

TEACHERS CONTRACT
between the
NAUSET
EDUCATION ASSOCIATION
and the
NAUSET
REGIONAL SCHOOL DISTRICT
AND SCHOOL UNION #54

JULY 1, 2024 - JUNE 30, 2027



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This AGREEMENT is entered into this first (1st) day of July 2024, between the School Committees of Union No. 54 and the Nauset Regional School District, hereinafter referred to as the "Committee," and the Nauset Education Association, hereinafter referred to as the "Association," affiliated with the National Education Association and the Massachusetts Teachers Association.

Preamble

- A. It is the intention of the parties in this contract to continue their harmonious relations, to promote mutual cooperation and understanding, to formulate rules, to define and resolve the proper interest of the teachers and nurses in their rights of compensation and the conditions under which they perform their duties, with the best interest of the total education of the youth of these communities being the primary concern. The parties acknowledge that the Committee has complete authority over policies and general management of the schools, which it exercises under law, and that this vehicle of collective bargaining will provide the teachers and nurses with a better opportunity to bring their knowledge and experience together with that of the Committee to bear on matters of professional concern with a goal of assisting in solving the growing problems inherent in the advancement of education.
- B. In the event that a court of competent jurisdiction shall decide that any part or provision of this Agreement is in conflict with any applicable law of the Commonwealth or of the United States, such law shall prevail. All other provisions of this Agreement shall remain in force and effect.

ARTICLE I **Recognition**

- A. The Committee recognizes the Association for the purpose of collective bargaining as the exclusive representative of a unit consisting of all the following employees of Nauset Region and Union No. 54 School System.
 - 1. All classroom teachers or teachers of remedial or special education, including all department heads, subject coordinators, elementary evaluation team leader, middle school evaluation team leader, professional guidance personnel serving pupils directly in a counseling capacity, school librarians, nurses, long-term substitutes, permanent substitutes, extracurricular positions, including athletic coaches (during their season), teacher mentors, physical therapists, occupational therapists, and interpreters, hereinafter referred to as employees, but excluding educational assistants, in-school tutors, all other substitutes, administrators, and all other employees of the school department. In this contract "secondary teachers" is applied to teachers of students in the Middle School and High School. The term "elementary teachers" is applied to the teachers of students in the elementary schools, including preschool.
 - 2. Long-term substitutes shall be defined as teachers who have taught in the same position for a period of ninety (90) or more consecutive school days with the exception that this ninety (90) days of employment may be interrupted by up to three (3) excused but unpaid absences without loss of credit toward long-term substitute status. A long-term teaching substitute, upon qualifying as such, shall be placed on the Bachelors Minimum Salary Schedule. Long-term substitutes will accrue sick leave at a rate of 1.5 days per whole month, and personal leave at a rate of one (1) day per five (5) whole months. Accrued sick leave will not be carried forward.
 - 3. No credit will apply for the ninety (90) day period prior to achieving long-term substitute status. Long-term substitutes shall receive paid funeral leave provided they meet the contractual conditions. No other leaves shall apply to long-term substitutes.

4. Permanent substitutes are full year employees, and shall be defined as teachers whose primary assignment is to substitute. Permanent substitutes will be paid an annual wage of fifty percent (50%) of the Bachelors Minimum Salary Schedule and will receive all contractual benefits and accrue sick leave and personal leave at the same rate as classroom teachers. Permanent substitutes will work all student days, and one (1) day before and after the students.
- B. Nothing contained in the Agreement shall be construed to prevent any employee or ad hoc group of employees not acting on behalf of any employee organization or representing anyone but themselves from discussing at any time any problems with any of their supervisors, the School Committee or other representatives of the School Committee without the previous consent of the Association, nor shall any action taken by said supervisors, School Committee, or its representatives as a result of such discussion be the subject of a grievance unless such action is in specific and direct contravention of express language in a specific provision of the Agreement. The Association will be notified and have a right to attend any such session before the School Committee.
- C. There shall be no discrimination, interference, restraint, or coercion by the School Committee, the Teachers' Association or their respective agents against any employee because of membership or non-membership in the Association as a condition of employment in the Nauset School System.
- D. Contract Security. Any contract or employment notification issued contrary to the terms of any agreement shall be invalid and shall be canceled by the Superintendent, and shall be re-issued without prejudice to any previous signature of acceptance by any party.
- E. Association Security.
 1. Mail Boxes: The Association shall have the right to use employee mailboxes at each building.
 2. Mail System: The Association shall have the right to use the inter-school and intra-school mail system.

ARTICLE II

Management Rights

Under the laws of Massachusetts, the School Committees elected by the citizens of Nauset Region and School Union No. 54 have final responsibility for establishing the education policies of the public schools of the Region and School Union No. 54, for management of said schools, and for directing their operation (a responsibility which includes the duty to maintain public elementary and secondary schools and such other educational activities as they find will best serve the interests of the Nauset Region and School Union No. 54), and to exercise such other authority, rights, and powers conferred upon the Committees by the laws of Massachusetts and the Rules and Regulations of any pertinent agency of the Commonwealth.

ARTICLE III

Negotiation Procedure

- A. Not later than **October 1st** of the calendar year preceding the calendar year in which this Agreement expires, the Committee agrees to enter into negotiations with the Association over a successor agreement. The October 1st date will be the first negotiation meeting date, unless the parties agree otherwise.
- B. Any agreement reached by the parties shall be reduced to writing, and signed by the Committee and the Association.
- C. If the negotiations described in section A reach an impasse, the procedure described in Chapter 150E of the General Laws will be followed.

ARTICLE IV

General

- A. There shall be no reprisals of any kind taken by either party against any employee by reason of their membership or non-membership in the Association, or participation or non-participation in its activities.
- B. A copy of the official agenda of Committee meetings will be posted in the building faculty room **twenty-four (24)** hours prior to said meeting except in case of emergency. Copies of minutes of official Committee meetings will be posted in the building faculty room as soon as possible after becoming official.
- C. The amended Agreement shall be printed in booklet form within **sixty (60)** days after ratification by both sides, whenever possible, and copies distributed to present employees. The cost of such publication will be borne by the School Committee and the Nauset Education Association equally.
- D. A copy of all vacancy notices will be posted in each building faculty room at least five (5) business days prior to closing.

ARTICLE V

Salaries

- A. The salaries of all persons covered by this Agreement are set forth in Appendix “A” - Unit A Schedule for Teachers, Occupational Therapists, Physical Therapists, Speech Language Pathologists; Appendix “B”, Unit A Schedule for Guidance Personnel and Nurses, Appendix “C”, Extracurricular Salaries - Athletic, and Appendix “D”, Non-Athletic Extracurricular Salary Schedule.
- B. All persons on the employees’ Salary Schedule will have the option of being paid during the school year, or over the course of the full calendar year, which is generally in either twenty-one (21) or twenty-six (26) payments, but may fall in either twenty-two (22) or twenty-seven (27) payments depending on how the payroll calendar aligns within the school year calendar.
 - 1. The following shall only apply to employees employed exclusively by the Nauset Regional School District. When a scheduled pay date falls on a holiday, employees will be paid on the day before that holiday. When the day before the holiday is a work day, paychecks will be distributed at each work site. When the day before the holiday is a non-work day, paychecks will be mailed. During the summer and school vacations, paychecks will be mailed.
 - 2. The Nauset Education Association agrees to hold the School Committees harmless for any interest or penalties resulting from the non-performance of Article V, B. 1. providing such non-performance is not the fault of the School Committees.
- C. Wages for Unit A employees 2024-25: Effective July 1, 2024, the salary schedule will increase by 3.0%.; effective July 1, 2025, increase by 3.0%; effective July 1, 2026, increase by 3.25% with 185 work days as outlined in Article VIII.

2024-2025: 3.00%

2025-2026: 3.00%

2026-2027: 3.25%

- D. Salaries listed in Appendix A, Appendix B, and Appendix D of the existing contract would increase by the percentages listed above for each year of the contract.

- E. Hourly rates for curriculum development and other part time hourly work, except any work included in Appendix B or Appendix C, are as follows:

2024-2025: \$43.94

2025-2026: \$45.26

2026-2027: \$46.73

ARTICLE VI

Teacher Employment

- A. Full credit will be given to eligible employees upon initial employment for any applicable combination of the following reasons:
1. Comparable teaching experience. Breaks in service beyond five (5) years (except for approved leave) will not be credited as comparable teaching experience.
 2. Actual scheduled teaching experience in the military service (maximum credit of one [1] year).
 3. Peace Corps (maximum credit of one [1] year).
 4. Relevant business and/or industrial experience (maximum credit of one [1] year).
 5. Entry level for teachers will be up to step 3 (at the Superintendent's discretion), plus additional steps, one (1) per year of experience.
- B. New personnel will be placed on the proper step and scale of the Salary Schedule as determined by the Superintendent of Schools or designee in accordance with Article VI, Section A above.
- C. Employees participating in compensated athletic or extracurricular activities will be notified of their appointment in writing.

ARTICLE VII

Nurse Employment

- A. A School Nurse shall meet all appropriate regulatory standards of the Department of Education, Public Health, and any other governing agency.
- B. Nurses will work three (3) days more than teachers, earn salary credits in the same fashion as teachers, and have full use of salary lanes and steps in Appendix B.
- C. Step credit on the salary scale will be given year for year for specific experience as a school nurse, up to three (3) steps on our schedule, or on recommendation by the Superintendent for other valid experience which would relate to the nature of the work in our District. This credit may or may not be given on a year for year basis.
- D. No later than **June 1**, all nurses will be notified in writing whether they have been reappointed for the coming school year. Nurses not reappointed will be notified in writing of the reasons for the non-reappointment.

ARTICLE VIII
Work Year, Day, Hours

A. Work Year.

1. The work year will normally begin no earlier than the Wednesday before Labor Day and terminate after completion of the one hundred eighty-five (185) days for Teachers, one hundred eighty-eight (188) days for Nurses, Elementary School Guidance Staff (*includes K-12 Nurses and Elementary Guidance Counselors, Adjustment Counselors, School Psychologists and Social Workers*) and one hundred ninety (190) days for High School and Middle School Guidance Staff (*includes Director of Guidance, High School and Middle School Guidance Counselors, Adjustment Counselors, School Psychologists and Social Workers*). An employee must have worked 50% or more of their assigned schedule in the preceding school year, which credits Family Medical Leave Act (FMLA) and authorized paid and unpaid medical leave as periods worked, in order for that year to count as a year of service toward step advancement on the Wage Scale (Appendix A and Appendix B).
2. These work days will consist of the following:

July 1, 2024 -June 30, 2027 Work Year and Paid Days

TYPE OF PAID DAY	Teachers	Guidance Staff Middle School and High School	K-12 Nurses and Elementary Guidance Staff
Student Days (includes 2 Flexible Professional Development Day)	181	181	181
Two (2) days prior to start of student school year - one (1) Opening Day for all staff, and one (1) Staff Collaboration Day	2	2	2
<u>Two (2) full Professional Development Days</u>	2	2	2
<u>Additional Days to be worked during each fiscal year</u>	N/A	5	3
<u>TOTAL NUMBER OF PAID DAYS</u>	185	190	188

3. Professional Development Days:
Two (2) full professional development days, building-based or system-wide.
4. Six (6) half days for elementary school employees as follows (included in the 181 Student Days)
 - a. Four (4) half days for professional development
 - b. Two (2) half days annually for parent/teacher/caregiver conferences

Five (5) half days for Middle and High School as follows (included in the 181 Student Days)

 - a. Four (4) half days for professional development
 - b. One (1) half day annually for parent/teacher/caregiver conferences
5. System-wide professional development days will be planned by the District Director of Curriculum, Instruction, and Assessment in consultation with the Professional Development Committee. An exception to the work year is:
 - a. Professional Development Days will not include any Friday before Labor Day. The All Cape Professional Development Day shall be scheduled as a full or half-day professional development day each year. Student and teacher calendars will be voted by the School Committee after consideration and recommendation by the Curriculum and Assessment Committee.
 - b. At the request of the Superintendent, recognized employees under this contract being employed in this system for the first time may be required to attend up to *three* (3) additional days prior to the opening of school. These days may begin two weeks prior to Labor Day weekend and will be for the purpose of orientation and as an introduction to the mentoring process.
 - c. The District shall solicit staff input on District sponsored professional development. To the extent practicable, the survey will be sent to all staff by March 15th of the preceding year.
6. Within their normal work day, employees may be asked to attend meetings, excluding Fridays and days immediately preceding holidays or non-school days. These meetings will be from the aggregated administration time. For meetings held beyond the student day, grades PreK-12 will attend a maximum of two (2) meetings per month for purposes as outlined by the Principal or Superintendent. In lieu of a 3rd monthly meeting, teachers will work collaboratively or individually a minimum of ten (10) hours annually on curriculum, instruction, and/or assessment projects (e.g. unit plans, assessment tools or strategies, review of iPad apps and follow-up use with students, co-planning with curriculum materials, collaborative scoring of common student assessments, creation of lessons/units with embedded use of technology). These projects could be identified as part of the goal-setting process with the Principal or may be mutually agreed upon as a worthwhile project outside the realm of a staff member's annual goals. These projects may be used as evidence during the evaluation process and submission of the evidence will follow evaluation guidelines and timelines. Otherwise, it is expected that projects will be completed by June 1st of each school year. Discrepancy in the approval of curriculum, instruction, or assessment projects may be appealed through the District Director of Curriculum, Instruction, and Assessment.
7. Employees may be required to attend up to five (5) evening activities per year, assigned by the Principal. These activities will last no longer than three (3) hours. Evening activities are defined as those that occur between 4:30 – 8:00 P.M.
8. Employee participation in compensated extracurricular activities will be voluntary and, once such agreement has been made, it is part of a separate written contract for the school year.
9. Employee participation in non-compensated extracurricular activities will be voluntary. Employees will not be asked to participate in any non-compensated extracurricular activity that was previously compensated.

10. Part-time employees will attend a percentage of all meetings as outlined in Article VIII. A.6. The percentage of time to be determined by the amount of time employed.
11. Conferences for all teachers shall be scheduled for fifteen (15) minutes using an online program, such as “pickAtime”. Parents may choose to attend a conference either remotely or in person. Principals shall be present in the school building for the duration of all conferences.
12. The Committee will provide release time, two (2) times per year, to those elementary teachers with nineteen (19) or more conferences to conduct. That release time will be sufficient to accomplish those conferences in excess of eighteen (18).

B. Employees' Work Day.

1. All Levels (Pre K-12)

- a. Within the normal work day, teachers will be responsible for student assistance time, a minimum of 30 minutes per week that will be scheduled based upon availability and need of the students and the teacher. This time may change from one week to the next based upon mutual availability and need. This time will be communicated, in advance, to students, families, and the main office of each school. Student assistance time will begin during the month of September and end during the month of June. Other student assistance shall be voluntary on the part of the teacher.
- b. Excluding early dismissal, the employee work day will be aggregated time to a work week that will include thirty-seven and a half (37.5) hours. Normal student-teacher contact time, other than student assistance or extracurricular assignments, will be scheduled within a daily six (6) hour and fifteen (15) minute period for Preschool to Grade 8, and six (6) hour and twenty-two (22) minute period Grade 9 to 12. This period of six (6) hours and fifteen (15) minutes, or six (6) hours and twenty-two (22) minutes will be scheduled between 7:00 a.m. and 4:30 p.m. with the exception of the High School dropout prevention program. Teachers will be notified of their scheduled hours by June 15. Student-teacher contact during a differentiated day would be considered instructional. Stipend assignments (e.g. clubs) are not suitable for differentiated schedules.
- c. That portion of the work day which administration may apportion shall be aggregated weekly at the rate of thirty-three (33) minutes per day for a total of one hundred and sixty-five (165) minutes per week. The first half hour beyond the student day shall be apportioned by the principal, except that no more than fifteen (15) minutes may be apportioned after school on a day when there is an evening meeting. The aggregated balance of the required work week shall be apportioned at the discretion of the individual teacher. The administrative aggregated time may be assigned for contractually permitted purposes such as meetings, student assistance, time required to be in school before or after the student day. No meeting shall extend beyond one (1) hour. There will be no aggregation of time on in-service days.
- d. Within the thirty-seven and a half (37.5) hour teacher workweek, normal student-teacher contact other than student assistance or extracurricular assignments, will be scheduled as provided in Article VIII B. 1.b. A scheduling committee will be formed as part of the scheduling process in each school and voluntary participation on this committee will be communicated to all staff. A wide representation of staff members including classroom teachers, special education teachers, specialist teachers (e.g. Physical Education., Art, Music, Library, and Technology), paraeducators, and support staff will be sought for this committee. The purpose of the scheduling committee will be to consider changes to the student day and adjustments to the existing schedule that may maximize student learning time and allow co-planning time and/or collaboration time among staff. Consideration will be given to all factors impacting scheduling (e.g., age of students, service delivery for students on Individual Education Plans (IEPs), coverage of recess/lunch duties, Title I services and interventions, creation of blocks for instructional time, transitions). The goal of the scheduling committee will be to determine a foundation schedule by June 1 for the subsequent year.

