

Memorandum of Tentative Agreement
Between the
Manchester Essex Teachers' Association
And the
Manchester Essex Regional School District School Committee

The Manchester Essex Teachers' Association ("META") and the Manchester Essex Regional School District School Committee ("MERSD"), hereby mutually agree to the following modification of certain terms and conditions to the 2015-2018 Collective Bargaining Agreement as modified by the terms of the 2016 document ratified by the parties. Except as modified in this document all other terms and conditions of the 2015 – 2018 document as modified by the 2016 ratified document shall continue in full force and effect.

1. Article VI – Work Year

Modify the first sentence of fourth paragraph of this Section to read:

Professional Development: A minimum of five (5) early release days ...”

And then add a second sentence to read:

On a pilot basis an additional three (3) early release days shall be added to the 2018 – 2019 school calendar. These additional early release days shall be exclusively for teacher collaboration

2. Article VI – Work Year: High School Schedule and Preparation Time

Delete the first three paragraphs of this Section.

Delete from the fourth paragraph as follows:

The high school schedule for the ~~2016 – 2017 school year~~ shall consist of a seven (7) period schedule meeting five (5) blocks a day on a rotating seven (7) day schedule.

3. Article VI – Work Year: Meetings

Modify the first sentence of the first paragraph to read:

“ ... shall not exceed ~~three (3)~~ two (2) meetings per month.”

4. Article VI – Work Year: Meetings

Modify the second paragraph to read:

“ ... or a total of more than ~~three (3)~~ two (2) hours per month.”

5. Article XI – Paid Leaves of Absence: Sick Leave

Add a new second paragraph (moving the current second paragraph to become the third paragraph, etc.) to read:

If a unit member is absent for more than five (5) consecutive days, the Superintendent has the right to ask the unit member to provide a note from a medical provider.

6. Article XI – Paid Leaves of Absence: Family/Household Accident or Illness

Delete the first paragraph of this Section.

Add a new paragraph to read:

A unit member may use his/her annual allotment of fifteen (15) sick leave days to care for a family member defined as spouse/partner, child, parent, parent of one's spouse/partner, sibling and or a household member. Use of more than fifteen (15) personal sick days for individuals in the defined categories may be granted at the discretion of the Superintendent. Use of days for individuals not covered by the above categories is also at the discretion of the Superintendent. Use of days under this section is capped at twelve (12) weeks within the defined FMLA year.

7. Article XI – Paid Leaves of Absence: Personal Leave

Change the first paragraph to read:

Subject to the following conditions each unit member ~~may use up to~~ is allotted two (2) days per year for personal use. A unit member may carryover one (1) unused personal leave day for a maximum of three (3) personal leave days in the next school year. No more than three (3) personal leave days shall be accrued in any one school year.

8. Article XXI – Compensation and Other Economic Conditions – Summer Work

Integration of a side letter as a new Paragraph Three (3):

The Special Education Department Team Chairpersons each may be allotted up to ten (10) additional workdays per school year. The Director of Student Services shall determine the use of these additional days in the case of each Team Chairperson. Unless mutually agreed upon by the Director of Student Services and the Team Chairperson, the days shall be contiguous to the beginning and the end of the work year. Each Team Chairperson shall be compensated for such work at his/her per diem rate of pay.

9. Article XXI – Compensation and Other Economic Conditions – Longevity

Change the end of the sentence of the first paragraph to read: "... one thousand four hundred dollars (\$1,400)."

Change the end of the sentence of the second paragraph to read: “ ... two thousand six hundred dollars (\$2,600).”

Change the end of the sentence of the third paragraph to read: “ ...three thousand eight hundred dollars (\$3,800).”

Change the end of the sentence of the fourth paragraph to read: “ ... five thousand dollars (\$5,000).”

10. Article XXI – Compensation and Other Economic Conditions – Sick Leave Buyback

Change the first paragraph to read:

A unit member who retires or dies while in service to the MERSD on or before June 30, 2018 shall be paid thirty-five dollars (\$35.00) for each day of accumulated sick leave. A unit member who retires or dies while in service to the MERSD on or after July 1, 2018 shall be paid fifty dollars (\$50.00) for each day of accumulated sick leave.

Change the first sentence of the second paragraph to read: “ ... in any fiscal year to ~~twenty~~ thirty thousand dollars (\$30,000).”

Change the second sentence of the second paragraph to read: “ ... benefits exceed ~~twenty~~ thirty thousand dollar (\$30,000) limit ...”

11. Article XXI – Compensation and Other Economic Conditions – Salary Schedules

Change the first paragraph to read:

The Salary Schedule for the school year 2018-19 reflects an additional one-and-a-half percent (1.5%) across the grid increase over the 2017-18 Salary Schedule.

