and the administrator and attempt to resolve the issue. If this fails, Step Two of the grievance procedure will be handled by the union's Executive VicePresident.

### **V. While the Grievance is inProgress**

1. The Building Representative should request the Administrator to put in writing any disputed orders or assignments.

2. The Building Representative should not advise a teacher to disobey or ignore an Administrator's order while a grievance is in progress. This may well hurt the chances for a successful resolution of the grievance and possibly leave the teacher open to charges of insubordination.

### **Sample Grievance Letter**

Dear Headmaster Washington,

This letter is to inform you that I am filing a grievance at step one on behalf of Mr. John Adams, a member of the English Department at the Jefferson High School. Mr. Adams's grievance is that on Tuesdays he is assigned to teach periods one, two, three and four totaling 200 minutes.

This program is in violation of the Contract including but not limited to Article V. Section A 3 (d) which states:

“Teachers shall not be required to teach more than 160 minutes without a lunch break, planning and development period, or an administrative duty.”

In order to resolve this contract violation, Mr. Adams must be relieved of one of his four consecutive classes.

Respectfully yours,  
Mary Lincoln  
B.T.U. Building Representative

## GENERAL INFORMATION

### 1. Pre-Tax Benefits for BTUMembers

#### **Flexible Spending (aka Cafeteria Plan) Plan Allows Pre-Tax Income to be Sheltered For Certain Medical, Dependent Care, and Transportation Expenses**

A negotiated benefit plan that allows eligible employees to shelter up to \$2,500 in pre-tax income per calendar year to pay for certain **medical expenses** is in effect. To be eligible for the plan, employees must work at least 20 hours per week (half-time or more) on a regular basis and must have been employed for a minimum of one year. A similar plan allows up to \$5,000 to be sheltered for certain **dependent care expenses** (The DCAP plan), except there is no one year service requirement. Lastly, the **transportation plans** allow both the sheltering of up to \$205 per month for parking expenses and the sheltering of up to \$105 per month for qualified mass transit (MBTA, Commuter Rail plans. Hundreds of our members use these plan. See [www.cpa125.com](http://www.cpa125.com) for more information.

Under the city's **Medical Spending Plan** employees who opt for inclusion will be reimbursed for a variety of out-of-pocket medical expenses (such as doctor/dentist co-pays, prescriptions) with their pre-tax dollars which are exempt from federal, state and FICA taxation. A typical teacher who joins the plan can save up to 33% of \$5000 of out-of-pocket medical expenses per year. Retirement contributions are not affected.

The plan implementation specifics of the Medical Spending Plan essentially parallels the **Dependent Care Plan (DCAP) and the Transportation Plans**, except as noted.

New employees can sign up for any plan within 30 days of hire or during the Open Enrollment Period (held in late fall), subject to the eligibility requirement mentioned above. Eligible employees can also sign up within 30 days of some qualifying life events. As this latter provision is a complicated one, to fully understand its significance, one should call CPA, Inc., the city's current vendor, at 1-800-544-2340 for full information.

All three plans are relatively straightforward and **provide a great tax benefit, but employees have to be cautious when participating inasmuch as moneys set aside for reimbursement must be used up by the end of the year, or those leftover moneys are forfeited.** This regulation arises from Section 125 of the Internal Revenue Service Code, which governs these plans.

Here's an example of how the *Medical plan* works.

1. Teacher Jones estimates that he will spend \$2000 this year in out-of-pocket medical expenses, and authorizes Cafeteria Plan Advisors, Inc. (CPA), the firm that manages the plan for the city, to take out \$2000 divided by 22 or \$90.91 over 22 pay periods to pay for these expenses. Under all plans deductions are taken over 22 pay periods only. Each plan year runs from January to December.) The money is taken out of Jones's check on a pre-tax basis, and is set aside in an account in Jones's name at CPA. CPA charges Jones \$54 per year for this service. Continuing with the Jones' example....

In mid-January, Jones has oral surgery. Jones's out-of-pocket dental expenses total \$1500 and Jones submits receipted payment of the bill to CPA shortly thereafter. Within a matter of two to three weeks, he gets his \$1500 rebated to him. The \$1500 spent is not subject to federal (approx. 28%), state (approx. 6%), or the FICA (1.45% for those who entered employment after 3/31/86) tax. In all, Jones saves approximately 35% of the \$1500 or \$525. Jones receives the total reimbursement up front although his annual contributions have essentially just started. (Jones, incidentally, still has \$500 of unused reimbursement money in his account to be used for medical expenses incurred prior to December 31 of that year.)

A few points about the *Medical Plan*:

- Out-of-Pocket Medical expenses are broadly defined, and include for example, deductibles for visits and prescriptions, out-of-pocket medical expenses, hearing devices, special telephones for the hearing-impaired , special diets, doctor-prescribed weight loss programs, and contact lenses to mention just a few. Call CPA, Inc. at 1-800-544-2340 for a brochure and a more detailed listing.

- Over the counter drugs such as antacids/pain relievers/allergy & cold medicines are allow-able expenses. Vitamins are not eligible, unless they are obtained by a prescription.

- You can get reimbursed for expenses up to your annualized (full) deduction regardless of how much has been deducted from your paycheck as of the date of claim. (N.B. The DCAP works differently in this regard. In the DCAP, your reimbursement schedule cannot outpace your contribution schedule.)

- You cannot generally make changes (including a stop) in your contribution schedule once the calendar year begins UNLESS your certain circumstances (marriage, divorce, death, adoption, or birth) change. A complete explanation can be found in the brochure published by CPA.

- You will forfeit moneys not used in the calendar year, so you must be very careful in setting up your annual allowance. Do not overestimate your projected expenses. At the end of the calendar year, you will have 90 days to submit a claim for reimbursement for expenses that took place during that calendar year. N.B. These rules are currently in flux and subject to change for the better. For now, assume the worst case scenario. You will be informed as to any changes.

- While the tax savings are in either plan are great, you need to be aware of plan rules, regulations, and limitations BEFORE committing.

One can set up a Dependent Care Plan or a Transportation Plan in addition to a Medical Flexible Spending Account. The mechanics of all plans are essentially the same, except for the issues of the reimbursement schedule and eligibility. The accounts cannot be co-mingled.

Following is more detailed information about the *Dependent Care Plan (DCAP)*:

The dollar limit of the Dependent Care Plan is \$5,000. The same cautions as mentioned above apply. Please keep in mind a few other points as well.

- Eligible DCAP expenses include day care, elder care, pre-school tuition and before/after- school programs.

- Should you participate in the DCAP, the tax-free reimbursement you receive reduces the amount of the income tax credits you are otherwise eligible for. CPA Inc. will help you generally determine whether using tax credits or setting aside tax-free dollars is the most advantageous method for you. You still may want to seek independent help from a tax adviser. You can call CPA Inc. at 1-800- 544-2340.

- Should you participate in the Dependent Care Plan you must provide the IRS on form 2441 with relevant information, including a social security number or a taxpayer ID, regarding the care-giver.

The Transportation Plans are new additions to the Boston plan, and many of our members are beginning to take advantage for both parking and MBTA/Commuter Rail Plans. Learn more about these plans at [www.cpa125.com](http://www.cpa125.com), or by calling CPA, Inc., at 1-800-544-2340.

## **2 Severance Pay and the Sheltering of It**

1. The number of hours of severance entitlement is found on your pay stub.

2. Eligible teachers (nurses and so on) and paraprofessionals are eligible to get reimbursed for unused sick leave upon reaching 10 years of service

3. Payment comes in two increments, 50% on or before 12/31 of the year of retirement, and 50% on or before 12/31 of the year after retirement.

4. Sheltering the first half of your severance pay has now been made easier by an IRS Ruling

5. A new IRS ruling has made it easier to shelter your severance pay using either a 403.B (Tax-Sheltered Annuity) Plan or a 457 Plan. The new ruling allows this tax-sheltering device to be used up to 2 1/2 months after completion of service. Formerly, the contribution had to be completed prior to service departure.

Teachers, nurses and paras who wish to do so may shelter the first half of their severance pay subject to individual IRS Calendar limits currently in place, taking into account what (other) 'sheltering' contributions you have made to date in a given year, if any.

Why shelter your severance? To postpone paying both federal and state income taxes on the amount received. Although you will eventually pay both state and federal taxes on the amount 'shel-tered,' you may be in a lesser tax bracket at the time you make the withdrawal. When withdrawn, the contribution and any income or growth it has generated will be taxed as income using the tax rates in effect at that time. Another reason to shelter or defer part of your severance is that the contribution (or deferral amount) will grow tax-deferred, i.e., you will not have to pay yearly taxes on the growth or income the contribution earns. You may shelter your severance using either of the common savings vehicles available to Boston teachers (nurses and paras) – a 403B or a 457 plan. Both plans accept pre-tax deferrals and allow the employee a range of savings options. You may use your current plan, subject to IRS-deferral limits, or open a plan of the other type. There is an essential difference in the plans: In a 403B, you choose the vendor (insurance company or mutual fund company) and there are 40 or so to choose from; in a 457, the homework is done for you, as the state has awarded the contract to ING. The state also monitors the operation of the plan. For more information on ING, see <http://www6.ingretirementplans.com/SponsorExtranet/Mass/> if you wish. Other than this difference, the plans operate essentially the same way.

Both income deferral and tax-deferred yearly growth are tax-advantaged benefits to you, but it is not the intent of this piece to give individual financial advice. Nor is it the intent here to suggest that any particular retiring member of the BTU take advantage of this plan, ING or any particular 403b company. That is a personal decision for each to make after consultation with a financial professional.

Again, this is not meant to offer financial advice. You are strongly advised to seek the help of a financial professional before taking any of the steps outlined above. For more information, Please call the union office.

### **3. Small Pension Fund**

#### **Boston Public School Teachers Retirement Fund Association (The "Small Pension Fund").**

The following is some general information about the fund which all teachers should be familiar with:

1. \$2.40 per month (\$24.00 per year) is deducted from the salary of all permanent teachers. Provisional and substitute teachers do not contribute and are not members.
2. After 30 years of teaching service (equals \$720.00 contribution) one is eligible for the benefit of the fund. i.e. a \$12.00 per month annuity at retirement.
3. At the time of retirement, teachers may buy back years of outside service, provisional or substitute service the difference between the contribution and \$720.00. There are two restrictions on the buy back provision (1) at least ten years of the thirty years must have been in the Boston Public Schools and (2) for one year's credit at least 140 days must be worked in one school year.
4. If a person retires because of disability with less than the required thirty years of service. That applicant may opt to pay the balance due as though working the full period, and be granted the annuity. Similarly, when an applicant has entered the profession too late in life to serve a full thirty years. The same option to pay is permitted. Also, those otherwise qualified to receive annuities who do not wish to complete paying up the full amount to the Fund may apply for refunds.
5. Any teacher who has contributed to the Fund for more than two years, but who is leaving the system before thirty years of service is eligible for a refund This refund will be one half the amount paid into the Fund. Application for refund must be made within one year after resignation or no refund can be made.
6. When a teacher, who has contributed for two full years, dies before resignation or retirement, the teacher's beneficiary, or executor of the teacher's estate must apply for the refund. The refund for the beneficiary or estate in this case is 100% of the amount paid into the Fund.
7. For more information, call 617-621-4000.



# **BTU-COPE CONSTITUTION**

## **The Committee on Political Education**

### **Article I Name**

This organization shall be known as Boston Teachers Union Committee on Political Education (COPE).

### **Article II Purposes**

The purposes of BTU COPE are:

1. To support and strengthen the commitment of the citizens and the government to excellence in public education at all levels.
2. To promote and strive for the improvement of the public schools by encouraging and stimulating educators to take a more active part.
3. To encourage educators to know and understand the nature and actions of their government and the important political issues, as they pertain to public education.
4. To assist educators in organizing themselves for more effective political action, and in carrying out their civic responsibilities.
5. To engage in any suitable activities to achieve the purposes stated above.

### **Article III Committee**

The affairs of this organization shall be managed by a Committee

1. The Committee shall consist of the President and nineteen (19) other members.
2. The members of the Committee shall serve concurrently with the term of BTU officers.