- e. All assignments shall be made equitably by the Principal. This includes, but is not limited to, bus duty, late duty, corridor duty, and cafeteria duty.
- f. Exceptions to the provisions of Article VIII. B. 1. may be made only if the School Committee (or designee), and Association jointly determine that it is necessary to do so in the best interest of the educational process.
- g. For teachers who are employed at more than one (1) level (PreK-5, 6-8, or 9-12), every effort will be made to apply the items in Article VIII. A.3., Article VIII. A.4., and Article VIII. A5. to those teachers in proportion to their time spent at each level.
- h. Under emergency conditions, as determined by the building principal, teachers may be given additional assignments as necessary on a non-continuing basis.
- i. Teachers shall be required to remain at school during the work day except for field trips and activities normally held out-of-doors. Teachers may, however, be excused at the discretion of the Principal.
- j. Duty Free Lunch within the Student Day.
 - (1) Elementary teachers receive a twenty-five (25) minute duty-free lunch period when the cafeteria is open and serving.
 - (2) Middle School teachers receive a twenty-five (25) minute duty-free lunch period when the cafeteria is open and serving.
 - (3) High School teachers receive a duty-free lunch period when the cafeteria is open and serving.
- k. One individual may be appointed Department Head of each academic department, overseeing Grades 6 through 12, with responsibilities consistent with the current Grades 9 through 12 Department Heads. This position will be paid in accordance with the prevailing rate for High School Department Heads and have reduced teaching responsibilities equivalent to an additional free block at the High School, beyond the usual Department Head schedule. An Assistant Department Head will be based in the school other than that in which the Department Head has primary teaching responsibilities, and be paid the rate in place for Middle School Subject Coordinators.
- l. The Committee agrees to limit teacher pullout for professional development activities for teachers with professional teacher status to nine (9) days over the course of three (3) years. The use of flexible professional development days by staff will not count toward these nine (9) days.

2. Elementary (Preschool-5).

- a. Elementary teachers' student contact time shall be no more than twenty-four and a quarter (24 1/4) hours weekly. Each elementary teacher will be assigned supervision of students during recess or lunch a maximum of two (2) times per week. For special education teachers with instructional assignment and service providers (OT/PT/SLP), two (2) fifty-minute periods per week shall be provided for their special education responsibilities (observation, consultation, contributing to IEP development, progress, monitoring, progress reporting).
- b. All elementary school teachers shall have sixty (60) minutes preparation time daily; a minimum of fifty (50) continuous minutes of preparation time daily within the student day. The fifty (50) minutes of continuous preparation time is with the understanding that student pick-up and drop-off may fall within this time. In addition to the preparation time above, teachers will have a minimum of twenty-five (25) consecutive minutes per week within the student day for the purpose of co-planning and collaboration.

- c. Elementary teachers shall have a preparation period when their students are being taught by specialists in music, art, library, or physical education, or by the building principal, or by any other qualified educator, except when advance notice has been given that a demonstration lesson for the benefit of the teacher and involving new techniques and/or materials is to be taught. Except in extraordinary, nonrecurring circumstances, preparation time will be free of administrative responsibilities.
- d. During each school year, elementary teachers inputting grades electronically, and/or preparing narrative progress reports, and/or participating in parent/teacher conferences will be given one (1) half day prior to each reporting term for the preparation of report cards with narratives and for conferences. All classroom teachers will write narratives for all their students. This time shall be accomplished through release time which may or may not be at the same time for all elementary teachers.

3. Middle School (6-8).

- a. A full time general education teacher shall be scheduled for a maximum of 1155 minutes per week of instructional time. Special Education Teachers with instructional assignments shall be scheduled for a maximum of 1045 minutes per week of instructional time. A minimum of 110 minutes per week shall be provided to special education teachers and service providers (OT/PT/SLP) for special education responsibilities (observation, consultation, contributing to IEP development, progress monitoring, progress reporting). All other Special Education requirements shall be the responsibility of the Middle School Evaluation Team Leader or the Special Education Coordinator. Homeroom or Nauset Time assignment shall count as instructional time. Class length will be a maximum of fifty-five (55) minutes. During the six and one quarter (6 ¼) hour student instructional day, the teacher shall be assigned and scheduled for non-instructional duties, such as: department or curriculum collaboration (minimum of 125 minutes per week); team meeting time (a minimum of 50 minutes per week); hall, bus or lunch duty; or duties which relate to the teacher's subject area or assignment (i.e., gym equipment inventory, computer lab updating, homeroom or Nauset Time tasks (minimum of 50 minutes per week, etc.). Time must be apportioned by the principal for the completion of any assigned tasks, such as homeroom and other teacher responsibilities. In the event that the administration wants to change to an alternate schedule, after consultation with the NEA, and collaboration with staff at the scheduling committee, the same percentage/number of minutes per week of instructional time would apply.
- b. Excluding early dismissal days, each teacher shall receive one preparation period daily.
- c. All teachers will receive a minimum of 275 minutes of preparation time each week, with a minimum of 50 consecutive minutes daily. This shall not cause any reduction in core academic instruction. Except in extraordinary, nonrecurring circumstances, preparation time shall be free of administrative responsibilities.
- d. During the time between the end of the term and when grades become available to parents, team planning time shall be available to middle school teachers for use in the preparation of report cards.
- e. Team Meeting Time: All teachers will be provided with a minimum of 50 minutes per week of team meeting time for the purpose of meeting with grade level counselors and team teachers.

4. High School (9-12).

- a. Based on a four (4) period day, the teacher's day shall be no longer than seven and one half (7.5) hours.
- b. There will be eight (8) eighty-five (85) minute periods in a two (2) day span.
- c. In a five (5) class teaching schedule, each teacher will have a daily planning period. Individual schedules

will reflect a rotating period that will result in additional meetings of a teacher's regularly scheduled classes and preparation periods. This occurrence will happen once every fourteen (14) school days for each class.

- d. Except in extraordinary, nonrecurring circumstances, preparation time will be free of administrative responsibilities.
- e. Department heads will be provided with adequate time to perform their supervisory duties within said schedule and without being deprived of their guaranteed daily preparation time. Note: This section does not apply to subject coordinators.

5. Nurses' Hours and Workload.

- a. Except in emergencies, no extra duties shall be assigned which will interfere with the normal responsibilities of the nurse.
- b. The nurses shall be expected to carry out all duties and responsibilities as set forth in the school nurse job description.
- c. A duty-free lunch period shall be provided for the nurses unless it is interrupted by an emergency involving the health of a student.

6. Therapists and Counselors Work Day

- a. Therapists (speech, occupational, and physical therapy) and Counselors (guidance, school adjustment, social workers, and school psychologists) may be scheduled to work earlier than other teachers (between 7:00 A.M. – 8:15 A.M.) or may be scheduled to work later than other teachers (between 1:30 P.M. and 4:30 P.M.) in order to provide their services to students and or the students' families. If a therapist or counselor is assigned to work either before or after the regular student day of the building in which they are working, their total working day of seven and one half (7.5) hours shall not be split. In no instance shall these teachers work a longer day or work week than outlined in Article VIII, Section B.1.b.

ARTICLE IX

Class Size and Special Programs

- A. The School Committees will make every effort to maintain an average class size in conventional academic groups in grades Pre K-12 at twenty-five (25) students per classroom teacher.
- B. In the light of modern educational developments, it is essential to move toward flexibility relative to numbers of teachers and students participating in the process of teaching and learning. Class sizes will be appropriate to each learning situation and will be no greater than the number for which the facility was designed.
- C. The Committees and the Association recognize the value of an adequate number of competent specialists, and will keep informed of new programs. To the extent that funds are available, personnel will be secured as the need arises. Teaching loads will be appropriate to their specialties.

ARTICLE X

Non-Teaching Duties

- A. The Committee and the Association acknowledge that a teacher's primary responsibility is to teach and that their energies should, to the extent possible, be utilized to this end.

B. Furthermore, the Committee and the Association recognize that such learning is achieved by students through the interpersonal relationship between the student and teacher during many activities other than regular formal classroom (teaching) situations. However, the Committee agrees that many duties of a clerical and housekeeping nature, such as those listed below, should be minimized as much as possible.

1. Supervision of cafeterias, corridors, sidewalks, and buses.
2. Keeping registers.
3. Collecting and accounting for money.

ARTICLE XI

Assignment

- A. Teachers will be notified, within the range of reasonable timing, in writing, of their program for the coming school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes that they will have, as soon as practicable and, under normal circumstances, not later than two (2) weeks prior to the last day of school.
- B. In order to assure that pupils are taught by teachers working within their areas of competence, teachers will not be assigned outside the scope of their teaching certificates and/or their major or minor fields of study, except as provided by the laws of the Commonwealth.
- C. Changes in grade assignment in the elementary schools, and in subject assignment in the secondary schools, shall be at the discretion of the Principal/Superintendent. Although involuntary changes may be necessary, requests for voluntary changes will be considered and said requests shall be submitted to the Principal in writing, on or before **April 1** of the year preceding the change. Involuntary changes by the Principal shall not be done in an arbitrary, unfair, or capricious manner. When vacancies occur after April 1, the April 1 deadline for filing requests will be waived.
- D. In arranging schedules for teachers who are assigned to more than one school, an effort will be made to limit the amount of inter-school transportation. Such teachers will be notified of any changes in their schedules as soon as practicable. Teachers employed in more than one elementary school shall be employed by Superintendency Union 54 with seniority and tenure earned directly from the Superintendency Union. Teachers who are assigned to more than one school in any one school day will receive compensation for inter-school transportation. Teachers who receive travel compensation will present evidence that they are insured to minimum liability limits as follows:
1. \$25,000 bodily injury - each person.
 2. \$50,000 bodily injury - each accident.
 3. \$10,000 property damage - each accident.
- E. Assignments will be made without regard to race, color, creed, religion, national origin, ethnic characteristics, sex, marital status, sexual orientation, gender identity, disability, homelessness, veteran status, or age.

ARTICLE XII
Nurse Assignment

- A. Nurses shall be notified as early as possible of any changes planned in their school assignment, location in a building, or in any matters involving a change in routine or duties.
- B. Nurses shall receive travel compensation for any necessary travel connected with their duties. They will present evidence that they are insured to minimum liability limits as follows:
 - 1. \$25,000 bodily injury - each person.
 - 2. \$50,000 bodily injury - each accident
 - 3. \$10,000 property damage - each accident.

ARTICLE XIII
Employee Evaluation

- A. All aspects of the evaluation process will be consistent with and in compliance with the standards contained in the Massachusetts Department of Education Laws and Regulations.
- B. Only the approved, contractually agreed upon evaluations forms and procedures will be utilized throughout the school system.
- C. Evaluation and observation will always be in an open and ethical manner-
- D. Employees will have the right upon written request to the Principal or Superintendent to inspect, by appointment, the contents of their evaluation file. An employee will be entitled to have a representative of the Association accompany them during such review (Chapter 71, Section 42C).
- E. All material, which will be placed in any local evaluation file, will bear the employee's initials. Such initials or signature in no way indicates agreement with the contents thereof. The employee will also have the right to submit a written answer to such material and their answer shall be reviewed by the Superintendent and attached to the file copy.
- F. Any complaints regarding an employee upon which action is to be taken by the administration, made to any member of the administration, or by any parent, student, or other person, will be promptly called to the attention of the employee.
- G. The Association recognizes the authority and the responsibility of the Principal for reprimanding an employee for delinquency of professional performance. If an employee is to be reprimanded by a member of the administration at or above the level of the Principal, they will be entitled to a member of the Association to be present. The administrators are not to be denied the right to give constructive criticism to members of the faculty.
- H. No employee will be reprimanded or dismissed or lose professional advantage without just cause. This section shall not apply to the non-renewal of a teacher without professional status to a Contract of Employment.
- I. A teacher without professional status of ninety (90) days or more and to whom a recommendation has been made for dismissal or for non-renewal of contract shall be so notified in writing of the reasons for that recommendation and, if requested, a teacher without professional status shall be granted a hearing by the Superintendent of Schools. A teacher without professional status may grieve a dismissal which occurs during the contract year, but may not grieve a non-renewal.

- J. The parties shall jointly negotiate all evaluation criteria and forms.
- K. The parties may agree to form a Joint Labor-Management Study Committee, which shall consist of up to seven (7) members from the Nauset Education Association (NEA) and up to seven (7) members from the Administration, representing the School Committee. The purpose of said Committee shall be to work collaboratively to resolve issues of importance affecting the teachers or the administration. The Joint Labor-Management Committee shall meet from time to time to review these issues, including but not limited to the implementation of initiatives mandated by the Massachusetts Department of Elementary and Secondary Education (DESE) or some other federal, state, or local government.

ARTICLE XIV

School Counseling Personnel

- A. The salary of the Director of School Counseling is to be the individual's step and scale on the Salary Schedule – Director of School Counseling, High School and Middle School Counselors, School Psychologists and Social Workers. The Director is required to work an additional five (5) days per year beyond the standard Teacher work days and these days are to be scheduled by mutual agreement with the Principal. The five (5) additional days have been incorporated into the attached Salary Schedule, which then become the base earnings for this position.
- B. The salary of the Director of School Counseling is to be the individual's step and scale on the Salary Schedule – Director of School Counseling, High School, Middle School Counselors, School Psychologists and Social Workers, plus a stipend as Department Head at the appropriate rate set forth in Appendix D.
- C. The salaries for School Counselors, School Psychologists and Social Workers shall be each individual's step and scale on the Salary Schedule – Director of School Counseling, High School, Middle School Counselors, School Psychologists, and Social Workers. High School and Middle School Counselors and Psychologists will be required to work an additional five (5) days per year beyond the standard Teacher work days and these days have been incorporated into the attached Salary Schedule. Elementary School Counselors, School Psychologists and Social Workers are required to work an additional three (3) days per year beyond the standard Teacher work days and these days have been incorporated into the attached Salary Schedule. These days are to be scheduled by mutual agreement with the Principals.
- D. The School Committee shall make every effort to keep the student counselor ratio, on the regional level, at no more than 350-1.
- E. The School Committee shall make every effort to keep the student counselor ratio, on the elementary level, at no more than three hundred fifty (350) to one (1).
- F. The length of time worked by counselors shall be the same as that worked by classroom teachers. Counselors may be required to work up to two (2) evenings per month as directed by the Superintendent or designee and, in cases where evening work occurs, the counselor will receive compensatory time during the regular school day. It is agreed that no counselor will be directed to work during the evening unless at least one (1) other professional employee is scheduled to be present in the building during the same evening hours. Further, in addition to the work hours required by this section, high school guidance counselors will be required to work an additional two (2) hours per week at the curriculum rate as noted in Article V. Section F. No high school counselor will be required to work more than one (1) extra hour per day, and these additional hours shall not be required on a Friday, or the day before a holiday or vacation.

ARTICLE XV
Professional Growth

- A. The Committee and Association recognize that teaching is a professional endeavor, and in order to promote creative growth and quality education, agree that it is the responsibility of each teacher to pursue excellence in their field of teaching, and shall make every effort to engage in courses of study, community involvement with youth, curriculum studies, workshops, travel, tutorial services, independent study, and other pursuits deemed to improve teaching proficiency.
- B. Movement from one column to the next higher column in the salary scale will be based upon proof of attainment of required number of college credits with proof of completion of degree program. All courses to be applied for salary credit must be approved by the Superintendent of Schools in writing **IN ADVANCE** of taking said course. Such approval shall not be unreasonably withheld. Teachers in a two (2) year Master's program will submit the schedule of courses with the first course pre-approval form. In the event that the college/university changes the sequence of courses after a pre-approval form has been submitted, the change shall be approved provided that it is listed as one of the courses in the program's sequence and it is submitted upon notification from the college. If the College/University Program substitutes a course, the change will be approved provided that there is notification from the College and the course sequence is updated. Movement to a new salary lane, based upon earned course credits or a new degree, shall not take effect until the next budget year. The School Committee agrees to honor a new degree only when the degree's major emphasis has significant relevance to the teacher's present assignment, or when the new degree is in guidance or administration. No movement will be allowed unless the Superintendent is notified in writing of the anticipated move prior to **January 15** of the current school year. The District will send a reminder to employees at least ten calendar days prior to January 15th of the deadline for notification for requesting a column change. Such written notification applies only to a movement commencing the following school year. If such a movement does not occur the following school year then notification must be given again by **January 15** of the year preceding the year in which salary movement is anticipated. Teachers should look within the Teachpoint system (or any other professional development tracking system) at any time to confirm the number of credits beyond their degree.
- C. No payment shall be made before transcripts or similar records are submitted to the Superintendent's office for recording.
- D. Credits earned under previous Nauset contracts will be honored.
- E. Employees newly hired into this system may have courses applied for salary credit provided they pertain to the assignment for which the employee is hired, or for other pertinent coursework (such as credit for course work towards administrator licensure or towards guidance/counselor licensure) as determined solely by the Superintendent of Schools. Such approval shall not be unreasonably withheld and be given to the employee in writing.
- F. No salary credit shall be approved for online courses that are not through an accredited college or university. Online courses that are through an accredited college or university must be approved in advance of the course being taken by the Principal and Superintendent.
- G. Salary credit for undergraduate courses may be approved at the Superintendent's discretion.
- H. Salary credit shall be allowed only for those approved courses wherein a grade of B minus (B-) or higher is achieved.
- I. Nauset professional development and professional growth will align with the Massachusetts Department of Education Standards for Teacher License Renewal. Effective 7/1/11, the accumulation of Nauset credits will cease; only graduate credits from a bona fide college or university may be used for salary lane changes. Nauset credits earned prior to 7/1/11 would still be allowed.