2018-2019 Salary Schedule						
1.50%						M+60
						CAGS+30
						MM+30
						MMG
						MM
						MM+15
						MM+30G
						M
						M+30
						M+45
						PhD
						B
						B+45
						M+15
						CAGS
						CAGS+15
						EdD
Step	I	II	III	IV	V	VI
1	\$45,715	\$51,511	\$54,345	\$57,178	\$58,608	\$59,696
2	\$47,416	\$53,879	\$56,824	\$59,765	\$61,196	\$62,313
3	\$49,116	\$56,246	\$59,301	\$62,351	\$63,784	\$64,929
4	\$50,818	\$58,615	\$61,779	\$64,940	\$66,371	\$67,545
5	\$52,517	\$60,981	\$64,255	\$67,528	\$68,957	\$70,163
6	\$54,216	\$63,350	\$66,734	\$70,114	\$71,545	\$72,779
7	\$55,693	\$65,718	\$69,211	\$72,703	\$74,134	\$75,394
8	\$57,619	\$68,085	\$71,688	\$75,289	\$76,719	\$78,011
9	\$59,886	\$70,453	\$74,166	\$77,876	\$79,307	\$80,627
10	\$62,156	\$72,821	\$76,644	\$80,462	\$81,893	\$83,245
11	\$64,422	\$75,189	\$79,121	\$82,709	\$84,483	\$85,860
12	\$66,692	\$77,554	\$81,599	\$85,639	\$87,069	\$88,478
13	\$68,957	\$79,924	\$84,074	\$88,225	\$89,657	\$91,095
14	\$71,227	\$82,294	\$86,552	\$90,814	\$92,244	\$93,710
15	\$71,910	\$82,974	\$87,233	\$94,085	\$95,583	\$97,008

12. Article XXI – Compensation and Other Economic Conditions – Compensation for Stipendiary Positions

Compensation for Stipendiary Positions

Add a new second paragraph to read:

Stipends shall be increased each year by the percentage negotiated for salary increases.

PDC Stipend Reduction

Add the following paragraph:

The parties agree that \$11,824 from MERSDU savings shall be put into a pool to be allocated to 2018-19 stipends, as negotiated during the 2018-19 school year.

Group X

To Group X Add the following positions:

<u>Group X</u>	663	673
Middle School Band Director		
Middle School Choral Director		

2017-18 **2018-19**

Professional Stipends

Professional Development Committee	802	814
Memorial (2)		
Essex (2)		
Middle School (2)		
High School (2)		
Mentors (per each teacher mentored)	1,321	1,341
Mentoring and Induction Coordinator	2,634	2,674
Curriculum Leaders (per unit member)	1,855	1,883
Art/Music		
P.E./Health		
Library		
Technology		
Elementary Team Leaders (1 per building)	1,082	1,098
PreK-1		
2-3		
4-5		
Specialists		
Special Education		
Middle School Team Leaders	1,865	1,893
6-8 (1 per grade)		
Specialist (1)		
Special Education (1 per building)		
High School Team Leader	1,865	1,893
Specialist (1)		
Department Chair/Guidance Director	4,083	4,144
Stipend plus \$250 for each unit		
Member supervised (see article XXII Compensation)		
Elementary Substitute Principal	3,754	3,810

	<u>2017-18</u>	<u>2018-19</u>
Cohort Coach	2,304	2,339

	<u>2017-18</u>	<u>2018-19</u>
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Extracurricular Stipends

Group I – Debate Program

Director of Debate	13,900	14,109
Chaperones (Total)	5,346	5,426

<u>Group II</u>	7,461	7,573
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High School Drama (Drama Fest 60%, Musical 40%)
 High School Band Director
 High School Chorus Director
 High School DECA

<u>Group III</u> (No position at this time)	5,412	5,493
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<u>Group IV</u>	3,402	3,453
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High School SCORE Coordinator
 High School Community Service Director
 Middle School/ High School Green Team Coordinator
 High School First Robotics Advisor

<u>Group V</u>	2,782	2,824
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High School Yearbook
 High School Senior Class Advisor
 High School Math Team
 High School Science League
 High School Student Council
 Middle School Drama
 Middle School Homework Club Advisor
 Elementary Drama/Musical (per school)
 High School National Honor Society Advisor
 Peer Leadership Coordinator

