

**UNIT A AGREEMENT**  
FOR  
AUGUST 2014 THROUGH AUGUST 2017  
BETWEEN  
THE HOPEDALE SCHOOL COMMITTEE  
AND  
THE HOPEDALE EDUCATION ASSOCIATION, INC.

ARTICLE 1  
Agreement

Pursuant to the provision of Section 7 of Chapter 150E of the General Laws of Massachusetts, this contract is effective the Friday immediately preceding the first day of school for students in the 2014-2015 school year, between the School Committee of the Town of Hopedale (hereinafter referred to as the Committee) and the Hopedale Education Association, Inc. (hereinafter referred to as the Association).

ARTICLE 2  
Committee's Statutory Position

The Committee is a public body established under, and with the powers provided by the statute of the Commonwealth of Massachusetts, and nothing in this Agreement shall be deemed to derogate from or impair any power, right, or duty conferred upon the Committee by statute, or any rule specifically provided for in this Agreement. The Committee retains all the inherent powers, rights, and duties that it has by law, and may exercise the same at its discretion, without any such exercise being made the subject of a grievance hereunder.

ARTICLE 3  
Scope

For the purpose of collective bargaining with respect to wages, hours, and other conditions of employment, negotiations of collective bargaining agreements and any other questions arising there under, the Committee recognizes the Association as the exclusive bargaining agent and representative of all full and part-time professional employees (as such employees are defined in Section 1 of Chapter 150E of the General Laws of Massachusetts; except as noted below) of the School Department of Hopedale who have been grouped into the following separate unit for the purposes of collective bargaining pursuant to Section 3 of Chapter 150E of the General Laws of Massachusetts.

**Unit A**

All certified teachers and specialists, library/media specialists, reading specialists, title 1 Math specialists, school psychologists, adjustment Counselors, guidance counselors, nurses, special education team chairpersons, department heads in the preschool, elementary and junior high and senior high school.

ARTICLE 4  
Compensation

Salary becomes applicable on the effective date of the Agreement, the Friday immediately preceding the first day of school for students in the 2014-2015 school year, to the employees covered by this Agreement and shall be as provided by page 18 and following.

Health Insurance: GIC will be 80/20% employee contribution, depending on the plan chosen.

FSA: The town will offer flexible Spending Account to employees.

Disability Insurance: Employees may, pursuant to Article 19 of this Agreement, opt for payroll deduction for a disability insurance plan endorsed by the MTA that requires no employer contribution.

## ARTICLE 5

### Duration

This contract shall become effective the Friday immediately preceding the first day of school for students in the 2014-2015 school year, and shall continue in effect until the Thursday immediately preceding the first day of school for the students in the 2017-2018 school year, and shall thereafter renew itself for a further term of one year unless, by the third Tuesday of September 2016, either the Committee or the Association shall have given the other written notice of its desire to terminate the Agreement.

## ARTICLE 6

### Grievance Procedure

A grievance is defined to be a question, problem, or disagreement, which arises concerning, 1) the interpretation or application of any provision of this Agreement, or 2) an alleged violation of any provision of this agreement. A matter which is not specifically covered by a provision of the Agreement, or which is reserved to the discretion of the Committee by the terms of the Agreement, may not be the subject of a grievance under this Agreement. The purpose of the procedure set forth hereafter is to produce prompt and equitable solution to those problems that may arise from the application and interpretation of this Agreement.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may however, be extended by written, mutual agreement.

In any event, if a grievance is filed on or after June 1, all parties involved will make every effort to reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as possible.

Formal Procedure – If at the end of ten (10) school days following the event that precipitates the grievance, or the date of first knowledge of its occurrence by any employee affected by it, the grievance is not presented at Level One of the procedure set forth in this Section, the grievance shall be waived; and any grievance in course under procedure shall also be deemed to have been waived if the action required to present it to the next level of a procedure shall not have been taken within the time specified therefore in this section.

Level One - An employee with a grievance will first present it in writing to the building principal or immediate supervisor with or without the Association's School Representative, with the objective of resolving the matter informally.

Level Two- If, at the end of ten (10) school days next following such presentation, the grievance is not resolved to the employee's satisfaction, the employee may, within five (5) school days thereafter, file a written statement of grievance with the Superintendent. The employee may file a copy of the grievance with the Chairman of the Association's Professional Rights and Responsibilities Committee if they so desire. Within ten (10) school days after receipt of the grievance, the Superintendent will meet with the employee in an effort to settle the grievance.

Level Three- If the employee is not satisfied with the disposition of his/her grievance at Level Two or if no decision has been rendered within ten (10) school days after he/she has first met with the Superintendent, he/she may file the grievance in writing with the Chairman of the Professional Rights and Responsibilities Committee within five (5) school days after a decision by the Superintendent, or fifteen (15) school days after he/she has first met with the Superintendent, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairman of the Professional Rights and Responsibilities Committee will refer it to at least three members of the School Committee, appointed by the Chairman. Within ten (10) school days after receiving the written grievance, the School Committee will meet with the employee and the Chairman of the Professional Rights and Responsibilities Committee if the employee so desires, for the purpose of resolving the grievance.

Level Four- If the grievance is not resolved to the satisfaction of the employee and the Association with ten (10) school days of the meeting with the School Committee as required by Level Three above, the Association may, within ten (10) school days, submit the grievance to binding arbitration. The Association shall notify the Committee in writing of its intention to arbitrate within the aforementioned ten (10) school days.

In the event the Association submits a grievance to arbitration, the arbitrator shall be selected according to and governed by the following procedure: The arbitrator is to be mutually selected by the Committee and the Association. If the Committee and the Association cannot agree within ten (10) school days after written notice specified above of the intention to arbitrate, then the party demanding arbitration shall, within ten (10) school days thereafter, request the American Arbitration Association to provide a panel of arbitrators. Said arbitrator is then to

be selected under the provisions of the Voluntary Labor Arbitration Rules, now, or hereafter, in effect. The Voluntary Labor Arbitration Rules shall also govern the procedure at any arbitration hearing.

The fees of the American Arbitration Association and of the arbitrator and the expense of any required hearing shall be shared equally by the Committee and the Association, but each party shall bear the expenses of its representative, participants, witnesses, and for the preparation and representation of its own case.

The Arbitrator's award shall be in writing and shall set forth his finding of fact with reasoning and conclusions. The Arbitrator shall arrive at his decision solely upon the facts, evidence, and contentions presented by the parties through the arbitration proceedings. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement. Subject to the foregoing, the decision of the arbitrator shall be submitted to the School Committee and the Association and shall be final and binding upon the Committee, the Association, and the teacher or group of teachers who initiated the grievance.

The parties may, by mutual agreement, submit more than one pending grievance to the same arbitrator.

Chapter 186 of the Acts of 1988 shall not apply to any provisions of the grievance procedure referenced above.

ARTICLE 7  
Teacher Salary/Benefits

2014-2015	2% Increase
2015-2016	1.5% Increase
2016-2017	2% Increase

All certified staff will have a choice of payment options for their salary payment:

1. 26 equal installments
2. 26 equal installments with the balance owed paid on or before the final day of the school year pursuant to Town Hall payroll schedule

Staff members will notify the School Accountant of their preferred method of receipt of payment on or before July 1 (or as soon as practical following appointment). Once a choice is made, that choice will be in effect unless a change is requested.

The first payment of the school year will coincide with the town's first payroll after the start of school, provided all required documentation has been signed and returned.

Any member of Unit A who fails to fulfill employment responsibilities will be required to reimburse the town for any prepaid amount due as of the departure date. This reconciliation may be taken as a deduction when there is prior notice, or a reimbursement to the Hopedale Public Schools by means of a personal check.

Step 15 is included in the salary schedule for those members who have not received the Longevity benefit in prior contracts.

Step 20 is included in the salary schedule for all employees.

If a Unit A member plans to retire before reaching Step 20 of the salary schedule, having served the district for a minimum of 20 years of continuous service, the employee may move to Step 20 in their last year of employment. A written request must be given to the Superintendent by June 30<sup>th</sup> of the preceding year.

ARTICLE 8  
School Nurse Salary

Nurse work day and work year shall be the same as the teachers. All nurses holding a Bachelor's degree and who are certified by D.E.S.E shall be paid on the teachers' salary schedule

Whenever a nurse works an optional athletic tournament contest, he/she shall receive a \$30.00 stipend per contest. The School Nurse will conduct an annual workshop for athletic staff and other interested faculty in first aid and CPR certification and recertification. Appropriate PDPs will be granted to both the provider and the participants.