J. Professional growth activities will be supported through an annual appropriation in the budgets. Effective July 1, 2021, the funding level shall be \$140,000. Teachers who already possess a Master's degree shall be limited to reimbursement for a maximum of nine (9) credits per contract year. Teachers who are enrolled in a Master's degree program may receive reimbursement for a maximum of the Master's program credit requirements thirty (30) to thirty-six (36) credits over the course of two (2) contract years.. The funds may be used for professional growth items including, but not limited to:

1. Course reimbursement in the amount of up to \$450 for each credit.
2. Sabbatical leaves.
3. Other professional development pursuits.
4. Costs associated with workshops and in-service.
5. Costs associated with providing courses on the Cape.
6. Projects and services beyond regular teacher professional duties, e.g., mentoring, demonstrated teaching, curriculum development, peer coaching, etc.
7. Nurse-related courses and other professional development activities.

For professional growth items listed above as items '1' through '7', the Professional Development Committee shall review proposed costs and shall vote whether or not to approve payment for such items. Payment for items '1' through '7' shall not cause the inability for teachers to receive reimbursement for graduate college-credit courses per the language above within a given contract year.

K. Courses that are submitted for approval with a start date prior to July 1, 2024 but after May 1, 2024 and with an ending date after July 1, 2024 shall be reimbursed at the rate of \$450 for each credit if completion of the course satisfies the requirements as outlined above. Staff who receive reimbursement from the district for completed coursework are not eligible to also receive a Flexible Professional Development Compensation (Comp) Day.

Courses with an ending date after July 1, 2024 shall count toward the maximum number of credits allowed for the school year in which the ending date of the course occurs (e.g. a course with an ending date of July 15, 2024 shall count toward the maximum number of credits allowed in 2024-2025). For online courses without an established start and/or ending date, the start date will be set based upon the final approval date of the course. Participants will be allowed a maximum of one (1) year to complete an online course and submit the necessary documentation (proof of grade, number of credits, and proof of payment along with completed reimbursement form) in order to be eligible for reimbursement.

Submission for reimbursement for any given school year must occur by August 15th following that school year (e.g. a course completed in May of 2024 must be submitted for reimbursement by September 1, 2024), or it will be carried over into the subsequent school year for the purpose of determining costs taken from the professional growth fund as outlined in Article XV, section K for a given contract year."

L. Staff members who agree to be professional development presenters for District-sponsored programs/workshops will earn the current rate for work per hour. For the initial presentation by staff, paid preparation time can be up to twice (2x) the hours of the actual workshop time. For the second presentation of the same workshop by staff, presenters may earn up to the actual workshop time (to allow for revisions/refinements to the workshop) for presentation work. Presenters will not be paid for preparation time after the second workshop with the same or nearly the same content. Presenters will earn Professional Development Points (PDPs) as agreed upon in the contract for workshop presentations. Each school will have a Faculty Council to plan, with the Principal, school-based professional growth activities. Majorities of both the Faculty and Professional Development Councils shall be teachers.

ARTICLE XVI

Professional Development and Educational Conferences and Workshops

- A. The Committee will pay the reasonable expenses (including fees, meals, lodging, and/or transportation) incurred by employees who attend workshops, seminars, conferences or other professional improvement sessions with the advance approval of the Principal and Superintendent of Schools.
- B. Notices of conferences and workshops received by the administrators of the various schools and the Superintendent of Schools shall be passed on to those employees involved either through the department heads or on the faculty bulletin board.
- C. Staff participating in the Flexible Professional Development Day will complete a "Conference/Workshop/Flexible Professional Development Day Request" form and receive advance approval of the Principal and Superintendent of Schools. Staff members who are participating in Flexible Professional Development Day activities during a scheduled 'student day' are expected to complete their work within one of the District buildings. Exceptions shall be made for visits to other schools, offsite workshops, or when attendance at an offsite location (e.g. Cape Cod Museum of Natural History) is required as part of their professional development work. The Committee will pay the reasonable expenses (including registration fees/travel) incurred by employees up to a maximum of two hundred dollars (\$200) per staff member per year when there is a cost for a conference/workshop. Costs beyond the two hundred dollars (\$200) per staff member may be approved by the Principal and Superintendent if funds are available. Staff shall receive Professional Development Points (PDPs) for work accomplished during Flexible Professional Development Days when at least eight (8) of the ten (10) Massachusetts Standards for High Quality Professional Development are met. Staff should complete a Professional Development Points (PDPs) Proposal Form and have it signed when Professional Development Points (PDPs) are a desired outcome for individual/collaborative work during a Flexible Professional Development Day.
- D. Staff who receive approval for a Flexible Professional Development Day that is not a scheduled student day will be allowed to take a compensation (comp) day during a scheduled student day. Notification of absences due to a compensation (comp) day shall be made in advance and the scheduled date shall be approved by the Principal using the "Leave Request Form". Compensation (comp) days shall not be allowed to extend a vacation, or on a day immediately before or immediately after a holiday or holiday weekend.

ARTICLE XVII

Leaves of Absence: Sick Leave, Parental Leave, FMLA Leave, Personal Leave, Bereavement Leave and Other Leaves

- A. Sick Leave
 - 1. Number of Sick Days: Employees will be entitled to fifteen (15) days sick leave each school year. Unused sick leave may be accumulated from year to year up to one hundred eighty two (182) days. Part-time employees shall be entitled to benefits set forth in this Article on a pro-rata basis as determined by the Superintendent of Schools.
 - 2. Use of Sick Leave: Sick leave shall be granted at the discretion of the Principal or Superintendent to employees only under the following conditions:

a) Self/Own Illness:

- (1) When an employee is incapacitated for the performance of his or her duties by sickness, injury or disability;
- (2) Through exposure to contagious disease, or when the presence of the employee at their post of duty would jeopardize the health of others;
- (3) When the employee has an appointment with a specialist or is having a scheduled medical procedure, the appointment could not be scheduled during a non-work day or during non-work hours.
- (4) Sick leave will not continue beyond five (5) work days without written verification of the illness, injury or disability by the employee's attending physician. Note that sick leave for an employee's own illness may fall under the provisions of the Family and Medical Leave Act "FMLA". Additional sick leave (paid or unpaid) may be granted, of up to twelve weeks in a rolling twelve month period, for an employee's own illness. An employee's accrued sick time may be applied to such leave. See Appendix E for more details on FMLA leave.

b) Family Sick Leave: An employee may use up to ten (10) days of their own sick days per year in order to care for an ill member of the immediate household, including step-families, and the following family members: spouse, domestic partner, parents, children, sister, brother, grandparents, mother-in-law and father-in-law. The Superintendent, in their sole discretion may allow for the use of additional sick time by the employee. In cases where FMLA is applied, written verification of the illness, injury or disability by the family member's attending physician is necessary. Note that sick leave for a family member may fall under the provisions of the FMLA. Additional unpaid FMLA leave may be granted by the Superintendent, of up to twelve weeks in a rolling twelve month period, for illness of a family member. (See Appendix E for more details on FMLA leave.)

c) Parental Leave (Maternity/Paternity/Adoption Leave): Employees shall be entitled to up to ten (10) days of paid parental leave for the purposes of birth or adoption of a child. Employees may use accrued sick leave during approved leave of absence for purpose of birth or adoption of child; said leave to be subject to parameters of Massachusetts Parental Leave Law ("MPLL") and the FMLA. If an employee who is eligible for Parental Leave and/or FMLA leave does not have accrued sick time, they may take the time off beyond the ten (10) days of paid parental leave, without pay. The MPLL and the FMLA describe the amount of time (i.e., not the amount of pay) an employee is entitled to take off from work for the birth or adoption of a child. See Appendix E for details on Parental Leave. A brief summary is provided below:

In cases where both parents are employed by the School District, such employees shall both be entitled to ten (10) days each of paid parental leave as well as the full amount of MPLA and/or FMLA leave. Parents may take leave consecutively but not concurrently.

- (1) MPLL: Provides ¹full-time employees, male or female, who have completed three months of service, up to eight (8) consecutive weeks of leave immediately following the birth or adoption of a child. Nauset Public Schools allows an employee to use his or her accrued sick time to receive pay during MPLL leave (for time the employee would ordinarily be at work.) MPLL leave time is counted in continuous weeks, and school break periods are included in counting the number of weeks. In the event two employees of the School District are the parents of the same child, those two employees are only entitled to one aggregate period of eight weeks of unpaid Parental Leave between them (rather than 16 weeks between them).

¹ Section 101(2) of the FMLA defines an eligible employee as, among other things, one who has been employed for at least 1,250 hours of service with such employer during the previous 12-month period. Full-time teachers of an elementary or secondary school system are deemed to meet the 1,250 test. Leave for ineligible part-time employees will be granted under the applicable "Sick Leave", "Miscellaneous Leave" and "Other Leave" provisions of this contract.

- (2) FMLA Leave for Birth or Adoption of Child: Concurrent with the MPLL, the FMLA provides full-time employees, male or female, who have completed a year of service, up to twelve work weeks of leave in a twelve month period (Nauset Public Schools use a rolling twelve month period to calculate FMLA leave time) for birth or adoption of a child. An employee may use their accrued sick leave during an FMLA absence for the purpose of birth or adoption of a child. Under FMLA, school vacation weeks do not count against an employee's twelve (12)-week FMLA leave entitlement.
- (3) MPLL and FMLA run concurrently (i.e., they overlap, and are not added together.)
- (4) An employee with Professional Status may also request additional unpaid leave for child rearing purposes. See item H.2.)
- d) FMLA Leave: In addition to the reason of the birth or adoption of a child, a full time employee who has completed a year of service is entitled to take up to twelve (12) weeks of leave in a rolling twelve (12) month period for the following additional reasons, and may apply accrued sick time to said leave (See Appendix E for more details on FMLA leave.):
 - (1) Employee's own serious health condition
 - (2) Serious health condition of immediate family member
 - (3) Qualifying exigency arising out of the fact that a spouse; son/daughter, parent is on covered active duty or call to covered active duty status with the Armed Forces.
 - (4) Employee is the spouse, son/daughter, parent or next of kin of a covered service member (a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list) with a serious injury or illness.
- e) Sick Time for Bereavement: In special circumstance, the Superintendent may grant additional bereavement days beyond the standard (see Article XVII, section E for further details on bereavement leave); said bereavement days to be deducted from an employee's accumulated sick leave.
- 3. Approval of Sick Leave and Notice Requirements: The granting of sick leave is solely at the discretion of the Principal or Superintendent but, if granted, the provisions of Article XVII, section A above must be followed. Notifications of absences under Section A shall be given as early as possible on the first day of absence. If such notification is not made, such absence may, at the discretion of the Principal or Superintendent, be applied to absence without pay at a per diem rate. If concrete evidence exists, which shows abuse of sick leave for any period of absence on account of sickness, the Principal or Superintendent may require, for the purpose of additional evidence only, a physician's certificate for the necessity of such absence. If such a certificate is not filed within five (5) school days after a request is made, such absence may be applied by the Principal or Superintendent to absence without pay. It is agreed that the rate of pay is the current per diem rate.
- 4. Sick Leave Bank:
 - a) A Sick Leave Bank will be established for all parties governed by the Master Agreements of all employees represented by the Nauset Education Association. The Sick Leave Bank will be instituted to assist those staff whose sick leave accumulation is exhausted through prolonged illness, and who require additional leave.
 - b) All permanent employees, as stipulated above, will give one (1) sick day to initially fund the bank from their annual sick leave entitlement from the year the bank begins operation.

- c) All new permanent employees will give one (1) sick day to join the bank upon initial employment in Nauset.
 - d) Participation in the bank will be mandatory. The accrued balance in the Sick Leave Bank shall continue from year to year.
 - e) The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of six (6) members. Three (3) members shall be designated by the school committees to serve at their discretion, one (1) of the designees to be the Superintendent of Schools, and three (3) members shall be designated by the Association. If a tie in voting occurs relative to the granting of Sick Leave Bank days, a tie vote will constitute a denial of the request. Decisions of the Sick Leave Bank Committee shall be final and shall not be subject to appeal or to the grievance or arbitration procedure. Applications must be made to the Superintendent who must bring the matter to the Sick Leave Bank Committee within ten working days.
 - f) Any request denied by the Sick Leave Bank Committee may be reconsidered upon presentation of new information substantiating the need.
 - g) The Sick Leave Bank Committee shall determine the eligibility for use of the bank, and the amount of leave to be granted. The following criteria shall be used by the Committee in administering the bank, and in determining eligibility and the amount of leave.
 - i. Prior utilization of all eligible leave including sick, personal days, and vacation leave.
 - ii. Documented medical evidence of serious, extended illness.
 - iii. Propriety of use of previous sick leave.
 - h) The Sick Leave Bank Committee will have access to Nauset attendance and sick leave records of staff who request days from the sick leave bank.
 - i) The initial grant of sick leave by the Sick Leave Bank Committee shall not exceed thirty (30) days. Requests for additional days may be requested in increments up to thirty (30) days upon demonstration of continued need by the applicant.
 - j) The Sick Leave Bank Committee shall replenish the bank by the contribution of one (1) additional day of sick leave per permanent employee whenever the balance in the bank falls below one hundred (100) days. This additional day will be deducted from each employee's annual allotment of sick leave.
5. Sick Leave Buy Back: Sick leave benefits shall be used as severance pay upon resignation in good standing, or retirement after fifteen (15) years of service in the Nauset Public Schools at a rate of thirty dollars (\$30) per day for all unused sick days in excess of one hundred (100) days, except that any employee will not be eligible for any payment of unused sick days if dismissed with just cause.

An employee who resigns or retires and has the maximum number of sick days accrued (182) may donate up to five (5) days to the sick bank upon retirement or resignation. Days donated under these circumstances would come from the first 100 days, not the severance pay owed to the retiring employee.

B. Personal Leave

- 1. All employees shall be entitled to two (2) days of personal leave each year for matters which cannot be accomplished outside of school hours. Such leave shall be approved by the Principal and is not cumulative. (No reason needs to be given.) Personal days shall not be used to extend vacations. One (1) day notice should be given (minimum) to provide time for substitute arrangements. Personal days shall not be allowed on the

day immediately before or immediately after a day off, holiday, or vacation, except in an emergency.

2. At the end of the school year, any remaining personal days shall be credited to the employee's accumulated sick leave.
3. Personal leave will be taken in half or whole day increments, except in cases where leave is being requested and used under the provisions of the Small Necessities Leave Act, in which case leave may be taken in increments of no less than one (1) hour.

The Nauset School Committees and the Nauset Education Association recognize the intent of the contract's language on Personal Days; that is, that Personal Days are available for "matters which cannot be accomplished outside of school hours" (Article XVII, Section B.1.). The parties acknowledge the administration's responsibility to investigate the possible misuse of personal days. The Committees agree that the administration will notify the NEA of its intent prior to any intervention with staff regarding the use of personal days.

C. Small Necessities Leave: A full-time employee who has completed a year of service is eligible to take up to twenty-four (24) hours of time off in a twelve month period under the Massachusetts Small Necessities Leave Act for purposes of (see Appendix E for full details):

1. To participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
2. To accompany son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations;
3. To accompany an elderly relative to routine medical or dental appointments or appointments for other professional services related to the elder's care

An employee may utilize accrued personal time for Small Necessities Leave. If no personal time is available, the leave will be unpaid.

D. Work Related or Educational Leave: To the fullest extent possible, each teacher shall be granted, upon request, at least one (1) day yearly for the purpose of visiting other schools or attending meetings of an educational nature. Arrangements and approval to be at the discretion of the building principal. In lieu of visiting other schools and/or attending meetings of an educational nature, it is agreed that this section may be utilized by elected delegates only, to attend the annual Massachusetts Teachers Association annual business meeting. Said delegates must represent the Nauset Education Association, or the Massachusetts Teachers Association. For each such delegate missing school as a result of attending this business meeting, the Nauset Education Association agrees to reimburse the District for the full costs of such employees. It is further agreed the President or the Vice President of the Nauset Education Association will be entitled to paid leave on five (5) additional days for the purpose of attending to business of the Association. The Association will reimburse the school committee for the cost of a substitute used during said absence.