### **Article IV Officers**

The Chairman and Secretary-Treasurer shall be elected by and from the Committee and shall serve for a term of two years.

### **Article V Meetings**

Meetings shall be scheduled as needed. At least two meetings a year shall be held.

### **Article VI Parliamentary Authority and Procedure**

Except as otherwise provided in these By-Laws, all meetings of BTU-COPE shall be governed by Robert's Rules of Order, Revised.

### **Article VII Amendments**

Amendments to these By-Laws shall be made in the same manner as amendments to the By-Laws of the Boston Teachers Union.

### **Article VIII Finances**

The organization shall be financed by voluntary contributions. All contributions shall be deposited

in a fund distinct and separate from that of any other organization and shall be audited annually by an independent agent.

Funds may be disbursed upon approval of a majority of the Committee for normal operating expenses.

By a two-thirds vote funds may be disbursed to candidates.

Within ninety (90) days following a final election the COPE Committee will make a full financial report to the membership.

### **Article IX Requirements for Political Endorsements**

1. The COPE Committee shall consider recommending endorsements for candidates running in all Federal elections; for Massachusetts Governor/Lt. Governor and Treasurer; for all State legislative races where at least 25 BTU members reside; for Mayor of Boston and the Boston City Council. The COPE Committee shall consider recommending endorsements in other political races when two thirds of the members of the COPE Committee believe that such consideration is warranted.

2. All candidates in races where the BTU COPE Committee is considering recommending an endorsement shall be sent a letter and a questionnaire no later than April 1st and shall be informed that in order to be considered for an endorsement, the candidate must return the completed questionnaire to the BTU office no later than April 15th. Candidates' questionnaires shall be considered confidential and shall not be distributed beyond the COPE Committee.

3. In situations where an incumbent is seeking reelection, the BTU COPE Committee may elect to recommend the endorsement of that candidate based on his/her record and questionnaire without conducting an interview.

4. In all other races, the COPE Committee shall review the questionnaires and decide which candidates to invite in for an endorsement interview. Based on the questionnaire and interview, the COPE Committee may elect to recommend the endorsement of a candidate.

5. Members of the COPE Committee shall refrain from working on behalf of any candidate in a race where the BTU customarily makes endorsements until the Committee has made a decision.

6. In races where the COPE Committee has decided to make no endorsement, members are free to work for any candidate they choose; however, if the COPE Committee has made an endorsement in a race, Committee members may not work for or contribute to an opposing candidate. After an election, the BTU COPE Committee or individual members of the Committee may contribute to a non-endorsed candidate.

7. In state-wide and federal elections, the BTU COPE Committee may make contingent recommendations; however, the BTU shall not endorse in these races prior to the AFT Massachusetts' endorsement. If AFT Massachusetts does endorse in a race, the BTU shall either concur with the state organization's endorsement or opt to remain neutral. If AFT Massachusetts does not endorse in a race, the BTU may elect to endorse a candidate or remain neutral.

8. Funds permitting, the BTU COPE Committee shall contribute the maximum allowed by law to endorse candidates. Also, the COPE Committee may by a 2/3's vote contribute to other candidates, organizations or groups as the Committee deems appropriate.

9. The COPE Committee reserves the right to recommend the rescission of any endorsement.

10. In order to receive an endorsement the candidate must receive a two thirds vote of the Committee, the Executive Board and the Membership.

**CONSTITUTION OF THE RETIRED  
TEACHERS CHAPTER  
BOSTON TEACHERS UNION LOCAL 66 AMERICAN  
FEDERATION OF TEACHERS AFL-CIO**

**April 2018**

**Article One**

**Name**

The name of this organization shall be the Retired Teachers Chapter of the Boston Teachers Union, Local 66 of the American Federation of Teachers, AFL-CIO.

**Article Two**

**Purposes**

*Section 1.* To cooperate with the parent body the Boston Teachers Union, and realize all the general objectives in Article II of the By-Laws of the Boston Teachers Union.

*Section 2.* To organize all retirees who were members of the BTU Local 66 upon retirement, or who were in the union prior to promotion and have fallback status to the Boston Teachers Union.

*Section 3.* To formulate and effectuate programs that will advance the best interests of our members, specifically:

To provide economic information in such matters as Social Security and pensions.

To promote the health and welfare of our members.

To foster social, cultural, educational, and civic pursuits.

**Article Three**

**Membership**

*Section 1.* Members of the BTU, teachers, nurses, paraprofessionals or retirees who were in the union prior to promotion and have fall-back status to the BTU, are eligible to become members of the RTC of the BTU upon retirement and application to the Membership Committee. Such retirees shall be entitled to voice and vote in the Chapter, subject to rules and regulations of the RTC Executive Board.

*Section 2.* Any RTC member who takes employment with the BPS in a supervisory position or as a consultant, either full time or part time, who has the responsibility to recommend to hire and/or to discipline and/or to discharge BTU members must surrender his/her RTC membership.

*Section 3.* He/she may reapply for membership in the RTC after leaving such employment with the BPS.

## **Article Four**

### **Officers**

*Section 1.* The elected officers of the Retired Teachers Chapter are: Chairperson, Vice-Chair- person, Secretary, and Treasurer.

*Section 2.* Elected officers shall serve for a term of two years. They shall take office following the election.

*Section 3.* The immediate outgoing Chairperson shall serve ex-officio until the next election.

*Section 4.* The officers shall have the following functions:

To implement the decisions of the RTC Executive Board and the Standing Committees with the cooperation of such Committee Chairpersons.

To assist the RTC Executive Board with planning for proper function of the organization.

*Section 5.* The Chairperson shall prepare the agenda for the RTC Executive Board meeting. Any RTC member may submit a topic in writing one week prior to the meeting.

*Section 6.* The planning for the membership meetings shall be the joint responsibility of the Chairperson and the RTC Executive Board.

## **Article Five**

### **Standing Committees**

*Section 1.* Membership, Social, Travel, Remembrance, Legislative, Election, Scholarship, Benefits, Data Processing, Social Media/Communications, and Archives shall comprise the Standing Committees. The RTC Chairperson, subject to the approval of the RTC Executive Board, shall appoint the chairpersons of such committees.

*Section 2.* The RTC Chairperson may also appoint co-chairs to the standing committees with the approval of the RTC Executive Board.

*Section 3.* Members of standing committees will be appointed with the approval of the RTC Executive Board.

## **Article Six**

### **The Executive Board**

*Section 1.* The RTC Executive Board shall consist of Officers and Chairpersons of Standing Committees.

*Section 2.* A quorum shall consist of fifty percent (50%) of the members of the RTC Executive Board.

*Section 3.* Regular meetings of the RTC Executive Board shall be held once every month from September to June. Any member of the RTC may attend RTC Executive Board meetings with no voice or vote.

*Section 4.* Special meetings may be called by the RTC Chairperson, or upon the written request of one-third of the members of the RTC Executive Board.

*Section 5.* Members of the RTC Executive Board must attend 75% of RTC Executive Board or membership or committee meetings unless excused by the chair.

## **Article Seven**

### **Elections**

*Section 1.* Elections for the Chairperson, Vice-Chairman, Secretary, and Treasurer shall be held every two years, during odd-numbered years. RTC elections shall coincide with the regular BTU elections. In the event there is an RTC primary election and no BTU primary, the RTC primary will be held at the Spring Membership Meeting.

*Section 2.* All candidates for elected positions must be members in good standing of the RTC by January 1st of the year prior to the June Election.

*Section 3.* The RTC Executive Board shall be responsible for conducting and supervising RTC elections in cooperation with the BTU.

*Section 4.* Candidates for the elected positions will be advertised in the *Boston Union Teacher* following the editorial rules of the newspaper.

A closing date for nomination papers will be the March membership meeting of the BTU. Twenty-five signatures of RTC members will be necessary for the nomination of positions of Chairperson, Vice-Chairperson, Secretary, and Treasurer.

## **Article Eight**

### **Vacancies**

Any vacancy occurring among the officers or committee chairpersons shall be filled at an RTC Executive Board meeting held subsequent to the announcement of such vacancy. Persons filling vacancies shall serve to the end of the unexpired term of office.

## **Article Nine**

### **Membership Meetings**

A general meeting of the membership shall be held at least two times per year from September through June. The RTC Chairperson, with the consent on the RTC Executive Board, may call special meetings.

## **Article Ten**

### **Amendments**

*Section 1.* Proposed amendments to this constitution must be submitted by a petition in writing to the Executive Board, signed by a majority of the RTC Executive Board, or by petition signed by not less than 10% of the membership of the RTC.

*Section 2.* Proposed amendments to the constitutional by-laws shall be considered by the RTC Executive Board at the next regular monthly meeting after submission, and voted upon not later than the second meeting of the RTC Executive Board. Such amendment (s) must be accepted by two-thirds of the RTC Executive Board in order to be placed before the RTC membership.

*Section 3.* Two-thirds of the members present and voting at the RTC general membership meetings shall be in the affirmative for the amendment(s) to be accepted and referred to the BTU president.

## **Article Eleven**

### **Parliamentary Procedure**

Robert's Rules of Order shall govern parliamentary procedure not specifically provided for in this constitution.

## **Article Twelve**

### **Dues**

Dues for members of the Chapter shall be set by the Boston Teachers Union in accordance with its constitution and procedures.

## **Article Thirteen**

### **By-Laws**

#### **Section 1. Paid positions in the RTC are as follows:**

The RTC Chairperson and RTC Vice-Chairperson are the only paid positions in the RTC. The Chairperson receives 1/10 of a BTU Field Representatives' salary. The Vice-Chairperson receives 3/4 of the Chairperson's salary.

The RTC Secretary and RTC Treasurer shall receive a stipend equivalent to the BTU Building Representatives' stipend.

#### **Section 2. Basic duties of the Chairperson:**

He/she will provide leadership and direction in recruiting RTC members to serve on subcommittees or to fill vacant RTC Executive Board positions.

He/she will follow the specific work plan for that position agreed to in the by-laws.

He/she will give an oral report to the membership at the membership meetings and to the RTC Executive Board at each monthly meeting.

The Chairperson will keep office hours on Wednesday from 10 AM to 2 PM to respond to questions of RTC members.

The assurance of coverage will be in the hands of the Chairperson and Vice-Chairperson who will arrange substitute coverage when necessary.

The Chairperson will serve as liaison officer between the RTC and the BTU, keeping the RTC informed as to what is going on in the BTU and keeping BTU officers informed as to what is going on in the RTC.

In the event of the Chairperson's inability to perform his/her duties for any reason, the Vice-Chairperson will assume the position of Coordinator. The RTC Executive Board will select a new Vice-Chairperson. He/she will serve in that position until the next election.

#### **Section 3. Basic duties of the Vice-Chairperson:**

He/she will provide leadership and direction in recruiting RTC members to serve on subcommittees or to fill vacant RTC Executive Board positions.

He/she will follow the specific work plan for that position agreed to in the by-laws.

He/she will give an oral report to the membership at the membership meetings and to the RTC Executive Board at each monthly meeting.

The Vice-Chairperson will keep office hours on Thursdays from 10 AM to 2 PM and be available to answer questions of the RTC members.

The assurance of coverage will be in the hands of the Chairperson and Vice-Chairperson who will arrange substitute coverage when necessary.

The Vice-Chairperson is responsible for the managing of the RTC Dental Plan and will report monthly to the RTC Executive Board.

In the event of the Vice-Chairperson's inability to perform his/her duties for any reason, the RTC Executive Board will select a new Vice-Chairperson. He/she will serve in that position until the next election.

**Section 4. Basic duties of the Secretary:**

Takes minutes of the monthly RTC Executive Board and membership meetings. Submits written copies at the following RTC Executive Board meeting.

Submits minutes to the *Boston Union Teacher* after acceptance of minutes at the following RTC Executive Board meeting.

Files minutes to be kept in RTC office. Sends reminders for meeting dates.

Is available on Wednesday or Thursday during RTC office hours except on the week that the Executive Board meets.

In the event of the Secretary's inability to perform his/her duties for any reason, the RTC Executive Board will select a new Secretary. He/she will serve in that position until the next election.

**Section 5. Basic duties of the Treasurer:**

Is present at the monthly RTC Executive Board Meetings.