The participation of the School Nurse in Team and 504 meetings, where necessary, will be in accordance with the provision of the Collective Bargaining Agreement.

The Prescription Medication Program will be developed by the School Nurse, the School Physician, and the Board of Health under the regulations put forward by the Department of Public Health (105 CMR 210 "The Administration of Prescription Medicines in Public and Private Schools" 210.001-210.100).

The School Nurse shall be responsible directly to the building principal with summary responsibility through this individual to the Superintendent of Schools.

The Hopedale Education Association, Inc. and the School Committee mutually recognize the need for continued enhancement of the salary schedule to attract and maintain qualified personnel.

ARTICLE 9  
Stipendiary Positions

Stipendiary positions authorized annually by the School Committee shall be placed on the Stipend Salary Position Schedule. Stipend payments must be requested in advance, on the approved stipend request form. Payment options include:

1. Full payment after complete (any activity)
  2. Two payments for seasonal activity at the halfway point, and at the conclusion
  3. Payments to accompany 26 regular paychecks for year-long activities
- Notification deadline is 30 days prior to activity start date after which only payment option #1 will be allowed.
  - Professional status will be strongly considered in the hiring of all leadership positions.
  - All stipendiary positions are annual appointments. Please see the last page for complete listing.

All hiring decisions for stipendiary positions will be made upon applicant qualifications; consideration will be given to current HPS employees. Decisions shall not be subject to grievances and/or arbitration.

ARTICLE 10  
Professional Development

The School Committee agrees to provide professional development opportunities for certified staff contingent upon prior approval by the Superintendent. If additional per diem days are not scheduled, the Committee will agree to schedule the equivalent of three (3) professional development days per school year in the form of early release days. Professional Development plans will conform to current Department of Education regulations, or as those regulations may be amended.

ARTICLE 11  
Summer Curriculum Workshops and Other Projects

Any summer curriculum workshop or other school department sponsored project will be funded as follows:

2014-2017      \$35.00

ARTICLE 12  
Reimbursement of Tuition for Approved Courses

Upon submission of an official transcript and proof of payment, teachers shall be reimbursed the actual cost of tuition and fees for successful completion of a course taken with prior approval. Cost of credits for workshops will be applied to the employee's tuition reimbursement; the workshop fee will remain in the professional development line. Reimbursement of said course will be made within thirty (30) days following receipt of evidence of successful completion of the course except that reimbursement for a summer course will be made only to a teacher who has

returned to full employment the following September or who is on an approved leave of absence. Courses taken in June will be part of the previous school year's allotment. Courses completed in July or August will be part of the next year's allotment. Teachers on family leave will be entitled to course reimbursement subject to the terms of this agreement. The maximum payment will be:

2014-2015	\$1,100
2015-2016	\$1,100
2016-2017	\$1,100

That amount will remain level for the duration of this contract. No teacher shall take more than two (2) courses per college semester without prior approval of the Superintendent of Schools. The dates and times of courses cannot be in conflict with the designated workday of the teacher. Exceptions to this rule will be at the discretion of the Superintendent. Approval of courses will be subject to the terms of the Professional Development Plan as mandated by the Department of Education. Request for reimbursement for part-time teachers will be calculated at the same percentage as the employee's FTE. Request for course approval should be made three (3) weeks prior to the start of the said course if not part of a Masters or PhD program.

In the event that a teacher takes a graduate level course and pays out of pocket, ensuing credit shall be applied to progress towards a lane change provided that course pertains to the teacher's assignment or certification.

ARTICLE 13  
Length of Day

Elementary K-6	Staff	8:00 am	2:45 pm
	Students	8:15 am	2:30 pm
Jr. Sr. High School	Staff	7:30 am	2:35 pm
	Students	7:40 am	2:05/2:35 pm

Thirty (30) minutes of flexibility shall be allowed on the start/end times of the staff day provided the total number of staff hours remain the same (e.g. Elementary begin from 7:30-8:30 am, and end from 2:15-3:15 pm)

Elementary Classroom Teacher Schedule

Each teacher K – 12 shall be provided with a minimum of 1 daily prep period. This provision shall not apply to non-scheduled members of Unit A including but not limited to nurses, counselors, and psychologists.

Junior-Senior High School Teacher Schedule

JSHS Administration and HS Department Heads will make every effort to ensure that teachers are responsible for no more than three different courses per semester. Different will be defined as full year classes that use different textbooks. In the event that a fourth course is necessary or desired, the Teacher, Department Head and Administration must complete a written agreement.

Part time employees

Part time employees will be entitled to their FTE percentage of prep time daily.

No duties will be assigned to elementary or high school teachers after dismissal.

Professional Training Sessions – All efforts will be made to provide professional training sessions during the work-day during in-service days. If sessions must be held after school hours, all attending staff will receive Horace Mann rate for time spent at the session. The only exception would be if workshop/course were required for teacher certification by DESE.

Staff Meetings – Unit A staff will attend a one-hour faculty meeting per month, directed by the building principal. Said meeting will not be longer than one hour in length beyond the end of the contractual school day. High School 2:35 – 3:35 pm and at Memorial School the meeting will begin no later than five (5) minutes after children leave their last class 2:35 – 3:35 pm. The day of the week for these meetings shall be set at each school at the beginning of the school year and an agenda will be given to the faculty each month not later than two (2) school days prior to said meeting.

There will be up to five (5) additional staff meetings held throughout the school year directed by Department Heads at the High School and BBC and by Grade Level Leaders and/or Curriculum Leaders at Memorial School.

Evening Meetings – Faculty will attend one (1) evening meeting and a second evening meeting at the discretion of the principal.

System Changes in Start/Stop Time – Any change to the school day, with respect to the start/stop times will be discussed (not bargained) the previous April with the HEA and approved by the School Committee as part of its annual calendar deliberations.

#### ARTICLE 14

##### Absence and Leave Provisions for Professional Staff

Both the Association and the School Committee affirm the importance of Hopedale educators being available to students and colleagues for as much of each day as possible. When this is not possible, sick time and /or personal leave will be granted in .25 - .50 blocks for appointments that cannot be scheduled during after school hours. In the event that this is not possible, full days will be granted.

Sick Leave – Sick leave allowance is to be fifteen (15) days per year with unused days accumulating to a maximum 185 days. Sick leave days shall be earned and used according to full time equivalents (e.g. .5 FTE – 7.5 days per year). Absence due to personal illness or critical illness in the immediate family shall be chargeable against sick leave.

Immediate family is defined as father, mother, brother, sister, wife, husband, child, grandparent, grandchild, immediate in-laws and any additional household member who resides in the employee's home. (Proof of residency may be required) Whenever the term immediate family is used in this Agreement, the above referenced definition shall apply.

The School Committee or its designee (Superintendent or Principals) reserves the right to request a certificate justifying absence, after four (4) consecutive school days, from the employee's physician.

Sick Leave Buy Back – Employees who notify the Superintendent of their intent to retire with more than one year's notice by June 30<sup>th</sup> of the preceding year, shall receive a buyback of no more than 100 days at \$40 per day. Those employees who give less than one year's notice, will receive a buyback of no more than 100 days at \$35 per day. A separate check will be issued within thirty (30) days of retirement.

On the Job Injuries – Any employee covered by this Agreement who sustains a personal injury arising out of or in the course of their employment, shall have all sick days except the first day restored to their account upon their return to duty. In any event, the School Committee shall have the right to extend the sick leave of any employee for injury or illness beyond their entitlement until such time as the employee returns to work. Denial of such additional pay is not subject to a grievance.

Bereavement Leave – Bereavement leave shall be no more than three (3) consecutive school days for the death of any member of the immediate family as defined above. Such leave is non-cumulative, except that two (2) additional consecutive school days shall be granted for the death of mother, father, spouse or child. The Superintendent, at his/her discretion, may also grant up to two (2) additional days for bereavement leave for the above referenced circumstances or for other bereavements that are not included in the definition of immediate family.

Religious leave – Employees of any faith shall be eligible for a day of absence, without penalty, for the observance of a major religious holiday when such day(s) occur when that employee is normally scheduled to work and application has been made to the Superintendent or his/her designee five (5) school days prior to the date of said absence.

Personal Days– Regularly appointed full time teachers may be absent for personal reasons up to three (3) days in the school year without loss of pay if such absence is recommended in writing by the principal. Teachers appointed to part-time positions will receive personal leave that is prorated to their FTE. Such leave is non-cumulative. No reason need be stated for a single personal day, but the reason shall be stated if more than a single day is to be taken. Personal days must be requested two (2) days in advance. Emergency personal days will be granted without two (2) day notice and no reason need be stated. If any personal days remain unused in a given year, the employee will be credited all unused days in the next year's sick leave.