E. Bereavement Leave: Up to five (5) days at any one time in the event of death of an employee's spouse, domestic partner, child, step-child, son-in-law, daughter-in-law, parent, step-father, step-mother, father-in-law, mother-in-law, grandparents, grandchild, brother or sister, brother-in-law or sister-in-law, or for any other member of the employee's immediate household one (1) day at any time in the event of the death of an aunt, uncle, niece or nephew. One (1) day's leave will be granted in the case of the death of a close friend, not to exceed one occasion per school year. All leaves shall be taken within one year of the death for funeral and /or memorial service. Additional days may be granted by the Superintendent of Schools; said bereavement days to be deducted from accumulated sick leave.

- F. Military Leave: Eligible employees will be granted Military Leave in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable federal or state laws. Permanent employees called into temporary active duty in any unit of the United States Reserves or the State National Guard, shall receive pay as follows:
1. For the first seventeen (17) days per school year, a rate equal to their regular teacher pay minus the pay which they receive from the State and/or Federal government.
 2. For the eighteenth (18) through the thirtieth (30) day per school year, a rate equal to their regular teacher pay minus the pay which they receive from the State and/or Federal government and minus the cost of a substitute. This subsection b. only applies in situations where the teacher has no control over the required extension of services.
 3. No pay beyond the thirtieth (30) day.
- G. Miscellaneous Leave: Temporary leave of absence without pay may be granted for extenuating circumstances at the discretion of the Superintendent.
- H. Other Extended Leaves: Leaves of absence without pay for up to two (2) years may be granted by the Superintendent of Schools, upon recommendation of the Principal, to employees with professional teacher status for the following reasons:
1. Peace Corps, VISTA, and similar services;
 2. Child Rearing Leave (beyond the MMLA and/or FMLA period)
 3. Intensive care responsibilities for a member of immediate family including step-parents, step-children, and domestic partners;
 4. To fulfill responsibilities if elected to full time public office;
 5. Graduate studies
- I. The Superintendent will make every attempt to grant all reasonable requests.
- J. Whenever possible, written requests for unpaid leave should be submitted to the Principal/Superintendent no later than **December 1** of the school year preceding the requested leave and during the leave of absence, the employee shall notify the Superintendent of Schools, in writing by **December 1**, as to whether or not the employee intends to return to work at the start of the following school year.

ARTICLE XVIII

Sabbatical Leave (includes Nurses)

- A. Subject to the recommendation of the Superintendent of Schools, sabbatical leaves may be granted by the School Committee to those teachers and nurses who have completed seven (7) full school years of full time teaching or administrative service in the school system.
- B. For purposes of this article, Brewster, Eastham, Orleans, Wellfleet, and the Nauset Region shall each be considered a separate school district.
- C. Sabbatical leave, when granted, will be for educational improvement, and the applicant for sabbatical leave shall

set forth a detailed statement as to how said leave will contribute to the professional growth of the candidate and the best interest of the school system.

- D. Applications for sabbatical leave must be made in writing to the Superintendent of Schools no later than November 1 of the year preceding the year for which the leave is applicable. Action shall occur on the application by January 1 of the year preceding the year for which the leave would be applicable and applicants shall be notified of such action in writing.
- E. Sabbatical leaves will not be granted if the condition of the Department or area of teaching of the applicant is such that the employee's absence would seriously impair the interest of the school system as determined exclusively by the Superintendent.
- F. When a sabbatical leave is granted, the employee shall receive full pay less the costs of a substitute. However, in no case will an employee on sabbatical receive less than Step One (1) of the column the employee is presently on. If a sabbatical is granted and no substitute is hired to fill the temporary vacancy, then the employee receiving sabbatical leave will receive pay equal to the amount that would have been paid to the employee had a substitute been hired at the long term substitute rate.
- G. If a sabbatical leave is granted and if a substitute is to be hired, the Principal/Superintendent will attempt to hire such substitute at the long term substitute rate. The Principal/Superintendent, however, reserves the right to hire a substitute at the appropriate step and scale up to Step Five (5) on the prevailing salary scale if such a higher rate is necessary to secure a qualified substitute. Once a replacement is tentatively selected, the sabbatical grantee may withdraw the leave request within five (5) calendar days of the date of being notified of the substitute cost, otherwise the sabbatical leave must be taken.
- H. Teachers or nurses who take sabbatical leaves will agree, in writing, to return to employment in the school system for a minimum of two (2) full school years, as required by law. Failure to fulfill this agreement shall result in a return to the system of all monies paid to them during the sabbatical leave as put forth in Chapter 71, Section 41A of the General Laws of Massachusetts.
- I. Upon completion of sabbatical leave, the employee shall have the right to return to their former position, or a position substantially equal, except if Reduction in Force dictates that the employee is to be laid off.
- J. No more than four (4) employees in the Region Union, (three [3] in the Region, and one [1] in the Union) may be absent on sabbatical leave at one time, provided that only one (1) such employee shall be on full year leave in any year.

ARTICLE XIX

Court or Jury Duty

- A. An employee called for jury duty or as a subpoenaed witness related to work will be placed on a leave with pay and shall submit to the Treasurer of the Region or Town Treasurer the stipend paid to them for the jury duty as a subpoenaed witness, excluding any travel stipend.
- B. In court cases not connected with the employee bargaining unit work where the employee is subpoenaed and is a party to the court case, the employer shall not pay for work time missed, and any stipend received by the employee may be retained by the employee.

ARTICLE XX

Longevity

- A. An employee who has served in the Nauset Region and/or Union 54 for at least ten (10) years, will be entitled to an annual longevity stipend. Longevity stipends will be paid in the first (1st) pay period in June for those who have earned a longevity stipend that school year. Should an employee retire or leave employment prior to the end of the school year, their longevity stipend will be prorated based upon months of service for that year. All years worked for the Nauset District, regardless of school location or assignment (i.e. teacher, educational assistant, secretary), shall count toward years of service for the purpose of longevity. For the first (1st) year of employment to count as a full year of service, an employee's date of hire must be on or before September 16th. Effective September 1, 2014, service as a long term substitute shall count toward longevity providing it is part of the employee's continuous employment.

- Longevity

\$ 500 **after** 10 years
1,250 **after** 15 years
1,750 **after** 20 years
2,250 **after** 25years
2,500 **after** 30 years

- B. Eligibility for a longevity stipend is based upon continuous service after July 1, 1993. For employees whose date of hire precedes July 1, 1993, longevity will be based upon attaining the required number of years of service.

ARTICLE XXI

Payroll Deductions

- A. A statement of itemized deductions will be issued with each payroll.
- B. The Nauset Regional School Committee agrees to deduct from employees' salaries dues for the Association, the Massachusetts Teachers Association, and the National Education Association, or any one or any combination of such organizations as the teachers individually and voluntarily authorize the Committee to deduct, and to transmit the amount so authorized to the Treasurer of the Nauset Education Association. It is agreed that any such combination will be treated as one monthly payroll deduction for administrative purposes.
- C. Each employee will authorize dues deductions. Such deductions will be filed with the Treasurer of their respective towns, or representative of the Regional School District through the School Department, a signed and dated "Nauset Education Association Payroll Deduction Authorization Form" authorizing the treasurer of the respective towns, or representative of the Regional School District to deduct from their monthly earnings, and to remit to the Treasurer of the Nauset Education Association an amount of money equal to the dues required for membership in the organization or organizations so specified, a waiver of all right and claim against the Committee and the respective towns or Regional School District and the officers and agents thereof, for monies deducted and remitted in accordance with said authorization, and an agreement that such deductions and remittances shall continue from year to year as so authorized unless such employee notifies the treasurer of the respective towns or representative of the Regional School District through the School Department in writing of their desire to discontinue or to change such authorization, said notice to be given at least sixty (60) days in advance of the effective date of such discontinuance or change.
- D. Dues deductions will start with the first paycheck in October and continue until the last paycheck in June. The deductions will be in equal amounts or as nearly as equal as possible.

- E. Dues deductions for Union 54 schools shall be at the discretion of the town treasurers.
- F. The Nauset Regional School Committee agrees to deduct from the salaries of employees, employed in total by the Nauset Regional School District, an amount of money set by the employee to be transmitted to the Massachusetts Teachers Association Credit Union. It is agreed that any such deductions will be treated as one (1) monthly payroll deduction and, further, that the Nauset Regional School District treasurer shall be notified in writing by the employee by **August 1** annually as to the specific amount to be deducted in the upcoming school year. The amount shall remain constant for the ensuing school year, except that it is subject to withdrawal or change by the teacher as of **February 1** of that school year.

ARTICLE XXII

Insurance and Annuity Plan

- A. The Committee will pay a percentage of the cost of the following types of insurance coverage within the State insurance laws. These laws do not permit membership in employees' group insurance of individuals who work less than twenty (20) hours per week:

1. Elementary School Employees:

- a. A term life insurance plan as approved by the town and made available to employees of the town where employed. The Committee will pay fifty percent (50%) of the cost or a different percent if approved by the town.
- b. Health Insurance: Employees may elect an individual or family health insurance plan as approved by the town and made available to employees of the town where employed. The Committee will pay at least fifty (50%) of the cost or a different percentage if approved by the town.
- c. Other insurance plans as approved by the town and made available to employees of the town where employed. The Committee will pay a percentage of the cost as approved by the town.
- d. Health and life insurance benefits of Union 54 employees shall be assigned to an appropriate town by the Superintendent.

2. Region Employees:

- a. A term life insurance plan of up to \$10,000. The Nauset Regional School District will pay fifty percent (50%) of the cost.
- b. Health Insurance: Employees may elect individual or family health insurance coverage provided through Blue Cross-Blue Shield and Harvard Pilgrim, with HMO, PPO and High Deductible Health Plans options. Nauset Regional School District will pay seventy percent (70%) of the cost.

(1) The Flexible Spending Account (FSA) program as provided by IRS Section 125 that is currently in effect for medical expenses shall be expanded to include dependent care. This allows employees to withhold a portion of their salary through payroll deduction to cover the cost of qualifying medical and dependent care expenses. The FSA program will provide for maximum allowed by law with annual administrative fees paid by the Committee. Participants in the FSA will be responsible for any monthly costs associated with their selected accounts.

(2) Health Savings Account (HSA) program as provided by IRS Section 125 that is available in conjunction with the High Deductible Health Plan being offered effective 7/1/2017.

- c. Other insurance plans as approved by the Nauset Regional School Committee and made available to eligible employees of the Region. The Nauset School District will pay a percentage of the cost as approved by the Nauset Regional School Committee.
 - d. Voluntary Group Benefits (100% employee paid), including dental, vision and disability insurance.
- B. Employees will be eligible to participate in a single tax-sheltered annuity plan established pursuant to United States Public Law N. 87-37, with no cap on the number of annuity companies. Employees must sign up for a tax sheltered annuity by **August 1** annually and that amount will remain in effect for the balance of the fiscal year, except that it is subject to change once annually as of **February 1**, and a lump sum deposit of Lexington Plan monies may be deposited over three (3) consecutive years.
- C. Retirees will be eligible to participate in the health insurance program, with the Committee paying at least fifty percent (50%) of the cost, or a different percentage if approved by the town.
- D. Nurses will be reimbursed for up to \$150 each for Professional Malpractice Insurance.

ARTICLE XXIII

Protection

Any employee who is assaulted while exercising their responsibilities as an employee of the School Department shall receive due legal assistance to adequately protect them from suit (reference Massachusetts General Laws, Chapter 41, Section 100C, as amended).

ARTICLE XXIV

Personal Injury Benefits

Whenever an employee is absent from school as a result of personal injury caused by an assault and/or battery occurring in the course of their employment, they will be paid their full salary (less the amount of any worker's compensation award made for temporary disability due to said injury) for the period of such absence up to their amount of accumulated sick leave up to one year from the date of injury. Said coverage is not to exceed the teachers' work year.

ARTICLE XXV

Employees' Facilities

It will be the policy of the Committee to provide, as expeditiously as possible, each building with normal, good facilities for employees including:

- A. Safe Storage.
- B. Employees' Work Area.
- C. Faculty Lounge.
- D. Faculty Rest Rooms.
- E. Separate Dining Area.

ARTICLE XXVI

Use of School Facilities

The Association will have the right to use school facilities for reasonable purposes, on reasonable notice, at reasonable times without cost, consistent with the Building Use Policy of the School Committee.

ARTICLE XXVII
Non-Discrimination

The Committee and the Association agree that they shall not discriminate on the basis of race, color, sex, sexual orientation, marital status, gender identity, religion, disability, age, genetic information, homelessness, active military/veteran status, ancestry, or national or ethnic origin with regard to admission and in the administration of its educational policies, employment policies, and other administered programs and activities.

ARTICLE XXVIII
Reduction in Force

- A. In the event it becomes necessary for the committee(s) to reduce the number of employees or reduce the time of an employee in the bargaining unit, the procedures set forth in this Article will govern the layoff and recall of employees who are affected by any such reduction.
- B. Each of the five (5) school committees (Nauset Region, Brewster, Eastham, Orleans, Wellfleet), as separate political bodies, retains the exclusive rights to determine the number of teaching positions and other professional positions which are needed in the school(s) under its jurisdiction, and also retains the exclusive right to determine the number and type of employees to be laid off.
- C. Employees with professional teacher status, under employment with a particular school, shall not be laid off if there is a teacher employed without professional teacher status by the same Superintendent/Principal whose position said Superintendent/Principal deems that the teacher with professional teacher status is qualified to fill. Qualified is defined as holding a current, active, and appropriate Massachusetts Department of Elementary and Secondary Education license.
- D. Layoff Criteria
 - 1. In determining the order in which teachers are to be laid off within the discipline, both seniority within the Nauset School system, and overall competence shall be considered. Seniority is defined as a professional employee's length of total service in years, months, and days in a professional bargaining unit position commencing on said employee's initial date of employment (not date of appointment). Part-time service shall be pro-rated. Licensure in a discipline is a prerequisite to having any seniority in the discipline. The Superintendent will issue an updated seniority list by February 1 of each year. The list will be updated each year with the Massachusetts Department of Elementary and Secondary Education licenses of each teacher.
 - 2. Middle School teachers who were required to obtain licensure in a subject area shall be credited with full Nauset service time accrued while teaching with a generalist certificate.
 - 3. In the event that grievances related to this article are filed prior to the decision of the Superintendent/Principal, the Superintendent/Principal retains the right to retain, lay off by seniority, or by evaluation, at their discretion.
 - 4. In the event that an employee has resigned and has been reappointed, their seniority shall be counted from the date of the most recent return to employment in the bargaining unit. Employees shall be credited for seniority purposes with all time spent on paid authorized leaves of absence provided for in this Agreement. Unpaid authorized leaves of absence shall not interrupt continuous service for purposes of seniority, but unpaid authorized leaves in excess of ten (10) days in any school year, except those taken pursuant to the FMLA or as an accommodation to a disability or handicap, shall not count toward seniority.
 - 5. The teacher within the discipline having the least seniority will be laid off first.

6. A teacher laid off pursuant to Article XXVIII. Section D. 5.above shall have the right to take the position of a teacher in another discipline having less seniority provided the teacher to be laid off is licensed in the other discipline.

E. Elementary Disciplines

1. For purposes of this article, each separate elementary school committee shall establish the following list of disciplines for each building: Early Childhood; Elementary; English as a Second Language; General Science; Visual Art; Music; Physical Education, School Nurse; Teacher of Moderate Disabilities; Teacher of Severe Disabilities, Teacher of the Deaf and Hard of Hearing; Teacher of the Visually Impaired; Library, Speech; Occupational Therapist; Physical Therapist; School Counselor, School Psychologist, School Social Worker/Adjustment Counselor; Reading; Foreign Language; and Instructional Technology. Teachers may be listed in more than one discipline if they hold a current, active, and appropriate license in that discipline.
2. In addition, Union #54 will recognize the following disciplines: Visual Art; Music; English as a Second Language; Physical Education; Speech; Occupational Therapist; Physical Therapist, School Counselor; School Psychologist; School Social Worker/Adjustment Counselor.

F. Middle School / High School Disciplines

1. For purposes of this article, the Nauset Regional School Committee shall establish the following discipline categories that pertain to all Middle School and High School teachers. This list is based on the current Massachusetts Department of Elementary and Secondary Education licenses they replace (if any):

Biology; Business; Chemistry; Dance; Digital Literacy/Computer Science; Earth and Space Science; English; Reading; English as a Second Language; Foreign Language; General Science; Health/Family and Consumer Science; History; Instructional Technology; Latin and Classical Humanities; Library; Mathematics; Middle School: Humanities; Middle School: Mathematics/Science; Music; Occupational Therapist; Physical Therapist; Physical Education; Physics; Reading; Social Science; School Counselor; School Nurse; School Psychologist; School Social Worker / School Adjustment Counselor; Speech; Speech. Language, and Hearing Disorders; Teacher of Moderate Disabilities; Teacher of, Severe Disabilities; Teacher of the Deaf and Hard of Hearing; Teacher of the Visually Impaired; Technology/Engineering; Theater; Visual Art. Teachers may be listed in more than one discipline if they hold a current, active, appropriate license in that discipline.