Provides three written reports at the September, February, and June Executive Board meetings that include expenses and income.

Is available on Wednesday or Thursday during RTC office hours except on the week that the Executive Board meets.

In the event of the Treasurer's inability to perform his/her duties for any reason, the RTC Executive Board will select a new Treasurer. He/she will serve in that position until the next election.



# INDEX

## A

- ABA Specialists, 168–185
  - collective bargaining and, 179–180
  - compensation and benefits for, 174–178
  - definition of, 170, 181
  - dispute resolution and, 181–184
    - purpose and scope of agreement for, 168–170
    - working conditions for, 171–173
- absence, leaves of. *See* leaves of absence
- academic coaches, 92
- Academic Ladder Credit (ALC), 104
- academically slow students, class size for, 24
- academically talented students, class size for, 24
- accident, absence due to, 115–116, 144–145
- accountability, for quality and performance, 2
- acting positions, compensation for, 105–106
- Acting President of Union, B-8
- Adaptive Physical Education Teachers, 43–44
- administrative periods
  - grievance meetings during, 122
  - for SEIMS duties, 38
  - teaching load and, 29
- administrators, and Center for Leadership
  - Development programs, 88
- adoption, leave and, 118
- Advisory Committee, Center for Leadership
  - Development, 89–90
- Affiliations of Union, B-6
  - affirmative action
    - ABA Specialists and, 179
    - non-discrimination and, 121
    - paraprofessionals and, 148
    - staffing and, 45
    - substitute teachers/nurses and, 161
  - teachers and, 121
- AFT, delegates to, B-4
- agency service fee payroll deduction
  - ABA Specialists and, 179–180
  - paraprofessionals and, 148–149
  - substitute teachers and, 161
  - swimming instructors and, 37
  - teachers and, 122
- air quality testing, 97
- ALC (Academic Ladder Credit), 104
- alternative compensation, 120
- alternative education, 95
- alternative service providers, 45
- Amendments
  - to bylaws, B-6
  - to Retired Teachers Chapter constitution, B-22
- American Arbitration Association
  - ABA Specialists and, 184
  - paraprofessionals and, 153
  - substitute teachers/nurses and, 165, 166
  - teachers and, 127, 128
    - withdrawal of program directors case before, 196
- American Federation of Teachers,
  - Boston Teachers Union. *See* Union
- announced observations, 67–68
- Annual Education Plan, 2
- annual school assessment, 19, 21
- annuities, tax-free
  - ABA Specialists and, 175
  - paraprofessionals and, 141
  - teachers and, 110
- applications
  - for promotion, 80–81
  - for vacancy, 79
- apprenticeship classes, compensation for, 108
- arbitration procedures. *See also* grievance and arbitration procedures
  - for ABA Specialists, 184
  - for paraprofessionals, 153
  - for performance evaluations, 76
  - Post-Transfer Placement Process and, 83
  - for substitute teachers/nurses, 165–166
  - for Supervisors of Attendance, 41
  - for swimming instructors, 37
  - for teachers, 127–128
    - withdrawal of program directors case on, 196
- art, books and supplies for, 96
- artifacts of professional practice, 58, 63, 66
- art teachers, 92
- asbestos, 96
- assaults, i
  - ABA Specialists and, 171
  - paraprofessionals and, 133, 145
  - teachers and, 98
- assessment data
  - collecting, 20–21
  - recording, 33
- Assessments Council, Student, 19
- assessment tests, state, 57
- assignment
  - of ABA Specialists, 172–173
  - of Department of Implementation personnel, 38
  - of substitute teachers, 158
  - of Supervisors of Attendance, 41
- Assignment Transfer Specialist, 38
- Assistant Headmaster (subject matter)
  - acting, 105–106
  - promotions and, 80
  - scholarship standards and, 34
- Assistant Superintendent
  - ABA Specialists' files and, 171
  - CoSESS and, 37
  - dispute resolution and, 151–152, 164, 182
  - leaves of absence without pay and, 178
  - paraprofessional files and, 133
  - resource center and, 94

- Assistant Superintendent of Human Resources
  - lane advancement and, 104
  - voluntary excessing and, 82
- Assistant Superintendent of Special Education and Support Services, 37
- Athletic Director, 36
- attendance reports, submission deadline for, 34
- audio-visual equipment responsibility,
  - compensation for, 108
- audit of Union finances, B-6
- awards, career
  - for paraprofessionals, 144
  - for Supervisors of Attendance, 41
  - for teachers, 113
- B**
- bachelor's degree
  - ABA Specialists and, 174
  - Group I teacher salary and, 101–102
  - paraprofessional salary and, 139–140
- bathrooms, 96
- benchmark testing, 34
- benefits. *See also* compensation
  - for paraprofessionals, 139–147
  - pre-tax, B-14–B-15
  - for substitute teachers, 159–160
  - for teachers, 110–120
- bereavement leave
  - ABA Specialists and, 177
  - cluster substitutes and, 160
  - paraprofessionals and, 145
  - teachers and, 116–117
- best practices, from Center for Leadership Development, 88, 89
- bilingual staff
  - class size and, 24
  - Faculty Senate for, 8
  - Guidance Counselors as, 25, 35
  - Language Assessment Team Leaders as, 109
  - paraprofessionals as, 130, 136
  - program area qualification for, 78, 187
  - psychologists as, 79
- black teachers
  - affirmative action and, 45
  - School Site Councils and, 10
- Blue Care Elect Preferred, 112, 142
- bonuses, for per diem substitutes, 160
- books, access to, 96
- Boston COMPACT, 89
- Boston Higher Education Partnership, 89
- Boston Horace Mann Charter Schools, 18, 51, 52
- Boston Plan for Excellence, 89
- Boston Public School Teachers Retirement Fund Association, B-16–B-17
- Boston School Sports and Fitness Corporation (BSSFC), 36
- Boston Student Advisory Council (BSAC)
  - shared decision-making and, 12, 14
  - Student Assessments Council and, 19
  - Boston Teachers Union. *See* Union
  - Committee on Political Education of. *See* Committee on Political Education
  - Boston Union Teacher* newspaper, i
  - BSAC. *See* Boston Student Advisory Council
  - budget
    - air quality testing and, 97
    - alternative education and, 95
    - Center for Leadership Development and, 90
    - Extended Learning Time (ELT) program and, 50
    - funding clause and, 119
    - local decision-making and, 18
    - need for appropriate level of, 3
    - pilot schools and, 16
    - for professional development 43, 87
    - School Site Council and, 11, 14
    - of Union, B-2, B-6
  - building administrators
    - beginning of teacher work year and, 46
    - books and supplies and, 96
    - class size and, 25
    - parent-teacher meetings and, 48
    - performance evaluations and, 55, 172
    - professional development schedule and, 46
    - school budget and, 18
    - sick leave and, 115
    - substitute evaluation by, 158
  - Building Representatives
    - beginning of teacher work year and, 46
    - definition of, 6, 132
    - dispute resolution for paraprofessionals and, 150, 151–152
    - dispute resolution for substitute teachers/nurses and, 162, 163, 164
    - effective working relationships and, 8
    - Executive Board and, B-2
    - Faculty Senate and, B-10
    - filing grievances and, 149, B-12–B-13
    - grievance time for, 180
    - leave of absence postponed by, 146
    - School Site Council and, 12, 14
    - school staffing and, 15
    - Union notices and, 122
  - buildings, 93–96. *See also* specific rooms and facilities
    - air quality testing in, 97
    - asbestos removal in, 96
    - construction and repair of, 97
    - smoking ban in, 97
    - working conditions in. *See* working conditions
  - bulletin boards
    - for school information, 97
    - for Union notices, 122
  - bus passes, 94, B-14
  - bylaws
    - of Retired Teachers Chapter, B-23–B-24
    - of School Site Councils, 13
    - of Union, B-1–B-10

## C

- Cafeteria Plan, 119, B-14
- calendar, school, 47. *See also* schedules
- career advancement, and performance evaluation, 75
- career awards
  - for ABA Specialists, 176
  - for paraprofessionals, 144
  - for Supervisors of Attendance, 41
  - for teachers, 113
- Career in Teaching Panel, 87, 88, 90
- Career in Teaching Plan, 90
- Career in Teaching Program, 90
- career ladder, 90–91
- caseload
  - for CoSESS, 37
  - for non-classroom personnel, 25–26
- caseload educator, definition of, 58
- categories of evidence, definition of, 58
- CCL (Collaborative Coaching and Learning), 91
- Center for Leadership Development (CLD), 87–90
  - sabbaticals and, 86
  - substitute teachers and, 158
- Center for Leadership Development Advisory Committee, 89–90
- central office
  - cluster substitutes and, 157
  - Supervisors of Attendance and, 41
- certification
  - ABA Specialists and, 172
  - Center for Leadership Development programs for, 88
  - itinerant service providers and, 44
  - National Board for Professional Teaching Standards and, 90–91
  - paraprofessionals and, 138
  - PDP certificates, 46
  - program areas and, 186–189
  - requirements of, 77–78
  - teaching outside of, 30
- CEUs (Continuing Education Units), 42, 43, 89
- Chief Structural Engineer, 97
- child care
  - Dependent Care Plan and, B-14, B-15
  - leave for, 117–118, 146, 178
- children, enrolled at parental place of employment, 120
- choral group teachers, 44
- “Chronically Under Performing” schools, 22
- City Council of Boston, and health insurance, 143, 175
- class coverage payment, 109
- classrooms
  - facilities for, 95, 96–97
  - visits to, 95
- class size, 23, 24–25, 27
- classroom teacher, definition of, 58
- CLD. *See* Center for Leadership Development
- clerical paraprofessionals. *See* paraprofessionals
- clinical coordinators
  - compensation for, 109
  - staffing of, 43
- Clinical Social Workers
  - caseload for, 25
  - continuing education and, 43
  - facilities for, 95
  - layoffs and, 84
- club responsibility, compensation for, 108
- Cluster Leader
  - cluster substitute evaluation by, 157, 158
  - dispute resolution for ABA Specialists and, 182
  - dispute resolution for paraprofessionals and, 151
  - dispute resolution for substitute teachers/nurses and, 163–164
  - dispute resolution for teachers and, 125–126
  - School Site Council voting and, 12
  - Supervisors of Attendance and, 41
- Cluster Office
  - cluster substitutes assigned to, 158
  - Supervisors of Attendance and, 41
- cluster substitutes
  - bereavement leave for, 160
  - definition of, 156
  - Health and Welfare Fund for, 160
  - for paraprofessionals, 135
  - performance evaluation of, 158
  - professional development for, 158
  - salary schedule for, 159
  - sick leave for, 159
  - work schedule and duties of, 157
- coaches
  - academic, 92
  - pay rate for, 107
  - staffing of, 35–36
- Coaches Committee, 36
- Code of Discipline, 97
- collaboration, and Extended Learning Time (ELT) program, 49, 50
- Collaborative Coaching and Learning (CLL), 91
- collaborative working relationships, 3
- collective bargaining
  - ABA Specialists and, 179–180
  - committee for, B-3
  - new issues and, 5, 131–132, 152, 169
  - paraprofessionals and, 148–149
  - substitute teachers/nurses and, 161
  - teachers and, 121–123
- college leave of absence
  - for attendance, 146, 177
  - for graduation, 146, 178
  - college credits, salary based on, 141
- Committee. *See* School Committee
- Committee on Political Education (C.O.P.E.)
  - ABA Specialists and, 180
  - BTU-COPE constitution and, B-18–B-19
  - paraprofessionals and, 149