One personal day per school year may be granted for any reason, such as to extend any vacation period with the approval of the building principal as long as the day does not interfere with the effective management of the building. The building principals will review all personal day requests.

When a special circumstance arises, a staff member may request consecutive days, which will be reviewed by the Superintendent in his/her discretion, who may grant such personal leave if he/she determines that a unique and/or unusual circumstance warrants the granting of such leave.

Personal Leave – An employee may request an extended personal leave with no pay for up to one year. If granted, the employee must notify the Superintendent about intent to return or end employment by March 1.

Upon return from a leave of absence, all benefits to which an employee was entitled prior to his/her leave of absence will be restored. Said employee will be guaranteed, upon return, an assignment that is the same or a substantially equal position based on certification of the employee.

Administrative decisions with regard to a return to work following a leave of absence will be in accordance with the provisions of the contract and in compliance with all M.G.L.

Maternity/Paternity Leave - Leave without pay for child-bearing/child rearing purposes or for adopting a child under three years of age shall be allowed professional staff members, upon satisfaction of the following conditions as applicable:

#### Employee Responsibility

- Written notification to the Superintendent's Office a minimum two months in advance of intended leave date
- Included in the request:
  1. Date maternity leave is anticipated to commence
  2. Date of planned return to work (See: Return to Work)
  3. Whether you intend to apply accumulated sick/personal time to your maternity leave for up to 8 weeks (not an option for paternity leave as per MMLS)
  4. Whether you intend to continue your health benefit under FMLA
  5. If you intend to add the child to your current insurance, a copy of the birth certificate, hospital discharge papers, and an insurance enrollment form must be submitted to the Superintendent's Office as soon as possible.

#### Administrative Responsibility

1. The Superintendent will notify you of the approval of your request and will include a copy of the Return to Work section.
2. The School Accountant will notify you post-delivery of your maternity leave payment based upon the number of school days worked plus sick time approved for maternity leave.

#### FMLA/MMLA

1. The employee may utilize any accumulated sick leave in accordance with applicable state and federal laws. Leaves under FMLA and MMLA will run concurrently.
2. The employee may receive health insurance coverage for up to 12 weeks in accordance with FMLA.

#### Salary Step

1. The employee returning to duty after maternity/paternity leave who worked for more than one-half of the school year (91 days), immediately prior to leave shall be placed on the salary step immediately above his/her step at the time of leave. Provided he/she is entitled to progress to said step according to other provisions of the contract. Otherwise, he/she shall be placed on the same salary step as at the time of the leave.

#### Return to Work

1. The employee on leave to a date certain other than the August/September opening must notify the Committee in writing thirty (30) calendar days in advance of said date of the intention to return to work on that date certain.
2. The employee on leave commencing during a school year shall notify the Superintendent's Office of their intent to return during the current school year or at the start of the next school year. If intending to extend the leave through the next school year, please refer to Article 14: Personal Leave.

3. An employee on leave to the opening of school in August/September must notify the Committee in writing on or before the first day of March preceding the August/September opening of school of the intention to return to work on said opening day of school.
4. Any employee who fails to give said required notice of his/her intention to return to work shall be deemed automatically resigned from the Hopedale Public Schools at 12:00 noon on the day following the last day for giving said notice.
5. Any employee on leave who has given said timely notice, as required, and who fails to report to work as stated in the notice, shall be deemed automatically resigned from the Hopedale Public Schools at 12:00 noon on said reporting day.

#### Leave of Absence

A Leave of Absence without pay shall be given to staff member for care of a child, either natural or adopted up to the age of three (3) years. Such a leave shall be for up to one (1) year provided the employee fulfills all of the above referenced notification requirements.

Sabbatical Leave - The Superintendent may grant a leave of absence for study or research to any teacher or supervisor serving at discretion that would increase his/her professional ability; such leave to be for a period not exceeding one year at full or partial pay; provided that prior to granting such leave said teacher or supervisor shall enter into a written agreement with the Superintendent that upon termination of such leave he/she will return to service in the public schools for such city or town for a period equal to twice the length of such leave and that, in default of completing such service, he/she will refund to the city or town an amount equal to such proportion of salary received by him/her while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered (Chapter 71, section 41a)

The granting of such leave, in addition to the judgment of the Superintendent shall be subject to the following conditions:

1. The applicant must have completed seven (7) consecutive full years of teaching service in the Hopedale Public Schools;
2. The request for leave must be received by the Committee in writing on a form provided by them no later than November 30 of the school year preceding the school year in which the leave is requested;
3. The application must bear the endorsement of the Superintendent of Schools who shall set forth in writing his opinion as to whether or not the proposed leave would be of such value to the Hopedale Public Schools as to warrant the granting same;
4. The Committee shall act on all such requests on or before April 1 following the receipt of the application and will notify the applicant in writing of their decision;
5. The person on leave shall receive three-quarters pay for the period of leave, provided that such pay, when added to any other program, grant or stipend received by the applicant for such study or research, shall not exceed the applicant's regular salary;
  - a. For the purpose of determining salary and reimbursement under this section, the applicant's salary shall be determined as the date the leave is granted.
  - b. The person returning from leave shall be placed on the appropriate step of the salary schedule he/she would have attained as an active member of the staff.
6. Not more than 3% of the teaching staff shall be on sabbatical leave at any given time.

#### ARTICLE 15 Sick Leave Bank

1. A Sick Leave Bank is available for use by Unit A employees who have completed one year of employment and have exhausted their own accrued sick leave and have a prolonged and/or serious illness or injury. Eligibility is achieved when an employee of this unit has reported to work for the number of days totaling a contract year, less any sick or personal days outlined in this agreement as a basic employment benefit. Once eligible, all Bargaining Unit A members must participate in the Sick Leave Bank as a condition of employment.

2. When a member of the Bargaining Unit A begins his/her second year of employment, he/she will contribute one (1) day from his/her sick leave accumulation to the Sick Leave Bank in order to fund the bank. In the event the Sick Leave Bank is twenty-nine (29) days or less, all eligible members of the bargaining Unit A, except first time contributors will replenish the Sick Leave Bank in the current year by contributing one (1) more day per member. No more than three (3) Sick Leave Bank days shall be contributed from Bargaining Unit A members' sick leave accounts in any one school year. At no point shall the Sick Leave Bank contain more than three (3) times the



number of members in the Bargaining Unit. Sick Leave Bank days unused in one school year will be carried over into the next school year and will accumulate from year to year. By October 1 of each following year, the Association shall notify the Bargaining Unit A members and the Superintendent of the initial yearly contribution to be made to the Sick Leave Bank by the Bargaining Unit A Members.

3. Those members who, during the course of the year do not have a sufficient number of days to cover an additional sick day contribution requested by the Association will be allowed to borrow from the succeeding year and then repay the district in the succeeding school year. In the event an employee borrows from a succeeding school year and leaves the district prior to repaying said days, the number of days owed the district will be deducted from the sick bank.

4. A Sick Leave Bank Board consisting of five members will administer the Sick Leave Bank. Two members will be designated by the School Committee to serve at its pleasure, and two members will be designated by the Association to serve at its pleasure. The fifth member will be appointed annually on a rotating basis, by the first day of the school year on which teachers are required to report for work, by the Committee or the Association. The rotation will be determined according to the fiscal year calendar with odd years indicating a School Committee member and with even years indicating an Association member.

5. Any initial grant by the Sick Leave Bank will not exceed thirty (30) days. If an individual's need continues, reapplication to the Sick Leave Bank Board may be made for subsequent extensions up to a maximum of thirty (30) days each. Days not used from the sick leave grant will be returned to the Sick Leave Bank upon the return to regular duty. The total amount of days that may be drawn for any one illness or disability may not exceed 180 days.

6. A Bargaining Unit A member who has received a grant from the Sick Leave Bank will upon return to regular duties, receive five (5) sick leave days from the Sick Leave Bank to be used in the event of an illness during the remainder of the school year. Unused days from the returning five day grant will be returned to the Sick Leave Bank on the last day of school.

7. Subject to the provisions of this contract, the Sick Leave Bank Board will use the following criteria in administering the bank and determining eligibility and the amount of leave to grant. Adequate medical evidence should include diagnosis and prognosis of serious and/or prolonged illness or injury and expected date of return. The Sick Leave Bank Board reserves the right to request additional medical evidence from a physician of his or her own choosing. The School Committee will pay for this cost. This information will remain confidential with the Sick Leave Bank Board.