- G. Teachers assigned courses for which licensure is not available will be recognized in the discipline(s) for which they are licensed.
- H. The Committee's designee shall notify the Association as to how many layoffs shall be recommended prior to the Committee voting on said recommendation. Although the Committee retains the exclusive right to determine how many staff cuts and where the staff cuts are to take place, it encourages dialogue between the parties on this subject. It is recognized that this Article does not apply to the non-renewal or termination of a teacher without professional status.
- I. Under normal circumstances professional employees to be affected by a reduction in force shall be notified by **May 15th**, but in no event later than **June 1st** of the school year preceding the school year in which the reduction is to be effected. If town meeting reduces the budget from that level submitted by the school committee, then this notice requirement does not apply to the choice of additional staff to be laid off as a result of said town meeting budget reduction, provided, however, that town meeting action adjourns after June 1 and provided that the person(s) affected shall be notified within fifteen (15) business days after acceptance of the budget by the town(s). Teachers notified that their positions will be eliminated shall be entitled to two paid days for interview purposes.

- J. Those elementary teachers who became Region employees as a result of implementation of the 4-4-4 reorganization plan will have their elementary service credited toward seniority, as will elementary teachers who left the Middle School as a result of the 5-3-4 reorganization of 1989. Elementary teachers employed by Union 54 carry with them such seniority benefits as they have earned from their previous (continuous) employment in the member towns. Authorized leave of absence with pay shall be considered time worked for purposes of seniority. Authorized leaves of absence without pay shall not be considered a break in service, but will not count toward seniority.
1. Part-time personnel: In the case of employees who are working less than 100% for their respective Committee(s), their length of service status for the part-time period will be determined by multiplying the percentage of time worked against the total time period involved, i.e., employee employed by the Committee(s) for forty percent (40%) of the school day or school year for a total of ten (10) years ($40\% \times 10 \text{ years} = \text{four [4] years seniority}$), plus full time employment, if any.
 2. In the event of equal seniority, column placement on the salary schedule shall be the determining factor.
 3. In the event of equal seniority and equality on the salary schedule, a lottery will be held. Order of seniority shall be the order drawn, first drawn being most senior. Such seniority shall be considered enduring unless some subsequent development disrupts the equality that originally required such lottery (e.g., an unpaid leave on the part of the lottery-determined senior employee). The lottery shall be conducted jointly by the committee(s) and Association. Employees may attend.
- K. Teachers without professional status and teachers with professional status will be recalled in the inverse order of their layoffs within disciplines as positions for which they are licensed become open. Teachers will remain on a call list for a period of two (2) years from their date of layoff.
1. An employee who is recalled by the Superintendent/Principal within two (2) years shall have restored to them all benefits they had accumulated at the time of their layoff. The effective date of layoff shall be the last day worked by the professional employee. The Association President will receive updated recall lists on a regular basis.
 2. Teachers on the recall list shall be entitled to membership in any group health or life insurance coverage in existence at the time of the effective date of the layoff, provided, however, that the carrier allows such participation and that the teacher pays the entire cost of such insurance pursuant to the requirements of the insurance carrier, and that there will be no contribution by the Committee or town(s) for such employee's insurance.
 3. Teachers on layoff shall be given preference on the substitute list in the areas in which they are qualified, as determined by the Superintendent of Schools, provided the teacher on layoff indicates in writing to the Superintendent of Schools a desire for such preferential consideration. Teachers on layoff who serve as substitutes shall be subject to established policy and procedures regarding such employment.
 4. When a vacancy occurs to which employees with Professional Teacher Status are entitled to recall as set forth above, the Association President and the appropriate employee on the recall list will be notified by Certified Mail, Return Receipt Requested, at their last recorded address. Failure to respond to the Superintendent of Schools with a letter of acceptance of the offered position within fourteen (14) calendar days of the date of receipt or delivery of said notice shall be considered a rejection of such offer, and the employee shall be removed from the list. It shall be the responsibility of the employee on the recall list to inform the Office of the Superintendent of Schools, in writing, of the change of address. The recall notice will include the date when the employee is to commence work.
 5. The employee who accepts a recall must work on the date set forth in the recall notice unless prevented from doing so by illness, injury, or disability from which the employee is expected to return to work (said illness to be documented by a note from a medical doctor if requested). During the recall period, no employee shall be

dropped from the recall list unless the employee failed to accept a position that is covered by the bargaining unit.

6. Teachers on layoff who have declined an offer to be recalled need not be contacted further nor rehired in the event of additional openings to be filled. Teachers who are serving in a comparable teaching position elsewhere and are offered a position in this system must be willing to wait to commence the position until the first day of school in September; otherwise, they go off the recall list.
7. Elementary teachers on layoff will be given full consideration for any vacancy in another of the system's elementary schools for which they are qualified. Such full consideration shall be after an internal posting, and prior to outside advertising. If selected for employment in another elementary district, they may be employed at up to three (3) steps below the salary level to which they would have been entitled in the district from which they were laid off. This does not apply to movement between the two Brewster elementary schools.
8. Professional employees will be recalled to vacancies in their last previous teaching discipline as defined in Section E and F of this Article in the reverse order of their layoff. Employees will also be offered a job opening in other disciplines in which they hold a license (in the reverse order of layoff) provided there are no current faculty members with Professional Teacher Status on layoff from such disciplines. The previous sentence shall not apply to a position which involves a promotion.
9. No new personnel shall be hired to fill vacancies in areas where employees are on this recall list until all qualified employees on the recall list have been offered the vacancy pursuant to Section (8) above.
10. All benefits to which said employees were entitled at the time layoff commenced including but not limited to Professional Teacher Status (not applicable between elementary districts) and unused accumulated sick leave, will be restored upon return, and the employee will be placed on the applicable salary schedule at the step and column attained when layoff began unless the laid off employee is rehired under Section (7) above which allows employment at a lower step if applicable.
11. A professional employee on layoff from a full-time position who is on the recall list may accept a part-time position of less than fifty percent (50%) and still maintain eligibility of recall to a full-time position for the subsequent school year. A professional employee on layoff from a full-time position who is recalled to a position of at least fifty percent (50%) shall accept said position and shall not be further eligible for another position under the recall provision.

ARTICLE XXIX

Vacancies and Promotions

- A. Whenever any vacancy in a professional position is to be filled, it will be adequately publicized by the Superintendent by means of a notice placed on the Association bulletin board in each school, and by letter to the President of the Association as far in advance of the appointment as possible. In both situations, the minimum requirement for the position, its duties and the rate of compensation, will be clearly set forth. No position will be filled by anyone not meeting minimum requirements as posted.
- B. In filling such vacancies, preference will be given to internal candidates who are more qualified than external candidates as determined by the Superintendent or designee, upon taking into consideration their work history, evaluations and performance.
- C. If a vacancy occurs during the school year, the Superintendent/Principal reserves the right to fill the vacancy at the beginning of the following school year.

ARTICLE XXX
CORI and CHRI Checks

- A. Massachusetts law provides for state and federal criminal background checks for individuals working in public schools. Criminal Offender Record Information (CORI) checks and fingerprint-based Criminal History Record Information (CHRI) checks will be administered in accordance with applicable state and federal laws and regulations.
1. In compliance with the provisions of Chapter 385 of the Acts of 2002, the Superintendent of Schools shall request and review CORI checks. Employees shall be made aware that CORI reports concerning them are being requested and when such request is actually made. Such checks shall take place prior to commencing employment and not more than once every three (3) years thereafter. Employees shall be made aware that upon request, they shall be provided with a copy of the CORI report received by the Superintendent. All CORI reports shall be kept in a separate, secure file maintained in the office of the Superintendent. Upon termination of employment, an employee may request, in writing, that they be given their reports.
 2. After review of a CORI report, the Superintendent, if they deem it necessary, may meet with the employee who may, at such a meeting, be represented by the Association. Any and all personnel actions resulting from information acquired from a CORI report shall be conducted pursuant to the provisions of the collective bargaining agreement and the General Laws of the Commonwealth.

ARTICLE XXXI
Grievance Procedure

- A. A "grievance" is hereby defined to mean a dispute involving the meaning, interpretation, or application of this contract.
- B. Failure at any step of this procedure to communicate the decision of a grievance to the aggrieved employee and to the President of the Association within the specified time shall permit the aggrieved party or parties to proceed to the next step.
- C. Failure at any step of this procedure to appeal the grievance to the next step within the specified time limit shall be deemed to be acceptance of the decision rendered at that step. In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limit set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.
- D. No reprisals of any kind shall be taken by any party to this contract against any party in interest, any witness, any member of the Association, or any other participant in the grievance procedure by reason of such participation.
- E. The grievance at any level will be in writing and signed and shall set forth the precise date, time and place of the grievance and shall set forth the facts giving rise to the grievance and the item that is believed to be violated. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants. Unless requested to do otherwise by the employee in question, any documents, communications, and records dealing with the processing of a grievance will be kept in the strictest confidence and will not be made available to potential employers or others inquiring about said employee.
- F. The Association shall be permitted to be heard at each level of the procedure under which the grievance shall be considered.
- G. Level One
1. An employee with a grievance shall, with or without a representative of the Association, present it in writing to their immediate supervisor and/or the Principal within ten (10) school days of the event on which the

grievance is based. In the event that a grievance affects a group or class of employees the group or class of employees may request the Association to submit the grievance on their behalf commencing at Level One. Any meeting with reference to the above shall be held during non-school hours.

H. Level Two

1. In the event that a grievance shall not have been disposed of to the satisfaction of the aggrieved employee at Level One, or in the event that no decision has been reached within ten (10) school days after presentation of the grievance to the immediate supervisor and/or Principal, the grievance shall be reduced to writing and referred to the Superintendent of Schools within seven (7) calendar days of the disposition under Level One.
2. The Superintendent shall represent the School Committee at this level of the grievance procedure. Within seven (7) school days after receipt of the written grievance by the Superintendent, they or their designee shall meet with the aggrieved employee and the said President or his designee in an effort to settle the grievance. The Superintendent shall answer the grievance within seven (7) school days of the Level 2 meeting.

I. Level Three

1. In the event that the grievance shall not have been disposed of at Level Two, or in the event that no decision has been rendered within seven (7) school days after the Level Two meeting, the grievance shall be referred in writing to the School Committee within seven (7) school days. At its next regularly scheduled School Committee meeting or at a special meeting called for the purpose of considering the grievance within thirty (30) calendar days, whichever occurs first, the School Committee shall meet with the Association in an effort to settle the grievance. Matters pertaining to hiring, promotion, firing, disciplining, dismissal, or assigning of teachers shall bypass Level Three and the union may elect to file for arbitration within 10 school days of the Level 2 response.

J. Level Four

1. In the event that the grievance shall not have been satisfactorily disposed of at Level Two or Three as applicable, or in the event that no decision has been rendered within ten (10) school days after the Level Two or Three meeting as applicable, the Association, if so voted by a majority of the Executive Board, may refer in writing within ten (10) school days of the disposition under Level Two or Three, as applicable, the unsettled grievance to arbitration. The arbitrator shall be selected by agreement between the parties. If the parties are unable to agree upon an arbitrator, the selection shall be made by the American Arbitration Association, in accordance with its rules and regulations.
2. The arbitrator shall be without power or authority to modify or alter the terms of this contract.
3. The decision of the arbitrator shall be in writing and shall be rendered within thirty (30) days after the hearing is declared closed. The decision shall be final and binding on both parties.
4. The costs for the services of the arbitrator shall be borne equally by the School Committee and the Association.
5. Each party shall pay its own expenses for the presentation of its case to the arbitrator.
6. A written record shall be made of the deposition of any grievance at Level Three or Level Four.
7. By mutual consent of the parties involved in the grievance procedure, the time schedule may be shortened or lengthened.

ARTICLE XXXII
Memoranda of Understanding

All Memoranda of Understanding signed will automatically become part of the contract and the language included in the next printed contract. Any Memorandum of Understanding prior to July 2005, not included in this contract, are deemed not to exist. Exception to this is if the Memorandum of Understanding has a clause that limits the time or has an expiration date prior to the entering into negotiation of the next contract.

ARTICLE XXXIII
Resignation

- A. No resignation will be accepted without fourteen (14) calendar days written notice.
- B. Waiver of termination notice required in Section A. above will be granted only when both the employer and the employee agree to such waiver.

ARTICLE XXXIV

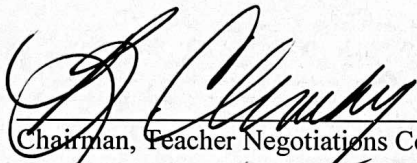
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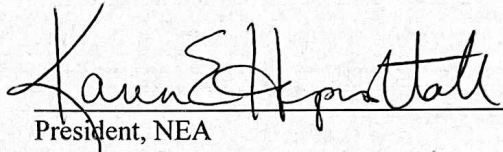
The provisions of this Agreement will be effective July 1, 2024, and shall continue and remain in force until June 30, 2027. No later than October 1, 2026, the Committee agrees to enter into negotiations with the Association to negotiate a successor agreement to commence on July 1, 2027.

IN WITNESS WHEREOF that the Committees and the Association have hereunto caused this Agreement to be signed, sealed, and delivered in their names by their authorized agents.

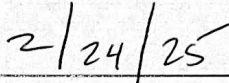
FOR THE SCHOOL DISTRICT

FOR THE NAUSET EDUCATION ASSOCIATION


Chairman, Teacher Negotiations Committee


President, NEA


Date


Date

The parties hope to minimize typographical errors, but recognize that some may still exist. To the extent that any errors discovered in the future can be modified by review of original documents without prejudice to either party, this will be done.

APPENDIX A - SALARY SCHEDULE FOR UNIT A TEACHERS, OCCUPATIONAL THERAPISTS, PHYSICAL THERAPISTS, SPEECH LANGUAGE PATHOLOGISTS
185 Day Work Year

step	2024-2025 3.0%					M+15	M+30	M+60	M+75	M+90
	Bach/RN	Bach/RN +15	Bach/RN +30	Bach/RN +45	Masters					
1	54,933	55,807	56,586	57,608	60,225	61,073	63,988	65,558	66,740	67,941
2	57,127	58,043	58,852	59,908	62,633	63,516	66,545	68,177	69,404	70,653
3	59,415	60,362	61,206	62,308	65,140	66,057	69,209	70,905	72,185	73,482
4	61,790	62,780	63,653	64,800	67,751	68,698	71,976	73,743	75,072	76,424
5	64,260	65,287	66,200	67,389	70,458	71,449	74,855	76,692	78,072	79,479
6	66,834	67,904	68,845	70,087	73,273	74,308	77,854	79,760	81,195	82,656
7	69,506	70,620	71,600	72,891	76,205	77,281	80,967	82,951	84,444	85,962
8	72,284	73,439	74,466	75,807	79,253	80,370	84,204	86,269	87,822	89,404
9	75,180	76,378	77,443	78,838	82,425	83,585	87,572	89,717	91,334	92,977
10	78,184	79,433	80,542	81,989	85,722	86,928	91,076	93,307	94,989	96,697
11	81,315	82,610	83,765	85,270	89,152	90,405	94,718	97,040	98,788	100,565
12	84,562	85,915	87,114	88,683	92,718	94,020	98,509	100,920	102,734	104,587
13	87,946	89,350	90,600	92,229	96,424	97,782	102,443	104,958	106,849	108,770
14	91,464	92,924	94,221	95,921	100,282	101,693	106,546	109,157	111,122	113,123

step	2025-2026 3.0%					M+15	M+30	M+60	M+75	M+90
	Bach/RN	Bach/RN +15	Bach/RN +30	Bach/RN +45	Masters					
1	56,581	57,481	58,284	59,336	62,032	62,908	65,908	67,525	68,742	69,979
2	58,841	59,784	60,618	61,705	64,512	65,421	68,541	70,222	71,486	72,773
3	61,197	62,173	63,042	64,177	67,094	68,039	71,285	73,032	74,351	75,686
4	63,644	64,663	65,563	66,744	69,784	70,759	74,135	75,955	77,324	78,717
5	66,188	67,246	68,186	69,411	72,572	73,592	77,101	78,993	80,414	81,863
6	68,839	69,941	70,910	72,190	75,471	76,537	80,190	82,153	83,631	85,136
7	71,591	72,739	73,748	75,078	78,491	79,599	83,396	85,440	86,977	88,541
8	74,453	75,642	76,700	78,081	81,631	82,781	86,730	88,857	90,457	92,086
9	77,435	78,669	79,766	81,203	84,898	86,093	90,199	92,409	94,074	95,766
10	80,530	81,816	82,958	84,449	88,294	89,536	93,808	96,106	97,839	99,598
11	83,754	85,088	86,278	87,828	91,827	93,117	97,560	99,951	101,752	103,582
12	87,099	88,492	89,727	91,343	95,500	96,841	101,464	103,948	105,816	107,725
13	90,584	92,031	93,318	94,996	99,317	100,715	105,516	108,107	110,054	112,033
14	94,208	95,712	97,048	98,799	103,290	104,744	109,742	112,432	114,456	116,517

step	2026-2027 3.25%					M+15	M+30	M+60	M+75	M+90
	Bach/RN	Bach/RN +15	Bach/RN +30	Bach/RN +45	Masters					
1	58,420	59,349	60,178	61,264	64,048	64,949	68,050	69,720	70,976	72,253
2	60,753	61,727	62,588	63,710	66,609	67,547	70,769	72,504	73,809	75,138
3	63,186	64,194	65,091	66,263	69,275	70,250	73,602	75,406	76,767	78,146
4	65,712	66,765	67,694	68,913	72,052	73,059	76,544	78,424	79,837	81,275
5	68,339	69,431	70,402	71,667	74,931	75,984	79,607	81,560	83,027	84,524
6	71,076	72,214	73,215	74,536	77,924	79,024	82,796	84,823	86,349	87,903
7	73,918	75,103	76,145	77,518	81,042	82,186	86,106	88,217	89,804	91,419
8	76,873	78,100	79,193	80,619	84,284	85,471	89,549	91,745	93,397	95,079
9	79,952	81,226	82,358	83,842	87,657	88,891	93,130	95,412	97,131	98,878
10	83,147	84,475	85,654	87,194	91,164	92,446	96,857	99,229	101,019	102,835
11	86,476	87,853	89,082	90,682	94,811	96,143	100,731	103,199	105,059	106,948
12	89,930	91,368	92,643	94,312	98,604	99,988	104,762	107,326	109,255	111,226
13	93,528	95,022	96,351	98,083	102,545	103,988	108,945	111,620	113,631	115,674
14	97,270	98,823	100,202	102,010	106,647	108,148	113,309	116,086	118,176	120,304