- teachers and, 123
  - Committee Rules, availability of, 97
  - common planning period, 26, 28
  - common professional development time, 92
  - communications, from Union, B-7–B-8
  - community, accountability of, 2
  - Community Field Coordinators. *See also*
    - paraprofessionals
    - excessing and, 136
    - Restorative Practices and, 45
    - salary schedule for, 140
    - union contract for, 130
  - community liaison paraprofessionals, 130
    - See also* paraprofessionals compensation.
    - See also* benefits for ABA Specialists, 174–178
  - alternative, 120
  - certification and, 91
  - class size over maximum and, 24–25
  - Collaborative Coaching and Learning (CLL) and, 91
  - Committee obligations for, 114
    - for CoSESS, 37
    - for Department of Implementation personnel, 38
    - for Extended Learning Time (ELT) program, 50–51, 52
    - for Investigative Counselors, 39
    - mileage reimbursement and, 110
    - for New Teacher Developers (NTDs), 87
    - for paraprofessionals, 139–147
    - pay credit and, 110, 143
    - pay rates and differentials, 102–110
    - for Peer Assistants, 92
    - for performing arts teachers, 44
    - in pilot schools, 17, 18
    - Project Promise and, 32
    - for provisional teachers, 100
    - for Restorative Practice Coaches, 44
    - salary payment and schedules for, 101–103
    - severance pay and, 110
    - special rates and extracurricular payments for, 107–109
    - step placement and advancement and, 99
    - for substitute teachers, 159–160
    - for substitute teachers, 159–160
    - in Superintendent’s Schools, 22
    - for Supervisors of Attendance, 40
    - for swimming instructors, 36
    - for teachers, 99–110
    - training and, 139
  - Compliance CoSESS, 37
  - compliance paraprofessionals, 144
  - computerization
    - of cumulative records, 93
    - of report cards, 33
  - conferences, educational, days for, 87
  - construction and repair, of facilities, 97
  - consultation, for joint problem-solving, 7
    - consultation rooms, 93
    - Consulting Teachers (CTs), 197, 198
    - contacting the Union office, i
    - Continuing Education Units (CEUs), 42, 43, 89
    - contracts, 45, 135, 158
    - contractual hourly wages, 109
    - convention leave
      - educational, 116
      - Union, 117, 146, 178, B-4
    - cooperating teachers, 29, 109
    - C.O.P.E. *See* Committee on Political Education
    - Corporation Counsel, and assault cases, 98, 133, 171
    - CoSESS, 37
    - courses, from Center for Leadership Development, 89
    - court leave, 117, 145, 177
    - coverage paraprofessionals, 96
    - CPR training, 42
    - Curriculum Frameworks, 58, 62
- ## D
- dance teachers, 44
  - dates, effective
    - of paraprofessional contract, 130
    - of substitute contract, 155
    - of teacher contract, 4
  - Day and Evening Academy, The, 18
  - Day High School, 107
  - DCAP (Dependent Care Plan), B-14, B-15
  - deaf, teachers of, 107
  - death
    - in family. *See* bereavement leave
    - of teacher, compensation after, 110
  - decision-making
    - joint problem solving Steering Committee and, 7
    - school-based, 2
    - shared. *See* Shared decision-making
  - delegates to conventions, election of, B-4
  - demonstration lessons, 91
  - Department of Implementation personnel, 38–39
  - Dependent Care Plan, B-14, B-15
  - Deputy Superintendent. *See* superintendent
  - Developing Educator Plan, 59, 71
  - differentials, 105–107
  - dignity of every person, 3
  - Dimensions of Effective Teaching, 87, 91, 92
  - direct deposit services, 119
  - Directed Growth Plan
    - after Improvement Plan, 73
    - definition of, 59
    - description of, 72
    - observation with, 66
  - Director
    - ABA Specialists’ files and, 171
    - definition of, 6
    - dispute resolution for paraprofessionals and, 150, 151

dispute resolution for substitute teachers/nurses and, 163

dispute resolution for teachers and, 125

performance evaluations and, 55

Director of Personnel, and assault cases, 98, 133, 171

disability insurance, long term, 119

discharge

- of ABA Specialists, 172
- of Department of Implementation personnel, 39
- “Does Not Meet Standards” and, 56
- of Investigative Counselors, 40
- of paraprofessionals, 135
- of substitute teachers, 158
- of Supervisors of Attendance, 42
- of swimming instructors, 37
- of teacher, after Improvement Plan, 74

discipline

- of ABA Specialists, 172
- of Department of Implementation personnel, 39
- of Investigative Counselors, 40
- of paraprofessionals, 135
- of students, 97
- of substitute teachers, 158
- of Supervisors of Attendance, 42
- of swimming instructors, 37

Discovery Schools, 18

dismissal. *See* discharge

dispute resolution. *See also* arbitration procedures

- ABA Specialists and, 181–184
- commitment to peaceful means used for, 128, 153, 166, 184
- layoff and recall procedure and, 84
- paraprofessionals and, 150–152
- pilot schools and, 17
- substitute teachers/nurses and, 162–166
- teachers and, 124–128

district-determined measures, definition of, 58

diversity

- commitment to, 3
- non-discrimination and, 122
- School Site Councils and, 10

doctorate degree

- career awards and, 176
- Group I salary and, 101–102, 103
- Group II salary and, 104–105

“Does Not Meet Standards” performance rating

- paraprofessionals and, 137
- teachers and, 56
- voluntary excessing and, 81–82

Dorchester High School/Education Complex, 190

drama teachers, 44

dual-language programs, benchmark testing in, 34

dues. *See* Union dues

duplication equipment, access to, 94

duty-free lunches

- for paraprofessionals, 139
- for substitute teachers/nurses, 157
- for teachers, 29

## E

Early Childhood teachers, and SEIMS, 38

early learning centers, compensation for, 109

Eastern Orthodox holiday, 116

e-Bulletin, i

Editorial Board, B-2

educational conference days, 87

Educational Issues Committee, B-2

educational contracts, 45, 135

educational principles, basic, 1-3

educator, definition of, in evaluation, 59

educator evaluation. *See* performance evaluation

Educator Plan, in evaluation, 59, 65–66, 74

Edwards Middle School, 200

effective dates

- of paraprofessional contract, 130
- of substitute contract, 155
- of teacher contract, 4

Eidul-Fitr and Eidul-Adha holidays, 116

Election Committee, B-3, B-4

elections

- for Faculty Senate, B-11
- for Retired Teachers Chapter, B-22
- for School Site Council, 10, 13
- for Union positions, i, B-3–B-5

Elementary Field Representatives

- election of, B-3–B-5
- as Executive Board member, B-2

elementary schools

- alternative education in, 95
- class size in, 24–25
- duty-free lunches in, 29
- evening, compensation for, 108
- inclusion classrooms and, 26
- parent-teacher meetings and, 48
- planning and development periods in, 29–30, 52
- recording final records in, 33, 34
- relief from non-teaching tasks in, 30
- representation for, B-2
- SEIMS and, 38
- teacher assignment procedures in, 31
- teacher-in-charge in, 106

emergency, postponing leave of absence during, 146

Employee Organization/Association, 73

employment of relatives, 6, 132, 169

endorsements by Union, B-19

English as Second Language class size, 24

English assessment test, statewide, 57, 62

English High School, 28

English Language Learners Program, 7, 10

ESE (Massachusetts Department of Elementary and Secondary Education), 24, 51, 59, 64, 76, 201

ESL class size, 24

ETL, and program area qualification, 78

evaluation, definition of, 59

evaluation cycles, 60, 64–71

evaluation of performance. *See* performance evaluation

Evaluation Team Leaders, 8, 26

evaluators

- annual orientation for, 64
- definition of, 59
- Directed Growth Plan and, 72
- Educator Plan and, 66
- Formative Assessment and, 68–69
- Formative Evaluation and, 69
- general provisions for, 76
- goal setting and, 65–66
- Improvement Plan and, 72–73
- observation and, 66–67
- performance evaluation timelines and, 74–75
- Self-Directed Growth Educator Plan and, 71, 76
- Summative Evaluation and, 69–71
- teacher self-assessment and, 64, 65

evening schools, compensation for, 108

Exam School, 34

excessing

- inclusion classrooms and, 28
- of paraprofessionals, 136–137
- in pilot schools, 18
- Post-Transfer Placement Process and, 81–82
- program area qualification and, 78
- Project Promise and, 32
- Superintendent’s Schools and, 22
- of Supervisors of Attendance, 42
- voluntary, 81–82

Executive Board of Retired Teachers Chapter, B-21–B-24

Executive Board of Union

- communications from, B-7–B-8
- election of, B-3–B-5
- general procedures of, B-8–B-9
- members of, B-1–B-2
- representation and, B-2–B-3
- Union budget and, B-6

Executive Director of Center for Leadership Development, 89

Executive Vice President of Union

- communications from, B-7–B-8
- duties of, B-8–B-9
- election of, B-3–B-5
- as Executive Board member, B-2

exemplary performance rating

- career advancement and, 75
- definition of, 61
- observation and, 66
- self-assessment and, 65
- Self-Directed Growth Plan for, 59, 71
- Summative Evaluation and, 70

experienced educator, definition of, 60

Extended Learning Time(ELT) program, 49–54, 200

External Funds budget, 18

extracurricular activities, 107–108, 109

## F

Faculty Senates

- Chairpersons of, 8, B-10
- formation and recognition of, 7–8
- guidelines for, B-10–B-12
- leave of absence postponed by, 146
- parent-teacher meetings and, 48
- School Site Councils and, 12, 14

family

- death in. *See* bereavement leave
- definition of, in evaluation, 60

family leave. *See* maternity leave; parental leave

family members. *See* relatives

Fast Lane transponders, 94

fathers, parental leave and, 118

female personal pronouns, 6

file cabinets, 96

files, employment

- for ABA Specialists, 171
- for paraprofessionals, 133
- for teachers, 97–98

final records, recording, 33

finances, bylaws for, B-6

First Aid certification, 42

flexibility, importance of, 2

Flexible Spending Plan, 94, 119, B-14–B-15

flexible workdays, 29

Formative Assessment, 60, 68–69

Formative Evaluation, 60, 69

fringe benefits, for swimming instructors, 36

funding clause, 119

funds. *See* budget

## G

General Counsel, and dispute resolution, 126, 152

General membership meetings, B-6–B-7

goal, definition of, in evaluation, 60

goal setting, in performance evaluation, 62, 64–65, 65–66

Good Friday, 116

Governing Board, in pilot schools, 17, 18

grade level, class size by, 24

grades, recording of, 33, 34

graduation, leaves of absence for, 146, 178

grandfather protection

- for coaches, 35
- in program areas, 78

Greater Boston Labor Council, delegates to, B-4

grievance and arbitration procedures, i. *See also* arbitration procedures

- alternative procedures for, 152
- Building Representatives and, 149, 180
- for outside educational contracts, 45
- for performance evaluations, 76
- Post-Transfer Placement Process and, 83
- school time for, 122, 180
- for Supervisors of Attendance, 41
- for swimming instructors, 37

- time limits in, 152, 164, 183
- for unsatisfactory performance evaluation, 56

Grievance Committee, B-2

grievances, i

- definition of, 124, 150, 162, 181
- dispute resolution for, 124–128, 150–152
- filing, B-12–B-13

Group I

- credit for prior work experience and, 99
- Extended Learning Time (ELT) program and, 52
- lane advancement and, 103
- length of service and, 100
- salary schedule for, 102–104
- step advancement and, 100–101
- work year for, 47

Group II

- Extended Learning Time (ELT) program and, 52
- lane advancement and, 103
- length of service and, 100
- promotions and, 80
- salary schedule for, 104–105
- step advancement and, 101
- work year for, 47

guidance advisors, 35

guidance counselors

- facilities for, 93
- Faculty Senate for, 8
- flexible workdays for, 29
- maximum caseload for, 25
- professional development for, 92
- pilot schools and, 16
- salary schedule for, 105
- staffing of, 35

**H**

headmasters. *See* principals/headmasters

Health and Welfare Fund

- for ABA Specialists, 176
- for cluster substitutes, 160
- for Department of Implementation personnel, 39
- for Investigative Counselors, 40
- for paraprofessionals, 143–144, 160
- for Supervisors of Attendance, 40
- for teachers, 114, 144
- Union convention leave and, 117, 146, 178

Health Careers Academy, 18

health insurance

- for ABA Specialists, 175
- Medicare plan changes and, 195
- Memorandum of Agreement for, 191–193
- non-Medicare plan changes and, 194
- for paraprofessionals, 142–143
- for substitute teachers/nurses, 159–160
- for teachers, 112–113

health maintenance organizations (HMOs)

- changes to, 194
- paraprofessionals and, 142
- substitute teachers/nurses and, 159