	<u>2017-18</u>	<u>2018-19</u>
<u>Group VI</u>	1,885	1,913
Middle School Math Team (X2)		
Diversity Alliance		
Elementary School Homework Club Advisor		
<u>Group VII</u>	1,636	1,661
High School Junior Class Advisor		
Middle School Journalism		
<u>Group VIII</u>	1,082	1,098
Elementary MCAS/State Assessment Remediation		
Middle School Robotics		
Middle School Washington DC Trip Advisor		
Elementary Grade 5 Trip Coordinator (per school)		
High School Sophomore Class Advisor		
<u>Group IX</u>	772	784
High School Freshman Class Advisor		
High School Junior Honor Art Society		
High School Art Club		
MS Student Council		
Elementary Student Council		
Elementary Math Enrichment		
High School National Art Honor Society		
<u>Group X</u>	663	673
Elementary/MS Overnight Trip(s) Chaperone(s) (per unit member)		
Elementary Band Director		
Middle School Band Director		
Middle School Choral Director		
Green Team Building Representative (Elem (2) / MS (1))		
<u>Hourly Rates</u>		
High School/Middle School Library Extended Hours		\$30.45/hour

Athletic Stipends – 2018-19

(Years 1, 2, and 3 refer to years of coaching experience.)

	Year 1	Year 2	Year 3
<u>Group I – Football</u>			
Head Coach	7,584	7,935	8,290
JV/Assistant Coach	3,996	4,278	4,559
Freshman Coach	3,308	3,517	3,728
Middle School Coach	3,308	3,517	3,728

**Group II – Basketball / Soccer / Field Hockey / Baseball / Softball /
Indoor Track / Lacrosse / Sailing / Tennis**

Head Coach	4,759	5,185	5,610
JV/Assistant Coach	3,096	3,427	3,757
Freshman Coach	2,309	2,558	2,806
Middle School Coach	2,309	2,558	2,806

Group III – Golf, Cross Country, Swimming, Alpine Skiing

Head Coach	4,169	4,594	5,017
JV/Assistant Coach	2,700	3,033	3,361
Freshman Coach	2,013	2,260	2,510
Middle School Coach	2,013	2,260	2,510

Basketball Scorekeepers	2,110		
Ticket Takers	3,086		
Intramural Hourly Rate	\$27.29 /hour		

13. Memorandum of Agreement on Sumer Work has been moved to and incorporated into Article XXI.
14. Article XXII – Duration

Change first paragraph to read:

This Agreement shall be effective from September 1, 2018 through and including August 31, 2019.

Change the second paragraph to read:

In the 2018-2019 school year a sub-committee of the parties to the Agreement will negotiate over public complaints about unit members. Upon completion of the work of the subcommittee any recommended changes to this Agreement will be presented to the parties for ratification. The parties will appoint their representatives to this sub-committee.

Add a third paragraph to read:

During the 2018-19 school year, three subcommittees of the Interest Based Bargaining trained group will be formed to investigate options for health insurance, stipends, and workload. These subcommittees will start working in the fall and report to the IBB group. Each party will select its members for these subcommittees from the IBB group.

15. Housekeeping

Article VI – Conditions of Employment

Because the following section was not fully printed in the summer 2016 version of the Collective Bargaining Agreement, it is being replicated in its entirety herein (with current edits) to ensure its accuracy in the 2018 – 2019 Collective Bargaining Agreement.

2016-2017 High School Schedule and Preparation Time

~~The *italicized* language will be in effect for the 2016-17 school year in support of a pilot program implementing a high school schedule that includes a “Power Block.” During the 2016-17 school year, the parties will meet to determine a schedule for the 2017-18 school year. The parties will do so in the same manner that the 2016-17 schedule was arrived at.~~

~~If the parties do not agree on a schedule for the 2017-18 school year, the language pertaining to high school schedule and preparation time for the 2016-17 school year will be stricken, and the previous language, that of the original 2015 – 18 contract, will be in effect.~~

~~For the 2016-17 school year, the sections “Middle School/High School Schedule and Preparation Time” and “Middle School/High School Teaching Assignments” shall pertain only to the Middle School.~~

~~The high school schedule for the 2016-2017 school year shall consist of a seven (7) period schedule meeting five (5) blocks a day on a rotating seven (7) day cycle.~~

Each full time unit member will have a minimum of three hundred forty-four (344) minutes of preparation time per seven (7) day cycle to devote to lesson planning, grading or the like. A preparation period shall be equal in length to the corresponding length of the scheduled student instructional block. Full time unit members who function as classroom teachers, including exploratory teachers, specialists and special education teachers, will have their preparation periods built into their schedule.

Teachers will receive one (1) scheduled period per school day as a planning period. Nurses, guidance counselors, school psychologists, library teachers and OT/PT/Speech staff are responsible for scheduling preparation time within their workday. If a full time unit member has a day with a duty and no preparation period, the principal will provide coverage to ensure that the unit member has a preparation period. Department Chairs will not be used to provide such coverage.