After an initial grant of thirty (30) days to a member, the Sick Leave Bank Board may have the applicant examined by a second physician selected by the Sick Leave Bank Committee, and paid for by the School Committee. The Sick Leave Bank Board may ask for additional medical verification, as it deems necessary.

8. The decision of the Sick Leave Bank Board with respect to eligibility and entitlement shall be final and binding and not subject to appeal except for reconsideration to the Sick Leave Bank Board itself nor shall it be subject to grievance and/or arbitration.

#### ARTICLE 16

##### Advanced Degrees and/or Lateral Transfers

Staff members receiving mid-year advanced degrees shall be entitled to a lateral salary move on the salary schedule provided that they comply with the following conditions:

1. Notify the Superintendent in writing before October 15 that they will receive an advanced degree or sufficient credits for transfer on a date, which must be after January 1 and prior to March 1 of the following year.
2. Payment of a lateral salary change will be effective at the receipt of documentary evidence in the form of their degree certificate or evidence of sufficient course credits to the Superintendent of Schools.
3. The lateral pay increase shall be effective in either January or August/September not later than the second pay period following receipt of documentary evidence by the Superintendent of Schools, as indicated in #2.
4. Teachers expected to get a degree at commencement or who will qualify for additional course credits after March 1 shall notify the Superintendent of Schools on or before March 15 of such change in degree status. Such employees shall present to the Superintendent the same documentary evidence required in #2 above, and their salary increase shall be effective no later than the first pay period of the school year following receipt of said documentary evidence of degree. Failure to provide said required notice on the date specified will require that the teacher wait for the next available transfer payroll days which may be either February 1 or September 1, following.

5. Lateral movement from one lane to another is intended as a sequential process. Therefore, transfer to a “degree” or “degree plus” honor lane (M to M+15 to M+30) will be based on credits obtained subsequent to the receipt of the degree on which the schedule is based (e.g. to move from M+15 to M+30, all credits for transfer must be earned after completing of courses qualifying for M+15).

#### ARTICLE 17 Reimbursement of Expenses

All pre-approved, out-of-pocket expenses shall be reimbursed within thirty (30) business days of submission of request by the teacher, provided that documentation is provided.

#### ARTICLE 18 Deductions

Staff members, not later than October 1, shall notify the Superintendent’s Office of the amount to be deducted from their salaries and credits to MTA Credit Union, payroll savings, insurance plans, and HEA, MTA, and NEA dues. The School Department shall process these deductions unless the Town Treasurer certifies that he/she will not provide the service. The amount of any such deductions shall not change without prior written approval of the Superintendent of Schools and only for good and sufficient reasons in the sole judgment of the Superintendent. Any person canceling a deduction shall not be entitled to resume said cancelled program until the next open enrollment period between the opening of school in September and October 1. Any person canceling a deduction for a second time shall not be entitled to resume the cancelled deduction at any future open enrollment period without written approval of the Superintendent of Schools, except that any staff member shall be allowed to enter or leave the group medical insurance plan without restriction.

The person electing dues deduction shall specify at the time of election whether the deduction shall be one lump sum or ten equal installments of the period of the school year.

#### ARTICLE 19 Agency Service Fee

All employees in the Bargaining Unit who are not dues-paying members of the Association and its affiliates shall be required, as a condition of employment, to pay an agency service fee. The amount of such agency service fee shall be equal to the amount required to become a member and remain a member in good standing of the Association and its affiliates. For part-time employees, the agency service fee shall be prorated on the same basis as the employee’s FTE.

Any employee required to pay an agency fee shall receive a prorated rebate of agency service payments prior to the commencement of the new school year for fees paid in the preceding year for expenditures by the Association and its affiliates for matters cited in Massachusetts General Laws, Chapter 150E, section 12, as amended.

The employer agrees to deduct through payroll deduction the HEA, MTA and NEA dues from the earnings of any employee recognized in this Agreement. All unit employees are eligible to join the Association. The person electing dues deduction from his/her salary shall specify at the time of election whether the deduction shall be in one lump sum or ten equal installments over the period of the school year. The withheld amount will be forwarded to the Treasurer of the HEA, as soon as practical following the actual withholding, together with a record of the amounts and names of those for whom the deduction has been made.

The Hopedale School Committee agrees pursuant to the provisions of Article 18, to deduct, as a condition of employment, an agency service fee in accordance with the provision of MGL Chapter 150E, section 12. These fees will be deducted from the members of the bargaining unit who are not members of the Association.

#### ARTICLE 20 Vacancies and Promotions

1. The Superintendent shall post in all school buildings and shall send to the Association notices of promotional positions as they occur. During the summer recess, notice of any job opportunities will be posted on the school web site and communicated directly to staff via the school department’s email system.
2. Such notice shall include a statement of minimum requirements, salary range, and the date by which candidates must apply in writing.

3. No promotional vacancies, except in cases of emergency, shall be filled on a temporary basis until such vacancy shall have been posted at least ten (10) days. An emergency appointment shall not extend beyond one hundred twenty (120) days.

ARTICLE 21  
Change in Assignment

1. When changes in teachers' assignments and/or a reduction in staff are necessary, a teacher's area of competence, major or minor field of study, quality of teacher's performance and length of service in the Hopedale School System shall be considered.

2. In the event of a Reduction in Force within Unit A, normal attrition will be the first method used to reduce the number of positions in those classifications and/or departments in which reductions are necessary. This includes teachers who resign, retire, or who otherwise terminate their employment.

3. In a R.I.F. situation, a non-professional status teacher will not be renewed if a professional status teacher is certified and qualified to fill that position.

4. Whenever the contract of a professional status teacher is to be terminated by the employer, notification of such intent shall be given according to the provisions of MGL, Chapter 71, and section 42. If, upon receipt of said notification of proposed termination, the teacher elects to apply for an unpaid leave of absence, the teacher, prior to the date of the meeting set for consideration of termination, may apply to the employer in writing, on a form provided by the Superintendent for placement on unpaid leave of absence. If the reason for termination is solely due to economic factors, the Superintendent shall grant leaves of absence for a period not to exceed two (2) years and the effective date of the termination of the teacher's contract shall be determined by the Committee to be the first day following the expiration or termination as provided herein of the teacher's unpaid leave of absence. In applying for unpaid leave of absence, the teacher agrees to waive all rights to a hearing, now or in the future, or to an appeal of the employer's decision. In return for said waiver, the Superintendent agrees to grant said leave absence and to extend recall rights to said teacher.

5. No teacher will be disciplined, dismissed, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. The parties agree that this provision does not apply to the non-reappointment of non-professional status teachers.

6. If an appropriate position becomes available in the school system for which a teacher on the recall list is certified and qualified, the Superintendent shall notify the teacher of the available position by certified mail at the teacher's current address as it appears on the school records. A copy of such letter of notification shall be sent to the Association President.

7. If the reasons for termination are not economic, the Superintendent may decline to grant any leave of absence and proceed as provided in the notice. Such denial of leave shall not be subject to a grievance.

8. Recall rights shall include the placement of a teacher's name on a recall list for a period not to exceed two (2) years from the date of termination. The recall list shall be developed and maintained by the Superintendent of Schools with a current copy to be provided the Association President with all employees listed in numerical order according to the date of their entry onto the recall list.

9. A teacher on the recall list to whom such notice is sent shall have fourteen (14) calendar days from the date of the receipt of notification as evidenced by the return card to notify the Superintendent in writing of the acceptance of the position and shall execute a contract therefore within ten (10) days after notification that is ready for signature or at such other time that the teacher and Superintendent mutually agree in writing.

10. Failure of the teacher to respond to the Committee's notification or to accept the position within the stated time periods, or having indicated acceptance of the position failing to execute a contract within the time period as agreed, shall effectively terminate the teacher's unpaid leave of absence and recall rights. Said teacher shall be deemed terminated from the Hopedale School System as provided herein above and teacher's name shall be removed from the recall list.

11. It shall be the teacher's obligation to keep the school system and the Association advised of their current mailing address and telephone number.

12. Any teacher recalled under this clause shall be placed on the next salary step the teacher would have achieved if the teacher had not been on leave of absence and shall be restored, upon return, all benefits and entitlements both accrued and owing under the contract at the effective date of the leave.

13. The professional teacher status of any recalled teacher shall not be affected by their election to go on unpaid leave and the contract that they will be extended upon recall shall be a discretionary contract upon the approval of the employer. All seniority rights will be restored as of the date of their entrance onto leave. The period spent on unpaid leave of absence shall not be considered for any benefits based upon length of service or seniority.