- teachers and, 112

health paraprofessionals, 42, 136

H.H.H.O.R.C., compensation for, 106

Higginson Lewis School, 24

high schools

- alternative education in, 95
- class size in, 24–25
- duty-free lunches in, 29
- evening, compensation for, 108
- inclusion classrooms and, 26
- master schedule in, 28
- planning and development periods in, 29, 52
- Post-Transfer Placement Process and, 82
- recording final records in, 33, 34
- representation for, B-2
- School Site Council and, 10
- SEIMS and, 38
- summer review, compensation for, 108
- teacher assignment procedures in, 30–31

high school students

- school-based management and, 9
- School Site Councils with, 9, 10, 15

hiring

- rate of, 99
- School Site Council Subcommittee and, 15
- of substitutes, 32–33
- history assessment test, statewide, 57

holiday schedule

- for paraprofessionals, 139, 146
- for teachers, 47, 116

Home Economics

- books and supplies for, 96
- facilities for, 93
- staffing for, 35

homeroom classes, 29, 31

Horace Mann Charter Schools, 18, 51, 52

hourly wages. *See* also compensation

- contractual, 109
- for paraprofessionals, 139–140
- pay rate for, 107

hybrid teacher roles, 45

## I

ILT (Instructional Leadership Team), 11, 20, 50

Improvement Plan

- definition of, 59
- description of, 72–73
- observation and, 66
- unsatisfactory rating and, 75

in-service courses

- for ABA Specialists, 172
- for paraprofessionals, 134
- for teachers, 172

inclusion classrooms, 26–28

individualized benchmark testing, 34

Individual Professional Development Plans (IDPD), 22

industrial accident claims, 115–116

## Industrial Arts

- books and supplies for, 96
- class size for, 24
- compensation for, 103
- facilities for, 93
- promotion and, 81
- staffing for, 35

informal teacher evaluations, 57

information availability, 97

Information Officer, 38

- injury, absence due to, 115–116, 144–145, 176

Innovation Schools, 51, 52

Instructional Leadership Team (ILT), 11, 20, 50

Instructional time, in Superintendent's Schools, 22

insurance

- health. *See* health insurance
- life, 113, 143, 159
- long term disability, 119

intern teachers, performance evaluation of, 56

internal appeals process, in pilot schools, 17

intervention process, in pilot schools, 18

interviews, written notice after, 85

Investigative Counselors, 39–40

IPDP (Individual Professional Development Plan), 22

itinerant service providers. *See also* specific providers

- Extended Learning Time (ELT) program and, 52
- file cabinets for, 96
- SEIMS and, 38
- staffing of, 43–44

## J

Jackson Mann School, 107

Jewish holidays, 116

job sharing, for paraprofessionals, 135

joint problem-solving, 7–8

Joint Labor-Management Committee

- for alternative compensation, 120
- evaluation process and procedures and, 76
- for JROTC, 44
- for Superintendent's Schools, 23

Joint Task Force, and Extended Learning Time (ELT) program, 50, 51, 52

Joint Union/Management Committees

- for computerization of report cards, 33
- for evaluating paraprofessionals, 134
- for guidance counselors, 35
- for itinerant service providers, 43, 44
- for Peer Assistance program, 92
- for Student Support Coordinators, 44
- for Unified Student Services, 25

journeyman classes, compensation for, 108

JROTC, 44, 108

## K

kindergarten

- class size for, 24
- staffing for, 34–35

- starting day of, 46
- kindergarten teachers
- Faculty Senate and, 8
  - schedules for, 34–35
- King K-8 School, 24

## L

lane advancement, 103–104

Language Assessment Team Leader, compensation for, 109

Language Pathologists. *See* Speech and Language Pathologists

laptops, for ABA Specialists, 173

Latin High School, 107

Latin School, 33

law degree, and salary schedule, 103

laws

- layoff and recall procedure and, 84
- provisions contrary to, 6, 132, 156, 169
- School Site Council compliance with, 14

layoffs

- of ABA Specialists, 173
- of Department of Implementation personnel, 39
- inclusion plans and, 28
- of paraprofessionals, 135, 138
- procedure for, 83–84
- program area qualification and, 78
- seniority and, 76
- of Supervisors of Attendance, 41
- of swimming instructors, 36
- Union membership and, B-2

leadership, for effective working relationships, 8

leadership development programs, 88

lead sign language interpreters, 43

Lead Teachers, 88, 89

- learning, multiple measures of, 60, 62–63

learning spaces, facilities for, 95

leaves of absence

- for ABA Specialists, 176–177
- for adoption, 118
- for bereavement, 116–117, 145, 160, 177
- for child care, 117–118, 146, 178
- for college attendance, 146, 177
- for college graduation, 146, 178
- for conventions, 116, 117, 146, 178, B-4
- for court business, 117, 145, 177
- for maternity period, 117–118, 146, 178
- for parents, 118, 146
- for paraprofessionals, 144–146, 147
- program area qualification and, 77
- seniority and, 76
- for teachers, 114–119

leaving school premises during duty-free lunch, 29

length of pupil day, 47

length of school day, 47, 48, 49

length of school year, 46–47

length of service, and step placement, 100

length of work day/year. *See* schedules



letter of reasonable assurance, 79  
 Level 3 School, class size in, 24  
 Level 4 School, 51  
   class size in, 24  
   Extended Learning Time (ELT) program in, 51  
 Level 5 School, Extended Learning Time (ELT) program in, 51  
 librarians, flexible workdays for, 29  
 libraries, facilities for, 93  
 library paraprofessionals. *See also* paraprofessionals  
   layoffs and, 136  
   salary schedule for, 140  
 life insurance, 113, 143, 159  
 local level decision-making, 2  
 long term disability insurance, 119  
 long term substitutes  
   definition of, 156  
   performance evaluation of, 158  
   professional development for, 158  
   provisional contracts for, 157  
   salary schedule for, 159  
   sick leave for, 159  
   work schedule and duties of, 157  
 looping model of teacher assignment, 31  
 lounges, for teachers, 94  
 low-performing schools, 21–23  
 lunches, duty-free. *See* duty-free lunches

## M

mailboxes, for teachers, 94  
 male personal pronouns, 6  
 management rights, of Committee and Superintendent, 5, 131, 156, 169  
 Manager for Employee Relations, and dispute resolution, 126, 151, 164  
 mark books, 57, 98  
 marks, recording of, 33  
 Massachusetts Curriculum Frameworks, 58, 62  
 Massachusetts Department of Elementary and Secondary Education (ESE), 24, 51, 59, 64, 76, 201  
 Massachusetts Education Reform Act, 79, 88  
 Massachusetts English Proficiency Assessment, 62  
 Massachusetts Vocational Technical Education Frameworks, 58, 62  
 Master Medical, cessation of, 112, 142  
 master teaching schedule, 28  
 Master's degree  
   career awards and, 176  
   Group I salary and, 101–102, 103  
   Group II salary and, 103, 105  
   step placement and, 100  
 maternity leave, 117–118, 146, 178  
 math assessment test, statewide, 57  
 MBTA bus and subway passes, 94, B-14  
 MCAS Alternative Assessment portfolios, 98  
 MCAS Student Growth Percentile (SGP), 62

measurable, definition of, 60  
 mediators for dispute resolution  
   for ABA Specialists, 181  
   for paraprofessionals, 150  
   for substitute teachers/nurses, 162  
   for teachers, 124–125  
 Medical Spending Plan, B-14–B-15  
 Medicare, changes to, 195  
 meetings, Union, i, 122, 149  
 membership  
   of Retired Teachers Chapter, B-20  
   of Union, B-1–B-2, B-6  
 membership meetings, Union, B-6  
 membership rotation, for School Site Councils, 10  
 Memorandum of Agreement  
   for ABA Specialists, 185  
   for health insurance, 191–193  
   for paraprofessionals, 143, 154  
   on student feedback in educator evaluation, 201  
   for substitute teachers/nurses, 160  
   for teachers, 113, 129  
 middle schools  
   alternative education in, 95  
   class size in, 24–25  
   duty-free lunch in, 29  
   inclusion classrooms and, 26  
   master schedule in, 28  
   planning and development periods in, 29, 52  
   recording final records in, 33  
   relief from non-teaching tasks in, 30  
   representation for, B-2  
   summer review, compensation for, 108  
   teacher assignment procedures in, 30–31  
   telephones for teacher use in, 94  
 Mildred Ave. School, 24  
 mileage reimbursement  
   for ABA Specialists, 175  
   for itinerant service providers, 43  
   for paraprofessionals, 143  
   for teachers, 110  
 military leave of absence, 118, 145, 177  
 military service, and compensation, 103  
 minority teachers, and affirmative action, 45  
 MOA. *See* Memorandum of Agreement  
 mothers  
   maternity leave for, 117–118, 146, 178  
   nursing rooms for, 96  
 motions, in parliamentary procedure, B-12  
 multiple measures of student learning, 60, 62–63  
 music, facilities for, 93  
 music teachers  
   compensation for, 44, 103  
   Faculty Senate for, 8  
   professional development for, 92  
   staffing for, 35  
 Muslim holidays, 116

## N

- National Board Certification, 44, 91
- National Board for Professional Teaching Standards, 90–91
- National Teachers Examination, 77
- “Needs Improvement” performance rating
  - definition of, 61
  - Directed Growth Plan for, 59, 71
  - goal setting and, 66
  - observation and, 66, 67
  - Peer Assistance and Review (PAR) Program and, 198
  - self-assessment and, 65
  - Summative Evaluation and, 70
  - voluntary excessing and, 81–82
- negotiating team, B-3
- New Teacher Developers (NTDs), 87, 197
- No Child Left Behind, 22, 199
- nominations for Union positions, B-3–B-6, B-9
- non-discrimination
  - ABA Specialists and, 179
  - paraprofessionals and, 148
  - substitute teachers/nurses and, 161
  - teachers and, 121
- non-Medicare plans, changes to, 194
- non-teaching tasks, 29–30, 31
- notification, definition of, in evaluation, 60
- NTDs (New Teacher Developers), 87
- nurses
  - consultation rooms for, 93
  - contract articles not applying to, 6
  - credit for prior experience of, 100
  - definition of, 6
  - Faculty Senate for, 8
  - layoffs and, 83
  - length of work day for, 47
  - maximum caseload for, 25
  - performance evaluations of, 55
  - pilot schools and, 16
  - Post-Transfer Placement Process and, 81
  - provisional, 80
  - reemployment of, 85
  - staffing of, 42
  - substitute. *See* nurses, substitute
  - supplies for, 96
- nurses, substitute, 155–167
  - annual qualification as Union members by, 155
  - collective bargaining for, 161
  - dispute resolution and, 162–166
  - hiring of, 33
  - performance development for, 159
  - purpose and scope of agreement for, 155–167
  - removal and reinstatement as Union members of, 155
  - staffing for, 42
  - working conditions for, 157–158
- nursing rooms, 96

## O

- observation
    - announced, 67–68
    - Center for Leadership Development and, 89
    - performance evaluation and, 60, 63, 66–68
    - unannounced, 67, 74
  - occupational education, program area
    - qualification for, 188
  - occupational therapists
    - consultation rooms for, 93
    - maximum caseload for, 25
    - staffing of, 43–44
  - Office of Human Resources
    - cluster substitutes and, 158
    - leaves of absence and, 119
    - Post-Transfer Placement Process and, 82
    - sick leave and, 115, 178
  - Office of Special Education and Student Services, 25
  - officers of Union, i, B-2
  - O’Hearn School, 27
  - open postings. *See* vacancies
  - order of business, B-10
  - orientation programs
    - for evaluators, 64
    - for new teachers, 46
    - for parents, 48
    - for school-based management, 12
  - overall educator performance, 61
  - overtime
    - for Department of Implementation personnel, 39
    - for Investigative Counselors, 40
- ## P
- PAC (Peer Assistance Committee), 91, 92
  - para or paras, definition of, 132, 150
  - Paraprofessional Council, B-3, B-5, B-6
  - Paraprofessional Field Representative, B-3, B-13
  - paraprofessionals, 130–154
    - class size and, 24, 25
    - collective bargaining for, 148–149
    - compensation and benefits for, 139–147
    - coverage for, 96
    - credit for prior experience of, 100
    - definition of, 132
    - dispute resolution and, 150–153
    - Extended Learning Time (ELT) program and, 52
    - Health and Welfare Fund for, 160
    - inclusion classrooms and, 27–28
    - for kindergarten and pre-kindergarten, 35
    - No Child Left Behind and, 199
    - pilot schools and, 16, 18
    - purpose and scope of agreement for, 130–132
    - as substitute teachers, 32
    - in Superintendent’s Schools, 22
    - Union dues and, B-5
    - working conditions for, 133–138
  - Paraprofessional Training Program, 134–135