APPENDIX B – SALARY SCHEDULE FOR GUIDANCE PERSONNEL

Director of Guidance, High School and Middle School Guidance Counselors, Adjustment Counselors, School Psychologists and Social Workers
190 Day Work Year

2024-2025 3.0%										
step	Bach/RN	Bach/RN +15	Bach/RN +30	Bach/RN +45	Masters	M+15	M+30	M+60	M+75	M+90
1	56,418	57,315	58,115	59,165	61,853	62,724	65,717	67,330	68,544	69,777
2	58,671	59,612	60,443	61,527	64,326	65,233	68,344	70,020	71,280	72,563
3	61,021	61,993	62,860	63,992	66,901	67,842	71,080	72,821	74,136	75,468
4	63,460	64,477	65,373	66,551	69,582	70,555	73,921	75,736	77,101	78,490
5	65,997	67,052	67,989	69,210	72,362	73,380	76,878	78,765	80,182	81,627
6	68,640	69,739	70,706	71,981	75,253	76,316	79,958	81,916	83,389	84,890
7	71,385	72,529	73,535	74,861	78,265	79,370	83,155	85,193	86,726	88,285
8	74,238	75,424	76,479	77,856	81,395	82,542	86,480	88,601	90,196	91,820
9	77,212	78,442	79,536	80,969	84,653	85,844	89,939	92,142	93,802	95,490
10	80,297	81,580	82,719	84,205	88,039	89,277	93,538	95,829	97,556	99,310
11	83,513	84,843	86,029	87,575	91,562	92,848	97,278	99,663	101,458	103,283
12	86,847	88,237	89,468	91,080	95,224	96,561	101,171	103,648	105,511	107,414
13	90,323	91,765	93,049	94,722	99,030	100,425	105,212	107,795	109,737	111,710
14	93,936	95,435	96,768	98,513	102,992	104,441	109,426	112,107	114,125	116,180
2025-2026 3.0%										
step	Bach/RN	Bach/RN +15	Bach/RN +30	Bach/RN +45	Masters	M+15	M+30	M+60	M+75	M+90
1	58,110	59,035	59,859	60,940	63,709	64,605	67,689	69,350	70,600	71,870
2	60,431	61,400	62,256	63,373	66,256	67,189	70,393	72,120	73,418	74,740
3	62,851	63,853	64,746	65,912	68,907	69,878	73,212	75,006	76,360	77,732
4	65,364	66,411	67,335	68,548	71,670	72,671	76,139	78,008	79,414	80,844
5	67,977	69,063	70,029	71,287	74,533	75,581	79,185	81,128	82,587	84,076
6	70,700	71,831	72,826	74,141	77,511	78,606	82,357	84,373	85,891	87,437
7	73,526	74,705	75,741	77,107	80,612	81,750	85,650	87,749	89,328	90,934
8	76,465	77,686	78,773	80,191	83,837	85,018	89,074	91,259	92,902	94,575
9	79,528	80,795	81,922	83,398	87,193	88,420	92,637	94,907	96,617	98,354
10	82,706	84,027	85,200	86,731	90,680	91,956	96,343	98,703	100,483	102,290
11	86,018	87,388	88,610	90,202	94,309	95,634	100,197	102,652	104,502	106,382
12	89,453	90,884	92,152	93,812	98,081	99,458	104,206	106,757	108,676	110,636
13	93,032	94,518	95,840	97,563	102,001	103,437	108,368	111,029	113,028	115,061
14	96,754	98,299	99,671	101,469	106,082	107,575	112,708	115,471	117,549	119,666
2026-2027 3.25%										
step	Bach/RN	Bach/RN +15	Bach/RN +30	Bach/RN +45	Masters	M+15	M+30	M+60	M+75	M+90
1	59,999	60,953	61,804	62,920	65,779	66,704	69,889	71,604	72,894	74,206
2	62,395	63,395	64,280	65,432	68,409	69,373	72,682	74,464	75,804	77,169
3	64,894	65,929	66,850	68,054	71,147	72,149	75,591	77,444	78,842	80,258
4	67,488	68,569	69,524	70,776	73,999	75,034	78,613	80,544	81,995	83,472
5	70,186	71,308	72,305	73,604	76,956	78,038	81,759	83,764	85,271	86,808
6	72,997	74,166	75,194	76,550	80,030	81,160	85,034	87,116	88,683	90,279
7	75,916	77,133	78,203	79,613	83,232	84,407	88,433	90,601	92,231	93,890
8	78,951	80,211	81,333	82,798	86,562	87,781	91,969	94,225	95,921	97,649
9	82,113	83,421	84,584	86,108	90,026	91,293	95,647	97,991	99,756	101,550
10	85,394	86,758	87,969	89,551	93,628	94,945	99,475	101,911	103,749	105,614
11	88,813	90,227	91,490	93,133	97,373	98,741	103,453	105,988	107,898	109,838
12	92,361	93,837	95,147	96,861	101,269	102,690	107,593	110,227	112,208	114,232
13	96,056	97,590	98,955	100,734	105,316	106,798	111,889	114,637	116,702	118,800
14	99,899	101,494	102,910	104,767	109,529	111,071	116,371	119,223	121,370	123,555

APPENDIX B – SALARY SCHEDULE FOR NURSES and ELEM GUIDANCE PERSONNEL

Nurses, Elementary School Guidance Counselors, Adjustment Counselors, School Psychologists and Social Workers

188 Day Work Year

step	2024-2025 3.0%									
	Bach/RN	Bach/RN +15	Bach/RN +30	Bach/RN +45	Masters	M+15	M+30	M+60	M+75	M+90
1	55,824	56,712	57,504	58,542	61,202	62,063	65,026	66,621	67,822	69,043
2	58,053	58,984	59,806	60,879	63,649	64,546	67,624	69,283	70,529	71,799
3	60,378	61,341	62,199	63,318	66,196	67,128	70,331	72,055	73,356	74,674
4	62,792	63,798	64,685	65,851	68,850	69,812	73,143	74,939	76,289	77,663
5	65,302	66,346	67,274	68,482	71,601	72,608	76,069	77,936	79,338	80,768
6	67,918	69,005	69,961	71,224	74,461	75,513	79,116	81,053	82,512	83,996
7	70,633	71,765	72,761	74,073	77,441	78,534	82,280	84,296	85,813	87,356
8	73,456	74,630	75,674	77,036	80,538	81,673	85,569	87,668	89,246	90,854
9	76,399	77,617	78,699	80,116	83,762	84,940	88,992	91,172	92,815	94,485
10	79,452	80,721	81,848	83,319	87,112	88,338	92,553	94,820	96,529	98,265
11	82,634	83,950	85,123	86,653	90,598	91,871	96,254	98,614	100,390	102,196
12	85,933	87,308	88,527	90,121	94,222	95,545	100,106	102,557	104,400	106,283
13	89,372	90,799	92,069	93,725	97,988	99,368	104,104	106,660	108,582	110,534
14	92,947	94,431	95,749	97,476	101,908	103,342	108,274	110,927	112,924	114,957
step	2025-2026 3.0%									
	Bach/RN	Bach/RN +15	Bach/RN +30	Bach/RN +45	Masters	M+15	M+30	M+60	M+75	M+90
1	57,499	58,413	59,229	60,298	63,038	63,925	66,977	68,620	69,857	71,114
2	59,795	60,753	61,601	62,706	65,558	66,482	69,652	71,361	72,645	73,953
3	62,189	63,181	64,064	65,218	68,182	69,142	72,441	74,216	75,557	76,913
4	64,676	65,712	66,626	67,826	70,916	71,906	75,337	77,187	78,578	79,993
5	67,261	68,336	69,292	70,537	73,749	74,785	78,351	80,274	81,718	83,191
6	69,955	71,075	72,060	73,361	76,695	77,778	81,490	83,485	84,987	86,517
7	72,752	73,919	74,944	76,295	79,764	80,890	84,748	86,826	88,387	89,977
8	75,660	76,869	77,944	79,347	82,955	84,123	88,136	90,298	91,924	93,579
9	78,691	79,945	81,060	82,520	86,275	87,489	91,662	93,908	95,600	97,319
10	81,836	83,143	84,303	85,818	89,726	90,988	95,329	97,664	99,426	101,213
11	85,112	86,468	87,677	89,252	93,316	94,627	99,142	101,572	103,402	105,262
12	88,511	89,927	91,182	92,824	97,049	98,411	103,109	105,634	107,532	109,472
13	92,053	93,523	94,831	96,536	100,928	102,348	107,227	109,860	111,839	113,850
14	95,736	97,264	98,622	100,401	104,965	106,443	111,522	114,255	116,312	118,406
step	2026-2027 3.25%									
	Bach/RN	Bach/RN +15	Bach/RN +30	Bach/RN +45	Masters	M+15	M+30	M+60	M+75	M+90
1	59,367	60,311	61,154	62,257	65,087	66,002	69,154	70,851	72,127	73,425
2	61,738	62,728	63,603	64,743	67,689	68,642	71,917	73,680	75,006	76,356
3	64,211	65,235	66,147	67,338	70,398	71,389	74,796	76,629	78,012	79,413
4	66,778	67,848	68,792	70,031	73,220	74,244	77,785	79,696	81,132	82,593
5	69,447	70,557	71,544	72,829	76,146	77,216	80,898	82,883	84,373	85,895
6	72,229	73,385	74,402	75,745	79,188	80,305	84,139	86,199	87,749	89,328
7	75,117	76,321	77,380	78,775	82,356	83,519	87,502	89,648	91,260	92,901
8	78,120	79,366	80,477	81,926	85,651	86,857	91,001	93,233	94,912	96,621
9	81,249	82,543	83,694	85,202	89,078	90,332	94,640	96,959	98,706	100,481
10	84,495	85,845	87,043	88,608	92,642	93,945	98,428	100,838	102,657	104,503
11	87,878	89,278	90,527	92,153	96,348	97,702	102,364	104,872	106,763	108,682
12	91,388	92,850	94,145	95,841	100,203	101,609	106,461	109,066	111,027	113,030
13	95,045	96,563	97,913	99,674	104,208	105,674	110,712	113,430	115,474	117,550
14	98,847	100,426	101,827	103,664	108,376	109,902	115,146	117,968	120,092	122,255

Appendix C – Athletic Stipends	2024-2025 COLA 3%			2025-2026 COLA 3%			2026-2027 COLA 3.25%		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
High School Yearly									
Trainer, Assistant	\$15,864.06			\$16,339.98			\$16,830.18		
Strength and Conditioning	\$7,725.00	\$7,725.00	\$7,725.00	\$7,956.75	\$7,956.75	\$7,956.75	\$8,215.34	\$8,215.34	\$8,215.34
Fall /High School									
Cheerleading Fall Head	\$6,180.00	\$6,952.50	\$7,725.00	\$6,365.40	\$7,161.08	\$7,956.75	\$6,572.28	\$7,393.81	\$8,215.34
Cross Country Head (G and B)	\$6,695.00	\$7,532.39	\$8,368.75	\$6,895.85	\$7,758.36	\$8,619.81	\$7,119.97	\$8,010.51	\$8,899.96
Cross Country Assistant	\$4,285.83	\$4,285.83	\$4,285.83	\$4,414.40	\$4,414.40	\$4,414.40	\$4,557.87	\$4,557.87	\$4,557.87
Field Hockey Varsity Head	\$6,598.18	\$7,421.15	\$8,243.09	\$6,796.13	\$7,643.78	\$8,490.38	\$7,017.00	\$7,892.21	\$8,766.32
Field Hockey JV	\$5,088.20	\$5,831.86	\$6,574.49	\$5,240.85	\$6,006.82	\$6,771.72	\$5,411.17	\$6,202.04	\$6,991.81
Field Hockey Varsity Assistant	\$4,810.10	\$4,954.40	\$5,103.04	\$4,954.40	\$5,103.04	\$5,256.13	\$5,115.42	\$5,268.88	\$5,426.95
Football Head Varsity	\$9,459.52	\$10,661.53	\$11,863.54	\$9,743.31	\$10,981.38	\$12,219.45	\$10,059.96	\$11,338.27	\$12,616.58
Football, JV (2)	\$6,203.69	\$7,017.39	\$7,831.09	\$6,389.80	\$7,227.91	\$8,066.02	\$6,597.47	\$7,462.82	\$8,328.17
Football Freshmen	\$6,203.69	\$7,017.39	\$7,831.09	\$6,389.80	\$7,227.91	\$8,066.02	\$6,597.47	\$7,462.82	\$8,328.17
Football Varsity Assistant	\$4,810.10	\$4,810.10	\$4,810.10	\$4,954.40	\$4,954.40	\$4,954.40	\$5,115.42	\$5,115.42	\$5,115.42
Golf Head (1)-Boys	\$5,374.54	\$6,130.56	\$6,886.58	\$5,535.78	\$6,314.48	\$7,093.18	\$5,715.69	\$6,519.70	\$7,323.71
Golf JV (1) Boys	\$4,738.00	\$5,330.25	\$5,922.50	\$4,880.14	\$5,490.16	\$6,100.18	\$5,038.74	\$5,668.59	\$6,298.43
Gymnastics Head	\$6,033.74	\$6,793.88	\$7,552.99	\$6,214.75	\$6,997.70	\$7,779.58	\$6,416.73	\$7,225.12	\$8,032.42
Soccer Varsity Head (2)	\$6,598.18	\$7,421.15	\$8,243.09	\$6,796.13	\$7,643.78	\$8,490.38	\$7,017.00	\$7,892.21	\$8,766.32
Soccer JV (2)	\$5,088.20	\$5,831.86	\$6,574.49	\$5,240.85	\$6,006.82	\$6,771.72	\$5,411.17	\$6,202.04	\$6,991.81
Soccer Varsity Assistant (2)	\$5,288.02	\$5,288.02	\$5,288.02	\$5,446.66	\$5,446.66	\$5,446.66	\$5,623.68	\$5,623.68	\$5,623.68
Unified Basketball Coach	\$1,773.66	\$1,773.66	\$1,773.66	\$1,826.87	\$1,826.87	\$1,826.87	\$1,886.24	\$1,886.24	\$1,886.24
Volleyball, Head	\$6,514.75	\$7,325.36	\$8,135.97	\$6,710.19	\$7,545.12	\$8,380.05	\$6,928.27	\$7,790.34	\$8,652.40
Volleyball JV	\$5,088.20	\$5,831.86	\$6,574.49	\$5,240.85	\$6,006.82	\$6,771.72	\$5,411.17	\$6,202.04	\$6,991.81
Volleyball Freshman	\$5,088.20	\$5,831.86	\$6,574.49	\$5,240.85	\$6,006.82	\$6,771.72	\$5,411.17	\$6,202.04	\$6,991.81
Winter									
Basketball Varsity Head (2)	\$7,467.50	\$8,413.04	\$9,358.58	\$7,691.53	\$8,665.43	\$9,639.34	\$7,941.50	\$8,947.06	\$9,952.62
Basketball JV (2)	\$5,529.04	\$6,278.88	\$7,027.69	\$5,694.91	\$6,467.25	\$7,238.52	\$5,880.00	\$6,677.43	\$7,473.77
Basketball Freshman (2)	\$5,529.04	\$6,278.88	\$7,027.69	\$5,694.91	\$6,467.25	\$7,238.52	\$5,880.00	\$6,677.43	\$7,473.77
Basketball Varsity Assistant (2)	\$4,810.10	\$4,810.10	\$4,810.10	\$4,954.40	\$4,954.40	\$4,954.40	\$5,115.42	\$5,115.42	\$5,115.42
Cheerleading Winter Head	\$6,180.00	\$6,952.50	\$7,725.00	\$6,365.40	\$7,161.08	\$7,956.75	\$6,572.28	\$7,393.81	\$8,215.34
Hockey Varsity Head (2)	\$7,467.50	\$8,413.04	\$9,358.58	\$7,691.53	\$8,665.43	\$9,639.34	\$7,941.50	\$8,947.06	\$9,952.62
Hockey JV (2)	\$5,529.04	\$6,278.88	\$7,027.69	\$5,694.91	\$6,467.25	\$7,238.52	\$5,880.00	\$6,677.43	\$7,473.77
Ice hockey Varsity Assistant (2)	\$4,810.10	\$4,810.10	\$4,810.10	\$4,954.40	\$4,954.40	\$4,954.40	\$5,115.42	\$5,115.42	\$5,115.42
Swimming (G and B)	\$7,725.00	\$8,690.11	\$9,656.25	\$7,956.75	\$8,950.81	\$9,945.94	\$8,215.34	\$9,241.71	\$10,269.18
Swimming Varsity Assistant	\$5,288.02	\$5,288.02	\$5,288.02	\$5,446.66	\$5,446.66	\$5,446.66	\$5,623.68	\$5,623.68	\$5,623.68
Track Head (G and B) indoor	\$8,240.00	\$9,270.00	\$10,300.00	\$8,487.20	\$9,548.10	\$10,609.00	\$8,763.03	\$9,858.41	\$10,953.79
Track Coach assistant. Indoor (2)	\$4,285.83	\$4,285.83	\$4,285.83	\$4,414.40	\$4,414.40	\$4,414.40	\$4,557.87	\$4,557.87	\$4,557.87
Wrestling Head	\$6,514.75	\$7,329.48	\$8,143.18	\$6,710.19	\$7,549.36	\$8,387.48	\$6,928.27	\$7,794.72	\$8,660.07
Wrestling Varsity Assistant	\$4,313.64	\$4,313.64	\$4,313.64	\$4,443.05	\$4,443.05	\$4,443.05	\$4,587.45	\$4,587.45	\$4,587.45
Spring									
Baseball Varsity Head	\$7,235.75	\$8,181.29	\$9,126.83	\$7,452.82	\$8,426.73	\$9,400.63	\$7,695.04	\$8,700.60	\$9,706.16
Baseball JV	\$5,356.00	\$6,105.84	\$6,854.65	\$5,516.68	\$6,289.02	\$7,060.29	\$5,695.97	\$6,493.41	\$7,289.75
Baseball Varsity Assistant	\$4,810.10	\$4,810.10	\$4,810.10	\$4,954.40	\$4,954.40	\$4,954.40	\$5,115.42	\$5,115.42	\$5,115.42
Golf Head -Girls	\$5,374.54	\$6,130.56	\$6,886.58	\$5,535.78	\$6,314.48	\$7,093.18	\$5,715.69	\$6,519.70	\$7,323.71