ARTICLE 22  
Duty-Free Lunch

Each teacher shall be provided a daily, uninterrupted, duty-free lunch period of at least twenty-five (25) minutes. In the event that a teacher is required to cover a lunch period, arrangements will be made to mitigate the impact of the intrusion and the affected teacher will be provided with administrative remedies.

Teachers shall be allowed to leave the school grounds during their duty-free lunch period provided they notify their principal's office staff of their intent to leave the grounds prior to departure. Teachers leaving school grounds must return in time to resume their normal scheduled duties in the time and manner required of them.

In addition, elementary teachers will be provided a fifteen (15) minute daily duty free recess period. The building principal will schedule said period.

ARTICLE 23  
Non-Teaching Duties

The School Committee and the Hopedale Education Association, Inc. acknowledge that a teacher's primary responsibility is to teach. Therefore, classroom teachers will not be routinely assigned:

- a) Playground duty
- b) Inclement weather indoor recess duty

As circumstances occur that require the teacher's performance of these duties, the teacher shall be provided with an equal amount of duty-free time.

ARTICLE 24  
Preparation

All elementary classroom teachers shall be provided with preparation time each day to the extent that specialists are scheduled. Library Specialist or Assistant will provide preparation time for teachers in Grades 1-3. In extenuating circumstances, the principal may require a teacher to remain with the class during instruction. When such extenuating circumstances exist, or when, otherwise, circumstances exist such as to cause the scheduled activity to be cancelled, informal arrangements will be made to provide the affected teachers with some relief; provided that, any such circumstances and/or relief shall be exempt from the provisions of this Agreement concerning grievance procedures.

Administration recognizes that prep time is important. Every attempt will be made to give adequate notice prior to the utilization of elementary prep time.

ARTICLE 25  
Class Size

The School Committee agrees to revise its class size policy to include consultations with a committee appointed by the Association to solicit said committee's input and recommendations in situations where class size will exceed School Committee policy. Elementary class size shall be equitable, whenever possible.

ARTICLE 26  
Health and Safety

The Committee and the Association affirm their commitment to the maintenance of an environmentally safe school system and an atmosphere conducive to teaching and learning. To those ends, the parties agree as follows:

1. A Health and Safety Committee (HSC) will be established consisting of 2 representatives appointed by the School Committee and 2 representatives appointed by the Association.
2. Individual concerns regarding matters of health and safety shall, where applicable be brought to the immediate attention of the building principal.
3. The HSC shall meet at least 4 times a year with all building principals and Association building reps to hear concerns regarding issues of health and safety and, where appropriate, investigate such matters. In the event that the HSC determines that the investigation requires specialized services, which can only be provided by an outside agency, the HSC shall request that the School Committee approve the cost of such services. Reports of the HSC shall be presented to the School Committee, which shall take such reports under consideration and take such action, as the School Committee deems necessary. The HSC will be informed as to the disposition of the matter within sixty (60) days of referral to the School Committee. If needed the HSC may meet more often than quarterly, if the need exists in order to address concerns in a timely fashion.

The School Committee recognizes that matters of discomfort to employees that do not necessarily rise to the level of serious health or safety hazards are still important. It will make a reasonable effort to remedy negative environmental factors in the work place.

The School Committee, through the Superintendent, agrees to make a timely response to employee reports of unsafe, unhealthful, uncomfortable, or unclean working conditions that are brought to the attention of the building principal. Employees shall be guaranteed protection from any restraints, interference, coercion, discrimination, or reprisal for filing a report regarding any aforementioned issues in this article.

ARTICLE 27  
Personnel File

Upon request, a teacher shall be given access to his/her file in the presence of the Superintendent or his/her designee, and may also have one representative of the Association present. No materials originating after original hiring, derogatory to a teacher's conduct, service, character or personality, will be placed in the personnel file unless the teacher has been shown a dated copy. The teacher shall be given the opportunity to review such materials and shall acknowledge such review by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. Refusal to sign the document shall in no way preclude the employer from placing the item in the file. The Superintendent, or his/her designee, shall sign a statement showing the date and time that item was presented to the employee for signature and that the signature was refused. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and placed in the file.

ARTICLE 28  
School Calendar and Length of School Year

The Hopedale School committee hereby states its position with respect to establishing the length of the school year.

The School committee is subject to the regulation of the State Board of Education that currently states that there shall annually be a minimum of one hundred eighty (180) days of school with pupils and teachers physically present. Members of this Unit are expected to work 181 days unless specified differently by individual contract. Both parties agree to the possibility of adding up to three (3) in-service days at the per diem rate, as finances allow. Furthermore, the Committee shall schedule one hundred eighty-five (185) days to allow for emergency closings due to storm days, illness, or other unexpected conditions.

The Committee, after having tentatively drawn up a school calendar, agrees to submit it annually to officers of the Hopedale Education Association for inspection and suggest changes prior to final adoption.

If school begins prior to Labor Day, the Friday before Labor Day will be a no-school day. The Monday before Labor Day will be an orientation day for the staff.

Certain employees included in this Agreement have an obligation to work additional days at a per diem rate. Specifically, Guidance Counselors are required to work ten (10) days beyond the teachers' school year (based on a 1.0FTE and prorated for less than full time employment); Special Education Team Chairpersons are required to work ten (10) additional days (based on a 1.0 FTE and prorated for partial FTE's).

ARTICLE 29  
Substitute Teachers

The School Department will make every reasonable effort to obtain qualified substitute teachers for members of the staff who are absent, provided the Department has adequate notice that a staff member will be absent.

If it becomes necessary for the principal to assign Grades 7-12 Unit A employees to provide classroom coverage during planning time, they will be paid \$40 per class.

ARTICLE 30  
Study Committee

The School Committee and the Hopedale Education Association (HEA) agree to form a sub-committee of both groups to meet from time to time to discuss matters of common concern to both. The sub-committee is to consist of not more than five (5) members from each group. Said sub-committee shall meet from time to time as said committee deems necessary, it being agreed and understood that said committee does not have the right to enter into collective bargaining negotiations and that any agreement or discussions shall not prejudice the future position of either group when this contract is reopened. The School Committee may designate a duly authorized agent to represent them.

The Committee and the HEA agree to form a study committee(s) as needed as mutually agreed upon. Both sides will present products of such committee work to the membership for approval. Upon approval, this contract will recognize that product as an addendum to this contract. Current addenda include:

- a. Evaluation
- b. Grade Level Leaders, Curriculum Leaders, and Department Head Stipendiary positions

ARTICLE 31  
Job Sharing

Job sharing is defined as the allocation of all duties of one full-time teaching position between two (2) teachers within the school system such that the cost of job sharing does not exceed the cost of one teacher. The division of these duties shall be in accordance to the terms set forth below.

Application: Teachers interested in job sharing shall jointly submit a job sharing proposal to the appropriate building principal no later than April 15 of the school year preceding the school year during which the job is to be shared. The proposal shall set for the following details:

- a. The position to be shared
- b. The manner in which the job is to be shared; e.g. the percentage of the job each will work
- c. How teachers will receive the health insurance benefit, not to exceed the cost of one benefit package
- d. Any other relevant information to the implementation of the proposal such as substitutes

Granting: The proposal shall be reviewed by the building principal and the Superintendent who shall notify the teachers of their decision, with reason for granting or denying, no later than May 31. The decision whether or not to allow job-sharing proposal shall not be grievable or arbitrable.

Conditions: In the event that the job-sharing proposal is approved, the following conditions shall apply:

- a. Both teachers will work his/her percentage of the 180 days with students and both will work any additional days in the school year calendar.
- b. Both teachers will attend Open House.
- c. Both teachers will attend all Parent/Teacher Conferences.
- d. In the event that one teacher is absent, the partner will make every reasonable effort to cover the class. On such days, the substituting partner shall either be paid substitute rate or granted compensatory time. If this is not possible a substitute will be hired.

- e. The partner teachers shall be entitled to all the rights and privileges of other Unit A members subject to the following: Where applicable, benefits shall be prorated (e.g. each teacher shall receive one-half of his/her salary, sick days and personal days).

Term: The term of the job sharing shall be for one school year, and the partner teachers shall return to their respective assignments beginning with the school year following the school year during which the job was shared. If the partner teachers wish to extend the job share beyond one school year, they shall apply in accordance with the Application provision of this article.

#### ARTICLE 32

##### Mentoring

We, as an organization, recognize the importance of mentoring in order to sustain and attract quality teachers. Therefore, the Administration will post its anticipated mentoring needs by June 1. Professional status teachers must apply in writing by June 10. Consideration will be given according to training, area of expertise, and grade level. Mentors will be notified prior to the New Teacher Induction Program. Mentors' stipends will be determined according to the stipend chart. If additional mentors are necessary, they will be selected from the pool of applicants.