- parental leave
  - paraprofessionals and, 146
  - teachers and, 118
- Parent Council
  - parent-teacher meetings and, 48
  - School Site Councils and, 12
  - Student Assessments Council and, 19
  - waivers and, 15
- parent orientation sessions, 48
- parents
  - accountability of, 2
  - commitment to diversity by, 3
  - importance of involvement of, 2
  - joint problem solving Steering Committee with, 7
  - parental leave for, 118, 146
  - School Site Council with, 9, 10, 12, 13, 15
  - shared decision-making and, 9
- parent-teacher meetings, 48, 93
- parking, 94
- parliamentary procedure, B-12
- Part D drug (PDP) plans, Medicare, 192, 196
- parties, definition of, in evaluation, 60
- pay credit, 110, 143
- payroll deduction of Union fees
  - for ABA Specialists, 179
  - bylaws on, B-5
  - for paraprofessionals, 148
  - for substitute teachers, 161
  - for teachers, 122
- PDP certificates, 46
- PDPs (professional development points), 35, 46
- PEC (Public Employee Committee), 113
- peer assistance, 88
- Peer Assistance and Review (PAR) Program, 197–198
- Peer Assistance Committee (PAC), 91, 92
- Peer Assistance program, 91–92
- Peer Assistants, 92, 197
- peer coaching, 89
- pension, with Small Pension Fund, B-16–B-17
- per diem differential, for acting positions, 105–107
- per diem substitutes
  - bonus for, 160
  - definition of, 156
  - salary schedule for, 159
  - performance, accountability for, 2
- performance assessment of school, 20–21
- performance evaluation
  - ABA Specialists and, 172
  - cycles for, 64–71
  - Educator Plans and, 71–74
  - evidence used in, 62–63
  - paraprofessionals and, 134
  - Peer Assistance program and, 91
  - purpose and definitions for, 58–62
  - from September 2010 through August 2012, 55–57
  - from September 2012, 57–76
  - student feedback in, 201
  - of substitute teachers/nurses, 158
  - of Supervisors of Attendance, 41
  - timelines and general provisions for, 74–75
- performance rating, definition of, 60
- Performance Standards, 61–63
- performing arts teachers, 44. *See also* specific classes
- person, definition of, 6, 132, 150, 170
- personal leave
  - for ABA Specialists, 177–178
  - for paraprofessionals, 145–146
  - for teachers, 116–118
- personal pronouns, as inclusive of all employees, 6
- Personnel Department, Union convention
  - leave and, 117, 146, 178
- Personnel Manager, and teacher files, 98
- Personnel Subcommittee of School Site Council
  - coaches and, 36
  - Post-Transfer Placement Process and, 82
  - role of, 11
  - transfers and, 79
  - voting by, 13
- physical education
  - class size for, 24
  - facilities for, 94
  - professional development for, 92
  - promotion and, 81
- physical therapists
  - consultation rooms for, 93
  - facilities for, 96
  - maximum caseload for, 25
  - staffing of, 43–44
- pilot schools
  - best practices from, 88
  - Extended Learning Time (ELT) program and, 51, 52
  - shared decision-making and, 16–19
- plan books, 57, 98
- planning and development periods, 28–29, 52
- plural pronoun references, 6, 132, 170
- Political Action Committee, B-2
- Political Director, B-2, B-3
- political endorsements by Union, B-19
- posting of vacancies. *See* vacancies
- post-observation conference, 67–68
- Post-Transfer Placement Process (PTPP), 81–83
- pregnancy, and maternity leave, 117–118
- pre-kindergarten, staffing for, 34–35
- pre-observation conference, 67
- President of Faculty Senate, and School Site Councils and, 12, 14
- President of Union
  - communications from, B-7–B-8
  - duties of, B-9
  - election of, B-3–B-5
  - as Executive Board member, B-2
  - Extended Learning Time (ELT) program and, 50, 52

- as joint problem solving Steering Committee co-chair, 7
- Peer Assistance and Review (PAR) Program and, 197
- Peer Assistance program and, 92
- pilot school mediation and, 17
- regular meetings between Superintendent and, 7
- representation and, B-3
- School Intervention Teams and, 21
- School Site Council Subcommittee and, 12
- SEIMS and, 38
- special meetings called by, B-6
- Teacher Leadership Fund and, 90
- teacher reassignment in Superintendent's Schools and, 23
- pre-tax benefits, B-14–B-15
- primary evaluator, definition of, 59
- principals/headmasters
  - affirmative action and, 45
  - assault cases and, 98, 133
  - Center for Leadership Development programs for, 88
  - coaches and, 36
  - definition of, 6, 132, 170
  - dispute resolution for paraprofessionals and, 150–151
  - dispute resolution for substitute teachers/nurses and, 163
  - dispute resolution for teachers and, 125–126, 127
  - effective working relationships and, 8
  - Extended Learning Time (ELT) program and, 50
  - Faculty Senates and, 7
  - flexible workdays and, 29
  - grade change requests and, 33
  - grievance procedures and, B-12–B-13
  - inclusion classrooms and, 26, 27
  - Instructional Leadership Team and, 11
  - leaves of absence and, 146
  - leaving school premises during duty-free lunch and, 29
  - length of school day and, 47
  - parent-teacher meetings and, 48
  - performance evaluations and, 55
  - pilot school teacher excess and, 18
  - Post-Transfer Placement Process and, 82
  - professional development and, 47
  - Professional Teacher Status and, 75
  - Project Promise and, 31
  - provisional teachers and, 31
  - review of plan and mark books by, 37
  - school-based management and, 9
  - as School Site Council co-chair, 14
  - as School Site Council member, 9, 12, 13
  - school staffing and, 15
  - student progress data and, 57
  - Superintendent's Schools and, 22, 23
  - teacher assignments and, 31
  - waivers and, 15
- prior work experience
  - paraprofessionals and, 136
  - teachers and, 99–100
- privileges in collective bargaining
  - for paraprofessionals, 148–149
  - for teachers, 121–123
- problem-solving, joint, 7–8
- professional development, 86–92
  - Center for Leadership Development for, 88
  - importance of, 2
  - for itinerant service providers, 43, 44
  - opportunities for, 86
  - of paraprofessionals, 134–135
  - PDP certificates for, 46
  - PDPs (professional development points) for, 35, 46
  - school year and, 46–47
  - of substitute teachers, 158, 159
  - in Superintendent's Schools, 22–23
  - time for, 46–47, 92
  - after unsatisfactory performance evaluation, 56
- Professional Development Committee
  - Center for Leadership Development and, 89
  - paraprofessionals and, 135
  - substitutes and, 159
- professional development days, 46, 92
- Professional Development Institute, 92
- Professional Development Institute Coordinator, 92
- professional development plans, 22, 88
- professional development points (PDPs), 35, 46
- professional development programs, 2, 88, 89
- Professional Teacher Status (PTS)
  - attaining, 75
  - definition of, 61
  - Educator Plans and, 59
  - experienced educator and, 60
- proficient performance rating
  - career advancement and, 75
  - definition of, 61
  - observation and, 66
  - self-assessment and, 65
  - Self-Directed Growth Plan for, 59, 72
  - Summative Evaluation and, 70
- program areas
  - certification requirements for, 186–189
  - paraprofessionals and, 136
  - qualification for, 77
- program/subject code, 133
- programming preference sheets, 30, 31
- programs with teacher assignments, 30–31
- Project Promise, 31–32
- promotion, 77, 80–81
- provisional nurses, 80
- provisional teachers
  - extended day schools and, 200
  - granting permanent status to, 31
  - Peer Assistance and Review (PAR) Program and, 198

- performance evaluation of, 56
- School Site Council Subcommittee and, 15
- step placement for, 100
- transfers and, 79
- tuition reimbursement and, 91

psychologists

- consultation rooms for, 93
- facilities for, 95
- Faculty Senate for, 8
- mileage reimbursement and, 110
- performance evaluations of, 55
- Post-Transfer Placement Process and, 81
- salary schedule for, 105
- staffing of, 43–44
- transfers of, 79

PTPP (Post-Transfer Placement Process), 81–83

PTS. *See* Professional Teacher Status

Public Employee Committee (PEC), 113

Pupil Adjustment Counselors

- Faculty Senate for, 8
- mileage reimbursement and, 110
- Post-Transfer Placement Process and, 81
- salary schedule for, 105
- staffing of, 43–44
- pupil day, length of, 47

## Q

- quality, accountability for, 2
- quality assurance, and school assessment, 20
- quorum
  - in parliamentary procedure, B-12
  - School Site Council and, 13

## R

- rated positions, filling, 80
- Rating of Educator Impact on Student Learning, 61, 75
- Rating of Overall Educator Performance, 61
- Reading Recovery Teachers, 44
- reasonable assurance, letter of, 79
- reassignment
  - pool vacancies and, 82
  - Superintendent's Schools and, 23
- recall
  - of ABA Specialists, 173
  - of Department of Implementation personnel, 39
  - of paraprofessionals, 137
  - procedure for, 84
  - program area qualification and, 77
  - provisional contracts for long term substitutes and, 158
  - of swimming instructors, 36
- records
  - computerization of, 93
  - file cabinets for, 96
  - reemployment, 85

- reimbursement policies
  - for mileage, 43, 110, 143, 175
  - for travel, 110, 143
  - for tuition, 91, 144
- reinstatement of substitutes into Union, 155
- relationships, working, 3, 7–8
- relatives
  - bereavement leave for death of, 116–117, 145, 160
  - employment of, 6, 132, 169
  - performance evaluations of, 55
- religious holidays, 116, 146
- religious observance, continuing negotiations on, 131, 169
- removal of substitutes from Union, 155
- repairs to school property, 97
- report cards, computerization of, 33
- Requests for Proposal (RFP)
  - Discovery Schools and, 18
  - Extended Learning Time (ELT) program and, 51
  - pilot schools and, 16
- Reserve Forces leave of absence, 118, 145, 177
- residency, 85
- resignation
  - compensation after, 110
  - withdrawal of, 85
- resource centers, 94
- resource rooms
  - inclusion classrooms and, 26
  - SEIMS and, 38
- resources. *See* budget
- respect, mutual, 3
- restrooms, 96
- “restructuring” schools, 22
- retired teachers, returning as substitutes, 157
- Retired Teachers Chapter
  - constitution of, B-20–B-24
  - membership in, B-2
- retirement
  - compensation after, 110
  - returning as substitute after, 157
- retirement plans
  - for ABA Specialists, 175
  - for paraprofessionals, 141–142
  - for teachers, 110–112
- revenue. *See* budget
- RFP. *See* Requests for Proposal
- Restorative Practice Coaches, 44–45
- right of return
  - of Department of Implementation personnel, 39
  - of Investigative Counselors, 40
  - of paraprofessionals, 137
  - Post-Transfer Placement Process and, 82
  - of Supervisors of Attendance, 42
- rights, protection of, 6, 121, 148, 179
- Rosh Hashanah, 116
- rotation for non-teaching tasks, 31
- RTC. *See* Retired Teachers Chapter
- rubrics, in performance evaluation, 62, 63

## S

### sabbaticals

- for ABA Specialists, 178
- for paraprofessionals, 147
- for teachers, 86

### salary. *See also* compensation

- Group I schedule for, 102–104
- Group II schedule for, 104–105
- paraprofessional schedule for, 139–142
- step placement and advancement and, 99
- substitute teacher/nurse schedule for, 160

### Saturday work

- alternative education and, 95
- New Teacher Developers and, 87
- Project Promise and, 32