Golf JV Girls	\$4,738.00	\$5,330.25	\$5,922.50		\$4,880.14	\$5,490.16	\$6,100.18		\$5,038.74	\$5,668.59	\$6,298.43
Integrated Track and Field	\$2,060.00	\$2,317.50	\$2,575.00		\$2,121.80	\$2,387.03	\$2,652.25		\$2,190.76	\$2,464.60	\$2,738.45
Lacrosse Varsity Head (2)	\$6,636.29	\$7,434.54	\$8,232.79		\$6,835.38	\$7,657.58	\$8,479.77		\$7,057.53	\$7,906.45	\$8,755.37
Lacrosse JV (2)	\$5,256.09	\$5,957.52	\$6,658.95		\$5,413.77	\$6,136.25	\$6,858.72		\$5,589.72	\$6,335.67	\$7,081.63
Lacrosse Varsity Assistant (2)	\$4,810.10	\$4,810.10	\$4,810.10		\$4,954.40	\$4,954.40	\$4,954.40		\$5,115.42	\$5,115.42	\$5,115.42
Sailing Head (B and G)	\$6,264.46	\$7,051.38	\$7,838.30		\$6,452.39	\$7,262.92	\$8,073.45		\$6,662.10	\$7,498.97	\$8,335.84
Sailing Assistant	\$4,057.17	\$4,057.17	\$4,057.17		\$4,178.89	\$4,178.89	\$4,178.89		\$4,314.70	\$4,314.70	\$4,314.70
Softball Varsity Head	\$7,235.75	\$8,181.29	\$9,126.83		\$7,452.82	\$8,426.73	\$9,400.63		\$7,695.04	\$8,700.60	\$9,706.16
Softball JV	\$5,356.00	\$6,105.84	\$6,854.65		\$5,516.68	\$6,289.02	\$7,060.29		\$5,695.97	\$6,493.41	\$7,289.75
Softball Varsity Assistant	\$4,810.10	\$4,810.10	\$4,810.10		\$4,954.40	\$4,954.40	\$4,954.40		\$5,115.42	\$5,115.42	\$5,115.42
Track Head (G and B) outdoor	\$8,613.89	\$9,691.27	\$10,767.62		\$8,872.31	\$9,982.01	\$11,090.65		\$9,160.66	\$10,306.42	\$11,451.09
Spring Track Assistant (3)	\$5,288.02	\$5,288.02	\$5,288.02		\$5,446.66	\$5,446.66	\$5,446.66		\$5,623.68	\$5,623.68	\$5,623.68
Tennis Varsity Head (2)	\$6,180.00	\$6,952.50	\$7,725.00		\$6,365.40	\$7,161.08	\$7,956.75		\$6,572.28	\$7,393.81	\$8,215.34
Tennis Varsity Assistant (2)	\$4,057.17	\$4,057.17	\$4,057.17		\$4,178.89	\$4,178.89	\$4,178.89		\$4,314.70	\$4,314.70	\$4,314.70

Middle School											
Middle School AD	\$10,752.17				\$11,074.74				\$11,406.98		
Fall											
M.S. Field Hockey Head Coach	\$3,746.11	\$3,746.11	\$3,746.11		\$3,858.49	\$3,858.49	\$3,858.49		\$3,983.89	\$3,983.89	\$3,983.89
M.S. Field Hockey Asst Coach	\$2,709.93	\$2,709.93	\$2,709.93		\$2,791.23	\$2,791.23	\$2,791.23		\$2,881.94	\$2,881.94	\$2,881.94
M.S. Soccer Boys Head Coach	\$3,746.11	\$3,746.11	\$3,746.11		\$3,858.49	\$3,858.49	\$3,858.49		\$3,983.89	\$3,983.89	\$3,983.89
M.S. Soccer Boys Asst. Coach	\$2,709.93	\$2,709.93	\$2,709.93		\$2,791.23	\$2,791.23	\$2,791.23		\$2,881.94	\$2,881.94	\$2,881.94
M.S. Soccer Girls Head Coach	\$3,746.11	\$3,746.11	\$3,746.11		\$3,858.49	\$3,858.49	\$3,858.49		\$3,983.89	\$3,983.89	\$3,983.89
M.S. Soccer Girls Asst Coach	\$2,709.93	\$2,709.93	\$2,709.93		\$2,791.23	\$2,791.23	\$2,791.23		\$2,881.94	\$2,881.94	\$2,881.94
M.S. Fall Intramurals (3)	\$2,709.93	\$2,709.93	\$2,709.93		\$2,791.23	\$2,791.23	\$2,791.23		\$2,881.94	\$2,881.94	\$2,881.94
Winter											
M.S. Basketball Boys Head Coach	\$4,101.46	\$4,101.46	\$4,101.46		\$4,224.50	\$4,224.50	\$4,224.50		\$4,361.80	\$4,361.80	\$4,361.80
M.S. Basketball Boys Asst Coach	\$2,875.76	\$2,875.76	\$2,875.76		\$2,962.03	\$2,962.03	\$2,962.03		\$3,058.30	\$3,058.30	\$3,058.30
M.S. Basketball Girls Head Coach,	\$4,101.46	\$4,101.46	\$4,101.46		\$4,224.50	\$4,224.50	\$4,224.50		\$4,361.80	\$4,361.80	\$4,361.80
M.S. Basketball Girls Asst Coach	\$2,875.76	\$2,875.76	\$2,875.76		\$2,962.03	\$2,962.03	\$2,962.03		\$3,058.30	\$3,058.30	\$3,058.30
M.S. Winter Intramurals (2)	\$2,709.93	\$2,709.93	\$2,709.93		\$2,791.23	\$2,791.23	\$2,791.23		\$2,881.94	\$2,881.94	\$2,881.94
Spring											
M.S. Baseball Head Coach	\$3,746.11	\$3,746.11	\$3,746.11		\$3,858.49	\$3,858.49	\$3,858.49		\$3,983.89	\$3,983.89	\$3,983.89
M.S. Baseball Asst Coach	\$2,709.93	\$2,709.93	\$2,709.93		\$2,791.23	\$2,791.23	\$2,791.23		\$2,881.94	\$2,881.94	\$2,881.94
M.S. Softball Head Coach	\$3,746.11	\$3,746.11	\$3,746.11		\$3,858.49	\$3,858.49	\$3,858.49		\$3,983.89	\$3,983.89	\$3,983.89
M.S. Softball Asst Coach	\$2,709.93	\$2,709.93	\$2,709.93		\$2,791.23	\$2,791.23	\$2,791.23		\$2,881.94	\$2,881.94	\$2,881.94
M.S. Track Head Coach	\$3,746.11	\$3,746.11	\$3,746.11		\$3,858.49	\$3,858.49	\$3,858.49		\$3,983.89	\$3,983.89	\$3,983.89
M.S. Track Asst Coach	\$2,709.93	\$2,709.93	\$2,709.93		\$2,791.23	\$2,791.23	\$2,791.23		\$2,881.94	\$2,881.94	\$2,881.94
M.S. Spring Intramurals (2)	\$2,709.93	\$2,709.93	\$2,709.93		\$2,791.23	\$2,791.23	\$2,791.23		\$2,881.94	\$2,881.94	\$2,881.94

- Athletic Stipend Steps1. All positions will start on Step 1 in the 2024-25 school year.
2. Steps reflect seasons of service in the specified position only.
 3. No experience outside of Nauset Schools shall be counted towards steps.
 4. Steps reflect consecutive seasons in which the position was held by the individual. If an individual takes one season away from a position, they will return to step one upon a future return to that position.
 5. Only head coaches of varsity, junior varsity, and freshman teams are eligible for steps.

**APPENDIX D - NON-ATHLETIC
EXTRACURRICULAR SALARY
SCHEDULE**

			FY25 - 3.00% COLA	FY26 - 3.00% COLA	FY27 - 3.25% COLA
HIGH SCHOOL		Level	Stipend	Stipend	Stipend
	CLASS ADVISORS (may be up to 3 if enrollment requires)				
	Class Advisors 9 (2 advisors) - each		\$1,611	\$1,659	\$1,713
	Class Advisors 10 (2 advisors) - each		\$1,611	\$1,659	\$1,713
	Class Advisors 11 (2 advisors) - each		\$2,685	\$2,766	\$2,856
	Class Advisors 12 (2 advisors) - each		\$2,685	\$2,766	\$2,856
	Class Coverage		\$36.84	\$37.95	\$39.18
	CLUB AND ACTIVITY ADVISORS				
	Art Club	1	\$805	\$829	\$856
	Black Student Union	1	\$805	\$829	\$856
	Bowling Club	1	\$805	\$829	\$856
	Debate Team	1	\$805	\$829	\$856
	Feminism Club	1	\$805	\$829	\$856
	Interact Club	1	\$805	\$829	\$856
	Literary Magazine Advisor	1	\$805	\$829	\$856
	Multicultural Club	1	\$805	\$829	\$856
	Table Top Games Club	1	\$805	\$829	\$856
	Newspaper Advisor	1	\$805	\$829	\$856
	Best Buddies (2)	2	\$1,290	\$1,329	\$1,372
	Chess Club	2	\$1,290	\$1,329	\$1,372
	Green Club	2	\$1,290	\$1,329	\$1,372
	Human Rights Academy	2	\$1,290	\$1,329	\$1,372
	Iron Chef/Culinary Club	2	\$1,290	\$1,329	\$1,372
	Key Club	2	\$1,290	\$1,329	\$1,372
	Math Team	2	\$1,290	\$1,329	\$1,372
	Model UN Club	2	\$1,290	\$1,329	\$1,372
	Esports	3	\$3,223	\$3,320	\$3,428
	Mock Trial	3	\$3,223	\$3,320	\$3,428
	National Honor Society	3	\$3,223	\$3,320	\$3,428
	Student Council Advisor (2)	3	\$2,685	\$2,766	\$2,856

	Vex Robotics Club	3	\$3,223	\$3,320	\$3,428
	Yearbook - Literary	3	\$2,149	\$2,213	\$2,285
	Yearbook - Business	3	\$2,149	\$2,213	\$2,285
	COORDINATORS- SPECIAL PROGRAMS AND EVENTS				
	Awards Night Coordinator (scholarships)		\$3,301	\$3,400	\$3,511
	Awards Coordinator		\$1,806	\$1,860	\$1,920
	Community Service Coordinator		\$3,301	\$3,400	\$3,511
	Coordinator of Online Courses		\$5,801	\$5,975	\$6,169
	Graduation Coordinator		\$1,806	\$849	\$877
	Scholarships, Coordinator of		\$3,567	\$3,674	\$3,793
	Project Graduation Coordinator		\$1,806	\$1,860	\$1,920
	Department Head (each)				
	Social Studies		\$5,801	\$5,975	\$6,169
	Math		\$5,801	\$5,975	\$6,169
	Fine and Applied Arts		\$5,801	\$5,975	\$6,169
	Foreign Language		\$5,801	\$5,975	\$6,169
	English		\$5,801	\$5,975	\$6,169
	Guidance		\$5,801	\$5,975	\$6,169
	Technology		\$5,801	\$5,975	\$6,169
	Science		\$5,801	\$5,975	\$6,169
	Project ACCESS		\$5,801	\$5,975	\$6,169
	Physical Education		\$5,801	\$5,975	\$6,169
	Special Education		\$5,801	\$5,975	\$6,169
	Drama Technical Director (per season)		\$2,413	\$2,485	\$2,566
	Drama Director (per season)		\$3,296	\$3,395	\$3,505
	Driver Ed Classroom (per class)		\$1,278	\$1,316	\$1,359
	Driver Ed Director (208 total hours/annually)		\$7,765	\$7,998	\$8,258
	Driver Ed Road Instructor (per student)		\$448	\$461	\$476
	ELL Service Coordinator - HS		\$5,801	\$5,975	\$6,169
	International Student Program Coordinator		\$3,473	\$3,577	\$3,693
	First Generation Student Coordinator		\$3,473	\$3,577	\$3,693

	Mentor - Administrative Assistant		\$625	\$644	\$665
	Mentor - Paraeducator		\$625	\$644	\$665
	Mentor - Teacher		\$1,138	\$1,172	\$1,210
	Music/Drama, Daily Rate		\$215	\$221	\$228
	<i>Jazz Band, Chorus, Drama</i>				
	Music/Drama Max daily rate per year**		\$3,223	\$3,320	\$3,428
	Project Access (each)				
	Access Registrar		N/A	N/A	N/A
	Access Science		\$15,245	\$15,702	\$16,212
	Access ELA		\$15,245	\$15,702	\$16,212
	Access Online Evening		\$15,245	\$15,702	\$16,212
	Access Math		\$15,245	\$15,702	\$16,212
	Tutor (per hour)		\$42.59	\$43.87	\$45.29