The Association and School Committee both acknowledge that changes in schedule may implicate mandatory subjects for collective bargaining and that the Association will be given written notice of proposed changes and an opportunity to bargain to the extent required by law.

High School Teaching Assignments

In the high school, full-time unit members shall be assigned no more than twenty-five (25) teaching periods per seven (7) day cycle.

The “Power Block” shall not be an instructional period, nor shall it be assigned to a teacher as a preparation period, with the exception of staff shared with the Middle School (band and chorus)

THE FOLLOWING SECTION, “Middle School/High School Schedule and Preparation Time,” WAS INADVERTENTLY OMITTED FROM THE DOCUMENT AFTER THE JUNE 2016 RATIFICATION. IT SHOULD BE EDITED TO REFLECT ONLY MIDDLE SCHOOL, SINCE THERE IS NOW A SPECIFIC SECTION FOR THE HIGH SCHOOL

Middle School/~~High School~~ Schedule and Preparation Time

The middle school ~~and high school~~ schedules effective the 2008-2009 school year shall consist of a seven (7) period schedule meeting six (6) blocks a day on a rotating six (6) day cycle.

Each full time unit member will have a minimum of two hundred ninety-five (295) minutes of preparation time per six (6) day cycle to devote to lesson planning, grading or the like. A preparation period shall be equal in length to the corresponding length of the scheduled student instructional block. Full time unit members who function as a classroom teacher, including exploratory teachers, specialists and special education teachers will have their preparation periods built into their schedule.

Every effort will be made to ensure that each full time unit member receives one (1) period per school day as a planning period. Teachers of art, music, business, technical studies or physical education will receive one (1) scheduled period per school day as a planning period. Nurses, guidance counselors, school psychologists, library teachers and OT/PT/Speech staff are responsible for scheduling preparation time within their workday. If a full time unit member has a day with a duty and no preparation period, the principal will provide coverage to ensure that the unit member has a preparation period. Department Chairs will not be used to provide such coverage.

The Association and the School Committee both acknowledge that changes in schedule may implicate mandatory subjects for collective bargaining and that the Association will be given written notice of proposed changes and an opportunity to bargain to the extent required by law.

Middle School/ High School Teaching Assignments

The middle school and high school schedules effective the 2008-2009 school year shall consist of a seven (7) period schedule meeting six (6) blocks a day on a rotating six (6) day cycle.

Each full time unit member will have a minimum of two hundred ninety-five (295) minutes of preparation time per six (6) day cycle to devote to lesson planning, grading or the like. A preparation period shall be equal in length to the corresponding length of the scheduled student instructional block. Full time unit members who function as a classroom teacher, including exploratory teachers, specialists and special education teachers will have their preparation periods built into their schedule.

In the middle/high school full-time unit members shall be assigned no more than twenty-six (26) teaching periods per 6-day cycle except that teachers of art,

music, business, technical studies or physical education may be assigned no more than thirty-one (31) instructional blocks per six (6) cycle, provided each additional teaching period shall be in lieu of a period of assigned administrative duty.

Every effort shall be made to ensure that beginning August 2017, all Middle School/High School teachers, including teachers of art, music, business, technical studies or physical education, shall be assigned no more than twenty-six (26) teaching periods per 6-day cycle. Notwithstanding the previous sentence, beginning in August 2017, any full-time teachers of art, music, business, technical studies or physical education, who continue to teach between twenty-six (26) and thirty-one (31) instructional blocks per six (6) cycle, will be excused from such responsibilities such as homeroom, mandatory attendance at assemblies, MCAS proctoring, SCORE advising, or any other duties.

In the event that a 1.0 FTE unit member is assigned a blended schedule including both core and special subjects, s/he shall be scheduled according to one of the following configurations:

- 1 Core Subject Section and 5 Special Subject Sections
- 2 Core Subject Sections and 4 Special Subject Sections
- 2.5 Core subject Sections and 3 Special Subject Sections
- 3 Core Subject Sections and 2 Special Subject Sections
- 4 Core Subject Sections and 1 Special Subject Section

Special Subjects are defined as art, music, business, technical studies and physical education.

Any modification of the above blended schedule configurations or placement of a unit member with less than 1.0 FTE into a blended schedule shall be done only through a written agreement signed by the unit member, META and the Superintendent.

Article XIX – Evaluation

Remove: ‘Beginning in the 2012-2013 school year’ educator evaluation will be governed by the DESE Model Educator Evaluation.

Nurses’ Salary Placement on the Unit Members’ Salary Schedule

Remove “Effective 2008 – 2009” from the first sentence. Remove the following two sentences.

For the Association

For the Committee