### savings clause, 5, 132, 156, 169

### SBM. *See* school-based management

### Schedule A schools, in Extended Learning Time (ELT) program in, 49, 50, 51–52, 53

### Schedule B schools, in Extended Learning Time (ELT) program in, 51, 53–54

### schedules. *See also* vacation schedules

- for ABA Specialists, 174
- for CoSESS, 37
- for Department of Implementation personnel, 39
- for Extended Learning Time (ELT) program, 49, 50, 51, 52
- flexible, for non-classroom professionals, 29
- for inclusion classrooms, 28
- for Investigative Counselors, 40
- for New Teacher Developers (NTDs), 87
- for paraprofessionals, 139
- for performance evaluation, 74–75
- for pilot schools, 17–18
- posting of, 97
- for professional development, 46–47, 92
- Project Promise and, 32
- for Restorative Practice Coaches, 44
- for substitute teachers, 157
- for Supervisors of Attendance, 41
- for teachers, 28–30
- work year and, 46–47

### scholarship standards, 34

### school, definition of, 6, 132, 170

### School Adjustment Counselors, 47

### school assessment, 19, 20–23

### School-Based CoSESS, 37

### school-based decision-making, 2

### school-based leadership development, 88

### school-based management (SBM), 9–19

- Center for Leadership Development and, 88, 89
- goals and philosophy of, 9
- joint problem solving Steering Committee for, 7
- paraprofessionals and, 135
- pilot schools and, 16–18
- school budgets and, 18
- School Site Councils for, 9–11
- shared decision-making and, 12–19

### school budget. *See* budget

### school calendar, 47. *See also* schedules

### School Committee

- affirmative action and, 45, 121, 148, 161, 179
- arbitration and, 127–128, 153, 165, 166, 184
- assault cases and, 98, 133, 171
- availability of rules of, 97
- Center for Leadership Development Advisory Committee and, 89
- collaborative working relationship with, 3
- collective bargaining for paraprofessionals and, 148–149
- collective bargaining for substitute teachers/nurses and, 161
- collective bargaining for teachers and, 121–123
- compensation obligations and, 114
- construction and repair and, 97
- diversity and, 10
- Extended Learning Time (ELT) program and, 49, 54
- Health and Welfare Fund and, 114, 143, 176
- health insurance and, 159
- information for Union from, 122
- Joint Union/Management. *See* Joint Union/Management Committees
- leave of absence for Union officers and, 114–115
- list of authorized Union representatives for, 123, 149, 180
- management rights of, 5, 131, 156, 169
- new issues and, 5, 131–132, 169
- No Child Left Behind and, 199
- parking and, 94
- pilot schools and, 16
- program area qualification and, 77
- recognition of Union by, 4, 130
- sabbaticals and, 86
- school budgets and, 18
- shared decision-making and, 9
- snow removal and, 95
- Steering Committee and. *See* Steering Committee
- step placement and, 99
- student discipline and, 97
- Union representative recognition by, 123
- volunteers and, 45
- waiver of rules of, 15–16

### school day, length of, 47, 48, 49

### School Department

- affirmative action and, 45
- air quality testing and, 97
- alternative education and, 95
- Center for Leadership Development and, 88
- coaches and, 36
- collaborative working relationship with, 3
- collective bargaining and, 121
- computerization of report cards and, 33
- Discovery Schools and, 18
- dispute resolution and, 125, 151

- employment of relatives and, 6, 132, 169
- excess pool and, 79
- guidance counselors and, 35
- itinerant service providers and, 43
- joint problem-solving and, 7
- kindergarten and, 34
- lane advancement and, 103, 104
- law compliance and, 14
- leaves of absence and, 119
- mediators and, 163
- nurses and, 42
- official tests of, recording grades for, 34
- outside educational contracts and, 45
- Paraprofessional Training Program and, 134–135
- parent-teacher meetings and, 48
- performance evaluators and, 55
- pilot schools and, 17
- Post-Transfer Placement Process and, 83
- recall list and, 84
- school calendar and, 47
- School Site Council and, 10, 14
- substitute assignments by, 157
- summer program and, 32
- telephones for teacher use and, 94
- tolls and, 94
- vacancies on website of, 79
- volunteers and, 45
- waiver votes and, 15
- school facilities, 93–96. *See also* specific rooms and facilities
  - air quality testing in, 97
  - asbestos removal in, 96
  - construction and repair of, 97
  - smoking ban in, 97
  - Union meetings in, 122, 149, 180
  - working conditions in. *See* working conditions
- School Intervention Teams, 2, 21
- school level dispute resolution. *See also* dispute resolution
  - for ABA Specialists, 181–182
  - for paraprofessionals, 150–151
  - for substitute teachers/nurses, 163
  - for teachers, 125–126
- school nurses. *See* nurses
- school psychologists. *See* psychologists
- School Reform Plan, 22
- School Site Councils, 9–11
  - affirmative action and, 45
  - annual school assessment and, 21
  - Center for Leadership Development and, 88
  - coaches and, 36
  - composition of, 9–10
  - diversity and, 10
  - Extended Learning Time (ELT) program and, 50, 52
  - inclusion classrooms and, 26
  - operation of, 12–14
  - paraprofessionals and, 135
  - parent-teacher meetings and, 48
  - role of, 11
  - school budget and, 18
  - scope of authority of, 14–16
  - Subcommittee of, 12–13, 15
  - training of, 14
  - transfers and, 79
- school staffing. *See* staffing
- school system
  - accountability in, 2
  - collaborative working relationships in, 3
  - commitment to diversity in, 3
  - mutual respect and dignity in, 3
- school year. *See also* schedules
  - last two days of, 48
  - length of, 46–47
- science assessment test, statewide, 57
- SDM. *See* shared decision-making
- Secondary Field Representative, B-2, B-6
- Secretary of Retired Teachers Chapter, B-24
- Secretary-Treasurer of Union
  - communications from, B-7
  - duties of, B-8, B-10
  - election of, B-3–B-5
  - as Executive Board member, B-2
  - Union dues and, B-5
- security paraprofessionals, 136, 140
- SEI (Structured English Immersion) class size, 24
- SEIMS arbitration, 38
- Self-assessment, in performance evaluation, 63, 64–65
- Self-Directed Growth Educator Plan
  - after Improvement Plan, 73
  - definition of, 59
  - description of, 71
  - Evaluator workload and, 76
  - Formative Evaluation and, 69
  - Summative Evaluation and, 70
  - unsatisfactory rating and, 75
  - seminars, from Center for Leadership Development, 89
- seniority
  - ABA Specialists and, 172, 173
  - determining, 76–77
  - excessing and, 81, 82, 83
  - layoffs and, 83–84
  - paraprofessionals and, 134, 136–137
  - Post-Transfer Placement Process and, 83
  - in program areas, ranking by, 77
  - recall and, 84
- Sergeant at Arms, B-2
- severance pay
  - for ABA Specialists, 172
  - for paraprofessionals, 135
  - recall and, 84
  - sheltering of, B-16
  - for teachers, 110
- shared decision-making (SDM), 9–19
  - Center for Leadership Development and, 88

- goals and philosophy of, 9
- pilot schools and, 16–18
- school budgets and, 18
- School Site Councils and, 12–16
- sick leave
  - for ABA Specialists, 178
  - donation program for, 178
  - for paraprofessionals, 146
  - pregnancy and, 117–118
  - severance pay and, B-16
  - for substitute teachers/nurses, 159
  - for teachers, 115
- sign language interpreters, 43, 136, 140
- singular references, 132, 170
- 636 Coordinators, 43
- slow academic achievers, class size for, 24
- Small Pension Fund, B-16–B-17
- smoking on school grounds, 97
- snow removal, 95
- Social Workers, Clinical. *See* Clinical Social Workers
- South Boston High School/Education Complex, 190
- Special Assistant Director Music, 103
- special class differential, 106–107
- Special Education (SPED)
  - inclusion classrooms and, 26–28
  - MCAS Alternative Assessment portfolios and, 98
  - joint problem solving Steering Committee with, 7
  - paraprofessionals and, 136
  - planning and development periods and, 29–30
  - program area qualification and, 78, 189
  - promotion and, 81
- Special Education and Support Services, and CoSESS, 37
- Special Education Program, 7, 10
- SPED. *See* special education speech and language pathologists
  - consultation rooms for, 93
  - facilities for, 95
  - maximum caseload for, 25
  - staffing of, 43–44
- SRP (School Reform Plan), 22
- staffing. *See also* teacher staffing
  - affirmative action and, 45
  - of alternative service providers, 45
  - dispute resolution and, 128, 166
  - School Site Councils and, 15
  - of special groups, 35–44
  - of Superintendent’s Schools, 23
  - of teachers. *See* teacher staffing
  - standardized achievement tests, 57
- Standing Committees, of Retired Teachers Chapter, B-21
- State-Boston Retirement System
  - for ABA Specialists, 175
  - for paraprofessionals, 141–142
  - for teachers, 110–112
- state certification, 77, 88
- state laws. *See* laws
- Steering Committees
  - Coaches Committee and, 36
  - computerization of report cards and, 33
  - dispute resolution and, 124
  - joint problem-solving and, 7
  - law compliance and, 14
  - mediators and, 162
  - outside educational contracts and, 45
  - pilot schools and, 16
  - school-based management orientation and, 12
  - school budgets and, 18
  - School Site Council monitoring and, 12
  - student feedback on teachers and, 201
  - subcommittee and, 12–13
  - waivers and, 16
- Steering Committee Subcommittee, 12–13
- step placement and advancement
  - for paraprofessionals, 139
  - for teachers, 99
- street duty, 30
- Structured English Immersion class size, 24
- Student Assessments Council, 19
- Student Councils, and School Site Councils, 12
- student development counselors (SDCs), 35.
  - See also* guidance counselors
- Student Growth Percentile (SGP), 62
- Student Information System, 98
- student nurse observers, 42
- students
  - accountability of, 2
  - discipline of, 97
  - educator evaluation feedback from, 201
  - feedback from for teacher evaluation, 75
  - joint problem solving Steering Committee with, 7
  - multiple measures of learning by, 60, 62–63
  - performance and progress of, 57
  - rating of educator impact on, 61, 75
  - school assessment and, 75
  - on School Site Council, 10
  - TeachBoston Program and, 90
  - teacher performance evaluation and, 61–62
- student stations, and class size, 24
- Student Support Coordinator, 44
- study leave
  - for ABA Specialists, 177
  - for paraprofessionals, 145
- Substantially separate teachers, and SEIMS, 38
- substitutes
  - annual qualification as Union members by, 155
  - for Industrial Arts or Home Economics, 35
  - long term. *See* long term substitutes
  - for nurses. *See* nurses, substitute
  - for paraprofessionals, 134, 135
  - pilot schools and, 16
  - retired teachers returning as, 157
  - for Supervisors of Attendance, 42
  - for teachers. *See* teachers, substitute
  - Union dues and, B-5