#### ARTICLE 33

##### New Teacher Induction

New teachers will participate in two professional days prior to the start of school and additional after-school meetings as scheduled by the mentors during the school year.

Unit A Salary Schedule

Members Who **HAVE NOT** Received Longevity Payment

FY 2014 - 2015

	Bachelor	Master	M+15	M+30	M+45	M+60	PhD/M+75
Step 1	42,266.00	45,225.00	46,572.00	48,454.00	50,071.00	51,664.00	52,697.00
Step 2	43,876.00	47,106.00	48,454.00	50,071.00	51,680.00	53,272.00	54,337.00
Step 3	45,764.00	48,991.00	50,337.00	51,680.00	53,569.00	55,164.00	56,267.00
Step 4	48,991.00	51,681.00	53,024.00	54,917.00	56,797.00	58,387.00	59,555.00
Step 5	51,138.00	54,422.00	55,726.00	57,063.00	58,688.00	60,279.00	61,485.00
Step 6	53,569.00	56,527.00	57,868.00	59,769.00	61,372.00	62,964.00	64,223.00
Step 7	56,527.00	59,768.00	61,100.00	62,725.00	64,330.00	65,919.00	67,237.00
Step 8	59,768.00	62,725.00	64,062.00	65,403.00	67,028.00	68,619.00	69,991.00
Step 9	62,725.00	66,166.00	67,304.00	68,634.00	70,255.00	71,847.00	73,284.00
Step 10	65,684.00	68,634.00	69,984.00	71,604.00	73,218.00	74,808.00	76,304.00
Step 11	66,340.00	71,604.00	72,942.00	74,564.00	76,175.00	77,767.00	79,322.00
Step 12	66,999.00	72,917.00	74,254.00	75,878.00	77,489.00	79,080.00	80,662.00
Step 13	69,013.00	74,930.00	76,268.00	77,891.00	79,503.00	81,093.00	82,715.00
Step 14	69,013.00	74,930.00	76,268.00	77,891.00	79,503.00	81,093.00	82,715.00
Step 15	70,393.00	76,429.00	77,793.00	79,449.00	81,093.00	82,715.00	84,369.00
Step 16	70,393.00	76,429.00	77,793.00	79,449.00	81,093.00	82,715.00	84,369.00
Step 17	70,393.00	76,429.00	77,793.00	79,449.00	81,093.00	82,715.00	84,369.00
Step 18	70,393.00	76,429.00	77,793.00	79,449.00	81,093.00	82,715.00	84,369.00
Step 19	70,393.00	76,429.00	77,793.00	79,449.00	81,093.00	82,715.00	84,369.00
Step 20	71,097.00	77,193.00	78,571.00	80,243.00	81,904.00	83,542.00	85,213.00

Members Who **HAVE** Received Longevity Payment

FY 2014 - 2015

	Bachelor	Master	M+15	M+30	M+45	M+60	PhD/M+75
Step 1	42,266.00	45,225.00	46,572.00	48,454.00	50,071.00	51,664.00	52,697.00
Step 2	43,876.00	47,106.00	48,454.00	50,071.00	51,680.00	53,272.00	54,337.00
Step 3	45,764.00	48,991.00	50,337.00	51,680.00	53,569.00	55,164.00	56,267.00
Step 4	48,991.00	51,681.00	53,024.00	54,917.00	56,797.00	58,387.00	59,555.00
Step 5	51,138.00	54,422.00	55,726.00	57,063.00	58,688.00	60,279.00	61,485.00
Step 6	53,569.00	56,527.00	57,868.00	59,769.00	61,372.00	62,964.00	64,223.00
Step 7	56,527.00	59,768.00	61,100.00	62,725.00	64,330.00	65,919.00	67,237.00
Step 8	59,768.00	62,725.00	64,062.00	65,403.00	67,028.00	68,619.00	69,991.00
Step 9	62,725.00	66,166.00	67,304.00	68,634.00	70,255.00	71,847.00	73,284.00
Step 10	65,684.00	68,634.00	69,984.00	71,604.00	73,218.00	74,808.00	76,304.00
Step 11	66,340.00	71,604.00	72,942.00	74,564.00	76,175.00	77,767.00	79,322.00
Step 12	66,999.00	72,917.00	74,254.00	75,878.00	77,489.00	79,080.00	80,662.00
Step 13	69,013.00	74,930.00	76,268.00	77,891.00	79,503.00	81,093.00	82,715.00
Step 14	69,013.00	74,930.00	76,268.00	77,891.00	79,503.00	81,093.00	82,715.00
Step 15	69,013.00	74,930.00	76,268.00	77,891.00	79,503.00	81,093.00	82,715.00
Step 16	69,013.00	74,930.00	76,268.00	77,891.00	79,503.00	81,093.00	82,715.00
Step 17	69,013.00	74,930.00	76,268.00	77,891.00	79,503.00	81,093.00	82,715.00
Step 18	69,013.00	74,930.00	76,268.00	77,891.00	79,503.00	81,093.00	82,715.00
Step 19	69,013.00	74,930.00	76,268.00	77,891.00	79,503.00	81,093.00	82,715.00
Step 20	71,097.00	77,193.00	78,571.00	80,243.00	81,904.00	83,542.00	85,213.00

These salary schedules reflect 181 days plus 2 in-service days for a total of 183 days.



Members Who HAVE NOT Received Longevity Payment

FY 2015 - 2016

	Bachelor	Master	M+15	M+30	M+45	M+60	PhD/M+75
Step 1	42,900.00	45,903.00	47,271.00	49,181.00	50,822.00	52,439.00	53,487.00
Step 2	44,534.00	47,813.00	49,181.00	50,822.00	52,455.00	54,071.00	55,152.00
Step 3	46,450.00	49,726.00	51,092.00	52,455.00	54,373.00	55,991.00	57,111.00
Step 4	49,726.00	52,456.00	53,819.00	55,741.00	57,649.00	59,263.00	60,448.00
Step 5	51,905.00	55,238.00	56,562.00	57,919.00	59,568.00	61,183.00	62,407.00
Step 6	54,373.00	57,375.00	58,736.00	60,666.00	62,293.00	63,908.00	65,186.00
Step 7	57,375.00	60,665.00	62,017.00	63,666.00	65,295.00	66,908.00	68,246.00
Step 8	60,665.00	63,666.00	65,023.00	66,384.00	68,033.00	69,648.00	71,041.00
Step 9	63,666.00	67,158.00	68,314.00	69,664.00	71,309.00	72,925.00	74,383.00
Step 10	66,669.00	69,664.00	71,034.00	72,678.00	74,316.00	75,930.00	77,449.00
Step 11	67,335.00	72,678.00	74,036.00	75,682.00	77,318.00	78,934.00	80,512.00
Step 12	68,004.00	74,011.00	75,368.00	77,016.00	78,651.00	80,266.00	81,872.00
Step 13	70,048.00	76,054.00	77,412.00	79,059.00	80,696.00	82,309.00	83,956.00
Step 14	70,048.00	76,054.00	77,412.00	79,059.00	80,696.00	82,309.00	83,956.00
Step 15	71,449.00	77,575.00	78,960.00	80,641.00	82,309.00	83,956.00	85,635.00
Step 16	71,449.00	77,575.00	78,960.00	80,641.00	82,309.00	83,956.00	85,635.00
Step 17	71,449.00	77,575.00	78,960.00	80,641.00	82,309.00	83,956.00	85,635.00
Step 18	71,449.00	77,575.00	78,960.00	80,641.00	82,309.00	83,956.00	85,635.00
Step 19	71,449.00	77,575.00	78,960.00	80,641.00	82,309.00	83,956.00	85,635.00
Step 20	72,163.00	78,351.00	79,750.00	81,447.00	83,133.00	84,795.00	86,491.00