<u>MIDDLE SCHOOL</u>			FY25 - 3.00% COLA	FY26 - 3.00% COLA	FY27 - 3.25% COLA
		Level	Stipend	Stipend	Stipend
	Club Advisors: Must work 30 hours (30 weeks @ 1 hour per week) to be eligible for full stipend. More or less than that the stipend will be prorated. Clubs may vary from year to year.	1	\$805	\$829	\$856
	National Junior Honor Society Advisor	2	\$1,290	\$1,329	\$1,372
	Model United Nations Club Advisor (2)	2	\$1,290	\$1,329	\$1,372
	Mock Trial	2	\$1,290	\$1,329	\$1,372
	Student Council Grade 6,7,8 (each)	2	\$1,290	\$1,329	\$1,372
	Arts Day Coordinator	2	\$1,290	\$1,329	\$1,372
	Craft Fair Coordinator	2	\$1,290	\$1,329	\$1,372
	Drama Club Director	3	\$5,908	\$6,085	\$6,283
	Yearbook Club	3	\$2,256	\$2,324	\$2,400
	Music Director – Musical		\$2,954	\$3,043	\$3,142
	Music Drama Daily Rate		\$215	\$221	\$228
	Music Maximum per year		\$3,223	\$3,320	\$3,428
	Subject Coordinators		\$3,192	\$3,288	\$3,395
	Student/Farmer's Market Program Coordinator		\$146/Saturday	\$150/Saturday	\$155/Saturday
	Team Leader (each)		\$3,192	\$3,288	\$3,395
	Tutor (per hour)		\$42.59	\$43.87	\$45.29
	Mentor - Administrative Assistant		\$625	\$644	\$665
	Mentor - Paraeducator		\$625	\$644	\$665
	Mentor - Teacher		\$1,138	\$1,172	\$1,210

			FY25 - 3.00% COLA	FY26 - 3.00% COLA	FY27 - 3.25% COLA
ELEMENTARY					
	Club Advisors	1	\$805	\$829	\$856
	Class Coverage		\$36.84	\$37.95	\$39.18
	Department Heads (each)		\$5,799	\$5,973	\$6,167
	Tutor (per hour)		\$42.59	\$43.87	\$45.29
	Music Elementary - hourly rate		\$40.49	\$41.70	\$43.06
	Music Elementary- Maximum per year		\$3,223	\$3,320	\$3,428
	Mentor - Administrative Assistant		\$625	\$644	\$665
	Mentor - Paraeducator		\$625	\$644	\$665
	Mentor - Teacher		\$1,138	\$1,172	\$1,210
	*Elementary Special Education Coordinator		\$3,192	\$3,288	\$3,395
	Subject Coordinator (each)		\$3,192	\$3,288	\$3,395
	Volunteer Coordinator/Publicist		\$3,192	\$3,288	\$3,395
	Responsive Classroom Coordinator/Mentor		\$971	\$1,000	\$1,033

			FY25 - 3.00% COLA	FY26 - 3.00% COLA	FY27 - 3.25% COLA
DISTRICT / REGION					
	Department Head (K-12 Art, Music, Physical Education)		\$5,801	\$5,975	\$6,169
	Educational Liaison		\$15,778	\$16,252	\$16,780
	ELA Coordinator (K-5)		\$5,801	\$5,975	\$6,169
	ELL Services Coordinator (K-12)		\$5,801	\$5,975	\$6,169
	Extended School Year - Paraeducators (per hour)		Para's hourly rate	Para's hourly rate	Para's hourly rate
	Extended School Year - Teacher		\$43.94	\$45.26	\$46.73
	Extended School Year - OT/PT/SLP		\$43.94	\$45.26	\$46.73
	Hourly Rate - Teacher - extra hourly work, curriculum development		\$43.94	\$45.26	\$46.73
	IB – Diploma Programme Coordinator		\$5,801	\$5,975	\$6,169
	IB - CAS Coordinator		\$2,869	\$2,955	\$3,051
	IB - Extended Essay Coordinator		\$2,869	\$2,955	\$3,051
	Master Scheduler High School		\$7,363	\$7,584	\$7,830
	Math Coordinator (K-5)		\$5,801	\$5,975	\$6,169
	Mentor Coordinator - Teacher		\$5,801	\$5,975	\$6,169
	Mentor Facilitator - Teacher		\$649	\$668	\$690
	Mentor Facilitator – Paraeducator		\$642	\$661	\$682
	Nurse Coordinator - District		\$5,799	\$5,973	\$6,167
	Sub-Separate Setting		\$1,750	\$1,803	\$1,862

	Personal Care Stipend		\$1,750	\$1,803	\$1,862
	Seal of Biliteracy Coordinator		\$2,869	\$2,955	\$3,051
	Student Services - OT/PT/SLP, extra assignment or ESY		\$43.94	\$45.26	\$46.73
	Sunburst STEAM Community Outreach Liaison		\$2,869	\$2,955	\$3,051
	Sunburst STEAM Instructional Coach		\$43.94	\$45.26	\$46.73
	Class Coverage		\$36.84	\$37.95	\$39.18
	Title 1 Coordinator - Summer		\$2,473	\$2,547	\$2,630
	Title 1 Coordinator – Winter		\$5,801	\$5,975	\$6,169

Stipend Design Effective 7/1/2024

Purpose:

Use consistent criteria to designate faculty/staff stipends in terms of compensation aligned with expectations.

Expectations/Criteria and Compensation Chart

Level	Criteria	High School Clubs	Middle	ELEM.	Compensation
One	Meets weekly and/or a minimum of 30 hours/school year) Social and/or defined activity within school Minimal planning/preparation	<ul style="list-style-type: none"> Literary Magazine/Newspaper/ Journalism Club Art Black Student Union Bowling Club Feminism Club Table Top Games Haiti Club Debate Club New Club with approval by principal 	<ul style="list-style-type: none"> Newspaper -Fy21 Pride Club-Fy21 Among Us Club-FY21 Art Club Board Game Club Breakfast Club Chess Club AM Gym-5 days Green Thumb Harry Potter Homework-4 days Just Dance LEGO Mythology Trunks & Turtles PM Workout Club - 5 days <p>NOTE: Some clubs vary year to year based on student interest / staff proposal to Principal for approval</p>	<ul style="list-style-type: none"> Varies year to year 	\$805 per Club
Two	Meets weekly and/or a minimum of 30 hours/school year Social and/or defined activity within school Outside Competitions/Trips	<ul style="list-style-type: none"> Model UN Key Club Chess Club Green Club Human Rights Academy Math Club Culinary Club Best Buddies 	<ul style="list-style-type: none"> Drama Club-2 days Mock Trial Model UN Nat. Jr. Honor Society 		\$1290 per Club

	Preparation				
	Product/Presentation of sorts				
Three	Meets weekly and/or a minimum of 30 hours/school year Social and/or defined activity within school Outside Competitions/Events/Trips Continuous Preparation Product/Presentation of sorts Multiple Events-year long	<ul style="list-style-type: none"> • National Honor Society \$3,223 • Yearbook (Literary and Business) \$4,298 • Mock Trial \$3,223 • Student Council \$5,370 (split between 2) 	<ul style="list-style-type: none"> • Yearbook -\$2,256 • Drama Club - 2 days \$5908 		Amounts per Club to be split based on the number of advisors per year (usually 2 advisors) \$3,223

Notes on Procedures:

- Annual Posting of Positions
- Administrator charged with club oversight
- Non-compensated clubs recognized by school outside of contract
- Attendance recorded in Aspen
- Monthly log submitted to club administrator
- Yearly report submitted by club leader and reviewed by Principal
- Annual end of year review to determine current offerings
- Advertisement of opportunities (Prior to Spring Break)
- New/continuing assignments (Pre-graduation New Contracts)
- Clubs that are inactive are not eligible for a stipend; if inactive for 3 years will be reevaluated in same manner as a new club
- Proposed new clubs and eligibility for stipend is at Principal discretion based on student interest/impact and planned budget

There shall be a Stipend Review Committee comprised of up to four (4) representatives of the District and four (4) representatives of the Association, which shall review the current Appendix C stipend structure. The Stipend Review Committee may make a recommendation to the parties for changes in the stipend structure, but no changes will be implemented without the agreement of the School Committee and the Association. The parties will schedule a separation ratification vote as needed.

APPENDIX E

²Summary of Parental and Family Leave for School Employees

Family and Medical Leave Act

- a. This is a federal law (29 U.S.C. §§ 2601-2654) providing a total of 12 weeks of leave during a 12-month period for any combination of the following reasons: (1) the birth, adoption or foster care of a child; (2) the employee's own serious health condition, and (3) care for a parent, spouse or dependent who has a serious health condition. For parental leave purposes, leave under the Family and Medical Leave Act must be taken in consecutive weeks unless the employer and employee agree otherwise. Further, you may exercise leave under FMLA only during the 12 months following the birth or adoption of your child. If your intention to exercise parental leave is foreseeable, you are required to give your employer at least 30 days' notice of your intention to take FMLA leave. Leave may commence in less than 30 days if the birth or adoption placement occurs earlier than anticipated, but notice must still be given as soon as practicable. Under the Family and Medical Leave Act, vacation weeks do not count against your 12-week entitlement. If you use three weeks of FMLA leave at the end of one school year, you will have nine weeks left at the beginning of the next school year.
- b. FMLA leave for birth or adoption of a child or foster care shall run concurrently with leave under the Massachusetts Parental Leave Act.

- c. **Massachusetts Parental Leave Law**

This is a state law (M.G.L. c. 149, § 105D) allowing employees eight weeks of consecutive leave for childbirth or adoption. You are eligible to exercise leave under this law if you have completed any probationary period (not to exceed three months). Under the Massachusetts Parental Leave Law, unlike the Family and Medical Leave Act, you are entitled to eight weeks immediately following your child's birth or adoption, whether or not you have exercised other leave prior to your child's arrival. MPLL leave may be with or without pay. The employer is entitled to two weeks' notice of anticipated exercise of MPLL leave.

Small Necessities Leave Act

The Small Necessities Leave Act is a state law that allows eligible employees up to 24 hours of leave every year in addition to the 12 weeks allowed under the Family and Medical Leave Act, for the following purposes:

- To accompany a child to routine medical or dental appointments, such as checkups or vaccinations;
- To participate in school activities directly related to a child's educational advancement, such as parent-teacher conferences;
- To accompany an elderly relative to routine medical or dental appointments or for other professional services related to the elder's care.
- To be eligible for SNLA leave, you must meet the same criteria as for FMLA leave.

Eligibility for leave under the FMLA and SNLA

This leave is available to employees who have worked for the school district for at least 12 months (not necessarily consecutively) and who have worked at least 1,250 hours during the immediate prior 12 months. Full-time K-12 professional instructional employees who have worked a full school year are presumed to meet the hours requirement. Education Support Professionals and other higher education personnel are not entitled to this presumption. Part-time ESPs may not meet the 1,250-hour threshold.

² http://www.massteacher.org/memberservices/~media/Files/legal/dls_qa_pregnancy_parental_leave_web.pdf

APPENDIX F

Lexington Plan

1. A supplementary longevity plan (Lexington Plan) will be made available to professional staff members with fifteen (15) completed years of service in Nauset. Such staff may elect longevity payments of \$2,500 for three (3) consecutive years that follow acceptance. Any sick leave buyback will cease upon acceptance. **Effective July 1, 2011, applications for the Lexington Plan will no longer be accepted.** Beginning July 1, 2011, professional staff who are participating in the Plan, or who applied in FY2010 for FY2011 and were deferred to FY2012, will receive the Lexington Plan and the Longevity payments described in Section 1, Schedule B above. Professional staff applying for the Lexington Plan in FY2011 and accepted for FY2012 or deferred to FY2013 or later will receive the Lexington Plan and the Longevity payments described in Section 1, Schedule A above. All other professional staff will be eligible for Longevity payments in Section 1, Schedule B after fifteen (15) years of service to the district.
2. Application is required and immediate placement is not insured, since the system retains the right to set budget limits; however, the system will not set budget limits that are generally viewed as restrictive. Members electing, but not immediately placed under the provisions of paragraph a. above, will be carried forward to the next school year, and placed at the top of the list.
3. In the event that an abnormally high number of members elect this option in a specific year, the following sequence of events will take place:
 - a) A request will go to all members who have elected this option seeking members willing to delay the start of this option to the next school year. Members will have five (5) school days to respond to this request.
 - b) If a budgetary problem still exists after voluntary delays are sought, members electing this option will start in order of seniority, with the most senior being placed first and the remainder starting the next school year.
 - c) No bargaining unit member will be denied immediate placement on the optional longevity schedule specified in paragraph a. above for any reason other than specified in paragraph 3., sections a) and b).

Longevity & Lexington

\$ 100 after 15 years
1,200 after 20 years
1,500 after 25 years
2,000 after 30 years

APPENDIX G

Nauset Public Schools - Teacher Evaluation Schedule Non-PTS and PTS Educators

<u>Evaluation Item</u>	<u>Non-PTS Teachers</u>			<u>PTS Teachers</u>	
Meet with Educators to explain evaluation process	Orientation Days for new staff and by September 15th for all Non-PTS			By September 15th	
Educator submits self assessment and goals	By October 1st			Year 1 of 2-year cycle: PTS submits self assessment and goals by October 1st; Year 2 of 2-year cycle: PTS may adjust or update goals (only if needed) by October 1st	
Meetings with Evaluator to develop Educator Plan	By October 15th			Year 1 of 2-year cycle: PTS meets with Evaluator by October 15th to review goals and develop plan; Year 2 of 2-year cycle: PTS may adjust plan with Evaluator (only if needed) by October 15th	
Educator Plan submitted by Educator	By November 1st			By November 1st	
Observations	Year 1 Non-PTS	Year 2 Non-PTS	Year 3 Non-PTS	Year 1 of 2-year cycle	Year 2 of 2-year cycle
First observation completed - Announced or Unannounced	By November 15th [Note that 2nd and 3rd year Non-PTS need three (3) unannounced observations]			Optional in year 1	Ny November 15
Second Observation	By January 15	By February 1	By February 1		By May 15
Third Observation	By March 15	By May 15	By May 15		
Fourth Observation	By April 15				
Fifth Observation	By May 15				
Formative Assessment	By February 1			Not applicable except for an Educator rating of Needs Improvement or Unsatisfactory; See requirements in Education Evaluation Language	
Summative Evaluation	By May 25			By May 25th in Year 2 of cycle	
Formative Evaluation	Not Applicable			By June 10th in Year 1 of cycle	
*No less than ten (10) days before due dates, Educator submits evidence pertinent to that evaluation					

APPENDIX H

NRHS DEPARTMENT HEAD JOB DESCRIPTION

The Department Head plays a pivotal role in effective utilization of student data and fostering a culture that is student-centered and embraces a growth mindset. Each department has different spaces/needs and requires a versatile set of leadership skills.

Responsibilities include:

- Establish and promote high academic standards and expectations for students and staff.
- Lead the department in the process of ensuring development, implementation, and yearly evaluation of department curriculum and program effectiveness for optimal student learning outcomes.
- Ensure the written, published curriculum is of high quality and taught in each classroom.
- Supervise the pedagogical activities in the grade 9-12 subject areas.
- Visit classrooms to observe colleagues, providing feedback and opportunities for teachers to collaborate and learn from one another.
- Evaluate and monitor all curricula of the department, developing and modifying when appropriate to ensure that the curricula assists teachers with instruction that meets the Profile of a Graduate Competencies, Massachusetts Curriculum Frameworks, and/or industry standards.
- Support understanding and practice of the pedagogy that surrounds student engagement, unit design and higher order thinking skills.
- Collaborate with colleagues to analyze standardized and unit assessment data to guide curriculum revision, analyze unit performance tasks and student work in order to strengthen the quality of units, lessons and activities.
- Attend monthly (September-June) after-school leadership team meetings and one forty five (45) minute meeting during school hours every other week (maximum twice monthly September-June.) The schedule for all meetings will be given to the department heard no later than ten (10) school days before the start of the term; to work collaboratively with the team to foster a culture of lifelong learning and continuous improvement within the department, on the leadership team and aligned to DESE Standard IV Professional Culture and Growth.
- Assist the principal with the school scheduling process.
- Assist the principal with the preparation and coordination of Professional Development.
- Serve as a role model for instructional practices and pedagogy.
- Assist the principal in faculty hiring and assist new teachers in the department to acclimate to Nauset, supporting their mentors.
- Assist with parent concerns with teachers, curriculum and department policies.
- Create and monitor an annual department budget.
- Strategically plan and determine department needs, order textbooks and other subject specific classroom materials.
- Maintain the inventory, including supplies, equipment and books of the department. Ensure the materials ordered prior to the start of school are processed timely and POs that are to be paid be submitted by the end of the second week of September
- When necessary, assist the administrative team with the substitute coverage when teachers are absent within the department.
- Facilitate the close-out procedures of the department at the end of the school year.
- Participate in supporting a safe learning environment in collaboration with facilities staff.
- Attend one leadership meeting, no longer than three (3) hours, the day immediately before the opening day for staff.

Qualifications:

- Massachusetts Professional teaching license in specific discipline and grade level
- Minimum 3 years classroom teaching experience
- Demonstrates effectiveness as a teacher and communication through observation and communication.
- Working knowledge of Massachusetts curriculum frameworks
- Demonstrated credibility among faculty as an effective instructor
- Expressed desire to collaborate with and provide instructional support to teachers.

* This is a one year position.