Substitute Teacher Field Representative, B-2  
 subway passes, 94, B-14  
 Summative Evaluation, 62, 69–71  
 summer program, 32  
 summer review schools, compensation for, 108  
 summer work  
     CoSESS and, 37  
     for Investigative Counselors, 40  
     for paraprofessionals, 137  
 Sumner Tunnel, 94  
 Superintendent  
     ABA Specialists' assignment and, 172–173  
     acting assistant headmaster designation by, 106  
     annual school assessment and, 21  
     arbitration and, 153, 165  
     Center for Leadership Development and, 89  
     collective bargaining and, 121–122  
     CoSESS and, 37  
     definition of, in evaluation, 62  
     Discovery Schools and, 18  
     dispute resolution for ABA Specialists and, 183  
     dispute resolution for paraprofessionals and,  
         151–152  
     dispute resolution for substitute teachers/nurses  
         and, 164  
     dispute resolution for teachers and, 126, 127  
     effective working relationships and, 7, 8  
     evaluator training and, 76  
     Extended Learning Time (ELT) program  
         and, 50, 52  
     itinerant service providers and, 43  
     as joint problem solving Steering Committee  
         co-chair, 7  
     law compliance and, 14  
     leave of absence and, 119  
     management rights of, 5, 131, 156, 169  
     maternity leave and, 117, 118  
     mediators and, 162  
     nurses and, 42  
     Peer Assistance and Review (PAR) Program  
         and, 197  
     Peer Assistance program and, 92  
     as performance evaluator, 55  
     pilot school mediation and, 17  
     Professional Development Institute and, 92  
     Professional Teacher Status and, 75  
     promotions and, 80  
     provisional teachers and, 31  
     regular meetings between Union President and, 7  
     sabbaticals and, 86  
     School Intervention Teams and, 21  
     School Site Council authority and, 14  
     School Site Council Subcommittee and, 12  
     SEIMS and, 38  
     shared decision-making and, 9  
     Student Assessments Council and, 19  
     Superintendent's Schools and, 22–23  
     Teacher Leadership Fund and, 90

    unsatisfactory rating and, 75  
     waiving policies of, 15–16  
     Whole School Improvement Plans and, 20  
     written notice after interview and, 85  
 Superintendent's Schools, 21–23, 135  
 Supervising Evaluator  
     definition of, 59  
     disagreements and, 76  
     Improvement Plan and, 72, 73  
 Supervisors of Attendance, 40–42  
 Supervisors of Music/Arts Education, 35  
 supervisory experience, and promotion, 81  
 supplies, access to, 96  
 surround care paraprofessionals, 136, 140, 141  
 suspended session, and paraprofessionals, 139  
 suspension from Union, B-6, B-8  
 suspension of students, 98  
 swimming instructors, 36–37, 136  
 syllabus, given to parents, 48

## T

talented students, class size for, 24  
 tax-free annuities  
     for ABA Specialists, 175  
     for paraprofessionals, 141  
     for teachers, 110  
 taxes  
     pre-tax benefits and, B-14–B-15  
     sheltering of severance pay and, B-16  
 TeachBoston Program, 90  
 teacher, definitions of, 6, 62  
 teacher-in-charge, compensation for, 106, 108  
 Teacher Leadership Framework, 19  
 Teacher Leadership Fund, 90  
 teacher paraprofessionals. *See* paraprofessionals  
 teachers  
     academic coaches supporting, 92  
     accountability of, 2  
     assigned to more than one building, 59  
     certification of. *See* certification  
     children of, enrolled at parent's school, 120  
     credit for prior experience as, 99–100  
     excessing of. *See* excessing  
     hiring of, 15  
     lounges for, 94  
     No Child Left Behind and, 199  
     orientation program for, 46  
     pilot schools and, 16  
     provisional. *See* provisional teachers  
     reassignment of, 23  
     recall of. *See* recall  
     School Intervention Teams and, 21  
     School Site Councils with, 10, 13, 15  
     shared decision-making and, 9  
     Student Assessments Council and, 19  
     student feedback on, 201  
     substitute. *See* teachers, substitute  
     in Superintendent's Schools, 22, 23

- teaching load and, 28–30
  - teaching out of certificate and, 30
  - transfer of. *See* transfers
  - tuition reimbursement and, 91
  - teachers, substitute, 155–167
    - annual qualification as Union members by, 155
    - collective bargaining for, 16
    - compensation and benefits for, 159–160
    - dispute resolution and, 162–166
    - hiring of, 32
    - paraprofessionals as, 32, 134
    - performance evaluation of, 158
    - professional development for, 158, 159
    - purpose and scope of agreement for, 155–167
    - removal and reinstatement as Union members of, 155
    - working conditions for, 157–158
  - Teachers Retirement Fund Association, B-16–B-17
  - teacher staffing, 24–34
    - assignment procedures for, 30–31
    - class size and, 24–25
    - Extended Learning Time (ELT) program and, 50
    - inclusion classrooms and, 26–28
    - minority representation among, 45
    - Project Promise and, 31
    - recording final records and, 33
    - relief from non-teaching tasks and, 29–30
    - scheduling and, 28–30
    - scholarship standards and, 34
    - School Site Council Subcommittee and, 15
    - substitute hiring and, 32
    - summer program and, 32
    - teaching load and, 28–30
    - teaching licenses, 62, 92, 159
  - teaching loads
    - inclusion classrooms and, 28
    - Superintendent’s Schools and, 22–23
    - teachers and, 28–30
  - Tech-Boston School, 24
  - tech support personnel, 44
  - Ted Williams Tunnel, 94, 95
  - telephones
    - nurse access to, 93
    - teacher access to, 94
  - termination. *See* discharge
  - testing, individualized benchmark, 34
  - testing kits, for itinerant service providers, 43
  - test scores, recording, 34
  - Thanksgiving
    - dismissal on day before, 48
    - personal leave and, 116, 146, 178
    - school calendar with, 47
  - theater teachers, 44
  - Thompson Middle School, 17, 31
  - Tier 1 schools, 2, 3
    - Superintendent’s Schools and, 23
  - Tier 3 schools, and Extended Learning Time (ELT) program, 49
  - timelines, for performance evaluation, 74–75
  - Timilty Middle School, 31, 200
  - Tobin Bridge, 94
  - tolls, 94
  - T bus and subway passes, 94, B-14
  - trade schools, evening, compensation for, 108
  - trades teachers, salary schedule for, 103, 105
  - traffic patrol duty, 30
  - trainees, and cooperating teachers, 29
  - training
    - for ABA Specialists, 172, 174
    - on best practices, 88, 89
    - Center for Leadership Development programs for, 88, 89
    - for effective working relationships, 8
    - for Evaluators, 76
    - for Extended Learning Time (ELT) program, 50
    - for inclusion classrooms, 27–28
    - New Teacher Developers (NTDs) and, 87
    - for nurses, 42
    - for paraprofessionals, 134–135, 139
    - on school-based management (SBM), 89
    - for School Site Councils, 14
    - for substitute teachers, 158
  - transfers
    - inclusion classrooms and, 28
    - of paraprofessionals, 137
    - Post-Transfer Placement Process and, 81–83
    - procedures for, 78–79
    - Project Promise and, 31
    - promotions and, 80
    - resulting from waivers, 16
    - School Site Council Subcommittee and, 15
    - Superintendent’s Schools and, 23
    - of Supervisors of Attendance, 41
    - training pay, 139
  - transportation
    - Fast Lane transponders and, 94
    - MBTA bus and subway passes and, 94, B-14
    - parking and tolls and, 94
    - Transportation Plan for expenses in, B-14, B-15
    - travel reimbursement and, 110, 143
  - Transportation Officer, 38
  - Transportation Plan, B-14, B-15
  - travel reimbursement, 110, 143
  - traveling assignments, for kindergarten, 34, 35
  - Treasurer of Retired Teachers Chapter, B-24
  - Treasurer of Union. *See* Secretary-Treasurer of Union
  - trends in student learning, 62
  - Turnaround Schools, 51, 52
  - tutorial program, for paraprofessionals, 135
- ## U
- Umana/Barnes Middle School, 200
  - Umana School, 135
  - unannounced observations, 67, 74
  - under-performing schools, 21–23

Union (Boston Teachers Union)

- affirmative action and, 45, 121, 148, 161, 179
- air quality testing and, 97
- annual qualification of substitute teachers/nurses for, 155
- Center for Leadership Development and, 89, 90
- Coaches Committee and, 36
- collaborative working relationships with, 3
- collective bargaining for paraprofessionals by, 148–149
- collective bargaining for teachers by, 121–123
- communications from, i
- construction and repair and, 97
- contacting, i
- convention leave and, 117, 146
- Discovery Schools and, 18
- dispute resolution for paraprofessionals and, 150–153
- dispute resolution for substitute teachers/nurses and, 162–166
- dispute resolution for teachers and, 124–128
- diversity and, 10
- dues of. *See* Union dues
- elections of, i, B-3–B-5
- employment of relatives and, 6, 132, 169
- Executive Vice-President of. *See* Executive Vice-President of Union
- Health and Welfare Fund and, 114, 143, 176
- joint problem-solving and, 7
- Joint Union/Management Committee and. *See* Joint Union/Management Committees
- law compliance and, 14
- leaves of absence and, 119, 147
- leaves of absence for officers of, 114–115, 147, 178
- meetings within schools and, 122, 149
- meeting times and locations, i
- new issues and, 5, 131–132, 152, 169
- New Teacher Developers and, 87
- nurses and, 42
- orientation program for new teachers and, 46
- outside educational contracts and, 45, 135
- Paraprofessional Training Program and, 134–135
- Peer Assistance program and, 91, 92
- pilot schools and, 16–17
- Post-Transfer Placement Process and, 81, 83
- president of. *See* President of Union
- Professional Development Institute and, 92
- recognition of, by Committee, 4, 130, 155
- removal and reinstatement of substitute teachers/nurses in, 155
- School Intervention Teams and, 21
- School Site Council training and 14
- Secretary-Treasurer of. *See* Secretary-Treasurer of Union
- seniority lists for paraprofessionals and, 134
- seniority lists for teachers and, 83
- shared decision-making and, 9

- Steering Committee and. *See* Steering Committee
- student feedback on teachers and, 201
- TeachBoston Program and, 90
- telephones for teacher use and, 94
- time for negotiations in, 121–122
- tolls and, 94
- Treasurer of. *See* Secretary-Treasurer of Union
- Vice-President of. *See* Executive Vice-President of Union
- views and suggestions from, 5, 131
- volunteers and, 45

Union dues

- bylaws for, B-5
- for paraprofessionals, 148
- for Retired Teachers Chapter, B-23
- for substitute teachers/nurses, 161
- for swimming instructors, 37
- for teachers, 122

Union representatives. *See also* Building Representatives

- Committee recognition of, 123
- definition of, 6, 132, 170
- list of authorized, 123, 149, 180
- time allowed for duties of, 121–122, 149

unit tests, recording grades for, 34

unsatisfactory performance rating

- definition of, 61
- dismissal and, 74
- goal setting and, 66
- Improvement Plan for, 59, 72–73, 75
- observation and, 66, 67
- prior to September 2012, 55–56
- self-assessment and, 65
- step advancement and, 101
- of substitute teachers/nurses, 158
- Summative Evaluation and, 70–71
- Supervising Evaluator and, 76
- transfers and, 79, 81
- voluntary excessing and, 81–82
- voluntary transfer and excessing rights and, 81

## V

vacancies

- excessing and, 82
- on Executive Board, B-3–B-4
- at extended day schools, 200
- for paraprofessionals, posting of, 138
- paraprofessionals who qualify for, 138–139
- Post-Transfer Placement Process and, 81, 82
- posted on website, 79
- procedure for, 79
- promotions and, 80
- returning from leave of absence and, 119
- substitute teachers and, 158

vacation schedules

- for paraprofessionals, 139
- personal leave and, 116, 145
- for teachers, 47

Vice-Chairperson of Retired Teachers Chapter, B-24  
video observation, definition of, 60  
Vision Teachers, 43–44  
vocational education  
    books and supplies for, 96  
    compensation for summer classes of, 109  
    facilities for, 93  
    staffing for, 35  
Vocational Technical Education Frameworks, 58, 62  
voluntary excessing. *See also* excessing  
    Post-Transfer Placement Process and, 81–82  
voluntary programs, 45  
volunteers, 45  
voting  
    by alternate School Site Council members, 13  
    to approve waivers, 15  
    Faculty Senate and, B-11  
    by School Site Council, 12

## W

wavers, and School Site Council, 15–16  
warning notices, recording, 34  
Whole School Improvement Plans  
    academic progress of students and, 57

    annual school assessment and, 20, 21  
    performance evaluations and, 57  
    professional development schedule and, 46  
    School Site Council and, 11  
working conditions  
    for ABA Specialists, 171–173  
    mutual respect and dignity in, 3  
    for paraprofessionals, 133–138  
    for substitute teachers/nurses, 157–158  
    for Supervisors of Attendance, 41  
    for teachers, 93–98  
    working relationships, 3, 7–8  
    working space, 95–96  
Workmen’s Compensation, 115, 116, 144, 176, 177  
workshops, from Center for Leadership  
    Development, 89  
work year/day. *See* schedules  
write-in votes, B-4, B-6

## Y

year, school, length of, 46–47  
yearbook responsibility, compensation for, 108  
Yom Kippur, 116