Members Who HAVE Received Longevity Payment

FY 2015 - 2016

	Bachelor	Master	M+15	M+30	M+45	M+60	PhD/M+75
Step 1	42,900.00	45,903.00	47,271.00	49,181.00	50,822.00	52,439.00	53,487.00
Step 2	44,534.00	47,813.00	49,181.00	50,822.00	52,455.00	54,071.00	55,152.00
Step 3	46,450.00	49,726.00	51,092.00	52,455.00	54,373.00	55,991.00	57,111.00
Step 4	49,726.00	52,456.00	53,819.00	55,741.00	57,649.00	59,263.00	60,448.00
Step 5	51,905.00	55,238.00	56,562.00	57,919.00	59,568.00	61,183.00	62,407.00
Step 6	54,373.00	57,375.00	58,736.00	60,666.00	62,293.00	63,908.00	65,186.00
Step 7	57,375.00	60,665.00	62,017.00	63,666.00	65,295.00	66,908.00	68,246.00
Step 8	60,665.00	63,666.00	65,023.00	66,384.00	68,033.00	69,648.00	71,041.00
Step 9	63,666.00	67,158.00	68,314.00	69,664.00	71,309.00	72,925.00	74,383.00
Step 10	66,669.00	69,664.00	71,034.00	72,678.00	74,316.00	75,930.00	77,449.00
Step 11	67,335.00	72,678.00	74,036.00	75,682.00	77,318.00	78,934.00	80,512.00
Step 12	68,004.00	74,011.00	75,368.00	77,016.00	78,651.00	80,266.00	81,872.00
Step 13	70,048.00	76,054.00	77,412.00	79,059.00	80,696.00	82,309.00	83,956.00
Step 14	70,048.00	76,054.00	77,412.00	79,059.00	80,696.00	82,309.00	83,956.00
Step 15	70,048.00	76,054.00	77,412.00	79,059.00	80,696.00	82,309.00	83,956.00
Step 16	70,048.00	76,054.00	77,412.00	79,059.00	80,696.00	82,309.00	83,956.00
Step 17	70,048.00	76,054.00	77,412.00	79,059.00	80,696.00	82,309.00	83,956.00
Step 18	70,048.00	76,054.00	77,412.00	79,059.00	80,696.00	82,309.00	83,956.00
Step 19	70,048.00	76,054.00	77,412.00	79,059.00	80,696.00	82,309.00	83,956.00
Step 20	72,163.00	78,351.00	79,750.00	81,447.00	83,133.00	84,795.00	86,491.00

These salary schedules reflect 181 days plus 2 in-service days for a total of 183 days.

Members Who HAVE NOT Received Longevity Payment

FY 2016 - 2017

	Bachelor	Master	M+15	M+30	M+45	M+60	PhD/M+75
Step 1	43,758.00	46,821.00	48,216.00	50,165.00	51,838.00	53,488.00	54,557.00
Step 2	45,425.00	48,769.00	50,165.00	51,838.00	53,504.00	55,152.00	56,255.00
Step 3	47,379.00	50,721.00	52,114.00	53,504.00	55,460.00	57,111.00	58,253.00
Step 4	50,721.00	53,505.00	54,895.00	56,856.00	58,802.00	60,448.00	61,657.00
Step 5	52,943.00	56,343.00	57,693.00	59,077.00	60,759.00	62,407.00	63,655.00
Step 6	55,460.00	58,523.00	59,911.00	61,879.00	63,539.00	65,186.00	66,490.00
Step 7	58,523.00	61,878.00	63,257.00	64,939.00	66,601.00	68,246.00	69,611.00
Step 8	61,878.00	64,939.00	66,323.00	67,712.00	69,394.00	71,041.00	72,462.00
Step 9	64,939.00	68,501.00	69,680.00	71,057.00	72,735.00	74,384.00	75,871.00
Step 10	68,002.00	71,057.00	72,455.00	74,132.00	75,802.00	77,449.00	78,998.00
Step 11	68,682.00	74,132.00	75,517.00	77,196.00	78,864.00	80,513.00	82,122.00
Step 12	69,364.00	75,491.00	76,875.00	78,556.00	80,224.00	81,871.00	83,509.00
Step 13	71,449.00	77,575.00	78,960.00	80,640.00	82,310.00	83,955.00	85,635.00
Step 14	71,449.00	77,575.00	78,960.00	80,640.00	82,310.00	83,955.00	85,635.00
Step 15	72,878.00	79,127.00	80,539.00	82,254.00	83,955.00	85,635.00	87,348.00
Step 16	72,878.00	79,127.00	80,539.00	82,254.00	83,955.00	85,635.00	87,348.00
Step 17	72,878.00	79,127.00	80,539.00	82,254.00	83,955.00	85,635.00	87,348.00
Step 18	72,878.00	79,127.00	80,539.00	82,254.00	83,955.00	85,635.00	87,348.00
Step 19	72,878.00	79,127.00	80,539.00	82,254.00	83,955.00	85,635.00	87,348.00
Step 20	73,606.00	79,918.00	81,345.00	83,076.00	84,796.00	86,491.00	88,221.00

Members Who HAVE Received Longevity Payment

FY 2016 - 2017

	Bachelor	Master	M+15	M+30	M+45	M+60	PhD/M+75
Step 1	43,758.00	46,821.00	48,216.00	50,165.00	51,838.00	53,488.00	54,557.00
Step 2	45,425.00	48,769.00	50,165.00	51,838.00	53,504.00	55,152.00	56,255.00
Step 3	47,379.00	50,721.00	52,114.00	53,504.00	55,460.00	57,111.00	58,253.00
Step 4	50,721.00	53,505.00	54,895.00	56,856.00	58,802.00	60,448.00	61,657.00
Step 5	52,943.00	56,343.00	57,693.00	59,077.00	60,759.00	62,407.00	63,655.00
Step 6	55,460.00	58,523.00	59,911.00	61,879.00	63,539.00	65,186.00	66,490.00
Step 7	58,523.00	61,878.00	63,257.00	64,939.00	66,601.00	68,246.00	69,611.00
Step 8	61,878.00	64,939.00	66,323.00	67,712.00	69,394.00	71,041.00	72,462.00
Step 9	64,939.00	68,501.00	69,680.00	71,057.00	72,735.00	74,384.00	75,871.00
Step 10	68,002.00	71,057.00	72,455.00	74,132.00	75,802.00	77,449.00	78,998.00
Step 11	68,682.00	74,132.00	75,517.00	77,196.00	78,864.00	80,513.00	82,122.00
Step 12	69,364.00	75,491.00	76,875.00	78,556.00	80,224.00	81,871.00	83,509.00
Step 13	71,449.00	77,575.00	78,960.00	80,640.00	82,310.00	83,955.00	85,635.00
Step 14	71,449.00	77,575.00	78,960.00	80,640.00	82,310.00	83,955.00	85,635.00
Step 15	71,449.00	77,575.00	78,960.00	80,640.00	82,310.00	83,955.00	85,635.00
Step 16	71,449.00	77,575.00	78,960.00	80,640.00	82,310.00	83,955.00	85,635.00
Step 17	71,449.00	77,575.00	78,960.00	80,640.00	82,310.00	83,955.00	85,635.00
Step 18	71,449.00	77,575.00	78,960.00	80,640.00	82,310.00	83,955.00	85,635.00
Step 19	71,449.00	77,575.00	78,960.00	80,640.00	82,310.00	83,955.00	85,635.00
Step 20	73,606.00	79,918.00	81,345.00	83,076.00	84,796.00	86,491.00	88,221.00

These salary schedules reflect 181 days plus 2 in-service days for a total of 183 days.

Hopedale Public Schools  
FY 2015 - FY 2017 Stipendiary Positions

Type	Description	Amount	Type	Description	Amount
Athletics	Athletic Director	\$ 7,300.00	Elem	Grade Level Chair-K	\$ 3,200.00
Athletics	Baseball JV	\$ 2,643.90	Elem	Grade Level Chair-1	\$ 3,200.00
Athletics	Baseball V	\$ 3,675.00	Elem	Grade Level Chair-2	\$ 3,200.00
Athletics	Basketball Jr High-Boys	\$ 2,643.90	Elem	Grade Level Chair-3	\$ 3,200.00
Athletics	Basketball Jr High-Girls	\$ 2,643.90	Elem	Grade Level Chair-4	\$ 3,200.00
Athletics	Basketball JV-Boys	\$ 3,675.00	Elem	Grade Level Chair-5	\$ 3,200.00
Athletics	Basketball JV-Girls	\$ 3,675.00	Elem	Grade Level Chair-6	\$ 3,200.00
Athletics	Basketball V-Boys	\$ 4,567.50	Elem	Grade Level Chair-SPED	\$ 3,200.00
Athletics	Basketball V-Girls	\$ 4,567.50	Elem	Musical Production	\$ 2,625.00
Athletics	Cheerleading JV	\$ 2,643.90	Elem	Nature's Classroom (5)	\$ 682.50
Athletics	Cheerleading V	\$ 3,675.00	Elem	PBIS	\$ 1,050.00
Athletics	Cross Country-Boys	\$ 3,675.00	Elem	Student Council	\$ 1,050.00
Athletics	Cross Country-Girls	\$ 3,675.00	Elem	Sub Coordinator	\$ 2,100.00
Athletics	Field Hockey JV	\$ 2,643.90			
Athletics	Field Hockey V	\$ 3,675.00	Jr/Sr	A Cappella Ensemble	\$ 1,890.00
Athletics	Golf	\$ 3,675.00	Jr/Sr	Art Club	\$ 735.00
Athletics	Ice Hockey JV	\$ 2,643.90	Jr/Sr	Class Advisor 7	\$ 2,008.65
Athletics	Ice Hockey V	\$ 3,675.00	Jr/Sr	Class Advisor 8	\$ 2,008.65
Athletics	Indoor Track Assistant (2)	\$ 2,643.90	Jr/Sr	Class Advisor 9	\$ 2,008.65
Athletics	Indoor Track	\$ 3,675.00	Jr/Sr	Class Advisor 10	\$ 2,008.65
Athletics	Lacrosse JV-Boys	\$ 2,643.90	Jr/Sr	Class Advisor 11	\$ 2,415.00
Athletics	Lacrosse JV-Girls	\$ 2,643.90	Jr/Sr	Class Advisor 12	\$ 2,415.00
Athletics	Lacrosse V-Boys	\$ 3,675.00	Jr/Sr	Dean (Full Year)	\$ 5,250.00
Athletics	Lacrosse V-Girls	\$ 3,675.00	Jr/Sr	DECA	\$ 735.00
Athletics	Outdoor Track Assistant	\$ 2,643.90	Jr/Sr	Dept Head: English	\$ 4,500.00
Athletics	Outdoor Track-Boys	\$ 3,675.00	Jr/Sr	Dept Head: Math	\$ 4,500.00
Athletics	Outdoor Track-Girls	\$ 3,675.00	Jr/Sr	Dept Head: Science	\$ 4,500.00
		\$26.25 per event up to \$2,100			
Athletics	Site Coordinator		Jr/Sr	Dept Head: Social Studies	\$ 4,500.00
Athletics	Ski Team	\$ 630.00	Jr/Sr	Dept Head: Spanish	\$ 4,500.00
Athletics	Soccer JV-Boys	\$ 2,643.90	Jr/Sr	Dept Head: Special Education	\$ 4,500.00
Athletics	Soccer JV-Girls	\$ 2,643.90	Jr/Sr	Dept Head: Unified Arts	\$ 4,500.00
Athletics	Soccer V-Boys	\$ 3,675.00	Jr/Sr	Drama Club	\$ 840.00
Athletics	Soccer V-Girls	\$ 3,675.00	Jr/Sr	Freshman Math Team	\$ 735.00
Athletics	Softball JV	\$ 2,643.90	Jr/Sr	International Club	\$ 1,050.00
Athletics	Softball V	\$ 3,675.00	Jr/Sr	Jazz Ensemble	\$ 1,890.00
Athletics	Tennis-Boys	\$ 3,675.00	Jr/Sr	Job Coach	\$ 525.00
Athletics	Tennis-Girls	\$ 3,675.00	Jr/Sr	Jr. High Band	\$ 1,890.00
					\$1,207.50
Athletics	Volleyball JV-Girls	\$ 2,643.90	Jr/Sr	Jr. High Chorus (Festival Year)	(\$1,890.00)
Athletics	Volleyball V-Girls	\$ 3,675.00	Jr/Sr	Mock Trial	\$ 1,260.00
			Jr/Sr	Musical Production	\$ 2,625.00
BBC	Curriculum Leader	\$ 1,500.00	Jr/Sr	National Honor Society	\$ 1,470.00
BBC	Director	\$ 5,737.20	Jr/Sr	Political Club	\$ 735.00
			Jr/Sr	SADD	\$ 1,260.00
District	DI Coordinator	\$ 735.00	Jr/Sr	Sound Coordinator	\$ 1,500.00
District	DI (4)	\$ 735.00	Jr/Sr	Spanish Club	\$ 735.00
District	Mentor (4)	\$ 787.50	Jr/Sr	Sr. High Band	\$ 2,940.00
District	PIE (4)	\$ 525.00	Jr/Sr	Sr. High Chorus	\$ 2,100.00
			Jr/Sr	Student Council	\$ 2,415.00
Elem	Band	\$ 1,470.00	Jr/Sr	Sub Coordinator	\$ 2,100.00
Elem	Chorus	\$ 1,470.00	Jr/Sr	Team Leader 7	\$ 656.25
Elem	Comm. Outreach Concerts	\$ 682.50	Jr/Sr	Team Leader 8	\$ 656.25
Elem	Curriculum Leader-ELA	\$ 1,500.00	Jr/Sr	V Math Team	\$ 735.00
Elem	Curriculum Leader-Math	\$ 1,500.00	Jr/Sr	VHS Instructor	\$ 1,050.00
Elem	Curriculum Leader-SS	\$ 1,500.00	Jr/Sr	Video Production	\$ 1,890.00
Elem	Curriculum Leader-Science	\$ 1,500.00	Jr/Sr	Washington DC Trip	\$ 735.00
Elem	Curriculum Leader-Electives	\$ 1,500.00	Jr/Sr	Yearbook (2)	\$ 1,575.00

## Letter of Agreement

### 2014-2015 Teacher Evaluation

As part of the 2012-2014 contractual agreement between the Hopedale Education Association and the Hopedale School Committee, an additional article that will ensure that the Hopedale Public Schools are in compliance with the new Massachusetts Regulations on Teacher Evaluation was developed and adopted for the implementation beginning in the 2013-14 school year.

The parties agreed to adapt the new evaluation model for the 2014-2015 school year with the following provisions:

- All professional status teachers in the 2<sup>nd</sup> year of a 2 Year Self-Directed Plan and will be observed as indicated below and will receive a Summative Evaluation Report by June 5<sup>th</sup>.
- All professional status teachers in the 1<sup>st</sup> year of a 2 Year Self-Directed Plan and will be observed as indicated below and receive a Formative Evaluation by May 22<sup>nd</sup>.
- All non-professional status teachers will be placed on a Developing Educator Plan and will be observed as indicated below and will receive a Summative Evaluation Report by June 5<sup>th</sup>.
- Teachers will complete self-assessments, as mandated by the state, by September 12<sup>th</sup> and will develop one student learning goal and one professional practice goal by September 12<sup>th</sup>.
- Principals will review SMART Goals with teachers in a meeting to occur by September 26<sup>th</sup>, the Educator Plan will be provided to the Educator at this meeting.
- Unannounced mini-observations of at least 10 minutes will be conducted for all teachers in the following manner:
  - 6-8 over the course of 2 years for Professional Status Teachers on a 2 Year Self-Directed Plan
  - 4-8 for Non-Professional Status Teachers each year

- Written feedback will be provided 1-5 days following a mini-observation, reflective conversations are encouraged after each observation prior to written feedback.
- Evidence collection for the Teacher Rubric in the 2014-2015 school year will include 2 elements from Standards I and II and 1 from Standards III and IV and 1 for each goal.

Standard I: I-A-3/I-B-2  
 Standard II: II-A-2/II-B-1  
 Standard III: III-A-1  
 Standard IV: IV-C-1

- Evidence collection for the SISP Rubric in the 2014-2015 school year will include 2 elements from Standards I and II and 1 from Standards III and IV and 1 for each goal.

Standard I: I-A-1/I-A-2  
 Standard II: II-A-2/II-D-3  
 Standard III: III-A-1  
 Standard IV: IV-C-1

- Each Unit A member will develop and maintain evidence for 2 measures of student learning, growth, and achievement (DDM's).
- All Non-Professional Status Teachers and Professional Status Teachers on an Improvement Plan will receive at least 1 full observation with a pre and post discussion.
- Primary Evaluators will be the Principal and PPS Director.
- Supervising Evaluators will be the Assistant Principal, Dean, Department Head, Grade Level Leader, Team Chair, and Director of BBC.
- The Principal as primary evaluator will conduct the majority of a teacher's observations.
- Supervising Evaluators may conduct a maximum of 2 observations of an individual teacher without prior agreement of that teacher.
- A rubric will be used to complete the Summative Evaluation at the end of the year and shared with the teacher. This will be placed in the teacher's personnel file in the Superintendent's Office.
- Although our focus for observations will, each year, be focused on specific elements, the Summative Evaluation will consist of all elements contained in the rubric.
- The Evaluation Committee will review the process and make recommendations for adjustments for the 2015-2016 school year.

Mary Grada  
HEA President

6-11-14  
Date

Charles Bean  
Superintendent

6-11-14  
Date

Lori Haysok  
School Committee Chair

6/11/14  
Date